

MANNINGHAM

COUNCIL MEETING

AGENDA

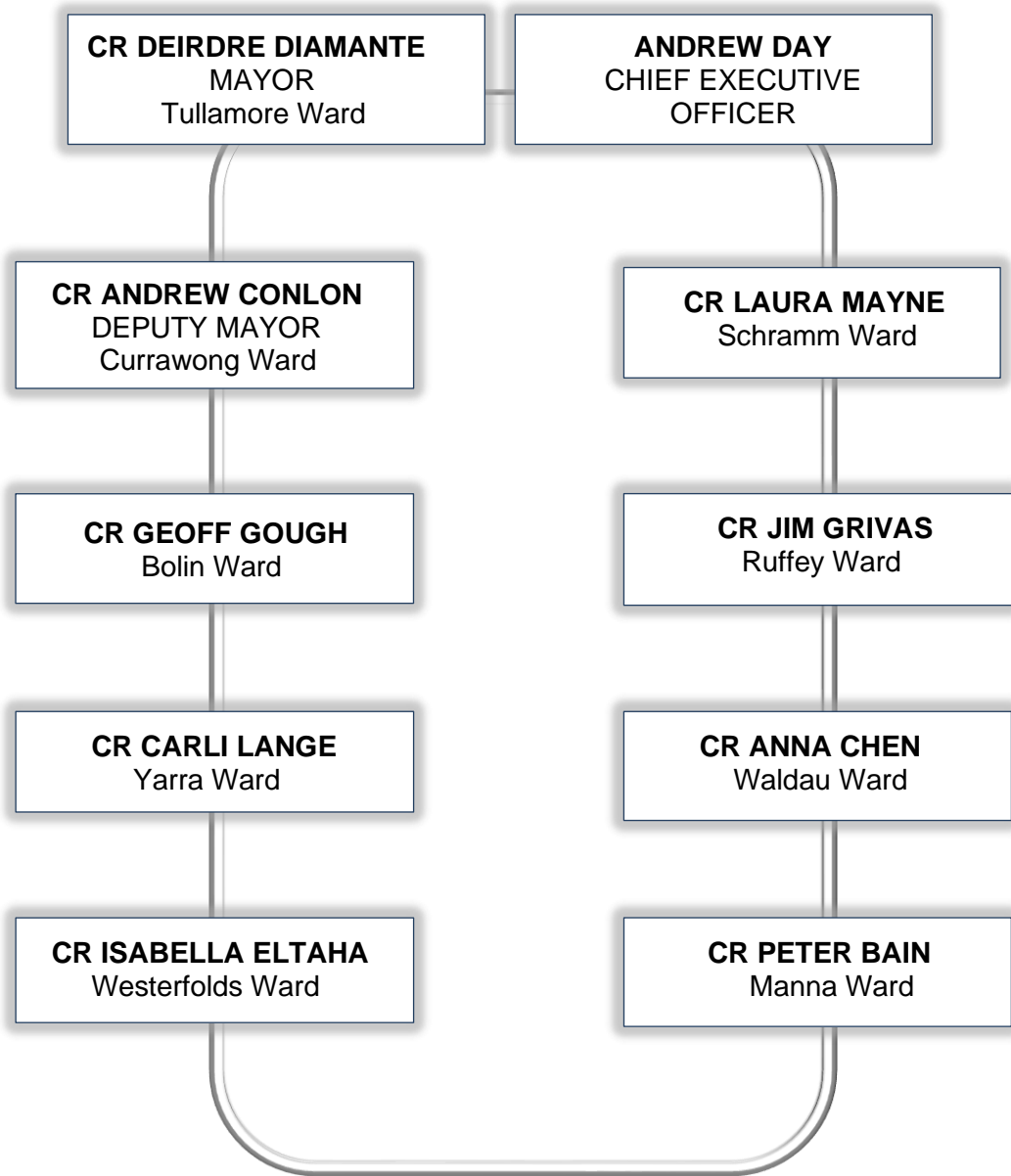
Date:	Tuesday, 10 December 2024
Time:	7:00pm
Location:	Council Chamber, Civic Centre 699 Doncaster Road, Doncaster

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 26 November 2024.

5 PRESENTATIONS

6 PETITIONS

7 PUBLIC QUESTION TIME

8 ADMISSION OF URGENT BUSINESS

9 PLANNING PERMIT APPLICATIONS

There are no Planning Permit Applications that require decision of Council this month.

10 CITY PLANNING

10.1 Statutory Planning Application Activity Quarter 1 (July to September 2024)

File Number: IN24/704
Responsible Director: Director City Planning
Attachments: Nil

PURPOSE OF REPORT

This report is to provide Council with a general performance overview for Quarter 1 (Q1) of Statutory Planning application activities, as required by Chief Executive Officer (CEO) KPI 2024-2025.

EXECUTIVE SUMMARY

This report details the performance of the Statutory Planning team in assessing and determining Planning Permit Applications for Quarter 1 (Q1) covering July to September 2024.

1. RECOMMENDATION

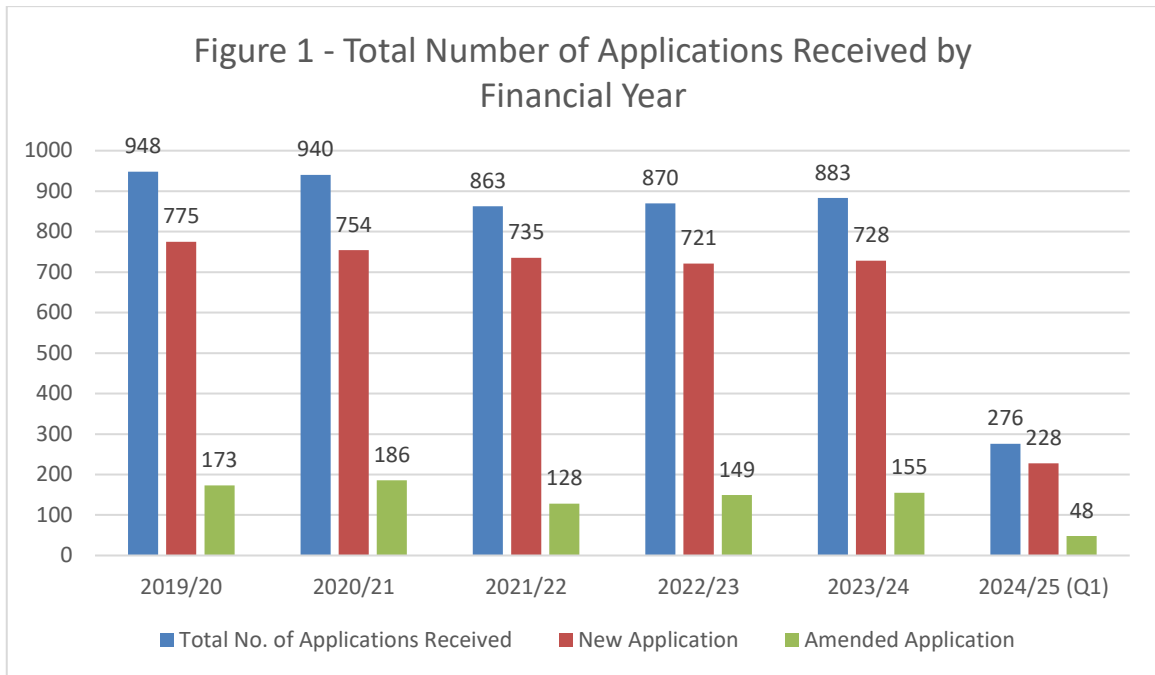
That Council note the Statutory Planning Application Activity Quarter 1 (July to September 2024).

2. BACKGROUND

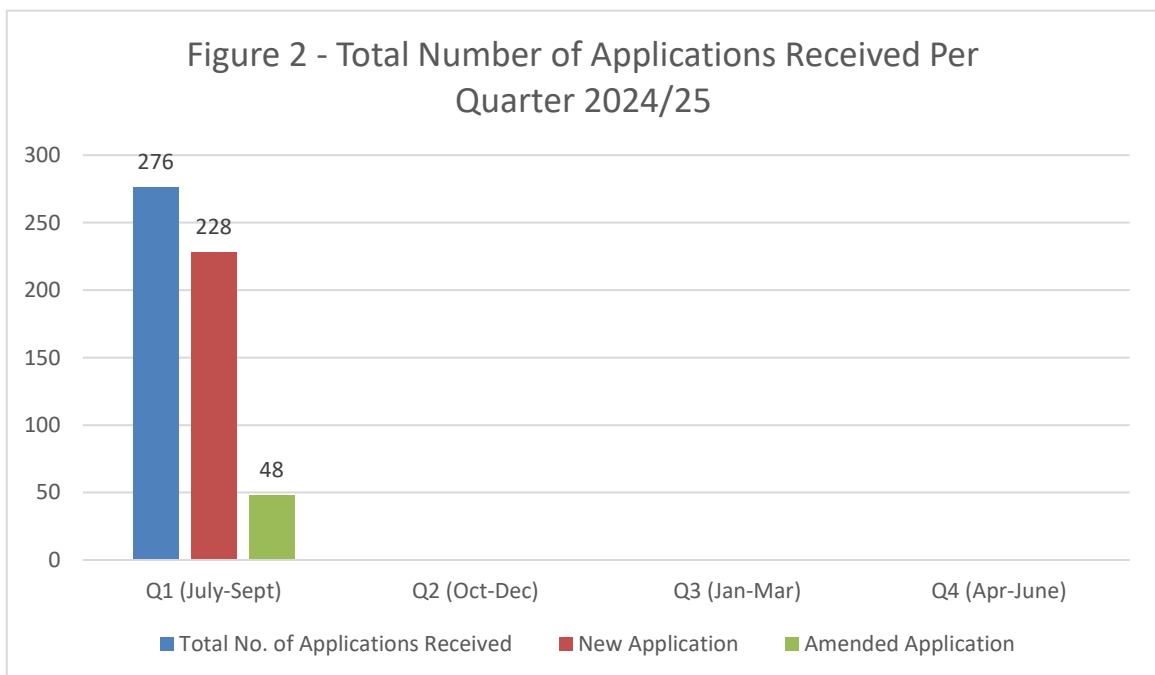
2.1 This report delivers on a CEO KPI, following Council's ongoing focus and interest in the performance of the Statutory Planning team and the assessment of planning applications.

3. DISCUSSION / ISSUE

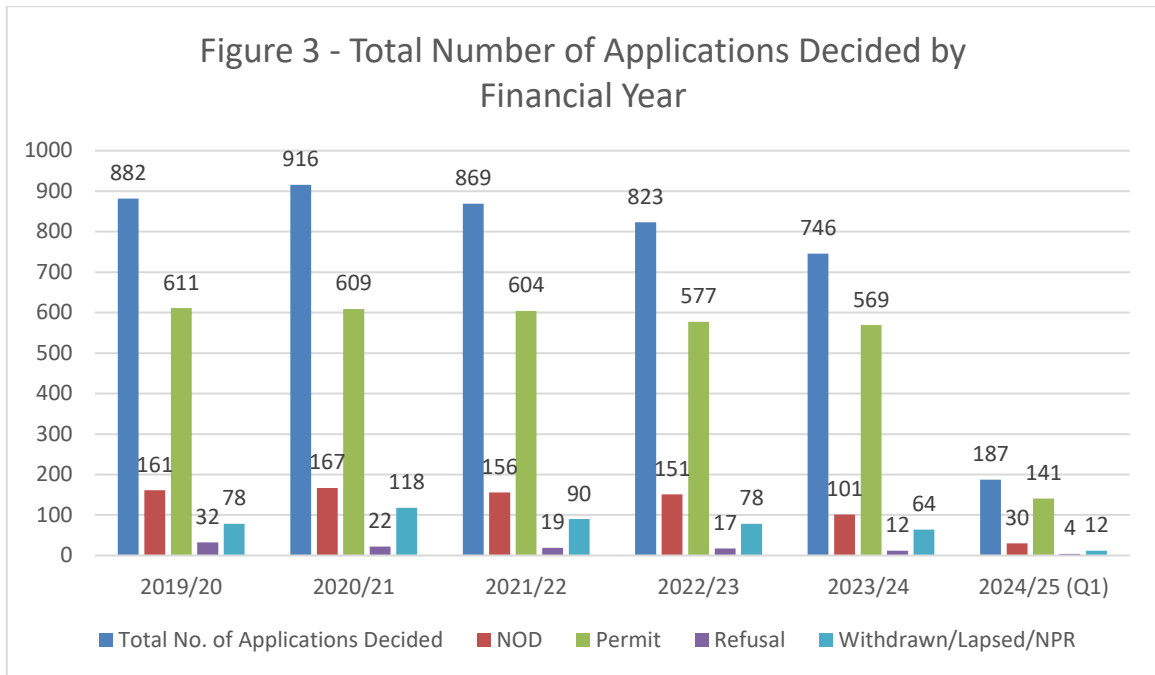
3.1 Figure 1 illustrates the total number of planning applications received each financial year. Application numbers submitted in Q1 are higher than other previous years quarters.



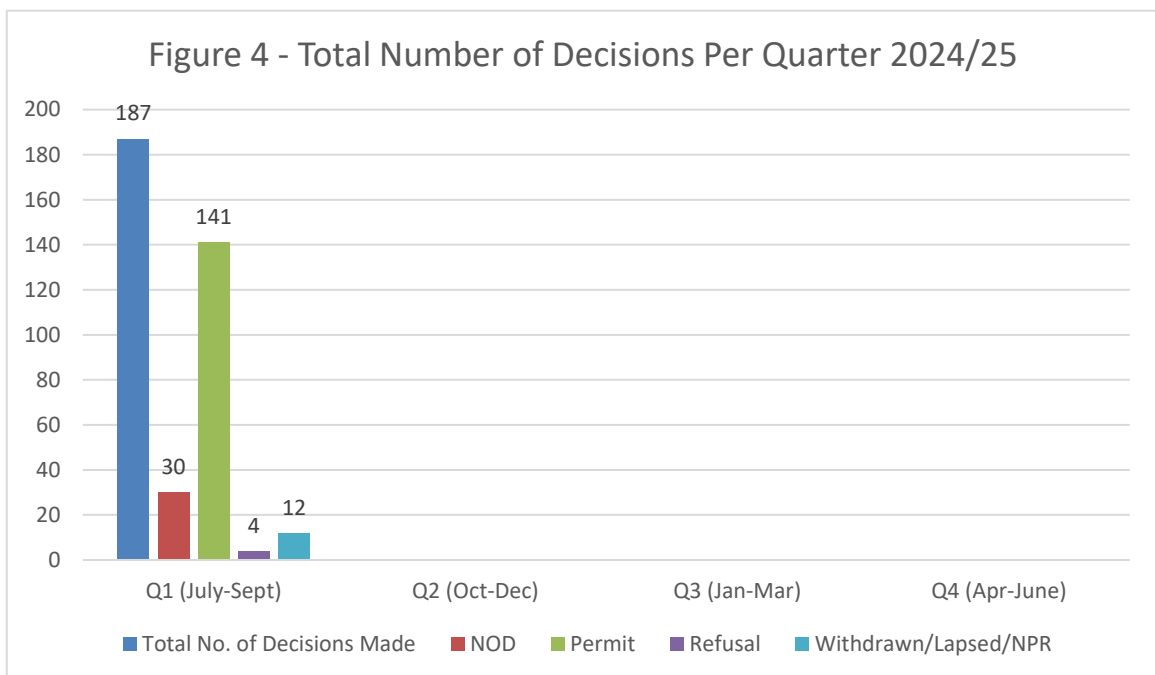
3.2 In Q1, a total of 276 planning applications were submitted to Council. In comparison, 225 planning applications were received for this quarter in the 2023/24 financial year (Figure 2).



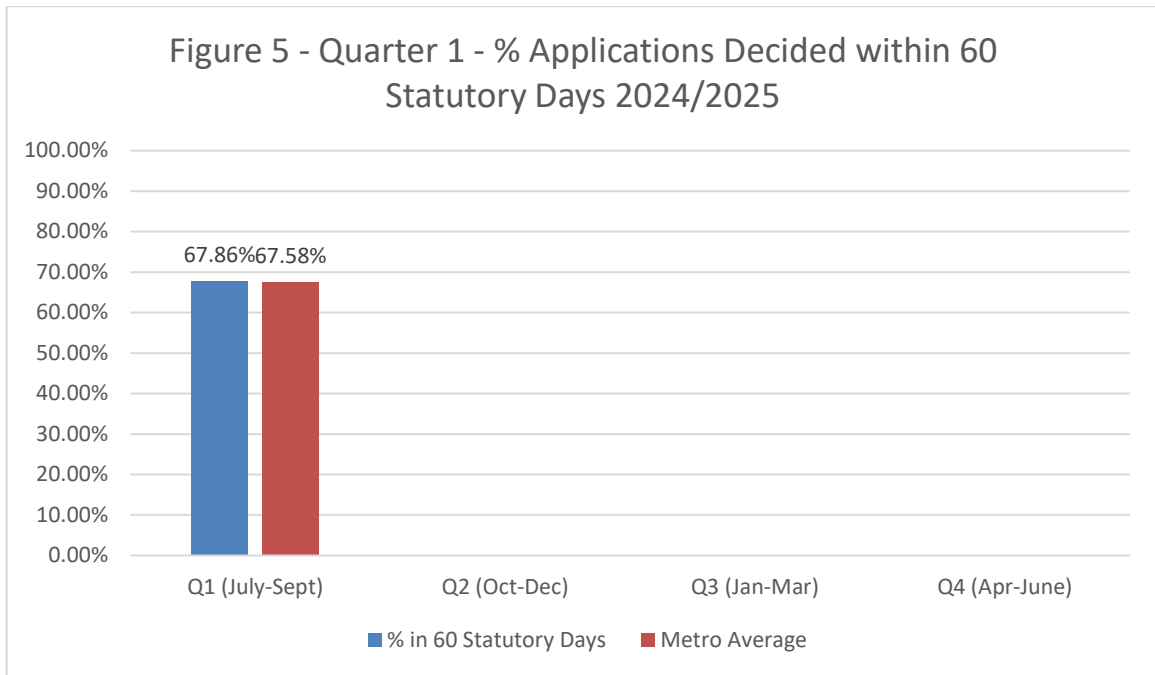
3.3 Figure 3 illustrates the total number of planning applications decided each financial year.



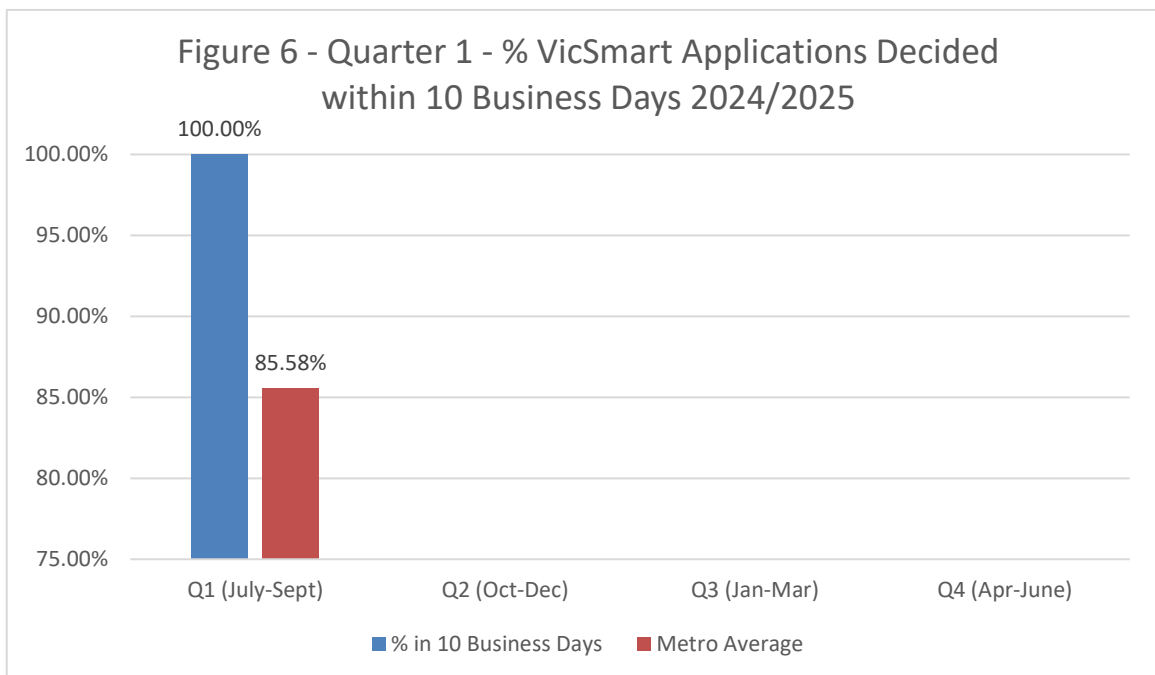
3.4 For Q1, a total of 187 applications were decided. 141 planning permits were issued, 30 Notice of Decision to Grant a Planning Permit (NOD's) and 4 refusals (Figure 4).



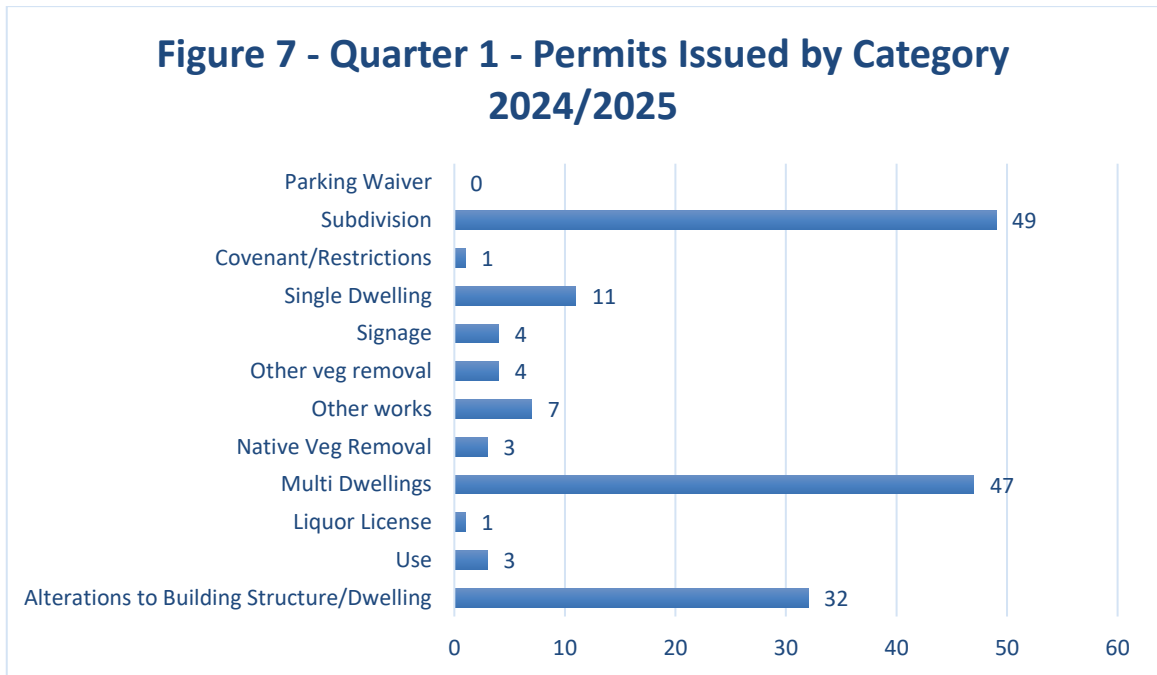
3.5 For Q1, a total of 67.86% of applications were determined within 60 statutory days whilst the metropolitan average was 67.10% (Figure 5). Application decisions for this quarter are lower than usual as a result of extended staff leave/illness and backfilling issues.



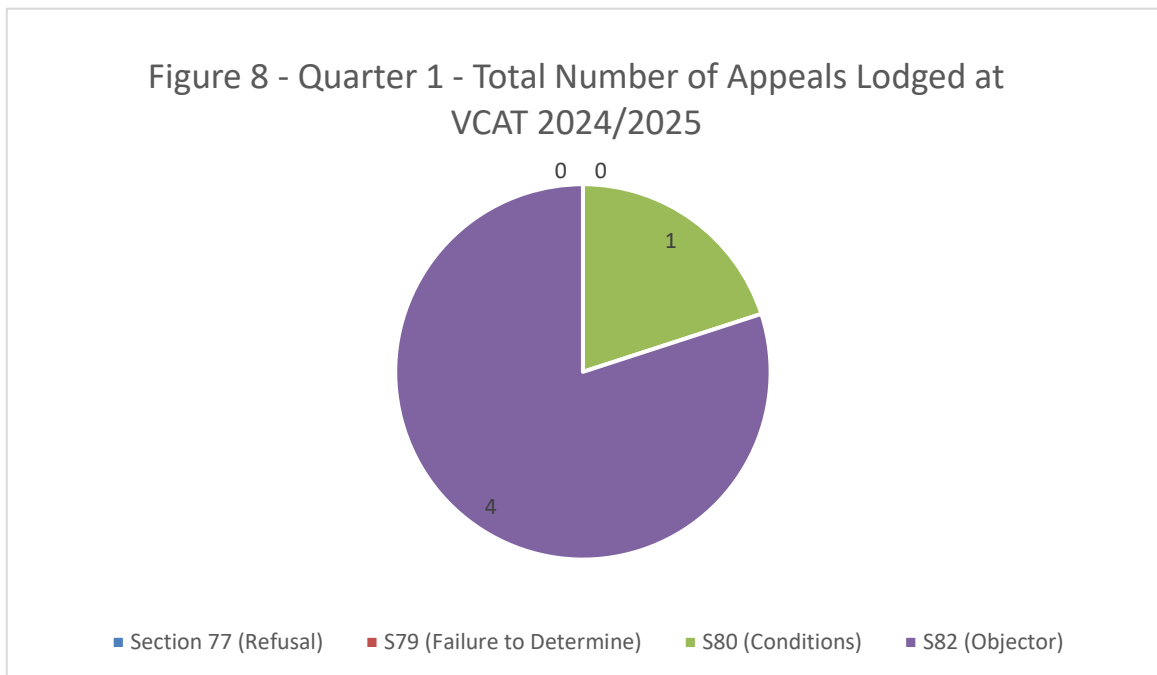
3.6 For Q1, 100% of all VicSmart applications were decided with 10 business days in comparison to the metropolitan average of 82.79% (Figure 6).



3.7 Subdivision and multi dwellings were the predominant category of permits issued in Manningham for Q1, with alterations to a building structure/dwelling following closely behind (Figure 7).

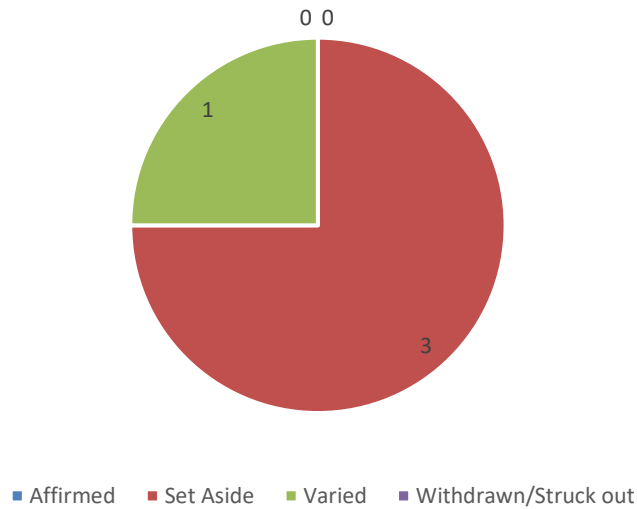


3.8 For Q1, a total of 5 appeals have been lodged at VCAT (Figure 8), 4 of which were objector appeals. This equates to 13% of all NOD's issued challenged by objectors at VCAT.



3.9 In Quarter 1 (Q1), a total of 4 appeals have been determined by VCAT. 3 appeals have been set aside. 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 (Figure 9).

Figure 9 - Quarter 1 - Total Number of Appeals Determined by VCAT 2024/2025 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 Membership Recommendations and Terms of Reference Updates for the Community Grants Assessment Panel

File Number:	IN24/698
Responsible Director:	Director Connected Communities
Attachments:	1 Proposed Appointment of Assessment Panel - December 2024 (confidential) 2 Community Grants Assessment Panel - Terms of Reference 2025-26 ↓

PURPOSE OF REPORT

To seek Council's endorsement of the recommended independent community members of the Community Grants Assessment Panel and to approve the proposed amendments to the Terms of Reference.

EXECUTIVE SUMMARY

The current membership of independent community members of the Community Grants Assessment Panel (the Panel) expires in March 2025. The Panel is responsible for assessing three major programs within Manningham's Community Grants portfolio:

- **Annual Grants:** Community Development, Healthy Ageing, Arts, and Festivals and Events categories, offering up to \$20,000 per application.
- **Community Partnership Grants:** 4-year program providing up to \$50,000 per application annually, totalling up to \$200,000 per organisation over the program's duration.
- **Neighbourhood House Grants:** 4-year program offering up to \$60,000 per application annually, totalling up to \$240,000 per Neighbourhood House over the program's duration.

The Panel's objectives are to:

- *Support the delivery of programs and projects that benefit the Manningham community and demonstrate public value.*
- *Ensure proposed funding allocations align with Council strategies, program guidelines, and other key priorities.*
- *Apply the Council endorsed guidelines and assessment criteria when evaluating Community Grant Program submissions.*

Officers commenced recruitment for the 2025-26 Panel through an Expression of Interest (EOI) period from 19 September to 6 October 2024, receiving 13 applications – a significant increase from the nine applications in the previous round. Alongside independent community panel member recruitment, officers recommend minor updates to the Terms of Reference to strengthen governance and support for the Panel.

1. RECOMMENDATION**That Council:**

- A. Endorses the independent community membership recommendations for the Community Grants Assessment Panel for 2025-26 as shown in Attachment 1, (confidential).**
- B. Endorses the updated Community Grants Assessment Terms of Reference 2025-26.**

2. BACKGROUND

- 2.1 Following the review of the Community Grants Policy 2022-25, the Community Grants Assessment Panel was established to provide a community lens in the grant assessment process.
- 2.2 The panel's formation was guided by findings from the Victorian Auditor-General's Office (VAGO) 2020-21 audit of local government grant programs, which highlighted the need to strengthen oversight and transparency in the grant assessment process.
- 2.3 The Community Grants Policy outlines the selection process for the external Assessment Panel as follows:
 - 2.3.1 The Panel will be convened for each funding round of the following grant programs:
 - Annual Grants
 - Community Partnership Grants
 - Neighbourhood House Grants
 - 2.3.2 The Panel comprises three independent community members, selected through an EOI process, and two Senior Council Officers (Director and Manager). All panel members hold voting rights.
 - 2.3.3 Currently, the EOI process is conducted annually, with an option to extend the membership of independent community members for an additional year. Selection of community members require Council endorsement.
- 2.4 Panel members review all grant applications, including assessments conducted by subject matter experts and make formal recommendations based on a robust set of criteria outlined in the grant guidelines.
- 2.5 Membership of the current panel expires in March 2025, necessitating new appointments before the commencement of the 2025 Annual Grant Program assessments in April/May.
- 2.6 In addition to the panel appointments, officers have reviewed and recommend updates to the Terms of Reference, originally endorsed by Council in December 2022.

3. DISCUSSION / ISSUE

Community Grants Assessment Panel

- 3.1 A call for Expressions of Interest (EOI) opened from 19 September to 6 October 2024.
- 3.2 An online information session for prospective applicants was held on 25 September, outlining Manningham's Grants Program and the responsibilities of Panel members. This session was recorded, and the video made available on the Manningham website.
- 3.3 A total of 13 Expressions of Interest were received, marking an increase from the previous year.
- 3.4 The EOI assessment process consisted of three stages:
 - 3.4.1 Community Grants Officers first conducted an eligibility review of all applications. Two applications were deemed ineligible due to insufficient information.
 - 3.4.2 The Director Connected Communities, Manager Economic and Cultural Activation, and Coordinator Community Grants and Events conducted assessments of eligible applications.
 - 3.4.3 Eligible applications were then assessed against key criteria, including:
 - Previous experience in grants or related field
 - Diversity of community knowledge and skills
 - Diversity of age representation; and
 - Gender balance.
- 3.5 Further details regarding the recommended membership of the Assessment Panels are provided in Attachment 1 (confidential). Each panel will consist of three independent community members.

Terms Of Reference Updates

- 3.6 Alongside the panel appointments, Officers conducted a review of the Panel's *Terms of Reference*, initially endorsed by Council in December 2022.
- 3.7 Minor updates are recommended to further enhance governance and support for the Panel. Key revisions include:
 - 3.7.1 Establishing two panels to manage the assessment of Manningham's three large grant programs. The first panel will focus on evaluating the Annual Grants Program, now expanded to include four categories. The second panel will assess both the Community Partnership Grants and the Neighbourhood Houses Grants Programs, which operate as larger 4-year grants.

- 3.7.2 Extending the appointment term for community representatives from 12 months to 24 months.
- 3.7.3 Clarifying panel membership timelines to improve expectation management.
- 3.8 A full copy of the revised Terms of Reference is provided in Attachment 2, with all changes highlighted for easy reference.

4. COUNCIL PLAN / STRATEGY

4.1 Council Plan 2021 – 2025

Goal 1.2: Connected and inclusive community

4.2 Health and Wellbeing Strategy 2021 – 2025

Priority 7: Increased connection to and engagement in community life

5. IMPACTS AND IMPLICATIONS

5.1 Finance / Resource Implications

All community panel members receive a \$500 honorarium upon completing their annual assessment responsibilities, covered within operational budgets.

6. IMPLEMENTATION

6.1 Communication and Engagement

Is engagement required?	Yes
Stakeholder Groups	1. Community Grants Assessment Panel applicants 2. Broader Manningham Community
Where does it sit on the IAP2 spectrum?	Inform
Approach	All applicants will be notified of the Panel Appointments following Council endorsement. Updates will be made to the Community Grant pages on Manningham’s existing website to confirm the appointment of a new Community Grants Assessment Panel.

6.2 Timelines

Once endorsed, applicants will be notified of the outcomes. Successful applicants will complete formal onboarding and training in January 2025, while unsuccessful applicants will be thanked for their interest and informed about other opportunities for contribution.

The Panel will formally commence in April 2025, with the appointment timeframe confirmed pending formal endorsement of the revised Terms of Reference.

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.

Community Grants Program Assessment Panel

Terms of Reference 2025-26

<p>What is the Community Grants Assessment Panel?</p>	<p>The Community Grants Program Assessment Panel (Panel) is responsible for assessing specific grant programs within Manningham’s Community Grants Portfolio. Following their assessment, the Panel will provide recommendations to Council on the allocation of program funds. The Panel is divided into two separate groups, as follows:</p> <ol style="list-style-type: none"> 1. Internal Panel: Assesses grant programs that award individual grant amounts up to \$8,000 (i.e. Small Grants and Seniors Club Support Grant Programs). 2. External Panel: Assesses grant programs that award individual grant amounts up to \$50,000 (i.e. Annual Grants, Community Partnership Grants and Neighbourhood House Grants Programs). <p><i>Given the requirement for the external panel to assess three large programs, Manningham will establish <u>two</u> panels. The first panel will focus on evaluating the Annual Grants Program, while the second panel will assess both the Community Partnership Grants and the Neighbourhood House Grants Programs.</i></p>
<p>Purpose</p>	<p>The Panels exists to:</p> <ul style="list-style-type: none"> • Support the delivery of programs and projects that benefit the Manningham Community and demonstrate public value. • Ensure that the proposed allocation of funding aligns with Council strategies, program guidelines, and other key priorities. • Ensure that the program guidelines and assessment criteria endorsed by Council have been applied consistently in the assessment of the Community Grant Program.
<p>Role and Objectives</p>	<p>Panel members will provide recommendations to Council for various grants in the Community Grant Portfolio, in accordance with the Community Grants Policy 2022-25. The role of the Panel is to enhance the assessment process through:</p> <ul style="list-style-type: none"> • A demonstrated understanding and commitment to community development principles. • A solid understanding of the community services sector. • Experience in program development, delivery, and evaluation. • Experience in grant assessment. • Expertise, knowledge, skills, and/or lived experience relevant to community development within the context of Manningham. • An understanding of the Manningham Community Grants Policy 2022-25, the Manningham Health and Wellbeing Strategy 2021-25, the Council Plan 2021-25, and the Community Grant Guidelines.

Community Grants Program Assessment Panel

Terms of Reference 2025-26

<p>Membership</p>	<p>The Panel/s shall include:</p> <ul style="list-style-type: none"> • Internal Panel: <ul style="list-style-type: none"> – Two (2) Senior Managers (Service Unit Managers), including the Manager of Economic and Cultural Activation, along with another manager from within the organisation. – One Service Unit Coordinator. • External Panel: <ul style="list-style-type: none"> – Two (2) Senior Council Officers, comprising either Director, and/or Manager. – Three* (3) community representatives. <p>Each member of the panels will have voting rights.</p> <p><i>* As Manningham will be recruiting for two panels, a total of six community members will be appointed.</i></p>
<p>Membership Recruitment</p>	<ul style="list-style-type: none"> • Internal Panel: <ul style="list-style-type: none"> – Appointment of Council Officers to the panel is at the discretion of the Manager Economic and Cultural Activation. • External Panel: <ul style="list-style-type: none"> – Community representatives are endorsed by Council, with applications recruited through an expression of interest (EOI) process.
<p>Membership Criteria</p>	<ul style="list-style-type: none"> • Internal Panel <ul style="list-style-type: none"> – Have experience and/or knowledge of community development principles and understanding of the needs and issues addressed by the Community Grants Program. – Demonstrated commitment to constructively contribute to the Panel. Interpreter or other support will be provided as required. • External Panel <ul style="list-style-type: none"> – Provide direct links to active participation in their local community by living, working or studying in Manningham. – Have experience and/or knowledge of community development principles and understanding of the needs and issues addressed by the Community Grants Program. – Demonstrated commitment to constructively contribute to the Panel. Interpreter or other support will be provided as required. – Willingness to sign a Code of Conduct for Committee members and abide by the terms of appointment (see <i>Membership Responsibilities</i> below).

Community Grants Program Assessment Panel

Terms of Reference 2025-26

<p>Decision Making and Extent of Authority</p>	<p>The Panel is responsible for reviewing the evaluations conducted by subject matter experts. The Panel is expected to reach a consensus in assessing each application. However, if consensus cannot be achieved, the recommendation will be determined by a majority vote.</p> <ul style="list-style-type: none"> • The Internal Panel will make grant funding recommendations to the Director of Connected Communities under the delegation of the Chief Executive Officer. • The External Panel will make grant funding recommendations to Council for formal endorsement at a Council Meeting.
<p>Membership Appointment</p>	<ul style="list-style-type: none"> • External Panel <ul style="list-style-type: none"> – The call for expressions of interest for community representatives will be advertised in the local media, on Council’s website and on social media. – Applications shall be submitted via Council’s Expressions of Interest (EOI) form, available on Council’s website, within the advertised nomination period. – Applicants will be supported by Community Grants Officers to access, complete and submit the EOI form. – Nominations for the Panel will be endorsed by Council. – As panel members are part of a pool, the Manager Economic and Cultural Activation will allocate them to assess grant categories based on their areas of expertise and interest. – Casual vacancies that occur due to a representative resigning or membership lapsing may be filled by existing panel or suitable candidates identified from the most recent selection process for the remainder of the previous incumbent’s term: <ul style="list-style-type: none"> ○ Officers, in consultation with the Manager Economic and Cultural Activation, will make a recommendation to the Director Connected Communities to appoint a suitable candidate to join the Community Grants Program Assessment Panel for the remainder of the previous incumbent’s term. ○ Where there are no suitable candidates identified, the EOI process will be repeated. – Where a vacancy occurs within the membership term, there is no requirement to fill the vacancy for the remainder of the term, unless a further grant round is expected to be assessed in that period. – Community representatives are appointed for 24 months. – Community representatives will receive an honorarium of up to \$500 upon completion of their annual assessment responsibilities. This includes the completion of the panel meetings and the approval of the subsequent minutes. The honorarium will be provided a Manningham e-gift card, redeemable at retail outlets within Manningham. The honorarium e-gift card cannot be used for the purchase of alcohol, tobacco, or similar products. – A member of the Panel may resign at any time. Notice of

Community Grants Program Assessment Panel

Terms of Reference 2025-26

	<p>resignation can be made at any time in writing to the Chairperson and the Grants Team.</p>
<p>Membership Responsibilities</p>	<p>When appointed, panel members will be required to sign a Code of Conduct, which includes the following:</p> <ul style="list-style-type: none"> • Attend all panel meetings, and/or provide an apology in advance where attendance is not possible. • Commit to active contribution to the work of the Panel. • Act in good faith, with honesty, impartiality, and integrity to apply skills and expertise with diligence and care. • Respect the ideas and beliefs of all members, even if they differ from their own. • Not seek to confer an advantage or disadvantage on any person, including oneself. • Not disclose any materials or confidential information that is discussed by the Panel that is not publicly available unless approved by the Chairperson or a representative of Council. • Sign a Conflict of Interest Declaration Form prior to commencement of assessments notifying Council of any actual or perceived conflicts of interest that may arise with respect to their participation on the panel. • Not make any media comment (including on social media) on behalf of the Panel unless approved by the chairperson. • Act in accordance with Council’s values, WE ARE Manningham: <ul style="list-style-type: none"> – Working Together – Excellence – Accountable – Respectful and – Empowered. <p>A breach of the Code of Conduct may result in Panel membership being terminated.</p>
<p>Membership Time Commitments</p>	<p>The grants program assessment process involves a significant commitment from panel members. It is important to consider the time required for each panel role.</p> <p>Internal Panel:</p> <ul style="list-style-type: none"> • Small Grants: Assessed three times per year. Each round involves approximately up to 3 hours for pre-reading and pre-assessment, with panel meetings allocated 1 hour. • Senior Group Support Grants: Assessed annually in October. Each round involves approximately up to 4 hours for pre-reading and pre-assessment, with panel meetings allocated 1.5 hours. <p>External Panel:</p> <ul style="list-style-type: none"> • Annual Grants: Assessed annually in April/May. Each round involves

Community Grants Program Assessment Panel

Terms of Reference 2025-26

	<p>approximately up to 5 hours for pre-reading and pre-assessment, with panel meetings allocated 2.5 hours.</p> <ul style="list-style-type: none"> • Community Partnership Grants: Assessed every four years in August/September (next assessment in 2025). Each round involves approximately up to 5 hours for pre-reading and pre-assessment, with panel meetings allocated 2.5 hours. • Neighbourhood House Grants: Assessed every four years in August/September (next assessment in 2025). Each round involves approximately up to 3 hours for pre-reading and pre-assessment, with panel meetings allocated 1.5 hours.
Appointment Terms	<p>Community representatives are appointed for 24 months.</p> <p>A member of the Panel may resign at any time. Notice of resignation can be made at any time in writing to the Chairperson and the Grants Team.</p>
Panel Administration	<ul style="list-style-type: none"> • Officers will be responsible for the preparation of meeting agendas, minutes, reports and other administrative functions: <ul style="list-style-type: none"> – The Panel meeting agenda will be circulated to Panel members a minimum of seven (7) days prior to the date of the meeting. • A conflict of interest declaration will be included, Panel members will need to complete the declaration and notify the Chair of any conflicts relating the application or applicant organisation prior to each Panel meeting. Draft minutes of the Panel meeting will be circulated to Panel members for confirmation within two weeks of the meeting. • Recommendations to Council: <ul style="list-style-type: none"> – When Panel meeting minutes are confirmed, a formal report with recommendations will be drafted by council officers and tabled at the next Ordinary Meeting of Council for endorsement by Council. – Any questions from Councillors in relation to a specific application will be directed to the Panel for consideration. An investigation will be conducted by the Panel and the outcome will be reported to Councillors. • Award outcomes will be published on Council’s website.
Supporting Documentation	<p>To assist panel members in making informed decisions, they will be provided with the following:</p> <ul style="list-style-type: none"> • Community Grant Program Guidelines and Terms of Reference. • Conflict of Interest Declaration Form. • Evaluation criteria specific to the grant program being assessed. • Application overview form, including details of the current application, past grant history, and feedback from Subject Matter Experts (officers). • Complete grant applications (via SmartyGrants) and any additional information pertinent to each application.
Review	<ul style="list-style-type: none"> • The external Panel’s membership and productivity will be reviewed each year. • The EOI process will be conducted every two years, with the option to

Community Grants Program Assessment Panel

Terms of Reference 2025-26

	extend Panel membership for an additional year. • Nominations for the Panel will be endorsed by Council. • The Terms of Reference may be revoked at any time by Council.	
Definition of Key Terms	Chairperson	The individual appointed to facilitate a panel meeting.
	Co-opted membership	Appointment to a panel or committee by invitation from the existing members.
	Council	The group of Councillors involved in decision-making at formally constituted Council meetings.
	Councillor	Elected representatives of Manningham Council.
	Officer or Council Officer	An employee of Manningham Council.
	Consensus	An agreement shared by all members of a group.
	Subject matter expert	Employee(s) of Manningham Council with knowledge and specialised expertise in a particular field or discipline.

12 CITY SERVICES

12.1 Draft Manningham Road Safety Strategy and Action Plan 2025-2034

File Number: IN24/700
Responsible Director: Director City Services
Attachments: 1 Draft Manningham Road Safety Strategy and Action Plan 2025-2034 [↓](#)

PURPOSE OF REPORT

This report seeks consideration of and support for the Draft Manningham Road Safety Strategy and Action Plan 2025-2034, in anticipation of public exhibition by Council.

EXECUTIVE SUMMARY

The Draft Road Safety Strategy and Action Plan 2025-2034 (the draft strategy) is an evidence-based strategic document that sets out a revised 10-year framework to improve road safety within the local road network, and to align with the current state and national road safety strategies.

The draft strategy has been informed by recent industry research and data, as well as initial stakeholder and community insights.

The draft strategy adopts the 'Safe System' approach to road safety, which is a best-practice standard that addresses all elements of the road transport system in an integrated way, with the aim of ensuring that crash energy levels are below what would cause fatal or serious injury.

The draft strategy is proposed to replace Council's existing Road Safety Strategy (2010), which is outdated. The draft Strategy also aims to align with Council's Liveable City Strategy 2040 and Council's Transport Action Plan 2021. The development of a revised bicycle/movement strategy is also proposed to commence 2025 and this will seek to review and consider modes of alternative transport and the supporting infrastructure needs for our community.

Subject to Councillor support, the draft Road Safety Strategy will progress to seek further comments from the community. From this next phase, all feedback received will be collated, reviewed, and used to inform the final version of the strategy for future consideration and adoption by Council. This next phase of consultation will ensure that the final version of the strategy and the actions, are consistent with the community expectations and needs.

1. RECOMMENDATION

That Council:

- A. Approves the draft Manningham Road Safety Strategy and Action Plan 2025-2034 (Attachment 1) to be released for public consultation in early 2025;**
- B. Notes that the final version of the Manningham Road Safety Strategy and Action Plan 2025-2034 will incorporate community feedback from the 2025 consultation, as well as Councillor feedback received on the draft strategy; and**
- C. Notes that the final version of the Manningham Road Safety Strategy and Action Plan 2025-2034 will be presented to Council for consideration in the first half of 2025, following public consultation.**

2. BACKGROUND

- 2.1 Council's existing Road Safety Strategy is outdated (2010) and needs to be updated to ensure alignment with the direction of Manningham's Council Plan and other relevant state and national road safety strategies.
- 2.2 The previous Road Safety Strategy has delivered many improvements over the years including increased budgets for road safety treatments, additional street lighting, delivery of road safety education programs, development of a Bicycle Strategy (2013), procurement of a speed trailer for speed education/compliance purposes and continued identification of grant funding opportunities.
- 2.3 In January 2024, Council successfully obtained a TAC grant to help subsidise the cost of developing the new draft strategy. A specialist road safety consultant was engaged and has assisted Council with the background research, current crash trend analysis, literature review, consolidation of community feedback, and with officer support preparation of the draft strategy.

3. DISCUSSION / ISSUE

What is in the draft strategy?

- 3.1 The draft strategy sets out Manningham's vision and strategic objectives, outlines our key challenges and relevant considerations, and highlights the key parts of the relevant State and Federal strategies.
- 3.2 The strategy includes a detailed summary and review of recent crash statistics, highlighting key insights such as most-affected demographics. It also provides actions to improve road safety, particularly for pedestrians and cyclists. The statistics and data provide a basis to work from for future road safety initiatives and programs.

- 3.3 The new draft strategy has been informed by community feedback collected from stakeholder and community engagement, which was undertaken in 2024. Engagement included in person workshops with Victoria Police, Department of Transport and Planning (DTP), neighboring Councils, local community groups. There were also telephone interviews and an online community survey – which was promoted on social media platforms, the Manningham & Nillumbik Bulletin, and the Warrandyte Diary.
- 3.4 Crash statistics and other data provided within the draft strategy have been collected from various sources including Victoria Police, and the Victoria Road crash data provided by State Government. Further insight was gained thorough literature review, data analysis, community consultation (survey responses) and analysis of road safety strategies at the Federal and State levels as well as research from key bodies such as Victoria Police, Department of Transport and Planning (DTP), Department of Health and the Transport Accident Commission (TAC).
- 3.5 The new draft strategy builds on accomplishments from the original 2010 Road Safety Strategy and strives to continue improving road safety in the community for all road users. The draft strategy seeks to align with the Victorian and National Road Safety Strategies 2021-2030 to achieve all elements of the Safe System approach, which are as follows:
- 3.5.1 Safe People – safe behaviour through education, regulation, and enforcement.
 - 3.5.2 Safe Speeds – credible speed limits that are appropriate to the safety features of individual roads.
 - 3.5.3 Safe Roads – design and maintenance of roads to reduce the risk and severity of crashes.
 - 3.5.4 Safe Vehicles – designing vehicles that safeguard occupants, reduce crash risk, and simplify the driving process.
- 3.6 As outlined in the draft strategy, we are aligning our long-term vision with the State’s ambitious goal to achieve ‘vision zero’ over the next 10 years. We will work collaboratively with internal and external stakeholders to improve all components of Manningham’s transport system in line with the Safe System approach.
- 3.7 An Action Plan has been prepared in conjunction with the new draft strategy, which will allow us to plan and budget for road safety initiatives to be implemented over the next decade.
- 3.8 Considering the more recent (late 2024) fatal traffic incidents at a Victorian school and childcare outside of Manningham, targeted actions have been included within the Action Plan to further support the strategic intent of our road safety initiatives.

What’s next?

- 3.9 The next step is for the draft strategy to be made available for public review consultation in early 2025. We will again seek feedback and comments, to ensure we can develop a final version which will reflect our community needs.

- 3.10 This next phase of consultation will provide an opportunity for stakeholders to provide further feedback on the draft document and we will seek to 'close the loop' for those who have previously provided input and comments.
- 3.11 Councillor comments on the draft strategy and action plan have been collected by Council officers and will be incorporated into the document along with feedback from the 2025 public consultation. Comments will continue to be collected from Councillors throughout the consultation period. To-date, key themes raised include:
- a) Options for improved visual reading and clarity, e.g. diagrams, graphs, and a map of the types of roads in Manningham.
 - b) Inclusion of Council's advocacy to the State Government regarding the condition of state managed roads and known sites for upgrade works.
 - c) Further consideration of how parking restrictions influence 'Safe Roads'.
 - d) Further consideration of future technology developments for both vehicles and roads.
 - e) Further consideration of support and education for drivers, pedestrians and cyclists including their competing needs.
- 3.12 Following the 2025 consultation phase, the strategy will be updated to include all relevant comments the feedback and will be presented again to Council for final endorsement and implementation before 31 May 2025.

4. COUNCIL PLAN / STRATEGY

- 4.1 As referenced in the draft strategy, there is alignment with Council's Liveable City Strategy (LCS) 2040. Strengthening Manningham's active transport links and encouraging residents to walk and cycle is a key action of the LCS, which cannot be achieved without sufficient road safety initiatives and programs to minimise inter-modal conflict that may discourage walkers and riders.
- 4.2 The draft strategy is also aligned with Council's Transport Action Plan 2021 (TAP21). The TAP21 calls out several key road projects and priorities, which all have a strong focus on road safety, as well as achieving an integrated and equitable approach that considers all road users. Future actions undertaken under the TAP21 will also be guided by the new Road Safety Strategy and Action Plan 2025-2034 once endorsed.
- 4.3 The draft strategy supports the following action areas of the Manningham Council Plan 2021-2025:
- 4.4 Goal 1.1 A healthy, resilient and safe community.
- 4.4.1 Improve access to active, leisure and recreation destinations across the municipality.
- 4.5 Goal 2.3 Well connected, safe and accessible travel.
- 4.5.1 Education and infrastructure to support environmentally friendly transport and travel.

- 4.5.2 Well connected, safe and accessible public transport and active transport options.
 - 4.5.3 Deliver well planned and maintained roads, paths and transport infrastructure.
 - 4.5.4 Advocacy with relevant stakeholders i.e. Department of Transport and Planning (DTP), etc. to improve operation, connectivity and safety within Manningham and surrounding areas.
- 4.6 The improvement of road safety through infrastructure upgrades and maintenance aligns strongly with the Service Plan for the City Infrastructure unit.

5. IMPACTS AND IMPLICATIONS

- 5.1 The new strategy will continue to build upon our road safety achievements of the previous strategy including continued commitment to driver awareness and educational programs and full/partial funding options for road safety behavioural programs.
- 5.1 The new strategy will have a strategic and targeted approach to improve the safety of the existing road network through the prioritisation of tasks and actions via the Action Plan. The Action Plan includes actions that are known to be effective in delivering significant reductions in road trauma, to be implemented over the next 10 years.

Finance / Resource Implications

- 5.2 The project has been partially funded through a grant from the Transport Accident Commission (TAC), which has significantly reduced the overall cost to Council. The remainder of the cost has been incorporated into the 2024/2025 operational budget for Infrastructure – Traffic Management and Road Safety.
- 5.3 A condition of the TAC funding is that the final Road Safety Strategy must be finalised by May 2025. The proposed timeline with public consultation of the draft strategy in early 2025 enables sufficient time to finalise and endorse the strategy to lock in the TAC funding.
- 5.4 There is a continued commitment to undertake road safety projects within Council's capital works program. Undertaking safety and road projects within the capital works program is a standard function for Council within its usual budget, projects will be prioritised in accordance with the Action Plan of the new Road Safety Strategy.
- 5.5 The implementation of some measures and monitoring mechanisms outlined in the Action Plan may require additional funding, which can be staged over the next 10 years to fit within operational budgets. Collaboration and assistance from relevant teams across Council will also assist with resourcing, and opportunities for external (e.g. State or Federal) grant funding will be taken up wherever possible.

Social, Customer and Community and Environmental Impacts

- 5.6 Council has an obligation to provide adequate services and infrastructure to the community and to communicate and advocate community needs to the Department of Transport and Planning (DTP) on relevant road safety and infrastructure matters. These services and infrastructure must be guided by an up-to-date strategic document to ensure alignment with best-practice safety standards.
- 5.7 Early engagement with the community via the online survey has ensured that the community’s voice has been considered from the outset of the project. The proposed next step for the draft strategy is public exhibition, which will further facilitate community involvement. The purpose of the community engagement is to determine whether the draft strategy and action plan items align with the community’s needs and expectations.
- 5.8 Developing a new strategy that considers contemporary contexts has provided an opportunity for increased focus on environmental and sustainability considerations – which were less of a focus when the original strategy was developed.

Legal / Risk

- 5.9 The draft strategy has been developed by a qualified consultant with Safe Systems expertise. This is a standard industry approach to preparing a Road Safety Strategy and has facilitated preparation of a high-quality document, with a local knowledge lens then applied by Council officers with relevant expertise and experience.
- 5.10 The draft strategy follows the current best-practice approach to road safety (the Safe System) and does not introduce any new or untested ideas.
- 5.11 Transitioning to a new strategy is integral to ensuring that Council plans and operates all road safety actions in line with current best-practice standards with consideration of all relevant contemporary contexts. Continuing to operate with the original strategy for any extended period of time may increase risk.

6. IMPLEMENTATION

6.1 Communication and Engagement

Is engagement required?	<ul style="list-style-type: none"> • Yes.
Stakeholder Groups	<ul style="list-style-type: none"> • Manningham residents / community / road users in Manningham. • Road safety stakeholders / partners e.g., Victoria Police, emergency services, Department of Transport and Planning (DTP), etc. • Stakeholders from previous consultation.
Where does it sit on the IAP2 spectrum?	<ul style="list-style-type: none"> • Inform and Collaborate.
Approach	<ul style="list-style-type: none"> • Consultation on draft strategy via Your Say Manningham, media release, relevant online channels and online survey.

6.2 Gender Equality

- 6.2.1 A gender impact assessment (GIA) has been undertaken as part of the project. All impacts identified have been considered as part of the action plan.

6.3 Timelines

- 6.3.1 Councillor feedback noted and accepted ongoing until public consultation closes in early 2025.
- 6.3.2 Draft strategy endorsed for public exhibition at Council Meeting on 10 December 2024.
- 6.3.3 Draft strategy published for public consultation in early 2025.
- 6.3.4 Subject to consideration of all feedback it is proposed that the final strategy will be considered for endorsement by Council in April 2025.
- 6.3.5 Under Council's funding agreement with the TAC, the strategy must be completed and adopted by Council no later than 31 May 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.



DRAFT Road Safety Strategy and Action Plan 2025-2034



Interpreter service

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Acknowledgement of Country

Manningham Council acknowledges the Wurundjeri Woi-wurrung people as the Traditional Owners of the land and waterways 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.

Statement of diversity

Manningham Council also values the contribution made to Manningham over the years by people of diverse backgrounds and cultures.

1 Our vision and strategic objectives

Our vision is to ensure that all travel within our road network for our local community and visitors is safe, accessible, and environmentally responsible.

We'll continue using a Safe Systems principles by prioritising road design, safe speeds and responsible road use behaviours to reduce road trauma. Our objective is to achieve zero fatalities and serious injuries on our roads, in line with state and federal road safety objectives.

Our Road Safety Strategy supports our Council Plan 2021-2025 and compliments other related strategies and policies, including the Liveable City Strategy, Transport Action Plan and Road Management Plan.

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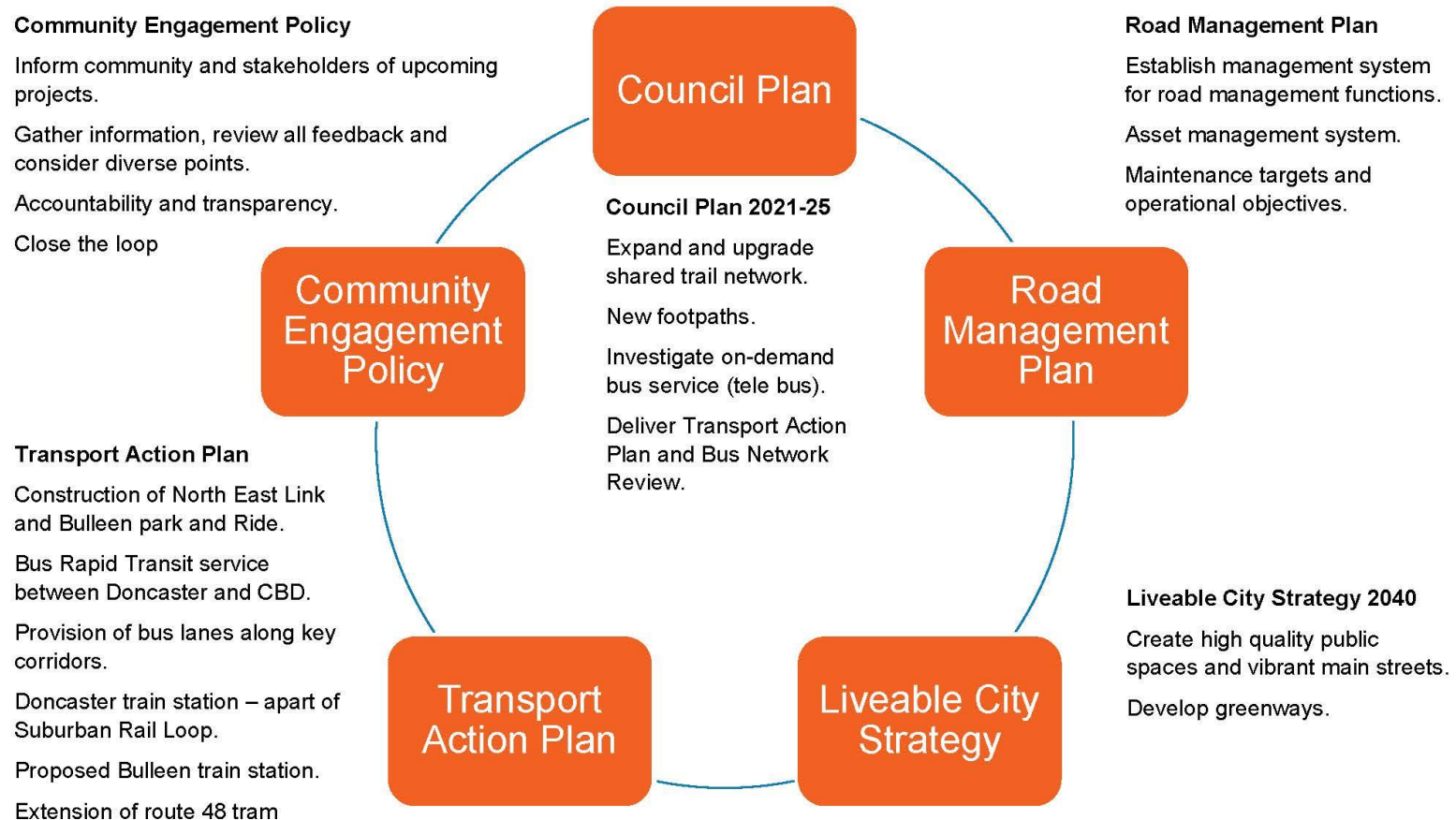


Figure 1 : How road safety links into our other plans and strategies



2 Manningham

Manningham is located to the east of Melbourne, encompassing an area of 113 square kilometres. Without any train or tram services, residents rely heavily on roads for transportation.

Popular destinations in the area include Westfield Doncaster, Doncaster Park & Ride, Mullum Mullum Stadium, Westerfolds Park, and several local shopping areas.

The Eastern Freeway and Eastlink (M3) run along the southern boundary of Manningham.

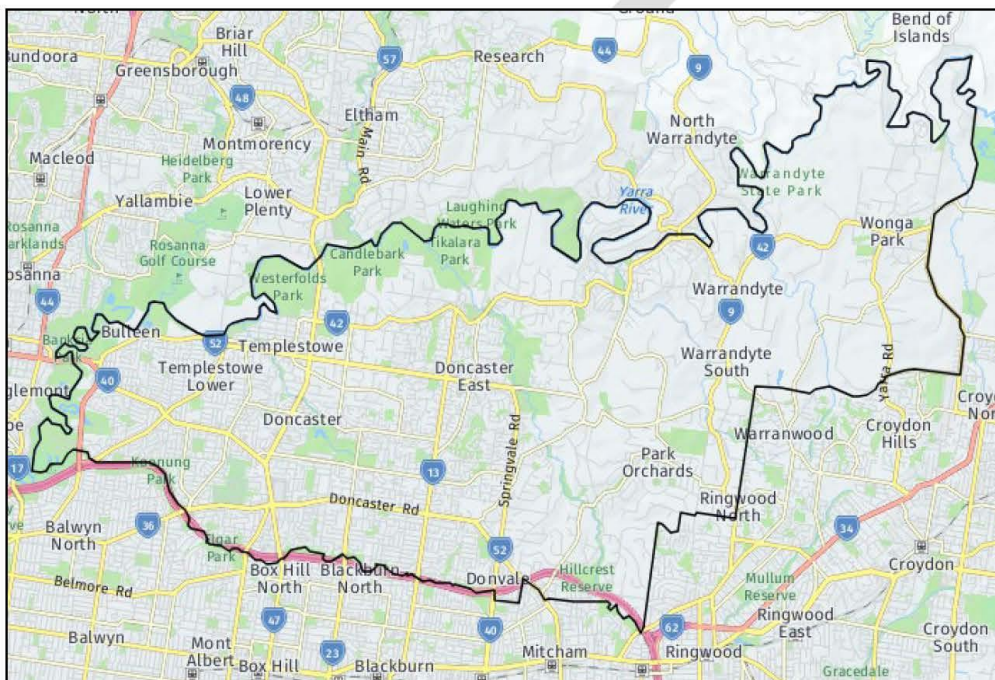


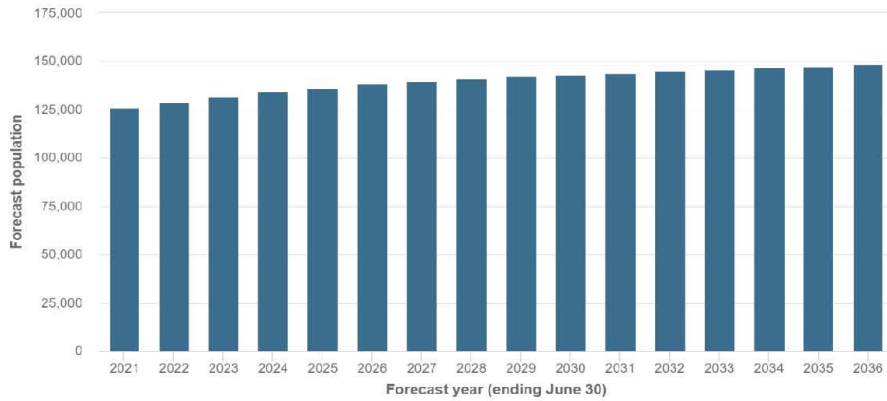
Figure 2: Manningham and surrounds.

Manningham’s population is large and diverse, including people of all ages, abilities, incomes, lifestyles, and experiences, each with unique needs and priorities.



Forecast population

Manningham City Council



Source: Population and household forecasts, 2021 to 2036, prepared by .id (opens a new window) (Informed decisions). January 2023.



Figure 3: Population forecast for Manningham

Suburban Rail Loop

Bus network

Buses play a crucial role in our public transportation infrastructure, and we aim to further evolve this network. The proposed Bus Rapid Transit (BRT) service between Doncaster and the CBD is our primary transport priority. One suggested feature is to install separated right-of-way bus lanes between the CBD and Doncaster, with one of the routes suggested being along the existing 907 route.



North East Link

Another notable project to service our community is the Victorian Government's North East Link project – a freeway grade connection between the M80 Ring Road in Greensborough to the Eastern Freeway in Bulleen. The project includes a new Bulleen Park and Ride facility, several shared-use pathways, and the potential duplication of Templestowe Road.

With these major projects set to be completed in the coming decades, we must ensure our road infrastructure is adequate. As such, this Road Safety Strategy will be integral to future transport policies and projects.

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3 Federal and state context

Our goal of ensuring no one is seriously injured or killed on our roads aligns with both state and national road safety objectives. We want to ensure that everybody can participate in all Manningham offers. To do this, we must have a safe transport system in place, one that protects us from our own mistakes and the mistakes of others.

The *Towards Zero 2021 – 2030 Road Safety Strategy* (also known as Vision Zero) is a collection of road safety principles in place across most Australian states and territories. It aims to eliminate fatalities and serious injuries on our roads by 2050, with an interim goal of halving fatalities and reducing serious injuries by 30% before 2030.

The *National Road Safety Strategy 2021 – 2030* closely aligns with the path to Vision Zero, aiming to create a road-transport system where a mistake does not cost a person their life or health.

The related National Road Safety Action Plan 2023 – 2025 identifies nine priority areas where data indicates the greatest reduction in road trauma can be achieved over the 10 year period. These are outlined in Table 1 below.

National Road Safety Action Plan priority areas	
Infrastructure planning and investment	Vulnerable road users
Vehicle safety	Remote road safety
Addressing the over representation of Aboriginal and Torres Strait Islander people in road trauma	Workplace road safety
Regional road safety	Risky road use
Heavy vehicle safety	

Table 1: National Road Safety Action Plan priority areas

These priorities align with the United Nations' Second Decade of Action for Road Safety (2021 – 2030), a continuation of the first Decade of Action for Road Safety. This strategy aims to improve global road safety by reducing 50% of road traffic deaths and injuries by 2030.

The aims and priority areas identified by the *National Road Safety Strategy* have a clear trickle-down effect for State and Local Governments, as shown in Figure 4: Visual breakdown of Australia's National Road Safety Strategy 2021 - 2030 below.

The *Victorian Road Safety Strategy 2021 – 2030* aligns with national strategies. It highlights that 38% of fatal crashes occur in midblock sections (between intersections) on high-speed rural roads. In comparison, 23% of fatalities occur at intersections, and a further 19% on midblock urban arterial roads. Of these fatalities, 22% are young drivers, and a further 22% are older drivers, highlighting a significant presence of these age groups. Additionally, speeding contributes to 30% of road fatalities. With these in mind, The Victorian Government identified the following strategic focus areas, outlined in Table 3 below.

Victorian Government Strategic focus areas		
Supporting and enforcing safer driving behaviour	Vulnerable and unprotected road users	Increasing safety for those using the road for work or at work
Removing unsafe vehicles from our roads	Improving safety on high-speed roads and at intersections and reducing the underlying risk	Recognising the importance of post-crash care
Levers of Change		
Policy development	Safer vehicles	Safer travel speeds
Infrastructure improvements	Enforcement	Innovation and technology
Public information campaigns	Data and research	Education programs

Table 2: Victorian Government Strategic Focus Areas

Similarly, the *Victoria Police Road Safety Strategy* (July 2021 to June 2024) has implemented its 'Three Es' program, which approaches road safety with the following principles:

- Engage – increase engagement with road safety partners and the community.
- Enhance – enhance the capability of the workforce through training and technology.
- Enforce – strengthen enforcement activities through intelligence-led, evidence-based methods.

These principles aim to ensure that all Victorians feel safe on and around our roads, embed a culture of safety and see a reduction in fatalities and injuries. The Victorian Police have focused on intentional high-risk driving, rural roads, speed, impaired driving, seatbelts and restraints, distractions, and unauthorised drivers.





Figure 4: Visual breakdown of Australia’s National Road Safety Strategy 2021 - 2030

4 What’s happening on our roads?

To understand where the risks are on our roads and paths, we carried out an extensive analysis of road safety data for the most recent five years (2017 – July 2023). This provided insights into the types of crashes occurring, when and where they were happening, the conditions at the time, and the road users involved.

Over this period, there have been 367 serious injury crashes and 10 fatal crashes (see Figure 5), resulting in 409 serious injuries and 11 fatalities (see Figure 6), respectively. There has been a downward trend in serious injuries. However, it is noted that there was a marked decrease in fatal and serious injury crashes (FSI crashes) in 2020 and 2021 due to Melbourne’s COVID-19 lockdowns. Further, it is noted that the lower fatal and serious injury crashes have continued in 2022 and 2023. This may be due to more people working from home and, thus, travelling less.

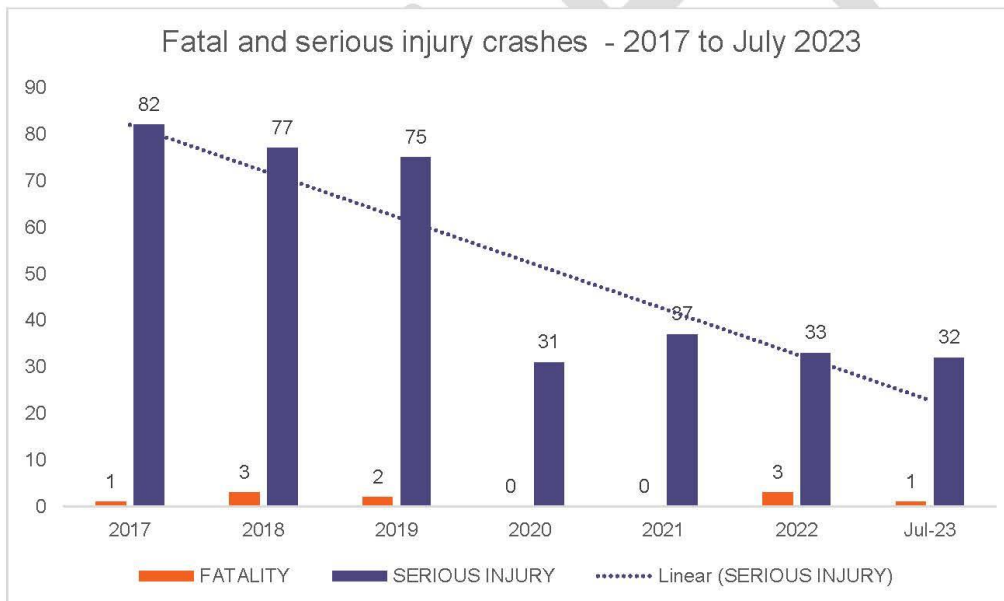


Figure 5: FSI crashes in Manningham per annum

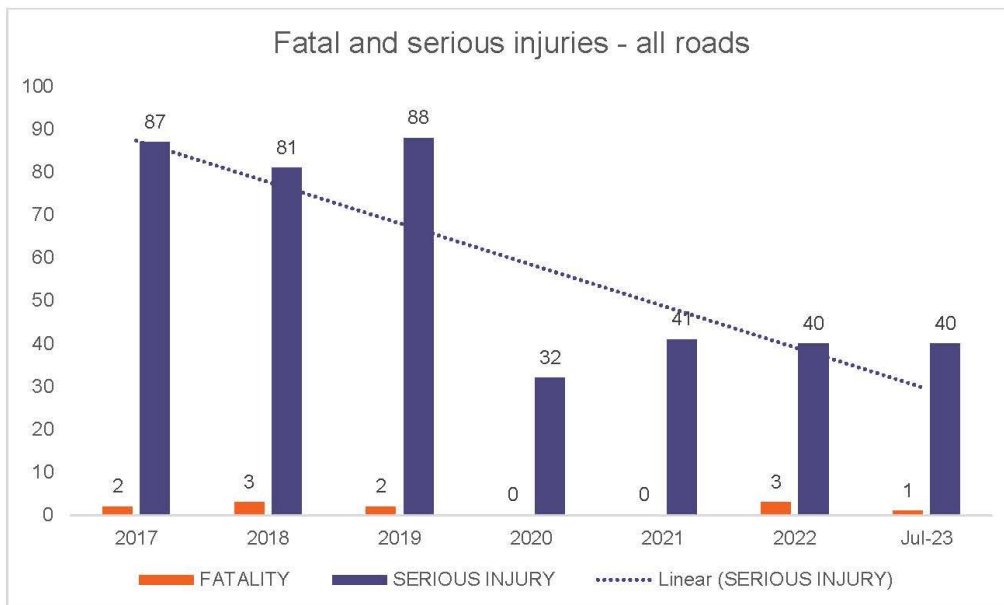


Figure 6: FSI injuries in Manningham annually

Although we are making improvements, progress towards the state target of halving lives lost by 2030 will be challenging. This strategy will help us to concentrate our efforts on immediate road safety concerns while preparing for and welcoming innovative opportunities.

4.1 How Manningham compares

In developing this strategy, we have analysed crash data from the Victorian Government’s open data source, DataVic (data.vic.gov.au), to understand the trends of incidents on Manningham roads.

We have compared ourselves with State averages and an adjacent municipality. Generally, our roads, and the use of those roads, compare well, but everybody is susceptible to being injured and road safety needs to continuously improve to reduce trauma. In particular, we know that some parts of the road system are incompatible with achieving zero trauma as shown in Figure 7 and Figure 8.



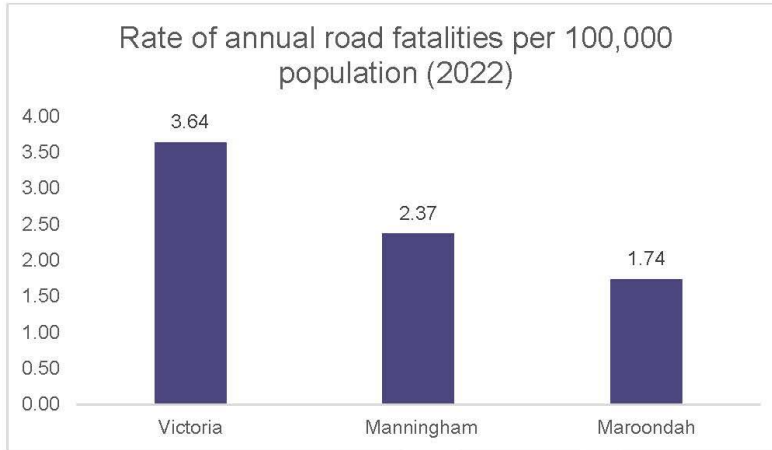


Figure 7: Rate of annual fatalities per 100,000 population (2022, note based on estimated population)

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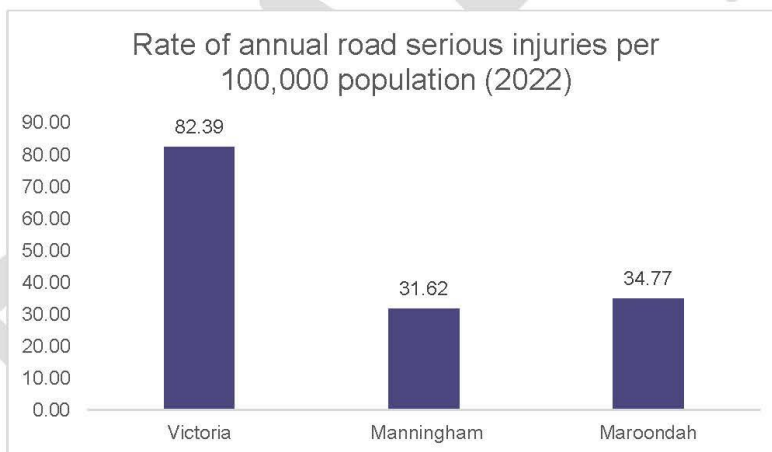


Figure 8: Rate of annual serious injuries per 100,000 population (2022, note based on estimated population)

<https://forecast.id.com.au/australia/about-forecast-areas?WebID=110>

4.2 What does the crash data show?

Where are the crashes happening?

Between 2017 and 2023 there were 409 serious injuries and 11 fatalities on our roads.

Fatal and serious injury crashes are most likely to happen in two types of location:

1. Where high volumes of traffic are moving at high speed and vehicles are able to cross paths – for example, on an arterial road and at major intersections (e.g. Bulleen Road/Manningham Road, Williamson Road/Doncaster Road); and
2. Where there are significant movements of motor vehicles in close proximity to pedestrians and cyclists – for example, higher speed local roads.

Figure 9 and Figure 10 show maps of crash hotspots for all crashes and fatal and serious injury crashes in Manningham, respectively.

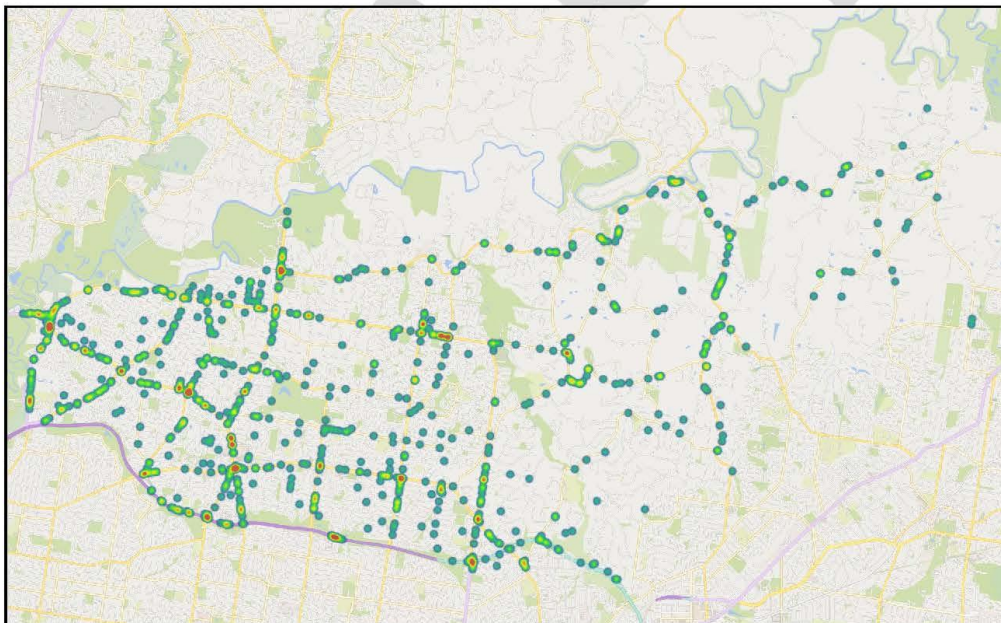


Figure 9: Heat map showing all crashes in Manningham (2017 to 2023)

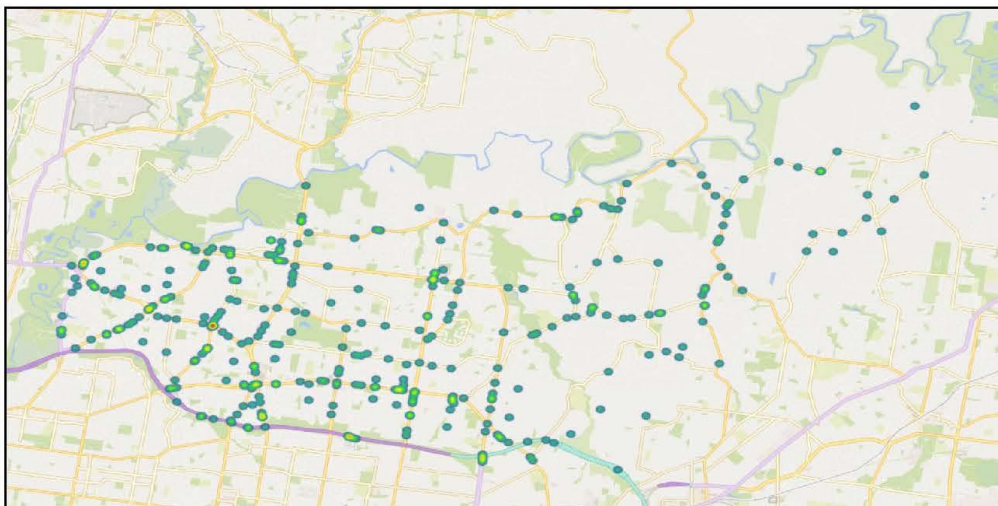


Figure 10: Heat map showing FSI crashes in Manningham (2017 to 2023)

From an analysis of the type of roads on which crashes occur we have found that 60% of all fatal and serious injury crashes (225 crashes) occur on main roads (Figure 11). This is followed by 30% (113 crashes) that occur on local roads and 7% (28 crashes) that occur on freeways (Figure 11).

Further, we also look at how these crashes are distributed between council-owned and operated roads versus those owned and operated by Victoria's Department of Transport and Planning. This analysis found that 70% of crashes (258 crashes) occur on Department of Transport and Planning roads. In comparison, 30% (113 crashes) occur on our roads (Figure 12). This highlights our need to work more closely with the Department of Transport and Planning.

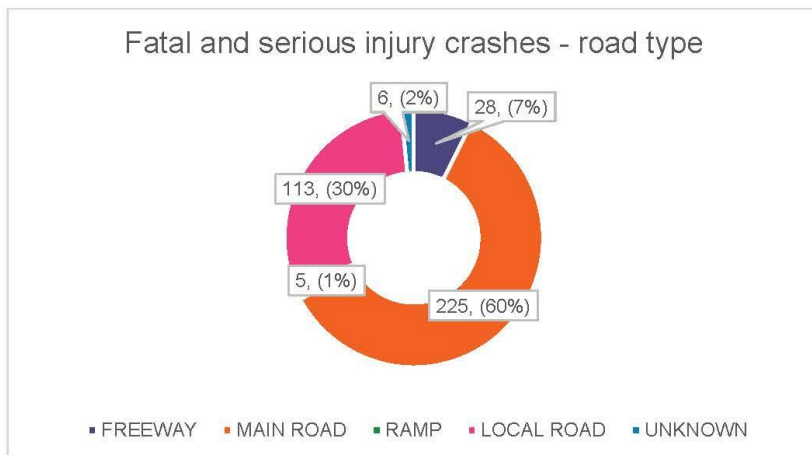


Figure 11: FSI crashes by road type in Manningham

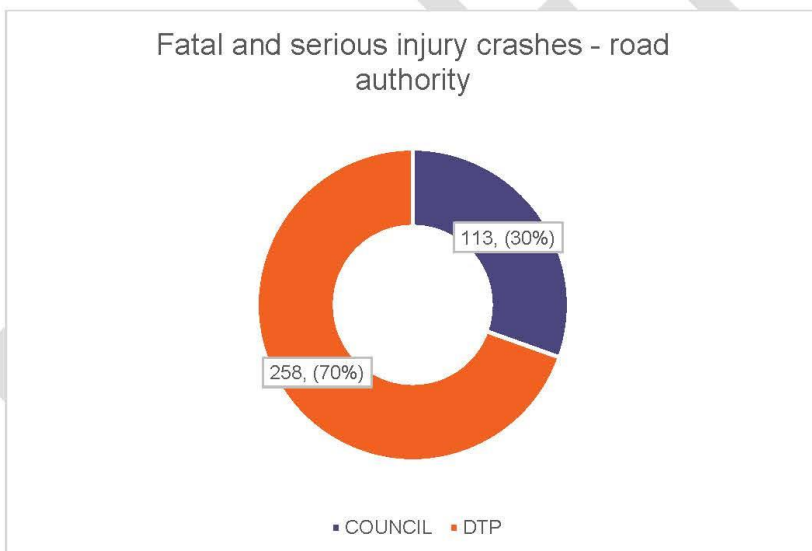


Figure 12: FSI crashes by road authority in Manningham

When looking at crashes from a speed zone perspective, we note that most (155 crashes) occur in 60 km/h speed limit zones, followed by 70 km/h speed limit zones (113 crashes) as shown in Figure 13. It is noted that there are limited roads with a speed limit of 80km/h and higher in Manningham, and hence, crashes occurring in these zones are relatively low. However, this does not mean that we can ignore these crashes. For us to achieve the 2030 targets, we must address these crashes.



Figure 13: FSI crashes by speed limit in Manningham

The most common crash type for all crashes was 'right through crashes' (Figure 14). Right through crashes involve a vehicle turning right into the path of, or into, a vehicle approaching from the right.

The next most common crash type was rear end crashes (Figure 14). This was followed by vehicles travelling off the road and impacting an object or another vehicle and head on crashes (Figure 14).

Note that the fatalities occurring on local roads involved vehicle or pedestrian crashes, head-on collisions and vehicles striking parked cars.

What are the most common types of crash?

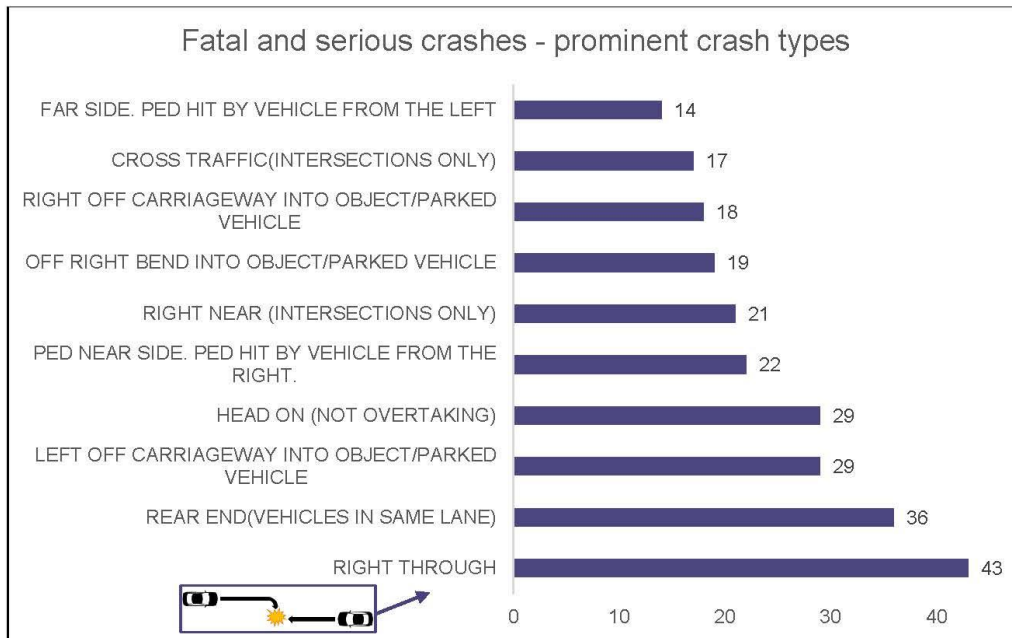


Figure 14: Fatal and serious injury crash types in Manningham

Who is involved in crashes?

Figure 15 shows how the total number of fatal and serious injuries are distributed across different road users. Most crashes involve light vehicles (565 crashes, 78%), followed by pedestrians (54 crashes, 8%) and then motorcyclists (47, 7%). We aim to significantly decrease crashes, so that people feel safe, and our local streets and centres of activity are attractive places to be.

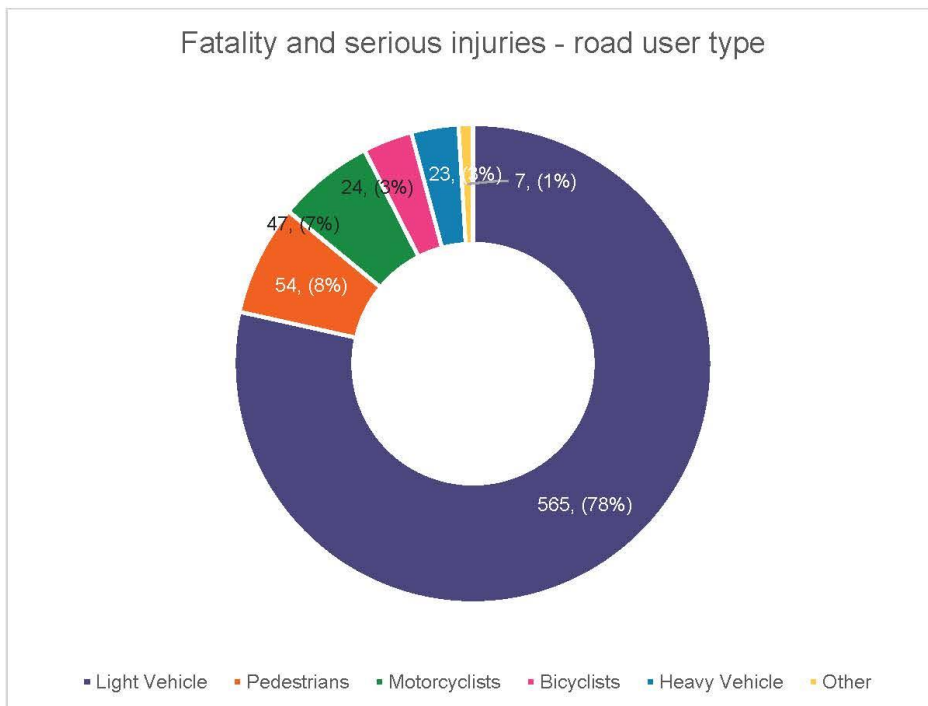


Figure 15: Proportion of FSI crashes by road user type in Manningham

When analysing the age groups involved in fatal and serious injury crashes (Figure 16), we found that the most affected age groups were 70+ years; those in the 40 to 49, 30 to 39, and 50 to 59 years; and then those in the 18 to 21 years.

The 70+ year age group is a concern as this is the single highest age group by far that is affected by fatal and serious injury crashes. Those in this age group have a lower tolerance for injuries, and what could cause a moderate injury in a younger person is more likely to result in a fatality for someone aged 70+.

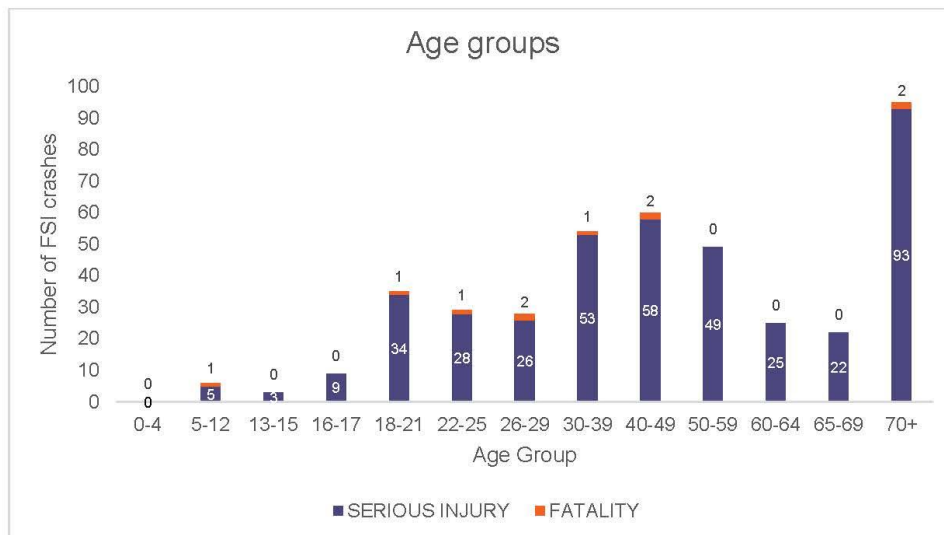


Figure 16: Number of FSI crashes by age group in Manningham

Other crash characteristics

Moving forward, we know we need to be bold and creative because the data shows that it is often few exceptional or unusual circumstances that lead to crashes. Here are some more statistics for the seven years (2017 to 2023).

- FSI crashes were spread throughout the week, with most occurring on Mondays and Wednesdays (Figure 17).
- Most FSI crashes were during clear and dry conditions Figure 18 and Figure 19.

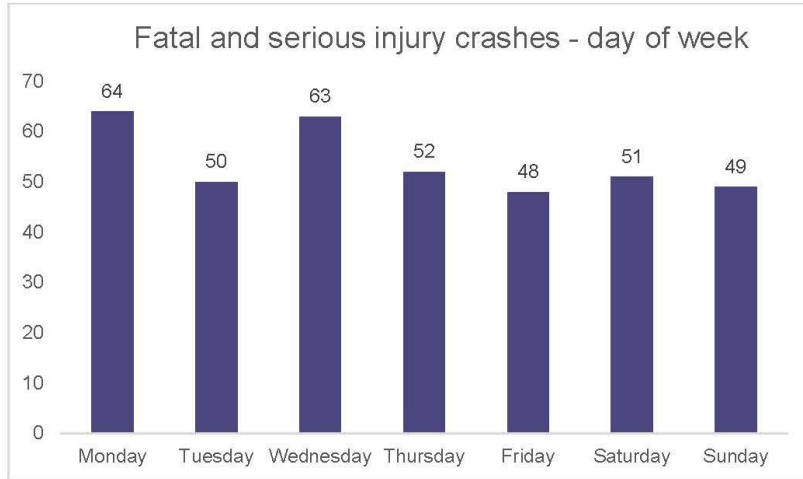


Figure 17: FSI crashes by day of the week in Manningham

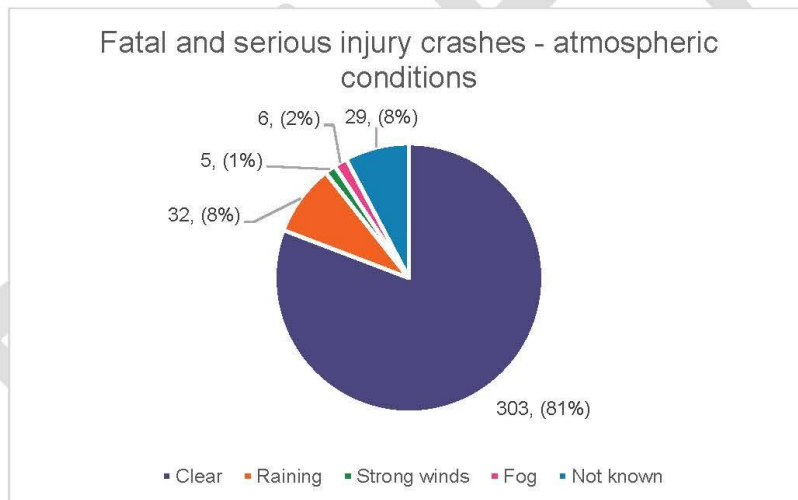


Figure 18: FSI crashes by atmospheric conditions in Manningham

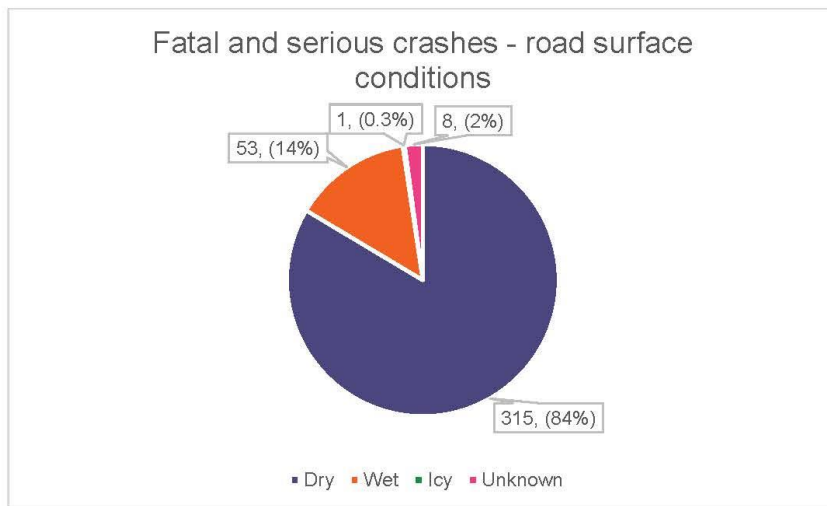


Figure 19: FSI crashes by road surface condition in Manningham

4.3 What did you tell us?

We designed and conducted an online survey for the local community to express their views on road safety in Manningham. A total of 217 respondents completed the survey.

The online survey provided valuable information to supplement the crash data, which enabled us to identify road safety issues that matter to the community. The following breakdown summarises what you told us.

Travel within Manningham

Respondents from the survey indicated that two primary modes of transport used on a daily/weekly basis were driving or walking at 48% and 33%, respectively.

We found a significant shift in modal use for monthly/yearly travel, with bus use at 35% and active modes of transport following closely, with cycling and walking at 23% and 19%, respectively.

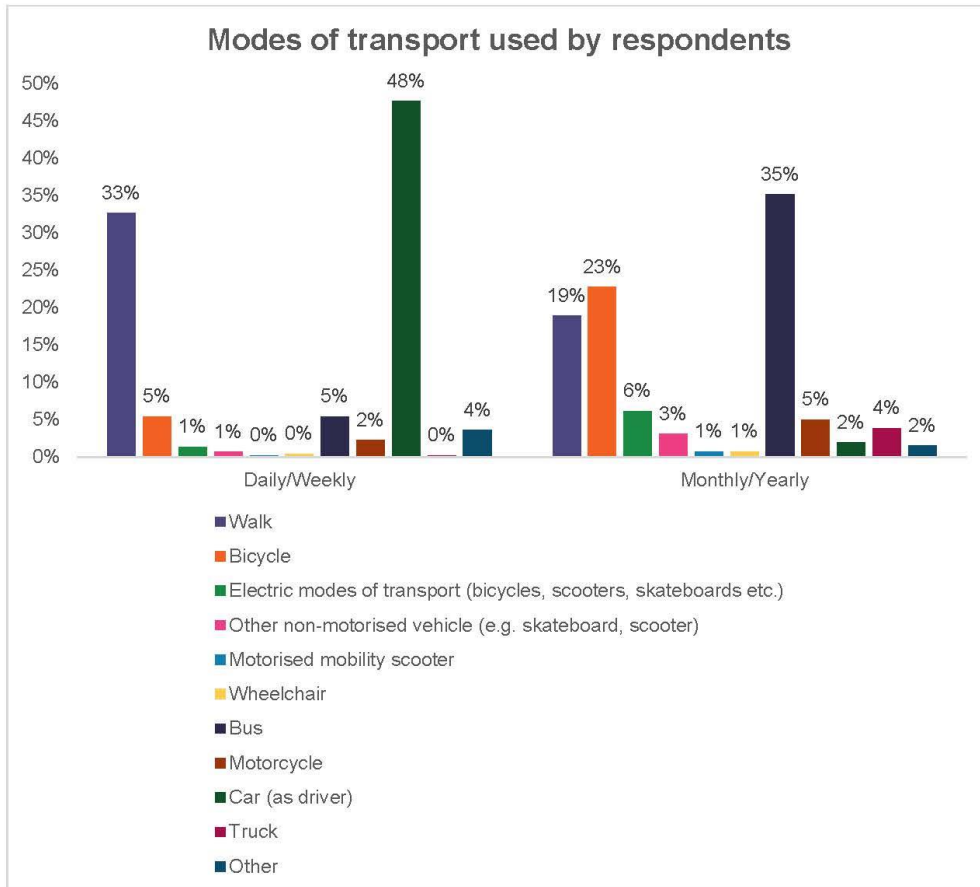


Figure 20: Modes of transport used by respondents

Perceptions of safety

With regards to the level of safety on roads, shared use paths (SUP) and footpaths, the survey results indicate that the user groups that felt less safe were cyclists and motorcyclists travelling on the road, with 72% and 37% respectively feeling either unsafe or very unsafe. Other user groups felt relatively safe, although there are still concerns considering significant proportions of people felt unsafe or very unsafe. As shown in Figure 21 and Figure 23, there was no major significant difference in perceived levels of safety in urban compared to non-urban areas.

Figure 22 and Figure 24 indicate similar reasons for feeling unsafe due to concerns regarding the existing active infrastructure (SUPs, walking trails), road user behaviour, road infrastructure and maintenance, with the rural concerns indicating a significant lack of pedestrian & cyclist



infrastructure as expected. Below are some of the specific issues noted, which reflect the themes identified in both urban and rural sections:

- Inadequate width of shared paths, and perceived poor cyclist behaviours when sharing the space with pedestrians.

“Shared paths are not wide enough”

Community feedback

- Lack of pedestrian facilities, including footpaths and crossings at key locations.

“...not enough pedestrian crossing along Blackburn Road”

Community feedback

- Lack of adequate cycling facilities and safety in on-road bicycle lanes with driver behaviour and vehicles parking in bicycle lanes.

“road does not have proper cycling infrastructure, cars often drive and park over bike lanes”

Community feedback

- Maintenance of paths and roads, with potholes and vegetation noted as key concerns.

“The footpaths in Park Orchards are a tripping hazard.”

Community feedback

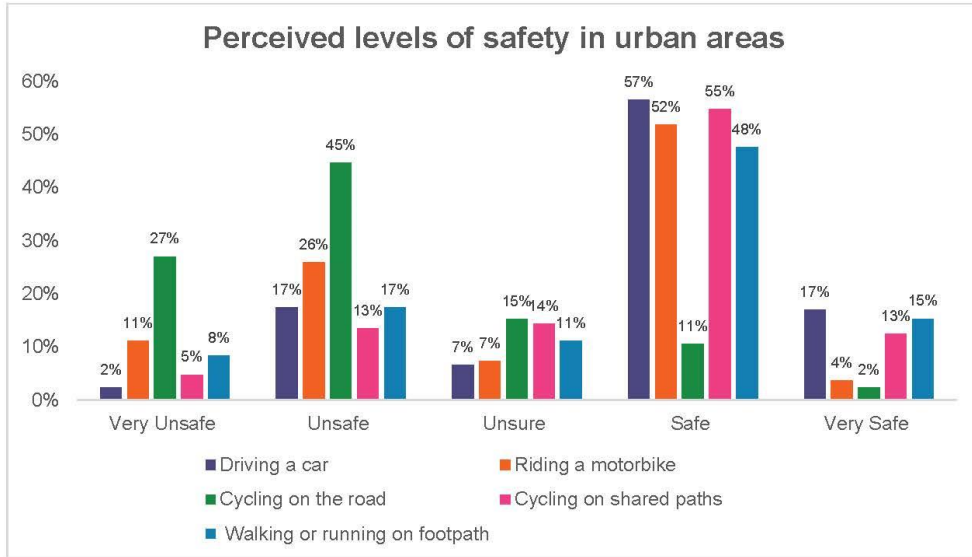


Figure 21: Perceptions of road safety (urban)

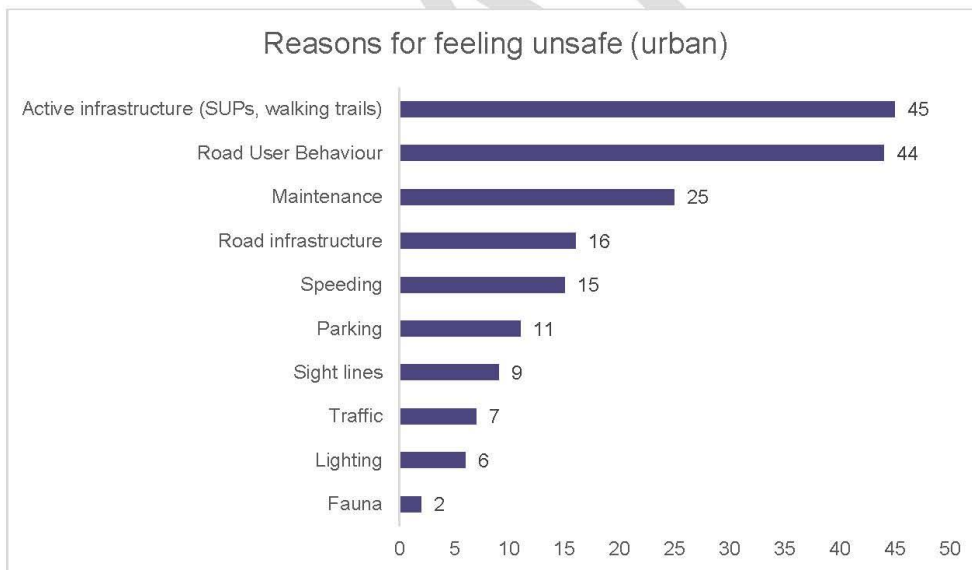


Figure 22: Reasons for feeling unsafe (urban)

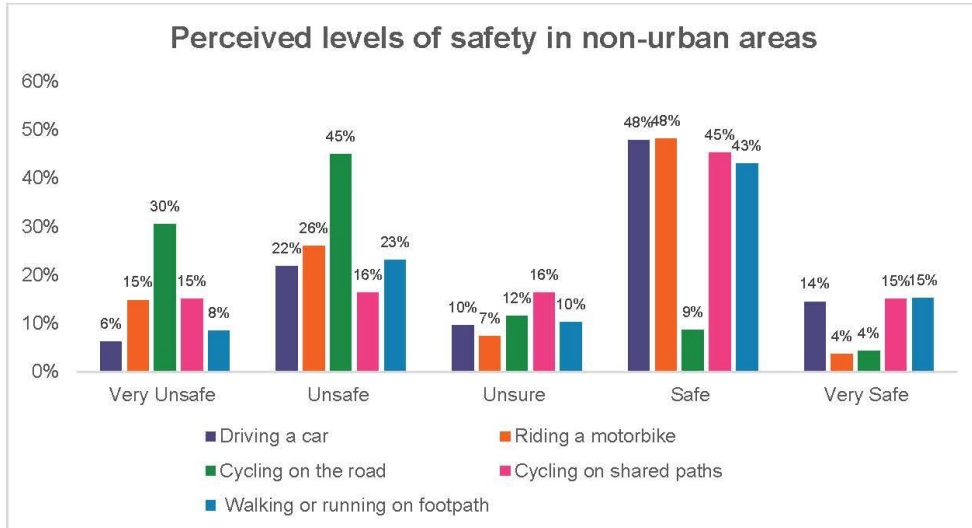


Figure 23: Perceptions of road safety (non-urban)

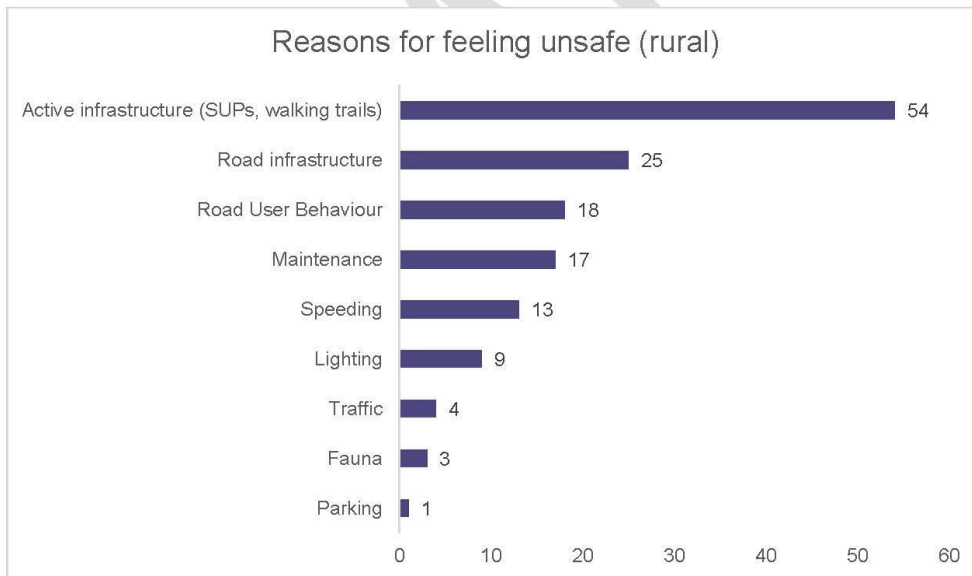


Figure 24: Reasons for feeling unsafe (non-urban)

Perceptions of speed limits

Approximately two-thirds of participants felt that the speed limit on arterial roads was about right, with most of the remaining respondents feeling it was either too high or low.



There was no significant difference in the distribution of respondent responses between arterial roads in urban and non-urban areas. However, slightly more respondents felt that the speed limit was too slow in non-urban areas, as shown in Figure 25.

“More consistent speed limits on the same road”

Community feedback

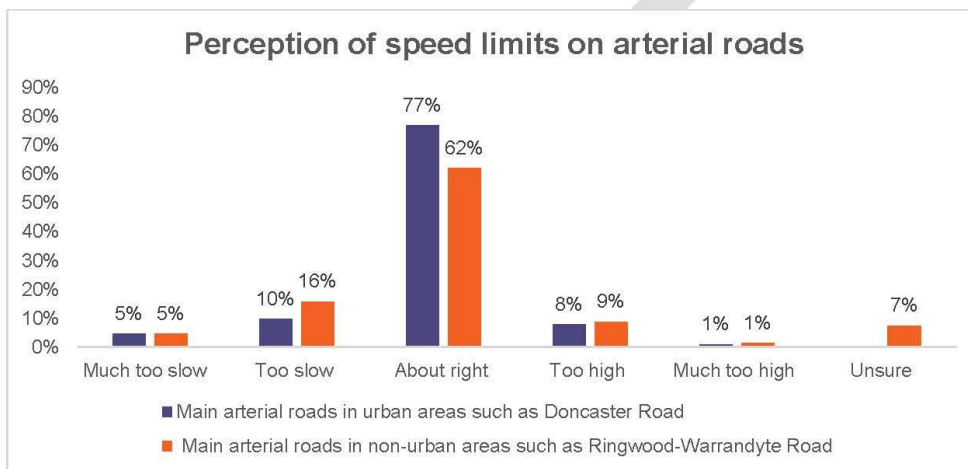


Figure 25: Perception of speed limits on arterial roads

This trend was largely the same across local and connecting roads. However, there was no significant distinction between urban and rural areas, as shown in Figure 26.

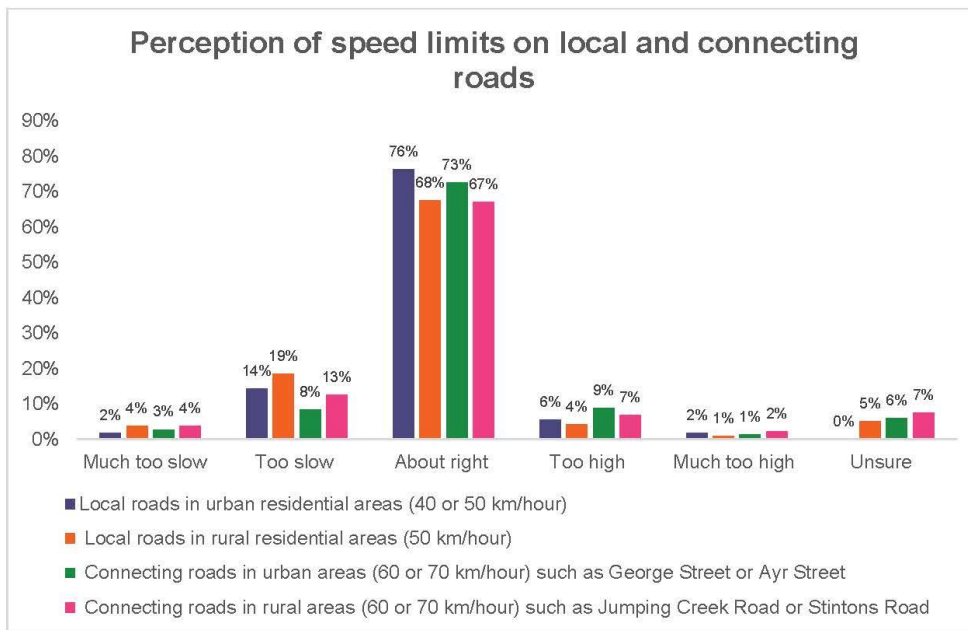


Figure 26: Perception of speed limits on local and connecting roads

Perceptions of road user behaviour

Road user behaviour was consistent across all road user types, with approximately 50% indicating that behaviour was 'about right'.

The remainder were mostly split across 'very poor', 'poor' and 'good'. However, exceptions to this trend were seen among horse float drivers, equestrians and pedestrians, which had significantly higher proportions of 'very good' behaviour, as shown in Figure 27.

“Education is needed for pedestrians for their own safety”

Community feedback

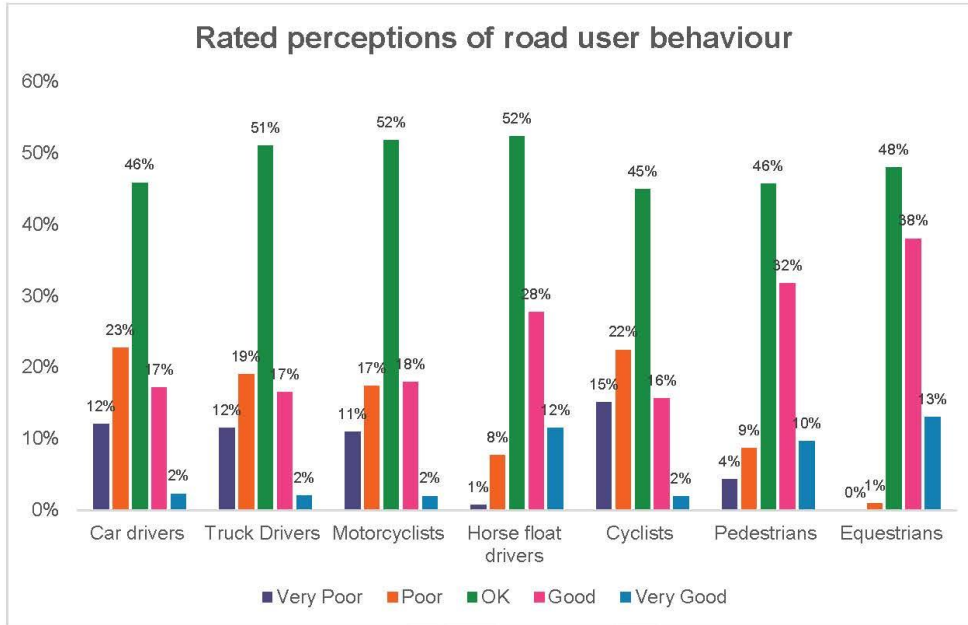


Figure 27: Perceived levels of road user behaviour

Recommended areas to improve road safety

Figure 28 shows that the most prominent factors listed for improving road safety were enhanced maintenance of roads and paths, improved road user behaviour/education, road infrastructure (e.g. removal of bus lanes, synchronisation of traffic signals, lack of gutters and drainage of roadways, unsafe intersections) and pedestrian infrastructure (lack of footpaths and crossings).

- “Potholes, narrow roads and not enough footpaths”**
Community feedback
- “Road rage, traffic and lack of footpaths”**
Community feedback



Figure 28: Key areas recommended to improve road safety

5 How we'll progress towards zero trauma – The Safe System

The Safe System is an internationally recognised framework to reduce road trauma, based on the success in Sweden, which achieved a reduction of fatal and serious injuries by 40% over 10 years (see Figure 29).

This has been recognised in Australia and many other countries as best practice, and we're committed to using the Safe System in all our road safety projects and practices.



Figure 29: The Safe System

5.1 Principles of the Safe System

1. The only acceptable fatality or serious injury toll on our roads is zero (zero tolerance)

Everyone is susceptible to injury; no one is exempt from being missed. Road safety must focus on reducing fatal and serious injuries.

2. People are vulnerable

If vehicles crash at high speed, our bodies are subject to forces they cannot withstand. The approximate tolerances for the human body under different crash conditions are:

- Head on crash: 70 km/h
- Side impact crash with another vehicle: 50 km/h
- Side impact crash with a tree: 30 km/h
- Pedestrian crash: 30 km/h

While our natural tolerance to physical forces is outside of our control, there is a lot that we can do to reduce or avoid physical impacts greater than can be withstood by the human body.

3. People make mistakes

Human error is inevitable, and human error can result in crashes and trauma on our roads. However, crashes need not (and should not) result in death or serious injury.

The Safe System recognises the unavoidable nature of human error. Rather than blaming the road user, it recognises the need for those involved in road design, road maintenance, and road use to share responsibility for the large variety of factors contributing to a crash.

4. Shared responsibility

Creating a safe road network is everyone's responsibility. Businesses, organisations, communities, individuals, and our Council, all have a role in moving towards zero trauma on our roads.

5.2 Elements of the Safe System

The Safe System comprises four interacting elements that encompass all the factors that contribute to a crash:

1. Safer roads

Road infrastructure plays a vital role in helping to reduce crashes and minimise the severity of injuries if there is an accident. Our roads should be designed and maintained so that risk is avoided or minimised for road users and the severity of crashes is reduced. Our roads should be forgiving of errors by road users and provide the safest possible outcome in adverse circumstances.

2. Safer speeds

When a crash occurs, the weight and speed of the vehicle at the moment of impact determine how much force is transferred to the people involved. Even a small difference in speed can mean the difference between life and death for our fragile bodies. The 'Safe Speeds' element aims to ensure that speed limits are appropriate and that road users travel at safe speeds for the conditions.

3. Safer people

Crashes often involve an element of human error. We should all pay care, attention and reasoning to how we use the roads. This also means that we must be aware of the road rules and other road users - for all modes of transport.

4. Safer vehicles

Better safety features are continually being introduced to vehicles. These features can assist in preventing crashes by automatically detecting dangerous situations and reacting appropriately or by reducing the impact forces on those involved in a crash. Safe vehicles are increasingly playing an important role in improving personal safety and reducing road trauma.

5.3 Post-crash care

Emergency services are required to attend the scene when a serious crash occurs. The time between when the crash happens and when emergency treatment is received is a critical factor in the severity of crash outcomes. Emergency response times and accessibility for emergency vehicles must be considered in our road safety planning.

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6 What does and doesn't work

There is a lot of information available on road safety and the effects of different safety measures. This gives us an excellent starting point for deciding what results we want to achieve.

Research¹ has shown that road trauma can be reduced when:

- ✓ We see a commitment from leaders.
- ✓ We commit to a methodical approach.
- ✓ The community is involved in planning and delivering road safety outcomes.
- ✓ We adopt safety measures that have shown to be effective in the past.

The following approaches and initiatives have proven to be effective in addressing some of the most common problems on our roads, and as such, they have influenced our strategy and our Action Plan.

Safer Roads

- ✓ Identifying and addressing high risk locations with infrastructure to reduce the likelihood and consequence of crashes.
- ✓ Installing proven safety measures such as pedestrian and cycle friendly roundabouts, separated cycling facilities, pedestrian crossing and roadside barriers.
- ✓ Gateway treatments on the approach to lower speed areas.

Safer Speeds

- ✓ Reducing speeds where the crash risk is high.
- ✓ Reducing travel speeds to below 30 km/h in locations where there is a risk of a crash between a pedestrian/cyclist and a car/truck.
- ✓ Supporting new speed limits with road infrastructure such as traffic calming measures, road surface changes or visual cues to drivers.
- ✓ Supporting speed limits with enforcement.

¹ Fylan F., Hempel, S., Grundelf, B., Conner, M., Lawton, R. (2006), *Effective Interventions for Speeding Motorists. Road Safety Research Project No.66*. London: Department for Transport.
 Darnton, A. (2008) *Lessons from theory to practice: Summary of Findings from GSR Behaviour Change Knowledge Review*. London: University of Westminster.
 Health Communication Unit (2003). *Changing Behaviours: A Practical Framework*. Toronto: Centre for Health Promotion, University of Toronto
 RACV (2007) *The Effectiveness of Driver Training as a Road Safety Measure*. Monograph.
 VicRoads (2014) *Youth Road Safety – Effective Practice*, www.vicroads.vic.gov.au

- ✓ Reducing the number and frequency of speed limit changes.

Safer People

- ✓ Road safety programs that are evidence based.
- ✓ Promoting a safer driving culture in local communities.
- ✓ Engaging the youth, their parents, and other partners who can deliver road safety messages to young drivers.
- ✓ Involving schools in road safety education and programs.
- ✓ Ensuring that educators on road safety are properly trained.
- ✓ Ensuring that programs are interactive, age appropriate and engaging.
- ✓ Delivering programs, especially for teenagers, that help people develop good judgement, resilience, coping strategies and refusal skills enabling them to act responsibly and safely.
- ✓ Using resources available from Department of Transport, the TAC and other road safety agencies.
- ✓ Ensuring that an adequate driving experience (120 hours or more) with a supervising driver is achieved by learner drivers.
- ✓ Targeted campaigns addressing road safety issues and identifying actions for road user groups.
- ✓ Enforcement at locations with high risk of crashes.
- ✓ Providing information to the community about relevant road safety laws, enforcement level, and legal consequences.
- ✓ Aligning enforcement activities with education and media campaigns.
- ✓ Having a visible enforcement presence.

Safer Vehicles

- ✓ The promotion of Five Star safety rated vehicles.
- ✓ Intelligent speed assist devices that inform drivers of the speed limit.
- ✓ Company policies that promote the safest vehicles and safe driving practices.

Knowing what doesn't work is just as important as knowing what does work to ensure that the time, resources and money spent investing in an approach do not result in declining safety outcomes.

Based on previous implementations' statistics, we know some things are ineffective in reducing road trauma.

What's not effective in reducing road trauma

- × A culture of blame instead of looking at what can be done to improve the system as a whole
- × Training that involves off-road driver training and especially any driving skill-based programs such as 'advanced driver training'. This has been shown to increase risk taking behaviour by drivers.²
- × Stand-alone one day or one-off events, forums and expos run in isolation of evidence based strategy.
- × Fear appeals such as trauma ward visits, or testimonials from crash victims or offenders.
- × Relying on driver simulators.
- × Unnecessarily restricting the movement of pedestrians or cyclists
- × Adjustments in speed limits which are not evidence based.
- × Undertaking road safety work in isolation - without support from relevant State Government authorities such as TAC, the Department of Transport and Public Transport Victoria.

² RACV (2007) *The Effectiveness of Driver Training as a Road Safety Measure*. Monograph.
VicRoads (2014) *Youth Road Safety – Effective Practice*, www.vicroads.vic.gov.au

7 What we'll do

7.1 Our responsibilities

We have important roles to play in improving road safety, including:

- As a Road Authority, we are primarily responsible for the safety of the roads we own and manage, including a duty of care towards road users.
- As a Planning Authority, we must consider the implications of decisions regarding land use and developments and ensure that road safety is not compromised.
- As an employer and fleet operator, we must ensure the safe operation of our staff and vehicles (applying these principles and practices to our contractors) and provide leadership to other organisations and the broader community in improving standards.
- Lobbying higher levels of government for funding transport infrastructure and services that will benefit the community and for changes to legislation that may have a particular impact on its community, e.g. statewide initiatives to improve safety around E-Mobility devices.
- Engaging and empowering with our community regarding road safety issues, encouraging safe road user behaviour, and coordinating local resources for better road safety outcomes.

We will drive road safety improvements through all of these roles. Still, we rely on other government levels to fund and provide the infrastructure and services our community needs to prosper. This includes arterial roads, public transport and major projects (North East Link and future projects). The split of responsibilities between different levels of government is shown in Table 3 below.

Manningham Council	Victorian Government	Australian Government
<ul style="list-style-type: none"> building and maintaining local roads local bike and pedestrian networks 	<ul style="list-style-type: none"> building and managing freeways and arterial roads building and maintaining public transport networks provision of bus services strategic bike networks speed limit policy (for all roads) Road Rules/Legislation/Law 	<ul style="list-style-type: none"> funding for national highway network city shaping transport projects program funding for local government transport projects Vehicle standards

Table 3 Responsibilities of road safety at different levels of Government

7.2 Action themes

We will play our role in reducing serious injury and road trauma on the network by focusing actions around the four pillars of the Safe System.

The actions have been shaped by working collaboratively with key stakeholders, council officers and, most importantly, the community. A summary of the actions we have developed are summarised below. Refer to the full Action Plan table, which is listed at the end of this document.

1. SAFE PEOPLE

- Continual road user education
- Enhance safety for younger and older drivers
- Enhanced enforcement in conjunction with Victoria Police

2. SAFE SPEEDS

- Review speed limits throughout the network to ensure they are consistent and appropriate
- Enhanced enforcement in conjunction with Victoria Police

3. SAFE ROADS

- Enhanced engagement with emergency services
- Provide infrastructure upgrades and maintenance on the road and path network
- Conduct investigations into safe activity areas and innovative treatments
- Continue engagement with existing Federal and State Road Safety funding programs
- Update existing Council documents relevant to road safety

4. SAFE VEHICLES

- Ensure safe vehicles are supported throughout the Council
- Advocate for initiatives to manage emerging transportation modes such as E-Mobility devices

8 What you can do

We all have a responsibility to make our roads safer. Here are some of the ways that we can all make a difference.

1. Safe roads and paths

- Report all road faults and hazards on local roads to us, and on arterial roads to Department of Transport.
- Report any crashes or incidents to Victoria Police so that they can be added to the State Government database of crashes.
- Report hoon behaviour (driving in a reckless antisocial manner) to the Crime Stoppers Hoon Hotline on 1800 333 000 or online and report.crimestoppersvic.com.au

2. Safe speeds

- Travel at a safe speed that is appropriate to the conditions.
- Never exceed the speed limit, but also remember that it's a limit, not a target, and always drive to the conditions.
- Allow plenty of time for your trip so you do not feel the need to rush.
- If you have concerns about speeding vehicles on your residential street, contact us to review using tube counters.

3. Safe people

For everybody

- Role model the travel behaviour you want to see in our community.
- Share roads and paths by being mindful of other road users.
- Concentrate when you are driving, riding, and walking, and beware of distractions.
- Do not use your mobile phone whilst driving, riding or crossing the road.
- Watch out for cyclists when driving, parking and opening your car door.
- Always wear full safety gear if you travel on a motorbike or scooter.

For younger drivers

- Visit the VicRoads website to find out about programs that help young drivers while they are on their Ls, including Learner Kits, Your Ls, myLearners, Road Smart, Fit to Drive, keys2drive, DriveSmart.

- To reduce the risks in their first years of driving, young drivers should be directed to [SaferPplaters.com.au](https://www.saferpplaters.com.au).

4. Safe vehicles

- Make sure that your next car is ANCAP Five Star Safety Rated.
- Consider purchasing an Intelligent Speed Assist device to ensure you don't exceed the speed limit.
- Ensure your car is always in roadworthy condition and is regularly maintained.
- Lobby your employer to provide the safest car in its class as your work vehicle.

5. Active and Sustainable Transport

- Consider walking, cycling, scooting and using public transport to reduce congestion and to improve health.
- Identify a safe route to school for your children and teach them to use that route.
- Keep your nature strip clear of obstructions, allowing your community to walk around your neighbourhood safely and ensure clear sightlines when exiting and entering driveways.
- Always wear a helmet when cycling and be "bright at night" by fitting lights to your bike.
- When cycling, scooting or walking on shared paths, be courteous and mindful of other users, and remember that erratic behaviour might lead to a collision.
- Road Safety Victoria (Department of Transport) has produced a series of fact sheets to support the safe use of motorised scooters and powered wheelchairs
vicroads.vic.gov.au/safety-and-road-rules/pedestrian-safety/motorised-mobility-devices

6. Working Together

- Encourage your sporting club to undertake a 'Looking After Our Mates' education session
[Secondary school road safety education resources: VicRoads](#)

9 Future review of the strategy

Our 10 year Road Safety Strategy will be reviewed and updated as required to maintain alignment with evolving road safety priorities.

This process will incorporate the latest developments, updates and initiatives from state and national road safety strategies. This will ensure our objectives, policies, and initiatives remain consistent with current best practices and regulatory frameworks, enhancing our commitment to improving road safety outcomes.

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10 Action Plan

	Objective	Action	Performance Measure	Timeframe	Delivery Team	Partners
SAFER PEOPLE	Objective 1.1 Continual road user education	1.1.1 - Improve publicity and outreach of driver awareness and driver educational programs.	Four promotional campaigns per year	Current and ongoing	City Infrastructure, Engaged Communities	DTP / TAC / Dept of Education
		1.1.2 - Provide road user education for new traffic and transport-related projects, particularly if new treatments are installed.	Ensure communication and education campaigns associated with any Council road projects, including non-standard treatments	Ongoing	City Infrastructure and City Projects	DTP
		1.1.3 - Improve behaviours on shared use paths (SUPs) via education and signage or line marking.	Installation of pavement markings/signage to promote courteous behaviour and communication campaigns advocating for positive behaviour on SUPs	Current and Ongoing	City Infrastructure, Integrated Planning, Engaged Communities	-
		1.1.4 - Improve coordination with community road safety groups	Meet a minimum of three times per year.	Current and Ongoing	Engineering Operations	RoadSafe Eastern Metro, Migrant Information Centre etc.
		1.1.5 - Provide information on our website for Manningham residents about common safety and operational concerns on local roads.	Provide information on our website	Years 1-3	City Infrastructure, Engaged Communities	-
		1.1.6 - Continue improvement of safety around schools.	Encourage schools to collaborate with us to develop or update their active transport plan. Continue to apply for School Crossing Supervisor Subsidy Schemes. Support and encourage increased notification/education of the importance of obeying road rules to protect children from vehicles.	Ongoing	City Infrastructure, Integrated Transport	School Communities, DTP

	Objective 1.2 Safer Young Drivers	1.2.1 - Supporting young driver/road user education programs in schools (such as Fit2Drive)	Encourage local schools to incorporate existing or new road user behaviour programs in their curriculum.	Current and Ongoing	City Infrastructure	Schools, DoE, Program Providers
		1.2.2 - Promote the TAC Road to Zero Exhibit (free program) to local Schools	Encourage local schools to conduct excursions as part of their curriculum	Years 1-3	City Infrastructure	TAC
	Objective 1.3 Safer Senior Drivers	1.3.1 - Support any State Government initiatives regarding education for senior drivers.	Internal working groups to develop appropriate actions to support our residents in line with Council's Age Friendly City Strategy and Action Plan (in development).	Ongoing & as opportunities arise	City Infrastructure, Community Wellbeing and Partnerships	Department of Health, DTP
		Support older adults in exploring alternative transport options such as public transport.	Continue to support community transport operators in providing assisted transport for eligible senior residents.			
Objective 1.4 Enforcement	1.4.1 - Liaise with DTP/Vic Police for enhanced enforcement of distracted drivers/seatbelt monitoring with mobile cameras.	Meet four times per year	Ongoing	City Infrastructure	DTP, Victoria Police	

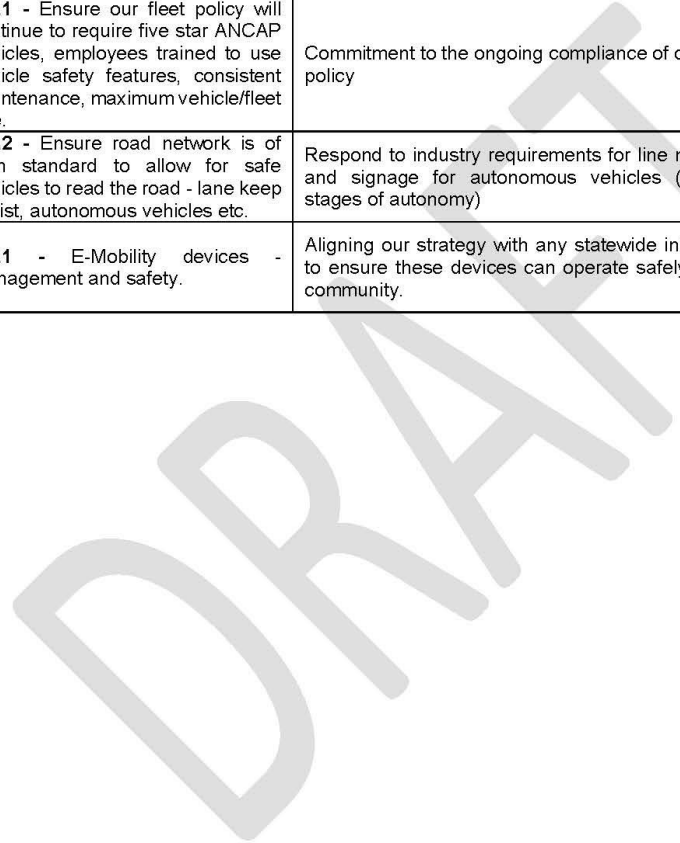
	Objective	Action	Performance Measure	Timeframe	Delivery Team	Partners
SAFER SPEEDS	Objective 2.1 Speed reviews	2.1.1 - Develop a program for area-wide speed zoning review for areas or roads, assist DTP with assessment of arterial roads that have inconsistent speed limits and ensure the speed limits are consistent with the Victorian Speed Zoning Guidelines.	Develop a program that identifies areas that require speed limit reviews. Conduct at least one speed limit review per year.	Ongoing	City Infrastructure	DTP, Victoria Police
		2.1.2 - Monitor road environments by having a traffic survey program to understand speed issues across the road network.	<ul style="list-style-type: none"> - Undertake a traffic survey (such as tube count) for streets with traffic complaints or known speed or operation issues if one has not been undertaken for the past 24 months unless substantial changes to the road environment have been identified. - Repeat surveys within 12 months if road operating speeds exceed thresholds. - Develop a traffic survey program for the Council Link and Collector Roads. 	Ongoing	City Infrastructure	Community feedback
		2.1.3 - Advocate for lower speed limits in activity centres and environments with high pedestrian and cycle activity.	Identify activity centres that would meet the Victorian Speed Zoning Guidelines for a lowered speed limit and undertake speed zoning assessment.	Years 1-5	City Infrastructure	DTP
	Objective 2.2 Enforcement	2.2.1 - Liaise with DTP/Vic Police for enhanced enforcement and road safety improvements at known hotspots	Meeting 4 times per year	Ongoing	City Infrastructure	DTP, Victoria Police

	Objective	Action	Performance Measure	Timeframe	Delivery Team	Partners
SAFE ROADS	Objective 3.1 Engagement	3.1.1 - Ensure emergency service groups are consulted when changing the road environment.	Meeting with emergency services throughout any major road environment changes.	Ongoing	City Infrastructure and City Projects	Emergency Services Providers
	Objective 3.2 Infrastructure upgrades & maintenance	3.2.1 - Continue to improve the footpath and shared path network, crossings, and completion of missing pedestrian/cycling links. Target areas of high active transport usage, such as schools, activity centres, parklands, etc.	Pedestrian and cycle projects delivered per financial year. Identify projects that align with TAC's Local Government Grant Program for funding opportunities.	Current and Ongoing	City Infrastructure and City Projects	TAC
		3.2.2 - Ensure consistent maintenance of road assets, and vegetation on the road network/off road paths. Consider removal if significant risk. Factors to be considered include bus and cycling routes etc.	Review and update the Road Management Plan and conduct maintenance as outlined (noted as currently under Community consultation/review: https://yoursav.manningham.vic.gov.au/road-management-plan).	Current and Ongoing	City Infrastructure, Integrated Planning, Parks	Community feedback, Stakeholders
		3.2.3 - Continue rolling out raised pedestrian crossings and raised intersections per state guidelines.	Monitor the performance of recently constructed sites and expand the treatments on the road network.	Ongoing	City Infrastructure	DTP
		3.2.4 - Review and update lighting in key activity areas to ensure perceived safety for pedestrians as per the Public Lighting Guidelines.	Review crash history and community feedback on unsafe low-lighting areas to target lighting improvements.	Ongoing	City Infrastructure	-
	Objective 3.3 Investigation	3.3.1 - Assess opportunities to improve safety and amenity at activity centres, noting major safety upgrades have already been completed for several key activity centres within the municipality (such as Macedon Square, Jackson Court, and Tunstall Square).	Continue to identify activity centres with safety issues and undertake investigations as operational issues arise.	Current and Ongoing	City Infrastructure, Integrated Planning, City Projects	Traders, Community
		3.3.2 - Explore opportunities to install further innovative road safety treatments (e.g. LED TGSIs)	Identify activity centres that would benefit the trials of innovative road safety treatments.	Ongoing	City Infrastructure	DTP
		3.3.3 - Investigate options to improve safety for Council facilities with children.	Identify road safety treatments, landscaping features and/or other physical measures to increase protection of children from vehicles.	Ongoing	City Infrastructure	DTP

	Objective 3.4 Continue improvements and assessments through existing federal and state road safety programs	3.4.1 - Undertake Safe System Assessments for all Capital Works projects that change the road environment.	Engage an independent Safe System Assessor to undertake a Safe System Assessment for each major road project developed.	Ongoing	City Infrastructure and City Projects	Consultant
		3.4.2 - Conduct Road Safety Audits in areas identified as high risk, via specialist observations and community feedback.	Engage an independent Road Safety Audit team to investigate identified high-risk areas.	As required	City Infrastructure	Consultant
		3.4.3 - Identify projects that could be funded under TAC's Local Government Grant Program.	Submit applications for TAC LGG program based on the four funding streams available: Analysis (\$30k), Infrastructure (\$100k – must be a 1:1 match) and VMS stream (\$30k)	Current and Ongoing (if practical)	City Infrastructure and City Projects	TAC
		3.4.4 - Develop a program that identifies projects that could be funded under the State Governments BlackSpot program.	Submit applications for BlackSpot based on significant crash locations or known high risk locations. Apply for BlackSpot funding annually.	Current and Ongoing (if practical)	City Infrastructure and City Projects	DTP
	Objective 3.5 Update existing Council documents	3.5.1 - Review and update the Manningham Bicycle Strategy 2013	Develop and update Manningham Bicycle Strategy	Years 1-3	Integrated Planning and City Infrastructure	DTP/Community
	3.5.2 - Review and update the Walk Manningham Plan 2011-2020	Develop and update Walk Manningham Plan	Years 1-3	Integrated Planning and City Infrastructure	DTP/Community	



	Objective	Action	Performance Measure	Timeframe	Delivery Team	Partners
SAFE VEHICLES	Objective 4.1 Safe vehicles	4.1.1 - Ensure our fleet policy will continue to require five star ANCAP vehicles, employees trained to use vehicle safety features, consistent maintenance, maximum vehicle/fleet age.	Commitment to the ongoing compliance of our fleet policy	Current and Ongoing	City Assets	-
		4.1.2 - Ensure road network is of high standard to allow for safe vehicles to read the road - lane keep assist, autonomous vehicles etc.	Respond to industry requirements for line marking and signage for autonomous vehicles (various stages of autonomy)	Ongoing	City Infrastructure	-
	Objective 4.2 Advocacy and education	4.2.1 - E-Mobility devices - management and safety.	Aligning our strategy with any statewide initiatives to ensure these devices can operate safely in the community.	Emerging	Integrated Planning & Engaged Communities	-





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13 EXPERIENCE AND CAPABILITY

13.1 Appointment of Authorised Officers - Planning and Environment Act 1987

File Number:	IN24/736
Responsible Director:	Director Experience and Capability
Attachments:	1 S11A Instrument of Appointment and Authorisation - Yang (Daisy) Li - December 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:**
 - Yang (Daisy) Li
- 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 -

Yang (Daisy) Li

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 10 December 2024.

The Common Seal of)
Manningham City Council)
was hereunto affixed)
in the presence of:)

Mayor

Chief Executive Officer

Date:

13.2 Informal Meetings of Councillors

File Number:	IN24/707
Responsible Director:	Director Experience and Capability
Attachments:	<ol style="list-style-type: none">1 Community Panel (Day 4) - 16 November 2024 ↓2 Strategic Briefing Session - 18 November 2024 ↓3 City Planning & Liveability Directorate Briefing and Overview of Planning Processes - 21 November 2024 ↓4 Councillor Induction Session - 23 November 2024 (Day 1) ↓5 Consultation Meeting PLN23_0521 4 Pioneer Drive, Templestowe - 27 November 2024 ↓6 Councillor Induction Workshop (Day 2) - 30 November 2024 ↓

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:

- **Community Panel (Day 4) – 16 November 2024**
- **Strategic Briefing Session – 18 November 2024**
- **City Planning & Liveability Directorate Briefing and Overview of Planning Processes – 21 November 2024**
- **Councillor Induction Session (Day 1) - 23 November 2024**
- **Consultation Meeting PLN23/0521 4 Pioneer Drive, Templestowe – 27 November 2024**
- **Councillor Induction Workshop (Day 2) – 30 November 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:

- Community Panel (Day 4) – 16 November 2024
- Strategic Briefing Session – 18 November 2024
- City Planning & Liveability Directorate Briefing and Overview of Planning Processes – 21 November 2024
- Councillor Induction Session (Day 1) - 23 November 2024
- Consultation Meeting PLN23/0521 4 Pioneer Drive, Templestowe – 27 November 2024
- Councillor Induction Workshop (Day 2) – 30 November 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					
Meeting Name:	Community Panel – Day 4				
Date:	Saturday, 16 November 2024				
	<table border="1"> <tr> <td>Time Opened:</td> <td>9:30am</td> </tr> <tr> <td>Time Closed:</td> <td>12:00pm</td> </tr> </table>	Time Opened:	9:30am	Time Closed:	12:00pm
Time Opened:	9:30am				
Time Closed:	12:00pm				
Location:	Mullum Mullum Stadium, Donvale				
Councillors Present:	Cr Diamante (Mayor), Cr Conlon (Deputy Mayor), Cr Bain, Cr Chen, Cr Eltaha, Cr Gough and Cr Grivas				
Officers Present:	Andrew Day (Chief Executive Officer), Kerryn Paterson, Rachele Quattrocchi, Jude Whelan, Michelle Zemancheff, Lydia Winstanley				
Apologies:	Cr Lange, Cr Mayne				
Items discussed:	<ul style="list-style-type: none"> • Councillors were observers to the community panel sessions. There was no formal role and no items discussed with them; • Councillors then had informal discussions over morning tea. 				
CONFLICT OF INTEREST DISCLOSURES					
Were there any conflict of interest disclosures by Councillors?	No				

Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS					
Meeting Name:	Strategic Briefing Session				
Date:	Monday, 18 November 2024				
	<table border="1"> <tr> <td>Time Opened:</td> <td>6:30pm</td> </tr> <tr> <td>Time Closed:</td> <td>7:15pm</td> </tr> </table>	Time Opened:	6:30pm	Time Closed:	7:15pm
Time Opened:	6:30pm				
Time Closed:	7:15pm				
Location:	Council Chambers, Civic Centre				
Councillors Present:	Cr Carli Lange (Chair), Cr Peter Bain, Cr Anna Chen, Cr Andrew Conlon, Cr Deidre Diamante, Cr Isabella Eltaha, Cr Geoff Gough, Cr Jim Grivas and Cr Laura Mayne				
Officers Present:	<p>Executive Officers Present</p> <p>Andrew Day, Chief Executive Officer Andrew McMaster, Director City Planning & Liveability Kerryn Paterson, Director Experience and Capability Rachelle Quattrocchi, Director City Services Lee Robson, Director Connected Communities</p> <p>Other Officers in Attendance</p> <p>Nick Hulston, Governance Officer Jon Gorst, Chief Financial Officer Vanessa Bove, Manager of Economic and Cultural Activation Rachel Drill, Coordinator Community Events and Grants</p>				
Apologies:	Nil				
Items discussed:	<ol style="list-style-type: none"> 1. Manningham Quarterly Report, Quarter 1 (July-Sept), 2024/25 2. Membership Recommendations and Terms of Reference Updates for the Community Grants Assessment Panel 3. Whitehorse Manningham Libraries Annual Report 2023 – 2024 4. Councillor Committees and Chairperson Appointments 2025 				
CONFLICT OF INTEREST DISCLOSURES					
Were there any conflict of interest disclosures by Councillors?	No				

Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS					
Meeting Name:	City Planning & Liveability Directorate Briefing and Overview of Planning Processes				
Date:	Thursday, 21 November 2024				
	<table border="1"> <tr> <td>Time Opened:</td> <td>6:00pm</td> </tr> <tr> <td>Time Closed:</td> <td>9:20pm</td> </tr> </table>	Time Opened:	6:00pm	Time Closed:	9:20pm
Time Opened:	6:00pm				
Time Closed:	9:20pm				
Location:	Council Chambers, Civic Centre				
Councillors Present:	Cr Diamante (Mayor), Cr Chen, Cr Eltaha, Cr Gough, Cr Grivas, Cr Lange and Cr Mayne				
Officers Present:	Andrew Day (Chief Executive Officer), Andrew McMaster, Fiona Troise, Julia Jenvey, Stewart Martin, Russell Mills, Julia Hardy, Lydia Winstanley, Lee Robson, Rachelle Quattrocchi, Kerryn Paterson				
Apologies:	Cr Andrew Conlon (Deputy Mayor), Cr Peter Bain				
Items discussed:	City Planning & Liveability Directorate Briefing and Overview of Planning Processes Presentation to Councillors				
CONFLICT OF INTEREST DISCLOSURES					
Were there any conflict of interest disclosures by Councillors?	No				

Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS					
Meeting Name:	Councillor Induction Workshop – Working Together (Day 1)				
Date:	Saturday, 23 November 2024				
	<table border="1"> <tr> <td>Time Opened:</td> <td>9:00am</td> </tr> <tr> <td>Time Closed:</td> <td>1:00pm</td> </tr> </table>	Time Opened:	9:00am	Time Closed:	1:00pm
Time Opened:	9:00am				
Time Closed:	1:00pm				
Location:	Warrandyte Community Centre				
Councillors Present:	Cr Diamante (Mayor), Cr Conlon (Deputy Mayor), Cr Bain, Cr Chen, Cr Eltaha, Cr Gough, Cr Grivas, Cr Lange and Cr Mayne				
Officers Present:	Andrew Day (Chief Executive Officer)				
Apologies:	Nil				
Items discussed:	Councillor working relationships and strategic discussions				
CONFLICT OF INTEREST DISCLOSURES					
Were there any conflict of interest disclosures by Councillors?	No				

Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS	
Meeting Name:	Consultation Meeting PLN23/0521 4 Pioneer Drive, Templestowe
Date:	Wednesday, 27 November 2024
Time Opened:	6:00pm
Time Closed:	7:45pm
Location:	Council Chambers, Civic Centre
Councillors Present:	Cr Diamante (Mayor), Cr Conlon (Deputy Mayor), Cr Chen, Cr Isabella Eltaha, Cr Jim Grivas and Cr Carli Lange
Officers Present:	Andrew McMaster, Fiona Troise, Jonathan Caruso, Julie Mikkelsen, Daniel Yu, Nicoletta Kormas, Tammy Tam, Shasha Yang
Apologies:	Cr Bain, Cr Gough, Cr Mayne
Items discussed:	Planning application PLN23/0521 4 Pioneer Drive, TEMPLESTOWE
CONFLICT OF INTEREST DISCLOSURES	
Were there any conflict of interest disclosures by Councillors?	No

Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS					
Meeting Name:	Councillor Induction Workshop – Day 2				
Date:	Saturday, 30 November 2024				
	<table border="1" style="width: 100%;"> <tr> <td>Time Opened:</td> <td>9:00am</td> </tr> <tr> <td>Time Closed:</td> <td>1:00pm</td> </tr> </table>	Time Opened:	9:00am	Time Closed:	1:00pm
Time Opened:	9:00am				
Time Closed:	1:00pm				
Location:	Depot – 620-628 Blackburn Road, Doncaster East				
Councillors Present:	Cr Diamante (Mayor), Cr Conlon (Deputy Mayor), Cr Bain, Cr Chen, Cr Eltaha, Cr Gough, Cr Grivas and Cr Lange				
Officers Present:	Andrew Day (Chief Executive Officer), Rachele Quattrocchi, Andrew McMaster, Kerryn Paterson, Lee Robson				
Apologies:	Cr Mayne				
Items discussed:	Councillor working relationships and strategic discussions				
CONFLICT OF INTEREST DISCLOSURES					
Were there any conflict of interest disclosures by Councillors?	No				

13.3 Documents for Sealing

File Number: IN24/744
 Responsible Director: Director Experience and Capability
 Attachments: Nil

PURPOSE OF REPORT

The purpose of this report is to seek Council's authority to sign and seal the document 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 Variation of Lease
 Council and Booroondara Aged Services Society
 Premises: Part 895-901 Doncaster Road, Doncaster East**

**Deed of Surrender
 Council and Gaowang Australia Pty Ltd and W Lin
 Premises: Part 687 Doncaster Road, Doncaster**

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.

14 CHIEF EXECUTIVE OFFICER

There are no Chief Executive Officer reports this month.

15 URGENT BUSINESS

16 COUNCILLOR REPORTS AND QUESTION TIME

17 CONFIDENTIAL REPORTS

There are no Confidential reports this month.