

MANNINGHAM

## COUNCIL MEETING

# AGENDA

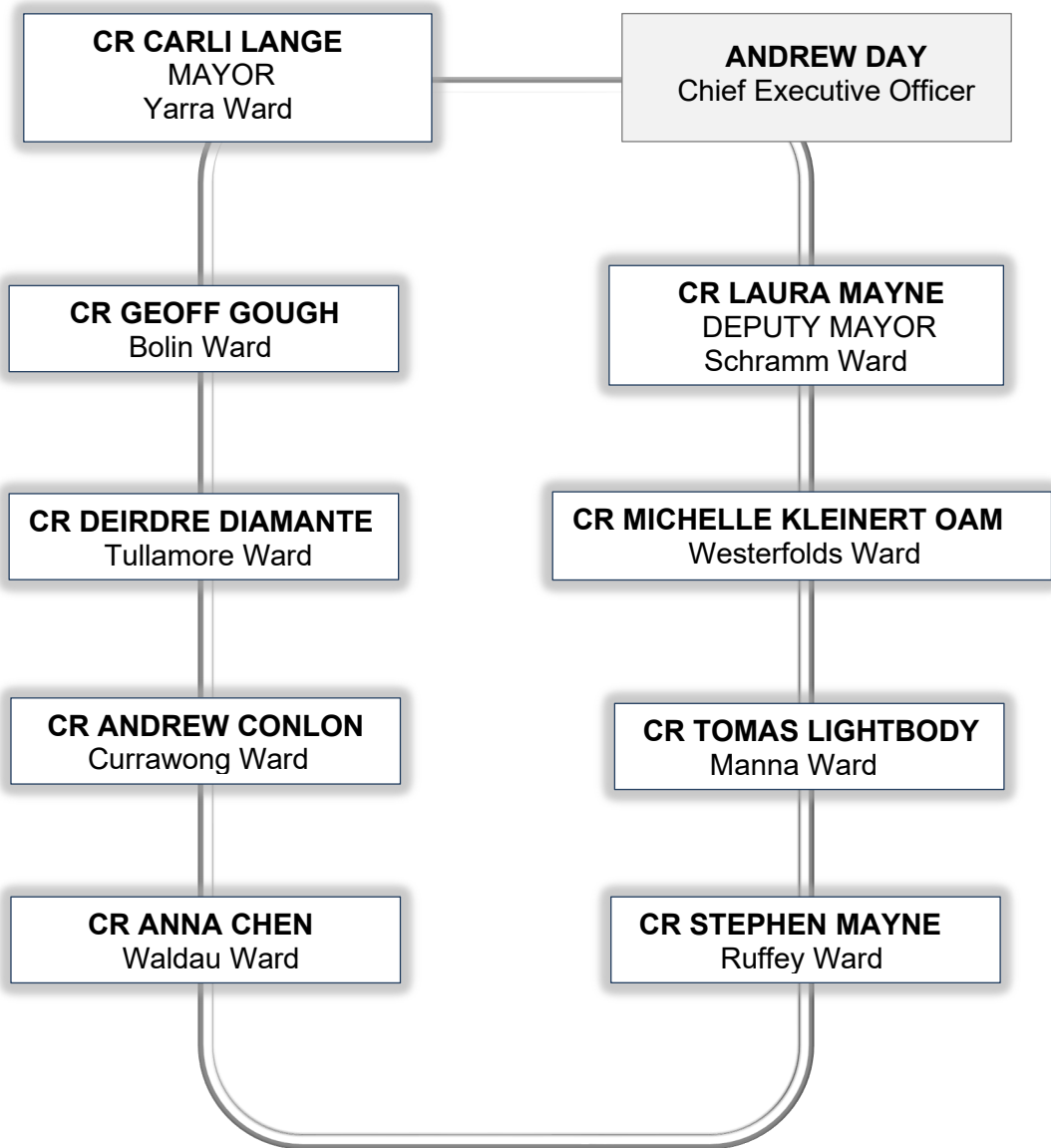
<b>Date:</b>	<b>Tuesday, 27 August 2024</b>
<b>Time:</b>	<b>7:00pm</b>
<b>Location:</b>	<b>Council Chamber, Civic Centre 699 Doncaster Road, Doncaster</b>

**This meeting is convened to transact the business listed below.**

**Andrew Day**  
**Chief Executive Officer**

*This meeting will be livestreamed. Members of the public who address Council will be heard on the live audio stream, and audio of them speaking will be recorded. All reasonable efforts will be made to avoid capturing live or recorded video footage of public attendees however there might be incidental capture.*

# COUNCIL MEETING SEATING PLAN





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**1 WELCOME**

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

**3 PRIOR NOTIFICATION OF CONFLICT OF INTEREST**

**4 CONFIRMATION OF MINUTES**

Confirmation of the Minutes of the Council Meeting held on 23 July 2024 and the Council Meeting held on 13 August 2024.

**5 PRESENTATIONS**

**6 PETITIONS**

**7 PUBLIC QUESTION TIME**

**8 ADMISSION OF URGENT BUSINESS**

## 9 PLANNING PERMIT APPLICATIONS

### 9.1 Planning Application PLA23/0020 for an amendment to Planning Permit PL12/022747 at 659-671 Doncaster Road, Doncaster

**Planning Permit PL12/022747 was issued for residential hotel, trade supplies, restricted retail, retail, and included apartments, alterations to a Road Zone 1, display of business identification signage, liquor license for residential hotel.**

File Number:	IN24/458
Responsible Director:	Director City Planning
Applicant:	Ratio Consultants
Planning Controls:	Activity Centre Zone 1 (Precinct 3C), Development Contributions Plan Overlay 1, Parking Acquisition Overlay 1, Abuttal to Transport Zone 2 – Principal Road Network (Doncaster Road)
Ward:	Schramm
Attachments:	<ol style="list-style-type: none"><li>1 Legislative requirements and VicPlan Map</li><li>2 Planning Permit PL12/022747</li><li>3 3D Renders</li><li>4 Decision Plans</li><li>5 Decision Landscape Plans</li><li>6 Endorsed Plans PL12/022747</li></ol>

#### PURPOSE OF REPORT

1. This report provides Council with an assessment of the application to amend Planning Permit PL12/022747 pursuant to Section 72 of the Planning and Environment Act 1987, for land at 659-671 Doncaster Road, Doncaster. The report recommends approval of the amended proposal, subject to changes by permit conditions.
2. The application is being referred to Council for determination as it proposes an amendment to a Major Application (land demarcated Activity Centre Zone with a cost of works greater than \$15 million).

#### EXECUTIVE SUMMARY

##### Proposal

3. The primary purpose of the amended planning permit application is to facilitate the construction of a 29 metre high, mixed use development comprising 3 restricted retail premises, 78 serviced apartments, a function centre and a childcare centre.

4. This amendment solely relates to land on the eastern side of the site, identified as Stage 2A and 2B, on the north-western corner of Doncaster Road and Council Street now known as 669-671 Doncaster Road and 3 Council Street, Doncaster. The land is currently vacant as construction did not commence for Stage 2.



Figure: *SUBJECT SITE OF AMENDMENT*

5. The amendment proposes replacement of the existing Stage 2 approval of two residential towers comprising 160 apartments, and 547square metres of retail. The adjacent 29 metre high development comprising Bunnings trade supplies, Mercure Hotel, and Chido Chido bar/restaurant are within Stage 1 of the broader subject site. There are no changes proposed to the existing Stage 1 use/development.



Figure: *AMENDED PROPOSAL PERSPECTIVE – Doncaster Road and Council Street*

6. The site is subject to an existing Section 173 Agreement on title that states “except with the written consent of the Responsible Authority, vehicle access to lot 300 and lot 400 must only be via the abutting carriageway easement E1 as identified on PS807629B”. The amendment of this permit and any future endorsement of plans is considered written consent pursuant to this agreement.
7. For Stage 2 of the development, the permit has historically been extended and will expire if the development is not commenced by 31 October 2025 and completed by 31 October 2027.
8. Various amendments have been approved by Council for Stage 2 as outlined in detail within the below assessment.

#### **Notification**

9. Notice of the application was given over a two-week period, which concluded on 3 July 2024.
10. To date, no objections or submissions have been received.

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

11. The key issues for Council in considering the proposal relate to:
  - Land Uses
  - Amenity Impacts
  - Design and Built Form
  - Landscaping
  - Car Parking, Access and Traffic

#### **Assessment summary**

12. The scope of this assessment is generally limited to a comparison of the changes and ensuring an improved, if not comparable, outcome against the relevant planning scheme requirements.
13. The proposed amendment will result in a holistic redesign of the use and development within Stage 2 and an overall improvement of the built form of the preceding approval. The seven-storey attached building exhibits a high degree of architectural merit, in a form that is highly responsive to its context and achieves a high quality urban design outcome. The proposal is fully compliant with the height and setback controls with the Activity Centre Zone Schedule 1.
14. The proposal has responded to both officer and urban design recommendations made to date, addressing historical design issues with height, parking design, office use and internal amenity.
15. The amended development will provide a vibrant frontage to activate this section of Doncaster Road, which has remained vacant for some time, providing a built form that carefully responds to the area and an improved design outcome that respects the built form and height controls within the ACZ and objectives of the Doncaster Hill Structure Plan.

16. The proposal aligns with the vision for Doncaster Hill to achieve a sustainable and vibrant mixed-use activity centre with a strong sense of place and civic identity. The proposal offers genuine contributions to the economic vitality of the centre by the three large format restricted retail premises, serviced apartments for short term temporary accommodation within Manningham, and a rooftop childcare centre that is positioned to minimise off-site amenity impacts and contribute to assist with local childcare needs.
17. The proposal exceeds the recommended number of car spaces provided within multi-level basements. Access is primarily from the internal accessway (as was originally intended). Additional secondary loading bay access is now proposed from Council Street as a result of a substantial increase in the retail component from the previous approval. The access, traffic movements, and parking provision is supported by Council's Traffic Department subject to conditions.

### Conclusion

18. The proposed amendments are considered satisfactory. The amendments positively respond to the objectives of the Manningham Planning Scheme with a high degree of compliance particularly with respect to urban design, height, setbacks, car parking and access and public realm contributions.
19. It is recommended that the amendment application be supported, subject to conditions.

### RECOMMENDATION

#### A. That Council:

**Issue an Amended Planning Permit (PL12/022747) in relation to Planning Application PLA23/0020 at 659-671 Doncaster Road, Doncaster for:**

**Preamble Amended (new/modified additions underlined):-**

- **The use of land for a residential hotel, trade supplies, restricted retail premises, childcare centre, function centre, and retail premises.**
- **The construction of multi-storey buildings (in two stages) including serviced apartments and the above uses with associated basement car parking.**
- **Alterations to a Transport Zone 2 including new access.**
- **The display of business identification signage.**
- **The sale and consumption of liquor for the residential hotel.**

Subject to the following conditions (new/modified additions underlined):

#### Amended Plans

1. Before the development of each stage starts, amended plans for that stage drawn to scale and dimensioned, must be submitted to and approved by the Responsible Authority. When approved the plans will be endorsed and will then form part of the permit. The plans must be generally in accordance with the plans submitted with the application (Stage 2 Plans - prepared by SGKS ARCH, Rev D dated 17 May 2024) but modified to show where relevant for that stage:
  - 1.1. Deleted
  - 1.2. Metal batten fence to prevent unauthorized access to the landscape buffer area at the rear of the site adjacent to Stage 2.
  - 1.3. Deleted
  - 1.4. An additional plan added to the Functional (Roadworks) Layout Plan showing the widening of Tower Street for the short term bus parking in front of the Hotel's secondary lobby.
  - 1.5. Deleted
  - 1.6. A plan notation that a safety barrier is to be erected on the eastern side of Council Street in the vicinity of the existing pedestrian entry of the primary school to prevent inadvertent access onto Council Street following its widening.
  - 1.7. End of trip bicycle facilities for the residential hotel and trade supplies and restricted retail premise staff as per the requirements of Clause 52.34 of the Manningham Planning Scheme.
  - 1.8. Deleted
  - 1.9. Deleted
  - 1.10. Deleted
  - 1.11. Deleted
  - 1.12. Deleted
  - 1.13. The material and design of gates that restrict access to the site including the entry to the car parking area in Stage 1 from Doncaster Road.
  - 1.14. A plan notation that a clear sight distance of pedestrians for exiting vehicles as per Clause 3.2.4 of AS 2890.1 will be provided at all exits.
  - 1.15. The height of the wall on the northern side of access ramp into the site from Council Street. The wall is to be a minimum of 2.6m high to protect adjacent residents to the north from the noise associated with vehicles accessing the development.
  - 1.16. Fixtures such as seating and/or public artwork that is to be installed in front of the building.
  - 1.17. A notation that is consistent with the VicRoads requirements indicating that the footpath and nature strip in front of the development is to be vested in the Roads Corporation.
  - 1.18. Details of the bus shelter that will be erected at the relocated bus stop.
  - 1.19. Minimum sustainability features applicable to the development from the approved Sustainability Management Plan including the servicing of the site by the YVW third pipe recycled water scheme, the location and capacity of rainwater tanks, the uses for captured rainwater, and the solar hot water systems on the roof plans including notes for the solar fraction of the system and boosting types.
  - 1.20. Deleted

- 1.21. Deleted
- 1.22. **A plan notation that the development will include the noise attenuation measures outlined in Acoustic Logic Report dated 19/12/2017.**
- 1.23. **Deleted**
- 1.24. **Deleted**
- 1.25. **Deleted**
- 1.26. **Deleted**
- 1.27. **Deleted**
- 1.28. **Deleted**
- 1.29. **Deleted**
- 1.30. **Deleted**
- 1.31. **Deleted**
- 1.32. **Deleted**
- 1.33. **Deleted**
- 1.34. Deleted
- 1.35. **Deleted**
- 1.36. **Deleted**
- 1.37. **Deleted**
- 1.38. Deleted
- 1.39. **Deleted**
- 1.40. **Any relevant changes as a result of changes required by VicRoads Conditions 55 to 63 of this permit.**
- 1.41. **Deleted**
- 1.42. Deleted
- 1.43. **The section of wall meeting at right angle at the corner of Doncaster Road and Tower Street for two levels immediately above the hotel foyer (containing white fins and the Bunnings hammer logo) removed and replaced with bronze glazing at the curvature to match the feature treatment of the hotel façade on the levels above (and the lobby at ground level below).  
As part of this change, the fins and hammer logo may be relocated to the satisfaction of the Responsible Authority. A smaller hammer logo would be appropriate on the west-facing return of the Bunnings podium.**
- 1.44. **A “half seagull” or similar treatment be installed at the central road access road to ensure that vehicle do not undertake a right turn towards Doncaster Road (conflict with oncoming traffic).**
- 1.45. **An analysis of pedestrian sightlines from vehicles exiting onto Tower Street to ensure appropriate visual awareness is provided given sight triangles and gradient of driveways.**
- 1.46. **A diagram and cross-section showing dimensions and specifications of the fins on the exterior of the building, and details of the material behind.**
- 1.47. **A diagram showing dimensions and specifications of the Bunnings Hammer Logo. The Bunnings Hammer Logo is to be constructed in a contemporary manner and incorporated into the design of the fins, rather than simply a lightbox attached to the exterior of the building.**
- 1.48. Deleted
- 1.49. Deleted
- 1.50. Deleted
- 1.51. **The removal of the allocation of space (125sqm) for rain gardens within the rear setback of the development, with canopy trees extending across the full extent of the rear setback.**



- 1.52. The following modifications to Stage 2:
- i the indicative Stage 2 signage increased in scale to be representative of signage for comparable uses, and positioned to not obscure architectural features or framing, such as positioned on glazing between window frames, in accordance with Clause 15.01-1L-02 Signs – Manningham and Design and Built form (Signs) of the ACZ1.
  - ii internal 1.7 metre high privacy screens between each Serviced apartment balcony or terrace.
  - iii show existing easements E-2 and E-3 on plans and the development in compliance with their requirements.
  - iv rounded hoops bicycle racks by Arc de Triomphe notated on plans.
  - v Retail premises within Stage 2 correctly labelled as Restricted retail.
  - vi Wayfinding signage to carpark from internal road/truck only entry.
  - vii Basement ventilation.
  - viii Materials and finishes of the service cabinets designed in an integrated manner.
  - ix Directional signage for the new Stage 2 uses at site entries where required and be positioned to not obstruct a driver's line of sight and limited to an area for direction information.
- 1.53. Two (2) existing freestanding Bunnings directional signs within Stage 1 and 2 adjacent to the ramp and Council Street be removed or relocated to not obstruct a driver's line of sight and be limited to an area for direction information only.
- 1.54. Doncaster Road boulevard pathway within Stage 1 and 2 ramped to transition to the levels of carriageway A-1 according to DDA requirements and removal of the adjacent bollards in the pedestrian path.
- 1.55. All approved Stage 1 plans, identified as Doncaster Hill Mixed Use. 659-667 Doncaster Rd, Doncaster, prepared by Clarke Hopkins dated 6/8/20, 18/7/2019, 18/6/2019, updated to show Stage 2 as a blank outline and that section labelled "Refer to Separate Stage 2 plans for details".
- 1.56. Staging Plan updated to reflect the current amended approval of Stage 2.
- 1.57. Plan changes and notations to correspond with the Sustainability Management Plan approved as part of this permit.

#### Endorsed Plan

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

**Sustainability Management Plan**

3. **Concurrent with the submission of development plans for Stage 2 endorsement under Condition 1 of this permit, an amended SMP that outlines proposed sustainable design initiatives for that stage of modified proposal must be submitted to and approved by the Responsible Authority. Upon approval the SMP for that stage it will be endorsed as part of the planning permit and the relevant stage of the development must incorporate the sustainable design initiatives outlined in the endorsed SMP to the satisfaction of the Responsible Authority. The SMP for Stage 2 must be generally in accordance with the SMP prepared by The Urban Leaf, Rev E dated 22 April 2024, but modified to show:**
  - 3.1. **Achieve 7 star accreditation.**
  - 3.2. **Provide further information on drawings to demonstrate that the provision of end-of-trip facilities for staff meets the Transport 1.6 End of trip facilities – non –residential BESS credit requirements.**
  - 3.3. **If claiming the Transport 2.1 Electric Vehicle Infrastructure BESS credit, the location of the electric vehicle charging points shown on plans with appropriate electrical provisions.**
  - 3.4. **If claiming the Transport 2.2 Car Share Scheme BESS credit, provide evidence of a formal car sharing scheme in report and indicate location on plans.**
  - 3.5. **For the non-visible flat roofs and exposed concrete driveway, specify light coloured or reflective finishes / materials (Solar Reflective Index >50 or Solar Absorptance <0.6) to help mitigate the urban heat island effect, including plan notations.**
  - 3.6. **The buildings must include connection to the YVW mandatory third pipe recycled water scheme.**
4. **Prior to the occupation of any stage of the building approved under this permit, a report from the author of the relevant stage SMP report, approved pursuant to this permit, or similarly qualified person or company, must be submitted to the satisfaction of the Responsible Authority. The report must confirm that all measures specified in the relevant stage SMP have been implemented in accordance with the approved Plan.**

**Construction Management Plan**

5. **Before Stage 2 of the development starts, a Construction Management Plan must be submitted to and approved by the Responsible Authority, using Manningham's Construction Management Plan template. When approved the plan will be endorsed and will then form part of the permit. The plan must address, but not be limited to, the following:**
  - 5.1. **Hours of construction to be to the satisfaction of the Responsible Authority;**
  - 5.2. **Adequate parking facilities for the anticipated number and type of construction workers to be detailed in plan form to the satisfaction of the Responsible Authority. The location of parking must be compliant with any applicable Council parking restrictions or with any relevant permissions granted by any private land owner (in the event of the use of private land);**
  - 5.3. **Methods to contain dust, dirt and mud within the site, and the method and frequency of clean up procedures;**

- 5.4. **On site facilities for vehicle washing;**
  - 5.5. **Delivery and unloading points and expected frequency;**
  - 5.6. **A liaison officer for contact by residents and the Responsible Authority in the event of relevant queries or problems experienced;**
  - 5.7. **The movement of construction vehicles to and from the site must be regulated to ensure that no traffic hazards are created in and around the site;**
  - 5.8. **Measures to minimize the impact of construction vehicles arriving at and departing from the land;**
  - 5.9. **An outline of requests to occupy public footpaths or roads, and anticipated disruptions to local services;**
  - 5.10. **The processes to be adopted for the separation, re-use and recycling of demolition materials;**
  - 5.11. **The measures to minimise the amount of waste construction materials; the provision for the recycling of demolition and waste materials; and the return of waste materials to the supplier (where the supplier has a program of reuse or recycling);**
  - 5.12. **The measures to minimise noise and other amenity impacts from mechanical equipment/construction activities, especially outside of daytime hours;**
  - 5.13. **The provision of adequate environmental awareness training for all on-site contractors and sub contractors;**
  - 5.14. **Evidence of a pre-condition dilapidation survey has been carried out in relation to properties along the northern boundary of the site.**
  - 5.15. **An agreed schedule of compliance inspections; and**
  - 5.16. **Deleted.**
6. **All works including earthworks, demolition and construction activity associated with the approved development is to be limited to the following hours, unless with the prior written consent of the Responsible Authority:**
- 6.1. **Monday to Friday: 7:00am to 6:00pm**
  - 6.2. **Saturday: 7:00am to 1:00pm**
  - 6.3. **Sunday and Public Holidays: No construction**
7. **No trucks or heavy construction vehicles associated with earthworks, demolition or construction works are permitted to use Council Street north of the application site to the satisfaction of the Responsible Authority.**
- Waste Management Plan**
8. **Before Stage 2 of the development starts (excluding demolition, bulk excavation and site preparations works), an amended Waste Management Plan (WMP) must be submitted and approved to the satisfaction of the Responsible Authority. When approved the plan will be endorsed and will then form part of the permit. The plan must provide the following:**
- 8.1. **Deleted**
  - 8.2. **Deleted**
  - 8.3. **Deleted**
  - 8.4. **Deleted**
  - 8.5. **Deleted**

- 8.6. Deleted
- 8.7. Deleted
- 8.8. The Waste Management Plan prepared by Leigh Design, dated 9/2/2018, amended to consider Stage 1 only, deleting the former Stage 2 WMP requirements.
- 8.9. The Waste Management Plan for Stage 2 prepared by The Urban Leaf, Rev C dated 19 March 2024, but modified to show:
- i Collection times restricted to outside of the primary school pickup and drop off times.

#### Management Plans

9. The Management Plans approved under Conditions of this permit must be implemented and complied with at all times to the satisfaction of the Responsible Authority unless with the further written approval of the Responsible Authority.

#### Development Contributions

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

#### Landscaping

11. Concurrent with the submission of development plans for Stage 2 endorsement under Condition 1 of this permit, an amended landscaping plan for that stage must be prepared by a suitably qualified landscape architect showing species, locations, approximate height and spread of proposed planting, and must be submitted to the Responsible Authority for approval. The plan must be generally in accordance with the landscape plan prepared by John Patrick, Revision F dated 23/8/2019, but amended to show:
- 11.1. Deleted
  - 11.2. Deleted
  - 11.3. Consistency with any relevant changes to the development layout as shown on the development plans endorsed under Condition 1 of this permit.
  - 11.4. Stage 1 landscaping between the vehicle ramps and the rear boundary, north of Stage 2 to show:
    - i At least nine (9) trees, ground cover and shrubs, proposed species and the density, and clearly show which of these trees has been planted.
    - ii The garden bed adjacent to the Council Street footpath to have comparable plantings and density to the nearby Stage 2 street edge planter boxes.
    - iii A metal batten fence to secure this land to replace the existing cyclone mesh fence.

11.5. Extent of Stage 2 updated by the submitted Landscape Plan, prepared by John Patrick Landscape Architects, 669-671 Doncaster Road Doncaster, dated Feb 2024, but modified to show:

- i Stage 2 Doncaster Street frontage to have: trees planted alternatively: the *Platanus orientalis* planted between the two *Pyrus calleryana*; and details showing groundcovers, grasses/shrubs that is complementary to the Stage 1 boulevard treatment.
- ii The existing street tree in the Council Street road reserve and the following protection fencing:
  - Be constructed of 1.8 metre high chain link fence and supported by concrete footings.
  - Provide for clear visibility of fire hydrants, driveway access, crosswalks and other infrastructure.
  - Allow for free and clear passage of pedestrians on the footpath and adjacent portion of all affected streets.
  - Be 0.6 metres or more from the kerb to provide for the opening of car doors (if parking is to continue along the affected streets for the duration of the construction).
  - Must otherwise be erected in a rectangle pattern to a distance of 4 metres from the base of the tree.

12. Deleted.

13. Before the occupation of any building in each stage, landscaping works (including interim landscaping) as shown on the approved plans must be completed to the satisfaction of the Responsible Authority and then maintained to the satisfaction of the Responsible Authority.

#### Drainage

14. For each stage the owner must provide on-site stormwater detention storage or other suitable system (which may include but is not limited to the re-use of stormwater using rainwater tanks), to limit the Permissible Site Discharge (PSD) to that applicable to the site coverage of 35 percent of hard surface or the pre-existing hard surface if it is greater than 35 percent. The PSD must meet the following requirements:

14.1. Be designed for a 1 in 5 year storm; and

14.2. Storage must be designed for 1 in 10 year storm.

15. Before the development of each stage starts (excluding demolition, bulk excavation and site preparations works), a construction plan for the system required by Condition No. 14 of this permit must be submitted to and approved by the Responsible Authority. The system must be maintained by the Owner thereafter in accordance with the approved construction plan to the satisfaction of the Responsible Authority.

16. Stormwater must not be discharged from the subject land other than by means of drainage to the legal point of discharge. The drainage system within the development must be designed and constructed to the requirements and satisfaction of the relevant Building Surveyor.

**Vehicle Crossovers**

17. **Any new crossover or modifications to an existing vehicle crossover must be constructed in accordance with Council's standard details. No such works are permitted to commence unless a 'Vehicle Crossing Permit' is first obtained from the Responsible Authority.**
18. **Before the completion of Stage 1, the developer must remove all disused or redundant vehicle crossovers in Doncaster Road, Tower Street and Council Street and re-instate kerb, channel and nature-strip in the affected areas to the satisfaction of the Responsible Authority.**

**Car Parking**

19. **Before the occupation of the buildings in each stage, all basement parking spaces must be properly formed, line-marked, numbered and signposted to provide allocation to the commercial uses and/or each dwelling and visitors to the satisfaction of the Responsible Authority.**
20. **Car spaces, access lanes and driveways shown on the endorsed plans must not be used for any other purpose and may only be used by occupants of or visitors to the buildings to the satisfaction of the Responsible Authority.**
21. **The gate to the internal driveway at the Doncaster Road entry is to remain closed outside of the operating hours of the trade supplies and restricted retail premises to the satisfaction of the Responsible Authority.**

**Roadworks**

22. **All road works in Council Street and Doncaster Road shown on the Functional Layout Plan (as defined at Condition 55) must be completed to the satisfaction of the Responsible Authority before the occupation of Stage 1 and at the cost of the owner.**
23. **If the works shown in the Functional Layout Plan are not completed in accordance with Condition 22 and Condition 55 of this permit, the use of the Bunnings land for trade supplies and/or restricted retail premises must cease immediately.**
24. **All new or replacement street fixtures including street lighting, bollards and bicycle racks are to be constructed using the approved themed infrastructure for Doncaster Hill to the satisfaction of the Responsible Authority.**
25. **Before any works on public land commence including roadworks or works to lower footpath levels adjacent to the site, detailed construction plans must be submitted to and approved by the Responsible Authority. When approved, the plans will then form part of the permit. All works constructed or carried out must be in accordance with the approved plans. The plans must be drawn to scale with dimensions and two copies must be provided. The plans must include:**

- 25.1. **fully sealed pavement with kerb and channel and vehicular crossings where appropriate;**
  - 25.2. **footpaths and/or pedestrian/bicycle paths;**
  - 25.3. **surface and underground drains;**
  - 25.4. **underground conduits for water, gas, electricity and telephone;**
  - 25.5. **appropriate intersection and traffication measures;**
  - 25.6. **appropriate street lighting and signage;**
  - 25.7. **high stability permanent survey marks;**
  - 25.8. **vehicle crossings;**
26. **Before any public works associated with the development commence, a plan-checking fee equal to 0.75% of the cost of construction of the development works, and a supervision fee equal to 2.5% of the cost of construction of the development works must be paid to the Responsible Authority.**
27. **Before any public works associated with the development commence, a maintenance deposit equal to 5% of the cost of construction of the development roadworks must be lodged with the Responsible Authority and retained thereafter for a minimum of three months.**

#### **Completion**

28. **All privacy screens and obscure glazing as shown in accordance with the approved plans must be installed prior to occupation of each stage of the development to the satisfaction of the Responsible Authority and maintained thereafter to the satisfaction of the Responsible Authority.**
29. **All plant and equipment that is not installed within the building must otherwise be installed in the area of plant and equipment on the roof of the building, unless otherwise agreed in writing with the Responsible Authority.**
30. **No air-conditioning units are to be installed on any balcony or façade so that they are visible from outside the site.**
31. **Any clothes-drying rack or line system located on a balcony must be lower than the balustrade of the balcony and must not be visible from off the site to the satisfaction of the Responsible Authority.**
32. **Deleted.**
33. **Deleted.**
34. **All services, including water, electricity, gas, sewerage and telephone, must be installed underground and located to the satisfaction of the Responsible Authority.**
35. **Buildings, paved areas, drainage and landscaping must be maintained to the satisfaction of the Responsible Authority.**

36. The shop front and glass facades of all tenancies on each level facing Doncaster Road and Council Street including the glazing through to the traveller and atrium of the trade supplies and restricted retail premises, are not to be covered by posters, film or signage that reduces the transparency of the interface to the satisfaction of the Responsible Authority.

#### Loading and Unloading Operations

37. All commercial deliveries may only be carried out between the hours of 7:00am to 9:00pm and by using heavy ridged vehicles (maximum size) for Stage 1 and by an 8.8 metre long medium rigid vehicle for Stage 2 with delivery restricted to hours outside of the primary school drop off and pickup times, all to the satisfaction of the Responsible Authority.
38. Delivery access to the loading area of the Trade Supplies for Stage 1 and Restricted Retail Premises for Stage 1 and 2 and Waste Management for Stage 2 is restricted during school pickup and collection times between 8.45am - 9.15am and 3.15pm - 3.45pm to the satisfaction of the Responsible Authority. Loading for waste collection and retail deliveries to Stage 2 must occur at different times.
39. All unloading or loading activities (including by retail customers) must be carried out wholly within the land to the satisfaction of the Responsible Authority.

#### Amenity of Area

40. The use and development be managed so that the amenity of the area is not detrimentally affected, to the satisfaction of the Responsible Authority, through the:
- 40.1. Transport of materials, goods or commodities to or from the land;
  - 40.2. Storage of goods and wastes;
  - 40.3. Appearance of any building, works or materials;
  - 40.4. Emission of noise, light, vibration, odour & dust.
41. No external sound amplification equipment or loudspeakers are to be used for the purpose of announcement, broadcast, playing of music or similar purpose to the satisfaction of the Responsible Authority.
42. All noise emanating from commercial premises within the building must comply with the State Environment Protection Policy N-1 (Noise from commerce industry and trade) and in the event of the Responsible Authority receiving justifiable complaints regarding noise from such sources, the onus will be on the owner of the development site to prove compliance with the relevant policy to the satisfaction of the Responsible Authority.
43. Noise levels emanating from the premises must not exceed those required to be met under the State Environment Protection Policy (Control of Music Noise from Public Premises, No. N-2) and in the event of the Responsible Authority receiving justifiable complaints regarding noise from such sources, the onus will be on the owner of the development site to prove compliance with the relevant policy to the satisfaction of the Responsible Authority.



44. External lighting must be designed so to limit loss of amenity to residents of adjoining properties to the satisfaction of the Responsible Authority. Any communal lighting must be connected to reticulated mains electricity and be operated by a time switch, movement sensors or a daylight sensor to the satisfaction of the Responsible Authority.
45. All security alarms or similar devices installed on the land must be of a silent type and be connected to a registered security service.
46. The operators of the residential hotel and function centre must ensure that all on-site activities are conducted in an orderly manner and must endeavour to ensure that patrons / customers who depart the premises late at night, do so in a manner which is unlikely to cause noise disturbances to nearby residents and residents in the building, and in accordance with any approved car parking operation (should they be parked within the basement car parks) approved under another condition of this permit.
47. The exhaust system to any restaurant / café including those associated with the Residential hotel must be fitted with filter devices capable of minimizing the external emission of odours and airborne fat particles and be maintained to the satisfaction of the Responsible Authority.
48. Rubbish, including bottles and packaging material, must at all times be stored within the building and screened from external view. All waste collection and recycling collection to be undertaken in accordance with Council requirements and the approved waste management plan.
49. Except with the prior written consent of the Responsible Authority:
  - 49.1. The outdoor 'Function Terrace' associated with the residential hotel in Stage 1 and the function centre in Stage 2 may only be open to customers/patrons between 7.00am and 11pm, Monday to Sunday;
  - 49.2. The function centre in stage 2 is only permitted to have a maximum of 150 patrons at any one time.

#### **Business Identification Signs**

50. The location, size, structure and details of the signs shown on the approved plans, must not be altered without the written consent of the Responsible Authority.
51. The approved signs must be constructed and maintained in good condition to the satisfaction of the Responsible Authority.
52. The approved signs must not contain flashing or intermittent light.
53. The permission under the permit relating to the display of signs expires fifteen years after its issue date.
54. The intensity of the light in the approved sign / signs must be limited so as not to cause glare or distraction to motorists, or loss of amenity in the surrounding area, to the satisfaction of the Responsible Authority.

**VICROADS CONDITIONS**

55. Prior to the submission of plans for endorsement, functional layout plans must be submitted to and approved by VicRoads (and the Responsible Authority in so far as the plans relate to works in Council Street). The plans must be generally in accordance with the Ultimate Works (Prepared by Traffix Group, Drawing No G13420-04, Issue C, dated 21 March 2016).

**The Functional Layout Plan must include:**

- 55.1. A lengthening of the right-turn lane of the eastern approach from Doncaster Road into Council Street to 170 metres, inclusive of taper,
  - 55.2. Lengthening of the approach lanes on Council Street, and
  - 55.3. Widening of Doncaster Road (to the north) of provide for a left-turn deceleration lane to the Doncaster Road access.
  - 55.4. Extension of the left-turn deceleration lane on Doncaster Road from the Doncaster Road access to Council Street,
  - 55.5. Widening of Council Street to facilitate the inclusion of a third departure lane,
  - 55.6. Revised landscaping along the Doncaster Road reserve as shown on the VicRoads approved landscaping plan,
  - 55.7. Relocated locations of street lighting poles and signal pedestals, and
  - 55.8. Relocated location of the existing bus stop.
56. Prior to the submission of plans for endorsement, a revised landscape plan must be submitted to and approved by VicRoads (and the Responsible Authority in so far as the plans relate to Condition 11 of this Permit). The landscape plans must show the following:
- 56.1. Any new tree along Doncaster Road will have adequate safety clearance to the edge of the through traffic lane and the edge of the left-turn deceleration lane,
  - 56.2. Adequate approach sight distance shall be maintained between a driver's line of sight for vehicles within the deceleration lane and a pedestrian at the Bunnings' Doncaster Road driveway access, and
  - 56.3. Planting in the vicinity of the intersection of Doncaster Road and Council Street will not obstruct driver and pedestrian sight lines.
57. Before the development starts, amended plans must be submitted to and approved by VicRoads (and the Responsible Authority in so far as the plans relate to works in Council Street). When approved by VicRoads (and the Responsible Authority), the plans must be endorse by the Responsible Authority and will then form part of the permit. The plans must be generally in accordance with Bunnings Ground Floor Plan (Sheet No A112, Project No 14.1053.17, Revision 30, dated 31 May 2016) and Basement B1 Carpark Floor Plan (Sheet No A111, Project No 14.1053.17, Revision 26, dated 31 May 2016), but modified to show:
- 57.1. All roadworks as shown on the approved Functional Layout Plans, for the upgrade of the Doncaster Road and Council Street intersection,
  - 57.2. Landscaping along Doncaster Road reserve as shown in the approved Landscape Plan,

- 57.3. The road reserve boundary revised such that the proposed kerbline is offset no less than 3 metres from the road reserve boundary, based on the approved Ultimate Functional Layout Plans, and
- 57.4. No part of the building (including basement levels) extending or projecting into the revised road reserve.
58. Provision must be made for a new controller and associated hardware for the intersection of Doncaster Road and Council Street, prior to the occupation of Stage 1, to allow for the inclusion of bonus left turn movements to and from Council Street and potentially a bus priority signal phase (subject to Public Transport Victoria's approval), to the satisfaction of VicRoads. The Doncaster Road access must remain open during the operating hours of the trade supplies and restricted retail premises.
59. Where the proposed roadworks, including footpath and nature strip, lie within the subject land, a widening of the road reserve will be required. The developer must engage a licensed surveyor to prepare Plans of Subdivision, for Stage 1, showing the affected land labelled "ROAD", which is to be vested in the Roads Corporation upon certification of the Plan of Subdivision, without any encumbrances. Subsequent to the registration of the plan, the subdivider must ensure that the original Certificates of Title that issues in the name of the Roads Corporation, are posted to: VicRoads - Property Services Department, 60 Denmark Street KEW, 3101.
60. Prior to the commencement of any works or prior to a statement of compliance being issued for the subdivision of any stage of the subdivision, where the proposed roadworks, including footpath and nature strip, lie within the subject land the applicant must enter into an agreement with the Responsible Authority and VicRoads, under Section 173 of the Planning and Environment Act 1987, to provide for the permit holder to reimburse all costs incurred by VicRoads and the Responsible Authority associated with the declaration of the land as arterial road pursuant to the provisions of the Road Management Act 2004 and the rezoning of the land to RDZ1 pursuant to the provisions of the Planning and Environment Act 1987.
61. Prior to the commencement of use and/or the occupation of the buildings in Stage 1, all roadworks shown on the approved Functional Layout Plans must be completed to the satisfaction of and at no cost to VicRoads.
62. Deleted.
63. No work must be commenced in, on or over the road reserve without having first obtaining all necessary approvals under the Road Management Act 2004, the Road Safety Act 1986, and any other relevant Act or regulations created under those Acts.

**PTV CONDITIONS**

64. Before the development starts, or other time agreed in writing with the Responsible Authority, amended plans to the satisfaction of the responsible authority and Public Transport Victoria must be submitted to and approved by the Responsible Authority. When approved the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans for the ultimate development must be generally in accordance with the plans submitted with the application but modified to show:
- 64.1. Details of the relocated bus stop on Doncaster Road including bus shelter, line marking and all associated infrastructure Discrimination Act (DDA) compliant to the satisfaction of Public Transport Victoria.
  - 64.2. Access path and paved surfaces in line with the entrance and exit points of the bus with a minimum width of 1.2 metres; and
  - 64.3. Provision of a bus queue jump facility in the left turn slip lane including a “B” signal priority light at the intersection of Council Street with Doncaster Road.
65. The permit holder must take all reasonable steps to ensure that disruption to bus operations along Doncaster Road is kept to a minimum during the construction of the development. The permit holder must notify PTV a minimum of 8 weeks prior to any bus stop relocation / or temporary relocation works approved under this permit. The permit holder must notify PTV by either calling 1800 800 007 or email [customer.service@ptv.vic.gov.au](mailto:customer.service@ptv.vic.gov.au).
66. Before the occupation of the development the bus stop, shelter relocation, associated infrastructure and bus queue jump “B” light as shown on the endorsed plans, must be constructed at a cost born by the permit holder to the satisfaction of Public Transport Victoria and deemed compliant with the Disability Discrimination Act – Disability Standards for Accessible Public Transport 2002. The permit holder must provide GPS co-ordinates and high-resolution photos (300dpi) capturing the arrival and departure side of the site and include the pole, flag, timetable case and braille ID case to the satisfaction of PTV.
67. Foreseen disruptions to bus operations and mitigation measures must be communicated to Public Transport Victoria fourteen days (14) prior.

**Commencement of use**

68. Use of the trade supplies and restricted retail premises in Stage 1 may commence prior to the completion of the Stage 1 residential hotel tower provided the responsible authority is satisfied that the trade supplies and restricted retail premises will operate in conjunction with accommodation.

**Glazing reflectivity assessment**

69. Prior to the commencement of the development, a Reflectivity Assessment of external glazing and any other visibly reflective material must be submitted to the Responsible Authority. The assessment must ensure that materials, including glazing, used on external walls must be of a type that do not reflect more than 15% of visible light when measured at an angle of 90 degrees to the surface. The Assessment must be to the satisfaction of the Responsible Authority and when approved will form part of this permit.

**Functional layout plan**

70. **Prior to the occupation of Stage 2, a Functional layout plan for the internal carriageway A-1 must be submitted to and approved by the Responsible Authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must include:**
- 70.1. **Right only signs from Stage 1 669-671 Doncaster Road.**
- 70.2. **Centre line delineation & give way line marking approximately 1m behind the entrance of Stage 1 669-671 Doncaster Road.**
- 70.3. **Additional line markings to direct and guide vehicle/motorist driving (turning) behaviour.**

**Car Parking Management Plan**

71. **Prior to the occupation of Stage 2, a Car Parking Management Plan for Stage 2 must be submitted to and approved by the Responsible Authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must include:**
- 71.1. **The allocation of all spaces in accordance with Parking Overlay Schedule 1 and Clause 52.06 of the Manningham Planning Scheme, and at a rate of 0.6 spaces per Serviced Apartment.**
- 71.2. **The labelling and identification of all allocated spaces and associated signage.**
- 71.3. **Details of how each car park will be managed, including access arrangements and any measures to allow any available car parking spaces to be utilised by other uses as overflow parking.**
- 71.4. **Details of how the loading area will be managed, consistent with conditions of this permit.**

**Expiry Stage 1**

72. This permit will expire if any one of the following circumstances apply:
- 72.1. The development associated with Stage 1 is not started within two (2) years of the date of the issue of this permit;
- 72.2. The development associated with Stage 1 is not completed within four (4) years of the date of this permit;
- 72.3. The use associated with Stage 1 is not commenced within four (4) years of the date of this permit;

**Expiry Stage 2**

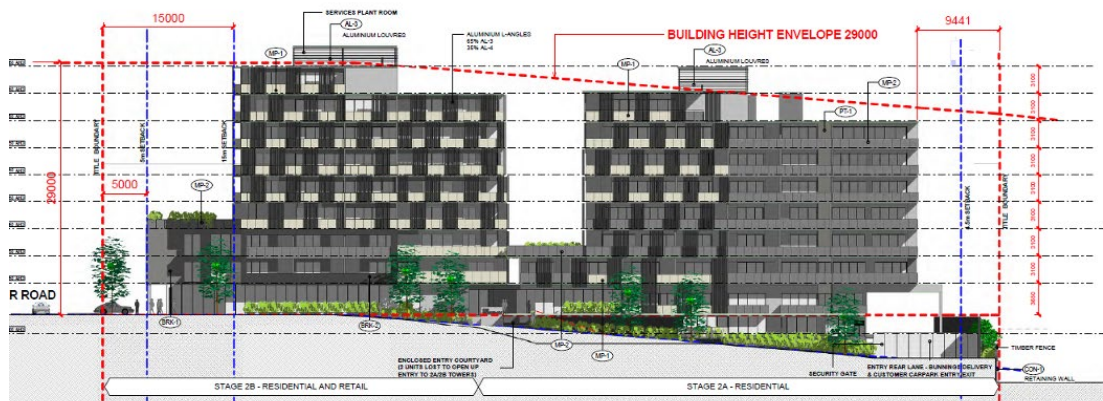
- 72.4. **The approved use associated with Stage 2 is not commenced within two (2) years of the completion of the development; and**
- 72.5. **The development associated with Stage 2 is not started within six (6) years of the date of the permit.**
- 72.6. **The development associated with Stage 2 is not completed within eight (8) years of the date of the permit.**

**The Responsible Authority may extend these times if a request is made in writing before the permit expires or within three months afterwards.**

**1. BACKGROUND****Permit history**

- 1.1 Planning Permit PL12/022747 was issued on 31 October 2013, at the direction of VCAT following a successful mediation between the Permit Applicant, the objector and Council. This followed a decision by Council at its meeting on 28 May 2013, to support the development and issue a Notice of Decision to Grant a Planning Permit.
- 1.2 Planning permit (PL12/022747) was amended on 15 September 2016, following a decision by Council at its meeting on 26 July 2016, to support a revised development and issue a Notice of Decision to Grant a Planning Permit. The main changes related to a new architectural approach and layout by a new project architect.
- 1.3 A further amendment (PLA18/0095) to planning permit (PL12/022747) was issued on 12 June 2019, following a decision by Council at its meeting on 23 April 2019 to issue a Notice of Decision to Grant a Planning Permit for a residential hotel and modifications to the overall design, layout and siting of buildings.
- 1.4 The permit was further amended (PLA21/0125) to allow for the sale and consumption of liquor associated with the Residential Hotel and endorsed "red line" plan.
- 1.5 The Permit currently allows:
- *The use of land for a residential hotel, trade supplies and restricted retail premises, and retail premises.*
  - *The construction of three multi-storey buildings (in three stages) comprising apartments and the above uses with associated basement car parking.*
  - *Alterations to a Road Zone 1 including new access.*
  - *The display of business identification signage.*
  - *The sale and consumption of liquor for the residential hotel.*
- 1.6 The permit was extended on the 28 June 2023. The permit remains valid and requires construction of Stage 2 to commence by 31 October 2025, with completion by the 31 October 2027.

1.7 Overtime, there has been various amendments to the proposal.

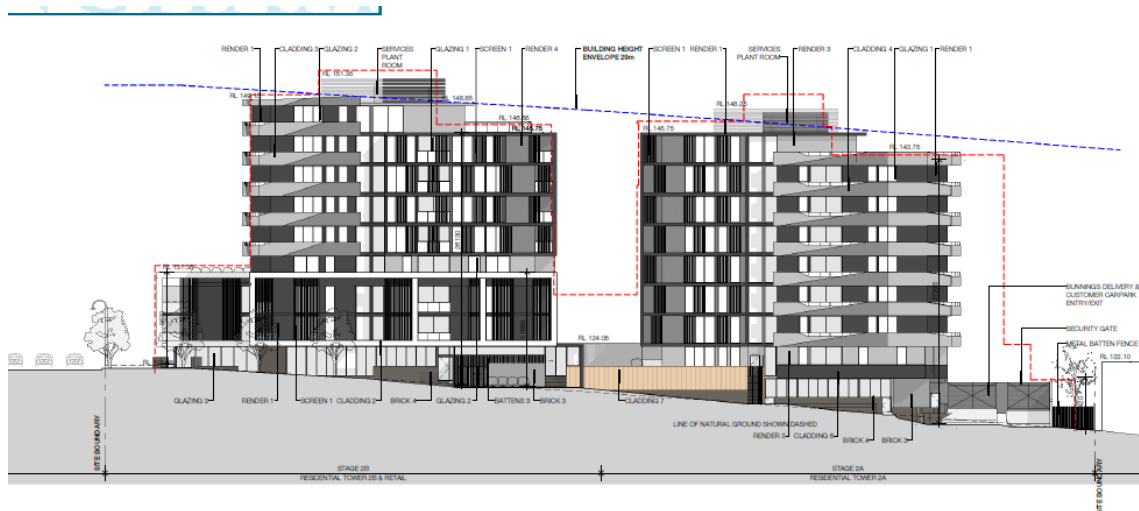


EAST ELEVATION COUNCIL ST

Figure: 2016 amended approval with 3 towers containing approximately 258 apartments

1.8 The approved amendment (PLA18/0095) issued 12 June 2019, introduced a residential hotel on top of Bunnings and reduced the number of apartments to 160 and 547m<sup>2</sup> of retail. The apartments were modified to meet most of the Better Apartment Design Standards.





Council Street Elevation (East Elevation)

Figure: 2019 amended approval

### Current application

- 1.9 As part of the initial further information request to the applicant on 26 May 2022, the applicant was advised the initial proposal was unlikely to be supported broadly due to concerns with height, urban design, character, shadow impacts, unlawful office use, car parking design, internal amenity.
- 1.10 The initial proposal was presented at a Major Application Briefing (MAB) meeting on 19 July 2023.
- 1.11 Revised plans were submitted in response to the further information request. The revised plans responded to Council officer advice and was redesigned to address preliminary concerns, including the following changes:-
- Complete architectural revamp;
  - Reduced overall building height to be compliant;
  - Reduced Doncaster Road podium height;
  - Large rebates provided to street corner to respond to heritage site opposite;
  - Better defined podium to each street by increased tower setbacks to each street and redefined massing;
  - Increased rear setbacks at podium and upper tower;
  - Removal of non-compliant office use, replaced with a function centre;
  - Improved daylight access to serviced apartments;
  - Improved building access points;
  - Improved car parking layouts and loading access.



- 1.12 The revised proposal (forming the decision plans) was presented to a second Major Application Briefing (MAB) meeting on 19 June 2024.
- 1.13 The application was advertised and no objections or submissions were received.
- 1.14 The statutory clock that applies to planning applications is 60 days. For the subject application, this time passed on 16 July 2024.

**2. THE SITE AND SURROUNDS**

2.1 The subject site is located within the Doncaster Hill Activity Centre. The site is broadly surrounded by low rise offices, high rise apartments, townhouses, a primary school, and three locally significant heritage buildings in the vicinity. The permit being amended comprises all of the land between Council Street and Tower Street. Stage 1 (shown as blue) as completed, contains the Bunnings trade supplies, Mercure Hotel and Chido Chido restaurant/bar.



Figure: Aerial January 2023 – Neighbourhood context

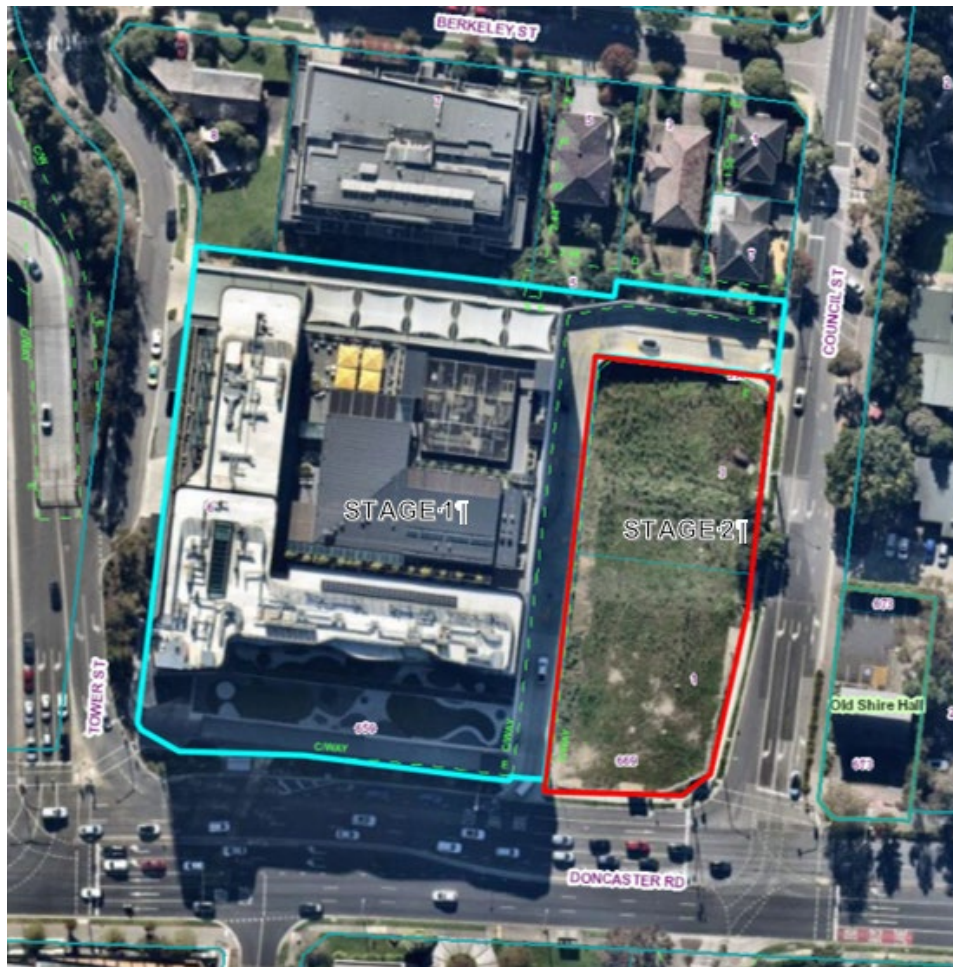


Figure: Aerial January 2023 – Immediate context

- 2.2 Stage 2 of the subject site (red outline above) incorporate two lots, generally rectangular in shape with a splayed front boundary to Doncaster Road of approximately 28.3 metres and splayed side frontage to Council Street of 86 metres, to an area of 2,989 square metres. The site has a modest fall towards the west and a steeper fall (of approximately 7 metres) to the rear northern boundary.
- 2.3 The site is subject to two easements which restrict overhanging built form within the carriageway A-1 up to 5 metres high, in order to accommodate large vehicles within the internal accessway.
- 2.4 The title is also affected by three Section 173 Agreements (AR941873T, AS161483W and AT137797A). The agreement states “except with the written consent of the Responsible Authority, vehicle access to lot 300 and lot 400 must only be via the abutting carriageway easement E1 as identified on PS807629B”. The amendment of this permit and any future endorsement of plans is considered written consent pursuant to this agreement.

2.5 The site’s abuttals can be described as follows:

Direction	Address	Description
<b>North</b>		Land to the north of the subject site is located within the Precinct 3A & B of the ACZ1 which limits height to 14.5m and encourages in residential and commercial uses.
	7 Council St	The side boundary of a two-storey townhouse of a dual occupancy (adjacent to Stage 2).
	3 and 5 Berkeley St	The rear yards of two single dwellings facing Berkeley Street (adjacent to Stage 2).
	7-11 Berkeley St	Canvas Apartments - A five storey apartment building.
	8 Tower St	The rear yard of a single dwelling.
<b>South</b>		<p>Land to the south is within Precinct 2 of the ACZ1 which allows up to 40m in height.</p> <p>Doncaster Road is dual carriageway in front of the site with three lanes in either direction. No parking is permitted. The road is zoned Transport Road Zone Category 2 (TRZ2).</p> <p>On the opposite side of Doncaster Road are low scale office buildings and The Nest Apartments (a 12 storey building).</p> <p>Diagonally to the south east, The Church of Christ is a locally heritage significant building with recent planning permit approval for a ~41m high mixed use building.</p>
<b>East</b>		<p>Land to the east is located within Precinct 3 Civic and Education of the ACZ1 with no specified height limit.</p> <p>Council Street is a two lane collector road and meets Doncaster Road at a signalised intersection. Council Street has angled kerbside parking predominately for the primary school. A children’s crossing and speed hump is located further north beyond the subject site.</p> <p>On the opposite side of Council Street is the locally heritage listed Shire Hall used as an Art gallery/teaching, and Doncaster Primary School, and Doncaster Kinder beyond.</p>
<b>West</b>		<p>To Stage 2’s immediate west is Stage 1 (part of the subject site), developed by Bunnings trade supplies, Mercure Hotel and a restaurant/bar (Chido Chido), built to a height of 28m.</p> <p>Beyond this, further west of Tower Street is Westfield Doncaster and a three-storey office building at 651 Doncaster Road. This land is within the ACZ1, Precinct 4 Westfield Doncaster. For the most part, no maximum height controls apply.</p>

**3. THE PROPOSAL**

- 3.1 The proposal is outlined on the plans prepared by SGKS ARCH, Rev D dated 17 May 2024. Refer to Attachment 4. These plans, as advertised, form the decision plans to be relied upon in this assessment.
- 3.2 A copy of the endorsed amended plans (prepared by Clarke Hopkins dated 6/8/20, 18/7/2019, 18/6/2019) upon which the last amendment was granted is provided in Attachment 6 to this report.

- 3.3 The following reports and documents were provided in support of the amended application:
- Architectural plans prepared by SGKS ARCH, Rev D dated 17 May 2024;
  - Planning submission prepared by Ratio Consultants dated 27 February 2024;
  - Urban Design Report prepared by SGKS ARCH;
  - Urban Design Memo prepared by Ratio Consultants;
  - Landscape plan prepared by John Patrick Landscape Architects, dated Feb 2024;
  - Transport Impact Assessment prepared by Ratio Consultants Pty Ltd;
  - Waste Management Plan prepared by The Urban Leaf, Rev C dated 19 March 2024; and
  - Sustainability Management Plan prepared by The Urban Leaf, Rev E dated 22 April 2024.

PROPOSAL SUMMARY	
<b>Building details</b>	Site area: 2,989m <sup>2</sup> Site coverage: ~82% Permeability: ~1%
<b>Proposed uses</b>	Childcare (permit required) Function centre (permit required) Restricted Retail (already approved) Serviced Apartments (Accommodation) (no permit required)
<b>Uses in detail</b>	At ground, level 1, level 2, are three restricted retail premises with a total net leasable area of ~5,00m <sup>2</sup> . At levels 3 – 5, there is a total of 78 serviced apartments proposed, including balconies and some communal facilities such as meeting and multi-purpose rooms. At level 6 is a childcare centre with total capacity for 106 children incorporating 6 playrooms. The upper most floor (level 8) includes 350m <sup>2</sup> of function space with capacity for up to 150 patrons, a roof top terrace and swimming pool. The function space will operate independently of the serviced apartments, with trading hours as follows: 7am to 1am the following morning Monday to Saturday (excluding ANZAC Day and Good Friday) 10am to 1am the following morning Sunday 12 noon to 1 am on ANZAC Day and Good Friday.
<b>Height</b>	Maximum height: 29 metres Design element: ~500mm
<b>Front setback</b>	Proposed 5 metre front setback to Doncaster Road, 15 metres front setback to the tower above a 15.5m high podium



PROPOSAL SUMMARY	
<b>Side setbacks</b>	Proposed 4.5 metre setback to Council Street
<b>Rear setback (North)</b>	Proposed 15.5 metres
<b>Other changes</b>	Associated permit and conditional changes Change to existing legal agreement on title: Section 173 Agreement No. AS161483W, which limits access to the site from within the internal road. Consent is requested to alter a secondary access to the site to allow loading from Council Street. The majority of vehicle access to the site will remain as approved, via the internal road, carriageway easement E-1 (now known as A-1) along the western internal boundary.
<b>Trees and any removal</b>	No existing trees within Stage 2. One (1) street tree on Council Street to be retained.



Figure: AMENDED PROPOSAL PERSPECTIVE – Doncaster Road and Council Street



- 3.4 As a result of the amendments, the following conditions of the permit are proposed to be deleted: 1.9, 1.10, 1.21, 1.34, 1.38, 1.42, 1.48, 1.49, 1.50 and 33. These conditions mainly relate to the Stage 2 apartments. Changes to permit conditions are outlined in full within the associated assessment of this report.

#### 4. LEGISLATIVE REQUIREMENTS

- 4.1 Refer to Attachment 1 (Planning & Environment Act 1987, Manningham Planning Scheme, other relevant legislation policy)
- 4.2 The applicable zones and permit requirements remain as was originally considered, under the following provisions of the Manningham Planning Scheme:
- Clause 37.08-5 Activity Centre Zone Schedule 1 (ACZ1), a planning permit is required to construct a building and construct or carry out works.
  - Clause 45.09 Parking Overlay Schedule 1 (PO1) - Doncaster Hill Major Activity Centre. A planning permit is not required as all parking continues to be provided in accordance with the PO1 and Clause 52.06 Car Parking.
  - Clause 45.06 Development Contributions Plan Overlay 1 (DCPO1). This does not trigger a permit requirement, however any permit issued must provide the specified levying contributions. The existing requirement on permit will continue to apply (Condition 10).
  - Clause 52.29 Land Adjacent to the Principal Road Network, (formally known as 'Land Adjacent to a Road Zone Category 1'), a permit was initially required for creation or access to a road in a Transport Zone 2. The amended application does not seek to alter the approved access however the amended uses could change the traffic movements and generation.
- 4.3 The land benefits from an existing permit which allows 'use of the land for a residential hotel, restricted retail premises, and retail premises'. The only new land use permissions required is for 'Childcare Centre' (nested under Education Centre) and 'Function Centre'.
- 4.4 The proposed amended uses are expanded on as follows, with an explanation where the planning permit triggers apply:
- Childcare centre (nested under Education Centre) is a Section 2 – 'permit required' land use, as it does not meet the conditional requirement: Must be in Precinct 1 (the subject land is located in Precinct 3).
  - 'Function Centre' (nested under Place of Assembly) is a Section 2 – 'permit required' land use and includes the following conditional requirement: Must be in conjunction with one or more other uses in Section 1 or 2. As the proposal includes such section 1 and 2 uses including accommodation, education centre and retail premises, the conditional requirement is satisfied.
  - Serviced apartments (nested under Accommodation) is a Section 1 – 'permit not required' land use. The proposal satisfies the conditional requirement in the zone that it "must not be located at ground floor level, except for entry foyers and it must be in conjunction with one or more other uses in section 1 or 2". This requirement is satisfied as the only aspect of the use at ground floor is the foyer.

- ‘Restricted Retail Premises’ was approved under the existing planning permit and therefore does not require further approval. A permit was initially required given it is a Section 2 use, which carries a conditional requirement to be in conjunction with one or more other Section 1 or 2 uses and be located at ground floor (but is not limited to ground floor). The amended proposal continues to comply with these conditions.

**5. REFERRALS**

**External**

Department of Transport (Transport for Victoria)

- 5.1 Pursuant to Clauses 52.29 and 66.03 of the Manningham Planning Scheme, Department of Transport is a *determining* referral authority as the application may have implications on the approved access (carriageway A-1) to the Transport Road Zone 2 (Doncaster Road) by the proposed change of uses and subsequent traffic movements.
- 5.2 Transport for Victoria responded on 19 May 2023 stating they had no objection to the proposal. No conditions or changes were recommended.

**Internal**

- 5.3 The application was referred to the following internal departments, with their responses summarised below:

Service Unit	Comments
Independent Urban Design Advice	<p>Advice was received in 2023 which raised significant concerns with the initial plans and was not supportive of the scale, footprint, massing, architecture, activation, response to policy and context.</p> <p>The following recommendations were made as summarised:</p> <ul style="list-style-type: none"> <li>• Podium reductions to Doncaster Road to a 3 level podium and maintaining a 15m southern setback above podium</li> <li>• Northern interface to have greater setbacks above a 3 level retail podium</li> <li>• Serviced apartments levels have increased setbacks to the northern, eastern side and southern sides to demark upper levels from podium</li> <li>• Northern part of the building (generally rear of central lift cores), replace 2 commercial levels (eg with alternative to retail) that mitigates bulk to residential interface</li> <li>• Architectural and expression changes that reduce the number of ideas at play, reduce crowded ideas</li> <li>• Activation to each street be significantly improved. Reconfiguration of access for all uses, generally retail/commercial to Doncaster Rd, childcare to Council St. Stepping down of the ground floor access to its street level. Change to lift cores.</li> <li>• Deletion of Council Street loading dock, and all truck access to be from the internal ROW</li> <li>• Serviced apartments to have balconies and no borrowed light arrangements</li> </ul> <p>These matters have now been addressed by the submission of the revised plans submitted prior to advertising.</p>



Service Unit	Comments
City Infrastructure	<p>No objection to the application subject to conditions, including:</p> <ul style="list-style-type: none"> <li>Traffic movement acceptable subject to changes to internal access conflicts with Bunnings entry. This to be addressed by an internal functional layout plan showing changes to line marking and right of way.</li> </ul>
Waste Management	<p>No objection to the WMP subject to collection and frequency time changes:</p> <ul style="list-style-type: none"> <li>EPA guidelines stipulate where waste collection occurs 2 or more times per week that collections are to only occur between Monday – Saturday 7am – 8pm and Sunday 9am – 8pm. Considering the developer has advised waste collection will occur 3 times per week over 4 waste streams this is 36 collections per week.</li> <li>Will need conditions on the WMP to restrict collection times to occur outside of school times considering Doncaster Primary School is opposite this development.</li> <li>Hard waste collection of 2sqm is too small and should be increased to 4sqm.</li> </ul>
Statutory Planning Arborist	<p>No objection to the proposal subject to conditions and with the following comments:</p> <ul style="list-style-type: none"> <li>The tree species proposed along the Doncaster Street frontage should be planted alternatively. i.e. the <i>Platanus orientalis</i> planted between the two <i>Pyrus calleryana</i>, to meet the requirements of the Doncaster Hill Boulevard treatment.</li> <li>Soil volumes are adequate for the three trees proposed within the Doncaster Rd frontage, and may further support an additional small canopy tree up to 5m high noting however is subject to Vic Roads/DTP approval.</li> <li>Inclusion of a standard condition for a Tree Protection and Management Plan to protect the retained street tree. (Planning officer comments: This will be simplified to specify street protection fencing to Council's requirements)</li> </ul>
Independent Sustainable Design Advice	<p>No objection to the proposal subject to conditions and with the following comments:</p> <p>SMP requires further refinements to meet best practice which can be met by minor conditional changes including:</p> <ul style="list-style-type: none"> <li>Third-pipe / recycled water connections need to be noted on plans (The permit already contains this condition).</li> <li>Provide further information on drawings to demonstrate that the provision of end-of-trip facilities for staff meets the Transport 1.6 End of trip facilities – non –residential BESS credit requirements.</li> <li>To claim the Transport 2.1 Electric Vehicle Infrastructure BESS credit, the location of the electric vehicle charging points must be shown on plans with appropriate electrical provisions.</li> <li>To claim the Transport 2.2 Car Share Scheme BESS credit, provide evidence of a formal car sharing scheme in report and indicate location on plans.</li> <li>For the non-visible flat roofs and exposed concrete driveway, specify light coloured or reflective finishes / materials (Solar Reflective Index &gt;50 or Solar Absorptance&lt;0.6) to help mitigate the urban heat island effect. This must be reflected on plans.</li> <li>All fabricated structural steelwork to be supplied by a steel fabricator/contractor accredited to the Environmental Sustainability Charter of the Australian Steel Institute.</li> </ul> <p>Revised WSUD report for MUSIC modelling that does not include the unknown proprietary system, and the strategy be revised accordingly to demonstrably meet drainage standards.</p>

Service Unit	Comments
Independent Heritage Advisor	<p>No objection to the proposal with the following comments:</p> <ul style="list-style-type: none"> <li>• The proposal is acceptable from a heritage perspective and respectful of the three HO44, HO45 and HO46 locally significant heritage sites nearby.</li> <li>• The recessed entry proposed at the street corner allows for view lines towards the Old Shire Hall (HO44) along Doncaster Road to be maintained.</li> <li>• The podium level responds well to the small scale of the adjacent heritage places and humanises the scale of the development at street level.</li> <li>• The regular rhythm of the red brick columns breaks the bulk of the façade of the building down and responds well to the more classical design of the Old Shire Hall opposite.</li> </ul>
Economic Development	<p>No objection to the proposal with the following comments:</p> <ul style="list-style-type: none"> <li>• The development will provide a vibrant frontage and activate this section of Doncaster Road which has remained vacant for some time.</li> <li>• The serviced apartments will increase the opportunity for visitor spend in the immediate area and potentially wider throughout Manningham.</li> <li>• The function centre will be viewed as complimentary to the Council offering available at the civic centre</li> <li>• The childcare centre will be an addition to the number currently available throughout the municipality.</li> </ul>

## 6. CONSULTATION / NOTIFICATION

- 6.1 Notice of the application was given by Council which concluded on 3 July 2024, by sending letters to the owners and occupiers of abutting and adjoining properties and by displaying signs on each site frontage.
- 6.2 There were no objections or submissions received.

## 7. ASSESSMENT

- 7.1 This is an Amended Permit application, and therefore the assessment needs to concentrate and consider only the changes that are proposed to Stage 2 of the approved development.
- 7.2 The main considerations for the appropriateness of this Amended Permit Application are:
- Land Uses
  - Amenity Impacts
  - Design and Built Form
  - Landscaping
  - Car Parking, Access and Traffic
  - Permit Conditions

## Land Uses

7.3 The amended proposal departs from the previous approved development that was predominantly residential (160 apartments) with a two small retail premises (547 square metres total). The amended proposal instead offers a layered approach of multiple uses and a well resolved, integrated development. It is particularly strong in its retail offer with more than a combined 5,000 square metres floor area and temporary accommodation for 78 serviced apartments. The range of uses in this location is further supported by Council's Economic Development Unit.

7.4 It is considered that the proposal will positively contribute to the economic vitality and growth of the centre, consistent with Clause 11.03-1S/R (Activity centres) and Clause 11.03-1L-02 (Doncaster Hill Activity Centre – Manningham), and comfortably will achieve the overarching Land use objectives of the ACZ1 which seek:

*To provide for a vibrant range of mixed uses that support the strategic role of the Doncaster Hill Major Activity Centre.*

*To provide for high-density residential development on individual sites in conjunction with a diversity of other uses including a mix of retail, commercial, social, community and entertainment uses.*

7.5 This is furthered achieved by the Precinct 3 objectives for this site within Section 5.3-2 of the ACZ1 that seeks:

*To encourage a greater mix of uses including residential and commercial uses in the precinct.*

7.6 The open planned nature of the restricted retail premises, punctuated only by supporting columns, gives the opportunity for flexible floor spaces in future and potential for smaller retail outlets, as is sought by the Land use objectives under the zone. This ensures that the development can be future proofed to adapt to changing market conditions or retailer's needs and avoid long-term retail vacancies.

### Childcare centre

7.7 The increased mix of uses offers more benefit to the local and broader community. The proposed childcare centre is well positioned to support the growing population within the Doncaster Activity Centre, nominated as a focus area for residential growth. Its location directly opposite the education and civic precinct to the east, safely accessed by the nearby signalised intersection, complements the nearby Doncaster Primary School and Doncaster Kindergarten. Co-locating such uses further supports multi-purpose trips for families.

7.8 Location of childcare centres is on a needs basis that should be underpinned by social demographic evidence as stipulated in Clause 19.02-2S Education facilities to:

*Consider demographic trends, existing and future demand requirements and the integration of facilities into communities in planning for the location of education and early childhood facilities.*

- 7.9 The proposal complies with Clause 19.02-2S as the application has substantiated the need with supporting evidence. It has been demonstrated that the local area has an undersupply of childcare places estimated in the region of between 290 and 1,266 spaces to cater for increasing demand up to 2026, taking into consideration both existing and approved childcare centres.
- 7.10 The design of the childcare use has considered safe and efficient access. Its pedestrian entry is at street level facing Council Street, is accessible with or without steps, via an entry separate from the retail. From each basement level, three lifts are available for childcare users contained within an airlock area large enough for prams. The basement is well resolved with good sightlines and aisle widths and provides all required parking for the childcare parents and staff as required by the Scheme. A permit **condition** is recommended for parking near the childcare lifts to be nominated for pram users (which also allows these spaces to be used for parents accessing the other uses retail, rather than restricting the spaces to one use for the entire day).

#### Function centre

- 7.11 The function space is located on Level 8, positioned towards Doncaster Road, predominantly indoors within a 350 square metre room for up to 150 patrons, which is a modest size function space.
- 7.12 The use is supported by Council's Economic Development Unit who notes the function centre will be viewed as complementary to the Council facilities available at the civic centre.
- 7.13 The extent of the operation is considered acceptable on amenity grounds as discussed below.

#### **Amenity Impacts**

- 7.14 The proposal has adequately mitigated amenity impacts and satisfies the relevant provisions of Clause 13.07-1S (Land use compatibility), Clause 13.05-1S (Noise Management) and the ACZ1, noting the following:

#### Serviced apartments

- 7.15 Serviced apartments typically provide all the basic requirements of a dwelling including a kitchen, but do not have a specific set of guidelines or planning requirements such as the Better Apartment Standards as they provide temporary accommodation. Typical occupants may be professionals on business trips, tourists, or those needing transient accommodation between homes. There is no limitation for the length of stay and occupants may elect to stay for a period of one night to many months depending on their needs. As such there is an expectation that a reasonable level of internal amenity be provided, including outlook, direct daylight access and opportunities for natural ventilation.

- 7.16 The proposed arrangement provides a range of open planned studio apartments, and some more standard looking apartment arrangements with two or three bedrooms. Some apartments are small, such as Type 2A below, but can be flexibly leased together to combine with the abutting 1A apartment, providing a two bed / two kitchen / two bathroom shared arrangement.

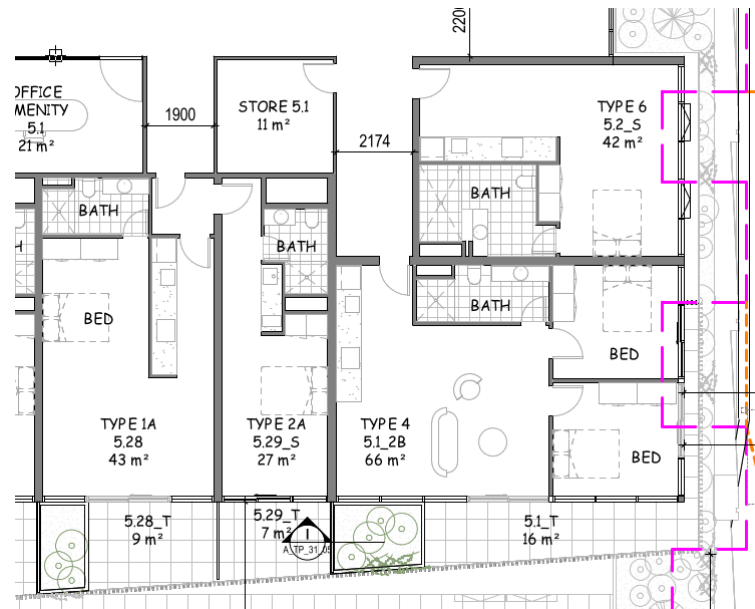


Figure: Proposed Level 5 Serviced apartments

- 7.17 All apartments have a good level of internal amenity, access to daylight and outlook, due to the shallow apartment depths, large areas of glazing, open plan, and all habitable rooms with a direct external window. The majority also have a balcony or terrace between 4-16 sqm area, giving the opportunity for an external connection and natural ventilation.
- 7.18 While some balconies are west facing towards Bunnings, these serviced apartments are at or above the height of the existing podium section opposite, and would instead have views to the existing hotel communal garden and facilities on the rooftop. As such these serviced apartments, like the remainder of the proposal, will have good outlook, west facing sunlight, and daylight access.
- 7.19 In terms of internal amenity, whilst not directly comparable, the amended proposal does correct a number of previous shortcomings of the approved apartments, mainly due to the Serviced apartments being located much higher at Level 3 upwards and providing better orientation. The new built form and layout has further improved the internal amenity for the proposal, removing the individual separate towers and providing improved floor plates.
- 7.20 It is understood that all air-conditioning will be provided by a central rooftop unit, thus individual A/C compressors will not be required. It is noted that Condition 30 of the existing permit limits any A/C units on balconies from being external visible, and would continue to apply to the amended development.

- 7.21 To limit internal overlooking and reduce the impacts of wind on upper levels, a **condition** of permit is recommended for internal privacy screens to each serviced apartment balcony.

Childcare:

- 7.22 External play areas are not located near any neighbouring properties nor residential zoned areas. The childcare is positioned on Level 7, 27 metres above the nearest residential dwelling.
- 7.23 Any noise generation is not expected to be excessive or pose an unreasonable impact on its surroundings. The noise will likely not be greatly apparent when mixed with the noise generated by the school opposite.
- 7.24 Noise mitigation measures that are typical for such uses within a residential zone are not considered necessary in this instance. For the same reasons there is no need to require or restrict the hours of operation.

Function centre:

- 7.25 The function centre will be limited to a maximum 150 patrons at any one time by permit **condition**.
- 7.26 An outdoor terrace is located at the rear and with an in-ground pool. This is centrally within the site and would not be visible from adjoining properties. As this terrace is open to the sky and has a residential abuttal the external use of the outdoor terrace will be restricted by hours only between 7am to 11pm, the same restriction as the existing hotel terrace within Stage 1. This will be achieved by varying condition 49 of the permit.
- 7.27 Trading hours are proposed up until 1am (as outlined in detail within the proposal), which is not unreasonable in an activity centre.
- 7.28 **Condition 46** is a general amenity requirement of the residential hotel for its occupants to be mindful of noise disturbances when exiting the premises. This is recommended to be updated to also include reference to the function centre.
- 7.29 A liquor licence is not sought as a part of this application. Should a liquor licence be sought in the future, this would be subject to a planning permit (and permit under the Victorian Commission for Gambling and Liquor Regulation). This would include a cumulative impact assessment to consider and mitigate noise and amenity impacts associated with liquor consumption, and would typically include conditions restricting noise and trading hours.

## Design and Built Form

### Doncaster Hill Strategy

- 7.30 The Doncaster Hill Strategy (2002, revised 2004) is identified as a reference document within Clause 11.03-1L-02 (Activity Centres and Commercial Areas) and applies to the subject site.
- 7.31 Broadly it is considered that the proposed amendment meets the Strategy Objectives contained under Part A (p. 14-17) of the document. The proposal includes appropriate uses that are integrated with its surroundings; presents an architectural design of high merit that celebrates the hill by its scale; a form that is responsive to the natural topography and its abutments, and a mix of uses that will contribute to the diversity and vitality of the activity centre.
- 7.32 The objectives of the Strategy are furthered by the Activity Centre Zone Schedule 1, and a detailed assessment is contained below including all mandatory and discretionary built form requirements.

### Comparison to previous approval

- 7.33 The permit has been amended a number of times historically, providing various forms/variations of the design, layout and uses.
- 7.34 The proposed amendment seeks an entirely new built form, a contemporary, fully attached envelope that incorporates a podium base around all visible sides. The proposed attached form is reflective of the development within Stage 1 and allows for continuity across the site, and more broadly is representative of the large format of attached built form in the area and in surrounding approvals.
- 7.35 The amended building envelope retains the important similarities of its predecessor in terms of a consistent maximum height and stepped envelope, offers slightly deeper front and rear setbacks, the same Council Street setback to its tower and a new podium base, with generally the same internal western setback.
- 7.36 At ground level the amended proposal continues to provide an active retail frontage to Doncaster Road but further improves activation by extending retail and building entries down Council Street.
- 7.37 The proposal also poses less overshadowing impacts to the public realm and footpaths on the opposite side of Doncaster Road as discussed later in the report.

### Architecture and massing

- 7.38 The architectural composition has been entirely revisited, necessary to provide for a purposeful outcome to accommodate the new mix of uses. The proposal has responded to the major urban design recommendations made to date from Council officers and our independent urban designer and is considered satisfactory in its current form, wholly consistent with the objectives under Clause 11.03-1L-02 (Doncaster Hill Activity Centre – Manningham).

- 7.39 The proposal demonstrates exemplary, contemporary architecture, with a carefully composed form that moderates its scale by achieving two distinct building forms: a more commercial style and taller form that responds to the character of development along Doncaster Road; and to the rear a scaled down mass, restyled to reflect the residential character and other buildings in Council Street. The continuation of a strong podium form throughout, wrapping around the rear podium successfully provides a human scale at street level, minimising potential dominance of its tower form.
- 7.40 The proposal presents well to each street, offering a highly detailed and articulated form with strong visual interest, including:
- A series of red brick framed sections which anchor the street corner, a form that continues to the rear and transitions to white brickwork.
  - A subtle cantilevered form increase from Doncaster Road to become a deeper protected walkway along Council Street for the secondary building entries.
  - An open street corner at ground level both invites pedestrians into the retail and allows views through the building.
  - Views to the podium terraces are available under open brick frames, allowing a sense of human interaction.
  - Terraced landscaping at street level with seating options and wide staircases positively interface with the public realm, further softened by landscaping at multiple levels.
  - The building is further softened by landscaping and visible planter boxes provided at each level of the development.
- 7.41 Along Council Street a visual break is provided between podiums, rising to the height of the building. The proposal then distinctly changes its form to respond to Council Street, offering a lighter palette and more residential presentation defined by a series of long street facing balconies. The rear portion carries through the same coherent design language at the front, continues the rectilinear, boxed brickwork, but scaled down to a two-storey podium to better reflect its context.





*Figure: Design response – Council Street*

7.42 Activation of the street is provided by the restricted retail tenancy at ground level presenting two main entries and dedicated retail lifts to Doncaster Road, each entry clearly signposted by an exaggerated canopy rising above. Activation and pedestrian access along Council Street has been improved by a well delineated undercroft and wide pathway that wraps around this elevation to protect pedestrians, feeding to a dedicated lobby to the serviced apartments, childcare and function centre and another retail entry. These are all positive outcomes consistent with the relevant objectives of the ACZ1.

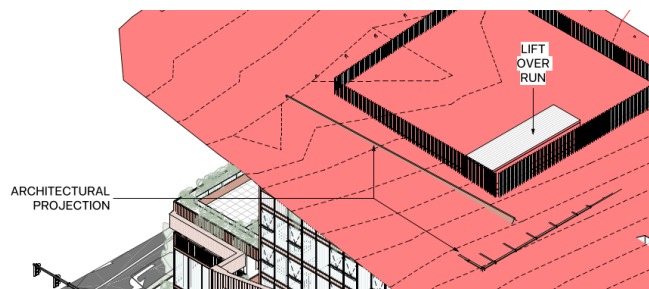
7.43 The proposal responds well to the heritage place opposite, consistent with the intent of Clause 15.01-1L-03 (Design of development adjacent to heritage places – Manningham). To the street corner, building bulk is minimised by the podium form, and by the ground floor undercroft setback that allows views through the development to the heritage place. The materiality subtly references the red brick of the adjacent heritage Old Shire building by the proposed red face brick columns and detailing.

- 7.44 The proposed northern and western elevation projects approximately 500mm above the internal carriageway which is acceptable in urban design terms. Although the proposal remains fully within the Stage 2 title boundary, these areas are within the easements on title which require a vertical clearance of 5m from the carriageway for vehicles. The proposal appears to comply with the easements where built form is setback along the easement edge, or has adequate clearance of 5m plus to the Level 1 overhangs as demonstrated on section F-F. A **condition** of permit is recommended to show existing easements E-2 and E-3 on plans and the development to demonstrate compliance with their requirements.
- 7.45 The new loading bay to Council Street is located near the existing raised ramp entry at the rear. The loading bay has been positioned further from the ramp to allow for a pedestrian refuge and adequate separation. The loading bay has been designed with a sectional door that integrates with the surrounding façade material to minimise the visual impact of vehicle storage. The landscaping response also provides some relief to this area by the tiered garden beds nearby along Council Street.

Height and setbacks controls

- 7.46 The proposed setbacks and heights achieve full compliance against the relevant provisions of Precinct 3C to the ACZ, as demonstrated below:

Requirement	Required Measure	Assessment
Building Height (Mandatory)	29m	Complies  Proposed: 29m high, reducing to 27m high to the rear.  Compliance is demonstrated on the submitted plan '29m height compliance 3D view'.
Height of services and 'design elements' above the building (Mandatory)	3.6m services  5.8m design elements	Complies  The service equipment, rooftop shading and fencing on the rooftop rise to 2 metres above the maximum 29m height. This is less than the allowable maximum 3.6m height. The services meet the other provisions of the zone by being less than 50% of the rooftop, appropriately minimised by their setbacks from the roof edges and screened to ensure that visual and shadow impacts on the surrounding area are avoided.  The proposal includes 'architectural projections' as nominated on plans below, blades on the parapet that extend the design intent above the 29m maximum height. This modest increase by around 500mm is well within the maximum additional 5.8 metres height for Design Elements. These Design Elements meet the ACZ



		objectives by substantially contributing to the building appearance as a distinct architectural feature and located on the highest area of the ridgeline. The form does not cast additional overshadowing nor increase the visual mass.
Front Setback – Podium Element (Mandatory)	5m	Complies.  Proposed: 5m minimum building front setback.  The front setback is tapered to reflect frontage. As this is a minor deviation from the rhythm of the street and the street setback otherwise consistent with Bunnings at that edge, it provides an adequate transition and alignment.
Front Setback - Tower Element (Mandatory)	15m	Complies  Proposed: 15m minimum tower setback to the building.
Building setbacks minor buildings and works (Discretionary)		Complies  Minor buildings and works such as verandas, architectural features, balconies, sunshades, screens, artworks and street furniture may be constructed within the setback areas.  The following features are considered allowable encroachments into each setback and contribute to the proposal without affecting how the setbacks are read:  <ul style="list-style-type: none"> <li>• Within the front setback, awnings and posts projects into this setback, necessary to provide protection to pedestrians and sign post entries.</li> <li>• Within the tower setback, two vertical architectural blades, forming part of the design element that frames the building project into this front setback by ~400mm.</li> <li>• Within the eastern side setback (Council St), an integrated balcony and awning and its posts project into the setback by up to 2.6m. These features reinforce the architectural language and add visual interest and pedestrian protection to the side elevation.</li> </ul>
Podium Height (Discretionary)	A podium of at least 12m	Complies.  Proposed: 15.5m podium height.  The podium is increased from the previous approval of 11m which was below the preferred height. The amended podium is now more consistent with the Bunnings podium height at 14.4m and will ensure a more consistent street rhythm.
Council Street side setback (Discretionary)	4.5m	Complies  Proposed: 4.5m from the boundary, increasing to a 10.4m side setback at the rear.  This setback is supported as it tapers the building in at the rear, providing visual recession closest to where the precinct transitions to Precinct 3B and its 14.5m mandatory height and 5m street setback.
Rear setback (Discretionary)	4.5m	Complies  Proposed: 15.5m minimum rear setback, increasing to 17m above

		<p>Level 2 to create a modest rear podium.</p> <p>This is a setback increase from the previous 15.2m setback (and 10.4m rear setback of the approved form before that). The proposed rear podium expression gives relief to the vertical form, continuing the podium base from Council Street 'in the round' to improve visual relief and add interest.</p>
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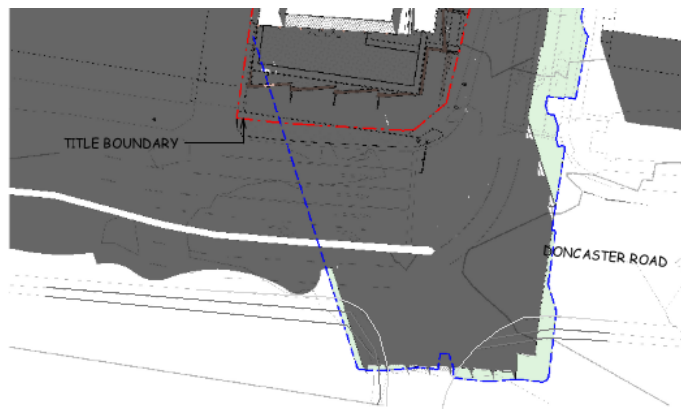
Overshadowing

7.47 For overshadowing impacts, the general provisions of the ACZ1 requires the following discretionary (non-mandatory) provisions:

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

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

7.48 The approved development casted a shadow over the kerb, beyond the 1.2m ACZ requirement when measured at the June Equinox. The amended proposal also casts a shadow beyond the kerb, however, as demonstrated in the plan extract below, the new shadow will be less than the existing approval. The impact of this shadow on the public realm is minimal as the shadow falls onto the road and intersection.



5 Shadow Diagram 1.30PM - 22nd June  
1 : 500



6 Shad  
1 : 500



 AREAS WHERE ENDORSED PROPOSAL CASTED SHADOWS	 SHADOW OF ENDORSED PROPOSAL
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Figure: Submitted shadow plan at the June equinox

7.49 It is further noted that the proposal complies with Condition 1.9 which requires amended plans modified to show:

*‘The extent of shadow caused by the buildings over the south side of Doncaster Road. The extent of shade should generally comply with the requirement of Clause 4.4 of the Schedule 1 to the Activity Centre Zone (ACZ1).’*

7.50 This condition related to the previously approved proposal and has now been met. As the proposed shadow is less than the current approved shadow, this conditions may now be deleted.

**Landscaping**

Boulevard landscaping along Doncaster Road

7.51 The amended Boulevard treatment remains closely comparable to the approved proposal, offering the same boulevard space, a 3.6m wide bricked paved footpath promenade, and a nature strip with three trees. This will be a significant enhancement to the existing conditions, being a narrow footpath and grassed nature strip.

7.52 Groundcovers and grasses are generally indicated by hatching in the new nature strip but no details are provided to show the intended landscaped outcome. Revised landscape **conditions** have been recommended to show the groundcovers and shrubs within the Stage 2 Doncaster Road boulevard planting, and which provides a groundcovers and shrubs/grasses theme that is complementary to the Stage 1 boulevard treatment.



Figure: Design response – Proposed Doncaster Road boulevard



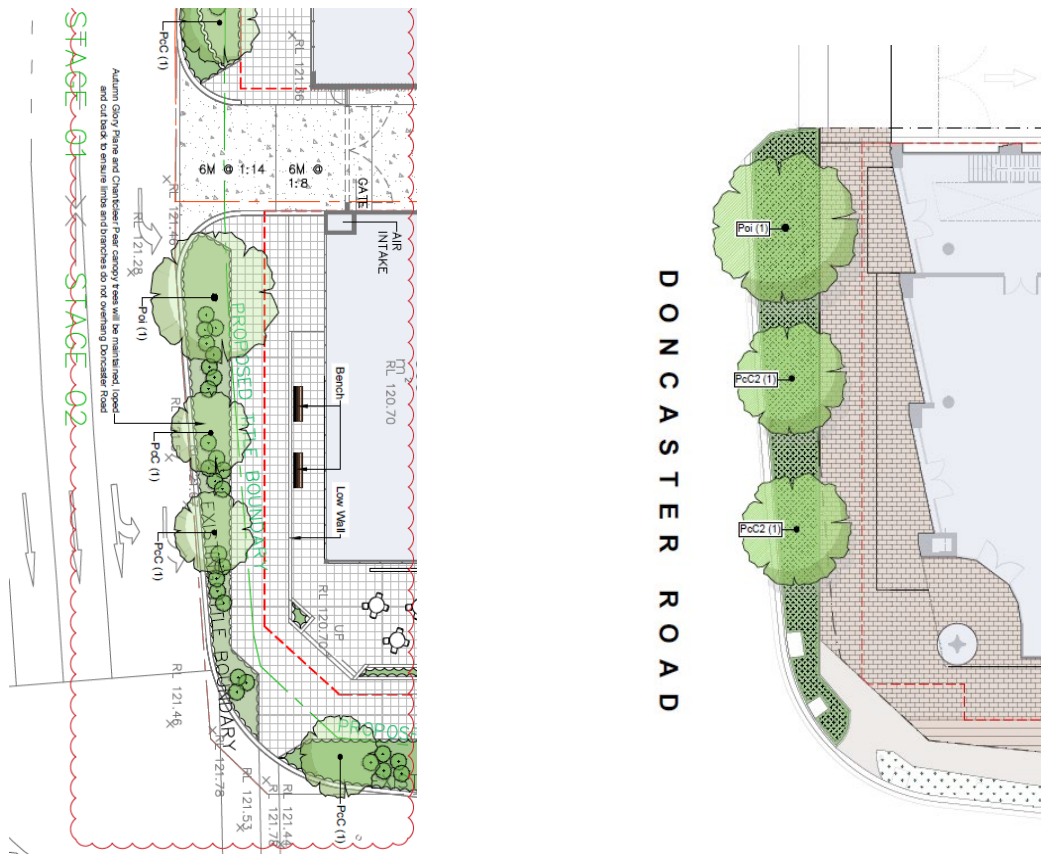


Figure: Doncaster Road frontage: Approved Landscape plan      Figure: Amended proposal

Council Street frontage landscaping

7.53 Landscaping for the proposal has been achieved across multiple levels. Predominantly the landscape focus is the frontage to Council Street, offering a range of vegetation within tiered retaining walls and used to frame entry points. This includes small trees, shrubs and ground covers arranged in a visible, functional manner, as shown in the extract below.

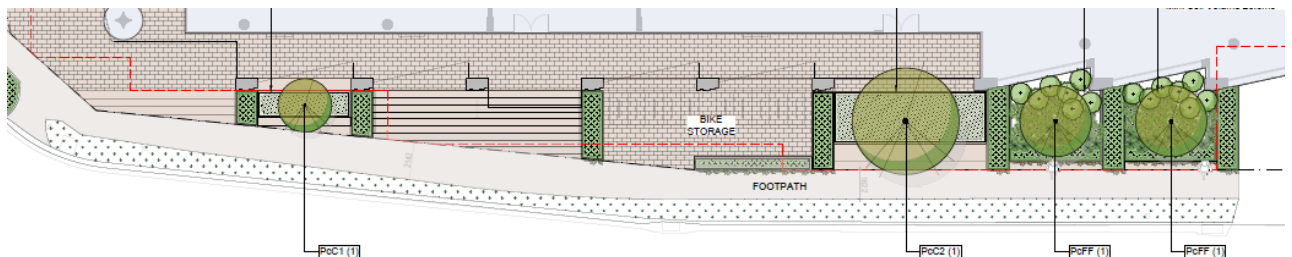


Figure: Council Street frontage landscaping – Amended proposal

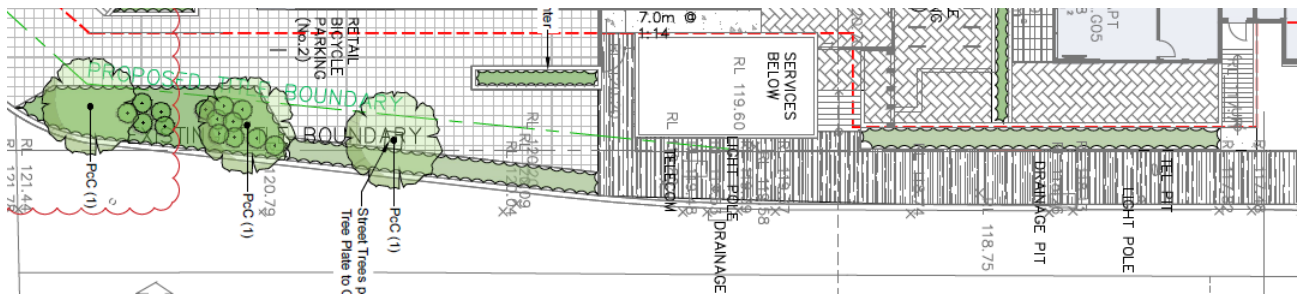


Figure: Council Street frontage landscaping – Approved proposal

- 7.54 A reasonable amount of landscaping will also present along the upper-level balconies and at each podium level. Visible planter boxes with 1 metre high hedging will soften views from the public realm and improve on-site amenity.
- 7.55 At the rear, improvements are required to the existing landscaping around the dual vehicle ramp, between the ramp and property to the north. Existing conditions provide sparse landscaping and an unattractive cyclone mesh fence in lieu of the approved scheme, which required a metal batten fence and ground covers. Within this amendment the applicant proposes additional trees in this location, which is favourable.
- 7.56 A **condition** of permit will require all of the approved trees, ground covers, and shrubs between the ramp and the northern boundary to be shown generally consistent with the Stage 1 approval, including reinstatement of the metal batten fence that secures this land and provision of ground covers and shrubs in front of that fence adjacent to the footpath.
- 7.57 The modest recommended changes will provide for a reasonably vegetated outcome that is consistent with the expectations within the ACZ1 and Clause 15.01-5-01L Landscaping - Manningham.

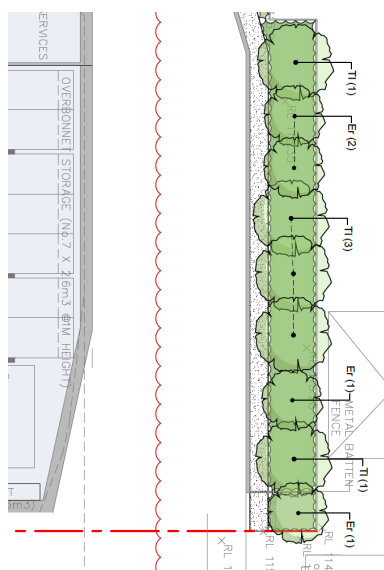


Figure: Approved Landscape plan – rear boundary

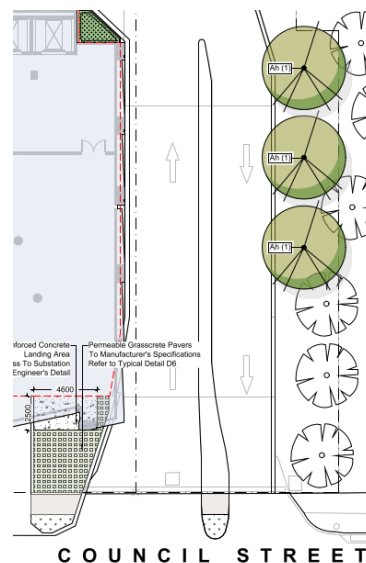


Figure: Amended proposal – rear boundary

**Request for Consent under Section 173 Agreement**

- 7.58 The title is affected by a restriction on vehicle access under Section 173 Agreement No. AS161483W. The obligations of this agreement run with the land and state that “except with the written consent of the Responsible Authority, vehicle access to lot 300 and lot 400 must only be via the abutting carriageway easement E1 as identified on PS807629B”.
- 7.59 Lots 300 and 400 on PS607629B relates specifically to the subject site (Stages 2A and 2B). Carriageway easement E-1 is now identified as A-1 on the current plan of subdivision.
- 7.60 The amended proposal seeks an alternative access arrangement whereby truck loading is sought directly via Council Street to the east, instead of easement A-1 on PS607629B. Therefore, this application requests the written consent of Council pursuant to Section 5.1 of the Section 173 Agreement for the proposed amended vehicle access.
- 7.61 Council’s Traffic Department are supportive of the new loading bay. It is noted that the Applicant has incorporated preliminary officer feedback and revised the entry point and crossover splays for a more efficient operation and to provide a large 3.2 metre wide pedestrian refuge between the new crossover and the existing dual ramp at the rear. The approval of this amended permit and associated amended plans constitutes the written consent pursuant to the provisions of the agreement.
- 7.62 As required, the following is an assessment of the proposed amendment against the criteria specified at Section 178B of the Act:
- 7.63 Existing Conditions 37-39 of permit will continue to apply to the amended permit, which will adequately limit the impact of loading on the surrounding area, but should be amended to require medium rigid vehicles for Stage 2 and delivery times restricted.

**Car Parking, Access and Traffic**Clause 52.06 – Car Parking

- 7.64 The car parking table of Clause 52.06-5 prescribes the number of car parking spaces required having regard to the proposed uses. The subject site is affected by a Parking Overlay, Schedule 1, which varies the parking requirements for restricted retail.



7.65 The following number of car parking spaces are required:

Use	Rate	Number	Requirement*
<b>Serviced Apartments</b>	No specified rate	78 Apartments	To the satisfaction of the Responsible Authority
<b>Restricted Retail Premises</b>	1.5 spaces to each 100sqm of leasable floor area (PO1)	5,922sqm Leasable floor area	88 spaces
<b>Function Centre</b>	0.3 spaces per patron (Column B Clause 52.06)	150 patrons	45 spaces
<b>Childcare</b>	0.22 spaces per child (Column B Clause 52.06)	106 Children	23 spaces
<b>Total</b>			<b>156 spaces</b>

\*Rounded down to the nearest whole number, in accordance with Clause 52.06-5

7.66 The development has a statutory requirement to provide a total of 156 car parking spaces (not including for the Serviced Apartments). The proposal includes 201 on-site car parking spaces which are allocated in accordance with the above requirements, Accordingly, no reduction is sought against the statutory requirements of the Manningham Planning Scheme.

7.67 There is no statutory requirement for car parking associated with the Serviced apartments, being an innominate use, thus the provision of car parking is to Council’s satisfaction. This is typically based on empirical evidence comparing similar uses, in order to determine the likely demand and parking provision.

7.68 The proposal includes 45 spaces allocated to the 78 Serviced apartments, to be provided at a rate of 0.6 spaces per room. This rate is supported by the applicant’s Traffic Impact Assessment and their empirical estimates which indicate a typical peak parking demand is of 0.3 - 0.6 spaces per Serviced apartment. It is also noted that the proposed rate of 0.6 is consistent with the rate Council accepted for the residential hotel per suite in Stage 1 of the approved development.

7.69 The parking layout has been entirely revised. It retains a fully enclosed design, predominantly below ground and accessed via an internal driveway. The car park is compliant and provides appropriate aisle widths, parking space requirements, and ramp grades outlined under Clause 52.06-9. It is noted that through the course of the application the car parking design has evolved to incorporate suggestions from Council’s Engineers, and as such, the proposed car parking design is supported in its current form.

- 7.70 A condition is recommended to require a Car parking Management Plan to detail how spaces will be allocated, signage and management practices. The plan will ensure that when a use is dormant outside of their peak times (i.e. childcare parking or function centre), unused car parking spaces will be available for overflow parking / sharing for the operational uses.

#### Traffic generation

- 7.71 All traffic is anticipated to enter via the two internal laneways either from Doncaster Road or Council Street. Exiting vehicles will depart via Council Street.
- 7.72 The applicant has provided detailed estimates within their Traffic impact assessment that projects the likely movements from each use during peak times and compares it to NSW Road Traffic Authority rates, which is a typical benchmark.
- 7.73 They submit that the proposal will generate up to 233 vehicle movements per hour during peak periods, or 3.88 vehicle movements each minute. This would be an increase of 133 vehicle movements compared to the approved retail/apartment development which had a similar level of on-site car parking. The local road network and signalised intersection can accommodate for this increase, 80% of which will head towards Doncaster Road and the principal road network, and only 20% of traffic entering the local streets north of the site.
- 7.74 Council's Engineers have reviewed this and are satisfied with the traffic generation and that it will not pose a detrimental impact on the surrounding road network.

#### Access

- 7.75 Primary vehicle access to the car park remains similar to the existing approval, to be provided off the internal accessway to the immediate west, although the entry point to the car park is altered slightly. A new access point and loading facilities (larger trucks) is proposed via Council Street. This is limited to one access point to Council Street for loading vehicles only.
- 7.76 Council's Engineers have raised concern with how the traffic interaction of the access to the proposed car park and the access to the Bunnings can be managed in the internal carriageway. They note there is potential for vehicle conflict with vehicles exiting Bunnings and the new Stage 2 proposal as it would be unclear as to which car has right of way due to incorrect line markings and lack of signage.
- 7.77 The following image shows Council Engineer's preferred arrangement for this internal intersection, which is recommended to be addressed by conditions for an internal functional layout plan that requires:
- Right only signs from Stage 1 669-671 Doncaster Road
  - Centre line delineation & give way line marking approximately 1m behind the entrance of Stage 1 669-671 Doncaster Road
  - Additional line markings to direct and guide vehicle/motorist driving (turning) behaviour.

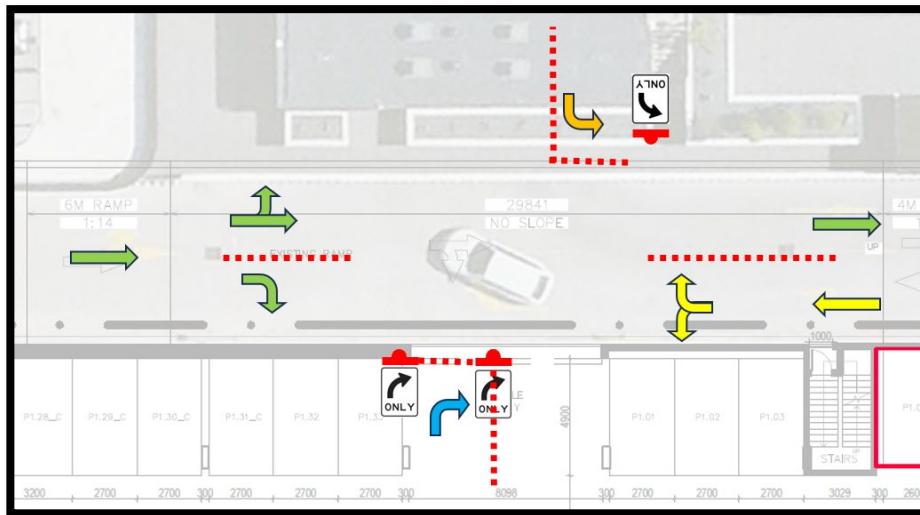


Figure: Council Engineer’s recommended Functional layout plan for internal carriageway movements

7.78 An amendment to **condition 37** is required as it restricts commercial deliveries by a heavy rigid vehicle between 7am and 9pm. This needs to be amended to allow for the proposed, smaller, 8.8m long medium rigid vehicle to access the Stage 2 loading bay, and deliveries be further restricted outside of the primary school pickup and drop off times.

7.79 With the above changes, the access arrangements are considered satisfactory.

Bicycle Facilities

7.80 The provision of bicycle spaces is outlined as follows, according to Clause 52.34 – Bicycle Facilities.

Land Use	Size	Statutory Employee Rate	Statutory Visitor Rate	Statutory Requirement
Serviced apartments	78 Apartments	No rate specified	No rate specified	0 spaces
Restricted retail	5,922 sqm NLA	1 space to each 300sqm LFA	1 space to each 500sqm LFA	Employee – 20 Visitor – 12
Childcare	106 Children	No rate specified	No rate specified	0 spaces
<b>TOTAL BICYCLE SPACES REQUIRED</b>				32

- 7.81 The development has a statutory requirement to provide a total of 32 bicycle parking spaces. This requirement has been exceeded, as a total of 46 bicycle parking spaces are proposed.
- 7.82 An adequate provision of 20 visitor bicycle spaces is provided in a convenient location directly adjacent to Council Street. The remaining 26 spaces are provided in a consolidated location in Basement 1 at ground level, conveniently located. All bicycle storage is by rounded hoops by Arc de Triomphe, as stated in the submitted Transport Report.
- 7.83 The proposal satisfies Clause 52.34 – Bicycle Facilities, subject to a **condition** requiring the rounded hoops bicycle racks by Arc de Triomphe notated on plans.

### **Waste Management**

- 7.84 It is proposed to engage private contractors to remove waste from the site. Details of the proposed waste systems, generation and arrangements / frequency for collection are set out in the submitted Waste Management Plan (WMP) by The Urban Leaf. A **condition** of permit will require collection times to be restricted to outside of the primary school pickup and drop off times.
- 7.85 Basement 1 (ground level) of Stage 2 has provision of a dedicated storage area within the nominated bin room, designed to allow the collection vehicle, 8.8m MRV to enter and exit the new loading bay area off Council Street in a forward direction. It is considered that waste collection during the middle of the day (three times per week) will not cause unreasonable off-site impacts.
- 7.86 The Waste Management team recommend endorsement of the submitted WMP by permit condition.

### **Signage Locations**

- 7.87 The application does not propose signage, instead indicatively shows where it is intended to be in future, subject to a further planning permit application. It is important to consider signage as part of the building design so it can later achieve the signage objectives under Clause 15.01-1L-02 (Signs – Manningham) and the ACZ to be integrated into the building and not obscure key architectural features.

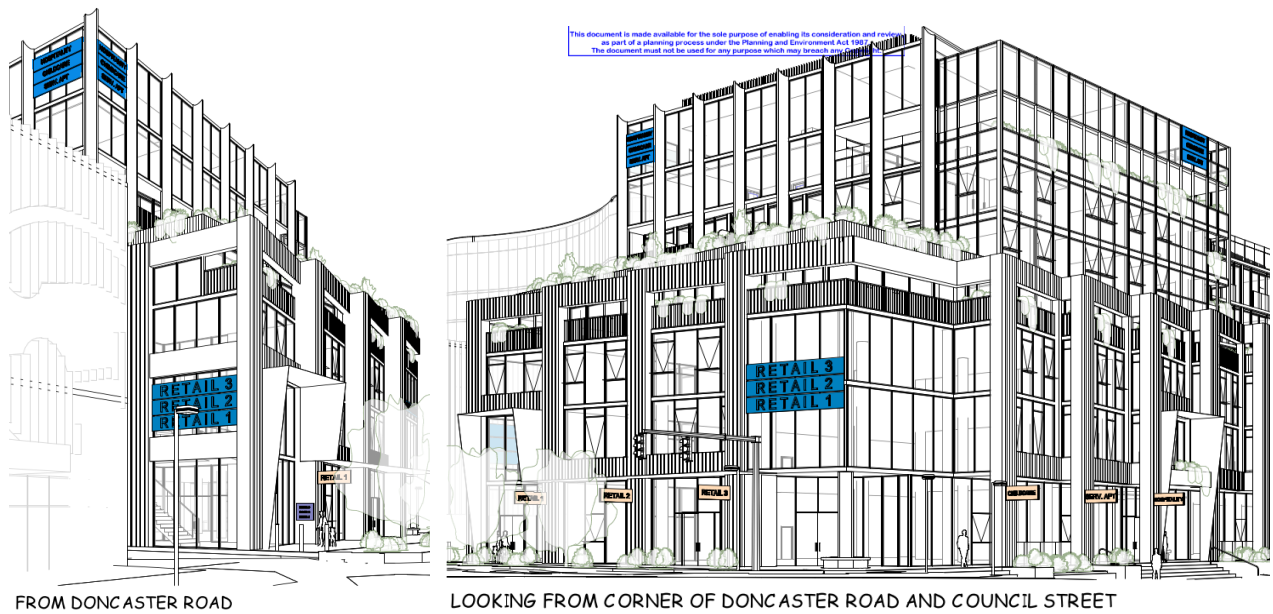


Figure: proposed Signage location plan (blue, purple, yellow locations)

7.88 The proposed signage locations appear significantly less than typical signage for large format retail stores, and too small to represent likely advertising for the three other separate businesses (childcare, function centre and serviced apartments). These small signs on the top level 26m above the street would be near illegible. For retail, it is expected that signage will be more representative as shown in the below street image of typical large format retail with a multiple, large signage across each fascia, in-window, and freestanding directory signs.



Image: Nearby Google Streetview showing the extent of typical large format retail signage



- 7.89 The applicant has made multiple attempts to show future signage locations however each scheme has failed to achieve the objectives. The current proposal shows signage that is not integrated into the building. It does not complement the architectural features, instead appearing to intersect the framing. Previous schemes showed more signage also on vertical banners and across multiple balustrades which was more realistic in area, however the extent was excessive, created visual clutter and a sense of dominance, detrimentally impacting the architectural integrity of the building.
- 7.90 Further, ACZ1 restricts signs requiring a permit under Clause 52.05 to not be located within the 5 metre setback from the street frontage along Doncaster Road Category 1. It also encourages that signage be located on the podium levels.
- 7.91 **Conditions** on permit are recommended that the indicative Stage 2 signage be increased in scale to be representative of signage for comparable uses, and positioned to not obscure architectural features or framing, such as positioned on glazing between window frames, in accordance with Clause 15.01-1L-02 (Signs – Manningham) and Design and Built form (Signs) of the ACZ1.
- 7.92 It is noted that **Condition 36** will continue to apply, which restricts the ground floor shop fronts facing Doncaster Road from covering the glass with posters, film or signage that reduces the transparency of the interface. It is recommended this **condition** be amended to also restrict this from the first and second floors of the retail to both Doncaster Road and Council Street.



*Image: Rear ramp access showing signage affects drivers sightlines*

7.93 Adjacent to the rear ramp, 1 large existing sign is located on the Stage 2 site which both advertises Bunnings trade supplies and directs customers/trade to its carpark. This signage is not shown on plans nor does it appear it can function with the proposed development. Whilst direction signs are as-of-right under Clause 52.05-11 Category 1, they must also be designed to not be located in driver's sightlines or pose a risk to pedestrian safety. The sign mentioned above, and a second trade/deliveries direction sign on the raised medium between the ramps (Stage 1) are located in driver's sightlines and pose safety concerns to pedestrians and oncoming traffic. A **condition** of permit will require that the two freestanding Bunnings directional signs adjacent to the ramp and Council Street be removed or relocated to not obstruct a driver's line of sight and be limited to an area for direction information only.

### **Sustainable Design**

7.94 The proposal has been accompanied by a Sustainability Management Plan which for the most part demonstrates that the use and development will meet Best Practice and achieve sustainable targets to reduce its environmental impact, in line with the Environmental sustainability objectives outlined in the ACZ1.

7.95 Key aspects of the SMP include:

- An overall BESS score of 52%, which exceeds the best practice benchmark.
- A STORM rating of 100% including total capacity for a 26,000L rainwater tank in basement level 3.
- A 6.6 star energy rating for the serviced apartments.

7.96 Council's ESD Consultant is supportive of the SMP subject to minor revisions and plan notations, which have been included in the recommended permit conditions.

### **Permit Conditions**

#### Proposed amendments to conditions

7.97 The applicant has requested modifications to the permit conditions as a result of the amended proposal. A full review of conditions is necessary given the extent of changes to the plans and the additional information that has been provided. The conditions on the Permit should be relevant to the amended set of plans, and not relate to previous sets of plans where requirements may or may not have been achieved.

7.98 The following table considers the appropriateness of the existing Conditions of the Permit:

Existing Permit Conditions	Proposed change and applicant's justification	Officer Assessment
<p><i>1.9 The extent of shadow caused by the buildings over the south side of Doncaster Road. The extent of shade should generally comply with the requirement of Clause 4.4 of the Schedule 1 to the Activity Centre Zone (ACZ1).</i></p>	<p>Delete. Condition 1.9 is proposed to be deleted because to comply with the condition would mean enforcing a design outcome which is significantly more recessive than the previously endorsed plans for the subject site. Therefore, as the shadow diagrams prepared as a part of this amendment are equal to or less than the approved shadows, the condition should be deleted as it is no longer an appropriate or reasonable threshold test.</p>	<p>Agree, delete.</p>
<p><i>1.10 The clearance above finished floor level of the above bonnet storage cages provided to apartments in Stage 2.</i></p>	<p>Delete. No longer relevant as a consequence of the amendments.</p>	<p>Agree, delete.</p>
<p><i>1.21 A plan notation that a communal notice board will be erected within or nearby the lobby for use by residents of the building.</i></p>	<p>Delete. No longer relevant as a consequence of the amendments.</p>	<p>Agree, delete.</p>
<p><i>1.34 Retractable clotheslines to all ground level open spaces and balconies to limit their visibility to public and private realms.</i></p>	<p>Delete. No longer relevant as a consequence of the amendments.</p>	<p>Agree, delete.</p>
<p><i>1.38 The allocation of 1 visitor car parking space per 10 apartments in Stage 2. Currently, only 15 spaces rather than 16 spaces are allocated.</i></p>	<p>Delete. No longer relevant as a consequence of the amendments.</p>	<p>Agree, delete. There is no requirement for residential visitor parking.</p>
<p><i>1.42 A statement/report by a qualified services engineering considering any impacts to future or existing residents from noise or fumes from the carpark and timber exhaust air outlet. The outlet sits adjacent to the northern end of the building in Stage 1 and immediately opposite bedrooms and a balcony of apartments in Stage 2. Should the outlet unreasonably impact future or existing residents, it is to be relocated.</i></p>	<p>Delete. No longer relevant as a consequence of the amendments.</p>	<p>Agree, delete.</p>



1.48 <i>The two material schedules consolidated so that abbreviations for materials are not doubled up. In addition, a further note added to materials schedule to reference the Reflectivity Assessment report required by condition of permit.</i>	Delete. No longer relevant as a consequence of the amendments.	Agree, delete.
1.49 <i>Plan SK120v updated to show that the mandatory maximum building height of 29m is achieved in accordance with the Activity Centre Zone. Currently, a parapet on Building 2B is above this height.</i>	Delete. No longer relevant as a consequence of the amendments.	Agree, delete. Extent of shadows is satisfactory and meets the ACZ1 objectives, see assessment.
1.50 <i>A west elevation of Buildings 2A and 2B.</i>	Delete. No longer relevant as a consequence of the amendments.	Agree, delete. Adequate west facing elevations have been provided.
33. <i>A centralised TV antenna system must be installed and connections made to each dwelling to the satisfaction of the Responsible Authority. No individual dish antennas may be installed on balconies, terraces or walls to the satisfaction of the Responsible Authority.</i>	Delete. The requirement to install a centralised TV antenna system is not applicable or appropriate for the proposed development. It is appreciated that as a part of the previous approval for predominantly residential development that such a condition was required. However, in this instance, none of the proposed land uses will generate demand for individual dish antennas and therefore the need for a centralised system is unreasonably onerous.	Agree, delete.
<b>Existing Permit Conditions</b>	<b>Proposed Officer change</b>	<b>Officer Assessment</b>
12. <i>Before the release of the approved plans for each stage of the development, a \$20,000 cash bond or bank guarantee must be lodged with the Responsible Authority to ensure the completion and maintenance of landscaped areas for that stage and such bond or bank guarantee will only be refunded or discharges after a period of 13 weeks from the completion of all landscaping works, provided the landscaped areas for that stage are being maintained to the satisfaction of the Responsible Authority.</i>	Delete	No longer required as Council no longer requests landscape bonds.
32. <i>An intercom and an automatic basement door opening system (connected to each dwelling) must be installed, so as to facilitate convenient 24 hour access to the basement car park by visitors, to the satisfaction of the Responsible Authority</i>	Deleted	No longer relevant
36. <i>The shop front and glass facades of the retail tenancies on ground level facing Doncaster Road including the glazing</i>	Varied	Updated to include Stage 2 to ensure an active frontage is maintained

<p><i>through to the traveller and atrium of the trade supplies and restricted retail premises, are not to be covered by posters, film or signage that reduces the transparency of the interface to the satisfaction of the Responsible Authority.</i></p>		
<p><i>72.4 The development associated with <u>Stage 2A and 2B</u> is not started within six (6) years of the date of the permit.</i></p>	<p>Amend</p>	<p>Updated to refer to Stage 2 only, as stage 2A and 2B are no longer relevant. Included use expiry for Stage 2</p>

7.99 It is noted that other new conditions and modifications to conditions have been recommended throughout this report.

**8. CONCLUSION**

- 8.1 The proposed amendments positively respond to the objectives of the Manningham Planning Scheme with a high degree of compliance particularly with respect to urban design, height, setbacks, car parking and access, and public realm contributions. Minor changes are recommended through permit conditions which will result in more refined outcome.
- 8.2 It is recommended that the amendment application be supported, subject to conditions.

**9. DECLARATION OF CONFLICT OF INTEREST**

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

## 5. LEGISLATIVE REQUIREMENTS

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

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

Section 60 of the Act, requires the Responsible Authority to consider the following before deciding on an application:

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

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

### 5.2 MANNINGHAM PLANNING SCHEME

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

- Planning Policy Framework
- Clause 37.08 Activity Centre Zone Schedule 1 (ACZ1)
- Clause 45.09 Parking Overlay Schedule 1 (PO1)
- Clause 45.06 Development Contributions Plan Overlay 1 (DCPO1)
- Clause 52.06 Car Parking
- Clause 52.29 Land Adjacent to the Principal Road Network
- Clause 52.34 Bicycle Facilities
- Clause 65 Decision Guidelines

#### **Planning permit triggers**

- Clause 37.08-5 Activity Centre Zone Schedule 1 (ACZ1), a planning permit is required to construct a building and construct or carry out works.
- Clause 37.08-2 Activity Centre Zone Schedule 1 (ACZ1), a planning permit is required to use the land for 'Childcare Centre' (nested under Education Centre) and 'Function Centre'. (The land benefits from an existing permit which allows 'use of the land for a residential hotel, restricted retail premises, and retail premises')
- Clause 45.09 Parking Overlay Schedule 1 (PO1). A planning permit is not required as all parking continues to be provided in accordance with the PO1.
- Clause 45.06 Development Contributions Plan Overlay 1 (DCPO1). This does not trigger a permit requirement, however any permit issued must provide the specified levying contributions. The existing requirement on permit will continue to apply (Condition 10).
- Clause 52.06 Car Parking. No planning permit is required as all parking is provided in accordance with this clause. Serviced apartments is an unlisted use thus the provision of parking is to Council's satisfaction.
- Clause 52.34 Bicycle Facilities. No planning permit is required as the development exceeds the minimum required bicycle spaces.

- Clause 52.29 Land Adjacent to the Principal Road Network. A permit was initially required for creation or access to a road in a Transport Zone 2. The amended application does not seek to alter the approved access however the amended uses could change the traffic movements and generation.

## Zones

### Clause 37.08 Activity Centre Zone Schedule 1

The purpose of the zone is:

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To encourage a mixture of uses and the intensive development of the activity centre:*
- *As a focus for business, shopping, working, housing, leisure, transport and community facilities.*
- *To support sustainable urban outcomes that maximise the use of infrastructure and public transport.*
- *To deliver a diversity of housing at higher densities to make optimum use of the facilities and services.*
- *To create through good urban design an attractive, pleasant, walkable, safe and stimulating environment.*
- *To facilitate use and development of land in accordance with the Development Framework for the activity centre.*

## Land use

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

**Built form**

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

**Environmental sustainability**

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

**Public realm**

- To encourage active street frontages and pedestrian generating activities to be located along main roads.
- To ensure public spaces are minimally impacted by overshadowing, including preserving solar access in mid-winter to the key boulevards of Doncaster Road and Williamsons Road.
- To facilitate the enjoyment of public urban spaces/plazas, streetscapes, pedestrian and bicycle paths by ensuring that these areas are not excessively overshadowed or affected by wind tunnelling.
- To encourage artwork in suitable locations to contribute to creating a distinctive sense of identity.

ACZ1: Precinct 3 Map



5.3-2 Precinct objectives

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

5.3-3 Precinct requirements

Sub-Precinct	Maximum height (Excluding Basement)	Design Element Height	Setbacks
3C	29m	5.8m above maximum height	5m to front podium edge from front boundary 15m to front tower edge from front boundary 4.5m from side boundaries 4.5m from rear boundary

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

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

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

**Overlays**

Clause 45.09 Parking Overlay Schedule 1 (PO1) – Doncaster Hill Major Activity Centre  
The purpose of this overlay is to:

- To implement the Municipal Planning Strategy and the Planning Policy Framework.
- To facilitate an appropriate provision of car parking spaces in an area.
- To identify areas and uses where local car parking rates apply.
- To identify areas where financial contributions are to be made for the provision of shared car parking.

The objectives are as follows:

<p><b>1.0</b> 23/05/2019 C104</p>	<p><b>DONCASTER HILL MAJOR ACTIVITY CENTRE</b></p> <p><b>Parking objectives to be achieved</b></p> <p>To identify appropriate car parking rates for various uses within the Doncaster Hill Major Activity Centre.</p> <p>To establish the most efficient way for future expected car parking demands to be accommodated within the Doncaster Hill Major Activity Centre area including the stipulation of suitable car parking requirements for key land uses within the Doncaster Hill Major Activity Centre.</p>
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The subject site is affected by a Parking Overlay, Schedule 1, which varies the parking requirements and prescribed the following number of car parking spaces:

Use	Rate	Number	Requirement*
Restricted Retail Premises	1.5 spaces to each 100sqm of leasable floor area (PO1)	5,922sqm Leasable floor area	88 spaces

\*Rounded down to the nearest whole number, in accordance with Clause 52.06-5



Clause 45.06 Development Contributions Plan Overlay 1 (DCPO1)

**DONCASTER HILL DEVELOPMENT CONTRIBUTIONS PLAN**

**Purpose**

- To implement the Municipal Planning Strategy and the Planning Policy Framework.
- To identify areas which require the preparation of a development contributions plan for the purpose of levying contributions for the provision of works, services and facilities before development can commence.

**2.U**

27/05/2019  
C126mann

**Summary of costs**

Facility	Total cost \$	Time of provision	Actual cost contribution attributable to development \$	Proportion of cost attributable to development %
Transport	\$6,995,428	Refer to Development Contributions Plan	\$3,361,385	48%
Streetscape	\$7,303,355	Refer to Development Contributions Plan	\$3,103,135	42%
Public Art	\$4,257,000	Refer to Development Contributions Plan	\$1,476,196	35%
Development Infrastructure: social	\$2,882,000	Refer to Development Contributions Plan	\$1,605,613	56%
Community Infrastructure: social	\$11,110,000	Refer to Development Contributions Plan	\$3,672,000	33%
<b>TOTAL</b>	<b>\$32,547,783</b>		<b>\$13,218,329</b>	<b>41%</b>

**3.0**

27/05/2019  
C126mann

**Summary of contributions**

Facility	Levies payable by the development (\$)					
	Development infrastructure		Community infrastructure		All infrastructure	
	residential	non-residential	residential	non-residential	residential	non-residential
Transport	\$362 per dwelling	\$362 per 121m2 commercial floor space, 19m2 of retail floor space	None specified	None specified	\$362 per dwelling	\$362 per 121m2 commercial floor space, 19m2 of retail floor space
Streetscape	\$334 per dwelling	\$334 per 121m2 commercial floor space, 19m2 of retail floor space	None specified	None specified	\$334 per dwelling	\$334 per 121m2 commercial floor space, 19m2 of retail floor space
Public Art	\$159 per dwelling	\$159 per 121m2 commercial floor space, 19m2 of retail floor space	None specified	None specified	\$159 per dwelling	\$159 per 121m2 commercial floor space, 19m2 of retail floor space
Social	\$384 per dwelling	None specified	\$900 per dwelling	None specified	\$1284 per dwelling	None specified
<b>TOTAL</b>	<b>\$1239</b>	<b>\$855</b>	<b>\$900</b>	<b>None specified</b>	<b>\$2139</b>	<b>\$855</b>

**Planning Policy Framework**

The relevant sections of the Planning Policy Framework are as follows:

**11.03-1L-02 Doncaster Hill Activity Centre - Manningham**25/01/2023  
C133mann**Policy application**

This policy applies to the Doncaster Hill Activity Centre as shown in the plan to this clause and included in Schedule 1 to the Activity Centre Zone.

**Strategies**

Develop Doncaster Hill Activity Centre as the civic hub for the community and the prime growth location for residential, commercial and community uses in the municipality.

Provide a range of social and community services to meet the needs of the current and future residents and reinforce its role as Manningham's civic centre.

Facilitate mixed use development with a focus on high density residential development.

Encourage commercial and retail development.

Facilitate redevelopment that maximises the topographic features of Doncaster Hill as shown on the plan to this clause.

Facilitate a mix of uses and functions on a location-specific level, including the provision of:

- Mixed uses within buildings, particularly along boulevard locations.
- Small scale retail opportunities at ground floor level in conjunction with other mixed use developments.
- Additional commercial/office floor space.
- Flexible floor spaces within buildings to ensure life cycle adaptability.

Incorporate ecologically sustainable development principles at the earliest opportunity in the design phase and into every facet of design, demolition, construction and operation.

Encourage innovative contemporary design and built form for all development that is based on the best of current architectural design practice and sustainability principles.

Encourage accessible building design that reduces the need to modify or alter buildings in response to future changing needs and uses.

Provide building setbacks that ensure building occupants and users of the activity centre have a high level of amenity with reference to:

- Ventilation.
- Access to daylight.
- Outlook.
- View sharing.
- Wind mitigation.
- Privacy.

Prioritise the use of alternative modes of transport and minimise environmental impacts associated with car parks.

Strengthen the existing physical and community infrastructure assets.

Support public art that:

- Contributes to the development of a contemporary and distinctive sense of place.
- Acts as a locational marker to aid navigation of the activity centre.
- Is of a scale that complements, and does not overwhelm, the surrounding buildings and places.
- Reflects the character of individual precincts.

Support artwork at the intersection of Doncaster, Williamsons and Tram Roads to:

- Define the intersections' significance as the major crossroads and physical centre of the Doncaster Hill Activity Centre.
- Create a focal point of significance for the activity centre, that is visible from all directions.
- Visually unify the four corners of the intersection.
- Preserve the street-level pedestrian focus and retain views along Doncaster Road.

Increase pedestrian safety and amenity and connectivity between precincts at the intersection of Doncaster, Williamsons and Tram Roads.

Avoid the further expansion of industrial uses within and proximate to the Doncaster Hill Activity Centre.

Locate signs and displays to ensure the amenity for and safety of people, including the protection and enhancement of view lines and vistas and the boulevard character.

Design commercial building facades to be articulated and provide visual interest.

Support development that reduces the amount of waste disposed of in landfills.

**Policy guidelines**

Consider as relevant:

- Providing visual interest in commercial building facades by:
  - Avoiding blank walls.
  - Limiting glazing to 70 per cent of the façade length.
  - Articulating facades through the use of non-glazed vertical and horizontal elements to accentuate windows and other openings.
- Encouraging the planting of rows of large canopy trees in front setbacks along main roads, adjoining residential properties and throughout the development.

Doncaster Hill Activity Centre Plan



**15.01-1L-03 Design of development adjacent to heritage places - Manningham**25/01/2023  
C133mann**OBJECTIVE**

To minimise the impact on heritage places as a result of changes to adjoining land uses and development.

**STRATEGIES**

Design development adjacent to heritage places in the schedule to the Heritage Overlay and schedule 3 and 5 to the Vegetation Protection Overlay to respond positively to the bulk, setback, materials, colour scheme and form of the heritage place.

**15.01-1L-02 Signs - Manningham**25/01/2023  
C133mann**Strategies****General**

Support signs that

- Form part of the architectural elements of the building.
- Are in keeping with the scale and character of the building.
- Do not project above the building or from a wall or parapet.

Avoid flashing, intermittent, bunting and promotion signs in residential areas, land adjacent to main roads and commercial and industrial areas.

Support landscaping around signs to soften their impact and appearance.

Minimise the number of signs displayed to avoid clutter and reduce the impact on adjoining properties.

Avoid signs on vacant land or public land where they impact on the amenity and appearance of the surrounding area.

Avoid signs that are visible from areas with identified landscape and environmental values.

Limit the impact of signs on visual amenity.

Encourage the use of sign themes in commercial areas and ensure that signs are compatible with any theme or pattern that has been developed for the area.

**15.01-5-01L Landscaping - Manningham**25/01/2023  
C133mann**Policy application**

This policy applies to land in the Activity Centre Zone, the commercial and industrial zones, and all residential zones apart from the Low Density Residential Zone

**Strategies**

Provide landscaping to soften built form and the appearance of large areas of car parking, accessways and development.

Incorporate indigenous planting and canopy trees.

Provide setbacks to enable the retention of canopy trees and landscape treatments along road frontages roadside boundaries and interfaces with adjoining sites to complement the boulevard theme and character of the area.

Retain existing vegetation and canopy trees along road frontages.

Retain native vegetation where possible or, incorporate new native vegetation into landscaping.

Support landscaping that provides visual interest to commercial uses and carparking areas to the surrounding area

**Particular Provisions**

Clause 52.06 Car Parking

Pursuant to Clause 52.06-5, car parking is required at the following rates (or varied where affected by the Parking Overlay, Schedule 1):

Use	Rate	Number	Requirement*
<b>Serviced Apartments</b>	No specified rate	78 Apartments	To the satisfaction of the Responsible Authority
<b>Restricted Retail Premises</b>	1.5 spaces to each 100sqm of leasable floor area (PO1)	5,922sqm Leasable floor area	88 spaces
<b>Function Centre</b>	0.3 spaces per patron (Column B Clause 52.06)	150 patrons	45 spaces
<b>Childcare</b>	0.22 spaces per child (Column B Clause 52.06)	106 Children	23 spaces
<b>Total</b>			<b>156 spaces</b>

*\*Rounded down to the nearest whole number, in accordance with Clause 52.06-5*

There is no statutory requirement for car parking associated with the Serviced apartments, being an innominate use, thus the provision of car parking is to Council’s satisfaction.

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

Clause 52.29 Land Adjacent to the Principal Road Network

The purpose of this clause is:

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

Clause 52.34 Bicycle Facilities

Pursuant to Clause 52.34-3, the following number of bicycle spaces are required:

Land Use	Size	Statutory Employee Rate	Statutory Visitor Rate	Statutory Requirement
Serviced apartments	78 Apartments	No rate specified	No rate specified	0 spaces
Restricted retail	5,922 sqm NLA	1 space to each 300sqm LFA	1 space to each 500sqm LFA	Employee – 20 Visitor – 12
Childcare	106 Children	No rate specified	No rate specified	0 spaces
<b>TOTAL BICYCLE SPACES REQUIRED</b>				32

**General Provisions**

Clause 65.01 Decision Guidelines

This clause outlines that before deciding on an application or approval of a plan, the responsible authority must consider, as appropriate:

- *The matters set out in section 60 of the Act.*
- *Any significant effects the environment, including the contamination of land, may have on the use or development.*
- *The Municipal Planning Strategy and the Planning Policy Framework.*
- *The purpose of the zone, overlay or other provision.*
- *Any matter required to be considered in the zone, overlay or other provision.*
- *The orderly planning of the area.*
- *The effect on the environment, human health and amenity of the area.*
- *The proximity of the land to any public land.*
- *Factors likely to cause or contribute to land degradation, salinity or reduce water quality.*
- *Whether the proposed development is designed to maintain or improve the quality of stormwater within and exiting the site.*
- *The extent and character of native vegetation and the likelihood of its destruction.*
- *Whether native vegetation is to be or can be protected, planted or allowed to regenerate.*
- *The degree of flood, erosion or fire hazard associated with the location of the land and the use, development or management of the land so as to minimise any such hazard.*
- *The adequacy of loading and unloading facilities and any associated amenity, traffic flow and road safety impacts.*
- *The impact the use or development will have on the current and future development and operation of the transport system.*



**PLANNING PROPERTY REPORT**



From www.planning.vic.gov.au at 09 August 2024 12:38 PM

**PROPERTY DETAILS**

Address: **669-671 DONCASTER ROAD DONCASTER 3108**  
 Lot and Plan Number: **Lot 400 PS900072**  
 Standard Parcel Identifier (SPI): **400\PS900072**  
 Local Government Area (Council): **MANNINGHAM** [www.manningham.vic.gov.au](http://www.manningham.vic.gov.au)  
 Council Property Number: **43589**  
 Planning Scheme: **Manningham** [Planning Scheme - Manningham](#)  
 Directory Reference: **Melway 47 E1**

**UTILITIES**

Rural Water Corporation: **Southern Rural Water**  
 Melbourne Water Retailer: **Yarra Valley Water**  
 Melbourne Water: **Inside drainage boundary**  
 Power Distributor: **UNITED ENERGY**

**STATE ELECTORATES**

Legislative Council: **NORTH-EASTERN METROPOLITAN**  
 Legislative Assembly: **BULLEEN**

**OTHER**

Registered Aboriginal Party: **Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation**

[View location in VicPlan](#)

**Planning Zones**

[ACTIVITY CENTRE ZONE \(ACZ\)](#)  
[ACTIVITY CENTRE ZONE - SCHEDULE 1 \(ACZ1\)](#)



Note: labels for zones may appear outside the actual zone - please compare the labels with the legend.

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PLANNING PROPERTY REPORT: 669-671 DONCASTER ROAD DONCASTER 3108

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# PLANNING PROPERTY REPORT



## Planning Overlays

DEVELOPMENT CONTRIBUTIONS PLAN OVERLAY (DCPO)  
DEVELOPMENT CONTRIBUTIONS PLAN OVERLAY - SCHEDULE 1 (DCPO1)



DCPO - Development Contributions Plan Overlay

Note: due to overlaps, some overlays may not be visible, and some colours may not match those in the legend

PARKING OVERLAY (PO)  
PARKING OVERLAY - PRECINCT 1 SCHEDULE (PO1)



PO - Parking Overlay

Note: due to overlaps, some overlays may not be visible, and some colours may not match those in the legend

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PLANNING PROPERTY REPORT: 669-671 DONCASTER ROAD DONCASTER 3108

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PLANNING PROPERTY REPORT



Planning Overlays

OTHER OVERLAYS

Other overlays in the vicinity not directly affecting this land

[DEVELOPMENT PLAN OVERLAY \(DPO\)](#)

[HERITAGE OVERLAY \(HO\)](#)



Note: due to overlaps, some overlays may not be visible, and some colours may not match those in the legend

Further Planning Information

Planning scheme data last updated on 7 August 2024.

A **planning scheme** sets out policies and requirements for the use, development and protection of land. This report provides information about the zone and overlay provisions that apply to the selected land. Information about the State and local policy, particular, general and operational provisions of the local planning scheme that may affect the use of this land can be obtained by contacting the local council or by visiting <https://www.planning.vic.gov.au>

This report is NOT a **Planning Certificate** issued pursuant to Section 199 of the **Planning and Environment Act 1987**. It does not include information about exhibited planning scheme amendments, or zonings that may affect the land. To obtain a Planning Certificate go to Titles and Property Certificates at Landata - <https://www.landata.vic.gov.au>

For details of surrounding properties, use this service to get the Reports for properties of interest.

To view planning zones, overlay and heritage information in an interactive format visit <https://mapshare.maps.vic.gov.au/vicplan>

For other information about planning in Victoria visit <https://www.planning.vic.gov.au>

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Manningham City Council (Responsible Authority)  
Manningham Planning Scheme



## AMENDED PLANNING PERMIT PL12/022747

**Address of the land:** 659 - 667 Doncaster Road, 4 - 6 Tower Street and 1A - 5 Council Street  
DONCASTER

Lot 1 TP 213306A, Lot 8 Lot 9 and Lot 10 LP 5384 and PC 370480E

- The permit allows:**
- The use of land for a residential hotel, trade supplies and restricted retail premises, and retail premises.
  - The construction of three multi-storey buildings (in three stages) comprising apartments and the above uses with associated basement car parking.
  - Alterations to a Road Zone 1 including new access.
  - The display of business identification signage.
  - The sale and consumption of liquor for the residential hotel.

### The following conditions apply to this permit:

#### Amended Plans

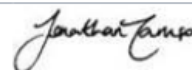
1. Before the development of each stage starts, two copies of amended plans for that stage drawn to scale and dimensioned, must be submitted to and approved by the Responsible Authority. When approved the plans will be endorsed and will then form part of the permit. The plans must be generally in accordance with the plans submitted with the application (Drawn by CHC Architects, dated 22 February 2019 Revision Z) but modified to show where relevant for that stage:
  - 1.1. Deleted
  - 1.2. Chain wire fencing (or similar) added to prevent unauthorized access to the landscape buffer area at the rear of the site.
  - 1.3. Deleted
  - 1.4. An additional plan added to the Functional (Roadworks) Layout Plan showing the widening of Tower Street for the short term bus parking in front of the Hotel's secondary lobby.
  - 1.5. Deleted
  - 1.6. A plan notation that a safety barrier is to be erected on the eastern side of Council Street in the vicinity of the existing pedestrian entry of the primary school to prevent inadvertent access onto Council Street following its widening.
  - 1.7. End of trip bicycle facilities for the residential hotel and trade supplies and restricted retail premise staff as per the requirements of Clause 52.34 of the Manningham Planning Scheme.
  - 1.8. Deleted
  - 1.9. The extent of shadow caused by the buildings over the south side of Doncaster Road. The extent of shade should generally comply with the requirement of Clause 4.4 of the Schedule 1 to the Activity Centre Zone (ACZ1).
  - 1.10. The clearance above finished floor level of the above bonnet storage cages provided to apartments in Stage 2.
  - 1.11. Deleted
  - 1.12. Deleted
  - 1.13. The material and design of gates that restrict access to the site including the entry to the car parking area in Stage 1 from Doncaster Road.
  - 1.14. A plan notation that a clear sight distance of pedestrians for exiting vehicles as per Clause 3.2.4 of AS 2890.1 will be provided at all exits.

Amended Planning Permit PL12/022747  
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Signature for the Responsible Authority

- 1.15. The height of the wall on the northern side of access ramp into the site from Council Street. The wall is to be a minimum of 2.6m high to protect adjacent residents to the north from the noise associated with vehicles accessing the development.
- 1.16. Fixtures such as seating and/or public artwork that is to be installed in front of the building.
- 1.17. A notation that is consistent with the VicRoads requirements indicating that the footpath and nature strip in front of the development is to be vested in the Roads Corporation.
- 1.18. Details of the bus shelter that will be erected at the relocated bus stop.
- 1.19. Minimum sustainability features applicable to the development from the approved Sustainability Management Plan including the servicing of the site by the YVW third pipe recycled water scheme, the location and capacity of rainwater tanks, the uses for captured rainwater, and the solar hot water systems on the roof plans including notes for the solar fraction of the system and boosting types.
- 1.20. Deleted
- 1.21. A plan notation that a communal notice board will be erected within or nearby the lobby for use by residents of the building.
- 1.22. A plan notation that the development will include the noise attenuation measures outlined in Acoustic Logic Report dated 19/12/2017.
- 1.23. Deleted
- 1.24. Deleted
- 1.25. Deleted
- 1.26. Deleted
- 1.27. Deleted
- 1.28. Deleted
- 1.29. Deleted
- 1.30. Deleted
- 1.31. Deleted
- 1.32. Deleted
- 1.33. Deleted
- 1.34. Retractable clotheslines to all ground level open spaces and balconies to limit their visibility to public and private realms.
- 1.35. Deleted
- 1.36. Deleted
- 1.37. Deleted
- 1.38. The allocation of 1 visitor car parking space per 10 apartments in Stage 2. Currently, only 15 spaces rather than 16 spaces are allocated.
- 1.39. Deleted
- 1.40. Any relevant changes as a result of changes required by VicRoads Conditions 55 to 63 of this permit.
- 1.41. Deleted
- 1.42. A statement/report by a qualified services engineering considering any impacts to future or existing residents from noise or fumes from the carpark and timber exhaust air outlet. The outlet sits adjacent to the northern end of the building in Stage 1 and immediately opposite bedrooms and a balcony of apartments in Stage 2. Should the outlet unreasonably impact future or existing residents, it is to be relocated.
- 1.43. The section of wall meeting at right angle at the corner of Doncaster Road and Tower Street for two levels immediately above the hotel foyer (containing white fins and the Bunnings hammer logo) removed and replaced with bronze glazing at the curvature to match the feature treatment of the hotel façade on the levels above (and the lobby at ground level below).  
As part of this change, the fins and hammer logo may be relocated to the satisfaction of the Responsible Authority. A smaller hammer logo would be appropriate on the west-facing return of the Bunnings podium.
- 1.44. A "half seagull" or similar treatment be installed at the central road access road to ensure that vehicle do not undertake a right turn towards Doncaster Road (conflict with oncoming traffic).
- 1.45. An analysis of pedestrian sightlines from vehicles exiting onto Tower Street to ensure appropriate visual awareness is provided given sight triangles and gradient of driveways.
- 1.46. A diagram and cross-section showing dimensions and specifications of the fins on the exterior of the building, and details of the material behind.
- 1.47. A diagram showing dimensions and specifications of the Bunnings Hammer Logo. The Bunnings Hammer Logo is to be constructed in a contemporary manner and incorporated into the design of the fins, rather than simply a lightbox attached to the exterior of the building.

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Signature for the Responsible Authority



- 1.48. The two material schedules consolidated so that abbreviations for materials are not doubled up. In addition, a further note added to materials schedule to reference the Reflectivity Assessment report required by condition of permit.
- 1.49. Plan SK120v updated to show that the mandatory maximum building height of 29m is achieved in accordance with the Activity Centre Zone. Currently, a parapet on Building 2B is above this height.
- 1.50. A west elevation of Buildings 2A and 2B.
- 1.51. The removal of the allocation of space (125sqm) for rain gardens within the rear setback of the development, with canopy trees extending across the full extent of the rear setback.

#### Endorsed Plan

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

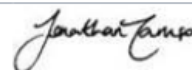
#### Sustainability Management Plan

3. Before each stage of the development commences (excluding demolition, bulk excavation and site preparations works), an SMP that outlines proposed sustainable design initiatives for that stage of modified proposal must be submitted to and approved by the Responsible Authority. Upon approval the SMP for that stage it will be endorsed as part of the planning permit and the relevant stage of the development must incorporate the sustainable design initiatives outlined in the endorsed SMP to the satisfaction of the Responsible Authority. The SMP for each stage must be generally in accordance with the SMP prepared by Sustainable Development Consultants Pty Ltd Version 8 dated April 2018 and must include connection of buildings to the YVW mandatory third pipe recycled water scheme.
4. Prior to the occupation of any stage of the building approved under this permit, a report from the author of the relevant stage SMP report, approved pursuant to this permit, or similarly qualified person or company, must be submitted to the satisfaction of the Responsible Authority. The report must confirm that all measures specified in the relevant stage SMP have been implemented in accordance with the approved Plan.

#### Construction Management Plan

5. Before each stage of the development starts, two copies of a Construction Management Plan must be submitted to and approved by the Responsible Authority. When approved the plan will form part of the permit. The plan must address, but not be limited to, the following:
  - 5.1. Hours of demolition and construction to be to the satisfaction of the Responsible Authority;
  - 5.2. Adequate parking facilities for the anticipated number and type of construction workers to be detailed in plan form to the satisfaction of the Responsible Authority. The location of parking must be compliant with any applicable Council parking restrictions or with any relevant permissions granted by any private land owner (in the event of the use of private land);
  - 5.3. Methods to contain dust, dirt and mud within the site, and the method and frequency of clean up procedures;
  - 5.4. On site facilities for vehicle washing;
  - 5.5. Delivery and unloading points and expected frequency;
  - 5.6. A liaison officer for contact by residents and the Responsible Authority in the event of relevant queries or problems experienced;
  - 5.7. The movement of construction vehicles to and from the site must be regulated to ensure that no traffic hazards are created in and around the site;
  - 5.8. Measures to minimize the impact of construction vehicles arriving at and departing from the land;
  - 5.9. An outline of requests to occupy public footpaths or roads, and anticipated disruptions to local services;
  - 5.10. The processes to be adopted for the separation, re-use and recycling of demolition materials;
  - 5.11. The measures to minimise the amount of waste construction materials; the provision for the recycling of demolition and waste materials; and the return of waste materials to the supplier (where the supplier has a program of reuse or recycling);

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Signature for the Responsible Authority

- 5.12. The measures to minimise noise and other amenity impacts from mechanical equipment/construction activities, especially outside of daytime hours;
  - 5.13. The provision of adequate environmental awareness training for all on-site contractors and sub contractors;
  - 5.14. Evidence of a pre-condition dilapidation survey has been carried out in relation to properties along the northern boundary of the site.
  - 5.15. An agreed schedule of compliance inspections; and
  - 5.16. Land in Stage 2 used to minimise the construction impact of Stage 1 to adjoining and nearby properties.
6. All works including earthworks, demolition and construction activity associated with the approved development is to be limited to the following hours, unless with the prior written consent of the Responsible Authority:
- 6.1. Monday to Friday: 7:00am to 6:00pm
  - 6.2. Saturday: 7:00am to 1:00pm
  - 6.3. Sunday and Public Holidays: No construction
7. No trucks or heavy construction vehicles associated with earthworks, demolition or construction works are permitted to use Council Street north of the application site to the satisfaction of the Responsible Authority.

#### Waste Management Plan

8. Before each stage of the development starts (excluding demolition, bulk excavation and site preparations works), two copies of an amended Waste Management Plan (WMP) must be submitted and approved to the satisfaction of the Responsible Authority. When approved the plan will form part of the permit. The plan for each stage must detail how best practice standards are achieved based on the Manningham City Council – Waste Collection for Residential Developments in Manningham – Guidelines for Developers, and be consistent with the submitted plan but amended to detail:
- 8.1. A Private Contractor to undertake waste collection from within the development. No bins can be collected from any of the street frontages.
  - 8.2. Specific waste management practices pertaining to relevant collection area in the stage, including waste generation rates, collection services, equipment and systems used, swept path diagrams, turning circles, relevant height clearances, user access information, collection arrangements, and other issues relating to amenity and facility design;
  - 8.3. Details on how the collection contractors will enter and exit the site in a forward direction, access the waste facilities including plans showing turning facilities, swept path diagrams, turning circles and relevant height clearances;
  - 8.4. Chutes, carousels, drop-off areas and compaction facilities;
  - 8.5. Hard waste collection;
  - 8.6. Collection locations and routines including times and frequency;
  - 8.7. The methods used to educate residents of waste collection system including the recycling component and hard waste; and

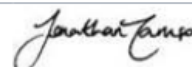
#### Management Plans

9. The Management Plans approved under Conditions 3, 5 and 8 of this permit must be implemented and complied with at all times to the satisfaction of the Responsible Authority unless with the further written approval of the Responsible Authority.

#### Development Contributions

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

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## Landscaping

11. Before each stage of the development starts (excluding demolition, bulk excavation and site preparations works), a landscaping plan for that stage must be prepared by a suitably qualified landscape architect showing species, locations, approximate height and spread of proposed planting, and must be submitted to the Responsible Authority for approval. The plan for each stage must be generally in accordance with the concept landscape plan prepared by John Patrick, Revision E dated 21/3/2019, but amended to show:
  - 11.1. The removal of the 125sqm of rain gardens in the landscaping strip at the rear of the site following the specific design outlined in insert D3. The landscape strip is to contain a passive water sensitive design and filtration treatment incorporating an open swale, canopy tree planting along the full length of the strip (a minimum of two different species) and a range of understorey planting. A sand filtration treatment similar to the insert design at D3 may need to be constructed to the end of the swale accessible to Council Street should it be required.
  - 11.2. Show fixtures and street furniture within the Boulevard Treatment and the other frontages.
12. Before the release of the approved plans for each stage of the development, a \$20,000 cash bond or bank guarantee must be lodged with the Responsible Authority to ensure the completion and maintenance of landscaped areas for that stage and such bond or bank guarantee will only be refunded or discharged after a period of 13 weeks from the completion of all landscaping works, provided the landscaped areas for that stage are being maintained to the satisfaction of the Responsible Authority.
13. Before the occupation of any building in each stage, landscaping works (including interim landscaping) as shown on the approved plans must be completed to the satisfaction of the Responsible Authority and then maintained to the satisfaction of the Responsible Authority.

## Drainage

14. For each stage the owner must provide on-site stormwater detention storage or other suitable system (which may include but is not limited to the re-use of stormwater using rainwater tanks), to limit the Permissible Site Discharge (PSD) to that applicable to the site coverage of 35 percent of hard surface or the pre-existing hard surface if it is greater than 35 percent. The PSD must meet the following requirements:
  - 14.1. Be designed for a 1 in 5 year storm; and
  - 14.2. Storage must be designed for 1 in 10 year storm.
15. Before the development of each stage starts (excluding demolition, bulk excavation and site preparations works), a construction plan for the system required by Condition No. 14 of this permit must be submitted to and approved by the Responsible Authority. The system must be maintained by the Owner thereafter in accordance with the approved construction plan to the satisfaction of the Responsible Authority.
16. Stormwater must not be discharged from the subject land other than by means of drainage to the legal point of discharge. The drainage system within the development must be designed and constructed to the requirements and satisfaction of the relevant Building Surveyor.

## Vehicle Crossovers

17. Any new crossover or modifications to an existing vehicle crossover must be constructed in accordance with Council's standard details. No such works are permitted to commence unless a 'Vehicle Crossing Permit' is first obtained from the Responsible Authority.
18. Before the completion of Stage 1, the developer must remove all disused or redundant vehicle crossovers in Doncaster Road, Tower Street and Council Street and re-instate kerb, channel and nature-strip in the affected areas to the satisfaction of the Responsible Authority.

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## Car Parking

19. Before the occupation of the buildings in each stage, all basement parking spaces must be properly formed, line-marked, numbered and signposted to provide allocation to the commercial uses and/or each dwelling and visitors to the satisfaction of the Responsible Authority.
20. Car spaces, access lanes and driveways shown on the endorsed plans must not be used for any other purpose and may only be used by occupants of or visitors to the buildings to the satisfaction of the Responsible Authority.
21. The gate to the internal driveway at the Doncaster Road entry is to remain closed outside of the operating hours of the trade supplies and restricted retail premises to the satisfaction of the Responsible Authority.

## Roadworks

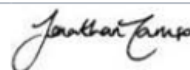
22. All road works in Council Street and Doncaster Road shown on the Functional Layout Plan (as defined at Condition 55) must be completed to the satisfaction of the Responsible Authority before the occupation of Stage 1 and at the cost of the owner.
23. If the works shown in the Functional Layout Plan are not completed in accordance with Condition 22 and Condition 55 of this permit, the use of the Bunnings land for trade supplies and/or restricted retail premises must cease immediately.
24. All new or replacement street fixtures including street lighting, bollards and bicycle racks are to be constructed using the approved themed infrastructure for Doncaster Hill to the satisfaction of the Responsible Authority.
25. Before any works on public land commence including roadworks or works to lower footpath levels adjacent to the site, detailed construction plans must be submitted to and approved by the Responsible Authority. When approved, the plans will then form part of the permit. All works constructed or carried out must be in accordance with the approved plans. The plans must be drawn to scale with dimensions and two copies must be provided. The plans must include:
  - 25.1. fully sealed pavement with kerb and channel and vehicular crossings where appropriate;
  - 25.2. footpaths and/or pedestrian/bicycle paths;
  - 25.3. surface and underground drains;
  - 25.4. underground conduits for water, gas, electricity and telephone;
  - 25.5. appropriate intersection and traffic measures;
  - 25.6. appropriate street lighting and signage;
  - 25.7. high stability permanent survey marks;
  - 25.8. vehicle crossings;
26. Before any public works associated with the development commence, a plan-checking fee equal to 0.75% of the cost of construction of the development works, and a supervision fee equal to 2.5% of the cost of construction of the development works must be paid to the Responsible Authority.
27. Before any public works associated with the development commence, a maintenance deposit equal to 5% of the cost of construction of the development roadworks must be lodged with the Responsible Authority and retained thereafter for a minimum of three months.

## Completion

28. All privacy screens and obscure glazing as shown in accordance with the approved plans must be installed prior to occupation of each stage of the development to the satisfaction of the Responsible Authority and maintained thereafter to the satisfaction of the Responsible Authority.
29. All plant and equipment that is not installed within the building must otherwise be installed in the area of plant and equipment on the roof of the building, unless otherwise agreed in writing with the Responsible Authority.

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30. No air-conditioning units are to be installed on any balcony or façade so that they are visible from outside the site.
31. Any clothes-drying rack or line system located on a balcony must be lower than the balustrade of the balcony and must not be visible from off the site to the satisfaction of the Responsible Authority.
32. An intercom and an automatic basement door opening system (connected to each dwelling) must be installed, so as to facilitate convenient 24 hour access to the basement car park by visitors, to the satisfaction of the Responsible Authority.
33. A centralised TV antenna system must be installed and connections made to each dwelling to the satisfaction of the Responsible Authority. No individual dish antennas may be installed on balconies, terraces or walls to the satisfaction of the Responsible Authority.
34. All services, including water, electricity, gas, sewerage and telephone, must be installed underground and located to the satisfaction of the Responsible Authority.
35. Buildings, paved areas, drainage and landscaping must be maintained to the satisfaction of the Responsible Authority.
36. The shop front and glass facades of the retail tenancies on ground level facing Doncaster Road including the glazing through to the traveller and atrium of the trade supplies and restricted retail premises, are not to be covered by posters, film or signage that reduces the transparency of the interface to the satisfaction of the Responsible Authority.

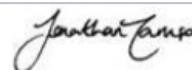
#### Loading and Unloading Operations

37. All commercial deliveries to the site may only be carried out between the hours of 7:00am to 9:00pm and by using heavy ridged vehicles (maximum size) to the satisfaction of the Responsible Authority.
38. Delivery access to the loading area of the Trade Supplies and Restricted Retail Premises is restricted during school pickup and collection times between 8.45am - 9.15am and 3.15pm - 3.45pm to the satisfaction of the Responsible Authority.
39. All unloading or loading activities (including by retail customers) must be carried out wholly within the land to the satisfaction of the Responsible Authority.

#### Amenity of Area

40. The use and development be managed so that the amenity of the area is not detrimentally affected, to the satisfaction of the Responsible Authority, through the:
  - 40.1. Transport of materials, goods or commodities to or from the land;
  - 40.2. Storage of goods and wastes;
  - 40.3. Appearance of any building, works or materials;
  - 40.4. Emission of noise, light, vibration, odour & dust.
41. No external sound amplification equipment or loudspeakers are to be used for the purpose of announcement, broadcast, playing of music or similar purpose to the satisfaction of the Responsible Authority.
42. All noise emanating from commercial premises within the building must comply with the State Environment Protection Policy N-1 (Noise from commerce industry and trade) and in the event of the Responsible Authority receiving justifiable complaints regarding noise from such sources, the onus will be on the owner of the development site to prove compliance with the relevant policy to the satisfaction of the Responsible Authority.
43. Noise levels emanating from the premises must not exceed those required to be met under the State Environment Protection Policy (Control of Music Noise from Public Premises, No. N-2) and in the event of the Responsible Authority receiving justifiable complaints regarding noise from such sources, the

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onus will be on the owner of the development site to prove compliance with the relevant policy to the satisfaction of the Responsible Authority.

44. External lighting must be designed so to limit loss of amenity to residents of adjoining properties to the satisfaction of the Responsible Authority. Any communal lighting must be connected to reticulated mains electricity and be operated by a time switch, movement sensors or a daylight sensor to the satisfaction of the Responsible Authority.
45. All security alarms or similar devices installed on the land must be of a silent type and be connected to a registered security service.
46. The operators of the residential hotel must ensure that all on-site activities are conducted in an orderly manner and must endeavour to ensure that patrons / customers who depart the premises late at night, do so in a manner which is unlikely to cause noise disturbances to nearby residents and residents in the building, and in accordance with any approved car parking operation (should they be parked within the basement car parks) approved under another condition of this permit.
47. The exhaust system to any restaurant / café including those associated with the Residential hotel must be fitted with filter devices capable of minimizing the external emission of odours and airborne fat particles and be maintained to the satisfaction of the Responsible Authority.
48. Rubbish, including bottles and packaging material, must at all times be stored within the building and screened from external view. All waste collection and recycling collection to be undertaken in accordance with Council requirements and the approved waste management plan.
49. Except with the prior written consent of the Responsible Authority, the outdoor 'Function Terrace' associated with the residential hotel may only be open to customers/patrons between 7.00am and 11pm, Monday to Sunday.

#### Business Identification Signs

50. The location, size, structure and details of the signs shown on the approved plans, must not be altered without the written consent of the Responsible Authority.
51. The approved signs must be constructed and maintained in good condition to the satisfaction of the Responsible Authority.
52. The approved signs must not contain flashing or intermittent light.
53. The permission under the permit relating to the display of signs expires fifteen years after its issue date.
54. The intensity of the light in the approved sign / signs must be limited so as not to cause glare or distraction to motorists, or loss of amenity in the surrounding area, to the satisfaction of the Responsible Authority.

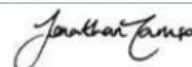
#### VICROADS CONDITIONS

55. Prior to the submission of plans for endorsement, functional layout plans must be submitted to and approved by VicRoads (and the Responsible Authority in so far as the plans relate to works in Council Street). The plans must be generally in accordance with the Ultimate Works (Prepared by Traffix Group, Drawing No G13420-04, Issue C, dated 21 March 2016).

The Functional Layout Plan must include:

- 55.1. A lengthening of the right-turn lane of the eastern approach from Doncaster Road into Council Street to 170 metres, inclusive of taper,
- 55.2. Lengthening of the approach lanes on Council Street, and
- 55.3. Widening of Doncaster Road (to the north) of provide for a left-turn deceleration lane to the Doncaster Road access.
- 55.4. Extension of the left-turn deceleration lane on Doncaster Road from the Doncaster Road access to Council Street,

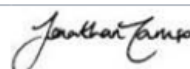
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Date issued: 31 October 2013



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- 55.5. Widening of Council Street to facilitate the inclusion of a third departure lane,
- 55.6. Revised landscaping along the Doncaster Road reserve as shown on the VicRoads approved landscaping plan,
- 55.7. Relocated locations of street lighting poles and signal pedestals, and
- 55.8. Relocated location of the existing bus stop.
56. Prior to the submission of plans for endorsement, a revised landscape plan must be submitted to and approved by VicRoads (and the Responsible Authority in so far as the plans relate to Condition 11 of this Permit). The landscape plans must show the following:
- 56.1. Any new tree along Doncaster Road will have adequate safety clearance to the edge of the through traffic lane and the edge of the left-turn deceleration lane,
- 56.2. Adequate approach sight distance shall be maintained between a driver's line of sight for vehicles within the deceleration lane and a pedestrian at the Bunnings' Doncaster Road driveway access, and
- 56.3. Planting in the vicinity of the intersection of Doncaster Road and Council Street will not obstruct driver and pedestrian sight lines.
57. Before the development starts, amended plans must be submitted to and approved by VicRoads (and the Responsible Authority in so far as the plans relate to works in Council Street). When approved by VicRoads (and the Responsible Authority), the plans must be endorsed by the Responsible Authority and will then form part of the permit. The plans must be generally in accordance with Bunnings Ground Floor Plan (Sheet No A112, Project No 14.1053.17, Revision 30, dated 31 May 2016) and Basement B1 Carpark Floor Plan (Sheet No A111, Project No 14.1053.17, Revision 26, dated 31 May 2016), but modified to show:
- 57.1. All roadworks as shown on the approved Functional Layout Plans, for the upgrade of the Doncaster Road and Council Street intersection,
- 57.2. Landscaping along Doncaster Road reserve as shown in the approved Landscape Plan,
- 57.3. The road reserve boundary revised such that the proposed kerbline is offset no less than 3 metres from the road reserve boundary, based on the approved Ultimate Functional Layout Plans, and
- 57.4. No part of the building (including basement levels) extending or projecting into the revised road reserve.
58. Provision must be made for a new controller and associated hardware for the intersection of Doncaster Road and Council Street, prior to the occupation of Stage 1, to allow for the inclusion of bonus left turn movements to and from Council Street and potentially a bus priority signal phase (subject to Public Transport Victoria's approval), to the satisfaction of VicRoads. The Doncaster Road access must remain open during the operating hours of the trade supplies and restricted retail premises.
59. Where the proposed roadworks, including footpath and nature strip, lie within the subject land, a widening of the road reserve will be required. The developer must engage a licensed surveyor to prepare Plans of Subdivision, for Stage 1, showing the affected land labelled "ROAD", which is to be vested in the Roads Corporation upon certification of the Plan of Subdivision, without any encumbrances. Subsequent to the registration of the plan, the subdivider must ensure that the original Certificates of Title that issues in the name of the Roads Corporation, are posted to: VicRoads - Property Services Department, 60 Denmark Street KEW, 3101.
60. Prior to the commencement of any works or prior to a statement of compliance being issued for the subdivision of any stage of the subdivision, where the proposed roadworks, including footpath and nature strip, lie within the subject land the applicant must enter into an agreement with the Responsible Authority and VicRoads, under Section 173 of the Planning and Environment Act 1987, to provide for the permit holder to reimburse all costs incurred by VicRoads and the Responsible Authority associated with the declaration of the land as arterial road pursuant to the provisions of the Road Management Act 2004 and the rezoning of the land to RDZ1 pursuant to the provisions of the Planning and Environment Act 1987.
61. Prior to the commencement of use and/or the occupation of the buildings in Stage 1, all roadworks shown on the approved Functional Layout Plans must be completed to the satisfaction of and at no cost to VicRoads.

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62. Condition Deleted.
63. No work must be commenced in, on or over the road reserve without having first obtaining all necessary approvals under the Road Management Act 2004, the Road Safety Act 1986, and any other relevant Act or regulations created under those Acts.

## PTV CONDITIONS

64. Before the development starts, or other time agreed in writing with the Responsible Authority, amended plans to the satisfaction of the responsible authority and Public Transport Victoria must be submitted to and approved by the Responsible Authority. When approved the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans for the ultimate development must be generally in accordance with the plans submitted with the application but modified to show:
- 64.1. Details of the relocated bus stop on Doncaster Road including bus shelter, line marking and all associated infrastructure Discrimination Act (DDA) compliant to the satisfaction of Public Transport Victoria.
- 64.2. Access path and paved surfaces in line with the entrance and exit points of the bus with a minimum width of 1.2 metres; and
- 64.3. Provision of a bus queue jump facility in the left turn slip lane including a "B" signal priority light at the intersection of Council Street with Doncaster Road.
65. The permit holder must take all reasonable steps to ensure that disruption to bus operations along Doncaster Road is kept to a minimum during the construction of the development. The permit holder must notify PTV a minimum of 8 weeks prior to any bus stop relocation / or temporary relocation works approved under this permit. The permit holder must notify PTV by either calling 1800 800 007 or email customer.service@ptv.vic.gov.au.
66. Before the occupation of the development the bus stop, shelter relocation, associated infrastructure and bus queue jump "B" light as shown on the endorsed plans, must be constructed at a cost born by the permit holder to the satisfaction of Public Transport Victoria and deemed compliant with the Disability Discrimination Act – Disability Standards for Accessible Public Transport 2002. The permit holder must provide GPS co-ordinates and high-resolution photos (300dpi) capturing the arrival and departure side of the site and include the pole, flag, timetable case and braille ID case to the satisfaction of PTV.
67. Foreseen disruptions to bus operations and mitigation measures must be communicated to Public Transport Victoria fourteen days (14) prior.

## Commencement of use

68. Use of the trade supplies and restricted retail premises in Stage 1 may commence prior to the completion of the Stage 1 residential hotel tower provided the responsible authority is satisfied that the trade supplies and restricted retail premises will operate in conjunction with accommodation.

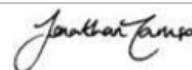
## Glazing reflectivity assessment

69. Prior to the commencement of the development, a Reflectivity Assessment of external glazing and any other visibly reflective material must be submitted to the Responsible Authority. The assessment must ensure that materials, including glazing, used on external walls must be of a type that do not reflect more than 15% of visible light when measured at an angle of 90 degrees to the surface. The Assessment must be to the satisfaction of the Responsible Authority and when approved will form part of this permit.

## Expiry

70. This permit will expire if any one of the following circumstances apply:
- 70.1. The development associated with Stage 1 is not started within two (2) years of the date of the issue of this permit;
- 70.2. The development associated with Stage 1 is not completed within four (4) years of the date of this permit;

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70.3. The use associated with Stage 1 is not commenced within four (4) years of the date of this permit;  
70.4. The development associated with Stages 2A or B is not started within six (6) years of the date of the permit.

70.5. The development associated with Stages 2 is not completed within eight (8) years of the date of the permit.

The Responsible Authority may extend these times if a request is made in writing before the permit expires or within three months afterwards.

This permit has been amended as follows:

Amend. No.	Brief description of amendment	Date of issue of amendment.
1	Amendment to the permit and plans to facilitate a different layout and staging of buildings and works	15 September 2016
2	Corrected Permit was issued pursuant to Section 71 of the <i>Planning and Environment Act 1987</i> . Update various conditions to recognise the approval of the development in stages as shown on decision plans approved 15 September 2016.	11 October 2016
3 (PLA18/0095)	Amended planning permit preamble, conditions and plans to facilitate the construction of a residential hotel and modifications to the overall design of buildings	12 June 2019
4 (PLA19/0018)	Amended conditions: <ul style="list-style-type: none"> <li>• Council and VicRoads conditions relating to roadworks, to remove reference to interim and final functional roadworks plan, and replace with a single plan.</li> <li>• Allow pre-construction works to commence before lodging some management plan and reports.</li> <li>• Condition 21 reworded to reflect its purpose.</li> <li>• Updates construction hours in Condition 6.</li> <li>• Correct spelling and drafting errors in Condition 18, Condition 27 and Condition 42.</li> </ul>	31 July 2019
5 (PLA21/0125)	Amended Permit to reflect the sale and consumption of liquor associated with the Residential Hotel, and endorsed 'red-line' plans.	13 December 2021

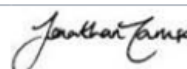
This permit has been extended as follows:

Extension Reference	Expiry date(s)	Date Extension Approved
PEOT23/0122	The permit has been extended as follows: <ul style="list-style-type: none"> <li>• The commencement of development associated with Stage 2a and 2b – <b>31 October 2025</b></li> <li>• The completion of development associated with Stage 2a and 2b – <b>31 October 2027</b></li> </ul>	28 June 2023

#### Permit Note

In any future subdivision of the land, Council is likely to require the footpath and nature strip in front of the site on Doncaster Road to be vested as Road in favour of Manningham City Council so that it becomes a public asset.

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Signature for the Responsible Authority

**IMPORTANT INFORMATION ABOUT THIS PERMIT****WHAT HAS BEEN DECIDED?**

The responsible authority has issued a permit.

(Note: This is not a permit granted under Division 5 or 6 of Part 4 of the **Planning and Environment Act 1987**.)

**CAN THE RESPONSIBLE AUTHORITY AMEND THIS PERMIT?**

The responsible authority may amend this permit under Division 1A of Part 4 of the **Planning and Environment Act 1987**.

**WHEN DOES A PERMIT BEGIN?**

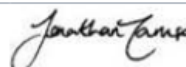
A permit operates:

- From the date specified in the permit; or
- If no date is specified, from –
  - (i) the date of the decision of the Victorian Civil and Administrative Tribunal, if the permit was issued at the direction of the Tribunal; or
  - (ii) the date on which it was issued, in any other case

**WHEN DOES A PERMIT EXPIRE?**

1. A permit for the development of land expires if –
  - the development or any stage of it does not start within the time specified in the permit; or
  - the development requires the certification of a plan of subdivision or consolidation under the **Subdivision Act 1988** and the plan is not certified within two years of the issue of the permit, unless the permit contains a different provision; or
  - the development or any stage is not completed within the time specified in the permit, or, if no time is specified, within two years after the issue of the permit or in the case of a subdivision or consolidation within five years of the certification of the plan of subdivision or consolidation under the **Subdivision Act 1988**.
2. A permit for the use of land expires if –
  - the use does not start within the time specified in the permit, or if no time is specified, within two years after the issue of the permit; or
  - the use is discontinued for a period of two years.
3. A permit for the development and use of land expires if—
  - the development or any stage of it does not start within the time specified in the permit; or
  - the development or any stage of it is not completed within the time specified in the permit, or, if no time is specified, within two years after the issue of the permit; or
  - the use does not start within the time specified in the permit, or, if no time is specified, within two years after the completion of the development; or
  - the use is discontinued for a period of two years.
4. If a permit for the use of land or the development and use of land or relating to any of the circumstances mentioned in section 6A(2) of the **Planning and Environment Act 1987**, or to any

Amended Planning Permit PL12/022747  
Date issued: 31 October 2013



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combination of use, development or any of those circumstances requires the certification of a plan under the **Subdivision Act 1988**, unless the permit contains a different provision –

- the use or development of any stage is to be taken to have started when the plan is certified; and
  - the permit expires if the plan is not certified within two years of the issue of the permit.
5. The expiry of a permit does not affect the validity of anything done under that permit before the expiry.

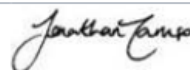
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#### WHAT ABOUT REVIEWS?

- The person who applied for the permit may apply for a review of any condition in the permit unless it was granted at the direction of the Victorian Civil and Administrative Tribunal, in which case no right of review exists.
- An application for review must be lodged within 60 days after the permit was issued, unless a notice of decision to grant a permit has been issued previously, in which case the application for review must be lodged within 60 days after the giving of that notice.
- An application for review is lodged with the Victorian Civil and Administrative Tribunal.
- An application for review must be made on the relevant form which can be obtained from the Victorian Civil and Administrative Tribunal, and be accompanied by the applicable fee.
- An application for review must state the grounds upon which it is based.
- A copy of an application for review must also be served on the responsible authority.
- Details about applications for review and the fees payable can be obtained from the Victorian Civil and Administrative Tribunal.

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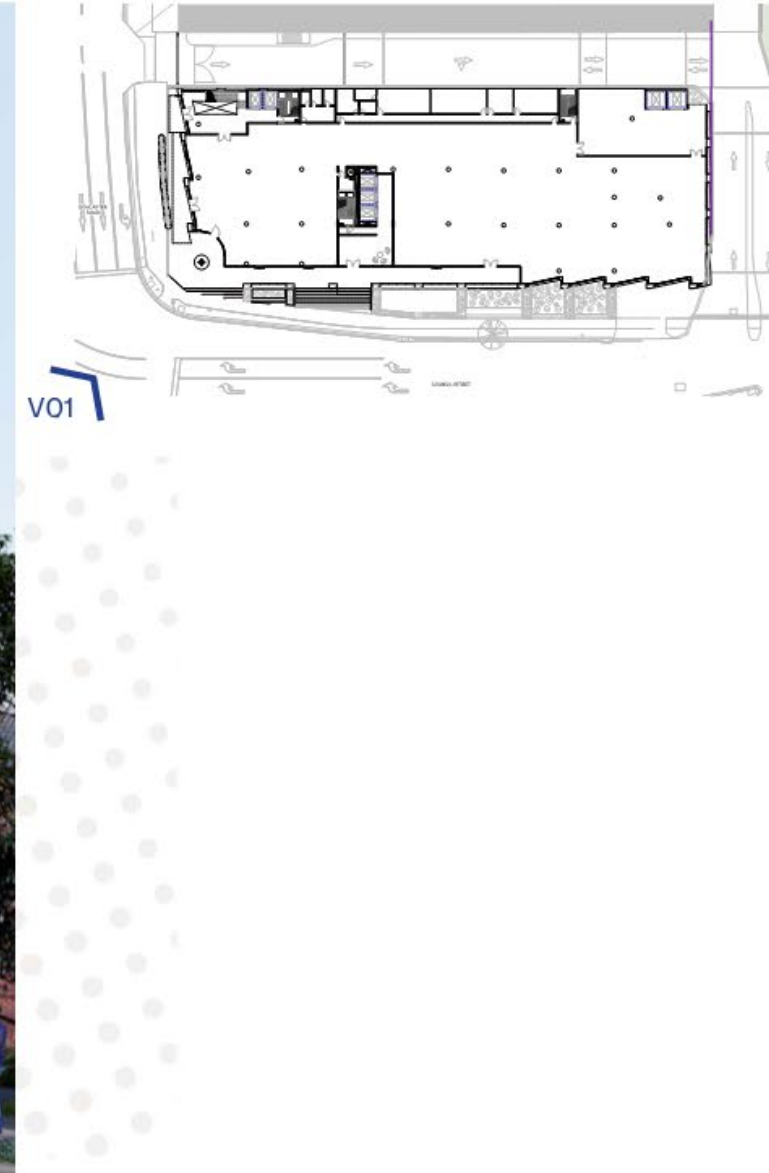


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# 3.8 Renders

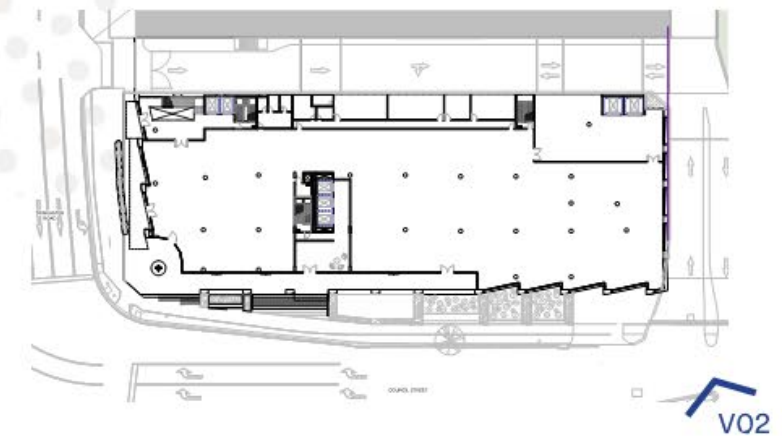




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# 3.8 Renders



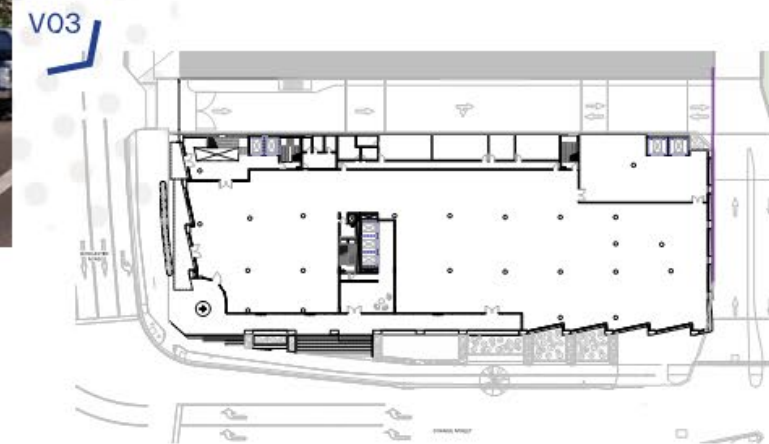


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# 3.8 Renders



\*Render - without future canopy trees showing building detail





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# 3.5 Design Response



Doncaster Rd

Future canopy trees

Landscaping to create a comfortable pedestrian environment and buffer building from the street

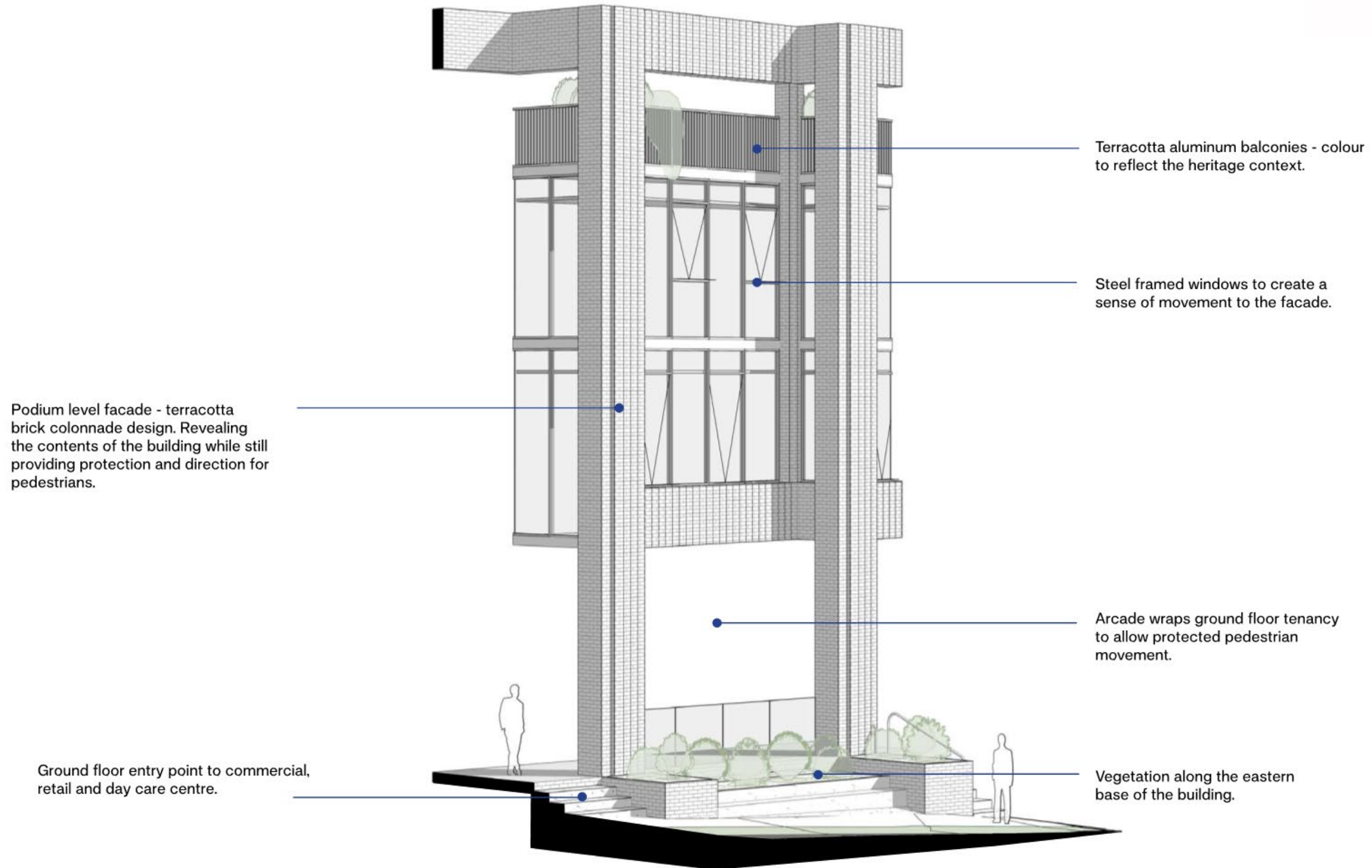
Sculptural canopy form indicates and connects the primary retail entries while providing weather protection for pedestrians.

Entrance points of the development

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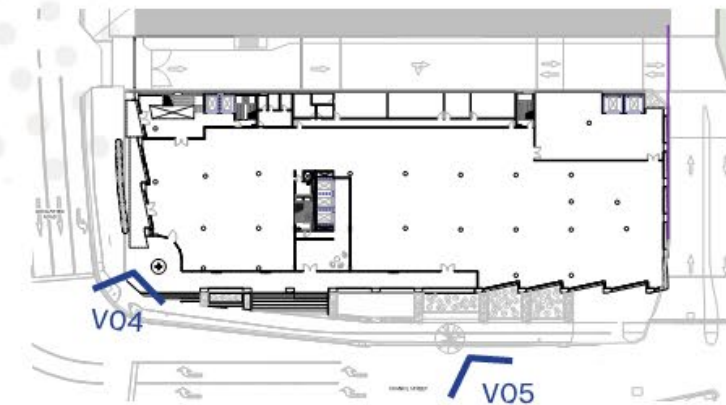
# 3.7 Podium Articulation Diagram





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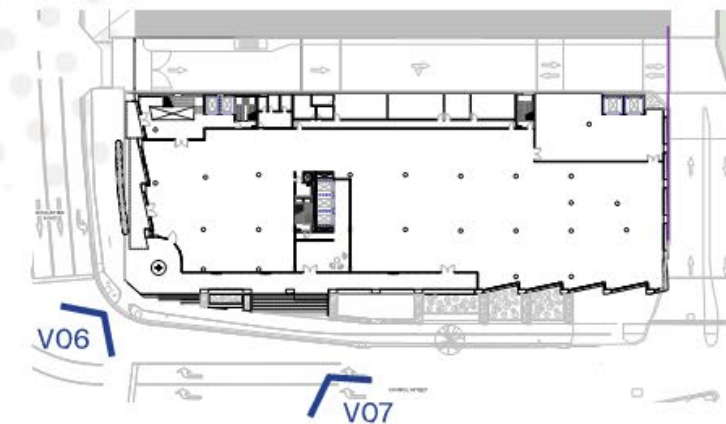
# 3.8 Renders



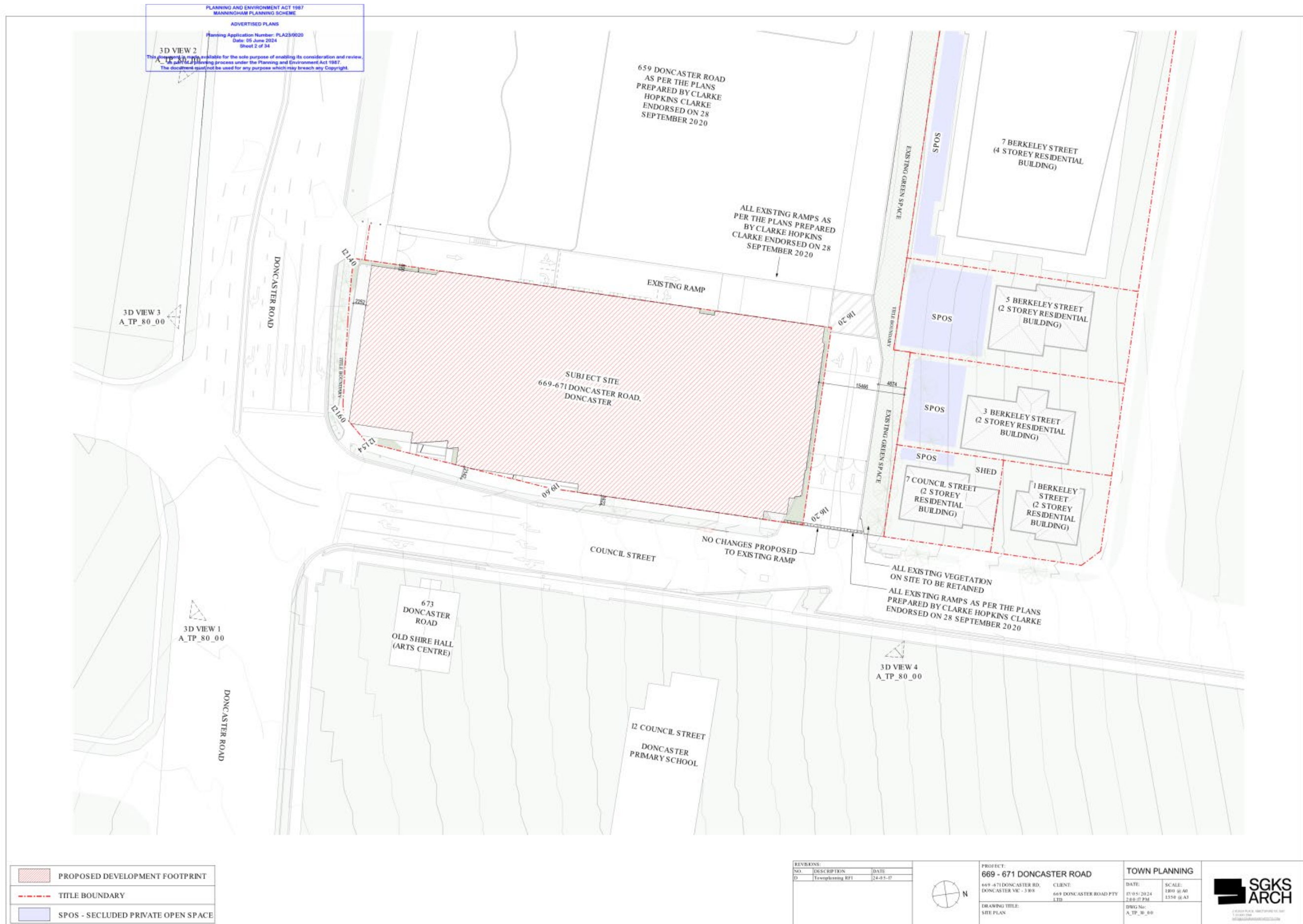


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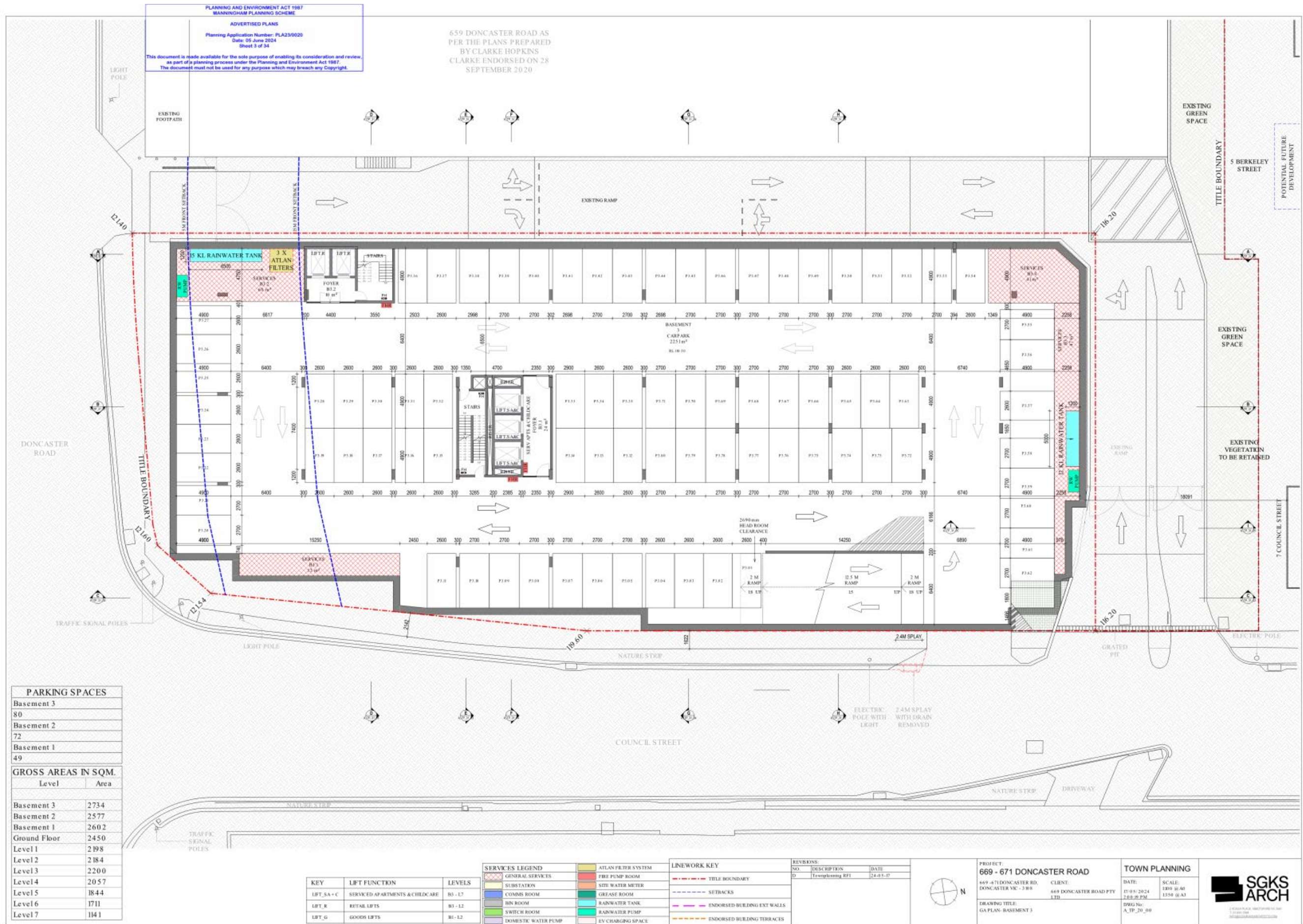
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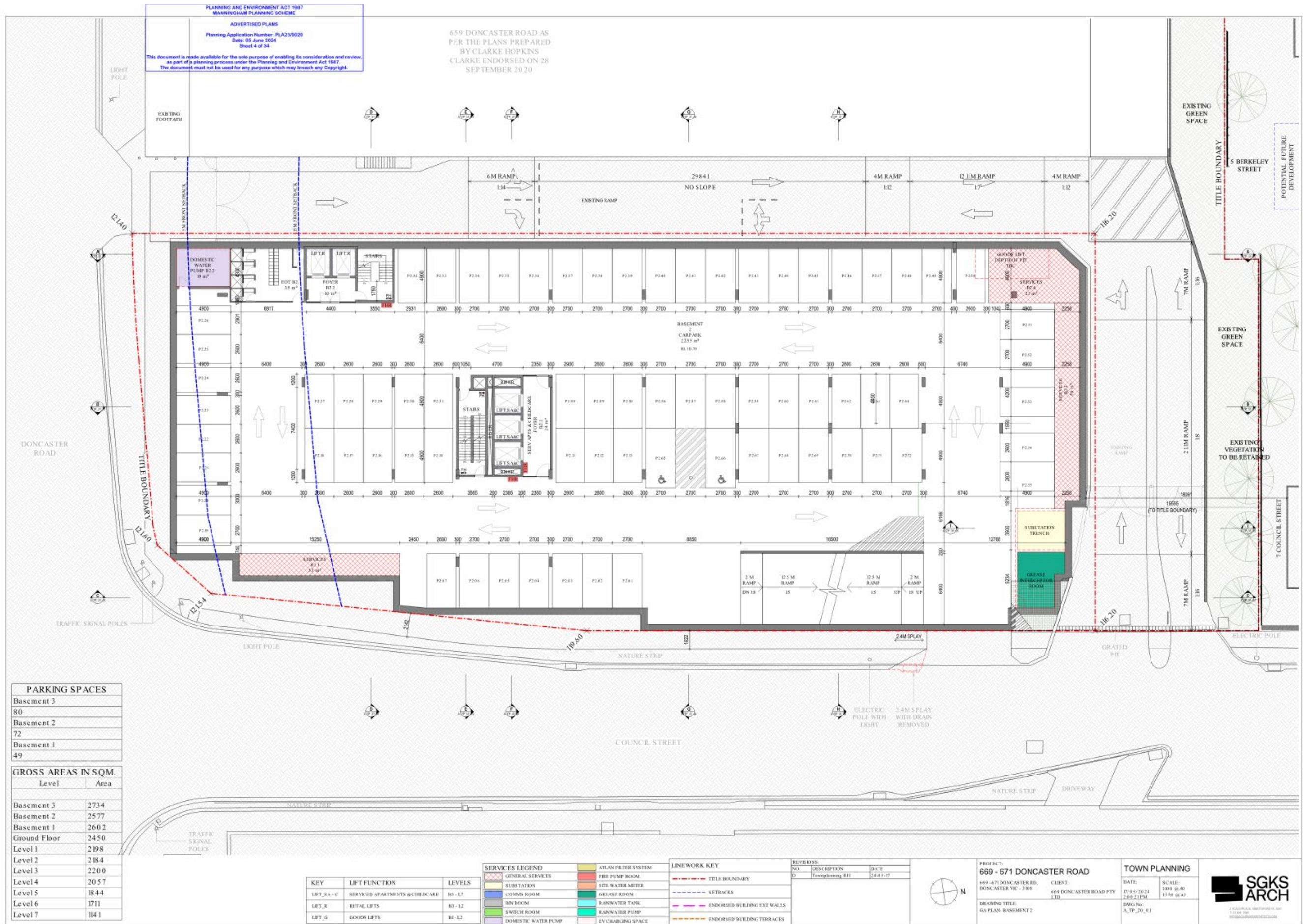




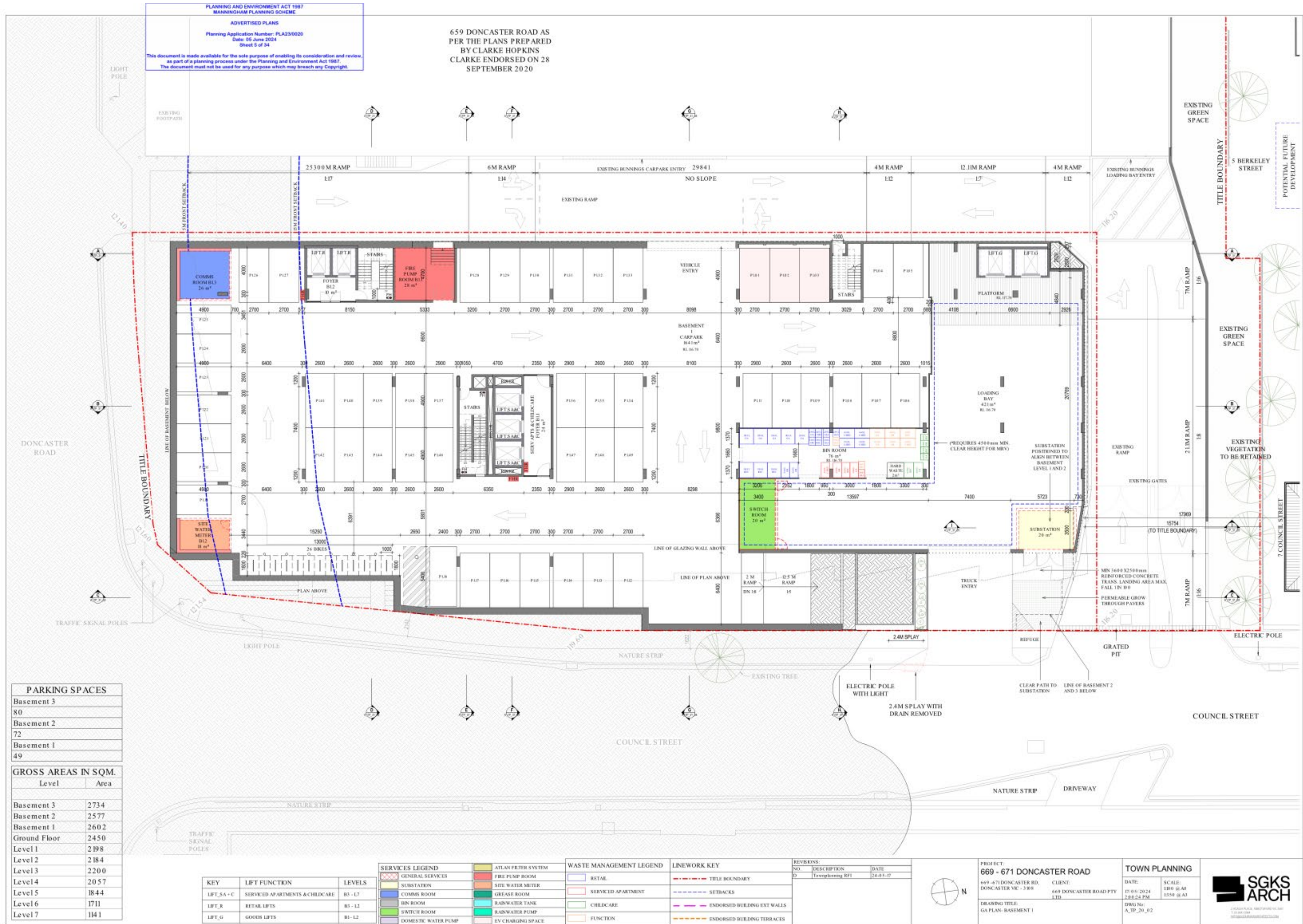




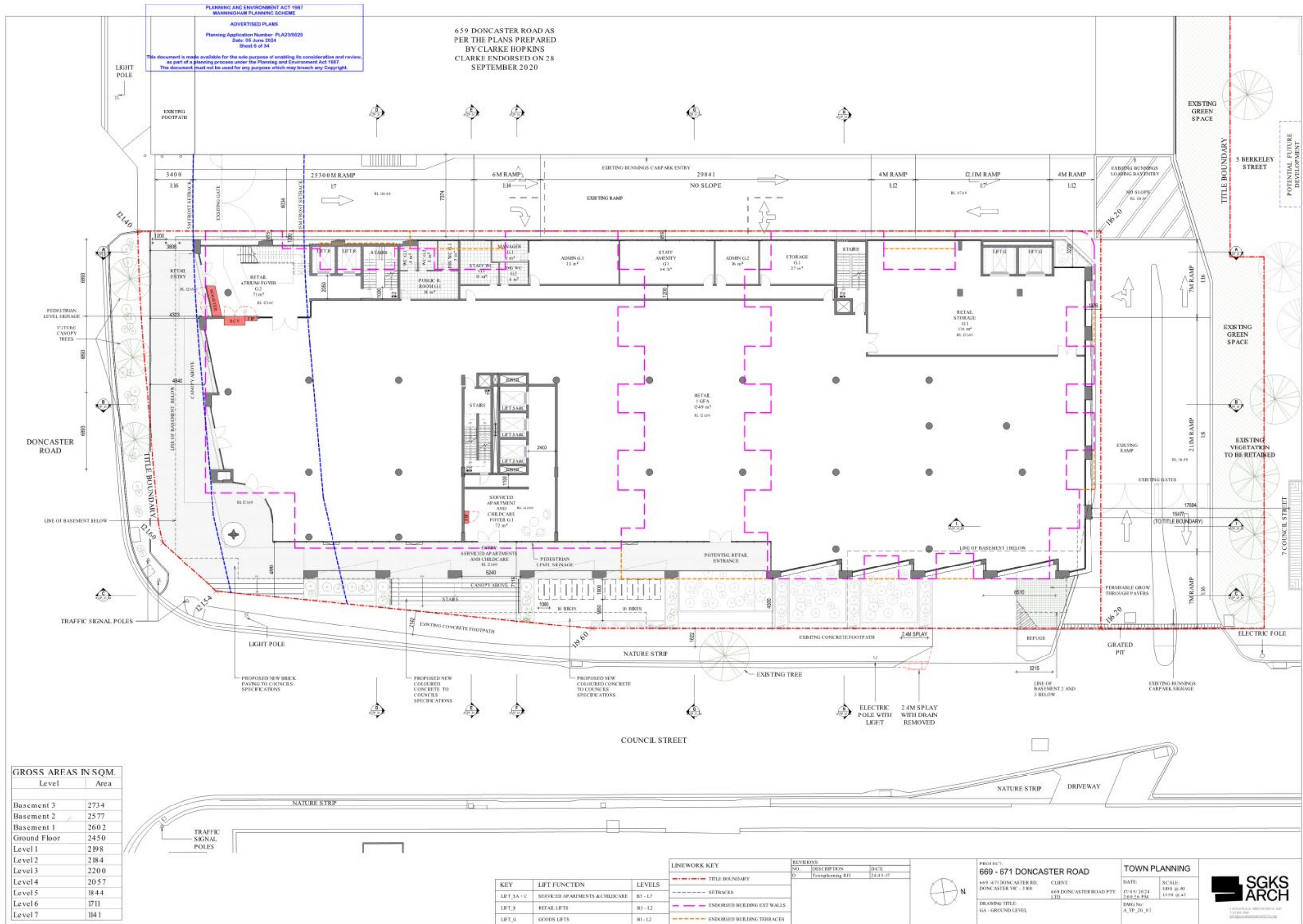




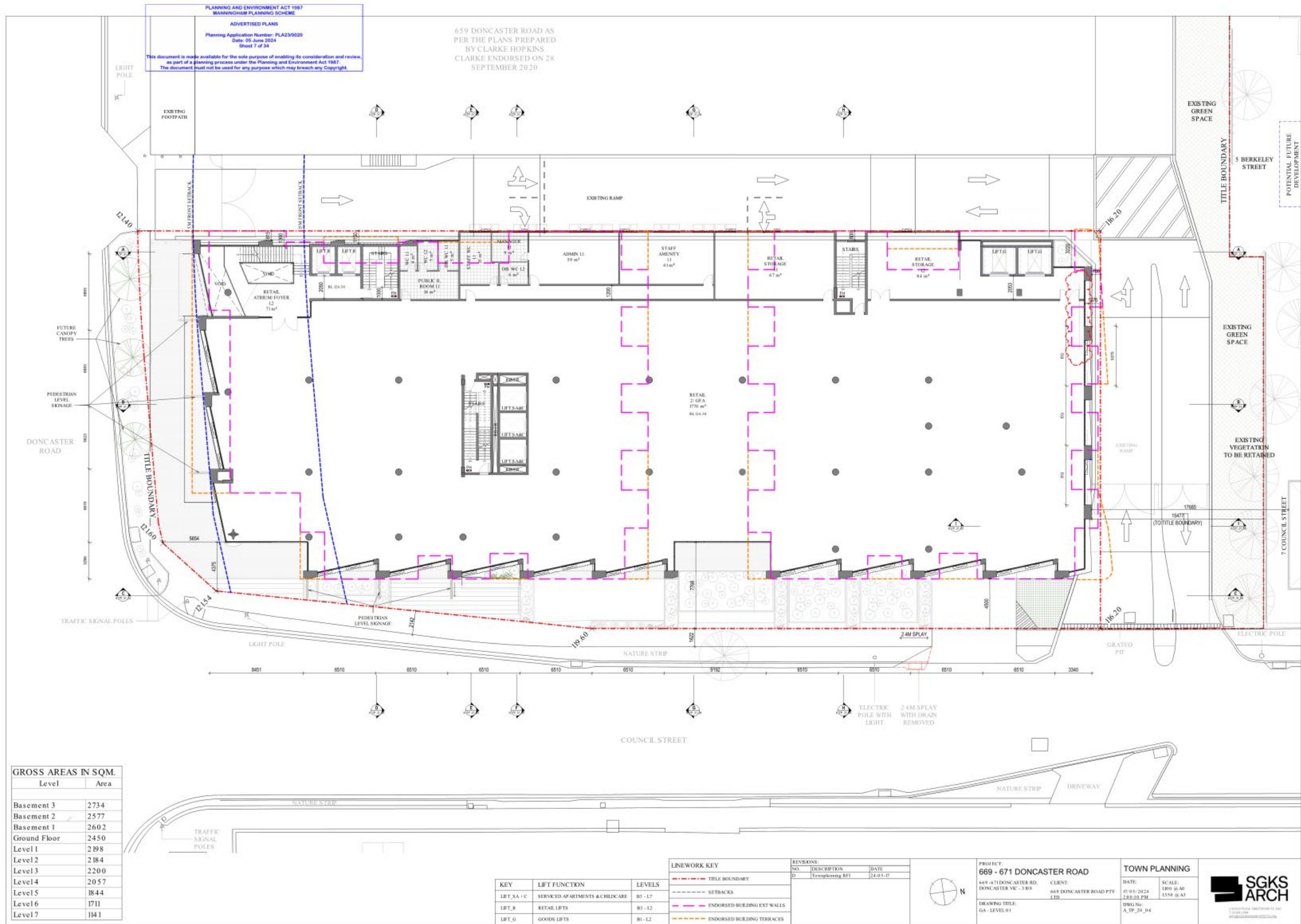












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 MANRINGHAM PLANNING SCHEME  
 ADVERTISED PLANS  
 Planning Application Number: PL23/0020  
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659 DONCASTER ROAD AS PER THE PLANS PREPARED BY CLARKE HOPKINS CLARKE ENDORSED ON 28 SEPTEMBER 2020.

GROSS AREAS IN SQM.	
Level	Area
Basement 3	2734
Basement 2	2577
Basement 1	2602
Ground Floor	2450
Level 1	2198
Level 2	2184
Level 3	2200
Level 4	2057
Level 5	1844
Level 6	1711
Level 7	1141

KEY	LIFT FUNCTION	LEVELS
LIFT_SA + C	SERVICED APARTMENTS & CHILD CARE	B3 - L7
LIFT_R	RETAIL LIFTS	B1 - L2
LIFT_G	GOODS LIFTS	B1 - L2

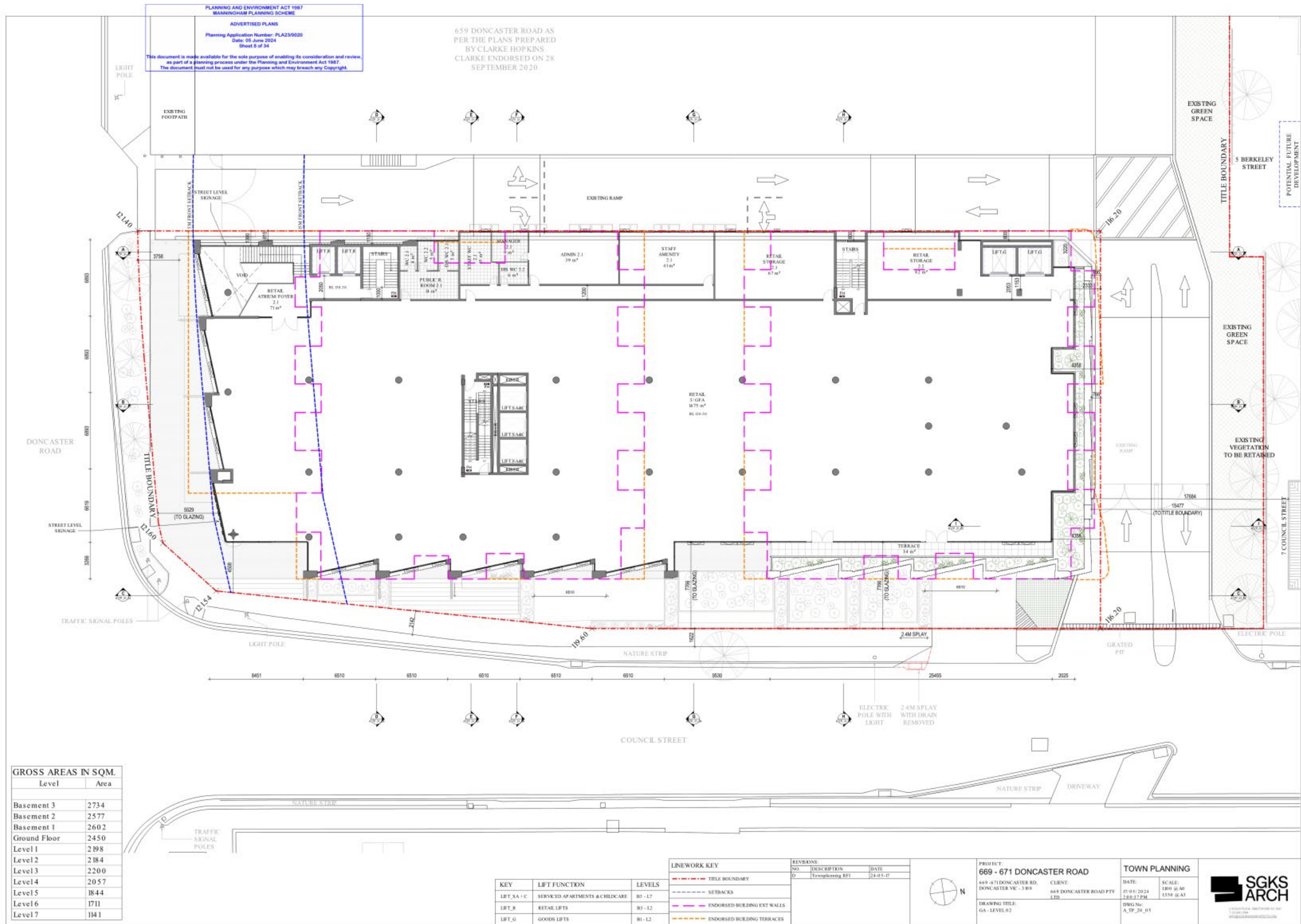
LINEWORK KEY			
---	TITLE BOUNDARY		
---	SETBACKS		
---	ENDORSED BUILDING EXT WALLS		
---	ENDORSED BUILDING TERRACES		

REVISIONS:			
NO.	DESCRIPTION	DATE	
1	Town Planning RFI	24-03-24	

PROJECT:  
 669 - 671 DONCASTER ROAD  
 669 - 671 DONCASTER RD,  
 DONCASTER VIC - 3108  
 CLIENT:  
 669 DONCASTER ROAD PTY LTD

TOWN PLANNING  
 DATE:  
 01-05-2024  
 2:05:30 PM  
 SCALE:  
 1:100 @ A0  
 1:150 @ A3  
 DWG No:  
 A\_TP\_20\_04





GROSS AREAS IN SQM.	
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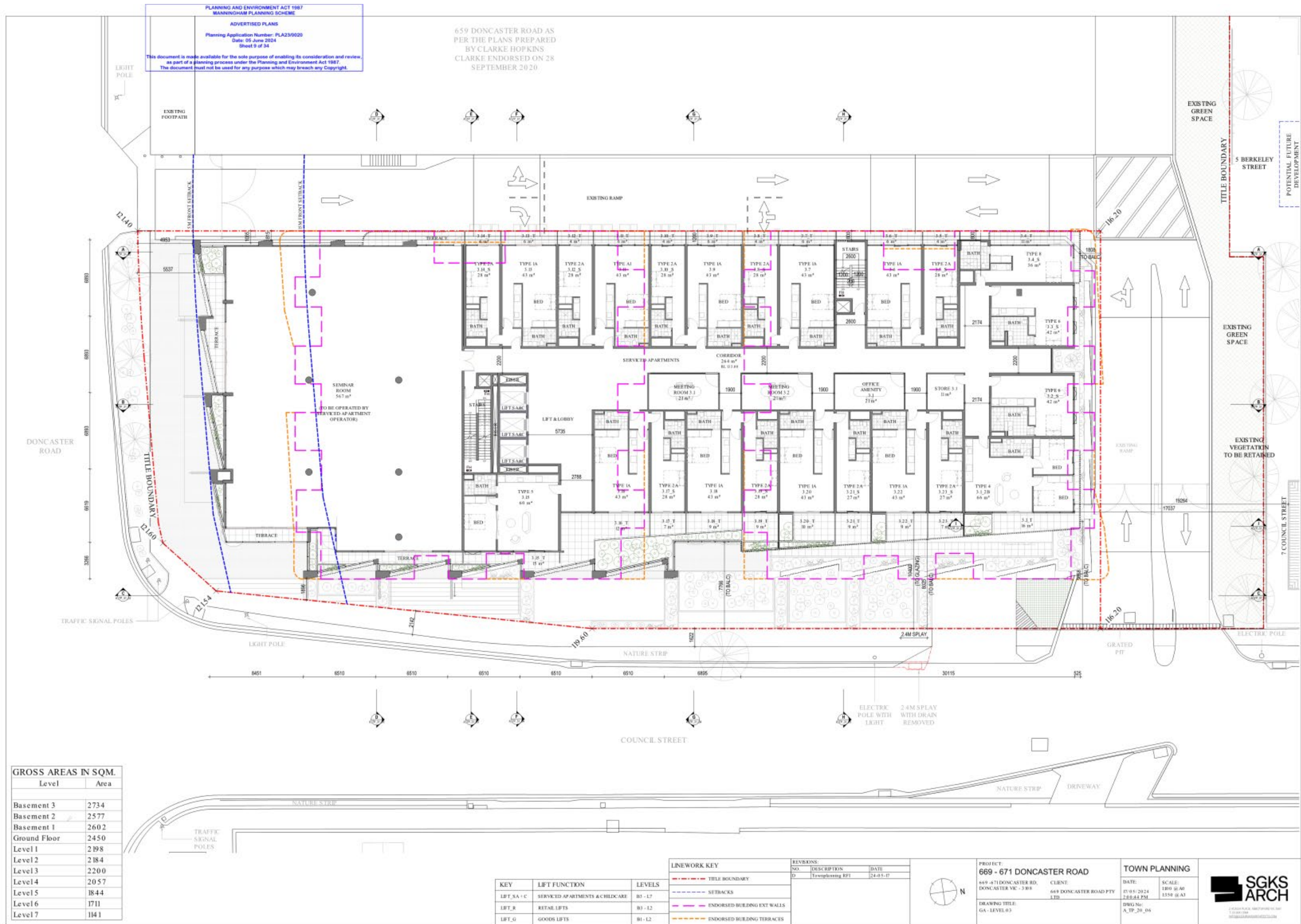
  

LINEWORK KEY		
---	TITLE BOUNDARY	
---	SETBACKS	
---	ENDORSED BUILDING EXT WALLS	
---	ENDORSED BUILDING TERRACES	

REVISIONS:		
NO.	DESCRIPTION	DATE
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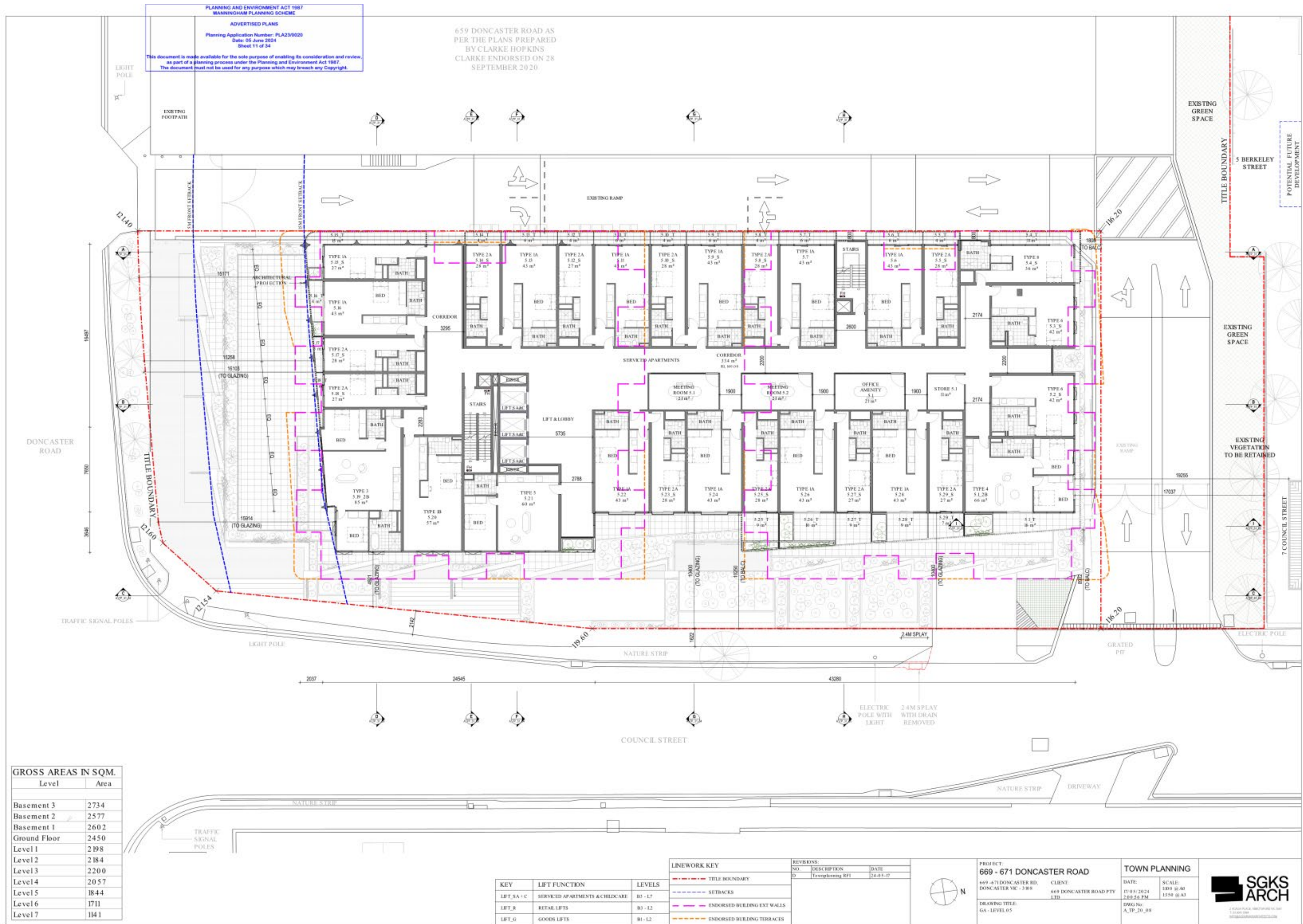




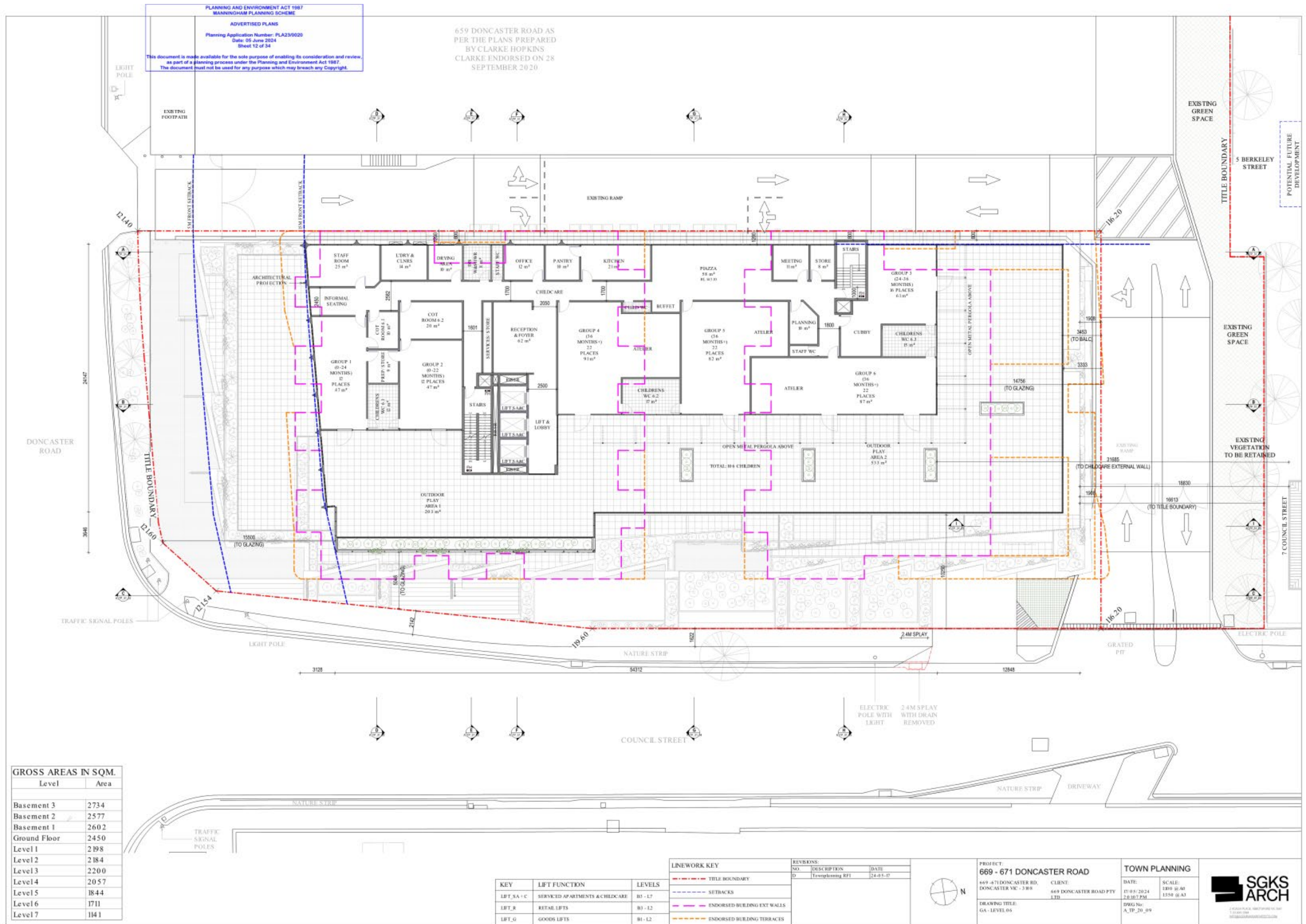




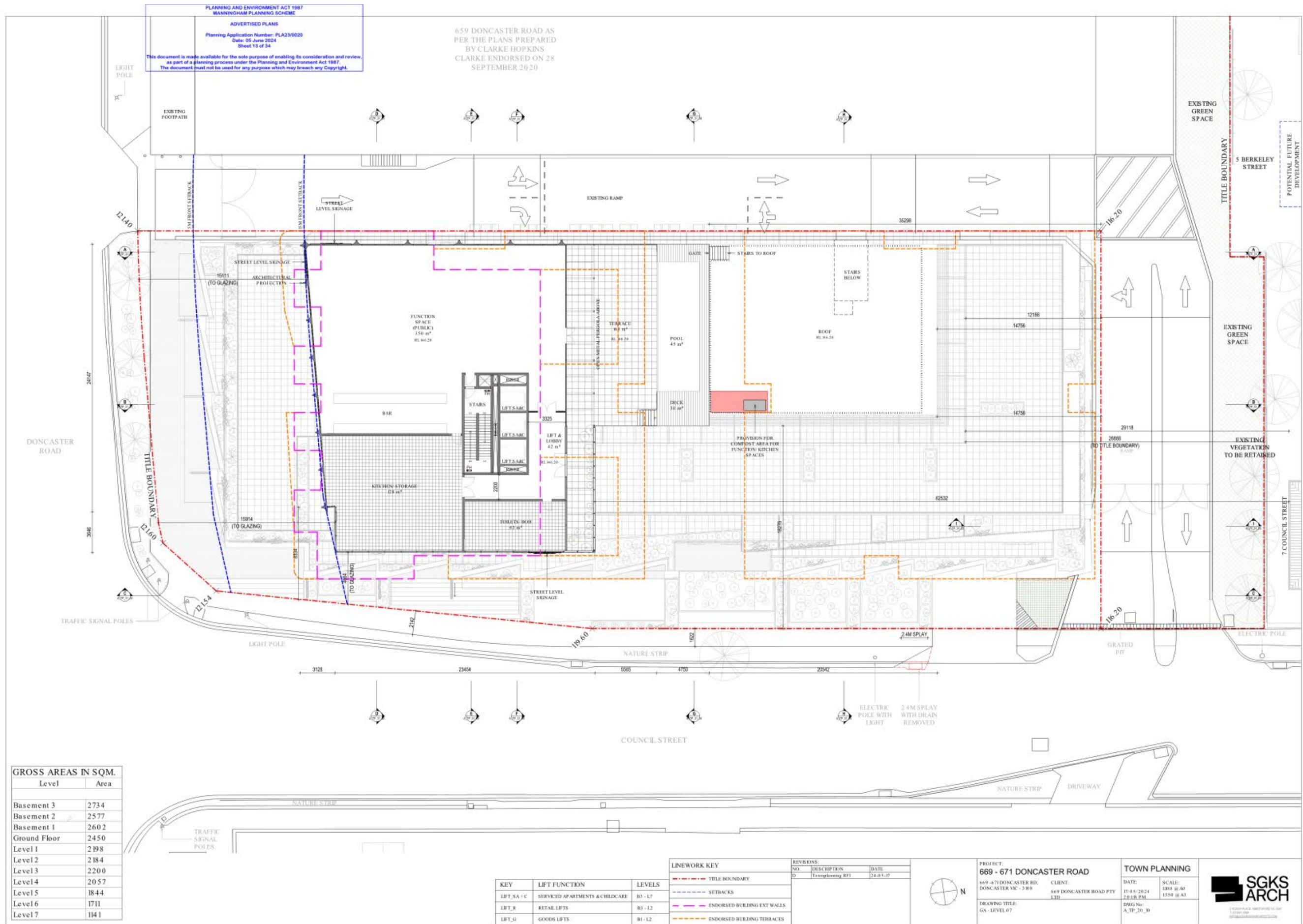




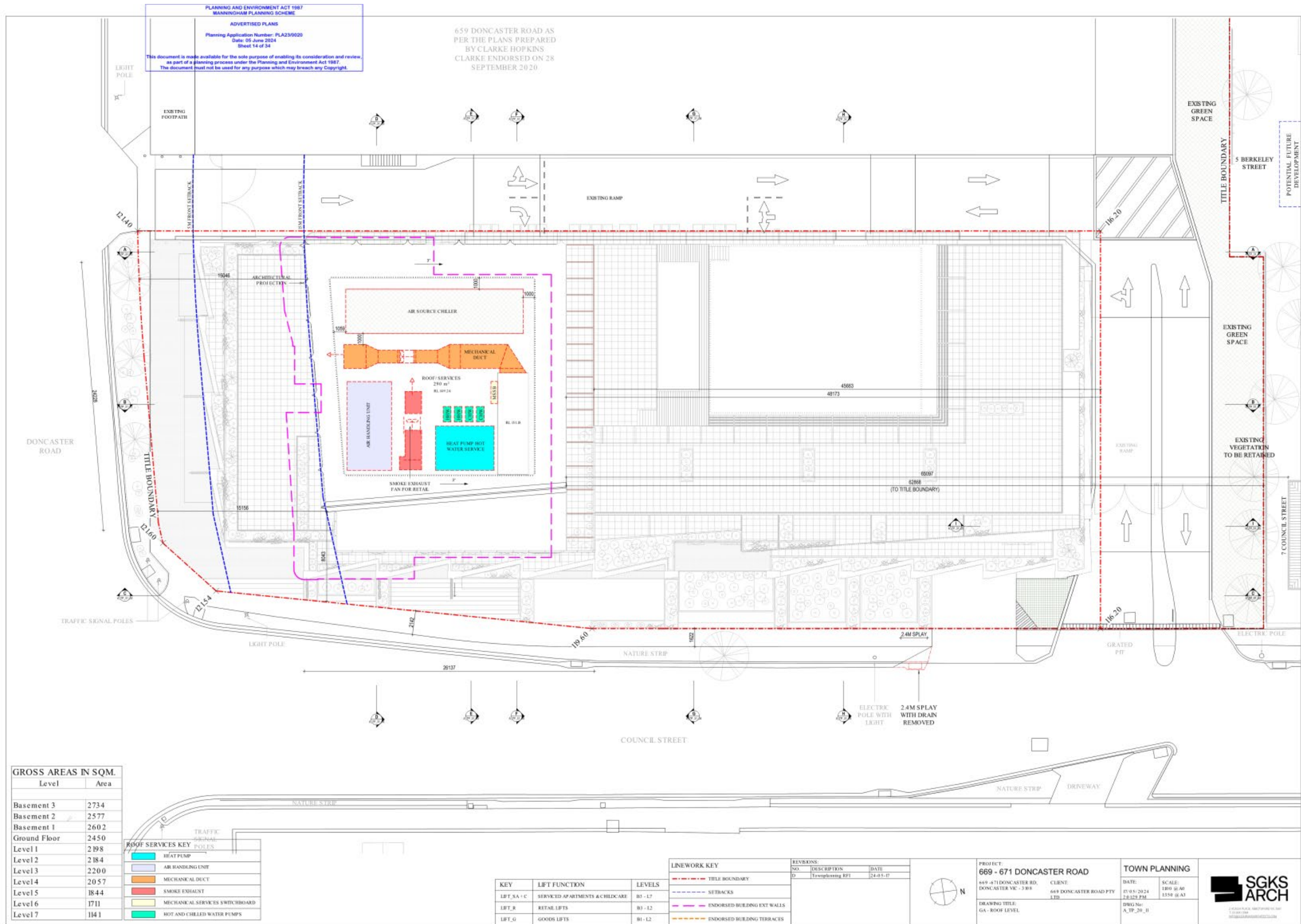




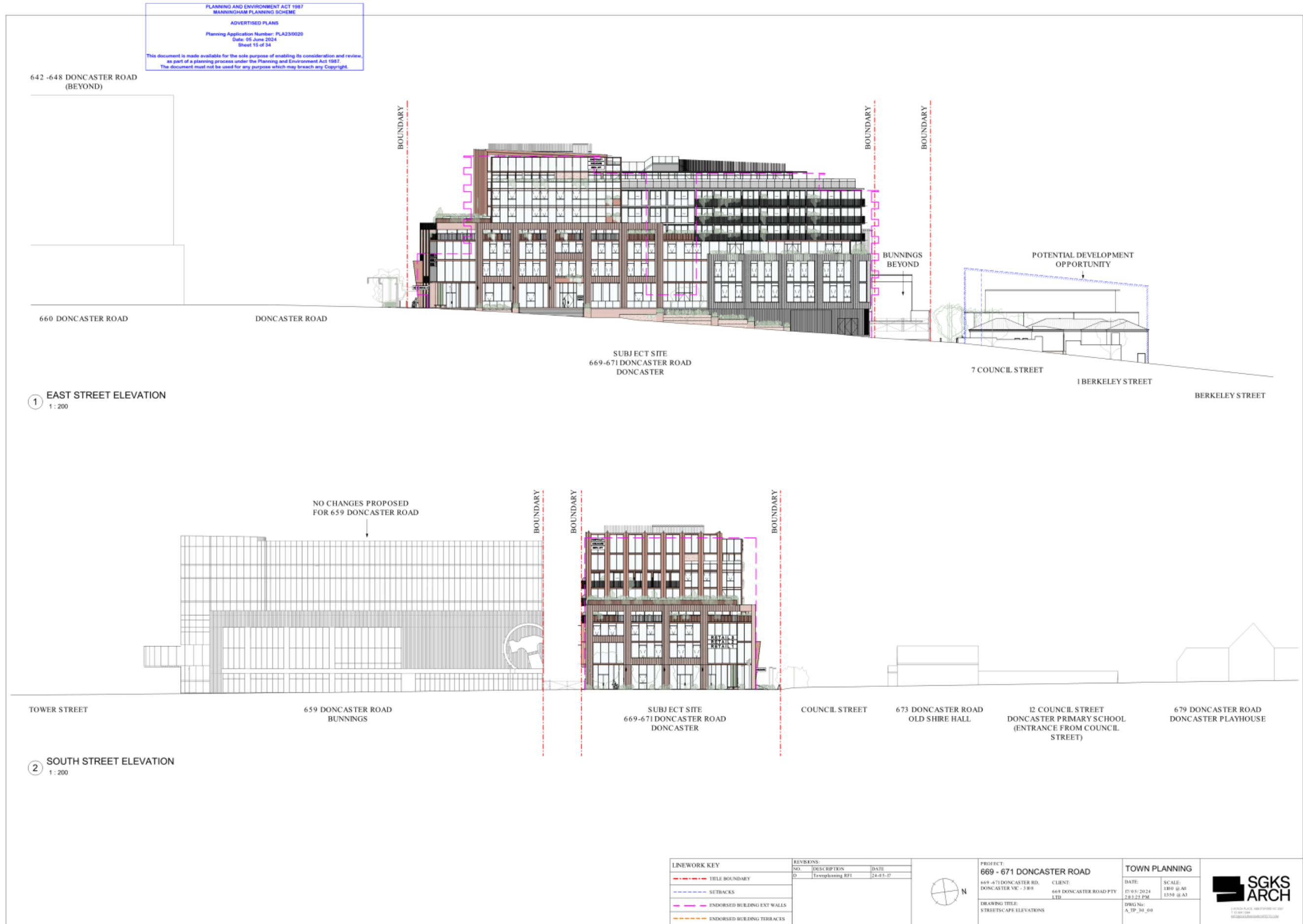




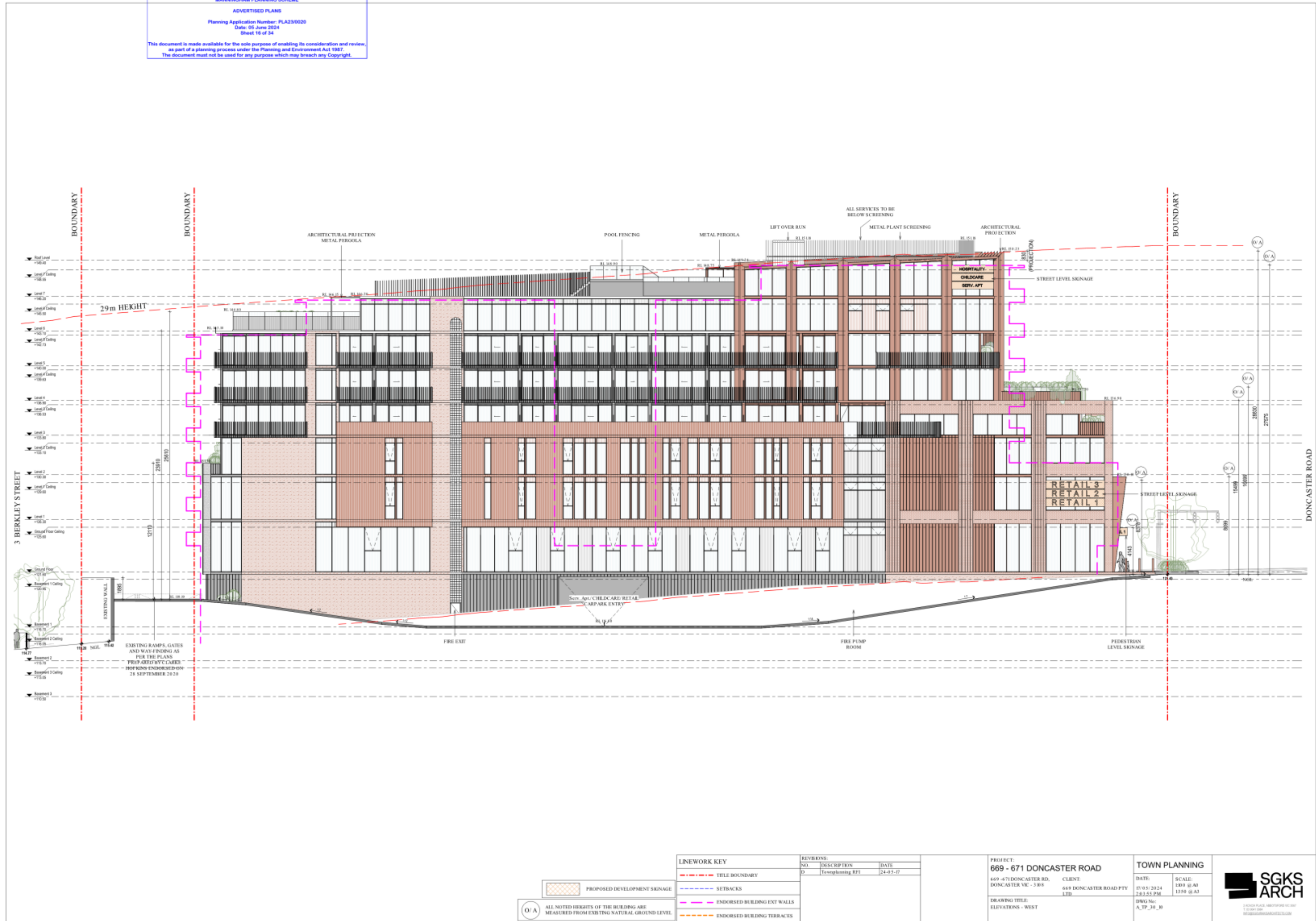




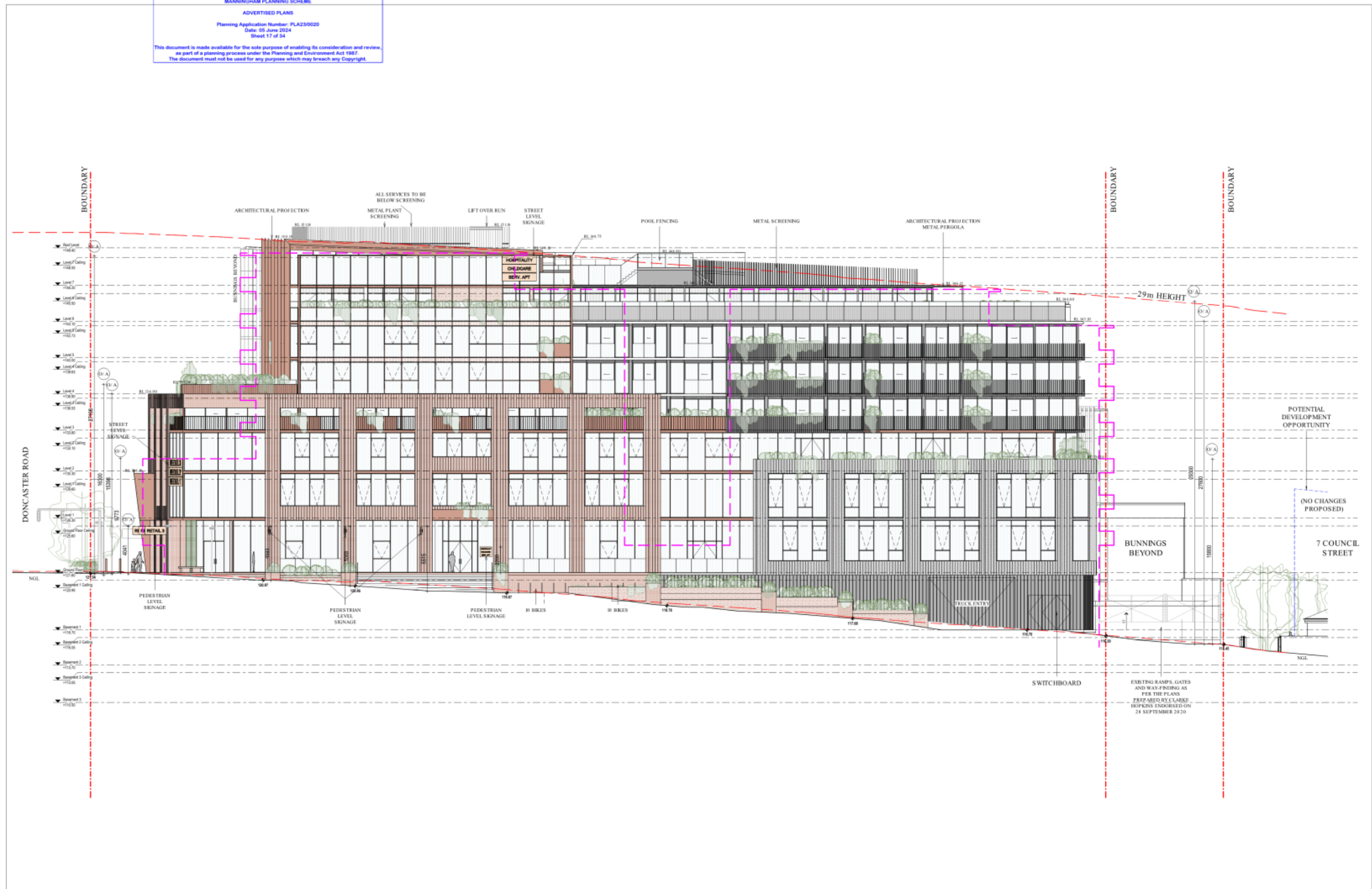




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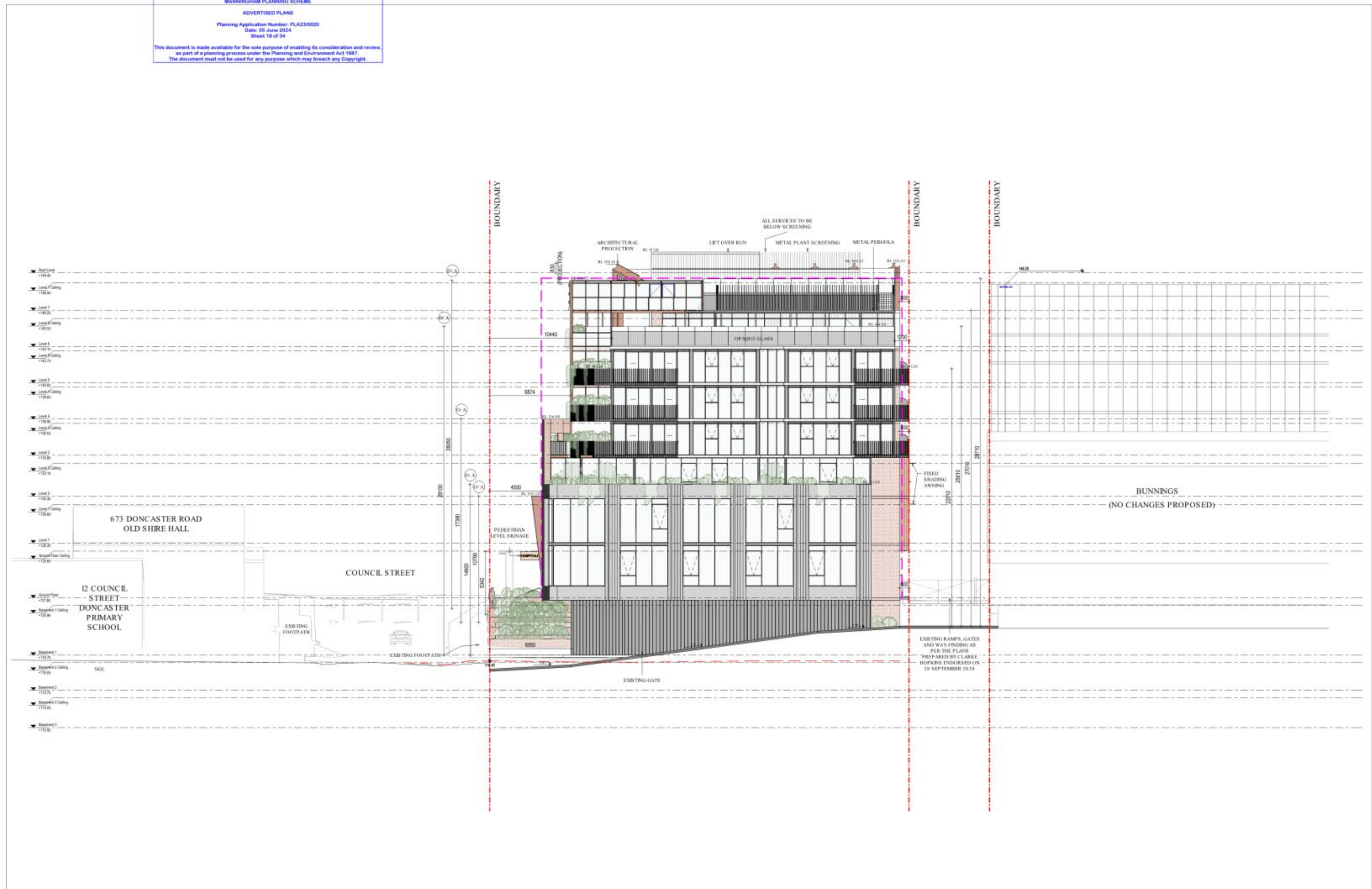
PLANNING AND ENVIRONMENT ACT 1987  
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<p><b>LINEWORK KEY</b></p> <ul style="list-style-type: none"> <li>--- TITLE BOUNDARY</li> <li>--- SETBACKS</li> <li>--- ENDORSED BUILDING EXT WALLS</li> <li>--- ENDORSED BUILDING TERRACES</li> </ul>	<p><b>REVISIONS:</b></p> <table border="1"> <thead> <tr> <th>NO.</th> <th>DESCRIPTION</th> <th>DATE</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Issuing for RFI</td> <td>24-09-20</td> </tr> </tbody> </table>	NO.	DESCRIPTION	DATE	1	Issuing for RFI	24-09-20	<p><b>PROJECT:</b>                  669 - 671 DONCASTER ROAD                  669 - 671 DONCASTER RD, DONCASTER VIC - 3008</p> <p><b>CLIENT:</b>                  669 DONCASTER ROAD PTY LTD</p> <p><b>DRAWING TITLE:</b>                  ELEVATIONS - EAST</p>	<p><b>TOWN PLANNING</b></p> <p>DATE: 01/05/2024                  2:05:28 PM</p> <p>SCALE: 1:100 @ A0                  1:250 @ A3</p> <p>DWG No: A_TP_30_01</p>	
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1	Issuing for RFI	24-09-20								
<p><b>PROPOSED DEVELOPMENT SIGNAGE</b></p> <p><b>O/A</b> ALL NOTED HEIGHTS OF THE BUILDING ARE MEASURED FROM EXISTING NATURAL GROUND LEVEL</p>										

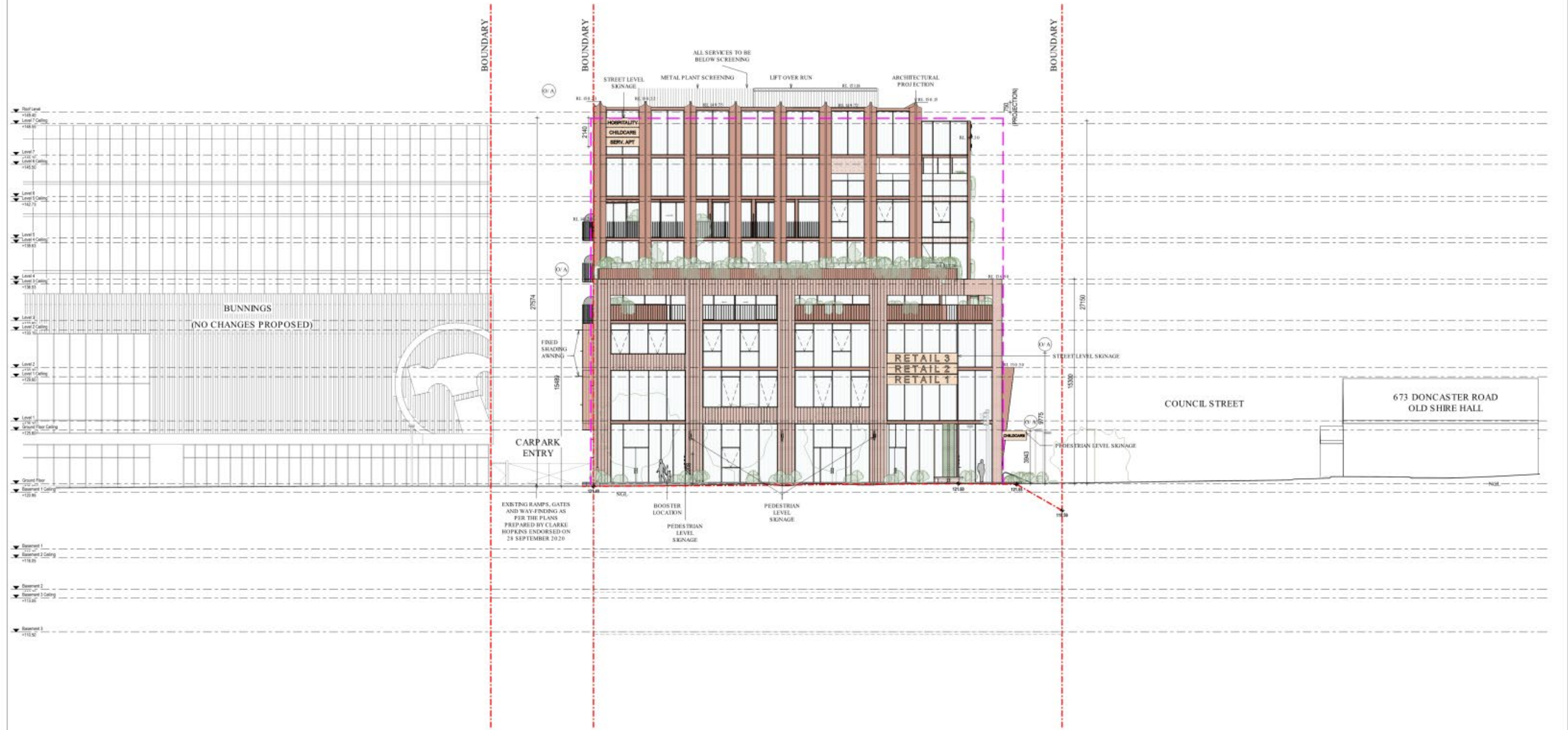


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<p><b>LINWORK KEY</b></p> <p>--- TITLE BOUNDARY</p> <p>--- SETBACKS</p> <p>--- ENDORSED BUILDING EXT WALLS</p> <p>--- ENDORSED BUILDING TERRACES</p>	<p><b>REVISIONS:</b></p> <table border="1"> <thead> <tr> <th>NO.</th> <th>DESCRIPTION</th> <th>DATE</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Issuing for RFI</td> <td>24-05-24</td> </tr> </tbody> </table>	NO.	DESCRIPTION	DATE	1	Issuing for RFI	24-05-24	<p><b>PROJECT:</b>                  669 - 671 DONCASTER ROAD                  669 - 671 DONCASTER RD,                  DONCASTER VIC - 3108</p> <p><b>CLIENT:</b>                  669 DONCASTER ROAD PTY                  LTD</p> <p><b>DRAWING TITLE:</b>                  ELEVATIONS - NORTH</p>	<p><b>TOWN PLANNING</b></p> <p><b>DATE:</b>                  07-05-2024                  2:57:00 PM</p> <p><b>SCALE:</b>                  1:100 @ A0                  1:150 @ A3</p> <p><b>DWG No:</b>                  A_TP_30_12</p>	
		NO.	DESCRIPTION	DATE						
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<p><b>PROPOSED DEVELOPMENT SKINNING</b></p> <p><b>O/A</b> ALL NOTED HEIGHTS OF THE BUILDING ARE MEASURED FROM EXISTING NATURAL GROUND LEVEL</p>										

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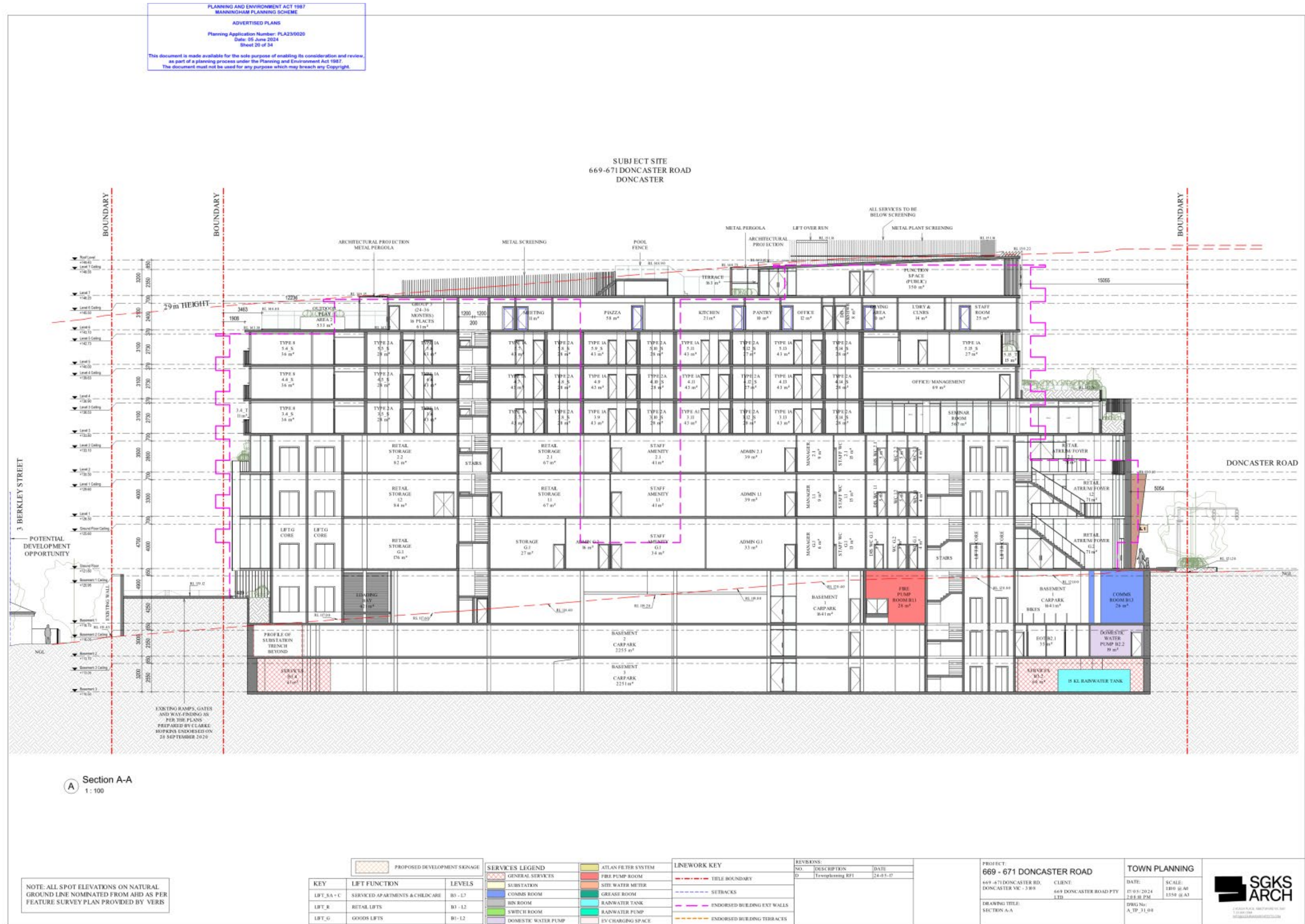
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	ENDORSED BUILDING EXT WALLS			
	ENDORSED BUILDING TERRACES			

PROPOSED DEVELOPMENT SKNAGE  
 O/A ALL NOTED HEIGHTS OF THE BUILDING ARE MEASURED FROM EXISTING NATURAL GROUND LEVEL

PROJECT: 669 - 671 DONCASTER ROAD		TOWN PLANNING	
669 - 671 DONCASTER RD, DONCASTER VIC - 3108	CLIENT: 669 DONCASTER ROAD PTY LTD	DATE: 01-05-2024 2:57:58 PM	SCALE: 1:100 @ A0 1:150 @ A3
DRAWING TITLE: ELEVATIONS - SOUTH		DWG No: A_TP_30_03	







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KEY	LIFT FUNCTION	LEVELS
LIFT_SA + C	SERVICED APARTMENTS + CHILDCARE	B3 - L7
LIFT_R	RETAIL LIFTS	B3 - L2
LIFT_G	GOODS LIFTS	B1 - L2

SERVICES LEGEND	
[Symbol]	GENERAL SERVICES
[Symbol]	SUBSTATION
[Symbol]	COMMS ROOM
[Symbol]	BN ROOM
[Symbol]	SWITCH ROOM
[Symbol]	DOMESTIC WATER PUMP
[Symbol]	ATLAS FILTER SYSTEM
[Symbol]	FIRE PUMP ROOM
[Symbol]	SITE WATER METER
[Symbol]	GREASE ROOM
[Symbol]	RAINWATER TANK
[Symbol]	RAINWATER PUMP
[Symbol]	EV CHARGING SPACE

LINEWORK KEY	
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REVISIONS:		
NO.	DESCRIPTION	DATE
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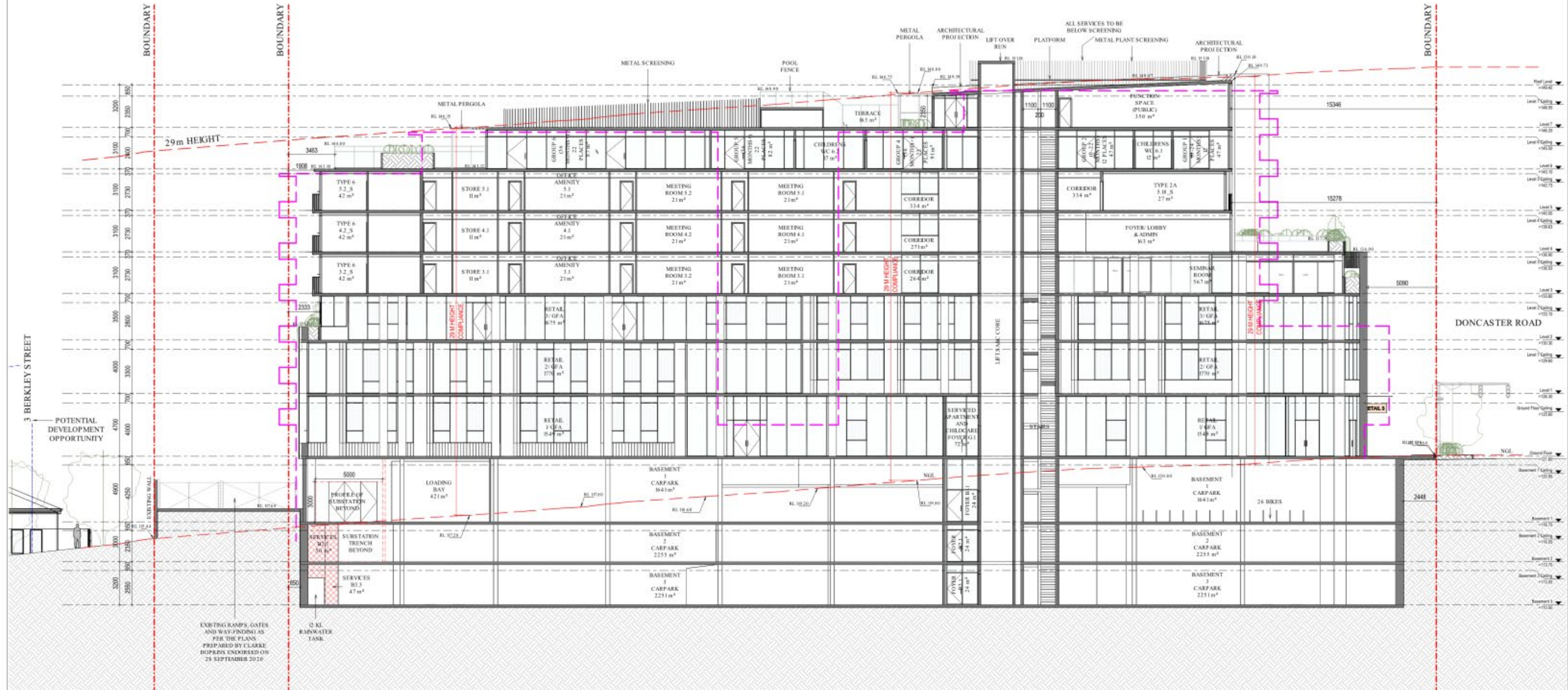
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669 - 671 DONCASTER RD, DONCASTER VIC - 3108	CLIENT: 669 DONCASTER ROAD PTY LTD	DATE: 01-05-2024 2:03:38 PM	SCALE: 1:100 @ A0 1:150 @ A3
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SUBJECT SITE  
 669-671 DONCASTER ROAD  
 DONCASTER



**B** Section B-B  
 1 : 100

NOTE: ALL SPOT ELEVATIONS ON NATURAL GROUND LINE NOMINATED FROM AHD AS PER FEATURE SURVEY PLAN PROVIDED BY VERS

KEY	LIFT FUNCTION	LEVELS
LIFT_SA + C	SERVICED APARTMENTS & CHILDCARE	B3 - L7
LIFT_R	RETAIL LIFTS	B1 - L2
LIFT_G	GOODS LIFTS	B1 - L2

SERVICES LEGEND	
GENERAL SERVICES	ATLAS FILTER SYSTEM
SUBSTATION	FIRE PUMP ROOM
COMBS ROOM	SITE WATER METER
BN ROOM	GREASE ROOM
SWITCH ROOM	RAINWATER TANK
DOMESTIC WATER PUMP	RAINWATER PUMP
	EV CHARGING SPACE

LINEWORK KEY	
---	TITLE BOUNDARY
---	SETBACKS
---	ENDORSED BUILDING EXT WALLS
---	ENDORSED BUILDING TERRACES

REVISIONS:		
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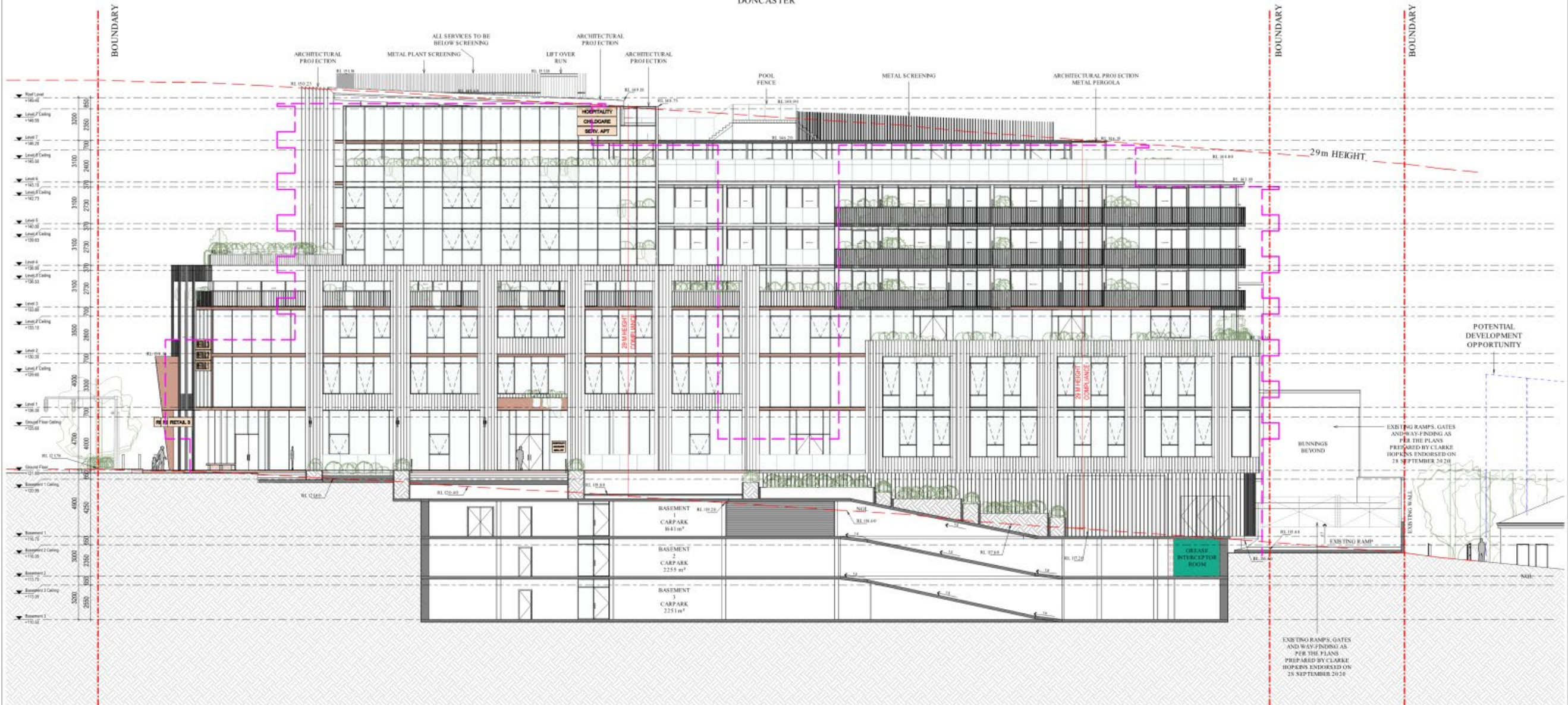
PROJECT: 669 - 671 DONCASTER ROAD		TOWN PLANNING	
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DRAWING TITLE: SECTION B-B		DWG No: A_TP_31_01	





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SUBJECT SITE  
 669-671 DONCASTER ROAD  
 DONCASTER



Section C-C  
 1:100

NOTE: ALL SPOT ELEVATIONS ON NATURAL GROUND LINE NOMINATED FROM AHD AS PER FEATURE SURVEY PLAN PROVIDED BY VERIS

KEY	LIFT FUNCTION	LEVELS	SERVICES LEGEND	ATLAS FILTER SYSTEM	LINWORK KEY
LIFT_SA + C	SERVICED APARTMENTS & CHILDCARE	B3 - L7	GENERAL SERVICES	FIRE PUMP ROOM	--- TITLE BOUNDARY
LIFT_R	RETAIL LIFTS	B1 - L2	SUBSTATION	SITE WATER METER	--- SETBACKS
LIFT_G	GOODS LIFTS	B1 - L2	COMBS ROOM	GREASE ROOM	--- ENDORSED BUILDING EXT WALLS
			BN ROOM	RAINWATER TANK	--- ENDORSED BUILDING TERRACES
			SWITCH ROOM	RAINWATER PUMP	
			DOMESTIC WATER PUMP	EV CHARGING SPACE	

NO.	DESCRIPTION	DATE
1	Issued for RFP	24-03-23

PROJECT: 669 - 671 DONCASTER ROAD	TOWN PLANNING
669 - 671 DONCASTER RD, DONCASTER VIC - 3108	DATE: 01/05/2024 SCALE: 1:100 @ A0 1:150 @ A3
CLIENT: 669 DONCASTER ROAD PTY LTD	DWG No: A_TP_31_02





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D Section D-D  
 1 : 100

E Section E-E  
 1 : 100

NOTE: ALL SPOT ELEVATIONS ON NATURAL GROUND LINE NOMINATED FROM AHD AS PER FEATURE SURVEY PLAN PROVIDED BY VERS

KEY	LIFT FUNCTION	LEVELS
LIFT_SA + C	SERVICED APARTMENTS & CHILDCARE	B3 - L7
LIFT_R	RETAIL LIFTS	B1 - L2
LIFT_G	GOODS LIFTS	B1 - L2

SERVICES LEGEND	
GENERAL SERVICES	ATLAS FILTER SYSTEM
SUBSTATION	FIRE PUMP ROOM
COMBS ROOM	SITE WATER METER
BN ROOM	GREASE ROOM
SWITCH ROOM	RAINWATER TANK
DOMESTIC WATER PUMP	RAINWATER PUMP
	EV CHARGING SPACE

LINWORK KEY	
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---	SETBACKS
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---	ENDORSED BUILDING TERRACES

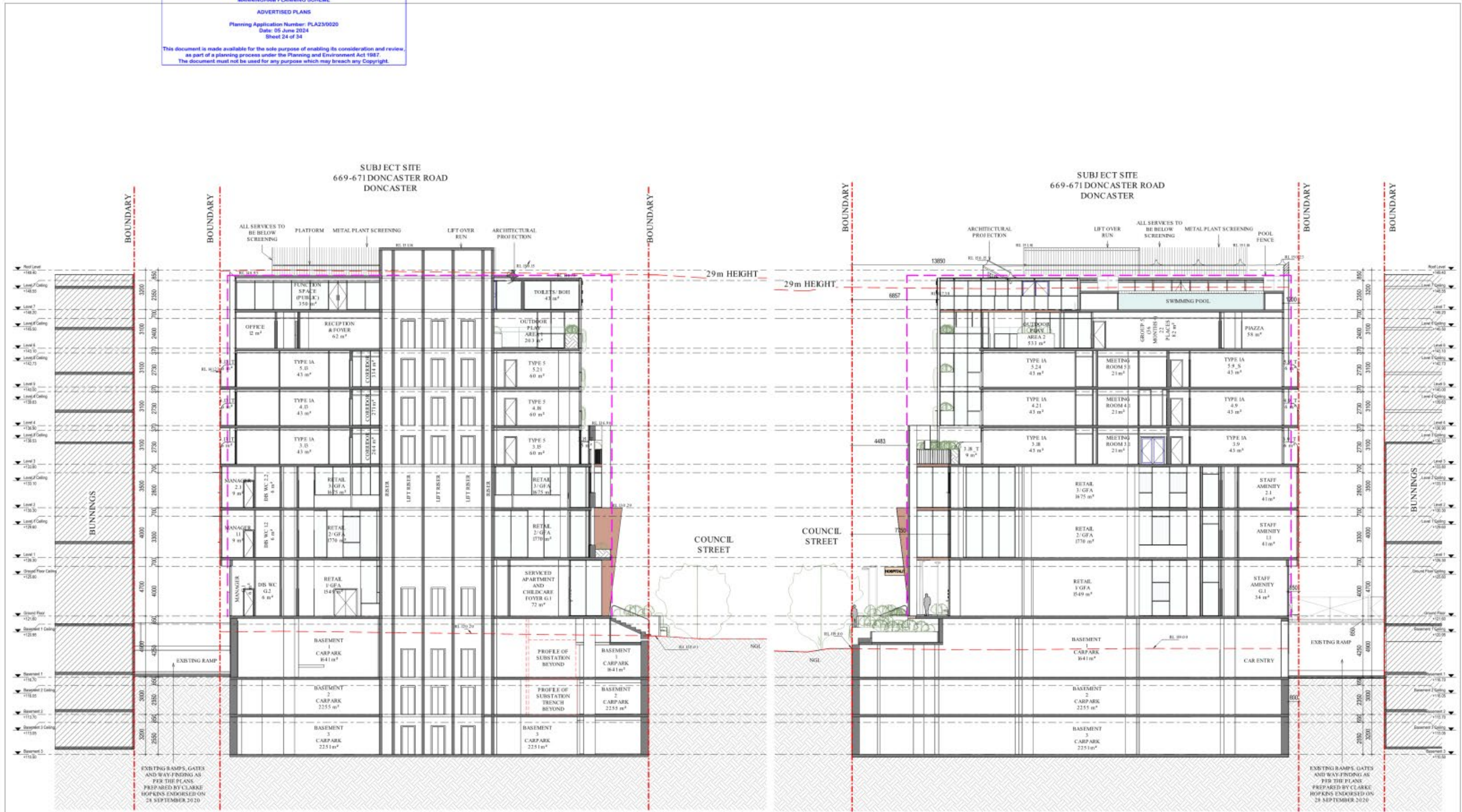
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669 - 671 DONCASTER RD, DONCASTER VIC - 3108	CLIENT: 669 DONCASTER ROAD PTY LTD	DATE: 01/05/2024 2:00 PM	SCALE: 1:100 @ A0 1:150 @ A3
DRAWING TITLE: SECTION D-D AND E-E		DWG No: A_TP_31_03	





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F Section F-F  
1:100

G Section G-G  
1:100

NOTE: ALL SPOT ELEVATIONS ON NATURAL GROUND LINE NOMINATED FROM AHD AS PER FEATURE SURVEY PLAN PROVIDED BY VERS

KEY	LIFT FUNCTION	LEVELS
LIFT_SA + C	SERVICED APARTMENTS & CHILDCARE	B3 - L7
LIFT_R	RETAIL LIFTS	B1 - L2
LIFT_G	GOODS LIFTS	B1 - L2

SERVICES LEGEND	
GENERAL SERVICES	ATLAS FILTER SYSTEM
SUBSTATION	FIRE PUMP ROOM
COMBS ROOM	SITE WATER METER
BN ROOM	GREASE ROOM
SWITCH ROOM	RAINWATER TANK
DOMESTIC WATER PUMP	RAINWATER PUMP
	EV CHARGING SPACE

LINEWORK KEY	
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---	SETBACKS
---	ENDORSED BUILDING EXT WALLS
---	ENDORSED BUILDING TERRACES

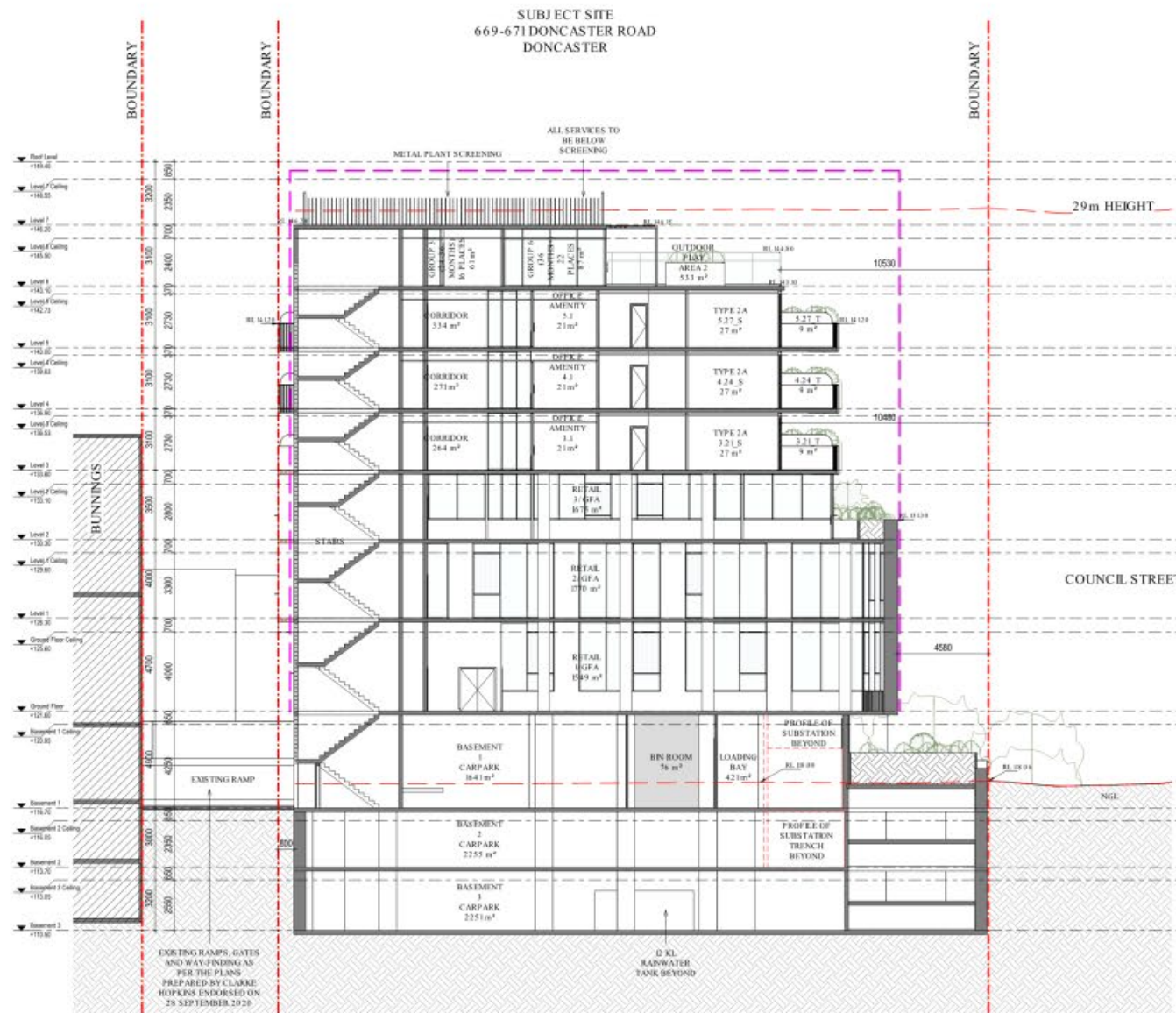
  

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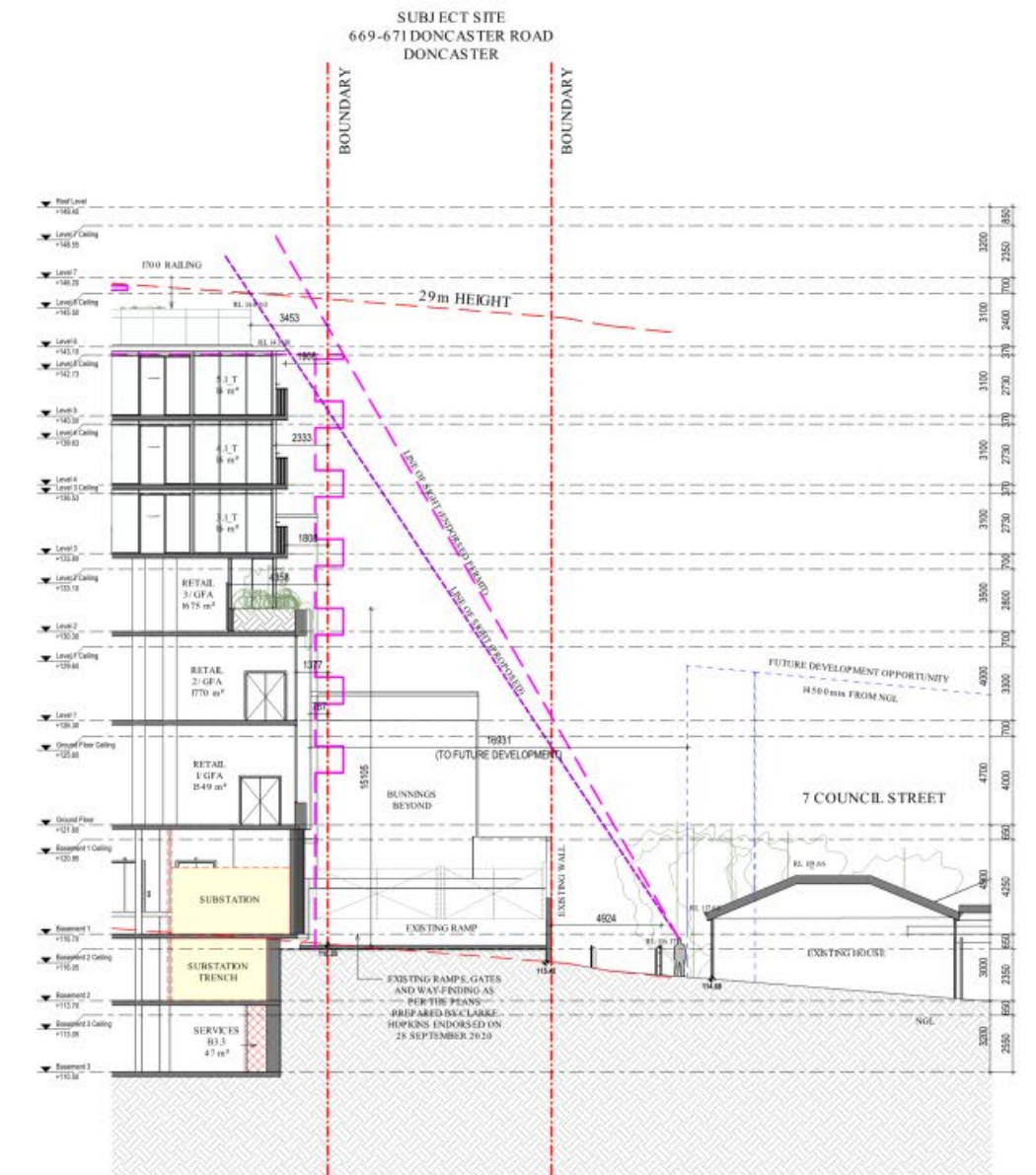
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H Section H-H  
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I Section I-I  
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NOTE: ALL SPOT ELEVATIONS ON NATURAL GROUND LINE NOMINATED FROM AHD AS PER FEATURE SURVEY PLAN PROVIDED BY VERS

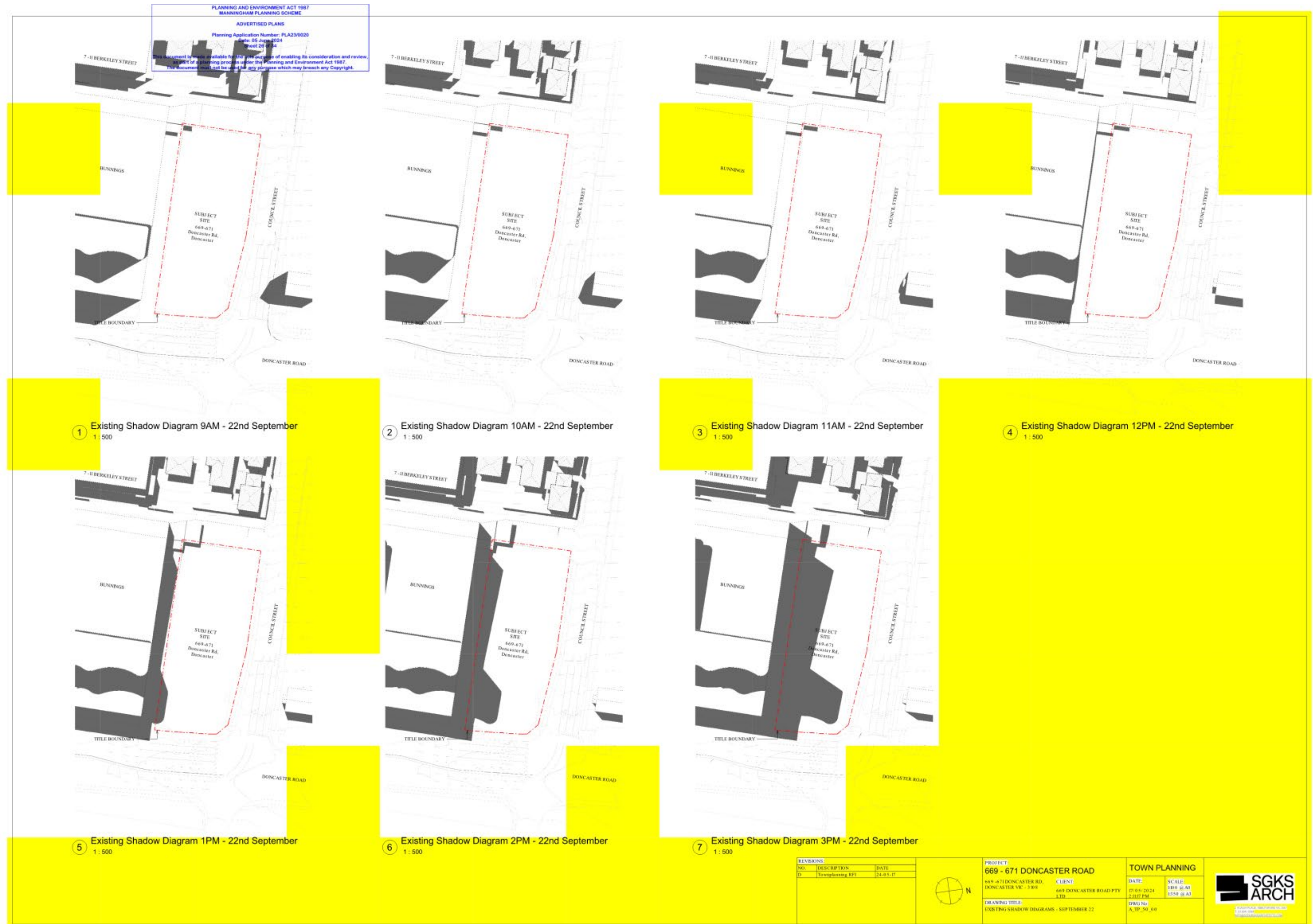
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LIFT_R	RETAIL LIFTS	B3 - L2	SUBSTATION	SITE WATER METER	SETBACKS
LIFT_G	GOODS LIFTS	B1 - L2	COMBS ROOM	GREASE ROOM	ENDORSED BUILDING EXT WALLS
			BN ROOM	RAINWATER TANK	ENDORSED BUILDING TERRACES
			SWITCH ROOM	RAINWATER PUMP	
			DOMESTIC WATER PUMP	EVC CHARGING SPACE	

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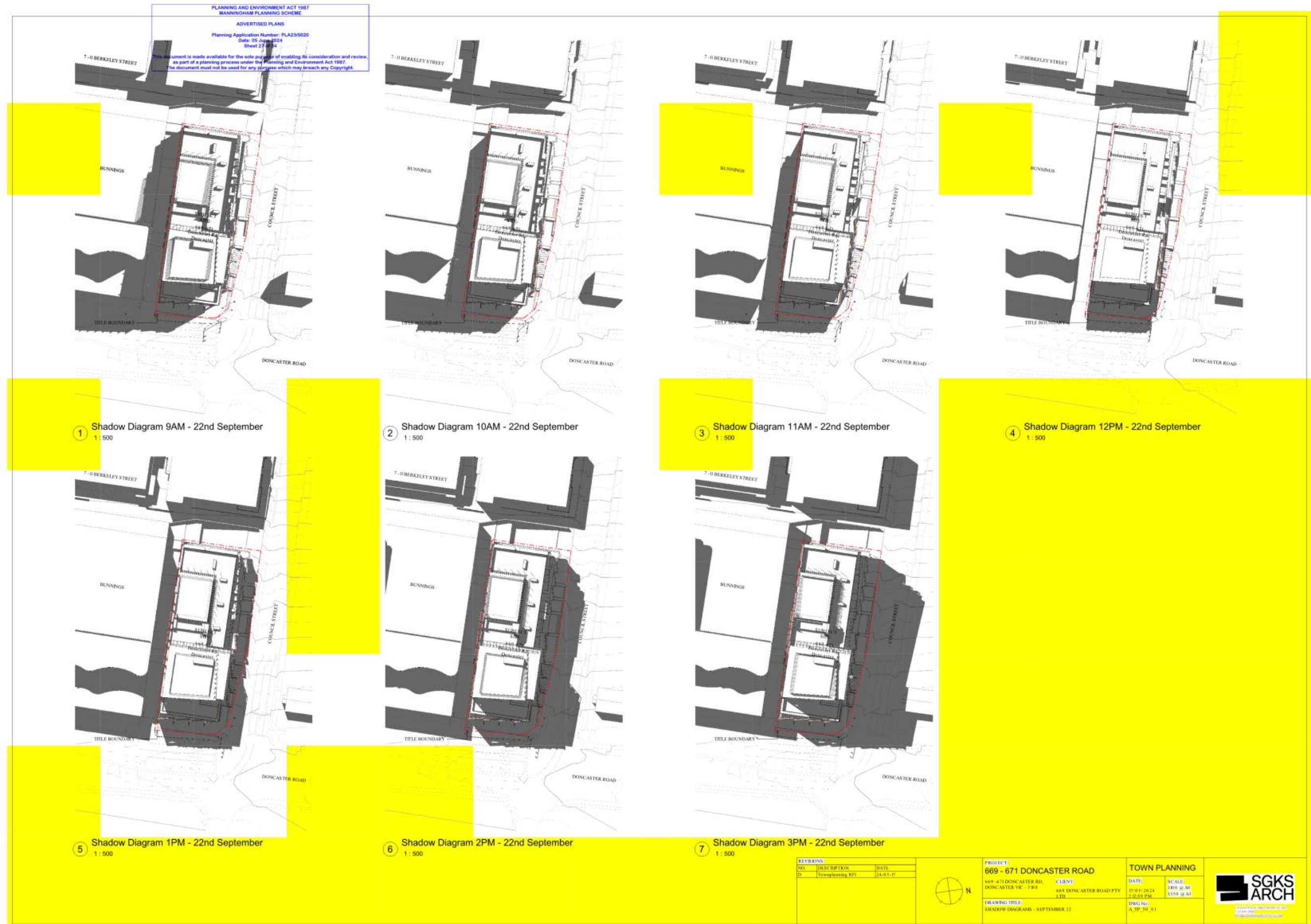
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669 - 671 DONCASTER ROAD	DATE: 01/05/2024 SCALE: 1:100 @ A0 2:00 @ A3
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CLIENT: 669 DONCASTER ROAD PTY LTD	



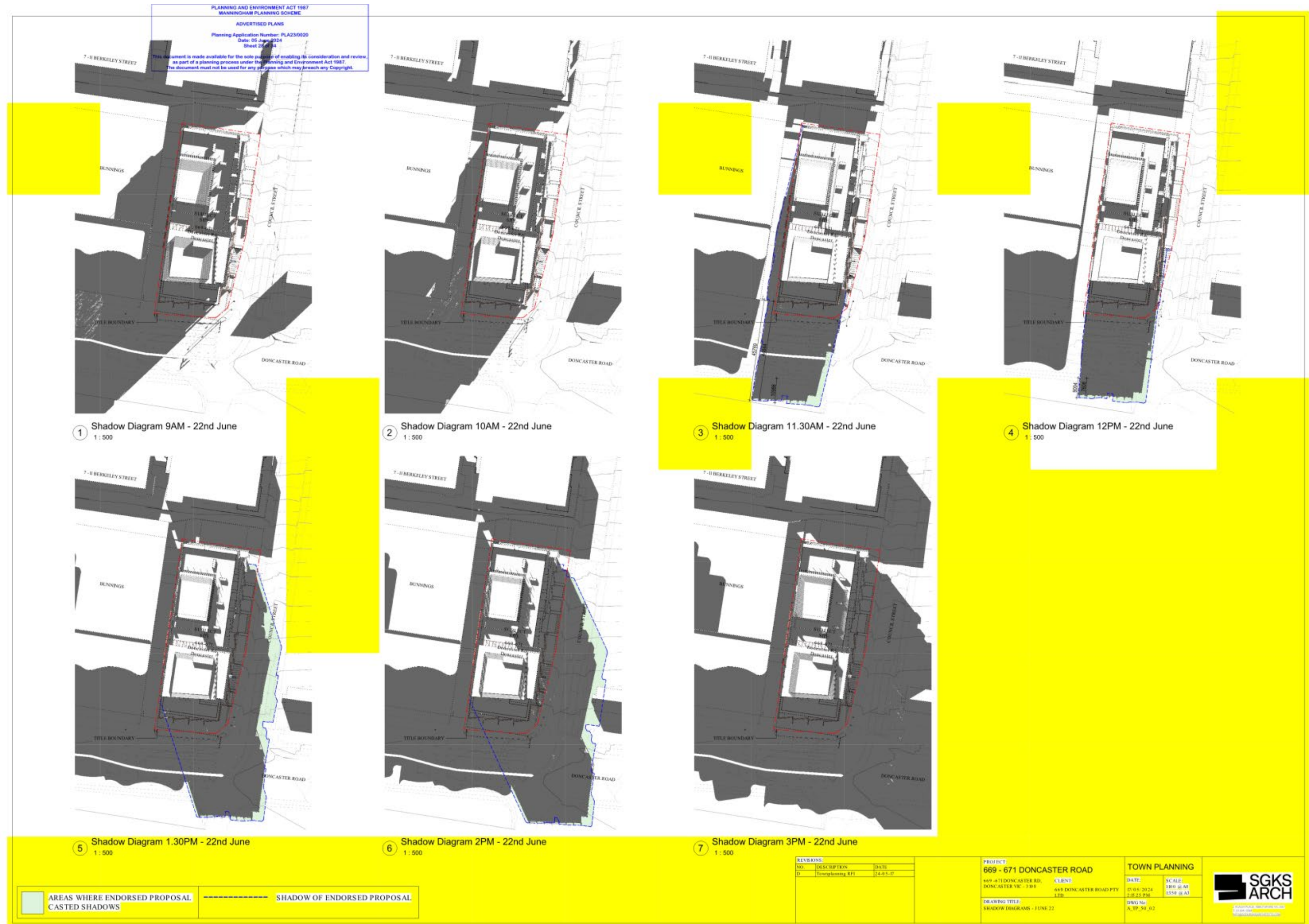










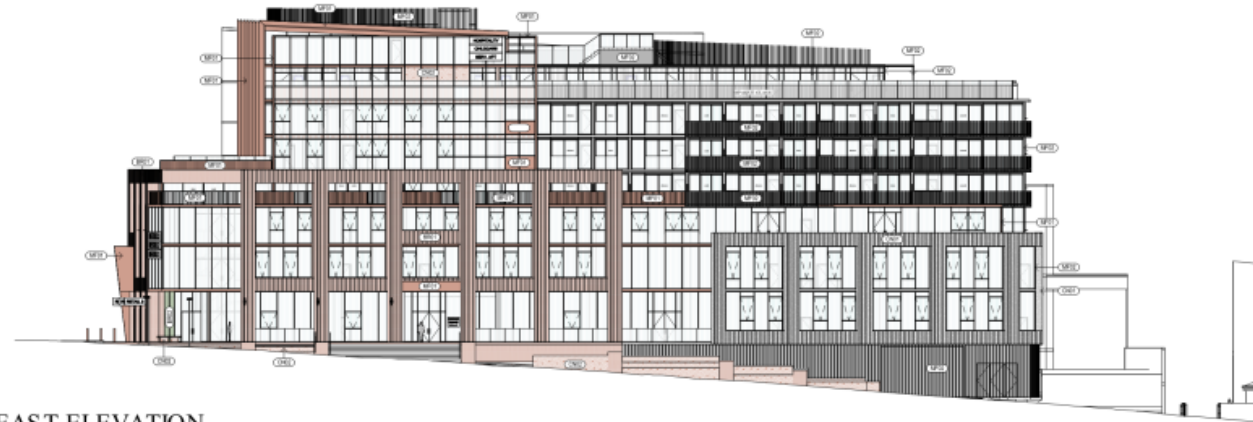




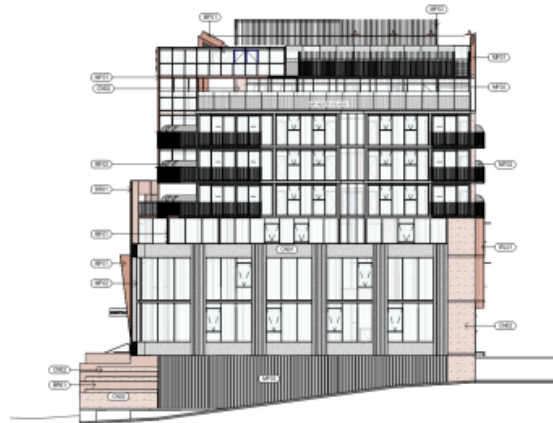
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SOUTH ELEVATION



EAST ELEVATION



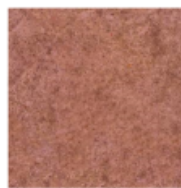
NORTH ELEVATION



WEST ELEVATION



CN01  
 LIGHT GREY  
 CONCRETE FINISH



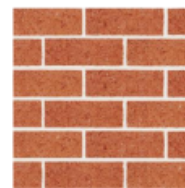
CN02  
 TERRACOTTA  
 CONCRETE FINISH



GL01  
 CLEAR REFLECTIVE  
 GLAZING WITH  
 COLOURED  
 FRAMES AS PER  
 TAGS



GL02  
 GLASS BLOCKS



BR01  
 RED HERITAGE  
 BRICKS



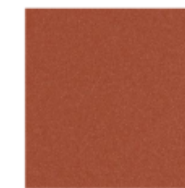
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 FEATURE BRICKS



MF01  
 TERRACOTTA  
 METAL WITH  
 MATTE FINISH



MF02  
 LIGHT GREY  
 METAL WITH  
 MATTE FINISH



WL01  
 TERRACOTTA  
 METAL CLADDING

REVISIONS:		
NO.	DESCRIPTION	DATE
D	Town Planning RFI	24-03-24



PROJECT:  
 669 - 671 DONCASTER ROAD  
 669 - 671 DONCASTER RD, CLIENT:  
 DONCASTER VIC - 3108 669 DONCASTER ROAD PTY  
 LTD.  
 DRAWING TITLE:  
 EXTERNAL FINISHES & MATERIAL

TOWN PLANNING  
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 A\_TP\_04\_01



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Table with columns: AREA (B3, B2, B1, B0, L1, L2, L3, L4, L5), AREA (SQM), and various room categories like CARPARK, RETAIL, and SERVICED APARTMENTS.

Table with columns: AREA (L2, L3, L4, L5), AREA (SQM), TERRACE, STUDIO, 1BED + 1BATH, 2 BEDS + 1BATHS, 3 BEDS + 2 BATHS, and various room categories like RETAIL, SERVICED APARTMENTS, and CHILD CARE.

Table with columns: AREA (L5), AREA (SQM), TERRACE, STUDIO, 1BED + 1BATH, 2 BEDS + 1BATHS, 3 BEDS + 2 BATHS, and various room categories like SERVICED APARTMENTS, CHILD CARE, and ROOFTOP AMENITY AND FUNCTION SPACE.

Summary table with columns: LEVEL, CARS, BIKES, SERVICED APARTMENTS, FUNCTION CENTRE PATRONAGE, CHILDREN.

Summary table with columns: LEVEL, CORE (SQM), SERVICES (SQM), RAMP (SQM), LOBBY/CORRIDOR (SQM), CAR PARK (SQM), ROOFTOP/FUNCTION SPACE (SQM), CHILD CARE (SQM), CHILD CARE COVERED TERRACE (SQM), CHILD CARE OPEN TERRACE (SQM), RETAIL BOR (SQM), RETAIL NLA (SQM), SERVICED APARTMENTS AMENITY (SQM), SERVICED APARTMENTS NLA (SQM), TERRACE (SQM), TOTAL NLA (SQM), TOTAL GFA (Including Terraces) (SQM).

Table with columns: NO., DESCRIPTION, DATE.

PROJECT: 669 - 671 DONCASTER ROAD

TOWN PLANNING



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**1 APT TYPE 1A**  
1:50



**7 APT TYPE 1B**  
1:50



**2 APT TYPE 2A**  
1:50



**8 APT TYPE 2B**  
1:50



**10 APT TYPE 3**  
1:50



**4 APT TYPE 4**  
1:50



**3 APT TYPE 5**  
1:50



**5 APT TYPE 6**  
1:50



**9 APT TYPE 7**  
1:50



**6 APT TYPE 8**  
1:50

APARTMENT COUNT			
TYPE 1A, 1BED, 1BATH	21	TYPE 4, 2 BED, 1BATH	3
TYPE 1B, 1BED, 1BATH	2	TYPE 5, 1BED, 1BATH	3
TYPE 2A, STUDIO	30	TYPE 6, STUDIO	6
TYPE 2B, STUDIO	1	TYPE 7, STUDIO	1
TYPE 3, 2 BED, 2 BATH	1	TYPE 8, STUDIO	3

REVISIONS:		
NO.	DESCRIPTION	DATE
01	Issuing for RFI	24-05-24



N

<b>PROJECT:</b> 669 - 671 DONCASTER ROAD		<b>TOWN PLANNING</b>	
669 - 671 DONCASTER RD, DONCASTER VIC - 3108	CLIENT: 669 DONCASTER ROAD PTY LTD	DATE: 01/05/2024 2:30:03 PM	SCALE: 1:100 @ A0 1:150 @ A3
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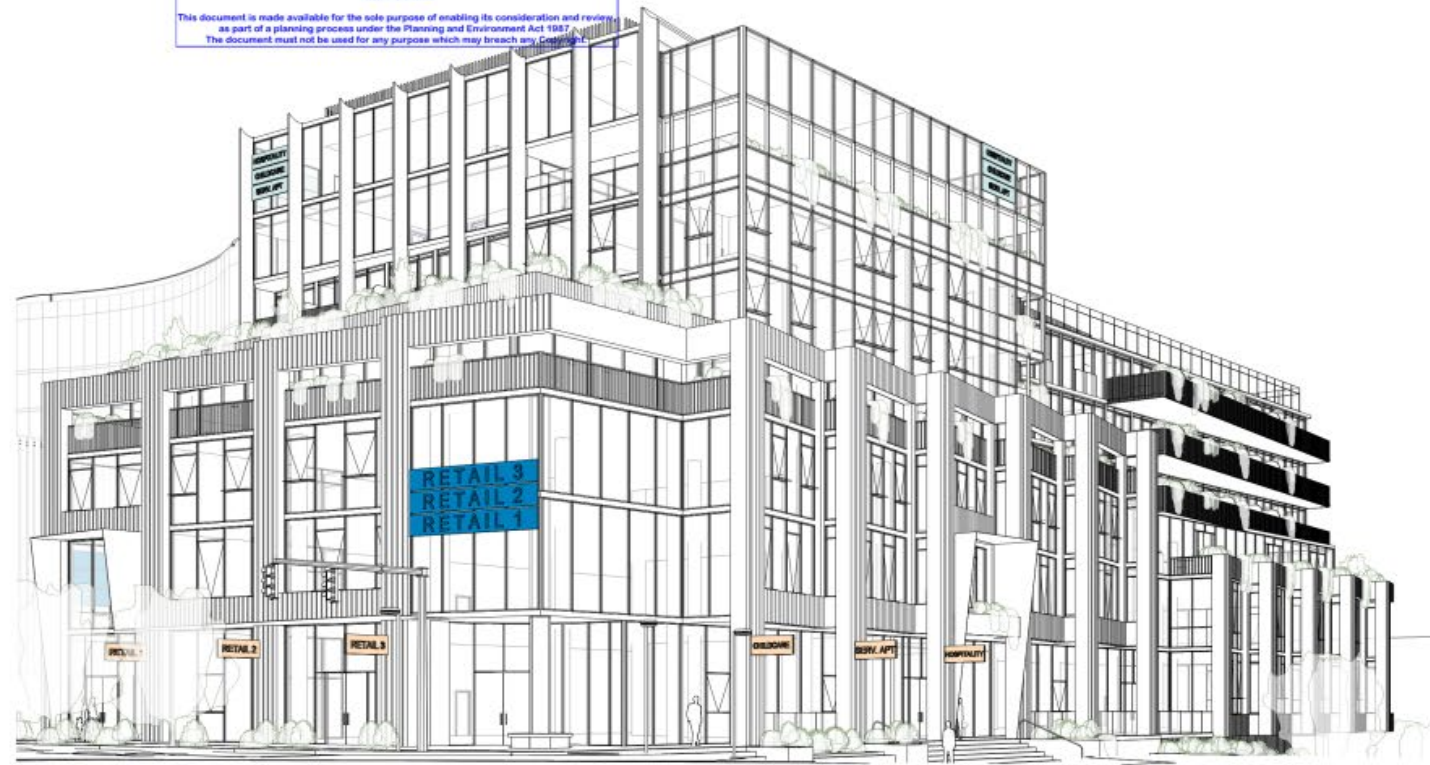
**SGKS  
ARCH**

11/11/2019 10:00 AM  
11/11/2019 10:00 AM  
11/11/2019 10:00 AM



PLANNING AND ENVIRONMENT ACT 1987  
 MANNINGHAM PLANNING SCHEME  
 ADVERTISED PLANS  
 Planning Application Number: PL23/0020  
 Date: 05 June 2024  
 Sheet 02 of 04  
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SIGNAGE LOCATIONS KEY	
	SMALL PEDESTRIAN LEVEL SIGNAGE
	LARGE PEDESTRIAN LEVEL SIGNAGE
	SMALL STREET LEVEL SIGNAGE
	LARGE STREET LEVEL SIGNAGE

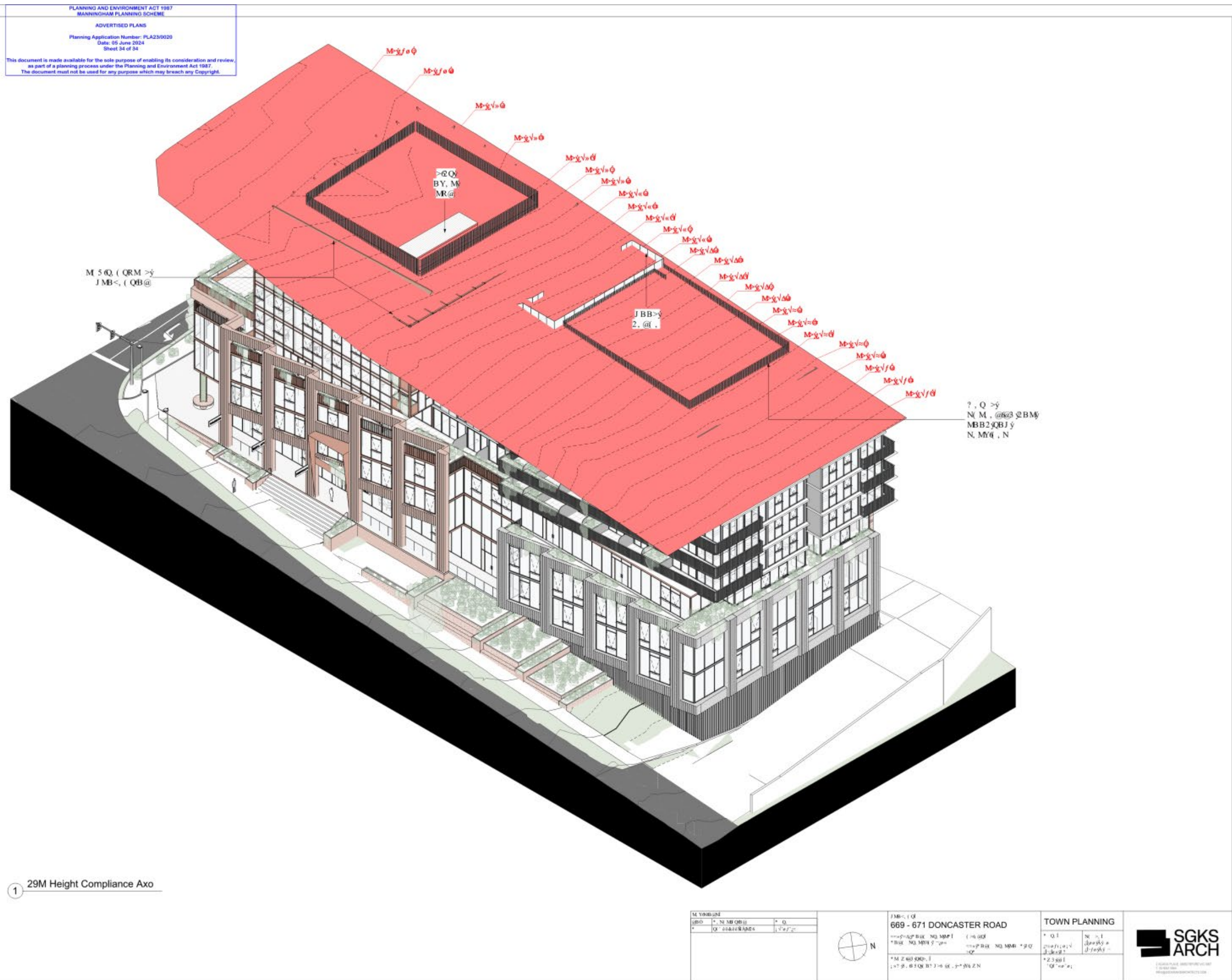


LOOKING FROM CORNER OF DONCASTER ROAD AND COUNCIL STREET

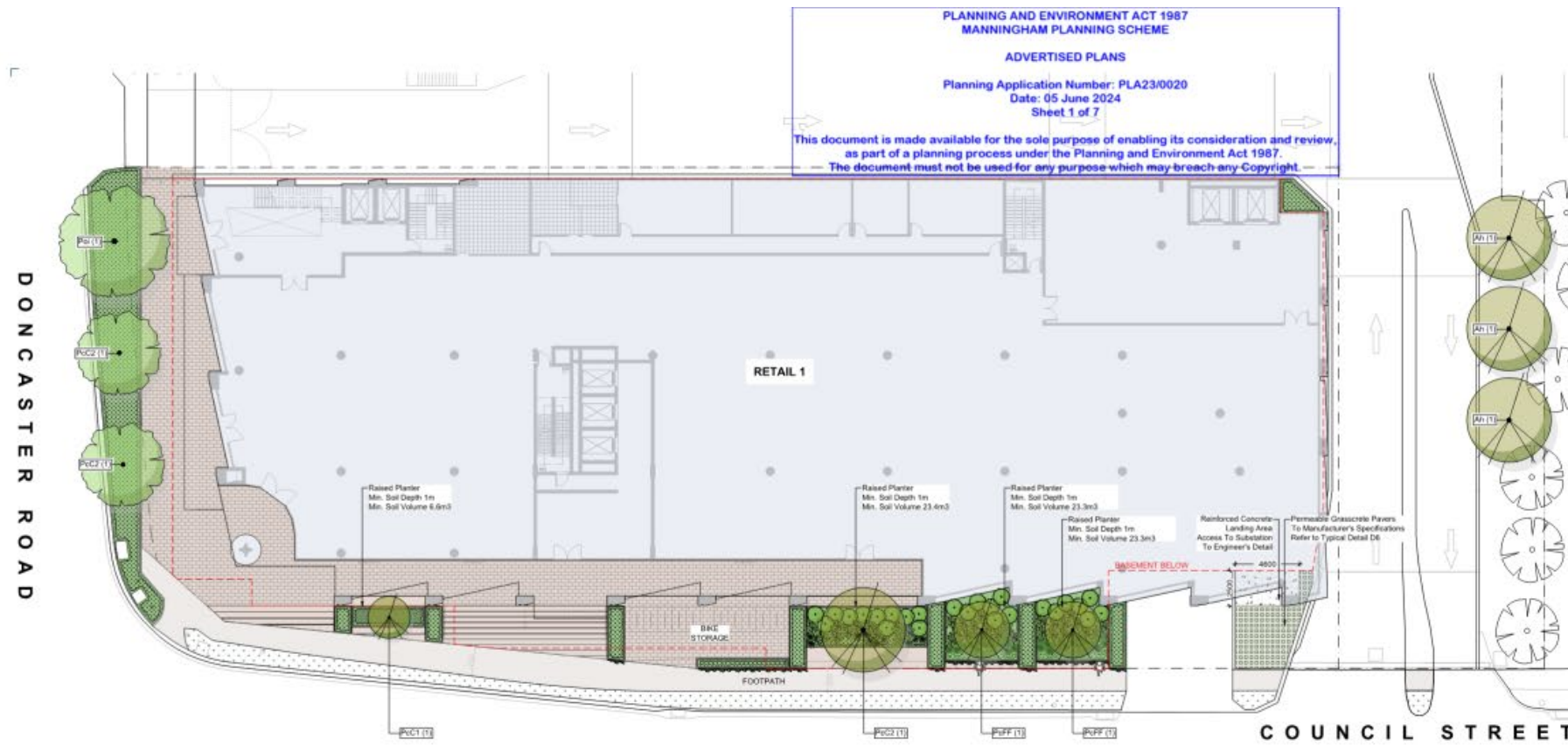


LOOKING FROM DONCASTER ROAD

<b>REVISIONS:</b> <table border="1"> <thead> <tr> <th>NO.</th> <th>DESCRIPTION</th> <th>DATE</th> </tr> </thead> <tbody> <tr> <td>D</td> <td>Issuing for RFI</td> <td>24-05-24</td> </tr> </tbody> </table>		NO.	DESCRIPTION	DATE	D	Issuing for RFI	24-05-24	<b>PROJECT:</b> 669 - 671 DONCASTER ROAD 669 - 671 DONCASTER RD, DONCASTER VIC - 3108		<b>TOWN PLANNING</b>		
NO.	DESCRIPTION	DATE										
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**LEGEND**

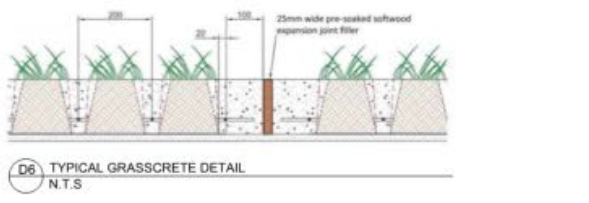
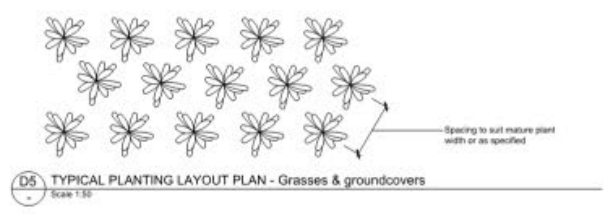
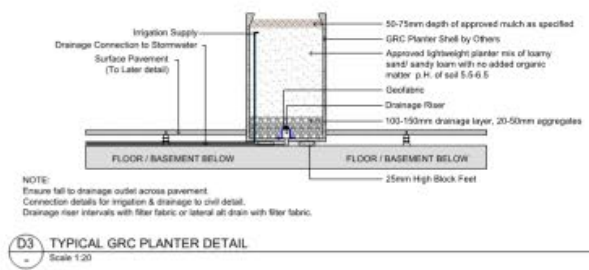
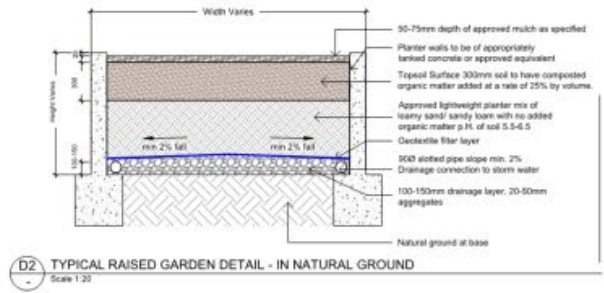
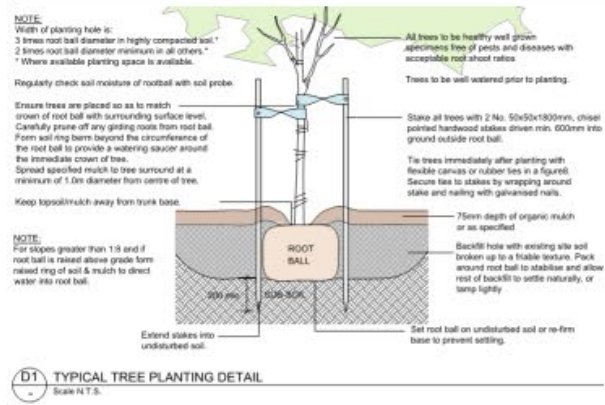
- Existing Trees to be Retained
- Proposed New Trees
- New Street Tree
- Proposed New Shrubs
- Proposed New Groundcovers & Grasses
- Proposed New Coloured Concrete
- Proposed New Brick Paving
- Proposed New Permeable Grasscrete Paving
- Reinstated/Repaired Footpath
- Proposed New Asphalt
- Proposed New Raised Planter Box

**PROPOSED PLANT SCHEDULE**

SYM	BOTANICAL NAME	COMMON NAME	DE NEN*	HEIGHT X WIDTH AT MATURITY	MIN SUPPLY SIZE	QTY
<b>TREES</b>						
Ah	Angophora tripartita	De art Apple	EN	8 x 8m	50cm/2.0mH	3
Pa	Platanus orientalis insularis	Aulmum Glory Plane	DE	15 x 8m	50cm/2.0mH	1
Pc1	Pinus calleryana 'Capital'	Capital Pine	DE	11 x 3m	50cm/2.0mH	1
Pc2	Pinus calleryana 'Chanticleer'	Chanticleer Callery Pine	DE	11 x 8m	50cm/2.0mH	3
Pc3	Pinus calleryana 'Proctori'	Proctori Callery Pine	DE	10 x 4m	50cm/2.0mH	2
		<b>TOTAL</b>				<b>10</b>
<b>SHRUBS</b>						
Cg	Correa glabra	Rock Correa	EN	1.2 x 1m	200mm pot	
HGN	Hymenocarpus flavum 'Gold Nugget'	De art Native Frangipani	EN	1 x 1m	200mm pot	
MAL	Melanthera thymifolia 'White Lace'	Honey Myrtle	EN	1 x 1m	200mm pot	
		<b>TOTAL</b>				
<b>GROUNDCOVERS</b>						
LcLC	Lomandra confertifolia 'Little Cor'	Little Cor Mat-rush	EN	0.4 x 0.7m	140mm pot	
LT	Lomandra longifolia 'Tankia'	Tankia Mat-rush	EN	0.6 x 0.6m	140mm pot	
MY	Myoporum parvifolium 'Yareena'	Creeping Bobbia Yareena	EN	0.1 x 1m	140mm pot	
WM	Westringia frutescens 'Mandi'	Groundcover Coastal Rosemary	EN	0.4 x 1m	140mm pot	
		<b>TOTAL</b>				

\*DE = Deciduous/Evergreen      EN = Native/Exotic

**TYPICAL DETAILS**



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www.johnpatrick.com.au

REVISION DATE BY

**CLIENT**  
Doncaster Trust Pty Ltd

**PROJECT**  
Mixed Use Development

669-671 Doncaster Road, Doncaster (Formerly 657)

**DRAWING**  
Ground Floor Landscape Plan for Town Planning

**SCALE**  
Refer To Plans

**DATE**  
FEB 2024

**DRAWN**  
DG

**CHECKED**  
KD

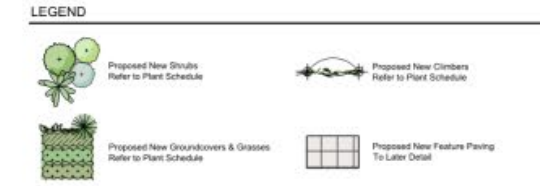
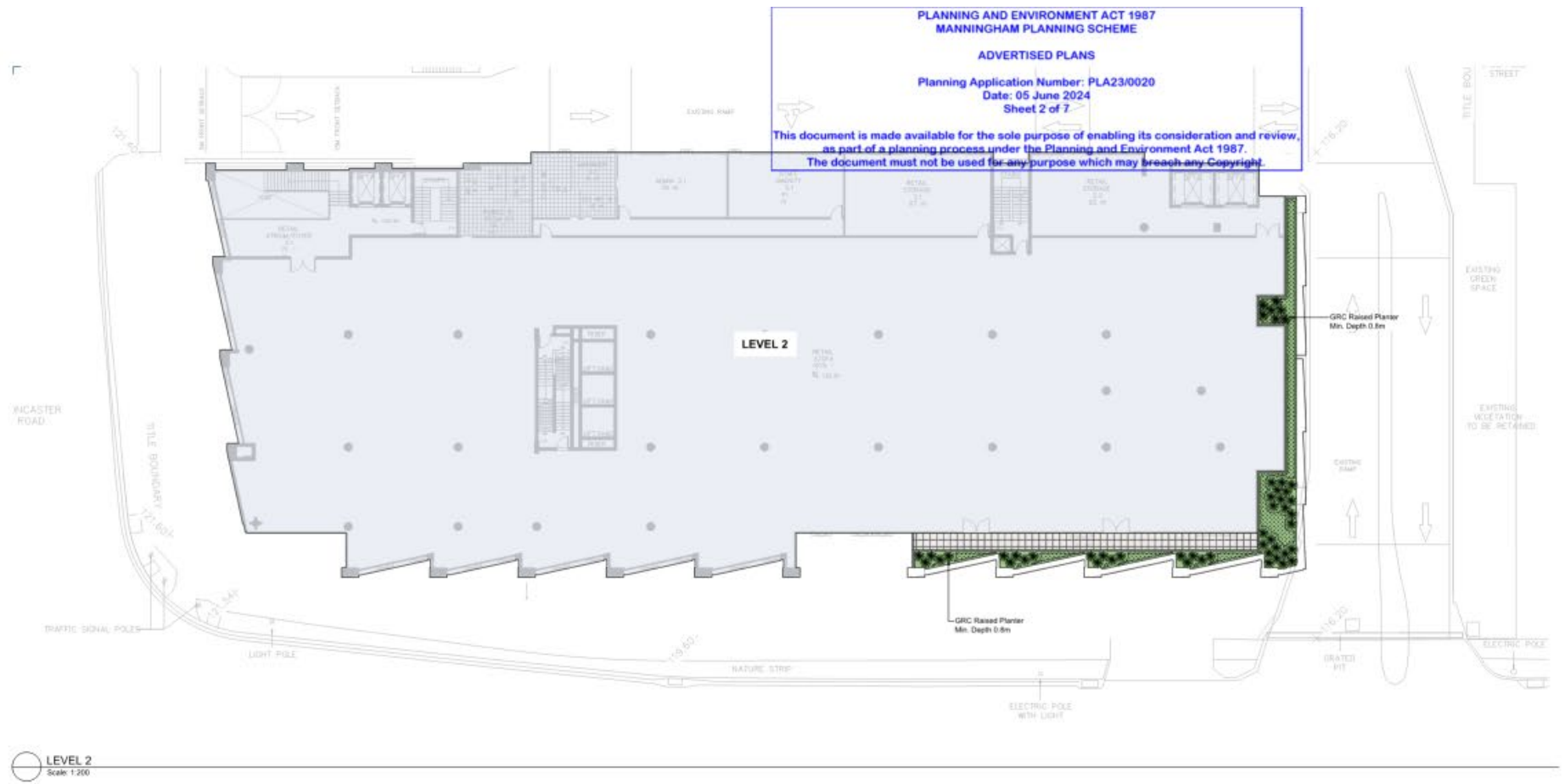
**JOB NO**  
24-031

**DWG NO**  
1991

**CAD FILE**  
24-031-L-17







**PROPOSED PLANT SCHEDULE**

SYM	BOTANICAL NAME	COMMON NAME	DE NEM*	HEIGHT X WIDTH AT MATURITY	MIN SUPPLY SIZE	QTY	
UT	<i>Lomandra longifolia</i> 'Tanika'	Tanika Mini-rush	EN	0.6 x 0.6m	140mm pot	140mm pot	
MPT	<i>Mycoporum parvifolium</i> 'Yareena'	Creeping Bodhiwala Yareena	EN	0.1 x 1m	140mm pot		
RSP	<i>Rosmarinus officinalis</i> 'Prostratus'	Prostrate Rosemary	EN	0.5 x 1.5m	140mm pot		
*DE = Deciduous/Evergreen					NEM = Native/Exotic		<b>TOTAL</b>

**SPECIFICATION NOTES**

**Soil Preparation**  
Crushed rock, concrete spillage and any other material restrictive to plant growth (e.g. large rocks) shall be removed from the site of any planting beds and semi-advanced trees. All trees to be removed shall be stump ground and all rubbish/vegetative spoil to be removed from site. Existing top soil in planting areas is to be preserved so that it does not receive additional compaction from site machinery and so that no rubble or building supplies are stored in these areas.

No imported top soil is to be used within the root zones of trees to be protected. Any preparation of existing soil for planting within these areas is to be done by hand using rakes (e.g. as the result of plant removal) and uneven soil levels may be patched using topsoil as specified below.

Any imported topsoil is to be free of weeds, rubble and other materials damaging to plant growth and is to be of a medium texture (sandy loam) with a pH of 6.0-7.0. Top soil is to be laid over a prepared sub-base which has had any materials damaging to plant growth (e.g. rubble and large rocks) removed, spread to the appropriate depth and subsoiled into the existing site soil to a minimum depth of 150mm.

Imported top soil is to be light and uniformly compacted in 150mm layers to a minimum depth of 150mm on lawn areas and 300mm on excavated planting beds.

**Weed Removal**  
All weeds shall be thoroughly removed. All vegetative material, including roots and rhizomes of non-woody perennials and woody suckering weeds, is to be removed or appropriately controlled using chemical means. The stumps of non-suckering woody perennials are to be stump ground. All vegetative material shall be appropriately disposed of off site in a manner which will not allow their re-establishment elsewhere. Any chemical controls are to be used in accordance with manufacturer's instructions and standard occupational health and safety procedures.

Care must be taken to ensure that all trees to be retained are not damaged during weed removal. This also implies that any herbicides used are suitable for use around the vegetation to be retained.

**Planting**  
Planting shall be carried out using accepted horticultural practices with all plants conforming to the species, size and quantities indicated on the Landscape Plan and Plant Schedule. Plants shall be thoroughly soaked through immersion in water prior to planting and if the planting soil is very dry then the planting hole is also to be filled with water and allowed to drain completely.

All plants shall be appropriately hardened off in the nursery. Use plants with the following characteristics: Large healthy root systems with no evidence of root cut or pot bound restriction or damage, vigorous, well established, free from disease and pests and of good form, consistent with the species or variety.

Planting holes for shrubs and groundcovers are to be of minimum size 75mm larger than the planting pot in all directions. Semi-advanced tree planting holes are to be the same depth as the rootball and 2-3 times its diameter, with the top of the rootball being at grade. A 700mm high berm is to be constructed at edge of rootball to hold water. All plants are to be thoroughly watered after planting and slow release fertiliser added at the quantities specified by the manufacturer.

**PROPOSED PLANT PALETTE**



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www.johnpatrick.com.au

REVISION DATE BY

**CLIENT**  
Doncaster Trust Pty Ltd

**PROJECT**  
Mixed Use Development

668-671 Doncaster Road, Doncaster (Formerly 657)

**DRAWING**  
Level 2 - Landscape Plan for Town Planning

**SCALE**  
Refer To Plans

**DATE**  
FEB 23

**DRAWN**  
DG

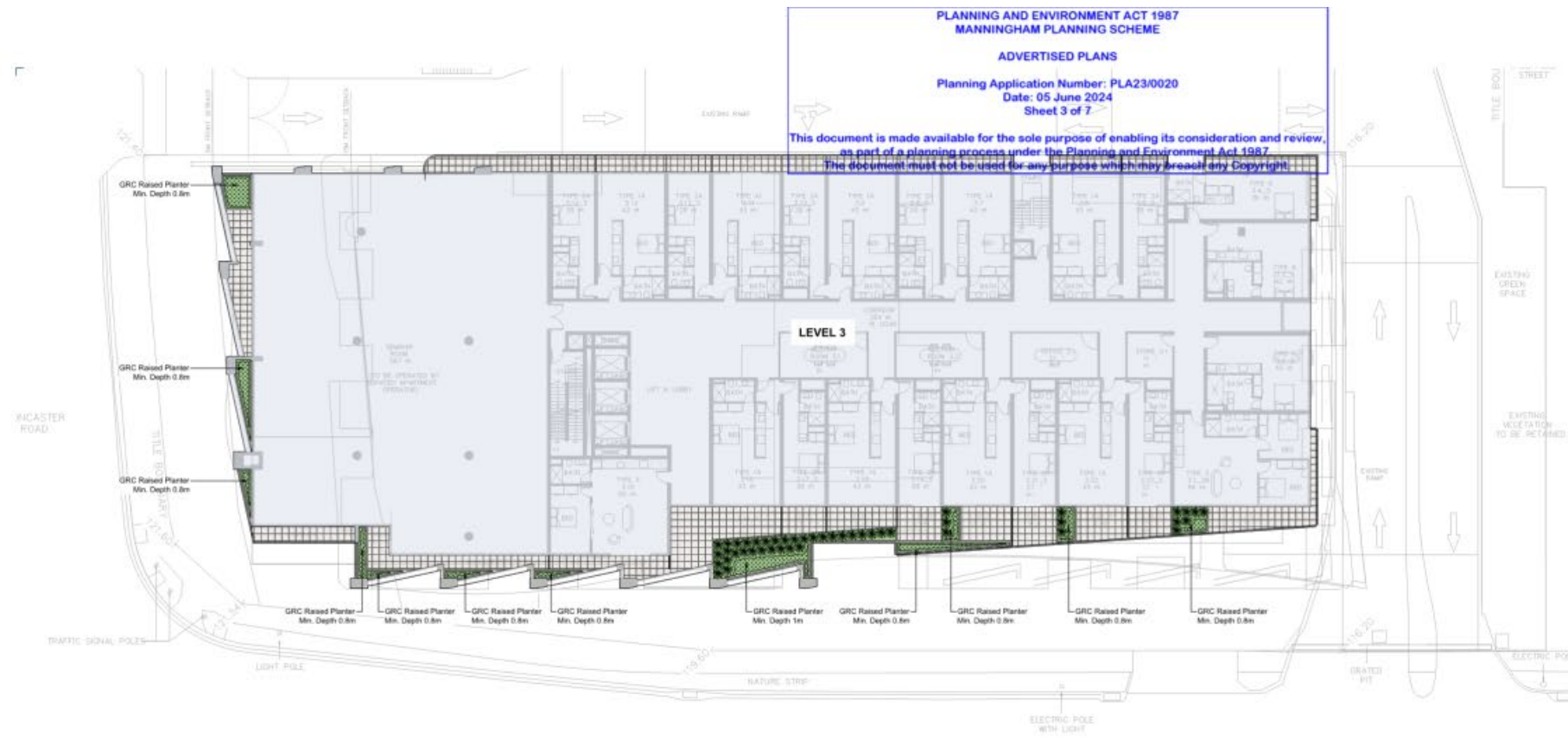
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**JOB NO**  
24-031

**DWG NO**  
TPO

**CAD FILE**  
24-031-L-TP

Document Set ID: 2310902  
Version: 1, Version Date: 24/04/2024



**LEGEND**

- Proposed New Shrubs Refer to Plant Schedule
- Proposed New Climbers Refer to Plant Schedule
- Proposed New Groundcovers & Grasses Refer to Plant Schedule
- Proposed New Feature Paving To Later Detail

**PROPOSED PLANT SCHEDULE**

SYM	BOTANICAL NAME	COMMON NAME	DEFS*	HEIGHT X WIDTH AT MATURITY	MIN SUPPLY SIZE	QTY
UT	<i>Lomandra longifolia</i> 'Tanika'	Tanika Mat-rush	EN	0.6 x 0.8m	140mm pot	
My	<i>Myoporum parvifolium</i> 'Yareena'	Creeping Boobiala Yareena	EN	0.1 x 1m	140mm pot	
Rp	<i>Rosmarinus officinalis</i> 'Prostratus'	Prostrate Rosemary	EN	0.5 x 1.5m	140mm pot	
	<b>TOTAL</b>					To Later Detail

\*DE = Deciduous/Evergreen      NE = Native/Exotic

LEVEL 3  
Scale: 1:200

**PROPOSED PLANT PALETTE**



*Lomandra longifolia* 'Tanika'



*Myoporum parvifolium* 'Yareena'



*Rosmarinus officinalis* 'Prostratus'

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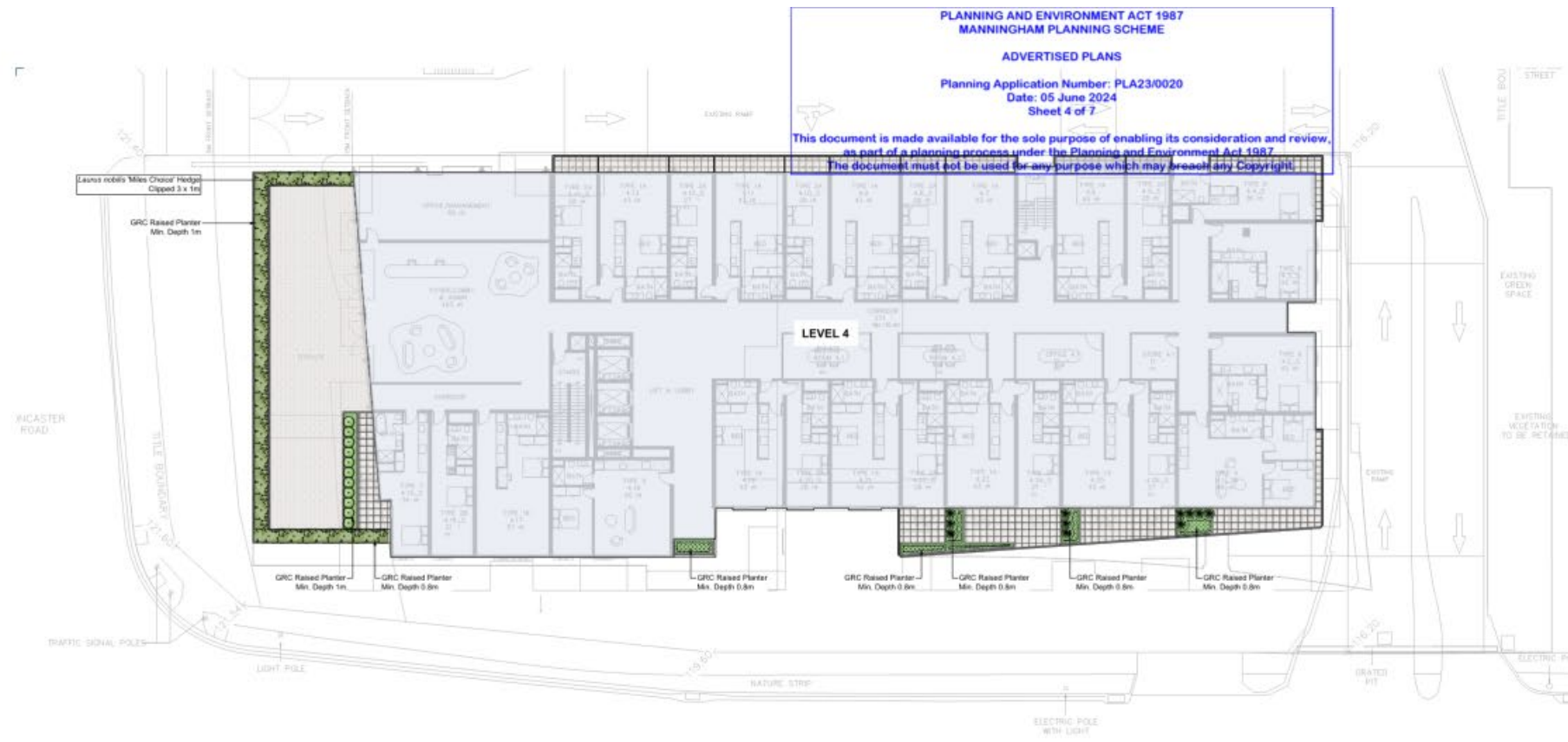
CLIENT  
**Doncaster Trust Pty Ltd**

PROJECT  
**Mixed Use Development**  
669-671 Doncaster Road, Doncaster (Formerly 657)

DRAWING  
Level 3 - Landscape Plan for Town Planning

SCALE: 1:200 @ A1  
DATE: FEB 2024  
DRAWN: DG  
CHECKED: KD  
JOB NO: 24-031  
DWG NO: 1993  
CAD FILE: 24-031-L-7P





**LEGEND**

- Proposed New Shrubs Refer to Plant Schedule
- Proposed New Groundcovers & Grasses Refer to Plant Schedule
- Proposed New Clipped Hedge Refer to Plant Schedule
- Proposed New Feature Paving - Type 01 To Later Detail
- Proposed New Feature Paving - Type 02 To Later Detail

**PROPOSED PLANT SCHEDULE**

SYM	BOTANICAL NAME	COMMON NAME	DE WID <sup>a</sup>	HEIGHT X WID <sup>b</sup> AT MATURITY	MIN SUPPLY SIZE	QTY
LNSC	<i>Laurus nobilis</i> 'Miles Choice'	Miles Choice Bay	DE	3 x 1m	30cm <sup>1</sup> 5m <sup>1</sup>	
WBG	<i>Westringia fruticosa</i> 'Blue Gem'	Blue Gem Coastal Rosemary	EN	1 x 0.8m	200mm pot	
<b>TOTAL</b>						
LIT	<i>Lomandra longifolia</i> 'Tanika'	Tanika Mel-rush	EN	0.6 x 0.6m	140mm pot	
M/Y	<i>Myoporum parvifolium</i> 'Yareena'	Creeping Botchella Yareena	EN	0.1 x 1m	140mm pot	
RSP	<i>Rosmarinus officinalis</i> 'Prostratus'	Prostrate Rosemary	DE	0.5 x 1.5m	140mm pot	
<b>TOTAL</b>						
<b>TOTAL</b>						To Later Detail

<sup>a</sup>DE = Deciduous/Evergreen      <sup>b</sup>NE = Native/Exotic

LEVEL 4  
Scale: 1:250

**PROPOSED PLANT PALETTE**



*Laurus nobilis* 'Miles Choice'      *Westringia fruticosa* 'Blue Gem'      *Lomandra longifolia* 'Tanika'      *Myoporum parvifolium* 'Yareena'      *Rosmarinus officinalis* 'Prostratus'

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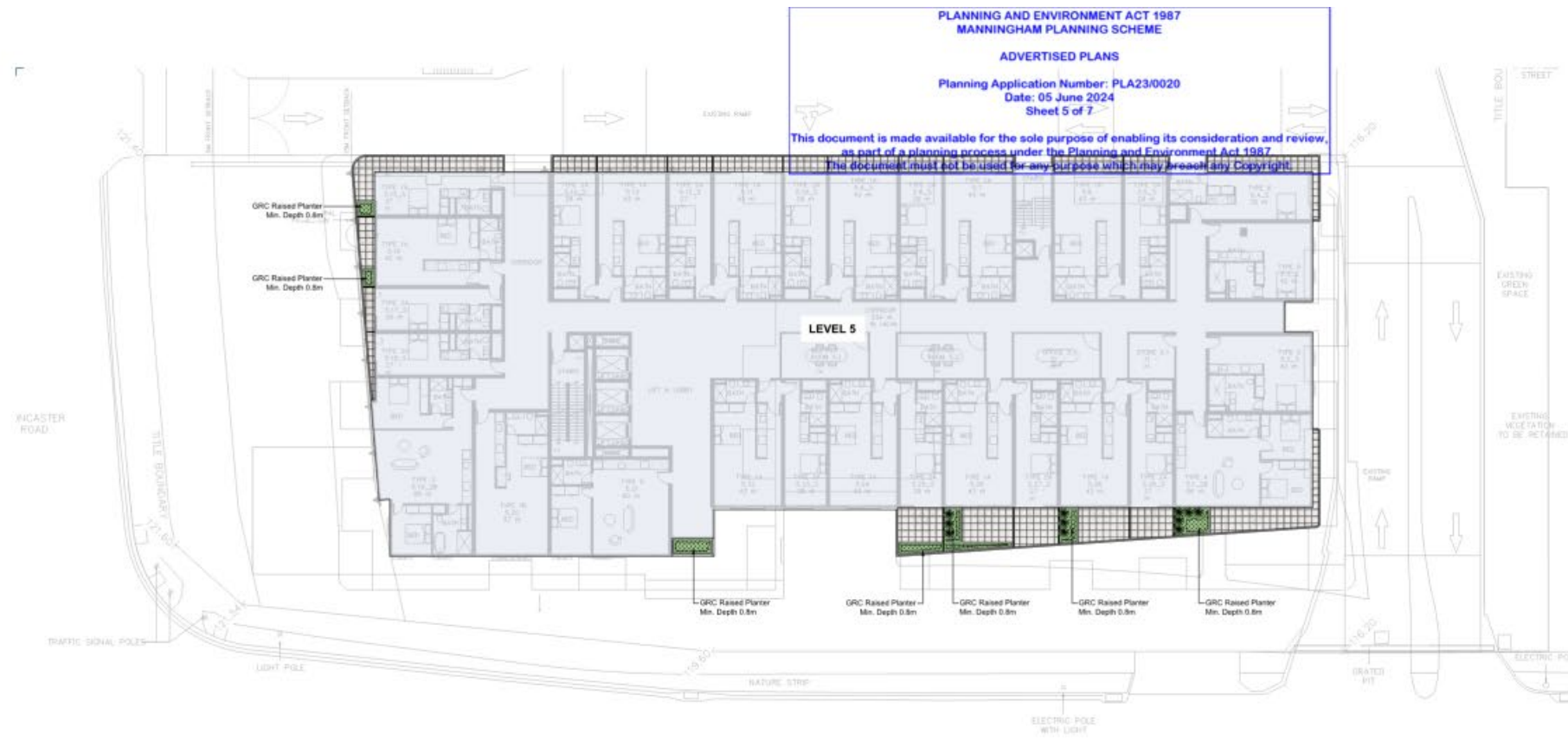
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PROJECT: **Mixed Use Development**  
669-671 Doncaster Road, Doncaster (Formerly 657)

DRAWING: Level 4 - Landscape Plan for Town Planning

SCALE: 1:250 @ A1  
DATE: FEB 2024  
DRAWN: DG  
CHECKED: KD  
JOB NO: 24-031  
DWG NO: 1994  
CAD FILE: 24-031-L-10

Document Set ID: 231092  
Version: 1, Version Date: 24/04/2024





**LEGEND**

- Proposed New Groundcovers & Grasses Refer to Plant Schedule
- Proposed New Feature Paving To Later Detail
- Proposed New Climbers Refer to Plant Schedule

**PROPOSED PLANT SCHEDULE**


SYM	BOTANICAL NAME	COMMON NAME	DENES*	HEIGHT X WIDTH AT MATURITY	MIN SUPPLY SIZE	QTY
UT	<i>Lomandra longifolia</i> 'Tanika'	Tanika Mat-rush	EN	0.6 x 0.8m	140mm pot	
MpY	<i>Myoporum parvifolium</i> 'Yareena'	Creeping Boobiala Yareena	EN	0.1 x 1m	140mm pot	
RpP	<i>Rosmarinus officinalis</i> 'Prostratus'	Prostrate Rosemary	EN	0.5 x 1.5m	140mm pot	
					<b>TOTAL</b>	

\*DE = Deciduous/Evergreen      NE = Native/Exotic


To Later Detail

LEVEL 5  
Scale: 1:200


**PROPOSED PLANT PALETTE**



*Lomandra longifolia* 'Tanika'



*Myoporum parvifolium* 'Yareena'



*Rosmarinus officinalis* 'Prostratus'

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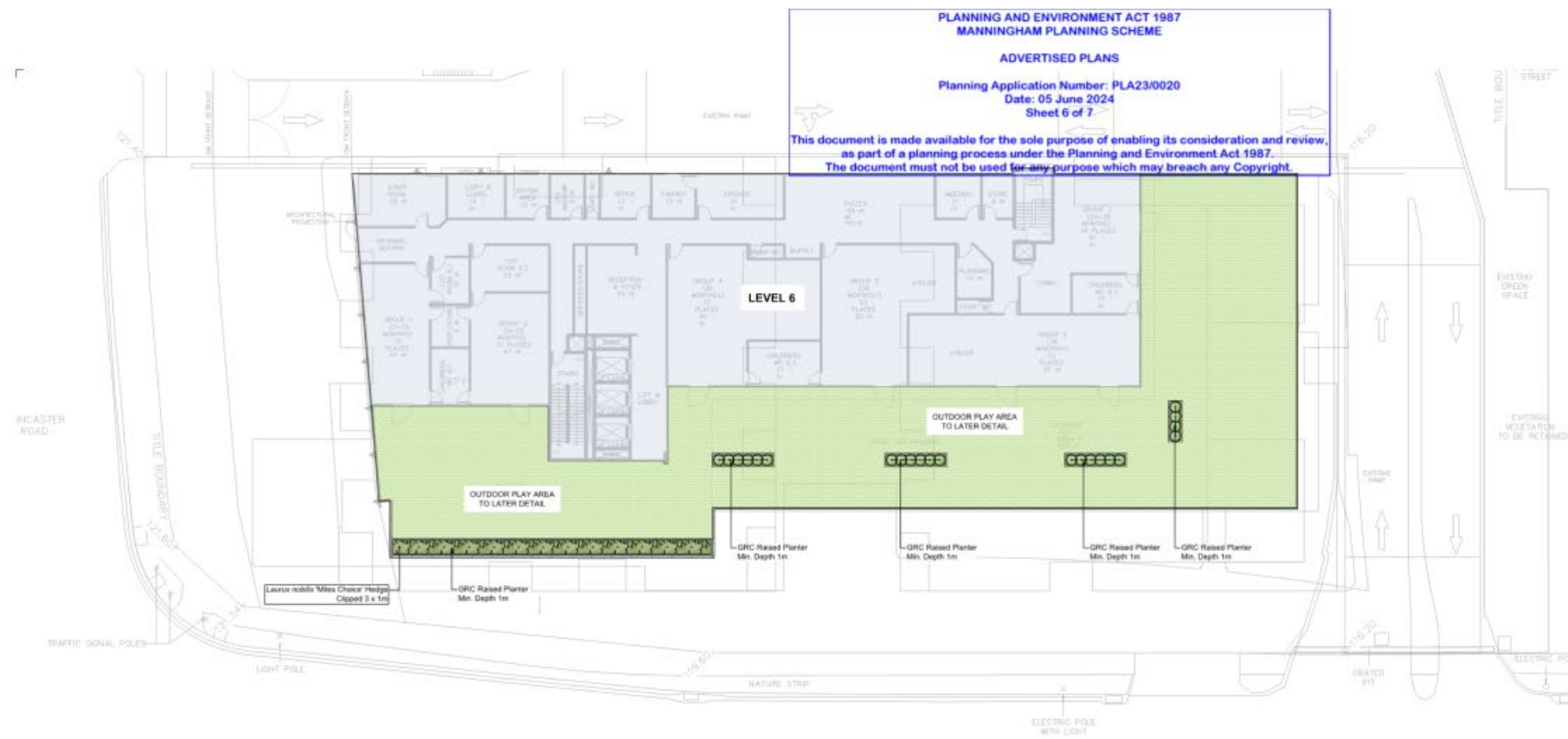
CLIENT: **Doncaster Trust Pty Ltd**  
PROJECT: **Mixed Use Development**  
669-671 Doncaster Road, Doncaster (Formerly 657)

REVISION: \_\_\_\_\_ DATE: \_\_\_\_\_ BY: \_\_\_\_\_

DRAWING: **Level 5 - Landscape Plan for Town Planning**

SCALE: 1:200 @ A1  
DATE: FEB 2024  
DRAWN: DG  
CHECKED: KD  
JOB NO: 24-031  
DWG NO: 1999  
CAD FILE: 24-031-L-10

Document Set ID: 2310902  
Version: 1, Version Date: 24/04/2024



PLANNING AND ENVIRONMENT ACT 1987  
MANNINGHAM PLANNING SCHEME  
ADVERTISED PLANS  
Planning Application Number: PLA23/0020  
Date: 05 June 2024  
Sheet 6 of 7  
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LEGEND

- Proposed New Clipped Hedge Refer to Plant Schedule
- Proposed New GRC Raised Planter Box Refer to Specification
- Proposed New Shrubs Refer to Plant Schedule
- Proposed Outdoor Play Area To Later Detail

PROPOSED PLANT SCHEDULE

SYM	BOTANICAL NAME	COMMON NAME	DENSA*	HEIGHT x WIDTH x MATURITY	MIN SUPPLY SIZE	QTY
SHRUBS						
LAMC	Laurus nobilis 'Miles Choice'	Miles Choice Bay	5/6x	3 x 1m	30cm/1.5mH	
WBG	Westringia fruticosa 'Blue Gem'	Blue Gem Coastal Rosemary	5/6x	1 x 0.8-1m	200mm pot	
					<b>TOTAL</b>	
			*D/E = Deciduous/Evergreen		N/E = Native/Exotic	

LEVEL 6  
Scale: 1:200

PROPOSED PLANT PALETTE



Laurus nobilis 'Miles Choice'



Westringia fruticosa 'Blue Gem'

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**Doncaster Trust Pty Ltd**

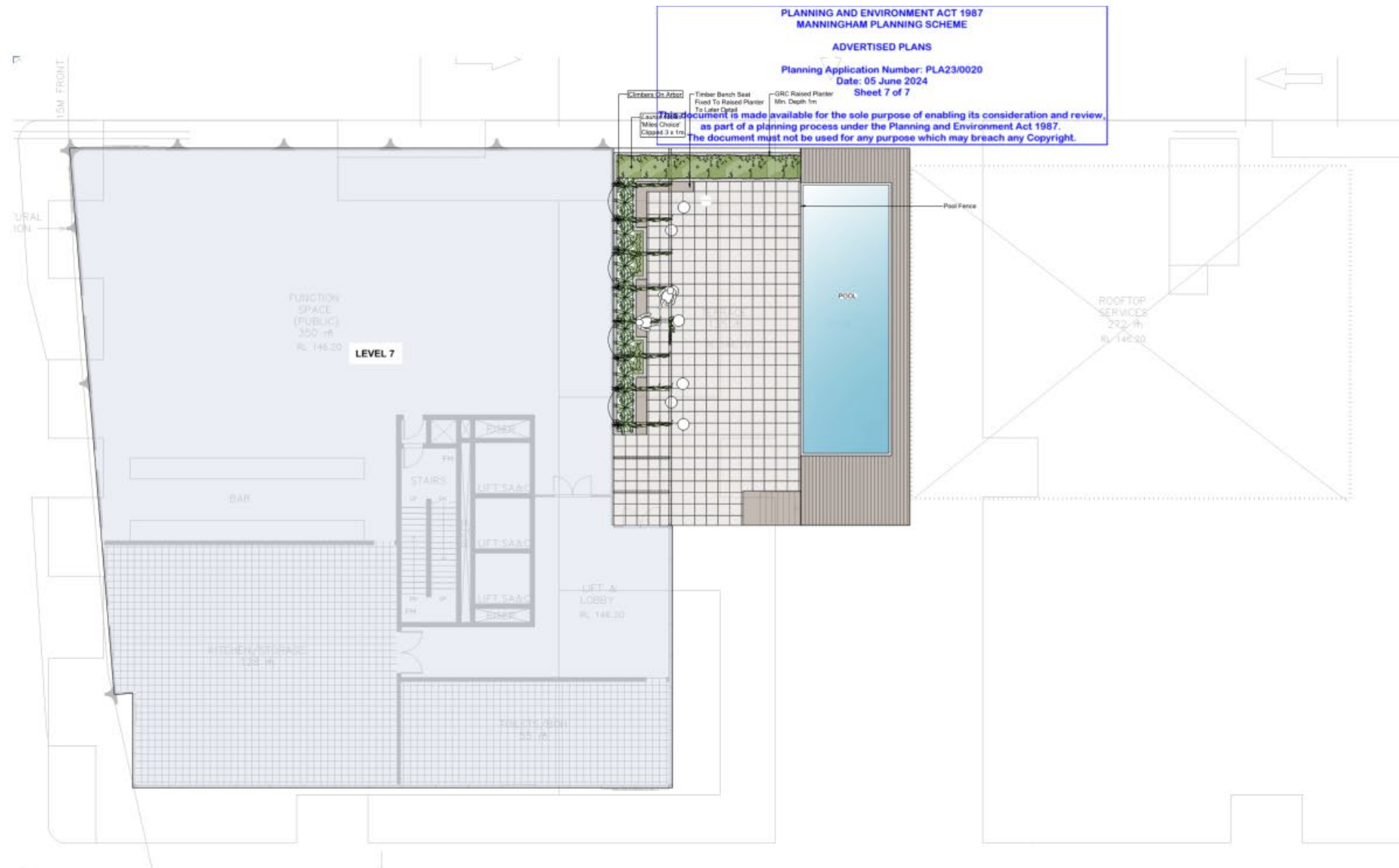
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**Mixed Use Development**  
669-671 Doncaster Road, Doncaster (Formerly 657)

REVISION DATE BY

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DATE FEB 2024  
DRAWN DG  
CHECKED KD  
JOB NO 24-031  
DWG NO 1996  
CAD FILE 24-031-L-07

DRAWING  
Level 6 Childcare - Landscape Plan for Town Planning





PROPOSED PLANT PALETTE



LEVEL 7  
Scale: 1:100

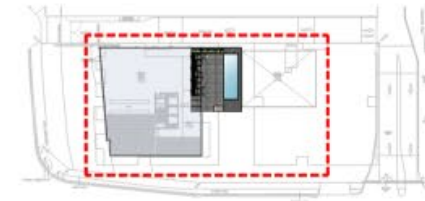
LEGEND

- Proposed New Clipped Hedge  
Refer to Plant Schedule
- Proposed New Timber Decking  
To Later Detail
- Proposed New Shrubs  
Refer to Plant Schedule
- Proposed New Feature Paving - Type 02  
To Later Detail
- Proposed New Groundcovers & Grasses  
Refer to Plant Schedule
- Proposed New GRC Raised Planter Box  
Refer to Specification
- Proposed New Climbers  
Refer to Plant Schedule

PROPOSED PLANT SCHEDULE

SYM	BOTANICAL NAME	COMMON NAME	DE/NE*	HEIGHT X WIDTH AT MATURITY	MIN SUPPLY SIZE	QTY
SHRUBS	GL	<i>Gaura lindheimeri</i>	EEs	1.2 x 1m	200mm pot	
	LiMC	<i>Laurus nobilis</i> 'Miles Choice'	EEs	3 x 1m	300mm 5way	
						TOTAL
<b>GROUNDCOVERS</b>						
RP	<i>Rosmarinus officinalis</i> 'Prostratus'	Prostrate Rosemary	EEs	0.3 x 1.5m	140mm pot	
						TOTAL
<b>CLIMBERS</b>						
Pp	<i>Pandorea pandorana</i>	Wonga Wonga Vine	EN	Twining Climber	140mm pot	
						TOTAL

\*DE = Deciduous/Evergreen      NE = Native/Exotic



KEY PLAN  
NTS

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REVISION      DATE      BY

CLIENT  
**Doncaster Trust Pty Ltd**

PROJECT  
**Mixed Use Development**

669-671 Doncaster Road, Doncaster (Formerly 657)

DRAWING  
Level 7 Rooftop - Landscape Plan for Town Planning

SCALE  
1:100 @ A1

DATE  
JUN 2024

DRAWN  
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JOB NO  
24-031

DWG NO  
1997

CAD FILE  
24-031-L-7P



**PLANNING AND ENVIRONMENT ACT 1987  
MANNINGHAM PLANNING SCHEME**

**AMENDED ENDORSED PLAN**  
in accordance with and forms part of  
**Planning Permit PL12/022747 (PSEC20/0250)**

Signature for the Responsible Authority: JG (previous plans 31/7/2019)  
Date: 28 September 2020

Sheet 1 of 33

MANNINGHAM

**SK DRAWING REGISTER**

SK100	Cover Sheet
SK104	Doncaster Rd Elevation (South Elevation)
SK105	Tower St Elevation (West Elevation)
SK106	Council St Elevation (East Elevation)
SK107	North Elevation (North Elevation)
SK108	Site Plan
SK109	Basement B3 - Car Park Floor Plan
SK110	Basement B2 - Car Park Floor Plan
SK111	Basement B1 - Car Park Floor Plan
SK112	Bunnings Ground Floor Plan
SK113	Residential - Mid Ground Floor Plan
SK114	Bunnings Level 1 Floor Plan
SK115	Residential - Level 2 Floor Plan
SK116	Residential Floor Plans - Podium Level 3
SK117	Residential Floor Plans - Level 4 & 5
SK118	Residential Floor Plans - Level 6
SK119	Residential Floor Plans - Level 7
SK120	Roof Plan
SK121	Typical Apartments
SK122	Staging Plan
SK123	Public Realm Plan - Stage 1
SK124	Public Realm Plan - Stage 2
SK125	Facade Details
SK134	Section AA
SK135	Section BB
SK136	Section CC
SK137	Section DD
SK138	Section EE
SK139	Section FF
SK140	Section GG
SK141	Section HH
SK142	Section II
SK700	Shadow Study - 22 June 11.30am
SK701	Shadow Study - 22 June 12.30pm
SK702	Shadow Study - 22 June 1.30pm
SK800	External Schedule of Finishes
SK802	Street View - Doncaster Rd corner Council St
SK803	Street View - Doncaster Rd corner Tower St
SK804	Street View - Council St
SK805	Street View - Tower St
SK806	Street View - Lobby Close-up
SK807	Street View - Stage 2 Close-up
SK1000	L3 Terrace 1-250 at A3
SK1001	L4 Room 459
SK1002	Pool Pavilion Section



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Cover Sheet  
Doncaster Hill Mixed Use. 659-667 Doncaster Rd, Doncaster, Vic, 3108

18.07.2019  
170094/SK100ee

ClarkeHopkinsClarke 2014

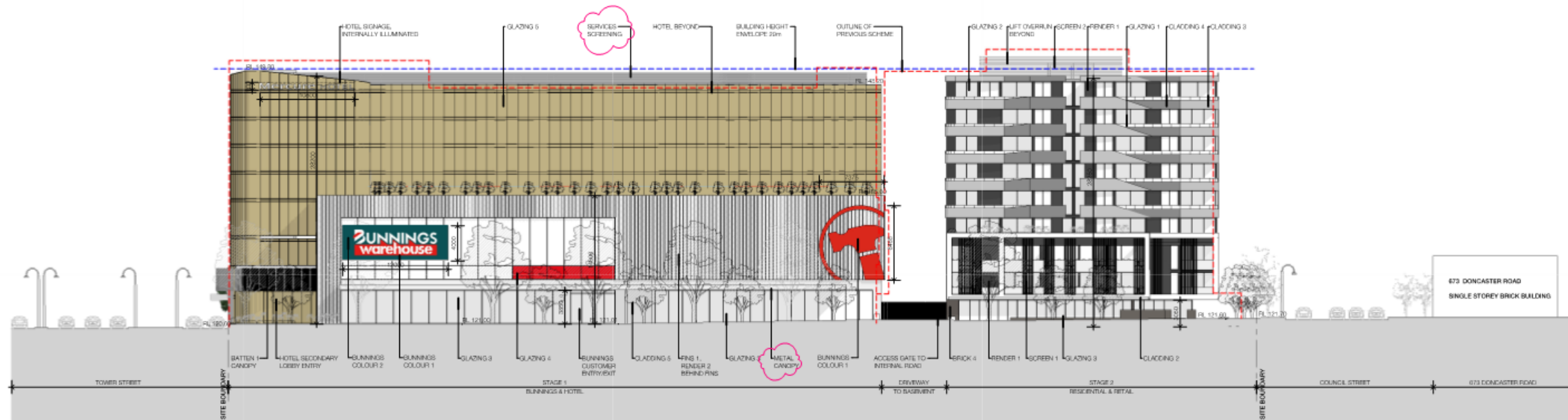
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MANNINGHAM PLANNING SCHEME**

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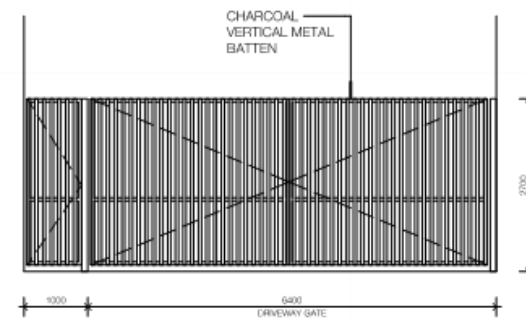
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Doncaster Road Elevation (South Elevation)



Doncaster Rd Gate



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Doncaster Rd Elevation (South Elevation)  
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Scale 1:250 @ A1  
1:500 @ A3  
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Clarke Hopkins Clarke 2014

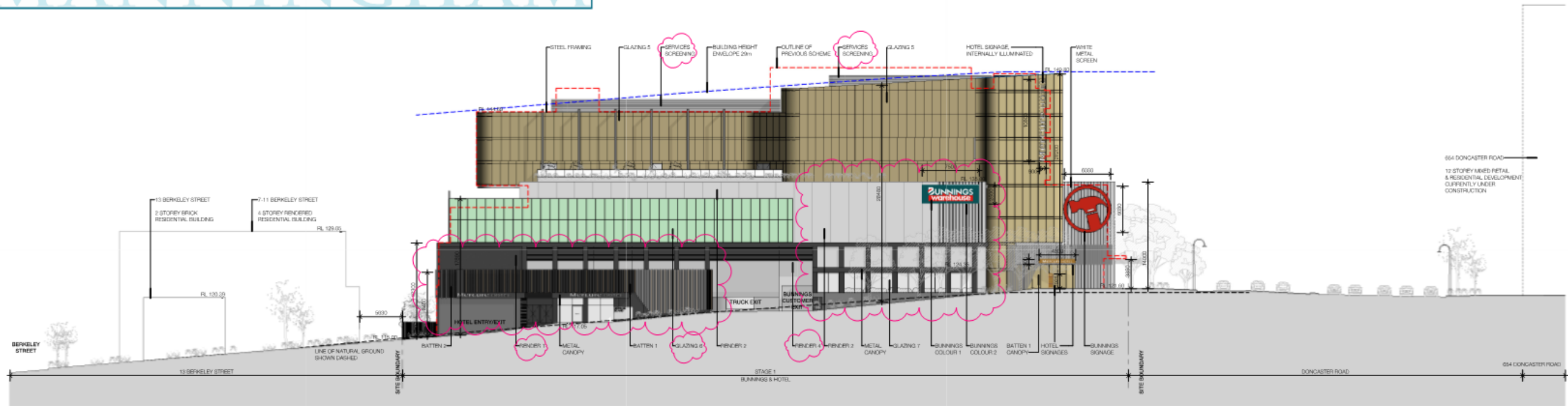
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Tower Street Elevation (West Elevation)



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Tower St Elevation (West Elevation)  
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Scale 1:250 @ A1  
1:500 @ A3  
0 5 10

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Council Street Elevation (East Elevation)



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Council St Elevation (East Elevation)  
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Scale 1:250 @ A1  
 1:500 @ A3  
 0 5 10

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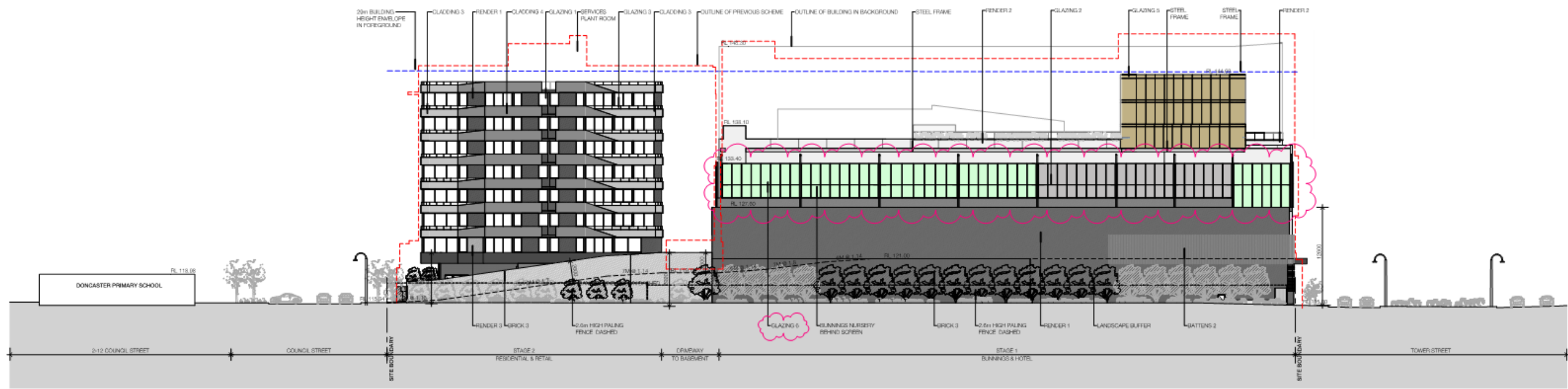
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MANNINGHAM



North Elevation



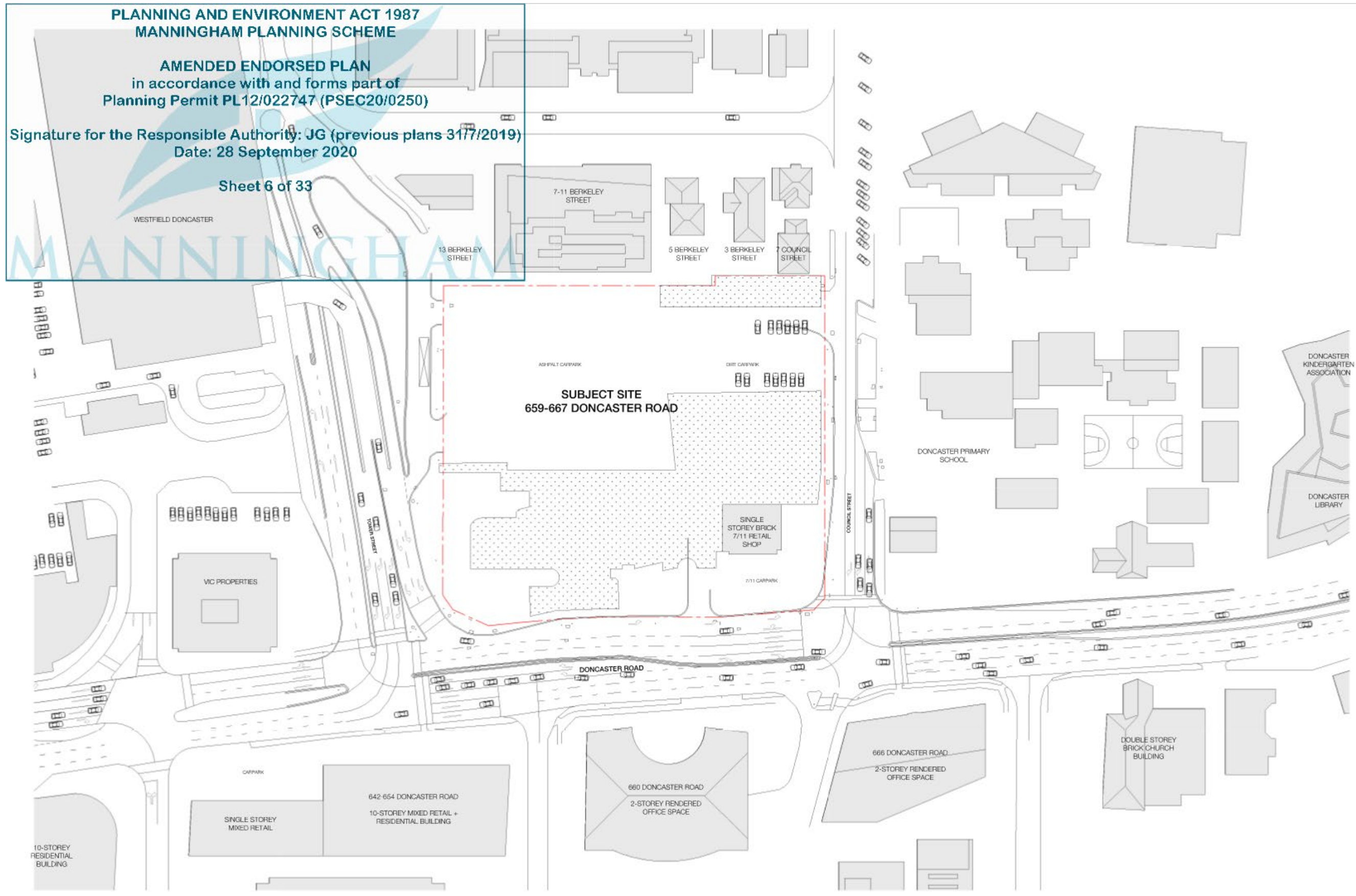
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 Colingwood Victoria 3096  
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 Facsimile (03) 9419 4345  
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North Elevation (North Elevation)  
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Scale 1:250 @ A1  
 1:500 @ A3

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Site Plan  
Doncaster Hill Mixed Use. 659-667 Doncaster Rd, Doncaster, Vic, 3108

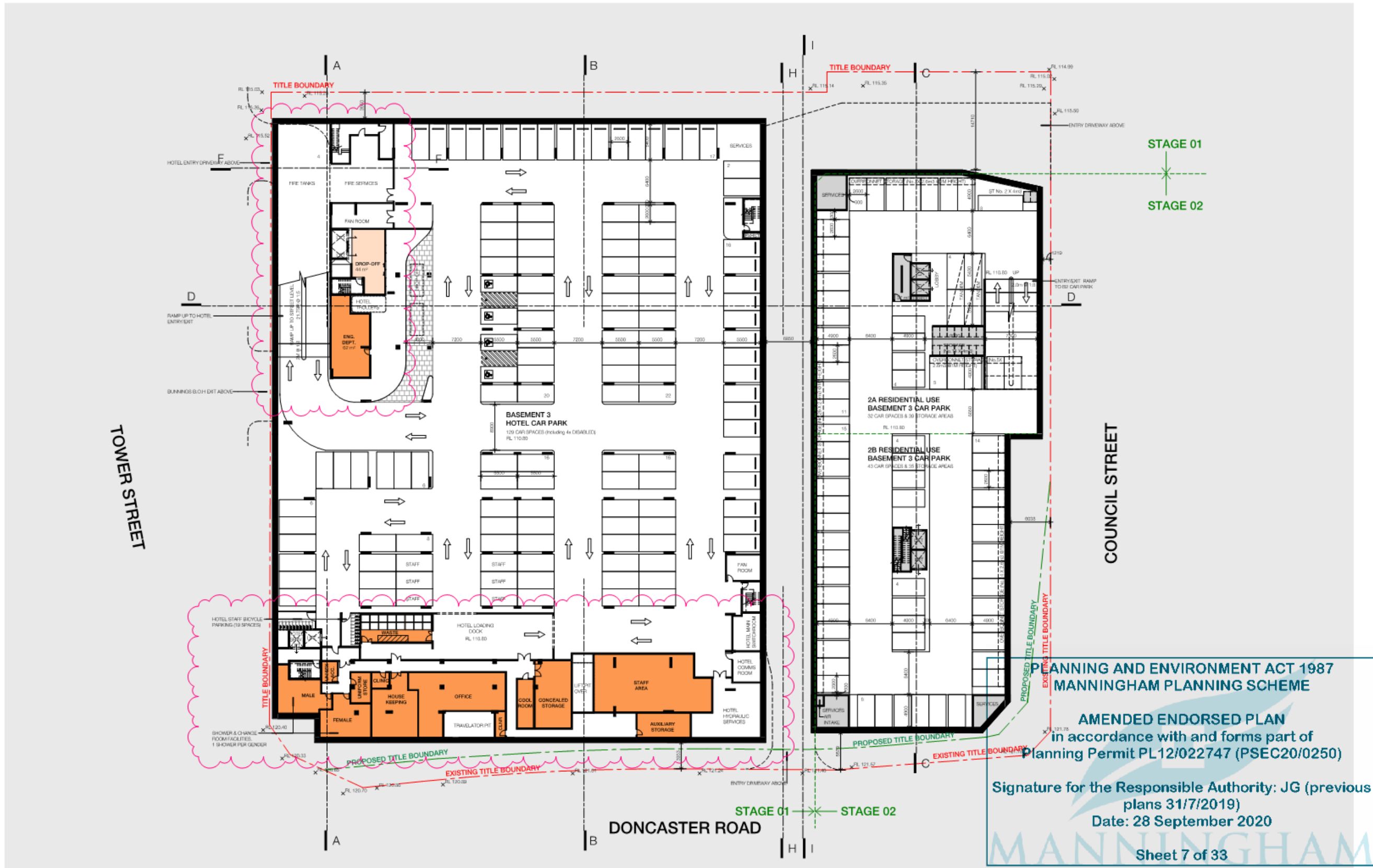


Scale 1:500 @ A1  
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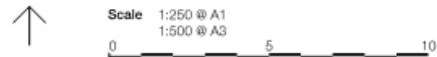
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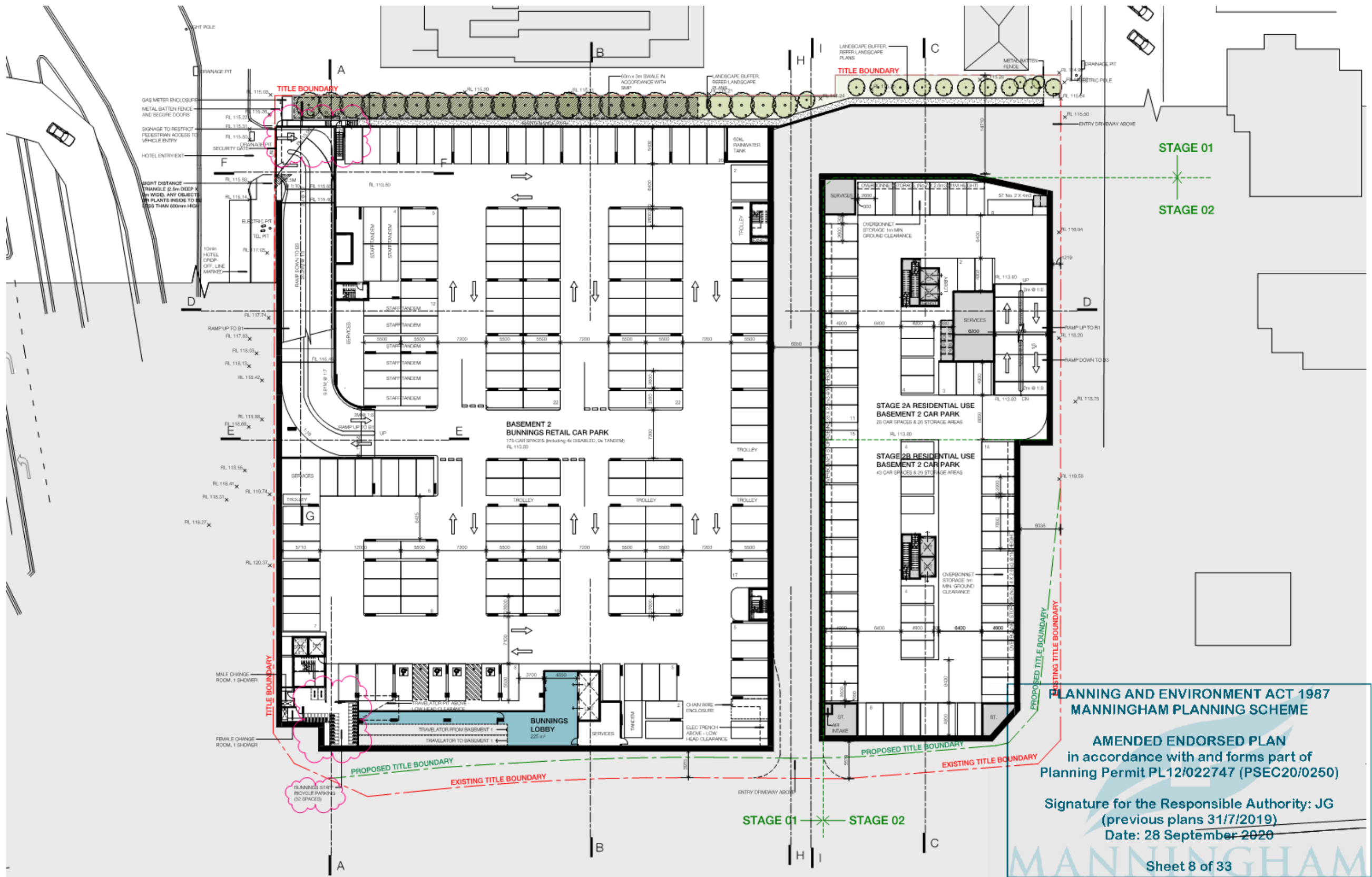
**BUNNINGS warehouse**

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 Telephone (03) 9419 4340  
 Facsimile (03) 9419 4345  
 Email studio@chc.com.au  
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Basement B3 - Car Park Floor Plan  
 Doncaster Hill Mixed Use. 659-667 Doncaster Rd, Doncaster, Vic, 3108

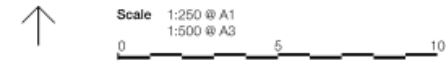


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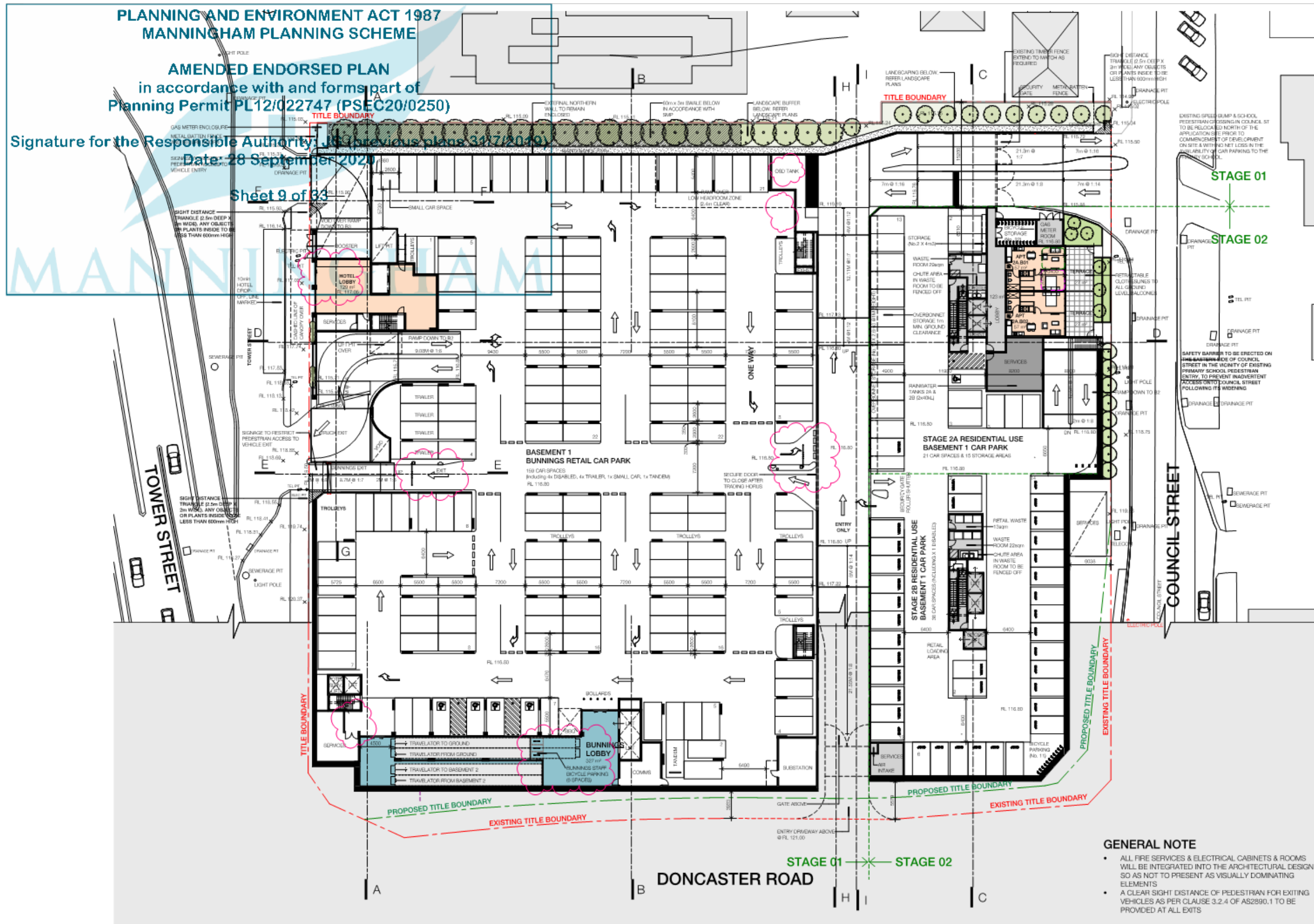
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 Facsimile (03) 9419 4345  
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Basement B2 - Car Park Floor Plan  
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**GENERAL NOTE**

- ALL FIRE SERVICES & ELECTRICAL CABINETS & ROOMS WILL BE INTEGRATED INTO THE ARCHITECTURAL DESIGN SO AS NOT TO PRESENT AS VISUALLY DOMINATING ELEMENTS
- A CLEAR SIGHT DISTANCE OF PEDESTRIAN FOR EXITING VEHICLES AS PER CLAUSE 3.2.4 OF AS2990.1 TO BE PROVIDED AT ALL EXITS

**BUNNINGS warehouse**

**Clarke Hopkins Clarke**

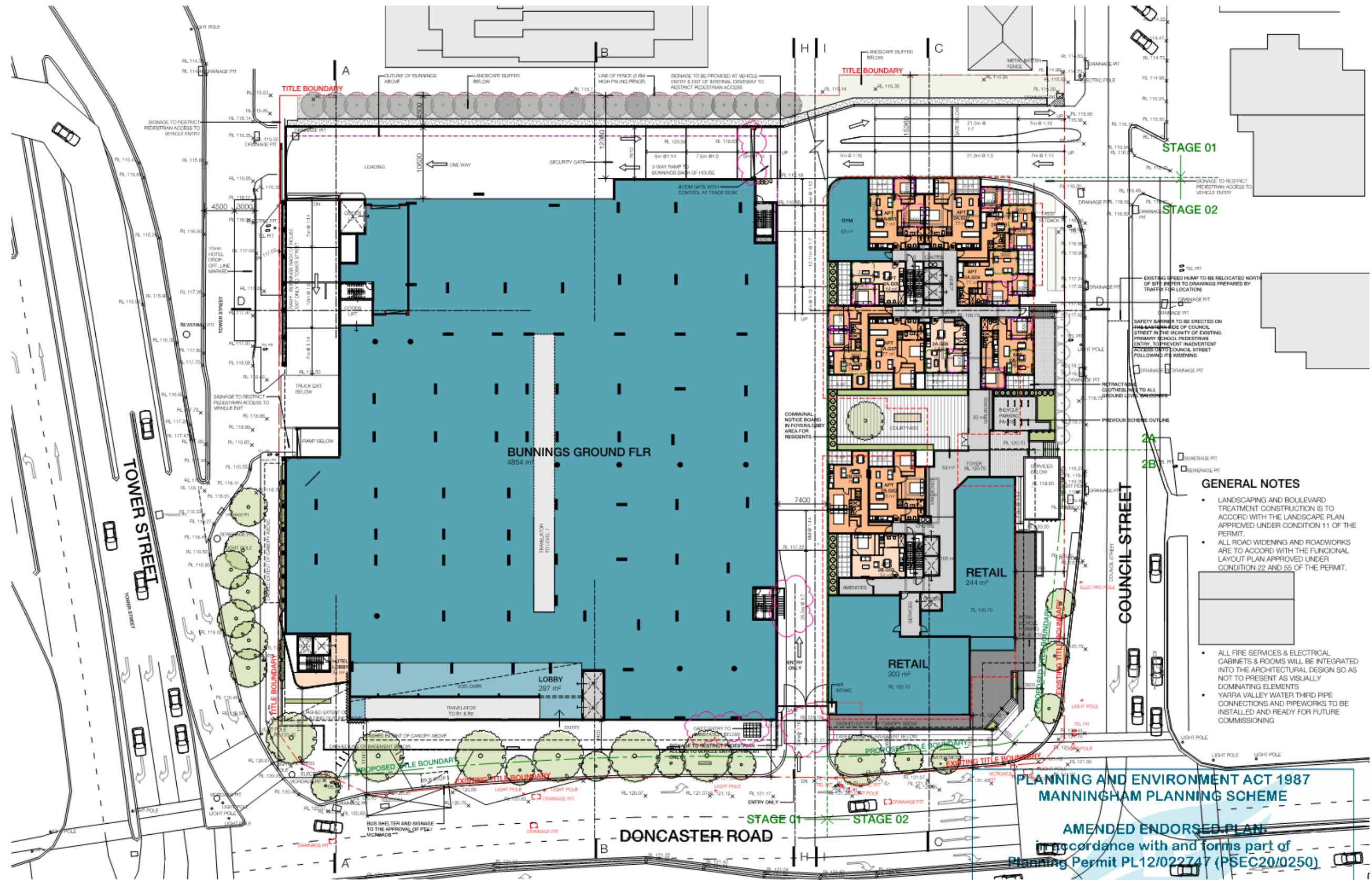
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Basement B1 - Car Park Floor Plan  
Doncaster Hill Mixed Use. 659-667 Doncaster Rd, Doncaster, Vic, 3108



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170094/SK111ff





- GENERAL NOTES**
- LANDSCAPING AND BOULEVARD TREATMENT CONSTRUCTION IS TO ACCORD WITH THE LANDSCAPE PLAN APPROVED UNDER CONDITION 11 OF THE PERMIT.
  - ALL ROAD WIDENING AND ROADWORKS ARE TO ACCORD WITH THE FUNCTIONAL LAYOUT PLAN APPROVED UNDER CONDITION 22 AND 55 OF THE PERMIT.
  - ALL FIRE SERVICES & ELECTRICAL CABINETS & ROOMS WILL BE INTEGRATED INTO THE ARCHITECTURAL DESIGN SO AS NOT TO PRESENT AS VISUALLY DOMINATING ELEMENTS
  - YARRA VALLEY WATER THIRD PIPE CONNECTIONS AND PIPEWORKS TO BE INSTALLED AND READY FOR FUTURE COMMISSIONING

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MANNINGHAM PLANNING SCHEME**

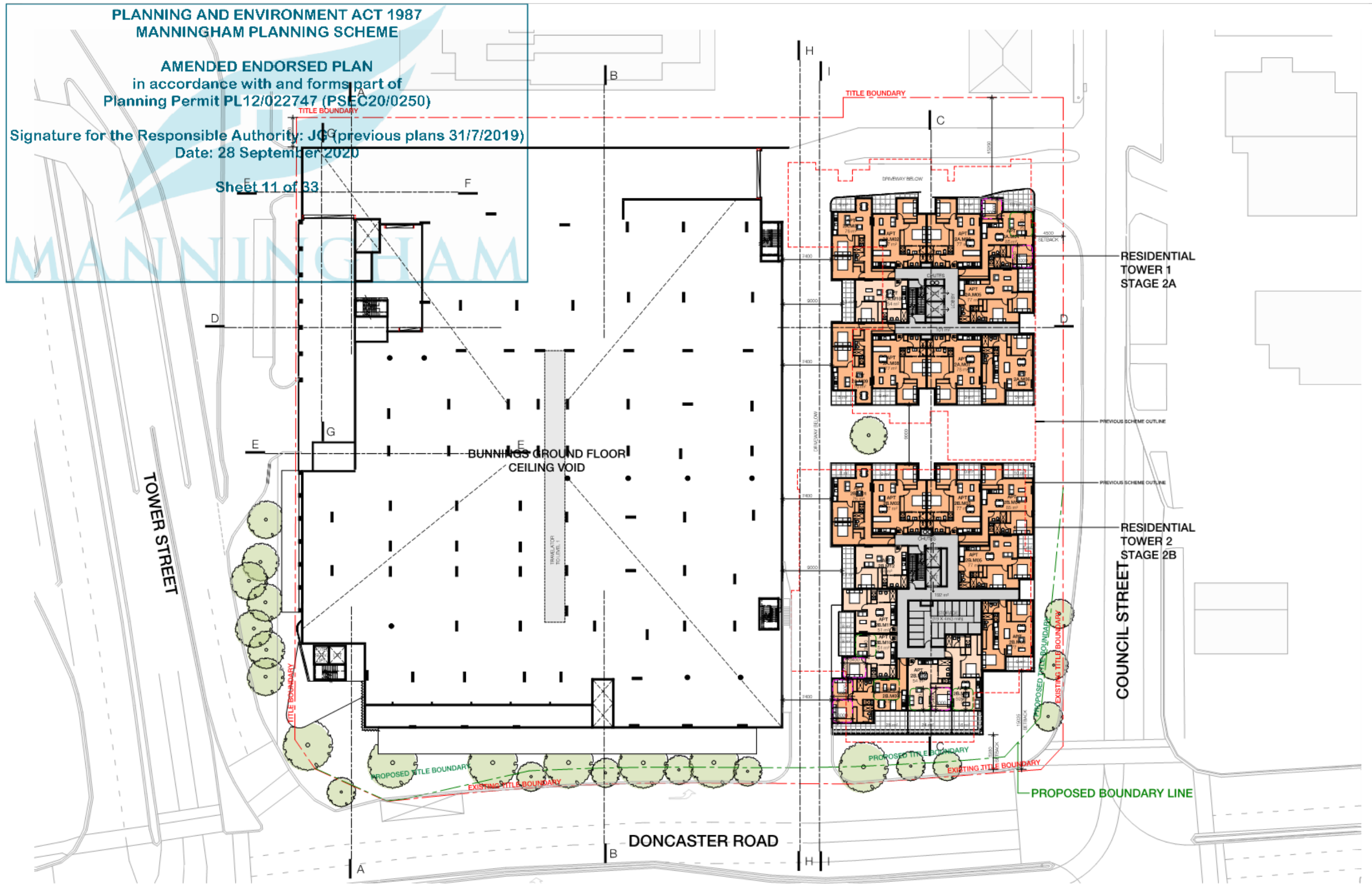
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Sheet 10 of 33

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Bunnings Ground Floor Plan  
Doncaster Hill Mixed Use. 659-667 Doncaster Rd, Doncaster, Vic, 3108



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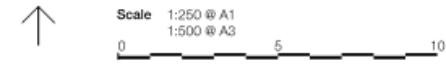
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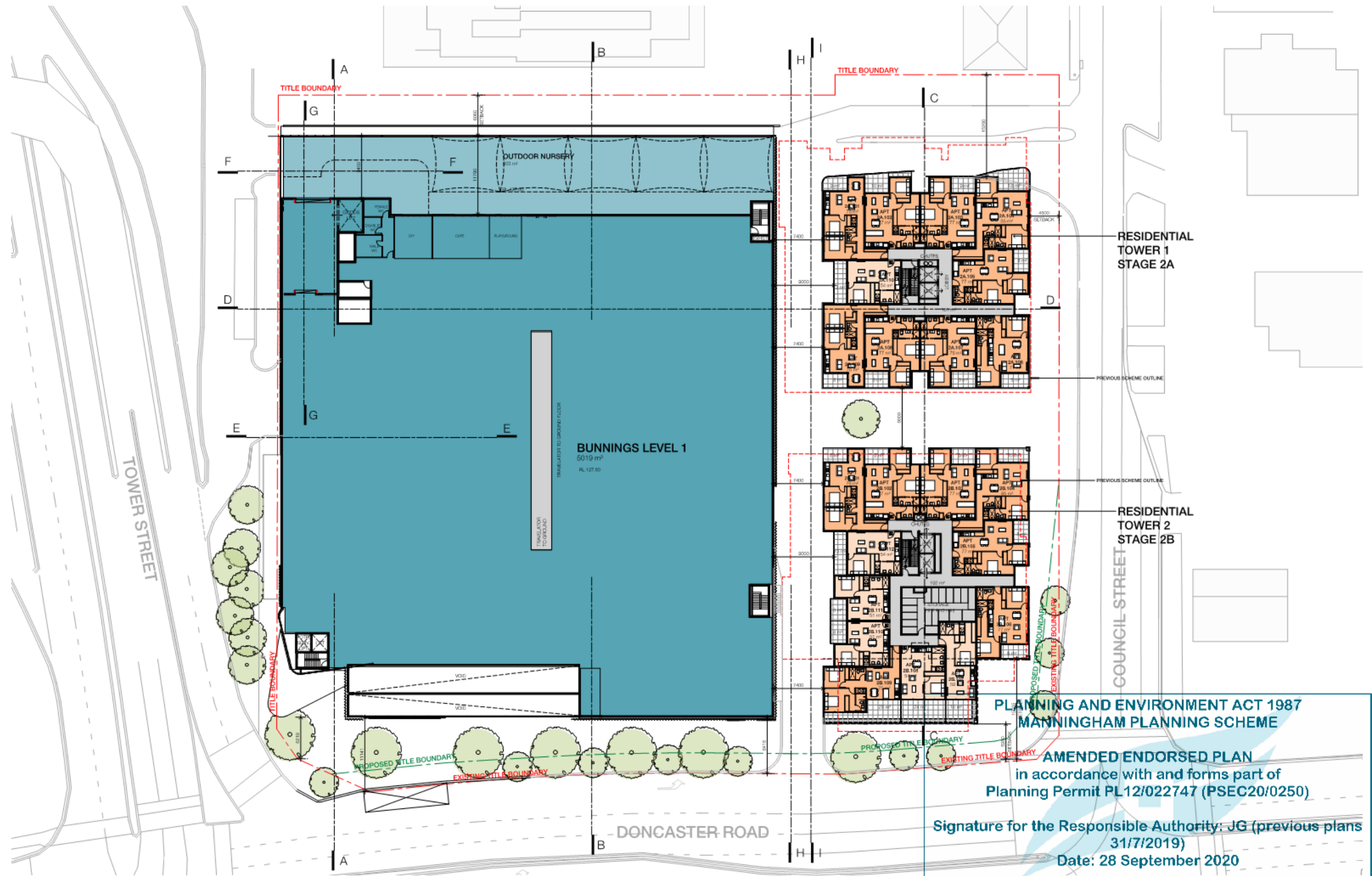
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Residential - Mid Ground Floor Plan  
Doncaster Hill Mixed Use. 659-667 Doncaster Rd, Doncaster, Vic, 3108



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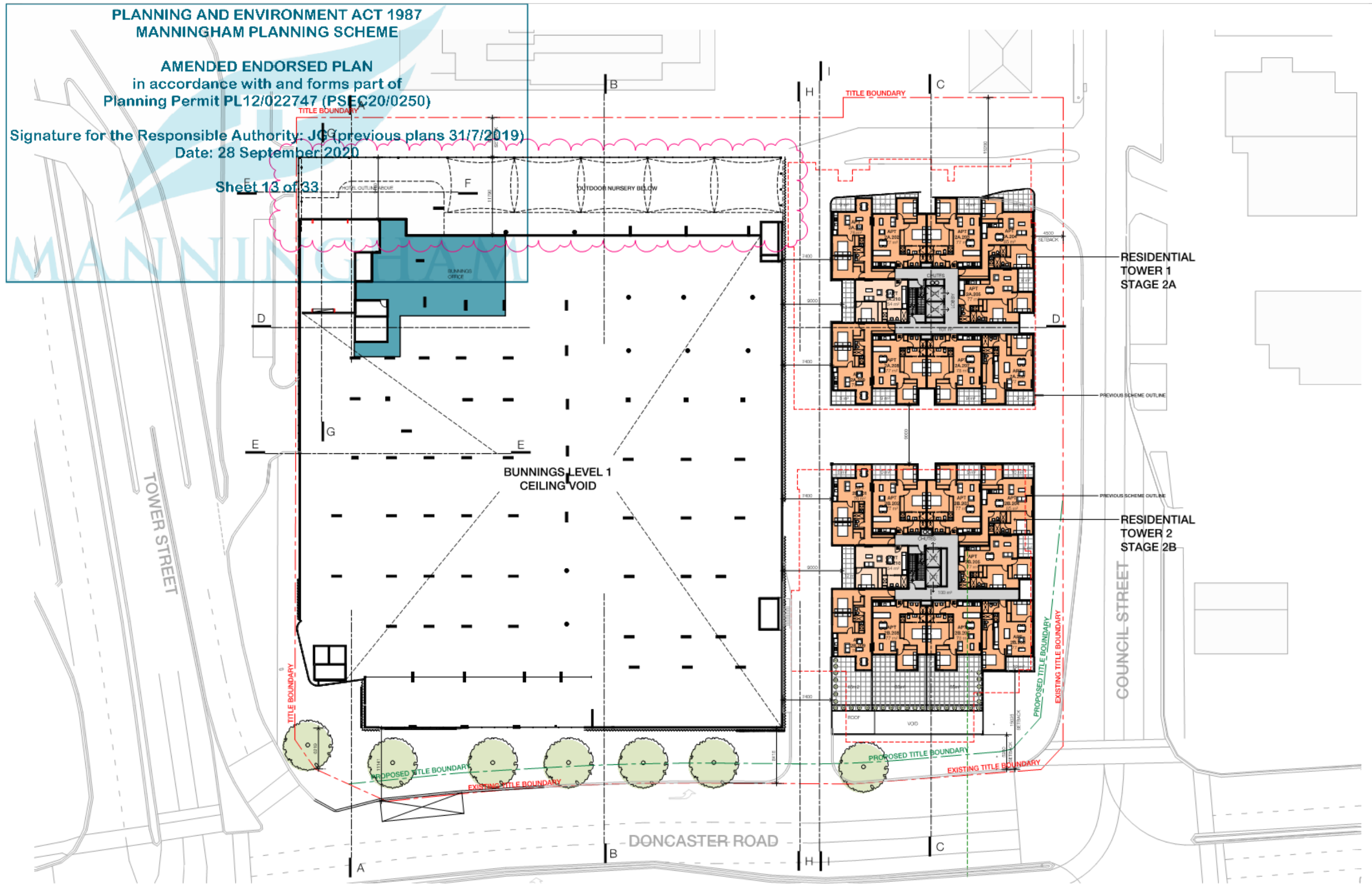
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Bunnings Level 1 Floor Plan  
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Scale 1:250 @ A1  
1:500 @ A2

18.07.2019  
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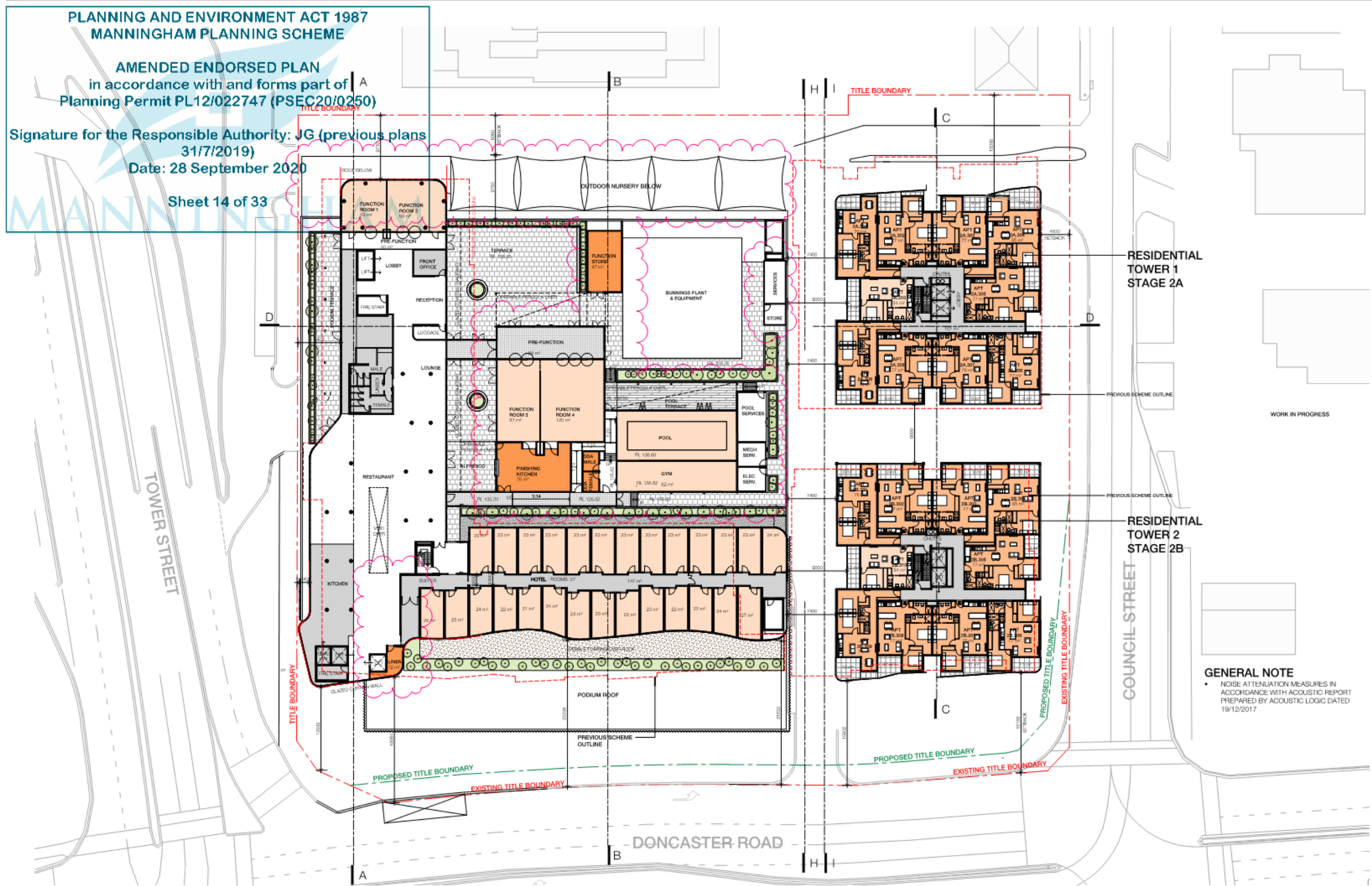
Residential - Level 2 Floor Plan  
 Doncaster Hill Mixed Use. 659-667 Doncaster Rd, Doncaster, Vic, 3108



Scale 1:250 @ A1  
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Residential Floor Plans - Podium Level 3  
Doncaster Hill Mixed Use. 659-667 Doncaster Rd, Doncaster, Vic, 3108

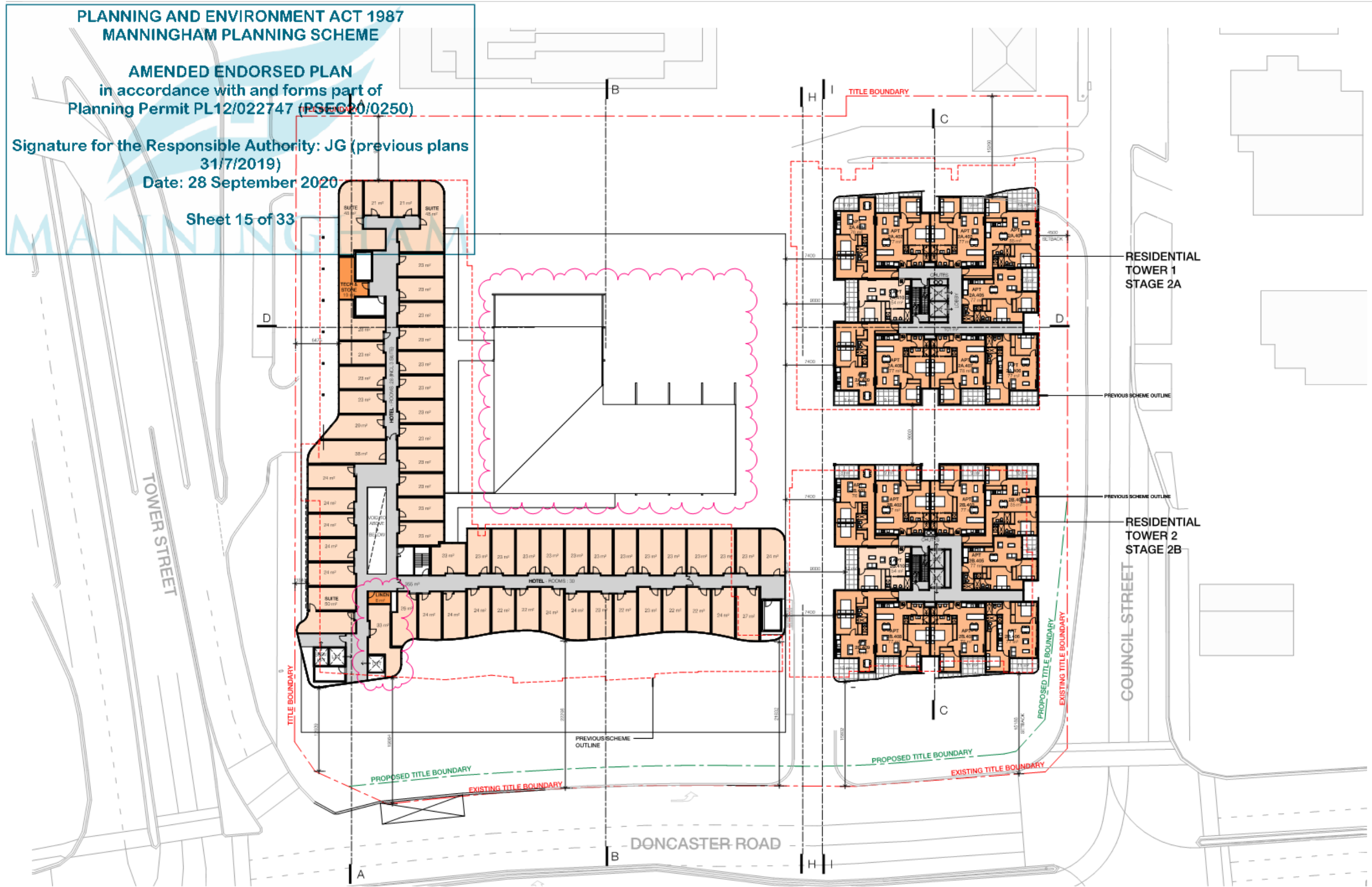


Scale 1:250 @ A1  
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Residential Floor Plans - Level 4 & 5  
 Doncaster Hill Mixed Use. 659-667 Doncaster Rd, Doncaster, Vic, 3108

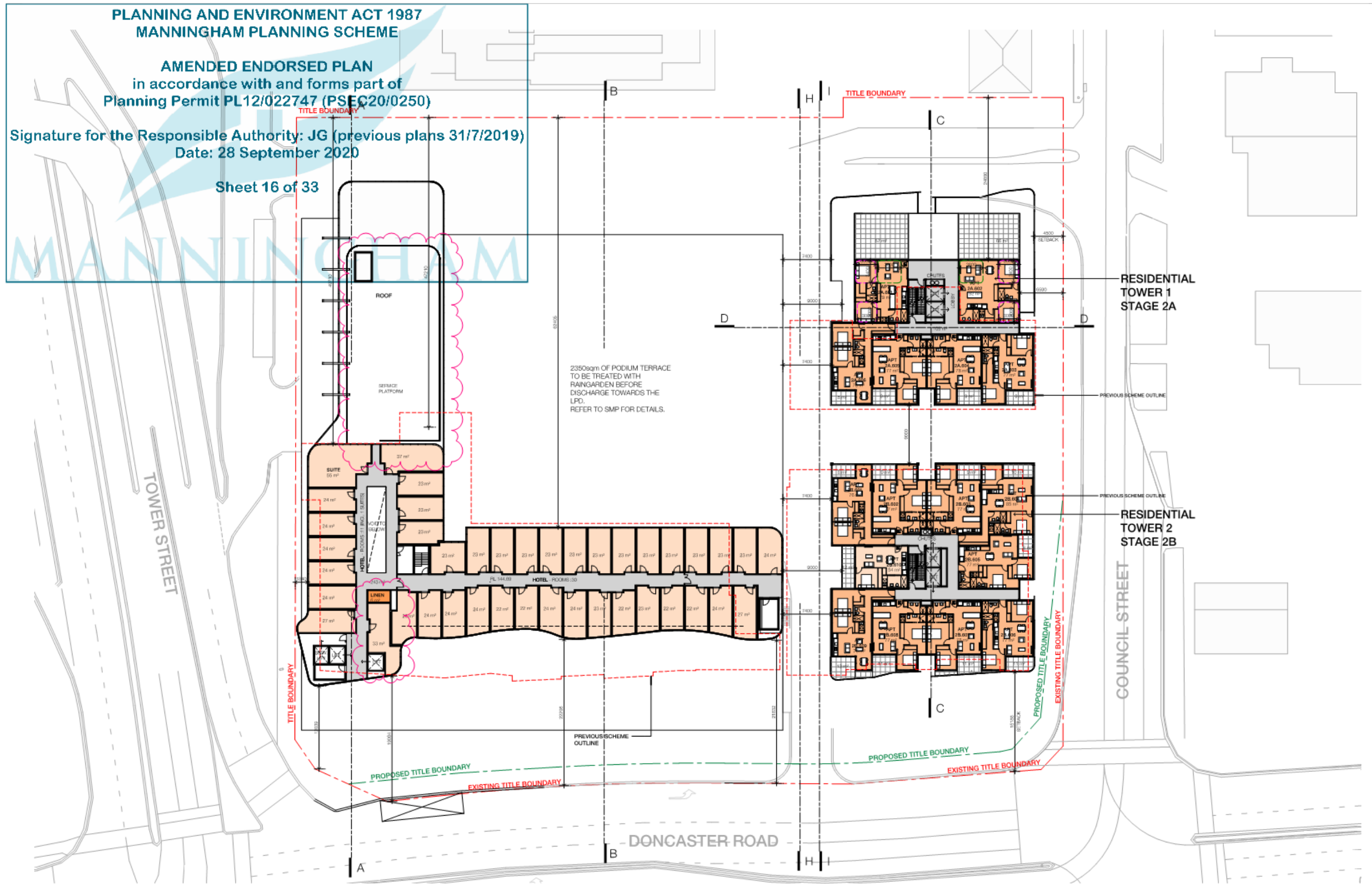


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2350sqm OF PODIUM TERRACE  
 TO BE TREATED WITH  
 RAINGARDEN BEFORE  
 DISCHARGE TOWARDS THE  
 LPD.  
 REFER TO SMP FOR DETAILS.

RESIDENTIAL  
 TOWER 1  
 STAGE 2A

RESIDENTIAL  
 TOWER 2  
 STAGE 2B

TOWER STREET

COUNCIL STREET

DONCASTER ROAD



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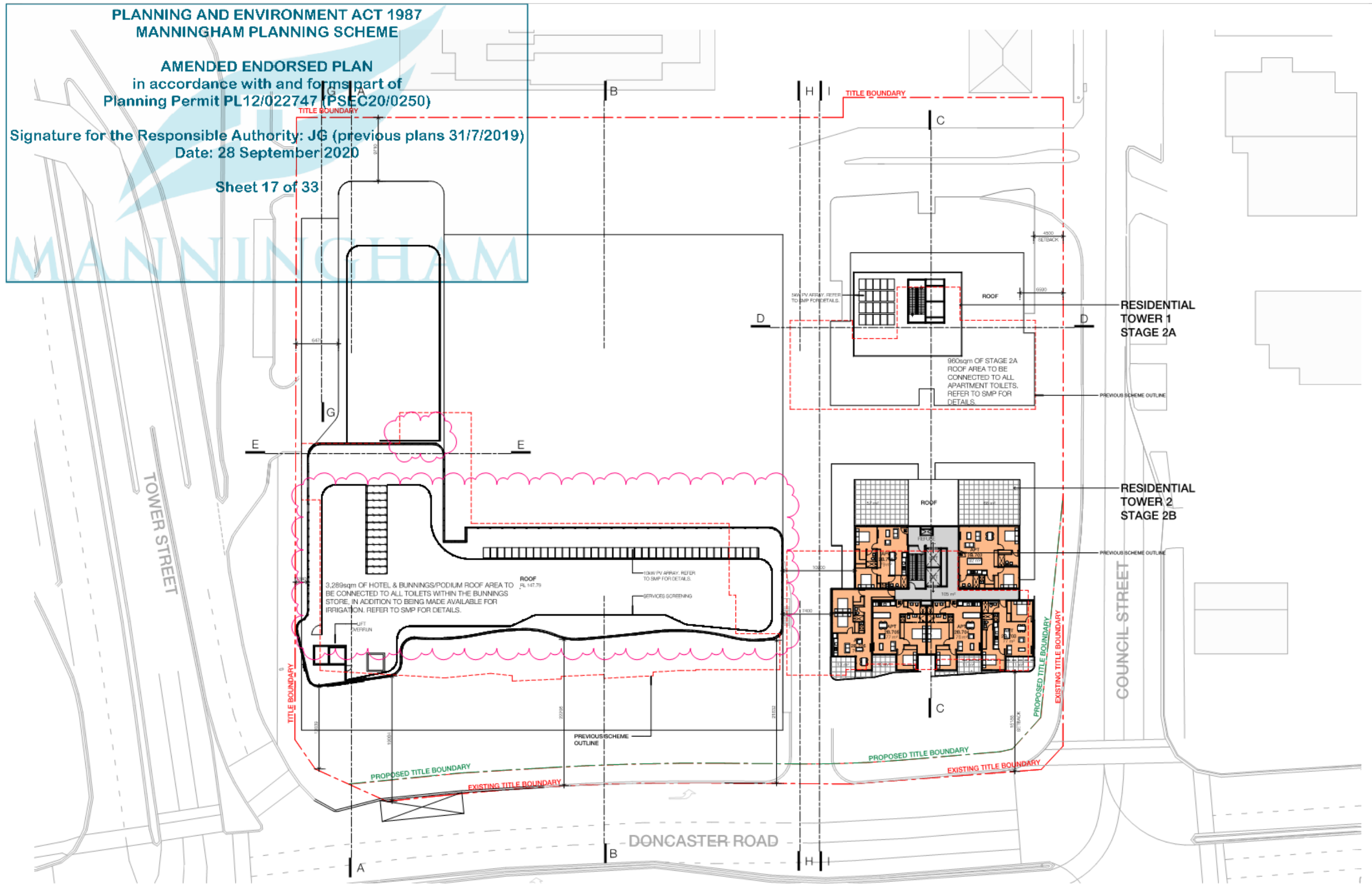
Residential Floor Plans - Level 6  
 Doncaster Hill Mixed Use. 659-667 Doncaster Rd, Doncaster, Vic, 3108



Scale 1:250 @ A1  
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3,289sqm OF HOTEL & BUNNINGS/PODIUM ROOF AREA TO BE CONNECTED TO ALL TOILETS WITHIN THE BUNNINGS STORE, IN ADDITION TO BEING MADE AVAILABLE FOR IRRIGATION. REFER TO SMP FOR DETAILS.

960sqm OF STAGE 2A ROOF AREA TO BE CONNECTED TO ALL APARTMENT TOILETS. REFER TO SMP FOR DETAILS.

1000 PV ARRAY. REFER TO SMP FOR DETAILS.

SERVICES SCREENING

**BUNNINGS warehouse**

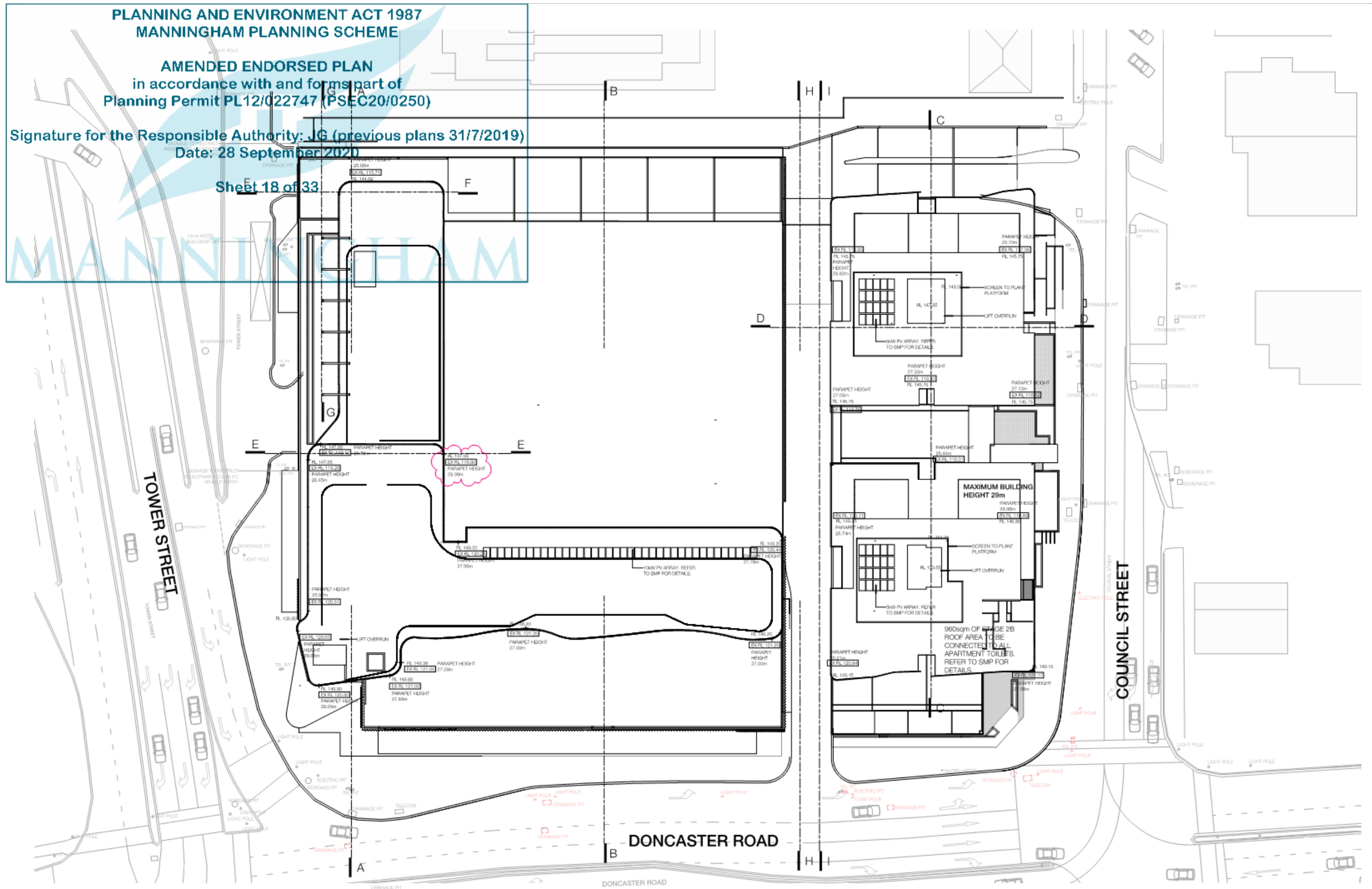
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Residential Floor Plans - Level 7  
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Roof Plan  
Doncaster Hill Mixed Use. 659-667 Doncaster Rd, Doncaster, Vic, 3108



Scale 1:250 @ A1  
1:500 @ A3  
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06.08.20  
170094/SK120ff

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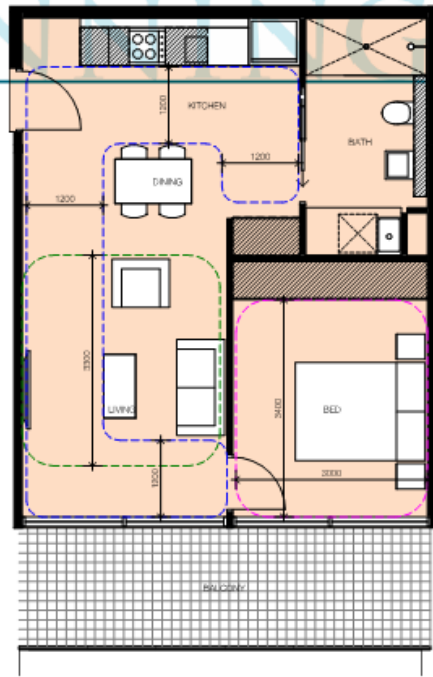


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MANNINGHAM PLANNING SCHEME

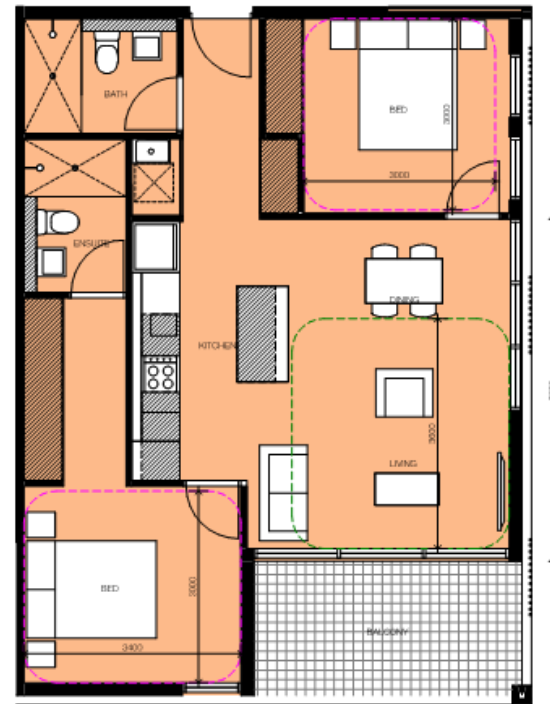
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Signature for the Responsible Authority: JG (previous plans 31/7/2019)  
Date: 28 September 2020

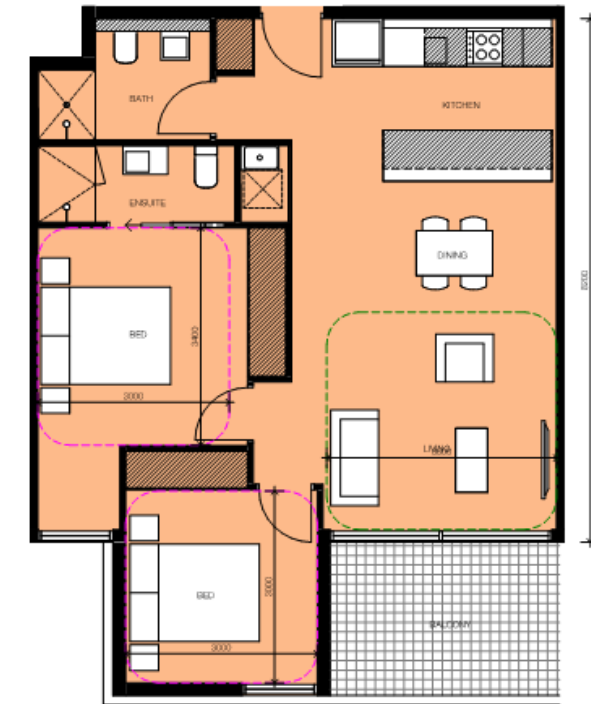
Sheet 19 of 33



Apartment Type 1 - 1 Bed



Apartment Type 2a - 2 Bed



Apartment Type 2b - 2 Bed

Legend - BADS Compliance

- Living Area Dimensions
- Bedroom Dimensions
- Accessibility Pathway
- Internal Storage



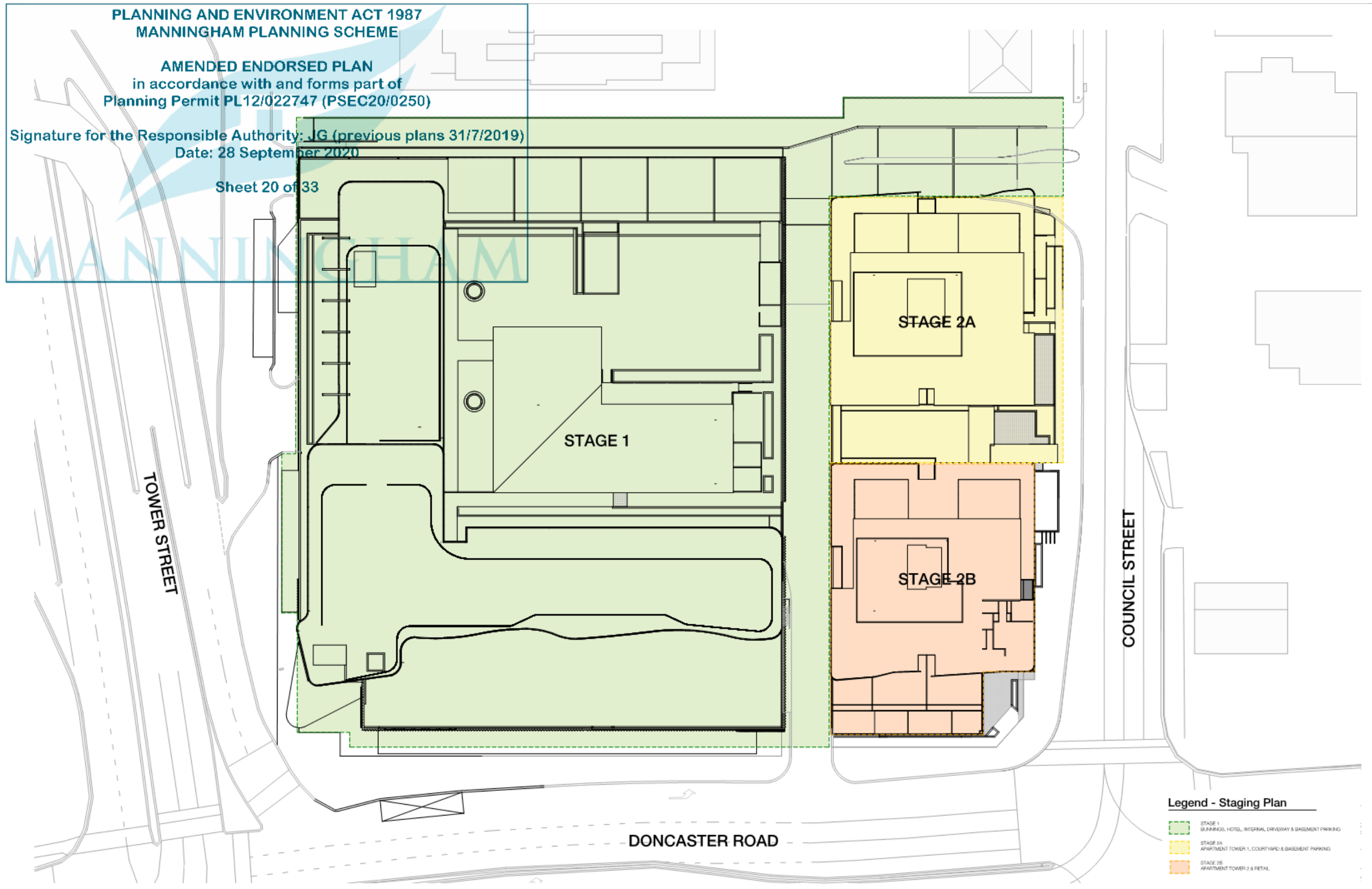
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Typical Apartments  
Doncaster Hill Mixed Use. 659-667 Doncaster Rd, Doncaster, Vic, 3108

Scale 1:50 @ A1  
1:100 @ A3  
0 5 10

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Date: 28 September 2020

Sheet 20 of 33

Legend - Staging Plan

- STAGE 1  
BUILDINGS, HOTEL, INTERNAL DRIVEWAY & BASEMENT PARKING
- STAGE 2A  
APARTMENT TOWER 1, COURTYARD & BASEMENT PARKING
- STAGE 2B  
APARTMENT TOWER 2 & RETAIL



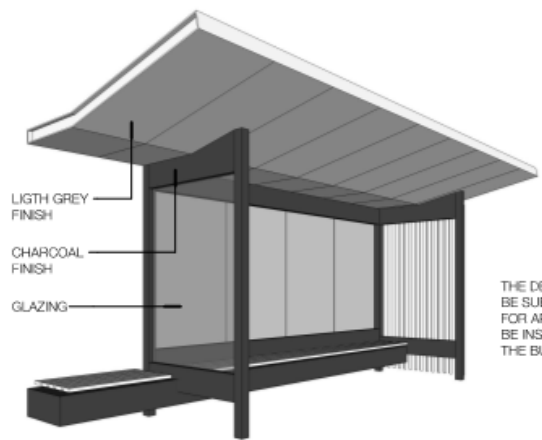
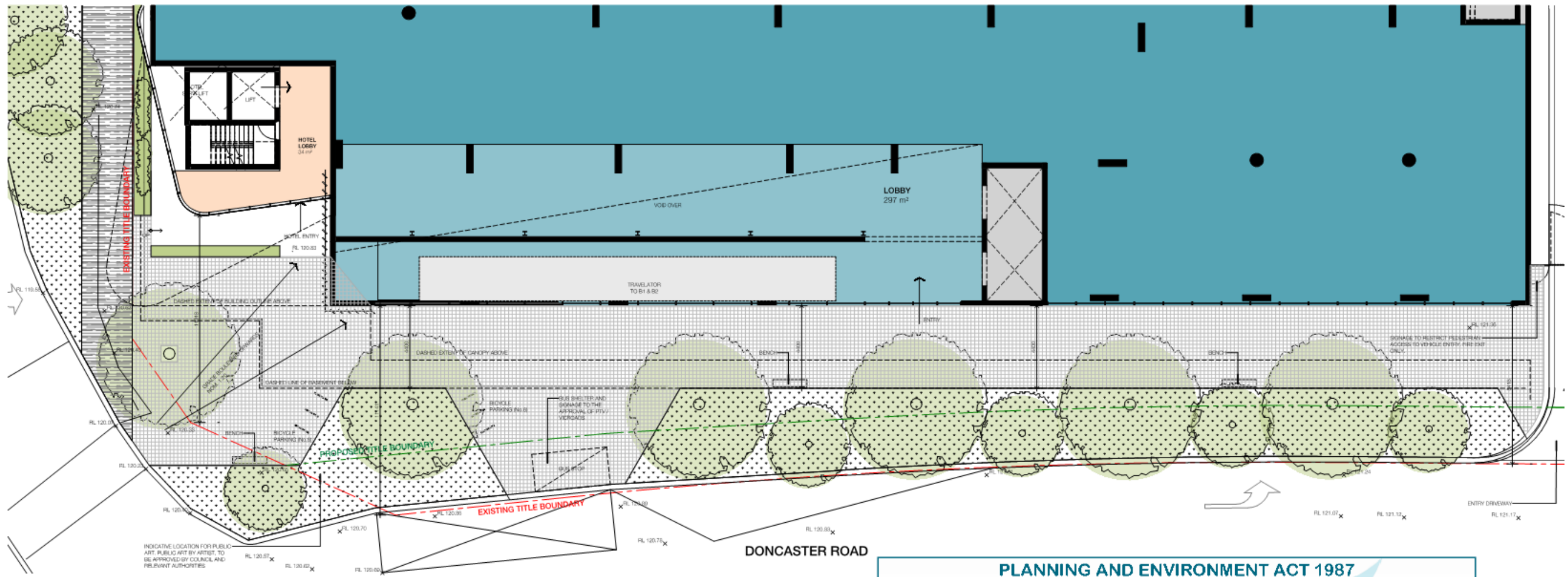
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Staging Plan  
Doncaster Hill Mixed Use. 659-667 Doncaster Rd, Doncaster, Vic, 3108

Scale 1:250 @ A1  
1:500 @ A3  
0 5 10

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THE DETAIL DESIGN AND SPECIFICATIONS WILL BE SUBMITTED TO THE RELEVANT AUTHORITIES FOR APPROVAL AND THAT THE SHELTER WILL BE INSTALLED PRIOR TO THE OCCUPATION OF THE BUILDING IN STAGE 1

PROPOSED BUS SHELTER DESIGN TO THE APPROVAL OF RELEVANT AUTHORITIES

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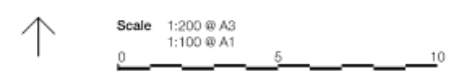
Sheet 21 of 33

MANNINGHAM

**BUNNINGS warehouse**

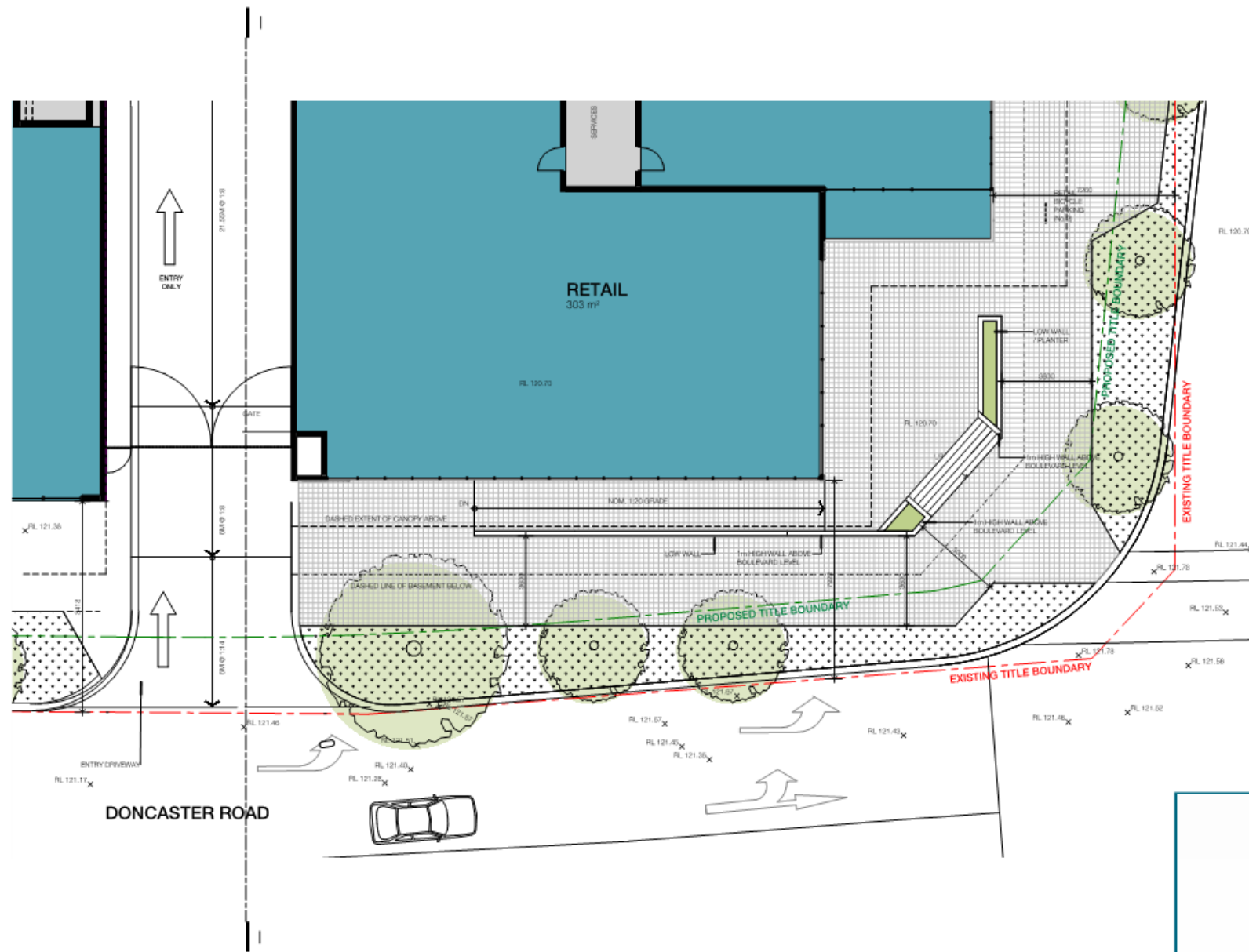
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Public Realm Plan - Stage 1  
Doncaster Hill Mixed Use. 659-667 Doncaster Rd, Doncaster, Vic, 3108



18.06.2019  
170094/SK123dd





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MANNINGHAM PLANNING SCHEME**

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Signature for the Responsible Authority: JG (previous plans 31/7/2019)  
Date: 28 September 2020

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**MANNINGHAM**



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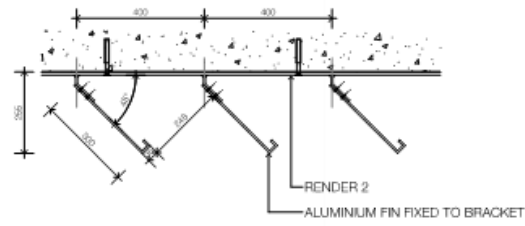
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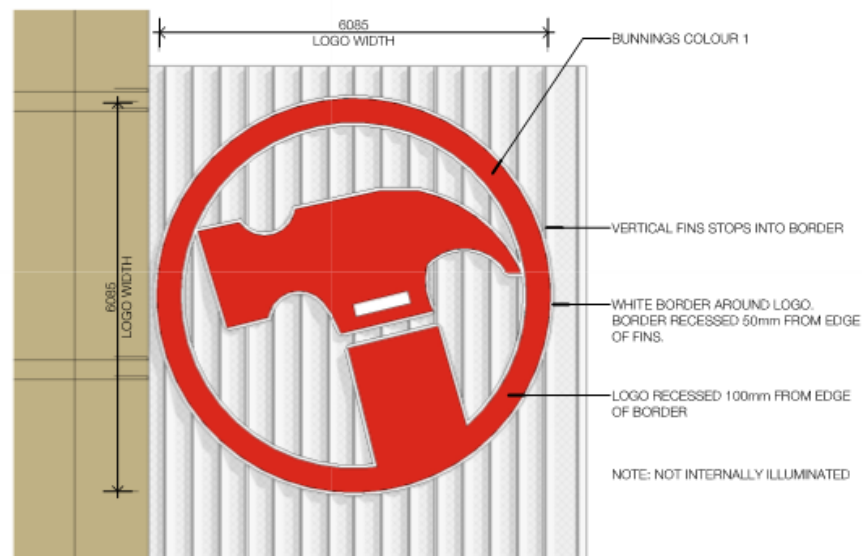
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18.07.2019  
170094/SK124ee

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Vertical Fins - Plan Detail  
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Tower Street Elevation (West Elevation) -  
Bunnings Logo Diagram  
Scale 1:50

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Facade Details  
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18.07.2019  
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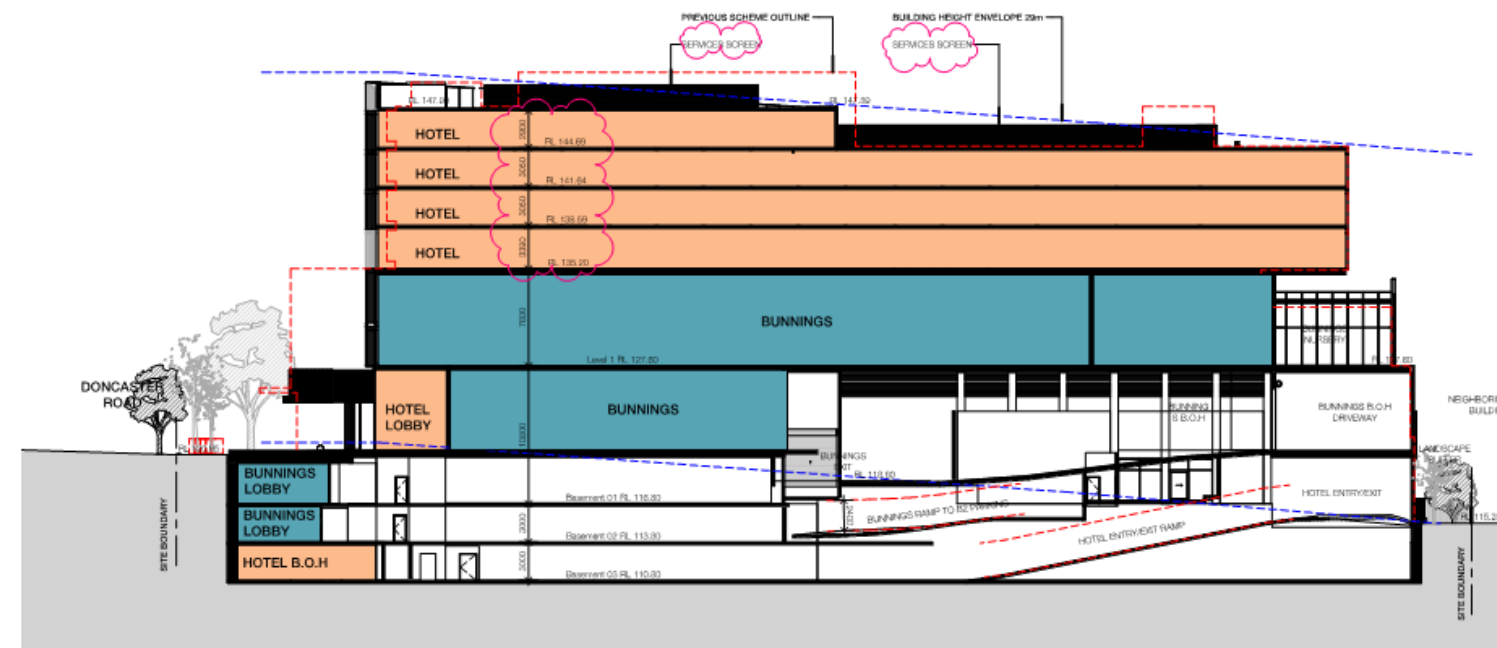
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Section AA  
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06.08.20  
 170094/SK134ff

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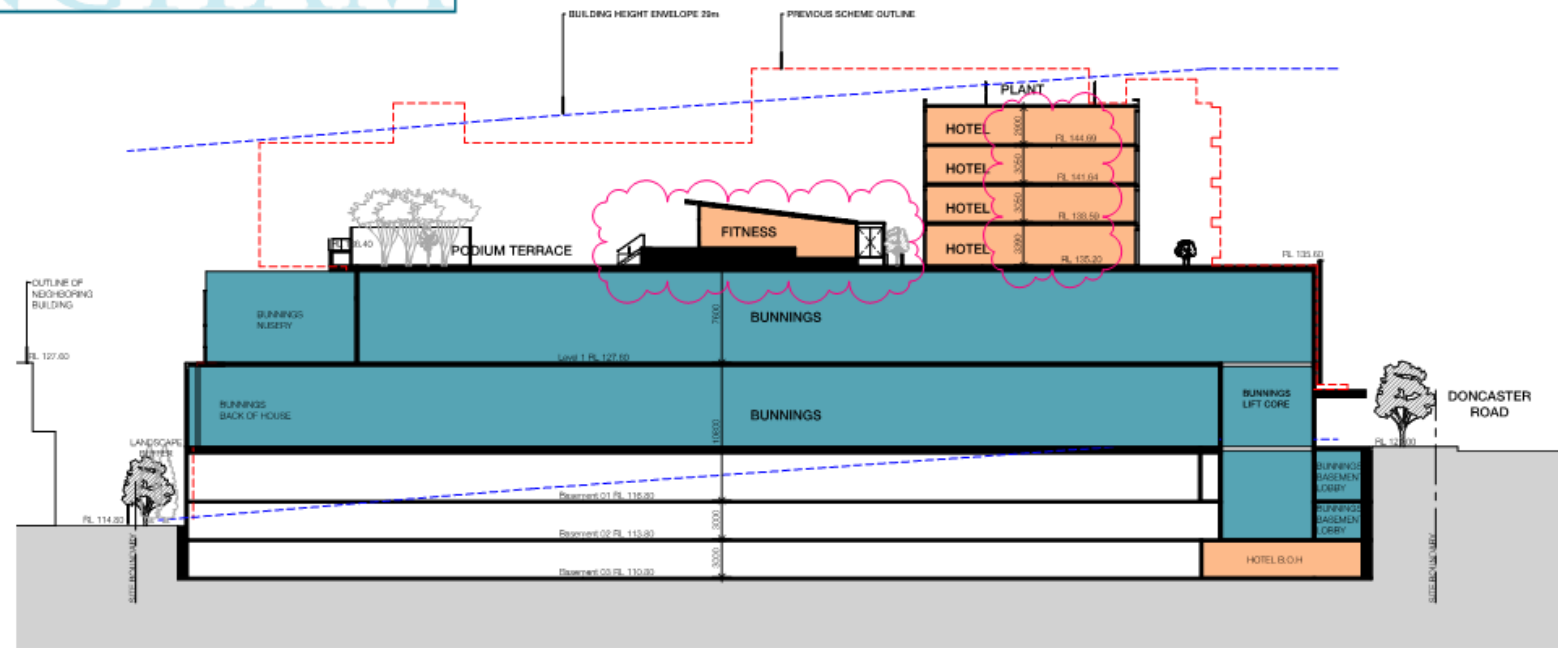
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Section BB  
Doncaster Hill Mixed Use. 659-667 Doncaster Rd, Doncaster, Vic, 3108

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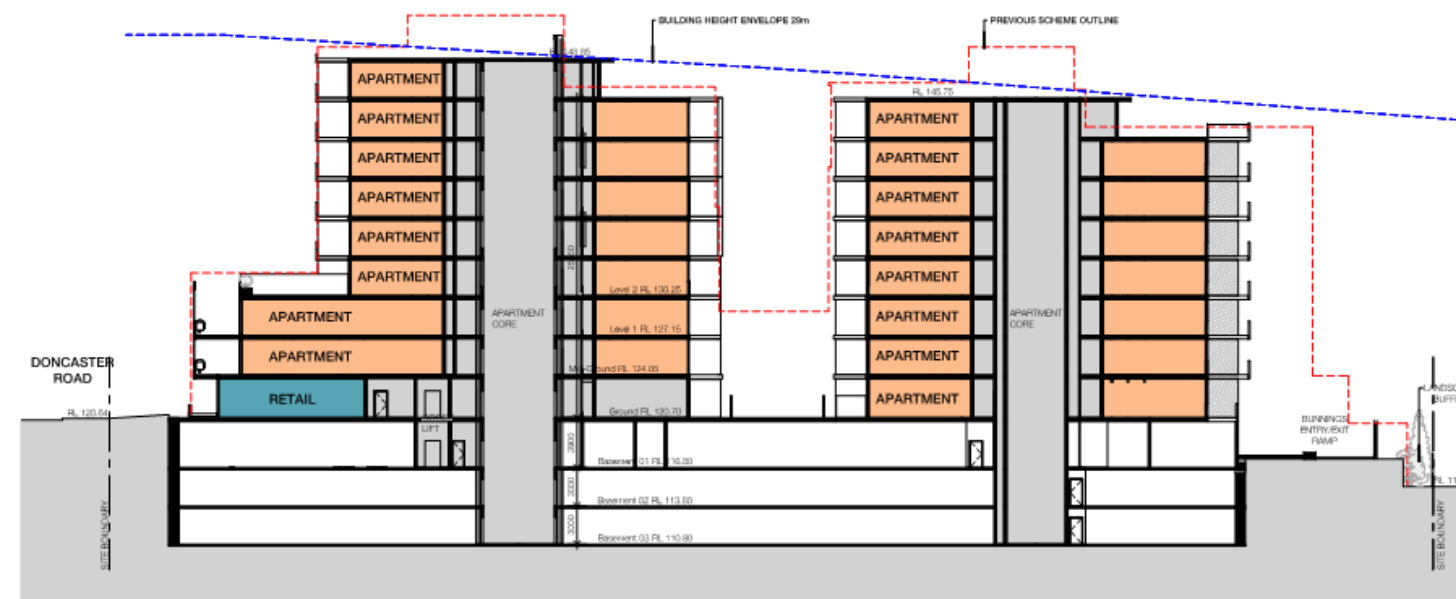
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Section CC  
Doncaster Hill Mixed Use. 659-667 Doncaster Rd, Doncaster, Vic, 3108

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18.07.2019  
170094/SK136ee

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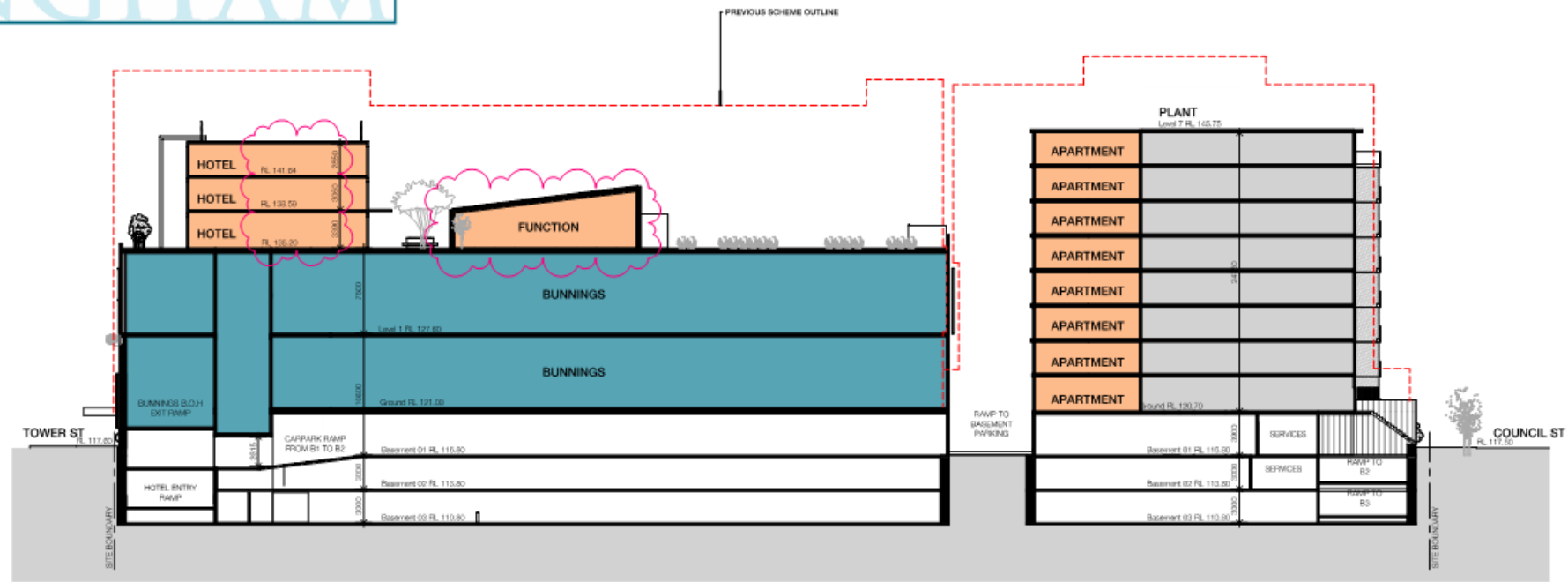
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Section DD  
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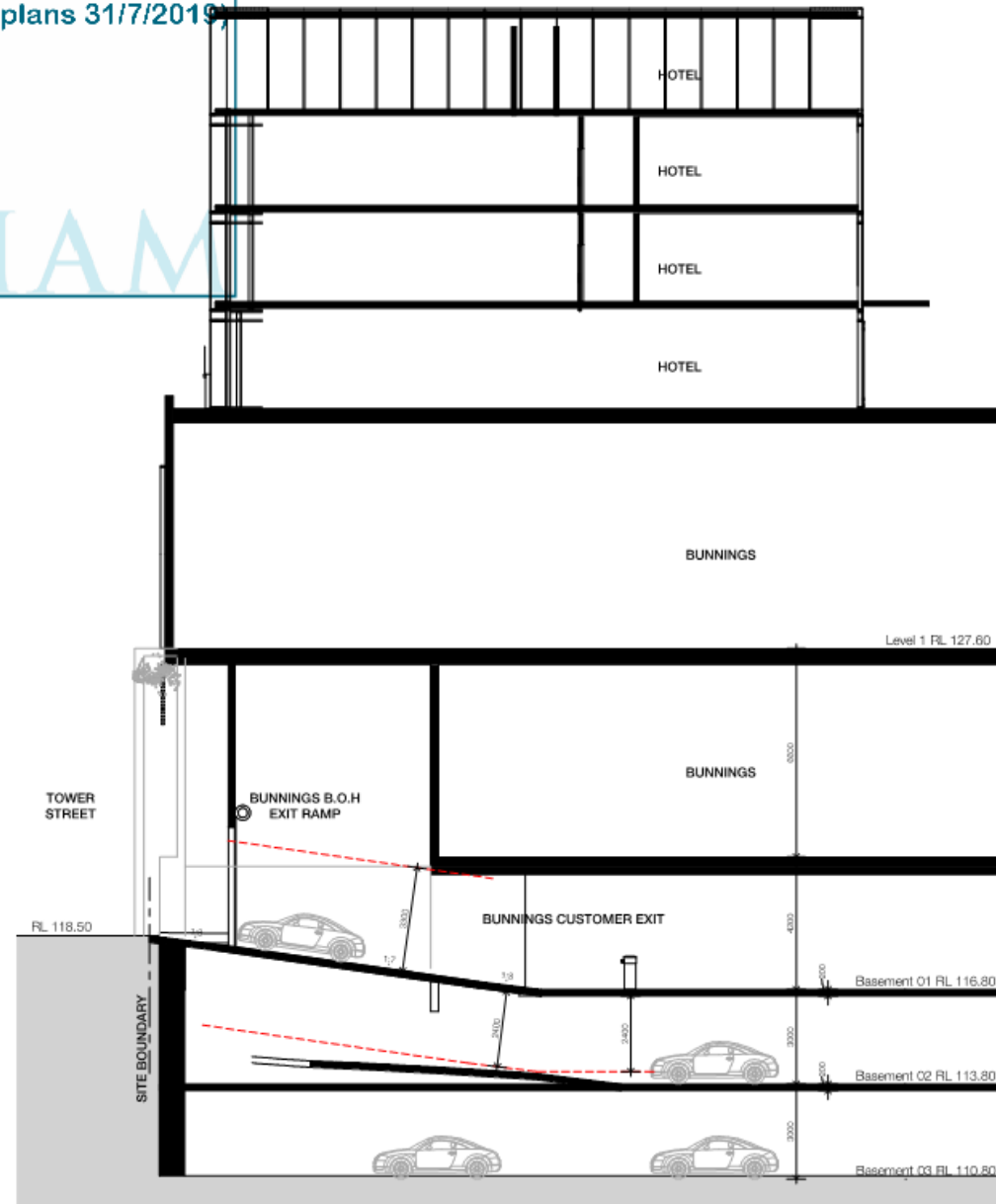
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MANNINGHAM



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Section EE  
Doncaster Hill Mixed Use. 659-667 Doncaster Rd, Doncaster, Vic, 3108

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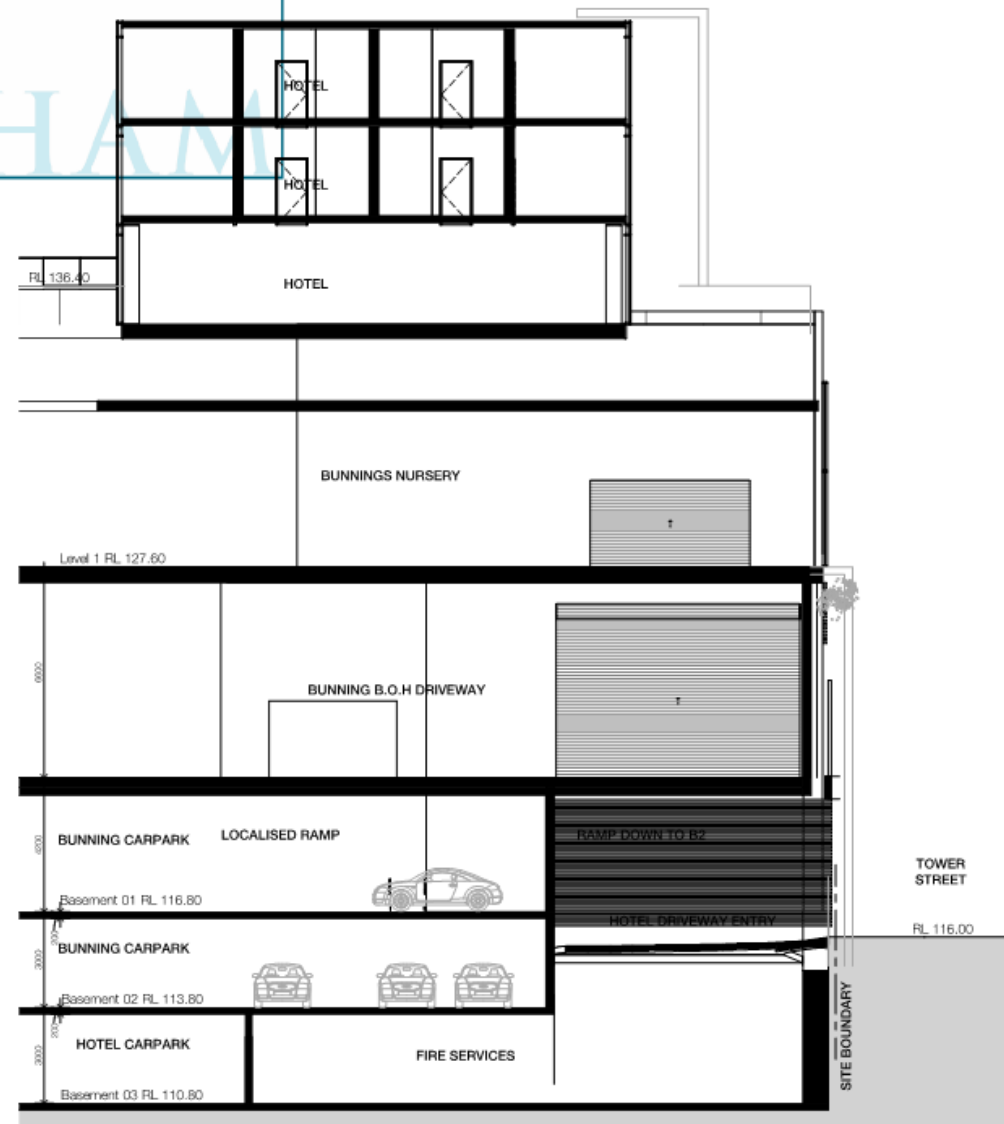
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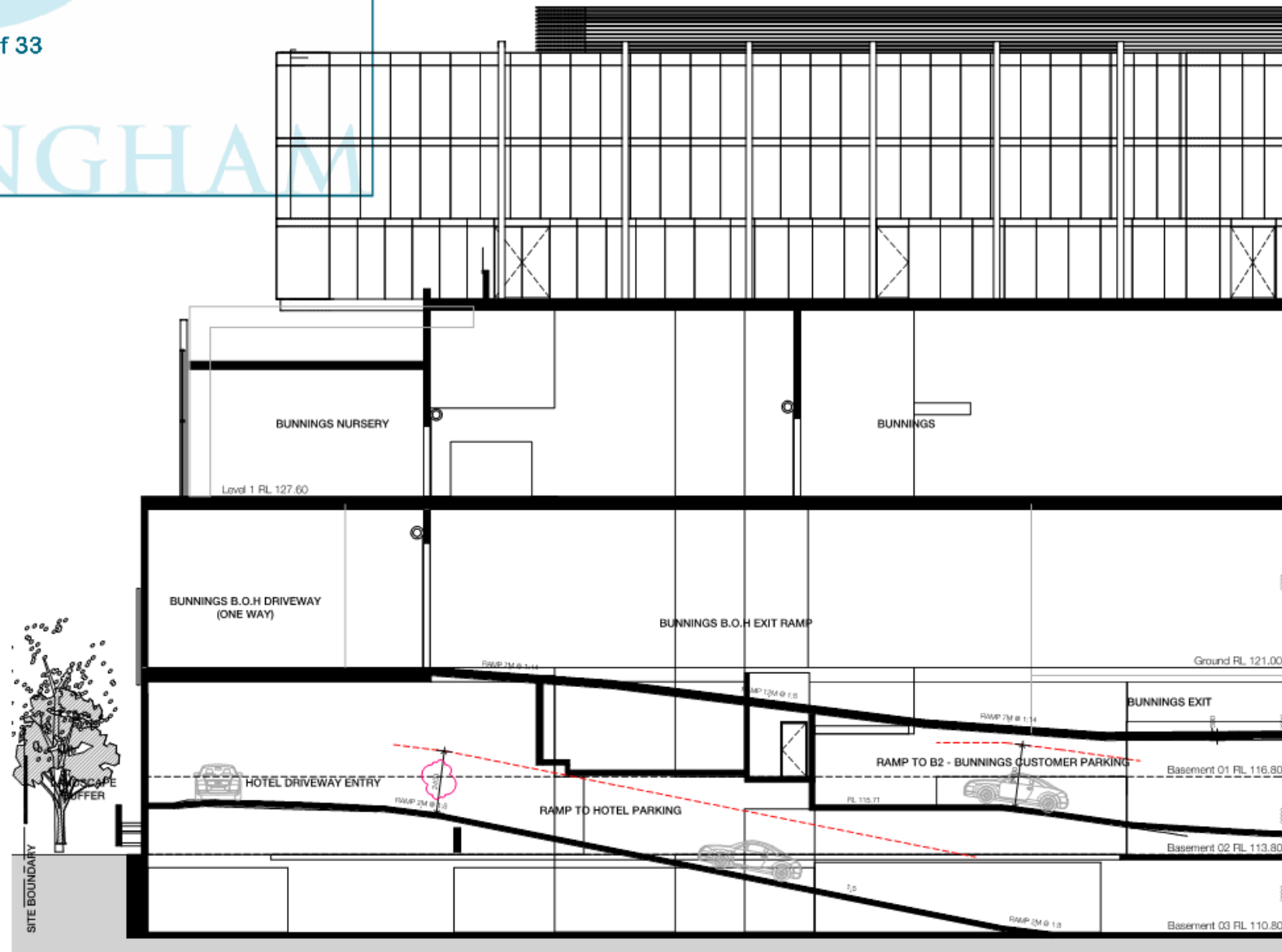
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MANNINGHAM



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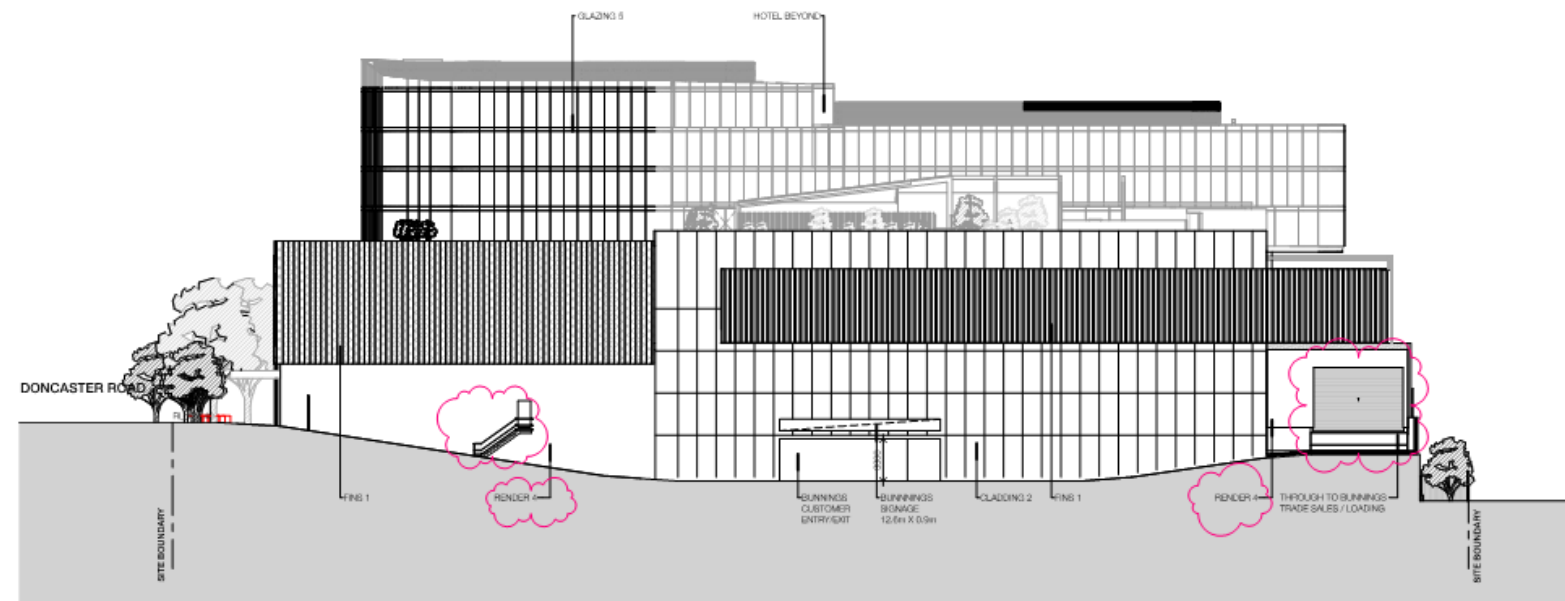
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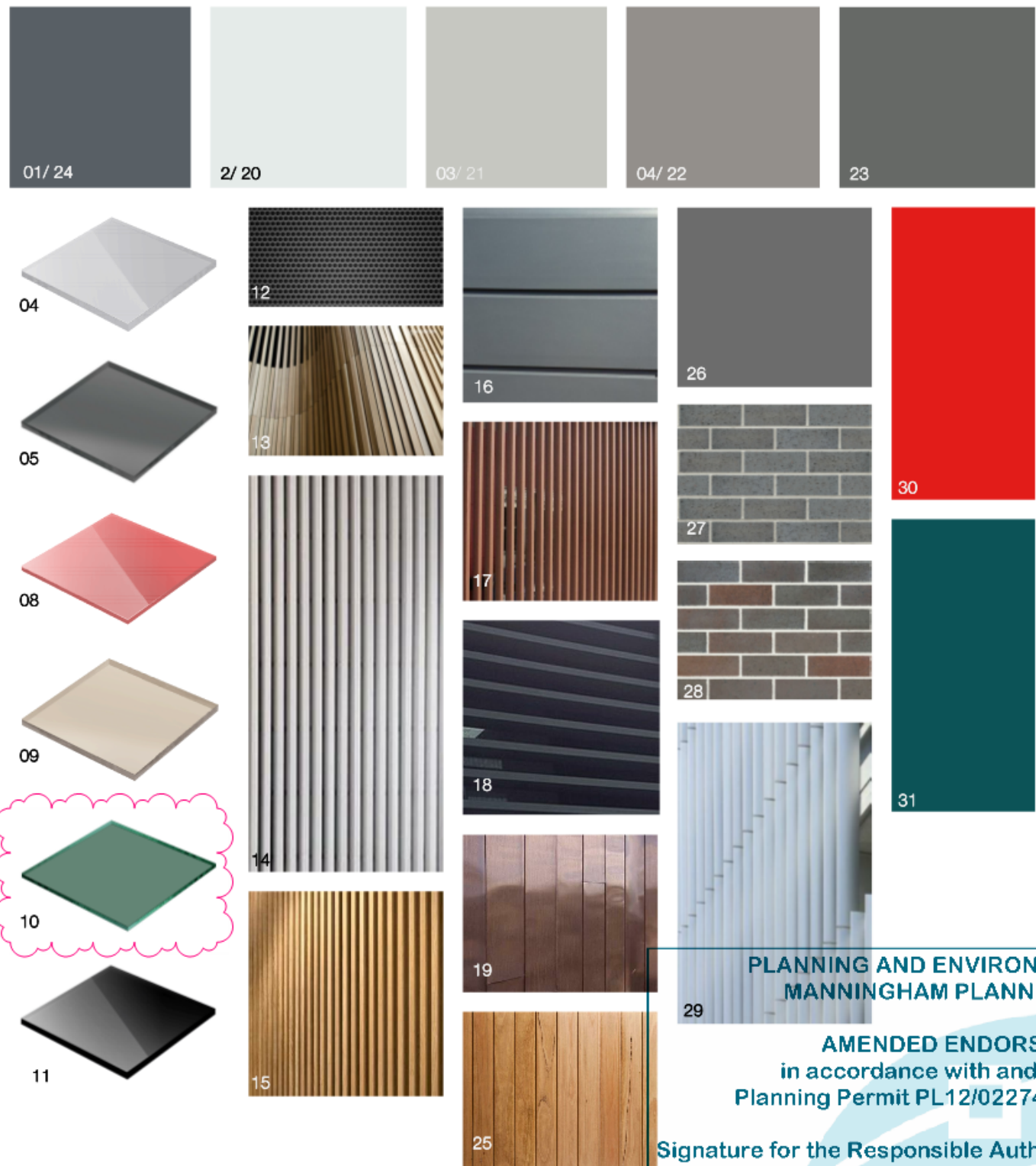
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18.07.2019  
170094/SK142ee

ClarkeHopkinsClarke 2014

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02 - Render 2	Colour: 'White'
03 - Render 3	Colour: 'Light Grey'
04 - Render 4	Colour: 'Grey'
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06 - Glazing 2	Dark Grey Tint
07 - Glazing 3	Clear
08 - Glazing 4	Colourback glass, Bunnings Colour 1
09 - Glazing 5	Bronze Glass
10 - Glazing 6	Green Glass
11 - Glazing 7	Colour / Spandrel Glazing
12 - Perforated Mesh	Colour: 'Charcoal'
13 - Battens 1	Feature Battens, Colour: 'Bronze'
14 - Battens 2	White Metal Battens
15 - Battens 3	Colour: 'Timber Look'
16 - Metal Canopy	Colour: 'Charcoal'
17 - Screen 1	Aluminium vertical screen dark bronze powdercoat
18 - Screen 2	Horizontal screen charcoal aluminium
19 - Cladding 1	Flush Metal Panel, Colour: 'Bronze'
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21 - Cladding 3	Colour: 'Light Grey'
22 - Cladding 4	Colour: 'Grey'
23 - Cladding 5	Colour: 'Dark Grey'
24 - Cladding 6	Colour: 'Charcoal'
25 - Cladding 7	Colour: 'Timber Look'
26 - Cladding 8	Colour: 'Colorbond Basalt'
27 - Brick 1	Colour: 'Light Grey' / Austral Bricks 'Industrial' Iron
28 - Brick 2	Colour: 'Blue Grey'
29 - Brick 3	Colour: 'White'
30 - Bunnings Colour 1	Dulux Shade Ref: 87742 'Bunnings Building Red'
31 - Bunnings Colour 2	Dulux Shade Ref: 87745 'Bunnings Building Green'



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External Schedule of Finishes  
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06.08.20  
 170094/SK800ff



## 10 CITY PLANNING

### 10.1 Council Submission - Plan For Victoria and draft Housing Targets

File Number: IN24/536  
Responsible Director: Director City Planning  
Attachments: 1 Manningham submission Plan for Victoria and Housing Targets August 2024

#### PURPOSE OF REPORT

*The purpose of this report is to seek endorsement of Council's submission to the State Government's Plan for Victoria and the draft Housing Targets.*

#### EXECUTIVE SUMMARY

*The State Government has recently called for input into the development of Plan for Victoria to help shape the future for Victoria to 2051, including feedback on the proposed housing targets. The State Government has identified a draft target of 39,000 new homes for Manningham by 2051.*

*The submission (Attachment 1) provides a response to Manningham's draft housing target. It also addresses Plan for Victoria's four consultation pillars namely: Housing Affordability and Choice, Equity and Jobs, Liveable and Thriving Neighbourhoods, Sustainable Environments and Climate Action.*

*In summary, our submission identifies that the draft housing targets are very ambitious and need to achieve an appropriate balance between increasing growth in areas serviced by infrastructure and protecting areas of environmental and visual significance. Furthermore, additional service infrastructure, public open space and community facilities need to be commensurate with increased residential density. This submission also emphasises the funding implications for the projected level of infrastructure required under the housing targets.*

*Our submission has drawn on the experience and knowledge of officers across the organisation as well as Council adopted strategies and policies. It also aligns with the Eastern Regional Group of Council's (ERG) submission into which officers have had input, and which focuses on Manningham's issues and opportunities.*

*Council understands the importance of effective long-term integrated planning to ensure the sustainable growth of Manningham and the State. The success of Plan for Victoria will depend on the willingness of State and local government to work together to resolve significant growth challenges.*

*This submission will provide Council with a strong advocacy platform to ensure that that Manningham is a thriving and resilient community, with a more sustainable future.*

*Officers are committed to working with the State Government to address future planning and achieve positive community outcomes.*

**RECOMMENDATION****That Council:**

- A. Note the submission prepared in response to the State Government's engagement on the new Plan for Victoria and draft Housing Targets.**
- B. Endorse the *Manningham Council Submission – Plan for Victoria and Draft Housing Targets, August 2024* (see Attachment 1) for lodgement via the Engage Victoria online consultation platform by 30 August 2024.**
- C. Note that council officers will continue to engage with the Department of Transport and Planning to determine appropriate housing targets, having regard to the technical analysis being undertaken to inform the new Manningham Residential Strategy.**
- D. Note that council officers will update Council on the preparation of the draft Manningham Residential Strategy, in early 2025.**

**1. BACKGROUND**

- 1.1 The State Government released its Housing Statement in September 2023 that identified that Victoria is the fastest growing state in the country. The Victorian population is expected to reach 10.3 million by 2051 therefore around 2.24 million homes need to be delivered by 2051, equating to 80,000 a year. The Statement identified the need to have housing targets across the State. For Manningham, a draft target has been set of 39,000 new homes by 2051.
- 1.2 The State Government has called for input into the development of Plan for Victoria to help shape the future for Victoria to 2051. This Plan will replace the current metropolitan strategy Plan Melbourne. Feedback is sought on four pillars, namely: Housing Affordability and Choice, Equity and Jobs, Liveable and Thriving Neighbourhoods, Sustainable Environments and Climate Action. Feedback is also sought on the draft housing targets.
- 1.3 To inform this submission, officers draw upon:
  - Council endorsed strategies and policies that address issues relating to economic development, climate change and action, residential growth and affordable housing, integrated water management and transport and infrastructure provision; and
  - Experience and knowledge of officers across the organisation to ensure that the submission represents a whole of council view on the issues facing Manningham now and into the future.

## 2. DISCUSSION / ISSUE

### Draft Housing Targets

- 2.1 The State Government's draft housing target of 39,000 new homes for Manningham by 2051 significantly exceeds the rate of growth that currently informs the preparation of Council's new *Residential Strategy*.
- 2.2 Officers have worked with official government population projections *Victoria in Future* forecasts (VIF) which is based on 8,200 new dwellings by 2036.
- 2.3 The Housing Targets are not based on VIF projections as they are intended to provide additional housing over and above projected demand, with the aim of driving affordability through additional supply.
- 2.4 There is concern regarding the implications of having 39,000 additional dwellings on the liveability of Manningham.
- 2.5 Since the release of the draft Housing Targets, the State Government have released information on the modelling and their commitment to engaging individually with Council's to help inform the final targets.
- 2.6 Council officers would be recommending that any housing target needs to be influenced by Manningham's land capability characteristics including topographic and environmental factors, infrastructure capacity, accessibility to activity centres, public transport and open space networks.
- 2.7 Our submission identifies that any target needs to achieve an appropriate balance between increasing growth in areas serviced by infrastructure and protecting areas of environmental and visual significance. Furthermore, additional service infrastructure, public open space and community facilities need to be commensurate with increased residential density, noting that the imposition of housing targets creates a risk of a concentrated impact in the western part of Manningham.
- 2.8 The mechanisms for funding these significant infrastructure upgrades also needs to be a key consideration in the planning for growth. Councils are constrained by rate capping and the complexity of introducing development contributions systems. Our submission addresses the need to reform the development contributions system.

### Plan for Victoria - Four consultation Pillars

- 2.9 The submission is a whole of Council response and input has been provided by all relevant Service Units across the organisation.
- 2.10 Council's submission is structured around the four (4) pillars identified on the Engage Victoria consultation platform:
  - Pillar One: Housing affordability and choice
  - Pillar Two: Equity and Jobs
  - Pillar Three: Liveable and Thriving Neighbourhoods
  - Pillar Four: Sustainable Environments and Climate Action



- 2.11 Based on the draft housing targets, the submission has concluded that there will be significant resourcing challenges in the delivery of Council's services to meet the needs of our community.
- 2.12 In particular, the absence of a fixed rail line has had, and will continue to impact on:
- Access to an efficient integrated transport network.
  - Council's ability to optimise dwelling capacity.
  - Council's ability to capitalise on improved economic opportunities.
- 2.13 In addition to the *Planning and Environment Act, 1987*, there are many other pieces of legislation and policy frameworks that impact the development of land in Victoria.
- 2.14 As part of the preparation of the Plan for Victoria, the State Government should exempt Councils from the Windfall Gains Tax. Such exemptions would enable this money to be redirected to providing local infrastructure, services and facilities that enhance the liveability of our communities.
- 2.15 The Victorian Government's development contributions system also requires urgent reform to reduce complexity and provide a streamlined, transparent, and efficient process for preparation and implementation by councils.
- 2.16 Where applicable, the submission incorporates recommendations have been made either in relation to the draft Housing Targets or Plan for Victoria.

### **3. COUNCIL PLAN / STRATEGY**

- 3.1 Council's submission has drawn on the experience and knowledge of officers across the organisation and reflects the key directions of relevant Council endorsed strategies and policies.
- 3.2 Our response aligns with the themes and actions of the Council Plan 2021 – 2025 namely: Healthy Community, Liveable Places and Spaces, Resilient Environment and Vibrant and Prosperous Economy.
- 3.3 Our submission is also consistent with the draft Eastern Regional Group of Council's (ERG) submission. It is further noted that Council's submission will contribute to the final ERG submission.

### **4. IMPACTS AND IMPLICATIONS**

- 4.1 Over the years, Council has consistently demonstrated its commitment in being aligned with State Government planning policies.
- 4.2 Council has undertaken extensive strategic planning to ensure development is channelled into the most appropriate areas of the municipality.
- 4.3 This strategic work has enabled Council to manage growth in an integrated and sustainable manner and will assist in negotiations with DTP on housing targets and Plan Victoria.

- 4.4 Manningham has successfully facilitated housing growth and housing diversity in accordance with State Government policy directions. The introduction of *Doncaster Hill Strategy (2002 revised 2004)* promoted the highest density development in the 58ha area in proximity to Westfield Doncaster, as well as higher density housing around The Pines. In addition, the previous and current *Manningham Residential Strategy (2002 and 2012)* have resulted in increased residential densities and apartment development around several activity centres and along main roads, near public transport and employment opportunities.
- 4.5 Officers will continue to work collaboratively with DTP to ensure any housing target is appropriate having regard to rigorous land capability and housing capacity analysis. The technical analysis underpinning the development of the *Residential Strategy* should place Council in a strong position in negotiating a good outcome for Manningham and our community.
- 4.6 During recent community engagement on the Residential Discussion Paper, the community conveyed their desire for greater housing choice to suit the needs of downsizers, young people and diverse cultural groups. There was also support for innovative housing 'including co-housing' and 'ageing in place' models. Importantly, a consistent message from the community is the need to ensure that the valued character of the municipality is respected whilst also accommodating growth within Manningham. In particular, that new development must respect the contribution made by landscaping and canopy trees.

**Finance / Resource Implications**

- 4.7 Preparation of the new *Manningham Residential Strategy* is being prepared under existing budget allocation. The housing target will be considered under this project.

**5. IMPLEMENTATION**

5.1 Communication and Engagement

Is engagement required?	Yes
Stakeholder Groups	<ol style="list-style-type: none"> <li>1. Councillors</li> <li>2. Council officers</li> <li>3. Plan for Victoria</li> <li>4. Department of Transport &amp; Planning (DTP)</li> </ol>
Where does it sit on the IAP2 spectrum?	Collaborate
Approach	Internal discussions with relevant service units and with the State Government – Plan for Victoria and DTP

**5.2 Timelines**

5.2.1 Council's submission to Plan Victoria is due by 30 August 2024. The draft submission will be considered for endorsement at the 27 August Council meeting.

**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 Council Submission

Plan for Victoria & Draft Housing Targets  
(August 2024)



Interpreter service

**9840 9355**

普通话 | 廣東話 | Ελληνικά

Italiano | عربي | فارسی



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# 1 Introduction

---

Council welcomes the opportunity to provide input into the new Plan for Victoria which will set a framework for the State's growth and development to 2050.

It is acknowledged that the focus of the Plan for Victoria framework is broader than just the planning system and there will be a need for many reforms to deliver on the Plan for Victoria and the ambitions of the draft Housing Targets.

In addition to Plan for Victoria, the State Government should reform legislation that impact on the development of land, including exempting Councils from the Windfall Gains Tax and reforms to the development contributions system.

The Plan for Victoria should ensure alignments with State policy frameworks, including *Victoria's Infrastructure Strategy 2021-2051*.

This submission is fundamentally based on the four consultation pillars put forward in the development of the Plan for Victoria with a focus on the issues of importance to Manningham. The submission also responds to the draft Housing Targets which have specified an additional 39,000 new homes in the municipality by 2051.

The four consultation pillars are:

- Affordable Housing and Choice
- Equity and Jobs
- Thriving and Liveable Suburbs and Towns
- Sustainable Environments and Climate Action

Through the planning and delivery of our broad range of services and functions, Council is aware of the importance of managing sustainable growth to provide for liveability in Manningham.

In this context, Council is cognisant of the challenges in the development and implementation of the Plan for Victoria. A standard of innovation will be required such as precinct planning, to optimise development and net community benefits outcomes particularly in high density locations. Council considers that a coordinated and collaborative approach is essential to achieve this vision across metropolitan Melbourne and the State.

Our commitment to the value of a coordinated regional approach to planning has been demonstrated through our membership of the Eastern Region Group of Councils (ERG) in metropolitan Melbourne. As a representative regional body, the ERG works on issues of common significance, with the goal of advocating on behalf of our communities. We have also provided input into the Plan for Victoria submission that has been prepared by the ERG.

Like many councils, Manningham faces significant challenges to long-term financial sustainability due to cost shifting, rate capping, rising costs, increasing population and rising community expectations. To address this, Council needs to engage with and seek support from other government levels and stakeholders to find sustainable solutions. Rate capping and funding gaps hinder our ability to meet increasing demands and provide essential services and infrastructure.



The State Government housing target of an additional 39,000 new homes in Manningham by 2051, will lead to a shortfall of over \$13 million per annum (based on today's dollars) for Council's operational budget. The income generated by these additional dwellings will not offset the increased expenditure required to deliver the services and infrastructure needs of a significantly larger population.

This submission emphasises the need for the State Government to enable the provision of adequate funding mechanisms for councils to ensure that Manningham can deliver vital services and infrastructure effectively to a growing population, including:

- the establishment of ongoing partnership arrangements with councils to deliver a sufficient level of local infrastructure and services,
- the provision of alternative ongoing funding streams to enable a sufficient level of development of and maintenance of essential community infrastructure and to meet the increased demand for service provision;
- the provision of full and reliable funding streams to support any additional responsibilities that may be transferred to local government; and
- a review of the rate cap mechanism to ensure the ongoing financial sustainability of the sector.

Council is supportive of Plan for Victoria' objectives to increase the supply of housing but consider that there needs to be a more holistic and nuanced approach to address local land capability and capacity and housing needs.

Firstly, there is a disconnect between the ambition of the Housing Targets and the implications on the ground and the potential change in urban form implied by the targets. These targets have the potential to completely transform the settlement pattern of Manningham which is highly valued by the community.

Secondly, to release such ambitious housing targets without making any commitment to the infrastructure required to support such exceptional growth is concerning. The Manningham community has a right to such fundamentals as public open space, adequate drainage and sewage systems, education facilities, health services and transport networks. There is no analysis of this and no corresponding budget allocation over future years from the state. Other challenges facing Manningham is the lack of land supply that would be required to provide the additional community services and facilities for this projected population increase.

Whilst Manningham supports the principles underpinning the Plan for Victoria, it's success will be based on the State Government consulting and working collaboratively with local government. This approach will ensure that the framework plan is sustainable, deliverable, and equitable for the whole our community and for all Victorians.

## 1.1 Context

Manningham is in Melbourne's eastern suburbs covering an area of 114km<sup>2</sup>. It stretches from Bulleen about 12km from Melbourne's Central Business District (CBD) to Wonga Park.

The Wurundjeri-woi-wurrung are the Traditional Owners of the lands and waterways known today as Manningham. Mullum Mullum Creek divides the municipality into two distinct topographic areas. Land to the west is highly urbanised, while land to the east is primarily semi-rural in character.

Between these two typologies is a low-density residential buffer area which makes a valuable contribution to the settlement pattern of Manningham. A large section of the eastern half of the

municipality is within a designated 'Green Wedge' that has minimal development opportunities and features significant ecological environments.

Urban areas include the suburbs of Bulleen, Doncaster, Doncaster East, Templestowe and Templestowe Lower. The non-urban areas include a large tract of the Green Wedge, and are used mainly for rural-residential living, conservation and small-scale agriculture (viticulture and grazing).

This settlement pattern of two distinct housing typologies results in restricted development opportunities in the eastern parts of the municipality. The suburbs to the west of the Mullum Mullum Creek have accommodated most of the housing growth in the municipality to date. Council is concerned that accommodating 39,000 new dwellings will result in further concentrated change in the western part of the municipality which may be required to do the 'heavy lifting' to meet the targets, due to Green Wedge, topographical and infrastructure constraints in the eastern part of the municipality.

## 2 Draft Housing Targets

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The State Government's draft housing targets released on 16 June 2024, will play a significant role in the Plan for Victoria. In Manningham, the State Government has set a draft target of 39,000 new homes by 2051. This represents a 76% increase over the current housing stock, which equates to 1,300 new dwellings per annum over 30 years.

Over many years, Manningham Council has accepted growth, planned for growth and managed growth in a balanced and incremental way – in consultation with the local community.

Manningham has successfully facilitated housing growth and diversity in accordance with State Government policy directions and in accordance with the existing *Manningham Residential Strategy (2012)*. The introduction of the *Doncaster Hill Strategy (2002, revised 2004)* provides for the highest density development in the 58ha area forming part of Doncaster Hill Major Activity Centre which surrounds and includes Westfield Doncaster. The Pines Shopping Centre is the other Major Activity Centre in Manningham after Doncaster Hill and is also surrounded by substantial higher density dwellings. In addition, the previous and current *Manningham Residential Strategies (2002 and 2012 respectively)* have resulted in increased residential densities and apartment development around our activity centres and along main roads, near public transport and employment opportunities.

A review of permit data in relation to the objectives of the 2012 *Manningham Residential Strategy* indicates significant success in directing growth and housing diversification as follows:

- The Strategy has successfully guided growth to activity centres and main roads. More than 50% housing growth has occurred along main roads and in and around activity centres – (these are identified in the Strategy as substantial change areas and include Doncaster Hill Activity Centre).
- There has been very limited change in low density areas as per the Strategy's strategic objectives.
- New apartments have helped enable and facilitate significant downsizing activity into our activity centres – this is evidenced by high proportions of owner occupiers in our Activity Centres and high proportions of 3-bedroom apartments.

- In 2023, the total housing stock in and around activity centres comprised 20% of municipal housing. The municipality is therefore close to achieving its goal of 24% of housing stock (a goal within the *Manningham Residential Strategy 2012*), in and around activity centres by 2030.
- Manningham's housing stock has diversified since 2011 when apartments and townhouses comprised 18% of our housing stock. In 2021, apartments and townhouses comprised over 28% of municipal housing.

Manningham's current *Residential Strategy* was prepared in 2012. It was informed by the *Neighbourhood Character Guidelines*, also prepared in 2012. (Refer to Attachment 1 for a map showing Manningham's Residential Character Areas).

#### *Preparation of a new Manningham Residential Strategy*

Council is currently preparing a new residential strategy that will guide housing development in Manningham up to 2036. An extensive community consultation program was undertaken in early 2024 as part of seeking feedback on a *Residential Discussion Paper, April 2024* (Discussion Paper). The *Discussion Paper* was informed by a detailed demand and capacity analysis (based on *Victoria In Future 2023* data) and an existing neighbourhood character assessment. This community consultation was undertaken prior to the release of the draft Housing Targets.

More than 150 surveys were completed during the recent consultation on the *Discussion Paper*. The community strongly emphasised the need for housing growth to be balanced against the retention of valued neighbourhood amenity including protecting environmental and landscape assets and features. In response to questions on housing choice, our community indicated the need for more housing diversity to suit the needs of downsizers, young people, and diverse cultural groups including support for innovative housing models including 'co-housing' and 'ageing in place' models. There was also acknowledgement that housing affordability is a major barrier for people wanting to live and rent in Manningham.

It is important to note that council is not currently able to comment on Manningham's existing or future capacity to absorb housing growth. This detailed capacity analysis is currently being undertaken as a component of the technical work for a new *Residential Strategy*. This capacity analysis will then inform the *Manningham Residential Framework Plan* and address different development scenarios and the requisite policy settings needed to absorb housing growth and respond to the proposed Housing Targets.

It is considered imperative that council has an opportunity to present this capacity and land capability information to the state government before the Housing Targets are finalised.

The Plan for Victoria needs to be planned in an integrated and sustainable manner, with the principle of liveability underpinning the policy framework. In this regard, the approach to determining housing targets needs to consider the interplay of various factors, including land capacity and land capability and the various types of housing typologies required to meet the varied needs of the population.

While Council supports the focus on housing growth, there also needs to be an emphasis on qualitative housing outcomes rather than simply a quantitative target driven approach.

It is considered that the draft Housing Targets are very ambitious both in numbers and timeframe, in comparison with the demand projections identified in the recently exhibited *Manningham Residential Discussion Paper*. Officers have worked with official government population projections *Victoria in Future* forecasts (VIF) which is based on 8,200 new dwellings by 2036.



It is important to note that the Housing Targets are not based on VIF projections as they are intended to provide additional housing over and above projected demand, with the aim of driving affordability through additional supply.

Our understanding is that a 15-year timeframe (up to 2036) has been used as an accepted industry standard in the preparation of several recent residential strategies. Whilst the draft Housing Targets adopt a 27-year timeframe (up to 2051) for the delivery of new dwellings, it is considered that there will be difficulties in forecasting housing demands and needs over this timeframe.

The draft Housing Targets represent a major shift from the figure informing the preparation of Manningham's Residential Discussion Paper and the amount of development that Council was initially anticipating. This will have significant implications for how Council moves forward with future community consultation on the *Residential Strategy*. It also has the potential to undermine the community's confidence in the process to date with the continual shifting of the strategic planning goal posts by the State.

There is also concern that the number's anticipated in the draft Housing Targets will have a substantial impact on the unique identity of Manningham's neighbourhood character precincts. To this end, there appears to be a disconnect between the ambition of the Housing Targets and the implications on the ground and the potential change in urban form implied by the targets.

Understanding Manningham's capability to absorb additional housing growth will be a key driver in setting realistic and manageable housing targets. There are a range of physical and environmental attributes unique to Manningham that must be considered as part of understanding capacity and before a final housing target can be established. More specifically, the housing targets need to also consider the projected demand for new or improved infrastructure, such as roads, drains, footpaths, public open space, schools, community and recreational facilities and employment precincts.

New dwellings must also be respectful of the environmental and neighbourhood character qualities of an area. An analysis of the existing neighbourhood character of Manningham's residential areas was undertaken to inform the *Residential Discussion Paper*. The Manningham Neighbourhood Character Study (2024) identified the important attributes distinguishing the characteristics of 9 distinct precincts across the municipality. The next phase of work as part of developing the new Residential Strategy will be to identify preferred neighbourhood character precincts. This will form the basis for the new *Residential Framework Plan* to guide how we manage housing growth and change.

There is also a need to investigate opportunities at the state and local level to introduce more innovative planning policy and/or legislative changes that support emerging housing models and outcomes that focus on moderate income households. These may include affordable "Build to Rent" and "Rent to Buy" housing for key workers and shared equity schemes. Council notes the introduction of the Vacant Residential Land Tax commencing on 1 January 2025 as an important incentive to providing more homes and options for Victorians.

#### *Planning limitations*

Whilst the planning system can provide the policy setting for development, it cannot compel land to be developed. There are many external factors that developers considered when developing land, including taxation, interest rates, finance, material and labour costs and availability and market interest. Council cannot compel the lodgement of planning permit applications for residential development and likewise cannot force developers to act upon active planning permits.

The last decade of high-density housing growth in Manningham has slowed down with very limited new construction in the pipeline for the foreseeable future. Achieving the targets will be a challenge without a major change in housing delivery. In this context, information on how the State Government proposes to re-ignite established area housing supply is welcomed.

Table 1 shows the number of dwellings approved as part of multi-unit/mixed-use developments (i.e. 2 or more dwellings between 2019 – 2024). It demonstrates how dwelling approvals have dropped significantly by 593 dwellings, a 69% reduction in approvals between 2019 to 2024. This drop in approvals is not because of Council inaction but is reflective of the number of applications being lodged with Council during this period.

Table 1: Multi-unit dwelling approvals Manningham 2019 - 2024

2019-2020	849 dwellings
2020-2021	771 dwellings
2021-2022	577 dwellings
2022-2023	676 dwellings
2023-2024	256 dwellings

Source: Manningham P&R data dwellings approved as part of multi-unit/mixed use developments 2019 - 2024

As Council progresses the preparation of the new *Manningham Residential Strategy*, Council intends to work closely with DTP in sharing its findings of its capacity analysis, its diversity and affordability objectives and the development of the *Residential Framework Plan*.

Council looks forward to working collaboratively with DTP in determining housing targets that balance growth whilst also considering the numerous other factors that impact capacity and development potential.

*Recommendations relating to Draft Housing Targets:*

**Ensure the Housing Targets achieve an appropriate balance between increasing housing growth in areas serviced by infrastructure and protecting areas of environmental and visual significance.**

**Explore legislative and policy settings to remove constraints on the development sector and mobilise the construction industry in delivering housing outcomes.**

**Investigate opportunities to introduce planning policy and legislative changes that support emerging housing models and outcomes that focus on moderate income households, including:**

- co-housing,
- affordable “Build to Rent” and “Rent to Buy” housing for key workers and shared equity schemes.



**Ensure that the housing targets include an assessment of land capacity and capability and housing diversity objectives.**

**Resolve funding of critical infrastructure (including community and social infrastructure), needed to support housing growth, acknowledging local government is unable to fund these alone.**



## 3 Plan Victoria Consultation Pillars

This section of the submission provides Council's response to each of the four consultation pillars.

### 3.1 Pillar 1: Housing affordability and choice

This section needs to be read in conjunction with *Section 2: Draft Housing Targets* that discusses housing needs more broadly and the need for more diverse housing choices. Community feedback from council's recent consultation, reflects an increased demand for smaller housing, primarily in the form of townhouses and apartments with more communal spaces for improved social connection. There is also support for innovative housing including 'co-housing' and 'ageing in place' models. Providing a more diverse housing typology and the delivery of different housing models may also have implications of providing for housing affordability throughout Manningham.

#### 3.1.1 Social and Affordable Housing

One of the highest priorities for the Plan for Victoria is to increase the supply of social and affordable housing across Victoria, to create a diverse and inclusive society. This housing needs to be safe, secure and appropriate so people can feel valued and contribute to daily life, which provides broader social and economic benefits for the community.

Despite the *Planning and Environment Act 1987* having an objective to facilitate affordable housing, there is no mechanism in the planning system to facilitate this outcome. The Plan for Victoria presents a key opportunity to establish a consistent and transparent State-wide approach to affordable housing provision through the introduction of inclusionary zoning. In 2023, Council endorsed the *Manningham Affordable Housing Policy* to provide the directions and measure council will undertake to facilitate an increase in the supply of affordable housing in the municipality.

The rate of social housing provision in Manningham is far lower than the average for Greater Melbourne (0.6% of total dwellings compared with 2.6% in Greater Melbourne). Manningham also has the lowest supply of social housing in the Eastern region.

In 2020/21 the Victorian Budget announced the Big Housing Build (BHB) to increase housing supply throughout metropolitan and regional Victoria. The investment will deliver 9,300 new social housing homes, and a further 2,900 new affordable and low-cost homes. Manningham has several properties that are owned by the State Government. Manningham needs to work with the State Government, particularly Homes Victoria, to investigate redeveloping some of these sites to increase the supply of affordable housing in the municipality.

*Pillar 1 Recommendations:*

**Introduce inclusionary zoning in the Victoria Planning Provisions to provide a consistent and transparent mechanism to facilitate the provision of affordable housing across Victoria.**

**Undertake an audit of State-owned land in Manningham to identify sites for affordable housing.**

## 3.2 Pillar 2: Equity and jobs

### 3.2.1 Integrated Transport and the Suburban Rail Loop (SRL)

Transport systems shape cities, drive local economies and strongly influence where people choose to live and work in Manningham. Manningham's Transport Vision is a well-integrated transport system that prioritises accessibility and sustainability. Diversity in available transport options is also key to promoting mode-shift towards sustainable transport options including public and active transport. This can help to reduce emissions, air pollution and traffic congestion.

The provision of a sustainable, accessible and integrated transport system is critical if Victoria is to have a prosperous economy and attract investment. Manningham is the only metropolitan Melbourne municipality without a train or tram line, relying solely on the bus network. This is a major inhibitor in attracting larger employers and puts pressure on our bus network. It is necessary that the Plan for Victoria improves Manningham's public transport system and prioritises bus network improvements, to enable our local economy to expand and prosper as the population grows.

In particular, *Infrastructure Victoria's Bus Reform Community Research (March 2023)* found that:

- Highlighting the lack of emotional connection to buses, just a quarter of respondents (24%) agreed that buses are for 'people like them'. In Manningham LGA where buses are the only mode of public transport available, agreement is higher –40% agreed buses are for 'people like them'.
- One in four respondents (25%) reported that they would like to get rid of their car but don't feel there is a viable alternative, indicating some underlying desire for public transport alternatives.
- Manningham LGA (only Melbourne municipality without a train or tram line) (98 respondents):
  - All respondents residing in Manningham travel by car/motorcycle at least weekly (100%) and were more likely than average to own a car (93%) and hold a valid drivers license (99%)
  - More likely than average to use a bus more often than once a year (59% vs. 44% of all respondents)
  - More likely than average to agree that buses are for people like them (40% vs. 24% of all respondents) however, they were less likely than average to agree they feel positively towards public transport (46% agree vs. 57% of all respondents)

In addition, *Infrastructure Victoria's December 2023 report 'Fast Frequent and Fair, how buses can better connect Melbourne'* reported that:

- Without intervention, 84% of bus routes services will become slower by 2026.
- The metropolitan bus network currently carries the lowest number of passengers of all forms of public transport, despite buses offering over 5 times more scheduled service kilometres than the city's tram or train networks.
- Melbourne's buses cost over \$800 million to operate each year. They make up 30% of funding for metropolitan public transport operations and account for approximately 25% of overall public transport patronage.

Council's key transport advocacy priority is the need for improved bus frequency and services, in the form of Bus Rapid Transport (BRT). In summary:

- The Doncaster Road corridor Bus Rapid Transit (BRT) proposal between Mitcham Station and Doncaster Park & Ride is Council's number one public transport priority.
- BRT is a bus-based public transport system, combining the recognised features of rail with the flexibility and cost advantages of road transport, and has been specially recommended by Infrastructure Victoria as a method of improving the bus network in Melbourne.
- BRT can provide Manningham residents a direct mass transit public transport connection to the CBD, at a cost effective and shorter timeframe, than rail.

In addition to and/or as part of a wider BRT network, Manningham is also advocating for a new bus route to mimic the future SRL alignment – to improve east-west connections and start building patronage for the future rail link. The proposed initial route is between Monash and La Trobe Universities via Deakin University, Box Hill Station, Doncaster, Bulleen, and Heidelberg.

The 'Eastern Express Busway' is a proposed BRT link between the CBD and Doncaster Park & Ride, which will be provided as part of the North East Link Project (NELP). Manningham has advocated tirelessly for the Doncaster Park & Ride site to be upgraded as a mixed-use transit-oriented development.

To redevelop the Doncaster Park & Ride site 'like-for-like' (as a carpark and bus interchange only - as NELP proposes to) is a significant missed opportunity to address growing population and transport demand, and to increase local economic opportunities along a high frequency bus corridor. Manningham urges Plan Victoria to ensure meaningful consideration is given to key opportunities identified by local Councils, who have the benefit of local knowledge and expertise.

Uncertainty associated with the SRL project significantly influences our capacity to plan for the future - including identifying housing opportunities and associated services. The Doncaster Hill Major Activity Centre enables the highest density of development in Manningham. Confirming a station location within Doncaster will provide Council with greater certainty on how it should plan for increased housing density within Doncaster Hill and the broader area. If it does go ahead, stage 2 of the SRL project (SRL 'North') is not expected to commence until *at least* 2030, with completion around 2053 or later. This leaves Manningham as the only metropolitan Melbourne municipality without a train line for at least another 30 years, highlighting the urgency of bus network improvements including BRT in the short to medium term.

There is an opportunity for the State Government to commit to complementary investment programs to support the development of the corridor and connectivity to the future SRL. This should include BRT links and a high frequency bus route to mimic the future SRL North alignment. Additionally, provision of increased development opportunities along this corridor to support housing and employment investment will be key.

### 3.2.2 Diversifying the Employment Sector

Manningham faces several pressures and challenges to generate and service a meaningful employment sector. The absence of fixed rail in Manningham is at the core of facilitating a diverse and sustainable employment base and economy. These issues will be exacerbated as population pressures place a strain on limited resources in and around activity centres and on the ability to attract new employers to create a diversified employment base. Manningham has a total of 10 major and 10 neighbourhood activity centres which act as employment zones for residents. The



continued growth of the centres is paramount to the viability of the local economy. Manningham is currently an exporter of talent due to a lack of local opportunities. Resident escape expenditure for the 2024/25 financial year (\$1.96B) outstripped residents spending locally (\$1.21B) and funds introduced to the economy from out of municipality (\$1.449B). A lack of large employers has contributed significantly to this significant loss to the local economy.

It is essential that new residents view Manningham as a place which offers a range of employment types. This will only be achieved through the ability to diversify the local job market, attracting large companies and new employers to Manningham and provide employment pathways to the growing population.

The following have been identified as key issues facing Manningham's employment sector.

#### *Absence of corporate headquarters*

Manningham's economy consists of 80% home-based businesses. There is a lack of corporate headquarters, tertiary institutions, significant health providers or government departments within the municipality. The absence of fixed rail significantly reduces the attractiveness and incentive for larger employers to locate in Manningham. As an example of the nexus between attracting corporate headquarters and proximity to fixed rail transport, in 2018 Target Australia began residency of its new 8 storey national headquarters in Williams Landing, part of Melbourne's western growth corridor. A workforce of 850 were added to the economic prosperity of the Wyndham economy with a 28-minute express service to Southern Cross Station an attractor for those commuting.

The introduction of rail is essential in opening economic prosperity to Manningham and creating opportunities for the local community. Without this, Manningham will remain a provider of home based and mall owner-operated businesses which exports 54% of workers to other areas as opposed to being a viable option for attracting new industries which offer a range of employment opportunities.

#### *Targeting growth in activity centres*

Manningham has a total of 20 activity centres which act as employment zones for residents. As discussed, with the municipality lacking large employers, the continued growth of the centres is paramount to the viability of the local economy. Increased levels of housing and associated growth in population will be focusing on these centres as areas to secure meaningful employment. This will place significant stress on Council and the private sector to identify opportunities as new residents look for close to home employment options. Additionally, Council will be required to allocate significant new budgets to develop activity centre infrastructure in line with increased demand and changing needs of the introduced population. It is imperative that federal or state government support for development of activity centres matches or exceeds the demands placed by new resident populations.

#### *Diversifying employment types and its impact on education*

Factors noted such as the absence of fixed rail to Manningham limit attraction of corporations, health and government departments which have further impacts on the employment and educational sectors. Firstly, there is an inability to offer new residents options beyond blue collar, primarily hospitality-based employment and no defined career paths. This expectation of higher employment options for new residents will only increase the pressure placed on Council to attract significant employers.

Second, large employers (private or public) provide career pathways including transition from school to work. Increased populations will look for this opportunity and if not found in Manningham will take their yet to be developed skillset and expertise outside of the municipality and, therefore, not contribute to the local community or the growth of the economy.

It is essential that new residents view Manningham as a place which offers a range of employment types. This will only be achieved through the ability to diversify the local job market and provide employment pathways to the growing population.

#### *Bulleen Employment precinct*

A key future employment opportunity is the Bulleen Employment precinct, formerly occupied by the Bulleen Industrial precinct, which was acquired by the State to facilitate the North East Link project. The employment opportunities of this area are identified in the Minister's Assessment of Environmental Effects of the North East Link (November 2019) recommendation 7A states:

*'That the Manningham Road Interchange design should maximise the return of residual land for employment, including industrial land uses (IAC Recommendation 7a).'*

The employment potential around the Manningham Road interchange and extending northwards in the vicinity of the Heide Museum of Modern Art and Sonoco site at 17 Templestowe Road, Bulleen are affirmed in the State Government's *Birrarung-Bolin Framework (Framework Plan)*, approved by the Minister for Planning in January 2024.

To assist, Council considers that an exciting opportunity exists to create an economic hub in this precinct. Future planning of this area can capitalise on the proximity to the Heidelberg activity centre and health precinct, the NEL project and associated public realm enhancements.

Consistent with the *Birrarung Bolin Framework Plan* and *Burndap Birrarung Burndap Umarkoo* (Yarra Strategic Plan), this precinct can provide contemporary, and emerging employment uses, in addition to creative industries, cultural and community uses to reflect the cultural and environmental attributes of the nearby Yarra River and its environs. Associated residential development may occur within Bulleen in the vicinity of the Yarra Valley Country Club and Sonoco site. Designation of this new economic precinct and discussion of the opportunities it can provide should be clearly communicated in the new Plan Victoria.

#### *Pillar 2 Recommendations:*

**Fund and deliver improved bus services in Manningham including Doncaster Road corridor Bus Rapid Transit (BRT)**

**Confirm the SRL station location as a high priority to enable planning for greater housing density.**

**Support a rapid bus service to mimic the SRL alignment from Monash to Latrobe universities.**

**Create a new economic hub around the Manningham Road interchange following the completion of the North East Link project to provide contemporary, and emerging employment use sensitive to the environmental and cultural attributes of the Yarra River and its environs.**

### 3.3 Pillar 3: Liveable and Thriving Neighbourhoods

#### 3.3.1 Liveability

##### *Neighbourhood Activity Centres*

Landscape character and particularly tree canopy cover are key determinants of neighbourhood character and are highly valued by the community. Importantly, a consistent message from our community is the value our parks, trees, open spaces, and the natural environment.

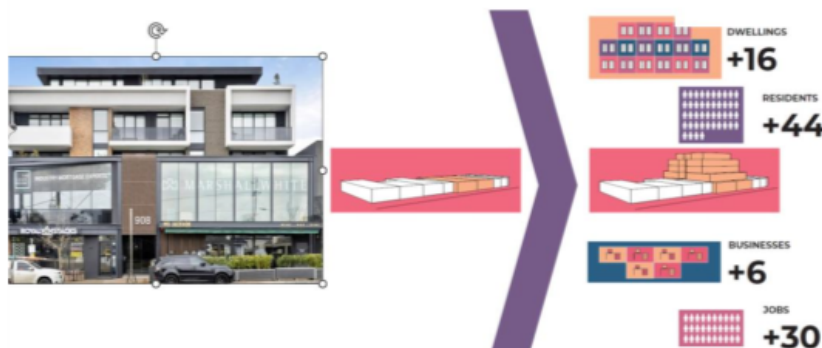
The 20-minute neighbourhood concept in Plan Melbourne defines the key elements of local living. Manningham's *Liveable City Strategy 2040* (2022) supports the 20-minute neighbourhood principle. Key directions in our Strategy that are aligned with the Plan Victoria are:

- Diverse housing opportunities and distinct communities
- Vibrant activity centres
- Thriving employment
- Sustainable Transport and travel mode choices
- Greening our city
- Building social and cultural connections

To ensure the liveability of evolving neighbourhood activity centres and new areas whether it be for housing or employment opportunities, the *Plan for Victoria* needs to facilitate living locally by strengthening the co-location of services, housing, and infrastructure in line with the principles of the 20-minute neighbourhood. This could be achieved by identifying specific precincts where partnerships between state and local authorities could be established to support future development and sustainable local living.

Manningham's Neighbourhood Activity Centres are experiencing some growth in mid-rise development. In particular, examples of this type of multi storey mixed use development is evident at Jackson Court. This includes a five-storey commercial expansion with a supermarket and an apartment complex. A further development fronting Doncaster Road consists of restaurants and retail at ground floor, commercial office space at the first floor, basement carparking and residential dwellings above.





Jackson Court redevelopment – Mitchell Street, Doncaster 2024

*Public Open Space*

Manningham is highly valued for its green and leafy neighbourhoods and range of natural assets, with public open space covering nearly 18% of the municipality. The natural environment within river and creek environs, Green Wedge areas, as well as landscaping within streets and private properties are a distinguishing feature of Manningham and play an integral part of the municipality’s identity and quality of life for residents.

Despite this, there are gaps in Manningham’s open space network and pockets in the western section of the municipality where access to public open space is limited. There is also difficulty in accessing some of the regional open spaces and river environments from many of the residential areas in Manningham and local open spaces are not well linked. The proposed housing targets and corresponding population growth and dwelling densities will place increased pressure on the existing open space network.

Parks and open spaces are essential infrastructure in communities and there is a need to ensure the city improves accessibility to a diversity of green open spaces as the population grows and the municipality redevelops and intensifies to accommodate this growth. The 20-minute neighbourhood concept considers that parks and recreation are a “daily need” which should be available within convenient proximity to residential dwellings.

They are a key component of liveability and Manningham’s objective is for the community to have access to a diverse range of accessible and green open spaces within easy walking or cycling distance of all homes, as well as leafy green streets to encourage active travel. Council’s open space network should also be physically connected through green links to create attractive recreational connections and opportunities. A failure to provide or improve open spaces in Manningham will lead us to fall behind in meeting the gaps in open space provision and provide for the projected housing growth.

The need to provide diverse and accessible open spaces needs to be recognised in the *Plan for Victoria*.

### 3.3.2 Local Infrastructure to Support Growth

The construction of an additional 39,000 homes and an increase in population to 105,000 will place considerable strain on existing infrastructure. The financial costs associated with upgrading drainage networks, footpaths, roadways, traffic and waste management systems are substantial but necessary to support the increased demand. Physical construction impacts will include potential flooding issues, increased wear on roadways, and the need for new footpaths. Effective traffic management and public transport enhancements will be critical to mitigating congestion and ensuring smooth operation of the expanded infrastructure. Planning and investment from the State Government in these areas will be essential to accommodate the growth and maintain a high quality of life for residents.

*Victoria's Infrastructure Strategy 2021-2051* is a 30-year strategy that provides a practical roadmap for action over the next 30 years across a broad range of public policy areas including housing, energy, transport and social infrastructure. This strategy aims to help Victoria address existing infrastructure pressures and be prepared for the future.

There is a need to ensure alignment between *Victoria's Infrastructure Strategy 2021-2051* and *Plan for Victoria*. There is a strong case for the need of better integration of land use and infrastructure planning in established areas and to plan and deliver infrastructure in established suburbs for growing communities. Infrastructure agencies across government need to share land use and infrastructure plans. This will allow integration of planning, reduce duplication and support investment certainty.

Expanding residential development to include an additional 39,000 homes by 2051, with a resulting population increase, will have significant financial and physical impacts on the management and maintenance of existing and future infrastructure, such as:

- drainage networks, footpaths, roadways, and traffic congestion.
- arts and cultural facilities
- human services such as Maternal Child Health services
- recreation and sporting facilities
- waste management.

The following section provides a high level overview in considering the anticipated impacts of the projected housing targets on a range of Council and State government infrastructure and services.

#### *Drainage Network and Flooding:*

The existing drainage network which includes approx. 1,047,561 lin.m of drainage pipes, 36,894lin.m of open table drains and approx. 50,000 pits, will not be able to handle the increased volume of runoff from additional homes. This can lead to potential flooding issues if the drainage network and stormwater system is not upgraded to accommodate the increased load. Installation, availability and capacity of retention basins, stormwater management systems, and improved drainage design will be crucial.

The existing drainage infrastructure will require significant upgrades to handle the increased runoff and prevent further flooding. This may include expanding capacity where possible, repairing

existing systems, and installing new drainage infrastructure. Costs will vary based on the current state of the infrastructure and the extent of required upgrades.

*Footpaths and Pedestrian Access:*

With the construction of new homes, additional footpaths will be necessary. The cost of constructing new footpaths and maintaining existing ones will increase. This includes expenses for materials, labour, and ongoing upkeep.

The construction of additional homes will necessitate the development of new footpaths and the maintenance of existing ones. Ensuring that footpaths are accessible, safe, and well-maintained is essential for pedestrian mobility and safety.

*Roadways:*

The road network will need to be expanded and improved to accommodate increased traffic. This could involve full road reconstruction, resurfacing, widening/narrowing existing roads, building new roads, and adding traffic management features for both vehicles and people. The financial burden includes both construction and long-term maintenance.

Increased traffic will accelerate wear and tear on roadways, necessitating more frequent repairs and maintenance. This would include resurfacing roads, fixing potholes, and reinforcing road structures.

*Traffic Congestion and Traffic Management:*

The addition of 39,000 homes, an average 2.7 persons per dwelling, no train station, already high car ownership levels, could see the number of projected vehicles in Manningham also increase by 105,300 vehicles. This increase can lead to congestion on existing roadways, affecting travel times and overall road safety and efficiency. Areas near new residential developments may experience particularly severe congestion.

Increased congestion can impact traffic flow, leading to longer commute times and potential safety concerns. Implementing traffic management solutions such as improved signal systems, better road design, and traffic calming measures will be necessary to mitigate these effects.

To manage increased traffic volumes, additional investments in traffic management systems (e.g., signals, signage, and monitoring systems) will also be required by the Department of Transport & Planning. Enhancements to support public transport infrastructure would also be necessary to reduce the dependency on private vehicles and alleviate road congestion where possible. This could involve expanding bus routes, increasing service frequency, and improving connectivity between residential areas and key destinations. This is addressed in more detail in Section 3.2.1.

While the initial costs of upgrading civil infrastructure are high, the increased population can also drive economic growth through higher demand for local services and businesses. However, if delivery of infrastructure improvements lag behind development, it could lead to decreased quality of life and economic inefficiencies. Council does not have the financial capacity to deliver these on our own and financial support will be required in order to support the proposed growth. This is further addressed under Section 3.2.2.



*Waste Management:*

The proposed expansion of 39,000 houses within Manningham is set to significantly influence waste management and litter services, particularly in response to the heightened demand for sporting facilities, parks, and activity centres. Waste management is a critical Council function which is already strained by rising landfill levies and illegal dumping activities.

While the increase in higher density housing may not directly affect residential waste collection—since most high-density properties are not serviced by Council—it will have a profound impact on public waste services and infrastructure. Additionally, it is likely to exacerbate instances of illegal dumping, as properties who do not have Council waste services are ineligible for hard waste collection.

To address the increased demand for litter management, additional resources will be essential, including funding, equipment, infrastructure, educational initiatives, enforcement measures, and staffing. Given that current waste and litter services are already operating at full capacity, accommodating an additional 39,000 homes will necessitate substantial strategic investment and resource allocation.

*Arts and Cultural facilities:*

The projected housing growth and Housing Targets will also have a significant impact on the need for and provision of arts and cultural facilities as follows:

In much the same way as an increase in population is anticipated to require additional sporting and active recreation facilities, it should be anticipated that additional arts and cultural facilities will be needed to meet increased demand. Such facilities include government run services such as public galleries, museums, arts centres, and live performance venues as well as community run facilities like neighbourhood houses, and private organisations, be they galleries, dance studios, contemporary music venues or boutique art studios. Ongoing, these need to be funded to program an increased suite of events, exhibitions, workshops, productions and more, particularly to ensure that these are culturally relevant and respond to any changes in the demographic profile of Manningham.

This will require an increase in Council's operational budgets but also in grant funding for community and privately run programs. Given the proximity of Manningham to Whitehorse and Maroondah, both of which have large performing arts centres, it is not anticipated that the increased population will drive immediate need for such a venue in Manningham, so other opportunities for performing arts may be prioritised.

In particular, it is expected that there will be an increased desire for more contemporary live music venues in activity centres, such as pubs and clubs, which will support growth of the night time economy. Events, festivals and performances within public spaces in activity centres can also support this growth, and while trader groups may support such activities, it is likely that Council would play a significant role in supporting these, either through grants and sponsorship of events, or by actively programming and delivering them. Just as employment hubs or large-scale employers retain economic activity within the municipality, a higher density of artistic and cultural venues and opportunities to engage in the arts is key to ensuring Manningham's liveability and mean residents are more likely to stay within the municipality for entertainment and cultural experiences.

As new community infrastructure is introduced and existing assets are upgraded, investment in public art should increase, and this will require additional resourcing to commission and maintain. This can be supported by the developer contribution scheme as new residential and commercial properties are built.

The Birrarung-Bolin precinct presents a unique opportunity for arts and cultural investment. The *Birrarung-Bolin Framework Plan* identifies this area for growth and renewal, including the major interchange for the future North East Link tunnels at Manningham Road, Bulleen. Given the significance of the site to Wurundjeri Woi-wurrung, Council supports the inclusion of cultural heritage activities which may involve interpretive signage, environmental and cultural events, and public art commissions. Public performance and gathering sites should also be considered for inclusion in any development of the site. This precinct may also present opportunities for investment in arts and cultural infrastructure that is currently missing in Manningham, such as music rehearsal studios, leasable artist studios, recording studios, games centres and artist maker spaces where artists and designers can access specialised machinery and workshop space. Refer to Section 3.2.2 for further discussion also in relation to employment opportunities within this precinct.

#### *Maternal Child Health Services:*

Currently planning for Maternal Child Health services in Manningham is based on the previous 5 years of data. In Manningham, there is generally between 950-1000 new babies born in Manningham per year.

The Maternal Child Health services generally see children over a 4-year period. This equates to a population of close to 4000 children (from birth to 4 years of age) seeking services at any one time.

If the projected number of additional homes to be built in Manningham reaches 39,000, this equates to a potential 80% increase in families accessing the service with a possible increase of up to 7200 children in the service, and 1800 new babies born per year.

Currently all Manningham's maternal child health services are at capacity and would need to more than double the number of services to cater for the increased population growth.

#### *Recreation, Sporting and Community Facilities:*

The housing targets and the potential corresponding increase in population will have a significant social and community impact and will result in demand for significant upgrades to local infrastructure including:

- Playing fields and courts
- Indoor sport and recreation facilities
- Informal recreation facilities and spaces
- Community hubs with meeting spaces and library services
- Schools and early years infrastructure

The following is a case study on the demand on Soccer Facilities, which is indicative of an exponential growth in demand for local infrastructure should the housing targets be realised.

Using the approved industry ratio, the following has been calculated to determine the required facility provision based on an addition 105,000 residents:

Sport	Ratio Calculation	Current Facilities	Required Facilities in 2036	Additional Facility Requirement	Required Facilities in 2051	Additional Facility Requirement
Soccer	1 pitch per 5,000 residents	25.5	29.6	2.1 (noting future conversion at Anderson Park)	47.84	22.34 (rounded down to 22)

Overall an additional 22 pitches would be required to meet demand based on projected population growth. Given land for development is very limited in Manningham and opportunities for additional synthetic pitches is also limited, this provision target cannot realistically be achieved.

In terms of cost, recent examples of projects indicate that the approximate cost for a dual synthetic soccer pitch is in the vicinity of \$10m. In addition, a dual soccer pitch site requires approx. 3.11 hectares of land.

Advocacy for land to allow for the development of additional recreation, sporting and community infrastructure in addition to funding for capital developments will be critical.

### 3.3.3 Developer Contributions and Associated Legislative Reforms

As part of the preparation of the Plan for Victoria, the State Government must consider the necessary amendments required to a range of legislation that impacts on the development of land in Victoria.

In particular, in considering Council's funding capacity to upgrade local infrastructure, the Windfall Gains Tax provisions introduced in July 2023 currently acts as a disincentive to release land for housing and community infrastructure. All Council's should be exempt from the Windfall Gains Tax provisions to enable this money to be redirected to providing local infrastructure, services and facilities that enhance the liveability of our communities.

The costs of infrastructure also needs to be factored in as part of the implementation of the *Plan for Victoria*. The State government must identify how such infrastructure could be accommodated and funded, as this cannot be solely the responsibility of local government.

Income through development contributions is currently a method by which a council can seek a co-contribution from a developer. The application of the DCP, or other funding mechanism will be a critical revenue stream for councils to support the delivery of an expanded capital works program. Manningham Council has a development contributions plan (DCP) for the Doncaster Hill precinct.

The Victorian Government's development contributions system urgently needs reform to reduce complexity and provide a streamlined, transparent, and efficient process for preparation and implementation by councils.

The current system is overly complex, time-consuming, and costly for Councils to establish and administer. The need for reform has been identified in numerous reports and audits, including the Victorian Auditor-General's Office report, *Managing Development Contributions* (March 2020), and *Victoria's Infrastructure Strategy 2021-2051* (Infrastructure Victoria, 2021). It is imperative that the State Government actions these recommendations and supports councils in maintaining liveable and functional communities.



Council understands that a review and rewrite of the *Planning and Environment Act, 1987* is also underway. There is limited information on the extent of reform proposed however, Council requests involvement in this process to ensure Council and the community's ongoing role in planning decisions for Manningham.

*Pillar 3 Recommendations:*

**Encourage partnerships between Council and the state government to support future development and sustainable local living in Neighbourhood Activity Centres, including new or improved open spaces and/or urban plazas.**

**Ensure alignment between *Victoria's Infrastructure Strategy 2021-2051* and *Plan for Victoria*.**

**Determine the demand (including land area required) for the provision of upgraded and new service infrastructure, active transport connections, open space and community facilities.**

**Ensuring all residents are within 400m to quality public open space of a minimum 1,500m<sup>2</sup> in size.**

**Provide adequate funding mechanisms to ensure that Manningham can deliver vital services and infrastructure by:**

- **establishing ongoing partnership arrangements with councils to deliver local infrastructure and services.**
- **implementing an alternative ongoing funding stream for the maintenance of essential community infrastructure.**
- **providing full and reliable funding streams to support any additional responsibilities that are transferred to local government.**

**Reform Victoria's development contributions system as a high priority to reduce complexity and to simplify implementation.**

**Introduce exemptions to remove windfall gains tax from council land.**

## 3.4 Pillar 4: Sustainable Environments and Climate Action

### 3.4.1 Climate Change Response

Manningham is exposed to significant hazards. Flooding, bushfire, landslip, and extreme weather events are increasing in intensity and frequency. Climate change is already impacting the way councils manage their assets and infrastructure, exploring the costs and benefits of different adaption options and their risk exposures if climate change adaption is not taken. The direct cost of damage is estimated below in Table 2 and is conservative as no direct impact to services etc have been considered.

Table 2: Quantifying the economic costs of climate change impacts (2022-23)

	Average annual damage (\$000)			%change in AAD from present day	
	Present Day	Nearer future (~2050)	More distant future (~2100)	Nearer future (~2050)	More distant future (~2100)
<b>Manningham</b>	1,998	6,003	8,682	200%	334%

Source: Submission to a Plan for Victoria, ERG of Councils, July 2024

The Plan for Victoria needs to provide a bold direction on how Victoria will become resilient to climate change. A holistic approach needs to be adopted including matters such as: building design, environmentally sustainable development, vegetation cover and managing natural hazards. Council's Climate Emergency Response Plan (2022) outlines Manningham's approach to addressing climate change. Through increased climate action we aim to boost the resilience of our natural and built environments, which in turn will improve liveability, community health and overall economic performance. Targets include:

- Net zero emissions for Manningham Council by 2028
- Net zero emissions for our community by 2035

Initiatives include a combination of mitigation and adaptation, with rooftop solar and batteries, use of energy efficient LED streetlights, public electric vehicle charging infrastructure and strengthening habitat for local biodiversity and wildlife within our bushland areas. Council is also looking at a range of waterway improvements within the rivers and creeks, working in close partnership with Melbourne Water.

### 3.4.2 Environmentally Sustainable Development

To have a climate resilient State, the Victorian government must introduce consistent Environmentally Sensitive Development (ESD) provisions in all planning schemes and the Victorian building code. This should be of a high priority for the State Government.

The Council Alliance for a Sustainable Built Environment (CASBE) is working with several councils to elevate ESD targets for new development via changes to the planning scheme.

A great opportunity exists for State and local governments and the building sector to work together to ensure the buildings are efficient to heat and cool, and comfortable to live in.

### 3.4.3 Greening and Cooling Initiatives

It is also imperative that the Plan for Victoria balances the need for increased housing with the need to increase tree cover to mitigate against the urban heat island effect. On 5 June 2019 Council committed to *Living Melbourne: Our Metropolitan Urban Forest* along with 31 other councils. RMIT's 2020 Vision Report identified that between 2013 and 2016 Manningham lost between 2 and 3 per cent of its total tree canopy cover.

During the same period there was also a 4.6 percent increase in hard surface area, which can result in an increase in local air temperatures. These impacts are exacerbated when coupled with climate change extreme weather events which are projected to intensify. An essential mitigation



measure to manage the urban heat island effect is to increase greening in urban areas. This needs to be achieved through an increase in canopy cover on both public and private land.

Meeting the housing targets will have implications for the existing canopy cover and impact the quality of life for residents. The loss of tree canopy increases the impacts felt from the urban heat island effect exposes vulnerable residents to heat stress. Innovative solutions to urban greening, including vertical gardens and green roofs, will be integral to enhancing landscaping in an increasingly urbanised environment.

Action 91 of *Plan Melbourne 2017-2050* commits to delivering a whole-of-government approach to cooling and greening Melbourne to create more liveable and climate resilient communities. It is essential that the State Government through the Plan for Victoria supports and implements this action.

#### **3.4.4 Flooding and Integrated Water Management**

##### *Flooding*

Manningham is working in partnership with Melbourne water on developing flood maps for Manningham and its local catchments. The impacts on flood risk associated with climate hazards will be compounded by the increase in impervious surfaces associated with population growth and anticipated levels of development. The State Government must provide leadership in managing flooding risk through the Victorian planning system, in the same manner it did with addressing bushfire hazard.

Several councils, including Manningham, have engaged specialists to undertake detailed flood modelling, with the aim of introducing relevant planning controls in the Manningham Planning Scheme. The State Government needs to introduce flood controls to appropriately condition and / or minimise building approvals being granted in areas which are known to be subject to flooding. The application of flooding controls needs to consider the most current data available on the impacts of climate change on flooding.

More work is needed on building community flood resilience, including modelling and communication of flood risk for both pluvial and fluvial flooding. Consideration should be given to expansion of the *Flood Resilient Homes Program* such as the program being piloted in Brisbane. The Building Code should require use of flood resilient materials for proposed structures in areas of flood risk.

##### *Integrated Water Management*

The proposed housing targets will pose Integrated Water Management challenges. Increases in development densities need to give due consideration to impacts on stormwater infiltration opportunities, potable water demand, alternative water supplies and stormwater volumes and pollutant loads discharging to waterways to ensure a sustainable future.

Modelling and planning are required to understand water demands, alternative water supply opportunities and associated infrastructure needs. The management of flood and environmental risks associated with the proposed level of development necessitates early planning to achieve the adopted integrated water management catchment targets and measures. Planning for infrastructure needs to be progressed early in the process to ensure the viability of the proposed level of development.



A case study of the impacts of development and population growth in Doncaster Hill and the Eastern Golf course (Tullamore) on local water supply and sanitation is a case in point. Strategic work identified that there may be constraints on water supply that could arise at the full build out of Doncaster Hill. To address these challenges, Yarra Valley Water has proposed development of the Tram Road Reserve Underground Water Recycling Facility. Planning approval has since been secured and the facility will supply Doncaster Hill and the Tullamore Estate with at least 750,000 litres per day of recycled water for laundry, toilet flushing and irrigation purposes, offsetting demand for potable water. The capacity of this facility is fit for purpose for the current Doncaster Hill population projections and not for the level of growth anticipated under the proposed Housing Targets.

*Pillar 4 Recommendations:*

**Introduce consistent ESD provisions in all planning schemes and the Victorian Building Code.**

**Introduce a new planning control for urban areas that protects and increases canopy vegetation on both public and private land to minimise the urban heat island effect and improve the landscape qualities.**

**Undertake a Ministerial amendment to introduce special building overlays across the State to address flooding issues, like the approach adopted with the Bushfire Management Overlay.**

**Ensure that integrated water management targets and measures can be achieved under the growth scenario envisaged by Plan for Victoria.**

## 4 Conclusion

Council considers that the matters raised in our submission reflects local government insights on the challenges and opportunities of accommodating significant growth now and into the future. What we raise in this submission will no doubt be consistent with the concerns of other local governments and strongly aligns with the draft submission by the Eastern Region Group of Councils.

The need for additional housing is acknowledged, however a multi-faceted solution and whole of government approach is required. Numerous factors impact the delivery of housing, with many of these elements being outside of Council's influence. Council is committed to establishing a planning policy setting that facilitates appropriate housing growth and encourages investment, which is demonstrated through the comprehensive process underway to develop the new *Manningham Residential Strategy*.

Council holds significant concerns around the implications of setting such ambitious Housing Targets and the impact it may have on the existing settlement pattern of Manningham, and the highly valued neighbourhood character of Manningham's residential areas. There is a disconnect between the ambitions of the Housing Targets and the implications on the urban form of residential neighbourhoods. A nuanced approach to address local land capability and capacity, housing needs and neighbourhood character attributes is essential.

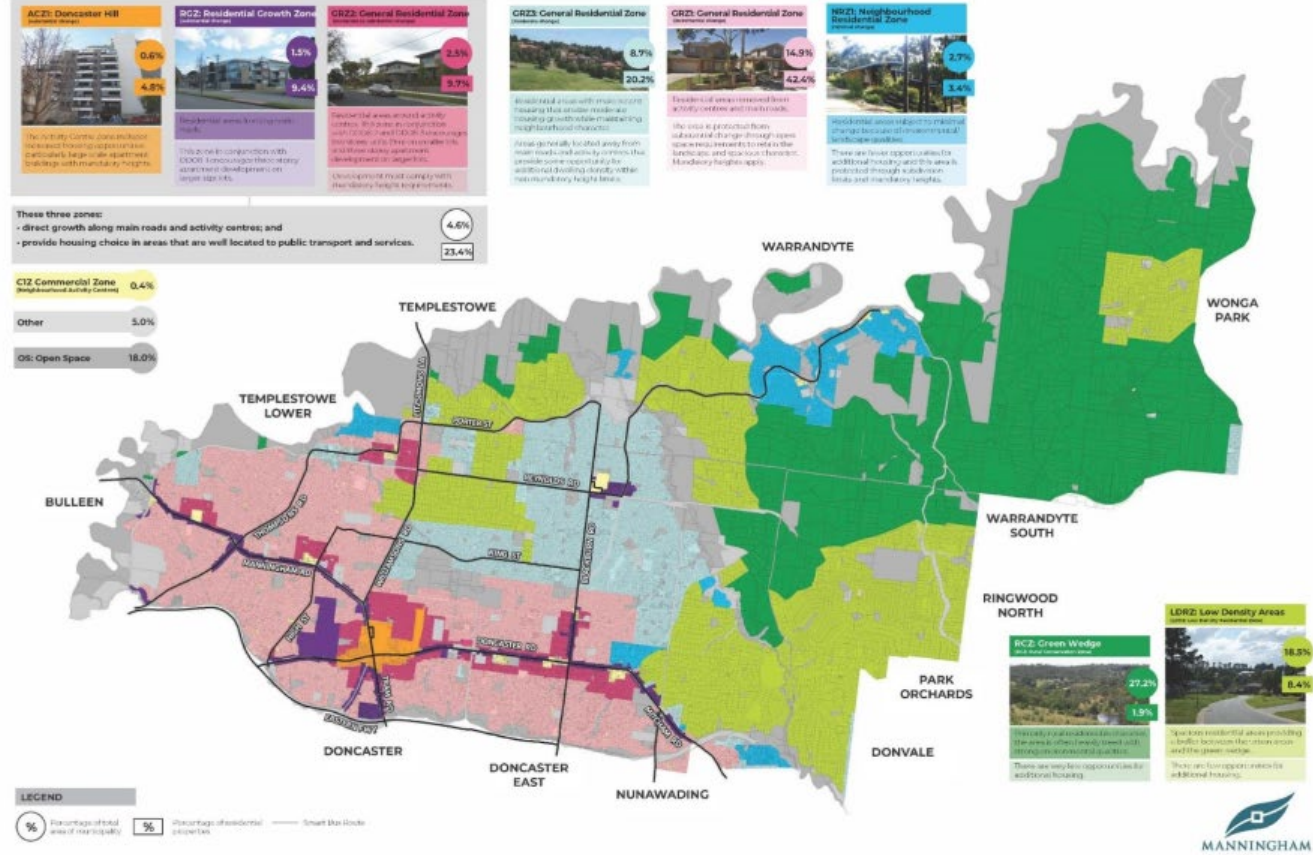
Secondly, to release housing targets on the scale proposed without making any commitment to the infrastructure required to support such exceptional growth is concerning. The Manningham community has a right to such fundamentals as public open space, adequate drainage and sewage systems, education facilities, health services and transport networks. Council alone cannot fund all upgrades required to its facilities and services, given the numerous financial constraints raised above. It is imperative that a range of funding and delivery mechanisms are established by State Government to ensure the continued delivery of vital services and infrastructure to support a rapidly expanding population.

We trust that a further round of consultation will occur once a draft Plan for Victoria is prepared and look forward to being involved in a subsequent engagement process and ongoing discussions with DTP.

Should you have any questions regarding this submission, please contact Andrew McMaster, Director City Planning & Liveability at: [andrew.mcmaster@manningham.vic.gov.au](mailto:andrew.mcmaster@manningham.vic.gov.au)

ATTACHMENT 1

Manningham's residential character areas February 2024







## Manningham Council

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**10.2 Statutory Planning Application Activity Quarter 4 (April to June 2024)**

File Number: IN24/510  
Responsible Director: Director City Planning  
Attachments: Nil

**PURPOSE OF REPORT**

*This report is to provide Council with a general performance overview for Quarter 4 (Q4) of Statutory Planning application activities, as required by Chief Executive Officer (CEO) KPI 2023-2024.*

**EXECUTIVE SUMMARY**

*This report details the performance of the Statutory Planning team in assessing and determining Planning Permit Applications for Quarter 4 (Q4) covering April to June 2024.*

**1. RECOMMENDATION**

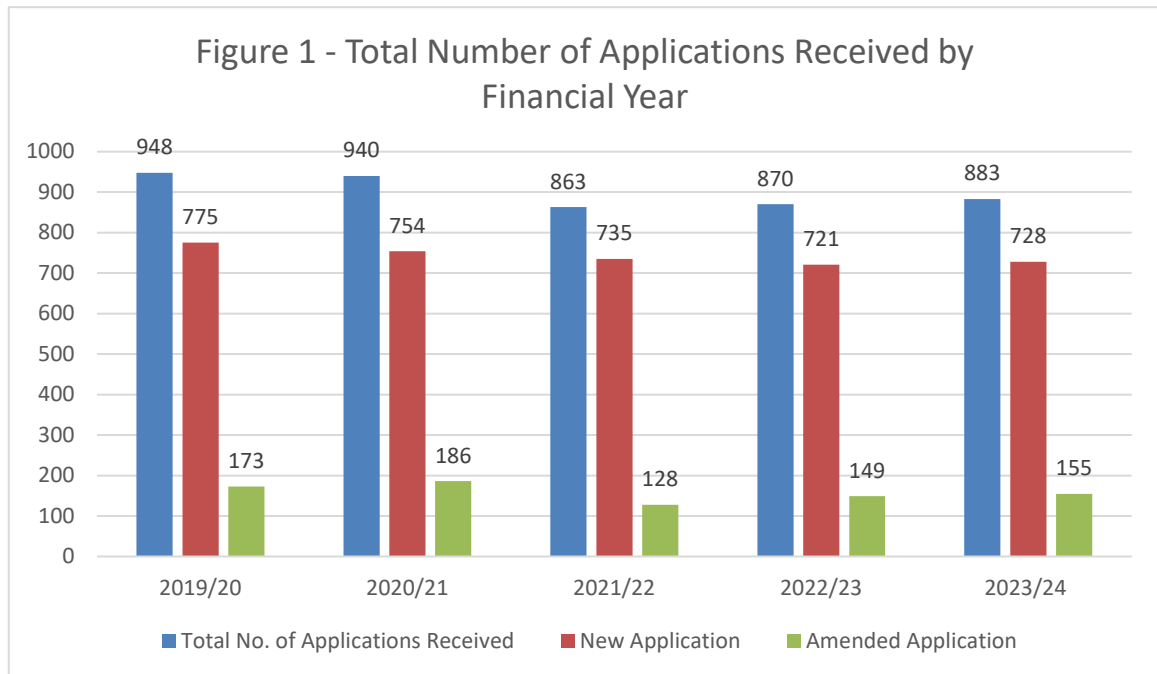
**That Council note the Statutory Planning Application Activity Quarter 4 (April - June 2024).**

**2. BACKGROUND**

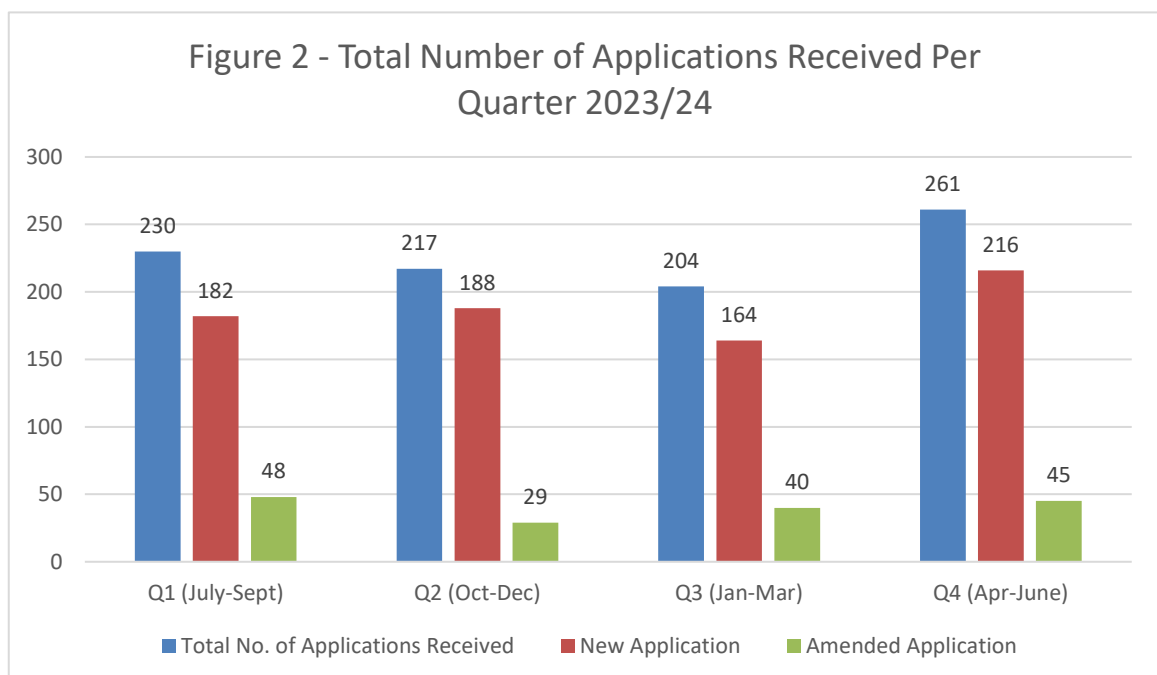
2.1 This report delivers on a CEO KPI, following Council's ongoing focus and interest in the performance of the Statutory Planning team and the assessment of planning applications.

3. DISCUSSION / ISSUE

3.1 A total of 883 planning applications were received for the financial year 2023/24. Overall, this figure is slightly higher than both the 2021/22 and 2022/23 financial year (Figure 1).

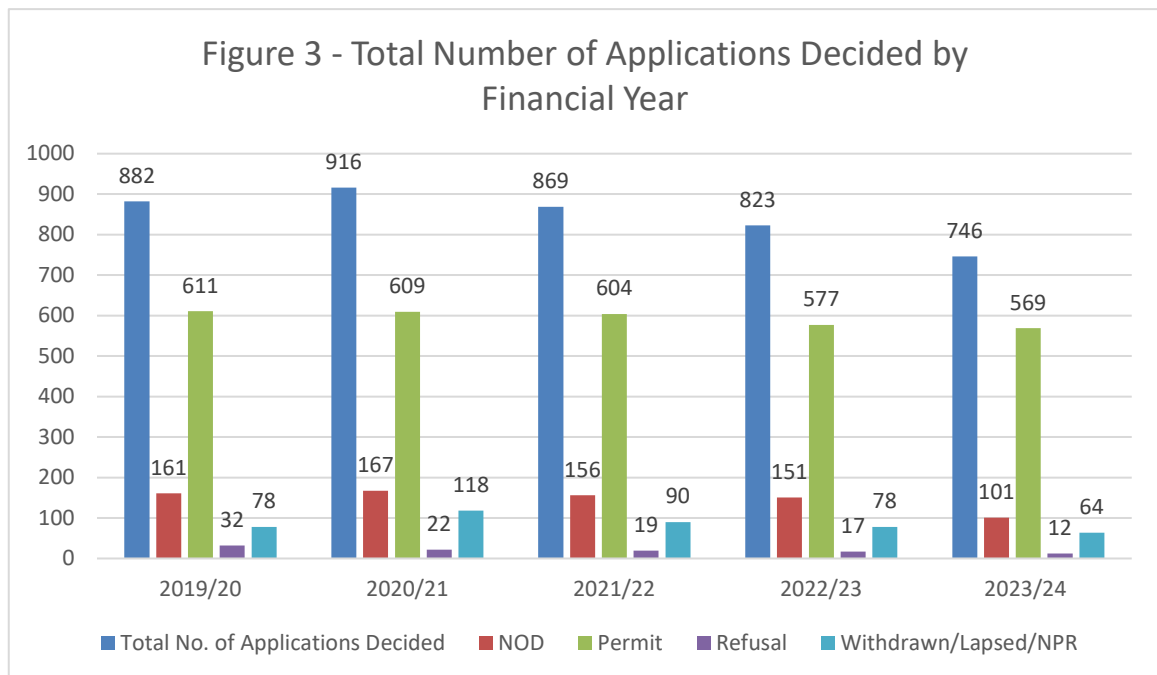


3.2 In Q4, a total of 261 planning applications were received. In comparison, 208 planning applications were submitted during the same quarter in 2022/23 (Figure 2).

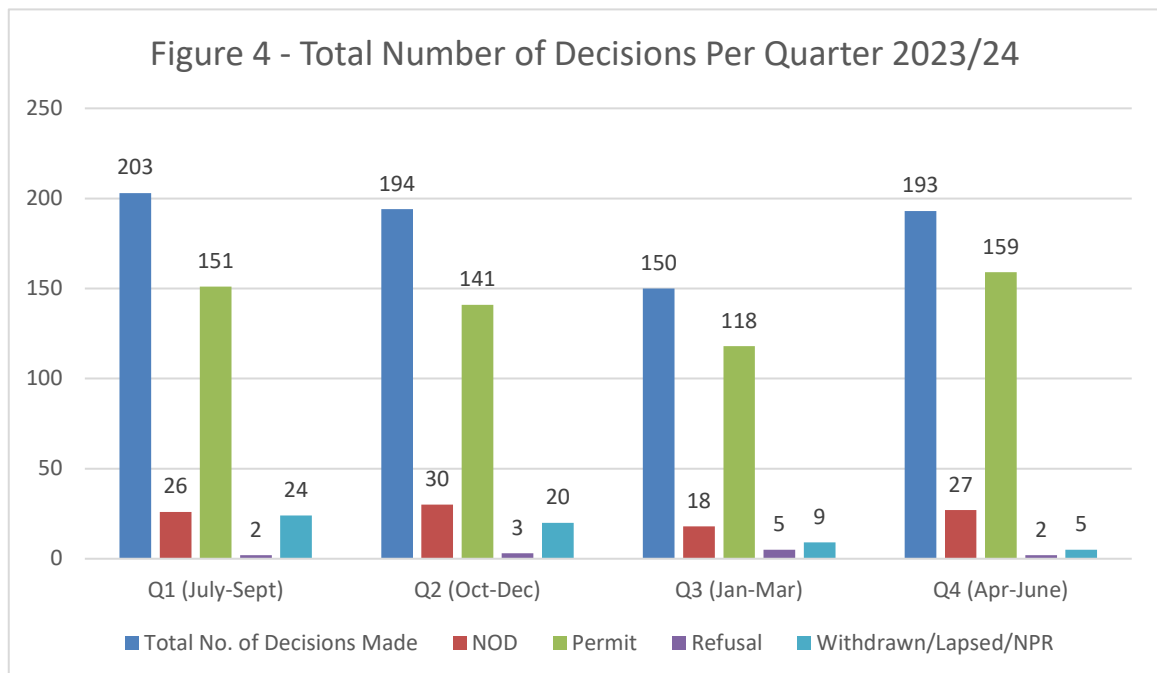




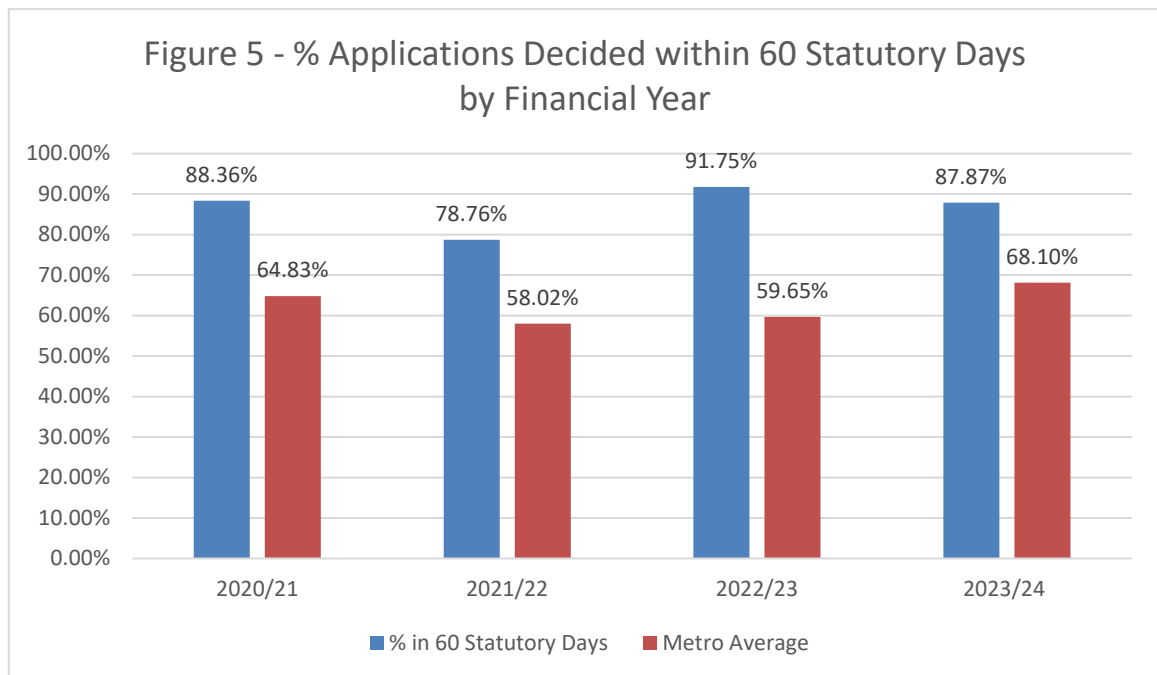
3.3 A total of 746 applications were decided for the financial year 2023/24. During this period, a total of 469 planning permits were issued, 101 Notice of Decision to Grant a Planning Permit – NOD’s (applications with objections) and 12 refusals, noting that refusals equated to only 1.6% of all decisions made (Figure 3).



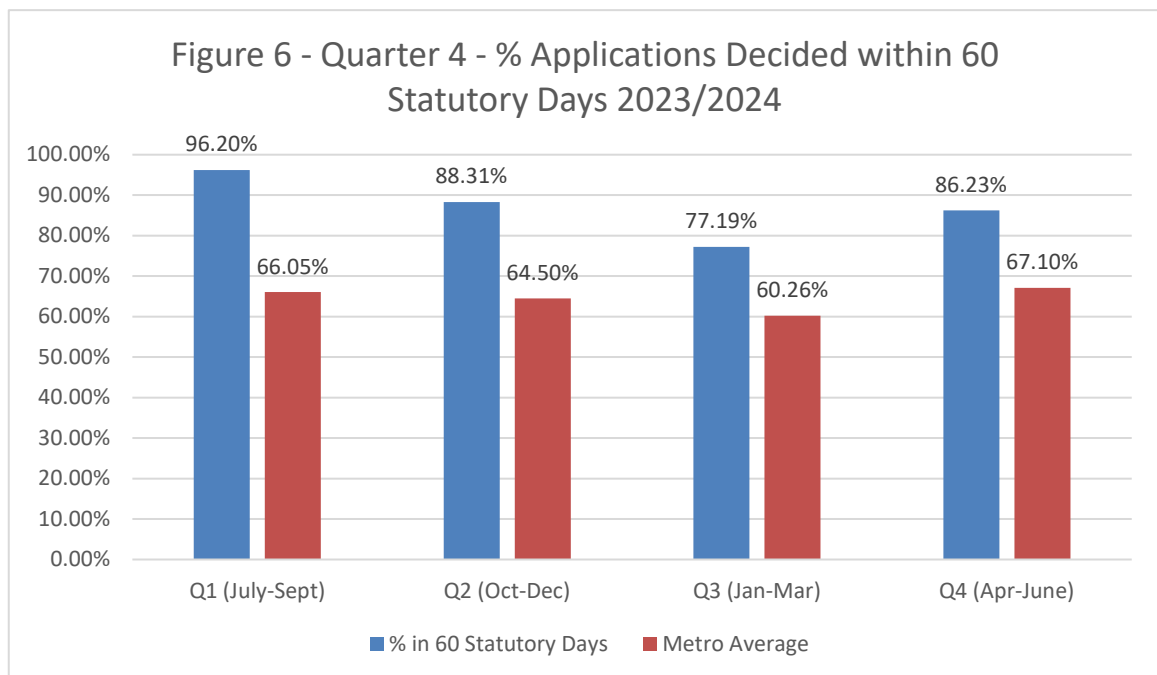
3.4 For Q4, a total of 193 applications were decided. 159 planning permits were issued, 27 Notice of Decision to Grant a Planning Permit (NOD’s) and 2 refusals (Figure 4).



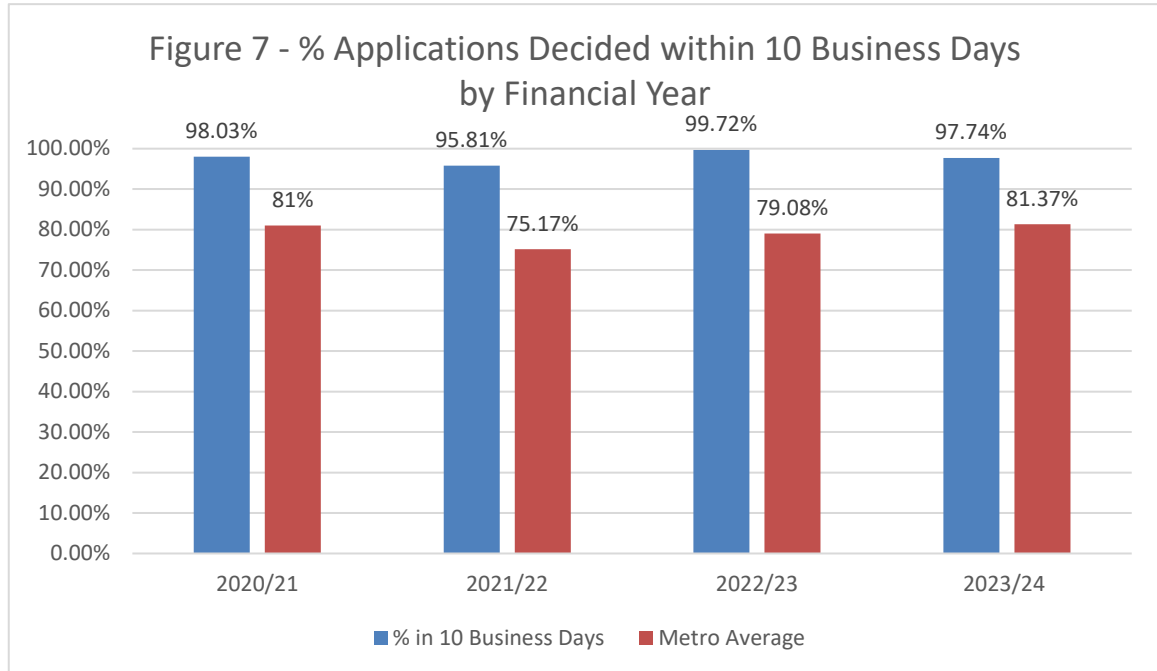
3.5 Manningham continues to process planning applications in a timely manner well above the metropolitan average. For 2023/24, 87.87% of standard stream planning applications were decided with 60 statutory days in comparison to the metropolitan average of 68.10% (Figure 5).



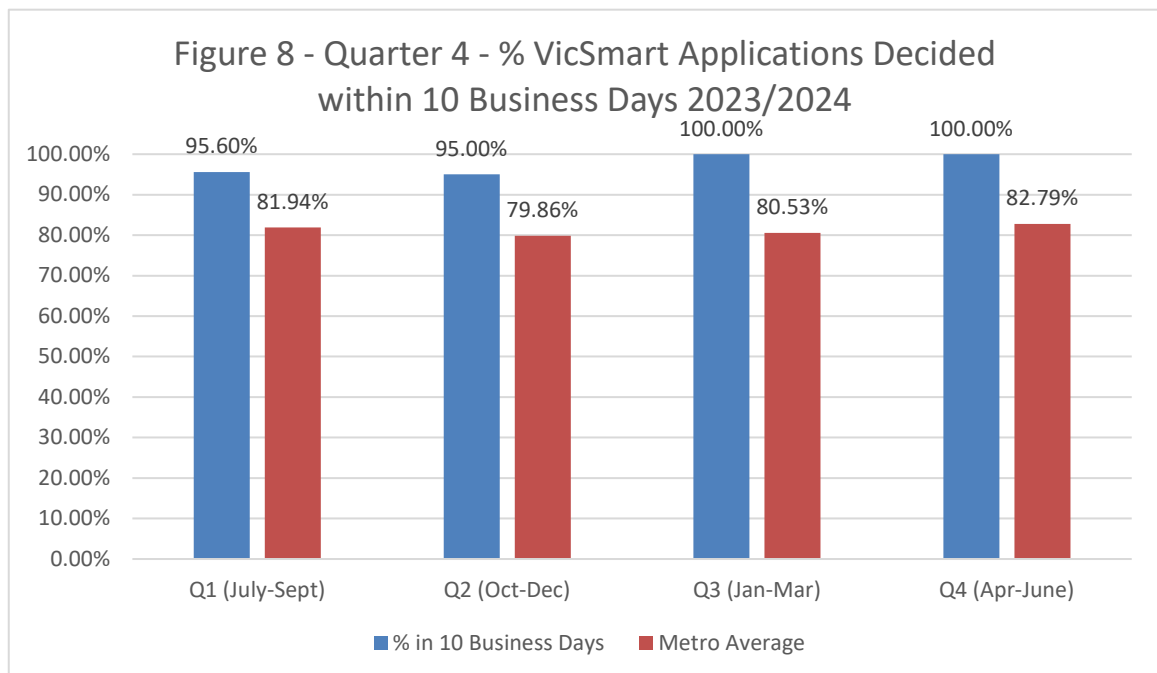
3.6 For Q4, a total of 86.23% of applications were determined within 60 statutory days which is an increase from Q3 and continues to be well above the metropolitan average of 67.10% (Figure 6).



3.7 Manningham also performed well determining VicSmart applications, with 97.74% of applications determined within 10 business days for 2023/24. The metropolitan average was 81.37% (Figure 7).

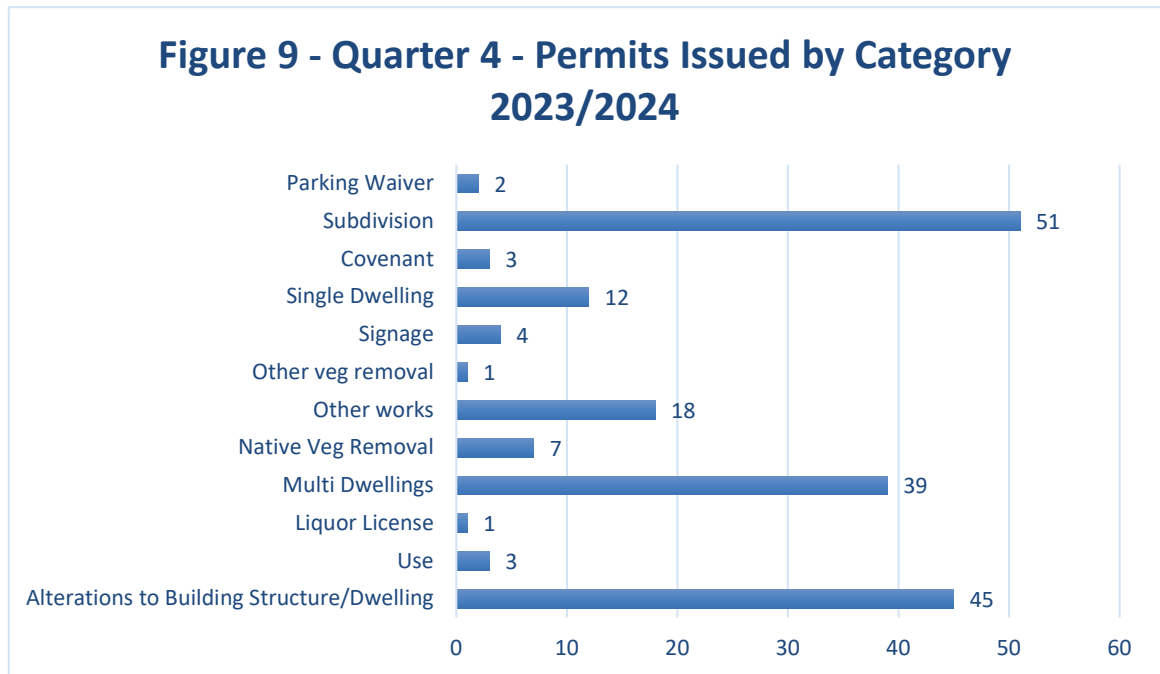


3.8 For Q4, 100% of all VicSmart applications were decided with 10 business days in comparison to the metropolitan average of 82.79% (Figure 8).





3.9 Alterations to a building structure/dwelling and subdivision were the predominant category of permits issued in Manningham for Q4, with multi dwellings following closely behind (Figure 9).



3.10 In the 2023/24 financial year a total of 21 appeals have been lodged at VCAT. The majority of appeals lodged have been Section 77 appeals against a Refusal to Grant a Planning Permit (Figure 10 & 11). For Q4, a total of 6 appeals have been lodged at VCAT (Figure 10 & 11).

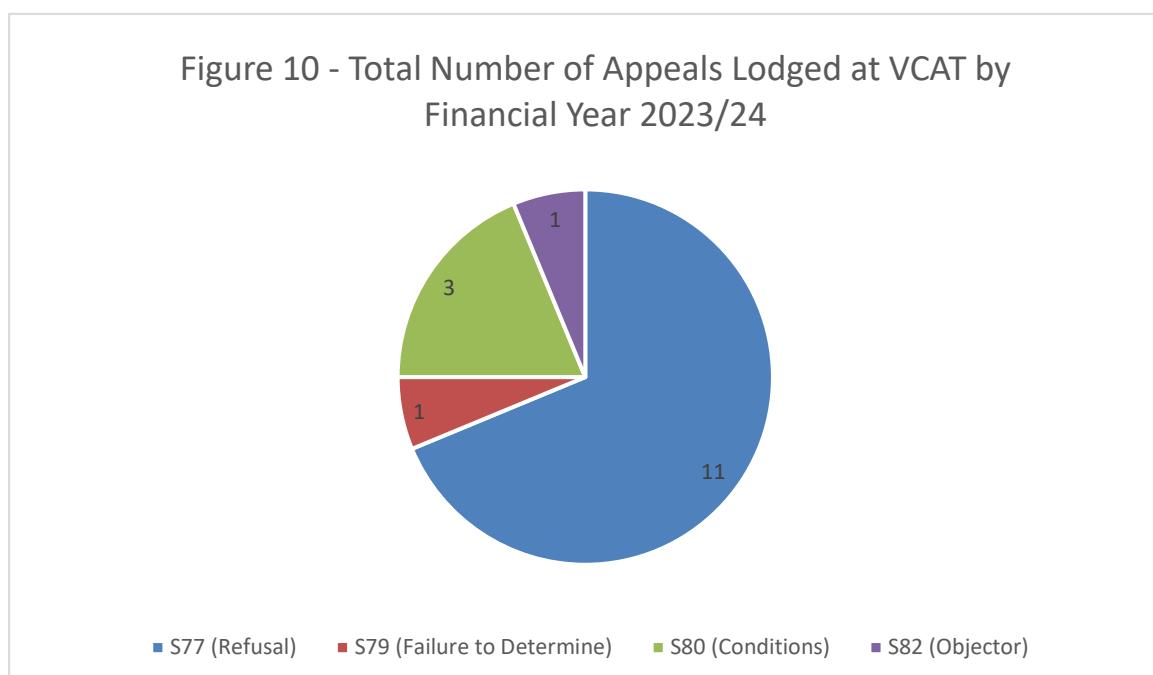
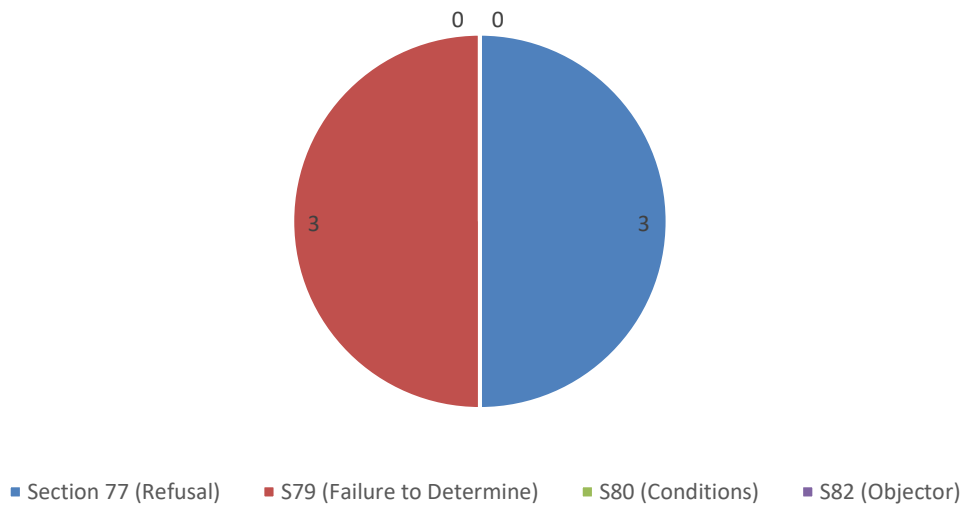
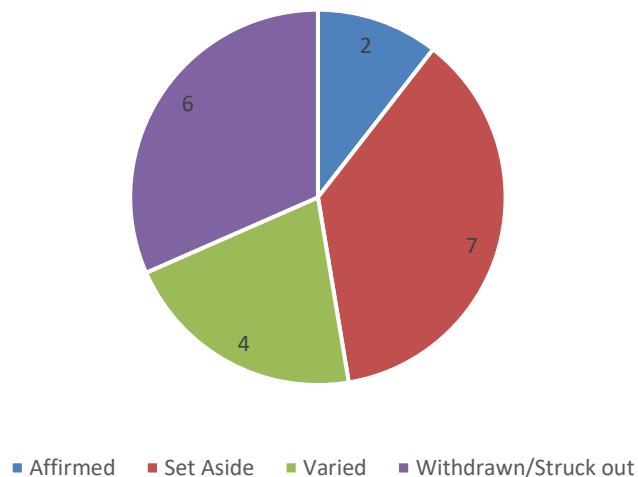


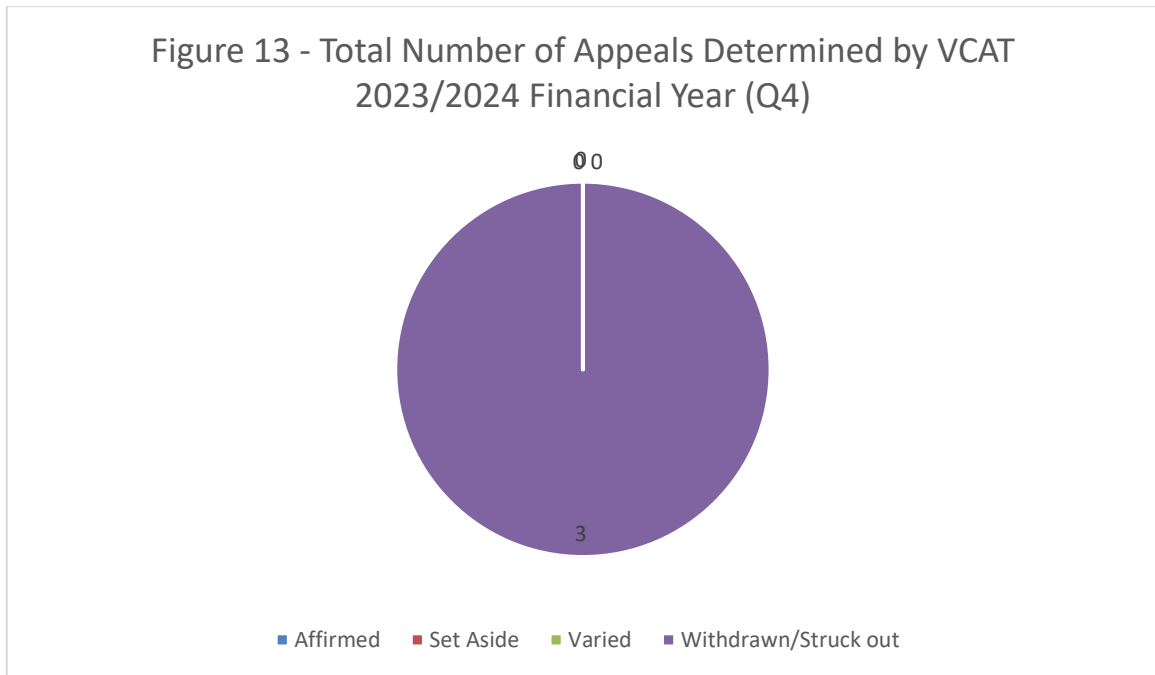
Figure 11 - Quarter 4 - Total Number of Appeals Lodged at VCAT 2023/2024



3.11 A total of 7 appeals have been set aside by VCAT for the financial year. This is generally due to significant changes being made to the application that warrant officer support of the application following the formal submission of substituted plans by the applicant. Whilst 4 appeals have been varied, the officer’s decision was upheld along with some potential additional changes made by the tribunal member (Figure 12). A further breakdown for the quarter is provided in Figure 13.

Figure 12 - Total Number of Appeals Determined by VCAT 2023/2024 Financial Year





\*\*\*Data Source - Planning Permit Activity Reporting (PPAR)

**4. COUNCIL PLAN / STRATEGY**

4.1 This report addresses theme 5.1 – *Transparency in decision making and demonstrating the success of our services, and achievement of social, environmental and economic outcomes for our community* as outlined in the Manningham Council Plan 2021-2025.

**5. IMPACTS AND IMPLICATIONS**

5.1 Finance / Resource Implications

Nil

**6. IMPLEMENTATION**

6.1 Communication and Engagement

Is engagement required?	No
Stakeholder Groups	Council and the community
Where does it sit on the IAP2 spectrum?	Inform
Approach	Report on Council website

**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.

## 11 CONNECTED COMMUNITIES

### 11.1 2024 Annual Healthy Ageing Grant Program Recommendations

File Number:	IN24/521
Responsible Director:	Director Connected Communities
Attachments:	1 2024-25 Healthy Ageing Grants Assessment Panel Recommendations (confidential)

#### PURPOSE OF REPORT

*This report advises Council of the outcome of the recent assessment of the Annual Healthy Ageing Grant Program.*

#### EXECUTIVE SUMMARY

*The Council's Annual Healthy Ageing Grant Program (the Grant Program) constitutes a new category within the Council's broader Community Grant Program. This initiative facilitates partnerships with community organisations aimed at enhancing the health and overall quality of life for older adults in Manningham.*

*The 2024-25 Grant Program accepted applications from 3 June to 5 July 2024, receiving a total of 16 applications. The funding pool is \$80,000.*

*The Community Grants Assessment Panel (the Panel), endorsed for a second term in 2024 by the CEO under delegation, comprises three independent external community members and two senior officers.*

*The assessment process involved three stages:*

- Community Grants officers assessed applications for eligibility, finding three applications to be ineligible. Officers will assist these applicants to prepare future submissions.*
- Eligible applications were reviewed by officers with subject matter expertise relevant to the applications.*
- On 18 July 2024, the Panel convened to review each application and make formal grant assessment recommendations.*

*The assessment panel:*

- Recommended 7 grant applications for funding, with a total value of \$58,412.*
- Determined 3 applications were ineligible.*
- Determined 6 applications did not sufficiently meet the merit of the program and are not recommended for funding.*



**1. RECOMMENDATION****That Council:**

- A. Notes the Grant Assessment Panel's recommendations for the Healthy Ageing Annual Grant Program for 2024-25, with a total funding allocation of \$80,000.**
- B. Supports the referral of the remaining Healthy Ageing Annual Grant Program budget allocation of \$21,588 to the 2024-25 Seniors Club Support Grant funding pool and any senior-related applications through the 2024-25 Small Grant rounds.**

**2. BACKGROUND**

- 2.1 Manningham Council has historically supported older residents via a combination of Commonwealth-funded in-home care services and locally funded activities. Following Council's April 2023 decision not to participate in the revised aged care system funded by the Commonwealth, Council sought alternative ways to support older adults in the Manningham community.
- 2.2 At the August 2023 Council Meeting, Council endorsed two new Healthy Ageing grant streams. These streams will enable organisations, clubs and groups to apply for funding aimed at supporting healthy ageing initiatives within the Manningham community.
- 2.3 One of the new grant streams introduced was the annual Healthy Ageing Grant Program. The objectives of this program are to:
  - Respond to a specific need in the ageing Manningham community;
  - Be inclusive and allow all members of the ageing community to participate, including targeted responses that enable vulnerable older individuals, families, carers, and groups to participate in local activities and opportunities;
  - Foster an inclusive and harmonious community, drawing strength from difference and diversity;
  - Enhance the health and wellbeing of the Manningham ageing community;
  - Support a safer and more resilient community; and
  - Encourage collaboration between Council, groups, and organisations for the benefit of the ageing community.
- 2.4 Information about the Grant Program and subsequent information session was promoted on Council's website, Manningham Matters, and across Council's social media platforms. Additionally, Officers directly emailed over 500 community groups and individuals regarding the current funding round.
- 2.5 In June 2024, Officers conducted an information session explaining the process, in line with the Community Grant Program Guidelines.
- 2.6 All applicants were offered translation and application development support and several applicants requested Council officer support.

- 2.7 The grant program received 16 applications requesting funding totalling \$169,883.50, which exceeded the budget allocation of \$80,000. Applications focussed on priority areas including increased connection and engagement to community life, improved social and emotional wellbeing, increased active living, reduced harm and injury, access to healthy eating and prevention of family violence.
- 2.8 The assessment process comprised three stages.
- 2.8.1 All applications underwent eligibility assessment by Grants Officers. Three applications were found to be ineligible, and officers will collaborate with these applicants to provide support for future grant applications.
- 2.8.2 Eligible applications were reviewed by officers with subject matter expertise, evaluating them against the assessment criteria.
- 2.8.3 Applications were subsequently reviewed by the Grants Assessment Panel, consisting of three independent and skilled community members, along with two senior managers. This review was conducted in accordance with the Community Grants Program Assessment Panel Terms of Reference. The Panel included:
- A member of Manningham's LGBTIQ+ and Gender Advisory Committee;
  - A member of Manningham's Health and Wellbeing Advisory Committee;
  - A youth representative;
  - Director Connected Communities; and
  - Manager Community Wellbeing and Partnerships.
- 2.9 This assessment marks the conclusion of the current Panel's tenure. The meeting highlighted the Panel's growth and their deepened understanding of the assessment process. This progression was particularly evident in this second year of their tenure, where the Panel displayed increased confidence during their deliberations. Their insights and questions reflected a profound understanding of the needs of Manningham's community, as well as a focus on value for money, underscoring the importance of a thorough grants assessment.
- 2.10 The expression of interest process for the new community members of the Grants Assessment Panel will commence later in the year, with the aim of presenting recommendations to Council in early 2025.

### 3. DISCUSSION / ISSUE

- 3.1 For the 2024 program, the Grants Assessment Panel thoroughly evaluated each application in conjunction with the comments from subject matter experts. As a result of their assessment, the Panel makes the following recommendations:

<b>Recommended</b>	
Living and Learning at Ajani Inc.	\$8,468
Rejoice Chinese Christian Communication Centre Inc.	\$7,600
Pines Learning Incorporated	\$17,700
House of Persia Community & Cultural Centre	\$9,760
Doncaster Chinese Senior Association incorporated	\$3,100
Wonga Park Community Cottage Inc.	\$4,930
Manningham Australian Chinese Mutual Aid Association Inc.	\$6,851
<b>Not Recommended</b>	
Pentecost Care Ltd.	\$0.00
Warrandyte Community Church	\$0.00
Melbourne Hua Yu Home Incorporated	\$0.00
Australian Iranian Senior Citizens Society of Victoria	\$0.00
Greek Elderly Citizens Club of Manningham Inc.	\$0.00
Pentecost Church Inc.	\$0.00
<b>Ineligible</b>	
Dan Feng Chao Yang Dance Group Incorporated	\$0.00
Seniors Happy Life Club Inc.	\$0.00
St. Bishoy and St. Shenouda Coptic Orthodox Church	\$0.00
<b>Total</b>	<b>\$58,412</b>

- 3.2 The 7 recommended applications all meet the assessment criteria and demonstrate both community benefit and public value, emphasising the responsible use of ratepayer funds to foster social connectedness and participation.
- 3.3 For the 9 applications that did not meet the assessment or eligibility criteria, officers will actively collaborate with those applicants to support them in developing future applications.
- 3.4 With a budget of \$80,000, the Panel awarded funding totalling \$58,412. It is recommended that the remaining balance of \$21,588 be allocated to the Seniors Club Support Grant pool and any senior-related applications through the Small Grant rounds. This reallocation of funds will provide additional support for grassroots initiatives within our community. Given that several applications from this round were unsuccessful, referring them to either the Seniors Club Support Grant or Small Grants programs is a beneficial use of the surplus.
- 3.5 From 2025 onwards, the Healthy Ageing Grant Program will be integrated into the Annual Grant Program, which commences in February. Starting in 2025, the Annual Grant Program categories will encompass Community Development, Festivals and Events, Arts and Healthy Ageing.

3.6 It is also intended to utilise Healthy Ageing Officers to directly liaise with senior groups and organisations to encourage further applications for healthy ageing related grant applications in future years.

**4. COUNCIL PLAN / STRATEGY**

4.1 Council Plan 2021 – 2025

Goal 1.1: A healthy, resilient and safe community

Goal 1.2: Connected and inclusive community

Goal 4.1: Grow our local business, tourism and economy

4.2 Health & Wellbeing Strategy 2021 – 2025

Priority 1: Improved social and emotional wellbeing

Priority 3: Increased active lifestyle

Priority 7: Increased connection to and engagement in community life

**5. IMPACTS AND IMPLICATIONS**

5.1 Finance / Resource Implications

The 2024/25 budget includes a funding allocation of \$80,000 for the Healthy Ageing Grants Program.

**6. IMPLEMENTATION**

6.1 Communication and Engagement

Is engagement required?	Yes
Stakeholder Groups	1. Healthy Ageing Grant Program applicants 2. Community
Where does it sit on the IAP2 spectrum?	Inform
Approach	Successful applicants will be notified following Council endorsement. Subsequently, a public announcement will be made available on Council’s website.  Unsuccessful applicants will be contacted by Council officers and invited to discuss their application. They will receive guidance on how to improve their applications for future success.

6.2 Timelines

Once recommendations are endorsed by Council, applicants will be notified of the outcomes of their applications.

The Grant Assessment Panel has concluded its second and final term. In 2025, a new Panel will be appointed through an expression of interest process. Recommended nominations will be endorsed by 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.

## 11.2 Outdoor Sports Infrastructure and Allocations Policy

File Number:	IN24/528
Responsible Director:	Director Connected Communities
Attachments:	<ol style="list-style-type: none"><li>1 Outdoor Sports Infrastructure and Allocations Policy</li><li>2 Community Consultation Report - Outdoor Sports Infrastructure and Allocations Policy</li><li>3 Summary of Proposed Changes - Outdoor Sports Infrastructure and Allocations Policy</li></ol>

### PURPOSE OF REPORT

*The purpose of this report is to provide an overview of the community consultation process undertaken on the draft Outdoor Sports Infrastructure and Allocations Policy, and the subsequent changes made to the Policy resulting from the consultation process. This report also seeks endorsement of the Policy (Attachment 1) and the proposed implementation timelines.*

### EXECUTIVE SUMMARY

*Council endorsed the draft 'Outdoor Sports Infrastructure and Allocations Policy' (Policy) at the Council Meeting on 28 May 2024, with a recommendation to proceed to a period of community consultation, seeking feedback on the draft Policy.*

*A comprehensive community consultation process was conducted over a four-week period through the YourSay Manningham platform, targeted emails to key stakeholders and social media promotion. The consultation resulted in 36 individual survey responses, 10 in-depth interviews with community clubs and organisations and 5 written responses. The feedback was overwhelmingly supportive of the draft Policy, highlighting a positive impact on participation opportunities associated with improved infrastructure and a reduced financial burden on clubs.*

*This report provides an overview of the responses received from the community consultation process, with a more detailed Community Consultation Report found in Attachment 2.*

*Based on the feedback received, the following key amendments have been made to the Policy:*

- A minor increase in points for a user group's 'length of tenure' and corresponding reduction in points for 'breaches to licence agreement' in the Allocation Scoring Criteria.*
- Clarifying that where a user group has been required to relocate from a previously tenanted facility, that previous length of tenure and financial investment will be acknowledged in the Allocations Scoring Criteria (i.e. where a previous facility is no longer in use and is replaced with a new facility).*
- Allocation process to include Officers cross-checking final team numbers early in the season to ensure appropriate facility usage in accordance with requested allocations.*
- Defining allocation procedures for pre-season activities.*
- Specifying eligibility criteria for personal trainers and other specific user groups.*

- *Clarifying user group contributions towards facility developments, which will be based on Quantity Surveyor (QS) estimates, with Council funding any difference between the QS estimate and the final project cost. User groups will be required to fund any requested change to the agreed project scope (in line with the funding ratios).*
- *Clarifying the stance that retrospective funding for previous projects / existing infrastructure will not be supported.*
- *Reclassifying some sports fields and pavilions based on current usage.*
- *Changes to regional facility standards for Netball and Lawn Bowls (to include provision for a covered bowling green for lawn bowls).*

*A range of other minor amendments, corrections and points of clarification have also been made within the Policy. These changes are summarised in the body of this report and detailed in Attachment 3.*

## **1. RECOMMENDATION**

**That Council:**

- A. endorse the Outdoor Sports Infrastructure and Allocations Policy.**
- B. proceed with implementation of the Outdoor Sports Infrastructure and Allocations Policy.**

## **2. BACKGROUND**

- 2.1 In 2020, Council endorsed the Outdoor Sports Infrastructure Policy and Sporting Facilities Allocation Policy. The Outdoor Sports Infrastructure Policy provides a set of standards for outdoor sports infrastructure development, as well as defining the financial contributions from user groups and Council for this infrastructure. The Sporting Facilities Allocation Policy provides a process for use of outdoor sports infrastructure by the community.
- 2.2 Since the policies were endorsed, the sporting landscape has changed. Increased infrastructure costs, increased participation levels and the introduction of the State Government's Fair Access Policy have provided the catalyst for reviewing these policies. Given the synergies between the two policies, a single review process has been undertaken which includes consolidation of the policies.
- 2.3 Significant research has been undertaken identifying key themes, gaps and areas for improvement within the existing policies. This analysis informed the draft Outdoor Sports Infrastructure and Allocations Policy.
- 2.4 Council endorsed the draft 'Outdoor Sports Infrastructure and Allocations Policy' at the Council Meeting on 28 May 2024 and recommendation to proceed to community consultation. This consultation occurred between Monday 3 June and Monday 1 July 2024. Community feedback was then reviewed and a second round of internal consultation undertaken, resulting in a number of amendments to the Policy.

### 3. DISCUSSION / ISSUE

#### Community Consultation

- 3.1 The community consultation process occurred over a 4-week period. Consultation was undertaken through the online platform YourSay Manningham, providing the community with an opportunity to view the draft Policy and provide feedback via an online survey. Targeted emails were sent to key stakeholders including sporting clubs, schools, and Local and State Sporting Associations, to ensure feedback was received from groups directly impacted by the Policy. This included invitations to 10 clubs / groups to participate in in-depth interviews. Community members were also made aware of the consultation process through posts on Council's social media pages, including paid advertisements to expand the reach of the post.
- 3.2 In total, the YourSay page received 887 views, which included 208 downloads of the policy documents. A total of 36 submissions were received across the 4-week period. The results from this consultation are detailed in the attached Community Consultation Report (Attachment 2).
- 3.3 10 x 45 minute one-on-one interviews were held with a range of community clubs and organisations who were selected at random to help understand issues and gather feedback. These interviews covered a wide range of sports, including mainstream sports like AFL and soccer, as well as niche sports. The selected clubs varied in size and included different types of allocations (lease, seasonal, and annual). The purpose of these workshops was to better understand how the current policies are performing, and to identify any expectations or concerns about the draft Policy.
- 3.4 The overall feedback received was overwhelmingly supportive of the draft Policy. Key highlights include:
- **Usage Plan:** 27 out of 34 respondents supported the introduction of a Usage Plan as part of the mandatory criteria for facility allocations. This change is expected to ensure more efficient and equitable use of sports facilities.
  - **Allocation Scoring Criteria:** Two-thirds of respondents supported proposed changes to the scoring criteria, which aims to assess allocations in case of clashes (where multiple user groups apply to use the same facility) in a fair and transparent manner.
  - **Penalty System:** Two-thirds of respondents agreed with the introduction of a penalty system for breaches of license agreements. This system is broadly viewed as necessary for maintaining compliance and ensuring appropriate use of facilities.
  - **Floodlights:** 30 respondents (88%) were in favour of changing the funding contribution for floodlights to match standard (to 100% Council funded). This change was highly appreciated as it relieves financial pressure from clubs, ensuring better infrastructure for evening sporting activities.



- **Floodlights for Leased Facilities:** 25 respondents (76%) supported the change in funding contribution for floodlights at leased facilities (hockey, tennis, lawn bowls) to 100% Council funded, subject to public access programs or pay-as-you-go booking systems being employed. This approach aims to improve infrastructure and promote community access to these facilities.
- **Scoreboards:** 28 respondents (82%) were supportive of the change in funding contribution for scoreboards from 100% club-funded to a shared 50/50 split between the Council and the clubs. This adjustment was viewed positively as it provides significant financial relief to the clubs while still encouraging them to invest in their facilities.

It should be noted that not all questions were answered by respondents which impacts on the above-mentioned percentages.

- 3.5 Additional comments from respondents highlighted the positive impact on participation opportunities due to improved infrastructure and reduced financial burden on clubs. The increased Council contribution is anticipated to allow clubs to focus more on growing their membership and developing community programs, fostering greater community engagement and participation in sports.
- 3.6 The overall level of support for the draft Policy was extremely high. This strong endorsement reflects the community's approval of the proposed policy and its alignment with the needs and expectations of stakeholders.
- 3.7 Community feedback has been carefully considered in finalising the Policy and several amendments are proposed in response to feedback received. Further internal consultation has also occurred to support a collaborative approach across the organisation. A summary of the proposed amendments is outlined below, with further detail provided in Attachment 3.

### **Proposed Policy Amendments**

- 3.8 Section 1.1 - Seasonal and Annual Allocations
- 3.8.1 In order to verify facility usage with requested facility allocations, wording has been added to note that Council will cross-check team numbers in the first few weeks of the season to ensure clubs are using the facilities as required. Data will be cross-checked with State Sporting Associations and clubs 2-3 weeks into the season to ensure fair and proper usage of allocated facilities and to prevent under or over utilisation of resources. Potential amendments to allocations will then be made based on this data.
- 3.9 Section 1.1.1 – Allocation Scoring Criteria and Appendix 1
- 3.9.1 Amendments have been made to the allocation scoring criteria in response to community feedback. This feedback primarily focused on the transparency of the scoring system and '*length of tenure*' criteria.

- 3.9.2 To respond to this feedback, amendments have been made to clarify the way the allocation scoring criteria is applied. The allocation scoring criteria has points that are awarded under each individual criteria, with a weighting then applied to the awarded points. The previous draft identified the weighting applied to each criteria, however it did not identify the total points that can be awarded. Feedback provided from user groups indicated that the table was being misinterpreted and therefore greater transparency was required. To address this, the table within Appendix 1 now reflects the 'maximum weighted score' that can be achieved within each criteria.
- 3.9.3 Further to this, minor changes have been proposed to the scoring criteria itself. Feedback from user groups indicated that the 'length of tenure' at a facility should receive a higher score. Conversely, some feedback indicated a preference for reducing the weighting of this criteria. To achieve a balanced approach, it is proposed to increase the total points allocated to '*length of tenure*' from 15 to 20 points. This adjustment responds to the varied feedback by increasing the importance of the criteria without allowing it to disproportionately influence the overall score.
- 3.9.4 The proposed increase in points to the '*length of tenure*' criteria has been offset by a reduction in points allocated to the '*breaches of licence agreement*' criteria (from 10 to 5 points). The breach process within the Policy applies various penalties, including reviewing a user group's allocation. As breaches are addressed through other means, it is proposed that less emphasis is required within the allocation scoring criteria.
- 3.9.5 Furthermore, a minor change has been made within the '*length of tenure*' and '*financial investment into the facility*' criteria. It is proposed that when a user group has been required to relocate from one facility to another (e.g. where a previous facility is no longer in use and is replaced with a new facility), their tenure and financial investment into the previous facility will be considered. The wording '*or previously replaced facility*' has therefore been added to the guiding principles under the respective criteria.
- 3.10 Section 1.1.3 - Breach of Licence Agreements
- 3.10.1 Wording has been added to clarify Council's responsibility for organising repair works when a user group has caused damage due to misuse or vandalism. This ensures timely and coordinated repairs of facilities. User groups will be responsible for the cost of these repairs.

### 3.11 Appendix 7 - Financial Contributions

3.11.1 The following facility components have been added to clarify funding responsibilities and support equitable financial contributions for various facility enhancements:

- Book a court hardware (50% Council / 50% User Group)
- Covered dome over bowling green (50% Council / 50% User Group)
- Cricket sight screens (100% User Group)
- PA System (Regional facilities on a case by case basis) (100% Council)

3.11.2 The Policy proposes to elevate the Mullum Mullum Reserve Bowls Facility to a 'regional' classification within the facility hierarchy. It also includes the provision for a covered green within the facility standards for a regional bowls facility. In order to maximise community access and benefit, the Policy stipulates that Council funding towards a covered dome will be conditional on broader community access being available (i.e. to include non-tenant clubs and members). Officers will continue to consider opportunities and arrangements for the wider community and affiliated bowling clubs to access the proposed covered green at Mullum Mullum Reserve Bowls Facility. Further consultation will also be undertaken with both the tenant club and the other Manningham bowls clubs to investigate and formalise this approach, for potential inclusion in funding and lease agreements.

3.11.3 Additional wording has been added to clarify that Council will not retrospectively finance previous projects / existing infrastructure. Additionally, Council will not retrospectively undertake works to existing facilities for the sole purpose of complying with this Policy. User groups that have recently invested in capital works will be acknowledged through weighted scoring criteria for facility allocations. Additionally, Council will update the Recreation Capital Works Criteria to consider recent past investments into facility upgrades, providing these user groups with potential added benefits.

3.11.4 Improved definitions and examples for clubs employing public access programs or pay-as-you-go booking systems have been added, which applies to the 100% Council funding contribution ratio for floodlights at leased facilities. This aims to facilitate community access through casual hire or social programs that are open to the general public. Examples include programs like Tennis Australia's *Book a Court* or social activities such as barefoot bowls. Note that access to this funding will not apply to programs considered as private or member-based (e.g. midweek ladies tennis competition).

3.11.5 Clarification has been provided for user group contributions towards facility developments, which will be based on cost estimates provided within Quantity Surveyor reports (QS). Council will fund the difference between a QS estimate and the final project cost. User groups will be required to fund any requested changes to the project scope in accordance with funding ratios within the Policy.

These amendments are designed to enhance the Policy's clarity, enforce compliance, ensure fair and efficient use of sporting infrastructure, and address the key issues raised during the consultation process.

#### 4. COUNCIL PLAN / STRATEGY

4.1 The Outdoor Sports Infrastructure and Allocations Policy directly responds the following actions from Council's Active for Life Recreation Strategy 2010-25 (2019 Review):

4.1.1 Action 1.3.3 – Develop a Policy for the allocation and use of seasonally allocated sporting infrastructure.

4.1.2 Action 1.3.4 - Review and update Council's Outdoor Sports Infrastructure Guidelines, incorporating club financial contributions towards sporting infrastructure developments.

4.1.3 Action 3.1.3 – Develop and implement inclusive practices within Council sports and recreation policies which includes gender equity and child safe standards.

4.1.4 Action 3.2.2 – Advocate for all future facilities to be designed and constructed with multipurpose and universal design principles incorporated.

4.2 The Outdoor Sports Infrastructure and Allocations Policy also responds to the following Council documents:

4.2.1 Council Plan 2021-25

Goal 1.1 – A healthy, safe, and resilient community.

Identify strategies to get people to be more active at all stages of life to increase participation in juniors, women, culturally diverse and other priority groups.

Goal 2.4 – Well utilised and maintained community infrastructure.

Proactively plan, upgrade, and improve our recreation facilities to ensure they are maintained and accessible for a broad range of community uses.

Goal 5.1 – A financially sustainable Council that manages resources effectively and efficiently.

Delivery of annual Capital Works Program to maintain, upgrade and develop Council assets to meet current and future needs.

Goal 5.2 – A Council that values customers and community in all that we do.

Deliver initiatives that advocate or demonstrate Council leadership to promote equality across gender, age, diversity, ability, and culture.



4.2.2 Health and Wellbeing Strategy 2021-25

Priority 3 – Increased active lifestyle.

Priority 7 – Increased connection to and engagement in community life.

**5. IMPACTS AND IMPLICATIONS**

5.1 Finance / Resource Implications

5.1.1 Delivery of this project is being completed through the allocated operational budget.

5.1.2 The changes to the funding ratios will have an impact on the capital works budget. However, it is important to note that each project would still be evaluated and scored in accordance with the capital works criteria and delivered based on available resources.

**6. IMPLEMENTATION**

6.1 Communication and Engagement

Is engagement required?	Yes
Stakeholder Groups	1. Sport and Recreation Clubs 2. Casual Users (e.g., School Groups, Local Community Groups, Personal Trainers) 3. General Community Members
Where does it sit on the IAP2 spectrum?	Inform
Approach	Communication material (letter drops, website info, signs, social medial posts etc)

6.2 Timelines

6.2.1 Following endorsement of the Policy, all user groups of Council’s outdoor sporting facilities will be notified.

6.2.2 Implementation of the Policy is proposed to occur from 1 April 2025, however a staged approach is proposed given the nature of the two elements within the Policy. The proposed staged approach is as follows:

- 1 April 2025 – Implementation of the sports facility allocations component to align with 2025 winter allocations.
- 1 July 2025 – Implementation of the infrastructure and financial contributions component to align with 2025/26 budget.

6.2.3 Pending endorsement of facility standards for a regional lawn bowls, design work for the covered green at Mullum Mullum Bowls Facility is proposed to commence immediately, in accordance with the current available budget. Delivery of the project is proposed to occur across the 2024/25 and 2025/26 financial years.

## **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.

## Policy Register

### Outdoor Sports Infrastructure and Allocations Policy

**Draft - not approved**

Policy Classification	- <b>Community Participation</b>
Policy N°	- <b>D24/52399</b>
Policy Status	- <b>Draft</b>
Responsible Service Unit	- <b>Community Participation</b>
Authorised by	- <b>TBC</b>
Date Adopted	- <b>TBC</b>
Next Review Date	- <b>TBC</b>

*This policy is part of a suite of policies adopted by Council or the Executive Management Team (EMT).*

*New or replacement policies can be created and developed within Service Units but can only be added to Council's Policy Register by Governance Services following the approval of the policy by Council or the EMT.*

**Commercial In Confidence ©**



## Policy Register Outdoor Sports Infrastructure and Allocations Policy



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## Policy Register Outdoor Sports Infrastructure and Allocations Policy



### PURPOSE

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The purpose of this Policy is to provide a clear, cohesive framework for the equitable allocation and use of Council's outdoor sporting facilities, and to establish consistent standards for the design and development of outdoor sports infrastructure.

The Policy aims to:

- Ensure fair access to sporting facilities for all community groups and individuals.
- Ensure equitable and transparent allocations for all user groups.
- Promote active lifestyles and community wellbeing through well-designed and accessible sporting infrastructure.
- Maximise the use of sports facilities to accommodate a growing and diverse population with differing needs.
- Align with relevant strategic documents including the Melbourne East Region Sport and Recreation (MERSR) Regional Fair Access Policy.
- Guide the financial and in-kind contributions from Council and user groups towards the development of sporting infrastructure.
- Align with best practice standards and legal requirements to provide high-quality sports amenities for both recreational and competitive use.
- Foster community engagement and provide transparent governance in the management and provision of sporting facilities.

Should you require assistance in reading this Policy please contact [manningham@manningham.vic.gov.au](mailto:manningham@manningham.vic.gov.au) or 9840 9333.

## Policy Register Outdoor Sports Infrastructure and Allocations Policy



### OVERARCHING PRINCIPLES

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The following principles will guide the development, allocation and use of outdoor sporting facilities in Manningham.

1. **Equity:** Fair and equitable access for community groups and members through the allocation and use of sports fields and pavilions.
2. **Community Focus:** The development and allocation of facilities will prioritise community access and benefit, recognising the pivotal role of community sport to the enhancement of physical health, mental wellbeing and social cohesion.
3. **Environmental Sustainability:** Commit to sustainable practices in the design, construction and operation of facilities, through alignment with Environmentally Sustainable Design (ESD) principles.
4. **Sustainably Maximising Usage:** Maximise the sustainable use of facilities to meet the diverse needs of a growing population, ensuring resources are used efficiently and effectively.
5. **Quality, Safe and Universal Design:** Maintain high standards of quality and safety to ensure facilities are fit for purpose. Universal design principles will be applied to all Council infrastructure ensuring accessibility for all.
6. **Multipurpose and Future Readiness:** Design facilities to be versatile, accommodating a range of sport and recreational activities with the future in mind, allowing for adaptability to changes in sporting trends, community demographics and technological advancements.
7. **Financial Responsibility and Transparency:** Manage financial resources with fairness, transparency and accountability, ensuring the equitable allocation of funds for the development of sports facilities, while fostering partnerships with user groups.

### 1. SPORTING FACILITY ALLOCATIONS

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Council allocates sports fields and pavilions under the following arrangements:

- Seasonal allocation;
- Annual allocation;
- Casual allocation; and
- Lease Agreement

Council will allocate sporting facilities based on this Policy and its Overarching Principles.

## Policy Register Outdoor Sports Infrastructure and Allocations Policy



Council reserves the right to allocate sporting facilities based on demonstrated need, to ensure maximum usage is achieved. The use of sporting facilities by Manningham based user groups will be considered priority.

Furthermore, Council reserves the right to restrict access to sports fields and pavilions due to maintenance, ground conditions, facility upgrades and other factors.

### 1.1 Seasonal and Annual Allocations

Seasonal and annual allocations provide non-exclusive use of Council's sports fields and pavilions. Allocation periods are defined as follows:

- Winter Season: 1 April – 30 September
- Summer Season: 1 October – 31 March
- Annual: 1 October – 30 September

Council will aim to sustainably maximise usage of sports field and pavilions, which includes considering shared use by multiple user groups where it is deemed appropriate. Allocations will be made in accordance with the defined maximum usage hours for each sports field. Council will ensure that maximum usage hours are not exceeded to ensure the condition of sports fields are not negatively impacted.

Council acknowledges that final team numbers may change between the time an application is submitted and the start of a season. To ensure appropriate use of facilities, Council will consult with user groups and relevant associations at the beginning of the season to confirm team numbers. Based on the revised team numbers obtained through this process, Council reserves the right to amend allocations.

#### 1.1.1 Eligibility Criteria

Sporting clubs, groups or organisations wishing to apply for a seasonal or annual allocation for the use of Council's outdoor sporting facilities will be required to complete an online application form and provide evidence of requisite documents.

##### Mandatory Eligibility Criteria

To be eligible for a seasonal or annual allocation, applicants must:

- Be an incorporated entity as per the Associations Incorporation Reform Act 2012, or a registered company.
- For commercial entities, applicants must provide a registered ABN. Other user groups to provide registered ABN where applicable.
- Hold public liability insurance with a minimum value of \$20million, or as otherwise determined by Council's insurers, that extends to cover



## Policy Register Outdoor Sports Infrastructure and Allocations Policy



Manningham Council in respect to claims for personal injury and property damage arising out of the negligence of the user group.

- Provide evidence of registration with a relevant sporting association, for the year that the application for use is being made (where applicable).
- Not have any outstanding financial debt to Council for the use of Council's facilities, contributions towards facility developments or for any other reason. Exemptions may be applied where an agreed payment plan is in place and is being followed.
- Demonstrate financial sustainability by providing financial reports from the most recent Annual General Meeting where applicable.
- Submit a Usage Plan outlining how they intend to use the facility (as part of the online application process).
- Provide required documentation as listed within the application form including but not limited to liquor licences, food registration certifications, annual reports and strategic plans, where applicable.
- Provide periodic reporting on facility usage and program outcomes, contributing to Council's oversight of participation trends and evaluation of facility allocations when requested.

Additional mandatory requirements may be supplemented in line with changes to industry standards from time to time.

Applications that fail to meet the mandatory eligibility criteria will not be approved by Council. However, support is available to user groups through the application process.

### **Allocation Scoring Criteria**

When applying for seasonal and annual allocations, applicants must provide a Usage Plan (as part of the online application process) containing information about user group activities such as the number and type of participants, range of programs and inclusive practices.

In instances where multiple user groups have applied for use of the same facility and shared use is not achievable, Council will conduct an assessment based on a detailed set of criteria which is outlined in **Appendix 1**.

This assessment will be guided by the overarching principles of the Policy, aiming to provide fair and equitable facility allocations for Manningham user groups.

#### **1.1.2 Pettys Reserve**

Allocations for the use of Pettys Reserve will be prioritised for Manningham based user groups that require a National Premier League (NPL) level facility to play matches and train (i.e. senior men's and women NPL teams). Depending on

## Policy Register Outdoor Sports Infrastructure and Allocations Policy



availability, Pettys Reserve may be allocated as an overflow training and match venue for user groups with a demonstrated need.

### 1.1.3 Licence Agreements

User groups granted allocation for the use of Council owned sporting infrastructure will enter into a Licence Agreement with Council and will be required adhere to the relevant terms and conditions of use.

### 1.1.4 Breach of Licence Agreements

User groups that do not comply with the terms and conditions of their Licence Agreement or act in a manner contrary to their obligations, will be deemed in breach. Council has adopted a formal process for addressing breaches to Licence Agreements, which can be found in **Appendix 2**.

Where damage has occurred to Council infrastructure due to misuse, neglect or wilful damage by the user group, it will be the user group's responsibility to pay for the cost of repair (in accordance with the conditions of their Licence Agreement), in addition to other penalties that may be applied. Council will be responsible for organising any repair works, unless otherwise stated.

### 1.1.5 Appeals Process

User groups that receive a breach notice have the right to lodge an appeal, which must be submitted in writing within 10 business days from a breach notice being issued and include relevant supporting information.

Upon receiving a written appeal, a review panel consisting of two Council Officers will be assembled to review the breach. The user group will have an opportunity to send two nominated executive or committee members to present their appeal to the review panel. The user group will be notified of the outcome of the appeal in accordance with timelines stipulated within the Manningham Complaints Policy.

Senior Management will be responsible for signing off on the breach and its allocated points and penalties.

## 1.2 Casual Allocations

Casual allocations provide temporary use of sports facilities and/or pavilions for a user group or organisation outside of an annual or seasonal allocation. Casual bookings are made on a first come, first served basis.

Activities that require a casual booking include but are not limited to:

- School use.
- Preseason matches and training.
- Structured sporting and recreation activities.
- Commercial use.
- Night matches

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Applications for casual use must be made within a minimum of 10 business days prior to the booking date and no longer than 6 months in advance. Allocations for use of the Tom Kelly Athletics Track can be submitted up to 12 months in advance. Exceptions are listed in **Section 1.2.2**.

### 1.2.1 Eligibility Requirements

#### Insurance, Liability and Compliance

- Applicants must have public liability insurance with a minimum value of \$20million, or as otherwise determined by Council's insurers, that extends to cover Manningham Council in respect to claims for personal injury and property damage arising out of the negligence of the user group;
- Applicants must not have any outstanding financial debt to Council for the use of Council's facilities, contributions towards facility developments or for any other reason. Exemptions may be applied where an agreed payment plan is in place and is being followed.
- For commercial entities, applicants must provide a registered ABN. Other user groups are required to provide a registered ABN where applicable.
- Commercial entities must have an active business registration in Australia.
- Applicants must provide any other documents as requested by Council.

#### Capacity to Comply with Terms and Conditions

- Applicants must demonstrate the capacity to comply with all terms and conditions of use within the Licence Agreement, including safety protocols, noise regulations and clean-up requirements.
- Applicants should have a plan for managing their activity that minimises disruption to the local community and other facility users.

### 1.2.2 Guidelines for Advanced Bookings and Cancellations

The following guidelines are designed to provide clear, fair and comprehensive rules for advanced bookings and cancellations of Council facilities, with special considerations for high-demand periods such as cricket and football finals.

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### Advanced Bookings

Advanced bookings for casual use must be made through Council's designated online booking system and must adhere to the following conditions.

Booking timelines:

- Standard Bookings: Available up to 6 months in advance.
- Athletics track: Available up to 12 months in advance.

Priority bookings:

- Local community groups and non-profits: Priority booking window of 2 weeks before the general public for all periods.
- Seasonal sport finals: Priority given to local user groups which have advanced into finals.

Fees and deposits:

- Standard fees are based on the type of facility and duration of usage in accordance with Council's Pricing Policy for use of Council Active Open Space.

### Cancellations

Cancellation of casual bookings must be communicated to Council in writing. The provision of a refund or opportunity to reschedule the booking to another available date will be subject to the following considerations.

- Cancellations of casual bookings must be made a minimum 5 business days prior to allocation date to be eligible for a refund of the allocation fee and any bonds which have been applied.
- Cancellations due to extreme weather will be eligible for a full refund or rescheduling option without penalty.
- Cancellations due to unforeseen circumstances (e.g., public health emergencies, Council restricting use due to maintenance) will be considered on a case-by-case basis with respect to refunds or rescheduling.

### 1.2.3 Pre-season Matches and Training

Council will endeavour to provide sports fields for preseason training and practice matches. However, pavilions will not be made available unless prior approval is granted by Council, in consultation with the tenant user group.

Preseason training and practice matches do not constitute a booking under a seasonal allocation and must be arranged through the casual allocation process. User groups must apply for a casual allocation using the online application system.

Additional restrictions may apply for pre-season training use, with sports field access prioritised for user groups within their current seasonal tenancy. Where



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possible, council will consider a user groups primary facility usage from the previous year when allocating pre-season use.

### 1.3 Personal Training Businesses

Council acknowledges the valuable contribution of personal trainers to the community's health and wellbeing. Personal training businesses using Council's sports facilities for organised, revenue-generating activities need to apply for either regular weekly sessions or 8-week boot camp programs. This Policy accommodates both approaches. Booking requests should be submitted at least 10 business days before the desired start date and must meet the following eligibility requirements.

#### 1.3.1 Eligibility Requirements

##### Insurance requirements

- Hold public liability insurance with a minimum value of \$20million, or as otherwise determined by Council's insurers, that extends to cover Manningham Council in respect to claims for personal injury and property damage arising out of the negligence of the user group.

##### Documentation and regulatory compliance

- Provide registered ABN, relevant evidence of registration to a peak body (e.g. Fitness Australia); first aid certification and any other documents as requested by Council.

##### Activity Plan

- Trainers must submit a plan, via an online application process, outlining the types of activities they intend to conduct, ensuring they are appropriate for the facility. This requirement does not apply to commercial users of leased venues (e.g. tennis coaches) but is applicable to proposed commercial users of licenced venues (e.g. professional soccer coaches / academies) where sub-letting is not permitted in the licence agreement.

##### Guarantee of Community Access

- Trainers must agree to limit their occupancy to a specific area of the facility, as determined by the Council.

##### Child Safe Standards

- Trainers must have current Working with Children Checks and must provide evidence that they comply with the Victorian Government's Child Safe Standards.

##### Renewal Criteria Adherence

- Trainers must demonstrate compliance with all Council guidelines and regulations during their previous allocation period.

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### Financial Responsibility

- Trainers must not have any outstanding financial debt to Council for the use of Council's facilities, contributions towards facility developments or for any other reason. Exemption may be applied where an agreed payment plan is in place and is being followed.

Personal Trainers that receive an allocation for the use of Council owned sporting infrastructure must enter into a Licence Agreement with Council and will be required adhere to the relevant terms and conditions of use. This includes adhering to the list of approved equipment, hours of use and number of participants per session.

### 1.4 Lease Agreements

Council provides lease agreements for user groups that have exclusive occupancy of a facility. This includes but is not limited to tennis courts, bowling greens and hockey pitches. Lease agreements are also offered for the exclusive occupancy of social areas within level 1 sporting pavilions. The lease agreement contains standard terms and conditions relevant for community use and accords with Council's applicable policies.

New and renewed lease agreements for use of sporting facilities are to incorporate a Special Condition outlining that user groups are required to submit a Usage Plan outlining how they intend to use the facility.

### 1.5 Fees and Charges

Fees and charges for the use of Council owned sporting infrastructure are indexed annually in accordance with Council's Pricing Policy for use of Council Active Open Space. The schedule of fees can be obtained from Council's website, with payments to be made in accordance with the payment terms listed on the respective invoice.

### 1.6 Bonds

Bonds will be applied to seasonal, annual, casual and lease allocations on a case-by-case basis.

#### Conditions for Bond Determination

Bonds are determined based on the type of booking and potential risks associated with the user group.

A defined bond scale is established based on:

- Low risk (e.g. local sporting competitions): Minimal bond.
- Medium risk (e.g. school sports carnivals): Moderate bond.
- High-risk events (e.g. commercial events with alcohol, large structures): Higher bond.

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Applicants with a history of breaches or complaints may face increased bond amounts as result accrued penalty points outlined in **Appendix 2**.

### Special Requirements

Bookings requiring additional resources or posing greater risks (e.g. structures, vehicle access, serving alcohol) must adhere to the following procedures:

- Submission of specific plans outlining the special requirements.
- Approval processes for structures and vehicle access to ensure safety and minimal impact on the facility.
- Compliance with all relevant laws and regulations, especially when alcohol is involved, including necessary permits.

## 2. OUTDOOR SPORTS INFRASTRUCTURE

The planning and development of new outdoor sporting facilities, or upgrades to existing sports infrastructure will be undertaken in accordance with this Policy and its Overarching Principles.

### 2.1 Facility Hierarchy

To guide the provision of sporting infrastructure across the municipality, each outdoor sporting facility and pavilion has been categorised within a facility hierarchy, which is summarised below.

A full list of sports fields and their classifications is found in **Appendix 3**. A list of pavilion classifications is found in **Appendix 4**.

#### Regional Facilities

Regional facilities have a catchment greater than the Manningham community. Typically, these facilities cater for regional or state level competition, and therefore no more than one regional facility is required per sport in the municipality.

#### Municipal Facilities

Facilities that cater for mainly Manningham residents and that accommodate sport and recreation activities that generally have a lower total participation rate (e.g. baseball). Only one facility is required across the municipality for relevant sport and recreation activities, which generally cater for senior and junior training and competition.

#### District Facilities

Facilities that cater for senior and junior training and competition for higher participated sports (e.g. football, cricket and soccer). These facilities are generally a user group's primary facility and attract mainly Manningham residents. It is however acknowledged that participants outside of the municipality will use these facilities.

#### Local Facilities

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Facilities that primarily cater for junior and low-level senior training and competition. These facilities are typically a user group's secondary venue and can also be public access facilities (such as public tennis courts).

### School Facilities

Facilities that are not owned by Council however have a Joint Usage Agreement (JUA) in place for community use.

## 2.2 Facility Standards

In response to the diverse needs of different sports, Council has established a comprehensive set of facility standards. These standards are designed to align with the facility hierarchy and encompass specifications for pavilions, sports fields and specialised surfaces (hockey, tennis, and lawn bowls).

These standards serve as a uniform framework guiding the development of facilities, thereby informing the necessary capital contributions from the Council and user groups (where required). Importantly, these standards adhere to relevant Australian Standards and consider the guidelines set forth by State and National Sporting Associations. A list of standards can be found in **Appendix 5**.

The standards relating to field sports are structured to address the essential infrastructure for a reserve. In cases where a facility features multiple sports fields, there will be a proportional increase in pavilion components such as change rooms, amenities, umpire rooms, and medical rooms that correspond to the number of fields served by the pavilion. Additionally, ancillary pavilion infrastructure such as verandas may be expanded based on specific requirements of each case. Detailed information on these facility standards is available in **Appendix 5**.

In addition to standards relating to facility classifications, Council will adhere to Universal Design Principles and will integrate principles from the MERSR Regional Fair Access Policy to ensure facilities are welcoming, safe, accessible and inclusive. Additionally, ESD principles will also be applied to all new / upgraded facilities in accordance with commitment to reduce energy consumption and promote the long-term sustainability of Council assets.

### 2.2.1 Exceptional Circumstances

Exceptional circumstances for deviating from set standards in facility development may arise when standard guidelines are unable to be applied due to unique or unavoidable factors. These circumstances may necessitate a tailored approach to achieve the facility's objectives.

Exceptional circumstances that may justify deviating from set standards in facility development may include:

- **Site constraints:** Unique geographical features, terrain challenges, or ecologically sensitive areas.



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- **Historical and cultural considerations:** Presence of heritage-listed sites or areas of cultural and First Nations importance.
- **Budgetary limitations:** Significant financial constraints, unexpected cost overruns, or funding reductions.
- **Technological and design innovations:** Advanced technologies or innovative design solutions that surpass current standards.
- **Emerging sports:** Emerging sports might justify deviating from set standards due to their unique requirements or innovative formats that are not adequately addressed by existing guidelines.
- **Regulatory and Legal Changes:** Amendments in laws, regulations, or compliance requirements that render existing standards inadequate or obsolete.
- **Emergency Situations:** Natural disasters, public health crises, or other emergencies impacting the feasibility of standard requirements.

In each instance, any decision to deviate from standard guidelines will be thoroughly evaluated by Council, considering the potential impacts and benefits. The primary goal in these scenarios is to ensure the facility serves its intended purpose, as well as potential for future uses effectively and safely and aligning with the community's best interests.

### 2.2.2 Standards Review Process

To ensure that facility standards remain in line with Australia Standards and sporting association guidelines, Council has established a structured and ongoing review process. This process involves periodic evaluations, typically on an annual basis, to assess current facility standards. Should Australian Standards change prior to this Policy, the Australian Standards will be followed.

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### 2.3 Fit Out of Equipment

The construction of a new facility or upgrade of an existing facility may result in the installation of new equipment to increase functionality and meet relevant legislative requirements.

**Appendix 6** provides a list identifying who is responsible for the purchase and installation of equipment within sporting facilities.

### 2.4 Financial Contributions

#### 2.4.1 Overview

Council recognises the need for a clear approach to financial contributions for outdoor sports facility projects. Informed by the facility standards, a list of financial contributions is provided in **Appendix 7** to guide financial investment into outdoor sporting facility developments.

This list outlines Council's maximum financial contribution towards outdoor sporting facilities and is based on the provision of 'core' facility components, in accordance with specified facility classifications and standards. This maximum contribution will be available for successful projects, that receive a high priority rating within Council's capital works program (refer to **Section 2.5**) and can be delivered within available Council resources.

#### 2.4.2 In-Kind Contributions

An in-kind contribution is defined as a donation of goods, materials, services, time, or expertise that assists in the delivery of a project.

Council will consider in-kind contributions as part of a user group's financial contribution requirements on a case-by-case basis, in line with Council's Procurement Policy.

A breakdown of in-kind labour must be submitted to Council upon request. In-kind labour is to be calculated using the Australian Bureau of Statistics 'full time adult average weekly total earnings figure', divided by 38 (hours per week).

This hourly figure will be applied to all in-kind labour, including skilled labour. In-kind support through the provision of equipment and materials will be determined using recommended retail pricing.

#### 2.4.3 External Funding for Projects

External funding / grants received or facilitated by Council towards an outdoor sporting facility will be applied to the total project cost and will not be considered a user group contribution. Financial contribution ratios (if applicable) will be applied to the outstanding amount (i.e. total project cost less the external funding / grant).

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External funding / grants received or facilitated by the user group will count towards the user group's financial contribution towards a project. Such funding must align with the project goals and documentation detailing the funding source, expenditure timelines, purpose and requirements must be provided to Council.

### 2.5 Council's Capital Works Program

Proposals for new or improved / upgraded sporting facilities are subject to assessment and ranking under the recreation capital works criteria, found below.

- The condition of the existing asset.
- The community benefit that will be derived from the asset (i.e. impact on participation).
- Financial (or in-kind) contributions from user groups or external stakeholders. Recent previous contributions towards facility developments may also be considered.
- Strategic alignment.
- Environmental benefits.

The prioritisation / ranking of sport and recreation projects is used to inform Council's capital works program and determine the timelines for delivery in accordance with available resources. Assessment and ranking criteria may be subject to change to reflect evolving priorities, emerging needs, or new strategic directions.

### SCOPE OF POLICY

This Policy covers all outdoor sports facilities under Council's jurisdiction. This includes:

- |             |                     |
|-------------|---------------------|
| • AFL       | • Football (Soccer) |
| • Athletics | • Hockey            |
| • Baseball  | • Netball           |
| • BMX       | • Softball          |
| • Bowls     | • Tennis            |
| • Cricket   |                     |

The Policy governs the allocation processes for these facilities, whether it be for seasonal or annual use, casual bookings. Furthermore, it establishes facility standards and financial contribution required for new developments or enhancements to existing facilities.

The scope of this Policy includes Council's commitment to take positive action towards achieving gender equity in the access and usage of community sports infrastructure, in accordance with the Melbourne East Regional Sport and Recreation Regional Fair Access Policy.

## Policy Register Outdoor Sports Infrastructure and Allocations Policy



The Policy is intended for use by user groups that seek to use or develop these facilities. From the date of its implementation, the Policy will apply to all facility allocations, design processes and financial contributions relating to facility developments.

Council will not retrospectively finance previous projects / existing infrastructure and will not retrospectively undertake works to existing facilities to comply with this Policy. The Policy will be applied in accordance with Council's capital works process.

It is acknowledged that other sports are played across the municipality that are not considered within this Policy. These sports will be determined on a case-by-case basis, with consideration to relevant standards (where applicable) as well as against standards for similar sports.

### **RESPONSIBILITY**

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This Policy is the responsibility of the Community Participation Department.



## Policy Register Outdoor Sports Infrastructure and Allocations Policy



### DEFINITIONS

Terms within the Policy requiring definition or explanation are:

Annual Allocation	The use of a sports field for a 12-month period between 1 October and 30 September.
Application	The application process that is to be followed by current and new users' when applying for the use of a sports field and /or pavilion.
Casual Use	Sports field bookings required for 'once off use' or short-term bookings e.g., preseason and finals training, finals matches and school use.
Commercial	An organisation, including incorporated body, co-operative society, partnership or sole trader conducting activities for the purposes of deriving a financial return to the proprietors or shareholders.
Community	An organisation that does not earn profits, and any monies used are to pursue the organisation's objective.
Core Facility Component	Infrastructure items that Council considers essential for participation in sport.
Council Facility	Council owned and/or managed property.
District Facility	Facilities that cater for senior and junior training and competition for higher participated sports (e.g., football and cricket and soccer). These facilities are generally a user group's primary venue and attract mainly Council residents. It is however acknowledged that participants outside of the municipality will use these facilities.
Health and Wellbeing	Health is a state of complete physical, mental and social wellbeing and not merely the absence of disease and infirmity. Our health and wellbeing can be enhanced by participation in activities which contribute to our physical and mental health as well as enhance our connection to our community.
Infrastructure	The buildings, asset or furniture to assist in the delivery of sport.
Lease	Exclusive occupancy of a facility by a user group e.g., hockey pitches, club tennis courts and bowling greens etc.
Licence	A licence is a form of permission to enter and use land or land/facility for an agreed purpose for a stated period. The licensee does not have exclusive use of the land allowing

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	Council to allocate other user groups or allow general public to use the facility at other times.
Local Facility	Facilities that primarily cater for junior and low-level senior training and competition. These facilities are typically a user group's secondary venue and can also be public access facilities (such as public tennis courts).
Municipal Facility	Facilities that cater for mainly Council residents and that accommodate sports and recreation activities that generally have a lower total participation rate (e.g., baseball etc.). Only one facility is required across the municipality for relevant sport and recreation activities, which generally cater for senior and junior training and competition.
Multi-sport use Facility	A multi-sport use facility is a flexible venue designed to accommodate a variety of sports and activities. E.g. an oval that can accommodate for both cricket and football.
NPL	Refers to the National Premier League (NPL) or equivalent competition top level state competition in Football (Soccer). NPL Victoria is the latest iteration of first division competitions in the state. Historically known as the Victorian State League.
Regional Facility	Facilities that have a catchment greater than the Council community. Typically, these facilities cater for regional or state level competition, and therefore no more than one regional facility is required per sport in the municipality.
Pavilion	A building that services a user group's activities on a sports field.
Primary Venue	A facility considered as a user group's 'home' and is central to a user group's activities.
School Facility	Facilities that are not owned by Council however have a Joint Usage Agreement (JUA) in place.
Seasonal Allocation	An allocation granting a user group use of a sports field for the duration of a season. <ul style="list-style-type: none"> <li>• Summer season 1 October – 31 March</li> <li>• Winter season 1 April – 30 September</li> </ul>
Seasonal Creep	Where the season fixture expands beyond the summer or winter tenancy period that is allocated to a user group. This can be due to association scheduling or extraordinary circumstances
Secondary Facility	A facility that is not a 'home' for a user group and is predominately used as an overflow venue.
Sport	An organised activity that aims to promote physical activity and wellbeing

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Sports Field	The field of play for various sporting activities (i.e. football oval, soccer pitch, netball court, aero model field, archery field etc.)
Structured Activity	A formal activity that is organised by a group (e.g. personal training group or sporting club).
Supporting Infrastructure	Infrastructure that is required to support the delivery of an activity (e.g. floodlights, score boards, coaches boxes)
Unstructured Activity	A less formal activity for recreation or exercise purposes, that is not organised by a group (e.g. friends kicking a football on a sports field).
Universal Design Principles	Design principles ensure that products, environments, and systems are accessible and usable by people of all abilities, ages, and backgrounds, fostering inclusivity and equal participation.
Usage Plan	Integrated into the online application process, user groups must complete this form / plan to apply for the use of Council sports facilities. It details the proposed activities, participation numbers and facility requirements, program initiatives, inclusive practices, governance structures, and other relevant information about the user group's operations.
User Group	An entity permitted to apply for use of a sports field, including sporting clubs, associations, schools, personal trainers and commercial business.

### **RELATED POLICIES**

#### **Council Plans, Strategies and Policies**

- Council Plan 2021-25
- Healthy and Wellbeing Strategy 2021-25
- Active for Life Recreation Strategy 2010-25 (2019 Review)
- Pricing Policy for Use of Council Active Open Space (2023)
- Community Facilities Access and Concession Policy
- Melbourne East Region Sport and Recreation Regional Fair Access Policy
- Victorian Government's Fair Access Policy Roadmap

#### **Sporting Association Policies and Guidelines**

- AFL Preferred Community Facility Guidelines 2024
- AusCycling Facility Guide (undated)
- Baseball Victoria By-Laws (2019)
- BMX Australia Track Guidelines (2015)
- Bowls Australia Bowling Green Construction Guidelines (2019)
- Community Cricket Facility Guidelines (2023)
- Football Victoria – Field Dimensions and Pitch Marking Guide (undated)
- Football Victoria – Football Lighting (undated)

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- Football Victoria – Natural Turf Pitches (undated)
- Football Victoria – Synthetic & Hybrid Fields (undated)
- Football Victoria – Building Development Guide (undated)
- Hockey Victoria – Facilities Standards (undated)
- World Athletics Track and Field Facilities Manual (2019)
- Netball Australia – National Facilities Policy (2016)
- Netball Victoria – Facilities Manual (2017)
- Softball Australia Field Guidelines (2020)
- Sports Dimensions Guide for Playing Areas WA (2016)
- Tennis Australia Infrastructure Planning, Design and Delivery Resource (2018)

A Gender Impact Assessment (GIA) has been conducted in the development of this policy.

### SUPPORTING PROCEDURES

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- Outdoor Sports Infrastructure and Allocations Procedure

### ACTION PLANS

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No Action Plans apply to this Policy.

### GUIDELINES

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- Manningham Better Building Design Guide (2018)

### RELATED LEGISLATION

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- Building Code of Australia (2016)
- Disability Discrimination Act (1992)
- Local Government Act 1989 – Conflict and Interest Provisions
- Associations Incorporated Reform Act 2012

### SUPPORTING RESEARCH AND ANALYSIS

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Council owns and manages an extensive network of sport fields and pavilions that are used for a variety of purposes. The sustainable use of these sports fields and pavilions is integral to ensuring maximum usage, to accommodate ongoing participation growth.

Significant research has been undertaken to ensure alignment to various State and National Sporting Association facility guidelines. Additional benchmarking against other Councils has helped inform and justify the content within this Policy and Attachments.

Key principles from Victorian Government Fair Access Policy Roadmap and the Melbourne East Region Sport and Recreation Fair Access Policy has been



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integrating throughout this Policy to highlight the commitment of Council to promoting gender equality in sports and recreation. Integrating aspects of the Fair Access will help address known barriers experienced by women and girls, trans and gender diverse people in accessing and using community sports infrastructure through the Outdoor Sports Infrastructure and Allocations Policy. Progressively building the capacity and capabilities of Council by aiming to identify and eliminating systemic causes of gender inequality in policy, programs, communications and delivery of services and sport and recreation infrastructure.

**DOCUMENT HISTORY**

<b>Policy Title:</b>	Outdoor Sports Infrastructure and Allocations Policy
<b>Responsible Officer:</b>	Nathan Whelan
<b>Resp. Officer Position:</b>	Recreation Planner
<b>Next Review Date:</b>	TBA
<b>To be included on website?</b>	Yes

Last Updated	Meeting type? - Council or EMT	Meeting Date	Item N°

**ADMINISTRATIVE UPDATES**

From time to time, circumstances may change leading to the need for minor administrative changes to the Policy.

Where an update does not materially alter this policy, such a change may be made by the Policy owner. 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 approved by the Director Lee Robson, Director Connected Communities.

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### Appendix 1 – Allocation Scoring Criteria

In instances where multiple user groups have applied for use of the same outdoor sports facility and shared use is not achievable, allocations will be determined using the below criteria.

This assessment process will be guided by the overarching principles of the Policy, aiming to provide fair and equitable facility allocations for Manningham user groups. Applications will be scored against each criteria, with points and weighting applied to provide the total weighted score.

Criteria	Guiding Principles	Maximum Weighted Score
1 History in Manningham	Number of consecutive years as a Manningham-based user group (primary facility use must be in Manningham).	15
2 Length of tenure	Number of previous years the user group has used the requested facility (or previously replaced facility).	20
3 Financial investment into the facility	Financial (or in-kind) contributions towards Council approved capital works projects at the facility (or previously replaced facility) within the past ten years	10
4 Community Participation	Number of registered individual participants, junior participants, female participants, and teams registered in the previous season.	20
5 Community Programs and Initiatives	Programs / initiatives that promote inclusive participation for under-represented groups (women and girls, people with disability, multicultural groups, LGBTQIA+ community, older adults etc.)	15
6 Fair Access	Demonstration of efforts to ensure fair and equitable access to the facility and user group resources for all - regardless of gender, sexuality, cultural background or ability.	10
7 Breaches of licence agreement	Number of penalty points accumulated within the previous three years due to breaches.	5
8 Governance	Provision of policies, reports and plans, such as Good Sports accreditation, financial statements, and current strategic / business plans. Additionally, documentation of registration, certification, or accreditation with club improvement and development programs/courses, such as SALT, SSA accredited programs, and Council workshops.	5
<b>Total</b>		<b>100</b>

Applicants may request a detailed breakdown of their scores for transparency.

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## Appendix 2 – Breach of Licence Agreement

### Assessment

Once a potential breach has been identified, Council Officers will assess the concern or complaint against the terms and conditions listed in the Licence Agreement. Council Officers may contact the user group to obtain further information.

Once it has been determined that a breach of the Licence Agreement has occurred, the severity of the breach will be evaluated using the breach severity matrix (shown below) which is based on:

- The level of impact on the community (disturbances, impact on amenity etc.)
- The level of impact to Council as a result of the breach.

### Breach severity matrix

		Impact on Community		
		Low	Medium	High
Impact on Council	Low	Level 1	Level 2	Level 3
	Medium	Level 2	Level 3	Level 4
	High	Level 3	Level 4	Level 5

The following examples are provided to demonstrate the different type and severity of breaches, based on the level of impact to Council and the community. However, these examples are provided as a guide only, noting each breach will be subject to an individual review process.

- **Level 1 Breaches**
  - Improper use of Audio/PA Systems and/or lighting infrastructure
  - Use of Council sporting facilities and/or pavilions beyond the allocated hours of use.
  - Storing equipment in an inappropriate manner.
  - Failing to sufficiently clean and maintain Council facilities.

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- **Level 2 Breaches**
  - Repeated lower-level breaches.
  - Breaching the terms and conditions specified within an approved liquor licence.
  - Running an unauthorised event without proper permits or approval, causing congestion and parking issues.
  - Sub-letting facilities to another group without Council approval.
- **Level 3 Breaches**
  - Repeated lower-level breaches.
  - Minor damage to pavilion amenities, structures or playing surfaces requiring repair.
- **Level 4 Breaches**
  - Repeated lower-level breaches.
  - Major damage to pavilion amenities, structures or playing surfaces requiring significant repair.
- **Level 5 Breaches**
  - Major damage to pavilion amenities, structures or playing surfaces requiring complete reconstruction.

### Penalty Points System

Where a breach has been substantiated, the user group will be notified and penalty points will be allocated in accordance with the level of breach, as outlined in the table below.

		Breach Level				
		1	2	3	4	5
Points Allocated	Level 2	1 point	2 points	4 points	6 points	8 points
	Level 3	1 point	2 points	4 points	6 points	8 points
	Level 4	1 point	2 points	4 points	6 points	8 points
	Level 5	1 point	2 points	4 points	6 points	8 points

### Penalty Points Table

Penalty points will result in varied consequences / penalties being imposed on the user group in response to the breach/es incurred. Penalty points for each breach will be recorded and a cumulative rolling total will be kept, in instances where repeat and / or multiple breaches are incurred.



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The following table provides a summary of potential penalties for user groups based on the number of penalty points issued (for individual and accumulative breaches).

Points attributed to each separate breach will expire after 3 years and the cumulative total will be adjusted accordingly.

Penalty Points (total)		Penalties
Stage 1	1 – 4 Points	User group issued with a breach notice.
Stage 2	5 – 8 Points	User group must attend a meeting with Council Officers to discuss breach/es. Requirement of a bond totaling 10% of licence fees issued by Council (excluding fees associated with turf wickets). Should this formula result in an amount below \$500 (incl. GST), a minimum bond amount of \$500 will be applied. Bond will be returned to the user group at the time its cumulative points total drops below five points.
Stage 3	9 – 12 Points	User group must attend a meeting with Council Officers to discuss breach/es. Other penalties may include: <ul style="list-style-type: none"> <li>• Loss of bond.</li> <li>• Exclusion from Council funding opportunities, including the Community Grant Program, for a period of 12 months.</li> <li>• Loss of access to Council facilities for pre-season training.</li> </ul>
Stage 4	13+ Points	User group must attend a meeting with Council Officers to justify the continuation of their Licence Agreement. Other penalties may include: <ul style="list-style-type: none"> <li>• An additional bond of \$1,500 inc. GST being required.</li> <li>• Usage of Council facilities being restricted to match and training needs, excluding use for social functions.</li> <li>• Loss of tenancy and loss of access to all Council facilities.</li> </ul>

### Review of Licence Agreement

Council reserves all rights not to renew a user group's Licence Agreement for the following season or licence period. Council will consider breaches by user groups in making this determination.

If Council decides to issue a new seasonal or annual Licence Agreement for the following allocation period, Council may do so subject to any conditions it considers necessary to combat previously identified issues.

## Policy Register Outdoor Sports Infrastructure and Allocations Policy



### Appendix 3 – Sports Fields Classification

#### Regional Level Sports Fields

Manningham Templestowe Leisure Centre Outdoor Netball Courts	Mullum Mullum Reserve Bowls
Mullum Mullum Reserve Hockey Pitch	Pettys Reserve Pitches East and West
Tom Kelly Athletics Track	Stintons Reserve BMX
Schramms Reserve Oval South (Cricket)	

#### Municipal Level Sports Fields

Deep Creek Reserve Baseball Diamond
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#### District Level Sports Fields

Anderson Park Pitch North and South	Boronia Reserve Oval
Bulleen Park Oval Middle East and West	Colman Park Oval
Domeney Reserve Oval	Doncaster Reserve Oval
Doncaster Tennis Club Courts	Donvale Reserve Ovals South and North West, Pitches North and East
Donvale Reserve Tennis Courts	Koonung Park Oval
Mullum Mullum Reserve Tennis Courts	Park Reserve Pitch
Park Orchards Reserve Tennis Courts	Powerful Owl Park: Dino Negri Field (Synthetic) Balayung Field (Field 2) Waa Field (Field 3)
Rieschiecks Reserve Oval	Schramms Reserve Oval South (Football)
Schramms Reserve Oval North	Schramms Reserve Bowls
Serpells Reserve Tennis Courts	Stintons Reserve Oval
Swilk Reserve Bowls	Ted Ajani Reserve Oval
Ted Ajani Reserve Tennis Courts	Templestowe Reserve Tennis Courts
Templestowe Reserve East and West Oval	Timber Ridge Reserve Pitches East and West
Warrandyte Reserve Tennis Courts	Warrandyte Reserve Oval South
Wilsons Reserve Oval	Wonga Park Reserve Tennis Courts
Wonga Park Reserve Ovals West and East	Zerbes Reserve Oval

#### Local Level Sport Fields

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Anderson Park Small Pitch (synthetic)	Burgundy Reserve Oval
Colman Park Tennis Courts	Domeney Reserve Netball Court
Donvale Reserve Netball Courts	Hillcrest Reserve Tennis Court
Koonung Park Tennis Courts	Serpells Reserve Oval
Sheahans Reserve Tennis Court	Warrandyte Reserve Netball Courts
Warrandyte Reserve Oval North	Wonga Park Reserve Netball Courts

**School Sports Fields**

Donvale Primary School Oval
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## Policy Register Outdoor Sports Infrastructure and Allocations Policy



### Appendix 4 – Pavilion Classification

#### Regional Level Pavilions

Manningham Templestowe Leisure Centre Pavilion	Mullum Mullum Reserve Hockey
Mullum Mullum Reserve Bowls	Pettys Reserve
Tom Kelly Athletics Track	Stintons Reserve BMX Track

#### Municipal Level Pavilions

Deep Creek Reserve
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#### District Level Pavilions

Anderson Park	Balit Muk Muk Pavilion (Powerful Owl Park Pavilion)
Boronia Reserve	Bulleen Park
Colman Park	Domeney Reserve
Doncaster Reserve	Doncaster Tennis
Donvale Reserve North	Donvale Reserve South
Donvale Reserve Tennis	Koonung Park
Mullum Mullum Reserve Tennis	Park Reserve
Park Orchards Reserve Tennis	Rieschiecks Reserve
Schramms Reserve Bowls	Schramms Reserve South
Serpells Reserve Tennis	Stintons Reserve
Swilk Reserve Bowls	Ted Ajani Reserve
Ted Ajani Reserve Tennis	Templestowe Reserve
Templestowe Reserve Tennis	Timber Ridge Reserve
Warrandyte Reserve	Warrandyte Reserve Tennis
Wilson's Reserve	Wonga Park Reserve Tennis
Wonga Park Reserve West	Zerbes Reserve

#### Local Level Pavilions

Colman Park Tennis	Schramms Reserve North
Wonga Park Reserve East	



## Policy Register Outdoor Sports Infrastructure and Allocations Policy



### Appendix 5 – Facility Standards

#### AFL and Cricket – Pavilion Standards

Area	Regional	Municipal	District	Local
Player change rooms	2 x 55-75m2	N/A	2 x 45-55m2	2 x 45-55m2
Accessible change room	Refer to code		Refer to code	Refer to code
Player amenities	2 x 30m2		2 x 25m2	2 x 25m2
No. of lockable showers	4 per amenity area		3 per amenity area	3 per amenity area
No. of pan toilets	4 per amenity area		3 per amenity area	3 per amenity area
Umpire briefing room	30 - 40m2		20-25m2	20 - 25m2
Umpire amenities (wet area)	18+m2		12+m2	12+m2
Medical/trainer's room	2 x 15m2		Optional – 2 x 10m2	Optional 2 x 10m2
Gymnasium	Optional - size to be determined by anticipated use		Optional - size to be determined by anticipated use	N/A
Social room	150m2		100m2	To be incorporated within change rooms
Social room toilets	Male 15m2 Female 15m2 Accessible 5m2		Male 10m2 Female 10m2 Accessible 5m2	Male 10m2 Female 10m2 Accessible 5m2
Kitchen/Kiosk	30m2		30m2	20m2
Office/administration/meeting room	20m2		15m2	N/A
Family room	Case by case		N/A	N/A
Multi-faith room	Case by case		N/A	N/A
Sensory room	Case by case		N/A	N/A
Public toilet	Case by case		Case by case	Case by case
Storage rooms (per tenant)	30m2		20m2	20m2
Cleaners storage	5m2		5m2	5m2
Time keepers box	10m2		10m2	N/A

## Policy Register Outdoor Sports Infrastructure and Allocations Policy



Area	Regional	Municipal	District	Local
External covered viewing area	150m2		75m2	50m2
Utilities/plant room (turf wicket venue only)	As required		As required	N/A
Rubbish bin cage	10m2		10m2	10m2

## Policy Register Outdoor Sports Infrastructure and Allocations Policy



### AFL and Cricket – Sports Field Standards

Area	Regional	Municipal	District	Local
Floodlights (AFL training)	100 lux (LED)*	N/A	50 lux (LED)*	50 lux (LED)*
Floodlights (AFL match)	200 lux (LED)*		100 lux (LED)*	N/A
Floodlights (cricket wicket - match)	N/A		N/A	N/A
Floodlights (cricket outfield - match)	N/A		N/A	N/A
Floodlights (practice cricket wickets)	200 lux (LED)*		Case by case	N/A
Cricket sight screens	Case by case		Case by case	N/A
Reserve fencing	Required		Required	Desirable
Sports field fencing	1.1m black powder coated mesh infill		1.1m black powder coated mesh infill	Case by case
Sealed car parks	Case by case		Case by case	Case by case
Unsealed car parks (overflow)	Case by case		Case by case	Case by case
Scoreboard	LED electronic		LED electronic	Basic electronic or manual
Coaches boxes / team benches	2 x permanent (4.8m x 1.2m)		2 x permanent (4.8m x 1.2m)	2 x permanent (4.8m x 1.2m)
Interchange box	1 x permanent (1.8m x 1.2m)		1 x permanent (1.8m x 1.2m)	1 x permanent (1.8m x 1.2m)
Goal posts	1 set x 12m/8m sleeved		1 set x 10m/6.5m sleeved	1 set x 10m/6.5m sleeved
Siren	Yes		Yes	Optional
PA system	Case by case		N/A	N/A
Ticket booth	Yes		Optional	N/A
Run off distance	5m		5m	5m
Sports field size	165m (L) x 135m (W)		150-165m (L) x 110-135m (W)	Min 130m (L) x 110m (W)
Sports field profile	Sand base		Sand base	Natural soil
Sports field turf	Santa Ana Couch		Santa Ana Couch	Santa Ana Couch or Kikuyu
Sports field drainage	Yes		Yes	Yes
Sports field irrigation	Automated, efficient		Automated, efficient	Automated, efficient
Practice cricket wickets (synthetic)	4+		Maximum 4	Optional
Practice cricket wickets (turf)	6+		Case by case	N/A

\* As per relevant Australian Standards. Should the Australian Standard change, Council will align upgrades/new infrastructure with the amended standard.

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**Athletics – Pavilion Standards**

Area	Regional	Municipal	District	Local
Change rooms	2 x 60m2	N/A	N/A	N/A
Change room amenities	2 x 40m2			
Accessible change room	Refer to code			
Medical/trainers room	15m2			
Gymnasium	Case by case			
Social rooms	150m2			
Social room toilets	Refer to code			
Toilets - accessible	Refer to code			
Public toilets	Case by case			
Kitchen/canteen	30m2			
Office	15m2			
Officials' area	Case by case			
Storage rooms (per tenant)	60m2			
Cleaners storage room	5m2			
External covered viewing area	Case by case			
Rubbish bin cage	10m2			



**Policy Register  
Outdoor Sports Infrastructure and Allocations Policy**



**Athletics – Sports Field Standards**

Area	Regional	Municipal	District	Local
Track size - circular	400m as per World Athletics standard	N/A	N/A	N/A
Markings	As per World Athletics standard			
Field size - shot put enclosure	As per World Athletics standard			
Field size - hammer throw enclosure	As per World Athletics standard			
Field size - discus enclosure	As per World Athletics standard			
Field size - long/triple jump pit	As per World Athletics standard			
Field size - long/triple jump runway	As per World Athletics standard			
Field size - pole vault runway	As per World Athletics standard			
Floodlights (training)	75 lux (LED)*			
Floodlights (competition)	200 lux (LED)*			
Reserve fencing	3m			
Sealed car parks	Case by case			
Unsealed (overflow)	Case by case			
Scoreboards	LED electronic			
Clock	Yes			
PA system	Case by case			
Surface and base - Track	As per World Athletics standard			
Surface and base - Field	As per World Athletics standard			
Field profile	Natural soil			
Field turf	Santa Ana or Kikuyu			
Field drainage	Case by case			
Field irrigation	Automated, efficient			

\* As per World Athletics Standards. Should the World Athletics Standard change, Council will align upgrades/new infrastructure with the amended standard.

## Policy Register Outdoor Sports Infrastructure and Allocations Policy



### Baseball/Softball – Pavilion Standards

Area	Regional	Municipal	District	Local/Multi-sport use Facility
Change room	N/A	2 x 30m2	N/A	2 x 20m2
Accessible change space		Refer to code		Refer to code
Change room amenities		2 x 15m2		2 x 10m2
Umpires room		20m2		20m2
Medical/trainer's room		15m2		Case by case
Gymnasium		Case by case		Case by case
Social rooms		100m2		N/A
Social room toilets		Refer to code		N/A
Toilets - accessible		Refer to code		Refer to code
Public toilet		Case by case		Case by case
Kitchen/canteen		30m2		30m2
Office		15m2		N/A
Storage room (per tenant)		20m2		20m2
Cleaners storage room		5m2		5m2
Scorers room		10m2		N/A
External covered viewing area		75m2		N/A
Rubbish bin cage		10m2		10m2

## Policy Register Outdoor Sports Infrastructure and Allocations Policy



### Baseball/Softball – Sports Field Standards

Area	Regional	Municipal	District	Local
Floodlights (infield)	N/A	500 lux (LED)*	N/A	Case by case
Floodlights (outfield)		300 lux (LED)*		Case by case
Reserve fencing		Case by case		Case by case
Sports field fencing - Back stop		8m (H) x 25m (W) back net (min) 15m from home plate (min)		Case by case
Sports field fencing - Outfield		1.1 black powder coated mesh		Case by case
Sealed car parks		Case by case		Case by case
Unsealed car parks (overflow)		Case by case		Case by case
Scoreboard		LED electronic		Case by case
Dug outs		2 x permanent (7m x 1.2m)		Case by case
Batting Cage		Case by case		N/A
PA system		Case by case		N/A
Ticket booth		Optional		N/A
Sports field size - Outfield		76.2m (min) from home base to obstruction		Case by case
Sports field size - Infield		27.43m square		Case by case
Sports field size - Catcher's box		As per BA/SA Standards		As per BA/SA Standards
Sports field size - Batter's box		As per BA/SA Standards		As per BA/SA Standards
Sports field size - Home plate		As per BA/SA Standards		As per BA/SA Standards
Sports field size - Pitching mound		As per BA/SA Standards		As per BA/SA Standards
Run off (foul ground)		7.62m - 9.14m		Case by case
Sports field profile		Sand base		Case by case
Sports field turf (outfield)		Santa Ana Couch		Case by case
Sports field drainage		Yes		Yes
Sports field irrigation		Automated, efficient		Automated, efficient

\* As per relevant Australian Standards. Should the Australian Standard change, Council will align upgrades/new infrastructure with the amended standard.

**Policy Register  
Outdoor Sports Infrastructure and Allocations Policy**



**BMX – Pavilion Standards**

Area	Regional	Municipal	District	Local
Change rooms	2 x 25m2	N/A	N/A	N/A
Change room amenities	2 x 15m2			
Accessible change room	Refer to code			
Social room toilets	Refer to code			
Toilets - accessible	Refer to code			
Public toilet	Case by case			
Medical room	15m2			
Gymnasium	Case by case			
Social room	100m2			
Storage (per tenant)	30m2			
Cleaners Store	5m2			
Kitchen/canteen	30m2			
External covered viewing area	100m2			
Office	15m2			
Rubbish bin cage	10m2			



## Policy Register Outdoor Sports Infrastructure and Allocations Policy



### BMX – Sports Field Standards

Area	Regional	Municipal	District	Local
Starting hill	2.5m (H) x 8m (W)	N/A	N/A	N/A
Starting gate	7.3m (W) x 0.5m (H) – Slip resistant			
Track length	280m - 450m			
Track width	1st straight - 8m All other straights - 5m 1st turn - 4m All other turns - 4m			
Number of straights	Minimum 4			
Number of turns	Minimum 3			
Length first straight	50m			
Markings	White lines			
Track fencing	On straights - minimum 2m from track			
Staging area	10m x 8m <sup>^</sup>			
PA systems	Case by case			
Floodlights	200 lux*			
Sealed car parks	Case by case			
Unsealed car parks (overflow)	Case by case			

\* As per relevant Australian Standards. Should the Australian Standard change, Council will align upgrades/new infrastructure with the amended standard.

<sup>^</sup> Cover of staging areas will be considered on a case-by-case basis. As covered staging areas exceed the BMX Australia Guidelines for club, regional and state championships, user groups will be responsible for all costs associated with the cover.

## Policy Register Outdoor Sports Infrastructure and Allocations Policy



### Football (Soccer) – Pavilion Standards

Area	Regional (NPL)	Municipal	District	Local
Change rooms	2 x 35m2	N/A	2 x 25m2	2 x 25m2
Accessible change room	Refer to code		Refer to code	Refer to code
Change room amenities	2 x 25m2		2 x 15m2	2 x 15m2
Umpires room	20m2		20m2	20m2
Medical/trainers room	15m2		15m2	15m2
Gymnasium	Case by case		Case by case	N/A
Social Rooms	150m2		100m2	To be incorporated within change space
Social room toilets	Refer to code		Refer to code	Refer to code
Toilets - accessible	Refer to code		Refer to code	Refer to code
Public toilet	Case by case		Case by case	Case by case
Kitchen/canteen	30m2		30m2	15m2 (kiosk only)
Office	20m2		15m2	N/A
Storage rooms (per tenant)	40m2		20m2	20m2
Cleaners storage	5m2		5m2	5m2
Media room	15m2		N/A	N/A
External covered viewing area	100m2		75m2	50m2
Rubbish bin cage	10m2		10m2	10m2

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**Football (Soccer) – Sports Field Standards**

Area	Regional (NPL)	Municipal	District	Local
Floodlights (training)	100 lux (LED)*	N/A	50 lux (LED)*	50 lux (LED)*
Floodlights (match)	200 lux (LED)*		100 lux (LED)*	N/A
Reserve fencing	Yes		Case by case	N/A
Sports field fencing	1.1m black powder coated mesh infill		1.1m black powder coated mesh infill	Case by case
Sealed car parks	Case by case		Case by case	Case by case
Unsealed car parks (overflow)	Case by case		Case by case	Case by case
Scoreboard	LED electronic		LED electronic	Basic electronic
Coaches boxes / Team benches	2 x permanent (6m x 1.2m)		2 x permanent (6m x 1.2m)	2 x permanent (6m x 1.2m)
Goal posts	2 x 2.44m (H) x 7.32m (W)		2.44m (H) x 7.32m (W)	2.44m (H) x 7.32m (W)
Portable goal storage	Case by case		Case by case	Case by case
PA system	Case by case		N/A	N/A
Ticket booth	Yes		Optional	N/A
Players race	2m (W) x 2.2m (H)		N/A	N/A
Run off distance	3-5m		3-5m	3-5m
Distance between pitches	N/A		6-10m	6-10m
Sports field size	100-105m (L) x 60-68m (W)		96-105m (L) x 60-68m (W)	96-105m (L) x 60-68m (W)
Sports field profile	Sand base		Sand base	Natural soil
Sports field turf	Santa Ana Couch (synthetic case by case)		Santa Ana Couch (synthetic case by case)	Santa Ana Couch or Kikuyu
Sports field drainage	Yes		Yes	Yes
Sports field irrigation	Automated, efficient		Automated, efficient	Automated, efficient

\* As per relevant Australian Standards. Should the Australian Standard change, Council will align upgrades/new infrastructure with the amended standard.

## Policy Register Outdoor Sports Infrastructure and Allocations Policy



### Hockey – Pavilion Standards

Area	Regional	Municipal	District	Local
Change rooms	2 x 25m2	N/A	N/A	N/A
Accessible change room	Refer to code			
Amenities	2 x 20m2			
Umpires room	20m2			
Medical/trainers room	15m2			
Gymnasium	Case by case			
Social rooms	100m2			
Social room toilets	Refer to code			
Toilets - accessible	Refer to code			
Public toilet	Case by case			
Kitchen/canteen	30m2			
Office	15m2			
Storage rooms (per tenant)	20m2			
Cleaners storage	5m2			
Time keepers box	10m2			
External covered viewing area	75m2			
Rubbish bin cage	10m2			



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**Hockey – Sports Field Standards**

Area	Regional	Municipal	District	Local
Size	91.4m (L) x 55m (W)	N/A	N/A	N/A
Run off	5m each end, 3m each side			
Profile	Synthetic			
Irrigation	Automated, efficient			
Reserve fencing	Case by case			
Sports field fencing	1.1m black powder coated mesh			
Car parking surface (sealed or unsealed)	Case by case			
Floodlighting	250 lux (LED)*			
Scoreboard	LED electronic			
Coaches box (each)	4.8m x 1.2m			
Technical bench	3m x 6m			
Goal Posts	2.14m (H) x 3.66m (W)			
PA systems	Case by case			

\* As per relevant Australian Standards. Should the Australian Standard change, Council will align upgrades/new infrastructure with the amended standard.

## Policy Register Outdoor Sports Infrastructure and Allocations Policy



### Lawn Bowls – Pavilion Standards

Area	Regional	Municipal	District	Local
Change rooms	2 x 25m <sup>2</sup>	N/A	2 x 15m <sup>2</sup>	N/A
Change room amenities	2 x 7.5m <sup>2</sup>		2 x 7.5m <sup>2</sup>	
Accessible change room	Refer to code		Refer to code	
Social room toilets	Refer to code		Refer to code	
Toilets - accessible	Refer to code		Refer to code	
Public toilet	Case by case		Case by case	
Social room	150m <sup>2</sup>		100m <sup>2</sup>	
Storage (per tenant)	20m <sup>2</sup>		20m <sup>2</sup>	
Cleaners store	5m <sup>2</sup>		5m <sup>2</sup>	
Kitchen/canteen	30m <sup>2</sup>		30m <sup>2</sup>	
External covered viewing area	100m <sup>2</sup>		75m <sup>2</sup>	
Office	20m <sup>2</sup>		15m <sup>2</sup>	
Rubbish bin cage	10m <sup>2</sup>		10m <sup>2</sup>	
Maintenance Shed	Case by case		Case by case	

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**Lawn Bowls – Sports Field Standards**

Area	Regional	Municipal	District	Local
Size	40m x 40m	N/A	40m x 40m	N/A
Greens	2+ Greens		1-2 Greens	
Covered Dome over bowling green	Maximum 1 green cover		N/A	
Ditch	380mm (W) and 50mm-200mm (D)		380mm (W) and 50mm-200mm (D)	
Profile	Perched water table		Perched water table	
Turf	Tifdwarf couch		Tifdwarf couch	
Synthetic surface	Case by case		Case by case	
Irrigation (turf only)	Automated, efficient		Automated, efficient	
Drainage	Subsurface		Subsurface	
Reserve fencing	3m black powder coated mesh		3m black powder coated mesh	
Car parking surface (sealed or unsealed)	Case by case		Case by case	
PA System	Case by case		Case by case	
Floodlighting	200 lux* (main green only)		100 lux*	
Scoring stands	1 per lane		1 per rink	
Player shelter	3m x 1.2m (3 per green)		3m x 1.2m (3 per green)	

\* As per relevant Australian Standards. Should the Australian Standard change, Council will align upgrades/new infrastructure with the amended standard.

## Policy Register Outdoor Sports Infrastructure and Allocations Policy



### Netball (Outdoor) – Pavilion Standards

Area	Regional	Municipal	District	Local
Change rooms	2 x 25m2	N/A	N/A	N/A
Accessible change room	Refer to code		N/A	N/A
Change room amenities	2 x 15m2		N/A	N/A
Umpires change room	20m2		N/A	N/A
Medical/trainer's room	20m2		N/A	N/A
Gymnasium	Case by case		N/A	N/A
Social room	100m2		N/A	N/A
Social room toilets	Refer to code		N/A	N/A
Toilets - accessible	Refer to code		N/A	N/A
Public toilet	Case by case		N/A	Case by case
Kitchen/canteen	30m2		N/A	N/A
Office	15m2 25m2		N/A	N/A
Storage room (per tenant)	20m2		N/A	10m2
Rubbish storage	10m2		N/A	N/A
External covered viewing area (per court)	Case by case		N/A	N/A



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**Netball (Outdoor) – Sports Field Standards**

Area	Regional	Municipal	District	Local
Courts	8+	N/A	4-7	1-3
Floodlights (training)	100 lux (LED)*		100 lux (LED)*	100 lux (LED)* - case by case
Floodlights (match)	200 lux (LED)*		N/A	N/A
Court size	30.5m (L) x 15.25m (W)		30.5m (L) x 15.25m (W)	30.5m (L) x 15.25m (W)
Run off	3.05m (3.65m between courts)		3.05m (3.65m between courts)	3.05m (3.65m between courts)
Reserve fencing	Case by case		N/A	N/A
Sports field fencing	Case by case		Case by case	Case by case
Sealed car parking	Case by case		Case by case	Case by case
Unsealed car parking	Case by case		Case by case	Case by case
Scoreboard	Optional		Case by case	Case by case
Coach/team bench	Case by case		Case by case	Case by case
Siren	Optional		Optional	N/A
PA system	Case by case		N/A	N/A
Surface	As per Netball Victoria standards		As per NV standards	As per NV standards
Goal ring	60-100mm diameter		60-100mm diameter	60-100mm diameter
Goal posts	3.05m (H)		3.05m (H)	3.05m (H)

\* As per relevant Australian Standards. Should the Australian Standard change, Council will align upgrades/new infrastructure with the amended standard.

# Policy Register Outdoor Sports Infrastructure and Allocations Policy



**Tennis – Pavilion Standards**

Area	Regional	Municipal	District	Local
Change rooms	N/A	N/A	Incorporated within amenities	N/A
Accessible change room			As per code	N/A
Change room amenities			Refer to code	N/A
Gymnasium			Case by case	N/A
Social rooms			100m2	N/A
Social room toilets			Incorporated within amenities	N/A
Toilets - accessible			Refer to code	N/A
Kitchen/canteen			30m2	N/A
Office			15m2	N/A
Storage rooms (per tenant)			20m2	N/A
Cleaners storage room			5m2	N/A
Rubbish storage			10m2	N/A
External covered viewing area			75m2	N/A

## Policy Register Outdoor Sports Infrastructure and Allocations Policy



### Tennis – Sport Field Standards

Area	Regional	Municipal	District	Local
Total court area	N/A	N/A	34.77m x 17.07m (total area) and 23.77m x 10.97m (principle playing area)	34.77m x 17.07m (total area) and 23.77m x 10.97m (principle playing area)
Run off distance - back			5.49m	5.49m
Run off distance - side			3.05m	3.05m
Distance between courts			3.66m	3.66m
Net posts			2 x 1.07m (H), Max 15cm Diameter, 0.914m outside of court.	2 x 1.07m (H), Max 15cm Diameter, 0.914m outside of court.
Floodlights (LED)			350 lux - Principle playing area 250 lux – Total playing area*	350 lux - Principle Playing Area 250 lux – Total Playing Area*
Court/reserve fencing			3.6m or 3m along baseline. Half side fence considered case by case.	3.6m or 3m along baseline. Half side fence considered case by case.
Sealed car parks			Case by case	Case by case
Unsealed (overflow)			Case by case	Case by case
Public toilet			Case by case	Case by case
Moveable scoreboards			1 per court	N/A
PA system			Case by case	N/A
Surface and base			Varies, as per TA standards.	Varies, as per TA standards.
Irrigation (en tous cas only)			Automated, efficient	N/A
Dedicated Hot Shot Courts (Red)			Case by case	N/A

\* As per relevant Australian Standards. Should the Australian Standard change, Council will align upgrades/new infrastructure with the amended standard.

## Policy Register Outdoor Sports Infrastructure and Allocations Policy



### Tennis – Sports Field Standards (Cont'd)

Area	Regional	Municipal	District	Local
Hot shots (red) - Principle Playing Area	N/A	N/A	11m (L) x 5.5m (W)	N/A
Hot shots (red) - Total playing area			15m x 9.5m min.	N/A
Hot shots (red) - Run off - back			3.05m (2m min.)	N/A
Hot shots (red) - Run off - side			2.44m (2m min.)	N/A
Hot shots (red) - Run off – common side			2.44m+ (2m min.)	N/A
Hot shots (red) - Run off – common back			Fence required. 5m min.	N/A
Hot shots (red) - Net height			65cm-80cm	N/A
Dedicated Hot Shot Courts (orange)			Case by case	N/A
Hot shots (orange) – Principle playing area			18m (L) x 8.23m (W – doubles) or 6.5m (W – singles)	N/A
Hot shots (orange) – Total playing area			24m x 10.5	N/A
Hot shots (orange) - Run off - back			4.27m (2m min.)	N/A
Hot shots (orange) - Run off - side			3.05m (2m min.)	N/A
Hot shots (orange) - Run off - common side			3.05m+ (3m min.)	N/A
Hot shots (orange) - Run off – common back			Fence required. 7m min.	N/A
Hot shots (orange) - Net height			80cm	N/A
Book a court system			Case by case	Case by case

\* As per relevant Australian Standards. Should the Australian Standard change, Council will align upgrades/new infrastructure with the amended standard.



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## Appendix 5 – Facility Standards cont'd

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### Scoreboards

LED electronic scoreboards for Regional, Municipal or District level facilities are to be fully customisable to display messaging or video for the desired sport. E.g. Football LED Scoreboards would have the capabilities to display the number of goals, behinds, total score, time clock and relevant quarter of play. The maximum scoreboard screen size is 15m<sup>2</sup>.

Basic electronic scoreboards for Local level facilities are to be able to display basic score information for the desired sport. E.g. Cricket scoreboard would have the capabilities to display number of runs, wickets, overs. The maximum scoreboard screen size is 7.5m<sup>2</sup>.

### Storage

Maximum storage provided within each pavilion is 180m<sup>2</sup>.

### Shipping Containers

The use of shipping containers is not permitted on Council land for any purpose. Existing shipping containers will be phased out in collaboration with user groups.

## Policy Register Outdoor Sports Infrastructure and Allocations Policy



### Appendix 6 – Facility Fit-Out Items

The Council responsibilities outlined below are in line with the facility standards located below. User groups must fund 100% of the cost for fit out items that exceed those standards, which should be undertaken in consultation with Council. Items not listed below will be considered on a case-by-case basis.

Council Responsibility	User Group Responsibility (100% funding)
Baby change facilities	Bar facilities (including sinks and benches)
Bench style seating in change rooms	Crockery and cutlery
Change room toilet fixtures (hooks, mirrors, toilet roll holders, soap holders, paper towel dispenser)	Dishwashers
Curtains and blinds	Kitchen equipment (deep fryers, bain-maries, pie warmers etc.)
Essential safety equipment	Electronic equipment (sound systems, TVs etc.)
Extractor fans and range hoods. <i>Size determined by oven and cook top dimensions.</i>	Floor coverings, flooring and floor tiles for all 'optional' additions to the facility.
Floor coverings (social room carpet, non-slip surface in wet areas and change rooms)	Furniture (e.g. tables and chairs)
Grease trap installation (where appropriate)	Heating/cooling units (outside of social rooms)
Hard floor coverings (where appropriate)	Refrigerators/Freezers (including drinks fridges)
Heating/cooling units and fixed fans (social room only)	Sanitary bins
Hooks in change rooms	Security systems
Hot water service	Storage room shelving
Instant hot water unit (in kitchen/kiosk)	Telephone, NBN (excluding infrastructure to the building) and TV aerial connections
Kitchen benches and cabinets	All other items as required by the user group (subject to Council approval)
Light fittings	
Locks (excluding club locks)	
Ovens and hot plates: <ul style="list-style-type: none"> <li>• Regional: 6 burner, 100-120L Oven</li> <li>• District and Municipal: 4-5 burner, 70-90L</li> <li>• Local: Domestic 4 burner, 50-70L</li> <li>• School: N/A</li> </ul>	
Plumbing fixture, shower fittings, toilets and sinks.	
Roller screen security doors (where appropriate)	
Security lighting	
Tiling	

## Policy Register Outdoor Sports Infrastructure and Allocations Policy



### Appendix 7 – Financial Contributions

#### Pavilions

Component	Council	User Group	Comments
Accessible change rooms	100%	0%	In accordance with the Building Code.
Amenities - showers / toilets	100%	0%	As per facility standards.
Bar facilities	0%	100%	
Canteen / kitchen	100%	0%	As per facility standards.
Change rooms	100%	0%	As per facility standards.
Cleaner's storage	100%	0%	
Grounds keeper / maintenance shed	100%	0%	Provision and size determined on a case by case basis.
Gymnasium	0%	100%	Council contribution considered on a case by case basis
Heating/Cooling	100%	0%	In social room only.
Medical/Trainer's room	100%	0%	As per facility standards.
Office space	100%	0%	As per facility standards.
Rubbish bin storage	100%	0%	
Social room/Multi-purpose room	100%	0%	As per facility standards.
Storage	100%	0%	As per facility standards.
Timekeepers / media / scorers room	100%	0%	As per facility standards.
Umpires/Officials Change Room	100%	0%	As per facility standards.
Veranda/spectator's shelter	100%	0%	
Works exceeding Council's Facility Standards	0%	100%	As per facility standards.

Funding ratios are based on Council's Facility Standards. Where exceeding the standards has been approved by Council, user groups must fund 100% in excess of standards.

## Policy Register Outdoor Sports Infrastructure and Allocations Policy



### Sports Facilities

Component	Council	User Group	Comments
Book a Court	50%	50%	Infrastructure hardware only
Coaches boxes/Dugouts/Player shelters	100%	0%	In accordance with Council's Facility Standards.
Covered Dome over bowling green	50%	50%	In accordance with Council's Facility Standards and allowing for community access **
Cricket centre wicket (synthetic and turf)	100%	0%	As per Council's maintenance and replacement program.
Cricket sight screens	0%	100%	
Cricket wicket winter cover	100%	0%	
Cricket nets or batting cages	100%	0%	In accordance with Council's Facility Standards.
Cricket net floodlight (training standard)	0%	100%	Council contribution may be considered on a case-by-case basis. Subject to evaluation.
Floodlighting (training standard)	100%	0%	In accordance with Council's Facility Standards.
Floodlighting (match standard)	100%	0%	In accordance with Council's Facility Standards.
Floodlighting (where training & match standard is the same)(Tennis, Hockey, Lawn Bowls)	100%	0%	For facilities with public access ***
	50%	50%	For facilities with limited public access***
Goal posts (fixed and portable)	100%	0%	In accordance with Council's Facility Standards.
Goal post padding	0%	100%	
Interchange steward/Umpire/Officials' box	0%	100%	In accordance with Council's Facility Standards.
Netball courts	100%	0%	
PA System (Regional facilities only)	100%	0%	In accordance with Council's Facility Standards.
Protective netting	100%	0%	Where a safety risk is identified.
	0%	100%	Where there is no safety risk.
Reserve fencing	100%	0%	In accordance with Council's Facility Standards.
Scoreboards	50%	50%	In accordance with Council's Facility Standards.
Sports fields (turf)^	100%	0%	^ See below



**Policy Register  
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Specialised surfaces (hockey, tennis and lawn bowls, including ditches around bowling greens)	50%	50%	In accordance with Council's Facility Standards.
Sports field fencing	100%	0%	In accordance with Council's Facility Standards.
Ticket booth	0%	100%	
Works exceeding Council's Facility Standards	0%	100%	

Any additional items not listed within the tables above will be considered on a case-by-case basis.

^ Synthetic surfaces for sports where synthetic is not traditionally the preferred surface (e.g. football) will be considered on a case-by-case basis.

\*\* This funding is conditional on broader community access being available i.e. for non-members of the tenant user group.

\*\*\* This funding is conditional upon the implementation of a public access program or pay-as-you-go booking system that does not require membership to participate. The aim is to facilitate community access through casual hire or social programs that are open to the general public. For example, programs like Tennis Australia's Book a Court or social activities such as barefoot bowls. Note that access to this funding will not apply to programs considered as private or membership-based, e.g including midweek tennis competition.

Funding ratios are based on Council's Facility Standards. Where exceeding the standards has been approved by Council, user groups must fund 100% in excess of standards.

User group contributions towards facility developments will be based on Quantity Surveyor (QS) estimates. Council will fund any difference between the QS estimate and the final project cost. User groups will however fund any requested changes to the project scope in line with the funding ratios within the Policy.

Council will not retrospectively finance previous projects / existing infrastructure and will not retrospectively undertake works to existing facilities to comply with this Policy. The Policy will be applied in accordance with Council's capital works process.

**Hard court resurfacing**

Unforeseen costs arising from site condition assessments such as a requirement for subsurface upgrades, will be funded 100% by Council.



# Community Consultation Report Outdoor Sports Infrastructure and Allocations Policy



Interpreter service

**9840 9355**

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## Executive Summary

A community consultation process for the Draft Outdoor Sports Infrastructure and Allocations Policy (Policy) was conducted from Monday 3 June to Monday 1 July 2024. This comprehensive consultation process aimed to gather diverse perspectives and feedback on the draft Policy to ensure it meets the needs of the Manningham community.

The consultation process involved a multi-faceted approach to promote the draft Policy and consultation opportunities for a diverse range of stakeholders. Invitations to participate in the consultation process were sent to existing user groups (including sports clubs and associations) and a social media campaign was used to promote consultation opportunities to the broader community. The consultation process resulted in the following outcomes and responses:

- **Yoursay Manningham Survey:** A total of 36 responses were collected through the YourSay Manningham platform. The survey sought to gauge support for the policy, assess its readability, and review proposed key changes, while also identifying any gaps or issues in the draft policy.
- **Detailed Written Feedback:** Four written feedback submissions were received, providing additional insights and detailed comments from various stakeholders.
- **In-Depth Interviews:** Ten in-depth interviews were conducted with key stakeholders, who were selected at random. These interviews covered a wide range of sports, including mainstream sports like AFL and soccer, as well as niche sports like aeromodelling and archery. The selected clubs varied in size, from big to small, and included different types of allocations—lease, seasonal, and annual.

The outcomes of the consultation process are contained within this report, with the following key findings noted in response to the draft Policy:

- Stakeholders appreciated the increased transparency and fairness in the allocation process.
- Concerns about the Policy's complexity and administrative burden was noted by some smaller clubs.
- The majority of respondents (75%) support the inclusion of usage plans for efficient facility allocation and use.
- Two-thirds of respondents support changes to the scoring criteria. The need to provide clearer guidelines and more weighting for previous tenancy criteria was noted.
- Proposed funding changes for floodlights and other infrastructure were largely supported.
  - 88% support Council providing 100% of funding for floodlights.
  - 76% support floodlighting funding changes for leased facilities if public access programs or pay-as-you-go systems are employed.
  - 82% supported a 50/50 funding split between the Council and clubs for scoreboards.

Detailed consultation results are contained within this report, which provides an in-depth analysis of all feedback received. A response to individual comments and submissions is also provided, including where Policy amendments are proposed in response to feedback received.



# 1 Community Survey Analysis

A community survey was conducted from 3 June to 1 July 2024, to gather feedback on the draft Outdoor Sports Infrastructure and Allocations Policy. The primary objectives of the survey were to assess the level of support for the policy, evaluate its clarity and readability, and review the proposed key changes. Additionally, the survey aimed to identify any gaps or issues within the draft policy that may require attention.

A total of 36 respondents participated in the survey, providing valuable insights into their perspectives and experiences. The feedback collected will be instrumental in refining the policy to better meet the needs of the community and ensure its effectiveness in guiding outdoor sports infrastructure and allocation processes.

## 1.1 Respondent Profile

This section provides a summary of the demographic profile of respondents who participated in the survey, as well as the user groups they represent (where applicable).

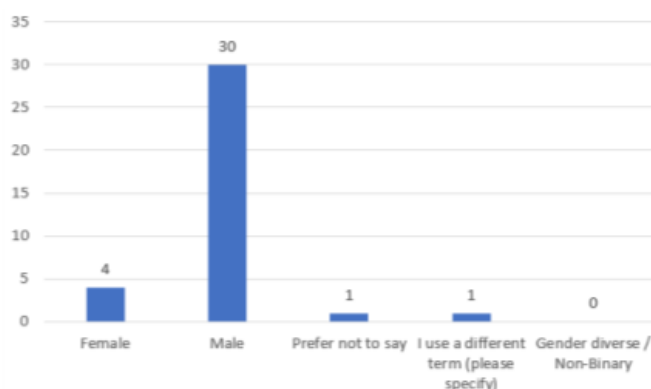
The questions in this section aimed to collect the following details:

- **Gender:** To identify the gender distribution of respondents.
- **Age Group:** To determine the age range of the respondents.
- **Postcode:** To map the geographical distribution of respondents
- **Respondent Description:** To classify respondents based on their connection to the policy, distinguishing between sporting club representatives, general community members and others.
- **Facility Usage Arrangement:** To establish the types of facility usage arrangements respondents are involved in, such as seasonal, lease, or annual allocations.
- **Respondents’ Role Within Group:** To identify the roles of respondents within their respective user groups.

This profiling is crucial for contextualising the feedback and understanding the perspectives of different stakeholders influenced by the Outdoor Sports Infrastructure and Allocations Policy.

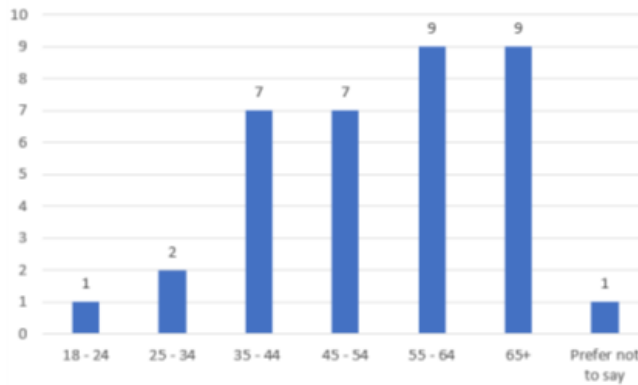
### Gender

The majority of respondents were male (30 or 83%), whilst 4 (11%) were female and 2 respondents indicated that they would ‘prefer not to say’ or ‘use a different term’.



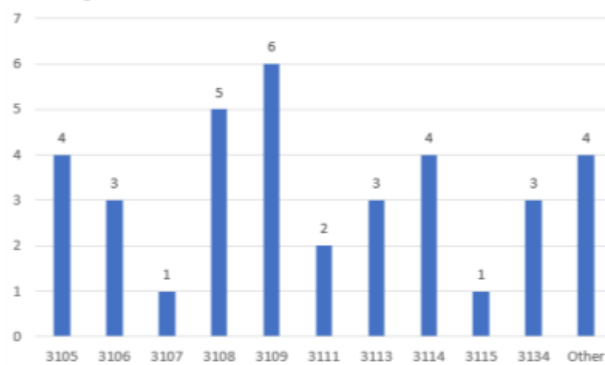
**Age Group**

The highest number of respondents were aged 55-64 and 65+, each with 9 respondents (25%). The 45-54 age group had 7 respondents (19%), followed by the 35-44 age group with 5 respondents (14%). The 25-34 age group had 2 respondents (6%), while the 18-24 age group had the lowest response rate with 1 respondent (3%). Additionally, 1 respondent (3%) preferred not to disclose their age.



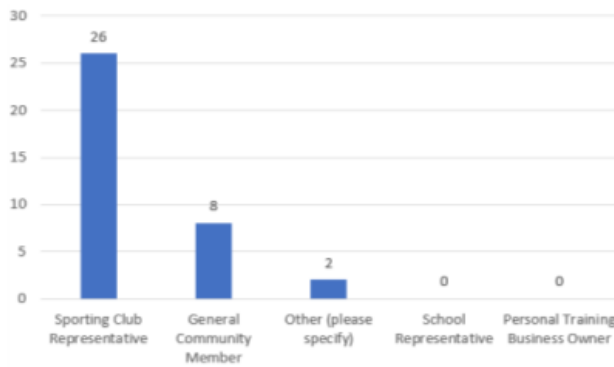
**Postcode**

Doncaster East had the highest number of responses with 6 (17%). Doncaster followed with 5 (14%). Bulleen, Park Orchards, and Ringwood North / Warrandyte South each had 4 (11%). Warrandyte / North Warrandyte and Templestowe each had 3 (8%). Donvale had 2 (6%), while Lower Templestowe and Wonga Park each had 1 (3%). Four (11%) respondents were from outside Manningham.



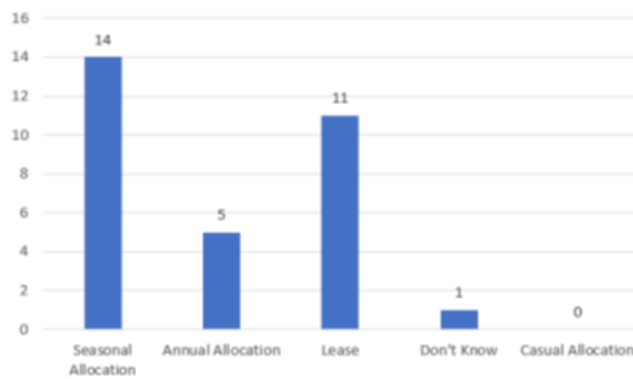
**Respondent Description**

Most respondents, (26 or 72%), were Sporting Club representatives. General community members made up 8 (22%) of responses. Two respondents (6%) selected the 'other' option, including a sporting association and the Manningham Bowls Group.



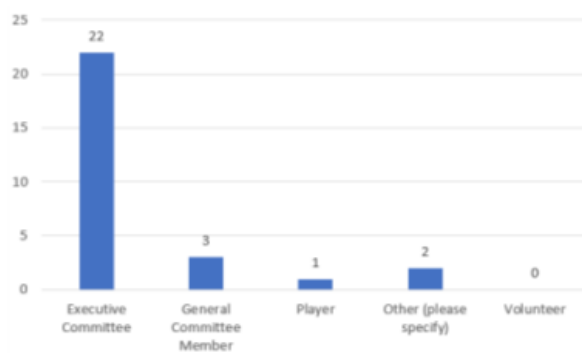
**Facility usage arrangement**

14 (50%) of respondents were from user group on a seasonal allocation, and 11 (39.3%) from groups with Lease allocations which is made up of Hockey, Tennis and Bowls Clubs. 11 (39%) respondents represented groups on annual allocations.



**Respondents' role within group**

The majority of respondents (22) represented member/s of a user group's Executive Committee, whilst 3 indicated that they were a General Committee Member.



## 1.2 Survey Response Analysis

This section presents an analysis of the survey responses collected in response to the draft Outdoor Sports Infrastructure and Allocations Policy. The primary aim of the survey was to assess the level of support for the policy and the key changes from the previous policies.

The questions surveyed in this section are designed to gather insights on:

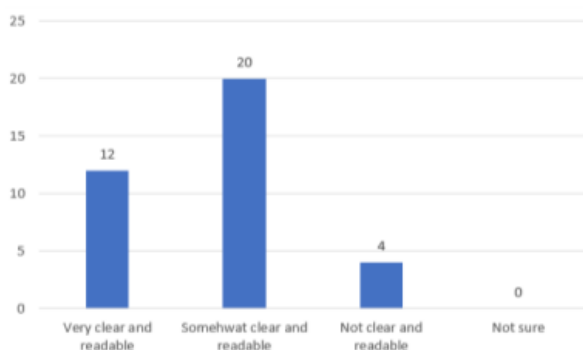
- The clarity and readability of the draft policy.
- Specific sections of the policy that may need improvement.
- Support for key changes, such as the inclusion of a Usage Plan and alterations to the Scoring Criteria.
- Opinions on the introduction of a penalty system for breaches to license agreements.
- Changes in funding contributions for floodlights and scoreboards.
- The overall impact of proposed changes on participation opportunities and the level of support for the new draft policy.

Additionally, respondents were invited to provide any final comments to highlight areas of appreciation, concern, or suggestions for further improvement.

The following analysis provides a detailed overview of the feedback received and the subsequent responses to address the concerns raised.

### How would you rate the clarity and readability of the draft Policy?

12 respondents (33%) indicated that the policy was 'very clear and readable.' 20 respondents (56%) found the policy 'somewhat clear and readable,' while 4 respondents (11%) stated that the policy was 'not clear and readable.'



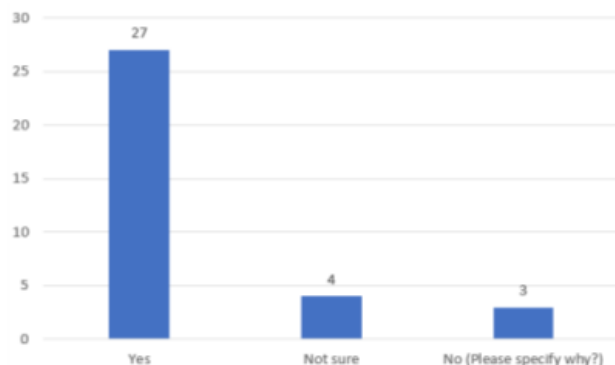
### Which sections of the draft Policy were not clear or easy to read? Please explain why?

Respondent	Why?	Officer Response	Policy Change Reference
1	RELATED POLICIES – None are attached	Comment noted.	N/A
2	Most of it. Needs to be easier.	There have been several changes made to the Policy with the aim to improve its clarity.	N/A
3	Long winded.	There have been several changes made to the Policy with the aim to improve its clarity.	N/A



**Do you support the changes to the mandatory criteria to include a Usage Plan?**

Majority of survey respondents (27 or 79%) supported the change to include a Usage Plan as part of the mandatory allocation criteria. 4 respondents (12%) were unsure about the changes, while 3 (9%) did not support the inclusion of a Usage Plan.

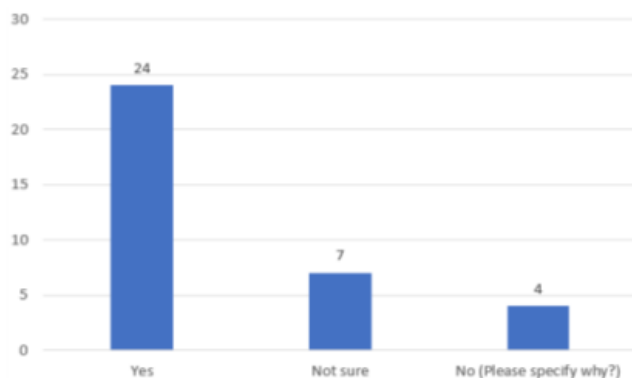


**Reasons for not supporting changes to the mandatory criteria to include a Usage Plan.**

Respondent	No (Please specify why?)	Officer Response	Policy Change Reference
1	I understand the policy but not why there are so many clashes. Council should know what fields are allocated to who and when to minimise double bookings.	The 'clashes' refers to when more than one user group applies for the same allocation during the allocation period. This is a common occurrence when user groups are looking for secondary facilities. There are no double bookings at sporting facilities.	N/A
2	Volunteer burden. More compliance, means more volunteer burn out means less community programs	The usage plan will be integrated into the online application platform as part of the regular allocations process to help streamline processes. The information required within the usage plan is very similar to the data that that is already been collected and won't require a large amount of additional work from the user groups.	N/A

**Do you support the changes to the Scoring Criteria to help determine allocations where there is a clash?**

Most survey respondents (24 or 71%) supported the introduction of scoring criteria to help determine allocations in case of a clash. 7 (21%) were unsure about the change, while 4 (12%) did not support it.

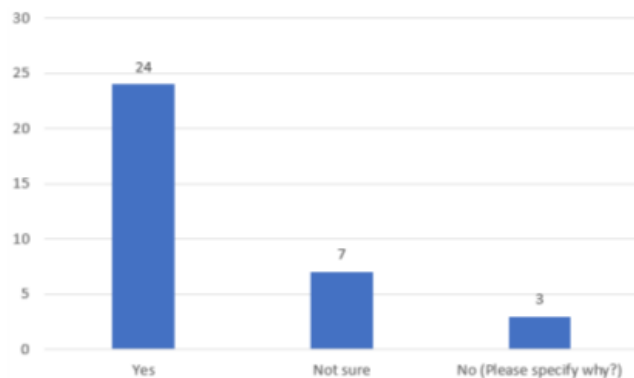


**Reasons for not supporting changes to the Scoring Criteria where there is a clash.**

Respondent	No (Please specify why?)	Officer Response	Policy Change Reference
1	History in Manningham and Length of tenure should account for at least half. Community Participation and Community Programs and Initiatives should be combined.	The criteria is designed to balance various factors and encourage user groups to maximise their usage and offerings to the Manningham community. Minor changes have been made to increase the total points allocated to 'length of tenure' from 15 to 20 points, in response to feedback received and in order to provide a balanced approach without significantly influencing the overall score.	Appendix 1 – Allocation Scoring Criteria
2	I understand the policy but not why there are so many clashes. Council should know what fields are allocated to who and when to minimise double bookings	The 'clashes' refers to when more than one user group applies for the same allocation during the allocation period. This is a common occurrence when user groups are looking for secondary facilities. There are no double bookings at the sporting facilities.	N/A
3	Whilst I agree in principle with the scoring concept, the weighting could be better. For example, previous tenancy should be a higher weighting as teams shouldn't be able to be moved so easily.	Council will prioritise allocating primary facilities to user groups with the highest demonstrated need first. Once primary facilities are allocated, secondary facilities will be considered for other user groups based on their demonstrated need. Changes have been made to increase the total points allocated to 'length of tenure' from 15 to 20 points. This responds to the community feedback to apply more emphasis to the criteria whilst not significantly influencing the overall score.	Appendix 1 – Allocation Scoring Criteria

**Do you support the introduction of a penalty system for breaches to licence agreements?**

Most survey respondents, (24 or 71%) supported the introduction of a penalty system to help determine allocations in case of a clash. 7 respondents (21%) were unsure about the change, while 3 respondents (9%) did not support it.

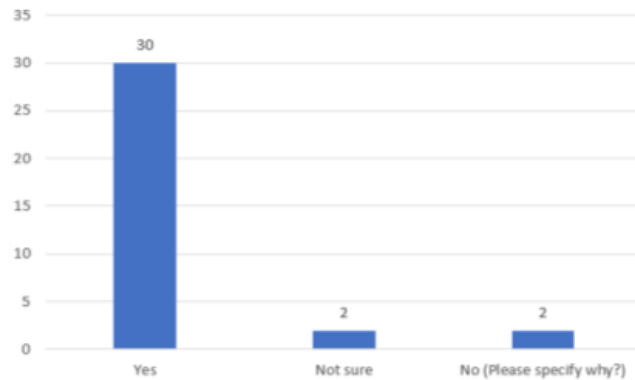


**Reasons for not supporting the introduction of a penalty system for breaches to licence agreements.**

Respondent	No (Please specify why?)	Officer Response	Policy Change Reference
1	No penalty system should be imposed without the equivalent amount of cash funding to ensure groups can meet compliance requirements.	The policy aims to ensure compliance through a balanced approach, incorporating penalties only when necessary to uphold standards. However, we understand the concern about providing sufficient support to meet compliance requirements. We will continue to monitor its impact and adjust as necessary.	N/A
2	I think there needs to be a better trial and adjustment period. The “breaches” I’ve been witness to where a result of council double booking the field to both organisations and it doesn’t seem like this policy holds the gods and goddesses who work at council making these policies accountable for their own actions, just assigning penalties and of course fees to other organisations.	Council will monitor the penalty system and make adjustments if required. The penalty system, along with the Policy itself will be reviewed in 4 years’ time from its endorsement, ensuring that it stays relevant.	N/A
3	Policy should be assisting user groups, any penalty should provide corrective incentive rather than punitive.	The penalty system is designed to encourage compliance and address issues constructively.	N/A

**Do you support the change in funding contribution for Floodlights to Match Standard to 100% Council?**

The majority of survey respondents (30 or 88%) were in favour of the funding contribution change for floodlights. 2 respondents (6%) were unsure about the change and 2 respondents (6%) did not support it.



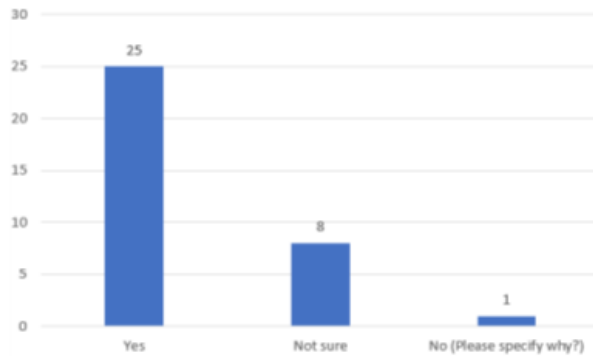
**Reasons for not supporting the change in funding contribution for Floodlights to Match Standard to 100% Council.**

Respondent	No (Please specify why?)	Officer Response	Policy Change Reference
1	Clubs need to take responsibility and ownership for infrastructure, otherwise they won't care.	Clubs are required to use sporting facilities in a responsible manner in accordance with the terms of their license agreement. The introduction of a penalty system for breaches will ensure user groups are held accountable for this use.	N/A
2	I feel we need to promote evening cricket to ensure best use of the grounds throughout the summer season. This would need upgraded lights to enable. We are able to support this upgrade and would like to work with council to do so.	While we appreciate your willingness to support upgrades, the infrastructure required for Cricket night matches is not currently deemed as essential infrastructure and is not supported at district reserves or those close to residential properties, due to potential light pollution and community impact.	N/A



**Do you support the change in funding contribution for Floodlights for leased facilities (Hockey, Tennis, Lawn Bowls) to 100% Council? \*Subject to public access program or pay-as-you-go booking system is employed at the facility, benefiting the community via social / casual use.**

Most survey respondents (25 or 76%) were supportive of the funding contribution change. 8 respondents (24%) were unsure about the change, while 1 respondent did not support it.

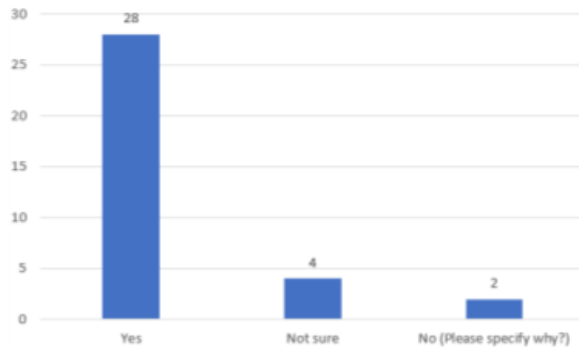


**Reasons for not supporting the change in funding contribution for Floodlights for leased facilities (Hockey, Tennis, Lawn Bowls) to 100% Council.**

Respondent	No (Please specify why?)	Officer Response	Policy Change Reference
1	While the club supports the benefits of efficient lighting, this should not be tied to the use of a booking system which while the offer of it being funded by council is appreciated, it would be an administrative burden for a small club. It just adds an impediment to access for courts which are well utilised. To achieve ESD outcomes, which is what this has been linked to in the draft policy, for a small club like ours we'd suggest MCC save the money on a booking system and just spend it on upgrading the lights. This would be a win for the club and ESD which shouldn't be tied to court access	Council will contribute 50% to the hardware for book a court system. Revenue from the program would go directly to the club. Public access allows the broader community to utilise the facilities without requiring a club membership, maximising benefits of Council resources. This may be a good way to introduce new participants to the club and encourage them to join in club activities once comfortable.	N/A

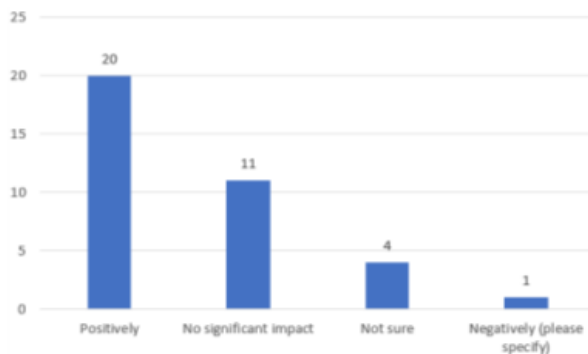
**Do you support the change in funding contribution for Scoreboards to 50% Council and 50% Club?**

Most survey respondents (28 or 82%) supported the funding contribution change for scoreboards. 8 respondents (12%) were unsure about the change, while 2 respondents (6%) did not support it.



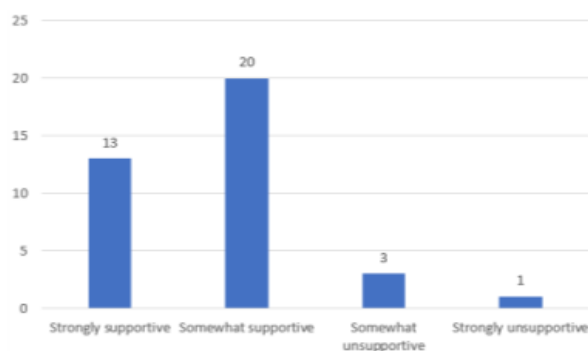
**How do you think the proposed changes will impact participation opportunities for different user groups within the community?**

Of the 36 survey responses (20 or 56%) felt the proposed policy changes would positively impact future participation. 11 respondents (31%) saw no significant impact, and 4 (11%) were unsure. 1 respondent (3%) believed the changes would negatively impact participation due to increased volunteer burnout.



**Overall, what is your level of support for the new draft policy?**

Of the 36 respondents, 33 or 92% were either strongly supportive or somewhat supportive of the draft Policy. Two respondents (6%) were somewhat unsupportive and 1 (3%) was strongly unsupportive.



Do you have any final comments on the draft Policy? Tell us what you like, don't like or think we have missed.

Respondent	Final Feedback Comment	Officer Response	Policy Change Reference
1	Need a clear way of enabling and identifying how clubs can contribute to facilities	Financial contributions from user groups / external stakeholders will continue to be encouraged and form a key assessment criteria within Council's Capital Works Program. This criteria has been expanded to also consider recognition of recent / previous financial contributions towards facilities. Any user group seeking to fund capital upgrades can do so by completing the <a href="#">online application form</a> or by contacting Council's Recreation Liaison Officer.	2.5 Council's Capital Works Program
2	From a cricket perspective the scoreboard contribution would be helpful. Lights upgrade for training nets are still 100% by the club seems a bit unfair that all of footballs lighting is funded but nothing to cricket.	Lighting for cricket training nets is not deemed as essential infrastructure due to the limited time they would get used (based on the number of training nights prior to daylight savings commencing). There are also indoor training facilities available in the region to meet these needs.	N/A
3	Under Appendix 3- Sports Fields Classification you have left out Templestowe Reserve ovals. They should be listed under District Level Sports Fields.	Templestowe Reserve Ovals have been added to policy.	Appendix 3 – Sports Field Classification
4	This reads like a policy drafted by someone who has absolutely no idea what is required to run a community group.	Comment noted.	N/A
5	Clubs should decide on who to use for their projects not the Council. As clubs have vested interest and would have done research for what's best for them. Council often will just see the bottom line. E.g. Not all lighting are the same.	Council ensures the appropriate due diligence is carried for each project to ensure that the works are planned and completed to a high standard. Council must also follow required procurement processes associated with the allocation of public resources.	N/A
6	I would love to provide a valued response to this survey, but 255 characters is not enough. I am happy to provide supporting documents if requested.	Council Officers amended the survey question to remove the character limit and advised the survey respondent to provide further feedback.	N/A
7	It would be good to see timelines where council do not believe these standards will be met within the next financial year. Eg, if council cannot upgrade our floodlights to LED within the next financial year, when will council commit to being able to?	From the date of its implementation, the Policy will apply to all facility allocations, and financial contributions relating to priority facility developments. Council will not retrospectively finance previous projects / existing infrastructure and will not retrospectively undertake works to existing facilities to comply with this Policy. The Policy will be applied progressively, in accordance with Council's capital works process and	N/A

Respondent	Final Feedback Comment	Officer Response	Policy Change Reference
		facilities that have been prioritised for development. User groups can contact Council's Recreation Liaison Officer to discuss project timelines. Any user group seeking to fund capital upgrades can do so by completing the <a href="#">online application form</a> .	
8	No mention of Covers / Domes in policy.	Page 46 of the draft policy included the following wording: <i>'The potential for the provision of one (1) covered bowling green in Manningham is currently being investigated and may be considered pending the outcome of this investigation.'</i> The final Policy includes provision of a covered bowling green at the Mullum Mullum Reserve Bowling Facility, which has been upgraded to a regional classification.	Appendix 5 – Lawn Bowls Facility Standards
9	As a Manningham resident I use most facilities outside of Manningham. The swimming centres with club teams and annual fees, my gym membership with weekly fees, and sports clubs where we play on the ovals in Whitehorse. Manningham lags behind Nunawading, Whitehorse and other councils in this regard as best I have experienced. I think council has missed creating any official schedules and publishing it for the public to be aware of what fields/facilities are reserved at what times and to what organisations (or "private" where anonymity is required for whatever reasons). These are often public sports fields, and some allow dogs when not in use. Council should publish official information so people know when they can use the facilities or not without having to arrive on the day to find out. There should also be official rules/guidance available digitally about which fields allow dogs with what restrictions and when, so we don't have to rely on online forums and google maps reviews in hopes to find out. Ruffey Lake is great but it's not the only park we visit. Also, council has entirely missed the sport of ultimate frisbee even when pouring money and equipment into frisbee golf (no they are not the same sport) at Ruffey Lake park. Ultimate frisbee clubs exist but don't operate in Manningham facilities as best I'm aware. The sports mentioned in a policy about access for all only include specific let's	<p>Pickleball, aquatic centres and gyms are not covered under this policy. This policy looks at 'outdoor sports'.</p> <p>Refer to Council's website for Pickleball locations in Manningham.</p>	N/A
		User groups and general public can look at sports facility availability through the IMS Booking System. <a href="#">Click here to see availability of our sports facilities</a> . Council is in the process of upgrading its venues booking system and improving the accessibility of this information on Council's website.	N/A
		<a href="#">Dog on and off lead information can be found here on Council's website</a>	N/A



Respondent	Final Feedback Comment	Officer Response	Policy Change Reference
	call them "classic" parts of the population demographic despite the obvious makeup of the culture diversity in many Manningham areas. People from other cultural backgrounds play badminton, and other sports, my aunties play pickleball now to keep fit in older years, but council wants to pay for new scoreboards instead of opening up access to everyone from different backgrounds that live here? Seems like another policy advertising for one thing and doing the same old same old for the blanket Aussie sports.	Ultimate frisbee user groups can apply for allocation of a sports field and/or pavillion in the same way other outdoor sports do. Please reach out to our Recreation team to find out what is available and how to apply. Melbourne Disc Golf utilise the 18-hole disc golf course at Ruffey Lake Park.	N/A
10	Our club supports this Draft Outdoor Sports Infrastructure and Allocations Policy. Thank you for the opportunity to comment.	Support for the Policy is noted.	N/A
11	Floodlights are essential for future sports and should be paid by the council.	The Policy has amended funding ratios for floodlights, whereby Council will fund 100% of the total project cost (noting specific requirements apply to leased facilities under this ratio).	N/A
12	I believe that there shouldn't be so many cricket pitches on the ovals. As being involved in senior soccer/ football it is quite dangerous and hazardous in the middle of the ground.	Cricket pitches during the winter months are covered with a protective layer of synthetic turf. Our sports grounds allowing for multi-use to provide maximum year-round use.	N/A
13	Recognition where sporting facilities are purpose built for specific sports and usage that policy, planning and management of these facilities is complimentary with the specific sport.	Comment noted.	N/A

Respondent	Final Feedback Comment	Officer Response	Policy Change Reference
14	Funding seems to be allocated to what is necessary.	Comment noted.	N/A
15	When it comes to Tennis, this policy is bringing the right changes, so we make our clubs and facilities a better place for the community to experience the sport and strengthen community relationships.	Comment noted.	N/A
16	Try again.	Comment noted.	N/A
17	The guidelines for community usage outside of allocated hours should be more strongly scrutinised as well as during events. We had a game today delayed by 10 minutes due to having to clean up dog poo not picked up by their owners. The game was further delayed at one stage with a dog running on to the field. If sporting clubs are to be penalised for breaches of council rules, there should be more scrutiny on whether the general community is treating sporting facilities and clubs right to use them with appropriate respect. Otherwise, there should be options to limit usage of facilities so as to not penalise and out extra burden on the clubs.	We acknowledge the negative impact some dog owners have on sporting grounds and clubs. We will continue to work with the Local Laws team around enforcement and improved signage at sporting reserves.	N/A
18	A policy is just that. The implementation is the issue and how it rolls out. There would be merit in MCC meeting with clubs to tease out common issues with the proposed policy and its implementation, especially similar groups of clubs. Also, Activity Plan. You propose: Trainers must submit a plan (via an online application process) outlining the types of activities they intend to conduct, ensuring they are appropriate for the facility. – does it apply to our coaching arrangements? I expect our agreement with tennis coach covers this, but would we also need this ratified by MCC? Its focus seems to be on Personal Trainers and I’m unsure our coach fits that category. Clarity would be appreciated.	10 x 45-minute one-on-one interviews were held with a range of community clubs and organisations to help understand issues and gather feedback on the policy. The purpose of these workshops was to better understand how the current policies are performing and to identify any expectations or concerns about the draft Policy. Activity plans will not be required for tennis coaches using tennis facilities, as these coaches lease courts directly from the clubs. Additionally, information sessions will be conducted with clubs prior to the implementation of the new allocations process to ensure a smooth transition and address any questions or concerns.	1.3.1 Eligibility Requirements
19	Our club supports the draft policy.	Comment Noted.	N/A

Respondent	Final Feedback Comment	Officer Response	Policy Change Reference
20	Hopefully this policy does not adversely affect our club's allocation.	The Policy aims to ensure fair and equitable access of Council's sports facility.	N/A
21	An element of value of the outdoor sports infrastructure is that all aspects of redevelopments are completed in a timely manner. These pieces of infrastructure are not a new thing - how can it have taken so long for these to be done and done properly. Council will now suffer an early need to renew/repair the surface due to these unreasonable delays.	Council aims to meet project timelines however delays can occur due to unforeseen circumstances, contractor availability, materials etc. Council's Recreation Liaison Officer will work with clubs through any delays.	N/A
22	I believe it is very fair and equitable. The additional council funding for Floodlights and Scoreboards will allow clubs to invest further in growing numbers and participation as well as developing kids on and off the ground. We want our kids to not only be good sports people but good people full stop.	Support for the policy is noted.	N/A
23	Bring the terminology for athletics facilities up to date in the new Policy. References to the old governing body's name IAAF should be replaced by their current name World Athletics. This change on name for the Athletic governing body occurred in 2019.	Terminology when referring to Athletics' governing body has been updated to 'World Athletics'.	Appendix 5 – Athletics Facility Standards
	In respect to the points system and penalty system proposed it sounds good in principle however the fairness and longer-term equity of the system will only be seen after a period of time, therefore I would like to see an ability to review the process after a defined period.	The penalty system, along with the Policy itself will be reviewed in 4 years time from its endorsement, ensuring that it stays relevant.	N/A

Respondent	Final Feedback Comment	Officer Response	Policy Change Reference
	Item 3 Appendix 1 is rewarding financial contributions from clubs. Clubs have limited finances in their own right so I would like to see in-kind contributions also rewarded along with assistance clubs can contribute to securing stat and or federal grants or grants from other 3rd parties that contribute to a project. Recognition in the points system of partnerships that clubs may have with Council to provide a better experience to Casual users by providing access to canteen facilities and/or equipment for the Casual user groups such as Schools or other sports associations.	External funding / grants received or facilitated by the user group will count towards the user group’s financial contribution towards a project (See section 2.4.3). Council will consider in-kind contributions as part of a user group’s financial contribution requirements on a case-by-case basis, in line with Council’s Procurement Policy. (Section 2.4.2.) Wording has been amended to reflect this.	N/A 2.5 Council Capital Works Program and Appendix 1 – Allocation Scoring Criteria
24	Appendix 5 – Lighting Unlike most sports which require lighting primarily for being able to see, bowls is a sport which demands the participants to be able to accurately judge distance and depth of field. Thus, it is essential that the lighting have adequate brightness and uniformity (distribution). This is extremely important as the amount of nighttime community bowls is increased and is an essential requirement for community bowls. Thus, the policy should read “200 lux with no more than 5% variation across the green.” Please refer to AS 2560.2	As per recommendation in Bowls Australia Bowling Green Construction Guideline ‘The minimum lux for competition, recreation and training is 100.’ This will remain the standard for district level bowls facilities in Manningham. At a regional facility, the policy will reflect 200 lux for the main green only.	1. Appendix 5 – Facility Standards
	Appendix 7 – Financial Contributions – Sports Facilities: The cost of installing a specialised surface for a bowls’ green is the same regardless of the size of the club. For smaller clubs the cost of 50% required under the proposed policy represents a greater percentage of their annual turnover and so is exceptionally difficult to achieve, even if the club is financially viable and secure. However, with the smaller the club, the greater is their capacity to offer community events whereas the larger clubs must by necessity focus more on activities for their membership. The loss of smaller clubs will have a negative effect on the number of community events which can be run in the Manningham LGA. To prevent this from happening and maximise the amount of community use in Manningham, the model used should be changed to incorporate a Council 100% funding of the specialised surface and surround (this is usually called the ditch or the gutter). One could propose an alternative approach of a sliding scale of club contribution based upon their playing membership. While this is fraught with other complications in interpretation, the policy could read, “10% contribution for clubs with a bowling membership up to 50, 20% for clubs with a bowling membership between 51 and 100, 30% for clubs with a bowling	A sliding scale was originally considered but did not meet the Policy’s overarching principle of fairness and equity across all clubs.  To ensure fairness and equity for all sports and clubs the funding ratio will remain 50/50. Payment plans are available for user groups projects. User groups will need to provide evidence they are financially viable to contribute to the project before commencement of works.	N/A



Respondent	Final Feedback Comment	Officer Response	Policy Change Reference
	<p>membership between 101 and 150, 40% for clubs with a bowling membership between 151 and 200 and 50% for clubs with a bowling membership in excess of 201.”</p>		
	<p>To achieve certainty for the commitment by the club, the policy should also state that the amount used for calculation of the club’s share is the stated percentage of the budgeted figure as the project is managed by the council and the individual clubs have no control over any variation from the budget. A statement reflecting this should be incorporated in the Policy so remove any uncertainty.</p>	<p>User group contributions towards facility developments will be based on Quantity Surveyor (QS) estimates. Council will fund any difference between the QS estimate and the final project cost. User groups will however fund any requested changes to the project scope in line with the funding ratios within the Policy.</p>	<p>Appendix 7 – Financial Contributions</p>
	<p>The current council policy is that if a club does not currently have the funds available for their share of a project, the council will provide an interest free bridging loan to the club provided that the club is financially viable and able to repay the loan in accordance with the agreed terms. A statement reflecting this should be included in the policy so all parties are clear as to its existence and conditions. This loan should only cover part of the club’s required contribution for the project and be for a period which reflects the nature of the project. This policy will result in significant benefits for both the council and the club as it will mean that the project is finished years earlier, will be cheaper as it will not be subject to inflation and will also enable an increase in community bowls within the Manningham LGA.</p>	<p>There is no mention of bridging loans in the previous policy. However, there are payment plans available user groups projects. User groups will need to provide evidence they are financially viable to contribute to the project before commencement of works.</p>	<p>N/A</p>

Respondent	Final Feedback Comment	Officer Response	Policy Change Reference
	The policy makes no reference to part of the bowls facility, namely the ditches. These are between the greens and the walkways. In all cases they have been installed by the council and the clubs have had no involvement in how they were installed, the materials used and drainage involved. They, unlike the greens, are not a normal wear part of the facility and hence the responsibility for the replacement/maintenance of the ditches, should this ever become necessary, should lie 100% with the council (as referred in 2. above). To avoid uncertainty in the future, this should be reflected in the policy.	Various components for individual sports will be determined through the detailed design process, which will document these elements in accordance with required standards. The policy focuses on identifying the main areas, such as the greens themselves, and the detailed design will address specifics like the ditches.	N/A
25	Appendix 5 - Lawn Bowls - Pavilion Standards table says: Policy says - Floodlighting - 100 lux Bowls is a sport which demands the participants to be able to accurately judge distance and depth of field. Thus it is essential that the lighting has adequate brightness and uniformity. This will become increasingly important as the amount of night time community bowls is increased. The policy should read: Floodlighting - uniform 200 lux - no more than 5% variation over the green.	As per recommendation in Bowls Australia Bowling Green Construction Guideline 'The minimum lux for competition, recreation and training is 100.' This will remain the standard for district level bowls facilities in Manningham. At a regional facility, the policy will reflect 200 lux for the main green only.	Appendix 5 – Facility Standards
	Appendix 7 - Financial Contributions Sports Facilities table says: Specialised surfaces (hockey, tennis and lawn bowls) Council contribution 50% - User Group Contribution 50% We support the view of all our member clubs that the current allocation policy of 50/50 is not equitable to all the clubs, and discriminatory to some (it's a one size fits all, which fits almost no one), and that the policy needs to be reviewed to make it fairer. The cost of installing a specialised surface for a bowls green is the same, regardless of the size of the club. For smaller clubs the cost of 50% required under the proposed policy represents a greater percentage of their annual turnover, and so is harder to achieve, even if the club is financially viable and secure. However, the smaller the club, the greater their capacity to offer community events, and so the loss of them will have a negative effect on our community. To prevent this from happening, the model used should be changed to incorporate a sliding scale of club contribution, based upon their playing membership, and so we strongly support the submissions made by the individual clubs in the Manningham area for this to occur. To achieve certainty of the commitment by the club, the policy should also state that the amount used for calculation of the club's share is the stated percentage	To ensure fairness and equity for all sports and clubs the funding ratio will remain 50/50. Payment plans are available for user groups projects. User groups will need to provide evidence they are financially viable to contribute to the project before commencement of works.	N/A

Respondent	Final Feedback Comment	Officer Response	Policy Change Reference
	of the budgeted figure, as the project is managed by the council, and the individual clubs have no control over any variation from the budget.		
	The current council policy is that if a club does not currently have the funds available for their share of a project, the council will provide an interest free bridging loan to the club, provided that the club is financially viable and able to repay the loan in accordance with the agreed terms. This should be included in the policy so all parties are clear as to its existence and conditions. This loan should only cover part of the club's required contribution for the project, and be for a period which reflects the nature of the project. This policy will result in significant benefits for both the council and the club, as it will mean that the project is finished years earlier and so will not be subject to inflation, and will also enable an increase in community bowls within the Manningham LGA. These changes are essential to the success of a community bowls initiative in the LGA.	There is no mention of bridging loans in the previous policy. There are payment plans available user groups projects. User groups will need to provide evidence they are financially viable to contribute to the project before commencement of works.	Appendix 7 – Financial Contributions
26	OVERARCHING PRINCIPLES: We recommend adding a design principle with the aim of constructing facilities that provide for community and participants health and safety. This should include, wherever practical, the protection of participants from the damaging health impact of UV rays from the sun.	Community health and safety is a high priority for the development, allocation, and use of outdoor sporting facilities in Manningham and is covered through several of the overarching principles. Risk is considered when prioritising projects which would cover things such as UV Rays and sun protection.	N/A
	2.2 Facility Standards: The policy states that where multiple sports fields exist in a reserve, pavilion components including change rooms and amenities, will multiply based on the number of sports fields the pavilion services. We request that multiple greens for lawn bowls be covered by this part of the policy. Multiple bowling greens increase the need for pavilion components in the same way that other field sports do. Having two greens as opposed to just one green potentially doubles the number of participants for any event.	Amendment made to the wording in 2.2 Facility Standards to be inclusive of bowls facilities.	2.2 Facility Standards
	2.5 Assessment & Ranking: We request greater visibility of all the criteria and weighting used to evaluate and rank capital works projects.	3. User groups can find more information on <a href="#">Council's Capital Works Program here</a> or by contacting Council's Recreation Liaison Officer.	N/A

Respondent	Final Feedback Comment	Officer Response	Policy Change Reference
		Information is also available in Section 2.5 of the Policy.	
	<p>4/ Appendix 3 &amp; 4 – Sports Fields &amp; Pavilion Classification: The Mullum Mullum Reserve Bowls facility should be classified as a Regional level facility. It is used twice a week during the Pennant season by teams and other participants from outside the Manningham community. Over 85% of home games are played against teams from outside Manningham. From October to April the Donvale Bowls club runs twice monthly competitions, and other ad-hoc tournaments, that are attended by many teams from outside of Manningham. From May to September twice-weekly bowls events are run attended by many players from clubs outside of Manningham. The facility is also occasionally selected for the running of Regional or State bowls events, which is expected to be much more frequent when the new synthetic green is installed, and even more so with a cover. The note on bottom of page 30 indicates that Mullum Mullum Hockey is classified as “Municipal”. That should say “Regional”.</p>	Mullum Mullum Reserve Bowls and Hockey facilities have been reclassified as regional facilities in accordance with the regional definition / standards and based on current and proposed facility provision.	Appendix 3 – Sports Field Classification and Appendix 4 - Pavilion Classification
	<p>5/ Appendix 5 – Facility Standards – Lawn Bowls Pavilion Standards: Our recommended changes to provide for the minimum size areas that would be adequate are as follows:</p> <ul style="list-style-type: none"> <li>• Social Room: 150 m2</li> <li>• Storage: 30 m2</li> <li>• Kitchen/Canteen: 40 m2</li> <li>• Office/Meeting Room: 20 m2</li> <li>• Groundsman Shed: 30 m2</li> <li>• External Covered Viewing Area 100 m2</li> </ul>	Changes to Regional Pavilion Standards have been made in accordance to Bowls Australia Bowling Green Construction Guidelines (2019).	Appendix 5 – Facility Standards
	<p>6/ Appendix 5 – Facility Standards – Lawn Bowls Sports Field Standards: The current policy details standards for just some selected items but not all. We recommend the standards refer more directly and clearly to the relevant Australian Governing body guidelines, or otherwise expand on the detail provided. Our recommended changes and additions are as follows:</p> <ul style="list-style-type: none"> <li>• Ditch size: 200mm to 380mm (W) and 75mm to 200mm (D) with a holding surface which is free from obstacles and made of a material which will not damage the jack or bowls.</li> </ul>	The Policy follows Bowls Australia Bowling Green Construction Guidelines. Various components and specific design requirements for individual sports will be determined through detailed design processes. The policy identifies the main areas / facility components only e.g. green numbers.	N/A



Respondent	Final Feedback Comment	Officer Response	Policy Change Reference
	<ul style="list-style-type: none"> <li>• Bank: Should be at least 230mm above the surface of the green, set at a slight angle to the surface of the green of not more than 35° from the vertical, and the surface of the face of the bank should be covered with a material which will not damage the jack or the bowls. The angle is to ensure bowls delivered at high speed are less likely to bounce back onto the green.</li> <li>• Floodlighting: LED lighting providing minimum of 200 lux of even uniformity (as per the current recommendations of all lighting contractors for new installations), as per AS 2560.2, including an average minimum uniformity of &gt;0.6, and a uniformity min/max of &gt;0.4.</li> <li>• Scoring Stands: 1 per rink</li> <li>• Player Full Shelter: 4.0m x 2.0m (minimum of 4 per south &amp; north ends and 3 per east &amp; west ends)</li> <li>• Player Shade Shelter: Provide minimum 1.8m wide UV protection to achieve a total of 85% cover along the length of each end of greens, covered by either full shelter or shade cover.</li> <li>• Levelness: The finished level of the green shall not deviate from the design level when measured in accordance with recognised civil engineering practice, using an optical or laser level, by more than ±5mm. The difference in height between adjacent (2m grid) spot levels shall not be greater than 3mm.</li> <li>• Speed: The green speed of the surface when measured in accordance with World Bowls Ltd Test Method WBB-01 shall be in the range of 13 to 17 seconds. The green speed obtained in each test location shall be within ±0.5s of the mean green speed.</li> <li>• Draw: The maximum draw, when measured in accordance with Test Method WBB-02, of surfaces having green speeds in the range 13 to 14 seconds shall be greater than 750mm, whilst the maximum draw on surfaces having green speeds in excess of 14.1 seconds shall be greater than 1000mm. The maximum difference between pairs of left and right maximum draws shall be less than 40%.</li> <li>• Infiltration Rate: The green surfacing shall have an infiltration rate, at the time of construction, greater than 100mm/hour when tested in accordance with BS 7044 Section 2.5:1991 or WBB-04. The infiltration rate of greens over 12 months old shall be greater than 50mm/hr.</li> </ul>		

Respondent	Final Feedback Comment	Officer Response	Policy Change Reference
	<ul style="list-style-type: none"> <li>A Rubbish Bin Cage or at least an area is required for storage of Green Garden bins for facilities that have grass greens</li> </ul> <p>Provide for two covered greens within Manningham. Covered greens at existing facilities are one of the best ways to maximising the value of Bowls for the Manningham and adjoining communities, while supporting participation growth and the health of Clubs</p>		
	<p>Covered greens are now considered essential for all year and day/night accessibility to bowling, protected from rain and sun, and to attract and maximise participation from all, regardless of age, gender, background, or ability.</p>	<p>We have added the provision of a covered green at a regional facility into the Policy.</p>	<p>Appendix 5 – Facility Standards</p>
	<p>Appendix 7 – Financial Contributions – Sports Facilities: Our recommended changes and additions are as follows:</p> <ul style="list-style-type: none"> <li>Scoreboards (match standard): The Council should fund 100% as scoreboards to match standards are essential to play the game of bowls.</li> <li>Specialised surfaces (Bowls): The Council should fund 100% of specialised surfaces (synthetic surface including appropriate drainage and ditch's). They are now considered to be essential for clubs to provide bowls programs successfully to members and the community.</li> <li>Covered Bowls greens (PVC/fabric/domes or similar): The council should fund 50% of up to two greens within Manningham.</li> </ul>	<p>Comments noted.</p> <p>Scoreboard will remain a 50% Council / 50% Club contribution to ensure equity across all sports. This is already an improvement on the previous policy where user groups were responsible for 100% of the cost of scoreboards.</p> <p>Specialised surfaces (hockey, tennis and lawn bowls) will remain a 50% Council / 50% Club contribution. However unforeseen costs arising from site condition assessments such as a requirement for subsurface upgrades, will be funded 100% by Council.</p> <p>We added the provision of a covered green at a regional facility into the Policy.</p>	<p>Appendix 5 – Facility Standards</p>

## 2 In-depth interview analysis

To gain a deeper understanding of the perspectives and experiences related to the draft Outdoor Sports Infrastructure and Allocations Policy, ten in-depth interviews were conducted with key stakeholders. These interviews involved user groups representing a variety of allocation types, including seasonal, annual, and lease agreements. Participants included both large and small user groups from a range of sports, ensuring diverse representation from across the municipality.

The insights gathered from these interviews provided valuable context and detail, complementing the survey and written feedback responses. This qualitative data is crucial for identifying specific concerns, suggestions, and support needs, thereby informing more amendments to the Policy.

### 2.1 Positives highlighted from the interviews

The in-depth interviews revealed several positive aspects. There is agreement that combining the Sports Infrastructure and Allocations Policies is a good idea. The new Policy is seen as practical, self-explanatory, and a valuable reference for clubs. Receiving the policy has increased appreciation for Council's work and support. There is general support for annual leasing costs and processes, and guaranteed access is appreciated, especially where clubs have exclusive use. Some clubs are willing to collaborate with others to activate different grounds and facilities. There is high stakeholder awareness and support for the Fair Access Policy. Most club representatives have a positive relationship with Council and appreciate the support they receive, as well as their involvement in the consultation process and the increasing capital funding contributions.

### 2.2 Negatives highlighted in the interviews


The in-depth interviews also highlighted several negative aspects. Current infrastructure is seen as a constraint to growth with new participants. Some clubs find it difficult to address Fair Access Policy initiatives when amenities are not suitable for female sports participation. There are concerns that allocation requests are scheduled too early, leading to uncertainty about team/player numbers. Issues raised include inequitable access to clubroom facilities, potential for clubs to 'game' the allocations system, lack of transparency in scoring criteria, and the absence of a standardised formula for allocating grounds across the same sports. Additionally, there are concerns about prioritising access to grounds by associations with teams largely based outside the local government area.

### 2.3 Issues to resolve

Issues raised	Action taken resolve issue	Policy Change Reference
<p>Details on timing of seasons are not specified and there is too much uncertainty in team/player numbers when allocation request returns are expected.</p> <ul style="list-style-type: none"> <li>A club suggested that timings of seasons (including training) could be reflected in the Policy e.g. football training can begin in October/November for some clubs for the proceeding winter, cricket training can begin in July/August.</li> <li>While there was an appreciation that Council requires some lead time to help determine allocations, there were some frustrations expressed that Council requires so much time when clubs do not have a firm idea of their player/team numbers up to six months in advance of when they will begin using their facilities for seasonal activity.</li> </ul>	<p>Council acknowledges that final team numbers may change between the time an application is submitted and the start of a season. To ensure maximum use of facilities, Council will consult with user groups and relevant associations at the beginning of the season to confirm team numbers. Based on the revised team numbers obtained through this process, Council reserves the right to amend allocations. Wording has been added to note that Council will cross-check required team numbers and allocations in the first few weeks of the season to ensure clubs are using the facilities as requested. This data will be verified with SSAs and clubs 2-3 weeks into the season to ensure proper usage of allocated facilities</p>	<p>1.1 – Seasonal and Annual Allocations</p>
<p>Will there be consideration for retrospective funding for lighting and scoreboards and should there be consideration of safety and security lighting outside of playing fields?</p> <ul style="list-style-type: none"> <li>Just about all clubs were pleased with Council’s commitment to fund lighting and scoreboards (subject to the public access requirement) but some clubs were wondering whether any retrospective funding may be available if they had borne the full/majority cost of any of these projects in recent years.</li> </ul>	<p>Policy updated to clarify that there will be no retrospective funding to maintain consistency with previous policy updates.</p> <p>From the date of its implementation, the Policy will apply to all facility allocations, and financial contributions relating to priority facility developments. Council will not retrospectively finance previous projects / existing infrastructure and will not retrospectively undertake works to existing facilities to comply with this Policy. The Policy will be applied progressively, in accordance with Council’s capital works process and facilities that have been prioritised for development.</p> <p>Financial contributions from user groups / external stakeholders will continue to be encouraged and form a key assessment criteria within Council’s Capital Works Program. This criteria has been expanded to also consider recognition of recent / previous financial contributions towards facilities.</p>	<p>Appendix 7 – Financial Contributions &amp; 2.5 Council’s Capital Works Program</p>
<p>The Policy should ensure additional activation/usage is aligned to facility capacity and not compromising existing uses.</p> <ul style="list-style-type: none"> <li>Clubs agree that use of facilities should be maximised but it was noted that there could be a caveat added around the ‘primary function’ of facilities and their usage. That is, some facilities are built for certain purpose (at a significant expense) and not all community/club usage</li> </ul>	<p>Allocations will be made in accordance with the defined maximum usage hours for each sports field to ensure that additional activation and usage are aligned with facility capacity and do not compromise existing uses. Council will ensure that the maximum usage hours are not exceeded, maintaining the quality and usability of sports fields throughout the season. Wording has been added to the policy to clarify that user groups should understand Council’s commitment to not over-allocating sports fields, thereby</p>	<p>1.1 Seasonal Allocations</p>



Issues raised	Action taken resolve issue	Policy Change Reference
<p>may be appropriate e.g. kicking a soccer ball around on a bowling green, roller blading on an athletics track etc.</p>	<p>preserving their condition and primary function. This measure aims to prevent inappropriate use, such as soccer on bowling greens or rollerblading on athletics tracks, ensuring facilities serve their intended purposes effectively.</p>	
<p>The Policy refers to trainers needing to submit activities plan to Council for approval – should there be clarification about whether this applies to coaches?</p>	<p>Trainers must submit a plan, via an online application process, outlining the types of activities they intend to conduct, ensuring they are appropriate for the facility. This requirement does not apply to commercial users of leased venues (e.g. tennis coaches) but is applicable to proposed commercial users of licenced venues (e.g. professional soccer coaches / academies) where sub-letting is not permitted in the licence agreement.</p>	<p>1.3.1 – Eligibility Requirements</p>
<p>With respect to co-funded projects managed by Council, with Clubs committing to a fixed percentage, there are concerns about variations from budget.</p>	<p>User group contributions towards facility developments will be based on Quantity Surveyor (QS) estimates. Council will fund any difference between the QS estimate and the final project cost. User groups will however fund any requested changes to the project scope in line with the funding ratios within the Policy.</p>	<p>Appendix 7 – Financial Contributions</p>
<p>Previous allocation ‘scoring’/criteria was flawed in its application.</p> <ul style="list-style-type: none"> <li>• Three clubs noted scepticism on the way that allocation criteria had been scored/weighted in the past.</li> <li>• All clubs concerned hoped for more transparency (where possible) and/or better explanations, partly so that club/associations will know where they have room to improve.</li> </ul> <p>In addition to that concern, other concerns included:</p> <ul style="list-style-type: none"> <li>• A belief that the weighting on history and tenure has felt more like 90%, instead of the drafted 30%.</li> <li>• Two clubs asked the question if the criteria would be a primary allocation determinant or will council look to prioritise the least amount of change to allocations each year.</li> </ul>	<p>Council will prioritise allocating primary facilities to user groups first, and then secondary facilities based on demonstrated need. While user groups might not receive an allocation exactly in line with their request, Council will endeavour to ensure existing user groups are allocated a primary venue. This process is guided by the overarching principles of the Policy, aiming to provide equitable facility allocations for Manningham user groups.</p> <p>In instances where multiple user groups have applied for the same facility and shared use is not achievable, Council will conduct an assessment based on a detailed set of criteria outlined in Appendix 1. For transparency, all applicants may request a detailed breakdown of their scores, highlighting areas of possible improvement.</p>	<p>Appendix 1 – Scoring Allocation Criteria</p>



Several operational issues raised during the interviews fell outside the policy scope but have been noted and forwarded to the relevant teams for resolution. These include concerns about current infrastructure limiting the growth of new participants, especially regarding amenities for female sports, which have not kept pace with the introduction of women and girls to previously male-dominated clubs.

Concerns were also raised about Council's responsiveness and proactiveness in resolving issues, with reports of understaffing and unfulfilled promises, such as the delayed delivery of solar panels. Other issues included shared costs, cleaning responsibilities, and the use of the IMS portal (for on-line bookings / applications).

One club highlighted unfair lighting cost apportionment and the need for a returnable bond to ensure casual hirers comply with Council's requirements. Furthermore, there was confusion about whether the IMS portal would continue to be used for allocation requests and other submissions. Finally, there were uncertainties regarding existing leasing arrangements and obligations, as well as limited details on review, planning, and facility upgrade processes.

### 3 Written Response Analysis

Four written feedback submissions were received via email, providing additional insights and detailed comments from various stakeholders. These submissions offered a more comprehensive perspective on the draft policy, highlighting specific areas of interest, concerns, and suggestions for improvement.

Written Response	Officer response	Policy Change Reference
<p>I am reaching out from with hope to provide feedback on the Outdoor Sports Infrastructure Policy that is currently open for feedback. I had looked at taking the only survey, however thought the questions were targeted at local sporting organisations.</p> <p>I had a look through the draft policy and thought there would be value in providing feedback with respect to tennis infrastructure. I have attempted to provide feedback in the below table, however if you need any more information or clarification – please don’t hesitate to ask.</p> <p><b>Tennis – Sport Field Standards</b></p> <p><b>Total Court Area – 34.77m x 17.07m (total area) and 3.77m x 10.97m (principle playing area) highlighted figure should be 23.77m</b></p> <p><b>Floodlights (LED Boxed) – ‘LED’ should be sufficient as boxed designs relates to an old style associated with metal halide lighting.</b></p>	<p>The Policy has been amended to reflect the feedback.</p> <p>The Policy has been amended to reflect the feedback.</p>	<p>Appendix 5 – Facility Standards</p> <p>Appendix 5 – Facility Standards</p>
<p>We are requesting that the batting cages becomes a part of Manningham Council’s Outdoor Sports Infrastructure Policy please and is treated as a council responsibility. We believe the tunnel is no different to ‘cricket nets’ which we understand are the council’s responsibility.</p>	<p>Thank you for raising this, we agree batting cages for baseball are a required piece of infrastructure at municipal standard facilities. The Policy has been amended to reflect the feedback.</p>	<p>Appendix 7 – Financial Contributions</p>
<p>We believe your overarching policy principles are consistent with how we manage the our club. We also want to foster a community focused, financially responsible and environmentally sustainable environment. We manage the Club in an honest and accountable manner, where decision making is based on transparent, positive motivation.</p> <p>We work closely with key stakeholders to engineer a positive, mutually respectful relationship. We are also fortunate to serve many groups from across the broader Manningham community on a weekly basis. Also, as a prominent Club and meeting place within the City of Manningham we host many key local events, groups and special occasions on a weekly basis.</p>	<p>We appreciate the time and effort you have put into reviewing the Policy and providing us with your insights.</p> <p>We really appreciate the longstanding and significant contributions your club has made to the Manningham community. We acknowledge your success in managing a diverse range of teams and programs.</p> <p>We are pleased to hear that the proposed guidelines align with your club’s operations.</p>	



<p>In regards to your draft policy, we have reviewed the document and provide the following feedback.</p> <ul style="list-style-type: none"> <li>• We believe we can run our programs and Club on a sustainable, successful basis within the policy guidelines outlined</li> <li>• The key changes identified (eligibility/scoring criteria for fields/pavilions, introduction of penalty system, funding contributions) seem fair and reasonable to us</li> <li>• Funding contributions and co-investment opportunities is a topic we'd like to discuss with you when appropriate - we believe we can make a positive contribution</li> </ul>	<p>Financial contributions from user groups / external stakeholders will continue to be encouraged and form a key assessment criteria within Council's Capital Works Program. This criteria has been expanded to also consider recognition of recent / previous financial contributions towards facilities. User group seeking to fund capital upgrades can do so by completing the <a href="#">online application form</a> or by contacting Council's Recreation Liaison Officer.</p>	
<p>Feedback on the Outdoor Sports Infrastructure and Allocations Policy</p> <p>Positive Aspects:</p> <p>The club appreciated the efforts to improve transparency in the allocation process.</p> <p>They supported the inclusion of usage plans, which they believe will help ensure fair and efficient use of sports facilities.</p> <p>Concerns:</p> <p>There are concerns about the potential complexity and administrative burden of the new policy.</p> <p>The club expressed worries about the scoring criteria, fearing it might disadvantage smaller clubs or those with less formalised structures.</p> <p>Suggestions for Improvement:</p> <p>Suggest simplifying the documentation requirements to avoid overburdening club volunteers.</p> <p>The club recommends clearer guidelines on how scoring criteria would be applied.</p> <p>While generally supportive, the feedback stressed the importance of balancing rigor with practicality to ensure the policy is both fair and manageable for all clubs involved.</p>	<p>Thank you for providing your feedback on the policy. We hear your concerns around administration burden. The usage plan will be integrated into the online application platform as part of the regular allocations process to help streamline processes. The information required within the usage plan is very similar to the data that that is already been collected and won't require a large amount of additional work from the user groups. Council will prioritise allocating primary facilities to user groups first, and then secondary facilities based on demonstrated need. While user groups might not receive an allocation exactly in line with their request, Council will endeavour to ensure existing user groups are allocated a primary venue. This process is guided by the overarching principles of the Policy, aiming to provide equitable facility allocations for Manningham user groups. For transparency, all applicants may request a detailed breakdown of their scores, highlighting areas of possible improvement. Council will also run educational sessions as part of the roll out of the new policy.</p>	<p>1.1 Seasonal Allocations and Appendix 1 – Allocation Scoring Criteria.</p>





## Manningham Council

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### Outdoor Sports Infrastructure and Allocations Policy. Summary of Proposed Changes (from Draft Policy)

The following table provides a summary of proposed changes to the Draft Outdoor Sports Infrastructure and Allocations Policy, for inclusion in the final Policy. These changes are proposed following a review of community feedback received in response to the draft Policy.

Section	Original wording (from draft Policy)	Proposed change (for inclusion in final Policy)	Rationale for change
<b>1.1 Seasonal and Annual Allocations</b>	Allocations will be made in accordance with the defined maximum usage hours for each sports field.	Allocations will be made in accordance with the defined maximum usage hours for each sports field. Council will ensure that maximum usage hours are not exceeded to ensure the condition of sports fields are not negatively impacted.	Wording added to ensure user groups understand Council will not over allocate sports fields, maintaining their quality and usability throughout the season.
<b>1.1 Seasonal and Annual Allocations</b>	N/A	Council acknowledges that final team numbers may change between the time an application is submitted and the start of a season. To ensure appropriate use of facilities, Council will consult with user groups and relevant associations at the beginning of the season to confirm team numbers. Based on the revised team numbers obtained through this process, Council reserves the right to amend allocations.	Wording has been added to note Council will cross-check required team numbers and allocations in the first few weeks of the season to ensure clubs are using the facilities as requested. Data will be cross-checked with SSAs and clubs 2-3 weeks into the season to ensure appropriate usage of allocated facilities.
<b>1.1.1 Eligibility Criteria / 1.2.1 Eligibility Requirements / 1.3.1 Eligibility Requirements</b>	Hold public liability insurance for the duration of use with insurance coverage of at least \$20 million per event, or as otherwise determined by Council, that extends to cover Council in respect to claims arising out of the negligence of the user group.	Hold public liability insurance with a minimum value of \$20 million, or as otherwise determined by Council’s insurers, that extends to cover Manningham Council in respect to claims for personal injury and property damage arising out of the negligence of the user group.	Wording change to improve clarity and ensure consistency through the Policy.
<b>1.1.1 Eligibility Criteria / 1.3.1 Eligibility Requirements</b>	Not have any outstanding financial debt to Council for the use of Council’s facilities, contributions towards facility developments or for any other reason. Terms within an agreed payment plan must be followed.	Not have any outstanding financial debt to Council for the use of Council’s facilities, contributions towards facility developments or for any other reason. Exemptions may be applied where an agreed payment plan is in place and is being followed.	Wording change to improve clarity and ensure consistency through the Policy.

Section	Original wording (from draft Policy)	Proposed change (for inclusion in final Policy)	Rationale for change
<b>1.1.1 Allocation Scoring Criteria</b>	Title – Weighted Scoring Criteria	Title – Allocation Scoring Criteria	Changed title based on feedback to alleviate confusion on how the scoring criteria will work.
<b>1.1.1 Allocation Scoring Criteria</b>	<p>In instances where multiple clubs / groups have applied for use of the same facility and shared use is not achievable, Council will score applications using information contained within the Usage Plan (and previous year’s performance) to determine which club will be awarded the allocation.</p> <p>This assessment process will be based on a detailed set of criteria which is outlined in Appendix 1.</p>	<p>When applying for seasonal and annual allocations, applicants must provide a Usage Plan (as part of the online application process) containing information about user group activities such as the number and type of participants, range of programs and inclusive practices.</p> <p>In instances where multiple user groups have applied for use of the same facility and shared use is not achievable, Council will conduct an assessment based on a detailed set of criteria which is outlined in <b>Appendix 1</b>.</p>	Wording change to note that Council aim to provide equitable facility allocations for Manningham user groups and outlining how the total weighted score is achieved. Also noting the process when multiple user groups have applied for the same allocation.
<b>1.1.4 Breach of License Agreements</b>	N/A	Council will be responsible for organising any repair works, unless otherwise stated.	Additional text clarifies Council’s responsibility in maintaining the facilities and ensuring they are repaired promptly if any issues arise.
<b>1.1.2 Pettys Reserve</b>	Allocations for the use of Pettys Reserve will be prioritised for Manningham based user groups that require an National Premier League (NPL) level facility to play matches and train (i.e senior men’s and women NPL teams). Depending on availability, Pettys Reserve will also be allocated as an overflow training and match venue for user groups with a demonstrated need.	Moved from appendix 1 to the main body of the policy to section 1.1.2. Additional reference to ‘senior men’s and women’s NPL teams’, who require NPL standard facilities.	Wasn’t relevant in Appendix 1, better suited to main body of the policy. Additional clarity also provided regarding groups requiring NPL standard facilities.

Section	Original wording (from draft Policy)	Proposed change (for inclusion in final Policy)	Rationale for change
<b>1.2 Casual Allocations</b>	N/A	'Night matches' have been added to the list of activities that require a casual booking.	Including night matches to casual allocations section will provide user groups clarity on how to apply for night matches. This also responds to the increased demand for match play outside traditional weekend timeslots.
<b>1.2 Casual Allocations</b>	N/A	Allocations for use of the Tom Kelly Athletics Track can be submitted up to 12 months in advance.	Wording added to clarify booking for the Athletics Track, to allow user groups such as school groups book well in advance.
<b>1.2.3 Pre-season Matches and Training</b>	N/A	Council will endeavour to provide sports fields for preseason training and practice matches. However, pavilions will not be made available unless prior approval is granted by Council, in consultation with the tenant user group.  Preseason training and practice matches do not constitute a booking under a seasonal allocation and must be arranged through the casual allocation process. User groups must apply for a casual allocation using the online application system. Additional restrictions may apply for pre-season training use, with sports field access prioritised for user groups within their current seasonal tenancy. Where possible, council will consider a user groups primary facility usage from the previous year when allocating pre-season use.	Section added to provide user groups clear guidelines on the allocation process for pre-season activities.
<b>1.3.1 Eligibility Requirements</b>	Trainers must submit a plan (via an online application process) outlining the types of activities they intend to conduct, ensuring they are appropriate for the facility.	Trainers must submit a plan, via an online application process, outlining the types of activities they intend to conduct, ensuring they are appropriate for the facility. This requirement does not apply to commercial users of leased	Wording added to clarify the requirements for activity plans, streamlining the process for specific groups and ensuring proper facility use. Wording change to specify when and



Section	Original wording (from draft Policy)	Proposed change (for inclusion in final Policy)	Rationale for change
		venues (e.g. tennis coaches) but is applicable to proposed commercial users of licenced venues (e.g. professional soccer coaches / academies) where sub-letting is not permitted in the licence agreement.	who is required to submit an Activity Plan.
<b>2.1 Facility Hierarchy</b>	Regional facilities have a catchment greater than the Manningham community. Typically, these facilities cater for regional or state level competition.	Regional facilities have a catchment greater than the Manningham community. Typically, these facilities cater for regional or state level competition, and therefore no more than one regional facility is required per sport in the municipality.	Wording added to highlight a sport would only have a maximum of one regional facility in Manningham.
<b>2.5 Council's Capital Works Program</b>	Criteria: Financial contributions from user groups or external stakeholders	Criteria: Financial (or in-kind) contributions from user groups or external stakeholders. Recent previous contributions towards facility developments may also be considered.	Wording added to recognise in-kind contributions and potential consideration of previous recent financial contributions
<b>2.5 Council's Capital Works Program</b>	The prioritisation / ranking of sport and recreation projects is used to inform Council's capital works program and determine the timelines for delivery in accordance with available resources.	The prioritisation / ranking of sport and recreation projects is used to inform Council's capital works program and determine the timelines for delivery in accordance with available resources. Assessment and ranking criteria may be subject to change to reflect evolving priorities, emerging needs, or new strategic directions.	Wording added to provide flexibility to adapt to changing priorities and needs, ensuring the policy remains relevant and effective
<b>Definitions</b>	N/A	Refers to the National Premier League (NPL) or equivalent competition top level state competition in Football (Soccer). NPL Victoria is the latest iteration of first division competitions in the state. Historically known as the Victorian State League.	Wording added to define NPL as the top-level state competition in Football (Soccer), noting that the name of the top league may change over the years.

Section	Original wording (from draft Policy)	Proposed change (for inclusion in final Policy)	Rationale for change
<b>Appendix 1 – Allocation Scoring Criteria</b>	N/A	This assessment process will be guided by the overarching principles of the Policy, aiming to provide equitable facility allocations for Manningham user groups. Applications will be scored against each criteria, with points and weighting applied to provide the total weighted score.	Wording change to note that Council aim to provide equitable facility allocations for Manningham user groups.
<b>Appendix 1 – Allocation Scoring Criteria</b>	Each criteria has a maximum score, and applications are ranked based on their total score. Council Officers will determine scores based on applications and Usage Plans and the quality of evidence provided by user groups.	Applications will be scored against each criteria, with points and weighting applied to provide the total score.	Amended based on feedback to provide greater clarity on how the total weighted score is calculated.
<b>Appendix 1 – Allocation Scoring Criteria</b>	Final column in the table. ‘Weighting’ and numbers as a percentage (%)	Final column in the table changed to ‘Maximum Weighted Score’ and numbers reflected as a total weighted score’	Feedback provided from user groups indicated that the table was being misinterpreted and therefore greater transparency was required. Amended this section to alleviate confusion.
<b>Appendix 1 – Allocation Scoring Criteria</b>	Criteria: Length of tenure = 15%	Criteria: Length of tenure = 20 (points)	Increase the total points allocated to ‘ <i>length of tenure</i> ’ from 15 to 20 points. Responds to the community feedback to apply more emphasis to the criteria whilst responding to Councillors feedback by not increasing it to a level whereby it significantly influences the overall score.
<b>Appendix 1 – Allocation Scoring Criteria</b>	Criteria: Breaches of licence agreement = 10%	Criteria: Breaches of licence agreement = 5 (points)	Reduction in points allocated to the ‘breaches of licence agreement’ criteria, from 10 to 5 points. The breach process within the Policy applies various penalties, including reviewing a user group’s allocation. As breaches are

Section	Original wording (from draft Policy)	Proposed change (for inclusion in final Policy)	Rationale for change
			addressed through other means, it is proposed that less emphasis is required within the allocation scoring criteria.
<b>Appendix 1 – Allocation Scoring Criteria</b>	Number of consecutive years as a Manningham-based user (physical address must be in Manningham).	Number of consecutive years as a Manningham-based user group (primary facility use must be in Manningham).	Amended based on feedback received that most clubs don't have a physical address, only a PO Box.
<b>Appendix 1 – Allocation Scoring Criteria</b>	Number of previous years the user group has used the requested facility	Number of previous years the user group has used the requested facility (or at previously replaced facility).	Wording added to include a user groups previous use of a replaced facility. Ensuring that history of use is not lost if a sports field has been replaced
<b>Appendix 1 – Allocation Scoring Criteria</b>	Financial contribution towards Council approved capital works projects at the facility within the past ten years.	Financial contribution towards Council approved capital works projects at the facility within the past ten years (or at previously replaced facility).	Wording added to include a user groups financial contribution to include previously replaced facilities. Ensuring that financial contribution is not lost if a sports field has been replaced
<b>Appendix 3 – Sports Fields Classification</b>	Bulleen Park Soccer East and West	Remove	Sports fields no longer in use.
<b>Appendix 3 – Sports Fields Classification</b>	Bulleen Park Oval Middle East and West	Remove	Sports fields no longer in use.
<b>Appendix 3 – Sports Fields Classification</b>	Mullum Mullum Reserve Bowls - District	Mullum Mullum Reserve Bowls - Regional	Facility re-classified as a result of the findings from investigations into a covered dome in Manningham.
<b>Appendix 3 – Sports Fields Classification</b>	N/A	Facility additions: Powerful Owl Park: Dino Negri Field (Synthetic) Balayung Field (Field 2) Waa Field (Field 3)	These names weren't public knowledge at the time of endorsement of the draft Policy. Policy updated to include official names of new soccer facility on Templestowe Road – Powerful Owl Park.

Section	Original wording (from draft Policy)	Proposed change (for inclusion in final Policy)	Rationale for change
<b>Appendix 3 – Sports Fields Classification</b>	Stintons Reserve Oval / Wilson Reserve Oval - Local	Stintons Reserve Oval / Wilson Reserve Oval - District	Re-classified as district level sports fields based on their current usage.
<b>Appendix 4 – Pavilion Classification</b>	Manningham Templestowe Leisure Centre Pavilion - District	Manningham Templestowe Leisure Centre Pavilion - Regional	Re-classified as district level pavilion based on their current usage.
<b>Appendix 4 – Pavilion Classification</b>	N/A	Added Balit Muk Muk Pavilion (Powerful Owl Park Pavilion)	The pavilion name wasn't public knowledge at the time of endorsement of the draft Policy.
<b>Appendix 4 – Pavilion Classification</b>	Stintons Reserve / Wilson Reserve - Local	Stintons Reserve / Wilson Reserve - District	Re-classified as district level pavilion based on their current usage.
<b>Appendix 5 – Facility Standards (AFL and Cricket Pavilion Standards)</b>	Social Room 50m2	Social Rooms 150m2	Spelling error
<b>Appendix 5 – Facility Standards (AFL and Cricket Sports Field Standards)</b>	N/A	Cricket sight screens – Case by case for Regional and District Facilities. N/A for Local.	Added as a result of Council officer feedback. Deemed as non-essential piece of infrastructure. User groups are responsible for 100% of cost.
<b>Appendix 5 – Facility Standards (All Sports Field Standards)</b>	PA System	Case by Case	Amended to note that some facilities are not suitable for PA Systems due to proximity to residents etc. Case by case at regional facilities only.
<b>Appendix 5 – Facility Standards (Athletics)</b>	N/A	Social Rooms 150m2	Amended to ensure consistency with other sports social room size for regional facilities.



Section	Original wording (from draft Policy)	Proposed change (for inclusion in final Policy)	Rationale for change
<b>Pavilion Standards)</b>			
<b>Appendix 5 – Facility Standards (Athletics Pavilion Standards)</b>		Officials’ area – Case by case	Added to reflect relevant standards.
<b>Policy wide</b>	IAAF	World Athletics	Athletics governing body changed its name from IAAF to World Athletics.
<b>Appendix 5 – Facility Standards (Baseball/Softball Sports Field Standards)</b>	N/A	Batting Cage – Case by case for Municipal Facilities	Added in response to community feedback. Deemed essential piece of infrastructure at municipal facilities, similar to cricket nets.
<b>Appendix 5 – Facility Standards (Lawn Bowls Pavilion Standards)</b>	N/A	Regional Standards: Change rooms - 2 x 25m2 Change room amenities - 2 x 7.5m2 Accessible change room - Refer to code Social room toilets - Refer to code Toilets - accessible - Refer to code Public toilet - Case by case Social room - 150m2 Storage (per tenant) - 20m2 Cleaners store - 5m2 Kitchen/canteen - 30m2 External covered viewing area - 100m2 Office - 20m2 Rubbish bin cage - 10m2	Regional standards added as a result of investigations into a regional bowls facility and covered green in Manningham.

Section	Original wording (from draft Policy)	Proposed change (for inclusion in final Policy)	Rationale for change
<b>Appendix 5 – Facility Standards (Lawn Bowls Pavilion Standards)</b>	N/A	Maintenance Shed - Case by case	Added in response to community feedback.
<b>Appendix 5 – Facility Standards (Lawn Bowls Pavilion Standards)</b>	N/A	Greens Regional 2+ Greens District 1-2 Greens	Added as a result of the recommendation within the bowls report for a regional bowls facility in Manningham.
<b>Appendix 5 – Facility Standards (Lawn Bowls Pavilion Standards)</b>	N/A	Covered Dome over bowling green - Maximum 1 green cover at regional facilities.	Added as result of the recommendation within the bowls report for a regional bowls facility in Manningham.
<b>Appendix 5 – Facility Standards (Lawn Bowls Pavilion Standards)</b>	Floodlights - Regional – 100 Lux	Floodlights - Regional – 200 Lux (main green only)	Added to reflect relevant standards for a regional facility.
<b>Appendix 5 – Facility Standards (Netball Pavilion Standards)</b>	Regional: Medical/trainer’s room – 10m2 Social Room - 20m2 Office – 15m2 External covered viewing area (per court – 3m2	Regional: Medical/trainer’s room – 20m2 Social Room - 100m2 Office – 25m2 External covered viewing area (per court – Case by case	Added to reflect relevant standards for a regional facility.
<b>Appendix 5 – Facility Standards (Tennis Sports Field Standards)</b>	Floodlights (LED Boxed)	Floodlights (LED)	Amended to reflect feedback from State Sporting Association.

Section	Original wording (from draft Policy)	Proposed change (for inclusion in final Policy)	Rationale for change
Appendix 7 – Financial Contributions (Sports Facilities)	N/A	Book a Court (Tennis) - 50% Council / 50% User group – Infrastructure hardware only	Wording added to clarify funding responsibility.
Appendix 7 – Financial Contributions (Sports Facilities)	N/A	Covered Dome over bowling green – 50% Council / 50% User group	Wording added to clarify funding responsibility.
Appendix 7 – Financial Contributions (Sports Facilities)	N/A	Cricket sight screen – 100% user group	Wording added to clarify funding responsibility.
Appendix 7 – Financial Contributions (Sports Facilities)	Cricket nets	Cricket nets or batting cages	Wording added to include batting cages. Deemed as required infrastructure for municipal baseball facility.
Appendix 7 – Financial Contributions (Sports Facilities)	Floodlighting (where training & match standard is the same)	Floodlighting (where training & match standard is the same) (Tennis, Hockey, Lawn Bowls)	Wording added to further clarify which sports it applies for.
Appendix 7 – Financial Contributions (Sports Facilities)	N/A	PA System (Regional facilities only) – 100% Council	Wording added to clarify funding responsibility. Also noting PA Systems would be considered case by case at regional facilities only.
Appendix 7 – Financial Contributions (Sports Facilities)	Specialised surfaces (hockey, tennis and lawn bowls)	Specialised surfaces (hockey, tennis and lawn bowls, including ditches around bowling greens.)	Wording added to further clarify which sports it applies for.

Section	Original wording (from draft Policy)	Proposed change (for inclusion in final Policy)	Rationale for change
Appendix 7 – Financial Contributions	N/A	User group contributions towards facility developments will be based on Quantity Surveyor (QS) estimates. Council will fund any difference between the QS estimate and the final project cost. User groups will however fund any requested changes to the project scope in line with the funding ratios within the Policy.	Wording added to provide user groups greater clarity based on community feedback received.
Appendix 7 – Financial Contributions	N/A	Council will not retrospectively finance previous projects / existing infrastructure and will not retrospectively undertake works to existing facilities to comply with this Policy. The Policy will be applied in accordance with Council’s capital works process.	Wording added to provide user groups greater clarity based on community feedback received.
Appendix 7 – Financial Contributions	N/a	** This funding is conditional on broader community access being available i.e. for non-members of the tenant user group.	Additional wording added to reflect need for broader community access at the proposed regional bowls facility.
Appendix 7 – Financial Contributions	*** Council will fund up to 100% of the project cost on the condition that a public access booking system or similar is installed and operated, increasing public access to sporting facilities (such as tennis courts). This ratio will only apply where a public access program or pay-as-you-go booking system is employed at the facility (not requiring a membership to participate), benefiting the community via social / casual use. This includes opening facilities to the public through casual hire, or social programs run by the club. For example, a program like Tennis Australia’s Book a Court program or social programs such as barefoot bowls or similar.	*** This funding is conditional upon the implementation of a public access program or pay-as-you-go booking system that does not require membership to participate. The aim is to facilitate community access through casual hire or social programs that are open to the general public. For example, programs like Tennis Australia’s Book a Court or social activities such as barefoot bowls. Noted that access to this funding will not apply to programs considered as private or membership-based, e.g including midweek tennis competition.	Wording amended to provide user groups greater clarity based on community feedback received.



## 12 CITY SERVICES

### 12.1 Concrete Maintenance Works Contract Panel Award Recommendation MP001475

File Number: IN24/549  
Responsible Director: Director City Services  
Attachments: Nil

#### PURPOSE OF REPORT

*To recommend a panel of suppliers for concrete works.*

#### EXECUTIVE SUMMARY

*Concrete works across the municipality is an important aspect of our ongoing service delivery. It ensures that we can provide the community with suitable and functional concrete assets such as footpaths, kerb & channel, road assets and associated concrete infrastructure.*

*The current contract for concrete works expired in May 2024. A new and updated tender was released publicly to the market in May 2024 with the intention to replace the expired panel contract.*

*At the close of the public tender in mid-June, Council received a total of twenty-one (21) submissions. The tender assessment phase has been completed and this report provides a recommendation to Council on the preferred recommended panel of six concrete works suppliers.*

#### 1. RECOMMENDATION

**That Council:**

**A. resolve to award the Concrete Works Panel Contract MP001475 as a schedule of rates contract for the delivery of concrete works such as footpath, kerb, and other concrete assets to the following recommended panel of contractors:**

- 1. Santilli Marulli Unit Trust**
- 2. Accomplished Plumbing Service Pty Ltd**
- 3. Roma Bros Pty Ltd**
- 4. Versini Pty Ltd**
- 5. Rabot Paving (Australia) Pty Ltd**
- 6. McDonough Contracting;**

**B. note the panel contract to be awarded for the initial period of 3 years (with the option to extend for an additional 2 x 1 year extensions). The contract sum is estimated at \$2.75 million per annum (incl. GST). If the additional 2-x 1 year extension option is agreed to, the total estimated spend over the full term of the contract would be in the order of \$13.75 million (incl. GST), inclusive of annual CPI increases;**

- C. authorise the Chief Executive Officer (or such person they nominate) to formalise the contract with the recommended contractors; and**
- D. authorise the Chief Executive Officer (or such person they nominate) to negotiate contract terms, operational changes, service changes and adjustments as well as execute this contract including extensions and annual CPI increases.**

## **2. BACKGROUND**

- 2.1 Manningham is responsible for the maintenance and management of footpaths, kerbs, and many other concrete assets within the municipality. These assets require ongoing maintenance and renewal to enable their continued function within our footpath and road transportation networks.
- 2.2 The operational requirements and delivery of concrete works and maintenance services is the responsibility of teams primarily within the 'City Services' directorate in the 'City Infrastructure' business unit.
- 2.3 Other business units and teams can utilise this contract to complete minor concrete improvement works, providing efficiencies in delivery of services to the community.
- 2.4 As per the previous panel of concrete contractors, this new contract and panel will seek to continue to deliver concrete maintenance and concrete renewal services, along with concrete construction and reactive based maintenance works.
- 2.5 The scope of the concrete works will typically include:
  - 2.5.1 Removal and replacement of existing concrete assets.
  - 2.5.2 Construction of new concrete assets (footpaths, kerb & channel, concrete pads for street furniture, bus shelters, crossovers into reserves, etc)
  - 2.5.3 Supply of materials associated with concrete works.
  - 2.5.4 Grinding / slicing of concrete to improve path safety and function.

## **3. DISCUSSION / ISSUE**

- 3.1 Benefits for the Community:

Setting up a panel contract for a fixed term guarantees uninterrupted, high-quality services for the community. Consistent and dependable service delivery builds trust and satisfaction, promoting a more stable and supportive local environment. Experienced contractors, who are already familiar with the community, the topography of Manningham, and understand local concerns and expectations, allowing them to address issues more effectively and ensure that projects align with community needs.

### 3.2 Environmental Benefits:

By working with contractors already familiar with the Council's environmental standards and sustainability goals, ongoing projects are more likely to adhere to these practices, reducing environmental impact. Experienced contractors are better equipped to implement eco-friendly methods and minimise waste. They are also more likely to have established practices for reducing carbon footprints, managing resources efficiently, and complying with environmental regulations. This ensures that the Council's commitment to sustainability is upheld and potentially enhanced through consistent and proven methods.

### 3.3 Benefits for Council Business Continuity:

Continuity with established contractors supports uninterrupted business operations, reducing the risk of delays and disruptions in ongoing projects. This ensures that Council services remain reliable and efficient, avoiding potential operational setbacks. Contractors with a history of working with the Council are familiar with internal processes, key personnel, and project requirements, allowing for smoother coordination and faster response times to any issues that arise. This established rapport also facilitates better communication and more efficient problem-solving. Part of the public tender process allows Council to also bring on new contractors to the panel, where appropriate and who can demonstrate their experience in concrete services delivery and value for money.

### 3.4 Cost Benefits:

With an established panel of contractors, Council can avoid the expenses associated with repetitive tendering and onboarding new contractors. Additionally, contractors with a history of working on Council projects can provide more accurate cost estimates and efficient resource management.

### 3.5 Mitigating Contractual Risk:

Retaining known contractors mitigates the risks associated with new contractual relationships. Familiarity with the Council's expectations and contractual requirements reduces the likelihood of misunderstandings or non-compliance. This reduces the potential for contractual disputes and enhances overall project stability. Established contractors are also more likely to have proven track records of reliability and adherence to safety standards, reducing the risk of project delays or accidents. This stability ensures that all contractual obligations are met, safeguarding the Council against potential liabilities and financial losses.

### 3.6 Procurement Process:

3.6.1 In May 2024 a public tender was launched for a new contract spanning an initial period of three (3) years, with the option of two additional one (1) extensions. By the tender closing date and time, twenty-one (21) submissions were received. Three (3) of these submissions were deemed non-compliant as they did not meet the mandatory OH&S criteria requirements.

- 3.6.2 After a comprehensive tender evaluation process, six (6) tenderers were recommended by the evaluation panel to be included in the concrete works panel. A governance process was in place throughout the tender assessment phase with a non-scoring panel advisor member present at all deliberation meetings.
- 3.6.3 The evaluation panel noted that the schedule of rates pricing received as part of the tender submissions, had cost increases from previous years of approximately 17%. An increase in service costs was anticipated and we understand this due to factors including reduced competition in the market post pandemic, increased raw material costs, increases in transport costs and other trade and material costs.
- 3.6.4 The panel considered the overall value, capacity to deliver, and quantity of works, to ensure we have sufficient reliable contractors to enable completion of works in a timely and financially responsible manner.
- 3.6.5 After a comprehensive tender evaluation process, the evaluation panel is recommending that the contract for the Concrete Works Panel be awarded to five (5) concrete contractors and one (1) concrete grinding contractor. The panel of recommended contractors includes a mix of both returning concrete contractors and new concrete contractors. The panel of contractors will be utilised for concrete maintenance, kerb maintenance, along with further concrete improvement works in Manningham.

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

- 4.1 The Concrete Contract Panel supports the following action areas of the Manningham Council Plan 2021-2025:
- 4.1.1 Goal 1.1 A health, resilient and safe community.
- Improve access to active, leisure and recreation destinations across the municipality by embracing the 20-minute neighbourhood.
- 4.1.2 Goal 2.3 Well connected, safe and accessible travel.
- Deliver well planned and maintained roads, paths, and transport infrastructure.
- 4.1.3 The improvement in concrete maintenance works through ongoing proactive and reactive infrastructure upgrades and maintenance aligns strongly with the City Infrastructure units Service Plan.

#### **5. IMPACTS AND IMPLICATIONS**

- 5.1 Finance / Resource Implications
- 5.1.1 Council endorsement is required as the total cumulative spend over the full term of the contract will exceed the financial delegation level for the Chief Executive Officer (CEO).



- 5.1.2 The estimated spend of the contract is \$2.75 million per annum. Over the full 3-year term of the contract, the anticipated spend is estimated to be \$8.25 million incl. GST.
- 5.1.3 If the contract extension (additional 2 years) option is executed, then the total schedule of rates component of the contract sum is estimated to be in the order of \$13.75 million incl. GST and annual CPI adjustments.
- 5.1.4 Expenditure of \$2 million is currently allocated within 2024/25 budgets associated with concrete maintenance and renewal (excluding other works budgets). Contract expenditure in future years will be in accordance with future approved budget allocations.

**6. IMPACTS AND IMPLEMENTATION**

- 6.1 Communication and Engagement (*refer to the Community Engagement Guidelines* <trim:///D22%2f101560/?db=MC&view>)

Is engagement required?	No
Stakeholder Groups	Council Community Internal and External Stakeholders
Where does it sit on the IAP2 spectrum?	Inform
Approach	Council Bulletin, Communication material (letter drops, website info, signs, social media posts, etc.)

- 6.2 Timelines

The contract is to be signed and awarded in September 2024. Given the timeline delays between the end of current contract date and commencement of the new contract, there is provision in place for priority works, through a minor works quotation process, in accordance with Council’s Procurement Policy.

**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.

## 12.2 End of 2023-24 Financial Year Capital Works Report

File Number: IN24/546  
Responsible Director: Executive Lead City Services  
Attachments: 1 2023-2024 Capital Works EOFY Status Report

### PURPOSE OF REPORT

*The purpose of this report is to provide Council with a detailed analysis on the execution of the 2023-24 Capital Works Program.*

### EXECUTIVE SUMMARY

*The total capital infrastructure expenditure for the FY23/24 financial year was \$45.09 million or **91%** of the forecast budget of \$49.69 million.*

*A total of 183 infrastructure projects were designed, constructed, or otherwise had expenditure allocated to them over the course of the financial year, and 159 of these projects were finalised or in the case of multi-year projects reached their planned construction milestones. This equates to a completion rate of **87%**.*

### 1. RECOMMENDATION

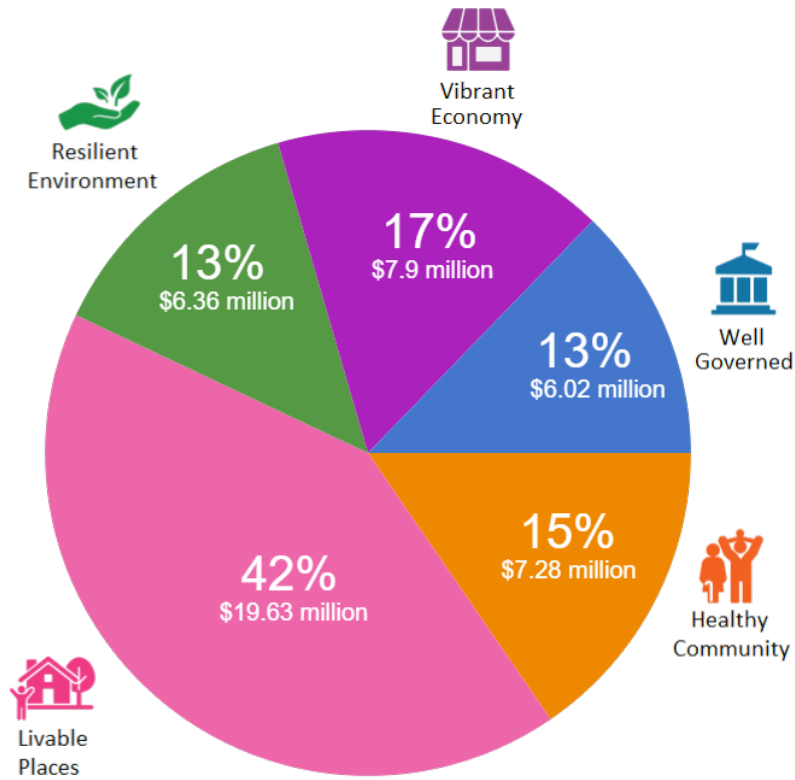
**That Council note the 2023-2023 Capital Works end of financial year status report shown in Attachment 1.**

### 2. BACKGROUND

2.1 As reported during the year, the delivery of the program got off to a strong start and was tracking very well until the end of February. A slow March and April saw delivery fall behind somewhat, but a solid May and June saw the pleasing result reported above, expanded on below and presented in further detail in Attachment 1.

### 3. DISCUSSION / ISSUE

- 3.1 The total capital infrastructure expenditure for the FY23/24 financial year was \$45.09 million or **91%** of the forecast budget of \$49.69 million.
- 3.2 A total of 183 infrastructure projects were designed, constructed, or otherwise had expenditure allocated to them over the course of the financial year, and 159 of these projects were finalised or in the case of multi-year projects reached their planned construction milestones. This equates to a completion rate of **87%**.
- 3.3 The projects included in the Capital Works Program serve to help achieve the key objectives of the Council Plan. The chart below allocates estimated expenditure against each of the Council Themes listed in the Council Plan:

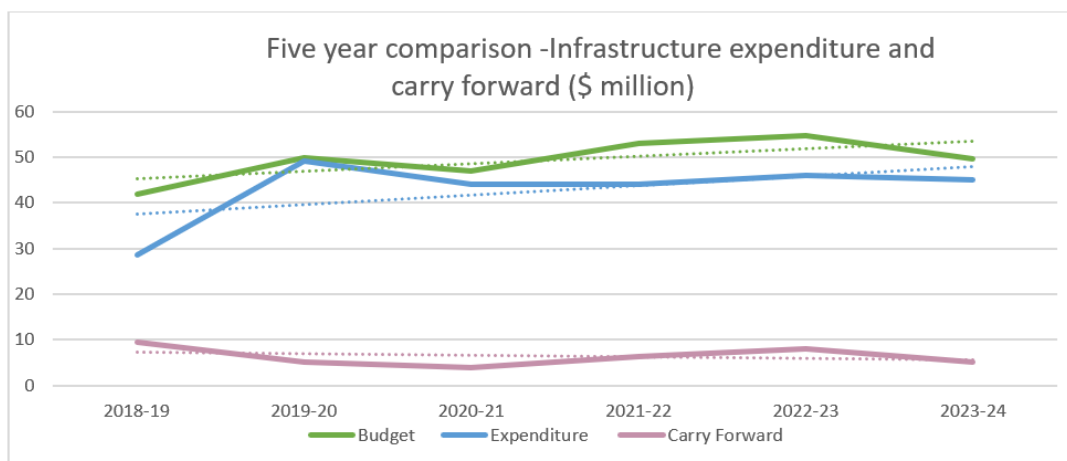


2023-24 Capital Infrastructure Expenditure by Council Theme

- 3.4 \$5.1 million of funding from the 2023/24 financial year has been committed for delivery within the 2024/25 financial year. This is \$840,000 less than the provisional figure approved by Council.
- 3.5 Further minor adjustments to the 2024/25 program will need to be made in response to indicated changes to external income associated with a small number of projects.

Project No.	Project Name	Provisional C/F	Final C/F
PRJ-00152	Plant Replacement Project	\$500,000	\$0
PRJ-00282	Tram / Merlin Traffic Signals	\$1,800,000	\$1,814,000
PRJ-00479	Hepburn Reserve	\$70,000	\$300,000
PRJ-00480	Rieschiecks Reserve Management Plan (inc Waldau)	\$50,000	\$0
PRJ-00626	Ruffey Lake Park Playground Upgrade - Victoria Street (Waldau)	\$185,000	\$100,000
PRJ-00627	Schramm's Cottage Museum Complex Visitor Centre	\$600,000	\$600,000
PRJ-00644	Ruffey Creek Linear Park- (Foote St) traffic signals	\$200,000	\$0
PRJ-00982	Aquarena Redevelopment (50m Pool & outdoor	\$500,000	\$363,000
PRJ-01030	Fitzsimons Lane and Main Road Corridor (Templestowe Route)	\$350,000	\$318,000
PRJ-01125	Templestowe Memorial Reserve Upgrade	\$0	\$150,000
PRJ-01248	Banksia Park Shared Path Bridge	\$30,000	\$28,000
PRJ-01336	King Street pedestrian refuge @ Ruffey Creek/The Boulevard	\$60,000	\$0
PRJ-01371	Ruffey Lake Park Pedestrian Bridges and Boardwalk	\$500,000	\$500,000
PRJ-01460	Currawong Tennis Club Court 1 & 2 Resurfacing & 6 court floodlight upgrade	\$200,000	\$73,750
PRJ-01535	Wonga Park Netball Court Resurface & Floodlight Upgrade	\$450,000	\$420,000
PRJ-01560	Reynolds Road/Smiths Road Intersection Traffic Study	\$50,000	\$0
PRJ-01576	42 High Street Bus Shelter	\$50,000	\$46,000
PRJ-01577	115-119 Manningham Road Bus Shelter	\$50,000	\$45,000
PRJ-01632	Carawatha/Koolkuna Demolition and DD	\$95,000	\$89,000
PRJ-01699	Mullum Mullum Public Art Commission	\$50,000	\$59,000
PRJ-01766	Warrandyte RSL Landscaping Works	\$0	\$50,000
PRJ-01767	Andersons Creek Road Bus Shelter (opposite 1 Longstaff Court)	\$50,000	\$50,000
PRJ-01768	Williamsons Road Bus Shelter (behind 9 Hawtin Street)	\$50,000	\$50,000
PRJ-01769	52 King Street Bus Shelter	\$50,000	\$0
PRJ-01914	Beverley Hills Preschool and Doncaster Park Preschool Feasibility Study	\$0	\$43,000
<b>TOTAL</b>		<b>\$5,940,000</b>	<b>\$5,098,750</b>

3.6 We continue to perform well in the delivery of the Capital Works Program with total capital expenditure growing steadily from 2018/19 levels.



3.7 A summary of performance broken down by sub-program is provided below. Additional detail is provided within Attachment 1.



Program	Renewal ('000)	Upgrade ('000)	Expansion ('000)	New ('000)	Maintenance ('000)
Artworks Program	13	-	-	339	-
Bicycle Network Program	63	128	66	294	-
Buildings Program	2,816	4,155	34	24	3,423
Bus Shelter Program	9	46	-	201	147
Capital Works Program	-	-	-	-	-
Circular Economy Program	53	949	-	43	-
Community Facilities Program	21	21	-	167	-
Drainage Program	1,982	1,782	-	1,021	2,656
Early Years Program	210	160	1,039	11	-
Footpath Program	1,961	15	-	1,807	779
Open Space Program	2,505	1,705	293	3,402	8,561
Parks Program	597	53	-	194	-
Plant & Equipment Program	2,390	266	-	-	-
Recreation & Leisure Program	1,267	1,837	2	91	2,147
Roads Program	6,433	1,717	200	283	2,537
Sportsground Redevelopment Program	600	-	-	-	-
Streetscapes Program	582	1,163	33	33	1,393
Technology Program	17	-	-	-	-
<b>Total</b>	<b>21,519</b>	<b>13,997</b>	<b>1,666</b>	<b>7,910</b>	<b>21,643</b>

3.8 **47.7%** of expenditure on non-property acquisition projects in 2023/24 was renewal in nature, and a further **31.0%** was upgrade expenditure.

#### 4. COUNCIL PLAN / STRATEGY

4.1 The capital works performance outcomes presented in this report are consistent with Council's strategic objectives as listed in the Council Plan. The delivery of capital works projects within the program is essential for the provision of:

4.1.1 inviting places and spaces;

4.1.2 enhanced parks and open space and streetscapes; and

4.1.3 well-connected safe and accessible travel options.

#### 5. IMPACTS AND IMPLICATIONS

5.1 Finance / Resource Implications

5.1.1 The projects brought forward to offset other delayed projects were predominantly rates funded, whereas several of the delayed projects were predominately funded from other funding sources. This has resulted in a net rates expenditure of more than 100% of the 2023/24 rates budget (approximately \$1 million in direct over expenditure and \$1 million in carried forward funding).

5.1.2 Some of this over-expenditure is covered by savings associated with projects fast-tracked during the 2023/24 financial year and no longer require all their allocated 2024/25 budget, e.g., Foote Street signals.

5.1.3 The remaining over-expenditure will be balanced by other savings in 2024/25.

**6. IMPLEMENTATION**

6.1 Communication and Engagement

Is engagement required?	Yes
Stakeholder Groups	1. Project Advocates 2. Project Managers 3. Council
Where does it sit on the IAP2 spectrum?	Involve
Approach	Monthly Steering Committee & Capital Works Performance Meetings.

6.2 Timelines

This report is scheduled for Council on 27 August 2024.

**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 Program End of Financial Year Status Report 2023-24



Interpreter service

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# 1. Executive Summary

## 1.1. 2023-24 Council Works Performance

The adopted 2023-24 Council Works Program budget was **\$76.50 million**. Subsequent adjustments resulted in a total revised budget of **\$77.35 million**. The adjustments included \$0.62 million additional committed works identified and endorsed at the end of 2022-23 and \$0.23 million net budget adjustments (e.g., additional grants/contribution and/or additional maintenance cost partially offset by savings).

**Table 1 – Revised Budget**

Total Capital Expenditure	\$ Millions
<b>Published FY23-24 Capital Works Budget</b>	<b>76.50</b>
Additional Committed Works from 2022-23 identified at end of financial year	0.62
Net Budget adjustments	0.23
<b>Capital Works Program revised budget for 2023-24</b>	<b>77.35</b>

The 2023-24 Council Works Program successfully delivered \$45.09 million of capital infrastructure projects (91% of the revised budget spent), and \$3.4 million of property acquisition (97% of the revised budget spent). In addition, \$21.64 million was spent to maintain community assets (104% of the revised budget spent), and \$2.79 million was on key operating initiatives in areas of technology and circular economy (85% of the revised budget spent).

Capital prepayments of \$3.2 million to the Department of Transport and Planning for upcoming works at the intersection of Tram Road and Merlin Street are excluded from the expenditure figures quoted above in accordance with accounting principles. If included total expenditure for the year is \$48.3 million (97% of budget expended.) The expenditure will be officially recognised upon the execution of contract in 2024/25 and contribute to that year's expenditure figures.

**Table 2 – Council Works Expenditure**

Council Works Category	Adopted Budget (Million)	Revised Budget (Million)	Actual Expenditure (Million)	% Expenditure
<b>Capital Infrastructure*</b>	<b>50.00</b>	<b>49.69</b>	<b>45.09</b>	<b>91%</b>
Property Acquisition	3.86	3.49	3.40	97%
<b>Total Capital Expenditure</b>	<b>53.86</b>	<b>53.18</b>	<b>48.49</b>	<b>91%</b>
Technology - Operating	2.68	1.74	1.47	84%
Circular Economy - Operating	0.00	1.54	1.32	86%
Maintenance	19.95	20.89	21.64	104%
<b>Total Operating Expenditure</b>	<b>22.63</b>	<b>24.17</b>	<b>24.44</b>	<b>101%</b>
<b>Total Council Works Program</b>	<b>76.50</b>	<b>77.35</b>	<b>72.93</b>	<b>94%</b>

\* Excludes \$3.2m capital prepayments.

\* Some capital expenditure will be journalled to operating given the nature of the works undertaken which will have an impact on the final KPI%.

The adopted 2023-24 council works program contained a total of **210 projects**. During 2023-24, a few significant projects have been identified as unlikely to achieve the original forecasted expenditure level. These projects have restricted funding sources and as such the forecasted under expenditure cannot be balanced within the program using transfer process.

Therefore, 27 additional capital projects were brought forward from future years upon approval and all changes were made in line with capital works framework and principles. In addition, 2 circular economy operating initiatives were added to the program. As a result, council delivered works for a total of **230 projects**.

**Table 3 – Revised Program**

Total Number of Projects	Number of Projects
<b>Published FY23-24 Capital Works Program</b>	<b>210</b>
Projects closed or deferred*	-8
Additional works added or brought forward from future years	28
<b>Revised Capital Works Program for 2023-24</b>	<b>230</b>

\* Excluded from KPI % complete metrics.

The 2023-24 Council Works Program saw the completion (including milestone completion) of 157 capital infrastructure projects (87% of the revised program), and 2 property acquisitions (67% of the revised program). In addition, 40 maintenance projects and 7 key operating initiatives reached the planned milestones for 2023-24.

**Table 4 – Council Works Delivery**

Council Works Category	Adopted Program	Completed	To be completed	Total No. of projects (revised program)	% Complete *(Revised)
<b>Capital Infrastructure</b>	163	157	23	180	<b>87%</b>
Property Acquisition	3	2	1	3	67%
<b>Total Capital Program</b>	<b>166</b>	<b>159</b>	<b>24</b>	<b>183</b>	<b>87%</b>
Technology - Operating	4	2	2	4	50%
Circular Economy - Operating	0	3	0	3	100%
Maintenance	40	40	0	40	100%
<b>Total Operating Program</b>	<b>44</b>	<b>45</b>	<b>2</b>	<b>47</b>	<b>96%</b>
<b>Total Council Works Program</b>	<b>210</b>	<b>204</b>	<b>26</b>	<b>230</b>	<b>89%</b>

\* % Complete is calculated based on the total number of projects that were either practically completed (one-off projects) or reached the planned milestones for 2023-24 (multi-year projects).

The delivery of 183 capital projects has resulted in a total capital expenditure of \$48.49 million. The total rates expended to \$35 million, which is \$1.3 million over the adopted budget. As such, Council will reduce next FY's budget as a year-in adjustment. This funding will come from projects like Foote Street which were fast-tracked during 2023-24 and the funding allocated in FY 24/25 for these projects is not forecasted to be spent as the projects have been completed.



## 1.2. Asset Expenditure Portfolio

As Council assets age and deteriorate, investment in capital infrastructure and asset maintenance is required. In 2023-24, \$66.74 million was spent to enhance council's asset portfolio including:

- \$21.5m renewal, \$14m upgrade, \$1.7m Expansion and \$7.9m new expenditure, and
- \$21.6m maintenance.

**Table 5 – Asset Expenditure (Renewal/Upgrade/Expansion/New/Maintenance)**

Program	Renewal ('000)	Upgrade ('000)	Expansion ('000)	New ('000)	Maintenance ('000)
Artworks Program	13	-	-	339	-
Bicycle Network Program	63	128	66	294	-
Buildings Program	2,816	4,155	34	24	3,423
Bus Shelter Program	9	46	-	201	147
Capital Works Program	-	-	-	-	-
Circular Economy Program	53	949	-	43	-
Community Facilities Program	21	21	-	167	-
Drainage Program	1,982	1,782	-	1,021	2,656
Early Years Program	210	160	1,039	11	-
Footpath Program	1,961	15	-	1,807	779
Open Space Program	2,505	1,705	293	3,402	8,561
Parks Program	597	53	-	194	-
Plant & Equipment Program	2,390	266	-	-	-
Recreation & Leisure Program	1,267	1,837	2	91	2,147
Roads Program	6,433	1,717	200	283	2,537
Sportsground Redevelopment Program	600	-	-	-	-
Streetscapes Program	582	1,163	33	33	1,393
Technology Program	17	-	-	-	-
<b>Total</b>	<b>21,519</b>	<b>13,997</b>	<b>1,666</b>	<b>7,910</b>	<b>21,643</b>

### 1.3. Committed Works

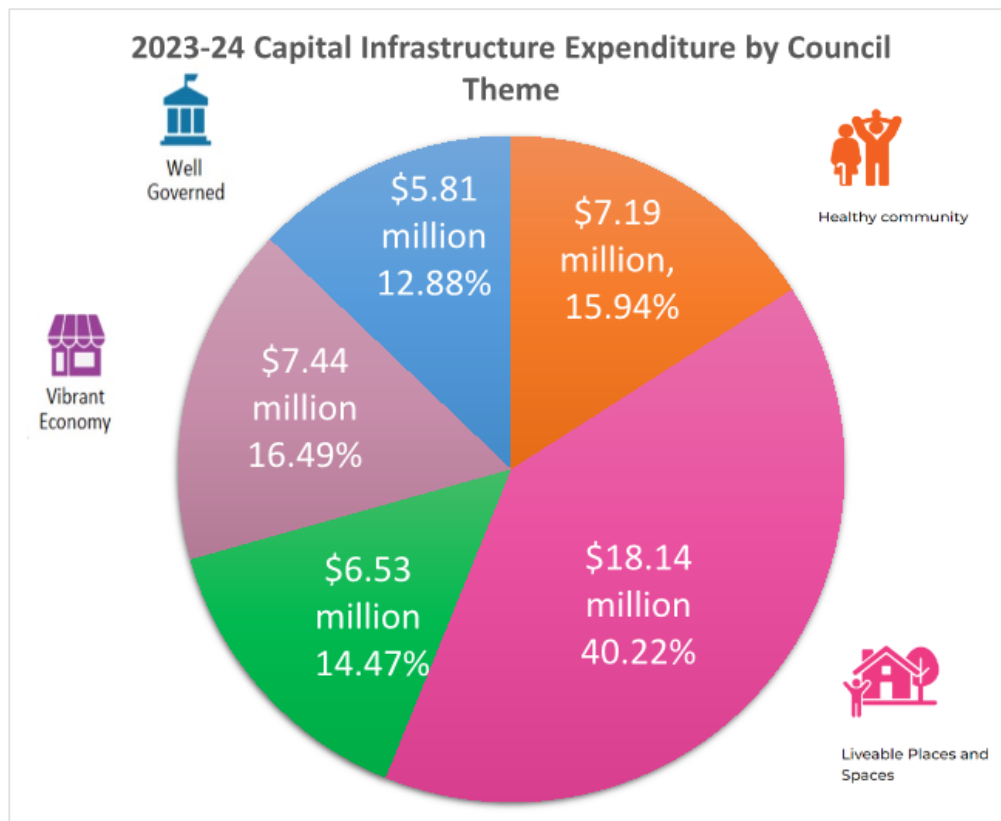
**Table 6 – Committed Works**

Project	Published Commitment	Final Commitment
Plant Replacement Project	500,000	-
Hepburn Reserve	70,000	300,000
Rieschiecks Reserve Management Plan (inc Waldau)	50,000	-
Ruffey Lake Park Playground Upgrade - Victoria Street (Waldau)	185,000	100,000
King Street pedestrian refuge @ Ruffey Creek/The Boulevard	60,000	-
Reynolds Road/Smiths Road Intersection Traffic Study	50,000	-
Carawatha/Koolkuna Demolition and DD	95,000	89,000
Mullum Mullum Public Art Commission	50,000	59,000
Banksia Park Shared Path Bridge	30,000	28,000
42 High Street Bus Shelter	50,000	46,000
115-119 Manningham Road Bus Shelter	50,000	45,000
Andersons Creek Road Bus Shelter (opposite 1 Longstaff Court)	50,000	50,000
Williamsons Road Bus Shelter (behind 9 Hawtin Street)	50,000	50,000
52 King Street Bus Shelter	50,000	-
Schramm's Cottage Museum Complex Visitor Centre	600,000	600,000
Ruffey Lake Park Pedestrian Bridges and Boardwalk	500,000	500,000
Aquarena Redevelopment (50m Pool & Outdoor Master Plan)	500,000	363,000
Currawong Tennis Club Court 1 & 2 Resurfacing & 6 court floodlight upgrade	200,000	73,750
Wonga Park Netball Court Redevelopment & Floodlight Upgrade	450,000	420,000
Tram / Merlin Traffic Signals	1,800,000	1,814,000
Fitzsimons Lane and Main Road Corridor (Templestowe Route)	350,000	318,000
Foote Street Pedestrian Operated Signals	200,000	-
Templestowe Memorial Reserve Upgrade	-	150,000
Warrandyte RSL Landscaping Works	-	50,000
Beverley Hills Preschool and Doncaster Park Preschool Feasibility Study	-	43,000
	<b>5,940,000</b>	<b>5,098,750</b>

*Note: The 24/25 budget has been adjusted to reflect the fact that an extra \$0.8 million in 23/24 funded projects were completed by June 30, compared to the published estimate.*



### 1.4. 2023-24 Capital Infrastructure Program by Theme



### 1.5. External Funding

The 2023/2024 adopted capital budget assumed **\$4.12 million** in income. This figure has been revised down to **\$3.72 million** as of 31 March 2024. Actual capital income was **\$2.3 million**. The capital income recognition has a correlation with the progression of project works and expenditure, therefore, the lower actual income is mainly caused by \$0.9 million multi-year projects re-profiled (Fitzsimons Lane and Main Road Corridor previously known as Templestowe Route and Banksia Park Shared Path Bridge) and \$1.1 million Federal Assistance Grant payment delayed.



Capital Income	Adopted Budget (\$ Million)	Revised Budget (\$ Million)	Actual (\$ Million)
Grants & Contribution	4.12	3.72	2.3

Table 7 – FY23/24 Capital Income and Rescheduled Grants

Approved Projects	Grants Type	FY23/24 Income	Rescheduled Grants into FY24/25	Notes
Road Surfacing (Reseals)	Federal Assistance Grant	47,136	-	Federal Assistance Grant payment delayed, and the bulk will be received in FY24/25
Road Surfacing (Reseals)	Roads to Recovery	643,102	-	Final payment of FY22/23 entitlement and full payment of FY23/24 entitlement
Tuckers Road & Footpath Reconstruction	LRCI Phase 3	107,280	-	Final payment
Various Projects	LRCI Phase 2	371,109	-	Final payment
Road Surfacing (Oban Road)	LRCI Phase 4	-	321,842	60% instalment of LRCI Phase 4 funding. Oban Road delivery is scheduled in FY24/25
Fitzsimons Lane and Main Road Corridor (Templestowe Route)	Federal	481,505	-	Grants received in FY20/21
Rieschiecks Reserve Sports Field Floodlight Construction	State	15,000	-	Final payment
Deep Creek Reserve Pavilion Redevelopment	State	48,000	-	Final payment
Beverley Hills Preschool and Doncaster Park Preschool Feasibility Study	State	60,582	43,088	Multi-year engagement (to be continued in 24/25)
Ruffey Lake Park Exercise Station - Boulevard Hill	State	10,853	-	Final payment
Tunstall Square Kindergarten expansion and MCH minor works	State	297,880	-	The second instalment
Donvale Reserve Northern fields floodlight upgrade	State	1,262	-	Final payment
Cat Jump Park Playspace Renewal	State	24,857	-	Final payment
Timber Reserve Floodlight Construction	State	(8,248)	-	Refund unused grant
Pines Learning Inc Childcare Playground Upgrade	State	-	11,260	24/25 project

Approved Projects	Grants Type	FY23/24 Income	Rescheduled Grants into FY24/25	Notes
Warrandyte Reserve dog infrastructure improvements	State	-	75,000	24/25 project
Cat Jump Park Playspace Renewal	State	78,292		Grants received in FY22/23
Bungundy Reserve Upgrade	State	-	100,000	24/25 project
Banksia Park Shared Path Bridge	State	71,715		Grants received in FY20/21
Miscellaneous Building Refurbishment Works	Contribution	7,227		Cross-department reimbursement
141-157 Berringa Rd Park Orchards Easement Drainage	Contribution	8,500	-	Contractor contribution for fixing damage on site
Miscellaneous Open Space Projects	Contribution	18,409	-	Memorial seats contribution

By the end of 2023-24, \$3.4 million grants received for later years' income recognition with the progression of project works scheduled in future years.

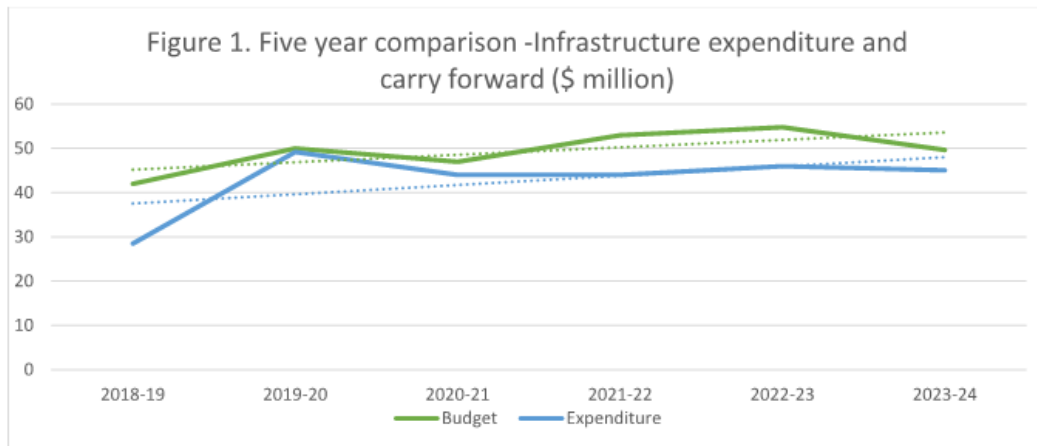
**Table 8 – Grants received in advance**

Project Name	Financial Year (income received) <sup>2</sup>	Amount received	Expenditure as at end of FY2023/24	Balance as at end of FY2023/24
Banksia Park Shared Path Bridge	FY2020/21	2,050,000	812,923	1,237,077
Fitzsimons Lane and Main Road Corridor (Templestowe Route)	FY2020/21	3,500,000	1,918,137	1,581,863
Donvale Tennis Club Lights	FY2023/24	25,952	-	25,952
Road Surfacing (Oban Road)	FY2023/24	321,842	-	321,842
Beverley Hills Preschool and Doncaster Park Preschool Feasibility Study	FY2023/24	103,670	60,582	43,088
Pines Learning Inc Childcare Playground Upgrade	FY2023/24	11,260	-	11,260
Warrandyte Reserve dog infrastructure improvements	FY2023/24	75,000	-	75,000
Bungundy Reserve Upgrade	FY2023/24	100,000	-	100,000
<b>Total</b>		<b>6,187,724</b>	<b>2,791,642</b>	<b>3,396,082</b>

### 1.6. Funding Transfers

During the 2023/24 financial year \$9.56 million of funding was transferred between projects ([D24/47708](#)) to address funding shortfalls and redistribute savings.

### 1.7. Five-year comparison



### 1.8. EOFY Project Status Definition

EOFY Project Status Definition	
Completed	The project has reached practical completion.
Completed*	The project reached its set milestones for 2023/24 and will continue into 2024/25 as planned.
To be completed	The project was not finalised and/or did not reach its planned milestones by the end of the financial year but will be completed in future years.
Closed	Project identified as not proceeding following initial investigations and consultations.
Not applicable (N/A)	The project was either in preliminary study/planning or flagged as completed in previous financial year. It has been included in the expenditure report for completeness' sake as a small amount of expenditure was recorded against it, but it is excluded from status report.





## 2. Capital Works Performance by Program

### 2.1. Artworks Program

Projects	Budget	Actual	% Budget Spent	Committed	Status
<b>Total</b>	<b>405,000</b>	<b>354,322</b>	<b>87%</b>	<b>59,000</b>	
Art Collection Conservation	\$10,000	\$13,073	131%	\$0	Completed
Art Collection Acquisitions	\$30,000	\$25,986	87%	\$0	Completed
Commissioning of public art	\$70,000	\$50,962	73%	\$0	Completed
Ruffey Lake Park Public Art Commission	\$116,000	\$112,207	97%	\$0	Completed*
Mullum Mullum Public Art Commission	\$100,000	\$40,045	40%	\$59,000	To be completed
Hepburn Public Art	\$60,000	\$73,639	123%	\$0	Completed*
Migrant Peace Project	\$0	\$2,291	100%	\$0	N/A
wonguim wilam public art	\$19,000	\$36,118	190%	\$0	Completed*



**Title:** *Wandeat ngarrak moolool-ko kirrip – Come back soon friend*

**Artist:** *Simone Thomson*



**Location:** *wonguim wilam, Warrandyte*

**Material:** *Laminated carved Cypress Pine and steel*

**Dimensions:** 490 cm wide x 295 cm

**Concept:** The Boomerang sculpture appears like a traditional hunting weapon carved from 'bial' – river red gum trees along the *Birrarung*. The carved waves represent the flowing 'baan' – water of the river of mist and shadows, while the repeated arcs symbolise the surrounding hills of Warrandyte and the campsites of its community. The prominent placement of the sculpture acts as both a 'Welcome to Country' and 'Welcome to *wonguim wilam*' marker. The significance of the traditional hunting tool and meeting circle at this site are representative of the returning flight of the '*wonguim*' – boomerang – when you leave this special place, we invite you to return and come back soon friend – '*wandeat ngarrak moolool-ko kirrip*'.



**Title:** Ellipse Circle View

**Artist:** Natasha Johns-Messenger

**Location:** *Boulevarge Hill, Ruffey Lake Park*

**Material:** Polished stainless steel

**Dimensions:** Two parts, ellipse 5.6m x 4m, circle 4.7m diameter, all steel 114mm OD

**Concept:** Particularly inspired by the panoramic of Ruffey Lake Park, Ellipse Circle View embodies simple geometric forms to encourage contemplation of the immediate surrounds. Drawing from elements of conceptual sculpture, landscape painting, and anamorphic projection, this contemporary artwork comprises two polished stainless-steel forms: a circular structure and an ellipse. These intertwining circular forms act as dynamic framing devices of the ever-changing views booth up close and from a distance. Of particular interest, the ellipse is proportioned to appear circular at certain points as you circumnavigate the sculpture.

## 2.2. Bicycle Network Program

Projects	Budget	Actual	% Budget Spent	Committed	Status
<b>Total</b>	<b>380,621</b>	<b>551,972</b>	<b>145%</b>	<b>28,000</b>	
Heidelberg Warrandyte Rd (Mullum Creek to Alexander Road) PPN/ Bicycle Strategy	\$0	\$134,774	100%	\$0	Completed
Taroona Avenue Shared Path	\$25,000	\$31,123	124%	\$0	Completed*
Church Rd, north of George St - shared path	\$0	\$4,005	100%	\$0	N/A
Blackburn Road South of Serpells Road - Pedestrian Refuge	\$0	\$60,007	100%	\$0	Completed
Banksia Park Shared Path Bridge	\$100,000	\$71,715	72%	\$28,000	Completed*
Serpells Road shared path (Williamsons Road to 81 Serpells Road)	\$15,195	\$16,393	108%	\$0	Completed*
High Street shared path and refuge (Ayr St to Doncaster park and ride)	\$426	\$0	0%	\$0	Closed
Tunstall Road shared path (Beverley St to St Clems reserve)	\$205,000	\$190,806	93%	\$0	Completed
Hillcrest Reserve shared path (Eastlink trail connection)	\$35,000	\$43,149	123%	\$0	Completed*



- Tunstall Road shared path completed.





### 2.3. Buildings Program

Projects	Budget	Actual	% Budget Spent	Committed	Status
<b>Total</b>	<b>6,930,916</b>	<b>7,029,720</b>	<b>101%</b>	<b>-</b>	
Aquarena Renewal	\$300,000	\$172,748	58%	\$0	Completed
Miscellaneous Building Refurbishment Works	\$460,000	\$617,707	134%	\$0	Completed
MC2 (Capital Minor Works)	\$100,000	\$69,670	70%	\$0	Completed
Indoor Stadium Renewal (Highball Facilities)	\$321,000	\$80,113	25%	\$0	Completed
Emergency Management Initiatives	\$50,000	\$19,805	40%	\$0	Completed
Deep Creek Reserve Pavilion Redevelopment	\$350,000	\$343,190	98%	\$0	Completed
Finns reserve Scouts upgrade AMS Buildings	\$725,000	\$687,257	95%	\$0	Completed
Office Accommodation Renewal	\$450,000	\$457,099	102%	\$0	Completed
MC2 Exterior	\$1,803,166	\$2,174,009	121%	\$0	Completed
Warrandyte Scout Hall	\$0	\$10,517	100%	\$0	N/A
Public Toilet Strategy Implementation	\$400,000	\$607,150	152%	\$0	Completed
Rieschiecks Reserve Athletic Pavilion Redevelopment	\$25,000	\$11,247	45%	\$0	Completed*
Replacement Lifts Civic Centre	\$250,000	\$201,953	81%	\$0	Completed
Doncaster Library Internal Layout Changes	\$0	\$949	100%	\$0	N/A
Domeney Recreation Centre Kitchen Upgrade	\$250,000	\$154,640	62%	\$0	To be completed
Bulleen Library Internal Layout Changes	\$20,000	\$0	0%	\$0	To be completed
Airconditioning Sheahans Road, Bulleen Basketball Stadium	\$100,000	\$172,172	172%	\$0	Completed
MC2 Electrical Upgrades and Ancillary Works	\$1,326,750	\$1,168,191	88%	\$0	Completed
MC2 Co-working Business Hub	\$0	\$32,584	100%	\$0	Completed*
Youth Hub At MC2	\$0	\$48,716	100%	\$0	Completed*







- MC2 Exterior Works completed



## 2.4. Bus Shelter Program

Projects	Budget	Actual	% Budget Spent	Committed	Status
<b>Total</b>	<b>375,000</b>	<b>255,434</b>	<b>68%</b>	<b>191,000</b>	
463 Doncaster Road Bus Shelter	\$0	\$8,909	100%	\$0	Completed
193-195 Reynolds Road Bus Shelter	\$0	\$45,922	100%	\$0	Completed
533 Blackburn Road Bus Shelter	\$0	\$30,918	100%	\$0	Completed
241 Heidelberg-Warrandyte Rd (School) Bus Shelter	\$0	\$30,547	100%	\$0	Completed
42 High Street Bus Shelter	\$75,000	\$28,983	39%	\$46,000	To be completed
115-119 Manningham Road Bus Shelter	\$75,000	\$29,667	40%	\$45,000	To be completed
Andersons Creek Road Bus Shelter (opposite 1 Longstaff Court)	\$75,000	\$7,765	10%	\$50,000	To be completed
Williamsons Road Bus Shelter (behind 9 Hawtin Street)	\$75,000	\$3,242	4%	\$50,000	To be completed
52 King Street Bus Shelter	\$75,000	\$69,481	93%	\$0	Completed



- 193-195 Reynolds Rd and 533 Blackburn Road bus shelters (before paint) completed





- 52 King Street, Doncaster East Bus Shelter Completed.



- 42 King Street, Doncaster East Bus Shelter Civil Works Completed.





- 115-119 Manningham Rd Bus Shelter Civil Works Completed

## 2.5. Early Years Program

Projects	Budget	Actual	% Budget Spent	Committed	Status
<b>Total</b>	<b>1,553,900</b>	<b>1,420,095</b>	<b>91%</b>	<b>43,000</b>	
Childrens Services Projects	\$70,000	\$22,778	33%	\$0	Completed
Community Facilities Play Equipment	\$48,000	\$3,600	8%	\$0	Completed
Tunstall Square Kindergarten expansion and MCH minor works	\$1,232,230	\$1,299,060	105%	\$0	Completed
Gum Nut Gully Preschool redevelopment	\$0	\$25,075	100%	\$0	N/A
Early Years Projects for Renewal works	\$100,000	\$9,000	9%	\$0	Completed
Beverley Hills Preschool and Doncaster Park Preschool Feasibility Study	\$103,670	\$60,582	58%	\$43,000	To be completed







- Tunstall Square Kindergarten expansion and MCH minor works completed



## 2.6. Circular Economy Program

Projects	Budget	Actual	% Budget Spent	Committed	Status
<b>Total</b>	<b>1,325,000</b>	<b>1,045,364</b>	<b>79%</b>	<b>-</b>	
Water Initiatives	\$195,000	\$67,122	34%	\$0	Completed
Energy Efficient Public Lighting Program	\$200,000	\$85,025	43%	\$0	Completed
Solar Panel Installation Program	\$500,000	\$508,855	102%	\$0	Completed
Environmental Sustainable Design & Installation Program	\$290,000	\$333,427	115%	\$0	Completed
Ruffey Lake Park - WSUD Church Rd South	\$40,000	\$50,935	127%	\$0	Completed
Raingarden Renewal	\$100,000	\$0	0%	\$0	To be completed

Project	Budget	Actual	% Budget Spent	FY23/24 Reporting Status
	1,536,000	1,323,159	86%	
Major Road Lights - LED & Smart Controls Retrofit (Opex)	\$520,000	\$396,951	76%	Completed
Circular Economy Initiatives - Operating (511803)	\$720,000	\$756,488	105%	Completed
Sites of Biological Significance Review (627901)	\$296,000	\$169,721	57%	Completed



- EcoTeq Commercial Battery Mower





- World Environment Day Event



## 2.7. Community Facilities Program

Projects	Budget	Actual	% Budget Spent	Committed	Status
<b>Total</b>	<b>1,223,593</b>	<b>208,999</b>	<b>17%</b>	<b>600,000</b>	
Schramm's Cottage Museum Complex Visitor Centre	\$823,593	\$208,999	25%	\$600,000	Completed*
(SPP) 300 Blackburn Road, Doncaster East - Remediation works	\$100,000	\$0	0%	\$0	Completed
Pines Community Hub	\$300,000	\$0	0%	\$0	Completed*



- Schramm's Cottage Museum Complex Visitor Centre work progress





## 2.8. Drainage Program

Projects	Budget	Actual	% Budget Spent	Committed	Status
<b>Total</b>	<b>4,917,500</b>	<b>4,784,440</b>	<b>97%</b>	<b>-</b>	
Underground / Open Drainage	\$200,000	\$180,724	90%	\$0	Completed
5 Mount View Rd Catchment Drainage Improvements	\$0	\$2,950	100%	\$0	N/A
Melbourne Hill Road Drainage Upgrade Early and Main Works	\$1,850,000	\$1,456,366	79%	\$0	Completed*
69 Atkinson Street, Templestowe Drainage	\$400,000	\$373,370	93%	\$0	Completed
Everard Drive Drainage Upgrade	\$975,000	\$1,118,835	115%	\$0	Completed
Miscellaneous Drainage Improvements	\$405,000	\$645,855	159%	\$0	Completed
Mitchell Ave Warrandyte Catchment Drainage	\$50,000	\$25,091	50%	\$0	Completed*
106-147 BRACKENBURY STREET WARRANDYTE ROW DRAINAGE	\$50,000	\$53,017	106%	\$0	Completed
141-157 Berringa Rd Park Orchards Easement Drainage	\$8,500	\$7,222	85%	\$0	Completed
BLAIR STREET WARRANDYTE – STREET DRAINAGE	\$25,000	\$35,920	144%	\$0	Completed*
ARUNDEL ROAD & PINE AVENUE PARK ORCHARDS- Drainage	\$625,000	\$631,434	101%	\$0	Completed
Corriedale Cres Park Orchards Catchment Drainage	\$75,000	\$77,767	104%	\$0	Completed*
Easement Drain - 31 - 39 Robert Street, Bulleen	\$20,000	\$0	0%	\$0	Closed
Easement Drain Upgrade - 1 - 7 Elizabeth Street	\$110,000	\$100,925	92%	\$0	Completed
Dalry Ave Park Orchards Drainage Improvement - Stage 2	\$124,000	\$64,258	52%	\$0	Completed*
Dalry Ave Park Orchards Drainage Improvement - Stage 3	\$0	\$10,707	100%	\$0	N/A



The easement drain construction was prioritised after reports from residents of excessive water flow across from upstream properties affecting private properties downstream during storm events, due to no Council Drainage system in the vicinity. These new drainage works will ensure all the impervious runoff is captured and drained via proposed stormwater pipes. The work scope included:



- Installation of 300mm pipe within the drainage easement from 2 Eleanor Court to 4 Eleanor Court along the northern property boundary;
- Installation of 450mm pipe along the western property boundary within the drainage easement at 2 Roslyn Court;
- Installation of pits and providing provisions for connecting stormwater from private properties;



## 2.9. Footpath Program

Projects	Budget	Actual	% Budget Spent		Status
			Spent	Committed	
<b>Total</b>	<b>3,570,252</b>	<b>3,783,577</b>	<b>106%</b>	<b>-</b>	
Footpaths - Parks	\$20,000	\$18,846	94%	\$0	Completed
Footpaths - Roads	\$500,000	\$658,861	132%	\$0	Completed
Dudley Road Stage 2 PPN	\$25,000	\$40,340	161%	\$0	Completed*
Blackburn Road Service Road Footpath (Maxia Road to School Crossing)	\$325,000	\$253,674	78%	\$0	Completed
Walker Street Footpath (Whittens to Hepburn)	\$0	\$5,568	100%	\$0	N/A
Yarra Street, Warrandyte Local Footpath	\$109,379	\$109,064	100%	\$0	Completed
Parker Street (McLachlan to Milne), Templestowe Local Footpath	\$300,000	\$217,117	72%	\$0	Completed*
McGowans Road, Donvale Local Footpath - between Mitcham Road and Flora Road (Donvale)	\$0	\$5,342	100%	\$0	N/A
Pound Road, Warrandyte Local Footpath	\$205,000	\$141,523	69%	\$0	Completed*
368 Yarra Rd to Homestead New Footpath PPN	\$25,000	\$16,608	66%	\$0	Completed*
Blackburn Road Footpath (8 Havelock to Andersons Creek, Zerbe to Chestnut)	\$20,000	\$26,254	131%	\$0	Completed
Wood Street Footpath (Milne st to McLachlan st)	\$370,000	\$403,502	109%	\$0	Completed
Anderson Creek Road path (Blackburn road to Service road)	\$25,000	\$536,595	2146%	\$0	Completed
Hovea Street - Yarra Valley Preschool to Glendale Ave	\$200,000	\$175,955	88%	\$0	Completed
Tindals Road Footpath - Ringwood-Warrandyte Road to Stintons Road RAB	\$25,000	\$19,943	80%	\$0	Completed*
Reynolds Road Footpath - Tindals Road to Arnold Drive	\$0	\$0	0%	\$0	Deferred to 24/25
Merlin Street Footpath Widening (Tram to Frederick)	\$0	\$0	0%	\$0	Closed
Yarra Trail Renewal	\$1,420,874	\$1,154,385	81%	\$0	Completed



- Yarra Trail Renewal (Raingarden done, new pipe)





## 2.10. Open Space Program

Projects	Budget	Actual	% Budget Spent	Committed	Status
<b>Total</b>	<b>8,937,006</b>	<b>7,905,789</b>	<b>88%</b>	<b>900,000</b>	
Miscellaneous Open Space Projects	\$49,409	\$56,358	114%	\$0	Completed
Stiggant Reserve Playspace Renewal/ Warrandyte River Reserve	\$120,000	\$119,491	100%	\$0	Completed*
Implementation of Boronia Reserve Management Plan	\$0	\$379	100%	\$0	N/A
Main Yarra Trail Extension to Warrandyte	\$25,000	\$27,635	111%	\$0	Completed*
Mullum Mullum Linear Park Stage 5 (Heid- Warr Rd to Reynolds Rd)	\$50,000	\$45,334	91%	\$0	Completed*
Koonung Creek Linear Park Management Plan	\$80,000	\$78,049	98%	\$0	Completed*
Hepburn Reserve	\$2,590,000	\$2,110,808	81%	\$300,000	To be completed
Studley Park (paths) Tullamore Interface	\$0	\$0	0%	\$0	Deferred to 24/25
Ruffey Lake Park Playground Upgrade - Victoria Street (Waldau)	\$1,302,597	\$1,121,554	86%	\$100,000	To be completed
Foote Street Pedestrian Operated Signals	\$800,000	\$1,148,240	144%	\$0	Completed
Domeney Reserve Management Plan Implementation	\$56,000	\$55,695	99%	\$0	Completed
Donvale Reserve Spectator Shelter	\$0	\$441	100%	\$0	N/A
Astelot Reserve Playspace Renewal	\$150,000	\$176,133	117%	\$0	Completed
Cat Jump Park Playspace Renewal	\$347,000	\$337,402	97%	\$0	Completed
Doncaster Reserve Playspace Renewal	\$20,000	\$21,949	110%	\$0	Completed*
Donvale Reserve Playspace Renewal	\$200,000	\$222,801	111%	\$0	Completed
Joroma Reserve Playspace Renewal	\$110,000	\$102,688	93%	\$0	Completed
Leawarra Reserve Playspace Renewal	\$0	\$2,220	100%	\$0	N/A
Maggs Reserve Playspace Renewal	\$15,000	\$16,294	109%	\$0	Completed*
Mossdale Reserve Playspace Renewal	\$15,000	\$23,958	160%	\$0	Completed*
Ted Ajani Reserve Playspace Renewal	\$250,000	\$259,911	104%	\$0	Completed
St Clems Reserve South Open Space Development	\$0	\$0	0%	\$0	Closed
Small Reserves Concept Plans	\$50,000	\$45,804	92%	\$0	Completed
Swanston Reserve Skate Facility Renewal	\$550,000	\$536,483	98%	\$0	Completed
Public Lighting in Reserves	\$40,000	\$40,583	101%	\$0	Completed
Hodgson Reserve Playspace Renewal	\$135,000	\$129,309	96%	\$0	Completed
Morna Reserve Playspace Renewal	\$135,000	\$126,412	94%	\$0	Completed
Katrina Reserve Playspace Renewal	\$15,000	\$20,242	135%	\$0	Completed*
Michael Reserve Playspace Renewal	\$101,100	\$101,048	100%	\$0	Completed
Ruffey Lake Park Disc Golf Course	\$0	\$630	100%	\$0	N/A
Ruffey Lake Park Signage	\$90,000	\$68,904	77%	\$0	Completed
Ruffey Lake Park Paths- Section A Wombat Crossing	\$157,000	\$137,745	88%	\$0	Completed

Projects	Budget	Actual	% Budget Spent	Committed	Status
Ruffey Lake Park Pedestrian Bridges and Boardwalk	\$830,000	\$92,292	11%	\$500,000	To be completed
Ruffey Lake Park Exercise Station - Boulevard Hill	\$185,000	\$223,340	121%	\$0	Completed
Kerry Reserve Playspace Renewal	\$168,900	\$171,344	101%	\$0	Completed
Ruffey Lake Park Paths - Section B Paths at Waldau Crt and Church Rd (completed in 22/23)	\$136,000	\$129,172	95%	\$0	Completed
Ruffey Lake Park Paths - Section C 1000 steps	\$38,000	\$44,672	118%	\$0	Completed
Ruffey Lake Park Paths - Section G-Shared Path along Victoria Street from Waldau Court to Playspace	\$30,000	\$22,708	76%	\$0	Completed
Ruffey Lake Park Fencing Upgrades	\$66,000	\$60,751	92%	\$0	Completed
Ruffey Lake Park Entrance Improvements	\$30,000	\$26,967	90%	\$0	Completed
St Denys Reserve Upgrade	\$0	\$44	100%	\$0	N/A



• Astelot Reserve playspace before and after



• Cat Jump Park playspace before and after







- Morna Reserve playspace before and after



- Michael Reserve Playspace before and after



- Ted Ajani Reserve Playspace before and after



- Swanston Reserve Skate Park before and after

**Sign 1 – Bridge, Turtle, Lake**

Take a deep breath. Can you smell the freshwater, or feel it on the breeze? What else do you feel as you look over this section of the long, winding Ruffey Lake? Can you spot any turtles gliding at the top of the winding Ruffey Lake and Creek, or birds perched in the surrounding trees?

Water is a precious life source for people, plants and animals alike. Before colonisation, Wurundjeri people collected river reeds from lakes and waterbodies just like this one to weave essential items, like baskets and dilly bags. Other plants that grew near the water were used for food and medicine. These practices continue today in and around many waterways across Australia.

Waterways were a crucial means of travel for Wurundjeri people, who moved across the water on canoes. Some canoes were crafted from the bark of red river gum trees. In this artwork, the circles within the path represent the waterways of Ruffey Lake Park, signifying the sacredness of water – to all creatures.



- Ruffey lake park new signage



- Hepburn Reserve work in progress



2.11. Parks Program

Projects	Budget	Actual	% Budget Spent	Committed	Status
<b>Total</b>	<b>802,000</b>	<b>843,249</b>	<b>105%</b>	<b>200,000</b>	
Fencing	\$100,000	\$95,955	96%	\$0	Completed
Play Spaces Renewal	\$90,000	\$117,120	130%	\$0	Completed
Templestowe Memorial Reserve Upgrade	\$440,000	\$387,951	88%	\$150,000	To be completed
Parks Asset Renewal	\$72,000	\$189,585	263%	\$0	Completed
Warrandyte RSL Landscaping Works	\$100,000	\$52,638	53%	\$50,000	To be completed





- Templestowe Memorial Reserve Upgrade in progress



- Warrandyte RSL landscaping works in progress



2.12. Plant & Equipment Program

Projects	Budget	Actual	% Budget Spent	Committed	Status
<b>Total</b>	<b>2,693,000</b>	<b>2,655,217</b>	<b>99%</b>	<b>-</b>	
Plant Replacement Project	\$2,693,000	\$2,655,217	99%	\$0	Completed



- New Mitsubishi 1627 water tanker. This is used for washing down roads, settling dust on dirt roads while work is being done, transporting bulk water for the new COMBI truck.





- New Kubota F3690 Ride on Mower. Used for maintaining our parks and gardens



- New Volvo FE320 COMBI Drainage Cleaner. Used to maintain our drains and waterways

### 2.13. Property Acquisition Program

Projects	Budget	Actual	% Budget Spent	Committed	Status
<b>Total</b>	<b>3,487,000</b>	<b>3,396,656</b>	<b>97%</b>	<b>89,000</b>	
Land Acquisition Program - Open Space for Manningham	\$1,800,000	\$1,808,833	100%	\$0	Completed
(SPP) Manningham Property Acquisition Project	\$1,587,000	\$1,577,496	99%	\$0	Completed
Carawatha/Koolkuna Demolition and DD	\$100,000	\$10,327	10%	\$89,000	To be completed





## 2.14. Recreation &amp; Leisure Program

Projects	Budget	Actual	% Budget Spent	Committed	Status
<b>Total</b>	<b>4,234,543</b>	<b>3,196,323</b>	<b>75%</b>	<b>856,750</b>	
Miscellaneous General Leisure	\$287,000	\$347,370	121%	\$0	Completed
Pettys Reserve Sporting Development Stage 2	\$0	\$16,703	100%	\$0	N/A
Tennis Court Strategy (Donvale)	\$305,631	\$349,096	114%	\$0	Completed
Donvale Bowls North Field Redevelopment	\$39,000	\$68,832	176%	\$0	Completed*
Bin Cages at Sporting Facilities	\$20,000	\$22,220	111%	\$0	Completed
Rieschiecks Reserve Management Plan (inc Waldau)	\$400,000	\$86,791	22%	\$0	To be completed
Rieschiecks Reserve Athletic Track Floodlight Design	\$0	\$2,500	100%	\$0	N/A
Aquarena Redevelopment (50m Pool & Outdoor Master Plan)	\$700,000	\$320,996	46%	\$363,000	Completed*
Aggregated Leisure and Community Projects	\$65,000	\$43,870	67%	\$0	Completed
Manningham Templestowe Leisure Centre Master Plan	\$50,000	\$15,000	30%	\$0	Completed*
Ted Ajani Sports Field Floodlight Upgrade	\$40,000	\$56,632	142%	\$0	Completed
Schramms Reserve #2 Modular Pavilion	\$0	\$2,485	100%	\$0	N/A
Rieschiecks Reserve Sports Field Floodlight Construction	\$0	\$24,411	100%	\$0	Completed
Serpells Reserve Upgrade of sports field floodlighting to training standard	\$200,000	\$186,161	93%	\$0	Completed
Templestowe Park Tennis Club Upgrade of courts 6 and 7 and new floodlighting	\$456,282	\$455,637	100%	\$0	Completed
Park Orchards Tennis Club Court Upgrade	\$251,000	\$253,712	101%	\$0	Completed
Donvale Reserve Northern fields floodlight upgrade	\$0	\$17,910	100%	\$0	Completed
Active Reserve Facility Development Plans	\$30,000	\$40,250	134%	\$0	Completed
Donvale Reserve Cricket Nets	\$189,575	\$259,545	137%	\$0	Completed
Public Tennis Court Improvement Works (Koonung Park)	\$393,805	\$395,501	100%	\$0	Completed*
Donvale Indoor Sports Centre Redevelopment	\$50,000	\$0	0%	\$0	To be completed
Deep Creek Reserve LED Scoreboard	\$0	\$3,504	100%	\$0	N/A
Currawong Tennis Club Court 1 & 2 Resurfacing & 6 court floodlight upgrade	\$247,250	\$112,732	46%	\$73,750	To be completed
Bulleen Tennis Club Court 7 & 8 Resurfacing, floodlights	\$10,000	\$35,031	350%	\$0	Completed*
Wonga Park Netball Court Redevelopment & Floodlight Upgrade	\$500,000	\$79,432	16%	\$420,000	To be completed





- Work at Templestowe Park Tennis Courts 6 & 7 completed



- Donvale Cricket Net Facilities (before and after)



- Donvale Tennis Courts 5&6







- Donvale Tennis Courts 9&10



- Public Tennis Court Improvement Works ( Koonung Park) completed







- Park Orchards Tennis Club Court Upgrade completed



- Ted Ajani Sports Field Floodlight Upgrade completed



## 2.15. Roads Program

Projects	Budget	Actual	% Budget Spent	Committed	Status
<b>Total</b>	<b>10,668,684</b>	<b>8,632,489</b>	<b>81%</b>	<b>2,132,000</b>	
Arterial Road Pavements (Link & Collector)	\$200,000	\$205,792	103%	\$0	Completed
Bridges / Culverts - Roads & Reserves	\$100,000	\$93,446	93%	\$0	Completed
Carpark Resurfacing & Minor Upgrades	\$100,000	\$72,292	72%	\$0	Completed
Concrete ROWs	\$30,000	\$31,630	105%	\$0	Completed
Pavement Design	\$25,000	\$19,769	79%	\$0	Completed
Pram Crossings	\$50,000	\$50,545	101%	\$0	Completed
Road Restoration	\$500,000	\$414,541	83%	\$0	Completed
Road Retaining Wall / Structure	\$10,000	\$0	0%	\$0	Completed
Road Surfacing (Reseals)	\$3,843,034	\$3,722,751	97%	\$0	Completed
Road Renewal - Kerb & Channel	\$540,000	\$508,244	94%	\$0	Completed
Tram / Merlin Traffic Signals	\$2,278,650	\$464,507	20%	\$1,814,000	Completed
Hepburn Rd Extension (Walker St to Clay Drive)	\$0	\$36,955	100%	\$0	N/A
Table Drain Sealing	\$75,000	\$0	0%	\$0	Completed
Tuckers Road & Footpath Reconstruction	\$0	\$2,824	100%	\$0	N/A
Websters Road, Templestowe	\$1,000,000	\$915,862	92%	\$0	Completed
Jumping Creek Road	\$545,805	\$1,298,291	238%	\$0	Completed*
Pedestrian Refuge, Russell Rd/Mullens Rd/Ringwood Warrandyte Rd	\$25,000	\$23,447	94%	\$0	Completed
Fitzsimons Lane and Main Road Corridor (Templestowe Route)	\$800,000	\$481,505	60%	\$318,000	Completed*
Manningham Road service road access changes	\$195	\$10,737	5506%	\$0	Completed*
Road and Assets Design (Templestowe Triangle)	\$0	\$1,319	100%	\$0	Deferred to 24/25
Pound Road Warrandyte Road intersection reconfiguration	\$25,000	\$18,401	74%	\$0	Completed
Traffic Signal Controller and Lantern LED upgrade	\$80,000	\$106,917	134%	\$0	Completed
King Street pedestrian refuge @ Ruffey Creek/The Boulevard	\$60,000	\$0	0%	\$0	To be completed
Airds Road Stanlake Rise splitter island	\$0	\$46,869	100%	\$0	Completed
Milgate Primary School Pick Up / Drop Off Facility	\$80,000	\$87,844	110%	\$0	Completed
Victoria Street Pedestrian Operated Signals (Ruffey Lake Masterplan)	\$81,000	\$18,000	22%	\$0	To be completed
Stintons Road, btw Falconer and Knees Roads - Road Safety Upgrade	\$50,000	\$0	0%	\$0	To be completed
Reynolds Road/Smiths Road Intersection Traffic Study	\$50,000	\$0	0%	\$0	Closed
Springvale Road (Mullum Mullum stadium) - Pedestrian Refuge including lighting upgrade	\$120,000	\$0	0%	\$0	To be completed
Activity Centre ad-hoc safety improvements	\$0	\$0	100%	\$0	N/A



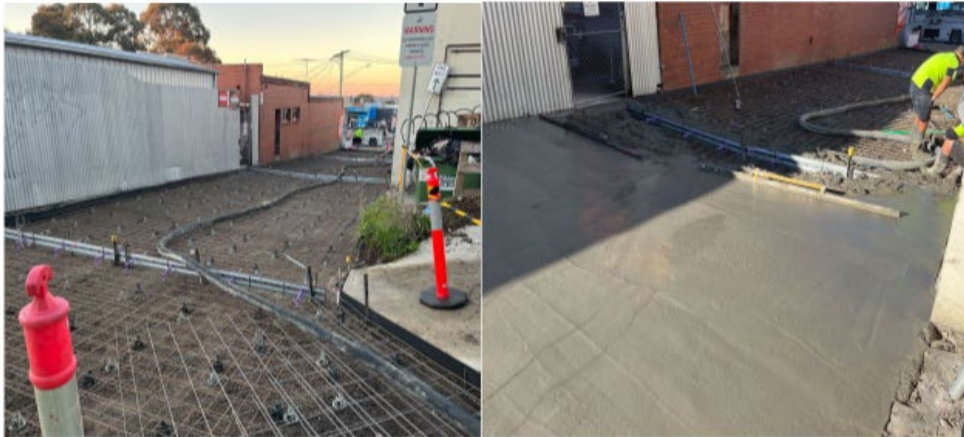
- Swapping out the traffic signal controller for the High Street / Lynnwood Parade intersection in Templestowe (scheduled via Traffic signals lantern LED and controller upgrade project)



- Carpark near Beasleys Nursery- Night Works Before and After







- Laneway construction works at the rear of 2-14 Jackson Court



- Macedon Square Carpark resurfacing





- Mullum-Mullum Trail boardwalk cleaning and repainting (before and after)

## 2.16. Sportsground Redevelopment Program

Projects	Budget	Actual	% Budget Spent	Committed	Status
<b>Total</b>	<b>521,000</b>	<b>599,537</b>	<b>115%</b>	<b>-</b>	
Sporting Reserves Renewal	\$286,000	\$339,947	119%	\$0	Completed
Deep Creek Sports Field Redevelopment	\$235,000	\$259,590	110%	\$0	Completed



- Deep Creek Reserve - Completion of the drainage renewal with removal of 230m3 contaminated soil





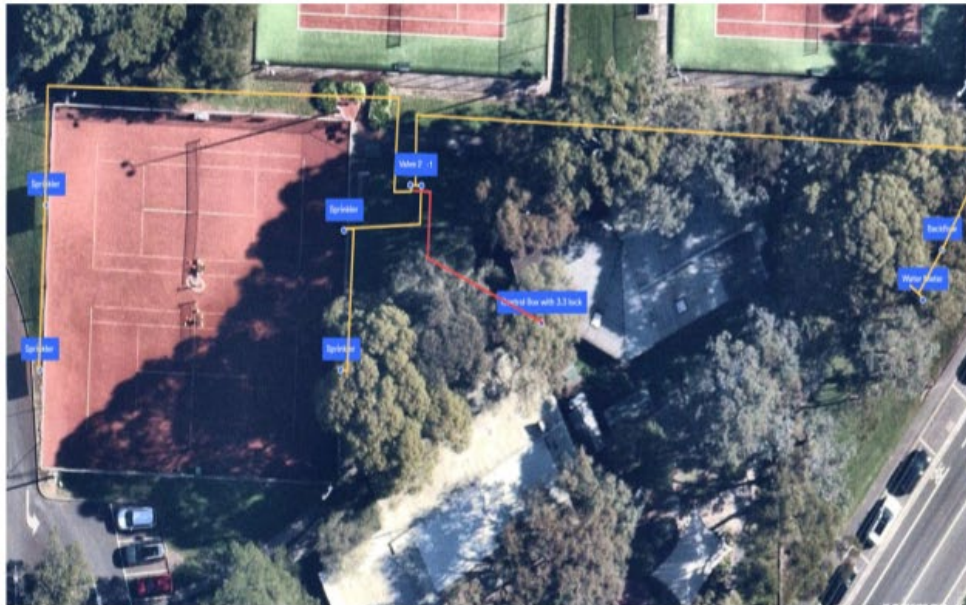
- Deep Creek Reserve - Completion of stage 2 irrigation system (final stage)



- Deep Creek Reserve - Additional 550m2 of solid turf replacement







- New sprinkler layout (Park Orchid Tennis Club)



- Basketball hoop and backboard upgrades on various sites (Domeney Reserve)

### 2.17. Streetscapes Program

Projects	Budget	Actual	% Budget Spent	Committed	Status
<b>Total</b>	<b>1,003,000</b>	<b>1,810,815</b>	<b>181%</b>	<b>-</b>	
Road Furniture / Signs / Bins / Seats	\$65,000	\$4,200	6%	\$0	Completed
Street Lighting Replacement Program	\$45,000	\$78,316	174%	\$0	Completed
Additional Street Lighting	\$53,000	\$12,931	24%	\$0	Completed
City Signage Program	\$100,000	\$100,673	101%	\$0	Completed
Templestowe Village Streetscape Upgrade	\$50,000	\$5,400	11%	\$0	Completed
Safety and Amenity works - Macedon Square	\$500,000	\$899,646	180%	\$0	Completed
Jackson Court Gateway Sign Refurbishment	\$90,000	\$54,833	61%	\$0	To be completed
Safety and Amenity works - Jackson Court	\$0	\$550,254	100%	\$0	Completed
Safety and Amenity works - Tunstall Square	\$100,000	\$104,562	105%	\$0	Completed



- Safety and Amenity works - Jackson Court





2.18. Technology

Project	Budget	Actual	% Budget Spent
	1,889,988	1,486,315	79%
Enterprise Project Management Office Projects (2607)	\$1,639,988	\$1,359,977	83%
IT Strategy Initiatives – Operating (2408)	\$100,000	\$108,900	109%
IT Infrastructure	\$150,000	\$17,438	12%

Corporate Systems Project (CSP) – (ECM, ECR, SaaS) went live in February, 2024, and completed. HRIS project is reached milestone for 23/24 and will continue according to the revised plan for Phase 1 Go-live August 2024.

Telephony project delayed due to contract issues. Contract was signed early June, and project is underway. Planned startup cost from FY2024 will continue on to FY2025. This project will continue on into FY2024/25.

Venues & Events booking project was delayed due to contract negotiations. Contract was signed on 31 May, and project started in June 2024. This project will continue on into FY2024/25.



## 2.19. Maintenance

Project	AC/No	Budget	Actual	% Budget Spent
Total		20,888,135	21,643,310	104%
Leisure Centre Maintenance (3601)	3601	\$454,240	\$619,700	136%
Open Space VicRoads Grass Cutting and Maintenance (6201)	6201	\$328,000	\$327,044	100%
Open Space Asset Inspection & Maintenance (6204)	6204	\$434,027	\$603,315	139%
Fence Maintenance (6216)	6216	\$110,000	\$107,524	98%
Street Tree Maintenance (6228)	6228	\$1,349,152	\$1,392,955	103%
Electrical Line Clearance Maintenance (6232)	6232	\$1,034,632	\$1,004,543	97%
Park Tree Maintenance (6236)	6236	\$921,588	\$842,880	91%
Tree Planting (6237)	6237	\$606,383	\$552,352	91%
Sports Ground Maintenance (6240)	6240	\$1,430,086	\$1,527,696	107%
Bushland Maintenance (6265)	6265	\$881,593	\$895,071	102%
Landscape Maintenance (6268)	6268	\$887,441	\$930,628	105%
Park Landscape Maintenance (6272)	6272	\$1,025,427	\$874,762	85%
Playground Maintenance (6276)	6276	\$206,423	\$194,749	94%
Open Space Grass Cutting and Maintenance (6292)	6292	\$2,064,124	\$2,058,063	100%
Open Space Fire Mitigation Maintenance (6296)	6296	\$395,000	\$384,036	97%
Street Cleaning & Sweeping (6305)	6305	\$491,097	\$501,720	102%
Foothpath & Paver Maintenance (6314)	6314	\$685,781	\$677,835	99%
Underground Drain & Pit Maintenance (6323)	6323	\$1,436,704	\$1,439,373	100%
Programmed Drainage Maintenance (6324)	6324	\$260,000	\$291,591	112%
Unsealed Carpark Maintenance (6329)	6329	\$231,168	\$279,321	121%
Open Drain Maintenance (6331)	6331	\$945,205	\$924,719	98%
Sealed Roads Maintenance (6337)	6337	\$774,064	\$758,567	98%
Park Sign Maintenance (6342)	6342	\$130,064	\$112,825	87%
Roadside Street Furniture & Signs Maintenance (6343)	6343	\$390,413	\$488,514	125%
Road Line Marking Maintenance (6349)	6349	\$145,000	\$175,614	121%
Bridge & Culverts Maintenance (6351)	6351	\$94,831	\$6,450	7%
Gravel Footpath Maintenance (6357)	6357	\$100,961	\$101,444	100%
Bus Shelter Maintenance (6650)	6650	\$145,000	\$146,721	101%
General Building Maintenance (6710)	6710	\$1,143,231	\$1,159,329	101%
Graffiti Removal (6720)	6720	\$91,500	\$82,175	90%
The Pines Community Centre Maintenance (6755)	6755	\$47,000	\$45,128	96%
Child Care Centre Maintenance (6762)	6762	\$165,000	\$178,365	108%
Community Facility Maintenance (6763)	6773	\$355,000	\$455,035	128%
Council Work Place Maintenance (6764)	6764	\$465,000	\$537,324	116%
Rented Dwelling Maintenance (6765)	6765	\$6,000	\$11,938	199%
Heritage Building Maintenance (6766)	6766	\$6,000	\$9,169	153%
Library Maintenance (6767)	6767	\$21,000	\$44,677	213%
Public Toilet Maintenance (6773)	6773	\$394,000	\$455,035	115%
Scout & Guide Hall Maintenance (6774)	6774	\$6,000	\$12,196	203%
Sporting Facility Maintenance (6775)	6775	\$230,000	\$432,927	188%

### 3. Major Project Updates

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#### 3.1. Melbourne Hill Road Drainage Upgrade

Phase 1 construction completed, and Phase 2 planning permit and land acquisition process commenced.



### 3.2. Everard Drive Drainage Upgrade

Installation of pipe works completed, reinstatement works nearly completed, weed removal works completed and resurfacing works completed.



- Everard Drive Asphalt Works completed



- Everard Drive Drainage Pit





### 3.3. Aquarena Redevelopment

100% Concept Design Stage Complete and Detail Design commenced.



### 3.4. Jumping Creek Road

Procurement in progress and Package E Planning permit in progress. Trail package 5 construction is in progress.



### 3.5. Fitzsimons Lane and Main Road Corridor (Templestowe Route)

Early works commenced. Stage 1 & 2 works tenders are in progress. Templestowe village urban design in progress.





## 13 EXPERIENCE AND CAPABILITY

### 13.1 Gender Equality Act Progress Report 2023 Update

File Number: IN24/541  
Responsible Director: Director Experience and Capability  
Attachments: 1 GEAP Progress Report - Final Draft - Subject to compliance advice

#### PURPOSE OF REPORT

*The purpose of this report is to inform Council of Manningham Council's progress in implementing the requirements of the Gender Equality Act 2020 (Vic) and to note the attached designed version of the Gender Equality Act Progress Report 2023 (Progress Report) for the period 1 July 2021 until 30 June 2023 for publication.*

#### EXECUTIVE SUMMARY

*The Progress Report was submitted to the Commission for Gender Equality in the Public Sector (CGEPS) prior to the due date, on 19 February 2024.*

*Progress has been made in all components of the Progress Report including the Progress Audit, Gender Impact Assessments (GIA), Gender Equality Action Plan and Workplace Gender Equality Indicators.*

*This report outlines the highlights of our achievements and discusses the barriers and challenges that have limited our progress in achieving outcomes in certain areas during this reporting period. It also provides Council the opportunity to review the designed version of the Progress Report (Attachment 1) prior to publication.*

#### 1. RECOMMENDATION

**That Council:**

- A. Note the Gender Equality Act Progress Report 2023 was submitted to the Commission for Gender Equality in the Public Sector on 19 February 2024 using the mandated templates.**
- B. Note the designed version of the Gender Equality Act Progress Report 2023 (Attachment 1) will be published on the Manningham Council website.**
- C. Note that publication is subject to receipt of compliance advice from the Commission for Gender Equality in the Public Sector, which is anticipated in September 2024.**

#### 2. BACKGROUND

- 2.1 The Gender Equality Act 2020 (Vic) 'the Act' aims to improve outcomes across the broader Victorian community by eliminating the systemic causes of gender inequality in policies, programs and services in workplaces and communities.



- 2.2 Manningham Council is a defined entity under the Act and is required to report on our gender equality progress to the Commission for Gender Equality in the Public Sector (CGEPS) every two years. The first Progress Report was submitted on 19 February 2024 for the period 1 July 2021 to 30 June 2023.
- 2.3 The Act sets out the requirement to make 'reasonable and material progress' towards the gender equality indicators. Reporting on progress in relation to the indicators will help us determine if the actions in our GEAP have translated to measurable change and allow CGEPS to assess compliance with our obligations under the Act.
- 2.4 The workplace gender equality indicators reflect the key areas where gender inequality persists. The seven indicators are:
- Gender pay equity
  - Gender composition at all levels of the workforce
  - Gender composition of governing bodies
  - Workplace sexual harassment
  - Recruitment and promotion
  - Gendered work segregation
  - Leave and flexibility.
- 2.5 The Gender Equality Amendment Regulations 2023 mandate the use of templates provided by CGEPS for Progress Reporting and the requirement to conduct a Progress Audit.
- 2.6 Progress reports must include the following components:
- Progress Audit – conduct and report on workforce data and an employee experience survey (People Matter Survey) to enable reporting on progress against the seven workplace gender equality indicators.
  - Gender Impact Assessments (GIA) – report on the policies, programs, and services subject to a GIA and the outcomes of those GIAs
  - Strategies and measures – report on our progress in implementing the strategies and measures in Manningham Council's GEAP
  - Workplace gender equality indicators – report on our progress against the seven workplace gender equality indicators using the results of the Progress Audit.
- 2.7 CGEPS allows defined entities to publish a designed version of the Progress Report (Attachment 1) on their website, subject to receipt of compliance advice, which is anticipated in September 2024.
- 2.8 We intend to publish the designed version of the Progress Report (Attachment 1) on our website. Any amendments to Attachment 1 would be solely in accordance with direction from CGEPS to achieve compliance.

### 3. DISCUSSION / ISSUE

- 3.1 The purpose of this work for Manningham Council is to take positive action towards achieving workplace gender equality as well as promoting gender equality in our policies, programs and services that impact the community.
- 3.2 We are pleased to have made progress against all components despite experiencing some challenges from internal and external factors.
- 3.2.1 Progress Audit – we have made significant improvements in our workforce data collection over the reporting period. We are now able to provide a robust dataset including gender composition of the workforce by employment basis, Aboriginality, age, disability, ethnicity and race, religion, and sexual orientation for all employees who commenced post March 2023. Additionally, we are now also able to record and report on the number of staff who choose to self-describe their gender.
- 3.2.2 GIAs – In the reporting period we have conducted eight GIAs on policies, programs and services that directly and significantly impact the community. The results of these GIAs are included in Attachment 1. In the earlier part of the reporting period, most GIAs were conducted by external consultants. To enable staff to undertake self-led GIAs we developed a simplified guide and template to build the capability and confidence of our staff with this requirement.
- 3.2.3 Strategies and measures – The GEAP included 15 actions in year one (which falls into the progress reporting period), of which eight were completed, six are in progress, and one has not yet commenced. Key achievements include,
- the appointment of an executive sponsor (CEO),
  - establishment of the Gender Equity Steering Committee (GESC), and the establishment of two permanent positions (1.8FTE) in the Organisational Development Team to lead and support the gender equality work.
  - mandatory training modules for Diversity and Inclusion and Work Health and Safety Awareness were refreshed to incorporate an intersectional gender lens.
  - Staff likely to handle sexual harassment reports participated in training focused on the importance of a safe culture, avoiding victimisation, empowering bystanders, and responding in a trauma informed manner.
- 3.2.4 Workplace gender equality indicators – progress has been made against three of the seven indicators; they include:
- **Gender composition of governing bodies** - Council had two women elected consecutively as Mayor in November 2021 and 2022. On this basis we have achieved the Victorian Government's Gender Equality Strategy target of 50/50 gender representation on councils by 2025 with the current Council.

- **Recruitment and promotion** - Women have undertaken more higher duties and secondment opportunities leading to more permanent promotions, particularly at the senior leadership level.
- **Gendered work segregation** - We have reviewed and allocated ANZSCO codes against all positions leading to a more accurate reflection of our workforce segmentation. We can identify an increase to the proportion of men in feminised work areas and achieved improvement in employee experience (People Matter Survey) results around gendered work segregation.

3.2.5 The deadlines for submission of the inaugural GEAP were delayed due to the Covid-19 pandemic. As such, our GEAP was written as commencing implementation in July 2022, which is the end of the first year of the reporting period. In addition to the amendments to the Act, there have been amendments to other State and Federal legislation related to this area of work such as positive duty under the Sex Discrimination Act and The Secure Jobs Better Pay Act, which has led to some overlap.

3.2.6 Implementation of the GEAP and GIAs was initially slow, due to a service review and subsequent restructure of People Experience. Once this was finalised, dedicated resources (1.8 FTE) were appointed and the GESC was established in March 2023 to lead this work. It was quickly identified that staff lacked confidence to undertake self-led GIAs and support the implementation of the GEAP due to not understanding the process or fundamental gender equality concepts. Additionally, there was no central register to capture outcomes of the GIAs that were undertaken. It was therefore a priority to upskill staff to effectively engage with the self-led GIA program.

- 3.3 We have continued to strengthen the governance around this work to embed it in our operations. We regularly report our progress to our staff, leaders, Councillors, and the community through standing items on the agendas for the Diversity and Inclusion Working Group, Staff Consultative Committee, GESC, Gender Equality and LGBTIQ+ Advisory Committee as well as quarterly reports in CAMMS.
- 3.4 The GESC will continue to provide guidance and support in the lead up to the development of the next GEAP. We are currently reviewing the GEAP actions considering changes to Service Planning and Leadership Framework to ensure they align to current state and are achievable. We will continue to further strengthen and embed our GIA program and upskill our staff and leaders to support and engage with gender equity work.
- 3.5 The implementation of the Act requires significant cultural change which is incremental over time. This work is supported and enabled at Manningham Council by committed leadership and strategic alignment ensuring we are well placed to achieve further progress by 30 June 2025 (end of next reporting period).

#### 4. COUNCIL PLAN / STRATEGY

4.1 This program of work is aligned with the strategic directions outlined in the Council Plan, including:

- Manningham's 2040 community vision
- Manningham Council's 2021-2025 mission
- Our commitment to gender equality

4.2 It supports the delivery of the Council Plan goals:

- 5.1 A financially sustainable Council that manages resources effectively and efficiently, and
- 5.2 A Council that values customers and community in all that we do.

4.3 It delivers on the following action areas in the Council Plan:

- Model our organisations values of working together, excellence, accountability, respect, and empowerment.
- Implement initiatives that demonstrate greater transparency and accountability in decision making.
- Deliver initiatives that advocate or demonstrate Council leadership to promote equality across gender, age, diversity, ability, and culture.

#### 5. IMPACTS AND IMPLICATIONS

5.1 Gender equality as a human right is enshrined in international and Australian law. It refers to the desired outcome of reaching equal participation, value, access, and opportunities for all people, regardless of their sex, gender, or gender identity.

Human rights act as legal parameters to guide the ethical obligations of governments and employers who have the responsibility to respect, protect and fulfil the rights of those under their care. They include civil, political, economic, social, and cultural rights.

5.2 The progress report that is submitted to the CGEPS will be publicly available, via the CGEPS insights portal. The designed version (Attachment 1) will be published on Manningham Council's website.



**6. IMPLEMENTATION**

6.1 Communication and Engagement (*refer to the Community Engagement Guidelines <trim://D22%2f101560/?db=MC&view>*)

Is engagement required?	No
Stakeholder Groups	1. All Staff 2. Councillors 3. Community
Where does it sit on the IAP2 spectrum?	Inform
Approach	Progress report will be made publicly available via the CGEPS insights portal and Manningham Council website.

6.2 Timelines

6.2.1 The Progress Report will be published on Manningham Council's website once compliance advice is received from CGEPS. This is anticipated in September 2024.

6.2.2 The next Progress Report is due on 31 October 2025 for the period 1 July 2023 to 30 June 2025.

**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.

# Gender Equality Act Progress Report 2023







### Acknowledgement

Manningham Council acknowledges the Wurundjeri Woi-wurrung people as the Traditional Owners of the land and waterways that is now known as Manningham. Council pays respect to Elders past, present and emerging, and values the ongoing contribution to enrich and appreciate the cultural heritage of Manningham. Council acknowledges and respects Australia's First Peoples as Traditional Owners of lands and waterways across Country and encourages reconciliation between all. Manningham Council values the contribution made to Manningham over the years by people of diverse backgrounds and cultures.



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## Message from the CEO

**In 2022 Manningham Council endorsed our first Gender Equality Action Plan (GEAP) as a requirement under the Gender Equality Act 2020. The strategies and actions we set out to achieve in our GEAP respond to the seven workplace gender equality indicators and importantly provides us with a framework to lead and embed gender equality principles in our workplace. Underpinning these actions are our organisational values which support respectful behaviour in the workplace.**

I am pleased to present our first Gender Equality Act Progress Report which covers the reporting period from 1 July 2021 until 30 June 2023, representing the first year of progress against the GEAP. During this period, we have made solid progress in embedding the actions defined in the GEAP into our work practices.

Here are some progress highlights:

- ▶ Development of our internal systems and processes to support improvements in workforce data collection meaning we can now provide a robust dataset including gender composition of the workforce by employment basis, Aboriginality, age, disability, ethnicity and race, religion and sexual orientation, for all employees who commenced post March 2023. We can now record and report on the number of staff who choose to self-describe their gender.
- ▶ Implementation of Gender Impact Assessments (GIAs). This practice applies a gender lens on the policies, programs and services that significantly impact the community. Conducting a GIA ensures that our actions and decisions create more inclusive and fairer outcomes for everyone. In the reporting period we have completed eight GIAs and have developed a process and guide to support staff to more effectively complete GIAs in the future.
- ▶ Implementation of Year 1 GEAP actions with eight initiatives completed and six in progress. These initiatives include the resourcing of the Organisational Development team to accomplish this program of work and the establishment of the Gender Equity Steering Committee, chaired by the Director of City Planning, as a lead advocate for gender equality in our workplace. In addition, we have delivered training focused on the importance of creating a safe culture as well as refreshed the mandatory training module for diversity and inclusion.
- ▶ Progress against three of the seven gender equality workplace indicators:
  - Gender composition of governing bodies: Two women elected consecutively as Mayor in November 2021 and 2022.
  - Recruitment and Promotion: Women have undertaken more higher duties and secondment opportunities leading to more permanent promotions, particularly at the senior leadership level.

- Gendered work segregation: Increased the proportion of men in feminised work areas and achieved improvement in employee experience (People Matter Survey) results around gendered work segregation.

At the start of our journey to develop and implement our first GEAP, several senior leaders challenged us to ensure that development of the GEAP was not just a 'ticking boxes' exercise to comply with the Act. The message was clear that this needed to be properly resourced with the goal of embedding gender equality in everything we do. I gave that commitment as CEO.

Whilst I am incredibly proud of the work completed to date to address gender inequality as detailed in this progress report, I also understand there is still a long way to go. We continue to have staff who are experiencing barriers to opportunities based on gender. There are still policies, knowledge gaps and practices we can improve to reduce gender-based biases. However, having acknowledged this I am extremely optimistic that through the work of our team, the support of Council, the commitment of the organisation and the future actions planned, we will continue to deliver real and measurable impacts to address gender inequality at Manningham Council.

I look forward to providing future reports to celebrate our progress and keep us accountable.



A handwritten signature in black ink, appearing to read 'Andrew Day'.

**Andrew Day**  
CEO, Manningham Council

**Our commitment to  
workplace gender equality**





**Our commitment to gender equality**

We are committed to ensuring that all people in our community are treated with dignity, respect and fairness. We will consider the gender, equality and diversity of all people in our community as we develop our plans, strategies and services. We will uphold our requirements in the Victorian Government's *Gender Equality Act 2020* and will continue to monitor and seek ways to improve all that we do to make Manningham a safe, respectful and inclusive community.

**Our vision**

Manningham's 2040 Community Vision is a peaceful, inclusive and safe community, where we all have a sense of belonging and respect for one another. A commitment to gender equality underpins the achievement of this vision, as we commit to ensuring that all people in our community are treated with dignity, respect and fairness.

**Our values**

We embed our values into our key frameworks, policies, systems and processes. They are the cornerstone of our organisation, guiding our behaviours, decisions and culture.



## Leadership, resourcing, and accountability

### Message from the Gender Equity Steering Committee Chair

During this reporting period, we have continued to strengthen the governance around our gender equity work, to embed it in our operations. This began with the appointment of an executive sponsor, our CEO.

In March 2023, we established the Gender Equity Steering Committee (GESC) to provide strategic leadership, direction, and guidance to the organisation to deliver on diversity, inclusion, and gender equity initiatives. The committee comprises a cross-functional group of leaders from our organisation and provides an important link between strategy and operations.

Since its establishment the GESC has had significant oversight of the implementation of the Gender Impact Assessment (GIA) program working to review and identify areas for improvement in staff capability to undertake self-led GIAs. This includes the development and testing of our own GIA template.

Under my leadership, the GESC will continue to provide guidance and support in the lead up to the development of the next GEAP. We will continue to further strengthen and embed our GIA program and upskill our staff and leaders to support and engage with gender equity work.

We regularly report our progress to our staff, leaders, Councillors, and the community through standing items on the agendas for the Diversity and Inclusion Working Group, Staff Consultative Committee, GESC, Gender Equality and LGBTIQA+ Advisory Committee as well as quarterly internal reports.

The implementation of the Act requires significant cultural change which is incremental over time. This work is supported and enabled at Manningham Council by committed leadership and strategic alignment ensuring we are well placed to achieve further progress by 30 June 2025 (end of next reporting period).



*Gender Equity Steering Committee.*

...a peaceful, inclusive and safe community, where we all have a sense of belonging and respect for one another





## About progress reports

Under the Gender Equality Amendment Regulations 2023 progress reports must include the following components:

- ▶ Progress Audit\* – conduct and report on workforce data and an employee experience survey (People Matter Survey) to enable reporting on progress against the seven workplace gender equality indicators.
- ▶ Gender Impact Assessments (GIA) – report on the policies, programs, and services subject to a GIA and the outcomes of those GIAs
- ▶ Strategies and measures – report on our progress in implementing the strategies and measures in Manningham Council's GEAP
- ▶ Workplace gender equality indicators – report on our progress against the seven workplace gender equality indicators using the results of the Progress Audit.

\*The results of the Progress Audit are not included in this document but can be accessed directly via the CGEPS insights portal <https://insights.genderequalitycommission.vic.gov.au/application-dashboard>



**Workplace gender equality indicators**





## Our progress

The *Gender Equality Act 2020* aims to improve outcomes across the broader Victorian community by eliminating the systemic causes of gender inequality in policies, programs and services in workplaces and communities.



**Gender Impact Assessments progress**

**Table 1 – Gender impact assessments progress**

Title	Subject	Description	Status	Confirm if actions taken	Describe actions taken
<p><b>What is the title of the policy, program or service that was the subject of the GIA?</b></p>	<p><b>Was the subject of the GIA a policy, program or service?</b></p>	<p><b>Provide a description of the policy, program or service subject to the GIA.</b></p>	<p><b>Was the policy, program or service new, or up for review?</b></p>	<p><b>Were actions taken to develop or vary the policy, program or service to meet the needs of people of different genders, address gender inequality and promote gender equality as a result of the GIA?</b></p>	<p><b>Describe the actions taken to develop or vary the policy, program or service to meet the needs of people of different genders, address gender inequality and promote gender equality.</b></p>
<p>Climate Emergency Action Plan</p>	<p>Policy</p>	<p>Manningham council declared a “climate emergency” in 2020, joining a worldwide movement to intensify action on climate change (to mitigate and adapt to global warming and detrimental environmental/climatic changes forecast by the scientific community &amp; the United Nations Intergovernmental Panel on Climate Change). Throughout 2021 &amp; 2022 council prepared a “Climate Emergency Action Plan” to establish Manningham’s objectives, targets and the action areas that will be implemented to address the climate emergency.</p>	<p>New</p>	<p>Yes</p>	<p>Following the feedback and recommendations from the GIA updates were made to the Climate Emergency Action Plan’s objectives, guiding principles and action areas, namely:</p> <ul style="list-style-type: none"> <li>i) The Plan made a point of emphasising that people experience climate change risks and impacts differently (e.g. women are often more highly impacted/at committed council to being mindful of and responsive to these differing risks and impacts when developing and delivering climate change action (changes made in the ‘climate risks’ section).</li> <li>ii) The Plan recognised that people’s capacity to take climate action and preferences of what action to take can also vary (e.g. women often take an active interest in environmental matters) and committed council to partnering more closely with community reps and learning how to most effectively support varied community groups.</li> <li>iii) Some action areas were refined and new action areas were added including commitments to ‘build an understanding of gender and socio-economic implications of climate action’ and to ‘educate and build capacity to respond to increased family violence in the aftermath of climate events.’</li> <li>iv) The Plan adopted a new objective that if there are climate change mitigation actions that also help progress gender and socio-economic equality these should be pursued, and conversely any climate action that worsens inequality should not be taken.</li> </ul> <p>The GIA found that women who were excluded from or less active in the workforce in the past have less superannuation / disposable income to power their homes and are living in fuel poverty with impacts on their health and welfare (even when they are asset-rich). In line with the gender and socio-economic equality objective council has tailored its “Solar Savers” program to specifically target low-income healthcare card rebate recipients, enabling disadvantaged residents (many of whom are elderly women) to install solar and batteries on their homes at discounted rates (6 out of 300 of these targeted residents benefited from this subsidy in the last year).</p>



Title	Subject	Description	Status	Confirm if actions taken	Describe actions taken
					<p>We have found that a great deal of participants in environmental events e.g. community walks are women, and volunteers in our environmental projects e.g. community gardens are elderly so have adapted activities for these segments. For example we provide specialist equipment to community garden volunteers like kneeling frames / seats to access food planters that may be too low for elderly people.</p> <p>Council has also been targeting solar installations at low income community groups (bowls clubs, sporting clubs, senior citizens clubs) in council owned buildings; these groups had limited or no capacity to fund solar installations on their own.</p> <p>Our schools environmental education programs are now developed for all abilities, backgrounds and gender types; generalist language is used when facilitating sessions to dissuade from judgemental or triggering phrases or comments.</p>
Aged & Disability Support Services (ADSS): Commonwealth Home Support Programme (CHSP) Delivery	Program	The Commonwealth Government's recent policy change mandates a review by the Council on continuing Commonwealth-funded aged care services for Manningham residents. This shift aligns with the Commonwealth Government's Aged Care Reform agenda, moving from municipal service contracts to a competitive market system where all providers, including Council, non-profit, and for-profit entities, vie for Commonwealth funding. These providers will operate across municipal boundaries, offering a broader range of services, including allied health, and enhancing consumer support for informed residential aged care decisions. MCC engaged an external consultant to assess the impact of discontinuing certain aged care services on consumers and staff and to identify measures to mitigate negative effects.	For review	Yes	<p>In response to feedback and recommendations from the GIA, Council made updates to its approach and project plan. These changes were prompted by the recognition that the new policy and funding model might take some time to stabilise. This transition period could potentially introduce uncertainty and the risk of service interruptions for consumers. In light of this, the following actions were taken:</p> <p><b>Consumer and Primary Carer Considerations:</b></p> <ol style="list-style-type: none"> <li>1. Collaborated with the Municipal Association of Victoria (MAV) and other Councils, leveraging networks to gather best practices and lessons learned for a smoother transition.</li> <li>2. Formally explored collaboration with similarly affected Councils, including potential project and funding options.</li> <li>3. Comprehensive communication strategies were implemented to inform clients and primary carers about the changes and available support.</li> <li>4. Established a dedicated telephone line, staffed locations for in-person support, and provided information in key community languages.</li> <li>5. Collected data on consumer concerns to inform future transition steps and possible advocacy to the Commonwealth Government.</li> <li>6. Engagements with incoming (new) service providers included sharing insights about local consumers and important programs (e.g. Social Support Programs).</li> </ol> <p><b>New Programs for Older Manningham Residents:</b></p> <ol style="list-style-type: none"> <li>1. Council established a Healthy Ageing Unit to continue providing support to older residents.</li> <li>2. Community engagement efforts were undertaken to shape the future of this unit.</li> </ol> <p><b>Staff and Volunteer Considerations:</b></p> <ol style="list-style-type: none"> <li>1. A structured communication approach was developed, addressing legal and and HR obligations, along with provisions for counselling and outplacement support for staff.</li> </ol>

Title	Subject	Description	Status	Confirm if actions taken	Describe actions taken
					<p>2. The Employee Assistance Programme (EAP) was offered, complemented by on-site counselling services.</p> <p>3. A Superannuation information session was provided, and staff were encouraged to seek financial advice.</p> <p>4. Comprehensive outplacement support was provided, offering career counselling, CV preparation, and interview skills.</p> <p>5. A support hub was hosted, engaging with incoming service providers to facilitate staff transitions to employment, training or volunteering</p> <p>6. Special events were held to acknowledge the contributions of food service volunteers and ADSS staff.</p> <p><b>Other Considerations:</b></p> <p>1. A strategic communications plan was established to inform the wider community about the decision and its rationale.</p> <p>2. In-person community information sessions were conducted</p> <p>3. Further information was distributed utilising various media channels, including the Council's website, social media and Manningham Matters publication. Interviews with the Mayor were conducted via radio and print media to keep residents informed about changes and available support. Translated materials readily available.</p>
Pricing Policy for use of Council Active Open Space	Policy	The Pricing Policy governs the fees and charges that are applied for use of Council's outdoor sporting infrastructure. This includes sports fields and pavilions.	For review	Yes	<p>The key way in which this Policy can drive equity in participation is through the fees that Council charges for use of facilities. In this instance, the research indicated imbalances in participation numbers. That is, a greater number of males participated in organised sport compared to females. Whilst the research indicated that cost wasn't the main barrier for female participation, it was still listed as a reason for low participation and given the scope of this Policy, that was the primary focus. The research also identified sports where females represented nearly all of the participants (e.g. netball), and sports where participation was relatively balanced (e.g. tennis). The data also showed us that participation significantly drops off in teenage years. Unlike female participation, cost barriers were present for teenagers. Financial barriers for older adult participation were not evident in the research.</p> <p>The GIA reviewed the above findings to better understand why the participation imbalances have occurred. Participation opportunities was key to this, however it was noted that in some instances these opportunities are increasing. To improve the number and quality of these opportunities, the GIA aimed to understand the other barriers surrounding participation. Social outcomes was a key driver behind women and girls participation (e.g. social sport, informal training etc.), and so was the social roles and responsibilities of women. The GIA then narrowed down the focus onto how the Policy can address this, and in particular it looked at influencing participation through reducing costs for women who have limited income as a result of part time employment due to care giving, unpaid maternity leave etc. It also looked at reducing costs for junior teams to respond to this identified barrier.</p>



Title	Subject	Description	Status	Confirm if actions taken	Describe actions taken
					To address all of this, the Policy includes a 50% subsidy for women's teams in men dominated sports, a 50% subsidy for men teams in women dominated sports, and a 50% subsidy for all junior teams (U19s and below). Additionally, the Policy reflects subsidised prices for social based teams.
Community Local Law 2023	Policy	<p>Council is required to implement a new Community Local Law 2023 at a minimum, every 10 years.</p> <p>Its Community Local Law is targeted at protecting the amenity and safety of its residents, business owners and visitors as well as the protection of Council assets.</p> <p>With the Local Law being "Law", its important that the provisions of the document can be fairly applied across the community in a manner consistent with the principles of Law. This includes its equal application, across Manningham.</p>	New	Yes	In developing the Community Local Law 2023 a neutral approach was taken in the development of the provisions of the new local law to ensure that the law is applied fairly across Manningham's diverse community. Clause 2.1 f of the previous Community Local Law was not included in the new local law to promote equality and allow individuals the right to use municipal facilities that match their gender identity without discrimination or fear of being punished by the commencement of enforcement action under a Local Law.
Draft Community Infrastructure Plan	Program	This Community Infrastructure Plan (CIP) outlines Council's long-term direction over 20 years to provide community infrastructure across Manningham.	New	Yes	<p>The following section outlines the recommendations which have been identified through the GIA process. They are presented with the understanding that they will require further consideration and refinement over time.</p> <ul style="list-style-type: none"> <li>▶ Strengthen the articulation of Council's focus on inclusion in the CIP: <ul style="list-style-type: none"> <li>Revise key sections of the Draft CIP to strengthen articulation of Council's commitment to achieving inclusive and welcoming community infrastructure for all, including: <ul style="list-style-type: none"> <li>• active consideration of equity issues relevant to gender and intersectionality applicable to the Manningham community</li> <li>• clear commitment to deepening understanding of universal inclusion, access and equity through tailored community engagement, research, and emerging best practice</li> </ul> </li> </ul> </li> <li>▶ Implement small revisions to reflect these issues in the following key sections of the Draft CIP – the 'Purpose Statement', the 'Drivers of Change', the 'Guiding Principles', and the 'Community Hubs Model'.</li> <li>▶ Strengthen access to gendered and intersectional data and research: <ul style="list-style-type: none"> <li>• Improve access to, and availability of, good quality gendered and intersectional data and research (quantitative and qualitative) to strengthen Council's capacity for applying gender and intersectional evidence to the planning and provision of community infrastructure.</li> </ul> </li> </ul>

Title	Subject	Description	Status	Confirm if actions taken	Describe actions taken
					<ul style="list-style-type: none"> <li>▶ Create a 'Community Infrastructure Development Process Map':                             <ul style="list-style-type: none"> <li>• A 'Community Infrastructure Development Process Map' would include explicit processes to consider gender and intersectional equity issues and engagement practices in the implementation of the CIP overall, and for specific community infrastructure projects.</li> <li>• The 'Community Infrastructure Development Process Map' would be created over time and informed by an initial pilot stage linked to an existing priority project already identified within the CIP.</li> </ul> </li> <li>▶ Develop a 'Universal Inclusion Design Guidance Tool':                             <ul style="list-style-type: none"> <li>• Embed consideration of gender and intersectional equity issues by creating a Universal Inclusion Design Guidance Tool (including a checklist) which would combine and build on existing good practice design guidelines and regulations. The Universal Design Guidance Tool could be developed progressively, building on existing best practice standards for universal access and safe design, as well as relevant legislation. This process could involve collaborative work with other councils within the eastern region or more widely.</li> </ul> </li> </ul>
Road Management Plan (RMP) 2021	Policy	The Road Management Act provides that Council, as a road authority under The Act, may adopt a Road Management Plan (RMP), to establish a management system for the road management functions of the Council, which is based on policy and operational objectives, available resources and sets relevant standards in relation to the discharge of duties in the performance of those road management functions. The RMP considers road user needs and expectations in meeting 'reasonable' maintenance targets by providing an inspection regime to assess asset condition and maintenance programs relative to the local road network function. In particular, the RMP sets out the times within which, and the standards to which, Council will inspect, repair and maintain the roads and road-related infrastructure for which Council is responsible.	For review	No action taken	At the time of the RMP review (2020 & 2021), the GIA process was very new and misunderstood. As such, the RMP was considered to have little to no impact on varying genders at the time as the focus of the document is on how we maintain our road-related infrastructure, and not how it is constructed.



We are committed to ensuring that all people in our community are treated with dignity, respect and fairness.





Title	Subject	Description	Status	Confirm if actions taken	Describe actions taken
Manningham Gambling Policy 2012–2017	Policy	This Policy and Action Plan covers all forms of gambling, including Electronic Gambling Machines (EGMs). It acknowledges the harmful effects of gambling and adopts a public health approach that seeks to prevent and/or minimise potential harmful social and economic impacts	For review	Yes	<p>A new Gambling Policy is currently being developed. The policy themes have been informed by the findings of the GIA.</p> <p><b>1. Council Leadership It is recommended that Council take a leadership role in reducing gambling-related harm in the municipality through:</b></p> <ul style="list-style-type: none"> <li>a. the development of a gambling policy which adopts a public health approach</li> <li>b. a broad range of responses which incorporates but is not limited to planning mechanisms, education and awareness raising, and the delivery of alternative spaces and programs.</li> <li>c. Partnering with other local governments and organisations to advocate for policy change with Victorian and Commonwealth Governments. Each of these recommendations have been included in the draft Policy as key areas of focus for Council in responding to gambling harm.</li> </ul> <p><b>2. Policy Development Process</b></p> <p>It is recommended that – to the maximum extent possible – people of different gender identities, cultural backgrounds, sexual orientation and ability (and their representative organisations) are engaged in the policy development and consultation process. The new gambling policy will be more effective if due consideration is given to the gambling-related harm experienced by people from diverse backgrounds. The new Policy has been informed by a broad community consultation process, which included meeting with each of Council’s advisory committees (Gender Equality &amp; LGBTIQ+, Disability, Multicultural etc). This allowed for a deeper understanding of the impact of gambling and the proposed policy directions on these cohorts within the community.</p> <p><b>3. Policy Scope</b></p> <p>It is recommended that the gambling policy consider all forms of gambling undertaken in the municipality (including online gambling), with the exception of bingo and fundraising raffles which make a very limited contribution towards overall gambling losses and which offer other social and community benefits. In addition to its legislated role to consider EGM planning permit applications, Council also has an important role to play in raising awareness of the risks of gambling-related harm irrespective of the gambling products involved (e.g. EGMs, online gambling), and in reducing stigma associated with accessing support services for problem gamblers and others impacted by gambling-related harm. The draft Policy acknowledges the need to consider all forms of gambling, including online gambling. Actions to provide community education on these forms of gambling, especially to young people, have been included in the new Policy.</p> <p><b>4. Policy Context</b></p> <p>It is recommended that the new gambling policy clearly articulates the local context in which gambling and gambling-related harm occurs, including:</p> <ul style="list-style-type: none"> <li>a. The nature and prevalence of problem gambling, high risk, medium risk and low risk gambling in the community, noting that a significant proportion of gambling-related harm relates to low and medium risk gambling.</li> </ul>



Title	Subject	Description	Status	Confirm if actions taken	Describe actions taken
					<p>b. The gendered nature of gambling-related harm for gamblers and those close to them.</p> <p>c. The underlying drivers of gambling, which may lead to problem gambling.</p> <p>d. Differing cultural attitudes towards gambling and the implications for gambling related harm.</p> <p>e. The changing nature of gambling products, in particular the growth in online sports betting and wagering, and the player losses associated with different gambling products.</p> <p>f. The gendered preferences for gambling products, and strategies used by gambling operators to attract and retain customers (e.g. courtesy buses, welcome drinks; acceptance of lone patrons).The potential growth of EGMs in the municipality under the current regulatory arrangements.</p> <p>h. The impact of COVID-19 on gambling behaviour. The background report completed to review the previous Gambling Policy noted the changing gambling landscape, including current data around gambling behaviour, including changes since COVID-19.</p> <p><b>5. Building the understanding of Councillors and Council Staff</b></p> <p>It is recommended that Council commit to building the evidence-based understanding of Councillors and Council staff about gambling and gambling-related harm using data, research and lived experience - particularly from a gender and intersectional perspective. Education and awareness raising was identified by both Councillors and the community as the highest priority for the new Gambling Policy. This will be a key focus through education sessions and a community awareness campaign in the first year of the Policy.</p> <p><b>6. Identification of Council Levers</b></p> <p>It is recommended that a review be undertaken to identify the potential levers available to Council – in addition to its legislated role in considering EGM planning permit applications – to reduce gambling-related harm in the local community, with a particular focus on women, and people of diverse backgrounds. This aligns with the Manningham Council Plan 2021–2025 initiative to “[p]ursue strategies to reduce the impact of gambling on the community, considering areas such as poker machines and advertising on Council buildings” and with the new Municipal Public Health and Wellbeing Plan (Healthy City Strategy). Advertising on Council buildings has been included as an action to investigate in the new Policy.</p> <p><b>7. Provision of Alternative Spaces</b></p> <p>It is recommended that Council explore the provision of alternative, appropriate safe spaces for people – particularly women and people of diverse backgrounds – who may be at risk of experiencing gambling-related harm. This may include alternatives to EGM venues, such as libraries which are safe, welcoming and (potentially) open 24 hours. Such facilities could be accessed by people experiencing gambling-related harm due to their own gambling or the gambling of a person close to them. The provision of safe alternative spaces and programs for the community has been included as an action to investigate in the new Policy.</p>

Title	Subject	Description	Status	Confirm if actions taken	Describe actions taken
					<p><b>8. Provision of Alternative Programs</b></p> <p>It is recommended that Council support the co-design and delivery of alternative programs designed to engage and support people – particularly women and people of diverse backgrounds – who may be at risk of experiencing gambling-related harm due to their own gambling or the gambling of a person close to them. This may include programs which address gender inequity which is the driver of family violence. The provision of safe alternative spaces and programs for the community has been included as an action to investigate in the new Policy.</p> <p><b>9. Increased Education and Awareness-Raising</b></p> <p>It is recommended that the new gambling policy includes community education activities to raise awareness of the risks associated with gambling; the signs of gambling-related harm; and the support services available, particularly for women and people of diverse backgrounds. Education and awareness raising was identified by both Councillors and the community as the highest priority for the new Gambling Policy. This will be a key focus through education sessions and a community awareness campaign in the first year of the Policy.</p> <p><b>10. Advocacy</b></p> <p>It is recommended that Council advocate to the Victorian Government for policy change to reduce gambling-related harm such as decreases to EGM density and venue opening hours. Council's membership of the Alliance for Gambling Reform provides an important opportunity to align advocacy actions, with potential areas including adequate funding for appropriate, accessible support services and the delivery of innovative community education and awareness campaigns. Through the development of the new Policy, Council has formed a strong partnership with the Alliance for Gambling Reform, as well as other councils through the Local Government Working Group on Gambling. Combined advocacy approaches will be explored as part of the new policy to strengthen our efforts through a collective effort.</p>
Eastern Metropolitan Councils – EMERGENCY RELIEF CENTRE SUB PLAN Part 2 – Standard Operating Procedure	Service	To provide an overview of key Emergency Relief Centre set-up tasks as they relate to the internal and external Emergency Relief Centre environment	For review	Yes	<p>Based on recommendations from the GIA, the draft SOP was amended to incorporate gender-neutral language throughout the document. Amendments were made to the SOP to enable gender diverse and non-binary attendees to self-identify their gender within the processes captured in the SOP. References to children were broadened to reflect varied caring arrangements, and references to dependents and kin were included where appropriate.</p> <p>The draft SOP was amended in a number of locations to reflect the diverse toileting and hygiene needs of potential attendees including those needs of menstruating people and people with caring responsibilities (specific reference to baby/formula was included).</p> <p>Based on the gendered nature of Family Violence and intervention orders it was recommended that the maintenance of privacy of attendees be prioritised and incorporated into the SOP, various amendments were made to SOP to reflect this. Consideration within the draft SOP for attendees with a disability or medical condition was broadened. Disability or medical conditions were replaced by special needs and were detailed as encompassing (not exclusively) people with a disability, medical condition, victims of family violence, autism or other identified factors. The SOP was also amended to reflect the importance of engaging directly</p>

Title	Subject	Description	Status	Confirm if actions taken	Describe actions taken
					<p>with the attendee with special needs (rather than assuming they are unable to make autonomous decisions) and or their carer, similar amendments were made about engaging directly with young people.</p> <p>References to specific dietary requirements were removed to avoid cultural and religious assumptions and biases.</p> <p>The updated SOPs with the changes recommended by WHN and adopted in the document was endorsed by the Eastern Municipal Councils' Emergency Management Partnership at their 2 December 2022 meeting. The reviewed version of the SOPs was version 11.0 – April 2021 and the current endorsed version is version 11.2 Dec 2023.</p>







## Strategies and measures progress

Table 2.1 – Strategies and measures progress

Strategies and measures	Status	Status description	Timeline
<p>List your organisation's strategies and measures. Include one strategy or measure per row.</p> <p>These are the planned actions that you have outlined in your GEAP to promote gender equality in your workplace.</p>	<p>Assign each strategy or measure a status from the following list:</p> <ul style="list-style-type: none"> <li>• 'Complete' indicates that all planned activities related to this strategy or measure have been finalised.</li> <li>• 'In progress' indicates that the activities under this strategy or measure are progressing but not yet complete.</li> <li>• 'Ongoing' indicates that the activities under this strategy or measure do not have an end-date and will be addressed on a continual basis.</li> <li>• 'Not started' indicates that the planned activities related to this strategy or measure have not yet commenced, including those that are intended to commence in future years. This should include strategies or measures that have been delayed.</li> <li>• 'Void' indicates that this strategy or measure appeared in your defined entity's GEAP, but has since been cancelled.</li> </ul>	Describe your progress in implementing each strategy or measure in your GEAP.	<p>If your GEAP included a timeline for action or implementation for your strategies and measures, include this timeline below.</p> <p>Year 1: Financial year 2022–23</p> <p>Year 2: Financial year 2023–24</p> <p>Year 3: Financial year 2024–25</p> <p>Year 4: Financial year 2025–26</p>
0.1.1 Appoint an executive sponsor for gender equality	Complete	This action was completed in July 2022. The CEO was appointed executive sponsor at the commencement of our GEAP implementation.	Year 1
0.1.2 Consolidate and align GEAP commitments into overarching Workplace Equality and Inclusion Plan	Void/cancelled	It is proposed to revise the wording of this action to 'Develop an overarching Workplace Equality and Inclusion Framework which details our vision for diversity and inclusion at Manningham Council, current strategies and plans, key initiatives and the principles and values that underpin this work'. This revised action is scheduled for implementation in the third quarter of Year 2.	Year 1
0.1.3 Establish a cross-council working group to monitor implementation of the Workplace Equality and Inclusion Plan – including the GEAP	Complete	The action was completed in March 2023. The Gender Equality Steering Committee (GESC) was established and includes cross-functional representation at executive and senior leadership level. The purpose of the GESC is to monitor the implementation of the requirements of the <i>Gender Equality Act 2020</i> , including the GEAP.	Year 1

Strategies and measures	Status	Status description	Timeline
0.1.4 Develop a strategic resource plan for the GEAP, within the Workplace Equality and Inclusion framework, including FTE allocation (as per 0.1.5 below) and annual budget allocations for initiative collateral, training and facilitation, consultancy support, system development and/or customisation	Complete	This action was completed in September 2022. The resource plan is scheduled for annual review in line with the budget process for sustainability.	Year 1
0.1.5 Allocate FTE for GEAP project management/ implementation and embed this within relevant PDs and performance management and review processes	Complete	This action was completed in March 2023. Two positions were established. The Senior People Experience Partner 1.0 FTE was appointed in February 2023. The People Experience Partner 0.8 FTE was appointed in March 2023. Overseeing the implementation of the GEAP is embedded within the position description and performance plans for both these positions.	Year 1
0.1.6 Establish and maintain annual reporting to staff on GEAP implementation progress	Complete	We regularly report our progress to our staff, leaders, Councillors, and the community through standing items on the agendas for the Diversity and Inclusion Working Group, Staff Consultative Committee, GESC, Gender Equality and LGBTIQ+ Advisory Committee as well as quarterly internal reports and our Annual Report.	Year 1
0.1.7 Embed workplace equality and inclusion reporting at Service Unit level, to better monitor progress against diversity measures, including workplace gender equality indicators	Not started	This action is scheduled for implementation in the second quarter of Year 2.	Year 2
0.1.8 Provide regular opportunities for engagement with staff to seek feedback on progress and provide suggestions for improvement	Ongoing	We participated in the People Matter Survey (PMS) in May/ June 2023, the results of this informed our progress against the gender equality indicators and will be presented to all staff in October 2023. A pulse survey is scheduled for November 2023 with a full engagement survey scheduled for 2024. We will participate in the PMS again in 2025 and consult prior to the development of our next Progress Report and GEAP.	Year 1, Year 2, Year 3, Year 4
0.2.1 Document workforce data collection limitations for completion of future workplace gender audits, including systems, process and cultural limitations	In progress	Workforce data collection limitations were documented in 2021 and again in 2023 during the completion of our Progress Audit.	Year 2
0.2.2 Complete a Privacy Impact Assessment and develop privacy protocols for collection of personal data	Complete	This action was completed in March 2023. A Privacy Impact Assessment was completed and implemented for collection of personal data from new employees. The commencement paperwork was updated to include the relevant privacy disclaimer. A Privacy Impact Assessment was also completed as part of the HRIS Project in October 2022 but this project is yet to be implemented.	Year 3

Strategies and measures	Status	Status description	Timeline
0.2.3 Embed gender/GE Act compliance lens across business systems needs analysis/improvement processes	In progress	This action was partially completed in March 2023. Configuration changes were made to our current HRIS to enable collection of the gender composition of the workforce by employment basis, Aboriginality, age, disability, ethnicity and race, religion, and sexual orientation for all new staff, including the addition of the option for staff to self-describe their gender. Work continues to enable retrospective data collection from current staff, to configure the current system to allow for reporting of family violence leave taken and uptake of flexible working arrangements, and to ensure these requirements for part of the business requirements for the procurement of a new HRIS.	Year 3
0.2.4 Develop a process document to guide Manningham in completion of future workplace gender audits	Void/cancelled	Notes from the 2021 Gender Audit and 2023 Progress Audit have been collated; however it is not possible to develop a definitive process document due to changes in reporting requirements and data format, legislation amendments, and pending implementation of a new HRIS. Manningham will continue to use the reporting templates and guidance supplied by the Commission, as well as participate in the People Matter Survey to ensure we are compliant.	Year 1, Year 2, Year 3, Year 4
0.2.5 Run an annual campaign to promote and encourage people to update their personal details, in line with audit requirements	In progress	Preliminary discussions with internal stakeholders have been held, however the implementation of this action will be aligned to the implementation of the new HRIS.	Year 1, Year 2, Year 3, Year 4
0.3.1 Develop and implement overarching annual workplace equality and inclusion communications plan – incorporating communications to underpin GEAP roll-out, ensuring gender equality is a common topic for discussion, ensuring regular messaging from CEO and executives articulating commitment to workplace gender equality.	Ongoing	A communications plan has been established in this reporting period and will be reviewed and updated annually.	Year 1
0.3.2 Embed gender equality content in diversity and inclusion intranet landing page	In progress	Gender equity will have it's own landing page under Diversity and Inclusion on the new staff Intranet (deployed in the fourth quarter on Year 1) and will link to dedicated pages for the GEAP and GIA's. Content has been drafted.	Year 1
0.3.3 Embed gender equity and inclusion messaging into corporate induction program	In progress	The corporate induction program was relaunched in May 2023 and incorporates information on the Code of Conduct, our workplace values (which are aligned with gender equity values), and inclusive language and imagery. There are plans to conduct a separate induction training on diversity and inclusion which will contain messaging about gender equity and other intersectional factors.	Year 2
0.3.4 Develop appropriate guidance on communication protocols for diversity and inclusion to enhance the application of the Manningham inclusive language guide	Ongoing	Training incorporating use of the inclusive language guide is aligned to advocacy days. LGBTIQ+ inclusive language sessions were held around IDAHOBIT (fourth quarter of Year 1) and gender inclusive language sessions are scheduled to be held during 16 Days of Activism (second quarter of Year 2).	Year 2



Strategies and measures	Status	Status description	Timeline
0.3.5 Review inclusive language guide to ensure incorporation of most current and respectful best practice language relevant to gender equality, gender diversity, intersectionality	Ongoing	The inclusive language guide is reviewed at least every 6 months in conjunction with internal and external subject matter experts.	Year 2
1.1.1 Integrate a gender and intersectional lens into Manningham's leadership framework	Not started	This action is scheduled for implementation in the third quarter of Year 2.	Year 2
1.1.2 Embed gender equity and inclusion content, covering what it means to be a gender equitable and inclusive leader in skills and practice, into leadership framework aligned learning opportunities and programs	In progress	Sessions on strategic recruitment for people leaders including considerations for diversity, inclusion, gender, First Nations and cultural awareness are planned for implementation in the fourth quarter of Year 2. Further sessions will be implemented in Year 3.	Year 3
1.1.3 Establish understanding of workforce diversity and inclusion as a common foundational skill set for across leadership levels	In progress	The capability framework is currently under development. The draft includes 'Values Diversity and Inclusion – demonstrates inclusive behaviour and respect for diverse backgrounds, experiences, and perspectives' under the pillar of 'Managing self'.	Year 3
1.2.1 Build Service Unit-level diversity and inclusion data profiles (applying a continuous improvement approach to profile development, starting with gender and age)	Not started	This action is scheduled for implementation in the third quarter of Year 2.	Year 2
1.2.2 Service Unit Managers, Organisational Development, HR Business partners meet on a regular basis to discuss and review diversity profiles and related action planning processes	Not started	This action is scheduled for implementation in the third quarter of Year 2.	Year 2
1.2.3 Embed KPIs for workforce diversity and inclusion in Service Unit Managers performance management and review processes	Not started	This action is scheduled for implementation in the third quarter of Year 3.	Year 3
1.2.4 Collate localised workforce diversity and inclusion actions for centralised monitoring and reporting	Not started	This action is scheduled for implementation in the fourth quarter of Year 3.	Year 3
2.1.1 Communicate the importance of intersectional data collection to Councillors, including related privacy commitments	In progress	A Councillor briefing session has been arranged for early February 2024.	Year 1
2.1.2 Formalise process for provision of personal details (new and updated) including standard process at councillor induction (every 4 years); annual campaign aligned with employee campaign; voluntary updates (on request at any time)	In progress	Councillors will be invited to provide their data for inclusion in the Progress Audit following the briefing session in February 2024. This process will be reviewed following Council elections in 2024 to collect the data from incoming Councillors.	Year 1
2.2.1 Apply an intersectional gender lens to Council induction program (review existing content and update as required to ensure most current and respectful best practice language and framing relevant to gender equality, gender diversity and intersectionality)	Not started	This action is scheduled for implementation in the first quarter of Year 3.	Year 3
2.2.2 Continue to deliver Our Watch training to Councillors as part of scheduled development and refresh training program	Not started	This action is scheduled for implementation in the second quarter of Year 3.	Year 3
2.2.3 Review Councillor Code of Conduct, to ensure it reflects gender equality commitments	Not started	This action is scheduled for implementation in the first quarter of Year 3.	Year 3



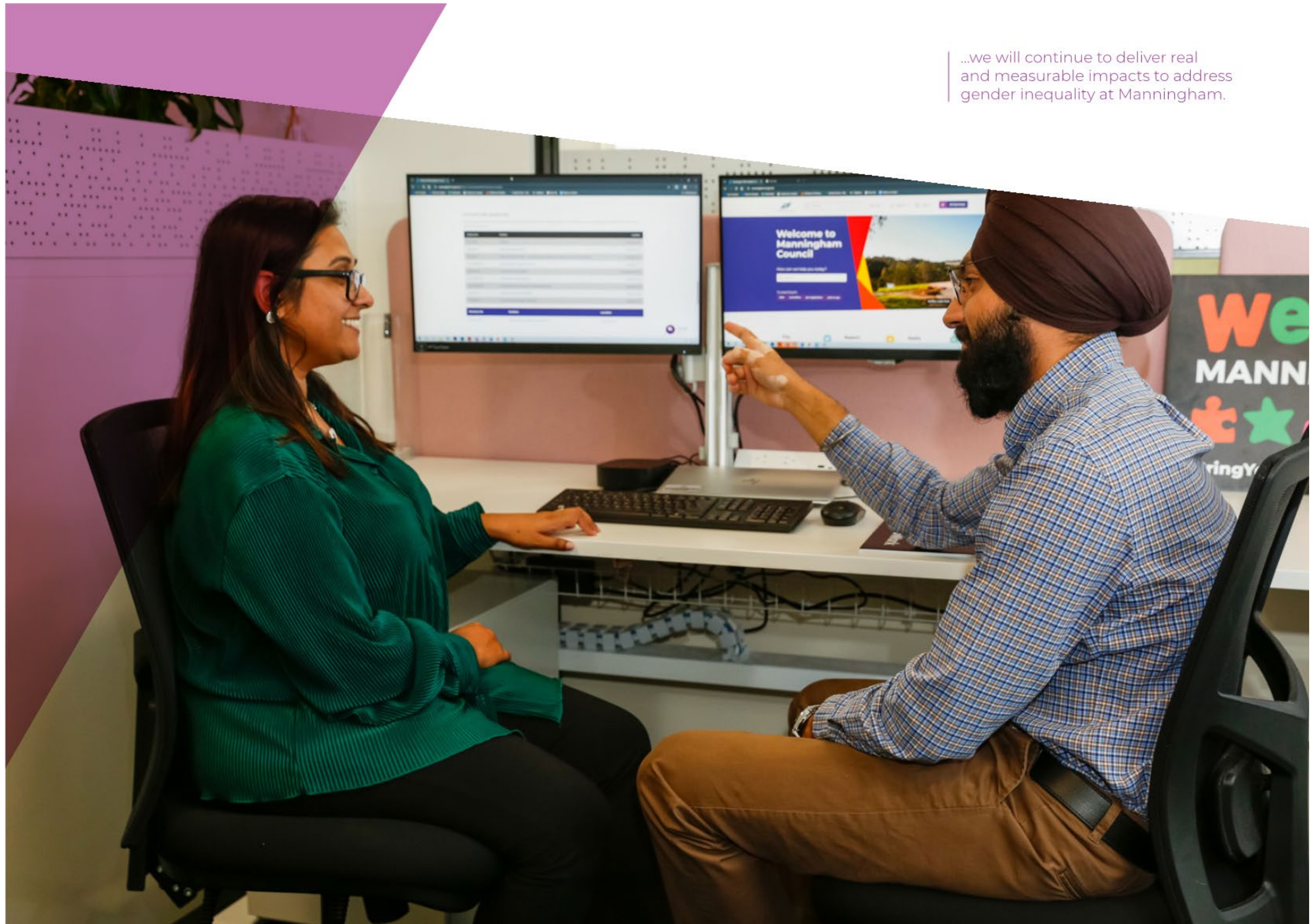
Strategies and measures	Status	Status description	Timeline
3.1.1 Incorporate pay equity concepts, driving factors and mechanisms for reducing pay gaps into leadership development/learning program	In progress	Sessions on strategic recruitment for people leaders including unconscious bias are planned for implementation in the fourth quarter of Year 2.	Year 2
3.1.2 Review workforce reporting program and consider incorporating remuneration data into existing scheduled reports. Minimum commitment for annual reporting.	In progress	Senior officer remuneration is currently reported in the Annual Report. It is proposed that this information will be incorporated into the People Strategy in future.	Year 3
3.1.3 Embed pay gap reporting as informing factor to Senior Officer Remuneration review process	In progress	The gender pay gap will be considered in the Senior Officer Remuneration Review process in the second quarter of Year 2. This will be documented and formalised in Year 3.	Year 3
3.1.4 Investigate drivers behind pay gap to inform/determine most appropriate strategies to redress gaps	Not started	This action is scheduled for implementation in the first quarter of Year 4.	Year 4
4.1.1 Deliver expanded sexual harassment training program in line with VAGO report recommendation 6	Complete	This action was completed in June 2023. Staff, leaders, and contact officers likely to handle sexual harassment reports participated in face-to-face training focused on the importance of a safe culture, avoiding victimisation, empowering bystanders, and responding in a trauma informed manner.	Year 1
4.1.2 Incorporate delivery of Gender Equity and Bystander training into the corporate development and learning program	In progress	This action was partially completed in June 2023 with the delivery of the training referenced at 4.1.1. Preliminary discussions have been held with internal stakeholders to determine how to best deliver this training to all staff.	Year 2
4.1.3 Review Diversity and Inclusion training (e-learning module in corporate induction program) with a gender and intersectional lens and incorporate improvements where necessary	Ongoing	Refresher training was reviewed and deployed in November 2022 and is next due in November 2024. Module content will also be reviewed considering any new or updated organisational policies and procedures.	Year 3
4.1.4 Incorporate messaging on respectful workplace behaviours and a culture free from sexual harassment, sexism, racism, ableism, ageism, homophobia and transphobia across leadership framework/ expected leadership skills, values and behaviours	In progress	This action was partially completed in June 2023 with the delivery of the training referenced at 4.1.1 and the draft capability framework referenced at 1.1.3.	Year 3, Year 4
4.1.5 Integrate messaging on sexual harassment as a targeted element of overarching annual equality and inclusion communications plan	In progress	Messaging on sexual harassment has been incorporated in the communications plan (action 0.3.1) and will be reviewed and updated annually	Year 1, Year 2, Year 3, Year 4
4.2.1 Deliver mandatory training (face-to-face and e-learning) for leaders on responding to sexual harassment, as a component of diversity and inclusion training package	In progress	Training for people leaders and contact officers on the new Sexual Harassment Policy and reporting procedure is scheduled for the second quarter of Year 2.	Year 1
4.2.2 Deliver targeted training for employees receiving/ investigating reports of Sexual Harassment to build necessary skills to respond in a trauma informed way	Complete	This action was completed in June 2023. Staff, leaders and contact officers likely to handle sexual harassment reports participated in face-to-face training focused on the importance of a safe culture, avoiding victimisation, empowering bystanders, and responding in a trauma informed manner.	Year 1

Strategies and measures	Status	Status description	Timeline
4.2.3 Review sexual harassment policies, procedures and related guidance materials with a gender and intersectional lens and make necessary improvements	In progress	The Bullying, Discrimination and Harassment Policy is currently under review, and a stand-alone Sexual Harassment Policy has been drafted. The policy is scheduled to be approved in the first quarter of Year 2, with training scheduled to occur in the second quarter of Year 2.	Year 2
4.2.4 Review and streamline/simplify reporting processes	In progress	A new reporting procedure has been drafted to accompany to new Sexual Harassment Policy. The procedure is scheduled to be approved in the first quarter of Year 2, with training scheduled to occur in the second quarter of Year 2.	Year 2
4.2.5 Integrate discussions regarding experience of negative behaviours into exit interview processes, to identify and understand trends that may emerge	Not started	This action is scheduled for implementation in the fourth quarter of Year 2.	Year 2
4.2.6 Utilise Qualtrics platform to assess complainant satisfaction with sexual harassment reporting process	Not started	This action is scheduled for implementation in the fourth quarter of Year 3.	Year 3
4.2.7 Establish regular and consistent key messaging to build awareness of the reporting process	Not started	This action is scheduled for implementation in the first quarter of Year 2.	Year 1, Year 2, Year 3, Year 4
5.1.1 Develop actions/improvements directly connected to GIA recommended outcomes relating to recruitment policy and practices	Not started	This action is scheduled for implementation in the third quarter of Year 2.	Year 2
5.1.2 Document and communicate standards for gender equitable and inclusive attraction, recruitment and onboarding processes (in line with work under Workforce Plan)	In progress	A draft of Inclusive Recruitment Guidelines (incorporating an intersectional gender lens) has been developed and is currently being reviewed by internal stakeholders with a view to implementation in the third quarter of Year 2.	Year 2
5.1.3 Develop a guide for hiring managers to roll out gender equitable and inclusive attraction, recruitment and onboarding processes	In progress	A guide for hiring managers is currently being drafted and will accompany the Inclusive Recruitment Guidelines.	Year 2
5.1.4 Deliver unconscious bias training for leaders, tailored to the City of Manningham attraction and recruitment processes, across key cohorts	Not started	This action is scheduled for implementation in the fourth quarter of Year 2.	Year 3
6.1.1 Build awareness and understanding of full suite of available flexible work arrangements, for potential employees (through attraction, recruitment and onboarding stages) and existing employees (through regular discussions and annual performance and development review processes)	In progress	A review of our current policies and practices is being undertaken to align them to the best practice recommendations in the Fair Work Act. Following this review, a new flexible work policy will be launched and promoted to potential and current employees.	Year 1
6.1.2 Refresh support for people leaders on building and sustaining productive flexible/hybrid team working practices	Not started	This action is scheduled for implementation in the fourth quarter of Year 2.	Year 2
6.1.3 Develop a reliable mechanism for tracking and reporting on uptake of flexibility options	Not started	This action is scheduled for implementation in the fourth quarter of Year 2.	Year 2
6.1.4 Apply an intersectional gender lens to flexibility provisions within the Enterprise Agreement to remove systemic barriers within industrial agreement	In progress	Preliminary discussions with internal and external stakeholders have been held, with bargaining due to commence in the first quarter on Year 2.	Year 2

Strategies and measures	Status	Status description	Timeline
6.2.1 Apply an intersectional gender lens to parental and carer's leave provisions within the Enterprise agreement to remove systemic barriers within the industrial agreement	In progress	Preliminary discussions with internal and external stakeholders have been held, with bargaining due to commence in the first quarter on Year 2.	Year 2
6.2.2 Benchmark parental leave entitlements to inform recommendations in future EA negotiations	In progress	Preliminary discussions with internal and external stakeholders have been held, with bargaining due to commence in the first quarter on Year 2.	Year 2
6.2.3 Develop a process to assess staff satisfaction with parental leave supports	Not started	This action is scheduled for implementation in the fourth quarter of Year 3.	Year 3
6.3.1 Family violence support communicated during onboarding/corporate induction program	Not started	This action is scheduled for implementation in the fourth quarter of Year 2.	Year 2
6.3.2 Incorporate training on responding to disclosures to family violence into leadership development/learning program	Not started	This action is scheduled for implementation in the fourth quarter of Year 2.	Year 2
7.1.1 Embed the ANZSCO classification into master position data (incorporating classification review from service plans)	Complete	This action was completed in February 2023. ANZSCO codes were added to our HRIS. The field is mandatory, and a procedure has been developed and implemented to ensure all new positions are allocated an ANZSCO code.	Year 2
7.1.2 Partner with leaders/service unit managers in heavily gender segregated areas to build awareness of workforce diversity profiles and steps to take to drive change	Not started	This action is scheduled for implementation in the fourth quarter of Year 2.	Year 2
7.1.3 Utilise case studies, profiles, careers at council messaging to build employer brand across diverse recruitment channels (also Action 1.5 in Workforce Plan)	Not started	This action is scheduled for implementation in the fourth quarter of Year 2.	Year 2
7.1.4 Develop 'careers at council' advertising campaigns specifically designed with intersectional imagery and messaging that intentionally breaks down or challenges stereotypes	Not started	This action is scheduled for implementation in the fourth quarter of Year 3.	Year 3
7.1.5 Incorporate case studies, staff profiles illustrating breaking down gender stereotypes in leadership forums and training, to encourage practice of building workforce diversity	Not started	This action is scheduled for implementation in the first quarter of Year 4.	Year 4
7.2.1 Celebrate diversity and provide a platform to share DIWG staff profiles and voices	Complete	This action was completed in March 2023. DIWG staff featured on the panel for the International Women's Day event and organised the Harmony Day event. Other staff were profiled in internal staff newsletter profiles and articles throughout the year.	Year 1
7.2.2 Integrate messaging on bullying and harassment as a targeted element of overarching annual equality and inclusion communications plan	In progress	Messaging on bullying and harassment has been incorporated in the communications plan (action 0.3.1) and will be reviewed and updated annually	Year 1, Year 2, Year 3, Year 4
7.1.6 Deliver bullying and harassment related compliance e-learning, including refresher training every 2 years	Ongoing	Refresher training was reviewed and deployed in November 2022 and is next due in November 2024. Module content will also be reviewed considering any new or updated organisational policies and procedures.	Year 1, Year 2, Year 3, Year 4



...we will continue to deliver real and measurable impacts to address gender inequality at Manningham.





## Workplace gender equality indicators

Table 3 – Workplace gender equality indicators progress

Required		
Indicator	Confirm if progress made	Progress description
This column contains the seven workplace gender equality indicators.	Indicate whether your organisation has made progress in relation to the workplace gender equality indicators.	<p><b>Demonstrate your progress in relation to each workplace gender equality indicator.</b></p> <p><b>In this column, please explain why you believe changes in your data do or do not represent progress against each indicator.</b></p> <p><b>Refer explicitly to quantitative changes in the data between your previous workplace gender audit and your progress audit.</b></p> <p><b>If you wish, you may also make reference to any strategy or measure from your GEAP that supported, or was designed to support, progress against that indicator.</b></p>
<b>Gender composition of all levels of the workforce</b>	No	<p>The gender composition of our workforce remained the same between 2021 and 2023 – 62% women and 38% men. In 2021 we were unable to report on the number of staff who choose to self-describe their gender. Although not reflected in our public data in 2023 (due to the anonymity threshold) we have made changes to the configuration of our HRIS (implementation of GEAP actions 0.2.2 and 0.2.3) to allow us to record and report the number of employees who choose to self-describe their gender. Additionally, we have made significant improvements in our workforce data collection over the reporting period and are now able to provide a robust dataset including gender composition of the workforce by employment basis, Aboriginality, age, disability, ethnicity and race, religion, and sexual orientation for all employees who commenced post March 2023.</p> <p>The overall composition by employment basis also remained roughly the same with a slight trend towards more full-time roles. Casual employment remained the same at 6% of the workforce, with a 1% decrease in part-time employment (39% in 2023) and a 2% increase to full-time employment.</p> <p>Our workforce can be broadly categorised into top (Levels 0 to -4), middle (Levels -5 to -8) and lower (Levels -9 to -12) levels. Women continue to be overrepresented in part-time roles, particularly at the middle and lower level where they comprise 97% and 75% (compared to 94% and 77% in 2021) of the part-time workforce respectively. In 2021 there was only one part-time role and no casual roles in the top level. In 2023 this increased to two part-time roles and one casual role in the top level.</p> <p>In 2021 39% of roles at the senior level were held by women, which increased to 44% in 2023. There has been an addition five roles created at this level, and women have been recruited or promoted to four of these roles.</p> <p>In 2021 women comprise 58% of lower levels roles. This remained unchanged in 2023, although the overall number of lower-level roles decreased.</p> <p>Although there have been improvements to data collection and a slight increase to women in leadership roles, women continue to be overrepresented in part-time and lower-level roles. We consider we have not made progress against this indicator as the overall gender diversity of our workforce remains similar to 2021.</p>
<b>Gender composition of governing bodies</b>	Yes	<p>In our 2021 gender audit we reported 56% of Manningham’s councillors were women and 44% men. As there has been no local government election since then, and our elected councillors remain, the gender composition of our governing body is unchanged.</p> <p>In 2021 we were unable to provide intersectional data for the members of our governing body. In 2023, we were able to provide a robust dataset including gender composition of our governing body by Aboriginality, age, disability, ethnicity and race, religion, and sexual orientation.</p> <p>In 2021 the chair of our governing body (the Mayor), was a man. At the time of data collection for our 2023 progress audit, the Mayor is a woman. The Mayor is elected for a one year term each November.</p> <p>We consider we have made progress against this indicator as we have had two consecutive women elected as Mayor in November 2021 and 2022 and we have a slightly higher percentage of women councillors compared to the sector average – 43.8% of councillors elected at the 2020 local government elections were women <a href="https://www.localgovernment.vic.gov.au/our-programs/gender-equity#:~:text=At%20the%202020%20local%20government,per%20cent%20target%20by%202025">https://www.localgovernment.vic.gov.au/our-programs/gender-equity#:~:text=At%20the%202020%20local%20government,per%20cent%20target%20by%202025</a>.</p>

Required		
Indicator	Confirm if progress made	Progress description
<p><b>Equal remuneration for work of equal or comparable value across all levels of the workforce, irrespective of gender</b></p>	<p>No</p>	<p>Our 2021 gender audit suggests we have an organisation wide mean total remuneration pay gap of 9.2%, favouring men. In 2023 this gap has decreased to 5.5%. Based on the analysis below, we consider we have not made progress against this indicator.</p> <p>In 2021 we attributed the pay gap to having more men in higher paid jobs and the gender segregation of our workforce, as 63% of staff earning over \$150,000 were men in roles such as ICT, Finance, General Managers, Corporate Managers and CEO. A full investigation of the drivers behind the pay gap was included as an action (3.1.4) in our GEAP for Year 4, however upon reviewing our Progress Audit results an investigation of the drivers behind the current pay gap was conducted.</p> <p>Based on analysis of the common drivers of gender pay gaps it was determined:</p> <ol style="list-style-type: none"> <li>1. Women and men are paid differently for equal and comparable work in some circumstances. The largest gap (above 10%) is in a role at the -9 level and likely due to tenure and one person negotiating a higher starting salary. There are smaller gaps (above 5%) in the Coordinator roles at the -3 and -5 levels. This is likely due to the workforce being segregated along traditional gendered lines with women in roles in feminine/lower paid areas and men in roles in masculine/higher paid areas.</li> <li>2. We have more men in leadership roles and more women in junior roles. Our workforce comprises 62% women and 38% men, however men hold 44% of leadership positions vs women 56%. Therefore, men are proportionately overrepresented in leadership roles. Women are more likely to leave as they approach the top of the middle level. Of the 62 women who exited during the reporting period 42% of those were at level -6 and -7. 61% of women who exited were part-time. This is potentially due to only 5 part-time roles above the -5 level. There is evidence that job redesign and flexible work is not supported at a leadership level. Of the 39 senior leadership roles (Level -1 to -4), 37 are full-time and only 2 part-time. Women account for 58% of junior roles (Level -9 to -12) and men 42%.</li> <li>3. We have more men in higher paid jobs and more women in lower paid jobs. A quartile analysis revealed men hold 30% of roles in the lowest paid quartile, increasing to 41% of roles in the highest paid quartile. Conversely, women hold 70% of roles in the lowest paid quartile, decreasing to 59% of roles in the highest paid quartile.</li> <li>4. We have unequal participation in part-time work. 84% of the part-time workforce are women. Most senior roles are not available as part-time, and men are potentially not encouraged or supported to work part-time.</li> <li>5. There is inequality in employee movements, particularly for those who work part-time. There were no promotions awarded to part-time employees and only 17% of higher duties and 20% of secondments were undertaken by part-time employees.</li> <li>6. There are some areas where a high negative pay gap persists. These areas are characterised by disproportionate numbers of women working part-time or casually in feminised roles. This is most evident at the -11 level where women comprise 78% of Home Support Workers. There are only 5 full-times roles at this level. This is comparable with the workforce profile for this sector (aged and disabled carers ANZSCO occupation group) where women comprise 80% of the workforce and there is a shortage of suitably qualified men. <a href="https://labourmarketinsights.gov.au/occupation-profile/aged-and-disabled-carers?occupationCode=4231#:~:text=Age%20and%20gender&amp;text=The%20median%20age%20of%20Aged.all%20jobs%20average%20of%2048%25">https://labourmarketinsights.gov.au/occupation-profile/aged-and-disabled-carers?occupationCode=4231#:~:text=Age%20and%20gender&amp;text=The%20median%20age%20of%20Aged.all%20jobs%20average%20of%2048%25</a></li> </ol> <p>This information gives us a clearer understanding of where we should focus actions in relation to this indicator in the development of our next GEAP and the actions required to redress gaps.</p>

Required		
Indicator	Confirm if progress made	Progress description
<b>Sexual harassment in the workplace</b>	No	<p>Our 2021 People Matter Survey (PMS) data showed that 6% of women and 5% of men who responded to the survey had experienced sexual harassment in the workplace. In 2023, our PMS data showed that 5% of women and 8% of men who responded to the survey reported having experienced sexual harassment in the workplace, a decrease of 1% for women, and an increase of 3% from 2021 for men.</p> <p>In both our 2021 and 2023 PMS the number of employees who identified as gender diverse fell below the anonymity threshold and were grouped with those who preferred not to disclose their gender. In 2021 15% of this cohort indicated they had experienced sexual harassment in the workplace. Pleasingly, in 2023, this decreased to no experiences of sexual harassment in the workplace for this cohort.</p> <p>In line with previous surveys that measure sexual harassment in our workplace, there is a gap between number of respondents reporting they have experienced sexual harassment and the number of formal complaints received. 6% of PMS respondents who said they had experienced sexual harassment said they had submitted a formal complaint in response; however we received no formal complaints in the reporting period. In our 2023 PMS the respondents who said they didn't submit a complaint fell, however they gave similar reasons to the 2021 survey for not reporting – 'I didn't think it was serious enough' (56% in 2021 vs 47% in 2023), 'I didn't think it would make a difference' (44% vs 27%), and 'I believed there would be negative consequences for my reputation' (44% vs 27%).</p> <p>The response rate to the 2023 PMS increased to 41% (compared to 20% in 2021), with approximately double the amount of women and triple amount of men participating. In the absence of any formal complaints, and considering the anonymous nature of the PMS, we consider these results provide an accurate representation of sexual harassment in our workplace.</p> <p>The persistent gap between reported experiences of sexual harassment in anonymous surveys and the lack of formal complaints received, as well as the reasons given for not submitting a formal complaint suggests that we have work to do in improving staff confidence and awareness of how to report sexual harassment in our workplace. As a result of this analysis, we are implementing a revised Sexual Harassment Policy and simplified reporting procedures, as well as conducting training to raise awareness of what sexual harassment looks like in our workplace and how to report it.</p> <p>Due to similar levels of sexual harassment reported via the PMS in 2021 and 2023, and having received no formal complaints, we consider no progress was made against this indicator.</p>



Required		
Indicator	Confirm if progress made	Progress description
<p><b>Recruitment and promotion practices in the workplace</b></p>	<p>Yes</p>	<p><b>Recruitment</b></p> <p>In our 2021 gender audit, women represented 58% of new recruits in the year to 30 June 2021. In our 2023 progress audit, women and gender diverse people accounted for 52% of those recruited.</p> <p>In 2021, of the women we recruited, 17% were employed on a full-time permanent basis, 14% on a part-time permanent basis and 69% on fixed-term contracts. In 2023, 44% of women recruited were employed on a full-time permanent basis, 25% on a part-time permanent basis and 22% on fixed-term contracts. This is inline with an organisation-wide trend towards more permanent, full-time employment.</p> <p>As mentioned in our progress against Indicator 1, we have configured our HRIS to allow for employees to self-describe their gender. We have increased our recruitment of gender diverse staff but this is not reflected in our public data due to the anonymity threshold.</p> <p>In 2021, there were no women recruited at the top level (Levels 0 to -4), but in 2023 this increased to three women recruited at this level.</p> <p>Our PMS data indicates that both women and men believe recruitment processes at Manningham are fair with a 65% favourable response (unchanged from 2021).</p> <p>Although the gender composition of the people who were recruited and exited Manningham over the past year has remained relatively stable, we have been able to improve our recruitment of women at the top level and create more opportunities for women in leadership roles. In addition to this, the trend towards more permanent positions and decline in contract roles offers stability for all employees, therefore we consider we have made progress in this area.</p> <p><b>Promotions</b></p> <p>Our 2021 gender audit showed that 70% of promotions in the 12 months to 30 June 2021 were awarded to women. These promotions mainly occurred in the lower and middle levels of the organisation, with only one at the top level. Our 2023 progress audit showed that 100% of all promotions were awarded to women, an increase of 30%. Of these, 67% occurred in the higher levels of the organisation and were ongoing permanent roles.</p> <p>Our 2023 progress audit indicates that women have undertaken more higher duties (increased by 19% compared to 2021) and secondment (increased by 20% compared to 2021) opportunities leading to more permanent promotions, particularly at the top level.</p> <p>The number of women who participated in career development opportunities decreased by 6% in 2023, however the number of women who were satisfied with the way their learning and development needs have been addressed in the last 12 months remained unchanged (62% favourable). Men were more likely to be satisfied with the way their learning and development needs have been addressed in the last 12 months with a 67% favourable response which is a 2% improvement from 2021.</p> <p>The GEAP actions related to this indicator are not scheduled for implementation until Year 2 and 3, however we consider we have made progress against this indicator due to the increase in secondments, higher duties and promotions awarded to women.</p>



Required		
Indicator	Confirm if progress made	Progress description
<p><b>Availability and utilisation of terms, conditions and practices relating to:</b></p> <ul style="list-style-type: none"> <li>▶ family violence leave; and</li> <li>▶ flexible working arrangements; and</li> <li>▶ working arrangements supporting employees with family or caring responsibilities</li> </ul>	No	<p>In 2021 we were unable to provide workforce data regarding the utilisation of family violence leave or flexible working arrangements. At the time of writing this progress report, there is work planned for implementation in Year 2 of the GEAP to develop a mechanism to allow us to collect and report the required data against this indicator (GEAP action 6.1.3).</p> <p>Manningham Council offers 20 days of paid family violence leave per year, which is more than the National Employment Standards which provide for 10 days per year. We also have a network of trained, designated officers available to provide confidential support to staff experiencing family violence.</p> <p>Among PMS respondents, 89% women (+5% difference), 82% men (+4% difference) and 68% other (-1% difference) agreed that Manningham would support them if they needed to take family violence leave in 2023. This signifies a level of awareness and culture of support around this initiative.</p> <p>Our PMS data also indicates that men, women and gender diverse people agree their manager supports them working fairly with an 80% favourable response (unchanged from 2021).</p> <p>In our 2021 audit, men took an average of 2.7 weeks parental leave. In 2023 the proportion of men taking parental leave decreased slightly, however the average length of leave increased to 3.0 weeks. The average length of parental leave taken by women also increased from 22.5 weeks in 2021, to 30.7 weeks in 2023.</p> <p>The current employment agreement is due to expire on 30 June 2024. There are two actions due to be implemented in Year 2 of the GEAP (6.2.1 and 6.2.2) related to reviewing the current parental leave provisions to ensure they are more gender equal and fair for all parents.</p> <p>Due to being unable to provide suitable workforce data, minimal changes in our employee experience data and a decrease in the proportion of men taking parental leave, we consider no progress was made against this indicator.</p>
<p><b>Gendered segregation within the workplace</b></p>	Yes	<p>In our 2021 gender audit, a significant number of positions were allocated the ANZSCO code 099888 – Response inadequately described. Since then we have reviewed and allocated ANZSCO codes against all positions leading to a more accurate reflection of our workforce segmentation (GEAP action 7.1.1).</p> <p>As a result of this, we can identify an increase to the proportion of men in feminised work areas such a Professionals (29% in 2021 vs 35% in 2023), Community and Personal Service Workers (18% vs 19%), and Clerical and Administrative Workers (22% vs 24%). There was an increase in the proportion of women in Technicians and Trade workers (5% in 2021 vs 11% in 2024).</p> <p>The strongest positive and improved results in our 2023 PMS were observed in questions related to this indicator. They include that:</p> <ul style="list-style-type: none"> <li>▶ 84% of respondents agree the organisation uses inclusive and respectful images and language. This is an improvement of 3% from the 2021 survey.</li> <li>▶ 85% of survey respondents feel culturally safe at work. This is an improvement of 6 percentage points from the 2021 survey.</li> <li>▶ 81% of survey respondents agree that work is allocated fairly within their workgroup regardless of gender. This is an improvement of 4 percentage points from the 2021 survey.</li> </ul> <p>Based on these results, we consider we have made progress against this indicator.</p>



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## 14 CHIEF EXECUTIVE OFFICER

### 14.1 Review of Council Expenses Policy

File Number: IN24/533  
Responsible Director: Chief Executive Officer  
Attachments: 1 Revised Council Expenses Policy

#### PURPOSE OF REPORT

*The purpose of this report is to seek endorsement by Council on proposed changes to the Council Expenses Policy.*

#### EXECUTIVE SUMMARY

*The Local Government Act 2020 (the Act) requires Council to adopt and maintain a policy in relation to the reimbursement of expenses for Councillors. The Council Expenses Policy (the Policy) has been in place since 2020 and is due for review. The revised draft Policy is presented to Council for endorsement.*

#### 1. RECOMMENDATION

**That Council endorse the revised Council Expenses Policy shown at attachment 1.**

#### 2. BACKGROUND

- 2.1 The Local Government Act 2020 (the Act) provides direction regarding the reimbursement of Councillor and delegated committee members out-of-pocket expenses.
- 2.2 Council must reimburse a Councillor or a member of a delegated committee for out-of-pocket expenses which the Council is satisfied –
  - 2.2.1 are bona fide expenses; and
  - 2.2.2 have been reasonably incurred in the performance of their role; and
  - 2.2.3 are reasonably necessary for the Councillor or member of a delegated committee to perform that role.
- 2.3 Section 41 of the Act requires Council to adopt and maintain an expenses policy that:
  - 2.3.1 specify procedures to be followed in applying for reimbursement and in reimbursing expenses; and
  - 2.3.2 comply with any requirements prescribed by the regulations in relation to the reimbursement of expenses (there are none at this point); and

- 2.3.3 provide for the reimbursement of child care costs where the provision of child care is reasonably required for a Councillor or member of a delegated committee to perform their role; and
  - 2.3.4 have regard to expenses incurred by a Councillor who is a carer in a care relationship within the meaning of section 4 of the Carers Recognition Act 2012.
- 2.4 Following The *Local Government Act 2020* (the Act) coming into effect, Council endorsed at its meeting of 25 August 2020, the Council Expenses Policy with the next review date being 1 September 2024.

### 3. DISCUSSION / ISSUE

- 3.1 The Council Expenses Policy (formerly the Councillor Allowance and Support Policy) underwent an extensive review in 2020 to ensure it offered a contemporary approach to the reimbursement of expenses and complied with the newly introduced Local Government Act.
- 3.2 The policy has provided a sound governance framework and has served the Council well. In undertaking this review there have been a few areas identified that would benefit from including additional parameters in the policy that would further strengthen good governance and transparency for the Council.
- 3.3 In conducting the review, benchmarking was undertaken with the following Councils – Port Phillip, Melton, Whitehorse (all three have recently endorsed a revised policy), Knox, Boroondara and Melbourne.
- 3.4 The proposed revisions to the policy relate to:
  - 3.4.1 Additional health and wellbeing support and services.
  - 3.4.2 Mayoral development opportunities.
  - 3.4.3 Additional resources for the Mayor and Councillors.
  - 3.4.4 Additional clause regarding Mayoral chains security and storage.
  - 3.4.5 Further guidance regarding external hospitality claims.
- 3.5 The policy is scheduled for review by 1 September 2024. The revised policy will provide a contemporary framework to support the incoming Councillors in their role following the October 2024 municipal elections.
- 3.6 It is recommended that the next policy review date be scheduled for September 2026, to provide the incoming Council with an opportunity to identify any further refinements that may be required once they have settled into their role.

### 4. COUNCIL PLAN / STRATEGY

- 4.1 A Well Governed Council



**5. IMPLEMENTATION**

5.1 Communication and Engagement

Is engagement required?	Yes
Stakeholder Groups	Councillors
Where does it sit on the IAP2 spectrum?	Inform
Approach	Report tabled at a Councillor briefing prior to being presented to Council for formal consideration

5.2 Timelines:

The revised policy will come into effect immediately if endorsed by Council.

**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.



# Policy Register

## Council Expenses Policy – DRAFT

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Policy Classification	-	<b>Governance</b>
Policy N°	-	<b>POL/545</b>
Policy Status	-	
Responsible Service Unit	-	<b>Integrity</b>
Authorised by	-	<b>Council</b>
Date Adopted	-	<b>27 August 2024</b>
Next Review Date	-	<b>1 September 2026</b>

*This policy is part of a suite of policies adopted by Council or the Executive Management Team (EMT).*

*New or replacement policies can be created and developed within Service Units but can only be added to Council's Policy Register by Strategic Governance following the approval of the policy by Council or the EMT.*



## Policy Register Council Expenses Policy

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## Policy Register Council Expenses Policy

### **PURPOSE**

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This policy supports Councillors and members of delegated committees to perform their role without disadvantage by ensuring that expenses reasonably incurred in the performance of their role are reimbursed.

This policy also outlines the resources and facilities Council will provide to the Mayor and Councillors to support them in the performance of their duties.

### **SCOPE OF POLICY**

---

This policy applies to:

- Councillors; and
- members of delegated committees unless otherwise stated.

The use of resources and facilities by family members of a Councillor are prohibited unless the use is directly related to a Councillor's official role.

Claims for expenses, resources and facilities other than those specifically provided for in this policy will be submitted to Council for determination.

If a Councillor or member of a delegated committee does not claim a particular expense or does not use a resource or facility provided, this cannot be offset against a claim for an additional amount of some other expense, resource or facility.

Councillors and members of delegated committees should exercise judgement when incurring expenses to ensure the proper use of Council resources.





**Policy Register  
Council Expenses Policy**

## **POLICY STATEMENT**

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### **PART 1 – Council Expenses**

In accordance with Section 41 of the *Local Government Act 2020*, Council must adopt and maintain an expenses policy in relation to the reimbursement of out-of-pocket expenses.

Part 1 of this policy applies to Councillors and members of delegated committees. A reference to a Councillor in this Part is to be read as a reference to a member of a delegated committee.

#### **1. Expenses**

- 1.1. In accordance with Section 40 of the *Local Government Act 2020*, Council must reimburse Councillors for out-of-pocket expenses incurred while performing duties which the Council is satisfied:
  - a. are bona fide expenses; and
  - b. have been reasonably incurred in the performance of their role of Councillor; and
  - c. are reasonably necessary for the Councillor to perform that role.
- 1.2. For the purposes of this policy, payment of expenses will be limited to:
  - a. payment of travel expenses for private vehicle use;
  - b. reimbursement of Carer and child care expenses, where appropriate;
  - c. reimbursement of telephone expenses; and
  - d. reimbursement of costs paid by Councillors relevant to and necessary for their role and for the purposes of achieving the objectives of the Council.
- 1.3. Councillors will be reimbursed for bona fide, reasonable and necessary out-of-pocket expenses on the presentation of a signed statement of expenditure on expenses supported by official receipts in addition to other relevant documentation (such as invitations).
- 1.4. Where an expense claim for equipment or an expense can reasonably be considered to attract some personal use, Councillors must provide a signed statement containing their best estimate of the percentage of personal use, which will be subtracted from the expense claim.
- 1.5. Councillors are expected to progressively submit their expense claims monthly as they are incurred. Claims for expenses during the prior month should be submitted by the last working day of the following month. This enables monitoring of expenditure against budget and accurate and meaningful reporting. All claims relating to each financial year are to be submitted by 30 June of that same financial year.



## Policy Register Council Expenses Policy

- 1.6. Council will not reimburse the cost of any infringements incurred by Councillors or for road, traffic or parking violations.
- 1.7. The annual budget will provide a consolidated budget amount for each Councillor to cover the cost of bona fide, reasonable and necessary expenses detailed in 1.3 above.
- 1.8. In a Council election year, the budget will be apportioned between Councillors on a pro-rata basis for the period up to the election and for the period following the election.
- 1.9. Individual Councillors will be provided with a monthly statement (itemised) of their expenses to enable them to monitor their level of expenditure.
- 1.10. Where the cumulative cost of expenses exceeds the budget provision for an individual Councillor in any one financial year, the Chief Executive Officer must only reimburse and/or commit expenditure up to the budget amount. Proposed expenditure that would exceed the budget provision is required to be submitted to Council for approval.

## 2. Use of Private Vehicles and Travel Related Expenses

- 2.1. Councillors will be reimbursed for travel related expenses including their own private vehicle, taxis and ride share services such as Uber or can use a Cabcharge card for:
  - a. attendance at Council or Delegated Committee meetings;
  - b. attendance at Committee meetings and Strategic Briefing Sessions;
  - c. attendance at ordinary, committee or sub-committee meetings of State, Regional or local organisations or bodies where the Councillor has, by Council resolution been elected as a Council delegate;
  - d. attendance at meetings, briefing sessions and civic or ceremonial functions convened by the Mayor or the Council;
  - e. attendance at a meeting, function or other official role as a representative of the Mayor or the Council;
  - f. attendances at conferences, seminars, professional development and training where the attendance has been approved by the Council or the Chief Executive Officer or delegate;
  - g. to and from the airport, rail or bus station or other point where travel to conferences, seminars, professional development and training commences; and
  - h. attendance at inspections and meetings within or outside Manningham relative to the duties of office as a Councillor.



## Policy Register Council Expenses Policy

- 2.2. Where travel is claimed to or from a location other than home, the maximum claimable must not be greater than the distance from the Councillors home or approved principle place of employment to the meeting/activity, unless exceptional circumstances exist.
- 2.3. Reimbursement for private vehicles will be paid in accordance with the Victorian Local Government Award 2015 as varied from time to time.
- 2.4. Councillors seeking reimbursement are required to submit to the Councillor and CEO Support Team a signed record of private use claim and a copy of a log book entry for travel, other than for regular travel that has previously been determined and agreed.
- 2.5. 'Myki' cards are available from the Councillor and CEO Support Team for Council related travel. Where access to these cards is impractical, reimbursement of reasonable expenses can be claimed provided adequate evidence of the travel is produced.
- 2.6. Each Councillor will be provided with a Cabcharge card. Cabcharge cards are to be used by the cardholder only and must not be provided to any other individual for use.
- 2.7. Councillors must provide the Councillor and CEO Support Team with the reason for each journey and include the date, time and activity.

### 3. Car Parking Fees

- 3.1 Councillors may be reimbursed for car parking fees incurred at any event or training attended while performing their duties as a Councillor.

### 4. Access to Council Pool Vehicles

- 4.1. Councillors are able to access Council pool vehicles upon request, subject to vehicle availability and where it directly relates to their role as Councillor.
- 4.2. Use of a Council vehicle must be in accordance with the Vehicle and Fleet Operational Policy.
- 4.3. Bookings are coordinated through the Councillor and CEO Support Team.

### 5. Carer Expenses

- 5.1. Council will reimburse the cost of necessary Carer expenses incurred by Councillors in performing their duties. Carer expenses include child care and other forms of care needed to support Immediate Family Members or to another person where the Councillor is in a care relationship as defined in section 4 of the *Carers Recognition Act 2012*.
- 5.2. Councillors will, on the production of a receipt or relevant documentation, be reimbursed the cost of child care expenses for children up to and including the age of 14 years and for other forms of care detailed in 4.1 above where the Councillor attends:



## Policy Register Council Expenses Policy

- a. Council meetings, Strategic Briefing Sessions, Committee meetings and Delegated Committee meetings, site inspections to enable Councillors to familiarise themselves with matters before Council and civic or ceremonial functions convened by the Mayor or Council;
  - b. meetings, including public meetings scheduled by the Council;
  - c. meetings arising as a result of a Councillor being appointed by Council to an external body or organisation;
  - d. a meeting or some other official function in the role as Mayor or deputising for the Mayor; and
  - e. conferences, seminars, professional development and training where the attendance has been approved by the Chief Executive Officer or delegate.
- 5.3. Carer expenses may consist of hourly fees, agency booking fee and reasonable travelling expenses. Fee reimbursement is not payable where the service has been provided by an immediate family member of the Councillor.
- 5.4. Where child care arrangements are provided by an informal babysitter arrangement and no official receipt can be produced, the Councillor must provide a signed statement confirming the name of the carer, hours worked and the cost of the service.

## 6. Councillors with Disabilities

- 5.1 Reasonable additional expenses and resources may be approved by the Chief Executive Officer or delegate to assist a Councillor with a disability to perform their duties as a Councillor.

## 7. Insurance

- 6.1 Council must indemnify and keep indemnified Councillors against all actions or claims arising during or after their term of office in respect of anything necessarily or reasonably done or omitted to be done in good faith:
- a. in the performance of a duty or a function or the exercise of a power under the *Local Government Act 2020*, the regulations or a local law or any other Act; or
  - b. in the reasonable belief that the act or omission was in the performance of a duty or a function or the exercise of a power under the *Local Government Act 2020*, the regulations or a local law or any other Act.
- 6.2 The following policies will provide coverage whilst a Councillor is carrying out Council business:
- a. Public liability / professional indemnity
  - b. Councillors' and officers' liability
  - c. Corporate travel (including partners)
  - d. Workers' compensation





## Policy Register Council Expenses Policy

- e. Motor (fleet) – for those fleet drivers
  - f. Crime
  - g. Journey Accident Insurance
- 6.3 At the time of insurance policy renewals, Councillors have a duty to disclose any matters that they know or could reasonably be expected to know which may affect the insurers decision or terms of a policy provided to Council. Councillors must make an annual declaration to this effect when required.
- 6.4 Council will pay the insurance policy excess in respect of any claim made against a Councillor arising from Council business. All claim decisions are made by the insurer.

### 8. Legal Expenses

- 8.1. Payment of any legal costs incurred by a Councillor shall be the responsibility of that Councillor (unless a specific Council resolution has been endorsed prior to incurring the legal cost). Where the CEO reasonably believes there may be a genuine risk to the health and safety for a Councillor, and there is supporting legal advice from a qualified legal practitioner that recommends Council funded legal advice, the CEO may elect at their discretion to authorise this expenditure provided the costs incurred are reasonable and prior CEO approval has been obtained.

### 9. Health and Wellbeing

- 9.1. Councillors (and their immediate family members) can access confidential counselling and support services via Council's Employee Assistance Program (EAP). The counselling and support services are available for personal or work-related problems, up to FOUR (1-hour) sessions per year are available. The sessions are provided by experienced and qualified psychologists and social workers, the right to privacy is strictly observed. As part of this service, Councillors also have access to one session per year of financial coaching, nutritional support, or a legal referral service.
- 9.2. Councillors are entitled to access a free flu vaccination as part of Council's annual immunisation program.

### 10. Seminars, Conferences, Professional Development and Training

- 7.1 Council recognises the need for Councillors to attend seminars, conferences, professional development and training that is reasonably necessary to be kept informed on local government matters and to assist them in performing their role.



## Policy Register Council Expenses Policy

- 7.2 Members of Delegated Committees who are not Councillors, must seek approval from the Chief Executive Officer or delegate before booking any seminars, conferences, professional development or training that will incur any expense. Any proposed expenditure must be reasonably necessary for the member of the delegated committee to perform their role.
- 7.3 The annual budget provision will also cover the cost of conference attendance by Councillors.
- 7.4 Councillors attendance at all international seminars and conferences must be approved by Council.
- 7.5 Attendance by Councillors at the Australian Local Government Association Annual Conference, Local Government Managers Association, National Congress and the Company Directors Course do not require Council approval.
- 7.6 Council will provide the following to Councillors attending conferences, seminars, professional development and training:
- a. Registration, course or sessional fees;
  - b. Dinners/meals – cost of main conference meals if not covered by the registration fees and all other meals within reasonable limits for the duration of the conference, seminar, professional development or training session;
  - c. Accommodation – appropriate accommodation as selected after consultation with the Councillor and CEO Support Team from the day prior to the registration day and each day until the conclusion of the conference, seminar, professional development or training. Any additional accommodation costs as a result of the attendance of Councillors partners or family members will be met by the Councillor;
  - d. Transportation – Council will cover the cost of transportation to, during and from the conference. This applies to any of the following forms of travel:
    - i. return economy class air travel (the Council has discretion when considering proposed overseas travel by Councillors to consider whether any special or extenuating circumstances might apply that would warrant travel by Business Class);
    - ii. private vehicle with reimbursement as specified in this policy subject to the reimbursement not exceeding the cost of return economy class air travel available at that time for the particular destination;
    - iii. economy class train or bus travel; and
    - iv. cabcharge.
- 7.7 All arrangements are to be handled through the Councillor and CEO Support Team.



## Policy Register Council Expenses Policy

- 7.8 Councillors will be required to submit a written report in respect of any conference or seminar attended except for the ALGA Annual Conference, the Local Government Managers Association, National Congress, the MAV Councillor Development Weekend, the VLGA Mayors weekend and the Company Directors Course. Where more than one Councillor attends an interstate or overseas conference or seminar, a joint report may be submitted. Conference reports will be published on the Councillor Hub.
- 7.9 In the first year of a Council term, costs associated with the Councillor induction program will be absorbed in the operational budget and will not form part of the quarterly report.

## PART 2 – Resources and Facilities

In accordance with section 42 of the Act, Council must make available to the Mayor and Councillors the resources and facilities reasonably necessary to enable them to effectively perform their role.

This Part applies to the Mayor and Councillors unless otherwise stated.

### 11. Company Directors Course

- 8.1 Council will support Councillors undertaking the Company Directors Course conducted by the Australian Institute of Company Directors on behalf of the MAV.
- 8.2 Councillors will be entitled to attend the Course in any of the first three years after being elected with the cost of the Course being paid directly by Council upon registration.
- 8.3 The cost of the course will be deducted from the relevant Councillor's expenses account.
- 8.4 If the cost of the course exceeds the available funds in a Councillor's expense account in any one year, the cost can then be amortised over two financial year periods.
- 8.5 If the Mayor of the day undertakes the Company Directors Course within their mayoral year, the course must be completed within the first four months of the Mayoral term.
- 8.6 The CEO may extend professional development opportunities to support the Mayor in performance of their role which may be partially funded within the operational budget.

### 12. Professional Memberships and Subscriptions

- 9.1 Council recognises the need for Councillors to hold memberships and subscriptions to professional associations directly related to their duties, in order to be kept fully informed on matters to assist them in performing their role.
- 9.2 Professional memberships that are considered to be reasonable and



### Policy Register Council Expenses Policy

necessary bona fide out-of-pocket Councillor expenses are:

- a. The Municipal Association of Victoria;
  - b. The Victorian Local Governance Association;
  - c. The Australian Local Government Women's Association;
  - d. Australian Institute of Company Directors.
- 9.3 Other individual memberships, professional associations or subscriptions which are considered demonstrably beneficial to Council or the performance of the duties of a Councillor may be reimbursed subject to a resolution of Council.
- 9.4 The cost of the professional memberships and subscriptions will be deducted from the relevant Councillor's expenses account.

### 13. Meals/Refreshments/Meeting rooms

- 10.1 The part-time and voluntary nature of the role of a Councillor necessitates a Councillor attending meetings outside normal business hours. In many instances the timing of meetings renders it impractical for Councillors to make their own meal arrangements prior to attending such meetings.
- 10.2 In recognition of these situations and to facilitate timely attendance at meetings, it is considered appropriate to provide Councillors attending Council meetings, Strategic Briefing Sessions and Delegated Committee meetings with a "working dinner". The working dinner is to take the form of a two-course buffet together with non-alcoholic beverages. This clause applies to members of Delegated Committees who are not councillors.
- 10.3 Councillors (along with Council staff and independent members) attending meetings of committees and working groups convened to deal with Council business may be provided with meals and refreshments, excluding alcoholic beverages.
- 10.4 Councillors may meet with constituents in the Councillors' lounge or other small meeting rooms and light refreshments (tea, coffee and biscuits) will be available. Where a Councillor organises a meeting with a constituent(s) they should endeavour to arrange the meeting outside of the lunchtime period. In a situation where this is not practical, a Councillor may order a light lunch including non-alcoholic beverages. The cost of the lunch will be charged to the individual Councillor's expenses budget provided that the cost does not cause the actual expenditure to exceed the budget allocation and the lunch has been authorised by the Chief Executive Officer. There is no charge for the meeting room.
- 10.5 Whilst it is recommended to utilise existing Council facilities, there may be occasions where a Councillor will not be able to meet a person for Councillor related purposes, at the Civic Centre. Claims can be made for costs associated with these meetings (excluding the cost of any alcohol) subject to the following requirements:





### Policy Register Council Expenses Policy

- a. the meeting could not reasonably be conducted at the Civic Centre; and/or
  - b. the claim does not exceed the upper threshold of current Australian Taxation Office 'reasonable expenses'.
- 10.6 Meetings between Councillors will not be reimbursed for external hospitality. Discretion may be applied for meetings between the Mayor and a Councillor given the Mayor's prescribed role under the *Local Government Act 2020*.
- 10.7 Where the Mayor hosts a visit (delegations, schools, etc) catering including non-alcoholic beverages may be provided at Council's expense. Where an individual Councillor independently hosts a visit, the cost of catering including non-alcoholic beverages is a charge against the Councillor.

## 14. Community Involvement, Activities and Events

- 11.1 The Mayor and Councillors receive invitations to attend various functions and activities. These may include Council run events, industry bodies, local community groups, not-for-profit organisations, public sector bodies, etc.
- 11.2 Many of these will be free of charge, however where there is a fee for attending , the cost can be:
- 11.2.1 paid directly by Council and deducted from the Councillor's expenses; or
  - 11.2.2 claimed as an expense by the Councillor; provided that:
    - a. an official invitation is received (via email, mail or social media);
    - b. the Councillor has been invited in an official capacity;
    - c. attendance can reasonably be seen to support the achievement of Council's objectives.
- 11.3 Council will meet the cost of attendance of a Councillor's partner where:
- a. the partner is specified on the official invitation; and
  - b. due to the nature of the function or activity, there is a reasonable expectation that partners attend; and
  - c. attendance by a partner is considered to be necessary or appropriate to support the business or representational needs of Council.
- 11.4 The cost of a partner attending an event will be deducted from the Councillor's expenses.



## Policy Register Council Expenses Policy

### 15. Gifts and Donations

- 12.1 The giving of gifts or donations by Councillors should be undertaken in a consistent and equitable manner in order to avoid perceptions of impropriety and to ensure the proper use of Council resources.
- 12.2 Council will only reimburse gifts which are reasonable and necessary expenses incurred in the performance of the role of Councillor.
- 12.3 Councillors seek guidance from the Councillor Support Team regarding the availability of corporate gifts before incurring any expense.
- 12.4 Councillors may make monetary donations in their own name at their own expense. Such donations will not be reimbursed by Council.

### 16. Support Facilities

- 13.1 Council supplies the following support facilities to Councillors to enable the Councillors to undertake their duties of office. All equipment remains the property of the Council. When a Councillor ceases to hold the office of Councillor, they shall immediately cease using the equipment and shall return it at the earliest opportunity but no later than 14 days from the date of cessation.
- 13.2 Council provides:
  - 13.2.1. Stationery and equipment – A4 letterhead, bond paper, business cards, satchels, name badge and diary;
  - 13.2.2. Secretarial assistance –secretarial assistance will be made available through the Councillor and CEO Support team to Councillors for work directly related to the duties of office;
  - 13.2.3. Councillors' lounge and office – Councillors have access to a lounge which is fitted out with two work stations (including sit/stand desk), printer, individual locker, meeting table, kitchenette and lounge area. It is suitable for meeting with constituents and for research and other Council business activities;
  - 13.2.4. Computing equipment in the form of a laptop and/or tablet device with appropriate software and printer as needed. Councillors will be supplied with electronic copies of meeting agendas and will need to bring a laptop or tablet device to meetings. Council is unable to provide support for non-Council issued devices,;
  - 13.2.5. A 3 or 4 drawer filing cabinet upon request;
  - 13.2.6. Training – Councillors will be provided with any necessary training/education in the use of equipment and/or software supplied by the Council or any sessions relating to other issues directly related to Council activities; and



### Policy Register Council Expenses Policy

- 13.2.7. A webpage for each Councillor on the Manningham City Council website.
- 13.2.8. A dedicated Councillor resource and information hub that provides relevant and necessary information such as:
- Council business papers – agendas and minutes;
  - Councillor bulletins;
  - Councillor related forms; and
  - Councillor related policies.
- 13.3 Notwithstanding clause 1.4, Council will reimburse Councillors for their mobile telephone plans, for bona fide and reasonable expenses up to the value of \$100 per month, provided that:
- a. the mobile telephone number is published as the Councillor's contact telephone number;
  - b. the mobile telephone expenses directly relate to the performance of their role as a Councillor; and
  - c. Councillors abide by the Election Period Policy regarding use of Council issued telephone numbers during the election period.
- 13.4 Where Council has arranged the supply of equipment or other telecommunications facilities, the cost of purchase, installation or connection, maintenance, consumables, service or rental is to be at Council's expense.
- 13.5 Council supplied equipment is only to be used in relation to Council business. The onus rests with each Councillor.
- 13.6 Accounts for Councillors' mobile telephone plans are to be forwarded to the Councillor Support Team together with evidence of the payment of the account. Costs incurred in excess of \$100 per month will be the responsibility of the individual Councillor and will not be reimbursed by Council.

## 17. Additional facilities for the Office of Mayor

- 15.1 Mayoral Vehicle - Council will provide at its cost a fully registered, insured and maintained vehicle for official and personal use during the mayoral term if the Mayor so requires. As part of Council's response to climate change and reducing emissions from Council operations, it is encouraged for the Mayoral vehicle to be either electric or petrol hybrid electric. This is a similar standard to the vehicle available to the Chief Executive Officer. The Mayor's partner is permitted to drive the mayoral vehicle for official and personal use during the mayoral term.
- 15.2 Office Facilities - The Mayor will be provided with a suitably equipped office and secretarial support will be available during normal business



## Policy Register Council Expenses Policy

hours and at other times as arranged with the Councillor and CEO Support Team.

- 15.3 The Mayor will have access to the Mayoral chains for use at official functions. The Mayoral Chains must be kept in a lockable and secure location whilst in the Mayor's possession. Note, this does not include a vehicle.
- 15.4 Facilities for the Mayor's Partner
  - 15.4.1 The Mayor's partner will be supplied with cab charge facilities on the same terms and conditions as the Councillors.
  - 15.4.2 Council will reimburse travelling expenses for the Mayor's partner whilst accompanying the Mayor on official business.

## PART 3 – Allowances

### 18. Councillor Allowances

- 16.1 The Mayor, Deputy Mayor and Councillors are entitled to receive an allowance from Council in accordance with the Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019.
- 16.2 A Mayor, Deputy mayor or Councillor may elect to:
  - a) receive the entire allowance;
  - b) receive part of the allowance; or
  - c) receive no allowance.
- 16.3 In accordance with the provisions contained in Australia Tax Office Interpretive Decision 2007/205, Council may enter into a voluntary arrangement with a Councillor under which the Councillor agrees to forego all or part of their Councillors Allowance, including Mayoral Allowance if applicable, in exchange for the Council making contributions to Vision Super, or such other complying superannuation fund nominated by the Councillor and agreed to by the Chief Executive Officer, on their behalf of the amount foregone by the Councillor. (Council Meeting 26/7/11)
- 16.4 Mayoral and Councillors allowances will be paid by EFT, in advance, on a monthly basis.





## Policy Register Council Expenses Policy

### 19. Reporting Arrangements

- 17.1 Quarterly Reporting
  - 17.1.1 As part of Council's ongoing commitment to open and transparent government, all payments made to Councillors in accordance with this policy shall be reported quarterly on Council's website and included in the Manningham Quarterly Report.
  - 17.1.2 Councillors will be provided 14 days to review the quarterly report and seek clarification where required.
  - 17.1.3 The published quarterly report will include a total cost in each category detailed in 17.3 below for the Mayor and Councillors. Publication shall occur before the end of the month following each quarter.
- 17.2 A quarterly report will be provided to Council's Audit and Risk Committee detailing all reimbursements under this policy.
- 17.3 Council's Annual Report will include details of expenses, including reimbursement of expenses, for each Councillor categorised separately as –
  - a) Travel expenses; and
  - b) Car mileage expenses; and
  - c) Carer and child care expenses; and
  - d) Information and communication technology expenses; and
  - e) Conference and training expenses.

### 20. Decision Review

- 18.1 In the event that a Councillor is not satisfied with a decision made by officers under this Policy, the matter can be referred to a review panel consisting of the Mayor (or Deputy Mayor if the matter relates to the Mayor) and Chief Executive Officer (or delegate, who is not the original decision maker). In reviewing an application, the panel can determine to support the application, not support the application or refer the matter to Council for consideration.



## Policy Register Council Expenses Policy

### 21. Administrative Updates

- 19.1 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.

### RESPONSIBILITY

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Day to day operation of the policy will be the responsibility of the Councillor Support Team with all payments/reimbursements being approved under delegated authority by the Manager Integrity.

### DEFINITIONS

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Carer – someone who provides care to another person in a care relationship, as defined in section 4 of the *Carers Recognition Act 2012*.

Duties of a Councillor – means duties performed by a Councillor that are necessary or appropriate to their role for the purposes of achieving the objectives of Council having regard to any relevant Act, regulations, Ministerial guidelines or Council policies.

Expenses – includes:

- Expenses initially incurred by a Councillor for which a claim is subsequently made for reimbursement; and
- Expenses incurred by Council for or on behalf of a Councillor.

Immediate Family Member – includes a spouse or domestic partner of a person, a son, daughter, mother, father, brother or sister that regularly resides with that person.

Member of a Delegated Committee – means any person other than a Councillor who is appointed to the delegated committee by the Council, in accordance with section 63 of the *Local Government Act 2020*.

Professional Development – means the process of improving and increasing the capabilities, knowledge and skills of Councillors necessary and relevant to their role through access to education and training opportunities through outside organisations or in the workplace.



**Policy Register  
Council Expenses Policy**

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## **RELATED POLICIES**

Councillors IT Support and Equipment Policy.  
Vehicle and Plant Fleet Operational Policy  
Councillor Code of Conduct Public Transparency Policy  
Election Period Policy

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## **SUPPORTING PROCEDURES**

Nil

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## **ACTION PLANS**

Nil

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## **GUIDELINES**

Councillors Reference Guide

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## **RELATED LEGISLATION**

*Local Government Act 2020 (Section 39, 40 & 41)*  
*Local Government (Planning and Reporting) Regulations 2020*  
*Carers Recognition Act 2012 (Section 4)*  
*Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019*

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## **SUPPORTING RESEARCH AND ANALYSIS**

Victorian Government's Policy Statement on Local Government Mayoral and Councillor Allowances and Resources.



**Policy Register  
Council Expenses Policy**

**DOCUMENT HISTORY**

<b>Policy Title:</b>	
<b>Responsible Officer:</b>	
<b>Resp. Officer Position:</b>	
<b>Next Review Date:</b>	
<b>To be included on website?</b>	

<b>Last Updated</b>	<b>Meeting type? - Council or EMT</b>	<b>Meeting Date</b>	<b>Item N°</b>



## 14.2 Council Meeting Schedule

File Number: IN24/540  
Responsible Director: Chief Executive Officer  
Attachments: Nil

### PURPOSE OF REPORT

*The purpose of this report is to determine the Council meeting schedule for 2025 and to set a new date for the Annual Meeting following the October Council elections.*

### EXECUTIVE SUMMARY

*Manningham's Governance Rules (the Rules) require Council to fix its meeting schedule for the forthcoming year.*

*A new date is proposed for the 2024 Annual Council meeting following the 2024 Council elections in October. The Victorian Electoral Commission has advised that the declaration of results for the election will occur after the date that was previously set for the Annual meeting. As a result, a new meeting date is required to be set.*

*In addition, it is timely to set the Council meeting dates for 2025 to enable planning to commence for the new Council. Meetings are held monthly on the fourth Tuesday at 7:00pm unless circumstances require an alternative date. The meeting schedule for 2025 is outlined in the recommendation for Council's consideration and endorsement.*

### 1. RECOMMENDATION

#### That Council:

**A. set a new meeting date for the 2024 Annual Council meeting following the October municipal elections for Tuesday 19 November 2024, at 7:00pm.**

**B. adopt the following meeting schedule for 2025:**

**Council meetings will be held on Tuesday in the Council Chambers at 7:00pm on the following dates:**

- **25 February 2025**
- **25 March 2025**
- **29 April 2025**
- **27 May 2025**
- **24 June 2025**
- **22 July 2025**
- **26 August 2025**
- **23 September 2025**
- **28 October 2025**
- **25 November 2025**
- **9 December 2025**

**C. set the meeting date for the Annual Council meeting for Thursday, 6 November 2025, at 7:00pm in the Council Chamber at the Civic Centre.**

- D. authorise the Chief Executive Officer to undertake all necessary actions to call the scheduled Council meetings.**

## **2. BACKGROUND**

- 2.1 Manningham's Governance Rules provide that the date, time and place for all Council meetings must be fixed by Council from time to time.
- 2.2 When Council endorsed the meeting schedule for 2024, the date set for the Annual Meeting following the Council elections in October was 7 November 2024. Council has since been advised by the Victorian Electoral Commission that the declaration of results for the election will occur on 13 November, after the date set for this meeting. As a result, a new meeting date is required to be set. Officers are proposing that the Annual meeting for the election of Mayor and Deputy Mayor be set for Tuesday, 19 November 2024 at 7pm.
- 2.3 It is also timely to propose meeting arrangements for 2025 to enable planning to commence for the new Council. These dates are being proposed in accordance with the usual meeting cycle of Council meetings to be held monthly on the fourth Tuesday at 7:00pm unless otherwise provided for.
- 2.4 Additional meetings may be scheduled throughout the year as required and the proposed dates if endorsed by Council may be amended if necessary.
- 2.5 In preparing the meeting schedule, consideration has been given to scheduled public holidays and confirmed local government conferences for 2025.

## **3. DISCUSSION / ISSUE**

- 3.1 This is an administrative report to enable Council to set the meeting dates for the 2025 calendar year and amend the 2024 meeting schedule.
- 3.2 There are three variations to the proposed fourth Tuesday meeting dates in 2025:
- No meeting is proposed in January however, if a meeting is required to consider any matters before the first scheduled meeting in February 2025, a meeting can be called by the Mayor.
  - The April Council meeting is proposed to be held on the fifth Tuesday of the month because Easter holidays and Anzac Day fall in the same week, and it is anticipated that some individuals may not be available during this period.
  - the December Council meeting is traditionally held earlier in the month prior to the holiday season and is proposed for the second Tuesday.

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

The fixing of Council meeting times, dates and places is a requirement of the Rules and forms part of Council's governance obligations.

**5. IMPACTS AND IMPLICATIONS**

5.1 Finance / Resource Implications

There are no finance or resource issues associated with this report.

**6. IMPLEMENTATION**

6.1 Communication and Engagement

Stakeholder Groups	Council and the community
Is engagement required?	No
Where does it sit on the IAP2 spectrum?	Inform
Approach	The meeting schedule will be published in a newspaper circulating in Manningham, placed on Council’s website and social media channels.

6.2 Timelines

The meeting schedule and amendments will take effect immediately if supported by 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.

**14.3 Appointment of Authorised Officers - Planning and Environment Act 1987**

File Number: IN24/509  
Responsible Director: Chief Executive Officer  
Attachments: 1 S11A Instrument of Appointment and Authorisation -  
Garry Neilson - August 2024

**PURPOSE OF REPORT**

*The purpose of this report is to appoint a Council officer as an Authorised Officer under the Planning and Environment Act 1987 (the Act).*

**EXECUTIVE SUMMARY**

*In accordance with 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 officers detailed below as an 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.*

**1. RECOMMENDATION**

**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. the following Council Officer be appointed as an authorised officer:**
  - Garry Neilson
- 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 with Council; and**
- C. the Instrument be signed and sealed.**



**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. IMPLEMENTATION**

3.1 Communication and Engagement

Stakeholder Groups	Nominated Council officers
Is engagement required?	No. Council is required to make these administrative appointments.
Where does it sit on the IAP2 spectrum?	N/A
Approach	N/A

**4. 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 -

**Garry Neilson**

**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 27 August 2024.

The Common Seal of            )  
Manningham City Council        )  
was hereunto affixed            )  
in the presence of:                )

Mayor .....

Chief Executive Officer .....

Date: .....

## 14.4 Informal Meetings of Councillors

File Number:	IN24/519
Responsible Director:	Chief Executive Officer
Attachments:	<ol style="list-style-type: none"><li>1 Councillor and Acting CEO Only Time - 23 July 2024</li><li>2 Municipal Fire Management Program Committee - 2 August 2024</li><li>3 Municipal Emergency Management Program Committee - 2 August 2024</li><li>4 Strategic Briefing Session - 6 August 2024</li><li>5 CEO Employment and Remuneration Committee -12 August 2024</li><li>6 Councillor and CEO Only Time - 13 August 2024</li><li>7 Strategic Briefing Session - 13 August 2024</li><li>8 Gender Equality and LGBTQIA+ Advisory Committee - 15 August 2024</li></ol>

### PURPOSE OF REPORT

*The purpose of this report is to promote transparency in Council's business by providing a record of informal meetings attended by Councillors.*

### EXECUTIVE SUMMARY

*Chapter 6, sub rule 1 of Manningham's Governance Rules requires a record of each meeting that constitutes an Informal Meeting of Councillors to be reported to Council and those records to be incorporated into the minutes of the Council Meeting.*

### 1. RECOMMENDATION

**That Council note the Informal Meetings of Councillors for the following meetings:**

- **Councillor and Acting CEO Only Time – 23 July 2024**
- **Municipal Fire Management Program Committee – 2 August 2024**
- **Municipal Emergency Management Program Committee – 2 August 2024**
- **Strategic Briefing Session – 6 August 2024**
- **CEO Employment and Remuneration Committee Meeting – 12 August 2024**
- **Councillor and CEO Only Time – 13 August 2024**
- **Strategic Briefing Session – 13 August 2024**
- **Gender Equality and LGBTQIA+ Advisory Committee – 15 August 2024**

### 2. BACKGROUND

2.1 Section 60 of the *Local Government Act 2020*, requires a Council to develop, adopt and keep in force Governance Rules (the Rules).

2.2 Chapter 6, sub rule 1 of Manningham's Governance 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.

2.3 An Informal Meeting of Councillors is a meeting that:

- is a scheduled or planned meeting of all Councillors (irrespective of how many Councillors attend) with the Chief Executive Officer for the purpose of discussing the business of Council or briefing Councillors; or
- is a scheduled or planned meeting of all Councillors (irrespective of how many Councillors attend) with the Executive Management Team for the purpose of discussing the business of Council or briefing Councillors; or
- is a scheduled or planned advisory committee meeting attended by at least one Councillor and one member of Council staff; and
- is not a Council meeting, Delegated Committee meeting or Community Asset Committee meeting.

**3. DISCUSSION / ISSUE**

Summaries of the following informal meetings are attached to this report:

- Councillor and Acting CEO Only Time – 23 July 2024
- Municipal Fire Management Program Committee – 2 August 2024
- Municipal Emergency Management Program Committee – 2 August 2024
- Strategic Briefing Session – 6 August 2024
- CEO Employment and Remuneration Committee Meeting – 12 August 2024
- Councillor and CEO Only Time – 13 August 2024
- Strategic Briefing Session – 13 August 2024
- Gender Equality and LGBTQIA+ Advisory Committee – 15 August 2024

**4. IMPLEMENTATION**

4.1 Communication and Engagement

Stakeholder Groups	Councillors, Officers and members of Manningham’s Advisory Committees
Is engagement required?	No. This information is provided in the interests of public transparency.
Where does it sit on the IAP2 spectrum?	N/A
Approach	N/A

**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.



# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS				
<b>Meeting Name:</b>	Councillor & Acting CEO Only Time			
<b>Date:</b>	Tuesday, 23 July 2024			
	<table border="1" style="width: 100%;"> <tr> <td><b>Time Opened:</b></td> <td>6:00pm</td> </tr> <tr> <td><b>Time Closed:</b></td> <td>6:30pm</td> </tr> </table>	<b>Time Opened:</b>	6:00pm	<b>Time Closed:</b>
<b>Time Opened:</b>	6:00pm			
<b>Time Closed:</b>	6:30pm			
<b>Location:</b>	Councillors Lounge, Civic Centre			
<b>Councillors Present:</b>	Cr Carli Lange (Mayor), Cr Laura Mayne (Deputy Mayor), Cr Anna Chen, Cr Andrew Conlon, Cr Geoff Gough, Cr Michelle Kleinert OAM, Cr Stephen Mayne			
<b>Officers Present:</b>	Kerryn Paterson (Acting Chief Executive Officer)			
<b>Apologies:</b>	Cr Tomas Lightbody, Cr Deirdre Diamante			
<b>Items discussed:</b>	<ul style="list-style-type: none"> <li>• Council Agenda Review</li> <li>• Windfall Gains Tax LG Session</li> <li>• ERG Plan East</li> </ul>			
CONFLICT OF INTEREST DISCLOSURES				
<b>Were there any conflict of interest disclosures by Councillors?</b>	No			

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS	
<b>Meeting Name:</b>	Municipal Fire Management Program Committee
<b>Date:</b>	Friday, 2 August 2024
	<b>Time Opened:</b> 12:15pm
	<b>Time Closed:</b> 2:00pm
<b>Location:</b>	Council Chambers, Civic Centre
<b>Councillors Present:</b>	Cr Carli Lange (Mayor)
<b>Officers Present:</b>	Amber Thorgersen, Ben Middleton, Ben North, Sarah Francis, Georgia Ryan, Cathy Willis
<b>Apologies:</b>	Michael Tregonning
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. Minutes of previous meeting</li> <li>2. Business arising from previous minutes</li> <li>3. Agency Updates                             <ol style="list-style-type: none"> <li>3.1 Country Fire Authority (CFA)</li> <li>3.2 Fire Rescue Victoria</li> <li>3.3 Forest Fire Management Victoria / Parks Victoria</li> <li>3.4 VicPol</li> <li>3.5 Yarra Valley Water</li> <li>3.6 Department of Transport and Planning (VicRoads)</li> <li>3.7 Additional updates from guests</li> </ol> </li> <li>4. Other Business                             <ol style="list-style-type: none"> <li>4.1 Victorian Fire Risk Register polygons review</li> <li>4.2 Municipal Fire Management Plan Action Plan update and discussions</li> <li>4.3 Mt Lofty Update</li> <li>4.4 Fire hydrant markers update.</li> </ol> </li> </ol>
CONFLICT OF INTEREST DISCLOSURES	
<b>Were there any conflict of interest disclosures by Councillors?</b>	No

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MANNINGHAM

MEETING DETAILS				
<b>Meeting Name:</b>	Municipal Emergency Management Program Committee			
<b>Date:</b>	Friday, 2 August 2024			
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #eee;"><b>Time Opened:</b></td> <td>9:30am</td> </tr> <tr> <td style="background-color: #eee;"><b>Time Closed:</b></td> <td>12:00pm</td> </tr> </table>	<b>Time Opened:</b>	9:30am	<b>Time Closed:</b>
<b>Time Opened:</b>	9:30am			
<b>Time Closed:</b>	12:00pm			
<b>Location:</b>	Council Chambers, Civic Centre			
<b>Councillors Present:</b>	Cr Carli Lange (Mayor)			
<b>Officers Present:</b>	Amber Thorgersen, Ben Middleton, Ben North, Sarah Francis, Travis Fitch, Frank Vassilacos, Pamela Dewhurst, Georgia Ryan, Tony McGann			
<b>Apologies:</b>	Helen Napier, Rachele Quattrocchi, Michelle Zemancheff, Vanessa Bove, Michael Tregonning, John O'Brien			
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. Actions arising</li> <li>2. Correspondence</li> <li>3. Guest Speaker</li> <li>4. General Business                             <ol style="list-style-type: none"> <li>4.1 Risk and Resilience Grant Update</li> <li>4.2 Water Rescue Tabletop Exercise</li> <li>4.3 Manningham Risk and Resilience Grant</li> <li>4.4 Council Access to edit Road Incident Database</li> <li>4.5 Regional Emergency Management Planning Committee</li> <li>4.6 Reminder of new contact number for Manningham Council Municipal Emergency Management Officer /Municipal Recovery Manager</li> <li>4.7 Eastern Metro Municipal Recovery Plan</li> <li>4.8 Exercise East Update</li> <li>4.9 Update from Mayor Lange – Fire Rescue Victoria Fire Ops 101 Experience</li> <li>4.10 Templestowe Soccer Facility / Powerful Owl Park</li> <li>4.11 Staff Changes and Membership Updates</li> <li>4.12 All Community Engagement Updates</li> <li>4.13 Grants and Projects Update</li> <li>4.14 Training and Exercise Update</li> <li>4.15 Notable Incidents</li> <li>4.16 Items without Notices</li> </ol> </li> <li>5. Sub Committee Reports</li> <li>6. Next Meeting</li> <li>7. Exercise Speed Dating</li> </ol>			
CONFLICT OF INTEREST DISCLOSURES				
<b>Were there any conflict of interest disclosures by Councillors?</b>	No			

# 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, 6 August 2024			
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #eee;"><b>Time Opened:</b></td> <td>6:35pm</td> </tr> <tr> <td style="background-color: #eee;"><b>Time Closed:</b></td> <td>9:11pm</td> </tr> </table>	<b>Time Opened:</b>	6:35pm	<b>Time Closed:</b>
<b>Time Opened:</b>	6:35pm			
<b>Time Closed:</b>	9:11pm			
<b>Location:</b>	Council Chambers, Civic Centre			
<b>Councillors Present:</b>	Cr Carli Lange (Mayor), Cr Laura Mayne (Deputy Mayor), Cr Anna Chen, Cr Andrew Conlon, Cr Deirdre Diamante, Cr Tomas Lightbody and Cr Stephen Mayne			
<b>Officers Present:</b>	<p><b>Executive Officers Present</b>                      Andrew Day, Chief Executive Officer                      Kerryn Paterson, Director Experience and Capability                      Rachelle Quattrocchi, Director City Services                      Lee Robson, Director Connected Communities                      Andrew McMaster, Director City Planning</p> <p><b>Other Officers in Attendance</b>                      Nick Hulston, Governance Officer                      Lydia Winstanley, Coordinator City Planning                      Linda Merlino, Project Lead - Strategic Property Portfolio                      Tessa Bond, Senior Strategic Planner</p>			
<b>Apologies:</b>	Cr Geoff Gough and Cr Michelle Kleinert OAM			
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. Council Submission - Plan for Victoria and draft Housing Targets</li> <li>2. Civic Precinct Concept Plans (Confidential)</li> <li>3. Former Quarry - Expression of Interest Summary (Confidential)</li> </ol>			
CONFLICT OF INTEREST DISCLOSURES				
<b>Were there any conflict of interest disclosures by Councillors?</b>	No			



# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS	
<b>Meeting Name:</b>	CEO Employment and Remuneration Committee Meeting
<b>Date:</b>	Monday, 12 August 2024
<b>Time Opened:</b>	6:00pm
<b>Time Closed:</b>	8:00pm
<b>Location:</b>	Heide Room, Civic Centre
<b>Councillors Present:</b>	Cr Carli Lange (Mayor) (Chair), Cr Laura Mayne (Deputy Mayor), Cr Deirdre Diamante, Cr Anna Chen, Cr Andrew Conlon, Cr Stephen Mayne, Cr Tomas Lightbody
<b>Officers Present:</b>	Andrew Day (left at 7:15pm after item 1), Kerry Paterson
<b>Apologies:</b>	Cr Michelle Kleinert OAM, Cr Geoff Gough
<b>Items discussed:</b>	<ul style="list-style-type: none"> <li>CEO 2023/24 Annual Performance Review</li> <li>Draft 2024/25 Performance Plan</li> <li>Remuneration Review</li> </ul>
CONFLICT OF INTEREST DISCLOSURES	
<b>Were there any conflict of interest disclosures by Councillors?</b>	No

# 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, 13 August 2024				
	<table border="1"> <tr> <td><b>Time Opened:</b></td> <td>5:45pm</td> </tr> <tr> <td><b>Time Closed:</b></td> <td>6:30pm</td> </tr> </table>	<b>Time Opened:</b>	5:45pm	<b>Time Closed:</b>	6:30pm
<b>Time Opened:</b>	5:45pm				
<b>Time Closed:</b>	6:30pm				
<b>Location:</b>	Councillor Lounge, Civic Centre				
<b>Councillors Present:</b>	Cr Carli Lange (Mayor), Cr Laura Mayne (Deputy Mayor), Cr Deirdre Diamante, Cr Andrew Conlon, Cr Anna Chen				
<b>Officers Present:</b>	Andrew Day (Chief Executive Officer), Lee Robson, Linda Merlino				
<b>Apologies:</b>	Cr Michelle Kleinert OAM, Cr Tomas Lightbody, Cr Geoff Gough				
<b>Items discussed:</b>	Property matter				
CONFLICT OF INTEREST DISCLOSURES					
<b>Were there any conflict of interest disclosures by Councillors?</b>	No				

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MANNINGHAM

MEETING DETAILS	
<b>Meeting Name:</b>	Strategic Briefing Session
<b>Date:</b>	Tuesday, 13 August 2024
	<b>Time Opened:</b> 6:40pm
	<b>Time Closed:</b> 9:36pm
<b>Location:</b>	Council Chambers, Civic Centre
<b>Councillors Present:</b>	Cr Carli Lange (Mayor), Cr Laura Mayne (Deputy Mayor), Cr Anna Chen, Cr Andrew Conlon, Cr Deirdre Diamante and Cr Stephen Mayne
<b>Officers Present:</b>	<p><b>Executive Officers Present</b>                      Andrew Day, Chief Executive Officer                      Rachele Quattrocchi, Director City Services                      Lee Robson, Director Connected Communities                      Andrew McMaster, Director City Planning</p> <p><b>Other Officers in Attendance</b>                      Nick Hulston, Governance Officer                      Carrie Bruce, Manager Integrity                      Lawrie McLaughlin, Manager Business Enablement                      Roger Woodlock, Integrated Water Management – Strategic Lead                      Lydia Winstanley, Coordinator City Planning                      Jess Rae, Coordinator Climate Emergency and Environment                      Helen Napier, Manager Sustainable Futures                      Emma Michie, Manager Community Participation                      Robert Morton Coordinator Community Projects and Planning                      Nathan Whelan, Recreation Planner</p>
<b>Apologies:</b>	Cr Geoff Gough, Cr Michelle Kleinert OAM and Cr Tomas Lightbody
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. Service Review Areas and Outcomes for 2023/24</li> <li>2. Climate Change Impacts on Water Management (Confidential)</li> <li>3. Outdoor Sports Infrastructure and Allocations Policy</li> <li>4. Manningham Submission for Doncaster Park and Ride</li> <li>5. Review of Council Expenses Policy</li> <li>6. Gender Equality Act Progress Report 2023 Update</li> <li>7. 2024 Annual Healthy Ageing Grant Program Recommendations</li> <li>8. Statutory Planning Application Activity Quarter 4 (April to June 2024)</li> <li>9. Partial Acquisition of Cat Jump Road Property - Springvale Road Footpath (Confidential)</li> <li>10. Concrete Maintenance Works Contract Panel Award Recommendation (Confidential)</li> <li>11. End of 2023-24 Financial Year Capital Works Report</li> <li>12. Climate Emergency Response Plan - An Implementation Update</li> </ol>
CONFLICT OF INTEREST DISCLOSURES	
<b>Were there any conflict of interest disclosures by Councillors?</b>	No

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS	
<b>Meeting Name:</b>	Gender Equality and LGBTQIA+ Advisory Committee
<b>Date:</b>	Thursday, 15 August 2024
	<b>Time Opened:</b> 6:00pm
	<b>Time Closed:</b> 8:00pm
<b>Location:</b>	Council Chambers, Civic Centre
<b>Councillors Present:</b>	Cr Laura Mayne (Deputy Mayor), Cr Tomas Lightbody
<b>Officers Present:</b>	Michelle Zemancheff, Catherine Simcox, Katrine Gabb
<b>Apologies:</b>	Nil
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. Business Arising</li> <li>2. Targeted LGBTQIA+ engagement</li> <li>3. World Café workshop on 2025 significant dates:                             <ul style="list-style-type: none"> <li>• Pride Week (February);</li> <li>• International Women’s Day (March);</li> <li>• IDAHOBIT (May);</li> <li>• Loneliness Awareness Week (August);</li> <li>• Community Safety Month (October);</li> <li>• World Mental Health Day (October);</li> <li>• 16 Days of Activism 2025 (November);</li> </ul> </li> <li>4. Other Business – Manningham Youth Services program for parents of rainbow children</li> </ol>
CONFLICT OF INTEREST DISCLOSURES	
<b>Were there any conflict of interest disclosures by Councillors?</b>	No



**14.5 Documents for Sealing**

File Number: IN24/520  
 Responsible Director: Chief Executive Officer  
 Attachments: Nil

**PURPOSE OF REPORT**

*The purpose of this report is to seek Council’s authority to sign and seal the documents outlined in the recommendation.*

**EXECUTIVE SUMMARY**

*The following documents are submitted for signing and sealing by Council.*

**1. RECOMMENDATION**

**That the following documents be signed and sealed:**

**Deed of Surrender  
 Council and EACH Limited  
 Part 687 Doncaster Road, Doncaster**

**Licence  
 Council and EACH Limited  
 Premises: Part 687 Doncaster Road, Doncaster**

**Deed of Variation of Lease  
 Council and RG Smith, A Danrell and T Fitzsimons as Trustees of the  
 Templestowe RSL Sub-Branch Building Patriotic Fund No. 2669  
 Premises: 156 Parker Street, Templestowe**

**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. IMPLEMENTATION**

**3.1 Communication and Engagement**

Stakeholder Groups	The other parties to the agreements
Is engagement required?	No. This information is provided in the interests of public transparency.
Where does it sit on the IAP2 spectrum?	N/A
Approach	N/A

**4. 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.

**15 URGENT BUSINESS****16 COUNCILLOR REPORTS AND QUESTION TIME****17 CONFIDENTIAL REPORTS****17.1 Partial Acquisition of Property**

This report contains confidential information as defined in the *Local Government Act 2020*. The relevant ground applying is S3(1)e of the Act concerning legal privileged information, being information to which legal professional privilege or client legal privilege applies.