

MANNINGHAM

## COUNCIL MEETING

# AGENDA

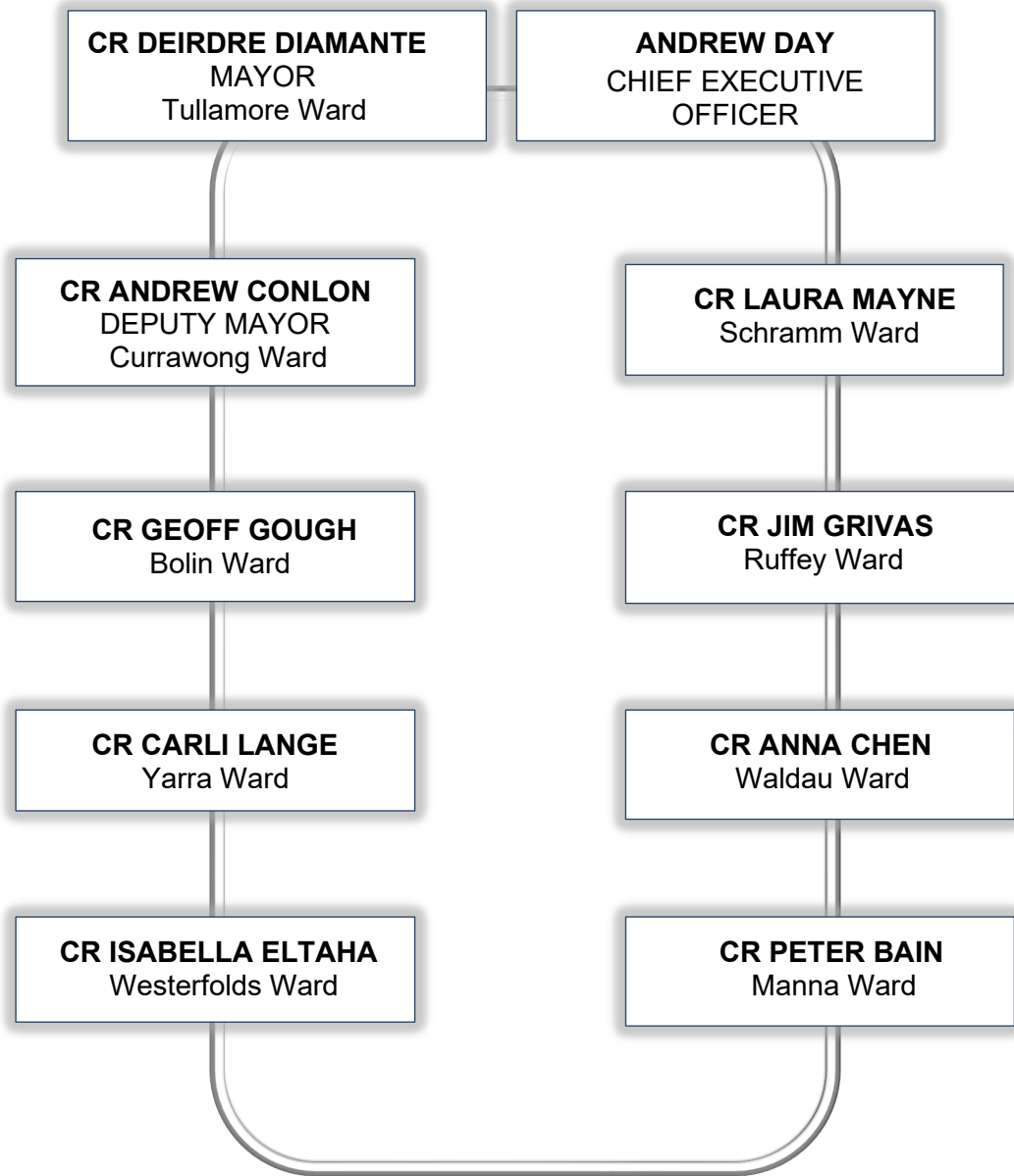
<b>Date:</b>	<b>Tuesday, 25 February 2025</b>
<b>Time:</b>	<b>7:00pm</b>
<b>Location:</b>	<b>Council Chamber, Civic Centre 699 Doncaster Road, Doncaster</b>

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

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

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

# COUNCIL MEETING SEATING PLAN



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**1 WELCOME**

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

**3 PRIOR NOTIFICATION OF CONFLICT OF INTEREST**

**4 CONFIRMATION OF MINUTES**

Confirmation of the Minutes of the Council Meeting held on 10 December 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 a decision of Council this month.



## 10 CITY PLANNING

### 10.1 Statutory Planning Application Activity Quarter 2 (October to December 2024)

File Number: IN25/54  
Responsible Director: Director City Planning  
Attachments: Nil

#### PURPOSE OF REPORT

*This report is to provide Council with a general performance overview for Quarter 2 (Q2) 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 2 (Q2) covering October to December 2024.*

#### 1. RECOMMENDATION

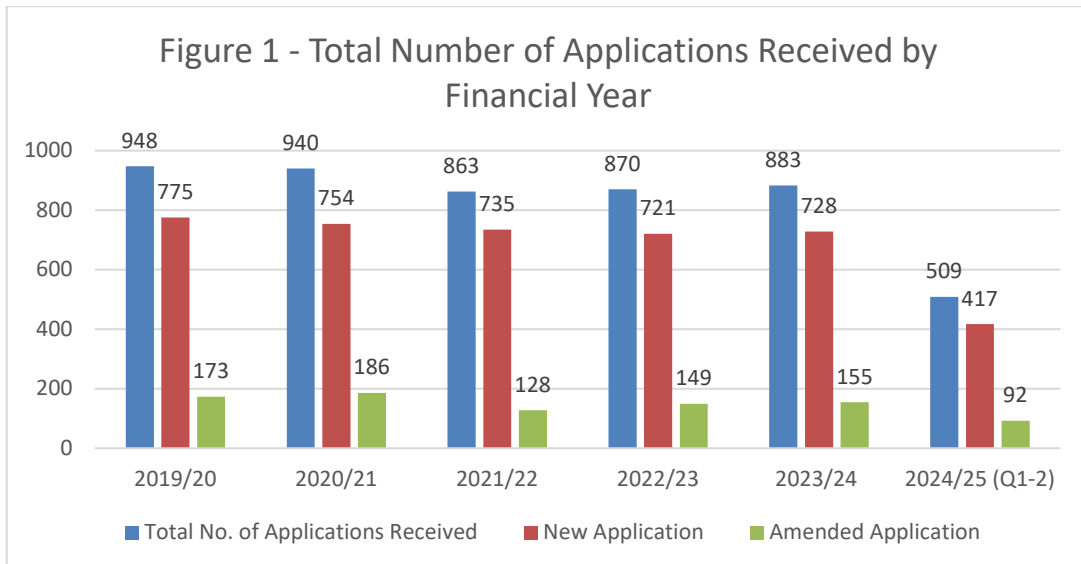
**That Council note the Statutory Planning Application Activity Quarter 2 (October to December 2024).**

#### 2. BACKGROUND

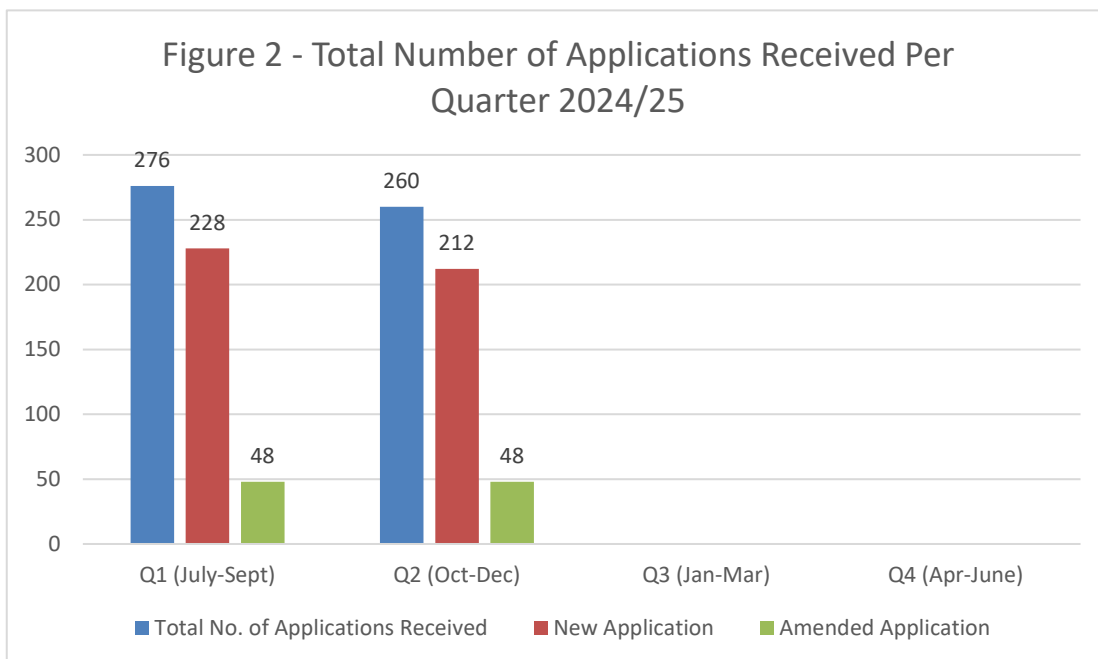
2.1 This report delivers on a CEO KPI, following Council's ongoing focus and interest in the performance of the Statutory Planning team and the assessment of planning applications.

#### 3. DISCUSSION / ISSUE

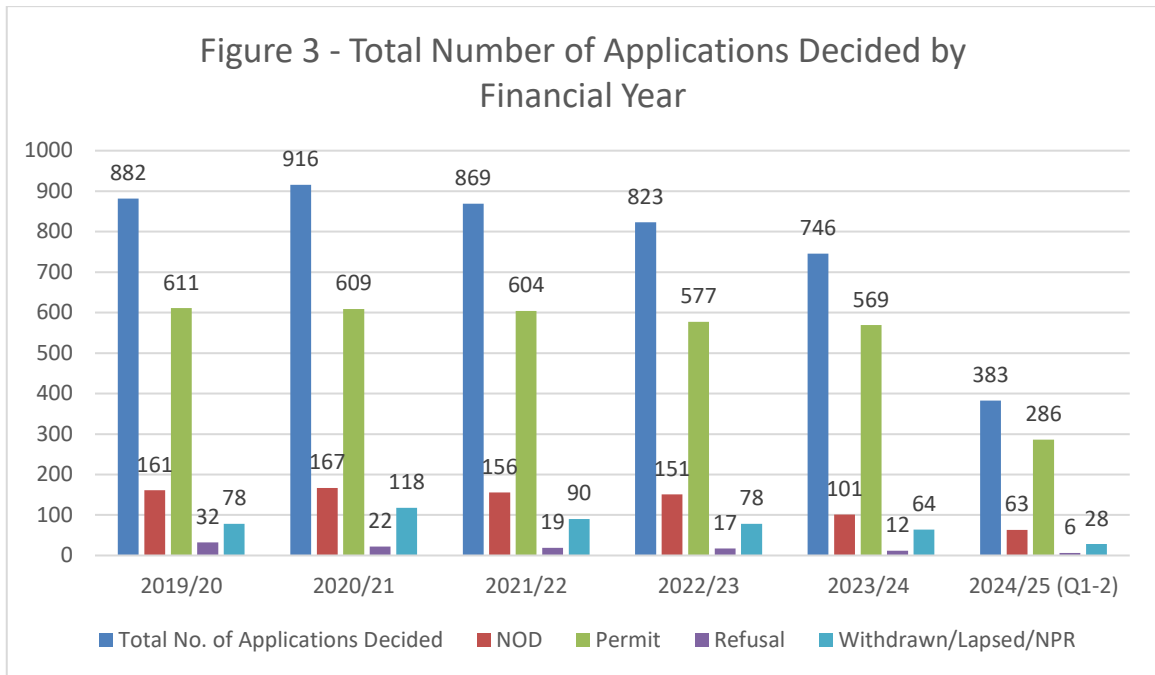
3.1 Figure 1 illustrates the total number of planning applications received each financial year. To date, a total of 509 applications have been received.



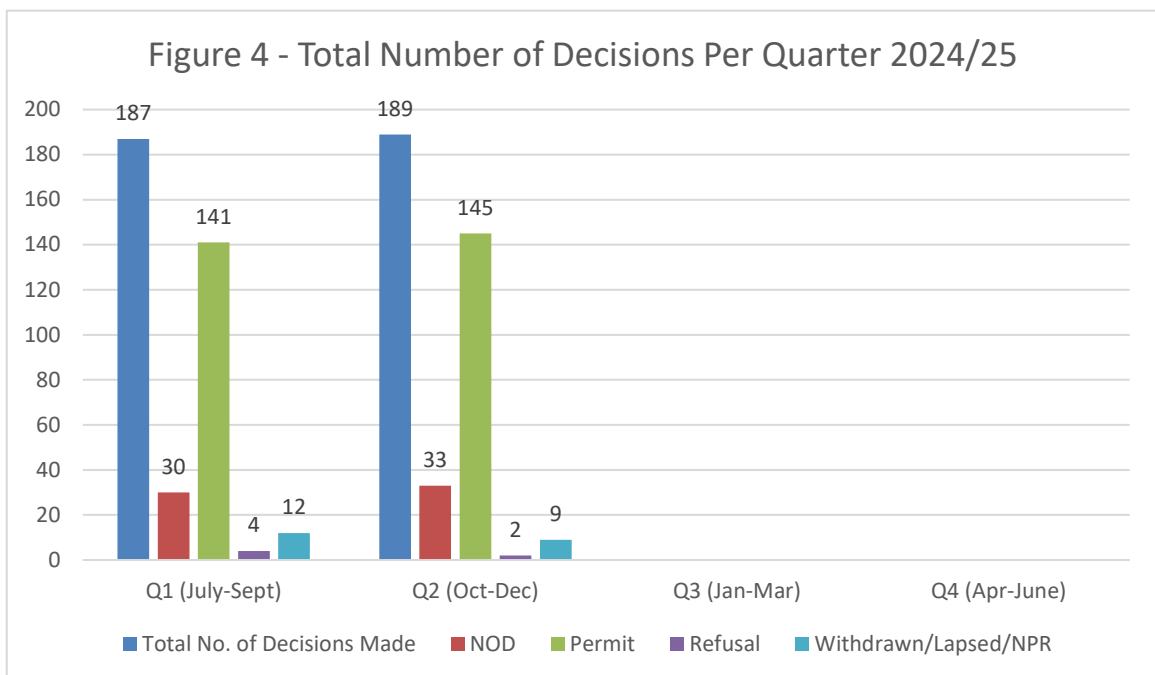
3.2 In Q2, a total of 260 planning applications were submitted to Council. In comparison, 191 planning applications were received during this quarter for the previous 2023/24 financial year (Figure 2).



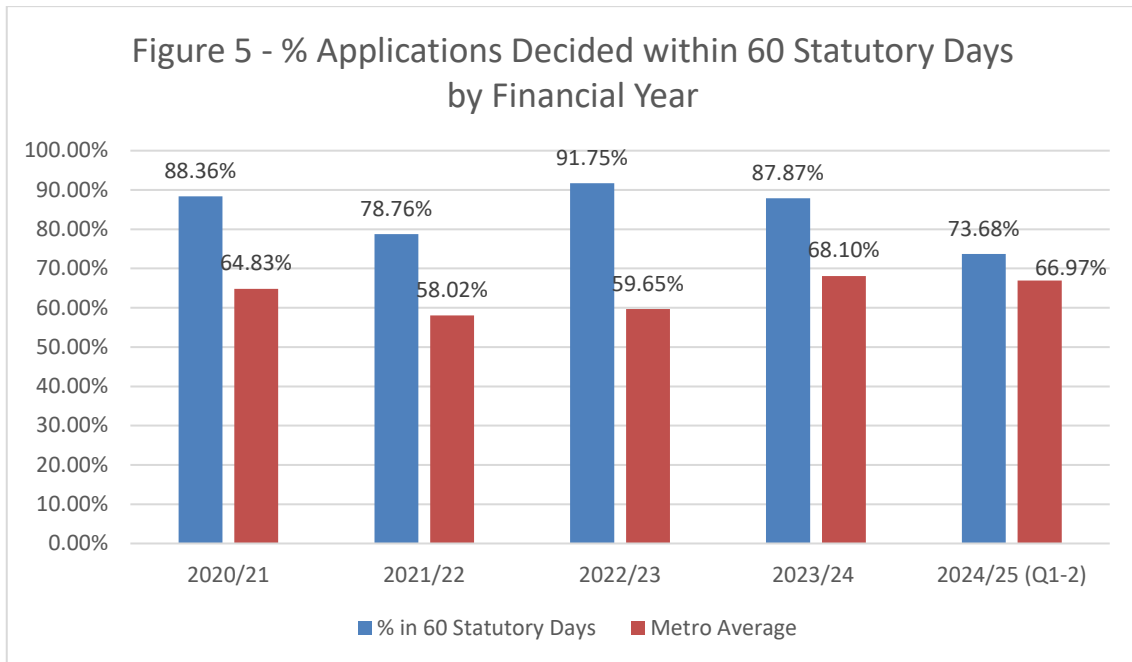
3.3 Figure 3 highlights the total number of planning applications decided each financial year. To date, a total of 383 applications have been decided.



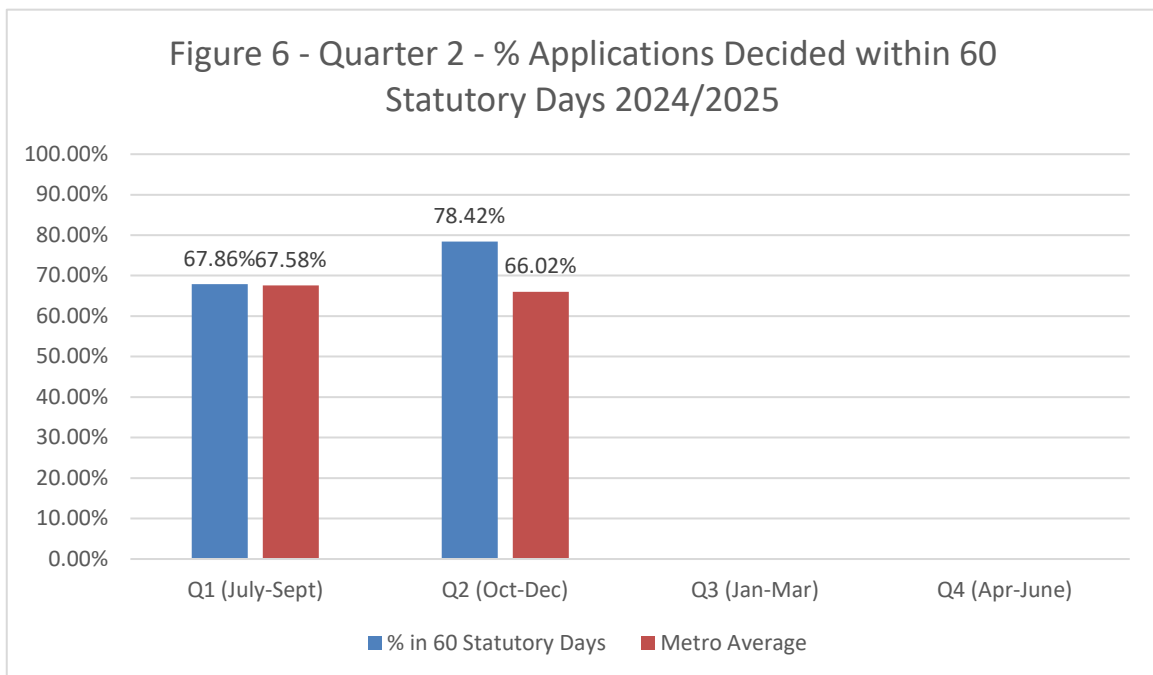
3.4 For Q2, a total of 189 applications were decided. 145 planning permits were issued, 33 Notice of Decision to Grant a Planning Permit (NOD's) and 2 refusals (Figure 4).



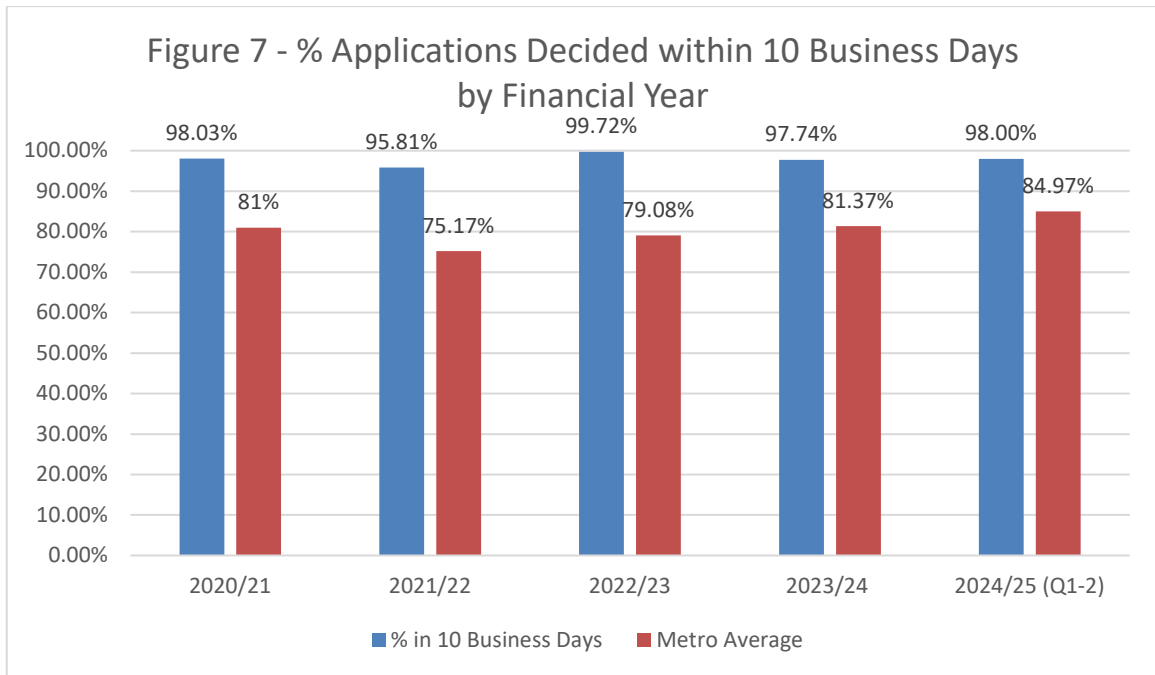
3.5 Manningham continues to process planning applications in a timely manner above the metropolitan average. To date, 73.68% of standard stream planning applications were decided with 60 statutory days in comparison to the metropolitan average of 66.97% (Figure 5).



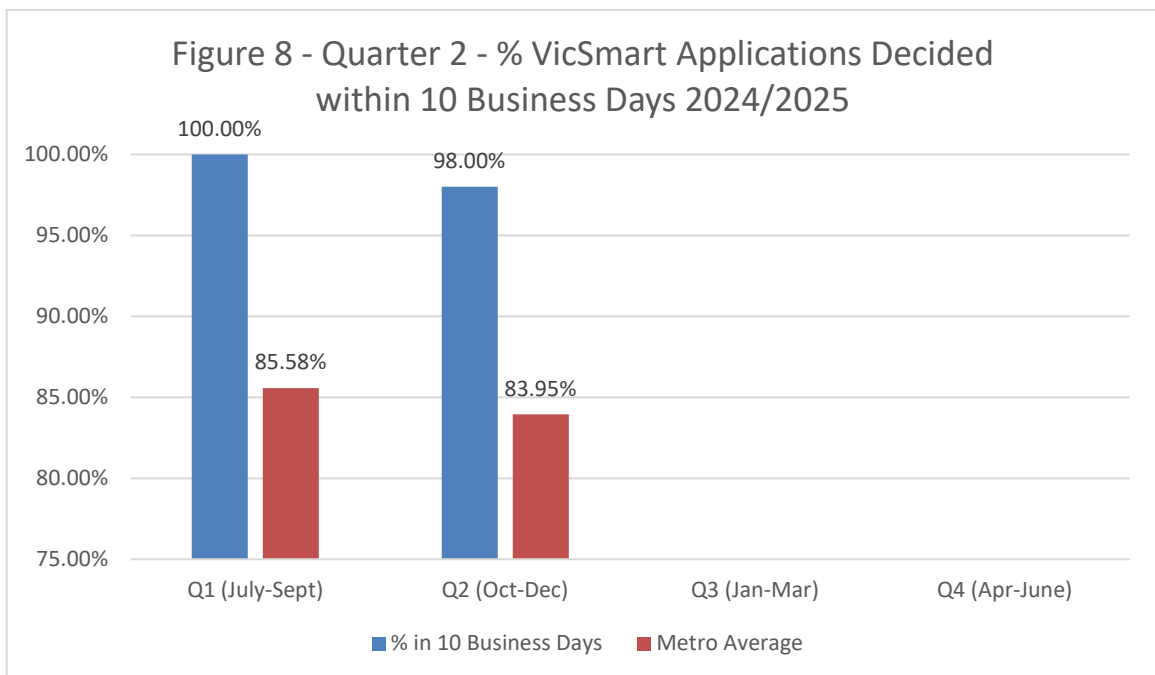
3.6 For Q2, a total of 78.42% or 109 out of 139 applications were determined within 60 statutory days which is an increase from Q1 and continues to be above the metropolitan average of 66.02% (Figure 6).



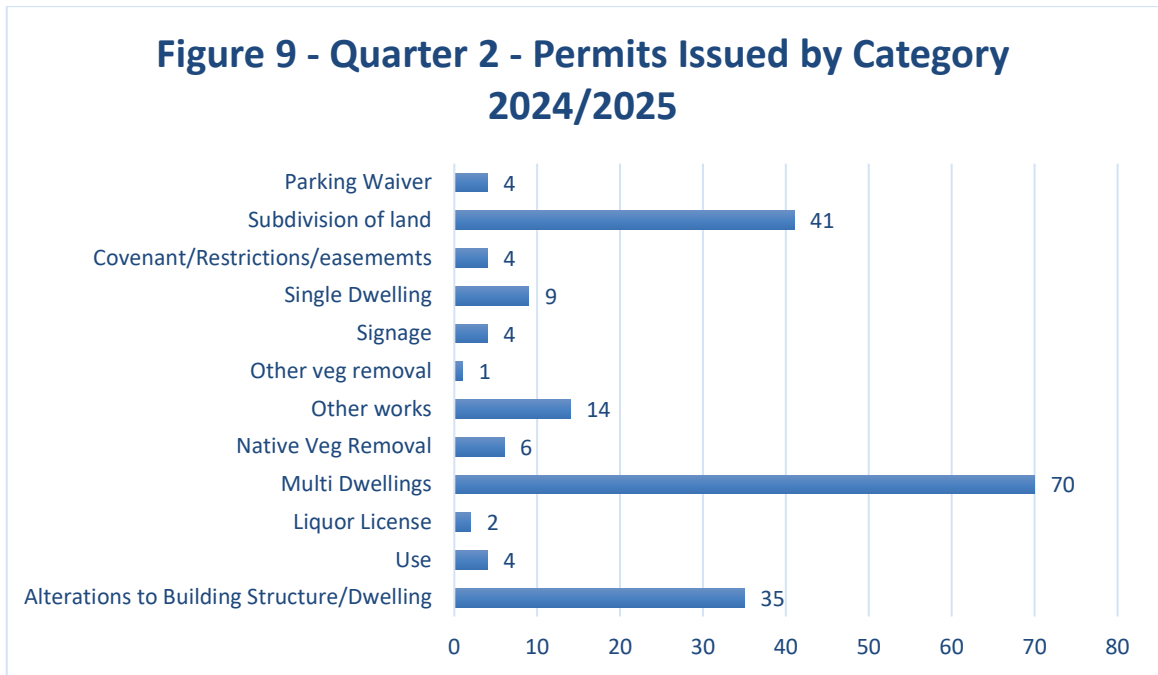
3.7 Manningham has also performed well determining VicSmart applications, with 98% or 49 out of 50 applications determined within 10 business days for 2024/25. The metropolitan average was 84.97% (Figure 7).



3.8 For Q2, 98% of all VicSmart applications were decided with 10 business days in comparison to the metropolitan average of 83.95% (Figure 8).



3.9 Multi dwellings were the predominant category of permits issued in Manningham for Q2, with subdivision of land following closely behind (Figure 9).



3.10 A total of 10 appeals have been lodged at VCAT for this financial year (Figure 10). The majority of appeals lodged have been Section 82 appeals against a Notice of Decision to Grant a Planning Permit (objector appeals). For Q2, a total of 5 appeals have been lodged at VCAT (Figure 11).

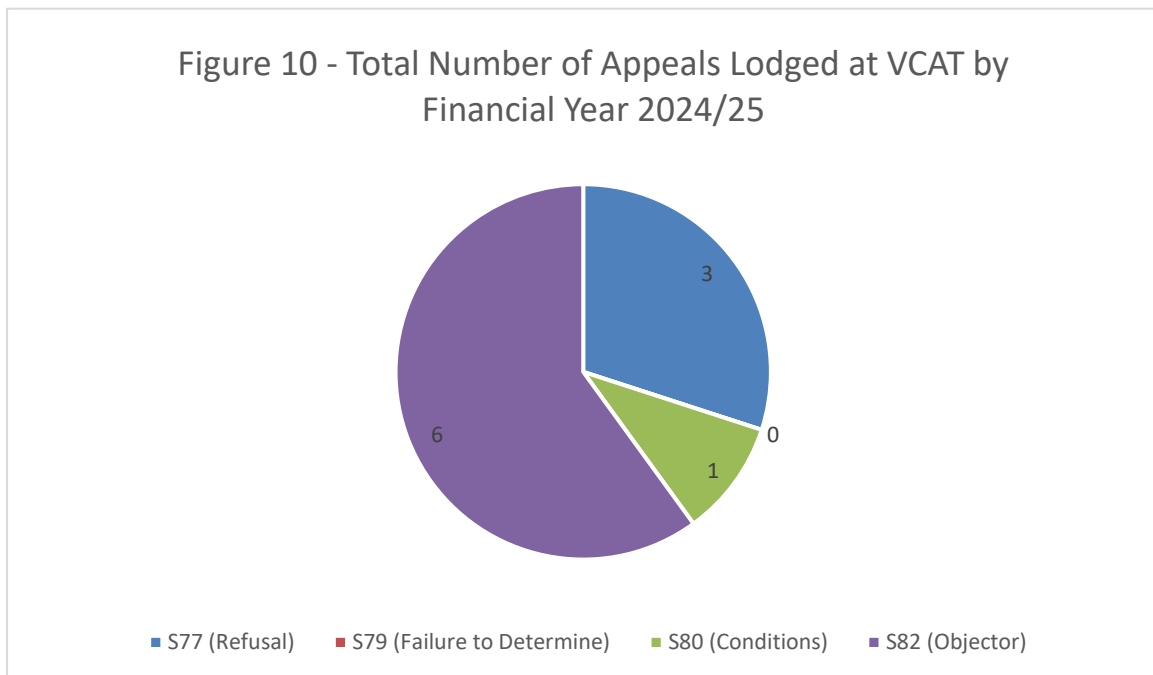
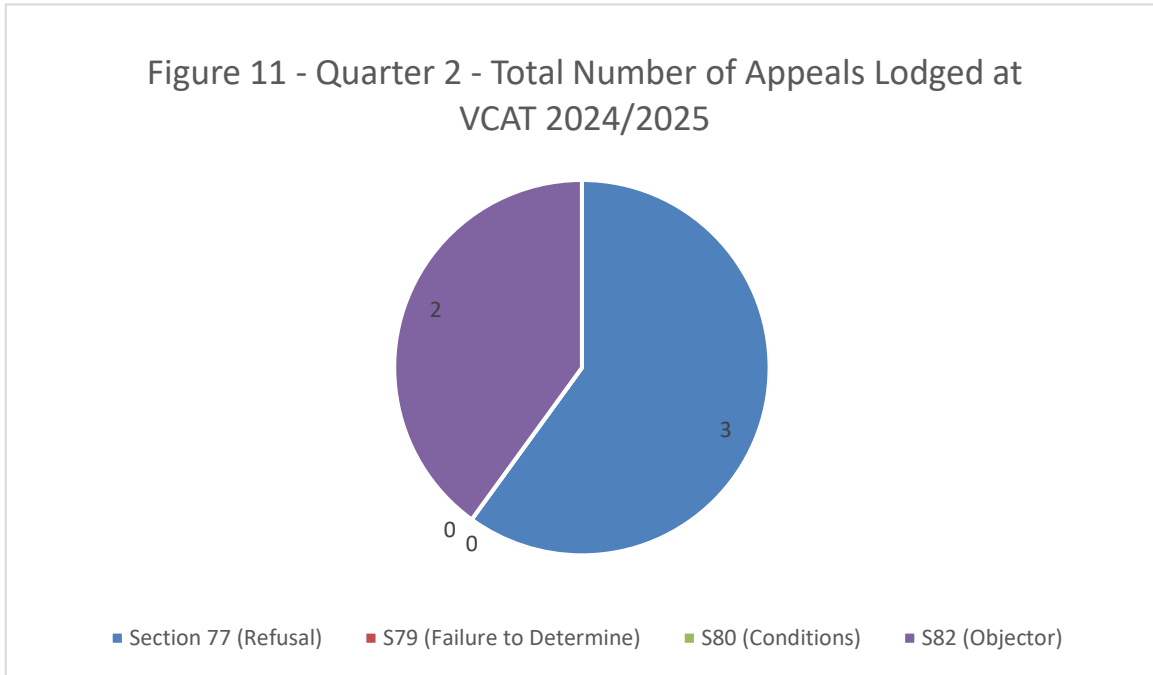
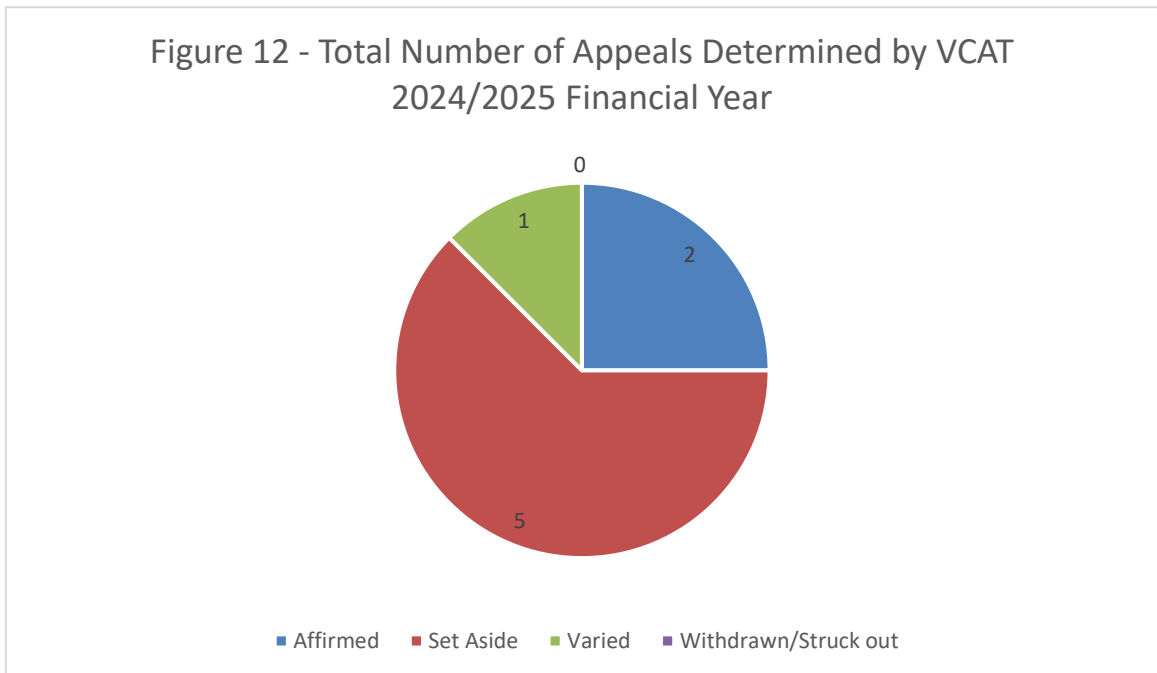


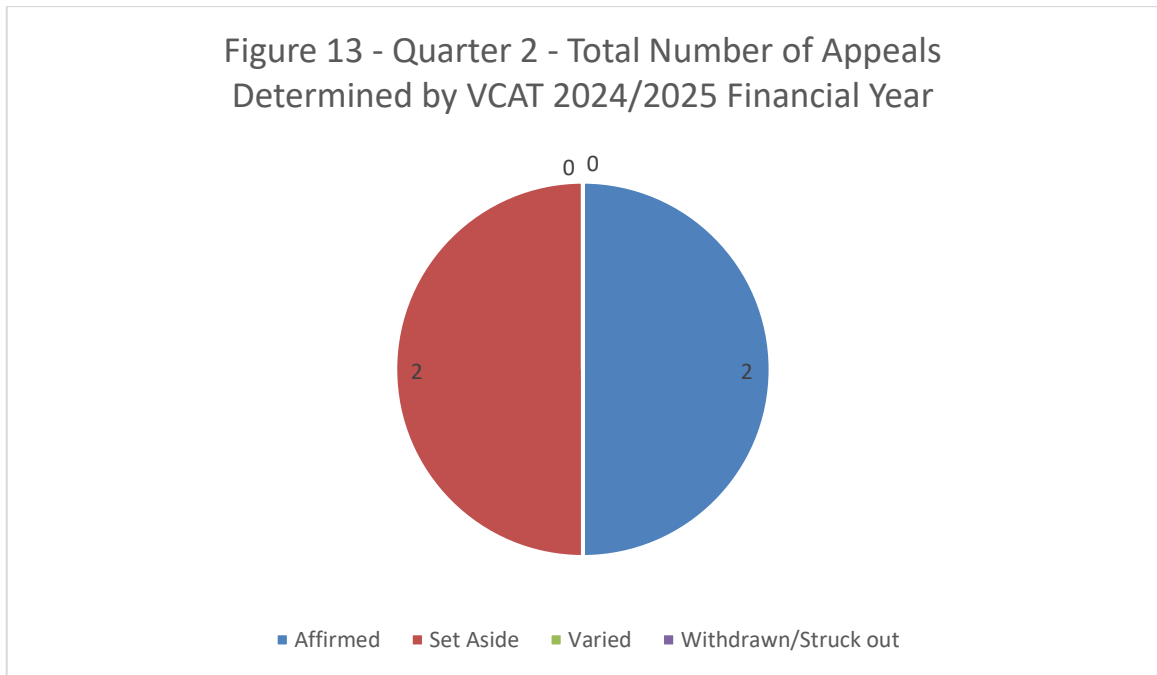
Figure 11 - Quarter 2 - Total Number of Appeals Lodged at VCAT 2024/2025



3.11 A total of 5 appeals to date have been set aside by VCAT for the financial year. This is generally due to significant changes being made to an application that warrants officer support of the application following the formal submission of substituted plans by the applicant (Figure 12). A further breakdown for the quarter is provided in Figure 13.

Figure 12 - 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 Review of Advisory Committees: Terms of Reference and Membership

File Number:	IN25/87
Responsible Director:	Director Connected Communities
Attachments:	<ol style="list-style-type: none"><li>1 Recreation and Sport Advisory Committee Terms of Reference (Amendments)</li><li>2 Manningham Youth Advisory Committee Terms of Reference (Amendments)</li><li>3 Healthy Ageing Advisory Terms of Reference (Amendments)</li></ol>

#### PURPOSE OF REPORT

*The purpose of this report is to inform Council of proposed minor amendments to Terms of Reference for three existing Advisory Committees (Recreation and Sport; Manningham Youth; and Healthy Ageing) ahead of a call for Expressions of Interest for new membership nominations.*

#### EXECUTIVE SUMMARY

*Advisory Committees provide a formal way for Council to seek input and guidance from the community based on demonstrated lived experience, skills or knowledge related to the respective committee's subject matter. The Terms of Reference for each Advisory Committee's membership aims to attract a representative cross section of the Manningham community. This guidance is used to support quality decision making and help Council to achieve its goals and objectives under the Council Plan.*

*Both the Recreation and Sport Advisory Committee (RASAC) and Manningham Youth Advisory Committee concluded their respective terms at the end of 2024 and will require a new membership from 2025. Ahead of calling for Expressions of Interest for new memberships, the Terms of Reference for both Advisory Committees have been reviewed and minor changes are recommended to support their respective efficiency.*

*Recommendations are also provided for minor changes to the Terms of Reference for the Healthy Ageing Advisory Committee to ensure consistency with all advisory committees.*

*Following Councillor feedback, the Terms of Reference for both Manningham Youth Advisory Committee and Healthy Ageing Advisory Committee have been further reviewed to tighten consistency with the template applied to all Advisory Committees as well as other minor changes. The final documents are now presented for endorsement.*

#### 1. RECOMMENDATION

**That Council:**

- A. Endorses the proposed amendments to the Terms of Reference for the following three Advisory Committees:**
  - Recreation and Sport Advisory Committee**

- Manningham Youth Advisory Committee; and
  - Healthy Ageing Advisory Committee.
- B. Endorses the proposed call for Expressions of Interest for new membership for the following two Advisory Committees:**
- Recreation and Sport Advisory Committee; and
  - Manningham Youth Advisory Committee
- C. Notes the prospective advisory committee membership nominations will be reported to Council for consideration and formal endorsement.**

## **2. BACKGROUND**

- 2.1 Council's Advisory Committees provide a formal way for Council to seek input and guidance from the community. This guidance is used to support quality decision making and help Council to achieve its goals and objectives under the Council Plan.
- 2.2 The Terms of Reference for each Advisory Committee are regularly reviewed to ensure continuous improvement and relevancy.
- 2.3 Membership recruitment will follow the endorsement of Terms of Reference for the respective Advisory Committees. The call for Expressions of Interest will be promoted across local media channels including Council's website, Manningham Matters, social media and/ or by invitation to relevant community organisations and/or service providers.
- 2.4 Every effort, including targeted recruitment where appropriate, is made to ensure a representative cross section of the Manningham community is nominated and endorsed to serve on the committees, as intended by the respective Terms of Reference for each Advisory Committee.

## **3. DISCUSSION / ISSUE**

- 3.1 Proposed changes to Advisory Committee Terms of References for 2025 are detailed below. Most of these are minor and represent continuous improvement in committee operations or administration and ensure consistency.

### **Recreation and Sport Advisory Committee (RASAC)**

- 3.2 Refer to Attachment 1: *Recreation and Sport Advisory Committee Terms of Reference*.

#### What is the Recreation and Sport Advisory Committee?

- 3.2.1 Reference added to the RASAC providing strategic advice to the 'development' of a new Recreation Strategy (in addition to ongoing implementation and monitoring) which is proposed to commence in 2025, noting that Manningham's existing Active for Life Recreation Strategy (2010-2025) is concluding.

Membership

3.2.2 Increase in size of the committee from 16 to 20 members. The change ensures adequate numbers in attendances at each meeting taking apologies into consideration.

Quorum

3.2.3 Change 'at least five community or service provider representatives' to '50% + 1' to allow for quorum to be achieved.

Committee Administration

3.2.4 The timing of the distribution of minutes changed to from two weeks to four weeks. This allows for necessary time for the Chair to review and provide feedback on minutes before being distributed to the entire committee.

3.2.5 Confirmation that committee meeting minutes will be tabled 'through informal meeting of Councillors document' at the next Ordinary Meeting of Council and published on Council's Website. This proposed change is following advice from Governance.

**Manningham Youth Advisory Committee (MYAC)**

3.3 Refer to Attachment 2: *Manningham Youth Advisory Committee Terms of Reference*.

Membership

3.3.1 The requirement for diversity and intersectionality has been moved to the membership criteria, consistent with the standard Terms of Reference template, and the Terms of Reference of other advisory committees.

3.3.2 It is proposed that the membership minimum age of young people be altered from 16 to 15 years. Lowering the age of participation allows for broader inclusion, earlier engagement, earlier development of leadership skills, a recognition of maturity levels, and greater flexibility for schools and Manningham Youth Services to appoint representatives, particularly as it is difficult to maintain committee membership of VCE students.

3.3.3 The number of self-nominated members increased from five to seven members. These members will include the 18-25 cohort (who could be working or in tertiary study) or other students that may attend school outside Manningham.

3.3.4 Each of Manningham's nine secondary schools would be invited to nominate one committee representative. This approach enhances the geographical representation of young people across Manningham, broadens the socio-economic diversity of the committee, improves attendance at meetings through school-monitored representative requirements, and fosters strong, ongoing relationships with each secondary school.

3.3.5 It is also proposed to increase representation of Manningham Youth Services clients from two to four, to ensure strong representation of specific users of this service, and our ability to meet legislated Child Safe Standards which the involvement of young people in the decision making and the direction of services that affect them.

- 3.3.6 The above proposals would see the total Manningham Youth Advisory Committee membership increased from 15 to a maximum of 20 members, allowing for the Committee to maintain a quorum and be effective when attendance levels fluctuate.

#### Membership Appointment

- 3.3.7 Nominations will be sought via a public Expression of Interest. This enables representation of young people up to the age of 25 years or not necessarily a secondary school student nor client of Manningham Youth Services.

#### Quorum

- 3.3.8 The removal of '*at least seven representatives*' to be replaced by '*50% +1*' will allow for quorum to be achieved.

#### Meeting Procedures

- 3.3.9 The requirement for five meetings per year should be amended to a minimum of five meetings per year.
- 3.3.10 Amended wording is proposed that committee members are encouraged and supported by Council to attend in-person meetings. The change in language is to positively position physical attendance given the workshop nature of the meetings. In person meetings also allows for a developmental approach to support the leadership development of the members as they are introduced to meeting protocols and structures which may initially be unfamiliar to them.

#### Committee Administration

- 3.3.11 The circulation timing of the minutes changed to be distributed from two weeks to four weeks. This allows for necessary time for the Chair to review and provide feedback on minutes before being distributed to the entire committee.
- 3.3.12 Confirmation that committee meeting minutes will be tabled 'through informal meeting of Councillors document 'at the next Ordinary Meeting of Council and published on Council's Website. This proposed change is following advice from Governance.

#### Definition of Key Terms

- 3.3.13 Addition of 'secondary school', given the use of secondary schools to determine representatives; and to ensure clarity, 'Manningham Youth Services' and the term 'self-nominate'.

### **Healthy Ageing Advisory Committee**

- 3.4 Refer to Attachment 3: Healthy Ageing Advisory Committee Terms of Reference.

#### Chairperson

- 3.4.1 Update wording in first bullet point to ensure alignment with other advisory committees to 'At least one councillor who acts as Chairperson'.

#### Memberships

- 3.4.2 Update wording in first bullet point to ensure alignment with other Advisory Committees' Terms of Reference.

Co-opted Membership

3.4.3 Removal of second bullet point to ensure alignment with other Advisory Committees' Terms of Reference.

Committee Administration

3.4.4 The circulation timing of the minutes changed to be distributed from two weeks to four weeks. This allows for necessary time for the Chair to review and provide feedback on minutes before being distributed to the entire committee.

3.4.5 Confirmation that committee meeting minutes will be tabled 'through informal meeting of Councillors document 'at the next Ordinary Meeting of Council and published on Council's Website. This proposed change is following advice from Governance.

Meeting Procedures

3.4.6 Amended wording is proposed that committee members are encouraged and supported by Council to attend in-person meetings. The change in language is to positively position physical attendance given the workshop nature of the meetings.

3.5 Pending endorsement of the above proposed amendments to the Recreation and Sport Advisory Committee and Manningham Youth Advisory Committee, expressions of interest will be sought for new memberships respectively.

3.6 Officers will review and shortlist the nominations with the respective Councillor representatives for each of the Advisory Committees. Membership recommendations will be reported back to Council for consideration and final endorsement.

3.7 A separate report will be prepared regarding a broader review of the Advisory Committees and the standard Terms of Reference template.

**4. COUNCIL PLAN / STRATEGY**

4.1 Council Plan

**Goal 1.1: A healthy, resilient and safe community**

Work with our partners and Advisory Groups to improve access to health and wellbeing services and programs for all people in our community.

**Goal 1.2: Connected and inclusive community**

Improve Council practice for inclusive communication and engagement.

Develop and deliver diverse community arts and public art programs that enable a celebration of local culture.

**Goal 2.1: Inviting places and spaces**

Improve activation of places and neighbourhoods for people to recreate, gather and participate in community life.

**Goal 4.1: Grow our local business, tourism and economy**

Support the development of local creative industries.

**Goal 5.2: A Council that values customers and community in all that we do**

Work with our partners and advisory networks to advocate and raise awareness of inclusive practices for key priority areas - considering people from First Nations, LGBTIQ+ communities, youth, culturally diverse communities and people with a disability.

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

**5. IMPACTS AND IMPLICATIONS**

5.1 Advisory Committees provide a formal way for Council to seek input and guidance from the community. This guidance is used to support quality decision making and help Council to achieve its goals and objectives under the Council Plan. The Advisory Committees act in an advisory capacity only and have no delegated authority to make decisions on behalf of Council.

5.2 Membership recruitment will follow the endorsement of Terms of Reference for the following advisory committees:

5.2.1 Recreation and Sport Advisory Committee; and

5.2.2 Manningham Youth Advisory Committee.

Finance / Resource Implications

5.3 The administration of advisory committees is resourced through the operational budgets of the respective service areas.

**6. IMPLEMENTATION**

6.1 Communication and Engagement

Is engagement required?	Yes
Stakeholder Groups	Membership recruitment for two Advisory Committees will involve: 1. Individual community members with direct lived experience or community participation 2. Community organisations and/or service providers representing relevant topics/industries. 3. Individual professionals working within relevant topics/industries but not formally representing organisations or peak bodies.
Where does it sit on the IAP2 spectrum?	Inform Consult Involve Collaborate
Approach	The communications plan for the call for Expressions of Interest will include the local media, Manningham Matters, Council’s website and social media and by invitation

	<p>to relevant local and peak agencies and community organisations. Previous advisory committee members will also be notified (where applicable).</p> <p>Inclusive techniques will be used to ensure access to the broadest reach possible such as the use of easy English documents and information session.</p> <p>Membership nominations will be reviewed and shortlisted by officers and councillor representatives for the respective Advisory Committee.</p> <p>Membership recommendations will be reported to Council for consideration and final endorsement.</p> <p>All applicants will be contacted following the outcome of the application process.</p> <p>Unsuccessful applicants will be thanked for their offer to contribute and encouraged to seek other volunteer opportunities available, such as the Manningham Volunteer Resource Service.</p> <p>With the establishment of the new advisory committees in 2025, we will inform, consult, involve and collaborate with the respective advisory committees.</p>
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6.2 Timelines

25 February 2025	Report to Council seeking endorsement of amended Terms of Reference and call for expressions of interest
26 February 2025	Expressions of Interest open for Recreation and Sport Advisory Committee and Manningham Youth Advisory Committee
19 March 2025	Expressions of Interest close
20-27 March 2025	Officer and Councillor representative assessment
6 May 2025	Membership recommendations to SBS for consideration
27 May 2025	Membership recommendations to Council for final endorsement

**7. DECLARATIONS OF CONFLICT OF INTEREST**

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



## Manningham Recreation and Sport Advisory Committee - Terms of Reference

<b>What is the Recreation and Sport Advisory Committee?</b>	The Manningham Recreation and Sport Advisory Committee (RASAC) will provide strategic advice to Council on the development, implementation, monitoring and evaluation of Manningham's Activefor Life Recreation Strategy. The RASAC will support Council to address key andemerging recreation and sport issues for the Manningham community.
<b>1. Purpose</b>	The RASAC provides a formal way for Council to seek input and guidance from the community. This guidance is used to support quality decision making and help Council to achieve its goals and objectives under the Council Plan. The RSAC will act in an <b>advisory capacity only</b> , and has no delegated authority to make decisions on behalf of Council.
<b>2. Role and Objectives</b>	<p>The role of the RASAC is to provide a direct link between Council and people who have expertise, knowledge, skills and/or lived experience relevant to recreation and sport. The RASAC provides a forum for the provision of advice, exchange of ideas and opportunities to collaborate in the implementation and evaluation of the Manningham Active for Life Recreation Strategy and its associated actions plans.</p> <p>Advisory Committee members will:</p> <ul style="list-style-type: none"> <li>• Provide a representative sample of expert, independent and authentic voices of people from relevant sectors, with an ability to advise on current and emerging recreation and sport trends in the community.</li> <li>• Contribute constructively to support the delivery of key Council strategies, policies and plans, including Manningham's Council Plan 2021-2025 and Active for Life Recreation Strategy 2010-2025.</li> <li>• Support Council to evaluate the Active for Life Recreation Strategy 2010 - 2025.</li> <li>• Provide strategic advice and direction on the development and review of key Council strategies, policies and plans.</li> <li>• Contribute to the work of other Advisory Committees where relevant as subject matter experts.</li> <li>• Report to Council via the tabling of Advisory Committee minutes at Council meetings, and via an annual reporting template regarding the Advisory Committee's activities, advice and achievements.</li> <li>• Develop and report on effectiveness metrics to measure the success of the committee.</li> </ul>
<b>3. Delegated Authority and Decision Making</b>	<ul style="list-style-type: none"> <li>• Advisory Committees provide advice to Council and officers to assist their decision making.</li> <li>• In accordance with Section 124 of the <i>Local Government Act 2020</i>, it is an offence for a councillor to direct or seek to direct a member of Council staff in the performance of specific types of tasks and specifies a maximum penalty level.</li> </ul>
<b>4. Chairperson</b>	<ul style="list-style-type: none"> <li>• Meetings will be chaired by a Manningham Councillor, nominated on an annual basis. If the Chairperson is absent, a Councillor representative will chair the meeting in order to maintain a quorum.</li> <li>• Meetings will be chaired in a way that promotes respectful discussion of the issues, to arrive at an agreed view that fairly reflects the sense and will of the meeting.</li> <li>• The Councillor Chairperson is responsible for reporting to Council any matters of interest that arise as part of meeting procedures.</li> </ul>
<b>5. Membership</b>	<ul style="list-style-type: none"> <li>• At least two Councillor appointed annually, one who acts as Chairperson and one as Deputy Chairperson.</li> <li>• A range of volunteer Committee members (up toTwenty (20) appointed by Council through an expression of interest, selection and endorsement process to provide an even mix of: <ul style="list-style-type: none"> <li>○ Local community organisations and/or service providers; and/or</li> <li>○ Community members with relevant skills and experience, if relevant.</li> </ul> </li> <li>• Council officers comprising: <ul style="list-style-type: none"> <li>○ A senior Council officer, either Director, Group Manager and/or Manager;</li> <li>○ Secretariat; and</li> <li>○ Subject matter expert/s.</li> </ul> </li> </ul>



<p><b>6. Co-opted Membership</b></p>	<ul style="list-style-type: none"> <li>Representatives from peak bodies, service providers and council may be invited to attend Advisory Committee meetings to provide specific advice on an as-need basis, and do not contribute to the Advisory Committee's quorum.</li> </ul>
<p><b>7. Quorum</b></p>	<p>50% plus one comprising:</p> <ul style="list-style-type: none"> <li>One councillor or delegated representative;</li> <li>One officer.</li> </ul>
<p><b>8. Membership Criteria</b></p>	<p>Applications will be assessed against the specific criteria as follows:</p> <ul style="list-style-type: none"> <li>Represent diversity including age, gender, sexuality, ability, cultural background, intersectionality and geographic location.</li> <li>Not presently be an incumbent president/secretary or treasurer of a sports club.</li> <li>Provide direct links to and active participation in their local community and/or relevant organisations by living, working or studying in Manningham.</li> <li>Have lived experience and/or knowledge and understanding of the needs and issues addressed by the RASAC, including local current and emerging recreation and sport issues.</li> <li>Demonstrated commitment to actively and constructively contributing to the Advisory Committee with or without support (e.g. interpreting service).</li> <li>Willingness and ability to engage in open and respectful discussions that add value to the Advisory Committee.</li> <li>Availability to attend 80% of the meetings scheduled throughout the year.</li> <li>Willingness to sign a Code of Conduct for Committee members and abide by the terms of appointment (see Section 10 below).</li> </ul>
<p><b>9. Membership Appointment</b></p>	<ul style="list-style-type: none"> <li>Expressions of interest for the full Advisory Committee membership will be sought in the local media, on Council's website or by invitation to relevant local or peak agencies or community organisations:             <ul style="list-style-type: none"> <li>Nominations shall be submitted via the Council form (available on Council's website) within the advertised nomination period;</li> <li>Inclusive techniques will be used to ensure access for the broadest reach possible;</li> <li>Applicants will be supported to access, complete and submit the form in the way that best suits them;</li> <li>Applications will be assessed by officers and recommendations will be presented at a Council meeting for formal approval; and</li> <li>Advisory Committee membership appointments will be made by Council and formally endorsed, based on appropriate membership mix responsive to the criteria above.</li> </ul> </li> <li>Casual vacancies that occur due to a representative resigning or membership lapsing may be filled by co-opting suitable candidates identified from the most recent selection process for the remainder of the previous incumbent's term:             <ul style="list-style-type: none"> <li>Officers, in consultation with the chairperson, will make a recommendation to the Chief Executive Officer to appoint a suitable candidate to join the Advisory Committee for the remainder of the previous incumbent's term;</li> <li>Where there are no suitable candidates identified, a formal expression of interest and formal Council endorsement is required (as outlined earlier in Section 9); and</li> </ul> </li> </ul> <p>Where a vacancy occurs within six (6) months of the current membership term expiring, and providing that a quorum is maintained, there is no requirement to fill the vacancy for the remainder of the term.</p>
<p><b>10. Membership Responsibilities</b></p>	<ul style="list-style-type: none"> <li>Councillors are bound by the Councillor Code of Conduct.</li> <li>Council officers are bound by the Employee Code of Conduct.</li> <li>Committee members are bound by an Advisory Committee member Code of Conduct, which includes the following:             <ul style="list-style-type: none"> <li>Act with integrity;</li> <li>Act with impartiality and exercise responsibility in the interests of the local community;</li> <li>Not seek to confer an advantage or disadvantage on any person, including one's self;</li> <li>Disclose any actual or perceived conflict of interest;</li> <li>Undertake Council values, WE ARE Manningham:                 <ul style="list-style-type: none"> <li>Working Together;</li> </ul> </li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>▪ Excellence;</li> <li>▪ Accountable;</li> <li>▪ Respectful; and</li> <li>▪ Empowered.</li> </ul> <ul style="list-style-type: none"> <li>○ Take reasonable care of one's own health and safety and that of others;</li> <li>○ Commit to regular attendance at meetings, a minimum of 80%; Members should provide an apology, preferably in writing to the Chair and relevant officer as soon as they are aware that they cannot attend a meeting;</li> <li>○ Commit to active contribution to the work of the Committee;</li> <li>○ Committee members must defer any media enquiries to the Chairperson in the first instance and should not to respond as a representative of the Committee;</li> <li>○ Committee members are also bound by Council's Social Media Policy and must not respond to any media enquiries, but refer same to the Chairperson or Secretariat; and</li> <li>○ Online behaviour should be consistent with the behaviours outlined above. Committee members must not engage in any conduct online that would not be acceptable in their workplace or that is unlawful. For example, do not make derogatory remarks, bully, intimidate, harass other users, use insults or post content that is hateful, slanderous, threatening, or discriminating.</li> </ul> <ul style="list-style-type: none"> <li>• A breach of the Code of Conduct may result in Committee membership terminating.</li> </ul>
<p><b>11. Appointment Terms</b></p>	<ul style="list-style-type: none"> <li>• Councillor representatives are appointed annually by Council.</li> <li>• Volunteer community representatives are appointed for the full two (2) year period:             <ul style="list-style-type: none"> <li>○ A member of the Committee may resign at any time. Notice of resignation or change of service provider/organisation representation can be made at any time in writing to the Chairperson and the Secretariat;</li> <li>○ Service providers and community organisations are able to appoint and/or substitute a representative at their discretion; and</li> </ul> </li> <li>• If a Committee member fails to attend three (3) consecutive meetings without giving prior notice, membership is deemed to have lapsed.</li> </ul>
<p><b>12. Committee Administration</b></p>	<ul style="list-style-type: none"> <li>• The Secretariat will be responsible for preparation of meeting agendas, minutes, reports and other administrative functions:             <ul style="list-style-type: none"> <li>○ Each agenda must commence with an Acknowledgement of Country; and</li> <li>○ An agenda, prepared in consultation with the chairperson, will be circulated to Committee members a minimum of seven (7) days prior to the meeting.</li> </ul> </li> <li>• Secretariats will be experienced in minuting Advisory Committees and the public distribution of minutes; and/or provided with appropriate training.</li> <li>• Committee members should familiarise themselves with the agenda material prior to the meeting and come to meetings prepared and informed.</li> <li>• Draft minutes of the Committee meeting will be circulated to Committee members within four weeks of the meeting.</li> <li>• Confirmed Committee meeting minutes will be tabled through Informal meeting of Councillors document at the next Ordinary Meeting of Council and published on Council's website.</li> <li>• The RASAC will submit a written report and/or presentation to Council by November each year; summarising the Committee's activities and achievements for the preceding 12 months, and ensuring continued alignment with Council's strategic objectives.</li> </ul>
<p><b>13. Meeting Procedures</b></p>	<ul style="list-style-type: none"> <li>• Quarterly meetings will be pre-scheduled, at a time and place determined by the Chairperson in consultation with the Advisory Committee.</li> <li>• Additional meetings will be subject to approval by both the Chairperson and the relevant senior council officer.</li> <li>• With the exception of co-opted members, meetings are closed to the general public.</li> <li>• Any councillor may attend any Advisory Committee meetings to observe.</li> <li>• Committee members provide advice, as far as practicable, on a consensus basis.</li> <li>• Committee members are supported by Council to participate in meetings remotely if unable to physically attend.</li> <li>• Committee members must not disclose information that they know, or should reasonably have known is confidential information.</li> <li>• Committee members have an obligation to not disclose any materials or information that is not publicly available unless approved by the Chairperson or a representative of Council.</li> </ul>



	<ul style="list-style-type: none"> <li>Any actual or perceived conflicts of interests should be declared by councillors, Committee members, or officers prior to the agenda item discussion, with the relevant Committee member leaving the room, with the declaration and absence recorded in the meeting minutes.</li> </ul>
<b>14. Review</b>	<ul style="list-style-type: none"> <li>The Committee's terms of reference, membership, and productivity will be reviewed at least once every two years to ensure currency and effectiveness.</li> <li>The Councillor Chairperson is responsible for reporting to Council on the Committee's progress and achievements on behalf of the Committee.</li> <li>The terms of reference may be revoked at any time by Council.</li> <li>The RSAC will sunset two years from the date of adoption.</li> </ul>

<b>Definition of Key Terms</b>	Advisory Committee	Manningham Council's <i>Advisory Committee Policy 2019 - 2023</i> defines the main function of an Advisory Committee as enabling stakeholder engagement that provides input and guidance to support quality decision making and in turn, the achievements of Council's goals and objectives under the Council Plan. Advisory Committees facilitate access to independent advice from external stakeholders and collaboration with the community on a range of matters. Advisory Committees generally have a lifespan beyond one year and are aligned with a Council plan or strategy.
	Chairperson	The person appointed to facilitate an Advisory Committee meeting, in this case, a Councillor.
	Co-opted membership	Appointment to membership of an Advisory Committee by invitation of the existing members.
	Council	The councillor group participating in decision making at a formally constituted Council meeting.
	Councillor	Elected representatives of Manningham City Council.
	Intersectionality	The combination of various characteristics such as age, gender, cultural background, sexuality and ability that contribute to a person's lived experience, and in some cases may lead to discrimination or disadvantage.
	Officer or Council Officer	An employee of Manningham City Council.
	Peak body	A non-government organisation that consists of individuals or smaller organisations that are united by a shared purpose.
	Quorum	The minimum number of Committee members required for a Committee meeting to proceed.
	Secretariat	The senior officer appointed to administer the Advisory Committee, such as the service area Coordinator.
Strategic	Relating to the goals and objectives contained within documents such as the Council Plan, and how to achieve them.	





## Manningham Youth Advisory Committee (MYAC) Terms of Reference 2025

<b>What is the Manningham Youth Advisory Committee?</b>	The Manningham Youth Advisory Committee (MYAC) provides the opportunity for young people aged 15 to 25 years to contribute to the development of Council plans and policies. This will strengthen the voice of young people to be reflected in key strategic documents and directions.
<b>1. Purpose</b>	MYAC provides a formal mechanism for Council to ensure the voice of young people is reflected in Council's decision-making processes, strategy and policy development, and help Council to achieve its goals and objectives under the Council Plan. MYAC will act in an advisory capacity only and has no delegated authority to make decisions on behalf of Council.
<b>2. Role and Objectives</b>	<p>The role of MYAC is to provide a direct link between Council and people who have expertise, knowledge, skills and/or lived experience relevant to young people.</p> <p>Advisory Committee members will:</p> <ul style="list-style-type: none"> <li>• Provide a representative sample of expert, independent and authentic voices of people from young people aged 15 to 25 years with an ability to advise on current and emerging trends in the community or relevant sector.</li> <li>• Contribute constructively to support the delivery of key Council strategies, policies and plans, including Manningham's Council Plan 2021-2025 and Health and Wellbeing Strategy 2021-2025. Such actions include working with Manningham Youth Services and other partners to support young people to engage in education, employment and in community life.</li> <li>• Provide strategic advice and direction on the development and review of key Council strategies, policies and plans.</li> <li>• Contribute to the work of other Advisory Committees where relevant as subject matter experts.</li> <li>• Report to Council via the tabling of Advisory Committee minutes at Council meetings, and via an annual reporting template regarding the Advisory Committee's activities, advice and achievements.</li> </ul>
<b>3. Delegated Authority and Decision Making</b>	<ul style="list-style-type: none"> <li>• Advisory Committees provide advice to Council and officers to assist their decision making.</li> <li>• In accordance with Section 124 of the <i>Local Government Act 2020</i>, it is an offence for a councillor to direct or seek to direct a member of Council staff in the performance of specific types of tasks and specifies a maximum penalty level.</li> </ul>

<p><b>4. Membership</b></p>	<ul style="list-style-type: none"> <li>• At least one Councillor appointed annually by Council including the co-Chairperson.</li> <li>• Up to 20 young people aged between 15 to 25 years who can represent diversity and intersectionality comprising:             <ul style="list-style-type: none"> <li>○ Seven young people up to the age of 25 years from the broader Manningham community to self-nominate, who may be working, in tertiary study, or a secondary student at a school outside Manningham;</li> <li>○ Up to nine school students (who are not presently undertaking a formal school leadership role ie. school captain), comprising one representative from each Manningham secondary school :                 <ul style="list-style-type: none"> <li>▪ Bulleen Heights School</li> <li>▪ Doncaster Secondary College</li> <li>▪ Donvale Christian College</li> <li>▪ East Doncaster Secondary College</li> <li>▪ Heatherwood School</li> <li>▪ Marcellin College</li> <li>▪ Templestowe College</li> <li>▪ Warrandyte High School</li> <li>▪ Whitefriars College</li> </ul> </li> <li>○ Four representative clients of Manningham Youth Services Youth Committee, directly nominated by Manningham Youth Services.</li> </ul> </li> <li>• Council officers comprising:             <ul style="list-style-type: none"> <li>○ A senior Council Officer, either Director or Manager</li> <li>○ Service area coordinator to act as Secretariat; and</li> <li>○ Subject matter expert/s as relevant to the agenda.</li> </ul> </li> <li>• Manningham Youth Services Coordinator.</li> </ul>
<p><b>5. Co-opted Membership</b></p>	<ul style="list-style-type: none"> <li>• Representatives from peak bodies, service providers and council may be invited to attend Advisory Committee meetings to provide specific advice as relevant to the agenda, and do not contribute to the Advisory Committee's quorum.</li> </ul>
<p><b>6. Quorum</b></p>	<p>50% plus one comprising:</p> <ul style="list-style-type: none"> <li>• One Councillor or delegated representative.</li> <li>• One officer.</li> </ul>
<p><b>7. Membership Criteria</b></p>	<p>Council will endorse the membership which will be based on the following criteria:</p> <ul style="list-style-type: none"> <li>• A mix of ages and genders of young people, ranging between 15 and 25 years.</li> <li>• Represent diversity include age, gender, sexuality, ability, cultural background, intersectionality and geographic location.</li> <li>• Young people who live, work or study within the municipality.</li> <li>• An interest in civic participation, community involvement or advocacy.</li> <li>• Ability to contribute in a meaningful way with a mix of skills and attributes to complement other members of the MYAC.</li> </ul>



	<ul style="list-style-type: none"> <li>• Commitment to regularly attend and actively participate in meetings.</li> <li>• Willingness to work within the Advisory Committee structure to consider the needs of all young people in Manningham.</li> <li>• Availability to attend 80% of the meetings scheduled throughout the year. Willingness to sign a Code of Conduct for Committee members and abide by the terms of appointment.</li> </ul>
<p><b>8. Membership Appointment</b></p>	<ul style="list-style-type: none"> <li>• All nominations will be sought via expressions of interest.</li> <li>• Expressions of interest for the full Advisory Committee membership will be sought in the local media, on Council's website or by invitation to relevant local or peak agencies or community organisations:             <ul style="list-style-type: none"> <li>○ Nominations shall be submitted via the Council form (available on Council's website) within the advertised nomination period.</li> <li>○ Inclusive techniques will be used to ensure access for the broadest reach possible.</li> <li>○ Applicants will be supported to access, complete and submit the form in the way that best suits them.</li> </ul> </li> <li>• Manningham secondary schools and Manningham Youth Services will be invited to submit nominations, on the expectation that each nominee is agreeable to that nomination.</li> <li>• Nominations will be assessed by Officers and the Committee's Councillor representative, based on appropriate membership mix responsive to the criteria above. Sufficient nominations will be recommended to create a rolling membership pool and allocated either the first or second year of committee membership.</li> <li>• Recommended nominations will be presented to Council for formal endorsement of the Advisory Committee membership.</li> <li>• Vacancies may be filled by drawing on the rolling pool in the first instance.</li> <li>• If the pool is exhausted, suitable candidates may be co-opted from the most recent expression of interest for the remainder of the previous incumbent's term:             <ul style="list-style-type: none"> <li>○ Officers, in consultation with the Councillor chair, will make a recommendation to the Chief Executive Officer to appoint a suitable candidate to join the Advisory Committee for the remainder of the previous incumbent's term</li> <li>○ Where there are no suitable candidates identified, a formal expression of interest and formal Council endorsement is required; and</li> <li>○ Where a vacancy occurs within six (6) months of the current membership term expiring, and providing that a quorum is maintained, there is no requirement to fill the vacancy for the remainder of the term.</li> </ul> </li> </ul>



<p><b>9. Membership Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Councillors are bound by the Councillor Code of Conduct.</li> <li>• Council officers are bound by the Employee Code of Conduct. Committee members are bound by an Advisory Committee Code of Conduct, which includes the following:             <ul style="list-style-type: none"> <li>○ Act with integrity</li> <li>○ Act with impartiality and exercise responsibility in the interests of the local community</li> <li>○ Not seek to confer an advantage or disadvantage on any person, including oneself</li> <li>○ Disclose any actual or perceived conflict of interest</li> <li>○ Undertake Council values, WE ARE Manningham:                 <ul style="list-style-type: none"> <li>▪ Working Together</li> <li>▪ Excellence</li> <li>▪ Accountable</li> <li>▪ Respectful; and</li> <li>▪ Empowered.</li> </ul> </li> <li>○ Take reasonable care of one's own health and safety and that of others</li> <li>○ Commit to regular attendance at meetings, a minimum of 80%</li> <li>○ Members should provide an apology, preferably in writing to the Chair and relevant Officer as soon as they are aware that they cannot attend a meeting</li> <li>○ Commit to active contribution to the work of the Committee</li> <li>○ Committee members must defer any media enquiries to the Councillor Chairperson in the first instance and should not to respond as a representative of the Committee</li> <li>○ Committee members are also bound by Council's Social Media Policy and must not respond to any media enquiries, but refer same to the Councillor Chairperson or Secretariat, and</li> <li>○ Online behaviour should be consistent with the behaviours outlined above. Committee members must not engage in any conduct online that would not be acceptable in their workplace or that is unlawful. For example, do not make derogatory remarks, bully, intimidate, harass other users, use insults or post content that is hateful, slanderous, threatening, or discriminating.</li> </ul> </li> <li>• A breach of the Code of Conduct may result in Committee membership terminating.</li> </ul>
<p><b>10. Appointment Terms</b></p>	<ul style="list-style-type: none"> <li>• Councillor representatives are appointed annually by Council.</li> <li>• Volunteer community representatives are appointed from a rolling pool of endorsed nominees, for a one (1) year period across a two-year period, with the option to extend for a further one (1) year period.</li> <li>• A member of the Committee may resign at any time. Notice of resignation or change of service provider/organisation/school representation can be made at any time in writing to the Councillor Chairperson and the Secretariat.</li> </ul>





	<ul style="list-style-type: none"> <li>• Vacancies will be filled by drawing on the rolling pool of endorsed nominees.</li> <li>• Service providers, community organisations, and schools may appoint and/or substitute a representative at their discretion.</li> <li>• If a Committee member fails to attend three (3) consecutive meetings without giving prior notice, membership is deemed to have lapsed.</li> </ul>
<p><b>11. Committee Administration</b></p>	<ul style="list-style-type: none"> <li>• The Secretariat will be responsible for preparation of meeting agendas, minutes, reports and other administrative functions:             <ul style="list-style-type: none"> <li>○ Each agenda must commence with an Acknowledgement of Country.</li> <li>○ An agenda, prepared in consultation with the chairperson, will be circulated to Committee members a minimum of seven (7) days prior to the meeting.</li> </ul> </li> <li>• Secretariats will be experienced in minuting Advisory Committees and the public distribution of minutes; and/or provided with appropriate training.</li> <li>• Committee members should familiarise themselves with the agenda material prior to the meeting and come to meetings prepared and informed.</li> <li>• Draft minutes of the Committee meeting will be circulated to Committee members within two weeks of the meeting.</li> <li>• Confirmed Committee meeting minutes will be tabled at the next Ordinary Meeting of Council and published on Council's website.</li> <li>• An annual report summarising the Committee's activities and achievements for the preceding twelve (12) months and ensuring continued alignment with Council's strategic objectives.</li> </ul>
<p><b>12. Meeting Procedures</b></p>	<ul style="list-style-type: none"> <li>• A minimum of five meetings per annum will be pre-scheduled, at a time and place determined by the Councillor Chairperson in consultation with the Advisory Committee.</li> <li>• Additional meetings will be subject to approval by both the Councillor Chairperson and the relevant senior Council Officer.</li> <li>• With the exception of co-opted members, meetings are closed to the public.</li> <li>• Any Councillor may attend any Advisory Committee meetings to observe.</li> <li>• Committee members are encouraged and supported by Council to attend in-person meetings.</li> <li>• Committee members must not disclose information that they know or should reasonably have known is confidential information.</li> <li>• Committee members have an obligation to not disclose any materials or information that is not publicly available unless approved by the Councillor Chairperson or a representative of Council.</li> <li>• Any actual or perceived conflicts of interests should be declared by Councillors, Committee members, or officers prior to the agenda item</li> </ul>

	discussion, with the relevant Committee member leaving the room, with the declaration and absence recorded in the meeting minutes.
<b>13. Review</b>	<ul style="list-style-type: none"> <li>• The Committee's Terms of Reference, membership, and productivity will be reviewed annually to ensure currency and effectiveness.</li> <li>• The Councillor Chair is responsible for reporting to Council on the Committee's progress and achievements on behalf of the Committee.</li> <li>• The terms of reference may be revoked at any time by Council.</li> <li>• The MYAC will sunset three (3) years from the date of adoption.</li> </ul>



Definition of Key Terms	Advisory Committee	Manningham Council's Advisory Committee Policy 2019 - 2023 defines the main function of an Advisory Committee as enabling stakeholder engagement that provides input and guidance to support quality decision making and in turn, the achievements of Council's goals and objectives under the Council Plan.  Advisory Committees facilitate access to independent advice from external stakeholders and collaboration with the community on a range of matters. Advisory Committees generally have a life span beyond one year and are aligned with a Council plan or strategy.
	Chairperson	The person appointed to facilitate an Advisory Committee meeting, in this case, a Councillor.
	Co-chair	The people jointly facilitating an Advisory Committee meeting, in this case a Councillor and MYAC member, with the Councillor co-chair to act as mentor to the MYAC member co-chairs.
	Co-opted membership	Appointment to membership of an Advisory Committee by invitation of the existing members.
	Council	The Councillor group participating in decision making at a formally constituted Council meeting.
	Councillor	Elected representatives of Manningham City Council.
	Intersectionality	The combination of various characteristics such as age, gender, cultural background, sexuality and ability that contribute to a person's lived experience, and in some cases may lead to discrimination or disadvantage.
	Manningham Youth Services	Manningham Council-owned youth service to support the specific needs of Manningham's young people.
	Officer or Council Officer	An employee of Manningham City Council.
	Peak body	A non-government organisation that consists of individuals or smaller organisations that are united by a shared purpose.
	Quorum	The minimum number of Committee members required for a Committee meeting to proceed.
	Secretariat	The senior Officer appointed to administer the Advisory Committee, such as the service area Coordinator.
	Secondary school	A school within Manningham with enrolment of students from year seven to twelve.
	Self-nominate	The independent committee membership nomination of a young person aged up to the age of 25, not associated with another organisation, such as a local school.
	Strategic	Relating to the goals and objectives contained within documents such as the Council Plan, and how to achieve them.

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## Healthy Ageing Advisory Committee Terms of Reference 2025

<b>What is the Healthy Ageing Advisory Committee (HAAC)?</b>	The Manningham Healthy Ageing Advisory Committee (HAAC) provides strategic advice to Council regarding the needs of older people. The HAAC will strengthen the voice of older residents to engage with Council and support the community to be inclusive for all Manningham residents.
<b>1. Purpose</b>	The HAAC provides a formal way for Council to seek input and guidance from the community. This guidance is used to support quality decision making and help Council to achieve its goals and objectives under the Council Plan. The HAAC will act in an advisory capacity only and has no delegated authority to make decisions on behalf of Council.
<b>2. Role and Objectives</b>	<p>The role of the HAAC is to provide a direct link between Council and people who have expertise, skills and/or lived experience relevant to healthy ageing and knowledge of the needs and aspirations of older residents.</p> <p>Advisory Committee members will:</p> <ul style="list-style-type: none"> <li>• Provide a representative sample of expert, independent and authentic voices of older people with an ability to advise on current and emerging trends in the community or relevant sector.</li> <li>• Contribute constructively to support the delivery of key Council strategies, policies and plans, including Manningham's Council Plan and Health and Wellbeing Strategy 2021-2025. This includes: <ul style="list-style-type: none"> <li>• Ongoing actions to foster a dementia-friendly community based on the World Health Organisation's (WHO) Age-friendly Cities Framework;</li> <li>• Harnessing the wealth of knowledge and experience held by our older residents for the betterment of our community; and</li> <li>• Better understanding regarding how we can improve outcomes for older people who feel isolated or lonely.</li> </ul> </li> <li>• Provide strategic advice and direction on the development and review of key Council strategies, policies and plans.</li> <li>• Contribute to the work of other Advisory Committees where relevant as subject matter experts.</li> <li>• Report to Council via the tabling of Advisory Committee minutes at Council meetings, and via an annual reporting template regarding the Advisory Committee's activities, advice and achievements.</li> <li>•</li> </ul>
<b>3. Delegated authority and decision making</b>	<ul style="list-style-type: none"> <li>• Advisory Committees provide advice to Council and officers to assist their decision making.</li> <li>• In accordance with Section 124 of the <i>Local Government Act 2020</i>, it is an offence for a councillor to direct or seek to direct a member of Council staff in the performance of specific types of tasks and specifies a maximum penalty level.</li> </ul>

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<p><b>4. Chairperson</b></p>	<ul style="list-style-type: none"> <li>• Meetings will be chaired by a Manningham Councillor, nominated by Council on an annual basis. If the Chairperson is absent, a Councillor representative will chair the meeting in order to maintain a quorum.</li> <li>• Meetings will be chaired in a way that promotes respectful discussion of the issues, to arrive at an agreed view that fairly reflects the sense and will of the meeting.</li> <li>• The Councillor Chairperson is responsible for reporting to Council any matters of interest that arise as part of meeting procedures.</li> </ul>
<p><b>5. Membership</b></p>	<ul style="list-style-type: none"> <li>• At least one councillor appointed annually who acts as Chairperson.</li> <li>• A range of 15 volunteer committee members, who bring specialist expertise specific to the World Health Organisation's Age Friendly City Framework listed in section 8 below, providing an even mix of:             <ul style="list-style-type: none"> <li>○ Up to 7 local community organisations and/or service providers who can add value through their knowledge; and</li> <li>○ A minimum of 8 community members with relevant skills and experience;</li> </ul>             with two members to represent each of the elements of the WHO Age-Friendly Cities Framework across the committee.           </li> <li>• Up to three officers comprising:             <ul style="list-style-type: none"> <li>○ A senior Council Officer, either Director or Manager;</li> <li>○ Service area Coordinator to act as Secretariat; and</li> <li>○ Subject matter expert/s.</li> </ul> </li> </ul>
<p><b>6. Co-opted Membership</b></p>	<ul style="list-style-type: none"> <li>• Representatives from peak bodies, service providers and council may be invited to attend Advisory Committee meetings to provide specific advice on an as-need basis, and do not contribute to the Advisory Committee's quorum.</li> </ul>
<p><b>7. Quorum</b></p>	<p>50% plus one comprising:</p> <ul style="list-style-type: none"> <li>• One councillor or delegated representative; and</li> <li>• One officer.</li> </ul>
<p><b>8. Membership Criteria</b></p>	<p>Applications will be assessed on the following criteria:</p> <ul style="list-style-type: none"> <li>• Have lived experience and/or possess knowledge and understanding of the needs and issues addressed by the HAAC and the eight elements of the WHO Age-Friendly Cities Framework:             <ul style="list-style-type: none"> <li>○ Community and health care: Accessible and affordable health services, education and awareness of the health system and services.</li> <li>○ Transportation: Accessible, affordable and safe public transport, together with age-friendly driving conditions and parking facilities.</li> <li>○ Housing Affordable, well-designed, age-friendly homes with good connectivity to social services.</li> <li>○ Social participation Accessible and affordable activities, encouraging participation and intergenerational integration.</li> <li>○ Outdoor spaces and buildings Pleasant, clean, safe environments and green spaces, with</li> </ul> </li> </ul>



	<p>age-friendly paths and activity centres.</p> <ul style="list-style-type: none"> <li>○ Social inclusion Education and economic inclusion, valuing older people.</li> <li>○ Employment Volunteering and employment opportunities, together with training, to support self-sufficiency.</li> <li>○ Communication and information Appropriate and age-friendly distribution of information, and affordable access to computers and training.</li> </ul> <ul style="list-style-type: none"> <li>● Older people, carers or people with professional experience, who live, work or study in Manningham.</li> <li>● Represent diversity including age, gender, sexuality, ability, cultural background, intersectionality and geographic location.</li> <li>● Bring a variety of experiences, capabilities and backgrounds.</li> <li>● Have an interest in civic participation, community involvement or advocacy.</li> <li>● Willingness and ability to engage in open and respectful discussions that add value to the HAAC.</li> <li>● Availability to attend 80% of the meetings scheduled throughout the year.</li> <li>● Willingness to sign a Code of Conduct for Committee members and abide by the terms of appointment (see Section 10 below).</li> </ul>
<p><b>9. Membership Appointment</b></p>	<ul style="list-style-type: none"> <li>● Expressions of interest for HAAC membership will be sought in the local media, on Council's website or by invitation to relevant local or peak agencies or community organisations:             <ul style="list-style-type: none"> <li>○ Nominations shall be submitted via the Council form (available on Council's website) within the advertised nomination period;</li> <li>○ Inclusive techniques will be used to ensure access for the broadest reach possible;</li> <li>○ Applicants will be supported to access, complete and submit the form in the way that best suits them;</li> <li>○ Applications will be assessed by Officers and recommendations will be presented at a Council meeting for formal approval;</li> <li>○ Advisory Committee membership appointments will be made by Council and formally endorsed, based on appropriate membership mix responsive to the criteria above.</li> </ul> </li> <li>● Casual vacancies that occur due to a representative resigning or membership lapsing may be filled by co-opting suitable candidates identified from the most recent selection process for the remainder of the previous incumbent's term:             <ul style="list-style-type: none"> <li>○ Officers, in consultation with the chairperson, will make a recommendation to the Chief Executive Officer to appoint a suitable candidate to join the Advisory Committee for the remainder of the previous incumbent's term;</li> <li>○ Where there are no suitable candidates identified, a formal expression of interest and formal Council endorsement is required (as outlined earlier in Section 9); and</li> <li>○ Where a vacancy occurs within 6 months of the current membership term expiring, and providing that a quorum is maintained, there is no requirement to fill the vacancy for the remainder of the term.</li> </ul> </li> </ul>

<p><b>10. Membership Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Councillors are bound by the Councillor Code of Conduct.</li> <li>• Council officers are bound by the Employee Code of Conduct.</li> <li>• Committee members are bound by an Advisory Committee member Code of Conduct, which includes the following:             <ul style="list-style-type: none"> <li>○ Act with integrity;</li> <li>○ Act with impartiality and exercise responsibility in the interests of the local community;</li> <li>○ Not seek to confer an advantage or disadvantage on any person, including one's self;</li> <li>○ Disclose any actual or perceived conflict of interest;</li> <li>○ Undertake Council values, WE ARE Manningham:                 <ul style="list-style-type: none"> <li>• Working Together;</li> <li>• Excellence;</li> <li>• Accountable;</li> <li>• Respectful; and</li> <li>• Empowered.</li> </ul> </li> <li>○ Take reasonable care of one's own health and safety and that of others;</li> <li>○ Commit to regular attendance at meetings, a minimum of 80%; Members should provide an apology, preferably in writing to the Chair and Secretariat as soon as they are aware that they cannot attend a meeting;</li> <li>○ Commit to active contribution to the work of HAAC;</li> <li>○ Committee members must defer any media enquiries to the Chairperson in the first instance and should not to respond as a representative of the committee;</li> <li>○ Committee members are also bound by Council's Social Media Policy and must not respond to any media enquiries, but refer same to the Chairperson or Secretariat; and</li> <li>○ Online behaviour should be consistent with the behaviours outlined above. Committee members must not engage in any conduct online that would not be acceptable in their workplace or that is unlawful. For example, do not make derogatory remarks, bully, intimidate, harass other users, use insults or post content that is hateful, slanderous, threatening, or discriminating.</li> </ul> </li> <li>• A breach of the Code of Conduct may result in HAAC membership terminating.             <ul style="list-style-type: none"> <li>○</li> </ul> </li> </ul>
<p><b>11. Appointment Terms</b></p>	<ul style="list-style-type: none"> <li>• Councillor representatives are appointed annually by Council.</li> <li>• Volunteer community representatives are appointed for a two-year period:</li> <li>• A member of HAAC may resign at any time. Notice of resignation or change of service provider/organisation representation can be made at any time in writing to the Chairperson and the Secretariat;</li> <li>• Service providers and community organisations are able to appoint and/or substitute a representative at their discretion; and</li> <li>• If a committee member fails to attend 3 consecutive meetings without giving prior notice, membership is deemed to have lapsed.</li> </ul>





<p><b>12. Committee Administration</b></p>	<ul style="list-style-type: none"> <li>• The Secretariat will be responsible for preparation of meeting agendas, minutes, reports and other administrative functions for the HAAC:             <ul style="list-style-type: none"> <li>○ Each agenda must commence with an Acknowledgement of Country; and</li> <li>○ An agenda, prepared in consultation with the chairperson, will be circulated to Committee members a minimum of 7 days prior to the meeting.</li> </ul> </li> <li>• Secretariats will be experienced in minuting advisory committees and the public distribution of minutes; and/or provided with appropriate training.</li> <li>• Committee members should familiarise themselves with the agenda material prior to the meeting and come to meetings prepared and informed.</li> <li>• Draft minutes of the committee meeting will be circulated to Committee members within four weeks of the meeting.</li> <li>• Confirmed Committee meeting minutes will be tabled through Informal meeting of Councillors document at the next Ordinary Meeting of Council and published on Council's website.</li> <li>• The HAAC will submit a written report and/or presentation to Council by November each year; summarising HAAC's activities and achievements for the preceding 12 months and ensuring continued alignment with Council's strategic objectives.</li> <li>• The report on HAAC's activities and achievements for the preceding 12 months will be published on the Council website.</li> </ul>
<p><b>13. Meeting Procedures</b></p>	<ul style="list-style-type: none"> <li>• Quarterly meetings will be pre-scheduled, at a time and place determined by the Chairperson in consultation with HAAC members.</li> <li>• Additional meetings will be subject to approval by both the Chairperson and the relevant senior officer.</li> <li>• With the exception of co-opted members, meetings are closed to the general public.</li> <li>• Any councillor may attend any advisory committee meeting to observe.</li> <li>• Committee members provide advice, as far as practicable, on a consensus basis.</li> <li>• Committee members are encouraged and supported by Council to attend in-person meetings.</li> <li>• Committee members must not disclose information that they know, or should reasonably have known is confidential information.</li> <li>• Committee members have an obligation to not disclose any materials or information that is not publicly available unless approved by the Chairperson or a representative of Council.</li> <li>• Any actual or perceived conflicts of interests should be declared by councillors, Committee members, or officers prior to the agenda item discussion, with the relevant Committee member leaving the room, with the declaration and absence recorded in the meeting minutes.</li> </ul>



<b>14. Review</b>	<ul style="list-style-type: none"> <li>• The HAAC Terms of Reference, membership and productivity will be reviewed at least once every four years to ensure currency and effectiveness.</li> <li>• The Councillor Chairperson is responsible for reporting to Council on the Committee's progress and achievements on behalf of the Committee.</li> <li>• The Terms of Reference may be revoked at any time by Council.</li> <li>• The HAAC will sunset four years from the date of adoption.</li> </ul>
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<b>Definition of Key Terms</b>	Advisory Committee	Manningham Council's <i>Advisory Committee Policy 2019 - 2023</i> defines the main function of an Advisory Committee as enabling stakeholder engagement that provides input and guidance to support quality decision making and in turn, the achievements of Council's goals and objectives under the Council Plan.  Advisory committees facilitate access to independent advice from external stakeholders and collaboration with the community on a range of matters. Advisory committees generally have a lifespan beyond one year and are aligned with a Council plan or strategy.	
	Chairperson	The person appointed to facilitate an advisory committee meeting, in this case, a councillor.	
	Co-opted membership	Appointment to membership of an advisory committee by invitation of the existing members.	
	<b>Definition of Key Terms (con't)</b>	Council	The councillor group participating in decision making at a formally constituted Council meeting.
		Councillor	Elected representatives of Manningham Council.
	Intersectionality	The combination of various characteristics such as age, gender, cultural background, sexuality and ability that contribute to a person's lived experience, and in some cases may lead to discrimination or disadvantage.	
	Officer or Council Officer	An employee of Manningham Council.	
	Peak body	A non-government organisation that consists of individuals or smaller organisations that are united by a shared purpose.	
	Quorum	The minimum number of committee members required for a committee meeting to proceed.	
	Secretariat	The senior officer appointed to administer the advisory committee, such as the service area Coordinator.	
Strategic	Relating to the goals and objectives contained within documents such as the Council Plan, and how to achieve them.		

## 12 CITY SERVICES

### 12.1 Road Management Plan (RMP) Review

File Number:	IN25/83
Responsible Director:	Director City Services
Attachments:	1 Road Management Plan (RMP) 2025 – Draft
	2 Manningham RMP Analysis - MAV

#### PURPOSE OF REPORT

*The purpose of this report is to present the updated draft Road Management Plan (RMP) to Council outlining the changes to the updated document and seeking endorsement to proceed to public consultation phase for the draft Road Management Plan (RMP) 2025.*

*Following the consultation phase, officers will review, amend as required and present the final Road Management Plan (RMP) 2025 to Council for adoption.*

#### EXECUTIVE SUMMARY

*In 2004, the Road Management Act was introduced into Parliament. Its purpose was to reduce trips, falls and motor accidents on Victorian roads through a proactive maintenance regime.*

*A Road Management Plan (RMP) is an operational document, and it describes the standards and processes in which Manningham will perform its inspections, maintenance and repair responsibilities relating to road management functions.*

*Road Management Plans are a required to be reviewed and updated every 4 years, to best suit the relevant Council's capacity in relation to available budget and resources.*

*In 2024, the Municipal Association of Victoria (MAV) developed and released an RMP template, to provide Victorian Councils with a consistent document in line with current best practices, recent legal advice to allow Councils to meet their statutory obligations, and to work towards collectively building a safer road network in Victoria.*

*As such, officers have updated Manningham's draft RMP to reflect the MAV template and revised our defect intervention levels in line with MAV's advice. Officers have worked with our Risk team to conduct a thorough review, ensuring Manningham is positioned to meet compliance of its assets, within a reasonable defensible position against potential future litigation claims.*

#### 1. RECOMMENDATION

**That Council:**

- A. Receives and notes the report and the draft Road Management Plan (RMP) 2025;**
- B. Endorses the publishing of the draft Road Management Plan 2025 within the Victoria Government Gazette and on the Council website;**
- C. Notes that a copy of the draft Road Management Plan 2025 will be made publicly available at the Manningham Civic Customer counter for display in accordance with the Road Management Act 2004; and**

**D. Notes a future report be presented to Council following the public consultation for adoption of the final Road Management Plan 2025.**

## **2. BACKGROUND**

- 2.1 Manningham Council, as the Local Road Authority under the Road Management Act 2004 is responsible for the management, maintenance and development of the Local Road network within Manningham.
- 2.2 Manningham's road network consists of some 686 km of local roads that include 912 km of pathways and 980 km of kerb and channel. This includes 72.2km of Arterial Roads and Freeways, which are the responsibility of, and managed by the Department of Transport and Planning (DTP, formerly VicRoads), however we maintain the footpaths and other local components.
- 2.3 The Road Management Plan identifies responsibilities, maintenance standards, inspection program that is required to manage civil liability and to demonstrate that we manage all the road assets under our control.
- 2.4 At the August Council meeting 2021, the current Road Management plan was endorsed by Council. The Act stipulates that a Road Authority must conduct a review of the Plan every four years. In conducting a review of the RMP, a Road Authority must ensure that the standards in relation to the inspection, maintenance and repair of the roads to which the plan applies are appropriate.
- 2.5 In 2024, MAV developed and released an RMP template, to provide Victorian Councils with a consistent document in line with current best practices, recent legal advice to allow Councils to meet their statutory obligations, and to work towards collectively building a safer road network in Victoria.
- 2.6 A detailed review of Manningham's RMP has recently been undertaken by officers in consultation with other related business areas within the organisation. The revised draft RMP 2025 has undergone a detailed review to ensure that Manningham's proactive maintenance functions and standards are appropriate to ensure compliance.
- 2.7 Officers have also updated Manningham's draft RMP to reflect the MAV template and revised our defect intervention levels in line with MAV's recommendations and advice. The intervention standards are designed to balance reasonable standards, with community expectations and financial affordability.
- 2.8 Documenting Manningham's commitment to levels of service related to assets within the road reserve is important as it provides transparency in our decision-making process, good governance and provides support for the provision of achievable maintenance services.

## **3. DISCUSSION / ISSUE**

- 3.1. The recommended changes to the RMP have been developed to ensure that Council's Road related assets are maintained to the appropriate and sustainable levels and in keeping with Council's financial resources.
- 3.2 In line with the MAV recommendations, (Attachment 2) officers have updated our proactive inspection schedule – specifically relating to increasing the frequency of our footpath inspections from every 2 years (current) to every 1 year (proposed in the draft RMP 2025).

- 3.3 Another MAV recommendation for Manningham's draft RMP, was the change in intervention level for repair of potholes. In line with the recommendation, the draft RMP has been updated from an intervention level of 100mm (currently) to 70mm (proposed in the draft RMP 2025).
- 3.4 Manningham Council is committed to promoting gender equality through its policies and has considered the requirements of the Gender Equality Act when revising this policy. A recommendation from the GIA completed for the draft RMP, was an improved glossary of terms. Further consultation in line with legal advice received from the Municipal Association of Victoria (MAV) recommended reducing the glossary to a pre-defined set of terms to ensure consistency across the state of Victoria and so that Council's be best represented through legal proceedings, as required.
- 3.5 Further simplification of the RMP to make it more accessible and easier to understand was also a key outcome of the GIA. These changes align with the recommended changes in the MAV template, and as such have been incorporated into the updated draft RMP.

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

- 4.1 The Plan aligns with the Council Plan 2021-2025, Liveable City Strategy 2040, Manningham's Transport Action Plan 2021, Climate Emergency Response Plan and our draft Road Safety Strategy and Action Plan 2025-2034 (currently out for public consultation).

#### **5. IMPACTS AND IMPLICATIONS**

##### 5.1 Finance / Resource Implications

- 5.1.1 All Councils have an inherently large number of road related public assets and Manningham Council share equally in the growing claims experience from footpath and road related claims, and the subsequent insurance premium increases
- 5.1.2 The review and development of the revised draft RMP 2025 has been completed in house and led by our Sustainable Engineering team, utilising the MAV template. For further input and good governance, the draft RMP has been reviewed by JLT Public Sector Risk Specialists, and their recommendations have been included in the revised draft

5.1.3 As noted in Section 3.1.2 of this report, the recommended increase in frequency of footpath inspections (from every 2 years to every 1 years), will have direct resource implications, that will be reviewed through an internal resource business case process.

5.1.4 It would be anticipated, that as a result of more frequent proactive inspections of our footpaths, areas or sites requiring intervention shall be address in a quicker timeframe, hence reducing the potential risks for trips and or falls by members of the community.

5.1.5 Our public liability and professional indemnity policy covers a broad spectrum of all our services (and is not just limited to road reserve claims), our premium increased by 25% in the 2024-25 period. The improvements provided in this version of the Road Management Plan apply a risk mitigation treatment that will not only benefit community users of these assets, but also seek to abate unnecessary claim and insurance premium costs.

**6. IMPLEMENTATION**

6.1 Communication and Engagement

Is engagement required?	Yes
Stakeholder Groups	<ol style="list-style-type: none"> <li>1. Manningham community</li> <li>2. Manningham officers. Internal stakeholder engagement was conducted via meetings and workshops involving members from parks, maintenance, infrastructure, assets, risk and assurance.</li> </ol>
Where does it sit on the IAP2 spectrum?	Consult
Approach	<p>Communication material (website info, signs, social medial posts etc)</p> <p>Print media</p> <p>Submissions</p>

## 6.2 Communication and Engagement

- 6.2.1 As the nominated Road Authority for all local roads within the municipality, Council is required to give notice of its intention to revise its RMP, in accordance with Section 54 of the Road Management Act 2004 and part 2 of the Road Management Act 2004, by publishing a formal notice in the Government Gazette and on 'Manningham Your Say' outlining the purpose and details of the review, and the proposed changes being considered.
- 6.2.2 As noted, the MAV Road Management Plan template document was developed for Victorian Councils, to address liability and exposure, and to provide the necessary information and tools to ensure Road Management Plans are not only accepted by a court as being reasonable, but just as importantly, that they are achievable. This can then be utilised effectively in the management of legislative responsibilities, and in the defence of litigated claims.
- 6.2.3 The Road Management Plan Template document provides detailed information and advice on what the Road Management Plan should contain and assists Councils when reviewing their Road Management Plans to identify areas that may require particular attention.
- 6.2.4 Further, it ensures that there is consistency across the industry, resulting in better defence of litigated claims.

## 6.3 Timelines

- 6.3.1 Following the endorsement of this report, a notice of the proposed amendments to the Road Management Plan will be published in the Victoria Government Gazette and a newspaper in accordance with Regulation 10 of the Road Management (General) Regulations 2016. It will also be made available on the Council Website via 'Manningham Your Say' outlining the purpose and details of the review, and the proposed changes being considered.
- 6.3.2 Council will continue to receive and consider submissions from any persons wishing to make a submission in accordance with the published notice for a period of 28 days, following which a subsequent report will be presented to Council, seeking endorsement of the final RMP 2025.
- 6.3.3 In accordance with Regulation 13 of the Road Management (General) Regulations 2016, a notice will be published in the Victoria Government Gazette and a newspaper confirming adoption of the revised RMP and noting the availability of the revised Road Management Plan on Council's website.
- 6.3.4 The review of the Plan must be completed by 31 October 2025 in accordance with Section 125 of the Local Government Act 1989.

## 7. DECLARATIONS OF CONFLICT OF INTEREST

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





# Road Management Plan (RMP)

## 2025



Interpreter service  
**9840 9355**

普通话 | 廣東話 | Ελληνικά  
Italiano | عربي | فارسی





## GUIDELINE GOVERNANCE

Responsible Service / Department:	Infrastructure & Sustainable Maintenance
Adoption authorised:	Council
Date of adoption:	<<date>>
Date of effective from:	<<date>>
Enterprise Content Manager Ref:	TBC
Document Set ID:	TBC
Endorsed CEO or EMT member or department manager to make and approve document editorial amendments:	EMT
Annual desktop review date:	30/06/2026
Review date:	<<date>>
Completion date:	<<date>>
Version number:	7
Stakeholder review and engagement:	
Relevant Legislation:	Road Management Act 2004
Associated instruments:	Council Register of Public Roads
Supersedes:	Road Management Plan 2021

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# 1. Executive Summary

We are responsible for an extensive range of infrastructure assets, including roads, for which we have responsibility under the Road Management Act 2004 (The Act). We must ensure that these assets and the services that they deliver are managed in accordance with well-developed asset management programs and strategic plans to enable these assets to continue to meet the needs of the community and growth of the municipality.

Manningham covers an area of 114 sq km and has a population of 129,514 residents, as at the 2024 Annual Report. Our municipality has a number of retail and business districts, educational facilities and vibrant residential areas. The eastern half of Manningham has been designated as a green wedge area for the protection of Melbourne's significant and natural environment. The community is also served by a road-based transport network, which supports safe and accessible transport throughout the municipality.

Manningham's road network consists of some 686 km of local roads that include 912 km of pathways and 980 km of kerb and channel. This includes 72.2km of Arterial Roads and Freeways, which are the responsibility of, and managed by the Department of Transport and Planning (DTP, formerly VicRoads), but we maintain the footpaths and other local components.

The Act provides that Council, as a road authority under The Act, may adopt a Road Management Plan (RMP), to establish a management system for the road management functions of the Council, which is based on policy and operational objectives, available resources and sets relevant standards in relation to the discharge of duties in the performance of those road management functions.

Programmed or scheduled defect inspections and condition assessments are undertaken based on Council's hierarchy classification to establish different levels of service in respect to our road-related infrastructure.

## 1.1. Availability of the Road Management Plan

The RMP and Appendices are available for inspection during normal office hours - 8:30 am to 5:00 pm each working day at:

Council's Customer Service Centre  
Manningham Council Offices  
699 Doncaster Road  
Doncaster

Phone 9840 9333 or email [manningham@manningham.vic.gov.au](mailto:manningham@manningham.vic.gov.au) to request a copy.

This Plan is also available for download from our website: [www.manningham.vic.gov.au](http://www.manningham.vic.gov.au).

## 1.2. Queries and Comments

Any queries or comments in relation to the Road Management Plan should be directed to:

Coordinator Sustainable Engineering  
Manningham Council  
PO Box 1  
Doncaster 3108

Or [manningham@manningham.vic.gov.au](mailto:manningham@manningham.vic.gov.au)

## 2. Definitions

All terms used in the RMP and related documents have the same meaning as stipulated in the Law, unless otherwise indicated.

Arterial road	Refers to freeways, highways and declared main roads, which are managed by the Victorian Government, through Head of Transport for Victoria (as the co-ordinating road authority).
Co-ordinating road authority	The organisation which has the responsibility to co-ordinate works. Generally, if the road is a freeway or arterial road, this will be Head of Transport for Victoria. Generally, if the road is a municipal road, this will be Council.
Council	Refers to Manningham City Council
Demarcation agreement	A formal agreement between Council and another organisation that defines areas of responsibility.
Motor vehicle	Refers to a vehicle that is propelled by an in-built motor and is intended to be used on a roadway. This does not include a motorised wheelchair or mobility scooter which is incapable of travelling at a speed greater than 10 km/h and is solely used for the conveyance of an injured or disabled person.
Municipal road(s)	Road for which the municipal council is the co-ordinating road authority. The Road Management Act 2004 imposes specific duties on the municipal council with respect to the inspection, repair and maintenance of these roads and associated road-related infrastructure.
Non-road infrastructure	Refers to infrastructure in, on, under or over a road, which is not road infrastructure. This includes (but is not limited to) such items as gas pipes, water and sewerage pipes, cables, electricity poles and cables, bus shelters, public telephones, mailboxes, roadside furniture and fences erected by utilities, or providers of public transport.
Other roads	Include roads in state forests and reserves, and roads on private property. Municipal councils are not responsible for the inspection, repair or maintenance of these roads.
Pathway	Refers to a footpath, shared path or other area that is constructed or developed by Council for members of the public (not motor vehicles) to use.  Pathways may be further categorised as: <ul style="list-style-type: none"> <li>• Footpaths – pathways designated solely for use by foot traffic (and limited mobility devices such as wheelchair users), and</li> <li>• Shared pathways – pathways designated for use by riders of bicycles, the riders of electric scooters and pedestrians.</li> </ul>
Public Road	As defined by the Road Management Act 2004 and includes a freeway, an arterial road, a municipal road declared under section 14(1) of the Act and a road in respect of which Council has made a decision that it is reasonably required for general public use and is included on the Register of Public Roads.
Plan	Refers to this Road Management Plan.

Road	Has the same meaning as in the Road Management Act 2004, being inclusive of any public highway, any ancillary area and any land declared to be a road under section 11 of that Act or forming part of a public highway or ancillary area.
Road infrastructure	Refers to infrastructure which forms part of a roadway, pathway or shoulder, which includes structures and materials.
Road-related infrastructure	Refers to infrastructure installed or constructed by the relevant road authority to either facilitate the operation or use of the roadway or pathway, or support or protect the roadway or pathway.
Road Reserve	Refers to the area of land that is within the boundaries of a road.
Roadside	Refers to any land that is within the boundaries of the road (other than shoulders) which is not a roadway or pathway. This includes land on which any vehicle crossing or pathway, which connects from a roadway or pathway on a road to other land, has been constructed.  Example: any nature strip, forest, bushland, grassland or landscaped area within the road reserve would be considered roadside.
Roadway	Refers to the area of a public road that is open to, or used by, the public, and has been developed by a road authority for the driving or riding of motor vehicles. This does not include a driveway providing access to a public road, or other road, from adjoining land.
Shoulder	Refers to the cleared area, whether constructed or not, that adjoins a roadway to provide clearance between the roadway and roadside. This does not refer to any area that is not in the road reserve.



## 3. Introduction

### 3.1. Purpose of this Plan

In accordance with Section 50 of the Act, the purpose of Manningham's RMP is to establish a management system for the road management functions of the Council which is based on policy and operational objectives and available resources, and to set the relevant standards in relation to the discharge of duties in the performance of those road management functions.

The RMP details how we will implement our duty to inspect, maintain and repair public roads in respect to which we are the coordinating and responsible road authority.

In accordance with Section 50 of the Act, the key elements of this RMP include:

- The Asset Management system that we have established to inspect, repair and maintain the roads and road-related infrastructure; and
- Details of the maintenance targets and operational objectives to meet the relevant standards in relation to the discharge of our duties in the performance of our road management functions.

Although it is termed a 'plan' in the legislation, it is functionally an operational protocol document – describing the systems and rules we use to make decisions and meet obligations within our available resources. The plan forms part of a larger Asset Management Framework related to maintenance and operations.

For the avoidance of doubt, this Plan is a road management plan for the purposes of s.39 of the Road Management Act 2004.

### 3.2. Legislation guiding this Plan

In addition to the Road Management Act 2004, the plan also considers the following Acts, regulations and codes of practice:

- Local Government Act 2020
- Ministerial Codes of Practice
- Road Management (General) Regulations 2016
- Road Management (Works and Infrastructure) Regulations 2015
- Road Safety Act 1986
- Wrongs Act 1958.

### 3.3. Updating the Plan

This Plan must be updated within a set period following a Council election. Outside of this cycle, changes may be required from time to time.

The following process will be used to manage these changes:

- If material changes are made to standards and specifications, a report will be presented to Council, along with a brief explanation as to why such changes are necessary. The review process must follow the steps as set out in the Road Management (General) Regulations 2016 Part 3 – Road Management Plans.

- When changes do not alter these technical aspects of road management, changes will be approved by the City Services Director.

These changes will be made in accordance with the processes prescribed by the Road Management Act 2004. To assist with version control, these changes will be numbered as follows:

- Versions presented to Council will be renumbered by whole numbers – for example, from Version 1.00 to 2.00.
- Those approved by the Director will be renumbered by decimals – for example, from Version 1.00 to 1.01.

### 3.4. Legislative Basis for the RMP

The Road Management Act 2004 (The Act) established a statutory framework for the management of the road network in Victoria to facilitate the co-ordination of the various uses of road reserves for roadways, paths, infrastructure and similar purposes and establishes the general principles which apply to road management.

This RMP is prepared in accordance with Division 5, Section 49-55 of The Act.

The plan also reflects the requirements of Council as specified in the Local Government Act 2020. Other legislation which relates to this Plan includes the Road Safety Act 1986, the Transport Act 1983 and Manningham's Community Local Law 2023.

This plan is also consistent with other Council documents including: the Council Plan, Financial Strategy, Asset Management Policy and Strategy, and the Road Asset Management Plan (RAMP).

There are a number of external stakeholders that must also be considered to effectively manage the local road network, and Council recognises the varying needs of external stakeholders depending on whether they are residents, the business community or visitors, or drivers, cyclists or pedestrians. The groups that have been identified as key stakeholders are included in Section 3.10.2.

Council's City Services Directorate is primarily responsible for the care and maintenance of our road and associated road infrastructure, as set out in Manningham's Register of Public Roads. Manningham's RAMP sets out the framework for managing the long term strategic and life cycle requirements of Council's infrastructure assets that support the processes, systems and programs outlined in the RMP to deliver an efficient and functional road network.

### 3.5. Codes of Practice

The Following Codes, which exist under the Act, will be met by Manningham Council to the extent that they are relevant:

- *Operational Responsibility for Public Roads* – this Code provides guidance in determining the physical limits of operational responsibility between road authorities for the different parts or elements within the road reserve of public roads.
- *Management of Utility and Road Infrastructure in Road Reserves* – this Code provides guidance for road authorities and utilities in planning and managing their infrastructure in road reserves. For example: gas, water, electricity, telecommunications, etc.
- *Worksite Safety – Traffic Management* – this Code provides guidance on how to conduct any works on a road in Victoria and supports the engagement of appropriately trained and qualified persons to carry out the works or direct traffic.



- *Road Management Plans* – this Code provides practical guidance to road authorities in the making of Road Management Plans.

### 3.6. Content of Plan

In accordance with section 52 of The Act, this RMP includes:

- The relevant standards determined by Council in relation to the discharge of Council's duties in the performance of its road management functions.
- Details of the management system that Council has implemented and proposes to implement in the discharge of its duty to:
  - Inspect,
  - Repair, and
  - Maintain.

Section 39 of The Act provides that by including provisions in this Plan relating to the performance of road management functions, Council is to be taken to have made a policy decision in respect of those road management functions.

### 3.7. Exceptional Circumstances

We will make every effort to meet our commitments under this Plan.

However, there may be situations or circumstances that affect our business activities to the extent that we cannot deliver on the service levels of the RMP. These include but are not limited to: natural disasters, such as fires, floods, or storms, or a prolonged labour or resource shortage, due to a need to commit or redeploy Council staff and/or equipment elsewhere or due to the effects of pandemic and or government intervention.

#### 3.7.1 Suspension of the Plan

In the event that the Chief Executive Officer (CEO) of Council has considered the impact of such an event on the limited financial resources of Council and its other conflicting priorities, and determined that the Plan cannot be met, then pursuant to Section 83 of the Wrongs Act 1958, the CEO will write to Council's Officer in charge of the Plan and inform them that some, or all, of the timeframes and responses in Council's Plan are to be suspended.

#### 3.7.2 Reinstatement of the Plan

Once the scope of the event/s have been determined, and the resources committed to the event response have been identified, then there will be an ongoing consultation between Council's CEO and Council's Officer responsible for the Plan, to determine which parts of Council's Plan are to be reactivated and when.

#### 3.7.3 Communication and documentation around Plan suspension

Council will provide information/statements to residents about the suspension or reduction of the services under its Plan, including:

- How the work that will be done has been prioritised; and
- The period for which it is likely to be affected.

This information will be provided by the Council on its website where its Plan is located and other channels as appropriate such as press releases or social media.

Where Council has suspended, in part or whole, its Plan, associated documents (e.g. communications, meeting minutes, schedules, etc.) will be recorded and stored.

#### **3.7.4 Inspections and repairs during suspension of Plan**

The suspension of the Plan will not necessarily mean that all inspections and repairs halt. However, it may mean that only certain categories of inspections and repairs are undertaken. These will be based on a risk assessment and resources available to the Council, taking into account the resources needed to address the impact of the trigger event. For example, some reactive inspections may take place and repair (temporary or permanent) of roads/footpaths which pose a high risk may be undertaken, depending on the resources available to the council and the accessibility of each asset.

### **3.8. Responsibility for the Plan**

Overall responsibility for administering and implementing the Plan rests with the relevant Infrastructure Manager.

### **3.9. Rights and Responsibilities**

#### **3.9.1 Public Roads**

Public roads are defined in the Road Management Act 2004 as including:

- a freeway
- an arterial road
- a road declared under section 204(1) of the Local Government Act 1989
- a municipal road declared under section 14(1) of the Road Management Act 2004
- a road in respect of which Council has made a decision that it is reasonably required for general public use and is included on the Register of Public Roads.

#### **3.9.2 Key stakeholders**

The key stakeholders impacted by this Plan include:

- the general community (for recreation, sport, leisure and business)
- residents and businesses adjoining the road network
- pedestrians
- vehicle users with motorised vehicles, such as trucks, buses, commercial vehicles, cars and motorcycles
- users of smaller, lightweight vehicles, such as pedal-powered bicycles, motorised buggies, wheelchairs, prams and so on
- tourists and visitors to the area
- emergency agencies (Victoria Police, Country Fire Authority, Ambulance Victoria, State Emergency Services)
- the military (in times of conflict and emergency)
- traffic and transportation managers
- managers of the road network asset
- construction and maintenance personnel, who build and maintain asset components

- utility agencies using the road reserve for infrastructure (water, sewerage, gas, electricity, telecommunications)
- state and federal governments, who periodically provide funding for roads.

### 3.9.3 Coordinating & Responsible Road Authority

Section 35 of the Road Management Act 2004 provides that a road authority has power to do all things necessary or convenient to be done for or in connection with the performance of its functions under the Act.

Section 36 of the Road Management Act 2004 outlines which road authority is the coordinating road authority. According to subsection (c), the coordinating road authority:

*If the road is a municipal road, the municipal council of the municipal district in which the road or part of the road is situated.*

However, there are instances where several authorities are responsible for components of the road within the road reserve. Section 37 of the Road Management Act 2004 identifies who is the responsible road authority in particular circumstances.

### 3.9.4 General Functions of a Road Authority

The general functions of a road authority are described within Section 34 of the Road Management Act 2004.

### 3.9.5 Rights of the Road User

The rights of public road users, which are legally enforceable, are set out in Sections 8 to 10 of the Road Management Act 2004.

### 3.9.6 Obligations of Road Users

#### 3.9.6.1 General Usage

The common law requires that a road user must take reasonable care for their own safety (see *Ghantous v Hawkesbury City Council*)

The *Road Safety Act 1986* sets out obligations on road users, including section 17A which requires that a person who drives a motor vehicle on, or uses, a highway must drive in a safe manner have regard for all relevant factors, including without limiting their generality, the following:

- physical characteristics of the road
- prevailing weather conditions
- level of visibility
- the condition of any vehicle the person is driving or riding on the highway
- prevailing traffic conditions
- the relevant road laws and advisory signs
- the physical and mental condition of the driver or road user.

Section 17A of the *Road Safety Act 1986* also requires that a road user must take reasonable care:

- to avoid any conduct that may endanger the safety or welfare of other road users
- to avoid any conduct that may damage road infrastructure and non-road infrastructure on the road reserve
- to avoid conduct that may harm the environment of the road reserve

### 3.9.6.2 Incident Claims

If a person proposes to make a claim in relation to a public road or infrastructure for which Council is the responsible road authority, that person should contact Council and Council will initiate respective investigation and insurance reporting processes.

In accordance with Section 110 of the Road Management Act 2004, Council is not legally liable for property damages where the value of the damage is equal to or less than the threshold amount.

In cases where the claim relates to assets Council does not own or is not responsible for on the road reserve, the person who proposes to make a claim must refer the claim to the other authority or person responsible for those assets.

### 3.9.6.3 Permits for work within a road reserve

In cases where an individual or organisation proposes to carry out works within the road reserve that may impede public access, or interfere with road infrastructure, they must apply for a 'works within road reserve' permit. There are some exemptions, as noted in the Road Management (Works and Infrastructure) Regulations 2015.

Manningham's Community Local law 2023 also requires property owners to apply for a vehicle crossing permit if they plan to build a driveway.

In both cases, a fee applies to cover the costs of the administration and inspection of the work.

### 3.9.6.4 Obligation of others

There are several assets within the road reserve that Council does not have an obligation to inspect and/or maintain. These include:

- **Non-road infrastructure** – This includes (but is not limited to) such items as gas pipes, water and sewerage pipes, cables, electricity poles and cables, bus shelters, public telephones, mail boxes, roadside furniture and fences erected by utilities, or providers of public transport.
- **Vehicle driveways** – the vehicle crossing (including Cross-over), located between the carriageway and the property boundary, must be maintained by the adjoining property owner. However, Council is responsible for the portion of the driveway where the constructed pathway is reasonably required by the public in accordance with the diagram in Section 5.2. (Refer to Section 5.2 relating to vehicle crossings for more information)
- **Single property stormwater drains** – for drains constructed within the reserve that carry water from a single property to an outlet in the kerb, or other drain.
- **Utilities** – including, but not limited to; telecommunication, power, water and gas authority assets.
- **Roadside** – as per Section 107 of the Road Management Act, Council has no "*statutory duty or a common law duty to perform road management functions in respect of a public highway which is not a public road or to maintain, inspect or repair the roadside*", described as "*any land that is within the boundaries of the road (other than shoulders) which is not a roadway or pathway*". This includes landscaped tree plots within the footpath/pathway where the surface of the tree plot is not constructed with the intention of providing a trafficable pedestrian surface.

Where Council becomes aware of a hazard created by the defective condition of assets / infrastructure owned by another party, Council may at its absolute discretion:

- If located within assets / infrastructure for which Council is responsible (e.g. footpaths, road surfaces, etc.), or otherwise presents an immediate and significant risk to members of the public, undertake temporary measures to reduce the risk to members of the public until such time as the respective owner can implement permanent repairs (subject to Council's available resources).
- Report in writing (e.g. email or letter) the presence of the hazard to the responsible party and request that repairs be implemented within a reasonable timeframe.
- Where repairs are not completed by the responsible party within the respective timeframe, Council may complete necessary repairs and invoice the responsible party for the costs.

However, where another party has a duty in relation to the asset / infrastructure, and Council has a discretionary power to take remedial action in relation to that matter, only that other party with the duty is liable in a subsequent proceeding, in accordance with s.104 of the Road Management Act 2004.



## 4. Manningham's Register of Public roads

Council maintains a register of public roads – called the Register of Public Roads – with the details of all public roads and ancillary areas for which we are responsible.

The Register of Public Roads is available on Council's website. A hard copy is made available at our Customer Service Centre, 699 Doncaster Road, Doncaster 3108, upon request.

### 4.1. Legislative Provision

The Act places a mandatory requirement that a road authority maintains a register of public roads that are 'reasonably available for general public purpose'.

Council has compiled a Register of Public Roads ("Register") in accordance with Schedule 1 of The Act. The Register records the name, description and classification of road assets for which the Council is responsible, together with a summary of any additions, deletions or changes required under The Act. The classifications are used in this Plan to differentiate standards for:

- inspection;
- intervention levels; and
- response times.

The Register nominates the roads and ancillary areas for which Council is responsible, but excludes unformed access tracks on public land and unconstructed rights of way.

This plan also applies to parts of Arterial Roads, where Council is the responsible road authority for some ancillary areas and assets, and these are recorded in the register.

Manningham Council's Director City Services and relevant Coordinators are empowered under delegation to amend, update and maintain the Register, which will be updated annually, or more frequently if changes are necessary. A copy of the Register is available for inspection on our website, available at the following link: <https://www.manningham.vic.gov.au/parking-roads-and-footpaths>.

### 4.2. Boundary Roads

The Register defines boundary roads maintained by adjoining municipalities, and these are covered by 'Agreements and Memorandum of Understandings' between each affected adjoining municipality. The Agreements detail the maintenance work required by each party, however as a general rule, the responsible municipality will undertake all maintenance, except for the footpath on the other side of the road.

A Summary list of all boundary roads is as follows:



Boundary Roads	Adjoining Council	Maintained by
Lower Homestead Road (Homestead Rd to Paynes Rd)	Yarra Ranges	Yarra Ranges
Lower Homestead Road (Paynes Rd to End)	Yarra Ranges	Yarra Ranges
Homestead Road (Brushy Park Rd to Reserve Rd)	Yarra Ranges	Yarra Ranges
Brushy Park Road (Holloway Rd to Homestead Rd)	Yarra Ranges	<u>Manningham</u>
Smedley Road (Oban Rd and No 25 Smedley Rd)	Maroondah	Maroondah
Holloway Road (Yarra Rd and Lyons Rd)	Maroondah	Maroondah
Tortice Drive (Warrandyte Rd and Old Warrandyte Rd)	Maroondah	Maroondah
Yarra Road (Holloway Rd and Gatters Rd)	Maroondah	Maroondah
Delatite Court (Court bowl only to west of No.20)	Maroondah	<u>Manningham</u>
Delatite Court (Little John Rd to west of No.20)	Maroondah	Maroondah
Glynne Road (Little John Rd and west of No.11)	Maroondah	Maroondah
Glynne Road (Court bowl only to west of No.11)	Maroondah	<u>Manningham</u>
Williams Road (Berringa Rd to Warrandyte Rd)	Maroondah	<u>Manningham</u> (except table drain on south side)
Glenvale Road (Oban Rd to court bowl)	Maroondah	Maroondah

Gatters Road (Yarra Rd to No.4)	Maroondah	<u>Manningham</u>
Oban Road (Smedley Rd and Glenvale Rd)	Maroondah	<u>Manningham</u>
Old Warrandyte Road (Tortice Dr and Little John Rd)	Maroondah	<u>Manningham</u>
Quarry Road (Beckett Rd Bridge to Huggins Rd)	Whitehorse	Whitehorse

### 4.3. Assets Not Included in the RMP or Listed in the Roads Register

Not all areas or all assets within the road reserve are the responsibility of Council and do not require intervention by Council for the purposes of this RMP. Section 107 of The Act states that a road authority does not have a statutory duty or a common law duty to perform road management functions in respect to a public highway which is not a public road, or to maintain, inspect or repair the roadside of any public highway (whether or not a public road). Road-related assets that are not included for inspection and repair under this RMP are:

1. Arterial Roads and Freeways (excluding some ancillary areas and assets where Council is the responsible road authority).
2. Shared boundary roads that are the responsibility of the adjoining municipality. Refer to Section 4.2.
3. Bridges/major culverts/overpasses that are the responsibility of other road authorities, including Melbourne Water, and the DTP.
4. Service authority infrastructure including, but not limited to:
  - o water supply pipes, hydrants and fittings;
  - o drainage pipes, sewage pipes and manholes;
  - o telecommunications cables, pits and structures;
  - o electricity distribution wires, poles and structures; and
  - o gas supply pipes and fittings.
5. Assets and land owned, managed and maintained by other road and service authorities including, but not limited to:
  - o Service authority temporary reinstatements to the road and pathways and other road reserve assets, and/or permanent restatements prior to Council certification; and
  - o Crown and service authority land/easements.
6. Other street infrastructure including:
  - o DTP signage and signal hardware (except for those identified as Council's responsibility and shown on the Public Roads Register);
  - o Bus shelters; and
  - o Private direction and advertising signs.
7. Street lighting (standard) involving the maintenance of all utility timber and concrete power poles is the responsibility of power companies. However, Council is responsible for the cost of operating the street lighting service on local road reserves and contributes to the cost of lighting on Arterial Roads.



Council is directly responsible for some decorative lighting located at a number of shopping centres, smaller estates and car parks, which is separately metered.

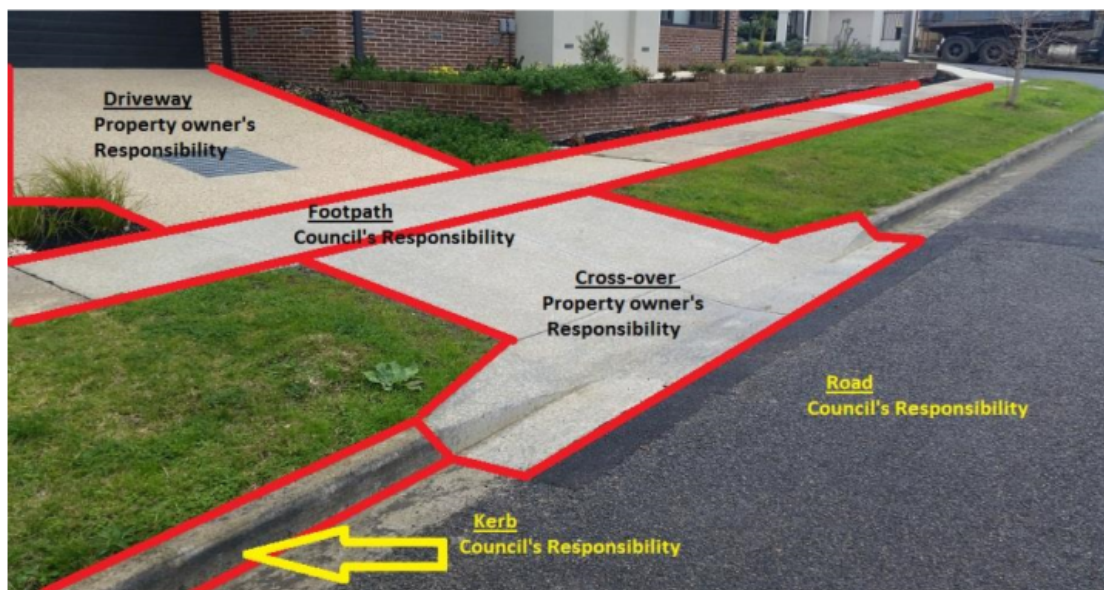
8. Vehicle crossovers and driveways for that portion of the vehicle crossing, other than the footpath, located between the carriageway and the property boundary is the responsibility of the adjoining property owner to maintain. More detail is provided on private vehicle crossing assets in Section 5.
9. Nature strips and infill areas within urban areas which are those residual areas between the edge of the road or back of the kerb and the property boundary not occupied by the pathway and private road crossings. These are generally grassed nature strips with responsibility for maintenance of the grass and any depressions being left to the adjoining property owner.
10. Single property stormwater drains that are constructed within the road reserve from the property boundary to a discharge outlet in the kerb/roadside drain or into the drain/pit are the responsibility of the property owner.
11. Nature strip landscaping works within the road reserve that are not in accordance with any Council policy or have a potential of causing obstruction or injury/damage to pedestrians or traffic movement, private roads driveways, laneways and car parks (common property) associated with private ownership. Council's Nature Strip Guide provides further information and guidance relating to nature strips. A link to Council's Nature Strip Guide is here:  
[www.manningham.vic.gov.au/sites/default/files/2023-08/Manningham%20Council%20Nature%20Strip%20Guide%202023\\_0.pdf](http://www.manningham.vic.gov.au/sites/default/files/2023-08/Manningham%20Council%20Nature%20Strip%20Guide%202023_0.pdf)
12. Street trees and landscaping located on the road reserve that are maintained by Council.
13. Car parks that are constructed or unconstructed areas and are generally used for car parking purposes that are not in the list of car parks on the Register of Public Roads.
14. Underground drainage pipes located within the road reserve.
15. Roads constructed by others or without Council approval, unformed access tracks for the purposes of local access or un-constructed right of ways that are not listed on the Register of Public Roads.
16. Roads which are the full responsibility of the state government, or a private enterprise;
17. Unused roads for which we have not accepted responsibility;
18. Roads drawn out on a plan of subdivision, until such time that we accept responsibility for these roads;
19. Roads which we have not determined are reasonably required for general public use.

## 5. Road Usage

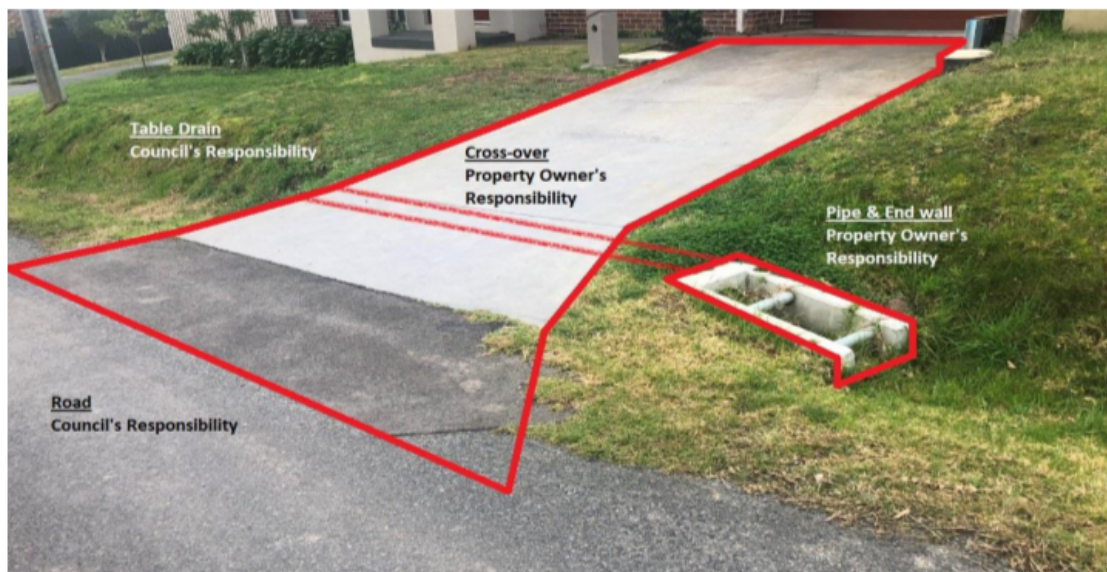
### 5.1. Vehicle and Pipe Crossover

Property owners are responsible for the construction and maintenance of vehicle crossings and pipe crossings (driveways) that provide ingress/egress to their properties. These responsibilities include the entire portion of the crossing located within the road reserve between the property line and edge of the road pavement, including the immediate surrounds, but excluding the section of crossing where a footpath has been constructed to Council's standards. Section 107 of the Road Management Act 2004 provides that Council is under no statutory duty to inspect, maintain or repair vehicle crossovers on road reserves that provide access to land adjoining a road. This responsibility rests with the adjoining landowner.

The construction of a vehicle crossover requires a permit and must be carried out to Council standards. Where modifications to Council assets (e.g. paths and kerb and channel) are required, these shall be at the landowner's expense. The landowner is responsible for ensuring the vehicle crossover and the immediate surrounds that the crossover impacts on, are maintained in a safe condition. See examples shown below and on the following page.



In rural areas where there may be no kerb and channel or footpath, the property owner is responsible for the entire driveway and its associated infrastructure in the same way as in an urban environment. This includes any pipes required for roadside drainage under the driveway, and associated end walls, including the immediate surrounds. The property owner is responsible for maintaining the driveway, pipe and immediate surrounds, including the clearing of any obstructions to the flow of stormwater.



Where a connection between Council's footpath network and private property exists, the maintenance and responsibility rests with the adjoining landowner. Although such connections would not normally be permitted, we recognise that there may be scenarios where connections exist or are constructed, and the responsibility would remain with the landowner in the same way as that of a private vehicle crossing.

## 5.2. Nature Strips and Infill

Nature strips and infill areas refer to the residual areas between the edges of road or back of the kerb and the property boundary not occupied by the footpath and private road crossings. They provide a space for authorities to house their assets, while providing a space where trees may be planted for shade and beautification of the street.

These are generally grassed nature strips with responsibility for maintenance of the grass and any depressions being left to the adjoining property owner. Property owners/occupiers are encouraged to ensure the nature strip is maintained in a safe and presentable state by regular mowing, edging, weeding and picking up litter. Street trees however, are the responsibility of, and maintained by Council. Street trees may not be planted, removed or interfered with by a property owner.

In accordance with the Road Management Act 2004, sections 40 and 107, Council does not have a statutory or common law duty to inspect, maintain or repair a nature strip.

Modifications or landscaping of nature strips must be undertaken in accordance with Council's Nature Strip Guide. Council's Tree Management Plan also offers guidance and support in relation to the management of trees and nature strips in Manningham <https://www.manningham.vic.gov.au/climate-and-environment/living-natural-environment/tree-management>.





### 5.3. Road Work Permits

Without a permit, a person must not commence work on a road (road reserve) under the control or management of Council in any way as detailed below:

- Commence or carry out any works within the road reserve;
- Place any building material;
- Use a mobile crane;
- Occupy or fence off part of a road;
- Erect hoarding or overhead protective awning;
- Place moveable signs, tables, chairs or street furniture;
- Remove, damage, destroy or interfere with any vegetation, material or other road infrastructure; and
- Undertake landscaping works, including the installation of landscaping items, apart from that necessary to level and maintain a safe, grassed nature strip.

Note that 'road' refers to all of the area of land that is within the boundaries of a road, between property boundaries.

## 6. Road Management Systems

### 6.1. Background and Process

Road asset management involves managing both physical assets, as well as uses and operation that have the potential to impact their condition. It applies to all road assets, including:

- the road – pavement and surface, as well as footpaths, kerb and channel
- structures – bridges, culverts and traffic management devices
- road infrastructure – traffic signals and on-road electrical assets.

The aim of our road management system is to deliver a safe and efficient road network and meet community needs to the best of our ability, within available resources.

To create a road asset management system that would best meet our needs when inspecting, maintaining and repairing public roads, we used the following nationally-recognised asset management frameworks:

- International Infrastructure Management Manual (IIMM) 2015, IPWEA
- IPWEA National Asset Management Systems (NAMS+)
- Other references, as listed in Technical References.

The system is designed to set the direction for our asset management activities. It is also linked to the annual business planning cycle.

### 6.2. Asset Hierarchies – Municipal Road Network

All roads and footpaths within the municipal road network are classified according to a hierarchy that takes into account how they are used, who uses them and how often.

The hierarchy classification is used to determine the levels of service required, prioritise works programs and determine defect intervention responses.

The levels in the hierarchy are:

#### 1. Road & street network

This is further divided into the following categories:

- Category 4: Main distributor
- Category 3: Secondary distributor and collector
- Category 2: Local access
- Category 1: Access lane.

See Appendix A for more information.

#### 2. Pathway network

This is further divided into 2 categories, each of which is divided into 3 categories, as follows:

Footpaths

- Category 3: High-use Areas
- Category 2: Moderate-use Areas

- Category 1: Other Areas  
Shared and Bicycle Pathways
- Category 3: High-use Pathways
- Category 2: Moderate-use Pathways
- Category 1: Other Pathways

See Appendix B for further information.

In developing the road hierarchy classification system for Manningham, consideration has been given to the functionality and operational performance of the local road network that takes into account a number of parameters such as: traffic volumes and types, bus routes, access to abutting properties and linkages with other roads. The classifications are generally consistent with the AustRoads National Functional Road Classification System.

Freeways and Arterial Roads or roads not adopted by Council as their assets to maintain, such as unformed access tracks on public land, unconstructed rights of way, private roads or roads managed by other authorities and/or under private ownership, are not included as part of Manningham’s road hierarchy.

### 6.3. Our Road Network

More information about Council’s road network is shown in the tables below.

Table 3.1 – Road length by hierarchy – date last updated: 14/11/2024

Hierarchy	Length (km)	% of Network
Arterial Roads (DTP managed roads)	72	11
Link Roads	47	7
Collector Roads	30	4
Local Access Roads	532	77
Laneways	5	1
<b>Total</b>	<b>686</b>	<b>100</b>

Table 3.2 – Road Length by Surface Type – date last updated: 14/11/2024

Surface Type	Length (km)	% of Network
Sealed	612	99.8
Unsealed	1.4	0.2
<b>Total</b>	<b>613.4</b>	<b>100</b>

## 6.4. Car Parks

Car parks included within the Road Register are those located on the road reserve that are available for general public use. Council is responsible for management and enforcement provisions. Council maintained car parks may also be ancillary areas to Arterial Roads. Generally, the hierarchy classification and level of service is consistent with that applicable to the access roads. Off-road car parks are not included in Council's Register of Public Roads and the RMP is not applicable to the way Council manages them.

## 6.5. Bridges and Major Culverts

Bridges and major culverts included within the Road Register are those located on the road reserve that are available for general public use and for which Council is responsible. Generally, the level of service for bridges is to provide and maintain a safe and practical bridge network and the hierarchy classification is consistent with that applicable to the corresponding road on which the structure is located.

## 7. Maintenance Management System

### 7.1. Maintenance Management

Council has responsibilities to all road users and the community to maintain public roads to a reasonably safe and suitable standard, within our available funds and resources. By developing long-term maintenance programs for our assets, we are better able to plan how we do this.

The following maintenance requirements shape our annual program and budget:

#### **Routine maintenance standards**

Standards vary across the network depending on the asset type and relevant risk factors, such as traffic volumes and composition, operating speeds, the susceptibility of assets to deterioration and the cost effectiveness of repairs. Competing priorities for funding are also relevant.

Defect intervention levels have been established using the *VicRoads Standard Specification Section 750* and adapting it to local conditions.

The standards will be reviewed periodically to make sure they are adequate (see section 3.3).

#### **Repair and maintenance works**

Works must be completed within a specified time, depending on the severity and location of the defect. Response times are determined using local knowledge and experience and past performance as a guide.

Response times are monitored and will be periodically reviewed (see section 3.3).

#### **Temporary mitigation measures**

These are temporary works designed to reduce the risk of an incident, until such time as repair or maintenance works can be completed.

Response times and safety measures – for example warning signs, flashing lights, and safety barriers – are determined by reference to the risk to safety, road type and traffic volume.

#### **Emergency works**

Works that result from emergency incidents and must be undertaken immediately, for the safety of road users and the public.

Emergency works might include traffic incident management, responses to fires, floods, storms and spillages, and any assistance required under the Victorian State Emergency Response Plan and Municipal Emergency Management Plan.

### 7.2. Asset Management Plans

Our asset management plans guide the development of long-term asset renewal programs, helping us to plan and finance asset renewal and replacement.



### 7.3. Maintenance Surveys and inspections

A four-tier regime is used to inspect our road network assets. It covers safety issues, incidents, defects and condition inspections.

#### 1. Reactive inspections (Request for Service or RFS)

These inspections are conducted in response to requests from the community. The inspection is carried out by a Council employee and assessed according to the Hazard intervention levels, contained within Appendix F.

#### 2. Proactive Inspections

Regular timetabled inspections that are scheduled depending on traffic flow, the types of defects likely to impact the asset and the perceived risks of these defects.

#### 3. Condition Inspections

These inspections identify structural integrity issues which, if untreated, are likely to adversely affect the network overall. These issues may impact short-term serviceability, as well as the ability of the asset to perform for the duration of its intended life span.

These inspections are carried out in accordance with the Council's asset management plans on a schedule as defined in Appendix D.

### 7.4. Maintenance responsiveness and performance targets

The following information is recorded when we receive a Request for Service (RFS) from the community:

- Date the request was received
- Details of the request, including the location and nature of the reported hazard/defect (including any specific measurements if provided), name of the person making the request, copies of any photographs provided, etc.
- The personnel / department to which the request has been assigned for action
- Date by which the request must be actioned (based on the target response times specified in Appendix F)
- Date when the request was actioned and/or completed (this typically involves someone carrying out an RFS inspection, as described in section 7.3, followed by any necessary repair works conducted).

By recording this information, we can monitor compliance against target response times – that is, the time it takes from receiving a request to carrying out an inspection and ultimately completing necessary works.

Customer requests will be inspected and assessed in accordance with timeframes specified in Appendix F. Following are some possible outcomes from a reactive inspection:

- If a defect identified exceeds a *Description / Intervention level* specified in Appendix F, a work order would be created with a date for completion of works in line with respective specified repair timeframes.
- If repairs are significant – for example, rehabilitation works are required – temporary mitigation measures may be undertaken to reduce the risk posed by the hazard/defect until the proper works can be undertaken (and subject to available resources).
- If the defect is assessed as below the *Description / Intervention Level* specified in Appendix F, it would be noted (including why), but no remedial action will be conducted.

In all cases, the action taken would be noted against the original request.

Target response times and intervention times are based on 'normal' conditions. The same level of service would not apply in cases where the Plan has been suspended, under Section 3.7.

## 7.5. Environmental Considerations

Environmental issues and considerations are considered when dealing with potential threats to native vegetation on roadsides by promoting best working practice and proactive management to maintain and enhance native vegetation while maintaining road safety and protecting community assets.

## 7.6. Asset Levels of Service

Five elements are taken into account when determining appropriate levels of service for the road network. These are:

- Community expectations;
- Technical standards;
- Organisational capacity;
- Performance measures and targets;
- Safety of road and footpath users.

## 7.7. Technical References

- International Infrastructure Management Manual (IIMM) 2020, IPWEA.
- AS ISO 31000:2018 – Risk Management – Guidelines
- Integrated Asset Management Guidelines for Road Networks (AP-R202) 2002, Austroads Inc.
- Code of Practice for Road Management Plans.
- Code of Practice for Operational responsibility for Public Roads.
- Code of Practice for Managing Utility and Road Infrastructure in Road Reserves and Worksite Safety Traffic Management.
- Wrongs Act 1958.
- Road Management Act 2004.
- Road Management (General) Regulations 2016.
- Local Government Act 2021.
- VicRoads Risk Management Guidelines
- VicRoads Standard Specification Section 750 – Routine Maintenance

## 8. Appendix A – Road Hierarchy

Category	Description*
<b>Category 4</b> <ul style="list-style-type: none"> <li>• <b>Main Distributor</b></li> <li>• <b>Link</b></li> </ul>	<p>These carry heavy volumes of traffic, including commercial vehicles, and act as main routes for traffic flows in and around the municipality. Key features typically include:</p> <ul style="list-style-type: none"> <li>• Supplementary to arterial road system</li> <li>• Connector between arterial roads and lower order streets</li> <li>• Cater for, but may restrain, service and heavy vehicles</li> <li>• Provide access to significant public services</li> <li>• Minimum two clear traffic lanes (excluding parking)</li> </ul>
<b>Category 3</b> <ul style="list-style-type: none"> <li>• <b>Secondary Distributor</b></li> <li>• <b>Collector</b></li> </ul>	<p>These carry significant volumes of traffic and provide access, by linking residential areas to arterial roads. They also provide links between the various collector roads. Key features typically include:</p> <ul style="list-style-type: none"> <li>• Non-continuous connector (do not cross arterial roads)</li> <li>• Limited through traffic (not promoted, or encouraged)</li> <li>• Cater for, but may restrain, service and heavy vehicles</li> <li>• Minimum two clear traffic lanes (excluding parking)</li> </ul>
<b>Category 2</b> <ul style="list-style-type: none"> <li>• <b>Local Access</b></li> </ul>	<p>These carry only local traffic. The primary function is to provide access to private properties. Key features typically include:</p> <ul style="list-style-type: none"> <li>• Short distance travel to higher level roads</li> <li>• Minimum one clear traffic lane (excluding parking)</li> </ul>
<b>Category 1</b> <ul style="list-style-type: none"> <li>• <b>Lane</b></li> </ul>	<p>These perform a very minimal function as local access roads. Key features typically include:</p> <ul style="list-style-type: none"> <li>• A side or rear entry lane, generally providing secondary access to properties</li> <li>• Low traffic counts</li> </ul>

\* Categories follow the Infrastructure Design Manual for residential streets

## 9. Appendix B – Pathway Hierarchy

Footpaths		
Category	Area	Description*
Category 3	High-use Areas	The category of 'highest use' that includes all footpaths in major shopping precincts and select tourist/shopping precincts.
Category 2	Moderate-use Areas	This category includes shopping strips, and other pedestrian generators including, but not limited to: <ul style="list-style-type: none"> <li>• Constructed pathways within municipal open space</li> <li>• Small strip shopping centres</li> <li>• Schools</li> <li>• Senior citizens centres,</li> <li>• Community centres</li> </ul>
Category 1	Other Areas	This category includes all other pathways within road reserves, including: <ul style="list-style-type: none"> <li>• Residential areas</li> <li>• Commercial areas</li> <li>• Industrial areas</li> </ul>

### Shared & Bicycle Pathways

Category	Area	Description*
Category 3	High-use Pathways	The category of 'highest use' that includes pathways used by high volumes of commuter cyclists and select tourist pathways.
Category 2	Moderate-use Pathways	This category includes pathways connecting to and within shopping strips, and other cyclist traffic generators including, but not limited to: <ul style="list-style-type: none"> <li>• Shared pathways within municipal open space</li> <li>• Schools</li> <li>• To/from and through popular parks/reserves.</li> </ul>
Category 1	Other Pathways	This category includes all other shared and bicycle pathways.

## 10. Appendix C – Inspection Requirements

Inspection Type	Purpose	Inspection and Reporting Requirements
<b>Reactive – Request for Service (RFS)</b>	<p>Reactive inspections are designed to confirm the nature of defects/hazards reported by members of the public or Council employees, and identify any that exceed the intervention levels specified in Appendix F.</p>	<p>Performed by a council representative with knowledge of Description / Intervention Levels (Appendix F) and road maintenance techniques who may then call in a higher level of expertise if necessary.</p> <p>All Reactive inspections are conducted on foot, with defects measured and photographed as specified in this Plan.</p> <p>The report is required to identify specific safety defect, time first reported, time inspected and by whom, subsequent action and time of completion.</p>
<b>Proactive Inspection</b>	<p>Inspection undertaken in accordance with a formal programmed inspection schedule to determine if the road asset complies with the levels of service as specified.</p> <p>A record of each asset is to be completed detailing the name of the inspector, the inspection date, and a description of any defects found that exceed the intervention levels specified in Appendix F.</p> <p>In addition, details of the inspection will be electronically recorded against the particular asset inspected.</p>	<p>Proactive Inspections of roads are conducted via a slow moving vehicle, while Proactive Inspections of all other asset types are conducted on foot, with defects measured and photographed as specified in this Plan.</p> <p>Performed by a dedicated Plan inspector.</p>

## 11. Appendix D – Reactive Inspection Frequencies

Asset Group	Hierarchy Category	Reactive Inspection Timeframe WD = Working Days H = Hours
Sealed Roads,	Category 4	5 WD
Unsealed Roads,	Category 3	10 WD
Regulatory, Warning and Hazard Signs	Category 2	10 WD
	Category 1 – Urban Only	10 WD
Footpaths,	Category 3	5 WD
Kerb & Channel	Category 2	7 WD
	Category 1	10 WD
Shared & Bicycle Pathways	Category 3	5 WD
	Category 2	7 WD
	Category 1	10 WD
Bridges & Culverts	All	10 WD
<b>Emergency Response – All Asset / Categories</b>		24 H
<p>* Reported Incidents / Hazards that present an immediate and significant risk to members of the public.</p> <p>Temporary measures (e.g. installing barriers, signage, closing the road/footpath, etc.) will be implemented to reduce the risk to users of the road network until such time as appropriate repairs can be completed.</p>		

\* If a Proactive Inspection Frequency elapses on a Weekend or Public Holiday, the actual due date will be the next Working Day.

## 12. Appendix E – Road and Footpath Defect Inspections and Condition Assessments

### Pro-active Inspections of Assets

The following routine hazard inspections are undertaken to identify hazards and defects that require treatment in accordance with the standards Council has set down in its RMP for all roads.

#### Council Roads

Road Management Plan Inspections	Elements	Inspection Frequency
Hazard Inspection- Link Roads	<ul style="list-style-type: none"> <li>➤ Wearing course and pavements</li> <li>➤ Kerb and channel</li> <li>➤ Drainage pits</li> <li>➤ Guardrail</li> <li>➤ Wire rope barriers</li> <li>➤ Unsealed shoulders</li> <li>➤ Open drain functionality</li> <li>➤ Signs and roadside furniture</li> <li>➤ Line marking and delineation</li> </ul>	3 times per year
Hazard Inspection - Collector Roads		2 times per year
Hazard Inspection - Access Roads		Once every year
Hazard Inspection – Sealed laneways		Once a year
Hazard Inspection – Unsealed Roads	<ul style="list-style-type: none"> <li>➤ Pavement</li> <li>➤ Guardrail</li> <li>➤ Open drain functionality</li> <li>➤ Signs and roadside furniture</li> </ul>	2 times per year
Hazard Inspection - Commercial Car Parks	<ul style="list-style-type: none"> <li>➤ Footpaths</li> <li>➤ Line marking</li> <li>➤ Furniture and signs</li> </ul>	2 times per year

#### Footpaths

Road Management Plan Inspections	Elements	Inspection Frequency
Hazard Inspection - Footpaths	<ul style="list-style-type: none"> <li>➤ Cracking</li> <li>➤ Displacements</li> <li>➤ Pavement</li> </ul>	Once every year



**Bridges and Major Culverts**

Road Management Plan Inspections	Elements	Inspection Frequency
<b>Bridges and Major Culverts – Department of Transport and Planning Level 1 Inspection</b>	<ul style="list-style-type: none"> <li>➤ Physical components</li> <li>➤ Associated infrastructure</li> </ul>	Once a year

**Activity Centres**

Road Management Plan Inspections	Elements	Inspection Frequency
<b>Hazard Inspection – Neighbourhood &amp; Local Activity Centres</b>	<ul style="list-style-type: none"> <li>➤ Footpaths</li> <li>➤ Obstructions</li> <li>➤ Line marking</li> <li>➤ Furniture and signs</li> </ul>	2 times per year

**Condition Assessments**

The following condition assessments are undertaken to identify deficiencies in the structural integrity and overall presentation of the road and associated road infrastructure.

Condition Assessment Inspections	Inspection Interval
<b>Link Roads</b>	Once in 4 years
<b>Collector Roads</b>	Once in 4 years
<b>Access Roads</b>	Once in 4 years
<b>Unsealed Roads</b>	2 times per year
<b>Car Parks (Commercial)</b>	Once in 4 years
<b>Footpaths</b>	Once in 4 Years
<b>Bridges within the road reserve (Department of Transport and Planning Level 2 Inspections)</b>	Once in 3 years



## 13. Appendix F – Defect Intervention Levels and Repair Timeframes

### NOTES:

\* If a Repair Timeframe elapses on a Weekend or Public Holiday, the actual due date will be the next Working Day.

\*\* In cases where a defect is not due to be repaired in less than 4 weeks, temporary measures, such as installing warning signage, erecting barriers, or painting the defect with a bright contrasting colour, may be implemented at the time of identification to reduce the risk as much as is reasonably practicable until permanent repairs can be completed in line with the specified Repair Timeframes.

Defect Type	Description / Intervention Level	Repair Timeframes by hierarchy			
		Repair times indicated in working days			
		Category 4	Category 3	Category 2	Category 1
<b>Pothole</b>	Potholes in sealed pavement >70 mm in depth and >300 mm in diameter	10 days	15 days	15 days	15 days
<b>Edge break</b>	Edge breaks >50 mm laterally over a 5m or greater length from the nominal seal line	10 days	10 days	15 days	n/a
<b>Edge / shoulder drop</b>	Edge drops onto an unsealed shoulder >70 mm in depth over a 20m or greater length	10 days	10 days	15 days	n/a
<b>Depressions / deformations</b>	Depression / deformations in the traffic lane of a sealed pavement >50 mm in depth under a 3m long straight edge	10 days	10 days	15 days	15 days
<b>Kerb and channel - displacement</b>	Vertical or horizontal displacement >50mm	10 days	15 days	15 days	15 days
<b>Drainage pits</b>	Damaged or missing Council drainage pit lids (such that they are potentially structurally unsound).	10 days	10 days	10 days	10 days
<b>Missing / Damaged Warning, Hazard and</b>	Regulatory, warning and hazard signs missing, illegible or damaged making them substantially ineffective when	10 days	15 days	15 days	15 days

<b>Regulatory signs</b>	viewed from the following distances: <ul style="list-style-type: none"> <li>• Speed Limit – &lt;=50km/h = 30m</li> <li>• Speed Limit – 60km/h = 40m</li> <li>• Speed Limit – 70km/h = 55m</li> <li>• Speed Limit – 80km/h = 65m</li> </ul>				
<b>Missing / Damaged Guardrail / fencing</b>	Guard rail/fence damaged or missing making them substantially ineffective	10 days	15 days	15 days	15 days
<b>Missing / Damaged Pavement Markings</b>	Pavement markings which are missing or faded making them substantially ineffective	10 days	15 days	30 days	30 days
<b>Roadside Vegetation – Overhead clearance</b>	Vegetation intruding into the road envelope: <ul style="list-style-type: none"> <li>• &lt;4.9 m clearance over the trafficable portion of Arterial roads</li> <li>• &lt;4.5 m over the trafficable portion of Cat 3 &amp; 4 roads</li> </ul>	10 days	15 days	n/a	n/a
	<ul style="list-style-type: none"> <li>• &lt;4.0 m over the trafficable portion of Cat 1 &amp; 2 roads</li> </ul>	n/a	n/a	30 days	60 days
<b>Roadside Vegetation – Obstructing sightlines</b>	Vegetation that is obstructing sightlines to intersections or regulatory, warning and hazard signs when viewed from the following distances: <ul style="list-style-type: none"> <li>• Speed Limit – &lt;=50km/h = 30m</li> <li>• Speed Limit – 60km/h = 40m</li> <li>• Speed Limit – 70km/h = 55m</li> <li>• Speed Limit – 80km/h = 65m</li> </ul>	20 days	40 days	4 months	6 months

**Technical Levels of Service – Interventional Levels (Footpaths)**

Defect Type	Description / Intervention Level	Repair Timeframes by hierarchy		
		Category 3	Category 2	Category 1
<b>Vertical Displacement</b>	Vertical displacement ≥ 25mm and/or missing pavers	10 days	15 days	30 days
<b>Loose segmented pavers</b>	Vertical displacement ≥ 25mm and/or missing pavers	10 days	15 days	30 days
<b>Crushed rock and gravel footpaths</b>	When rutting, potholing and corrugations exceed 50mm depth over more than 50% of the path width.	10 days	15 days	30 days
<b>Undulations</b>	Undulations (depressions / bumps) >75 mm in depth/height under a 1.5m straight edge	10 days	15 days	30 days
<b>Vegetation overhead clearance</b>	Vegetation intruding into the footpath envelope: <2.5 m over footpath surface	10 days	20 days	40 days
<b>Dislodged / missing pieces / potholes</b>	Dislodged or missing pieces or potholes >200 mm in length/width and >25 mm in depth	10 days	15 days	30 days
<b>Bridge &amp; Culvert defects</b>	Visible damage likely to pose an immediate and significant risk to members of the public	10 days	15 days	30 days

\* Pram crossings / ramps providing transition between road and footpath levels are treated as part of the footpath for the purposes of the application of description / intervention levels.

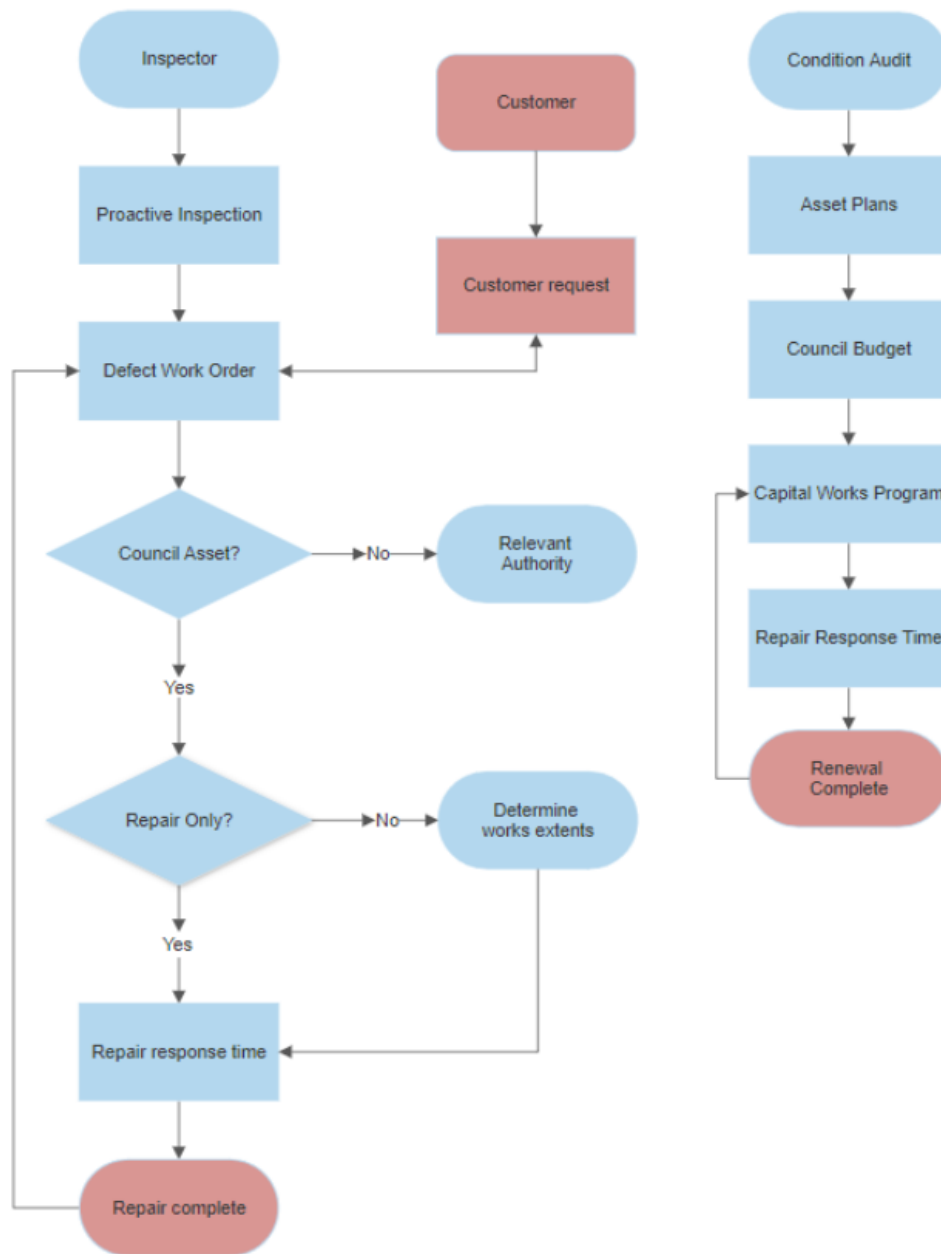
**Technical Levels of Service – Interventional Levels (Shared & Bicycle Pathways)**

Defect Type	Description / Intervention Level	Repair Timeframes by hierarchy		
		Category 3	Category 2	Category 1
<b>Vertical Displacement</b>	Vertical displacement ≥ 25mm and/or missing pavers	10 days	15 days	30 days

<b>Loose segmented pavers</b>	Vertical displacement ≥ 25mm and/or missing pavers	10 days	15 days	30 days
<b>Crushed rock and gravel footpaths</b>	When rutting, potholing and corrugations exceed 50mm depth over more than 50% of the path width.	10 days	15 days	30 days
<b>Undulations</b>	Undulations (depressions / bumps) >75 mm in depth/height under a 1.5m straight edge	10 days	15 days	30 days
<b>Vegetation overhead clearance</b>	Vegetation intruding into the footpath envelope: <2.5 m over footpath surface	10 days	20 days	40 days
<b>Dislodged / missing pieces / potholes</b>	Dislodged or missing pieces or potholes >200 mm in length/width and >25 mm in depth	10 days	15 days	30 days
<b>Bridge &amp; Culvert defects</b>	Visible damage likely to pose an immediate and significant risk to members of the public	10 days	15 days	30 days

\* Pram crossings / ramps providing transition between road and footpath levels are treated as part of the footpath for the purposes of the application of description / intervention levels.

# 14. Appendix G – General View of the Road Management Plan (RMP)



**Customer Request/Inspection Management Process**

## 15. Appendix H – Schedule of Changes & Amendments

Version	Date	Changes/Amendments
V1	2 August 2004	Draft prepared in conjunction with Asset/Service Managers and circulated for internal review
V2	28 September 2004	Final draft prepared taking into account internal staff feedback and comment and approved by Council for public exhibition
V3	30 November 2004	Plan adopted by Council
V3.1	2 June 2009	Plan reviewed and amendments adopted by Council
V4	28 August 2012	Plan reviewed and amendments adopted by Council
V5	28 March 2017	Plan reviewed and amendments adopted by Council
V6	23 November 2021	Plan reviewed and amendments adopted by Council
V7	27 May 2025	Plan reviewed and amendments adopted by Council



## Manningham Council

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## Manningham – Current RMP vs MAV RMP Template

The Road Management Act requires all Road Management Authorities to create a Road Management Plan (RMP) with clear standards for inspection and maintenance, comparable to other councils. This table outlines key elements of Manningham’s RMP, benchmarking it against the MAV RMP Best Practice Template. Areas not shaded green highlight gaps and opportunities for the 2024/25 RMP review. If an area is deemed conservative, Council may consider amending them to match peer group standards. Red, amber and grey highlighted areas indicate liability risks that can be mitigated by adjusting Councils RMP as suggested in the MAV RMP Template.

RMP Category	Manningham RMP Standard vs. Template	Comments & Recommendations	Recommended Minimum RMP Standard
1 - Proactive Inspection Road - Highest	>3-6 months		
2 - Proactive Inspection Road - Lowest	>12-24 months	Amend proactive inspection of lowest category roads to >12-24 months, or as close to standard as achievable. If RMP standard is not achievable, document reasoning.	>12-24 months
3 - Proactive Inspection Footpath - Highest	>3-6 months		
4 - Proactive Inspection Footpath - Lowest	>12-24 months	Amend proactive inspection of lowest category footpaths to >6-12 months, or as close to standard as achievable. If RMP standard is not achievable, document reasoning.	>6-12 months
5 - Proactive Inspection Sealed Laneways	>6-12 months		
6 - Proactive Inspection Unsealed Roads - Highest	>3-6 months	Current standard is conservative. Consider benefits of allocating resources to higher risk areas.	>6-12 months
7 - Proactive Inspection Kerb & Channel - Highest	>3-6 months		
8 - Reactive Inspections - Highest	?	No standard is highly unreasonable. Consider specifying a timeframe for conducting reactive inspections following customer requests within the range recommended in the MAV Template (10wd).	10 wd
9 - Reactive Inspections - Lowest	?	No standard is highly unreasonable. Consider specifying a timeframe for conducting reactive inspections following customer requests within the range recommended in the MAV Template (10wd).	10 wd
10 - Emergency Response	?	No standard is highly unreasonable. Consider specifying a timeframe for conducting reactive inspections following reports of an emergency situation within the range recommended in the MAV Template (2wd).	2wd
11 - Pothole Depth Intervention Level	>100mm	Amend pothole depth intervention level to >70mm, or as close to standard as achievable. If MAV Template standard is not achievable, document reasoning.	>70mm
12 - Pothole Diameter Intervention Level	>90mm		
13 - Pothole Repair Timeframe - Highest	>1-2 weeks		
14 - Pothole Repair Timeframe - Lowest	>2-4 weeks		
15 - Veg Road Overhead Clearance - Highest	No		<5 meters
16 - Veg Road Repair Timeframe - Highest	No		>1-2 weeks
17 - Veg Road Repair Timeframe - Lowest	No		>1-3 months
18 - Footpath Intervention Level	25mm		
19 - Footpath Repair Timeframe Highest	>1-2 weeks	Current standard is conservative. Consider benefits of allocating resources to higher risk areas.	>2-4 weeks
20 - Footpath Repair Timeframe Lowest	>2-4 weeks		
21 - Veg Footpaths Overhead Clearance - Highest	No		<2.5 meters
22 - Veg Footpaths Repair Timeframe - Highest	No		>2-4 weeks
23 - Veg Footpaths Repair Timeframe - Lowest	No		>1-3 months
24 - Kerb & Channel - Vertical Intervention Level	?	Amend kerb & channel vertical intervention level to >75mm, or as close to standard as achievable. If MAV Template standard is not achievable, document reasoning.	>75mm
25 - Kerb & Channel - Horizontal Intervention Level	?	Consider including a horizontal K&C intervention level of >75mm, or as close to standard as achievable. If MAV Template standard is not achievable, document reasoning.	>75mm
26 - Kerb & Channel Repair Timeframe - Highest	>2-4 weeks		
27 - Kerb & Channel Repair Timeframe - Lowest	>2-4 weeks		
28 - Kerb & Channel Inspection Vantage	Unclear	Document kerb and channel inspections are to be carried out from the footpath - high traffic areas as a minimum.	From Footpath
Highly conservative risk control	Standard is highly conservative - Consider benefits / resource impacts of amending standard to MAV Template.		
Conservative risk control	Standard is conservative - Consider benefits / resource impacts of amending standard to MAV Template.		
Adequate/Reasonable risk control	Standard is considered reasonable. Council's RMP is defensible in the event of a claim.		
Unreasonable risk control	Current standard is potentially unreasonable - Consider benefits of amending standard to MAV Template.		
Highly unreasonable risk control	Current standard is highly unreasonable - Consider benefits of amending standard to MAV Template.		
Absent / ambiguous / unmeasurable risk control	No standard is highly unreasonable - Consider including standard recommended the MAV Template.		

This report compares key intervention and measurement levels documented in Council's publicly available RMP (Jan 2024) with the MAV Insurance RMP Template.



## 12.2 Electric Line Clearance Tender Report

File Number: IN25/81  
 Responsible Director: Director City Services  
 Attachments: Confidential Attachment 1

### PURPOSE OF REPORT

*To recommend a contractor to undertake Cyclic Block Pruning & Electric Line Clearance.*

### EXECUTIVE SUMMARY

*Manningham Council is responsible for the management of all trees located on Council land and areas where Manningham has been authorised as the responsible authority. Tree management is a complex, having significant requirements ranging from risk management, addressing impacts of climate change and ensuring compliance with Energy Safe Victoria (ESV) vegetation clearance regulations.*

*Cyclic Block Pruning includes the maintenance of street trees and any trees that are in proximity to powerlines within declared areas of Manningham. The Electric Line Clearance component of this is a legislated requirement and is essential works that need to be undertaken on a cyclic basis to provide vegetation clearance from the powerlines in accordance with ESV Electric Line Clearance regulations and Manningham's Electric Line Clearance Management Plan (ELCMP). The block pruning component is a requirement to maintain road clearance, pedestrian access and general amenity pruning of trees.*

*Our previous Cyclic Block Pruning & Electrical Line Clearance and Tree Maintenance Contract expired in 2023. Officers initiated a tender process in October 2023 for Cyclic Block Pruning and Tree Maintenance Contract (MP000854). Upon evaluation of submissions, it was recommended that the Cyclic Block Pruning component of the contract not be awarded due to low number of lump sum submissions and significant price increases. These works have subsequently been undertaken in 2024 as a schedule of rates (SOR) arrangement.*

*Officers have since initiated a new tender process in the final quarter of 2024. The new contract will feature an initial contract of four (4) years, with the option for two (2) x one (1) year extensions.*

*Officers received five submissions, four conforming and one non-conforming. Through a thorough evaluation process, one tenderer has been recommended under a lump sum contract.*

### 1. RECOMMENDATION

**That Council:**

- A. Resolves to award the Cyclic Block Pruning & Electrical Line Clearance Program Contract (MP001772) to \_\_\_\_\_);**

- B. Notes the total contract lump sum is \$\_\_\_\_\_ (including GST) for an initial contract of four (4) years, with the option of two (2) x one (1) year extensions. If the additional extension options are exercised, the total estimated spend over the full term of the contract will be \$\_\_\_\_\_ (including GST);
- C. Notes expenditure of \$1.2 million is currently allocated in the 2024/25 budget, expenditure in future years will be forecast in accordance with the approved contract and approved budget allocations;
- D. Authorises the Chief Executive Officer or their delegate to formalise the contract with the recommended contractors; and
- E. Authorises the Chief Executive Officer or their delegate to negotiate contract terms, operational changes, service changes and adjustments as well as execute further extension options.

**2. BACKGROUND**

- 2.1 Manningham Council is responsible for the management of all trees located on Council land and areas where Manningham has been dedicated as the responsible authority.
- 2.2 Tree management sits within the ‘City Services’ directorate in the ‘Sustainable Futures’ service unit that functions out of the Manningham Council depot. The operational requirements are managed by the ‘Parks & Natural Environment’ department and implemented by the Arboriculture Unit.
- 2.3 Tree management is a complex area and has significant requirements ranging from risk management, climate action and ensuring compliance with Energy Safe Victoria (ESV) clearance regulations. As of December 2024, Manningham has over 100,000 trees logged on its data base and this is expanding with the implementation of new proactive programs and a significant advanced tree planting program.
- 2.4 To manage tree related requirements Manningham’s Arboriculture department is split into ‘Proactive’ and ‘Reactive’ areas that oversee the different areas of tree management as follows:

Manningham Arboriculture Unit	
<i>Proactive</i>	Tree Risk Inspection Program, Tree Planting Program, Formative Pruning
<i>Reactive</i>	Customer Response, Storm Events, Cyclic Block Pruning & Electric Line Clearance

- 2.5 In recent years Manningham has expanded its internal resourcing to meet the increasing demands in tree management. Manningham has an internal team of 7 Arborists, which includes a ground crew of 2. This contract will be utilised by the Reactive Team and other areas of Council when required.
- 2.6 This contract is seeking a supplier for a lump sum contract for Cyclic Block Pruning which includes Electric Line Clearance. Tree pruning services will include: Cyclic Block Pruning & Cyclic Electric Line Clearance.

### 3. DISCUSSION / ISSUE

#### 3.1 Benefits for the Community

- 3.1.1 Use of a single contractor (oppose to multiple contractors) for a fixed term guarantees uninterrupted, high-quality services for the community. Consistent and dependable service builds trust and satisfaction, promoting more stable and supportive local environment. Experience local contractors, already familiar with the community understand concerns and expectations, allowing them to address issues more effectively and to ensure that the program aligns with community needs.

#### 3.2 Environmental/Sustainable Benefits

- 3.2.1 The contractor, who is based in Manningham has provided evidence of sustainable practices. The management of trees will protect and enhance Manningham's Urban Forest and encourage tree vigour and growth to improve canopy cover and combat the urban heat island effect and support Manningham's declaration of a climate emergency.

#### 3.3 Benefits for Council Business Continuity

- 3.3.1 Continuity with established contractor supports uninterrupted business operations, reducing risk of delays and disruptions to the ongoing program. This ensures that Council services remain reliable and efficient, avoiding potential operation setbacks. Contractor with a history of working with the Council are familiar with internal process, key personnel and program requirements, allowing for smoother coordination and faster response times to any issues that may arise.

#### 3.4 Cost Benefits

- 3.4.1 Council can avoid the expenses associated with repetitive tendering/quoting and onboarding of new contractors. Additionally, contractors with a history of Council projects can provide more accurate cost estimates and efficient resource management.

### 3.5 Mitigating Contractual Risks

3.5.1 Utilising known contractor mitigates the risk associates with new contractual relationships. Familiarity with Council expectations and contractual requirements reduces the likelihood of misunderstandings and/or non-compliance. This reduces the potential for contractual disputes and enhances overall program stability. Established contractor are also likely to have proven track records or reliability and adherence to safety standards, reducing the risk of program delays or incidents. This stability ensures that all contractual obligations are met, safeguarding the Council against potential liabilities and financial losses.

### 3.6 Procurement Process

3.6.1 In October 2024, a public tender was launched for a new contract for an initial contract of four (4) years, with the option for two (2) x one (1) year extensions. Officers received five submissions, four conforming and one non-conforming.

3.6.2 Through a thorough tender evaluation process, it is recommended that the contract be awarded to one tenderer under a lump sum. A governance process was in place throughout the tender assessment phase was an external probity advisor present at all deliberating meetings.

3.6.3 The evaluation panel noted that the Lump Sum pricing received as part of the submissions had increased from previous contract. This increase was anticipated, and we understand this is due to multiple factors post covid pandemic.

3.6.4 The evaluation panel considered the overall value, capacity/ability to deliver, proven safety history and expertise to fulfill the program in a timely and financially responsible manner.

3.6.5 After a thorough tender evaluation process, the evaluation panel is recommending that the contract for Cyclic Block Pruning & Electrical Line Clearance Program Contract (MP001772). Details of the preferred tenderer and cost associated with the contract are shown in confidential attachment 1. The successful tenderer's details will be read into the record by the Council.

3.6.7 The unsuccessful tenderers will be informed of the outcome of the process following Council's decision.

## 4. COUNCIL PLAN / STRATEGY

4.1 The strategy identified in this report aligns with the Council Plan Theme, Well Governed Council. The outcome from the successful implementation of the strategy will lead to the creation of Liveable Places and Spaces.

**5. IMPACTS AND IMPLICATIONS**

5.1 Finance / Resource Implications

5.1.1 The annual spend of \$1.4 million per annum is estimated, with the overall spend for the four-year contract totalling \$5,578,773.03 (including GST).

5.1.2 The contract allows for the option of two (2) x one (1) year extensions. If the additional extension options are exercised, the total estimated spend over the full term of the contract will be \$8,939,054.28 (including GST).

5.1.3 Expenditure of \$1.2 million is currently allocated in the 2024/25 budget, expenditure in future years will be forecast in accordance with the approved contract and approved budget allocations.

5.1.4 Council endorsement for the award of contract is required because the total cumulative spending over the full term of the contract exceeds the delegation level approve for the Chief Executive Officer (CEO).

**6. IMPLEMENTATION**

6.1 Communication and Engagement

Is engagement required?	Yes – we will inform our community within the program of works.
Stakeholder Groups	1. Council 2. Community 3. Internal & External Stakeholders
Where does it sit on the IAP2 spectrum?	Inform
Approach	Communication material (website info & social medial posts)

**7. DECLARATIONS OF CONFLICT OF INTEREST**

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

**12.3 2024/25 Capital Works Program Q2 Status Report**

File Number: IN25/78  
Responsible Director: Director City Services  
Attachments: 1 December 2024 Capital Works Status Report

**PURPOSE OF REPORT**

*The purpose of this report is to provide an update to Council on the progress of the infrastructure program. To ensure key risks associated with the program are being managed accordingly and to support the delivery of the program at an organisational level.*

**EXECUTIVE SUMMARY**

*As of 31 December 2024, \$18.51 million in capital infrastructure expenditure had been recognised, which equates to 36% of the total infrastructure budget. In addition to this there has been \$4.59 million spent on property acquisitions.*

*The overall confidence rating for percentage of budget spent is medium, mainly due to several high value projects encountering complex issues which may take an extended period to resolve.*

*The overall confidence level for the percentage of projects delivered KPI is also medium. Currently 155 projects are rated high, 50 projects are rated medium, and 16 projects are rated low.*

*Note that this report provides a status update as of December 2024, a further report will be presented to Council in March with a status update of progress. The program has advanced since December and is progressing well.*

**1. RECOMMENDATION**

**That Council note the content of the 2024/25 Capital Works Program Q2 Status Report.**

**2. BACKGROUND**

- 2.1 The purpose of this report is to provide a quarterly update on the progress of the Program. The report details how well the Program is performing and the expenditure forecasts. To ensure that Councillors are well informed of the overall health of the program, and to raise any issues that may impact on the program delivery.
- 2.2 The adopted 2024/25 Infrastructure Works Program budget is \$78.83 million, made up of \$54.54 million in expenditure and \$24.29 million in operating expenditure.

- 2.3 The adjusted full year forecast (which considers the final committed figures, changes to external funding and additional funding allocations for property acquisition) is \$60.83 million in expenditure and \$24.14 million in operating expenditure.

### 3. DISCUSSION / ISSUE

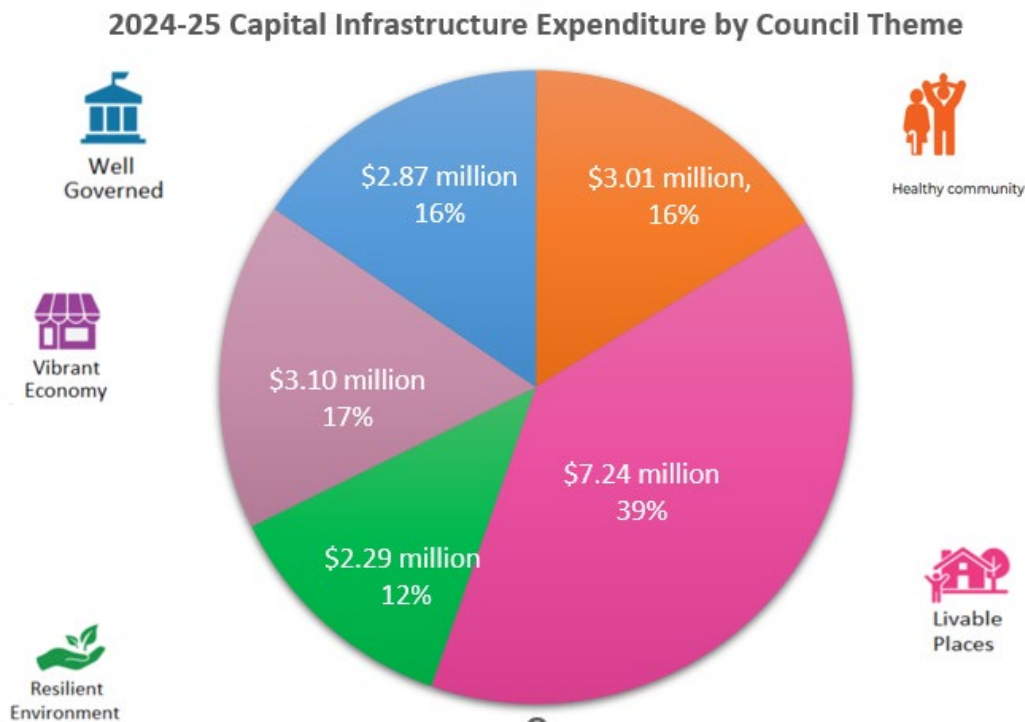
- 3.1 This report provides a summary of the status of the 2023/24 Infrastructure Works Program as of 31 December 2024. More detailed analysis is provided in attachment 1.
- 3.2 As of 31 November, there had been \$18.51 million in expenditure recorded, 36% of the total infrastructure budget.
- 3.3 \$3.2 million paid to the Department of Transport and Planning for upcoming works at the intersection of Tram Road and Merlin Street has contributed significantly to the current positive expenditure status, but this expenditure may need to be reversed out. An auditor's opinion on this expenditure is being sort.
- 3.4 Several high-value projects have significant risks associated with them and are not anticipated to be completed this financial year. These risks and the actions put in place to mitigate them have been tabulated in section 1.2 of attachment 1.
- 3.5 There are 270 projects currently listed in the program. This in an increase of 31 over the 239 projects listed in the adopted budget. Details of these new projects and the status of all 270 projects is included in attachment 1.
- 3.6 To the end of December, \$7 million in funding transfers have been approved and processed, moving funding from at risk projects to projects in need of funding, including projects and project milestones brought forward to 2024/25 to mitigate against potential under-expenditure elsewhere.
- 3.7 The quarterly status report (attachment 1) has been expanded to include planned project milestones and confidence levels.
- 3.8 The planning process for the next iteration of the program is underway and is detailed in Section 5 of the report, but it should be noted that the following issues will need to be attended to in the coming months:
- 3.8.1 Impacts on the program due to the significant forecasted cost increases to Aquarena, the redevelopment of Jumping Creek Road and Templestowe Route projects.
- 3.8.2 Impacts on the program due to in progression of the Community Infrastructure Plan and the Warrandyte services review,
- 3.8.3 Impacts on the Program due to additional Council Contribution for the Gum Nut Gully Pre-school project and external funding.
- 3.8.4 Feasibility and deliverability assessment of projects currently in the program.

Budget available for expenditure and the Long-Term Financial Plan.



**4. COUNCIL PLAN / STRATEGY**

4.1 The delivery of the Infrastructure Works Program is integral to the Council Plan themes, and the image below shows our best estimate of the percentage of current expenditure that contributes to the realisation of each theme.



**5. IMPACTS AND IMPLICATIONS**

5.1 Finance / Resource Implications

The progress of the Program is constantly monitored by the Infrastructure Project Management Office (IPMO) and this progress is reported regularly to both the Capital Works Steering Committee and EMT.

5.2 Finance / Resource Implications

The Infrastructure Works Program requires a budget of \$815 million (infrastructure, property, infrastructure maintenance and technology) over the next 10 years, and a significant amount of staff time is devoted to planning, delivering, and monitoring, the program.

**6. IMPLEMENTATION**

6.1 Communication and Engagement

Is engagement required?	Yes
Stakeholder Groups	1. Project Advocates 2. Project Managers 3. Council
Where does it sit on the IAP2 spectrum?	Involve
Approach	Monthly Steering Committee & Capital Works Performance Meetings.

6.2 Timelines

6.2.1 Quarterly updates are provided to Council.

**7. DECLARATIONS OF CONFLICT OF INTEREST**

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

# 2024-25 Capital Works Program Status Report Year-to-Date 31 December 2024



Interpreter service  
**9840 9355**

普通话 | 廣東話 | Ελληνικά  
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# 1. Executive Summary

## 1.1. 2024-25 Council Works Program Budget and Forecast

The adopted 2024/25 Council Works Program budget was **\$78.83 million** consisting of \$54.54 million total capital expenditure and \$24.29 million total operating expenditure.

Subsequent adjustments have resulted in a total revised budget of **\$84.96 million as of 31 December 2024**. The adjustments included:

- A decrease of \$0.84 million in carry forward from 2023-24 endorsed at the end of 2023-24.
- A decrease of \$1.30 million to balance out rates over expenditure in 2023-24. ([D24/65525](#))
- A net increase of \$0.66 million from revised capital (grants/contribution) and maintenance cost.
- An increase of \$4.52 million of additional budget approved (To be balanced out with 2025/26 funding) ([D24/98997](#))
- An increase of \$3.10 million for additional property acquisition from restricted cash reserve.

**Table 1 – Revised Budget**

Budget and Adjustments	Million \$
<b>Published FY24-25 Capital Works Budget</b>	<b>78.83</b>
Carry Forward from 2023-24 adjusted at end of financial year	(0.84)
To balance out rates over expenditure in FY23/24	(1.30)
Net Budget Adjustments (Capital external income and Maintenance cost)	0.66
Additional budget approved (To be balanced out with 2025/26 funding)	4.52
Property Acquisition Budget Top-up from Restricted Cash Reserve	3.10
<b>Capital Works Program revised budget for 2024-25</b>	<b>84.96</b>

Whilst expenditure for this financial year is on track compared to previous financial years, the following should be noted:

- \$3.23 million has been expended against the Tram Merlin project as a pre-payment to the Department of Transport and Planning (DTP), and should the project not be constructed this financial year this may need to be reversed. (An auditor’s opinion is being sought.)
- Several high-value projects have significant risks associated with them and are not anticipated to be completed this financial year. These risks and the actions put in place to mitigate them have been tabulated below. (Section 1.3)

To further mitigate these risks the following additional measures have been undertaken:

- Project delivery teams are working diligently to address these risks and progress these projects.





- \$1.94 million of projects have been identified and approved by CEO (Refer to CEO Memo [D24/87077](#)) in November 2024, have been included in the 2024/25 program.
- \$2.58 million worth of additional infrastructure and facilities projects (on top of the \$1.94 million) were approved by CEO in December 2025 (Refer to CEO Memo [D24/98997](#) ) to be brought forward into this financial year.
- The program has also had several transfers within the governance framework due to issues with the feasibility of delivering several projects upon further investigations. Where possible these transfers have occurred within the same asset class, however some have occurred across asset class leading to a change in expenditure profiles.

The IPMO is currently developing the Capital works handbook including project planning requirements, which will be presented to EPC in early 2025.



## 1.2. Program Planning and Delivery Confidence levels.

### Percentage of budget spent KPI

Our overall confidence rating for Percentage of budget spent is medium, mainly due to the projects listed below, which are high value in nature and encountering complex issues which may take an extended period to resolve:

NAME	BUDGET (\$m)	AT RISK	ISSUE	ACTIONS
PRJ 282 – Tram Merlin	\$2,814,000	\$2,814,000	Subject to a DTP tender process which has been delayed significantly.	City Projects to progress contract award with the DTP
PRJ 1030 - Templestowe Route	\$1,318,000	\$1,000,000	Subject to a Major projects tender which is due to Council in March 2025.	City Projects to progress contract award. However, note that the risk value is actual forecasted under expenditure.
PRJ-446 – Donvale Bowls North Field Redevelopment	\$700,000	\$700,000	Subject to confirmation on scope regarding the roof structure.	Community Participation to progress approval of roofing structure. However, note that the risk value is actual forecasted under expenditure.
PRJ -257 – Dudley Road PPN	\$250,000	\$250,000	Subject to a Major projects tender which is due to Council in March 2025.	City Projects to progress contract award.
PRJ 1878 – Neighbourhood Battery Program	\$694,000	\$694,000	Extensive engagement and procurement process required and potential lead time in delivery.	Sustainable futures to progress procurement.
PRJ 1876 – MC2 Co-Working Hub	\$1,000,000	\$1,000,000	Project viability currently under assessment due to building occupancy regulations.	City Assets to progress building restriction investigations. Economic and City projects team to endorse the design.
PRJ 1877 – Youth Hub at MC2	\$300,000	\$200,000	Project viability currently under assessment	City Assets to progress building restriction investigations.
<b>Total at risk</b>		<b>\$6,658,000</b>		

### Percentage of projects delivered KPI

At this point in time our overall confidence level for the Percentage of projects delivered KPI is also medium. Currently 155 projects are rated high, 50 projects are rated medium and 16 projects are rated low.



### 1.3. Capital Works Program Development

The planning process for the next iteration of the Capital Works program is underway and is detailed in Section 5 of the report, but it should be noted that the following issues will need to be attended to in the coming months:

- Impacts on the program due to the significant forecasted cost increases to Aquarena Redevelopment, Jumping Creek Road and Templestowe Route projects.
- Impacts on the program due to in progression of the Community Infrastructure Plan and the Warrandyte services review.
- Impacts on the Program due to additional Council Contribution for the Gum Nut Gully Pre-school project and external funding.
- Feasibility and deliverability assessment of projects currently in the Capital program
- Budget available for Capital expenditure and Council LTFP.



### 1.4. Expenditure

Actual year-to-date (YTD) expenditure as of 31 December was \$33.90 million, comprising:

- Capital infrastructure expenditure of \$18.51 million (36% of the revised budget); and
- Property expenditure of \$4.59 million (48% of the revised budget); and
- Maintenance & operating expenditure of 10.80 million (45% of the revised budget).

**Table 2 – Council Works Expenditure**

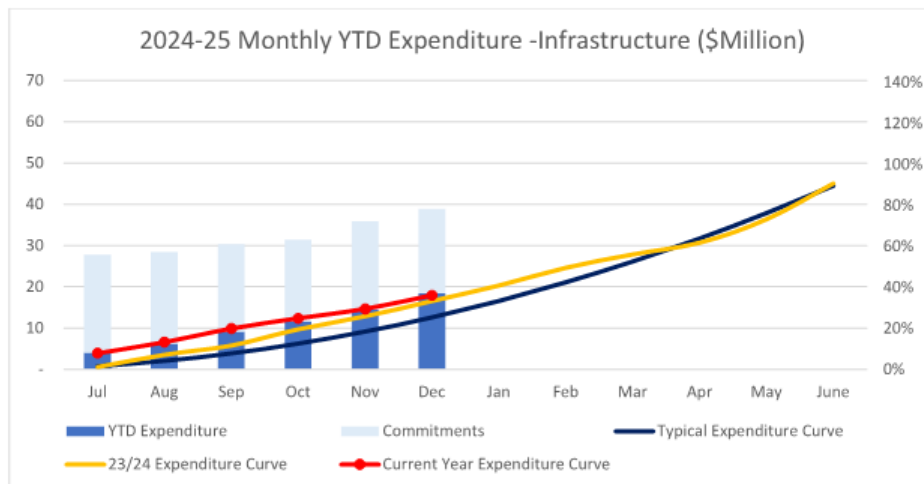
Council Works Category	Adopted Budget (Million)	Revised Budget (Million)	Actual Expenditure (Million)	% Expenditure (Against Revised Budget)
Capital Infrastructure	47.98	51.18	18.51*	36%*
Property Acquisition	6.56	9.65	4.59	48%
<b>Total Capital Expenditure</b>	<b>54.54</b>	<b>60.83</b>	<b>23.10</b>	<b>38%</b>
Technology - Operating	2.41	2.41	0.87	36%
Maintenance	21.88	21.72	9.93	46%
<b>Total Operating Expenditure</b>	<b>24.29</b>	<b>24.14</b>	<b>10.80</b>	<b>45%</b>
<b>Total Capital Works Program</b>	<b>78.83</b>	<b>84.97</b>	<b>33.90</b>	<b>40%</b>

\*YTD Capital Infrastructure Expenditure included \$3.2 million Tram Merlin Prepayment contingent upon re-tender process. If it were to be excluded, the YTD % expenditure would be 30% to this point.

#### 2024-25 Capital Infrastructure

As of 31 December, Capital Infrastructure Program saw a capital expenditure of \$18.51 million (38% of the revised budget spent) and a capital commitment of \$20 million. **If Tram Merlin Prepayment were to be excluded, the current YTD expenditure % (30%) which is slightly lower compared with the same period last financial year (33%).**

**Figure 1 - 2024-25 Capital Infrastructure Spend Profile**

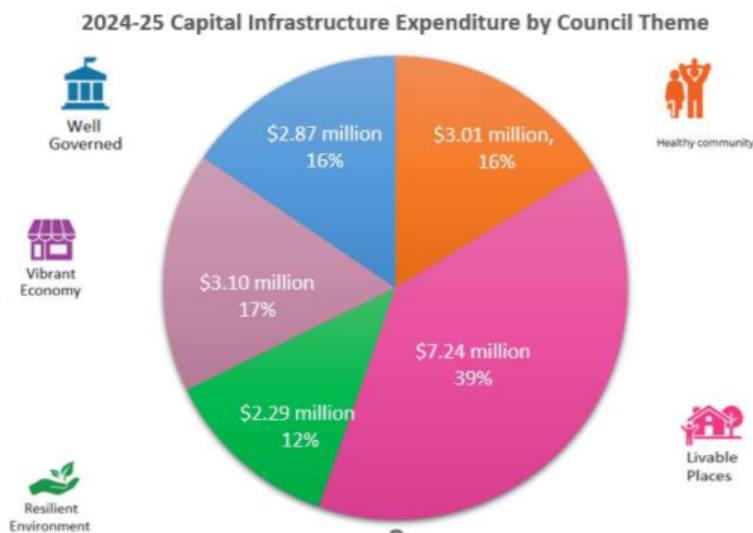


**Table 3 – Capital Infrastructure Expenditure by Service Unit**

Service Unit	24/25 Adopted Budget	24/25 Revised Budget	24/25 YTD Actual Expenditure	% expenditure (against revised budget)	Commitments (YTD)
City Assets	3,330,000	4,413,000	2,164,521	49%	836,546
City Infrastructure	11,173,547	11,280,668	1,602,121	14%	3,749,749
City Projects	24,172,918	26,579,380	11,474,077	43%	14,186,472
Sustainable Futures	2,630,000	2,430,000	701,495	29%	195,229
Integrated Planning	4,459,000	3,927,340	2,172,001	55%	708,690
Information Technology	150,000	150,000	43,708	29%	-
Community Participation	1,884,600	1,842,030	226,485	12%	659,524
Economic and Culture Activation	180,000	559,000	122,862	22%	43,054
<b>Total</b>	<b>47,980,065</b>	<b>51,181,418</b>	<b>18,507,270</b>	<b>36%</b>	<b>20,379,265</b>

As of 31 December, 16% of total capital infrastructure expenditure was on healthy community, 39% on liveable places, 12% on resilient environment, 17% on vibrant economy and 16% on well governed.

**Figure 2 - 2024-25 Capital Infrastructure Spend profile by Council Theme**



### 1.5. Non-Financial Outcomes

The adopted 2024-25 council works program contained a total of **239 projects**. Subsequent adjustments have resulted in a total revised program of **270 projects as of 31 December 2024**. The 2024-25 council works program adjustments are:

- 3 projects were added, and 3 projects were excluded from the program because of carry forward adjustments endorsed at the end of 2023-24.
- 1 project (Foote Street Pedestrian Operated Signals) was excluded as it'd been brought forward and completed in 2023-24.
- 7 closed projects were excluded from the program (not proceeding following initial investigations and consultations).
- 11 specific projects from aggregated plans were added and 4 aggregated projects were excluded.
- 13 projects were added to the program which are a combination of new projects and projects from the previous year that have had extended works.
- 19 projects brought forward from future years into 24/25 were added.

The adjustments are in line with the capital works governance framework and were in-sub program changes made at the discretion of the relevant managers.

**Table 4 – Revised Program**

Total Capital Infrastructure Expenditure	Number of Projects
<b>Published FY24-25 Capital Works Program</b>	<b>239</b>
Carry Forward from 2023-24 adjusted at end of financial year*	-
Project brought forward and completed in 2023-24	(1)
Projects closed during 24-25	(7)
Master plan specification during 24-25	7
New projects/ Work extended into 24-25 Program	13
Projects brought forward from future years to 24-25	19
<b>Capital Works Program revised budget for 2024-25</b>	<b>270</b>

\*Three in Three out

**Table 5 – Program Adjustment Details**

Project ID	Project Name	Adjustment Reason	Change Type
PRJ-01769	52 King Street Bus Shelter	Carry Forward Adjusted	Excluded
PRJ-01336	King Street pedestrian refuge @ Ruffey Creek/The Boulevard	Carry Forward Adjusted	Excluded
PRJ-01560	Reynolds Road/Smiths Road Intersection Traffic Study	Carry Forward Adjusted	Excluded
PRJ-01914	Beverley Hills Preschool and Doncaster Park Preschool Feasibility Study	Carry Forward Adjusted	Added
PRJ-01125	Templestowe Memorial Reserve Upgrade	Carry Forward Adjusted	Added
PRJ-01766	Warrandyte RSL Landscaping Works	Carry Forward Adjusted	Added
PRJ-01771	Hogan Avenue / Jumping Creek Road Bus Shelter	Closed	Excluded



PRJ-01311	Oakland Drive Footpath - Full length	Closed	Excluded
PRJ-01314	Hopetoun Rd - Dirlton Cres to Brucedale Cres	Closed	Excluded
PRJ-01402	Porter Street Footpath (Anderson to McLachlan)	Closed	Excluded
PRJ-01351	Springvale Rd to Bellevue Ave Bicycle Strategy - Valepark Reserve shared path	Closed	Excluded
PRJ-00570	Thompsons Road Service Road (Tasker Street to 248 Thompsons RD)	Closed	Excluded
PRJ-01403	Carbine Street Footpath (Leslie Street to Butterfly Gardens)	Closed	Excluded
PRJ-00644	Footo Street Pedestrian Operated Signals	Project brought forward and completed in 2023-24	Excluded
PRJ-01368	Ruffey Lake Park Signage	Master plan specification	Added
PRJ-01828	Ruffey Lake Park Paths - Section C 1000 steps	Master plan specification	Added
PRJ-01833	Ruffey Lake Park Paths -Section F-Lake circuit to hill tops in middle of park	Master plan specification	Added
PRJ-01834	Ruffey Lake Park Paths -Section G-Shared Path along Victoria Street from Waldau Court to Playspace	Master plan specification	Added
PRJ-01829	Ruffey Lake Park - WSUD Church Rd South	Master plan specification	Added
PRJ-01933	Launders Reserve Renewal	Master plan specification	Added
PRJ-01927	73-75 Arundel Road Park Orchards Drainage Upgrade (Stage 2)	Master plan specification	Added
PRJ-01943	47 Walker Street Drainage	Master plan specification	Added
PRJ-01040	Aggregated Bus Shelter Installation	Master plan specification	Excluded
PRJ-01942	Greenridge Ave, west of Noral Court Bus Shelter	Master plan specification	Added
PRJ-01947	88 Tram Road Bus Shelter Renewal	Master plan specification	Added
PRJ-01941	Aquarena Public Art Commission	Master plan specification	Added
PRJ-01005	Aggregated Leisure and Community Projects	Master plan specification	Excluded
PRJ-01039	Aggregated Traffic Control Devices Council Link (Arterial)	Master plan specification	Excluded
PRJ-01096	Ruffey Lake Park Master Plan Implementation (inc Waldau)	Master plan specification	Excluded
PRJ-01854	Migrant Peace Project	New project / Work extended into 24-25	Added
PRJ-01902	wonguim wilam public art	New project / Work extended into 24-25	Added
PRJ-01373	Environmental Sustainable Design & Installation Program	New project / Work extended into 24-25	Added
PRJ-01786	Safety and Amenity works - Macedon Square	New project / Work extended into 24-25	Added





PRJ-01226	Replacement Lifts Civic Centre	New project / Work extended into 24-25	Added
PRJ-01791	Hepburn Public Art	New project / Work extended into 24-25	Added
PRJ-01790	Jackson Court Gateway Sign Refurbishment	New project / Work extended into 24-25	Added
PRJ-00579	463 Doncaster Road Bus Shelter	New project / Work extended into 24-25	Added
PRJ-01955	Templestowe Park Tennis Club Courts 1-5 Floodlight Upgrade	New project / Work extended into 24-25	Added
PRJ-01327	Major Community Facilities	New project / Work extended into 24-25	Added
PRJ-01092	Blackburn Road South of Serpells Road - Pedestrian Refuge	New project / Work extended into 24-25	Added
PRJ-01896	Place based initiatives in activity centres	New project / Work extended into 24-25	Added
PRJ-01993	Pettys Reserve LED Lighting Upgrade	New project / Work extended into 24-25	Added
PRJ-00575	129 Thompsons Road (Shopping Strip) Bus Shelter	Projects brought forward from future years	Added
PRJ-00576	80 Thompsons Road bus shelter	Projects brought forward from future years	Added
PRJ-00581	52 Thompsons Road Bulleen Bus shelter	Projects brought forward from future years	Added
PRJ-01020	226 Blackburn Road Bus Shelter	Projects brought forward from future years	Added
PRJ-01325	147 Blackburn Road Bus Shelter	Projects brought forward from future years	Added
PRJ-01936	845 Doncaster Road Bus Shelter	Projects brought forward from future years	Added
PRJ-01938	943 Doncaster Road Bus Shelter	Projects brought forward from future years	Added
PRJ-01948	Hotham Street/Manningham Road Bus Shelter	Projects brought forward from future years	Added
PRJ-01949	567 Doncaster Road Bus Shelter	Projects brought forward from future years	Added
PRJ-01950	1050 Doncaster Road Bus Shelter	Projects brought forward from future years	Added
PRJ-01951	Curnola Avenue / High Street Bus Shelter	Projects brought forward from future years	Added
PRJ-01952	98 Manningham Road Bus Shelter	Projects brought forward from future years	Added
PRJ-01953	75 King Street Bus Shelter	Projects brought forward from future years	Added
PRJ-01954	170 Blackburn Road Bus Shelter	Projects brought forward from future years	Added
PRJ-01445	Donvale Multi Soccer East Redevelopment	Projects brought forward from future years	Added
PRJ-01639	Dellfield Reserve Playspace Renewal	Projects brought forward from future years	Added
PRJ-01643	Manna Gum Playspace Renewal	Projects brought forward from future years	Added



PRJ-01432	Timber Ridge Oval Redevelopment	Projects brought forward from future years	Added
PRJ-01801	Melbourne Hill Road Drainage Upgrade Main Works Phase 2	Projects brought forward from future years	Added

**Table 6 – Council Work Projects Status (number of projects)**

Council Works Category	Adopted Program	Revised Program*	Completed	On Track	Not Started	Behind Schedule	On Hold	Deferred	Closed
Capital Infrastructure	193	224	26	173	2	6	9	8	7
Property Acquisition	3	3	-	3	-	-	-	-	-
<b>Total Capital Program</b>	<b>196</b>	<b>227</b>	<b>26</b>	<b>176</b>	<b>2</b>	<b>6</b>	<b>9</b>	<b>8</b>	<b>7</b>
Technology - Operating	2	2	-	2	-	-	-	-	-
Maintenance	41	41	-	41	-	-	-	-	-
<b>Total Operating Program</b>	<b>43</b>	<b>43</b>	<b>-</b>	<b>43</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Council Works Program</b>	<b>239</b>	<b>270</b>	<b>26</b>	<b>219</b>	<b>2</b>	<b>6</b>	<b>9</b>	<b>8</b>	<b>7</b>

\*Revised Program excludes closed projects

As of 31 December, **Capital Infrastructure** Program saw the completion of 26 capital infrastructure projects (12% of the revised program), 173 projects on track (77% of the revised program), and 25 projects either yet to commence, on hold, behind schedule or deferred (11% of the revised program) – see table 8 for risk details.

**Table 7 – Projects Status by Service Unit (number of projects)**

Service Unit	Adopted Program (Number of Projects)	Revised Program (Number of Projects)	Completed	On Track	Not Started	Behind Schedule	On Hold	Deferred	Closed	Completed %
City Assets	3	4	0	4	0	0	0	0	0	0%
City Infrastructure	32	28	1	23	0	2	0	2	1	4%
City Projects	97	117	14	93	0	2	6	2	6	12%
Sustainable Futures	10	14	1	9	2	0	0	2	0	7%
Integrated Planning	29	34	9	23	0	1	0	1	0	26%
Information Technology	1	1	0	1	0	0	0	0	0	0%
Community Participation	17	17	1	13	0	0	2	1	0	6%
Economic and Culture Activation	4	9	0	7	0	1	1	0	0	0%
<b>Total</b>	<b>193</b>	<b>224</b>	<b>26</b>	<b>173</b>	<b>2</b>	<b>6</b>	<b>9</b>	<b>8</b>	<b>7</b>	<b>12%</b>

**Project Status Definitions**

Not Started	Project is yet to start but expected to be completed on schedule.
Behind Schedule	Project is experiencing delays. Planned milestone may not be completed.
On Track	Project is expected to reach practical completion or its set milestones.
On Hold	Project is paused and being re-assessed for delivery. May or may not proceed depending on assessment outcome.
Completed	Project reaches either practical completion or its set milestones and will continue into new financial year.
Deferred	Project is strategically rescheduled for future financial years to better align with projects intended objectives.
Closed	Project is identified as not proceeding following initial investigations and consultations.



Figure 3 - 2024-25 Capital Infrastructure Project Status

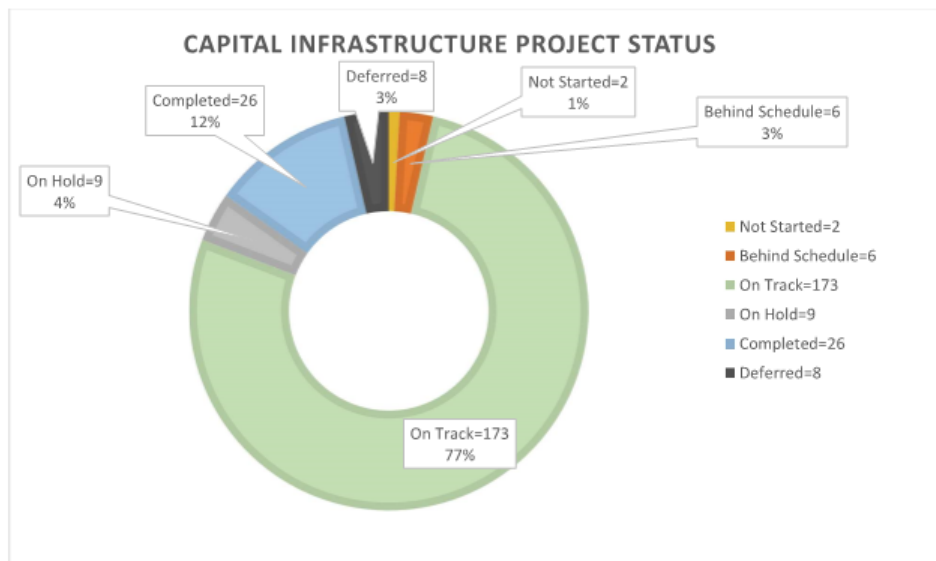


Table 7 – Closed, Deferred, On hold and Behind Schedule

Project No.	Projects	Revised Budget	At Risk	Status	Comments
	<b>Total</b>	<b>5,702,930</b>	<b>4,945,939</b>		
PRJ-01136	Templestowe Village Streetscape Upgrade	100,000	100,000	Behind Schedule	The Project Plan will be reviewed to align with the Templestowe Route Project delivery. Site Analysis will be undertaken later this year.
PRJ-01350	Springvale Rd to Bellevue Ave Bicycle Strategy - Akoonah Reserve shared path	15,000	15,000	Behind Schedule	Project may not be feasible, and Council will engage with Melbourne Water to discuss whether they would likely to support the proposal.
PRJ-01353	Springvale Rd to Bellevue Ave Bicycle Strategy - Cat Jump Park shared path	35,000	35,000	Behind Schedule	Project may not be feasible, and Council will engage with Melbourne Water to discuss whether they would likely to support the proposal.



PRJ-01876	MC2 Co-working Business Hub	1,000,000	800,000	Behind Schedule	The Concept Package review is underway, aiming to finalize a combination of options presented by PTID.
PRJ-01030	Fitzsimons Lane and Main Road Corridor (Templestowe Route)	1,318,000	1,000,000	Behind Schedule	Subject to a major project tender which is due to Council in March 2025.
PRJ-00446	Donvale Bowls North Field Redevelopment	700,000	600,000	On Hold	Subject to SBS decision on Donvale Bowls Scope (with or without a dome roof) in Feb.
PRJ-01902	wonguim wilam public art	-	-	Behind Schedule	Sign Approval pending with Wurundjeri woi-wurrung corporation
PRJ-00570	Thompsons Road Service Road (Tasker Street to 248 Thompsons RD)	15,000	15,000	Closed	Widening has been confirmed as not feasible.
PRJ-01351	Springvale Rd to Bellevue Ave Bicycle Strategy - Valepark Reserve shared path	-	-	Closed	Project not feasible. Formally abandoned in the new bicycle strategy development process.
PRJ-01771	Hogan Avenue / Jumping Creek Road Bus Shelter	-	-	Closed	Project is not listed in the 2024 Bus Shelter Priority List based on which the 24/25 program was adjusted.
PRJ-01311	Oakland Drive Footpath - Full length	-	-	Closed	Project closed due to residents' objection.
PRJ-01314	Hopetoun Rd - Dirlton Cres to Brucedale Cres	25,000	25,000	Closed	Project closed due to residents' responses. Funds to be transferred to Banool Quad Footpath
PRJ-01402	Porter Street Footpath (Anderson to McLachlan)	5,000	5,000	Closed	Project softly closed due to residents' objection but discussion has been underway for minor upgrade.
PRJ-00992	Warrandyte Scout Hall	-	-	Deferred	Currently on hold until the outcomes of the Warrandyte Facilities review are complete - later 2024

PRJ-01331	Donvale Indoor Sports Centre Redevelopment	150,000	150,000	Deferred	Internal Resourcing
PRJ-01582	167-178 Yarra Street Bus Shelter	-	-	Deferred	Project was strategically re-scheduled to later year according to 2024 Bus Shelter Priority List.
PRJ-01430	Warrandyte Reserve No.1 Oval Redevelopment	5,000	5,000	Deferred	Proposed to push back works to FY31/32 based on Sportsground Redevelopment Review D23/57244
PRJ-01449	Koonung Reserve Oval Redevelopment	73,500	-	Deferred	Major works have to be reverred back to FY31/32 due to club not agreeing to allow works during cricket season. Donvale Multi Grounds Redevelopment work has been brought forward from future years as mitigation action.
PRJ-01868	BMX Dirt Bike Trail Program	-	-	Deferred	Project on hold until BMX Dirt Bike Trails Feasibility Report is approved by Council
PRJ-01905	Bicycle Network Development incl Warrandyte to Wonga Park	50,000	48,952	Deferred	Internal Resourcing
PRJ-01245	Road and Assets Design (Templestowe Triangle)	1,520,000	1,518,856	On Hold	Scoping
PRJ-01310	Carlton Court - Church Road to Carlton Walkway (link to Ringwood-Warrandyte Rd)	5,000	3,502	Deferred	Public consultation is currently on hold.
PRJ-01403	Carbine Street Footpath (Leslie Street to Butterfly Gardens)	-	-	Closed	No outcome of scope reviewe by City Infrastructure Team
PRJ-01699	Mullum Mullum Public Art Commission	59,000	19,974	On Hold	Until further consultation has occurred and positive response received from

					community/stadium users
PRJ-01834	Ruffey Lake Park Paths -Section G- Shared Path along Victoria Street from Waldau Court to Playspace	20,000	18,560	On Hold	On hold until further advice from DTP/ Traffic Team about Victoria Street Boulevard treatment
PRJ-01881	Wonga Park Reserve LED Scoreboard	50,000	48,371	On Hold	On hold for further advice from advocate
PRJ-01884	Timber Reserve Pavilion Design only	250,000	239,082	On Hold	The pavilion design is on hold due to Timber Reserve Masterplan is being reviewed.
PRJ-01886	Pettys Reserve Fixed Scoreboard	20,000	11,773	On Hold	On hold for further advice from advocate
PRJ-01909	Oval Perimeter Walkability Project	200,000	199,438	On Hold	Internal Resourcing
PRJ-01914	Beverley Hills Preschool and Doncaster Park Preschool Feasibility Study	87,430	87,430	On Hold	Awaiting further direction from VSBA on next stage plans.

## 1.6. Income

The 2024/25 adopted capital budget assumed \$3.99 million in income. This figure has been revised to **\$3.74 million** as of 31 December 2024 as the capital income recognition has a correlation with the progression of project works, expenditure, and approval of acquittal. Actual capital income was **\$1.97 million**.

Capital Income	Adopted Budget (\$ Million)	Revised Budget (\$ Million)	Actual (\$ Million)
Grants & Contribution	3.99	3.74	1.97

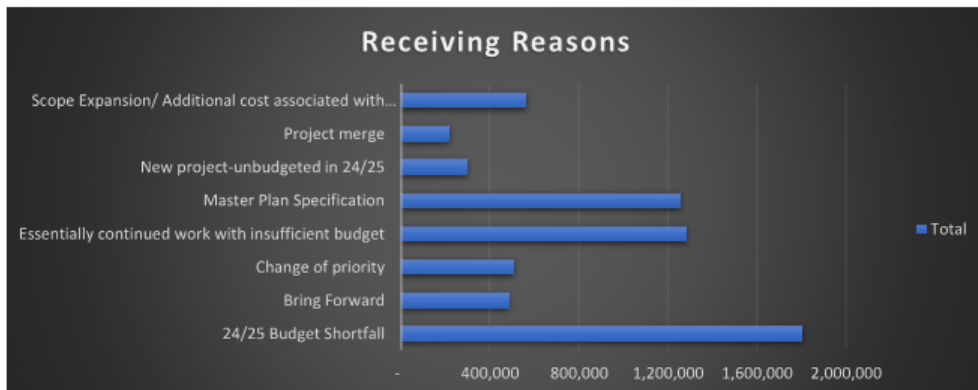
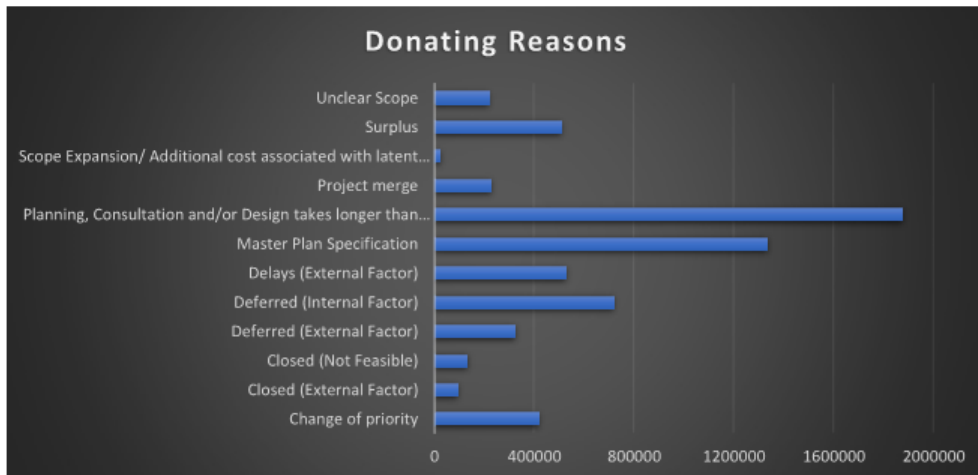
Project Name	notes	FY24/25Capital Income - Adopted Budget	FY24/25Capital Income - Revised Budget	FY24/25Capital Income - Actual
Road Surfacing (Reseals)	Financial Assistance Grants	1,127,412	1,105,471	1,020,199
Road Surfacing (Reseals)	Road to Recovery Grant	697,325	697,325	-
Fitzsimons Lane and Main Road C	Fed Government Grant (Other incl. LRCIP)	1,350,000	318,000	-
Road Surfacing (Reseals)	Fed Government Grant (Phase 4)	-	321,842	-
Pines Learning Inc Childcare Playg	State Government Grant	112,600	112,600	90,080
Beverley Hills Preschool and Donc	State Government Grant	-	-	-
Doncaster Library Internal Layout	State Government Grant	118,500	118,500	118,500
Banksia Park Shared Path Bridge	State Government Grant	80,000	78,000	-
Donvale Tennis Club Courts 1 & 2	State Government Grant	28,836	25,952	-
Bulleen Tennis Club Court 7 & 8 R	State Government Grant	100,000	-	-
Tunstall Square Kindergarten expi	State Government Grant	-	372,350	372,350
Warrandyte Reserve Cricket Net U	Contributions	-	36,000	36,000
Currawong Tennis Club Court 5&6	Contributions Tennis Australia	33,000	33,000	-
Currawong Tennis Club Court 5&6	Contributions Club	173,500	178,434	141,664
Bulleen Tennis Club Court 7 & 8 R	Contributions Tennis Australia	100,000	34,870	-
Bulleen Tennis Club Court 7 & 8 R	Contributions Club	-	236,683	-
Donvale Tennis Club Courts 1 & 2	Contributions Club	-	5,607	5,607
Donvale Tennis Club Courts 1 & 2	Contributions Tennis Australia	15,082	7,200	-
Wonga Park Reserve LED Scorebo	Contributions Club	50,000	50,000	-
Miscellaneous Open Space Project	Contributions	-	4,020	4,020
	<b>Total</b>	<b>3,986,255</b>	<b>3,735,854</b>	<b>1,966,568</b>





### 1.7. Funding Transfers

To 31 December, transfers to the value of \$7 million have been approved & processed and the 2024/25 Capital Works Program has been adjusted accordingly. As shown by the charts, the major reason leading to budget risk mitigation is planning, consultation and/or design takes longer than expected. The major reason for projects requesting/receiving funds is either current year budget shortfall or insufficient budget for essentially continued work from previous financial year.



Notes: **Internal Factor** includes internal stakeholder approval, strategic reviews and integrated planning approach, public consultation, EMT & Councilor Approval. **External Factor** includes Community objection, Club objection, DTP Approval, Consultancy result delays, Yarra Valley Water and Melbourne Water etc. **Planning, Consultation and Design takes longer than expected** could be due to the complex of project and/or legal/acquisition risk. **24/25 Budget Shortfall** could be due to cost escalation or ahead of schedule.



Below table shows all transfers received and processed in Q2 including a \$1.7 million bulk transfer. (See [D24/86037](#) for from/to details)

TRANSFER #10- 01 October 2024 - CI24/40156		
Project ID	Project Name	Amount
PRJ-01245	Road and Assets Design (Templestowe Triangle)	-\$80,000
PRJ-01092	Blackburn Road South of Serpells Road - Pedestrian Refuge	\$80,000
Rationale:Project stopped last FY due to MoA approval by DTP and to be completed in 24/25. Donating project is at the feasibility stage and will not require all funds allocated.		
TRANSFER #11- 03 October 2024 - D24/72098		
Project ID	Project Name	Amount
PRJ-01403	Carbine Street Footpath (Leslie Street to Butterfly Gardens)	-\$165,000
PRJ-01358	Hillcrest Reserve shared path (Eastlink trail connection)	\$165,000
Rationale:Scope Extension		
TRANSFER #12- 10 October 2024 - D24/73992		
Project ID	Project Name	Amount
PRJ-01332	Serpells Road shared path (Williamsons Road to 81 Serpells Road)	-\$65,000
PRJ-00609	Parker Street (McLachlan to Milne), Templestowe Local Footpath	\$65,000
Rationale:Additional works requested on Parker street		
TRANSFER #13- 22 October 2024 - D24/77082		
Project ID	Project Name	Amount
PRJ-01332	Serpells Road shared path (Williamsons Road to 81 Serpells Road)	-\$45,000
PRJ-01403	Carbine Street Footpath (Leslie Street to Butterfly Gardens)	-\$55,000
PRJ-00569	Blackburn Road Service Road Footpath (Maxia Road to School Crossing)	\$100,000
Rationale:Extension of existing contract		
TRANSFER #14- 23 October 2024 -CI24/53207		
Project ID	Project Name	Amount
PRJ-00146	Miscellaneous General Leisure	-\$5,000
PRJ-01005	Aggregated Leisure and Community Projects	-\$70,000
PRJ-01847	Templestowe Reserve Protective netting	\$75,000
Rationale:Project was advertised in a public tender and the best value of money quote exceeds the allocated budget. The advocate approved the transfer.		
TRANSFER #14-24 October 2024- D24/78332		
Project ID	Project Name	Amount
PRJ-00741	Anderson Park #1 Synthetic Pitch and floodlights	-\$75,000
PRJ-01317	Stintons Road - Park Rd to Tindals Rd - 2km needs design	-\$75,000
PRJ-01308	Tindals Road Footpath - Ringwood-Warrandyte Road to Stintons Road RAB	-\$25,000
PRJ-01535	Wonga Park Netball Court Redevelopment & Floodlight Upgrade	-\$100,000
PRJ-00877	Mitchell Ave Warrandyte Catchment Drainage	-\$77,000
PRJ-01532	Bulleen Tennis Club Court 7 & 8 Resurfacing, floodlights	\$352,000
Rationale: Additional Works		
TRANSFER #15- 24 October 2024- D24/78315		
Project ID	Project Name	Amount
PRJ-00877	Mitchell Ave Warrandyte Catchment Drainage	-\$123,000
PRJ-00705	Aggregated Drainage Strategy Projects	-\$31,000
PRJ-01460	Currawong Tennis Club Court 5&6 Resurfacing & 6 courts floodlight upgrade	\$154,000
Rationale: Additional Works		



TRANSFER #16 -31 October 2024- D24/85431		
Project ID	Project Name	Amount
PRJ-01253	Fitzsimons Reserve Masterplan	-\$20,000
PRJ-01635	Beverley Reserve Playspace Renewal	-\$20,000
PRJ-01091	Burgundy Reserve Upgrade	-\$35,000
PRJ-01096	Ruffey Lake Park Master Plan Implementation (inc Waldau)	-\$25,000
PRJ-01832	Ruffey Lake Park Paths -Section E- Entrance path corner King Street and Church Road	-\$20,000
PRJ-01868	BMX Dirt Bike Trail Program	-\$90,000
PRJ-01430	Warrandyte Reserve No.1 Oval Redevelopment	-\$10,000
PRJ-01449	Koonung Reserve Oval Redevelopment	-\$40,000
PRJ-00626	Ruffey Lake Park Playground Upgrade - Victoria Street (Waldau)	\$260,000
Rationale:Unbudgeted expenditure associated with latent conditions discovered during construction		
BULK TRANSFER #1- 31 October 2024- D24/86037		
TRANSFER #17- 13 November 2024- D24/88099		
Project ID	Project Name	Amount
PRJ-00146	Miscellaneous General Leisure	-\$25,000
PRJ-01531	Wilson Reserve Sports Field Floodlight Upgrade	\$6,000
PRJ-01537	Domene Reserve Sports Field Floodlight Upgrade	\$2,000
PRJ-01891	Templestowe Bowling Club green lighting	\$17,000
Rationale: Additional Works		
TRANSFER #18- 13 November 2024- D24/88111		
Project ID	Project Name	Amount
PRJ-01868	BMX Dirt Bike Trail Program	-\$185,000
PRJ-01639	Dellfield Reserve Playspace Renewal	\$140,000
PRJ-01643	Manna Gum Playspace Renewal	\$15,000
PRJ-01258	Katrina Reserve Playspace Renewal	\$30,000
Rationale: BMX on hold until report endorsed by Council. Bringing forward projects from FY25/26.		
TRANSFER #19- 15 November 2024- D24/88885		
Project ID	Project Name	Amount
PRJ-01430	Warrandyte Reserve No.1 Oval Redevelopment	-\$50,000
PRJ-01449	Koonung Reserve Oval Redevelopment	-\$225,500
PRJ-01436	Wilson Road Oval Redevelopment	\$50,000
PRJ-01445	Donvale Multi Soccer East Redevelopment	\$205,500
PRJ-01432	Timber Ridge Oval Redevelopment	\$20,000
Rationale: Koonung budget was allocated to this FY and just prior to the project being reverted to FY31/32. This came from ongoing pressure from the cricket club to stop works going ahead due to impact they would receive.		
TRANSFER #20- 3 December 2024-D24/94080		
Project ID	Project Name	Amount
PRJ-01822	Dalry Ave Park Orchards Drainage Improvement - Stage 2	-\$30,000
PRJ-01927	73-75 Arundel Road Park Orchards Drainage Upgrade (Stage 2)	\$30,000
Rationale: Arundel was a new project added to FY24/25 program to address backlogged issues.		
TRANSFER #21- 09 December 2024-D24/93623		
Project ID	Project Name	Amount
PRJ-01350	Springvale Rd to Bellevue Ave Bicycle Strategy - Akoonah Reserve shared path	-\$42,000
PRJ-01351	Springvale Rd to Bellevue Ave Bicycle Strategy - Valepark Reserve shared path	-\$100,000
PRJ-01353	Springvale Rd to Bellevue Ave Bicycle Strategy - Cat Jump Park shared path	-\$165,000
PRJ-00190	Footpaths - Parks	\$307,000
Rationale:The engagement with Melbourne Water delayed for Akoonah and Cat Jump Park; Valepark reserve has been identified as 'not feasible' and abandoned.		



TRANSFER #22- 10 December 2024-D24/95741		
Project ID	Project Name	Amount
PRJ-00190	Footpaths - Parks	-\$24,340
PRJ-01258	Katrina Reserve Playspace Renewal	\$24,340
Rationale: Existing paths were upgraded from asphalt to concrete, with the cost of these works agreed to be funded by City Infrastructures.		
TRANSFER #23- 12 December 2024-D24/96650 and D24/96652		
Project ID	Project Name	Amount
PRJ-00612	Pound Road, Warrandyte Local Footpath	-\$80,000
PRJ-00741	Anderson Park #1 Synthetic Pitch and floodlights	\$45,000
PRJ-01846	Sheahans Reserve Tennis Court Redevelopment	\$35,000
Rationale: To cover budget shortfall (caused by bulk transfer)		
TRANSFER #24- 16 December 2024-D24/97670		
Project ID	Project Name	Amount
PRJ-00612	Pound Road, Warrandyte Local Footpath	-\$18,000
PRJ-01947	88 Tram Road Bus Shelter Renewal	\$18,000
Rationale: To cover budget shortfall from savings of completed project		
TRANSFER #25 - 16 December 2024-D24/97680		
Project ID	Project Name	Amount
PRJ-00576	80 Thompsons Road bus shelter	-\$11,000
PRJ-01325	147 Blackburn Road Bus Shelter	-\$25,500
PRJ-01942	Greenridge Ave, west of Noral Court Bus Shelter	-\$36,000
PRJ-00581	52 Thompsons Road Bulleen Bus shelter	\$11,000
PRJ-01772	Williamsons Road (Behind 37 Hawtin Street) Bus Shelter	\$25,500
PRJ-01767	Andersons Creek Road Bus Shelter (opposite 1 Longstaff Court)	\$15,000
PRJ-01020	226 Blackburn Road Bus Shelter	\$21,000
Rationale: To cover budget shortfall from savings of completed project		



## 1.8. Approved Budget Adjustments

An additional \$1.94 million budget was approved in November (refer to [D24/87077](#)) to the following projects. Budget adjustments have been comprehensively reflected in this report.

Project No	Project	Additional Budget Approved
PRJ-01791	Hepburn Public Art	\$25,000
PRJ-01854	Migrant Peace Project	\$45,000
PRJ-00152	Plant Replacement Project	\$150,000
PRJ-01955	Templestowe Park Tennis Club Courts 1-5 Floodlight Upgrade	\$200,000
PRJ-00282	Tram / Merlin Traffic Signals	\$420,000
PRJ-01371	Ruffey Lake Park Pedestrian Bridges and Boardwalk	\$1,100,000
<b>TOTAL</b>		<b>\$1,940,000</b>

An additional \$2.58 million budget was approved in December (refer to [D24/98997](#)) to the following projects. Budget adjustments have been comprehensively reflected in this report.

Project No	Project	Additional Budget Approved
PRJ-00163	Miscellaneous Building Refurbishment Works	\$705,000
PRJ-01245	Road and Assets Design (Templestowe Triangle)	\$1,500,000
PRJ-00152	Plant Replacement Project	\$378,000
<b>TOTAL</b>		<b>\$2,583,000</b>



## 1.9. Additional Funding Request

The following projects are flagged as underfunded by the amounts indicated below.

Project No	Project	Additional Cost
PRJ-01106	Public Toilet Strategy Implementation	\$200,000
PRJ-01786	Safety and Amenity works - Macedon Square	\$90,000
PRJ-00479	Hepburn Reserve	\$200,000
PRJ-00785	Office Accommodation Renewal	\$100,000
PRJ-01828	Ruffey Lake Park Paths - Section C 1000 steps	\$40,000
PRJ-01226	Replacement Lifts Civic Centre	\$45,000
PRJ-01406	Newmans Road Footpath (Websters to Porter)	\$90,000
<b>TOTAL</b>		<b>\$765,000</b>



### 1.10. Nominated Carry Forward into FY25/26

The following projects are likely to nominate a carry forward from 24/25 to 25/26.

Project No	Project	24-25 Carry Forward Nomination
	<b>Total</b>	<b>5,698,000.00</b>
PRJ-01905	Bicycle Network Development incl Warrandyte to Wonga Park	48,000
PRJ-01836	Manningham Sensory Garden	50,000
PRJ-00282	Tram / Merlin Traffic Signals	3,200,000
PRJ-01030	Fitzsimons Lane and Main Road Corridor (Templestowe Route)	1,000,000
PRJ-00446	Donvale Bowls North Field Redevelopment	600,000
PRJ-01876	MC2 Co-working Business Hub	800,000



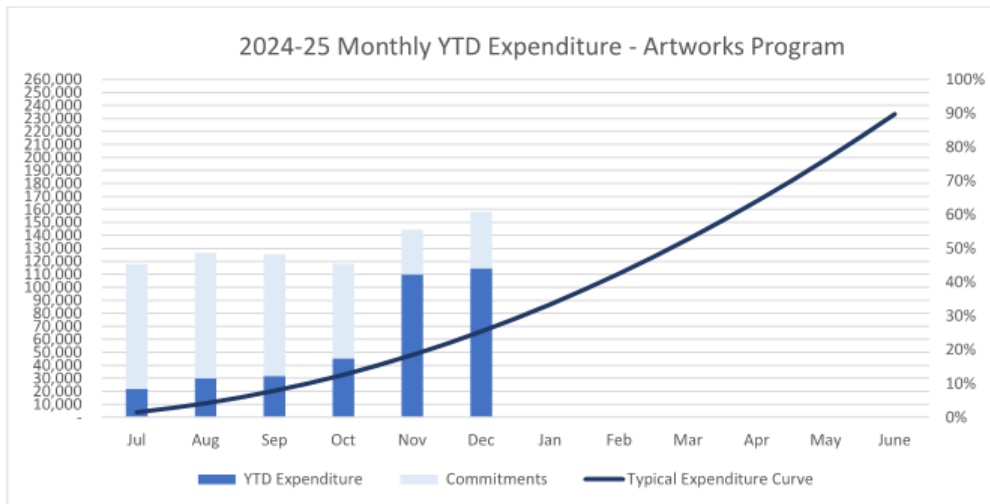


## 2. Capital Works Performance by Program

### 2.1. Artworks Program

As of December 31, 2024:

- \$115,016 had been spent on Artworks Program projects. (44% of the revised budget).
- \$43,054 in commitments were recorded in Finance 1.



Project No.	Projects	AC/No	Revised Budget	YTD Expenditure	Remaining Budget	% Expenditure	Commitments	Status	Planned Milestone (Deliverables to be completed by 30 June 2025)
<b>Total</b>			<b>259,000</b>	<b>115,016</b>	<b>143,984</b>	<b>44%</b>	<b>43,054</b>		
PRJ-00124	Art Collection Conservation	C95101	\$10,000	\$7,616	\$2,384	76%	\$0	On Track	Completion (Ongoing)
PRJ-00464	Art Collection Acquisitions	C95109	\$30,000	\$11,160	\$18,840	37%	\$0	On Track	Completion (Ongoing)
PRJ-00827	Commissioning of public art	C95105	\$90,000	\$6,510	\$83,490	7%	\$6,263	On Track	Completion (Ongoing)
PRJ-01624	Rufley Lake Park Public Art Commission	C99422	\$0	\$3,932	-\$3,932		\$760	PC reached in Previous FY	Not Applicable
PRJ-01699	Mulum Mulum Public Art Commission	C99434	\$59,000	\$39,026	\$19,974	66%	\$11,623	On Hold	Practical Completion
PRJ-01791	Hesburn Public Art	C99995	\$25,000	\$2,826	\$22,174	11%	\$11,618	On Track	Practical Completion
PRJ-01854	Migrant Peace Project	C10011	\$45,000	\$32,682	\$12,318	73%	\$3,600	On Track	Practical Completion
PRJ-01902	Wongum wiam public art	C99467	\$0	\$6,764	-\$6,764		\$0	Behind Schedule	Practical Completion
PRJ-01941	Aquarena Public Art Commission	C10070	\$0	\$4,500	-\$4,500		\$9,000	On Track	Detail Design

Colour Code of Planned Milestone	Confidence Level
Green	High
Orange	Medium
Red	Low

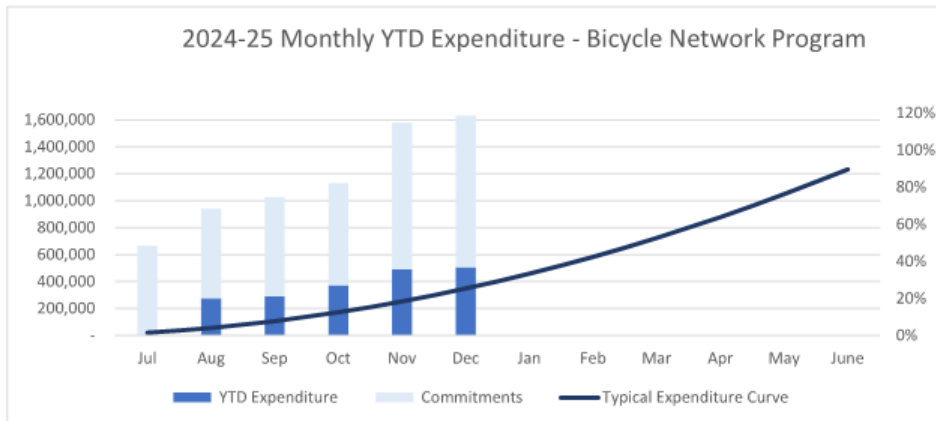
*It applies to all program-level summary.*



## 2.2. Bicycle Network Program

As of December 31, 2024:

- \$507,512 had been spent on Bicycle Network Program projects. (38% of the revised budget).
- \$1.1 million in commitments were recorded in Finance 1.



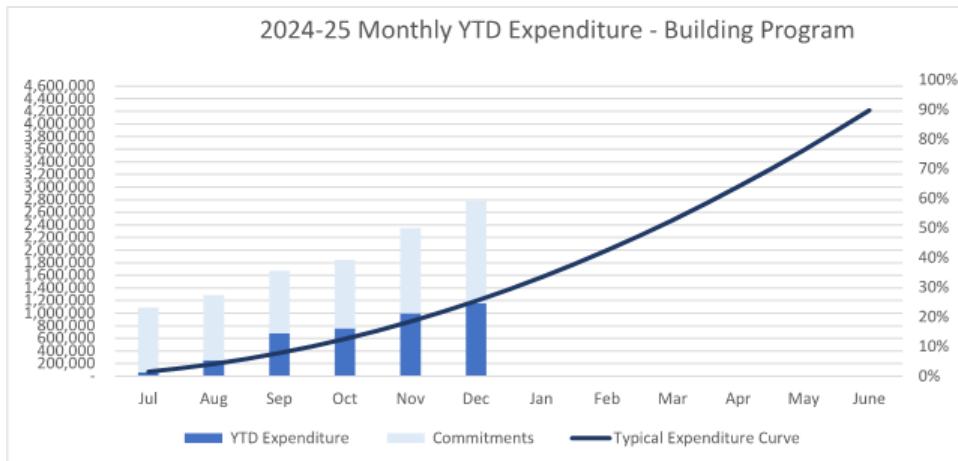
Project No.	Projects	AC/No	Revised Budget	YTD Expenditure	Remaining Budget	% Expenditure	Commitments	Status	Planned Milestone (Deliverables to be completed by 30 June 2025)
<b>Total</b>			<b>1,343,000</b>	<b>507,512</b>	<b>835,488</b>	<b>38%</b>	<b>1,123,390</b>		
PRJ-00252	Heidelberg Warrandyte Rd (Mullum Creek to Ale)	C23053	\$0	\$2,600	-\$2,600			PC reached in Previous FY	Not Applicable
PRJ-00310	Taroona Avenue Shared Path	C24103	\$550,000	\$11,089	\$538,911	2%	\$437,846	On Track	Construction Commenced
PRJ-00749	Beverley Street Bicycle Strategy	C23076	\$80,000	\$6,379	\$73,621	8%	\$13,100	On Track	Practical Completion
PRJ-01092	Blackburn Road South of Serpells Road - Pedest	C95083	\$80,000	\$69,054	\$10,946	86%	\$22,461	Completed	Practical Completion
PRJ-01248	Banksia Park Shared Path Bridge	C66284	\$78,000	\$75,877	\$2,123	97%	\$93,060	On Track	Permit and Approval
PRJ-01332	Serpells Road shared path (Williamsons Road to)	C99376	\$90,000	\$8,221	\$81,779	9%	\$30,200	On Track	Practical Completion
PRJ-01338	Tunstall Road shared path (Beverley St to St Cl)	C99395	\$0	\$16,342	-\$16,342		\$57,157	PC reached in Previous FY	Not Applicable
PRJ-01350	Springvale Rd to Bellevue Ave Bicycle Strategy -	C99410	\$15,000	\$0	\$15,000	0%	\$0	Behind Schedule	Project Planning
PRJ-01351	Springvale Rd to Bellevue Ave Bicycle Strategy -	C99411	\$0	\$0	\$0		\$0	Closed	Not Applicable
PRJ-01353	Springvale Rd to Bellevue Ave Bicycle Strategy -	C99412	\$35,000	\$0	\$35,000	0%	\$0	Behind Schedule	Project Planning
PRJ-01354	Linemarking upgrade as per Bicycle Strategy	C10019	\$50,000	\$0	\$50,000	0%	\$0	On Track	Completion (Ongoing)
PRJ-01358	Hillcrest Reserve shared path (Eastlink trail conn)	C99397	\$315,000	\$316,902	-\$1,902	101%	\$59,566	Completed	Practical Completion
PRJ-01905	Bicycle Network Development incl Warrandyte to	C10049	\$50,000	\$1,048	\$48,952	2%	\$0	Deferred	Project Planning



### 2.3. Buildings Program

As of December 31, 2024:

- \$1,158,203 had been spent on Buildings Program projects. (25% of the revised budget).
- \$1.6 million in commitments were recorded in Finance 1.



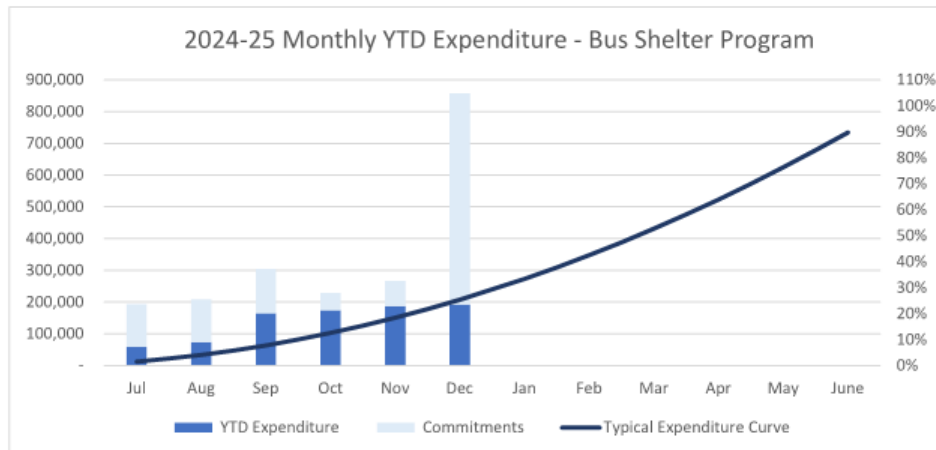
Project No	Projects	AC/No	Revised Budget	YTD Expenditure	Remaining Budget	% Expenditure	Commitments	Status	Planned Milestone (Deliverables to be completed by 30 June 2025)
	<b>Total</b>		<b>4,636,500</b>	<b>1,158,203</b>	<b>3,478,297</b>	<b>25%</b>	<b>1,620,234</b>		
PRJ-00159	Aquarena Renewal	C24502	\$300,000	\$0	\$300,000	0%	\$140,721	On Track	Completion (Ongoing)
PRJ-00163	Miscellaneous Building Refurbishment Works	C27034	\$1,605,000	\$247,422	\$1,357,578	15%	\$481,906	On Track	Completion (Ongoing)
PRJ-00169	MC2 (Capital Minor Works)	C20211	\$100,000	\$39,066	\$60,934	39%	\$64,194	On Track	Completion (Ongoing)
PRJ-00170	Indoor Stadium Renewal (Highball Facilities)	C25725	\$150,000	\$5,420	\$144,580	4%	\$0	On Track	Completion (Ongoing)
PRJ-00171	Emergency Management Initiatives	C63015	\$50,000	\$871	\$49,129	2%	\$0	On Track	Completion (Ongoing)
PRJ-00785	Office Accommodation Renewal	C23201	\$100,000	\$22,567	\$77,433	23%	\$10,679	On Track	Practical Completion
PRJ-00992	Warrandyte Scout Hall	C27542	\$0	\$3,219	-\$3,219		\$500	Deferred	None (Subject to review of
PRJ-01106	Public Toilet Strategy Implementation	C51183	\$416,000	\$162,981	\$253,019	39%	\$159,663	On Track	Practical Completion
PRJ-01201	Rieschieks Reserve Athletic Pavilion Redevel	C99345	\$70,000	\$24,431	\$45,569	35%	\$272,465	On Track	Concept Design
PRJ-01226	Replacement Lifts Civic Centre	C99346	\$80,000	\$125,879	-\$45,879	157%	\$141,920	On Track	Practical Completion
PRJ-01234	Doncaster Library Internal Layout Changes	C99342	\$415,500	\$296,849	\$118,651	71%	\$63,036	Completed	Practical Completion
PRJ-01544	Domenev Recreation Centre Kitchen Upgrade	C99436	\$50,000	\$49,594	\$406	99%	\$0	PC reached in Previous FY	Not Applicable
PRJ-01876	MC2 Co-working Business Hub	C10001	\$1,000,000	\$100,602	\$899,398	10%	\$279,826	Behind Schedule	Practical Completion
PRJ-01877	Youth Hub At MC2	C10002	\$300,000	\$79,301	\$220,699	26%	\$5,323	On Track	Practical Completion



## 2.4. Bus Shelter Program

As of December 31, 2024:

- \$191,946 had been spent on Bus Shelter Program projects. (23% of the revised budget).
- \$665,318 in commitments were recorded in Finance 1.



- 2024-25 Bus shelter program has been adjusted and 5 high-priority bus shelters with completed design have been brought forward from future years based on Bus Shelter Review 2024 (D24/63609). In addition, 12 bus shelters in total including brought forward from future years were underway to complete design by the end of 24/25.

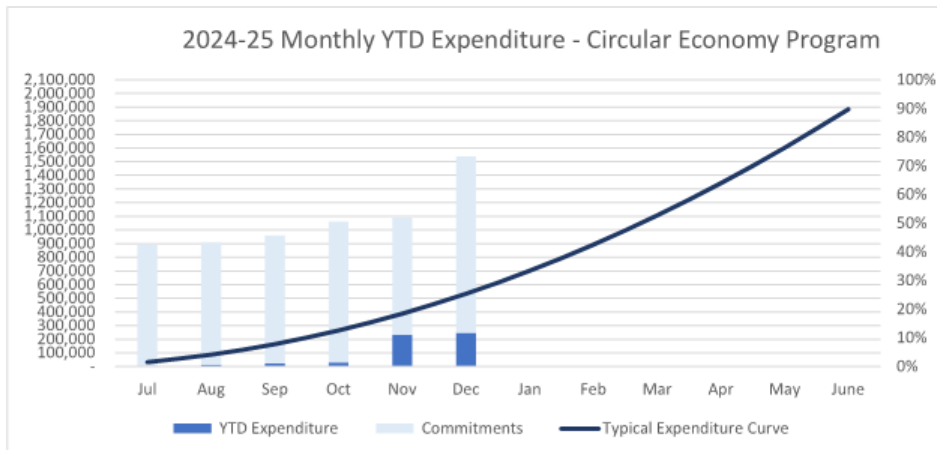
Project No.	Projects	AC/No	Revised Budget	YTD Expenditure	Remaining Budget	% Expenditure	Commitments	Status	Planned Milestones (Deliverables to be completed by 30 June 2025)
<b>Total</b>			<b>\$21,000</b>	<b>191,946</b>	<b>629,054</b>	<b>23%</b>	<b>665,318</b>		
PRJ-00575	128 Thomsons Road (Shopping Strip) Bus Shelter	C27105	\$90,000	\$3,543	\$76,457	4%	\$77,646	On Track	Practical Completion
PRJ-00576	80 Thomsons Road Bus shelter	C27108	\$69,000	\$3,653	\$65,347	5%	\$64,083	On Track	Practical Completion
PRJ-00579	463 Doncaster Road Bus Shelter	C27106	\$55,000	\$2,736	\$2,264	96%	\$5,000	Completed	Practical Completion
PRJ-00581	52 Thomsons Road Bulteen Bus shelter	C27102	\$91,000	\$3,653	\$87,347	4%	\$88,117	On Track	Practical Completion
PRJ-01020	226 Blackburn Road Bus Shelter	C27109	\$101,000	\$3,653	\$97,347	4%	\$98,335	On Track	Practical Completion
PRJ-01040	Aggregated Bus Shelter installation	C39238	\$0	\$0	\$0		\$0	Not Applicable	Not Applicable
PRJ-01325	147 Blackburn Road Bus Shelter	C10056	\$64,500	\$2,741	\$61,759	4%	\$73,058	On Track	Practical Completion
PRJ-01576	142 High Street Bus Shelter	C89437	\$41,000	\$40,299	\$701	98%	\$48,298	Completed	Practical Completion
PRJ-01577	115-119 Manningham Road Bus Shelter	C89438	\$35,000	\$34,297	\$703	98%	\$0	Completed	Practical Completion
PRJ-01582	167-178 Yarra Street Bus Shelter	C10033	\$0	\$0	\$0		\$0	Deferred	Detail Design
PRJ-01583	Northeast corner of Doncaster Road / Williams Road	C10034	\$10,000	\$1,423	\$8,577	14%	\$0	On Track	Detail Design
PRJ-01767	Andersons Creek Road Bus Shelter (opposite)	C89439	\$95,000	\$5,589	\$89,411	6%	\$56,500	On Track	Practical Completion
PRJ-01768	Williams Road Bus Shelter (behind 9 Hawtin)	C39440	\$35,000	\$32,326	\$2,674	94%	\$0	Completed	Practical Completion
PRJ-01769	52 King Street Bus Shelter	C89441	\$0	\$322	-\$322		\$0	Carry Forward Adjusted	Not Applicable
PRJ-01771	Hogan Avenue / Jumping Creek Road Bus Shelter	C10036	\$0	\$0	\$0		\$0	Closed	Not Applicable
PRJ-01772	Williams Road (Behind 37 Hawtin Street) Bus Shelter	C99998	\$65,500	\$2,797	\$62,703	4%	\$54,127	On Track	Practical Completion
PRJ-01773	142 Mitcham Road Bus Shelter	C89999	\$20,000	\$2,384	\$17,616	12%	\$25,800	On Track	Detail Design
PRJ-01936	845 Doncaster Road Bus Shelter	C10060	\$0	\$0	\$0		\$0	On Track	Detail Design
PRJ-01938	943 Doncaster Road Bus Shelter	C10061	\$0	\$0	\$0		\$0	On Track	Detail Design
PRJ-01942	Sherridge Ave. west of Nural Court Bus Shelter	C10057	\$6,000	\$743	\$5,257	12%	\$22,000	On Track	Detail Design
PRJ-01947	88 Tram Road Bus Shelter Renewal	C10059	\$53,000	\$1,286	\$51,714	2%	\$51,353	On Track	Practical Completion
PRJ-01948	Hotham Street/Manningham Road Bus Shelter	C10062	\$0	\$0	\$0		\$0	On Track	Detail Design
PRJ-01949	567 Doncaster Road Bus Shelter	C10063	\$0	\$0	\$0		\$0	On Track	Detail Design
PRJ-01950	1050 Doncaster Road Bus Shelter	C10064	\$0	\$0	\$0		\$0	On Track	Detail Design
PRJ-01951	Cumola Avenue / High Street Bus Shelter	C10065	\$0	\$0	\$0		\$0	On Track	Detail Design
PRJ-01952	98 Manningham Road Bus Shelter	C10066	\$0	\$0	\$0		\$0	On Track	Detail Design
PRJ-01953	75 King Street Bus Shelter	C10067	\$0	\$0	\$0		\$0	On Track	Detail Design
PRJ-01954	170 Blackburn Road Bus Shelter	C10068	\$0	\$0	\$0		\$0	On Track	Detail Design



## 2.5. Circular Economy Program

As of December 31, 2024:

- \$248,991 had been spent on Circular Economy Program projects. (12% of the revised budget).
- \$1.3 million in commitments were recorded in Finance 1.



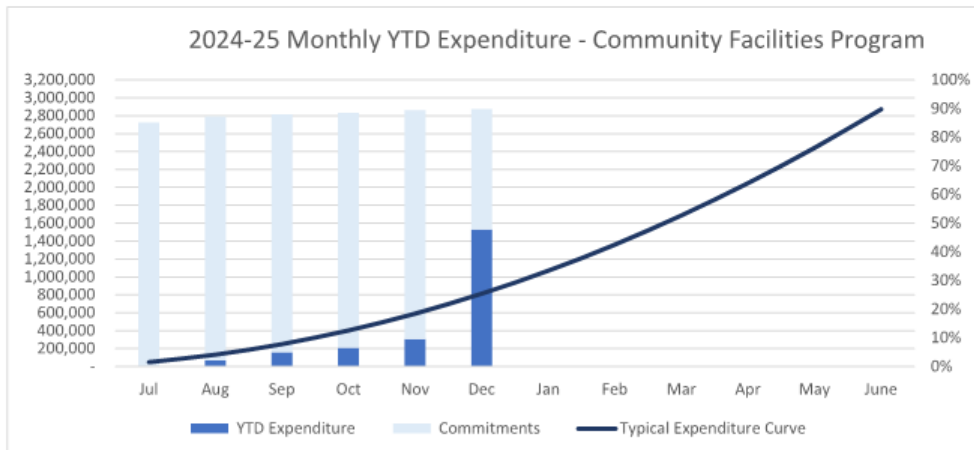
Project No.	Projects	AC/No	Revised Budget	YTD Expenditure	Remaining Budget	% Expenditure	Commitments	Status	Planned Milestone (Deliverables to be completed by 30 June 2025)
	<b>Total</b>		<b>2,069,000</b>	<b>248,991</b>	<b>1,820,009</b>	<b>12%</b>	<b>1,289,407</b>		
PRJ-00369	LED conversions for Sports Field Floodlights	C10008	\$75,000	\$4,216	\$70,784	6%	\$0	On Track	Completion (Ongoing)
PRJ-00427	Water Initiatives	C28007	\$200,000	\$0	\$200,000	0%	\$0	On Track	Completion (Ongoing)
PRJ-00468	Energy Efficient Public Lighting Program	C99231	\$150,000	\$18,225	\$131,775	12%	\$18,793	On Track	Completion (Ongoing)
PRJ-01122	Solar Panel Installation Program	C51181	\$600,000	\$184,051	\$415,949	31%	\$1,062,440	On Track	Practical Completion
PRJ-01373	Environmental Sustainable Design & Installation	C99400	\$350,000	\$35,259	\$314,741	10%	\$125,615	On Track	Completion (Ongoing)
PRJ-01878	Smart VPP Battery Program	C10005	\$694,000	\$7,240	\$686,760	1%	\$82,560	On Track	Practical Completion



## 2.6. Community Facilities Program

As of December 31, 2024:

- \$1.5 million had been spent on Community Facilities Program projects. (49% of the revised budget).
- \$1.3 million in commitments were recorded in Finance 1.



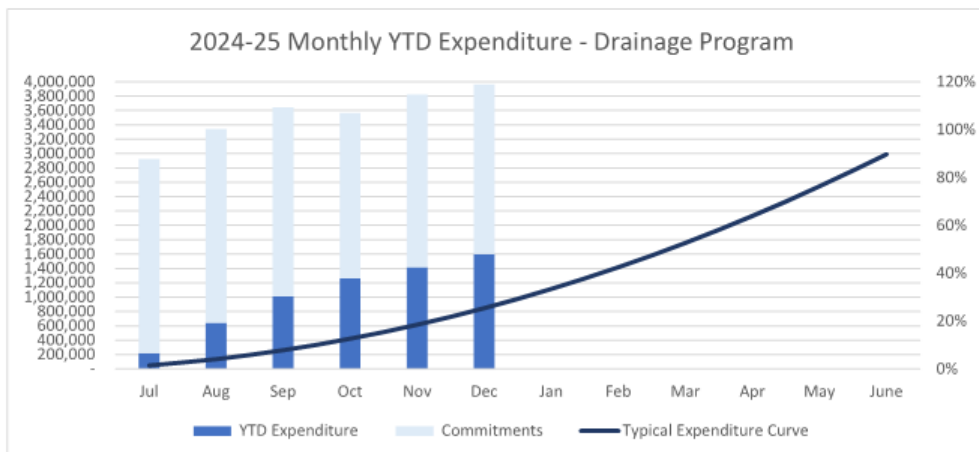
Project No	Projects	AC/No	Revised Budget	YTD Expenditure	Remaining Budget	% Expenditure	Commitments	Status	Planned Milestone (Deliverables to be completed by 30 June 2025)
	<b>Total</b>		<b>3,125,000</b>	<b>1,529,429</b>	<b>1,595,571</b>	<b>49%</b>	<b>1,343,792</b>		
PRJ-00444	Miscellaneous Early Years and Community Infra	C25897	\$48,000	\$0	\$48,000	0%	\$0	On Track	Completion (Ongoing)
PRJ-00627	Schramm's Cottage Museum Complex Visitor Ca	C51157	\$3,077,000	\$1,529,429	\$1,547,571	50%	\$1,343,792	On Track	Practical Completion



## 2.7. Drainage Program

As of December 31, 2024:

- \$1.6 million had been spent on Drainage Program projects. (47% of the revised budget).
- \$2.4 million in commitments were recorded in Finance 1.



Project No.	Projects	AC/No	Revised Budget	YTD Expenditure	Remaining Budget	% Expenditure	Commitments	Status	Planned Milestone (Deliverables to be completed by 30 June 2025)
	<b>Total</b>		<b>3,407,000</b>	<b>1,602,729</b>	<b>1,804,271</b>	<b>47%</b>	<b>2,361,455</b>		
PRJ-00207	Underground / Open	C23517	\$260,000	\$64,322	\$195,678	25%	\$397	On Track	Ongoing - Completion of 24/25 Programmed Activities
PRJ-00313	Melbourne Hill Road	C66020	\$560,000	\$616,850	<b>-\$56,850</b>	110%	\$595,042	Completed	Practical Completion
PRJ-00324	285 Oshan Road Cul	C66025	\$50,000	\$8,557	\$41,443	17%	\$0	On Track	Project Planning
PRJ-00569	Everard Drive Drain	C66312	\$400,000	\$395,183	\$4,817	99%	\$282,345	PC reached in Previous FY	Not Applicable
PRJ-00705	Aggregated Drainag	C99284	\$439,000	\$0	\$439,000	0%	\$0	On Track	Ongoing - Completion of 24/25 Programmed Activities
PRJ-00803	Miscellaneous Drain	C95072	\$523,000	\$275,379	\$247,621	53%	\$335,963	On Track	Ongoing - Completion of 24/25 Programmed Activities
PRJ-00877	Mitchell Ave Warran	C66350	\$105,000	\$34,804	\$70,196	33%	\$119,840	On Track	Detail Design
PRJ-00880	106-147 BRACKEN	C66352	\$0	\$6,110	<b>-\$6,110</b>	-	\$637,420	Not Applicable	Not Applicable
PRJ-00882	BLAIR STREET WA	C99266	\$550,000	\$35,888	\$514,112	7%	\$6,053	On Track	Practical Completion
PRJ-00887	Comedale Cres Par	C99248	\$50,000	\$43,345	\$6,655	87%	\$18,743	On Track	Detail Design
PRJ-01385	Retarding Basin / D	C99414	\$50,000	\$5,508	\$44,492	11%	\$69,556	On Track	Concept Design
PRJ-01386	6-36 Trezise Street	C99415	\$50,000	\$6,536	\$43,464	13%	\$58,050	On Track	Concept Design
PRJ-01388	52 - 72 Serpells Rd	C99416	\$40,000	\$5,487	\$34,513	14%	\$0	On Track	Detail Design
PRJ-01389	90 - 104 Serpells Rd	C99417	\$40,000	\$5,024	\$34,976	13%	\$0	On Track	Detail Design
PRJ-01393	305 Old Warrandyte	C99418	\$50,000	\$5,179	\$44,821	10%	\$0	On Track	Detail Design
PRJ-01801	Melbourne Hill Road	C99449	\$0	\$0	\$0	-	\$0	On Track	Tender and Evaluation
PRJ-01822	Dairy Ave Park Ord	C99450	\$20,000	\$7,088	\$12,912	35%	\$75,386	On Track	Detail Design
PRJ-01829	Ruffey Lake Park -	C99455	\$160,000	\$68,000	\$92,000	42%	\$157,658	On Track	Practical Completion
PRJ-01927	73-75 Arundel Road	C10054	\$30,000	\$16,240	\$13,760	54%	\$0	On Track	Detail Design
PRJ-01943	147 Walker Street Dr	C10058	\$30,000	\$4,229	\$25,771	14%	\$5,000	Completed	Practical Completion

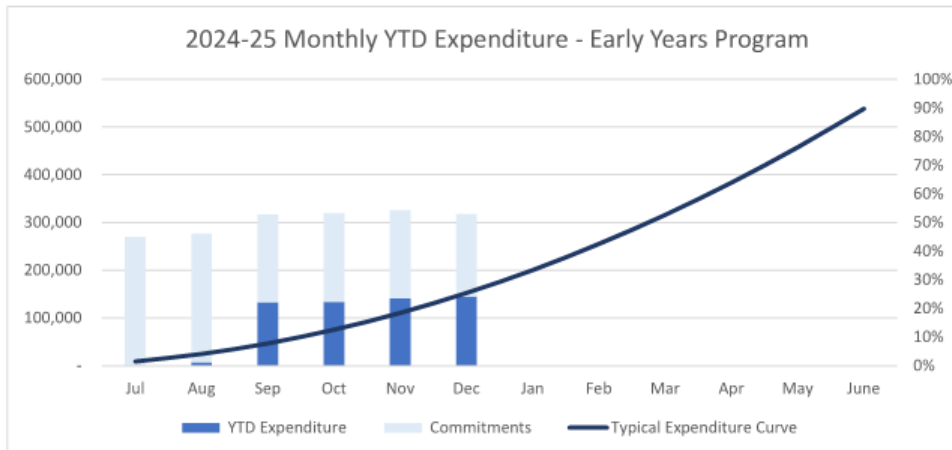




## 2.8. Early Years Program

As of December 31, 2024:

- \$144,857 had been spent on Early Years Program projects. (25% of budget).
- \$172,996 in commitments were recorded in Finance 1.



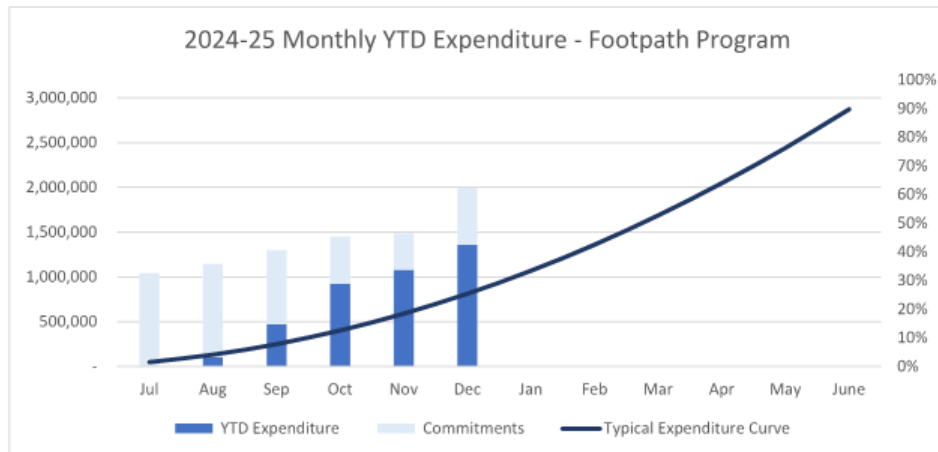
Project No	Projects	AC/No	Revised Budget	YTD Expenditure	Remaining Budget	% Expenditure	Commitments	Status	Planned Milestone (Deliverables to be completed by 30 June 2025)
	<b>Total</b>		<b>580,030</b>	<b>144,857</b>	<b>435,173</b>	<b>25%</b>	<b>172,996</b>		
PRJ-00344	Childrens Services Projects	C23539	\$72,000	\$8,211	\$63,789	11%	\$0	On Track	Completion (Ongoing)
PRJ-00453	Community Facilities Play Equipment	C25691	\$48,000	\$3,902	\$44,098	8%	\$36,800	On Track	Completion (Ongoing)
PRJ-00985	Donvale Preschool	C20067	\$50,000	\$4,762	\$45,238	10%	\$0	On Track	Detail Design
PRJ-01217	Tunstall Square Kindergarten expansion and MC	C99344	\$0	\$3,248	-\$3,248		\$0	PC reached in Previous FY	Not Applicable
PRJ-01220	Gum Nut Gully Preschool redevelopment	C99340	\$50,000	\$134	\$49,866	0%	\$2,165	On Track	Demolition commenced
PRJ-01704	Early Years Projects for Renewal works	C99444	\$100,000	\$0	\$100,000	0%	\$900	On Track	Completion (Ongoing)
PRJ-01904	Pines Learning Inc Childcare Playground Upgrade	C10000	\$112,600	\$120,364	-\$7,764	107%	\$0	Completed	Practical Completion
PRJ-01908	Templestowe Valley Preschool Refurbishment	C10050	\$80,000	\$4,237	\$55,763	7%	\$0	On Track	Detail Design
PRJ-01914	Beverley Hills Preschool and Doncaster Park Pre	C10003	\$87,430	\$0	\$87,430	0%	\$133,131	On Hold	Project Planning



## 2.9. Footpath Program

As of December 31, 2024:

- \$1.4 million had been spent on Footpath Program projects. (40% of the revised budget).
- \$0.6 million in commitments were recorded in Finance 1.



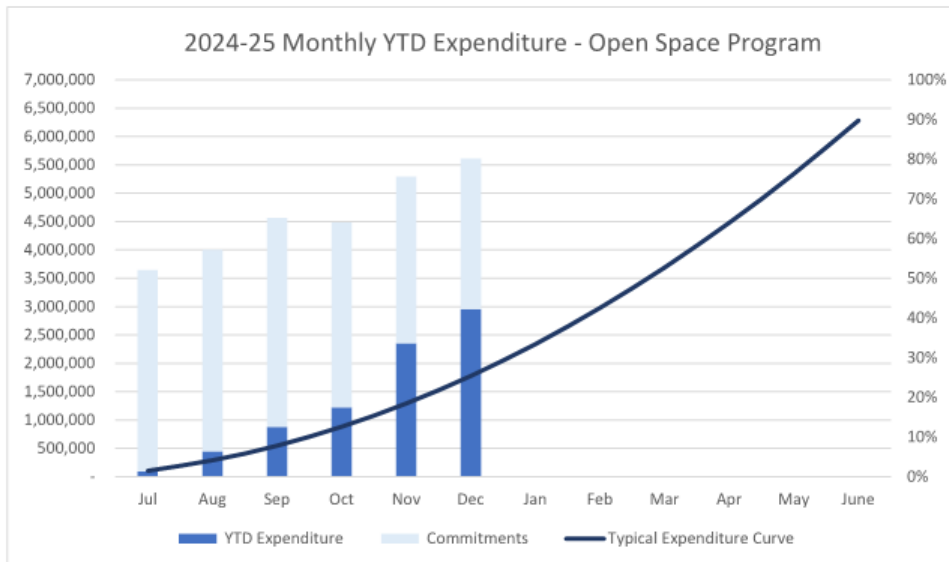
Project No	Projects	AC/No	Revised Budget	YTD Expenditure	Remaining Budget	% Expenditure	Commitments	Status	Planned Milestone (Deliverables to be completed by 30 June 2025)
	<b>Total</b>		<b>3,399,640</b>	<b>1,356,673</b>	<b>2,040,967</b>	<b>40%</b>	<b>639,154</b>		
PRJ-00190	Footpaths - Parks	C25533	\$502,660	\$28,753	\$473,907	6%	\$0	On Track	Completion (Ongoing)
PRJ-00193	Footpaths - Roads	C23518	\$1,190,000	\$419,458	\$770,542	35%	\$436,640	On Track	Completion (Ongoing)
PRJ-00257	Dudley Road Stage 2 PPN	C23058	\$250,000	\$1,890	\$248,110	1%	\$525	On Track	Tender and Evaluation
PRJ-00439	Mullum Mullum Linear Park Stage 5 (Heid-Warr)	C99267	\$380,000	\$379,967	\$33	100%	\$75,751	Completed	Practical Completion
PRJ-00569	Blackburn Road Service Road Footpath (Maxia RC23048)	C10000	\$100,000	\$71,716	\$28,284	72%	\$36,302	PC reached in Previous FY	Not Applicable
PRJ-00609	Parker Street (McLachlan to Milne), Templestrow	C28085	\$255,000	\$266,070	\$11,070	104%	\$23,693	Completed	Practical Completion
PRJ-00612	Pound Road, Wamandya Local Footpath	C28039	\$102,000	\$92,772	\$9,228	91%	\$34,807	On Track	Practical Completion
PRJ-00696	368 Yarra Rd to Homestead, New Footpath PPN	C28101	\$15,000	\$1,256	\$13,744	8%	\$0	On Track	Tender and Evaluation
PRJ-01305	West End Road - Taronsa Ave to First Street	C99402	\$150,000	\$4,729	\$145,271	3%	\$0	On Track	Contract Awarded
PRJ-01306	Anderson Creek Road path (Blackburn road to StC99403)	C99403	\$40,000	\$41,612	\$1,612	104%	\$19,236	PC reached in Previous FY	Not Applicable
PRJ-01308	Tindals Road Footpath - Ringwood/Wamandya	C99406	\$25,000	\$4,647	\$20,353	19%	\$0	On Track	Concept Design
PRJ-01309	Reynolds Road Footpath - Tindals Road to Armo	C99406	\$25,000	\$11,657	\$13,343	47%	\$0	On Track	Concept Design
PRJ-01310	Carlton Court - Church Road to Carlton Walkway	C99407	\$5,000	\$1,498	\$3,502	30%	\$0	Deferred	Public Consultation
PRJ-01311	Oakland Drive Footpath - Full length	C10012	\$0	\$0	\$0	0%	\$0	Closed	Not Applicable
PRJ-01312	Aviemore Ave - Brucesdale Cres to Community	C10013	\$25,000	\$5,762	\$19,238	23%	\$0	On Track	Detail Design
PRJ-01314	Hopetoun Rd - Dirlon Cres to Brucesdale Cres	C10014	\$25,000	\$0	\$25,000	0%	\$0	Closed	Not Applicable
PRJ-01315	Banool Quad - number 2 to number 24	C10015	\$25,000	\$6,844	\$18,156	27%	\$0	On Track	Detail Design
PRJ-01317	Simtons Road - Park Rd to Tindals Rd - 2km nee	C10016	\$25,000	\$5,208	\$19,792	21%	\$12,400	On Track	Concept Design
PRJ-01318	Paynters Road - Dudley Road to Homestead	C10017	\$30,000	\$7,882	\$22,118	26%	\$0	On Track	Project Planning
PRJ-01402	Porter Street Footpath (Anderson to McLachlan)	C10020	\$5,000	\$0	\$5,000	0%	\$0	Closed	Not Applicable
PRJ-01403	Carbine Street Footpath (Leslie Street to Butter)	C10021	\$0	\$0	\$0	0%	\$0	Closed	Not Applicable
PRJ-01406	Newmans Road Footpath (Websters to Porter)	C10022	\$225,000	\$6,951	\$218,049	3%	\$0	On Track	Practical Completion



### 2.10. Open Space Program

As of December 31, 2024:

- \$3 million had been spent on Open Space Program projects. (47% of the revised budget).
- \$2.7 million in commitments were recorded in Finance 1.



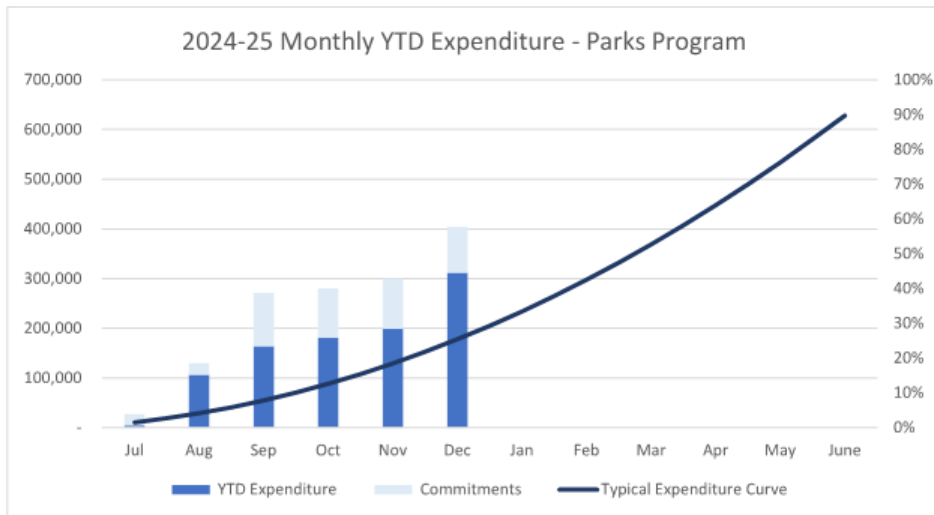
Project No	Projects	AC/No	Revised Budget	YTD Expenditure	Remaining Budget	% Expenditure	Commitments	Status	Planned Milestone (Deliverables to be completed by 30 June 2025)
<b>Total</b>			<b>6,322,340</b>	<b>2,957,958</b>	<b>3,364,382</b>	<b>47%</b>	<b>2,652,733</b>		
PRJ-00349	Miscellaneous Open Space Projects	C96137	\$31,000	\$12,420	\$18,580	40%	\$15,624	On Track	Completion (Ongoing)
PRJ-00432	Implementation of Boronia Reserve Management Plan	C99268	\$200,000	\$5,754	\$194,246	3%	\$3,800	On Track	Practical Completion
PRJ-00435	Main Yarra Trail Extension to Warrandyte	C24078	\$50,000	\$44,682	\$5,318	89%	\$0	On Track	Detail Design
PRJ-00457	Stimons Reserve Master Plan	C99300	\$35,000	\$0	\$35,000	0%	\$0	On Track	Public Consultation
PRJ-00465	Koonung Creek Linear Park Management Plan	C99211	\$80,000	\$15,116	\$64,884	19%	\$7,450	On Track	Practical Completion
PRJ-00479	Hepburn Reserve	C23088	\$300,000	\$475,476	-\$175,476	158%	\$15,361	Completed	Practical Completion
PRJ-00622	Studley Park (paths) Tullamore Interface	C51161	\$150,000	\$2,950	\$147,050	2%	\$0	On Track	Practical Completion
PRJ-00626	Ruffley Lake Park Playground Upgrade - Victoria	C51166	\$360,000	\$427,310	-\$67,310	119%	\$4,019	Completed	Practical Completion
PRJ-00644	Footie Street Pedestrian Operated Signals	C24025	\$35,000	\$34,205	\$795	98%	\$176,732	PC reached in Previous FY	Not Applicable
PRJ-00741	Anderson Park #1 Synthetic Pitch and floodlighting	C27519	\$70,000	\$1,605	\$68,395	2%	\$54,687	On Track	Detail Design
PRJ-00791	Domvale Reserve Spectator Shelter	C10010	\$60,000	\$3,674	\$56,326	6%	\$0	On Track	Practical Completion
PRJ-00816	Wombat Bend Playspace Restoration	C99252	\$30,000	\$10,238	\$19,762	34%	\$0	On Track	Detail Design
PRJ-00945	Cat Jump Park Playspace Renewal	C99215	\$0	\$325	-\$325		\$0	PC reached in Previous FY	Not Applicable
PRJ-00948	Doncastar Reserve Playspace Renewal	C99270	\$270,000	\$184,409	\$85,591	68%	\$41,974	Completed	Practical Completion
PRJ-00949	Domvale Reserve Playspace Renewal	C99256	\$0	\$785	-\$785		\$0	PC reached in Previous FY	Not Applicable
PRJ-00956	Maggis Reserve Playspace Renewal	C99273	\$150,000	\$107,865	\$42,135	72%	\$0	Completed	Practical Completion
PRJ-00960	Mossdale Reserve Playspace Renewal	C99274	\$150,000	\$3,491	\$146,509	2%	\$146,595	On Track	Practical Completion
PRJ-00971	Eric Reserve Open Space Development	C99285	\$135,000	\$77,010	\$57,990	57%	\$34,203	Completed	Practical Completion
PRJ-01038	Small Reserves Concept Plans	C99023	\$23,000	\$5,910	\$17,090	26%	\$0	On Track	Completion (Ongoing)
PRJ-01091	Burgundy Reserve Upgrade	C51168	\$15,000	\$247	\$14,753	2%	\$0	On Track	Detail Design
PRJ-01096	Ruffley Lake Park Master Plan Implementation	C23093	\$0	\$0	\$0		\$0	Not Applicable	Not Applicable
PRJ-01133	Public Lighting in Reserves	C99219	\$40,000	\$66,704	-\$26,704	167%	\$100	On Track	Completion (Ongoing)
PRJ-01253	Fitzsimons Reserve Masterplan	C99325	\$10,000	\$0	\$10,000	0%	\$0	On Track	Detail Design
PRJ-01258	Katrina Reserve Playspace Renewal	C99329	\$269,340	\$268,379	\$961	100%	\$1,750	Completed	Practical Completion
PRJ-01260	Kevin Reserve Playspace Renewal	C99331	\$60,000	\$1,440	\$58,560	2%	\$19,850	On Track	Practical Completion
PRJ-01262	Fahy Park Playspace Renewal	C99326	\$175,000	\$170,593	\$4,407	97%	\$800	Completed	Practical Completion
PRJ-01263	Hillcroft Reserve Playspace Renewal	C99327	\$135,000	\$30,622	\$104,378	23%	\$222,568	On Track	Practical Completion
PRJ-01268	Ruffley Lake Park Signage	C99384	\$60,000	\$41,521	\$18,479	69%	\$11,258	On Track	Practical Completion
PRJ-01371	Ruffley Lake Park Pedestrian Bridges and Boardwalk	C99387	\$2,325,000	\$771,142	\$1,553,858	33%	\$1,641,018	On Track	Practical Completion
PRJ-01632	Carawatha/Kookkuna Demolition and DD	C99423	\$438,000	\$86,426	\$352,574	20%	\$170,384	On Track	Practical Completion
PRJ-01635	Beverley Reserve Playspace Renewal	C10035	\$10,000	\$0	\$10,000	0%	\$2,800	On Track	Public Consultation
PRJ-01639	Delfield Reserve Playspace Renewal	C10071	\$140,000	\$3,170	\$136,830	2%	\$2,600	On Track	Practical Completion
PRJ-01642	Lamoo Playspace (MMCLP)	C99433	\$15,000	\$79	\$14,921	1%	\$0	On Track	Tender and Evaluation
PRJ-01643	Manna Gum Playspace Renewal	C10072	\$15,000	\$5,400	\$9,600	36%	\$0	On Track	Contract Awarded
PRJ-01628	Ruffley Lake Park Paths - Section C 1000 steps	C99454	\$300,000	\$15,541	\$284,459	5%	\$4,414	On Track	Practical Completion
PRJ-01833	Ruffley Lake Park Paths - Section F-Lake circuit	C99457	\$70,000	\$10,984	\$59,016	16%	\$65,715	Completed	Practical Completion
PRJ-01834	Ruffley Lake Park Paths - Section G-Shared Paths	C99458	\$20,000	\$1,440	\$18,560	7%	\$9,031	On Hold	Detail Design
PRJ-01835	Windella Reserve Playspace Renewal	C10037	\$15,000	\$0	\$15,000	0%	\$0	On Track	Tender and Evaluation
PRJ-01859	Celeste East Playspace Renewal	C99480	\$25,000	\$1,440	\$23,560	6%	\$0	On Track	Practical Completion
PRJ-01863	St Denys Reserve Upgrade	C99481	\$30,000	\$27,306	\$2,694	91%	\$0	Completed	Practical Completion
PRJ-01868	BMX Dirt Bike Trail Program	C10042	\$0	\$0	\$0		\$0	Deferred	Public Consultation
PRJ-01916	Warrandyte Reserve dog infrastructure improvement	C10004	\$0	\$2,848	-\$2,848		\$0	Not Applicable	Not Applicable
PRJ-01933	Launders Reserve Renewal	C10055	\$25,000	\$39,449	-\$14,449	158%	\$0	Completed	Practical Completion



### 2.11. Parks Program

As of December 31, 2024:

- \$312,224 had been spent on Parks Program projects. (46% of the revised budget).
- \$92,063 in commitments were recorded in Finance 1.



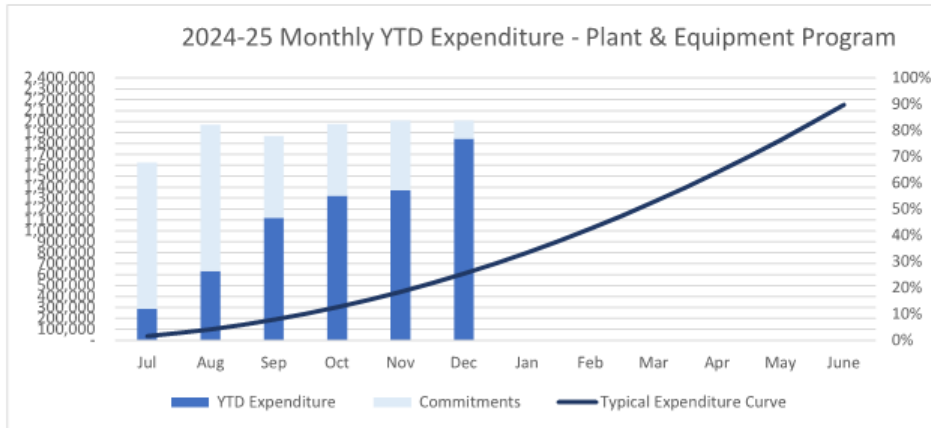
Project No.	Projects	AC/No	Revised Budget	YTD Expenditure	Remaining Budget	% Expenditure	Commitments	Status	Planned Milestone (Deliverables to be completed by 30 June 2025)
<b>Total</b>			<b>676,000</b>	<b>312,224</b>	<b>363,776</b>	<b>46%</b>	<b>92,063</b>		
PRJ-00184	Fencing	C23521	\$182,000	\$92,149	\$99,851	48%	\$86,778	On Track	Completion (Ongoing)
PRJ-00201	Play Spaces Renewal	C97058	\$80,000	\$8,113	\$81,887	9%	\$0	On Track	Completion (Ongoing)
PRJ-01125	Templestowe Memorial Reserve Upgrade	C99213	\$150,000	\$98,209	\$51,791	65%	\$3,005	Completed	Practical Completion
PRJ-01161	Parks Asset Renewal	C99214	\$144,000	\$112,610	\$31,390	78%	\$2,280	On Track	Practical Completion
PRJ-01766	Warrandyte RSL Landscaping Works	C99443	\$50,000	\$943	\$49,057	2%	\$0	On Track	Practical Completion
PRJ-01836	Manningham Sensory Garden	C10038	\$50,000	\$0	\$50,000	0%	\$0	Not Started	Detail Design



## 2.12. Plant & Equipment Program

As of December 31, 2024:

- \$1.8 million had been spent on Plant & Equipment Program projects. (78% of the revised budget).
- \$164,831 in commitments were recorded in Finance 1.



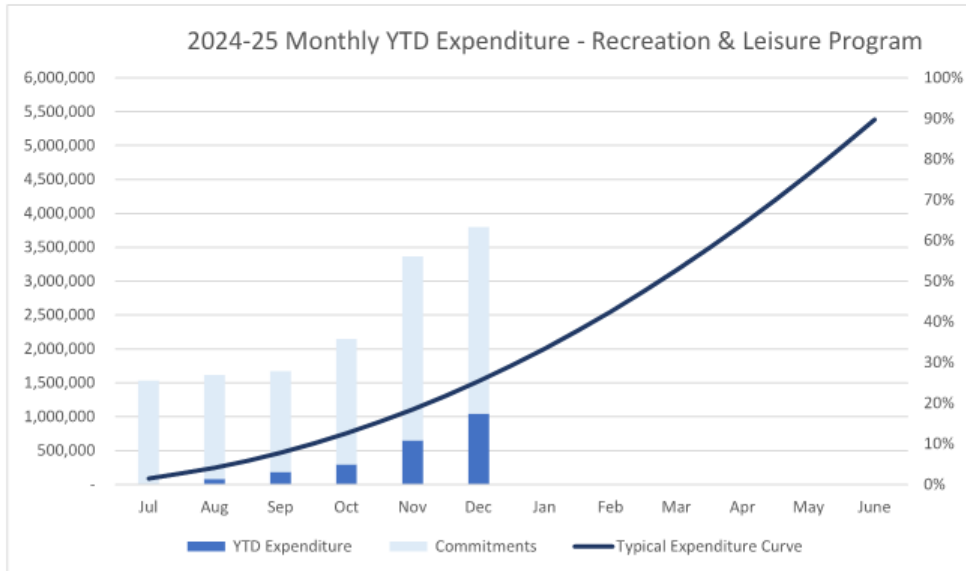
Project No	Projects	AC/No	Revised Budget	YTD Expenditure	Remaining Budget	% Expenditure	Commitments	Status	Planned Milestone (Deliverables to be completed by 30 June 2025)
	<b>Total</b>		2,358,000	1,842,774	515,226	78%	164,831		
PRJ-00152	Plant Replacement Project	C95008	\$2,358,000	\$1,842,774	\$515,226	78%	\$164,831	On Track	Completion (Ongoing)



### 2.13. Recreation & Leisure Program

As of December 31, 2024:

- \$1.1 had been spent on Recreation & Leisure Program projects. (17% of the revised budget).
- \$2.7 million in commitments were recorded in Finance 1.





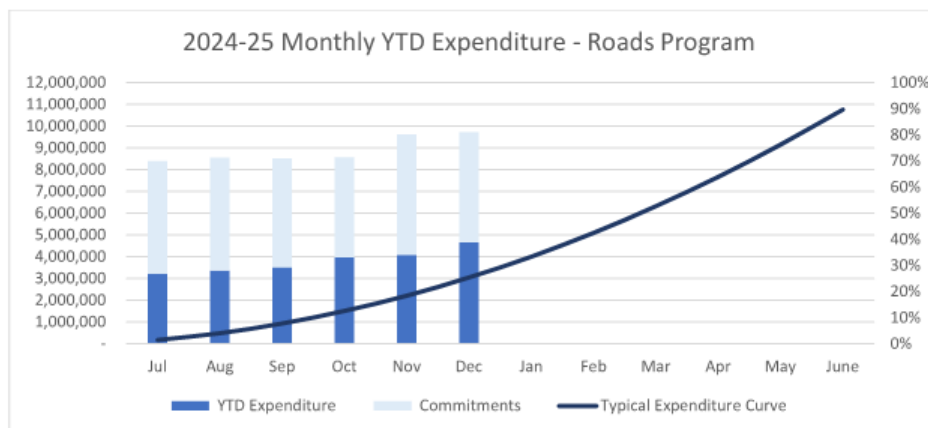
Project No	Projects	AC/No	Revised Budget	YTD Expenditure	Remaining Budget	% Expenditure	Commitments	Status	Planned Milestone (Deliverables to be completed by 30 June 2025)
	<b>Total</b>		<b>6,302,880</b>	<b>1,046,831</b>	<b>5,256,049</b>	<b>17%</b>	<b>2,749,180</b>		
PRJ-00146	Miscellaneous General Leisure	C26021	\$128,000	\$31,317	\$96,683	24%	\$56,606	On Track	Completion (Ongoing)
PRJ-00438	Park Orchards Tennis Club Landscaping	C10009	\$80,000	\$1,489	\$78,511	2%	\$0	On Track	Construction Commenced
PRJ-00446	Donvale Bowls North Field Redevelopment	C99277	\$700,000	\$10,605	\$689,395	2%	\$4,358	On Hold	Detail Design
PRJ-00460	Recreation Strategy Implementation	C24031	\$71,000	\$0	\$71,000	0%	\$0	On Track	Practical Completion
PRJ-00470	Bin Cages at Sporting Facilities	C26051	\$20,000	\$0	\$20,000	0%	\$0	On Track	Completion (Ongoing)
PRJ-00480	Rieschieks Reserve Management Plan (inc	VC51006	\$1,000,000	\$297,048	\$702,952	30%	\$182,316	On Track	Completion (Ongoing)
PRJ-00982	Aquarena Redevelopment (50m Pool & Outdoor	C99282	\$463,000	\$441,428	\$21,572	95%	\$898,217	On Track	Tender and Evaluation
PRJ-01005	Aggregated Leisure and Community Projects	C25699	\$0	\$0	\$0		\$0	Not Applicable	Not Applicable
PRJ-01113	Manningham Templestowe Leisure Centre M&C	C99225	\$200,000	\$19,808	\$180,192	10%	\$10,752	On Track	EMT and SBS approval (int
PRJ-01120	Timber Reserve Floodlight Construction	C62098	\$0	\$900	-\$900		\$21,853	PC reached in Previous FY	Not Applicable
PRJ-01202	Serpents Reserve Upgrade of sports field flood	C99350	\$0	\$1,097	-\$1,097		\$1,239	PC reached in Previous FY	Not Applicable
PRJ-01203	Templestowe Park Tennis Club Upgrade of c/c	C99352	\$0	\$2,858	-\$2,858		\$9,525	PC reached in Previous FY	Not Applicable
PRJ-01206	Active Reserve Facility Development Plans	C99334	\$50,000	\$12,472	\$37,528	25%	\$8,150	On Track	Completion (Ongoing)
PRJ-01298	Public Tennis Court Improvement Works   Koi	C99361	\$0	\$560	-\$560		\$5,238	PC reached in Previous FY	Not Applicable
PRJ-01331	Donvale Indoor Sports Centre Redevelopment	C99371	\$150,000	\$0	\$150,000	0%	\$0	Deferred	None (Subject to review of
PRJ-01458	Colman Park Cricket Nets Roof and Floodlight	C10025	\$25,000	\$3,682	\$21,318	15%	\$0	On Track	Detail Design
PRJ-01460	Currawong Tennis Club Court 5&6 Resurfacing	C99401	\$546,184	\$10,357	\$535,827	2%	\$1,126,761	On Track	Practical Completion
PRJ-01520	Donvale Tennis Club Courts 1 & 2 Floodlight	C10007	\$71,143	\$5,470	\$65,673	8%	\$210,690	On Track	Practical Completion
PRJ-01521	Schramms Reserve Turf Cricket Nets Redevelo	C10026	\$30,000	\$1,794	\$28,206	6%	\$0	On Track	Detail Design
PRJ-01522	Bulleen Tennis Club Court 1 & 2 Resurfacing	C10027	\$30,000	\$6,520	\$23,480	22%	\$0	On Track	Practical Completion
PRJ-01523	Wonga Park Reserve East Pavilion Upgrade	C10006	\$200,000	\$1,942	\$198,058	1%	\$0	On Track	Detail Design
PRJ-01524	Serpents Tennis Club Floodlight and Court Upg	C10028	\$50,000	\$14,702	\$35,298	29%	\$76,179	On Track	Detail Design
PRJ-01531	Wilson Reserve Sports Field Floodlight Upgr	C10029	\$26,000	\$3,802	\$22,198	15%	\$56,845	On Track	Detail Design
PRJ-01532	Bulleen Tennis Club Court 7 & 8 Resurfacing	C99424	\$623,553	\$9,464	\$614,089	2%	\$0	On Track	Practical Completion
PRJ-01535	Wonga Park Netball Court Redevelopment &	C99425	\$240,000	\$66,096	\$173,904	28%	\$75,663	On Track	Tender and Evaluation
PRJ-01537	Domeneys Reserve Sports Field Floodlight Up	C10030	\$27,000	\$4,360	\$22,640	16%	\$0	On Track	Detail Design
PRJ-01845	Templestowe Reserve Flat Track Racers Shel	C10039	\$50,000	\$4,107	\$45,893	8%	\$0	On Track	Practical Completion
PRJ-01846	Sheelahs Reserve Tennis Court Redevelopm	C10040	\$60,000	\$9,503	\$50,497	16%	\$4,791	On Track	Detail Design
PRJ-01847	Templestowe Reserve Protective netting	C10041	\$125,000	\$6,765	\$118,235	5%	\$0	On Track	Practical Completion
PRJ-01881	Wonga Park Reserve LED Scoreboard	C10043	\$50,000	\$1,629	\$48,371	3%	\$0	On Hold	Practical Completion
PRJ-01882	Serpents Reserve Shelter x 2	C10044	\$100,000	\$5,148	\$94,852	5%	\$0	On Track	Practical Completion
PRJ-01883	Serpents Reserve Satellite Pavilion	C10045	\$100,000	\$3,718	\$96,282	4%	\$0	On Track	Practical Completion
PRJ-01884	Timber Reserve Pavilion Design only	C10046	\$250,000	\$10,918	\$239,082	4%	\$0	On Hold	Concept Design
PRJ-01886	Petlys Reserve Fixed Scoreboard	C10047	\$20,000	\$8,227	\$11,773	41%	\$0	On Hold	Practical Completion
PRJ-01887	Warrandyte Reserve Cricket Net Upgrade	C10048	\$290,000	\$5,556	\$284,444	2%	\$0	On Track	Detail Design
PRJ-01891	Templestowe Bowling Club green lighting	C10052	\$27,000	\$4,513	\$22,487	17%	\$0	On Track	Detail Design
PRJ-01909	Oval Perimeter Walkability Project	C10051	\$200,000	\$562	\$199,438	0%	\$0	On Hold	Project Planning
PRJ-01912	Zerbes Reserve Spectator Shelter	C10053	\$100,000	\$4,406	\$95,594	4%	\$0	On Track	Practical Completion
PRJ-01955	Templestowe Park Tennis Club Courts 1-5 R	C10069	\$200,000	\$1,590	\$198,410	1%	\$0	On Track	Practical Completion
PRJ-01993	Petlys Reserve LED Lighting Upgrade	C10078	\$0	\$32,420	-\$32,420		\$0	Completed	Practical Completion



## 2.14. Roads Program

As of December 31, 2024:

- \$4.7 million had been spent on Roads Program projects. (33% of the revised budget). This included \$3.2 million Tram Merlin Prepayment contingent upon re-tender process. If it were to be excluded for regulatory compliance, the YTD % expenditure would be 11% to this point for Roads Program.
- \$5.1 million in commitments were recorded in Finance 1.



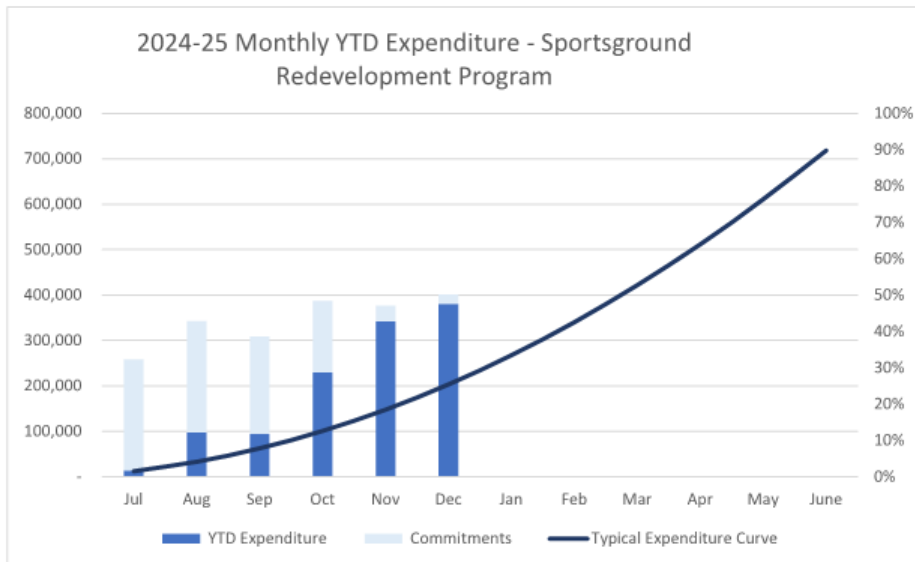
Project No	Projects	AC/No	Revised Budget	YTD Expenditure	Remaining Budget	% Expenditure	Commitments	Status	Planned Milestone (Deliverables to be completed by 30 June 2025)
	<b>Total</b>		<b>13,979,008</b>	<b>4,654,656</b>	<b>9,324,350</b>	<b>33%</b>	<b>5,067,318</b>		
PRJ-00182	Arterial Road Pavements (Link & Collector)	C25531	\$200,000	\$0	\$200,000	0%	\$0	Completed	Completion (Ongoing)
PRJ-00183	Bridges / Culverts - Roads & Reserves	C23533	\$100,000	\$34,536	\$65,465	35%	\$125,736	On Track	Completion (Ongoing)
PRJ-00185	Carpark Resurfacing & Minor Upgrades	C25540	\$335,000	\$1,413	\$333,587	0%	\$250,447	On Track	Completion (Ongoing)
PRJ-00186	Concrete ROWs	C26512	\$30,000	\$0	\$30,000	0%	\$11,395	On Track	Completion (Ongoing)
PRJ-00188	Pavement Design	C25550	\$25,000	\$11,167	\$13,833	45%	\$1,117	On Track	Completion (Ongoing)
PRJ-00196	Open Space Road Pavements	C23516	\$160,000	\$0	\$160,000	0%	\$0	On Track	Completion (Ongoing)
PRJ-00198	Pram Crossings	C26511	\$50,000	\$0	\$50,000	0%	\$0	On Track	Completion (Ongoing)
PRJ-00202	Road Restoration	C23515	\$500,000	\$10,900	\$489,100	2%	\$35,016	On Track	Completion (Ongoing)
PRJ-00204	Road Retaining Wall / Structure	C26510	\$10,000	\$24,730	-\$14,730	247%	\$0	On Track	Completion (Ongoing)
PRJ-00205	Road Surfacing (Re seals)	C23514	\$4,688,008	\$231,239	\$4,456,769	5%	\$2,251,164	On Track	Completion (Ongoing)
PRJ-00206	Road Renewal - Kerb & Channel	C25551	\$570,000	\$147,912	\$422,088	26%	\$51,525	On Track	Completion (Ongoing)
PRJ-00282	Tram / Merlin Traffic Signals	C66279	\$3,207,000	\$3,235,159	-\$28,159	101%	\$117,487	On Track	Tender and Evaluation
PRJ-00455	Table Drain Remedial Works	C66282	\$75,000	\$0	\$75,000	0%	\$0	On Track	Completion (Ongoing)
PRJ-00570	Thompsons Road Service Road (Tasker Street)	C66325	\$15,000	\$0	\$15,000	0%	\$0	Closed	Not Applicable
PRJ-00633	Jumping Creek Road	C99230	\$650,000	\$635,424	\$14,576	98%	\$1,811,424	On Track	Tender and Evaluation
PRJ-00935	Pedestrian Refuge, Russell Rd/Mulens Rd	C95068	\$121,000	\$9,035	\$111,965	7%	\$0	On Track	Permit and Approval
PRJ-01017	Whitens Lane/Queens Avenue Intersection	MC96081	\$100,000	\$11,036	\$88,964	11%	\$19,650	On Track	Practical Completion
PRJ-01030	Fitzsimons Lane and Main Road Corridor (Tel)	C66327	\$1,318,000	\$289,589	\$1,028,411	22%	\$375,865	Behind Schedule	Tender and Evaluation
PRJ-01039	Aggregated Traffic Control Devices Council	LC99240	\$0	\$0	\$0	0%	\$0	Not Applicable	Not Applicable
PRJ-01095	Manningham Road service road access chan	C95086	\$100,000	\$1,765	\$98,235	2%	\$0	On Track	Construction Commenced
PRJ-01245	Road and Assets Design (Templestowe Train	C96338	\$1,520,000	\$1,144	\$1,518,856	0%	\$0	On Hold	Project Planning
PRJ-01333	Pound Road Warrandyte Road intersection re	C96374	\$0	\$1,000	-\$1,000	0%	\$3,570	Not Applicable	Not Applicable
PRJ-01335	Traffic Signal Controller and Lantern LED upg	C99372	\$80,000	\$0	\$80,000	0%	\$12,900	On Track	Completion (Ongoing)
PRJ-01336	King Street pedestrian refuge @ Ruffey Creek	C99393	\$0	\$0	\$0	0%	\$0	Carry Forward Adjusted	Not Applicable
PRJ-01340	Alexander Road - From Heidelberg-Warrandy	C10018	\$25,000	\$6,413	\$18,587	26%	\$0	On Track	Concept Design
PRJ-01553	Traffic calming Jeffrey St and Airds Rd, Lower	C10031	\$75,000	\$397	\$74,603	1%	\$0	On Track	Construction Commenced
PRJ-01557	Harris Gully Road and Beauty Gully Road - Tr	C10032	\$25,000	\$1,799	\$23,201	7%	\$0	On Track	Detail Design
PRJ-01560	Reynolds Road/Smiths Road Intersection Traf	C99430	\$0	\$0	\$0	0%	\$0	Carry Forward Adjusted	Not Applicable



### 2.15. Sportsground Redevelopment Program

As of December 31, 2024:

- \$381,160 had been spent on Sportsground Redevelopment Program projects. (47% of the revised budget).
- \$20,607 in commitments were recorded in Finance 1.



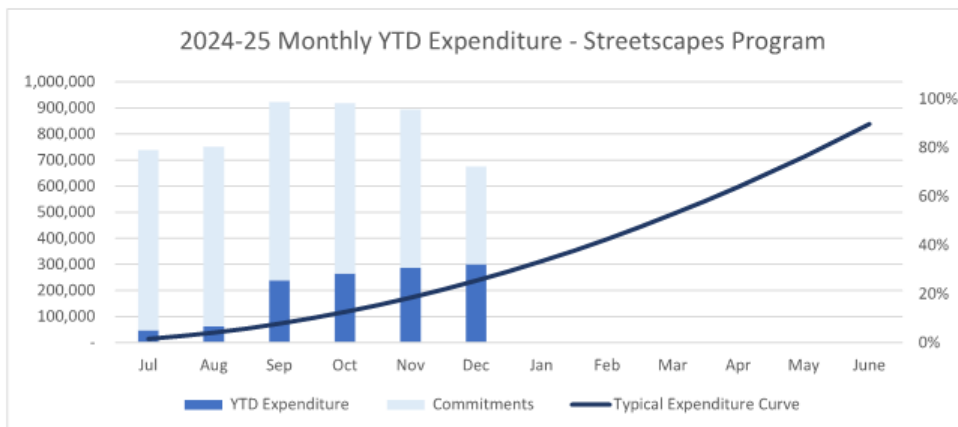
Project No	Projects	AC/No	Revised Budget	YTD Expenditure	Remaining Budget	% Expenditure	Commitments	Status	Planned Milestone (Deliverables to be completed by 30 June 2025)
	<b>Total</b>		810,000	381,160	428,840	47%	20,607		
PRJ-00192	Sporting Reserves Renewal	C20079	\$506,000	\$325,188	\$180,812	64%	\$14,807	On Track	Completion (Ongoing)
PRJ-01430	Warrandyte Reserve No.1 Oval Redevelopment	C10023	\$5,000	\$0	\$5,000	0%	\$0	Deferred	None (Deferred)
PRJ-01432	Timber Ridge Oval Redevelopment	C10075	\$20,000	\$0	\$20,000	0%	\$0	Not Started	Detail Design
PRJ-01445	Donvale Multi Soccer East Redevelopment	C10073	\$205,500	\$0	\$205,500	0%	\$5,800	On Track	Practical Completion
PRJ-01448	Koonung Reserve Oval Redevelopment	C10024	\$73,500	\$55,972	\$17,528	76%	\$0	Deferred	Practical Completion



### 2.16. Streetscapes Program

As of December 31, 2024:

- \$300,899 had been spent on Streetscapes Program projects. (32% of the revised budget).
- \$373,735 in commitments were recorded in Finance 1.



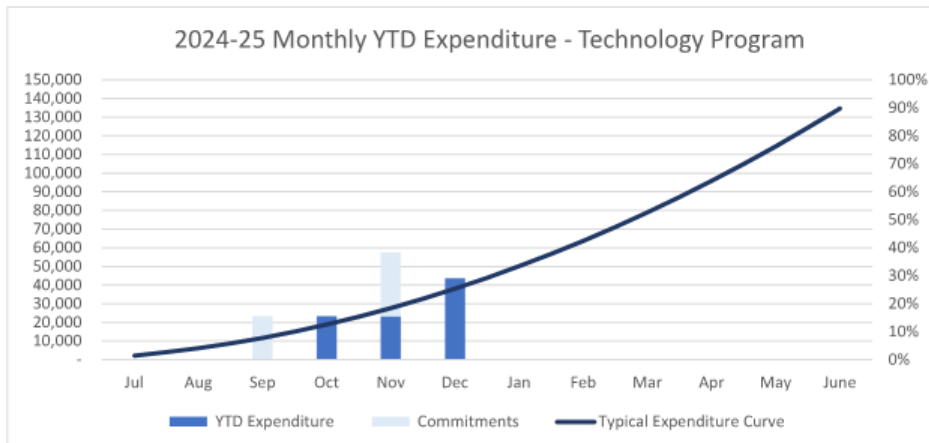
Project No.	Projects	AC/No	Revised Budget	YTD Expenditure	Remaining Budget	% Expenditure	Commitments	Status	Planned Milestone (Deliverables to be completed by 30 June 2025)
<b>Total</b>			<b>943,000</b>	<b>300,899</b>	<b>642,101</b>	<b>32%</b>	<b>373,735</b>		
PRJ-00200	Road Furniture / Signs / Bins / Seats	C24504	\$130,000	\$27,462	\$102,538	21%	\$5,859	On Track	Completion (Ongoing)
PRJ-00222	Street Lighting Replacement Program	C29500	\$45,000	\$7,030	\$37,970	16%	\$10,108	On Track	Completion (Ongoing)
PRJ-00448	Additional Street Lighting	C24006	\$63,000	\$0	\$63,000	0%	\$20,351	On Track	Completion (Ongoing)
PRJ-00459	Local Activity Centres Infrastructure upgrades	C28021	\$30,000	\$0	\$30,000	0%	\$0	On Track	Completion (Ongoing)
PRJ-00462	City Signage Program	C23017	\$140,000	\$81,775	\$58,225	58%	\$3,140	On Track	Completion (Ongoing)
PRJ-01136	Templestowe Village Streetscape Upgrade	C96278	\$100,000	\$0	\$100,000	0%	\$0	Behind Schedule	Project Planning
PRJ-01786	Safety and Amenity works - Macedon Square	C99445	\$0	\$68,006	-\$68,006		\$314,068	On Track	Practical Completion
PRJ-01790	Jackson Court Gateway Sign Refurbishment	C99446	\$0	\$35,567	-\$35,567		\$6,884	On Track	Practical Completion
PRJ-01838	Safety and Amenity works - Jackson Court	C99462	\$135,000	\$73,214	\$61,786	54%	\$13,326	PC reached in Previous FY	Not Applicable
PRJ-01896	Place based initiatives in activity centres	C10074	\$300,000	\$7,846	\$292,154	3%	\$0	On Track	Practical Completion



## 2.17. Technology Program

As of December 31, 2024:

- \$43,708 had been spent on Technology Program projects. (29% of the revised budget).
- \$0 in commitments were recorded in Finance 1.



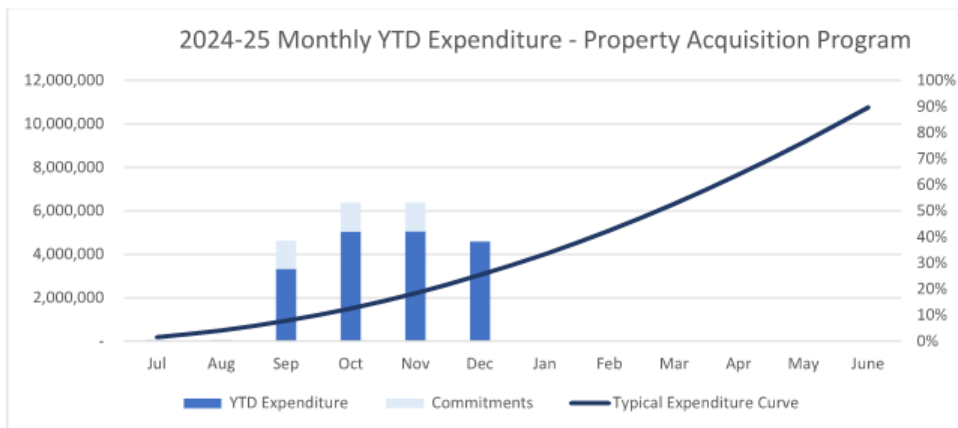
Project No	Projects	AC/No	Revised Budget	YTD Expenditure	Remaining Budget	% Expenditure	Commitments	Status	Planned Milestone (Deliverables to be completed by 30 June 2025)
	<b>Total</b>		150,000	43,708	106,292	29%	-		
PRI-00235	IT Infrastructure	C97147	\$150,000	\$43,708	\$106,292	29%	\$0	On Track	Completion (Ongoing)



### 2.18. Property Acquisition Program

As of December 31, 2024:

- \$4.6 million had been spent on Property Acquisition Program projects. (48% of the revised budget). (23/24 EOFY Accrual hit the book which reversed the expenditure to a lower point)
- \$18,056 million in commitments.
- Carawatha/Kookuna Demolition and Development has been reclassified as infrastructure project as opposed to property. Land acquisition for Carawatha was completed in FY23/24.



Project No.	Projects	AC/No	Revised Budget	Expenditure	Remaining Budget	% Expenditure	Commitments	Status
	<b>Total</b>		9,650,000	4,590,274	5,059,726	48%	18,056	
PRJ-00799	Land Acquisition Program - Open Space for Manningham	C24175	\$3,300,000	\$3,231,422	\$68,578	98%	\$15,632	On Track
PRJ-01183	ISPPI Manningham Property Acquisition Project	C99311	\$5,000,000	\$753	\$4,999,247	0%	\$2,424	On Track
PRJ-01962	Park Orchards Community Hall Redevelopment (incl. Property Acquisition)	C10077	\$1,350,000	\$1,358,099	-\$8,099	101%	\$0	On Track

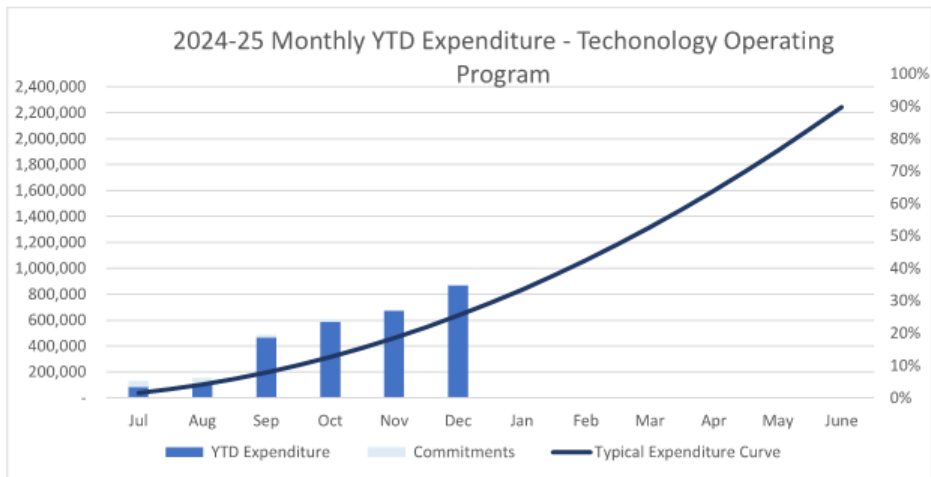


### 3. Maintenance/Operating Performance

#### 3.1. Technology Operating

As of December 31, 2024:

- \$867,046 had been spent on Technology (Operating) projects. (36% of the revised budget).
- \$6,983 in commitments were recorded in Finance 1.



Project No.	Project	AC/No	Revised		Remaining		% Expenditure	Commitments
			Budget	Expenditure	Budget			
		Total	2,412,306	867,046	1,545,260	36%	6,983	
PRJ-00144	Enterprise Project Management Office Projects (2607)	2607	\$2,127,306	\$820,846	\$1,306,460	39%	\$6,983	
PRJ-00629	IT Strategy Initiatives – Operating (2408)	2408	\$285,000	\$46,200	\$238,800	16%	\$0	

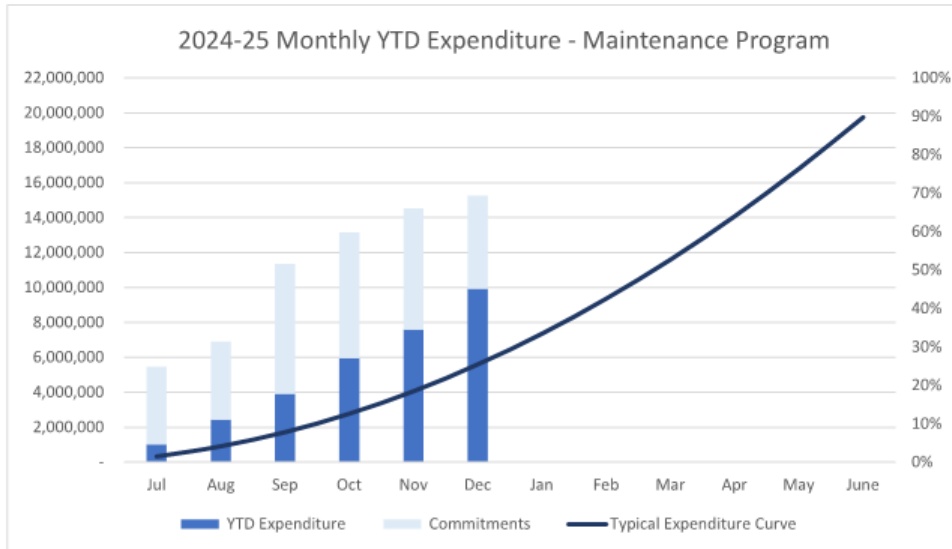




### 3.2. Maintenance

As of December 31, 2024:

- \$9.9 million had been spent on Maintenance projects. (46% of the revised budget).
- \$5.3 million in commitments were recorded in Finance 1.



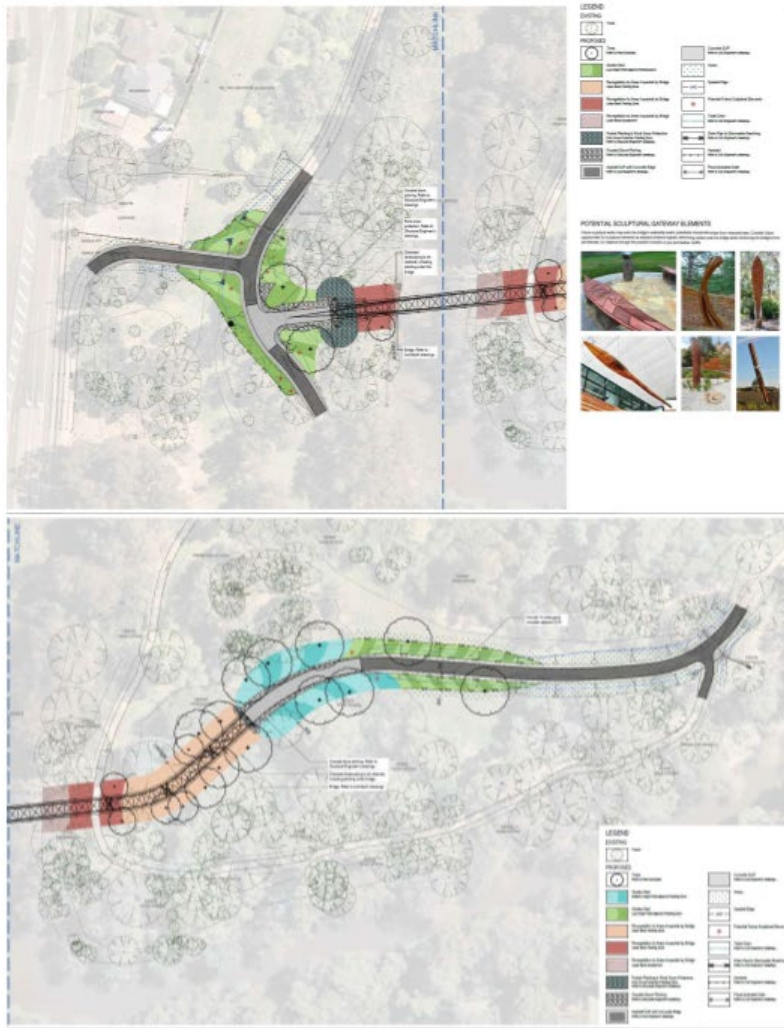
Project No.	Project	AC/No	Adopted Budget	Revised Budget	Expenditure	Remaining Budget	% Expenditure	Commitments
PRJ-01382	Unsealed Carpark Maintenance (6329)	6329	\$303,759	\$303,759	\$129,272	\$174,488	43%	6,564
PRJ-01383	Sealed Roads Maintenance (6337)	6337	\$678,552	\$678,552	\$266,808	\$411,744	39%	1,745,011
PRJ-01481	Street Cleaning & Sweeping (6305)	6305	\$727,390	\$727,390	\$243,727	\$483,663	34%	98,660
PRJ-01482	Footpath & Paver Maintenance (6314)	6314	\$809,240	\$759,240	\$361,538	\$397,702	48%	1,225,524
PRJ-01483	Underground Drain & Pit Maintenance (6323)	6323	\$914,495	\$928,495	\$634,558	\$293,937	68%	1,074,922
PRJ-01484	Programmed Drainage Maintenance (6324)	6324	\$309,373	\$250,000	\$111,095	\$138,905	44%	18,795
PRJ-01485	Open Drain Maintenance (6331)	6331	\$883,778	\$884,650	\$461,587	\$423,063	52%	2,903
PRJ-01486	Park Sign Maintenance (6342)	6342	\$218,491	\$178,481	\$21,628	\$156,853	12%	-
PRJ-01487	Roadside Street Furniture & Signs Maintenance (6343)	6343	\$602,123	\$602,123	\$287,289	\$314,834	48%	44,650
PRJ-01488	Bridge & Culverts Maintenance (6351)	6351	\$97,676	\$147,676	\$110,174	\$37,502	75%	3,028
PRJ-01489	Gravel Footpath Maintenance (6357)	6357	\$103,671	\$103,671	\$30,988	\$72,683	30%	371,128
PRJ-01490	The Pines Community Centre Maintenance (6755)	6755	\$40,000	\$40,000	\$24,980	\$15,020	62%	-
PRJ-01491	Child Care Centre Maintenance (6762)	6762	\$181,500	\$181,500	\$78,847	\$102,653	43%	-
PRJ-01492	Community Facility Maintenance (6763)	6773	\$402,750	\$433,400	\$191,550	\$241,850	44%	-
PRJ-01493	Council Work Place Maintenance (6764)	6764	\$460,000	\$460,000	\$259,782	\$200,218	56%	-
PRJ-01494	Rented Dwelling Maintenance (6765)	6765	\$6,600	\$0	\$0	\$0	0%	-
PRJ-01495	Heritage Building Maintenance (6766)	6766	\$6,600	\$6,600	\$2,275	\$4,325	34%	-
PRJ-01496	Library Maintenance (6767)	6767	\$33,000	\$33,000	\$6,249	\$26,751	19%	-
PRJ-01498	Public Toilet Maintenance (6773)	6773	\$433,400	\$433,400	\$191,550	\$241,850	44%	-
PRJ-01499	Scout & Guide Hall Maintenance (6774)	6774	\$6,600	\$6,600	\$4,402	\$2,198	67%	-
PRJ-01500	Sporting Facility Maintenance (6775)	6775	\$253,000	\$268,000	\$165,371	\$102,629	62%	-
PRJ-01502	Street Tree Maintenance (6228)	6228	\$1,470,347	\$1,457,913	\$759,244	\$698,669	52%	-
PRJ-01503	Park Tree Maintenance (6236)	6236	\$809,126	\$796,692	\$454,018	\$342,674	57%	87,041
PRJ-01504	Landscape Maintenance (6268)	6268	\$520,021	\$525,021	\$244,436	\$280,585	47%	200
PRJ-01505	Open Space Asset Inspection & Maintenance (6204)	6204	\$419,626	\$368,772	\$62,455	\$306,317	17%	21,912
PRJ-01506	General Building Maintenance (6710)	6710	\$1,396,616	\$1,396,616	\$675,578	\$721,038	48%	245
PRJ-01507	Fence Maintenance (6216)	6216	\$60,000	\$60,000	\$86,191	-\$26,191	144%	-
PRJ-01508	Electrical Line Clearance Maintenance (6232)	6232	\$1,315,000	\$1,315,000	\$297,050	\$1,017,950	23%	144,764
PRJ-01510	Tree Planting (6237)	6237	\$540,000	\$540,000	\$184,806	\$355,194	34%	-
PRJ-01511	Sports Ground Maintenance (6240)	6240	\$1,594,669	\$1,594,669	\$822,789	\$771,880	52%	77,756
PRJ-01512	Bushland Maintenance (6265)	6265	\$1,059,570	\$1,059,570	\$454,796	\$604,774	43%	116,803
PRJ-01513	Park Landscape Maintenance (6272)	6272	\$1,550,156	\$1,543,603	\$681,275	\$862,328	44%	2,725
PRJ-01514	Playground Maintenance (6276)	6276	\$211,830	\$211,830	\$102,845	\$108,985	49%	38,446
PRJ-01515	Open Space Grass Cutting and Maintenance (6292)	6292	\$2,042,786	\$2,022,148	\$864,667	\$1,157,481	43%	-
PRJ-01516	Open Space Fire Mitigation Maintenance (6296)	6296	\$431,000	\$431,000	\$204,138	\$226,862	47%	160,249
PRJ-01517	Bus Shelter Maintenance (6650)	6650	\$133,675	\$133,675	\$69,926	\$63,749	52%	53,307
PRJ-01518	Road Line Marking Maintenance (6349)	6349	\$239,451	\$239,451	\$43,619	\$195,832	18%	33,110
PRJ-01519	Graffiti Removal (6720)	6720	\$100,600	\$100,600	\$38,054	\$62,546	38%	1,946
PRJ-01621	Leisure Centre Maintenance (3601)	3601	\$282,615	\$267,615	\$132,419	\$135,196	49%	5,455
PRJ-01623	Open Space VicRoads Grass Cutting and Maintenance	6201	\$225,000	\$225,000	\$169,227	\$55,773	75%	-
PRJ-01764	Public Art Maintenance (3227)	3227	\$8,000	\$8,000	\$229	\$7,771	3%	-



## 4. Project Updates

### 4.1. Major Projects

#### 4.1.1 Banksia Bridge



- Design completed.
- Currently awaiting Melbourne Water and Parks Vic approvals to proceed with planning.
- Meeting with DECCA, Melbourne Water and Parks Vic to progress approval.
- \$5.8M of funding received for the project to date with Council applying for up to a further \$5M of funding from the Australian Governments Active Transport Fund.

#### 4.1.2 Tram – Merlin Signalisation



- Design completed and construction contract awarded.
- Works scheduled to commence in early 2025 and completed by mid-2025.



### 4.1.3 Melbourne Hill Road



- Stage 1 works completed.
- Stage 2 design completed subject to construction methodology being verified.
- Early Contractor Involvement procurement methodology to be incorporated in this project with a contract award to be presented to Council in Early 2025, to proceed.

### 4.1.4 Jumping Creek Road





- Trail works and bridge improvement works completed.
- Package E – Vine Crecent to Homestead Road including the township is currently at tender evaluation.
- Planning permit application underway.
- Communications and further community engagement on the impacts scheduled to commence.

#### 4.1.5 Templestowe Route Road Reconstruction



- Early works packages completed.
- Main work tender evaluation completed and contractor to be appointed in early 2025.
- Templestowe village project will commence consultation in FY 25/267
- DTP Approval obtained for POS FLP.
- Communications and further community engagement on the impacts scheduled to commence in early 2025.



#### 4.1.6 Aquarena Pool masterplan



- Design development update - 100% Design Development Stage complete.
- First stage of procurement being the expression of interest phase is currently under evaluation.

#### 4.2. Bicycle Network

- Taroona Avenue Shared Path – CHMP report has been completed and other procurement documents are in process. Construction will commence early 2025.

#### 4.3. Bus Shelter Program

- Design 12 bus shelters had design contract awarded by end of December. Anticipate concept design by end of Jan 2025 and Detail design by end of April 2025.
- Construction – 7 bus shelters for construction has been awarded. Commence in early 2025 and finish by Q4.

#### 4.4. Building

- MC2 Co-working business hub - The Concept Package review is underway, Finalizing the Concept design to Schematic Design.
- Youth Hub at MC2 –Detail design nearly completed. Procurement is upcoming.

4.5. Community Facilities Program



- Schramms Cottage Visitor Centre – The building modules were being installed on 04 December 2024 on site.





4.6. Drainage



- Ruffey Lake Park - WSUD Church Rd South completed.



#### 4.7. Footpath



- Mullum Mullum Linear Park Stage 5 (Heid-Warr Rd to Reynolds Rd) Linemarking and signs completed.



- Footpath renewal is progressing as planned.



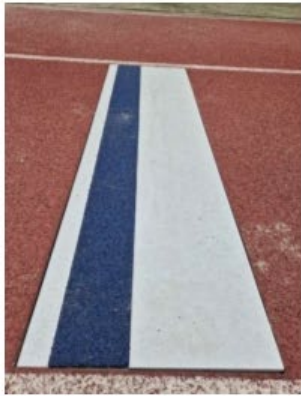
#### 4.8. Sportsground Redevelopment



- Koonung Reserve Oval Redevelopen



- Grass run up area in front of practice nets replaced



- 7 x Long Jump Boards replaced at the Doncaster Athletics Track



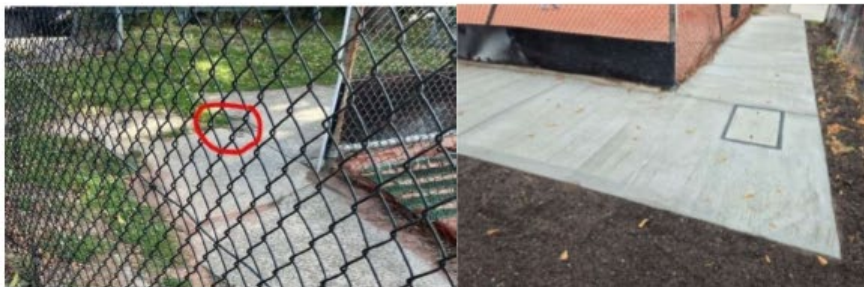
- Turfing 1900m<sup>2</sup> across various sites at Donvale Reserve, Boronia Reserve, Doncaster Reserve, Zerbes Reserve, Anderson Park, Warrandyte Reserve, Stintons Reserve, Domeney Reserve, Timber Ridge Reserve. (photos below from the left Anderson Park, Domeney Reserve, Doncaster Reserve)







- Protective Soft Netting replacement at Rieschiecks Reserve cricket nets



- Doncaster Tennis Club Foot Path renewal (Before: collapsed path and Telstra pit; After: accessible for wheel chairs and risk of tripping eliminated)

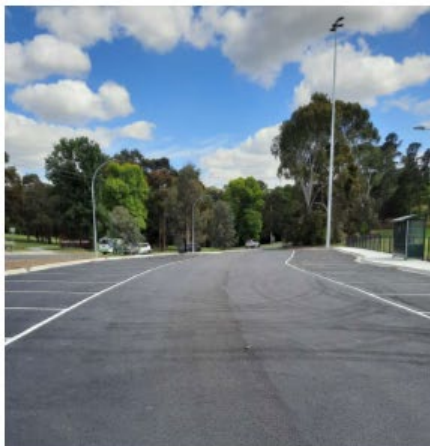


4.9. Recreation & Leisure



- Pettys Reserve LED Lighting Upgrade – Good lighting spill control





- Rieschiecks Reserve Carpark kicked off on 8th October with electrical conduits installed across the gravel surface to run power to the proposed light poles. This was followed by kerb prep and pour. The focus then moved to prepare the footpath base and towards the construction the footings for the light poles. The light poles were installed after the foundation cages were cured; this was followed by the prepping of footpath. Once the footpath was poured, the base preparation for the carpark was started while the sub-contractors worked on raising the buried sewer pit in the south end of the carpark. Once the base prep is done, the nightworks allowed the asphalt to be poured in one attempt across the whole site which was then followed by the line marking works.



- The asphaltting has been completed for Maintenance Road to the athletic track.





4.10. Open Space



- Lake Park Paths -Section F-Lake circuit to hill tops in middle of park completed.



- Fahey Reserve playspace upgrade completed





- Eric Reserve new playspace completed



- Ruffey Lake Interpretive Signs installed



- Doncaster Reserve Playspace Upgrade completed





- Doncaster Reserve Playspace junior drink fountain installed.

#### 4.11. Roads



- Bridge was replaced in Currawong Bush Park (Before and After). It was picked up in our 3 yearly bridge inspections with poor decking, slippery surface and splitting / rotting supports. It was fully replaced in November.





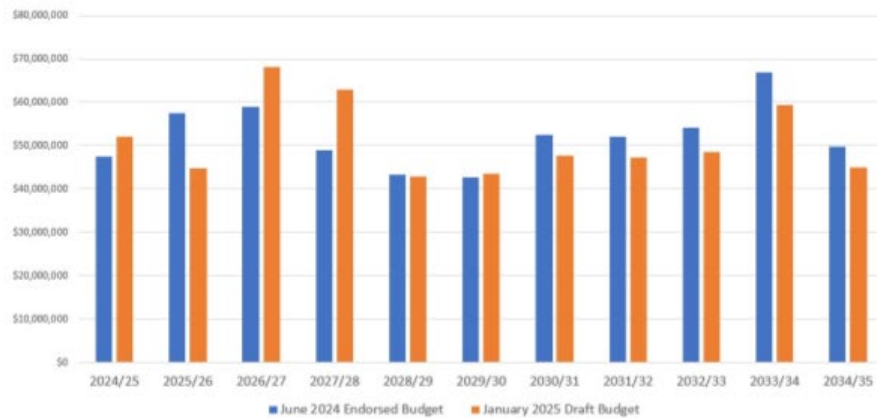
## 5. Capital Works Program Development Update

Work on refining the draft 10 Year Capital Works Program has continued throughout December and early January. These adjustments are detailed below.

Date	Reason for Change
6 December 2024	Building, Recreation, Sportsground & Open Space Workshops Outcomes
9 December 2024	Recreation & Leisure Fund Adjustment #2
20 December 2024	Manager City Projects Readiness Assessment
23 December 2024	Integrated Planning Changes
2 January 2025	Transfer #30 & Federal Assistance Grant Recalculation
6 January 2025	MRA & RRR Balance Updates
7 January 2025	Recreation & Leisure Fund Adjustment #3
8 January 2025	CEO Memo #2 & Transfer #31

Version	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35
17 June 2024	\$47,535,060	\$57,544,274	\$58,934,562	\$48,965,508	\$43,331,375	\$42,752,263	\$52,453,175	\$52,122,859	\$54,226,473	\$66,873,789	\$49,868,808
17 July 2024	\$46,699,815	\$57,544,274	\$58,934,562	\$48,965,508	\$43,331,375	\$42,752,263	\$52,453,175	\$52,122,859	\$54,226,473	\$66,873,789	\$49,868,808
24 July 2024	\$47,438,269	\$57,544,274	\$58,934,562	\$48,965,508	\$43,331,375	\$42,752,263	\$52,453,175	\$52,122,859	\$54,226,473	\$66,873,789	\$49,868,808
25 July 2024	\$47,438,269	\$57,544,274	\$58,934,562	\$48,965,508	\$43,331,375	\$42,752,263	\$52,453,175	\$52,122,859	\$54,226,473	\$66,873,789	\$49,868,808
21 August 2024	\$47,477,031	\$57,544,274	\$58,934,562	\$48,965,508	\$43,331,375	\$42,752,263	\$52,453,175	\$52,122,859	\$54,226,473	\$66,873,789	\$49,868,808
2 September 2024	\$47,477,031	\$57,544,274	\$58,934,562	\$48,965,508	\$43,331,375	\$42,752,263	\$52,453,175	\$52,122,859	\$54,226,473	\$66,873,789	\$49,868,808
8 October 2024	\$47,527,031	\$57,544,274	\$58,934,562	\$48,965,508	\$43,331,375	\$42,752,263	\$52,453,175	\$52,122,859	\$54,226,473	\$66,873,789	\$49,868,808
22 October 2024	\$47,527,031	\$57,544,274	\$58,934,562	\$48,965,508	\$43,331,375	\$42,752,263	\$52,453,175	\$52,122,859	\$54,226,473	\$66,873,789	\$49,868,808
28 October 2024	\$47,527,031	\$57,794,274	\$58,934,562	\$48,965,508	\$43,331,375	\$42,752,263	\$52,453,175	\$52,122,859	\$54,226,473	\$66,873,789	\$49,868,808
30 October 2024	\$47,527,031	\$57,794,274	\$58,934,562	\$48,965,508	\$43,331,375	\$42,752,263	\$52,453,175	\$52,122,859	\$54,226,473	\$66,873,789	\$49,868,808
31 October 2024	\$47,527,031	\$57,794,274	\$58,934,562	\$48,965,508	\$43,331,375	\$42,752,263	\$52,453,175	\$52,122,859	\$54,226,473	\$66,873,789	\$49,868,808
4 November 2024	\$47,527,031	\$57,794,274	\$58,934,562	\$48,965,508	\$43,331,375	\$42,752,263	\$52,453,175	\$52,122,859	\$54,226,473	\$66,873,789	\$49,868,808
15 November 2024	\$48,562,338	\$57,794,274	\$58,934,562	\$48,965,508	\$43,331,375	\$42,752,263	\$52,453,175	\$52,122,859	\$54,226,473	\$66,873,789	\$49,868,808
6 December 2024	\$48,562,338	\$55,817,274	\$59,039,562	\$50,290,508	\$42,511,375	\$44,504,263	\$51,211,675	\$47,162,109	\$52,291,048	\$62,739,789	\$48,858,808
9 December 2024	\$48,562,338	\$55,817,274	\$59,039,562	\$50,290,508	\$42,511,375	\$44,504,263	\$51,211,675	\$47,162,109	\$52,291,048	\$62,739,789	\$48,858,808
20 December 2024	\$48,141,418	\$45,331,274	\$68,234,562	\$61,395,508	\$42,046,375	\$42,936,263	\$46,704,675	\$47,652,109	\$51,635,048	\$61,972,789	\$45,077,808
23 December 2024	\$48,141,418	\$46,751,274	\$68,189,562	\$62,973,508	\$42,906,375	\$43,846,263	\$47,604,675	\$47,182,109	\$51,635,048	\$61,772,789	\$45,077,808
2 January 2025	\$48,536,418	\$46,751,274	\$68,171,099	\$62,973,508	\$42,906,375	\$43,846,263	\$47,604,675	\$47,182,109	\$51,635,048	\$61,772,789	\$45,077,808
6 January 2025	\$48,509,418	\$46,751,274	\$68,171,099	\$62,973,508	\$42,906,375	\$43,846,263	\$47,604,675	\$47,182,109	\$48,535,048	\$59,472,789	\$45,077,808
7 January 2025	\$48,509,418	\$46,751,274	\$68,171,099	\$62,973,508	\$42,906,375	\$43,446,263	\$47,604,675	\$47,182,109	\$48,535,048	\$59,472,789	\$45,077,808
8 January 2025	\$52,692,418	\$46,751,274	\$68,171,099	\$62,973,508	\$42,906,375	\$43,446,263	\$47,604,675	\$47,182,109	\$48,535,048	\$59,472,789	\$45,077,808

As shown below the expenditure profile has changed significantly with a reduction of spending in 2025/26 and layer years of the program being balanced by increased spending in 2026/27 & 2027/28.



The current draft program is summarised below.

	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35
Total Infrastructure	\$52,092,418	\$44,751,274	\$68,171,099	\$62,973,508	\$42,906,375	\$43,446,263	\$47,604,675	\$47,182,109	\$48,535,048	\$59,472,789	\$45,077,808
Total Property	\$8,739,000	\$1,790,000	\$1,590,000	\$2,250,000	\$1,690,000	\$2,270,000	\$1,680,000	\$2,300,000	\$1,700,000	\$1,742,000	\$1,795,000
Total Technology	\$2,138,824	\$3,708,986	\$4,676,058	\$3,994,747	\$3,474,404	\$2,755,053	\$2,316,716	\$2,359,421	\$2,303,195	\$2,348,062	\$2,394,050
Total Maintenance	\$21,723,711	\$22,659,623	\$23,265,481	\$23,824,321	\$24,397,128	\$24,984,295	\$25,586,065	\$26,202,914	\$26,835,186	\$27,483,267	\$28,147,853
Total Operating	\$0	\$300,000	\$1,150,000	\$1,150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Project	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35
<b>GRAND TOTAL</b>	<b>\$84,693,953</b>	<b>\$73,179,883</b>	<b>\$98,822,638</b>	<b>\$93,802,577</b>	<b>\$72,437,907</b>	<b>\$73,455,578</b>	<b>\$77,187,456</b>	<b>\$78,044,444</b>	<b>\$79,373,429</b>	<b>\$91,046,118</b>	<b>\$77,404,412</b>
Artworks Program	\$29,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000
Bicycle Network Program	\$1,343,000	\$40,000	\$5,084,078	\$975,000	\$570,000	\$700,000	\$390,000	\$350,000	\$0	\$20,000	\$1,133,000
Buildings Program	\$4,636,500	\$4,615,000	\$5,351,000	\$4,600,000	\$3,700,000	\$4,954,000	\$4,125,000	\$2,500,000	\$2,150,000	\$2,256,000	\$3,447,000
Bus Shelter Program	\$821,000	\$454,000	\$490,000	\$644,000	\$160,000	\$950,000	\$75,000	\$950,000	\$0	\$0	\$0
Circular Economy Program	\$2,059,000	\$1,695,000	\$2,279,000	\$2,295,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$1,445,000
Community Facilities Program	\$3,125,000	\$48,000	\$422,000	\$202,000	\$62,000	\$65,000	\$9,055,000	\$7,055,000	\$10,050,000	\$11,851,000	\$62,000
Drainage Program	\$3,407,000	\$2,845,000	\$5,684,000	\$6,150,000	\$3,815,000	\$2,935,000	\$4,650,000	\$6,450,000	\$7,985,000	\$8,296,000	\$4,753,000
Early Years Program	\$680,030	\$1,700,000	\$225,000	\$227,000	\$234,000	\$251,000	\$251,000	\$305,000	\$310,000	\$338,000	\$322,000
Footpath Program	\$3,399,650	\$3,130,000	\$4,590,000	\$4,271,000	\$3,875,000	\$4,675,000	\$2,015,000	\$4,450,000	\$4,685,000	\$3,995,000	\$5,153,000
Open Space Program	\$5,883,340	\$5,675,000	\$6,134,000	\$7,415,000	\$6,340,000	\$4,380,000	\$4,299,000	\$3,035,000	\$2,645,000	\$5,268,000	\$6,096,000
Parks Program	\$976,000	\$603,000	\$330,000	\$328,000	\$314,000	\$360,000	\$347,000	\$403,000	\$409,600	\$438,000	\$427,000
Plant & Equipment Program	\$2,358,000	\$1,920,000	\$1,625,000	\$1,850,000	\$1,360,000	\$2,180,000	\$1,280,000	\$1,800,000	\$1,830,000	\$1,872,000	\$1,921,000
Property Acquisition Program	\$9,850,000	\$1,950,000	\$1,980,000	\$1,660,000	\$1,660,000	\$1,670,000	\$1,680,000	\$1,700,000	\$1,700,000	\$1,742,000	\$1,785,000
Recreation & Leisure Program	\$6,362,880	\$4,971,000	\$14,251,000	\$16,254,000	\$4,895,000	\$2,355,000	\$4,584,500	\$4,732,000	\$765,000	\$290,000	\$2,514,000
Roads Program	\$13,979,008	\$14,179,274	\$18,134,021	\$14,683,508	\$12,352,375	\$17,296,263	\$17,150,175	\$12,337,505	\$13,405,448	\$19,170,789	\$12,337,808
Sportsground Redevelopment Program	\$810,000	\$1,764,000	\$2,586,000	\$1,699,000	\$2,870,000	\$1,790,000	\$1,930,000	\$2,195,000	\$1,710,000	\$2,435,000	\$2,690,000
Streetscapes Program	\$943,000	\$921,000	\$1,601,000	\$2,301,000	\$1,589,000	\$1,670,000	\$1,668,000	\$810,000	\$2,270,000	\$2,505,000	\$2,354,000
Technology Program	\$150,000	\$229,000	\$235,000	\$245,000	\$247,000	\$250,000	\$250,000	\$270,000	\$270,000	\$275,000	\$182,000
Waste Management Program	\$0	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Infrastructure Maintenance	\$21,723,711	\$22,659,623	\$23,265,481	\$23,824,321	\$24,397,128	\$24,984,295	\$25,586,065	\$26,202,914	\$26,835,186	\$27,483,267	\$28,147,853
Technology (Operating)	\$2,138,824	\$3,708,986	\$4,676,058	\$3,994,747	\$3,474,404	\$2,755,053	\$2,316,716	\$2,359,421	\$2,303,195	\$2,348,062	\$2,394,050

The additional funding requests received in December have been partially addressed.

Project	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
Civic Centre Renewal		\$3,000,000	\$3,000,000	\$4,000,000		
Additional Miscellaneous Building Refurbishment Request	\$0	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
Doncaster Badminton Centre Roof Replacement		\$700,000				
Manacare					\$3,000,000	
Park Orchards Community Hall Redevelopment					\$15,000,000	



**13 EXPERIENCE AND CAPABILITY**

**13.1 Federal Advocacy Priorities**

- File Number: IN25/84
- Responsible Director: Director Experience and Capability
- Attachments:
  - 1 \$500K or lower – LED Floodlight Conversion Projects
  - 2 \$500K or lower – Sport and Infrastructure Projects
  - 3 \$500K or lower – Road and footpaths requiring upgrades

**PURPOSE OF REPORT**

*The purpose of this report is to seek Council’s endorsement of Federal advocacy priorities.*

**EXECUTIVE SUMMARY**

*Through our advocacy, we are the voice of our community, working to encourage support for Council-led projects to address the community’s needs and aspirations.*

*Seven priorities have been identified to advocate to the Federal Government on, including the Aquarenta Outdoor Redevelopment, North East Link Project, High Frequency Busway, 5 Ways Intersection, Park Orchards Community House and Learning Centre, Community Legal Services, and Open Space Park upgrades.*

*In addition projects of \$500K or lower for LED floodlight conversion, sport and infrastructure, and road and footpaths requiring updgrade, have been identified. Following endorsement Council will undertake a range of activities to promote and advocacte for these projects.*

*Manningham Council is a member of the Eastern Region Group of Councils (ERG). The ERG has also identified a number of regional Federal advocacy priorities that, as a member, we propose to support.*

**1. RECOMMENDATION:**

**That Council:**

- A. endorses the following Federal advocacy priorities:**
  - **High Frequency Busway**
  - **North East Link Project**
  - **Open Space Parks upgrades**
  - **5 Ways Intersection**
  - **Aquarena Outdoor Redevelopment**
  - **Park Orchards Community House and Learning Centre**
  - **Community Legal Services**

- \$500K or lower – LED Floodlight Conversion Projects
  - \$500K or lower – Sport and Infrastructure Projects
  - \$500K or lower – Road and footpaths requiring upgrades
- B. supports the Eastern Region Group of Councils Federal advocacy priorities as outlined in section 3.2 of this report.**

**2. BACKGROUND**

- 2.1 A full Federal Election is conducted approximately once every three years on a date determined by the Governor-General at the request of the Government. Whilst the Prime Minister has not officially announced the date, the next Federal Election must be held on or before 17 May 2025.
- 2.2 Manningham Council must advocate in early 2025 for election commitments for the Federal seats of Casey, Deakin and Menzies.
- 2.3 Officers have prepared a list of Federal advocacy priorities whilst considering the following:
- The impact on the community – local, municipal, regional, state.
  - Availability of funding.
  - Can we contribute in \$ or in kind?
  - Are we leading or supporting?
  - Shovel-ready projects vs long-term projects.
- 2.4 Manningham Council is a member of the Eastern Region Group (ERG) of Councils, comprising Knox, Maroondah, Whitehorse and Yarra Ranges. The ERG have also prepared federal advocacy priorities relevant to the region.

**3. DISCUSSION / ISSUE**

- 3.1 The following list of Federal advocacy priorities has been developed for Council’s endorsement:

Title	Request of Government
<b>Transport</b>	
High Frequency Busway	We ask Federal Government to fund \$3 million to undertake a feasibility study to inform the high frequency busway implementation along the Doncaster Road Corridor between Mitcham Station and Doncaster Park and Ride.
North East Link Project	Manningham requests the federal government, as a co-funder of the North East Link Project, advocate to the state government: <ul style="list-style-type: none"> <li>• to deliver a Transit Oriented Development when</li> </ul>



	<p>Doncaster Park and Ride is redeveloped.</p> <ul style="list-style-type: none"> <li>• for improved access and transparency on the EPA air quality data reports.</li> <li>• for the installation of filters within the Southern Portal Ventilation Stack, or transparency on the trigger for when filters would be required to be installed to be communicated to Council and the community.</li> </ul>
<b>Environment</b>	
Open Space Parks Upgrades	<p>We are seeking funding of \$7.5 million from the Federal Government for open space in Manningham, included but not limited to:</p> <ul style="list-style-type: none"> <li>• Wombat Bend and Finns Reserve upgrade, Templestowe Lower</li> <li>• Anderson Park, Doncaster East</li> <li>• Warrandyte Skate Park, Warrandyte</li> <li>• Boulevard playspace, Ruffey Lake Park.</li> </ul>
\$500K or lower – LED Floodlight Conversion Projects	<p>We are seeking ongoing funding from the Federal Government for funding on various LED Floodlight conversion projects.</p>
<b>Safety</b>	
5 Ways Intersection	<p>We are seeking \$5 million in funding from the Federal Government for 5-ways intersection safety improvements.</p>
<b>Wellbeing</b>	
Aquarena Outdoor Redevelopment	<p>We ask the Federal Government to provide \$15M in funding to assist in the delivery of this project.</p>
Park Orchards Community House and Learning Centre	<p>We ask the Federal Government for \$2.5 million in funding (as a contribution to a new building cost).</p>
Community Legal Services	<p>We are seeking ongoing funding of \$350,000 per annum from the Federal Government to establish community legal services in Manningham.</p>
\$500K or lower – Sport and Infrastructure Projects	<p>We are seeking funding from the Federal Government for various sport and community infrastructure projects.</p>
\$500K or lower – Road and footpaths requiring upgrades	<p>We are seeking funding from the Federal Government for various road and footpath upgrade projects.</p>

- 3.2 As part of advocating to the Federal Government, the ERG Federal Advocacy Priorities will also be included in discussions with Federal Members and Candidates in the lead up to the Federal Elections. The ERG's priorities for Federal Government include:
- Addressing financial sustainability
  - Supporting housing growth
  - Building climate resilience
  - Transforming movement in the east
- 3.3 Manningham must work harder than many other Councils to showcase our priority projects and should consider our level of effort and investment to have the best opportunity and success in obtaining support and funding for these priorities.
- 3.4 Involving and working with external organisations and community groups may create greater awareness and attention to our priorities.
- 3.5 Officers will apply various levels of activity across the advocacy priorities in the lead up to the Federal Election and beyond. Some of these activities will include the following:
- Engaging with key stakeholders
  - Preparation of advocacy packs for meetings with candidates
  - Website and social media communication
  - Manningham Matters content
  - Potential petitions to relevant Ministers
  - Mayoral video/radio opportunities

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

- 4.1 Goal 5.1 A financially sustainable Council that manages resources effectively and efficiently.
- 4.2 Goal 5.2 A Council that values customers and community in all that we do.

#### **5. IMPACTS AND IMPLICATIONS**

- 5.1 Community advocacy can bridge the barrier between community members and Council, and working together on a common cause can help build trust in local Government.

**6. IMPLEMENTATION**

6.1 Communication and Engagement

Is engagement required?	Yes
Stakeholder Groups	Election Candidates Ministers Community Groups External organisations such as Doncare, Aligned Leisure, VicPol, Eastern Community Legal Centre, DTP, Kinetic, ERG, MAV, Vic Emergency, etc.
Where does it sit on the IAP2 spectrum?	Inform
Approach	As outlined under 3.5

**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.

## Our Environment



### \$500K or under items

#### Request of Government

We are seeking funding from the Federal or State Government for various Light Emitting Diode (LED) Floodlight conversion projects.

We are currently assessing and prioritising these projects for delivery. Each of these projects is between \$100k and \$300k.

Project	Location	Federal Seat
Templestowe Reserve Oval 2	Porter Street, Templestowe	Menzies
Zerbes Reserve	Corner Saxonwood Drive and Blackburn Road, Doncaster East	Menzies
Doncaster Bowling Club	2-50 JJ Tully Drive, Doncaster	Menzies
Colman Park	Croydon Road, Warrandyte South	Deakin and Menzies
Koonung Park	Corner Furneaux Grove and Balwyn Road, Bulleen	Menzies
Wonga Park Tennis Club Courts 1-8	Old Yarra Road, Wonga Park	Casey
Donvale Tennis Club Courts 7-8	36-82 Mitchal Road, Donvale	Deakin and Menzies
Mullum Mullum Reserve (Hockey Field)	Corner Springvale Road and Reynolds Road, Donvale	Deakin and Menzies
Park Orchards Tennis Club Courts 1-6	Corner Granard Avenue and Park Road, Park Orchards	Deakin and Menzies
Donvale Reserve (Oval 1)	36-82 Mitcham Road, Donvale	Deakin and Menzies

## Our Community



## \$500K or under items

### Request of Government

We are seeking funding from the Federal or State Government for various sport and community infrastructure projects.

Location	Federal Seat	Project	Anticipated cost
<b>Delivery 2024/25</b>			
Donvale Tennis Club	Menzies and Deakin	Floodlight upgrade to courts 1 and 2.	\$73,000
Currawong Tennis Club	Menzies and Deakin	Upgrades to courts 3-6, floodlight upgrades for all courts and Book A Court.	\$325,000
Wonga Park Reserve Netball	Casey	Stage 1: Court resurface and floodlight upgrade, fencing, shelters, basketball and netball rings, and slab foundation for future pavilion.	\$1,375,620
Templestowe Reserve Flat Track Racers	Menzies	New shelter.	Estimated \$50,000 (TBA)
<b>Delivery 2025/26</b>			
Sheahan's Reserve	Menzies	Public tennis court surface upgrade.	Estimated \$500,000 (TBA)
Schramm's Reserve	Menzies	Turf cricket net upgrade.	Estimated \$330,000 (TBA)
Wonga Park Reserve	Casey	Eastern Pavillion upgrade.	Estimated \$500,000 (TBA)
Bulleen Tennis Club	Menzies	Courts 1 and 2 upgrade.	\$460,000
Templestowe Valley Preschool	Menzies	Internal refurbishment including carpets, lighting, painting and an upgrade to the accessible toilet, amongst other works.	\$300,000

Location	Federal Seat	Project	Anticipated cost
Donvale Preschool	Menzies and Deakin	Internal and external refurbishment including children's bathroom, vinyl flooring, storeroom facilities, LED lighting, entryway, painting and fencing. Install windows with double glazed aluminium and DDA and accessibility works.	\$200,000
Bulleen Library	Menzies	Internal layout changes. Scope to be developed 2024/25.	\$365,000
<b>Delivery 2025/26 to 2027/2028</b>			
George Street and Victoria Street, Doncaster East	Menzies	Rieschiecks Reserve Pavilion – Progress the design and development of a new athletics pavilion	\$400,000 contribution (total estimated project cost \$4.37M)
<b>Delivery 2026/27</b>			
Serpell Tennis Club, Burleigh Drive, Templestowe	Menzies	Serpell Tennis Club Floodlight and Court Upgrade	\$492,000





## Our Safety:

## Footpath and Road upgrades

## \$500K or under items

### Request of Government

We are seeking funding from the Federal Government for various footpath and road upgrade projects over the next two years (2025/26 and 2026/27).

Project	Anticipated total project cost
<b>Casey</b>	
St Johns Road, Wonga Park	\$150,000
Wonga Park Reserve pedestrian crossing points	\$60,000
<b>Deakin</b>	
Park Road near Knees Road, Park Orchards	\$225,000
Clements Avenue - Park Road to 4 Langford Crescent, Donvale	\$120,000
<b>Menzies</b>	
Newmans Road footpath (Websters Road to Porter Street)	\$500,000
Reynolds Road footpath - Tindals Road to Arnold Drive	\$500,000





**13.2 MAV State Council Motions - May 2025**

File Number: IN25/100  
Responsible Director: Director Experience and Capability  
Attachments: Nil

**PURPOSE OF REPORT**

*The purpose of this report is to seek Council endorsement for motions to be submitted to the Municipal Association of Victoria State Council meeting.*

**EXECUTIVE SUMMARY**

*Council can submit advocacy motions to the Municipal Association of Victoria (MAV) for consideration at their State Council meetings. The next meeting is scheduled for Friday 16 May 2025.*

*This report proposes four motions related to increased library funding, repeal of the Circular Economy (Waste Reduction and Recycling) Act 2012 Provisions for a mandatory glass bin service, delivering on the State Government's Bus Network Reform, and draft housing targets & impacts on infrastructure and community services.*

**1. RECOMMENDATION**

**That Council endorse the MAV State Council motions outlined below and submit the motions to the MAV ahead of the 16 May 2025 meeting:**

**A. Motion 1 – Bus Network Reforms**

**That the MAV calls on the Victorian Government to:**

- **Deliver actions in accordance with the timeframes committed to in the Victorian Bus Plan - which designates 2023 – 2030 to *transform the bus network and meet growing demand.***
- **Commit funding for the implementation stage of the Bus Network Reform Pilot Projects and collaborate with local councils on the proposed network changes and implementation.**

**B. Motion 2 - Draft housing targets & impacts on infrastructure and community services:**

**That the MAV calls on the Victorian Government to:**

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

**C. Motion 3 - Repeal of the Circular Economy (Waste Reduction and Recycling) Act 2012 Provisions for a mandatory glass bin service:**

**In the absence of clear evidence which justifies the significant financial impact the glass only service will have on local communities, the MAV calls on the Victorian Government to:**

- **repeal the Circular Economy (Waste Reduction and Recycling) Act 2021 provisions which mandate Victorian Councils provide a glass only service to households,**
- **release the business case for the glass only service so local governments can engage and consult with communities in regard to a new service, and**
- **postpone the commencement date for the glass only service until local governments have had appropriate time to consider the business case.**

**D. Motion 4 - Increased funding for Victorian Libraries:**

**That the MAV calls on the Victorian Government to:**

- **introduce a needs-based funding formula;**
- **introduce a 'no worse off' test and top-up funding to ensure no individual library service faces a reduction in funding as a result of introducing the needs-based formula;**
- **increase the Public Library funding pool by \$10 million in 2025/26 to achieve these objectives and permanently index funding to CPI thereafter; and**
- **restore the Living Libraries Infrastructure Program to at least \$4.5 million annually to build, redevelop or refurbish libraries across the state and to replace mobile library vehicles.**

**E. Authorise the CEO and Manningham Council's MAV delegate to make minor changes to improve the wording of the motions outlined above and/or to update the motion relative to any changes to the issue that may occur, providing the intent remains consistent with Council's endorsed motion.**

## **2. BACKGROUND**

- 2.1 State Council is the Municipal Association of Victoria's (MAV) governing body and is made up of MAV delegates from each member Council. Members can submit business to be considered by State Council in accordance with the MAV Rules 2022 and MAV delegates can vote on matters before State Council.
- 2.2 State Council meets twice a year, or more if needed. The next State Council meets on Friday 16 May 2025.
- 2.3 Councils can submit advocacy motions to the State Council.

- 2.4 Motions must have state-wide significance to the sector and relate to one of the sector's priority issues in the MAV Strategic Plan. The MAV will not consider issues that have already been adopted at a previous meeting of State Council or are current campaigns.

### 3. DISCUSSION / ISSUE

#### Bus Network Reforms

- 3.1 Melbourne's bus network carries around 135 million passengers per year on more than 400 bus routes. Buses are the closest public transport mode for Melbournians, with over 80% of homes being within 400 metres of a local bus route.
- 3.2 The State Government acknowledges the important role of buses in the public transport system. On 13 June 2021 Transport Minister Ben Carroll MP launched the Victorian Bus Plan ("Plan"). The Plan identifies actions to deliver a modern, productive, environmentally sustainable bus network that increases the number of passengers.
- 3.3 To help inform the bus network reform, the Department of Transport and Planning undertook consultations in late 2022 for pilot projects in Melbourne's northern suburbs, and Mildura. The findings were released in May 2023, via the Victorian Bus Reform consultation summary report.
- 3.4 Common themes from the consultations included a need for more frequent bus services, improved reliability and better connectivity to other suburbs, trains, and activity centres. These needs have been reinforced by findings from Infrastructure Victoria's 2023 report *Fast, frequent, fair: how buses can better connect Melbourne*, and a community survey conducted in 2023.
- 3.5 Following the consultation, designated areas were selected as pilot projects areas for the bus network to be reviewed. Manningham, as the only Melbourne municipality not served by trains or trams, was among the first to have our bus service reviewed as part of the north-east bus network reform pilot.
- 3.6 In advance of the May 2024 State Budget announcements, DTP officers prepared business cases to facilitate implementation of the proposed bus network changes that were identified from the pilot projects. Council also wrote to relevant members of parliament to express our support for budget funding to be provided for implementation.
- 3.7 However, no funding was provided in the May 2024 budget for implementation of the north-east bus network reform pilot. Council has subsequently had no visibility on what the proposed network changes for Manningham would have looked like.
- 3.8 Following the State Budget announcement, Council wrote to the Minister for Public Transport and multiple other members of parliament in conjunction with the Eastern Transport Coalition (ETC) and Metropolitan Transport Forum (MTF). The correspondence expressed our disappointment that the pilot projects were not funded for implementation and sought feedback on next steps. No further response was received from DTP following this correspondence.

3.9 Infrastructure Victoria has reported that without intervention, 84% of bus routes will be slower by 2036. There is also additional urgency for implementation of bus network reform due to the recent announcement of Housing Targets by the State. Housing Targets will significantly and rapidly increase residential growth in the north-east, and the transport network must be correspondingly upgraded.

3.10 **Motion:**

That the MAV calls on the Victorian Government to:

- Deliver actions in accordance with the timeframes committed to in the Victorian Bus Plan - which designates 2023 – 2030 to *transform the bus network and meet growing demand*.
- Commit funding for the implementation stage of the Bus Network Reform Pilot Projects and collaborate with local councils on the proposed network changes and implementation.

3.11 This motion directly relates to the 'Intergenerational infrastructure' priority area in the MAV Strategic Plan as it seeks funding of public transport to support the population, enable economic and productivity growth and allow people to move efficiently around their communities and the state.

**Draft Housing Targets & Impacts on Infrastructure and Community Services**

3.12 As part of the recent State Government Planning Reforms, draft housing targets have been announced for all Council's in Victoria. For Manningham, a target of 39,000 new dwellings has been set to be achieved by 2051.

3.13 This represents an increased population of approximately 100,000 people. This is a 76% increase over the current housing stock, which equates to 1,300 new dwellings per annum over 30 years.

3.14 It is of significant concern, that the draft housing targets have been prepared without any consideration or planning for the infrastructure and community service needs that would be required to support this level of housing growth.

3.15 Planning for the provision of infrastructure and community services is a joint responsibility of both levels of government. This needs to be undertaken in a coordinated manner, as each level of government is responsible for different infrastructure and community services.

3.16 For example, no indication has been provided that details the additional schools, health & aged care facilities, hospitals and allied health, police and emergency services and other services that will be required to support this population. It is also acknowledged that the land that will be required to facilitate these community services in appropriate locations will also be in direct competition with land required for additional housing.

3.17 A key issue addressed in Council's submission (August 2024) in response to Plan Victoria and the draft Housing Targets highlighted the need for adequate funding mechanisms for councils to ensure that Manningham can deliver its vital services and infrastructure effectively to support this level of population growth.

- 3.18 Council is responsible for a broad range of infrastructure and community services. More specifically, the housing targets need to also consider the projected demand for new or improved infrastructure, such as roads, drains, footpaths, public open space, schools, community and recreational facilities, employment precincts and transport networks.
- 3.19 Like many councils, Manningham faces significant challenges to long-term financial sustainability due to cost shifting, rate capping, rising costs, increasing population and rising community expectations. To address this, Council needs to engage with and seek support from other government levels and stakeholders to find sustainable solutions. Rate capping and funding gaps hinder our ability to meet increasing demands and provide essential services and infrastructure.
- 3.20 The State Government housing target of an additional 39,000 new homes in Manningham by 2051, will lead to a shortfall of over \$13 million per annum (Council estimate based on today's dollars) for Council's operational budget. The income generated by these additional dwellings will not offset the increased expenditure required to deliver the services and infrastructure needs of a significantly larger population.
- 3.21 **Motion:**
- That the MAV calls on the Victorian Government to:
- Establish ongoing partnership arrangements with councils to deliver a sufficient level of local infrastructure and services;
  - Provide alternative ongoing funding streams to enable a sufficient level of development of and maintenance of essential community infrastructure and to meet the increased demand for service provision;
  - Provide full and reliable funding streams to support any additional responsibilities that may be transferred to local government; and
  - Review the rate cap mechanism to ensure the ongoing financial sustainability of the sector.
- 3.22 This motion directly related to the 'intergenerational infrastructure' priority area in the MAV Strategic Plan as it seeks for planning and funding mechanisms to deliver infrastructure and community services to meet the needs of the population growth.

**Repeal of the Circular Economy (Waste Reduction and Recycling) Act 2012 Provisions for a mandatory glass bin service**

- 3.23 The requirement for a glass only recycling bin is a Victorian Government commitment was first mentioned in the release of the Recycling Victoria (RV) Policy in 2020.
- 3.24 Since the release of the Recycling Victoria Policy, local governments have been calling on the State to release the business case for the glass only bin so that the benefits could be communicated effectively to their communities. The State promised the business case would be provided in the Regulatory Impact Statement (RIS) for the Service Standards (a subordinate regulation to the Circular Economy Waste Reduction and Recycling Act 2021 which legislates local governments to provide a 'standard service').

- 3.25 The draft Service Standards were released in August 2024, 4 years into the delivery timeframe for Councils to implement the new service. The Service Standards and RIS did not provide clarity on why the glass only service was chosen as the preferred option, and the financial assumptions throughout the RIS were not aligning with local government's reality of providing the services.
- 3.26 Other Australian States, such as the South Australian Government and the New South Wales Government have undertaken comprehensive modelling and cost benefit analysis assessing the overall net benefits of a glass only bin, and both States found that expanding the CDS is the preferred option to a glass only bin when considering all the benefits and costs to households, industry and government. Both South Australia and New South Wales Governments released their business cases and findings, however the Victorian Government have sealed the glass business case findings and the only method for Victorian Councils to obtain any insights into the business case, was to issue a Freedom of Information (FOI) request.
- 3.27 In the absence of any cost benefit analysis or a business case and in response to a lack of a clearly defined problem that the glass only service would address, independent research was commissioned by a group of 22 Victorian Councils which assessed Council data against the data received from the FOI request which informed the RIS. The research assessed four options for glass recovery, assessing the costs and benefits of the two main systems for glass collection:
- Glass only bin service, plus Container Deposit Scheme (CDS) as is,
  - Mixed recycling bin service, plus CDS as is,
  - Glass only bin service, plus expanded CDS to include wine and spirit bottles
  - Mixed recycling bin service, plus expanded CDS to include wine and spirit bottles
- 3.28 The research found that, similar to the findings of the South Australian and New South Wales Governments, expanding the existing CDS to include wine and spirit bottles, would have similar circularity benefits to a glass only bin service. Expanding the CDS would also support the work of state Environment Ministers who are collaborating to nationally align CDSs across Australia.
- 3.29 An expanded CDS would have the benefits of:
- Producing a pure glass only stream of higher quality and less contamination than a glass only bin service.
  - Increased resource recovery, for example, the Queensland Government who has also gone down the path of expanding CDS over a glass only bin, found a 13.4% increase in glass bottles returned via the scheme when CDS expanded to include wine and spirit bottles.
  - Less fleet emissions from the introduction of new fleets across 79 Victorian Councils which would be collecting very small volumes of glass.
  - Avoided implementation, collection and processing costs from a new glass only service, which would be borne by local communities, rather than the producers of the packaging waste, which is how the CDS is funded.

- 3.30 The research also found a range of financial assumptions in the RIS do not align with the reality of providing waste and resource recovery services. The implementation costs of a glass only service for a 'typical' council in the independent modelling revealed a \$4.7M cost to Councils, compared to the RIS data which showed a \$2.5M cost to Councils. Collection costs were underestimated by nearly \$750,000 for a 'typical' Council, and processing and disposal costs were underestimated by more than \$500,000. Combined, the RIS underestimate the costs to implement and run the glass only service by over \$2.6M and underestimates the total cost to Councils, for all the kerbside reforms, by \$4.5M.
- 3.31 15 Councils co-signed a letter to the Minister for Environment in December 2024 requesting reconsideration of the glass only service and a meeting to discuss the financial discrepancies identified by our research. The group of Councils were disappointed to wait over a month to hear back from the Minister for Environment, only to be told that a meeting wasn't possible, and that the matter would be referred to the Department of Environment, Energy and Climate Action (DEECA) who would be in contact.
- 3.32 Whilst this group of Councils supports measures to increase resource recovery and support local market development, the benefits of a glass only service which are purported in the RIS are not flowing through to local councils, or to our partnering Material Recovery Facility (MRF) recycling processors.
- 3.33 Local governments in Victoria are also acutely aware of the cost-of-living crisis that our communities are facing and do not believe that local communities should have to pay more for recycling services unless the benefit is clear.
- 3.34 There are now 26 Councils participating in this advocacy group with a further 32 Councils who have been contacted. The participating Councils believe that there has been a lack of transparency regarding the need for the glass only bin over other alternatives which have less cost but similar circularity benefits. The Councils are disappointed no consultation was ever undertaken with the community, no business case ever released, and that ultimately, it's our local communities who will pay for this during what the State and Federal Governments are continually touting as a cost-of-living crisis.
- 3.35 **Motion:**
- In the absence of clear evidence which justifies the significant financial impact the glass only service will have on local communities, the MAV calls on the Victorian Government to:
- repeal the Circular Economy (Waste Reduction and Recycling) Act 2021 provisions which mandate Victorian Councils provide a glass only service to households,
  - release the business case for the glass only service so local governments can engage and consult with communities in regard to a new service, and
  - postpone the commencement date for the glass only service until local governments have had appropriate time to consider the business case.
- 3.36 This motion directly relates to Strategic Direction 4: Lead sector waste and recycling policy reforms to build sector capacity to transition to circular economy of the MAV Strategic Plan.



**Increased Library Funding**

- 3.37 The funding contribution from the State for public libraries has reduced dramatically in both operational funding and capital grants. This is placing a high level of reliance on local government to meet and manage the costs of this important public service.
- 3.38 Over the last few years in particular, funding from the State has not been based on any apparent funding formula, has arrived after the commencement of the financial year and has not has any CPI increment applied. Libraries are feeling the impacts of this, and their costs are increasing.
- 3.39 Additionally, the Living Libraries funding program which provides infrastructure grants for library renewal and new library construction has had its funding pool reduced, placing a greater impost on local councils to meet the growing costs of proving this highly-valued infrastructure.
- 3.40 Libraries today serve as community hubs where Victorians learn, connect and feel safe.
- 3.41 With many people and families battling the rising cost of living and juggling work, study and family commitments, access to the free resources provided in a public library is more vital than ever.
- 3.42 One third of library users speak a language other than English at home. And one in four come from households living on less than \$49,000 per year.
- 3.43 Victoria's 300 libraries help build literate, productive and engaged communities, earning \$4.30 in economic and social benefits for every dollar invested.
- 3.44 We call on the State Government to realistically invest in the future health and learning of Victorians through appropriate levels of library funding.
- 3.45 **Motion:**  
**That the MAV calls on the Victorian Government to:**
- introduce a needs-based funding formula;
  - introduce a 'no worse off' test and top-up funding to ensure no individual library service faces a reduction in funding as a result of introducing the needs-based formula;
  - increase the Public Library funding pool by \$10 million in 2025/26 to achieve these objectives and permanently index funding to CPI thereafter; and
  - restore the Living Libraries Infrastructure Program to at least \$4.5 million annually to build, redevelop or refurbish libraries across the state and to replace mobile library vehicles.
- 3.46 This motion directly related to the 'Develop and amplify local emerging and national advocacy profiles impacting on the local government sector' priority area in the MAV Strategic Plan.

**4. COUNCIL PLAN / STRATEGY**

- 4.1 The motion on library funding aligns with the Manningham Council Plan 2021-25:
- Goal 1.1 Healthy, Resilient and Safe Community
  - Goal 2.1 Inviting Places and Spaces
- 4.2 The motion on glass waste services aligns with the Manningham Council Plan 2021-25:
- Goal 3.1 Protect and enhance our environment and biodiversity
  - Goal 3.2 Reduce our environmental impact and adapt to climate change
  - Goal 5.1 A financially sustainable council that manages resources effectively and efficiently
- 4.3 The motion on bus reform aligns with the Manningham Council Plan 2021-25:
- Goal 2.3 Well connected, safe and accessible travel due to the commitment to advocate for easier travel options to/from and within Manningham and surrounding areas.
  - Goal 3.2 Reduce our environmental impact and adapt to climate change, through seeking improvements to the public transport network to encourage mode-shift away from private vehicles to more sustainable options.
- 4.4 The motion on housing targets & impacts on infrastructure and community services aligns with the Manningham Council Plan 2021-25:
- Goal 1.1 Healthy, Resilient and Safe Community
  - Goal 2.1 Inviting Places and Spaces
  - Goal 2.4 Well maintained and utilised Community Infrastructure
- 4.5 In order to achieve these goals, accessibility to infrastructure and community services will need to be a key consideration in the provision of additional housing.

**5. IMPACTS AND IMPLICATIONS**

- 5.1 If the motion on bus reform is successful there could be improvements in the bus network within Manningham and surrounding areas resulting in improved social, economic and environmental benefits for our community and an upgraded public transport system that responds to current growth pressures and improves liveability.
- 5.2 If the motion on housing targets, infrastructure and community services is successful it would ensure that the provision of essential infrastructure and community services across the municipality is proportionate to cater to the needs of the growing population targets.

- 5.3 If the motion on Repeal of the Circular Economy (Waste Reduction and Recycling) Act 2012 Provisions for a mandatory glass bin service is successful then the State will reconsider the requirement for a separate glass service and provide other options for glass recycling in Victoria. This outcome will provide better financial sustainability for Council to provide waste services into the future.
- 5.4 If the motion on increased library funding is successful there could be a noticeable improvement to the Library Corporation’s operational budget. State funding represents only 16% of the budget, with Whitehorse and Manningham Council’s meeting the larger proportion of costs, however CPI increases and more certainty about grant amounts will boost the bottom line and will provide more certainty for future budgeting.

**6. IMPLEMENTATION**

6.1 Communication and Engagement

Is engagement required for the development of this process design?	No
Stakeholder Groups	N/A
Where does it sit on the IAP2 spectrum?	N/A
Approach	N/A

6.2 Timelines

Submissions for motions to be considered at the 16 May 2025 State Council Meeting close on Monday 17 March 2025, with amendments allowed up until Monday 24 March 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.

**13.3 Manningham Quarterly Report, Quarter 2 (Oct-Dec), 2024/25**

File Number: IN25/79  
Responsible Director: Director Experience and Capability  
Attachments: 1 Manningham Quarterly Report, Quarter 2 (July - December), 2024/25

**PURPOSE OF REPORT**

*This report provides Council with a performance overview for Quarter 2, 2024/25. The topics covered meet legislative and Council reporting requirements.*

**EXECUTIVE SUMMARY**

*The Manningham Quarterly Report (Report) details performance in key areas including capital works, finance, Council Plan 2021-2025, expenses, environment, community engagement, customer experience and governance for Quarter 2: 1 October – 31 December 2024.*

**1. RECOMMENDATION**

**That Council note the Manningham Quarterly Report for Quarter 2 (October – December) 2024/25.**

**2. BACKGROUND**

2.1 The Manningham Quarterly Report (Report) meets the reporting requirements of the Local Government Act 2020, and Council policies for finance, capital works, governance, and progress of the 2021- 2025 Council Plan.

**3. DISCUSSION / ISSUE**

Full details are in each section of the Report (attached). The summary as of 31 December 2024 is:

**3.1 Section 1: Capital Works**

3.1.1 The Capital Works Program is progressing well this financial year, with expenditure slightly ahead of both last year and the long-term average. We are moderately confident that both the financial and non-financial key performance indicators for the Program will be met.

3.1.2 As of 31 December 2024:

- \$18.5m has been spent on infrastructure capital projects (36% of budget).
- \$9.93m has been spent on infrastructure maintenance (46% of budget).
- Assets and facilities that have been completed include Melbourne Hill Road Drainage early and main works, Hepburn Reserve, Ruffey Lake Park playground upgrade, Mullum Mullum Linear Park stage 5, Hillcrest Reserve shared path, Doncaster Library internal layout

changes, Parker Street footpath, Katrina and Doncaster Reserves' playspace renewals.

### 3.2 Section 2: Financial Status

3.2.1 Revised Budget: Under the Local Government Act 2020, the Chief Executive Officer is required to consider Council's half year financial position and include a statement as to whether a revised budget is, or may be, required. The Chief Executive Officer, Andrew Day, is of the opinion that a revised budget is not required. This is in accordance with Section 95 and Section 97 of the Local Government Act 2020.

3.2.2 Council's year to date (YTD) Operating Surplus was \$13.99 million (m) or 22.90% favourable compared to the YTD Adopted Budget.

### 3.3 Section 3: 2021-2025 Council Plan

3.3.1 All Major Initiatives to deliver the Council Plan are on track.

### 3.4 Sections 4: Councillor Expenses and 5: Chief Executive Expenses

3.4.1 All Councillors were within allowance at the end of their Term.

### 3.5 Section 6: Climate Response and Environment

3.5.1 In response to Councillor feedback, this section has been enhanced to include more information on FOGO, environmental activities and progression towards our emission targets.

### 3.6 Section 7: Community Engagement

3.6.1 Community engagement activities for the quarter included:

- The Community Panel to inform our new strategic documents (Council Plan integrating health and wellbeing), Asset Plan and Financial Plan, and the Community Vision.
- Consultations for Wombat Bend, Mullum Trail public toilet, Larnoo Playground and capital works in Warrandyte and Wonga Park.

3.6.2 Feedback will be presented to Council separately.

### 3.7 Section 8: Customer Experience

3.7.1 *Resolution of requests within the Service Level Agreement (SLA)* is high at 94%, exceeding the Performance Indicator (KPI).

3.7.2 *Acknowledgement of requests* is 60%, the highest quarterly result to date. Whilst below target of 85%, this metric continues to trend upwards as we are working with staff to register acknowledgements correctly on our system.

3.8 **Section 9: Well Governed**

3.8.1 **Statutory Planning:** we continued to process planning applications in a timely manner, 98% or 49/50 of VicSmart applications were decided within time (well above the metropolitan average of 84.97%). 78.42% or 109/139 of Standard Applications were decided within the 60 statutory days (well above the metropolitan average of 66.02%).

3.8.2 **Council Decision Making:** Council made 22 resolutions (or decisions) this period. One decision was made closed to the public as it was a confidential matter. *Councillor attendance at Council Meetings* for the quarter remained high at 96%.

3.9 **Section 10: Chief Executive Key Performance Indicators (CEO KPIs)**

3.9.1 Each year the Council and Chief Executive develop a set of KPIs for the Chief Executive’s particular focus to improve outcomes in the community, municipality and organisational excellence.

3.9.2 For 1 September 2024 – 30 September 2025, there 34 CEO KPIs to improve outcomes in identified areas of:

- strategic planning and advice
- financial sustainability
- service quality and asset management
- customer experience
- community engagement
- governance and organisational development
- infrastructure, and
- advocacy.

3.9.3 Progress will be included in this Report each quarter, with correction action for those not on track.

3.9.4 All 34 indicators are on track.

4. **COUNCIL PLAN / STRATEGY**

4.1 The Manningham Quarterly Report includes all themes of the Council Plan, Council’s mission and the Community Vision 2040.

5. **IMPLEMENTATION**

5.1 Communication and Engagement

Is engagement required?	No
Stakeholder Groups	Council and the community
Where does it sit on the IAP2 spectrum?	Inform
Approach	The Manningham Quarterly Reports are published on Council’s website.

**6. DECLARATIONS OF CONFLICT OF INTEREST**

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



Quarter 2

1 October - 31 December 2024

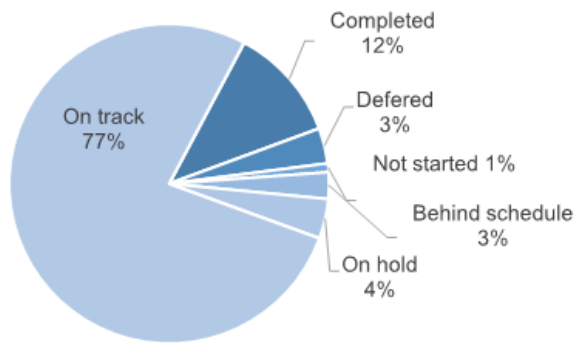
# Manningham Quarterly Report

*Key information on our performance and governance*



# 1. Capital Works

## Project Overview



	million
Infrastructure	\$51.18
Property	\$9.65
Infrastructure Maintenance	\$21.72
Technology	\$2.41
<b>Total</b>	<b>\$84.97</b>

Program Complete	Projects Complete	Value of Capital Works	Capital Income & Grants
36%	12%	\$84.97m	\$1.97m

## Year to Date Expenditure



## Capital Spotlight

- The Capital Works Program is progressing well this financial year, with expenditure slightly ahead of both last year and the long-term average. We are moderately confident that both the financial and non-financial key performance indicators for the Program will be met.
- As of 31 December 2024:
  - \$18.5m has been spent on infrastructure capital projects (36% of budget).
  - \$9.93m has been spent on infrastructure maintenance (46% of budget).
- Assets and facilities that have been completed include: Melbourne Hill Road Drainage early and main works, Hepburn Reserve, Ruffey Lake Park playground upgrade, Mullum Mullum Linear Park stage 5, Hillcrest Reserve shared path, Doncaster Library internal layout changes, Parker Street footpath, Katrina and Doncaster Reserves' playspace renewals.

## 2. Financial Status

### Year to Date (YTD) Income Statement

Account Group	YTD Current Budget \$'000	YTD Actuals \$'000	YTD Variance \$'000	YTD Variance %	Annual Adopted Budget \$'000	Annual Forecast \$'000
<b>Income</b>						
Rates - General	107,476	107,647	171	0.2%	108,133	108,633
Rates - Waste	17,690	17,897	207	1.2%	17,731	17,887
Statutory Charges, Fees & Fines	1,819	1,905	86	4.7%	3,463	3,600
User Charges	4,905	4,687	(218)	(4.4%)	9,485	9,351
Interest Received	1,575	1,498	(77)	(4.9%)	3,150	3,150
Grants & Subsidies	4,909	4,871	(38)	(0.8%)	7,396	7,166
Capital Grants & Contributions	1,136	1,601	465	40.9%	3,615	3,150
Other Income	2,525	14,409	11,884	470.7%	17,022	33,150
Net gain/(loss) on disposal of Property, Infrastructure, Plant and Equipment	75	156	81	108.0%	150	150
<b>Total Income</b>	<b>142,110</b>	<b>154,670</b>	<b>12,561</b>	<b>8.8%</b>	<b>170,145</b>	<b>186,237</b>
<b>Expenditure</b>						
Employee Costs	30,017	29,866	151	0.5%	59,857	58,613
Materials & Contracts	17,953	17,261	692	3.9%	37,393	37,317
Interest	25	7	18	72.0%	49	49
Utilities	1,195	855	340	28.5%	2,398	2,328
Other	15,082	14,483	599	4.0%	21,957	22,113
Depreciation	16,680	17,051	(371)	(2.2%)	33,360	33,360
<b>Total Expenditure</b>	<b>80,952</b>	<b>79,523</b>	<b>1,428</b>	<b>1.8%</b>	<b>155,015</b>	<b>153,780</b>
<b>Operating Surplus / (Deficit)</b>	<b>61,158</b>	<b>75,147</b>	<b>13,989</b>	<b>22.9%</b>	<b>15,130</b>	<b>32,457</b>

### Executive Summary

As at 31 December 2024, Council's year to date (YTD) Operating Surplus was \$13.99 million (m) or 22.90% favourable compared to the YTD Adopted Budget.

The key favourable variances include:

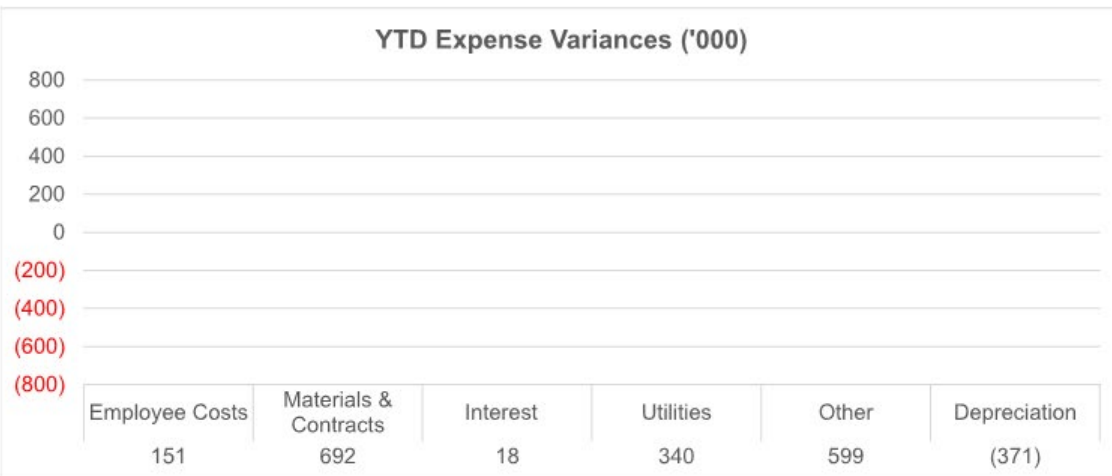
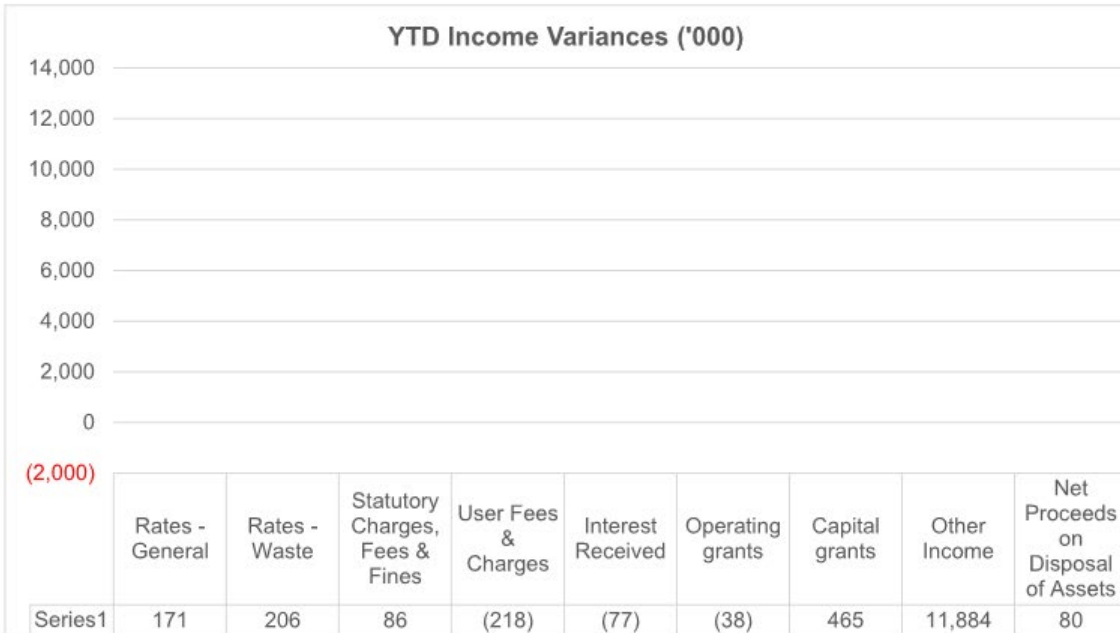
- \$11.88m favourable Other Income predominantly due to land compensation payments of \$10.02m being received in relation to the North East Link Project. An additional \$16.1m of land compensation payments is also to be received later this financial year in relation to this project. Open Space Developer Contributions being \$1.47m higher than budgeted and \$279k of income has been received from the sale of Victorian Energy Efficiency Certificate (VEEC) created from the LED retrofit of approximately 1,000 major road lighting upgrades during 2023/24. (VEEC income was originally budgeted under State Government grants). Unbudgeted income of \$159k has also been received towards Arboriculture tree planting - related to replacement trees for the North East Link Project.
- \$692k favourable Materials & Contracts - City Services \$101k through Infrastructure & Sustainable Operations, Experience & Capability are favourable \$235k through Information Technology and Business Enablement - due to a delay in operational and project expenditure, while Connected Communities are favourable \$244k - mainly through Community Participation and Economic & Cultural Activation.
- \$465k unbudgeted Capital Grants for Tunstall Square Kindergarten expansion and MCH minor works project (\$372k) and timing of Doncaster Library (\$119k) and Pines Learning (\$90k) projects.
- \$340k Utilities - Water \$182k, electricity \$113k and gas \$44k lower than budgeted.
- \$207k favourable Rates (Waste Service Charges) - greater than budgeted Initial and Supplementary Waste Service Charges.
- \$171k favourable Rates (General) - greater than budgeted interest received on rates in arrears.
- \$151k favourable Employee Costs due to vacancies across the organisation.
- \$86k favourable Statutory Charges, Fees & Fines - parking infringements \$151k greater than budgeted, asset protection permits \$24k favourable, partly offset by unfavourable permits/consultancy \$66k.
- \$81k favourable gain on disposal of several fleet vehicles.

The key unfavourable variances include:

- \$371k unfavourable Depreciation - mainly Buildings, Roads and Intangible Software.
- \$218k unfavourable Fees & User Charges mainly due to Function Centre & Community Venues income being lower than anticipated (\$82k), Children & Family Services \$43k, City Planning & Liveability rental income \$290k, partly offset by favourable City Safety and Statutory Planning income.

## 2. Financial Status

### Year to Date Income and Expenditure Variances by Category



## 2. Financial Status

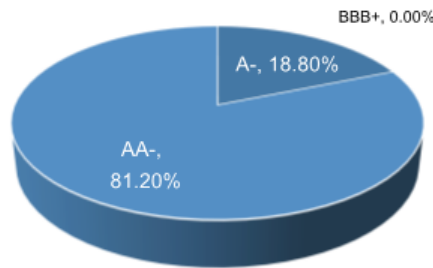
### Cash and Investments

Council's cash and cash investments balance as at 31 December 2024 is \$69.16m

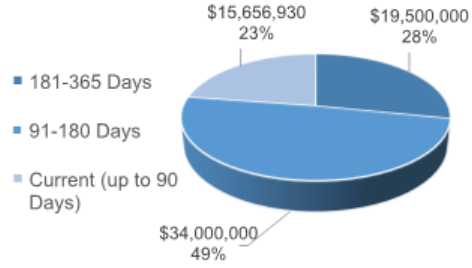
### Summary of Council Investments

Average Weighted interest rate	4.92%
Average monthly interest \$	\$249,615
Maximum interest rate earned	5.41%

### Investment by Risk (S & P Long Term Credit Rating)



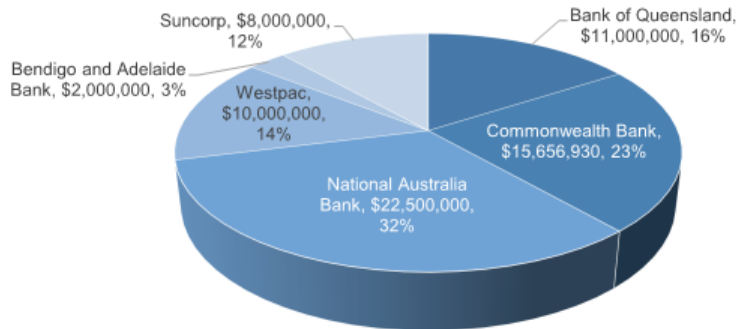
### Investment Term



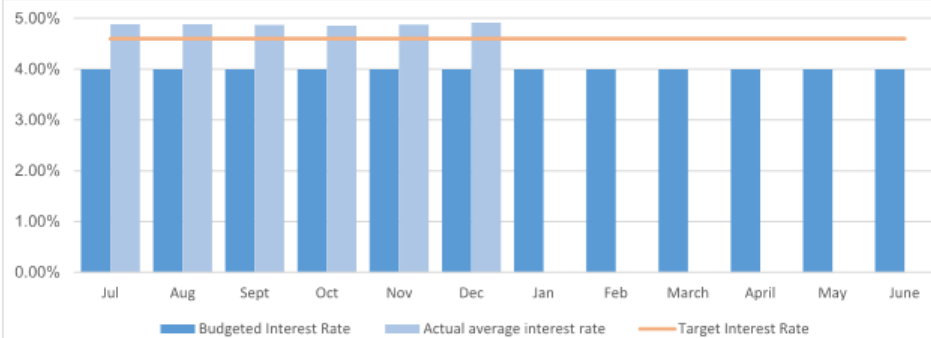
### What is the Standard & Poor (S&P) Risk Rating?

The S & P is a universal credit rating. There are 17 ratings, using letters A-D. This is achieved by doubling or tripling letters—the more the better. Ratings can include a plus sign (which is better than just letters) or a minus sign (which is worse than just letters). The best is "AAA." This rating means it is highly likely that the borrower will repay its debt. The worst is "D," which means the issuer has already defaulted.

### Investment Summary (by Institution)



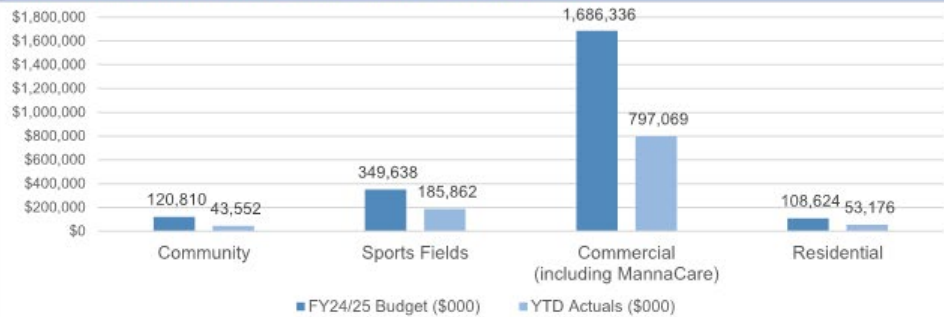
### Investment Benchmark Indicator



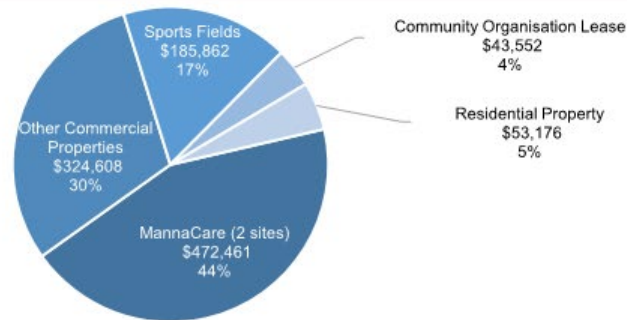


## 2. Financial Status

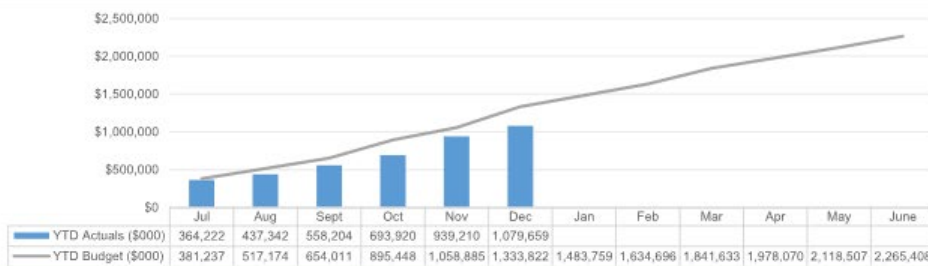
Rental Income by Property Type (Full Year Budget vs YTD Actual)



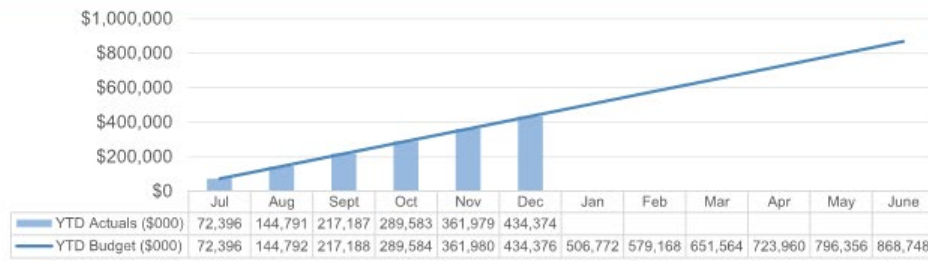
Rental Income (YTD)



Rental Income (YTD)



Leisure Services Contract Income (YTD)



## 2. Financial Status

Balance Sheet			
	December 2024 (\$)	June 2024 (\$)	Movement (\$)
<b>Assets</b>			
<b>Current Assets</b>			
Trade and Other Receivables	87,917,334	20,595,489	67,321,845
Accrued Income	1,439,825	1,978,333	(538,508)
Cash and Cash Equivalents	15,656,930	20,834,670	(5,177,740)
Other Financial Assets	53,500,000	45,500,000	8,000,000
Prepayments	110,262	5,850,324	(5,740,062)
	<b>158,624,350</b>	<b>94,758,816</b>	<b>63,865,535</b>
<b>Non-Current Assets</b>			
Investments in associates	3,216,294	3,216,294	0
Sundry Debtors - Non Current	650,359	596,535	53,824
Infrastructure, Property, Plant & Equipment	2,736,158,204	2,730,492,151	5,666,053
	<b>2,740,024,857</b>	<b>2,734,304,980</b>	<b>5,719,877</b>
<b>Total Assets</b>	<b>2,898,649,207</b>	<b>2,829,063,796</b>	<b>69,585,412</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Trade and Other Payables	22,001,712	25,619,579	3,617,867
Provisions	13,234,964	13,931,119	696,155
Trust Funds and Deposits	11,200,834	12,450,223	1,249,389
	<b>46,437,510</b>	<b>52,000,921</b>	<b>5,563,411</b>
<b>Non-Current Liabilities</b>			
Provisions - Non Current	3,142,796	3,142,796	0
	<b>3,142,796</b>	<b>3,142,796</b>	<b>0</b>
<b>Total Liabilities</b>	<b>49,580,307</b>	<b>55,143,717</b>	<b>5,563,411</b>
<b>Net Assets</b>	<b>2,849,068,900</b>	<b>2,773,920,079</b>	<b>75,148,821</b>
<b>Equity</b>			
Accumulated Surplus	843,222,413	834,956,076	8,266,337
Reserves	1,930,697,666	1,930,697,666	0
Current Retained Earnings	75,148,821	8,266,337	66,882,484
<b>Total Equity</b>	<b>2,849,068,900</b>	<b>2,773,920,079</b>	<b>75,148,821</b>

### Reason for YTD variances

**Current Assets** (trades and other receivables) have increased compared to 30 June 2024 due to the 2024/25 annual rates and charges being raised in August 2024.

*Current assets include cash and cash equivalents (cash held in bank accounts and term deposits or other highly liquid investments with terms of three months or less), other financial assets (term deposits with terms between three and twelve months) and monies owed to Council by ratepayers and others.*

**Non Current Assets** are in line with prior year.

*Non-current assets include property, infrastructure, plant & equipment and intangible assets represents 99.9 per cent of Council's non-current assets.*

**Current Liabilities** decreased compared to 30 June 2024 primarily due to a decrease in provisions and the balance of trust funds and deposits.

**Non Current Liabilities** are in line with the 30 June 2024 figure.

**Equity** increased compared to 30 June 2024, essentially related to the Year to Date Surplus.

*Equity includes Accumulated Surplus and Reserves. Reserves include Asset Revaluation reserves and other cash reserves which Council wishes to separately identify as being set aside to meet a specific purpose in the future and to which there is no existing liability. This component includes Reserves such as the Open Space Reserve and the Doncaster Hill Development Contributions Plan Reserve. These amounts are transferred to or from the accumulated surplus of Council and are separately disclosed.*



## 2. Financial Status

### Cash Reserves

The Open Space (resort and recreation) Reserve was established to control contributions received from developers that will, upon completion of developments be utilised to acquire and create open space, and develop recreation and other facilities for residents in the respective development areas.

The Doncaster Hill activity centre DCP Reserve was established to control contributions levied on developers under the Doncaster Hill Development Contributions Plan Overlay (DCPO) and funds will be used to develop social and community infrastructure in accordance with the conditions contained in the DCPO.

\$'000	Opening Balance at 1 July 2024	YTD Actual Income at 31 Dec 2024	Forecast Expenditure 2024/25	Projected Reserve Balance
Open Space Reserve	\$11,161	\$3,474	\$5,268	\$9,367
Doncaster Hill DCP Reserve	\$512		\$512	\$0

Year to date properties purchased: Council has compulsorily acquired three properties for development into public open space this financial year. These are 17 Hanke Road Doncaster (\$1,393,000), 50 Franklin Road Doncaster (compensation negotiations ongoing), and 34 Talford Street Doncaster (compensation negotiations also ongoing).

### 2024/25 Open Space Reserve Contributions Summary

Property	Amount	Property	Amount
<b>Bulleen 3105</b>		<b>Doncaster East 3109</b>	
16 Stanley Street	\$70,000	152 Andersons Creek Road	\$1,200,000
<b>Templestowe 3106</b>		51-53 Beverley Street	\$280,000
1-2 Gardenview Court	\$80,000	118 Beverley Street	\$152,000
1 Verdi Court	\$71,250	26 Cassowary Street	\$132,500
<b>Templestowe Lower 3107</b>		1084 Doncaster Road	\$126,000
349 High Street	\$150,000	5 Tracey Street	\$117,500
34 Glenair Street	\$72,500	17 Ascot Street	\$113,600
22 Wellington Street	\$71,750	10 Minaki Avenue	\$100,000
<b>Doncaster 3108</b>		87-89 Santa Rosa Boulevard	\$90,000
23 Carawatha Road	\$122,000	91 St Clems Road	\$71,000
75 Board Street	\$113,200	6 Boronia Grove	\$52,500
368 Manningham Road	\$100,000	<b>Donvale 3111</b>	
3 Maralee Place	\$90,000	121 Mitcham Road	\$98,000
		<b>Total Year to Date</b>	<b>\$3,473,800</b>

# 3. Council Plan 2021-2025

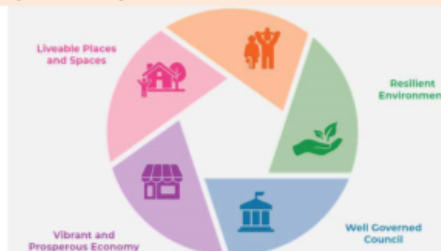
## Our Community Vision 2040

*Manningham is a peaceful, inclusive and safe community.*

*We celebrate life with its diverse culture, wildlife, and natural environment. We are resilient and value sustainable and healthy living, a sense of belonging, and respect for one another.*

Our Council Plan 2021-2025 has five themes:

- Healthy Community
- Liveable Places and Spaces
- Resilient Environment
- Vibrant and Prosperous Economy
- Well Governed Council



We have developed goals for each theme in consultation with our local community, partners, Councillors and staff. We are progressing the goals through actions and Major Initiatives each year.

Major Initiatives are significant pieces of work, usually over the four years of the Council Plan. There are 16 major initiatives and initiatives to progress our 2021-25 Council Plan goals. You can find the full details of previous quarters and our full year's progress in our Manningham Annual Report at [www.manningham.vic.gov.au](http://www.manningham.vic.gov.au).

Tracking our progress: On Track ● Complete ● Off Track ●

### Action we have taken to progress the goals of our Council Plan Progress



#### Healthy Community

Goals:

- A healthy, safe and resilient community
- An inclusive and connected community

#### 1. We will undertake evidence-based planning for equitable, inclusive and accessible services and infrastructure improvements for prominent issues including: ●

##### i. Continue Gender Impact Assessments (GIA) on Council policies, services and programs

- |        |  |   |
|--------|--|---|
| Action | <ul style="list-style-type: none"> <li>▪ We complete Gender Impact Assessments (GIA) as needed in line with our commitment to gender equality, and to fulfill requirements of the Victorian Gender Equality Act 2020.</li> <li>▪ Five GIA's were completed including Pop-up on Maternal Child Health, Domeney Reserve Sports Field LED Floodlight Upgrade, Body Worn Cameras – City Safety Unit, Employee Code of Conduct and Warrandyte Communities Facilities Review.</li> </ul> | ● |
|--------|--|---|

##### ii. Improve the range of accessible supports and services available to young people within Manningham, exploring a youth hub, advocating for improved mental health resources and working collaboratively with youth agencies ●

- |        |   |   |
|--------|---|---|
| Action | <ul style="list-style-type: none"> <li>▪ We held our final Manningham Youth Providers Network meeting for the year, with guest and speakers from Elephant Ed, AGA, Manningham Youth Service provide EACH (Financial and Gambling Support Services) and Eastern Health. Work has also started on the VicHealth partnership for youth mental health.</li> </ul> | ● |
|--------|---|---|

##### iii. Continue collaborative forums to engage with businesses, community leaders, community groups and residents from culturally diverse backgrounds

- |        |   |   |
|--------|---|---|
| Action | <ul style="list-style-type: none"> <li>▪ The Manningham Multicultural Network has completed a series of workshops to redefine their purpose. Our final meeting for the year concluded with a celebration and acknowledgment of the achievements and connections.</li> </ul> | ● |
|--------|---|---|

##### iv. Investigate extended use of community facilities, including libraries, to address social isolation. ●

- |        |  |   |
|--------|--|---|
| Action | <ul style="list-style-type: none"> <li>▪ Extended hours in place at Warrandyte, (including self-service between the hours of 8am and 10pm) and Doncaster Library (now open 9am to 8pm weekdays and 9am to 5pm Saturdays and 1pm to 5pm Sundays).</li> <li>▪ Neighbourhood houses are working together and individually to offer diverse programs to address social isolation.</li> </ul> | ● |
|--------|--|---|

### 3. Council Plan 2021-2025

Action we have taken to progress the goals of our Council Plan	Progress
<p><b>2. We will work to progress community outcomes in consultation with our advisory committees and local service providers, community groups, organisations and networks.</b></p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>Our Advisory Committees have been on hold this quarter due to Council election protocols and induction.</li> <li>We have planning and partnerships established to roll out three new VicHealth projects from early 2025. The topics include young people and mental wellbeing, young people and race-based discrimination and food systems across the municipality.</li> </ul>	<p>●</p>
<p><b>3. We will support and educate to connect inclusive and healthy communities inclusive of our First Nations and culturally diverse communities) through:</b></p> <p><b>i. Environmental and waste program.</b></p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>We delivered a program of events combining biodiversity action / awareness and cultural engagement by partnering with the Wurundjeri Land Council for both delivery on content and on Country walks etc also program development.</li> </ul>	<p>●</p>
<p><b>ii. Implementing the Reconciliation Action Plan (RAP) to enhance recognition of First Nation Peoples.</b></p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>We held a RAP Working Group yarning circle in December with a focus on progress of the RAP, engagement for new Council Plan and discussion on our upcoming Water Strategy.</li> <li>We participated in Eastern local government workshop investigating First Nations procurement options.</li> </ul>	<p>●</p>
<p><b>iii. Resources and information that link our community to understanding of and responses to family violence.</b></p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>During December, we saw a noticeable increase in demand for Wellbeing Cards in our public facilities, such as Neighbourhood Houses and Childcare.</li> <li>Supporting families experiencing family violence continues to be a daily operation for the Maternal Child Health nurses. We are exploring programs to assist to reduce family violence and enhance our early years services.</li> </ul>	<p>●</p>



Katrina Gully playspace



### 3. Council Plan 2021-2025

Action we have taken to progress the goals of our Council Plan

Progress



#### Liveable Places and Spaces

**Goals:**

- Inviting places and spaces
- Enhanced parks, open space, and streetscapes
- Well connected, safe and accessible travel
- Well utilised and maintained community infrastructure

**4. We will investigate and review current facility use and opportunities to develop or repurpose existing facilities and use of Council land for multi-use purposes and to meet changing community needs through:**

**i. Implementing the 20 Year Community Infrastructure Plan's Action Plan**

Action

- The Infrastructure Plan gives clear guidance on the infrastructure needs for our Community and informs our capital works program.
- We are delivering on the Plan with recent activity including delivery of the Youth Hub, Warrandyte Community Facilities Review and Early Years Infrastructure Plan.

**ii. Strengthen utilisation and performance of stadiums in conjunction with stadium managers**

Action

- There were 149,806 attendances and 9,777 hours of usage across Manningham's nine stadiums in Q2.
- Mullum Mullum Stadium hosted the Australian Defense Force National Netball Tournament.
  - The DISC lighting was upgraded to LED dimmable lights that specifically cater for both basketball and badminton/table tennis. This will enable increased use for badminton and table tennis.
  - We met with Bulleen Boomers Basketball Association to discuss future upgrades, including improvements to the female changerooms.
  - We replaced the roof at Templestowe Heights Primary School (joint use agreement site) to improve player experience and safety. This was funded by the Victorian Government.

**iii. Improve community access to sport and recreation facilities and spaces for broad community use and benefit**

Action

- We continue to strive to maximise community access, use and benefits of facilities and spaces in partnership with Aligned Leisure through:
  - continued marketing, school programs, youth memberships, casual shooting / activities and by reviewing court booking allocations (underway).
  - seasonal allocations, casual bookings and provision of publicly accessible spaces including courts / book-a-court infrastructure.

**iv. Maximising use of our aquatic facility, Aquarena, through the planning and implementation of the Aquarena Outdoor Masterplan (as scheduled)**

Action

- We have completed the detailed design for the Aquarena Outdoor Redevelopment in accordance with the endorsed Master Plan for the site.

**5. We will implement our principles to guide responsible planning for new developments and enhance protection of the environment through implementation of high-priority recommendations of the Manningham Planning Scheme Review 2022**

Action

- Following community consultation in 2024, we are preparing the draft Residential Strategy. Consultation on the draft is planned for early 2025.
- The draft reflects a requirement to consider the impacts of the Victorian Government's housing and planning reforms, in particular the draft housing target of 39,000 additional new dwellings within Manningham by 2051. The Government committed to consulting each Council to finalise this target, before including it in its new strategic *Plan for Victoria*, which is scheduled for release shortly.

**6. We will provide ways for people to connect by:**

**i. funding to support community inclusion and connection to respond to priority community needs**

Action

- For the year to date we have awarded \$806,046 to 54 organisations across the following grants programs:
- Community Partnership Grants: \$341,738, Annual Grant Program: Arts: \$9,000 (1 grant), Community Development: \$124,772 (9), Festivals and Events: \$65,291 (8), Healthy Ageing: \$58,412 (7), Seniors Club Support Grants: \$81,118 (13), Neighbourhood House Grants: \$91,598 and Small Grants: \$34,117 (16). All recipients are listed on our website.

### 3. Council Plan 2021-2025

Action we have taken to progress the goals of our Council Plan	Progress
<p><b>ii. Transport options through the 2021 Transport Action Plan and by contributing to planning of the Suburban Rail Loop, Doncaster Busway, Bus Rapid Transit, bus network and service review and enhancing the walking and cycling network.</b></p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>We have focussed on the Doncaster Road Corridor with ongoing advocacy for the Doncaster Park and Ride facility, bus improvements, planning for data collection and testing of new bus-way concepts, and requests to the State Government for involvement/information on the next steps for SRL.</li> <li>We have secured TAC grant funding and begin the first stages of collating and refreshing of our active transport strategies, which will provide enhancements to the walking and cycling network.</li> </ul>	<p>●</p>
<p><b>iii. Community safety in and around schools through traffic and parking management programs.</b></p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>The Department of Transport and Planning (DTP) released the Road Safety Program – School Safety Improvement Package in late June 2024. The program aims to identify and mitigate pedestrian risk for school aged pedestrians in accordance with Safe System principles. Funding of up to \$12.47 million has been allocated for infrastructure treatments that improve pedestrian access and safety across Victoria.</li> <li>We have identified the top 5 school crossings in Manningham in terms of exposure, safety and feasibility of road / parking upgrade treatments. We have engaged an external consultant to develop a package of traffic engineering supporting documents of the top 5 sites, which will consider future road safety and school crossing improvements. These findings and outcomes will be used for the DTP grant program and inform future Council funding for the specified projects.</li> </ul>	<p>●</p>
<p><b>7. We will continue to improve our local roads, parks and recreation facilities (as scheduled) to a high standard including:</b></p> <p><b>i. Drains including Melbourne Hill Road Drainage Upgrade</b></p>	<p>●</p>
<p><b>Action</b></p> <ul style="list-style-type: none"> <li>Key drainage projects including Everard Drive is now complete and Melbourne Hill Road stage 1 completed. Blair Street in Warrandyte is on track and we have awarded contract.</li> </ul>	<p>●</p>
<p><b>ii. Road Improvement Program including Jumping Creek Road, Templestowe Route and Tram/Merlin Traffic signals</b></p>	<p>●</p>
<p><b>Action</b></p> <ul style="list-style-type: none"> <li>Procurement for construction Jumping Creek Road project is on track. Templestowe Route signal detailed design is in progress and community consultation is scheduled for March.</li> </ul>	<p>●</p>
<p><b>ii. Parks and Recreation Facilities upgrade including Doncaster Reserve playspace upgrade, Katrina Reserve playspace upgrade and Carawatha Reserve park expansion and playspace upgrade.</b></p>	<p>●</p>
<p><b>Action</b></p> <ul style="list-style-type: none"> <li>Doncaster Reserve and Katrina Reserve playspaces are complete.</li> <li>Demolition of properties in preparation for the Carawatha Reserve park expansion was completed in quarter two and construction will commence in quarter four.</li> </ul>	<p>●</p>
<p><b>8. We will continue to advocate to the North East Link Project (NELP) for improved outcomes for the Manningham community, particularly around urban design.</b></p>	<p>●</p>
<p><b>Action</b></p> <ul style="list-style-type: none"> <li>We continue to proactively seek improved outcomes for the Manningham community through review of design plans, and by providing input to NELP on planning, design, construction, and communication matters associated with the project.</li> <li>We have prepared and submitted formal submissions to three exhibited Urban Design and Landscape Plans (UDLP). Work on a submission to the upcoming Doncaster Park &amp; Ride UDLP is underway.</li> </ul>	<p>●</p>

### 3. Council Plan 2021-2025

Action we have taken to progress the goals of our Council Plan

Progress



#### Resilient Environment

**Goals:**

- Protect and enhance our environment and biodiversity.
- Reduce our environmental impact and adapt to climate change

**9. We will deliver environmental activities to:**

**i. Strengthen principles to protect the environment, biodiversity and wildlife.**

Action

- We have identified 35 *sites of Biological Significance* sites within Manningham (predominately in the Green Wedge areas). These areas of biodiversity, ecological structure and habitat value will inform the review of the Manningham Planning Scheme and overlays to protect the Green Wedge. We are also able to implement solutions to reduce threatening processes in protecting bio sites, such as stormwater runoff.

**ii. Advocate to government and business on environmental issues.**

Action

- We advocate to the Victorian Government through a number of strategic partnerships and alliances:
  - on a Climate Offsets Program and climate risk through our Northern Alliance for Greenhouse Action (NAGA) partnership.
  - opportunities to accelerate the transition to net zero emissions and strengthen community resilience to climate change. Achieved through the Victorian Climate Resilient Councils advocating on behalf of Victorian Councils to inform leaders of climate adaptation and climate risk obligations.
  - for a collaborative approach between State and local governments to deliver on climate outcomes within the new housing targets for Victoria. The Victorian Greenhouse Alliances requested that funding support be provided to Councils to assist in effective planning and enforcement to:
    - Ensure that housing development adequately considers projected climate hazards and risks, as well as biodiversity and blue-green infrastructure opportunities
    - Use this as an opportunity to create a roadmap to zero carbon buildings by 2030 in Victoria
- The Victorian Greenhouse Alliances and the Municipal Association of Victoria wrote a joint advocacy letter to the Federal Government to request setting an ambitious 2035 emissions reduction target and recognise the contributions of local government.

**iii. Improve management practices of bushland maintenance, pest animal and environmental weed control and monitoring, evaluating and improvement mechanisms.**

Action

- We started to develop a new Plan to address tree canopy requirements and city greening initiatives, including enhancements to the green wedge. This Plan and its partnerships aim to create a more sustainable and resilient urban environment while protecting our natural heritage

**v. Explore biodiversity improvement or environmental community engagement programs for local public areas in collaboration with the Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation, Melbourne Water and Parks Victoria.**

Action

- We delivered a program of events combining biodiversity action / awareness and cultural engagement by partnering with the Wurundjeri Land Council for both delivery on content and on Country walks etc. also program development.

**vi. Stewardship in building sustainable waste management practices with the community.**

Action

- We continue to advocate and collaborate with other Councils for policy change since the release of the draft recycling standards and the regulatory impact statement. In particular seeking further information and cost modelling regarding the fourth glass bin and the proposed cessation of the Detox Your Home Chemical days.
- We continue to educate the community on waste reduction by hosting workshops, awareness campaigns, and school programs. Support Recycling & Reuse by running reuse/upcycling events.
- We measure our continued progress particularly focusing on our landfill tonnages and celebrate community successes.



### 3. Council Plan 2021-2025

Action we have taken to progress the goals of our Council Plan

Progress



#### Vibrant and Prosperous Economy

**Goals:**

- Grow our local business, tourism and economy

**10. We will support local business and the City through:**

- i. **Increase procurement with organisations that produce economic, environmental, and social outcomes for Manningham.**

Action

- This is work in progress to identify processes and initiatives to support and enhance economic, environmental and social outcomes during procurement activities.

- ii. **Capacity building and support through business development activities.**

Action

- We continue to support the ongoing development and operation of trader groups.
- New locations are being identified where trader groups could be established to represent businesses within their respective centers.
- Existing trader groups are achieving success, such as the second Halloween Spooktacular at Jackson Court, funded by the trader group. This event provided family-friendly fun and activities, attracting thousands of people.
- Strategic plans are being developed for trader groups seeking to establish a formal process for delivering increased actions and benefits to their members.

- iii. **Explore local opportunities to support local businesses to collaborate via a Hub / co-working space.**

Action

- The architect has been collaborating with Council to determine the layout and materials for the co-working space. Once the detailed design is finalised, the construction will be put out to tender. The detailed design is expected to be completed by the end March.

- iv. **Activities to encourage and support tourism and employment opportunities.**

Action

- We continued to work with Onemda, extending support for a second year to the disability service provider Onemda, facilitating their pathways to employment program.
- Additional employment programs are currently under review. Meanwhile, tourism initiatives are being phased out in favour of a renewed focus on investment attraction, aligned with the Economic Development Strategy.



### 3. Council Plan 2021-2025

Action we have taken to progress the goals of our Council Plan	Progress
<div style="display: flex; align-items: center;">  <div> <p><b>Well Governed Council</b></p> <p><b>Goals:</b></p> <ul style="list-style-type: none"> <li>■ A financially sustainable Council that manages resources effectively and efficiently</li> <li>■ A Council that values our customers and community in all that we do change</li> </ul> </div> </div>	
<p><b>11. Explore different ways to improve community satisfaction with our communications on local community issues, services and activities.</b></p>	<span style="color: green;">●</span>
<p><b>Action</b></p> <ul style="list-style-type: none"> <li>▪ We have heard your feedback and updated the format and style of Manningham Matters magazine with improvements including more of a focus on community stories. The magazine is available on our website and is sent to all households and businesses in Manningham throughout the year.</li> </ul>	
<p><b>12. Explore ways to enhance performance reporting across social, environment and economic outcomes against community need.</b></p>	<span style="color: green;">●</span>
<p><b>Action</b></p> <ul style="list-style-type: none"> <li>▪ We are investigating new ways to share our key achievements each quarter to better demonstrate outcomes against community need. We are also investigating ways to design the new Council Plan to support enhanced reporting.</li> </ul>	
<p><b>13. Improve our customers experience to better understand and meet their specific needs.</b></p>	<span style="color: green;">●</span>
<p><b>Action</b></p> <ul style="list-style-type: none"> <li>▪ We proactively implemented quality assurance measures in our contact centre to improve staff training and better respond to customer needs across contact channels including phone and front counter.</li> <li>▪ This will be further enhanced via direct customer feedback mechanisms for phone interactions, and conversation analytics following implementation of new telephony system and Voice of Customer survey and improvement initiatives.</li> </ul>	
<p><b>14. We will ensure our long-term financial sustainability by preparing our Budget and 10-year Financial Plan incorporating key strategies to Council by 30 June 2025.</b></p>	<span style="color: green;">●</span>
<p><b>Action</b></p> <ul style="list-style-type: none"> <li>▪ We started early planning for the 2025/26 Budget and 10 Year Financial Plan cycle.</li> <li>▪ The <i>Community Panel</i> of a randomised selection of 40 local residents continued to meet to provide recommendations to Council on the new strategic documents including the Financial Plan.</li> </ul>	
<p><b>15. We will maximise public value through the systematic planning and review of Council's services and effective, early and broad engagement on projects.</b></p>	<span style="color: green;">●</span>
<p><b>Action</b></p> <ul style="list-style-type: none"> <li>▪ After a review, we have started to renew our procurement for a panel of independent consultants to undertake service reviews. Five service reviews are scheduled for 2024/25 from information gathered from annual service planning. For all Council's major services, we proactively service plan to consider customer feedback, internal and external influences, workforce, and the resources needed for the service to deliver optimal public value.</li> </ul>	
<p><b>16. We will take a proactive and motivated approach to be an open and transparent Council.</b></p>	<span style="color: green;">●</span>
<p><b>Action</b></p> <ul style="list-style-type: none"> <li>▪ Following the recent Council elections, new Councillors have participated in the mandatory Councillor Induction Program. This program is established under the Local Government Act 2020 and designed to develop skills of newly elected Councillors to help them perform their role. A public report will be provided to the council and the community on participation and outcomes of the induction program.</li> </ul>	

## 4. Councillor Expenses

An allocation of \$10,473 for each Councillor and \$11,896 for the Mayor is budgeted each financial year to reimburse Councillors for expenses incurred while carrying out their official roles.

Significant demands are placed on Councillors in carrying out their civic and statutory roles attending community meetings and events, capacity building and advocacy meetings in pursuit of the best outcomes for the municipality. The Mayor has a slightly higher allowance as they are required to carry out additional civic and ceremonial duties.

The Council Expenses Policy guides the reimbursement of Councillor expenses. This budget is all inclusive and covers conferences and training, travel, child minding and information and communications technology expenses. As part of Council’s commitment to remaining accountable and transparent, these expenses are presented to the community each quarter.

Categories include: Travel (including accommodation, cab charges), Car Mileage, Childcare, Information and Communication Technology, Conferences and Training (including professional development, workshops), General Office Expenses (including meeting incidentals), Formal Attendances (including community events and functions) and Other (publications).

Councillor	Travel	Car Mileage	Child-care	Information Communication Technology	Conference & Training	General Office Expense	Formal Attendance	Member -ship	Other	Total Qtr	Year to Date
Cr P Bain	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cr A Chen	\$100	\$497	\$0	\$0	\$0	\$0	\$189	\$0	\$0	\$786	\$2,430
Cr A Conlon (Deputy Mayor)	\$0	\$502	\$0	\$92	\$0	\$0	\$0	\$0	\$0	\$594	\$723
Cr D Diamante (Mayor)	\$0	\$0	\$0	\$0	\$0	\$0	\$20	\$0	\$0	\$20	\$997
Cr I Eltaha	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cr G Gough	\$228	\$179	\$0	\$104	\$0	\$0	\$251	\$0	\$0	\$762	\$2,180
Cr J Grivas	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cr M Kleinert*	\$0	\$0	\$0	\$0	\$0	\$0	\$241	\$0	\$0	\$241	\$409
Cr C Lange	\$68	\$0	\$0	\$0	\$0	\$130	\$198	\$0	\$0	\$396	\$1,555
Cr T Lightbody*	\$0	\$0	\$0	\$13	\$0	\$0	\$0	\$0	\$0	\$13	\$13
Cr L Mayne	\$81	\$0	\$0	\$0	\$0	\$0	\$47	\$0	\$0	\$128	\$505
Cr S Mayne*	\$0	\$0	\$0	\$0	\$0	\$0	\$26	\$0	\$0	\$26	\$97

Notes for the Quarter

- \* 2020-24 Council term: Councillor allowance is for the outgoing Councillors electoral year (1 July to 6am on the 26 October 2024)
- Depending on the payment method, Councillor expenses for the quarter may include GST. We will include any minor necessary GST adjustments in the following quarter, after the payments are processed.

## 5. Chief Executive Expenses

The Chief Executive Officer (CEO) incurs expenses while carrying out the role. Expense categories related specifically to the CEO role are travel, conferences and seminars and miscellaneous. Gifts declared are also included in this report although not an expense to Council. The CEO is required to be transparent in the use of Council resources as per the Employee Code of Conduct.

	Travel	Food and Beverage	Conferences and Seminars	Gifts Declared	Misc.	Total Qtr	Total Year
Andrew Day	\$0	\$0	\$0	\$0	\$0	\$0	\$961

Notes

**Expense categories**

**Travel**

Costs associated with assisting the CEO in meeting transport costs incurred whilst attending meetings, functions and conferences. This includes taxi services, uber services, car parking fees, airfares, accommodation costs etc.

**Food and Beverage**

Costs associated with food or beverages that directly relate to the CEO role within a professional context.

**Conferences and seminars**

Costs associated with registration fees from attendance by the CEO at conferences, functions and seminars. Meetings such as these are normally held by local government related organisations, professional bodies and institutions, educational institutions and private sector providers on areas and events which impact on the role of the CEO and the City in general. This category also includes memberships and subscriptions to bodies and organisations whose activities are relevant to role of the CEO.

**Gifts Declared**

Any gifts that exceed the token gift threshold (\$50) that the CEO is required to declare as per the Token Gift Policy.

**Miscellaneous (Misc.)**

Any other costs associated with the CEO role not covered by the categories above.

# 4. Climate Response and Environment

## Managing our waste and resource recovery

This quarter, we made significant strides in managing our waste and resource recovery.

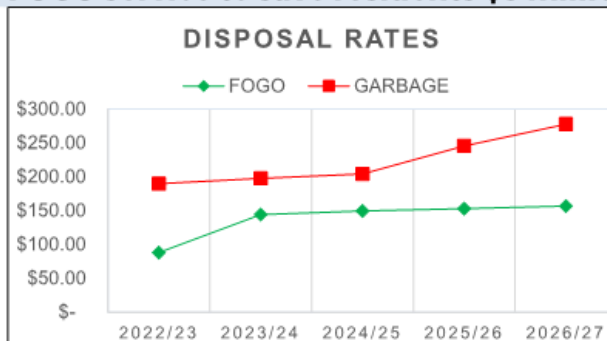
**98%**  
recycling recovery  
rate for FOGO

**76%**  
waste diversion rate

**6.4 million**  
containers returned through  
Reverse Vending machines in  
one month! (Nov – Dec)

Managing our waste and resource recovery is an action area in our Climate Emergency Response Plan (CERP) and forms key Victorian Government legislation to reduce waste and increase recycling.

### FOGO service to save residents \$3 million



The landfill levy is increasing by 28 per cent per tonne in 2025/26, with further rises expected in the coming years.

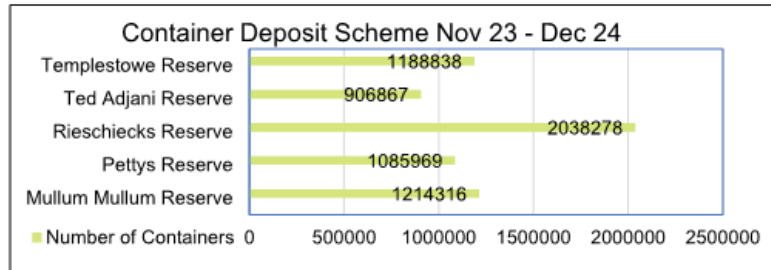
However, by using the FOGO service, Manningham residents will pay 46 per cent less for waste disposal compared to landfill. This will save residents \$3 million over the next two years!

Already, we are kicking goals – achieving an impressive 98 per cent recycling recovery rate for FOGO.

### Manningham recycles more than \$643,000 in December

In a fantastic community effort, more than 6,434,268 containers have been exchanged at our Reverse Vending machines. That's a total of \$643,426 returned to our community.

The Container Deposit Scheme also offsets recycling processing costs by approximately \$35 per tonne.



### Thousands of residents attend Waste Drop Off Day

More than 1,000 residents attended our bi-annual Waste Drop Off Day. This event provides residents with the chance to safely dispose of items that can't be placed into household bins.

In October 2024, we collected an impressive 20,536kg of e-waste, 5,148kg of paint, and 2,177kg of gas bottles – among many other items. Thanks to the event's focus on sustainability, at least 95 per cent of all materials will be recycled.

### Smashing our waste diversion targets

The Victorian Government set an ambitious goal for all Victorian councils to divert 72 per cent of waste from landfill by 2025. Manningham is well ahead with reaching a diversion rate of 76 per cent. This means we're well on our way to realising the final diversion target of 80 per cent by 2030.



### Sustainability shines in Lead to Sustain



Lead to Sustain offers a unique opportunity for young students to explore sustainability in a welcoming, supportive environment. Now in its 13th year, the 2024 event brought together 13 schools and more than 200 students, who experienced the joy of the bush through 16 hands-on activities. The activities explored biodiversity, waste and recycling, cultural awareness walks, water bugs, worm farming and composting

### Inspired Living Series sparks positive change

The 2024 Inspired Living Series brought together five keynote events from March to November, featuring 12 leading experts in climate change, sustainable building, permaculture, sustainable fashion, waste and more. The series captivated nearly 2,000 attendances with 94 per cent of participants providing positive feedback.



Highlights from the series included:

- Sarah Wilson on inspired living
- Nate Byrne on climate and trees
- Hannah Moloney on permaculture gardening
- Jesse Glascott on sustainable homes
- Nina Gabor on sustainable fashion

### Manningham hosts successful emergency management



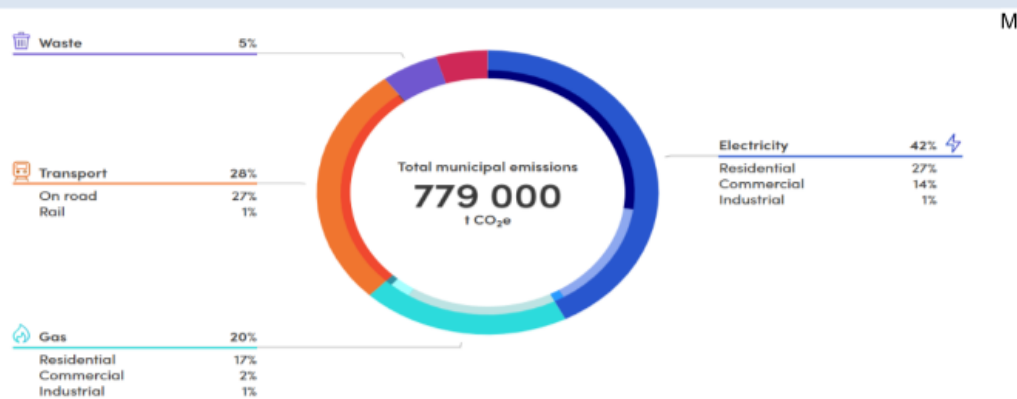
In partnership with Yarra Ranges Council, we hosted the annual Eastern Metro Councils Emergency Management Partnership (EMCEMP) Exercise East.

We held an Emergency Relief Centre (ERC) exercise at Mullum Mullum Stadium, our primary ERC. Over 250 officers participated from the eight Eastern Metro Councils, emergency partners and agencies. The day began with bushfire scenario presented by the CFA. Participants walked away with a reaffirmed value of partnerships in effectively addressing the relief and recovery needs of impacted communities.

### Climate response targets update

Manningham has set targets of net zero emissions for Council by 2028 and the community by 2035. Council emissions are at 2,294t CO<sub>2</sub>-e – which means we are well on the way to net zero by 2028. However new reporting requirements that include scope 3 emissions will raise this over the course the next reporting period.

### Greenhouse emissions breakdown



Manningham community (industry, commercial, residential) greenhouse emissions breakdown

# 7. Community engagement

## Key engagement projects



### Wombat Bend Playground Upgrade

We're planning an upgrade to Wombat Bend Playground and asking community to share what they love most about the playground, and how can we make it even better.



### A new public toilet for the Mullum Mullum Trail

We recently proposed installing a new public toilet along the Mullum Mullum Trail. This project will enhance accessibility and enjoyment of the trail.



### Larnoo Playground Upgrade

Larnoo Playground is a favourite playspace for children with interesting play opportunities in a bushland setting. We're seeking your input to help us plan for the upgrade.



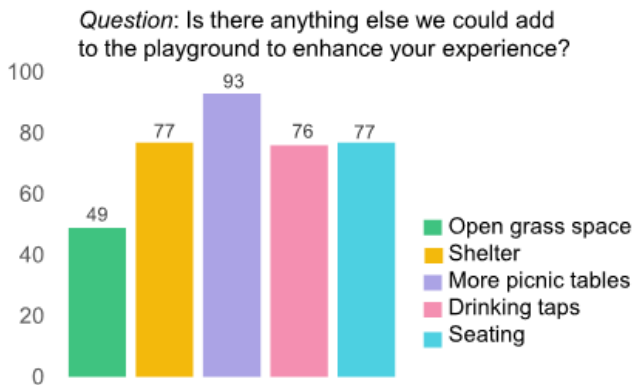
### Capital works in Warrandyte and Wonga Park

We plan to hold a drop-in consultation session every six months in both Warrandyte and Wonga Park for residents to learn about and provide feedback on footpath, road and drainage projects.

## What you told us: Wombat Bend

The Wombat Bend upgrade supports the Burndap Birrarung burndap umarkoo (Yarra Strategic Plan) 2022-2032 in the protection of the health of the Birrarung (Yarra River) and its lands. We also aim to strengthen community wellbeing by improving parkland and recreational opportunities.

183 people responded to our online survey on upgrading this much loved regional playground. The response to one of the questions is graphed below. Information from the survey will inform the concept design, which will be shared for community feedback later in the year



Wombat Bend Playground, 2-4 Duncan Street, Lower Templestowe

## Progress on recent engagement

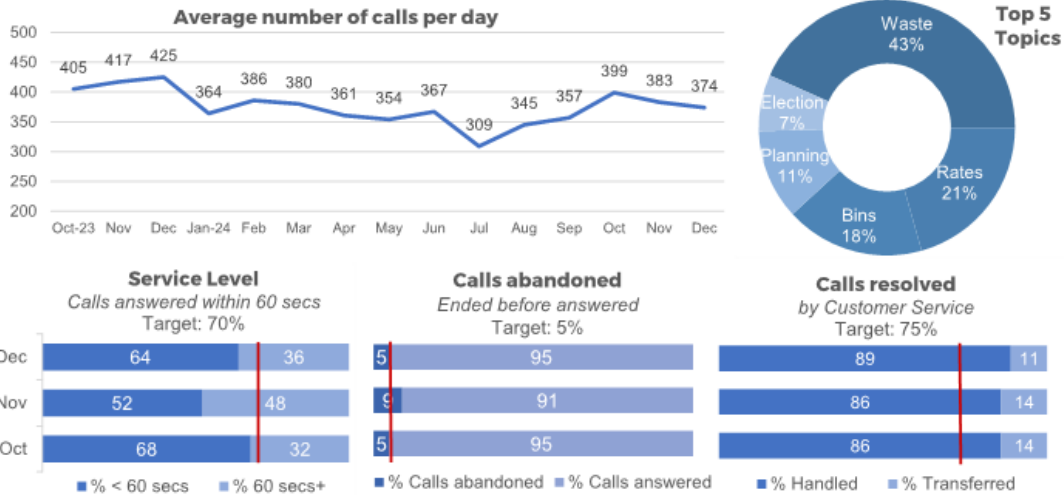
### Manningham Community Panel

Our Community Panel have met 5 times to refresh the Community Vision and develop recommendations on the range and level of services the community is prepared to pay for. The recommendations will inform our new 4 year Council Plan and 10 year Asset Plan and Financial Plans. Panel members were randomly selected through an expression of interest, which was sent to 8000 Manningham residents. Established in September 2024, the Panel met with Councillors, Council officers, external partners and experts on various issues, services and challenges.

The Panel will hand the final recommendations to the Deputy Mayor on 1 February and then published on [yoursay.manningham.vic.gov.au](https://yoursay.manningham.vic.gov.au)

# 8. Customer

## Telephony - Contact Centre Performance

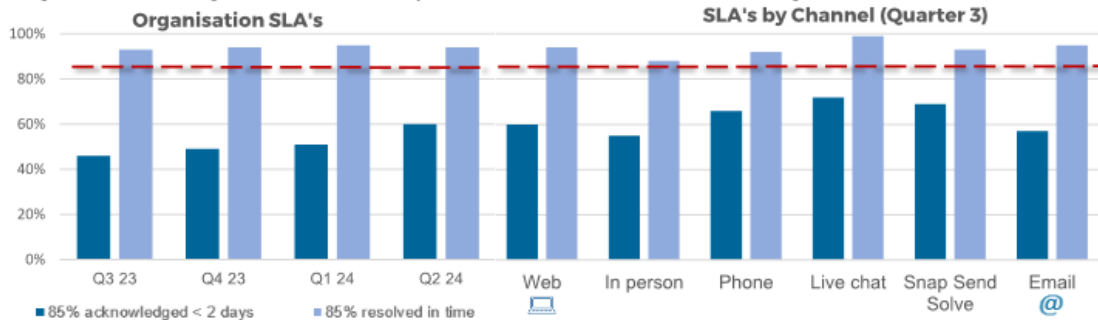


### Telephony analysis

- Average daily call volumes are following seasonal trends, although average call volumes for Q2 24 are 7% lower than the same period last year. This is in line with a corresponding 9% year on year decrease in the previous quarter.
- In what is the highest call volume quarter, service levels are below target for the period, but most calls were still answered within 60 seconds and abandoned calls were within target in 2 of 3 months.
- Waste calls were the most common enquiry type, with hard waste calls accounting for the majority of these calls and nearly double the volume of the previous quarter.

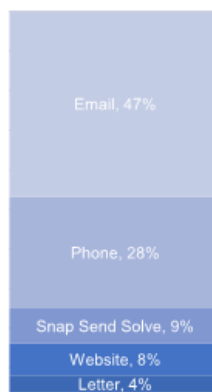
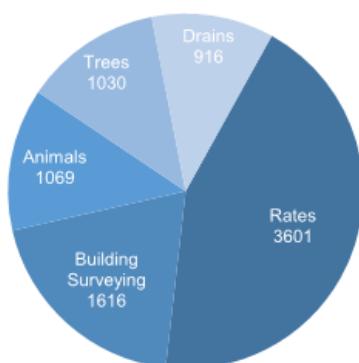
### Customer Requests (CRM Organisation Performance)

Target: 85% acknowledged within 2 business days, 85% resolved in line with Service Level Agreements



### Customer Requests (CRM) by Topic and Channel

19,609 New cases



### Analysis

- Resolution of requests within SLA is high at 94%, exceeding the KPI.
- Acknowledgement of requests is 60% for the quarter, the highest quarterly result to date. Whilst below target, this metric continues to trend upwards.
- Rates related requests were the most common, although lower than the previous quarter.
- Overall case volumes higher than same period last year, with new Rates case type the main factor.
- Email & phone the primary contact methods for requests

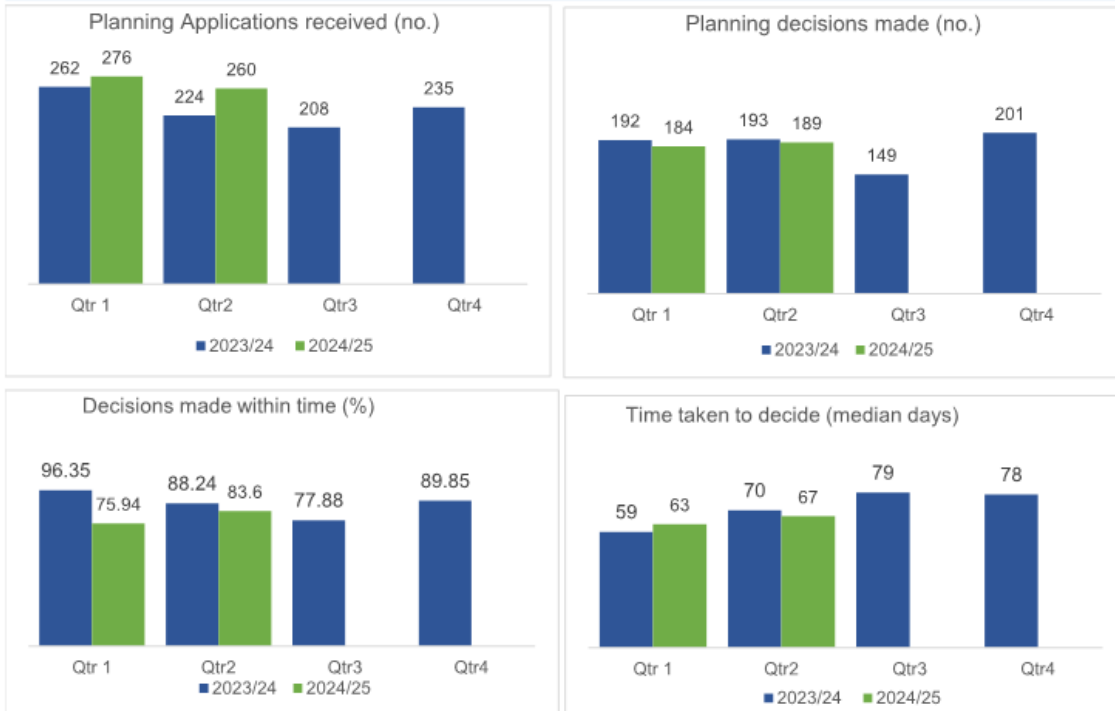


# 9. Governance

We monitor our service performance to make sure we maximise our public value and to make improvements where needed. A portion of our performance indicators are in the Local Government Performance Reporting Framework (LGPRF). The areas below are of particular interest, the full suite is published in our Annual Report.

## Statutory Planning

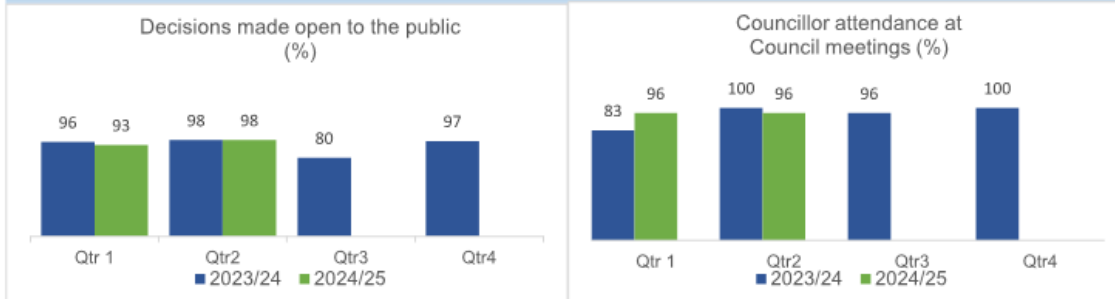
Statutory planning services include the assessment of planning permit applications for new development proposals and changes to land use activities under the Planning and Environment Act 1987.



We continued to process planning applications in a timely manner. 98% or 49/50 of VicSmart applications were decided within time (well above the metropolitan average of 84.97%). 78.42% or 109/139 of Standard Applications were decided within the 60 statutory days (well above the metropolitan average of 66.02%) for the period.

## Council decision making

Manningham Council is committed to being an open and transparent Council.



In their new term, Council made 22 resolutions or decisions during the quarter. One decision was made closed to the public as they were confidential matters. The Local Government Act 2020 defines confidential matters to include contractual and property matters and information that would prejudice the Council's position in commercial negotiations if prematurely released.

# 10. CEO Performance Indicators

CEO Key Performance Indicators (KPIs) are agreed by Councillors and our CEO Andrew Day, for his focus in particular areas that benefit the community, City or in good governance and organisation excellence. The KPIs below are for 1 September 2024 – 30 September 2025, with some having specific due dates, as noted. *The corrective action we are taking if progress is being monitored or is off track is in italics.*

Key	on track (green) 34	monitor (yellow) 0	off track (red) 0	Complete (purple) 0
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**Strategic Planning and Advice :** progressing key plans, projects and programs

<b>Council Plan</b> 100% actions delivered or corrective action reported.	<b>Climate Emergency Response Plan</b> 100% actions delivered or corrective action reported.	<b>Community Panel</b> respond and implement recommendations to their fullest extent,	<b>Strategic Plans 2025+</b> Develop Council Plan, Asset Plan, and financial plans by legislative due dates.	<b>Liveable City Strategy</b> Progress the Strategy.
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**Financially Sustainable:** initiatives towards Council’s mission to be financially sustainable

<b>Strategic Property Portfolio</b> Progress projects with regular reports to Council	<b>VAGO Financial indicators</b> Maintain low risk levels.	<b>Deliver Capital Works</b> 60% of budget met by March and 90% met by June (where in Council’s control)	<b>Deliver Annual Budget and Financial Plan</b> by 30 June 2025
--	--	---	---

**Service Quality and Asset Management:** assets and services that meet the needs of the community.

<b>Service reviews</b> Review 5 services to identify gaps and improvements..	<b>Service performance</b> Maintain or improve our Indicator results.	<b>Community Infrastructure Plan</b> report achievement of priority projects by September 2025..	<b>Maximise use of Assets</b> Quarterly updates on way to improve use and sustainability.
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**Customer Experience:** make it easy, celebrate, choice, serve consistently, respond in a timely way.

<b>Snap Send Solve</b> Report on integration by March.	<b>Requests in time</b> 85% of customer requests acknowledged in 2 business days.	<b>Requests resolved</b> 85% of customer requests resolved in agreed times.	<b>Reporting</b> Add quality and sentiment metrics to Quarterly Report.	<b>Improvement Initiatives</b> Report bi-annually.
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**Community Engagement:** continue to build our audience and enhance engagement with the community.

<b>New ways to engage</b> Trial new techniques on at least two projects by June.	<b>New ways to communicate</b> Trial at least new two communication initiatives by June.	<b>Manningham Matters Magazine</b> Implement improvements and present outcomes by June.	<b>Social media</b> Increase reach of across channels, with consideration of new.	<b>Ways to communicate</b> Improve information sharing with the community on North-East Link Project.
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**Well Governed and Organisational Development:** growing a team that delivers great outcomes.

<b>Transparency</b> Provide a briefing on new opportunities for transparency in Council.	<b>Statutory planning</b> Provide quarterly reports to Council.	<b>Leadership development</b> Report in the culture report.	<b>Work health and Safety</b> Report on initiatives aimed at improving on work, health and safety indicators.
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**Advocacy:** continue to support and grow Council’s advocacy program.

<b>Partnerships</b> Report on outcomes and achievements to progress Council’s advocacy priorities through meetings with NLP, ERG, local MPs and Ministerial portfolio representatives.	<b>State and Federal elections</b> Prepare advocacy campaign	<b>Bus Network reform</b> Provide half yearly outcome reports to Councillors on the Victorian Government’s pilot project.	<b>Regional Alignment</b> <b>Actively align with the Eastern Region priorities and strategic direction</b> and work collaboratively with the Eastern Region Group of Councils
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**Infrastructure** significantly progress key Council infrastructure

<b>Aquarena outdoor</b> Detailed design and procurement completed	<b>Priority projects,</b> Progress Aquarena, DiSC, Manningham Templestowe Leisure Centre and Pines masterplan (with Haben)	<b>Co-working space for local businesses</b> Implemented by September 2025
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### 13.4 Reschedule June Council Meeting

File Number: IN25/88  
Responsible Director: Director Experience and Capability  
Attachments: Nil

#### PURPOSE OF REPORT

*The purpose of this report is to seek Council's approval to reschedule the June Council meeting from Tuesday, 24 June 2025 to Monday, 30 June 2025.*

#### EXECUTIVE SUMMARY

*At its meeting held on 27 August 2024 Council adopted the meeting schedule for 2025. As per the approved schedule the Council meeting for June was scheduled to be held on Tuesday, 24 June 2025.*

*The Australian Local Government association (ALGA) has announced the date for 2025 National General Assembly of Local Government (NGA) to be held in Canberra from 24-27 June 2025.*

*In view of this, it is considered appropriate to reschedule June Council meeting to Monday, 30 June 2025 to enable Councillors to attend the conference if they so choose.*

#### 1. RECOMMENDATION

**That Council:**

- A. Notes the National General Assembly of Local Government (NGA) will be held in Canberra from 24-27 June 2025; and**
- B. Resolves to reschedule the June Council Meeting from Tuesday, 24 June 2025 to Monday, 30 June 2025.**

#### 2. BACKGROUND

- 2.1 Manningham Council's Governance Rules provide that the date, time and place for all Council meetings must be fixed by Council from time to time.
- 2.2 Council at its meeting on 27 August 2024, adopted the meeting schedule for 2025. As per adopted schedule, the Council meeting for June is to be held on 24 June 2025.
- 2.3 The Australian Local Government association (ALGA) has announced the date for 2025 National General Assembly of Local Government (NGA) to be held in Canberra from 24-27 June 2025.
- 2.4 Due to this clash of dates, it is considered appropriate to reschedule the June council meeting to enable those Councillors who would like to attend the ability to do so. It is proposed to change the June Council meeting date to 30 June 2025.

**3. DISCUSSION / ISSUE**

3.1 This is an administrative report to enable Council to reschedule the June Council meeting.

**4. COUNCIL PLAN / STRATEGY**

4.1 The fixing of Council meeting times, dates and places is a requirement of the Rules and forms part of Council’s governance obligations.

**5. IMPACTS AND IMPLICATIONS**

5.1 Finance / Resource Implications

There are no finance or resource issues associated with this report.

**6. IMPLEMENTATION**

6.1 Communication and Engagement

Is engagement required?	No
Stakeholder Groups	Council and Community
Where does it sit on the IAP2 spectrum?	Inform
Approach	The revised meeting date will be published on Council’s website.

6.2 Timelines

The revised meeting date will take effect immediately if supported by Council.

**7. DECLARATIONS OF CONFLICT OF INTEREST**

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

**13.5 Appointment of Authorised Officers - Planning and Environment Act 1987**

File Number: IN25/44  
Responsible Director: Director Experience and Capability  
Attachments: 1 S11A Instrument of Appointment and Authorisation -  
Alexander (Zander) Beard - 25 February 2025

**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 officer 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:**
  - **Alexander (Zander) Beard**
- 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 template 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 -

**Alexander (Zander) Beard**

**By this instrument of appointment and authorisation Manningham City Council -**

- 1. under section 147(4) of the *Planning and Environment Act 1987* - authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; 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 25 February 2025.

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

Mayor .....

Chief Executive Officer .....

Date: .....



### 13.6 Informal Meetings of Councillors

File Number:	IN24/742
Responsible Director:	Director Experience and Capability
Attachments:	<ol style="list-style-type: none"><li>1 Consultation Meeting PLN23_0521 4 Pioneer Drive, Templestowe - 27 November 2024</li><li>2 Directorate Briefing – CEO (Finance) and City Services - 28 November 2024</li><li>3 Strategic Briefing Session - 3 December 2025</li><li>4 Audit and Risk Committee - 6 December 2024</li><li>5 Community Panel (Day 5) - 7 December 2024</li><li>6 Community Panel (Day 6) - 1 February 2025</li><li>7 Strategic Briefing Session - 4 February 2025</li><li>8 Councillor and CEO Only Time - 11 February 2025</li><li>9 Strategic Briefing Session - 11 February 2025</li></ol>

#### PURPOSE OF REPORT

*The purpose of this report is to promote transparency in Council's business by providing a record of informal meetings attended by Councillors.*

#### EXECUTIVE SUMMARY

*Chapter 6, sub rule 1 of Manningham's Governance Rules requires a record of each meeting that constitutes an Informal Meeting of Councillors to be reported to Council and those records to be incorporated into the minutes of the Council Meeting.*

#### 1. RECOMMENDATION

**That Council note the Informal Meetings of Councillors for the following meetings:**

- **Consultation Meeting PLN23/0521 4 Pioneer Drive, TEMPLESTOWE – 27 November 2024**
- **Directorate Briefing – CEO (Finance) and City Services - 28 November 2024**
- **Strategic Briefing Session – 3 December 2024**
- **Audit and Risk Committee Meeting – 6 December 2024**
- **Community Panel (Day 5) – 7 December 2024**
- **Community Panel – Day 6 – 1 February 2025**
- **Strategic Briefing Session – 4 February 2025**
- **Councillor and CEO Only Time – 11 February 2025**
- **Strategic Briefing Session – 11 February 2025**

## 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
- Consultation Meeting PLN23/0521 4 Pioneer Drive, TEMPLESTOWE – 27 November 2024
- Directorate Briefing – CEO (Finance) and City Services - 28 November 2024
- Strategic Briefing Session – 3 December 2024
- Audit and Risk Committee Meeting – 6 December 2024
- Community Panel (Day 5) – 7 December 2024
- Community Panel – Day 6 – 1 February 2025
- Strategic Briefing Session – 4 February 2025
- Councillor and CEO Only Time – 11 February 2025
- Strategic Briefing Session – 11 February 2025

## 4. IMPLEMENTATION

### 4.1 Communication and Engagement

Stakeholder Groups	Councillors, Officers and members of Manningham's Advisory Committees
Is engagement required?	No. This information is provided in the interests of public transparency.
Where does it sit on the IAP2 spectrum?	N/A
Approach	N/A

**5. DECLARATIONS OF CONFLICT OF INTEREST**

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

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS				
<b>Meeting Name:</b>	Consultation Meeting PLN23/0521 4 Pioneer Drive, Templestowe			
<b>Date:</b>	Wednesday, 27 November 2024			
	<table border="1" style="width: 100%;"> <tr> <td><b>Time Opened:</b></td> <td>6:00pm</td> </tr> <tr> <td><b>Time Closed:</b></td> <td>7:45pm</td> </tr> </table>	<b>Time Opened:</b>	6:00pm	<b>Time Closed:</b>
<b>Time Opened:</b>	6:00pm			
<b>Time Closed:</b>	7:45pm			
<b>Location:</b>	Council Chambers, Civic Centre			
<b>Councillors Present:</b>	Cr Diamante (Mayor), Cr Conlon (Deputy Mayor), Cr Chen, Cr Eltaha, Cr Grivas and Cr Lange			
<b>Officers Present:</b>	Andrew McMaster, Fiona Troise, Jonathan Caruso, Julie Mikkelsen, Daniel Yu, Nicoletta Kormas, Tammy Tam, Shasha Yang			
<b>Apologies:</b>	Cr Bain, Cr Gough, Cr Mayne			
<b>Items discussed:</b>	Planning application PLN23/0521 4 Pioneer Drive, TEMPLESTOWE			
CONFLICT OF INTEREST DISCLOSURES				
<b>Were there any conflict of interest disclosures by Councillors?</b>	No			

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS	
<b>Meeting Name:</b>	Directorate Briefing – CEO (Finance) and City Services
<b>Date:</b>	Thursday, 28 November 2024
	<b>Time Opened:</b> 5:30pm
	<b>Time Closed:</b> 7:30pm
<b>Location:</b>	Council Chambers, Civic Centre
<b>Councillors Present:</b>	Cr Deirdre Diamante (Mayor), Cr Peter Bain (virtual attendee), Cr Anna Chen, Cr Isabella Eltaha, Cr Geoff Gough, Cr Jim Grivas, Cr Carli Lange and Cr Laura Mayne
<b>Officers Present:</b>	Andrew Day (CEO), Jon Gorst, Andrew McMaster, Kerryn Paterson, Lee Robson, Rachelle Quattrocchi, Helen Napier, Krishen Soobrayen, Anton Peiris, Andrea Szymanski, Linda Merlino
<b>Apologies:</b>	Cr Andrew Conlon (Deputy Mayor)
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. CEO Directorate Update</li> <li>2. City Services Directorate Update</li> </ol>
CONFLICT OF INTEREST DISCLOSURES	
<b>Were there any conflict of interest disclosures by Councillors?</b>	No

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS					
<b>Meeting Name:</b>	Strategic Briefing Session				
<b>Date:</b>	Tuesday, 3 December 2024				
	<table border="1"> <tr> <td><b>Time Opened:</b></td> <td>6:34pm</td> </tr> <tr> <td><b>Time Closed:</b></td> <td>9:14pm</td> </tr> </table>	<b>Time Opened:</b>	6:34pm	<b>Time Closed:</b>	9:14pm
<b>Time Opened:</b>	6:34pm				
<b>Time Closed:</b>	9:14pm				
<b>Location:</b>	Council Chambers, Civic Centre				
<b>Councillors Present:</b>	Cr Deirdre Diamante (Mayor), Cr Andrew Conlon (Deputy Mayor), Cr Peter Bain, Cr Anna Chen, Cr Isabella Eltaha, Cr Geoff Gough, Cr Jim Grivas, Cr Carli Lange and Cr Laura Mayne				
<b>Officers Present:</b>	<p><b>Executive Officers Present</b>            Andrew Day, Chief Executive Officer            Andrew McMaster, Director City Planning &amp; Liveability            Kerryn Paterson, Director Experience and Capability            Rachele Quattrocchi, Director City Services            Lee Robson, Director Connected Communities</p> <p><b>Other Officers in Attendance</b>            Carrie Bruce, Manager Integrity            Walter Yew, Coordinator Infrastructure and Development            Emma Steele, Strategic Transport Planner            Andrea Szymanski, Manager Infrastructure and Sustainable Operations            Kylie Batista, Traffic Engineer            Catherine Simcox, Coordinator Social Planning and Community Strengthening            Felicity Raper, Social Planning Lead</p>				
<b>Apologies:</b>	Nil				
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. Draft Manningham Road Safety Strategy and Action Plan 2025-2034</li> <li>2. Manningham State of the City report</li> <li>3. Governance Rules Overview Briefing</li> <li>4. Strategic Documents 25+ Proposed Approach</li> <li>5. Statutory Planning Application Activity Quarter 1 (July to September 2024)</li> </ol>				
CONFLICT OF INTEREST DISCLOSURES					
<b>Were there any conflict of interest disclosures by Councillors?</b>	No				

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS					
<b>Meeting Name:</b>	Audit and Risk Committee				
<b>Date:</b>	Friday, 6 December 2024				
	<table border="1"> <tr> <td><b>Time Opened:</b></td> <td>9:00am</td> </tr> <tr> <td><b>Time Closed:</b></td> <td>11:40am</td> </tr> </table>	<b>Time Opened:</b>	9:00am	<b>Time Closed:</b>	11:40am
<b>Time Opened:</b>	9:00am				
<b>Time Closed:</b>	11:40am				
<b>Location:</b>	Council Chamber, Civic Centre				
<b>Councillors Present:</b>	Cr Deirdre Diamante (Mayor), Cr Carli Lange				
<b>Officers Present:</b>	Andrew Day (CEO), Jon Gorst, Carrie Bruce, Vicki Miller, Stacey Collins, Kerry Paterson, Frankie Bailey, Lauren Parker, Asim Qureshi, Rachelle Quattrocchi, Helen Napier				
<b>Apologies:</b>	Nil				
<b>Items discussed:</b>	<ul style="list-style-type: none"> <li>• In Camera Meeting of Audit and Risk Committee</li> <li>• Conflict of Interest</li> <li>• Minutes of the Previous Meeting</li> <li>• CEO Overview</li> <li>• Audit and Risk Committee Standard Questions</li> <li>• Matters Arising from Previous Meetings</li> <li>• Management Register – Outstanding Actions Internal Audit</li> <li>• Financial Reporting</li> <li>• Review The Performance of the External Auditors</li> <li>• Internal Audit Matters</li> <li>• Internal Audit Status Report</li> <li>• OHS Internal Audit Final Report</li> <li>• Contract Management Final Report</li> <li>• Climate Change Adaptation Internal Audit Final Report</li> <li>• Draft Depot Operations Memorandum of Audit Plan Draft</li> <li>• Risk Management and Compliance</li> <li>• Risk Register Report</li> <li>• Gender Equality Act Progress Report 2023 Compliance Assessment</li> <li>• Internal Control</li> <li>• Annual Safety and Wellbeing Report 2023-2024</li> <li>• Cybersecurity Roadmap Update Deferred to next Meeting</li> <li>• Investment Policy Review 2024 Deferred to next Meeting</li> <li>• Election of Chairperson</li> <li>• Items for Noting</li> <li>• Crowdstrike Post Incident Review</li> <li>• Executive Risk Committee Meeting Minutes Oct 2024</li> <li>• Audit and Risk Committee Workplan</li> <li>• Fraud and Awareness Internal Audit Draft MAP</li> <li>• Community Health &amp; Wellbeing Internal Audit Draft MAP</li> </ul>				



# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



- Service and Asset Management Planning Steering Committee & Minutes to Capital Works Steering Committee and Minutes to Capital Works Steering Committee
- Audit and Risk Committee Chair’s Biannual Report

## 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					
<b>Meeting Name:</b>	Community Panel – Day 5				
<b>Date:</b>	Saturday, 7 December 2024				
	<table border="1"> <tr> <td><b>Time Opened:</b></td> <td>9:00am</td> </tr> <tr> <td><b>Time Closed:</b></td> <td>12:00pm</td> </tr> </table>	<b>Time Opened:</b>	9:00am	<b>Time Closed:</b>	12:00pm
<b>Time Opened:</b>	9:00am				
<b>Time Closed:</b>	12:00pm				
<b>Location:</b>	Mullum Mullum Stadium, Donvale				
<b>Councillors Present:</b>	Cr Diamante (Mayor), Cr Chen, Cr Lange, Cr Eltaha, Cr Gough and Cr Grivas				
<b>Officers Present:</b>	Andrew Day (CEO), Rachele Quattrocchi, Andrew McMaster, Lee Robson, Jude Whelan				
<b>Apologies:</b>	Cr Conlon (Deputy Mayor), Cr Mayne, Cr Bain				
<b>Items discussed:</b>	<ul style="list-style-type: none"> <li>• Councillors were observers to the community panel sessions. There was no formal role and no items discussed with them;</li> <li>• Councillors then had informal discussions over morning tea.</li> </ul>				
CONFLICT OF INTEREST DISCLOSURES					
<b>Were there any conflict of interest disclosures by Councillors?</b>	No				

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS					
<b>Meeting Name:</b>	Community Panel – Day 6				
<b>Date:</b>	Saturday, 1 February 2025				
	<table border="1"> <tr> <td><b>Time Opened:</b></td> <td>3:30pm</td> </tr> <tr> <td><b>Time Closed:</b></td> <td>5:00pm</td> </tr> </table>	<b>Time Opened:</b>	3:30pm	<b>Time Closed:</b>	5:00pm
<b>Time Opened:</b>	3:30pm				
<b>Time Closed:</b>	5:00pm				
<b>Location:</b>	Mullum Mullum Stadium, Donvale				
<b>Councillors Present:</b>	Cr Conlon (Deputy Mayor), Cr Chen, Cr Eltaha, Cr Mayne and Cr Grivas				
<b>Officers Present:</b>	Andrew Day (CEO), Jude Whelan, Georgina Snaddon, Lawrie McLaughlin				
<b>Apologies:</b>	Cr Diamante (Mayor), Cr Bain, Cr Gough				
<b>Items discussed:</b>	<ul style="list-style-type: none"> <li>• The Deputy Mayor had a formal role to accept the Panel's recommendations. This was delegated to the Deputy Mayor as the Mayor could not attend;</li> <li>• Other Councillors had no formal role but observed part of the last community panel session where the panel voted on the recommendations;</li> <li>• Councillors then had informal discussions over afternoon tea.</li> </ul>				
CONFLICT OF INTEREST DISCLOSURES					
<b>Were there any conflict of interest disclosures by Councillors?</b>	No				

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS					
<b>Meeting Name:</b>	Strategic Briefing Session				
<b>Date:</b>	Tuesday, 4 February 2025				
	<table border="1"> <tr> <td><b>Time Opened:</b></td> <td>6:30pm</td> </tr> <tr> <td><b>Time Closed:</b></td> <td>9:30pm</td> </tr> </table>	<b>Time Opened:</b>	6:30pm	<b>Time Closed:</b>	9:30pm
<b>Time Opened:</b>	6:30pm				
<b>Time Closed:</b>	9:30pm				
<b>Location:</b>	Council Chambers, Civic Centre				
<b>Councillors Present:</b>	Cr Deirdre Diamante (Mayor), Cr Andrew Conlon (Deputy Mayor), Cr Peter Bain, Cr Anna Chen, Cr Isabella Eltaha, Cr Geoff Gough, Cr Jim Grivas, Cr Carli Lange and Cr Laura Mayne				
<b>Officers Present:</b>	<p><b>Executive Officers Present</b>            Andrew Day, Chief Executive Officer            Andrew McMaster, Director City Planning &amp; Liveability            Kerryn Paterson, Director Experience and Capability            Rachelle Quattrocchi, Director City Services            Lee Robson, Director Connected Communities</p> <p><b>Other Officers in Attendance</b>            Rachna Gupta-Singh, Governance Lead (left meeting at 8.10pm (after item 8))            Emma Michie, Manager Community Participation            Patrick Boyd, Coordinator Recreation            Krishen Soobrayen, Manager City Projects</p>				
<b>Apologies:</b>	Nil				
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. Aquarena Outdoor Redevelopment - Project Update (Confidential)</li> <li>2. Infrastructure Program</li> <li>3. Review of Advisory Committees: Terms of Reference and Membership</li> </ol>				
CONFLICT OF INTEREST DISCLOSURES					
<b>Were there any conflict of interest disclosures by Councillors?</b>	No				

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS							
<b>Meeting Name:</b>	Councillor and CEO Only Time						
<b>Date:</b>	Tuesday, 11 February 2025						
	<b>Time Opened:</b> 5:45pm						
	<b>Time Closed:</b> 6:30pm						
<b>Location:</b>	Councillor Lounge, Civic Centre						
<b>Councillors Present:</b>	Cr Deirdre Diamante (Mayor), Cr Andrew Conlon (Deputy Mayor), Cr Peter Bain, Cr Anna Chen, Cr Isabella Eltaha (via phone), Cr Geoff Gough, Cr Jim Grivas, Cr Carli Lange and Cr Laura Mayne						
<b>Officers Present:</b>	Andrew Day (CEO)						
<b>Apologies:</b>	Nil						
<b>Items discussed:</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>MAV Elections</td></tr> <tr><td>NELP update</td></tr> <tr><td>Manningham Asian Cultural Festival - 'Meet Your Councillors'</td></tr> <tr><td>Request from Moorabool Shire Council</td></tr> <tr><td>ERG Advisory Committees</td></tr> <tr><td>First Nations/Reconciliation Action Plan</td></tr> </table>	MAV Elections	NELP update	Manningham Asian Cultural Festival - 'Meet Your Councillors'	Request from Moorabool Shire Council	ERG Advisory Committees	First Nations/Reconciliation Action Plan
MAV Elections							
NELP update							
Manningham Asian Cultural Festival - 'Meet Your Councillors'							
Request from Moorabool Shire Council							
ERG Advisory Committees							
First Nations/Reconciliation Action Plan							
CONFLICT OF INTEREST DISCLOSURES							
<b>Were there any conflict of interest disclosures by Councillors?</b>	No						

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS					
<b>Meeting Name:</b>	Strategic Briefing Session				
<b>Date:</b>	Tuesday, 11 February 2025				
	<table border="1"> <tr> <td><b>Time Opened:</b></td> <td>6:30pm</td> </tr> <tr> <td><b>Time Closed:</b></td> <td>8:47pm</td> </tr> </table>	<b>Time Opened:</b>	6:30pm	<b>Time Closed:</b>	8:47pm
<b>Time Opened:</b>	6:30pm				
<b>Time Closed:</b>	8:47pm				
<b>Location:</b>	Council Chambers, Civic Centre				
<b>Councillors Present:</b>	Cr Deirdre Diamante (Mayor), Cr Andrew Conlon (Deputy Mayor), Cr Peter Bain, Cr Anna Chen, Cr Isabella Eltaha (virtual attendee), Cr Geoff Gough, Cr Jim Grivas, Cr Carli Lange				
<b>Officers Present:</b>	<p><b>Executive Officers Present</b>            Andrew Day, Chief Executive Officer            Andrew McMaster, Director City Planning &amp; Liveability            Kerryn Paterson, Director Experience and Capability            Rachele Quattrocchi, Director City Services            Lee Robson, Director Connected Communities</p> <p><b>Other Officers in Attendance</b>            Rachna Gupta-Singh, Governance Lead            Krishen Soobrayen, Manager City Projects            Carrie Bruce, Manager Integrity            Jon Gorst, Chief Financial Officer            Jude Whelan, Manager Engaged Communities            Courtney Power, Councillor and CEO Support Team Leader</p>				
<b>Apologies:</b>	Cr Laura Mayne				
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. Procurement of Major Road and Civil Contract</li> <li>2. Manningham Quarterly Report, Quarter 2 (Oct-Dec), 2024/25</li> <li>3. Federal and State Elections - Draft Advocacy Priorities</li> <li>4. MAV Motions and National General Assembly Motions</li> <li>5. 2024/25 Capital Works Program Q2 Status Report</li> <li>6. Road Management Plan (RMP) Review</li> <li>7. Electric Line Clearance Tender Report</li> <li>8. People and Culture Report -1 July to 31 December 2024</li> <li>9. Statutory Planning Application Activity Quarter 2 (October to December 2024)</li> </ol>				
CONFLICT OF INTEREST DISCLOSURES					
<b>Were there any conflict of interest disclosures by Councillors?</b>	No				

### 13.7 Documents for Sealing

File Number: IN24/741  
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 documents outlined in the recommendation.*

#### EXECUTIVE SUMMARY

*The following documents are submitted for signing and sealing by Council.*

#### 1. RECOMMENDATION

**That the following documents be signed and sealed:**

**Consent to Build Over an Easement  
Agreement under Section 173 of the Planning and Environment Act 1987  
Council and Baptcare Ltd  
Property: 107-109 Andersons Creek Road, Doncaster East**

**Consent to Build Over an Easement  
Agreement under Section 173 of the Planning and Environment Act 1987  
Council and JJ Mamet & BA Mamet  
Land: 22 Bali Hi Boulevard, Templestowe**

**Consent to Build Over an Easement  
Agreement under Section 173 of the Planning and Environment Act 1987  
Council and Layman Holdings Pty Ltd  
Land: 30 Tracey Street, Doncaster East**

**Consent to Build Over an Easement  
Agreement under Section 173 of the Planning and Environment Act 1987  
Council and N Taiپی  
Land: 26 Sinclair Avenue, Templestowe Lower**

**Deed of Renewal and Variation of Licence  
Council and Doncaster Templestowe Amateur Swimming Club Inc.  
Property: Part of the Multi Purpose Building at Aquarena Aquatic and Leisure  
Centre, 139-153 Williamsons Road, Templestowe Lower**

#### 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****17.1 Procurement of Major Road and Civil Contract**

This report contains confidential information as defined in the *Local Government Act 2020*. The relevant ground applying is S3(1)g(ii) of the Act concerning private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.