



Ordinary Meeting of the Council

AGENDA

Date:	Tuesday, 26 November 2019
Time:	7:00pm
Location:	Council Chamber, Civic Centre 699 Doncaster Road, Doncaster

This meeting is convened to transact the business listed below.

Andrew Day
Chief Executive Officer

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

COUNCIL MEETING SEATING PLAN

DIRECTOR CITY SERVICES
Leigh Harrison

DIRECTOR SHARED SERVICES
Philip Lee

MANAGER COMMUNICATIONS
Jude Whelan

Andrew Day
Chief Executive Officer

Cr Paul McLeish
Mayor
Mullum Mullum Ward

Cr Sophy Galbally
Mullum Mullum Ward

Cr Mike Zafiroopoulos AM
Deputy Mayor
Koonung Ward

Cr Michelle Kleinert
Heide Ward

Cr Anna Chen
Koonung Ward

Cr Paula Piccinini
Heide Ward

Cr Dot Haynes
Koonung Ward

Cr Andrew Conlon
Mullum Mullum Ward

Cr Geoff Gough
Heide Ward

GROUP MANAGER GOVERNANCE & RISK
Andrew McMaster

SENIOR GOVERNANCE ADVISOR
Carrie Bruce

DIRECTOR CITY PLANNING & COMMUNITY
Angelo Kourambas

GROUP MANAGER APPROVALS AND COMPLIANCE
Niall Sheehy

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**1 OPENING PRAYER AND STATEMENTS OF
ACKNOWLEDGEMENT**

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 Ordinary Meeting of Council held on 22 October 2019 and the Annual Meeting of Council held on 7 November 2019.

5 PRESENTATIONS

6 PETITIONS

7 PUBLIC QUESTION TIME

8 ADMISSION OF URGENT BUSINESS

9 PLANNING PERMIT APPLICATIONS

9.1 Planning Application PLN19/0086 at 58-64 Hall Road, Warrandyte South for demolition works and the use and development of the land (including buildings and works) for a secondary college (Year 9 campus of Donvale Christian College) and vegetation removal.

File Number:	IN19/677
Responsible Director:	Director City Planning and Community
Applicant:	Peter Weatherlake for Brand Architects
Planning Controls:	Rural Conservation Zone Schedule 3(RCZ3), Bushfire Management Overlay (BMO), Environmental Significance Overlay Schedule 3 (ESO3), Heritage Overlay Schedule 219 (HO219)
Ward:	Mullum Mullum
Attachments:	<ol style="list-style-type: none">1 Legislative Requirements ↓2 Development Plans ↓3 Locality Map ↓4 Objectors Map ↓

EXECUTIVE SUMMARY

1. This report provides Council with an assessment of Planning Permit Application PLN19/0086 submitted for a secondary school comprising the Year 9 campus of Donvale Christian College (the School's main campus is at 155 Tindals Road, Donvale). The report recommends approval of the proposal subject to permit conditions.
2. The application is being reported to Council as the application has generated significant community interest.
3. Donvale Christian College provides primary and secondary school facilities to around 1300 students from their Tindals Road campus. With numbers increasing on the main campus, the School has purchased the subject site, the former Warrandyte South Primary School in Hall Road, to provide educational facilities for its Year 9 students.
4. Warrandyte South Primary School closed in approximately 1995, and since that time the site has been used by Youth Dimension, a youth training and education organisation offering tertiary qualifications in Christianity and related principles. The intensity of teaching at the site is considerably less now, than when it was used as a primary school.
5. The proposed campus will effectively function independently from the main campus and exclusively for all Year 9 students. It will comprise 168 students and 9 staff, and operate generally between 8.40am to 3.05pm during school terms. The curriculum will be geared to provide an alternative educational experience for the students with a focus on the outdoors, the environment and innovative programmes.

6. The proposed redevelopment of the site involves the refurbishment and upgrade to existing school buildings and the addition of a new relocatable building to replace the existing former school residence in the north-east corner of the site. An existing classroom and storage shed will be demolished in the south-west corner of the site to make way for an enlarged car park and 'kiss and drop off' area (12 vehicles). A total of 36 car parking spaces (general and staff parking spaces) will be available at the start and end of the school day. This reduces to 32 spaces for the remainder of the day, when a section of car park (4 car spaces) and kiss and drop off area (12 spaces) is blocked by bollards allowing a student play area.
7. The heritage building on site and environs will be retained and protected, including the front portion of the main building (Building 1), the entry path, memorial gates, sandstone piers, bronze plaque and the front fence for a distance of 3.0m either side of the gates.
8. A bus shuttle service is proposed between the Year 9 campus and the Donvale campus with the College providing two buses to transport students at the start and end of the school day. The buses are proposed to park in front of the adjacent Warrandyte South Community Hall on the Road Reserve, where additional road-works are proposed.
9. Notice of the application was given over a two week period which concluded on 12 June 2019. Following the submission of the Section 57A amendment (i.e. amendments to an application after notice of application is given), the application was readvertised for a two week period which concluded on 26 September 2019. The total number of objections received for the proposal is 106. Please refer to Attachment 4.
10. Having assessed the application against the provisions of the Manningham Planning Scheme, officers have concluded that the proposed use and development is appropriate under the Rural Conservation Zone and Environmental Significance Overlay which affects the site. The proposed refurbishment of existing buildings are relatively modest in the scheme of how the site is currently developed, and offer improvements to the character and appearance of the area, as well as the protection of the heritage aspects.
11. The key consideration for the proposal is amenity and commuting impacts of students to the site via private vehicles. Residents are particularly concerned with additional traffic in the local street network.
12. This report concludes that the on-site car parking improvements and the works proposed in Hall Road ensure traffic increases associated with the school use can be absorbed safely and without unreasonable amenity impacts on the surrounding community.
13. It is recommended that a Notice of Decision to Grant a Permit be issued.

1. RECOMMENDATION

That Council:

- A. Issue A NOTICE OF DECISION TO GRANT A PLANNING PERMIT in relation to Planning Application PLN19/0086 at 58-64 Hall Road Warrandyte South for demolition works and the use and development of the land (including buildings and works) for a secondary college (Year 9 campus of Donvale Christian College) and vegetation removal.**

Amended Plans

- 1. Before the use and development starts, amended plans must be submitted to and approved by the Responsible Authority. When approved, the plans will then form part of the permit. The plans must be drawn to scale with dimensions and two copies must be provided. The plans must be generally in accordance with the plans submitted with the application (Drawn by Brand Architects Ref. No. 4962 Revision 3 date supplied 5 September 2019) but modified to show:**
 - 1.1 The Proposed On Street Bus Parking Plan (A003 TP3) enlarged to a suitable scale, and amended to show the following”**
 - A bus ‘drop off’ bay located adjacent to the Community Hall with a concrete kerb outstand along the west side of Hall Road, adjacent to the bus parking bay. The kerb outstand is to prevent bus encroachment into the north access gravel driveway of the Community Hall;
 - A concrete path along the west side of the proposed bus bay extended north to the existing footpath access to the school;
 - A road hump at the entrance of the carpark;
 - The location and type of any bollards, signage and line marking;
 - No Stopping’ signs on the east side of Hall Road, adjacent to the proposed site;
 - School ‘Speed Zone’ signs.
 - Buses must not be parked in the bus ‘drop off and pick up’ bay located adjacent to the Community Hall beyond the designated drop off and pick up times to the satisfaction of the Responsible Authority.
 - 1.2 The new entry protruding south of the 1938 school building to be recessed behind the original building, providing for the reinstatement of the original west facing window.**
 - 1.3 The width of the new covered walkway on the north side of the 1938 school building reduced where it meets the existing building so it is approximately the width of the air lock entry / exit and not attached to the 1938 school building at any point.**
 - 1.4 The retention of the pair of original recessed doors, internal to the 1938 school building, that currently provide access to the building (proposed “Store 2” area on plan).**

- 1.5 A plan notation to provide that all repair and maintenance work to the original fabric of the 1938 school building should be undertaken by experienced and qualified heritage tradespeople with all work to be documented and approved before commencing work.
- 1.6 The proposed concrete ramp between Buildings 2 and 4 to be replaced with a porous surface material and constructed at natural ground in accordance with the arboricultural report prepared by Arbor Survey dated 3 September 2019. Details of the construction methods must be provided.
- 1.7 The retention of Tree No.8, Trees 36 and Tree 37, unless specific health or structural risks can be identified and confirmed by an arborist to the satisfaction of the Responsible Authority.
- 1.8 The location of the waste bin storage area with appropriate screening measures.
- 1.9 The Building 5 Portable Relocation Logistics Plan (by Brand Architects) amended to reference that an arborist is to be on-site during the relocation of the portable building to ensure adequate vegetation protection, including Tree 2, from construction/delivery vehicles, placement of crane and protection of tree canopy.

School Management Plan

2. Before the use and development starts, a School Management Plan providing an overview of the Year 9 campus operation, must be submitted to and approved by the Responsible Authority. The statement is to be provided with amended plans for consideration under Condition 1, and be consistent with the various documentation provided through the application process, the conditions of this Permit, and include details in relation to the following aspects:
 - Maximum student numbers (168 students) and staff numbers.
 - The hours of use, including 'out of traditional school hours' use.
 - An overview of activities undertaken on the site, including any occurring 'out of traditional school hours'.
 - Management and operational aspects to help limit amenity impacts on the nearby residents.
 - That a private bus service (two buses) will be provided for students to access the campus from/to the main campus (Tindals Road) before and after school and to the satisfaction of the Responsible Authority. Details of the size of the bus to be provided.
 - A traffic management plan to identify how vehicles utilising the on-site parking and "kiss and drop of" areas by school staff, visitors to the school (including during drop off and pick up times) are to be managed, including actions relating to the management of temporary bollards allowing the use of the car park on the southern side of Building 1, for student recreation outside drop off and pick up times. This plan is to be reviewed annually and appropriate amendments made to address any car parking/vehicle access issues to the satisfaction of the Responsible Authority.

- Management of the bus drop off and collection, including circulation route for buses and measures to ensure buses do not arrive together.
- Details of any external public address system and any bell system to be used.
- Details of security alarms or similar devices to be installed on the land.

Endorsed plans

3. The use and development as shown on the approved plans under Condition 1 and the Management Plan under Condition 2 must not be modified for any reason without the written consent of the Responsible Authority.

Construction Management Plan

4. Not less than 3 months before the development starts, two copies of a Construction Management Plan (CMP) must be submitted to and approved by the Responsible Authority. When approved the plan will form part of the permit.

The Construction Management Plan is to be prepared in accordance with the template within Council's Construction Management Plan Guidelines. The CMP must address:-

- Element A1: Public Safety, Amenity and Site Security
- Element A2: Operating Hours, Noise and Vibration Controls
- Element A3: Air Quality and Dust Management
- Element A4: Stormwater and Sediment Control and Tree Protection
- Element A5: Waste Minimisation and Litter Prevention
- Element A6: Traffic and Parking Management

Waste Management Plan

5. Not less than 3 months before the development starts, two copies of a Waste Management Plan (WMP) must be submitted and approved to the satisfaction of the Responsible Authority. When approved the plan will form part of the permit. The Plan must provide for the collection of all waste on site, and limit collection hours between 7am and 5pm Monday - Saturday.

Implementation of Management Plans

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

Native Vegetation Offset (Clause 52.17, Manningham Planning Scheme)

7. Prior to the removal of Tree No.26, a Native Vegetation Removal Report must be provided using the online NVIM tool, and evidence that a Native Vegetation offset has been secured must be provided to the satisfaction of the responsible authority. This offset evidence must be in the form of either:

- A credit extract allocated to the permit from the Native Vegetation Credit Register. A copy of the offset evidence will be endorsed by the Responsible Authority and form part of this permit. Or;
- A security agreement, to the required standard, for the offset site or sites, including a 10 year offset management plan.

Within 30 days of endorsement of the offset evidence by the Responsible Authority, a copy of the endorsed offset evidence must be provided to the Department of Environment, Land, Water and Planning (DELWP).

Landscape and Offset (under ESO3) Plan

8. Prior to the removal of any vegetation, an amended Offset and Landscape Plan prepared by Land Design Partnership LC1-Revision 4 must be submitted to the satisfaction of the Responsible Authority.

The Plan must include details of:

- a) replacement planting consistent with the requirements of the ESO3 to offset the permitted loss of vegetation. This must include the number of trees, shrubs and other plants, species mix, and density included in a Schedule of Works. The Plan must show a minimum of 12 replacement indigenous canopy trees (i.e. *Eucalyptus* naturally occurring in the relevant EVC appropriate to replanting site location). The balance (62 plants) must be indigenous species but can comprise trees, shrubs, grasses, climbers and ground covers.
- b) where the required number and configuration of replacement plants cannot be achieved on the subject property, the permit holder must provide details of what replacement planting cannot be achieved and develop an appropriate alternative plan in consultation with Council to the satisfaction of the Responsible Authority.
- c) methods of managing and restoring the existing vegetation to be retained included in a Schedule of Works.
- d) methods of interim protection for newly established vegetation.
- e) methods of protection for established vegetation where relevant.
- f) persons responsible for implementing and monitoring the landscape plan.

Landscaping Works

9. Before the commencement of the approved use, landscaping works as shown on the approved plans must be completed to the satisfaction of the Responsible Authority and then maintained to the satisfaction of the Responsible Authority.

Vegetation Removal

10. No vegetation, apart from that shown on the approved plans as vegetation to be removed, may be removed, destroyed or lopped without the written consent of the Responsible Authority.
11. Tree removal must be undertaken by a suitably qualified Arborist. Care must be taken when removing any tree/s so as not to damage any adjacent trees to be retained.

12. Any pruning that is required must be undertaken by a suitably qualified Arborist who has thorough knowledge of tree physiology and pruning methods and carry out pruning to the Australian Standard AS 4973-1007 'Pruning of amenity trees'

Tree Protection and Management Plan

13. Before the submission of plans to be endorsed under condition 1, a Tree Protection and Management Plan (TPMP), setting out how the trees to be retained will be protected during construction, and which generally follows the layout of Section 5 of AS4970 'Protection of trees on development sites', must be submitted to and approved by the Responsible Authority.

When approved the TPMP will be endorsed and form part of the permit.

The TPMP must include:

- A plan showing the TPZ and SRZ for all trees to be retained along with the location of protective fencing and/or areas where ground protection systems will be used.
 - Details of proposed work within TPZ and Arborist supervision when this is proposed.
 - A statement advising any removal or pruning of Council owned trees must be undertaken by Council approved contractor.
 - A statement that Council will be notified within 24 hours of any breach of the TPMP or where damage has occurred to the tree.
14. All Vegetation Protection Fencing must be maintained in good condition until the completion of the construction works on the site to the satisfaction of the Responsible Authority.
 15. The owner must ensure that all contractors/tradespersons (including demolition workers) who install services or work near trees to be retained are made aware of the need to preserve the trees and to minimize impacts on the trees through appropriate work practices.

Conservation Heritage Plan

16. Prior to any demolition works commencing on the site, a Conservation Management Plan must be submitted to and approved by the Responsible Authority. When approved, the Conservation Management Plan will be endorsed and form part of the permit.

The Conservation Management Plan must provide further detailed works to be undertaken to the existing building and include:-

- Details of all proposed reconstruction, restoration and any new works to the heritage building including but not limited to new windows/doors, roof, chimneys (drawn to a scale of 1:20);
- Details of all existing window/door repairs/restoration (drawn to a scale of 1:20);
- External joinery restoration;
- Details and method of any paintwork removal;

- **Storage methods of any original fabric to be reused. Works must be undertaken in accordance with the Conservation Management Plan to the satisfaction of the Responsible Authority.**

Drainage

- 17. Stormwater must not be discharged from the subject land other than by means of drainage to the legal point of discharge. The drainage system within the development must be designed and constructed to the requirements and satisfaction of the relevant Building Surveyor.**
- 18. The whole of the land including landscaped and paved areas must be graded and drained to the satisfaction of the responsible authority, to prevent ponding and to minimise overland flows onto adjoining properties.**

Effluent Disposal

- 19. The development must connect and discharge all new and existing plumbing wastes at the property to a suitable septic system that is designed to treat and then contain all wastewater satisfactorily onsite, to the satisfaction of the Responsible Authority.**

Driveway and Car Parking

- 20. The driveway and car parking areas shown on the approved plan must be formed to the depicted levels and must be constructed, surfaced, drained and line marked to the satisfaction of the Responsible Authority.**
- 21. Parking areas and access lanes must be kept available for these purposes at all times (with the exception of the temporary use of the car park on the southern side of Building 1, for student recreation outside drop off and pick up times).**

Works in Hall Road (Road Reserve)

- 22. Before the development starts, detailed Engineering Construction Plans showing civil works within the Hall Road Road Reserve (including bus parking area, footpath, and any associated drainage works) must be submitted for approval by the Responsible Authority.**
- 23. Before the Engineering Construction Plan are approved under Condition 23, the following fees must be paid:**
 - **a supervision fee equal to 2.5% of the cost of construction of the works must be paid to the Responsible Authority;**
 - **a plan-checking fee equal to 0.75% of the cost of construction of the drainage works must be paid to the Responsible Authority;**
 - **a maintenance deposit equal to 5% of the cost of construction of the works must be lodged with the Responsible Authority and retained thereafter for a minimum of three months; and**
 - **a maintenance deposit equal to 5% of the cost of construction of the works must be lodged with the Responsible Authority and retained thereafter for a minimum of three months; and**
 - **a schedule of costs for the construction of works must be submitted to the Responsible Authority.**

24. Before the use commences, all civil works within the Hall Road Road Reserve must be constructed in accordance with an Engineering Construction Plan approved by the Responsible Authority.

Amenity Protection

25. External lighting must be designed so as to cause no loss of amenity to residents of adjoining properties, and to minimize light transfer to the vegetated areas in the western portion of the land to the satisfaction of the Responsible Authority.
26. Any air-conditioning system or plant equipment must be designed and located (with no plant equipment or air conditioning units placed on the 1938 heritage building) to ensure acoustic compliance with State Environment Protection Policy N-1 to the satisfaction of the Responsible Authority.
27. Buildings, engineering works, fences and landscaped areas must be maintained to the satisfaction of the Responsible Authority.
28. Garbage containers must be stored out of general view to the satisfaction of the Responsible Authority.

Use Conditions

29. The activities associated with the secondary school approved under this permit are not to be undertaken outside the hours of 8.00am to 6.00pm, Monday to Friday during school terms, unless referenced in School Management Plan and approved by the Responsible Authority under Condition 2 of this Permit.
30. Without the further consent of the Responsible Authority, only Year 9 students may be taught at the secondary school.
31. No more than 168 students are to be permitted at the secondary school operating on the land at any one time.

Construction Management

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

Country Fire Authority

33. The bushfire mitigation measures forming part of this permit or shown on the endorsed plans, including those relating to construction standards, defendable space, water supply, and access, must be maintained to the satisfaction of the responsible authority and the relevant fire authority on a continuing basis. This condition continues to have force and effect after the development authorised by this permit has been completed.

Bushfire Emergency Plan required

34. Prior to the use commencing, a suitably qualified person in emergency planning must prepare a Bushfire Emergency (Management) Plan in accordance with Department of Education and Training requirements in consultation with CFA.

Landscape plan

35. The Landscape Plan prepared by Land Design Partnership (LC1-Rev 4) must be endorsed and form part of the planning permit. When endorsed the plan must not be altered without the consent of CFA and the Responsible Authority

Construction Standards

36. Buildings north of the BAL-29 line indicated on the endorsed Landscape Plan must be designed and constructed to a Bushfire Attack Level of 29 (BAL-29).

All other buildings must be designed and constructed to a Bushfire Attack Level of 12.5 (BAL-12.5).

Water Supply

37. At least 10,000 litres of effective water supply for firefighting purposes must be provided on the land and which meets the following requirements:
- It must be stored in an above ground water tank constructed of concrete or metal.
 - All fixed above-ground water pipes and fittings required for firefighting purposes must be made of corrosive resistant metal.
 - It must incorporate a ball or gate valve (British Standard Pipe (BSP) 65mm) and coupling (64 mm CFA 3 thread per inch male fitting).
 - The outlet/s of the water tank must be within 4 m of the access way and be unobstructed.
 - The water supply must be readily identifiable from the building or appropriate identification signage to the satisfaction of CFA must be provided.
 - Any pipework and fittings must be a minimum of 65 mm (excluding the CFA coupling itself).

Access

38. Access must be generally in the layout as shown on the endorsed Landscape Plan and must not be altered without the consent of CFA and the Responsible Authority.
39. Vehicle access to the water supply outlet must be at least 3.5 m in width, clear of encroachments for 0.5 m wither side and for 4 m vertically.

Defendable Space

40. Defendable space must be maintained to the distances shown and in accordance with the requirements on the endorsed Landscape Plan (excluding the heritage listed area between Building 1 and the eastern boundary as well as the Septic Planting Area).

In addition, the following requirements must also be met:

- Grass must be short cropped and maintained during the declared fire danger period.
- All leaves and vegetation debris must be removed at regular intervals during the declared fire danger period.

Time Limit

41. This permit will expire if one of the following circumstances apply:-

- 41.1 The development is not started within two (2) years of the date of the issue of this permit; and
- 41.2 The development is not completed within four (4) years of the date of this permit; and
- 41.3 The use is not commenced within two (2) years of the completion of the development.

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

NOTES

- A Certificate of Registration must be obtained from the Environmental Health Unit of the Responsible Authority before any sale of food from the building is permitted.
- Prior to the use commencing, the site must be connected to an appropriately designed septic system to the satisfaction of the Responsible Authority that is designed to treat and then contain all wastewater satisfactorily onsite.
- A suitably qualified zoologist/wildlife handler with current animal handling permits/licences must inspect trees prior to the removal to appropriately manage fauna identification, impact avoidance and relocation/rehousing should it be required.
- Environmental Significance Overlay Schedule 3 Offsets

Vegetation removal and offsets required under ESO3

DBH of tree to be removed	Total no. of native trees to be removed	Offset* per tree	Offset ¹
<15cm	0	1	0
15-23cm	0	5	0
24-39cm	1 (tree #36)	18	18
>40cm	2 (trees #26, #37)	30	60
Non-Victorian native trees	4 (#9, #11, #29, #34) and possibly #8	1	4-5
TOTAL			82-83

*'Recruitment only' offset as per Table 3.4C and Figure 7, Port Phillip and Westernport Native Vegetation Plan

ESO3 offset requirements: Of the required offset, a minimum 15% amounting to 12 plants must be indigenous canopy trees (i.e. *Eucalyptus* naturally occurring in the relevant EVC appropriate to replanting site location). The balance (62 plants) must be indigenous species but can comprise shrubs, grasses and ground covers. These plants can be selected from the Manningham City Council's Native Splendour or with advice from an approved indigenous nursery. Plants must be sourced from one of the indigenous plant suppliers listed in Native Splendour

- This permit does not approve any signage on the land.
- The Department of Education and Training has specific requirements for emergency management planning at schools and this includes campuses that may be at risk from bushfire. CFA welcomes the opportunity to participate in the development of such a plan for this new campus.

2. BACKGROUND

- 2.1 The planning permit application was lodged 22 February 2019. Following receipt of further information on 17 May 2019, the application was advertised in early June.
- 2.2 Following the advertising and referral period, a consultation meeting held on 16 July 2019.
- 2.3 On 5 September 2019, a Section 57A Amendment was lodged. It provided amended plans showing:
- The main carpark for the school widened to the west to create an enlarged on-site 'kiss and drop' area.
 - The portable building to south of site demolished to make way for above carpark extension.
 - A revised bus stop design outside the Warrandyte South Community Hall to improve sight lines for exiting traffic from both the Community Hall and the school.
 - The existing caretakers dwelling on the school site demolished and replaced by a new portable building (that is relocated from the main school campus in Donvale).
- 2.4 The traffic report, landscape plan, arborist report, BMO report and civil drawings were all updated to reflect the changes.
- 2.5 The amended application was readvertised during September 2019.
- 2.6 The statutory time for considering a planning application is 60 days, which falls on the 19 November 2019.

3. THE SITE AND SURROUNDS

- 3.1 The land is the former Warrandyte South Primary School, which was closed in 1995. It has an area of approximately 1.8 hectares and is located towards the northern end of Hall Road. The site is 100m north of Kendall Road and 600m south of the intersection of Ringwood-Warrandyte Rd. The land has an 80m frontage to Hall Road, with its southern boundary wrapping around the Warrandyte South Community Hall land to the south (refer Figure 1).
- 3.2 Hall Rd is generally aligned in a north-south direction and has a two-lane cross section with grass/gravel verges/embankments on each side. In the vicinity of the subject site, Hall Road is controlled by a 50km/h speed limit.
- 3.3 The site has local historical significance comprising the main school building and front entry gates. The Warrandyte South State School was designed by the Public Works Department and constructed in 1939, together with the 1951 memorial gates, plaque and entry pathway



Figure 1 - Site Plan

- 3.4 The land comprises a number of existing buildings that were previously used for school purposes, with car parking areas located within the front setback. A sports oval is located in the western portion of the site generally surrounded by significant vegetation.
- 3.5 The topography of the site is sloping, falling from the road (east) to the rear of the site (west) as well as from the southernmost boundary to the northern boundary.
- 3.6 Vehicular access to the site is provided via a two-way driveway/crossover to Hall Rd.
- 3.7 The land is not connected to sewer.
- 3.8 The land is currently used as an Education Centre by Youth Dimensions, a youth training and education organisation offering tertiary education in Christianity and related aspects.
- 3.9 The land has the following direct abuttals:

Direction	Address	Description
West	543 Ringwood-Warrandyte Road, Warrandyte South	The land has an area of 2.5 hectares and has a 120.0m abuttal to the subject land. It is developed with a dwelling centrally sited on the land with a setback of approximately 85m to Warrandyte Ringwood Road and 80m to the rear boundary of the subject land. There is a significant cover of native vegetation at the rear of the dwelling.
North	48 Hall Road Warrandyte South	The land has an area of 2.02 hectares and has a 170m abuttal to the subject land. It is developed with a dwelling and outbuildings, setback approximately 110m from Hall Road and between 12m and 28m from the north-west corner of the subject land. The land is fenced into paddocks with several outbuildings and a ménage located within the front setback. There is minimal vegetation along the common boundary, with the site being located at a lower level to the subject land.
South-east	66 Hall Road Warrandyte South (Warrandyte South Community Hall)	The Warrandyte South Community Hall adjoins the southern corner of the land, with a separate point of egress and ingress from Hall Road. It occupies an area of 2,000sq.m. There is a large gravel car park at the rear of the hall building and scattered trees.

South	549 –Ringwood-Warrandyte Road, Warrandyte South	The land has an area of 2.5 hectares and has a 118m abuttal to the subject land. It is located on the corner of Ringwood-Warrandyte Road and Kendall Road and Hall Road. The land is developed with a dwelling setback approximately 65m from Ringwood-Warrandyte Road, The rear of the land has an abuttal to both the school (150m) and Community hall (50m).
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- 3.10 Land immediately opposite at 57 Hall Rd is a two hectare, vacant allotment owned by VicRoads. However there is an allotment diagonally opposite the north-east corner of the school site at 47 Hall Road which is developed with a dwelling setback approximately 24m from the Hall Road frontage.

4. THE PROPOSAL

- 4.1 The site is proposed for use as a stand-alone, satellite campus for Donvale Christian College, exclusively for Year 9. Up to 168 students and 9 staff will occupy the site, generally between 8.40am to 3.05pm. These hours of operation are designed to be slightly different to the main campus, (being 8.30am to 3.30pm), to allow for bus pick up and drop off from the main campus.
- 4.2 The Hall Road campus will effectively function independently from the main campus in Tindals Road. The curriculum will be geared to provide an alternative educational experience for the students with a focus on the outdoors, the environment and innovative programmes.
- 4.3 A bus shuttle service is proposed between the proposed Year 9 campus and the Donvale campus, with the College providing two buses to transport students at the start and end of the school day. There may also be other times when buses are required to transport students to other school or sports events during the day.

Built form

- 4.4 The proposed redevelopment of the site provides for the refurbishment and upgrade to existing school buildings and an addition of a new relocatable building. The existing former school residence in the north-east corner of the site will be demolished to make way for the relocatable building. An existing classroom and storage shed will be demolished in the south-west corner of the site to make way for the “kiss and drop off” area associated with the proposed extension to the car parking area. Figure 2 provides an overview of the development and references the location of Buildings referred to in the table below.
- 4.5 The heritage components of the site will be retained, including the front portion of the main building (Building 1), the entry path, memorial gates, sandstone piers, bronze plaque and the front fence for a distance of 3.0m either side of the gates.
- 4.6 The following table describes the six buildings that make up the proposed campus and their location are referenced in Figure 2:

<p>Building 1</p> <p>Main 1938 school building which is heritage listed and the additions undertaken at a later date.</p>	<p>The existing 1938 building will be retained and preserved with, some external works to the façade to make good all existing weatherboard cladding and timber double hung sash windows, original entry doors and brick chimneys. Repainting is also required.</p> <p>Partial demolition works at the rear of the original building are also proposed to remove the classrooms added as a later addition onto the original heritage building. This involves removal of floor, ceiling, wall linings and all external windows.</p> <p>The main central section of the roof of the new building is also to be raised to create clerestory windows (maximum 7.87m above natural ground level). This building is to be used as the primary teaching area in the form of large open style classrooms, staff meeting rooms with kitchen facilities and an administration area.</p> <p>The works also propose a “link” from the main heritage building to the new works at the rear, in the form of an entry/foyer/reception area. These new works clearly delineate the old heritage building from the new modern extension. These works are generally contained to the original building footprint with the exception of decking and a storeroom on the western (rear) side of the building.</p> <p>A covered walkway (contemporary folding form) is proposed to connect buildings 1, 2 & 3, to provide weather protection, with the roof lifted over the driveway zone to permit occasional service vehicle access.</p> <p>A new entry to the south façade with set down roof linked to the south wall (charcoal in colour). Building exterior repainted in cream and green to match Buildings 2, 4 and 5.</p>
<p>Buildings 2 and 4</p> <p>North of main building.</p>	<p>Existing buildings are to be refurbished for general classroom spaces.</p> <p>A new concrete footpath and ramp connecting the two buildings.</p> <p>A deck and verandah is proposed on the northern side of Building 4.</p>
<p>Building 3</p> <p>North side of main building</p>	<p>This is retained in its existing form and is the amenities block with toilets and cleaners room.</p>

<p>Building 5</p> <p>In the location of former school residence to be demolished.</p>	<p>A new relocatable transportable building (10.3m by 9.6m) is proposed to be transported from the main campus.</p> <p>The existing house is in poor condition and contains asbestos. It had been deemed unfit for renovation, and will be demolished in accordance with building regulations (including those related to asbestos buildings). The building will be pre-fitted for science classes will be sited in a similar position to the former house.</p> <p>The new building will be transported and craned into position on site. Each module to be independently delivered via 3 separate semi-trailer trips.</p>
<p>Building 6</p> <p>West of Building 4, near sports oval</p>	<p>Existing storage shed with no new internal alterations required. A new verandah awning is proposed. The small existing shed adjacent Building 6 to be unaltered.</p>

- 4.7 The existing septic system will be upgraded with a new effluent disposal field located to the south of the “kiss and drop off/pick up” area and at the rear of the Community Hall land.
- 4.8 A plan (Building 5 Portable Relocation Logistics) has also been provided to demonstrate the logistics of transporting a relocatable classroom from the Tindals Road campus to the Hall Road campus to replace the former school residence (to be demolished). Building 5 will be delivered to the site in three modules via three separate semi-trailer trips and craned into position. The modules will be delivered and placed within the existing car park and then transported across the front of Building 1 to the staff car park where they will be craned into position.
- 4.9 In respect to building materials, the light timber construction design of Building 1 has been retained but will be updated with new cement sheet cladding of various finishes, being predominantly fibre cement. The colour scheme will utilise ebony, teak and grey tonings, with a mustard colour for the eaves lining.
- 4.10 The new roofing to the raised roofline of Building 1, and new roofing over covered walkways, entries and decks will be Colorbond (Evening Haze). Doors, windows and trims will be light and dark grey tonings. Figure 3 provides conceptual elevations.

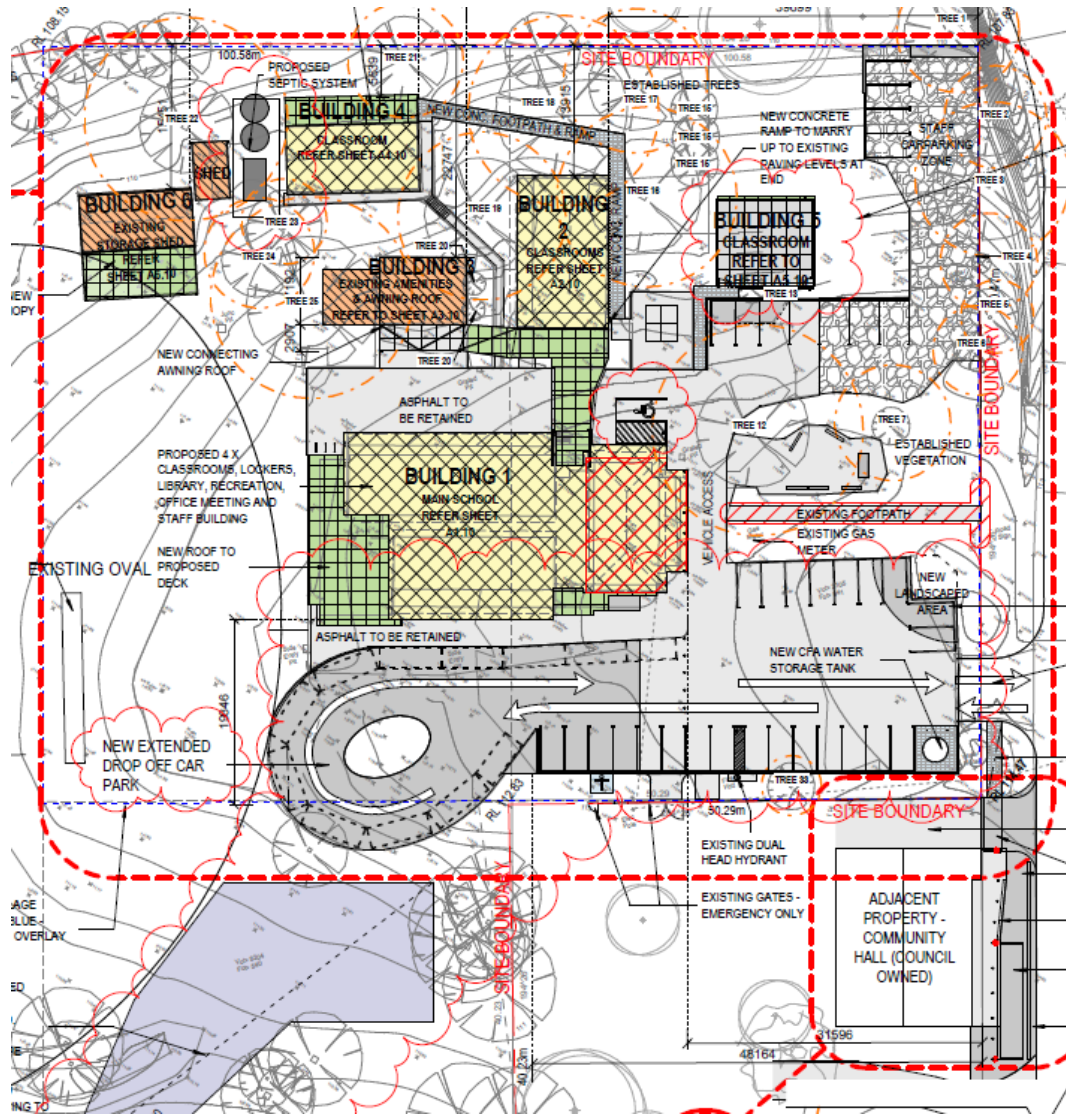


Figure 2 - Site layout



Figure 3 - Conceptual Elevations

Vegetation removal

- 4.11 An arborist report has been prepared by Arbor Survey dated 3 September 2019, and submitted as part of the application. Most trees assessed already have an existing encroachment from the buildings, car parking areas and paths.
- 4.12 The arborist has recommended, or supported, the removal of 17 trees from the site. These trees are being removed either in response to risk (primarily branch failure or poor health / structural conditions), bushfire protection, or they are located within the extended car parking area.
- 4.13 Most of these trees are exotic, Australian Native and planted specimens and are not subject to the provision of Clause 52.17 – Native Vegetation Controls of the Manningham Planning Scheme. Some are weed species. However, one tree (Tree 26), a Red Box is an indigenous specimen and subject to the State Government's offset requirements. This tree has been assessed by the arborist as having High Protection Value, but is required to be removed for the western extension of the driveway access from the car park.
- 4.14 The only new encroachment within an existing tree protection zone will be from a proposed path from Building 2 to Building 4. This path will be located within the tree protection zone of two trees (tree 16 and 18). Although there is encroachment into these trees, this is considered by the arborist to be a minor encroachment. These trees are not considered as 'lost' by the arborist, as the trees will remain viable provided the proposed footpath is constructed above the current natural ground level and has a permeable surface.

Landscaping

- 4.15 A landscape plan has been prepared by Land Design partnership (Revision 4) dated 02/09/2019, and submitted to address the landscaping and vegetation management requirements of the CFA. The Plan provides details of landscaping within the defendable space area and in summary provides for the following:
- All existing fencing to be retained.
 - Existing oval to be graded to create suitable grasses surface, with existing cricket pitch retained.
 - Planting within the effluent disposal field with sedges and Swamp Gum trees.
 - 10,000 litre water tank at front gate entry.
 - New planting along front pathway and perimeter of car parking areas.
 - A feature tree within the roundabout of kiss and drop off area (Corymbia Citriodora).

Car parking and transport

- 4.16 The applicant has indicated that student transport to and from the Year 9 campus and the main Tindals Rd campus will be by both chartered school bus and private vehicles.

- 4.17 The College has undertaken investigations at the main Tindals Road campus and concluded that 30% of year 9 students utilise bus services, and 3% walk or cycle. The majority of students that arrived by car were dropped off with siblings or other students. Only approximately 10% of the students that arrived by car were in single student cars.
- 4.18 For the convenience of the families, the College proposes to provide 2 buses to transport students from Donvale to the proposed Year 9 campus at the beginning and end of the school day. At present, a number of bus services provide transport for students to/from the main campus. Currently buses servicing the College have a seating capacity of 55 passengers and an overall length of approximately 12m.
- 4.19 The 2 bus services between the campuses will cater for up to 110 students and will be scheduled appropriately to ensure that only one bus is parked in front of the Community Hall adjacent to the Year 9 campus at any time. The bus services will operate in a one-way direction approaching the Year 9 Campus from the south along Hall Rd and departing to the north.
- 4.20 The land in front of the Community Hall (refer Figure 4) will be modified to provide for a student waiting area, with bollards and footpath connection to the school. The road will be widened so the whole area in front of the Hall will be sealed and formed (part is currently gravel).
- 4.21 It is intended to utilise the proposed widening to create a bus parking bay for student pick up and drop off at the start and end of the school day. The remainder of the time the parking area will service the Warrandyte South Hall. The morning drop off will occur prior to 8.40am while the afternoon pick up will occur just after the end of the school day at 3.05pm.
- 4.22 At present the speed limit along Hall Rd in the vicinity of the subject site is 50km/hr.

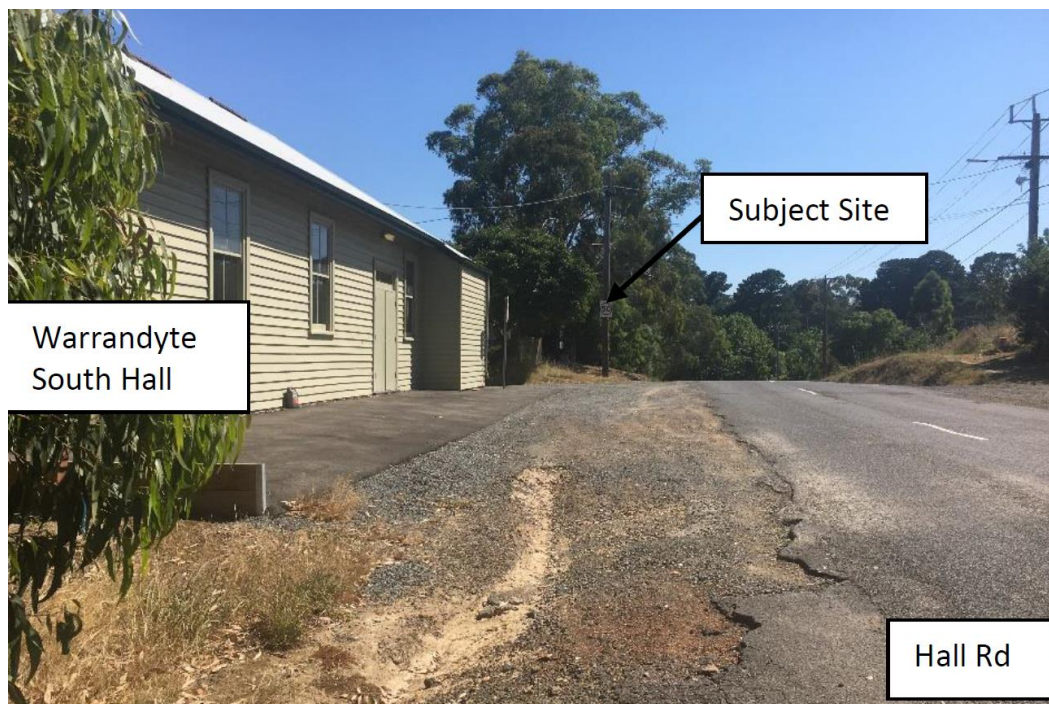


Figure 4 - Proposed bus parking location in front of Warrandyte South Hall

On Site Car Parking

- 4.23 A total of 48 car spaces, including one accessible bay, are proposed to service the Year 9 campus.
- 4.24 The existing main car park will be retained and extended to the west, providing 24 x 90 degree spaces and a 12 space pickup/drop off lane. One accessible bay is located immediately adjacent to the main building (Building 1).
- 4.25 The existing parking area in the north-eastern end of the site will provide 11 car spaces for staff.
- 4.26 It is intended to allow students to utilise some areas of the car park, including the proposed pick-up/drop-off area and adjacent car spaces between 9am and 2.15pm. During this time a total of 32 bays will be available to service staff and visitors to the site.
- 4.27 No changes are proposed to the existing vehicular access point along Hall Road which currently provides two-way fully directional movements.

Traffic Report

- 4.28 A Traffic Report prepared by MD Cubed was prepared and updated on 4 September 2019, following the S57A amendment which further rationalised the parking availability on site and introduced the "kiss and drop off" area.
- 4.29 Part 5 of the Traffic Report has concluded the following:
- A total of 47 on-site parking spaces including one accessible bay are proposed on site which is well in excess of the statutory parking requirement of 11 spaces and is anticipated to more than adequately cater for the parking demand generated during the morning drop off and afternoon pick up.
 - The overall busiest traffic period for schools is at the start of the school day, typically associated with staff arrivals, parents dropping off students on their way to work and the AM commuter peak on the road network. The afternoon school pick up period occurs outside the PM commuter peak period.
 - Sidra Intersection, is a traffic analysis software package that has been used to determine the existing and future operating conditions of intersections along Hall Rd for the busiest 8-9am period.
- The existing analysis indicates the intersections of Hall Rd with Ringwood-Warrandyte Rd (north and south), Colman Rd and Kendall Rd currently operate under 'good' to 'excellent' conditions. Although observations at the intersections of Hall Rd with Ringwood-Warrandyte Rd, north and south, revealed the model is conservatively overestimating delays and queues.
- It is anticipated the proposed campus is likely to generate 71 vehicles entering the site and 62 vehicles exiting as well as the proposed bus movements.

Analysis of the future operating conditions revealed the intersections surrounding the subject site have capacity to absorb additional traffic. The intersections of Hall Rd with the College driveway, Coleman Rd and Kendall Rd will operate under 'excellent' conditions. The intersection of Hall Rd with Ringwood-Warrandyte Rd (south) is listed as 'fair' while the intersection of Hall Rd with Ringwood-Warrandyte Rd (north) will continue to operate under 'very good' conditions during the 8-9am period.

5. LEGISLATIVE REQUIREMENTS

- 5.1 Refer to Attachment (Planning & Environment Act 1987, Manningham Planning Scheme, other relevant legislation policy).
- 5.2 A planning permit is required for the following:
- Clause RCZ (Schedule 3) - Use of the land for an Education Centre and all buildings and works associated with the Education Centre.
 - Clause 42.01 Environmental Significance Overlay Schedule 3 – All buildings and works including vegetation removal.
 - Clause 43.01 Heritage Overlay - Demolition works and buildings and works.
 - Clause 44.06 Bushfire Management Overlay – A permit is required for buildings and works associated with an Education centre.
 - Clause 52.17 Native Vegetation - The removal of native vegetation. Tree 26 is the only Victorian native species proposed for removal.

6. REFERRALS

External

- 6.1 The CFA provided correspondence dated 20 September 2019 outlining no objection to the proposal subject to conditions. These include the preparation of an Emergency Plan to accord with Department of Education and Training and CFA requirements, implementation of the landscape plan, minimum construction standards, water supply and access.
- 6.2 Public Transport Victoria (VicRoads) provided correspondence dated 16 July 2019 outlining no objection to the proposal and the following comments:
- VicRoads has considered the application and notes that the property is indirectly affected by a proposal for a future Northern Arterial Road. As such, with the available information it is clear that, all the physical structure proposed by the development is outside the proposed land reservation.*
- 6.3 Clause 66.02-2 of the Planning Scheme requires the referral of an application to remove, destroy or lop native vegetation in the Detailed Assessment pathway as defined in the *Guidelines for the removal, destruction or lopping of native vegetation* (Department of Environment, Land, Water and Planning, 2017). Tree 26 has been identified as being in the Basic Assessment Pathway and does not require formal referral to DELWP.

Internal

- 6.4 The application was referred to a number of Service Units within Council. The following table summarises the responses:

Service Unit	Comments
Infrastructure Services Unit	<p>No objection subject to standard conditions in relation to drainage, construction management plan, visibility splays, crossover construction and improvements to the proposed bus drop-off, collection area.</p> <p>This included an amended Functional layout Plan to show:</p> <ul style="list-style-type: none"> • A bus 'drop off' bay located adjacent to the Community Hall with a concrete kerb outstand along the west side of Hall Road, adjacent to the bus parking bay. The kerb outstand is to prevent bus encroachment into the north access gravel driveway of the Community Hall; • A concrete path along the west side of the proposed bus bay extended north to the existing footpath access to the school; • A road hump at the entrance of the carpark; • The location and type of any bollards, signage and linemarking; • 'No Stopping' signs on the east side of Hall Road, adjacent to the proposed site; • School 'Speed Zone' signs;
Environment	<p>The following comments., in summary have been received from Council's Environmental referrals officer:</p> <ul style="list-style-type: none"> • Only one tree No.26 is subject to Clause 52.17 native vegetation offsets, as well as ESO replacement planting offsets prior to its removal. • The placement of a concrete ramp and path between Buildings 2 and 4 will substantially impact the Tree Protection Zone and Structural Root Zone for Tree Nos 8 and 16. It is recommended to remove this ramp from the plans, with access to be achieved via the existing pathway between Buildings 2 and 4. Alternatively, utilising a raised timber walkway construction, rather than concrete, may reduce impacts to trees. • A Native Vegetation Removal Report, is required with an Avoid and Minimise Statement and an Offset Statement, to cover the removal of Tree No. 26.
Heath	<p>The proposed additions will require the facility to connect and discharge all new and existing plumbing wastes at the property to a suitable septic system that is designed to treat and then contain all wastewater satisfactorily onsite.</p> <p>A Certificate of Registration must be obtained before any sale of food from the building is permitted.</p>

<p>Heritage</p>	<p>Council’s Heritage Advisor provided the following comments:</p> <ul style="list-style-type: none">• A link needs to be maintained between the 1938 building and the later classrooms at the rear to protect the heritage values of the earlier building. The addition of a new entry protruding south of the 1938 school building is not supported. It would be preferable for the entry to be recessed behind the original building allowing for the reinstating of an original west facing window.• The covered walkway is generally supported. The width of the walkway where it meets the existing building should be reduced to be approximately the width of the air lock internally. The walkway structure is not to attach toward the 1938 school building at any point.• The retention and making good of the brick and timber internal wall linings to the east wing rooms, where the walls are being retained, is supported. The pair of recessed doors that currently provide access to the main room should be retained.• The heritage citation for HO219 notes that a teacher’s residence was added to the north of the site in the post-war period. No heritage significance is attributed to this building and therefore its demolition is supported from a heritage perspective. The portable classroom shown as Building 5 on drawing A002 (TP02) is of no heritage significance and its demolition is supported.• Proposed alterations to the Bus Stop outside the adjacent Community Hall (HO74) include extensions to the existing asphalt paving, installation of bollards and addition of parking signage indicating Bus Zone times. These works are minor and will not impact the heritage significance of HO74 or HO219.• The feature planting proposed within the roundabout ‘kiss and drop off’ zone, should include a large canopy tree of a species suitable to the site and the proposed use. This would help offset the removal of a large number of trees and other vegetation which form the setting of the culturally significant 1938 school building.• Tall and medium trees and medium to large shrubs should be included in the proposed landscaping for the Hall Road boundary, the southern site boundary of the carpark, and for the garden beds on either side of the significant entry path. This would help to mitigate the adverse impacts on the setting of the school resulting from (1) the removal of a large number of mature trees and other plants from within the setting of the 1938 school building, and (2) the addition of the large expanse of asphalt to the front and to the south of the 1938 school building.
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7. CONSULTATION / NOTIFICATION

- 7.1 The application was advertised with a sign placed on the frontage of the site and letters sent to surrounding properties, extending along the length of Hall Road. Objections were received to the proposal.
- 7.2 Following receipt of the Section 57A amendment, the application was readvertised. The total number of objections received to the proposal is 106.
- 7.3 Most objections relate to traffic and its impacts on local amenity. In summary, the grounds of objection include:
- Traffic implications arising from additional traffic on local roads, traffic congestion at intersections along Warrandyte-Ringwood Road, and delays for road users/local residents.
 - Narrow widths of local roads with open drains, unsuitable for increased traffic, particularly buses.
 - Traffic congestion at the entry to the school site, both in front of and within the car park and “kiss and drop off” area.
 - Safety issues for students/staff arriving and departing the school, with increased traffic in the area, no footpaths and no school crossings.
 - Concerns arising from “inaccurate” information/data presented in the Traffic Report submitted with the application.
 - Concerns with additional traffic impacting wildlife, and emergency operations.
 - Increased noise associated with the school’s operation and from traffic.
 - Future expansion of the site with additional buildings and students (can student numbers to be capped on this site, as is the case with the Tindals Rd campus?).
 - The high bushfire danger in the area.

8. ASSESSMENT

- 8.1 The site is located within a semi-rural setting and already developed for educational purposes having been used for a public primary school for decades. Warrandyte South State School operated from 1906 when the original Parsons Gully School opened, only to be destroyed by fire in the 1939 Warrandyte South bushfires. It was rebuilt in 1939 as a new, one room school with additional classrooms added in the 1960’s including a school residence.
- 8.2 Following the closure of the school in 1995, the land has been used by Youth Dimension, a youth training and education organisation offering tertiary education in Christianity and related aspects. It is understood student attendance is much lower than when the site operated as a primary school, and irregular in hours.
- 8.3 The use of the land for a Secondary School in the RCZ is a Section 2 use and as such the planning permit application includes the use of the land, together with the development component of the land, including demolition within the heritage site and vegetation removal. Council must give considerations to such matters as:

- Whether the use or development generates unreasonable amenity impacts for surrounding residents.
- Whether sufficient parking is provided on site, it is designed appropriately and local traffic impacts are appropriately managed.
- Whether the heritage significance of the place is maintained and enhanced pursuant to local planning policy requirements.
- Whether there are any environmental impacts arising from the development under the ESO3.
- Whether appropriate bushfire protection can be offered under the Bushfire Management Overlay.

Use of the land

- 8.4 The site has been used for educational purposes since the early 1900's with classrooms and outbuildings being added to the original heritage listed building. This proposal largely utilises the existing intensity of buildings on site, and proposes an education use broadly consistent with the intensity of the former primary school in terms of student numbers (168 students in this proposal).
- 8.5 The upgrading of the existing building on the site, with no new significant additions, together with minimal vegetation removal, ensures the proposed use achieves many of the purposes of the RCZ3 in relation to conserving the environmental and scenic landscape qualities of the area.
- 8.6 Clause 22.20, requires uses be consistent with the policy that seeks to "*Ensure uses should not adversely affect the amenity of nearby residents by disturbance associate with hours of operation, frequency of events and expected number of visitors.*" This is a key area of consideration.
- 8.7 The other key area of consideration appears to relate to accessibility, and particularly vehicle access.
- 8.8 The numbers of those attending the state school prior to its closure is understood to be similar to the number of Year 9 students now proposed to utilise the facility. The main difference being the school's catchment area. The Donvale Christian College has a much wider school catchment area whereas the former Warrandyte South Primary School catered for a more local 'community' catchment. The application provides for the school to be operating the standard school hours, with one school level on site (Year 9) and student numbers capped at the 168 students.
- 8.9 The difference in the schools catchment area drives most of the change within the proposal, including the larger car parking and "kiss and drop off" area, and the infrastructure improvements in Hall Road. This difference in catchment area is also a key concern of nearby residents.
- 8.10 Before the amenity and traffic issues are assessed, there are several other matters that can be considered relatively concisely.

Environmental issues (including vegetation removal)

- 8.11 The relevant decision guidelines of the Rural Conservation Zone Schedule 3 require an assessment of the environmental impacts of the building and works on the biodiversity of the land, and the protection and enhancement of the natural environment of the area.
- 8.12 The decision criteria in Environmental Significance Overlay Schedule 3 build on this further. They include objectives to “*avoid the removal of Victorian native vegetation, provide appropriate offsets, protect nearby and adjacent Biosites and avoid fragmentation of flora and fauna habitat.*”
- 8.13 The refurbishment of the existing school building, and also the new portable science building replacing the former school house, are already on disturbed land within the school site. The buildings will remain within a landscaped setting. Further, the majority of the significant native vegetation on site, is at the rear of the land, and will not be impacted.
- 8.14 The tree proposed to be removed (Tree No.26) is associated with improving the car parking area at the front of the site, and for the “kiss and drop off” area. The remainder of the vegetation being removed is largely exotic species and some weeds. Only one tree is indigenous,(Tree No. 26) and it will require offsetting under State native vegetation controls (Clause 52.17 of the Planning Scheme) and offset locally under the ESO3 control.
- 8.15 The loss of some larger trees will be compensated by the planting of many additional trees and shrubs, particular around the enlarged car park. However some planting is limited due the BMO vegetation management requirements. The appropriate choice of plant species should result in an improved habitat for native fauna including birds, which has been raised as a concern of nearby residents.
- 8.16 The proposed Landscape Plan shows re-landscaping around the building and car park with native species which offers positive environmental outcomes. The proposed landscaping has been accepted by the CFA in the context of not unreasonably increasing bushfire risk.
- 8.17 The proposed refurbishment of school buildings and development of the car park will not have a significant impact on adjoining properties. It is expected that the site will be well maintained and that pest species will be controlled through the implementation of a Land Management Plan.
- 8.18 Drainage run-off and effluent disposal can also be controlled though conditions.

Heritage

- 8.19 The proposal has been considered by Council’s Heritage Advisor and assessed against the relevant decision guidelines of the Heritage Overlay and Clause 22.03 –Cultural Heritage Policy.
- 8.20 The Statement of Significance specifies the extent of heritage significance being the 1939 school building (excluding the latter additions) and all the land between the school and Hall Road, including the entry path and the memorial gates and the front fence to a minimum distance of 3.0m to either side of the gates.

- 8.21 The pedestrian entry gates, pathway and plaque at the Hall Road entry are being retained and conserved.
- 8.22 The proposed refurbishment of school buildings includes internal alterations to the 1939 school house, external additions including new entrance ramps and an entry on the southern elevation, and alterations to the c.1960's classrooms at the rear of the 1939 school house that include internal alterations, a new roof with clerestory windows, the addition of a covered deck area and the addition of a store room.
- 8.23 According to Council's Heritage Advisor, the proposed new entry and associated ramp extends south of the existing footprint of the original school building, and this will distort a clear understanding of the building's original extent and façade and diminish the cultural significance of the place. It has been suggested that it would be preferable for the new entry to be recessed behind the 1939 school building allowing for a west facing window to be reinstated as shown on the original drawings. This change will create a more defined delineation between the original and new fabric and assist to protect the cultural significance of the place in accordance with Council Policy.
- 8.24 The other recommended changes to the built form include the width of the walkway where it meets the existing building reduced to be approximately the width of the air lock internally and the walkway structure not attached to the 1938 school building at any point. The pair of recessed doors that currently provide access to the main room are also recommended to be retained.
- 8.25 The Heritage Advisor raises no concerns with the other building works occurring on site, and has accepted the proposed colour scheme and material selection as indicated on the external finishes schedule provided by Brand Architects
- 8.26 It was noted that all repair and maintenance work to the original fabric of the place should be undertaken by experienced and qualified heritage tradespeople with all work to be documented and approved before commencing work.
- 8.27 The Heritage Advisor has also raised concerns with the extent of vegetation removal. The Statement of Significance includes the land between the front of the 1938 school building and the Hall road frontage. However the arborist has assessed Trees 8 and 11 as being in poor condition, with decay in main trunks and not worthy of retention.

Bushfire Protection

- 8.28 In relation to bushfire protection measures to be implemented as part of this development, the CFA has reviewed the Bushfire Management Statement submitted as part of the application.
- 8.29 The CFA has is no objection subject to the mandatory condition and conditions requiring an Emergency Fire plan, minimum construction standards and the endorsement of a Landscape Concept Plan, water supply and access arrangements.

Design and Siting Issues

- 8.30 The relevant decision guidelines of the Rural Conservation Zone requires consideration of the need to “*minimise any adverse impacts of siting, design, height, bulk, colours and materials to be seen from vantage points including landscape features, major roads and vistas.*”
- 8.31 The ESO3 requires “*building design and siting to be in keeping with the bushland character of the area, and an assessment of whether the external building finishes and colours are non-reflective and blend with the natural environment.*”
- 8.32 The development on site is limited to building refurbishments, a new classroom in place of the former school residence, and minor works associated with a covered walkway and access ramps etc. There are no significant earthworks being undertaken on site.
- 8.33 None of the changes are expected to have a significant impact, other than a slight improvement and modernisation, to the broader landscape environs of the site.
- 8.34 There are no adjacent properties with a direct view to the site. The property north of the site has a northern outlook away from the site. The property north east (on the opposite side of Hall Road) also has a northern outlook away from the site, or views south-east towards a pool where the dwelling itself restricts views to the site. The neighbouring property to the south and west continue to have views to bushland, including sections at the rear of the property.
- 8.35 Overall, the materials of construction, scale of the buildings and landscape setting ensures no adverse impacts result from the refurbishment of school buildings necessary to ensure the proposed secondary school use can occur.

Key issues of Amenity, Traffic and Car Parking

- 8.36 It is evident that all involved in the application are accepting that transport is a key issue. The means of commuting for students of this proposal are quite different to the means of commuting for the former local primary school, or the current tenant occupying the site. In comparison to when the site operated as the local primary school, the student catchment area is considerably larger for Donvale Christian College, meaning a different approach to site management is need.
- 8.37 The application responds to this through providing an enlarged car parking area, a new “kiss and drop off” area and improvements on Hall Road that will allow a bus to park in front of the Warrandyte South Community Hall at the start and end of the school day. Local residents are looking for assurance that the roads can carry the additional vehicle without unreasonably impacting their commute or causing danger.
- 8.38 Council’s Traffic Engineers have reached the position that they are satisfied with the proposed methods to manage student commuting based on the on-site and off-site (Hall Road) improvement proposed in the Section 57A amendment, subject to functional layout plans being provided, and some slight additional changes such as kerbing introduced to Hall Road in front of the Community Hall.

- 8.39 Clause 52.06 of the Manningham Planning Scheme provides the statutory parking requirements for secondary schools at a rate of “1.2 spaces to each employee that is part of the maximum number of employees on the site at any time”.
- 8.40 Application of the statutory parking rate to the proposed maximum number of employees on the site (being 9 teachers), equates to a car parking requirement of 11 spaces. The proposal is well in excess of this requirement with 36 car parking spaces plus 12 “kiss and drop off” spaces, equating to a total of 48 car spaces..
- 8.41 The school has sought to provide 6 bicycle space for students, although there remains plenty of areas for additional hoops should more students’ cycle.
- 8.42 The School has estimated that approximately 60% of students are likely to arrive/depart by a bus service operated by the school and approximately 30% of students are likely to arrive/depart by private vehicles (noting that some vehicle will have multiple number of students, whilst other vehicles will continue to the main campus to drop off or collect siblings).
- 8.43 The plans submitted with the application show dedicated staff parking for 11 vehicles, an enlarged car parking area for 24 vehicles, a dedicated disability space, and a new “kiss and drop off” facility featuring 12 drop-off / collection spaces.
- 8.44 Council’s Traffic Engineers have assessed the number and layout of the car parking on-site and have raised no concerns. The additional car parking is appropriately sited and designed with paths leading to the entry of the new building. It will function appropriately, and is a considerable improvement to the original design that included more crowded parking and drop off area without the dedicated “kiss and drop off” facility. It is noted that there is no change to the access arrangements from/into Hall Road, and this is considered acceptable also.
- 8.45 The Engineers are comfortable with the “kiss and drop off” facility and 6 car parking spaces being closed to traffic by bollards outside the start and end of the school day, to enable this area to be used for student recreation.
- 8.46 There is no reliance from the school to utilise the Warrandyte South Community Hall for parking at the start or end of the day, although it is noted the carpark of the hall is freely available for this purpose presently. Council may change this arrangement at anytime should any parking impact the use of the hall.
- 8.47 The School is proposing improvements in front of the Warrandyte South Community Hall to safely allow the parking of buses within the Road Reserve to allow the students to be dropped off and collected. This includes establishing a dedicated safe area for students with bollards, and sealing a portion of the Road Reserve currently unconstructed.
- 8.48 Subject to minor changes, and functional layout plans, Council’s Traffic Engineers are accepting of this arrangement. It is acknowledged that the school has limited areas on-site to turn and manoeuvre buses, and that the works in Hall Road provide benefit to the community outside the limited time the school will utilise the space for bus parking.

- 8.49 The changes to the Hall Road bus parking arrangements are:
- A bus “drop off” bay located adjacent to the Community Hall with a concrete kerb outstand along the west side of Hall Road, adjacent to the bus parking bay. The kerb outstand is to prevent bus encroachment into the north access gravel driveway of the Community Hall;
 - A concrete path along the west side of the proposed bus bay extended north to the existing footpath access to the school;
 - A road hump at the entrance of the carpark;
 - The location and type of any bollards, signage and line marking;
 - ‘No Stopping’ signs on the east side of Hall Road, adjacent to the proposed site;
 - Time based school ‘Speed Zone’ signs.
- 8.50 It is considered that the above changes will allow safe access for all students associated with the school and protects sight lines to the point of ingress/ egress for users of both the school and community hall.
- 8.51 It is noted that students arriving by bus under the above changes will be directed away from the car park and via footpath to be constructed, through to the existing heritage entry to the school. This may require some maintenance and improvement to the heritage fabric of the entry gates and entry path. It is noted the Heritage Overlay includes an exemption from planning permission where works, repairs and routine maintenance do not change the appearance of a heritage place and are carried out to the same details, specifications and materials.
- 8.52 The Traffic report submitted by M Cubed, and the traffic counts undertaken by Council between 16/8/2019 until 23/08/2019, support the conclusion that the level of traffic movement along Hall Road including those entering and exiting the school are not expected to cause any significant delays or traffic hazards and there will be negligible impacts on the efficiency of nearby intersections including those on Ringwood-Warrandyte Road. The report concludes the use will generate up to 71 additional vehicle movements during the morning peak entering Hall Road, with a further 62 additional vehicle movement departing.
- 8.53 The main car park allows for waste collection to occur on-site. This will be managed through a condition requiring a Waste Management Plan. Collection must occur outside the start and end of the school day to avoid peak times.
- 8.54 In terms of the proposed use, it is considered that a one year level campus for secondary school students has the potential to be a compatible use adjacent to residences on the neighbouring allotments which are in excess of 2 hectares in area, and have dwellings cited away from the proposed school activity. The distance will limit issues relating to noise transfer and general activity. Further, the structured nature of the proposed use, with set commencement times and long periods of no-activity provides the broader community certainty in relation to activity and quiet times (during evenings, at night and over school holidays).

Objector issues / concernsTraffic issues

- 8.55 The main concerns with objectors are traffic issues arising from additional traffic on local roads, traffic congestion at intersections along Warrandyte-Ringwood Road and at the school entry, delays for road users/local residents and safety issues for students/, with increased traffic in the area, no footpaths and no school crossing proposed. The narrow widths of local roads with open drains, has also been raised as being unsuitable for increased traffic particularly buses and potential for Traffic congestion at the entry to the school site, both in front of and within the car park and “kiss and drop off” area.
- 8.56 As previously discussed in the report, Council’s Traffic Engineers have assessed the number and layout of the car parking on-site and have raised no concerns. The additional car parking is appropriately sited and designed with paths leading to the entry of the new building. It will function appropriately, and is a considerable improvement to the original design that included more crowded parking and drop off area without the dedicated “kiss and drop off” facility. The Engineers are comfortable with the “kiss and drop off” facility and 6 car parking spaces being closed to traffic by bollards outside the start and end of the school day, to enable this area to be used for student recreation.
- 8.57 The School is proposing improvements in front of the Warrandyte South Community Hall to safely allow the parking of buses within the Road Reserve to allow the students to be dropped off and collected. This includes establishing a dedicated safe area for students with bollards, and sealing a portion of the Road Reserve currently unconstructed.
- 8.58 Subject to minor changes, and functional layout plans, Council’s Traffic Engineers are also accepting of the arrangement proposing improvements in front of the Warrandyte South Community Hall to safely allow the parking of buses within the Road Reserve to allow the students to be dropped off and collected.
- 8.59 Council’s engineers have supported the proposal subject to an amended Functional layout Plan which would address several concerns of the objectors: This requires the following to be implemented and will form part of conditions of approval:
- A bus ‘drop off’ bay located adjacent to the Community Hall with a concrete kerb outstand along the west side of Hall Road, adjacent to the bus parking bay. The kerb outstand is to prevent bus encroachment into the north access gravel driveway of the Community Hall;
 - A concrete path along the west side of the proposed bus bay extended north to the existing footpath access to the school;
 - A road hump at the entrance of the carpark;
 - The location and type of any bollards, signage and line marking;
 - “No Stopping” signs on the east side of Hall Road, adjacent to the proposed site;
 - School “Speed Zone” signs.

- 8.60 It is considered that this arrangement will allow safe access for all vehicles associated with the school and protects sight lines to the point of ingress/ egress for both the school and community hall are good and egressing vehicles.
- 8.61 There were also concerns raised regarding the data presented in the Traffic Report submitted with the application. However independent traffic counts have been undertaken by Council between 16/8/2019 until 23/08/2019, and these support the conclusion in the submitted traffic report that the level of traffic movement along Hall Road including those entering and exiting the school are not expected to cause any significant delays or traffic hazards and there will be negligible impacts on the efficiency of nearby intersections including those on Ringwood-Warrandyte Road.

Proposed student numbers, potential noise and future expansion

- 8.62 Future expansion of the site with additional buildings and students, has been raised as a concern by objectors. The application is for a one school year level (Year 9) with student numbers to be capped at 168 on this site. This is to be reflected in the conditions of use of this approval.
- 8.63 It is considered that a one year level campus for secondary school students is compatible use adjacent to a residences on the neighbouring allotments which are in excess of 2 hectares as far as school amenity is concerned and this also limits issues relating to noise transfer and general activity.
- 8.64 Being a senior school class level it is expected that students will not generate a significant level of noise when socialising outside of classrooms. General noise from play and outdoor sport activity is likely, with the main potential for impact occurring from either the oval at the rear or the use of the recreation area with basketball ring in the front car parking area.
- 8.65 The general layout of the school campus is also utilising existing buildings, apart from the new relocatable building which is purpose fitted for the science room.
- 8.66 General noise from servicing activities and traffic movements is likely from the use of the turn-around area on the southern side of the multi-purpose hall. However, such noise is likely to be spasmodic and should not be a major source of concern.

Bushfire Protection

- 8.67 The CFA has no objection to the proposal subject to conditions. These include the preparation of an Emergency Plan to accord with Department of Education and Training and CFA requirements, implementation of the landscape plan, minimum construction standards, water supply and access.

9. DECLARATION OF CONFLICT OF INTEREST

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

5. LEGISLATIVE REQUIREMENTS

5.1 PLANNING AND ENVIRONMENT ACT 1987 (THE ACT)

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

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

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

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

5.2 MANNINGHAM PLANNING SCHEME

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

- State Planning Policy Framework
- Local Planning Policy Framework
- Clause 35.06 Rural Conservation Zone, Schedule 3
- Clause 42.01 Environmental Significance Overlay Schedule 3
- Clause 43.01 Heritage Overlay
- Clause 44.06 Bushfire Management Overlay
- Clause 52.17 Native Vegetation
- Clause 52.06 Car Parking
- Clause 53.02 Bushfire Planning
- Clause 65 Decision Guidelines

Zone

Clause 35.06 Rural Conservation Zone Schedule 3

A Secondary School is a Section 2 Use and a permit is required for all buildings and works associated with the Section 2 use.

The purpose of the Rural Conservation Zone is:

- To implement the Municipal Planning Strategy and the Planning Policy Framework.
- To conserve the values specified in a schedule to this zone.
- To protect and enhance the natural environment and natural processes for their historic, archaeological and scientific interest, landscape, faunal habitat and cultural values.
- To protect and enhance natural resources and the biodiversity of the area.

- To encourage development and use of land which is consistent with sustainable land management and land capability practices, and which takes into account the conservation values and environmental sensitivity of the locality.
- To provide for agricultural use consistent with the conservation of environmental and landscape values of the area.
- To conserve and enhance the cultural significance and character of open rural and scenic non urban landscapes.

Schedule 3 to the Zone has the following Conservation Values sought for the land:

- The existing character, landscape quality, viewlines and other natural environmental characteristics of the area protected and enhanced in an equitable and sustainable manner.
- Native vegetation retained as wildlife habitat, a corridor for wildlife movement, a source of genetic diversity and a component of landscape quality contributing to the character of the area.
- Cleared areas revegetated with indigenous species.
- Pest plants and pest animals controlled and eradicated.
- Use and development designed and sited in recognition of the natural environment, landscape quality, energy efficiency, local amenity considerations and bushfire protection.
- Recognised farming practices in areas suitable for farming, subject to considerations of land stability, soil erosion and natural systems, which are maintained and improved.
- Good fire management practices.

The Decision Guidelines in the Zone for an application to use and develop land are:

General issues

- The Municipal Planning Strategy and the Planning Policy Framework.
- Any Regional Catchment Strategy and associated plan applying to the land.
- The capability of the land to accommodate the proposed use or development.
- How the use or development conserves the values identified for the land in a schedule
- The capability of the land to accommodate the proposed use or development.
- Whether use or development protects and enhances the environmental and landscape qualities of the site and its surrounds.
- Whether the site is suitable for the use or development and the compatibility of the proposal with adjoining land uses.

Rural issues

- The environmental capacity of the site to sustain the development.
- The need to prepare an integrated land management plan.
- The impact on the existing and proposed infrastructure.
- Whether the use or development will have an adverse impact on surrounding land uses.

Environmental issues

- An assessment of the likely environmental impact on the biodiversity and in particular the flora and fauna of the area.
- The protection and enhancement of the natural environment of the area, including the retention of vegetation and faunal habitats and the need to revegetate land

including riparian buffers along waterways, gullies, ridgelines, property boundaries and saline discharge and recharge areas.

- How the use and development relates to sustainable land management and the need to prepare an integrated land management plan which addresses the protection and enhancement of native vegetation and waterways, stabilisation of soil and pest plant and animal control.
- The location of onsite effluent disposal areas to minimise the impact of nutrient loads on waterways and native vegetation.

Dwelling Issues

(Not relevant to this application)

Design and siting issues

- The need to minimise any adverse impacts of siting, design, height, bulk, and colours and materials to be used, on landscape features, major roads and vistas.
- The location and design of existing and proposed infrastructure services which minimises the visual impact on the landscape.
- The need to minimise adverse impacts on the character and appearance of the area or features of archaeological, historic or scientific significance or of natural scenic beauty or importance.
- The location and design of roads and existing and proposed infrastructure services to minimise the visual impact on the landscape.

Overlays

Clause 42.01 Environmental Significance Overlay Schedule 3

A permit is required for all buildings and works and the removal of vegetation.

The environmental objectives to be achieved are:

- To protect and enhance the ecological values of Buffer Conservation Areas.
- To protect the ecological values of Critical and Core Conservation Areas.
- To encourage the location of development within those areas that are the most degraded and devoid of native vegetation.
- To encourage development that is in keeping with the semi-rural character of the area and is sympathetic to the existing built form.
- To ensure that development responds to the area's environmental and landscape characteristics, including topography and waterways.
- To minimise earthworks.
- To ensure subdivision of land does not lead to a decline in the ecological integrity and environmental values of Buffer Conservation Areas and the adjacent Critical and Core Conservation Areas.
- To achieve an improvement in the extent and quality of Victorian native vegetation, consistent with the goal of Net Gain as set out in the background document *Victoria's Native Vegetation Management – A Framework for Action* (Department of Natural Resources and Environment, 2002) by:
 - Avoiding the removal of Victorian native vegetation.
 - Minimising the removal of Victorian native vegetation, if the removal of the Victorian native vegetation cannot be avoided, through appropriate planning and design.
 - Appropriately offsetting the loss of Victorian native vegetation.
- To conserve and where possible enhance habitat for flora and fauna species recognised as threatened at the municipal, regional, state or federal level.
- To retain Australian native trees for their habitat value and landscape contribution.

- To protect natural resources, ecological processes, genetic diversity and ecosystem services.
- To protect and enhance habitat corridors and ecological stepping-stones.

The decision guidelines the Responsible Authority must consider, as appropriate:

- Whether the removal of Victorian native vegetation has been avoided, or where this is not possible, whether adverse impacts have been minimised.
- Whether the loss of Victorian native vegetation will be offset and whether long term protection will be provided for the offsets.
- The extent to which the proposal will impact on the ecological values and function of Buffer Conservation Areas.
- The extent to which the proposal will impact on the ecological values and function of any nearby or adjacent Biosites.
- Whether the proposed development has been located to avoid impacts on areas where offsets for previous development have been provided.
- The extent to which the removal of vegetation will contribute to the fragmentation and isolation of existing flora and fauna habitat.
- The likely impact of the proposal on species of flora or fauna which are threatened at the municipal, regional, state or federal level and the extent to which provisions are made to negate, minimise or manage those impacts.
- The role of Australian native trees in providing habitat and landscape value.
- Whether replacement planting with indigenous vegetation is proposed for the removal of any Australian native trees (other than Victorian native vegetation).
- Whether the design and siting of buildings or other development minimises the environmental impacts on:
 - Native fauna.
 - Waterway health, wetland condition and water quality.
 - Site run-off and soil erosion.
 - Habitat corridors or ecological stepping-stones.
 - Any adjacent public open space.
- The extent to which the application complies with the background document *Development Guide for Areas of Environmental and Landscape Significance* (2011).
- Whether building design and siting is in keeping with the bushland character of the area and whether external building finishes and colours are non-reflective and blend with the natural environment.

Clause 43.01 Heritage Overlay

A planning permit is required for demolition/removal of a building and the proposed buildings and works. There are no tree controls listed in the schedule for this property.

The purpose of the overlay is:

- To implement the Municipal Planning Strategy and the Planning Policy Framework.
- To conserve and enhance heritage places of natural or cultural significance.
- To conserve and enhance those elements which contribute to the significance of heritage places.
- To ensure that development does not adversely affect the significance of heritage places.
- To conserve specified heritage places by allowing a use that would otherwise be prohibited if this will demonstrably assist with the conservation of the significance of the heritage place.

The decision guidelines in addition to the decision guidelines in Clause 65, the responsible authority must consider, as appropriate are:

- The Municipal Planning Strategy and the Planning Policy Framework.
- The significance of the heritage place and whether the proposal will adversely affect the natural or cultural significance of the place.
- Any applicable statement of significance (whether or not specified in the schedule to this overlay), heritage study and any applicable conservation policy.
- Any applicable heritage design guideline specified in the schedule to this overlay.
- Whether the location, bulk, form or appearance of the proposed building will adversely affect the significance of the heritage place.
- Whether the location, bulk, form and appearance of the proposed building is in keeping with the character and appearance of adjacent buildings and the heritage place.
- Whether the demolition, removal or external alteration will adversely affect the significance of the heritage place.
- Whether the proposed works will adversely affect the significance, character or appearance of the heritage place.
- Whether the proposed subdivision will adversely affect the significance of the heritage place.
- Whether the proposed subdivision may result in development which will adversely affect the significance, character or appearance of the heritage place.
- Whether the proposed sign will adversely affect the significance, character or appearance of the heritage place.
- Whether the lopping or development will adversely affect the health, appearance or significance of the tree.
- Whether the location, style, size, colour and materials of the proposed solar energy facility will adversely affect the significance, character or appearance of the heritage place.

Clause 44.06 Bushfire Management Overlay

A permit is required for an Education Centre.

The purpose of the Overlay is:

- To implement the Municipal Planning Strategy and the Planning Policy Framework.
- To ensure that the development of land prioritises the protection of human life and strengthens community resilience to bushfire.
- To identify areas where the bushfire hazard warrants bushfire protection measures to be implemented.
- To ensure development is only permitted where the risk to life and property from bushfire can be reduced to an acceptable level.

Before deciding on an application, in addition to the decision guidelines in Clause 53.02 and Clause 65, the responsible authority must consider, as appropriate:

- The Municipal Planning Strategy and the Planning Policy Framework.
- Any other matters specified in a schedule to this overlay.

Planning Policy Framework

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

Clause 12.01-S Protection of Biodiversity

The objective is:

To assist the protection and conservation of Victoria's biodiversity

Clause 12.02-S Native Vegetation Management

The objective is:

To ensure that there is no net loss to biodiversity as a result of the removal, destruction or lopping of native vegetation.

Clause 12.05-2S Landscapes

The objective is:

To protect and enhance significant landscapes and open spaces that contribute to character, identity and sustainable environments

Clause 13.02-1S Bushfire Planning

The objective is:

To strengthen the resilience of settlements and communities to bushfire through risk-based planning that prioritises the protection of human life.

Clause 15.02-1S Energy and resource efficiency

The objective is:

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

Clause 18.02-5 Car parking

The policy objective is:

- *To ensure an adequate supply of car parking that is appropriately designed and located.*

Local Planning Policy Framework (LPPF)

Municipal Strategic Statement

Clause 21.07 Green Wedge and Yarra River Corridor

Clause 21.07-4 Built Form and Landscape Character

The objectives of the policy are:

- *To encourage building form that responds appropriately to the landscape and minimises risk.*
- *To encourage retention of native vegetation.*
- *To minimise the extent of earthworks and to preserve and enhance natural drainage lines.*
- *To encourage the planting of indigenous vegetation.*
- *To protect and enhance landscape quality, view lines and vistas*

Clause 21.10 Environmentally Sustainable Development

The objectives of the policy are:

- *To achieve appropriate siting and design, to minimise non-renewable energy consumption and greenhouse gas emissions.*
- *To require development to incorporate efficient use of energy, by including current best practice in passive design, and resource use, which demonstrates low environmental impact.*
- *To encourage development which incorporates sustainable building materials.*

Clause 22.02 Native Vegetation Policy

The objectives of the policy are:

- *To establish principles and guidelines for the implementation of 'Net Gain' within Manningham.*
- *To protect, conserve and where possible enhance the biodiversity values of the municipality.*

- *To recognise, protect and conserve ecosystem services and functions.*
- *To protect and conserve and where possible enhance Manningham's native vegetation particularly Biosites - Sites of Biological Significance (Core Conservation Areas) and Buffer Conservation Areas.*
- *To protect, conserve and enhance habitat corridors and habitat connectivity.*
- *To protect and conserve species of indigenous flora and/or fauna which are considered threatened within Manningham.*
- *To minimise, mitigate and manage threatening processes and negative impacts upon indigenous flora and fauna.*

Clause 22.03 Cultural Heritage Policy

The objectives of the policy are:

- *To recognise, protect, conserve, manage and enhance identified cultural heritage places.*
- *To ensure that the significance of cultural heritage places involving the aesthetic, historic, scientific, architectural or social value of a heritage asset to past, present and future generations, is assessed and used to guide planning decisions.*
- *To encourage the retention of cultural heritage places and ensure that these places are recognised and afforded appropriate protection to enrich the character, identity and heritage of the municipality.*
- *To ensure that the subdivision of a cultural heritage place does not adversely affect the identified aesthetic, historic, scientific, architectural or social value of the heritage place or other features identified in the Schedule to the Heritage Overlay.*
- *To promote the identification, protection and management of sites and areas of archaeological significance including aboriginal cultural heritage.*

Clause 22.08 Safety Through Urban Design Policy

The objectives of the policy are:

- *To provide and maintain a safer physical environment for those who live in, work in or visit the City of Manningham.*
- *To minimise opportunities for crime, through well designed and well maintained buildings and spaces.*
- *To encourage the use of public spaces.*
- *To improve accessibility by creating attractive, vibrant, walkable environments.*
- *To discourage graffiti and vandalism.*

Clause 22.09 Access for Disabled People Policy

The objectives of the policy are:

- *To facilitate the integration of people with a disability into the community.*
- *To ensure that people with a disability have the same level of access to buildings, services and facilities as any other person.*

Clause 22.12 Environmentally Sustainable Development

The overarching objective is that development should achieve best practice in environmentally sustainable development from the design stage through to construction and operation.

Clause 22.14 Environmental and Landscape Significance Protection

The objectives of the policy are:

- *To retain vegetation and to preserve the recognised environmental and landscape significance of the municipality while also promoting development that is safe from the risk of wildfire.*

- *To encourage higher construction standards and/or alternative treatments in preference to vegetation removal or development that would impact on recognised environmental and/or landscape values.*

Clause 22.20 Use and Development in the Rural Conservation Zone

The objectives of this policy are:

- *To provide for use and development that protect the environmental, cultural and landscape values of the Rural Conservation Zone.*
- *To facilitate use and development in the Rural Conservation Zone that is compatible with the surrounding area.*
- *To minimise the loss of amenity and privacy to people living in the Rural Conservation Zone.*
- *To ensure use and development in the Rural Conservation Zone is appropriately serviced.*

It is policy to assess use and development in the Rural Conservation Zone against the following criteria, as relevant:

General:

- Provide for adequate waste collection and disposal.
- Require that utility services (including gas, electricity, potable water and reticulated sewerage) be available to the site.
- Ensure an adequate effluent disposal system is provided where reticulated sewerage is not available.

Environment:

- Replace canopy trees or native vegetation removed as part of the development.
- Respect the character and cultural heritage of the area.
- Integrate development into the surrounding landscape.
- Discourage buildings and works, including earthworks, that detrimentally impact waterways and drainage lines, habitat and wildlife corridors and, natural systems and landscapes.
- Locate infrastructure such as drainage, reticulated sewerage and utilities to minimise earthworks and vegetation removal.

Traffic, carparking and access:

- Avoid access road widenings that would result in the loss of significant roadside vegetation.
- Ensure the road network has sufficient capacity to carry the additional volumes of traffic generated by the proposal, including at peak times.
- Encourage only one vehicle entry point to limit the disruption of pedestrian movements and minimise earthworks.
- Encourage the retention of the existing entry point to provide access.
- Ensure car parking areas and accessways are sealed and drained.
- Design car parking areas and accessways for vehicles to exit the site in a forward direction, including waste collection, tourism and commercial vehicles.
- Design vehicle and pedestrian movements within the site and road network to be safe and convenient.
- Locate car parking areas and accessways to minimise visual impacts within the public realm and adjoining and nearby privately-owned properties.

Design and siting:

- Encourage development that is subordinate to the landscape.

- Encourage development that respond to the site's aspect, topography, soils, waterways,
- vegetation and view lines.
- Discourage buildings that break a horizon line to prevent silhouetting against the skyline.
- Minimise the bulk, massing and prominence of buildings and structures by:
 - -Using articulated building design.
 - Minimising sheer walls exceeding two storeys in height.
 - Limiting retaining walls to a maximum height of 1.0 metre.
 - Limiting batter slopes to a maximum gradient of 1:3.
 - -Minimising cut and fill by 'stepping' the finished levels of a development with the site's slope.
- Use materials and finishes that blend with the natural environment. Development should:
 - Avoid bright or contrasting colours in areas that are clearly visible from surrounding properties or roads.
 - Avoid reflective materials.
- Encourage development, including accessways and car parking areas, that minimise the removal, destruction or lopping of native vegetation.
- Ensure development, including accessways and car parking areas, are set back a sufficient distance from the site's boundaries to allow existing vegetation to be retained and generous landscaping to be planted.

Amenity and landscaping:

- Protect the amenity of nearby residents from adverse impacts by way of:
 - Noise, odour, loss of privacy, traffic, car parking, lighting, signage or visual appearance.
 - The location of waste disposal and storage facilities.
- Ensure uses should not adversely affect the amenity of nearby residents by disturbance associated with hours of operation, frequency of events and expected numbers of visitors.
- Promote an interface that respects adjoining properties by:
 - Providing appropriate noise attenuation measures that inhibit the transmission of noise from buildings, car parking areas and external plant equipment, including exhaust fans and air-conditioning units.
 - Maintaining the privacy of adjoining residential properties through the sensitive siting and design of car parking areas, windows, doors, services areas, outdoor waste and storage areas and the use of appropriate techniques including the treatment of windows, screening, and landscaping techniques.
 - Designing and siting lighting (including security lighting) to minimise light spill to adjoining properties.
- Use native and indigenous species to landscape development and avoid the use of exotic species.
- Promote a continuous corridor of landscaping and vegetation abutting road reserves.

Particular Provisions

Clause 51.02 Metropolitan Green Wedge Land: Core Planning Provisions

The overarching purpose of the provision is to protect metropolitan green wedge land from uses and development that would diminish its agricultural, environmental, cultural heritage, conservation, landscape natural resource or recreation values.

Clause 52.06 Car Parking

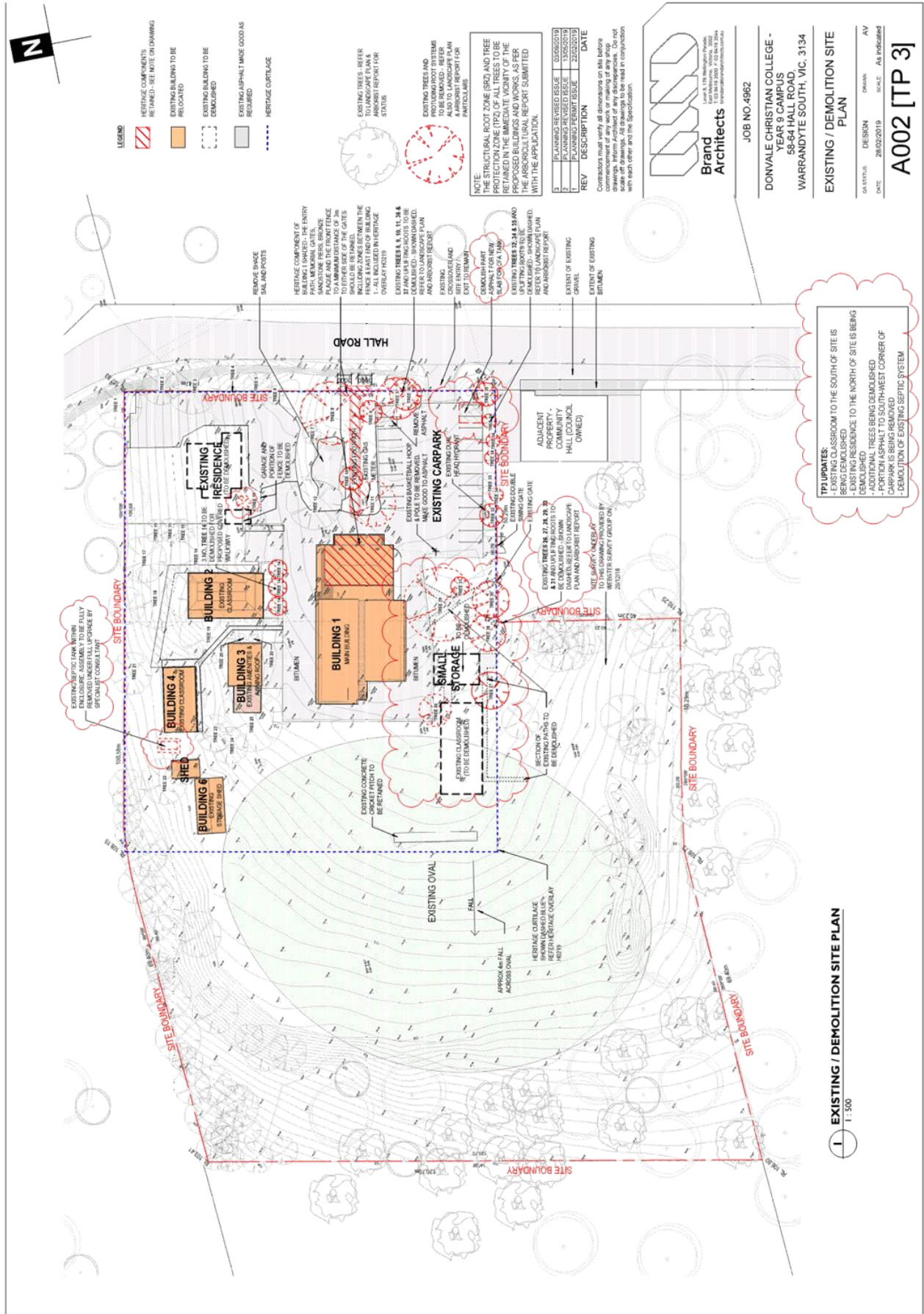
Pursuant to Clause 52.06-5, car parking is required to be provided at the following rates

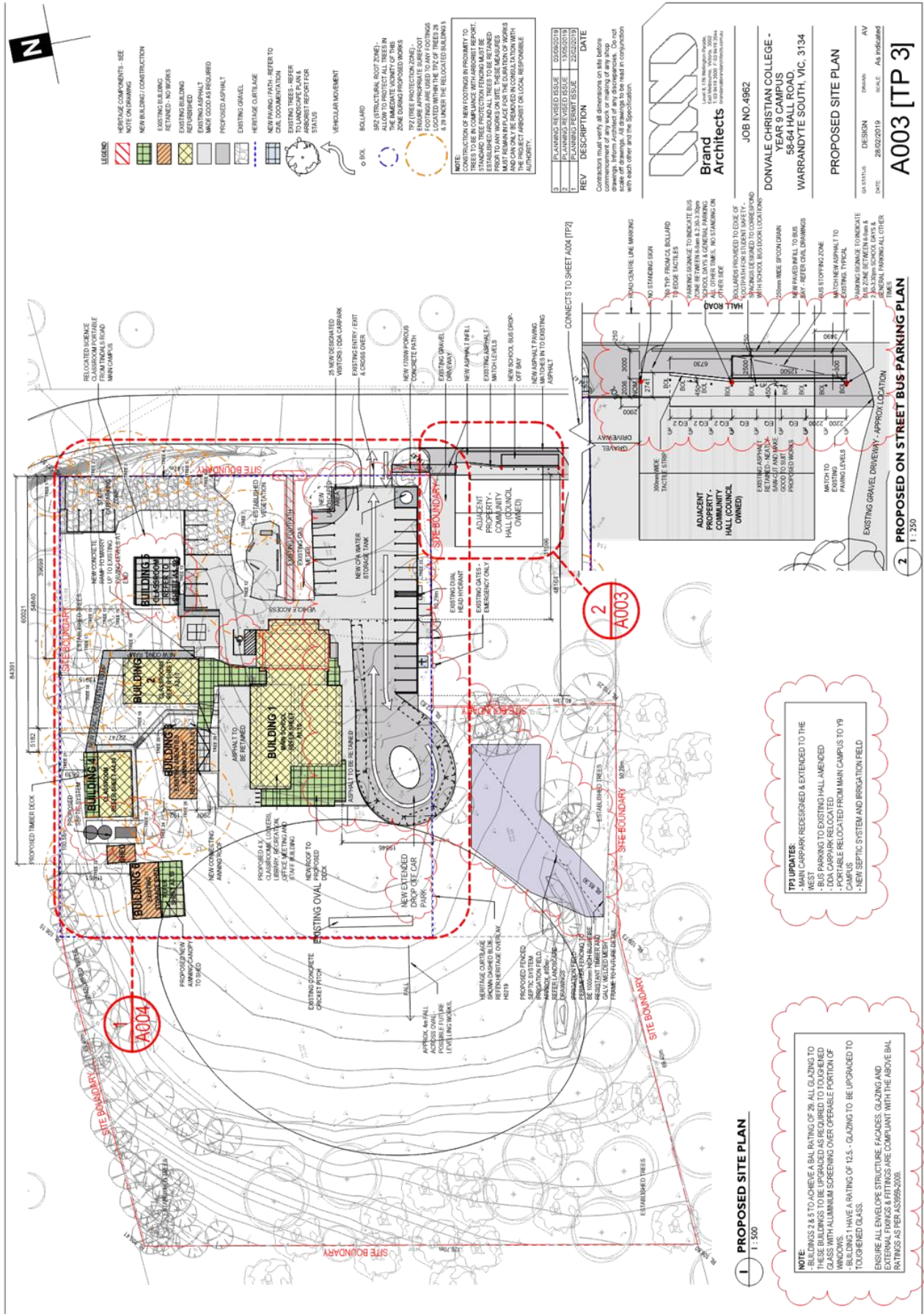
- Primary School (1 space to each employee that is part of the maximum number of employees on the site at any one time).
- Secondary School (1.2 spaces to each employee that is part of the maximum number of employees on the site at any one time).

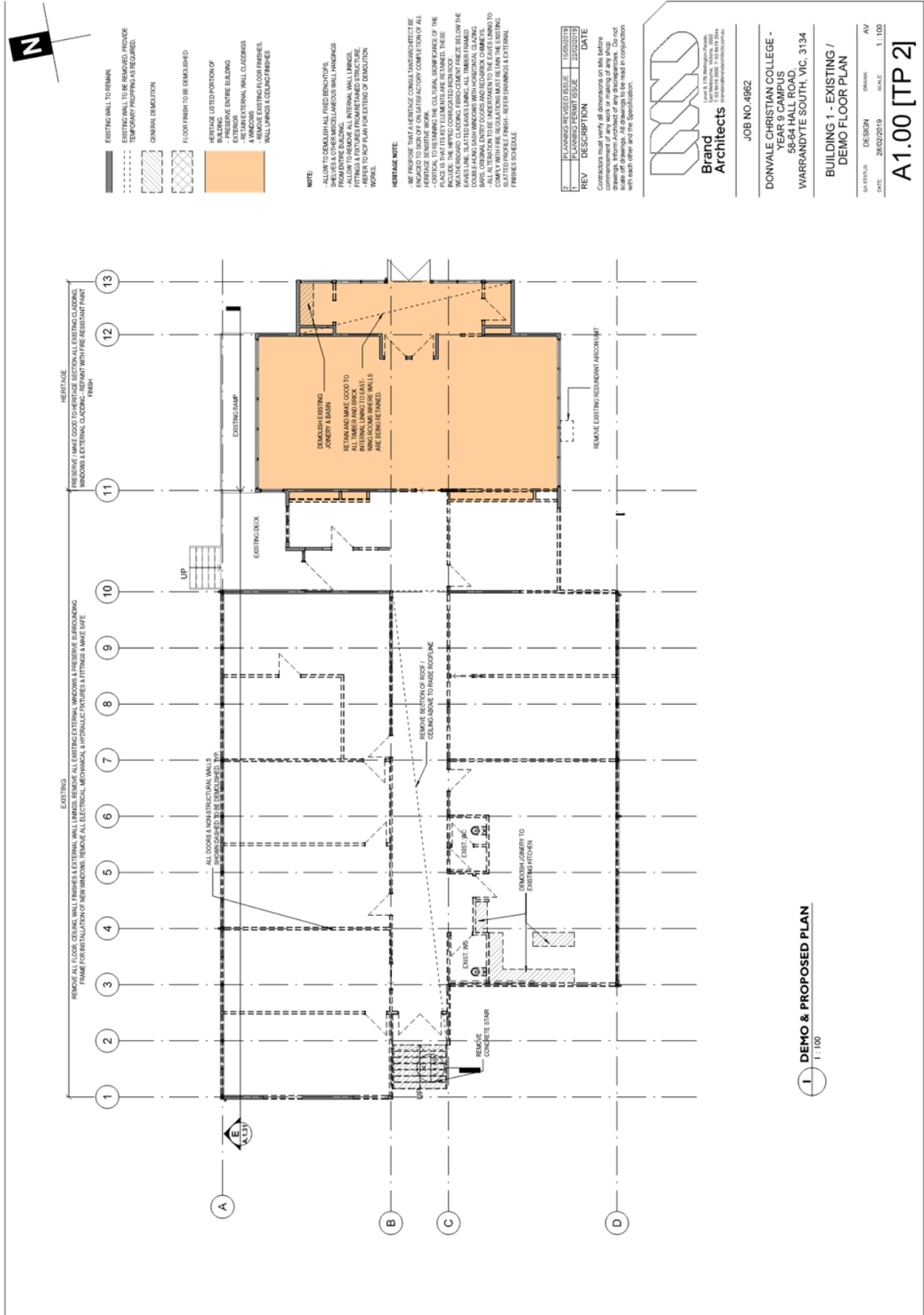
General Provisions**Clause 65 Decision Guidelines**

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

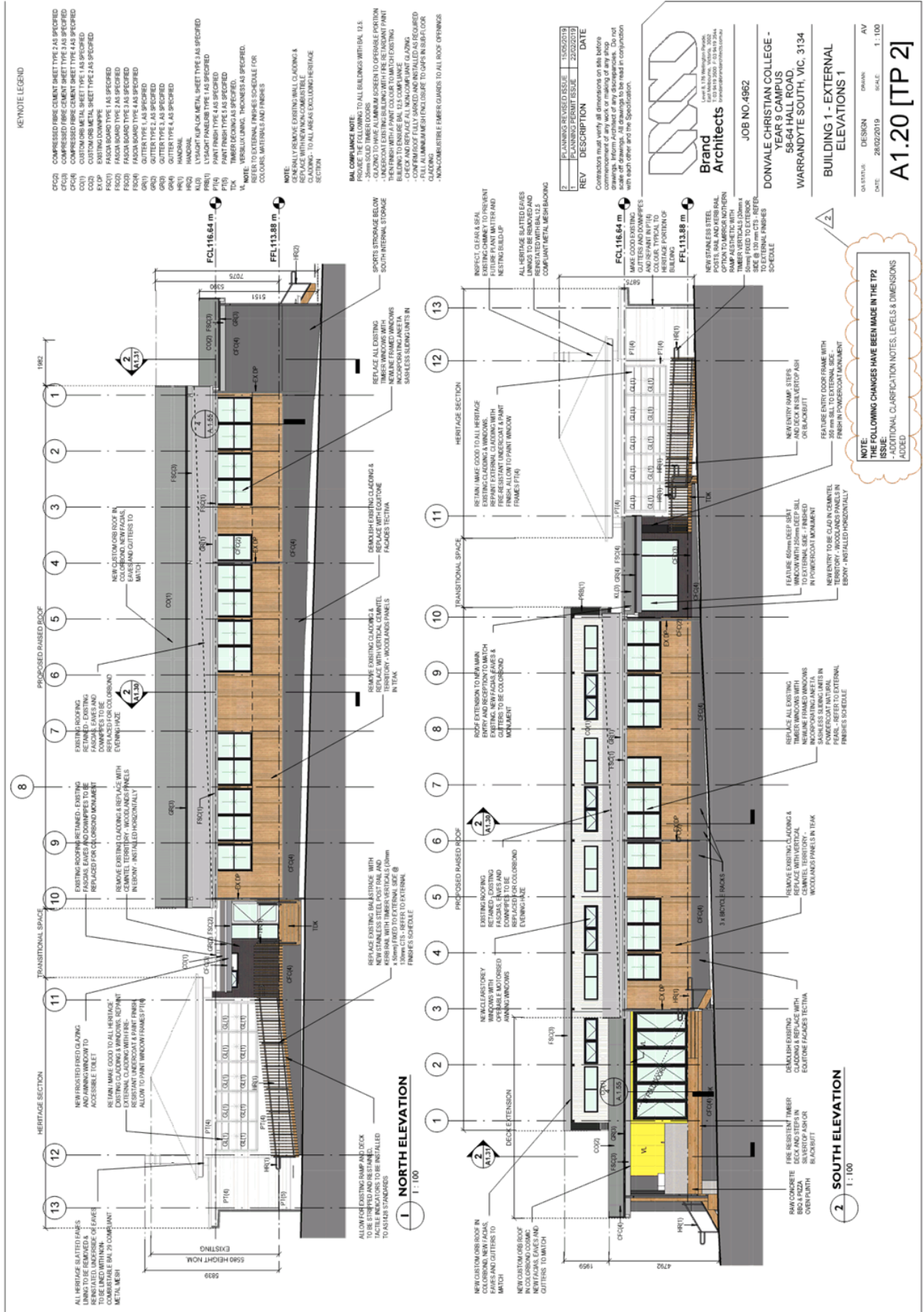
- The Municipal Planning Strategy and the Planning Policy Framework.
- The purpose of the zone, overlay or other provision.
- Any matter required to be considered in the zone, overlay or other provision.
- The orderly planning of the area.
- The effect on the amenity of the area.
- Whether the proposed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











BUILDINGS:
 EXISTING BUILDING RELOCATED FROM MAIN CAMPUS.
 INTERNAL AND EXTERNAL FINISHES PRESERVED AND MADE GOOD.
 BAL 2R & SECTION U COMPLIANCE TO BE VERIFIED.
 - REPAIR AND REPLACE ALL EXISTING TIMBER DOORS
 - EXISTING GLAZING COMPLIANT WITH TOUGHENED
 - PROVIDE ALUMINIUM INSET SCREEN TO OPENABLE PORTIONS OF ALL
 WINDOWS
 - FULL ALUMINIUM MESH ENCLOSURE BACKING TO GAPS IN BASEBOARD
 CLADDING

EXISTING / CONSTRUCTION PLAN NOTE:
 WHERE AN EXISTING WALL FINISHES EXTENDED AS FAR AS THE
 CONTRACTOR IS TO MATCH THE THICKNESS OF THE EXISTING WALL
 WALL THICKNESSES ARE TO BE CONFIRMED ON SITE.
 WHERE EXISTING INTERNAL DOWNPIPES PENETRATE SLAB IN MOST
 CASES THERE IS AN EXISTING TERRACOTTA PIPE PENETRATION ABOVE
 THE DOWNPIPE. WHERE THIS IS NOT THE CASE, THE DOWNPIPE SHALL
 AND WALL WITH SCREEN AS REQUIRED TO FINISH SURFACE LEVEL.

ROOF PLAN NOTES:
 ALL COPINGS & FINISH BUILDINGS TO BE COLORBOND. COLOUR
 TO MATCH ADJACENT WALL CLADDING COLOUR.
 APPROX FINISHINGS TO MATCH ADJACENT ROOFING COLOUR.
 ALL ROOF PENETRATIONS TO HAVE EKKITTE FLASHINGS,
 COLOUR TO MATCH ADJACENT ROOF COLOUR.
 REFER TO SERVICES DRAWINGS FOR EXTENT OF SERVICES
 PENETRATIONS.

BAL COMPLIANCE NOTE:
 PROVIDE THE FOLLOWING TO ALL BUILDINGS WITH BAL 2R
 - 25mm SOLID TIMBER DOORS
 - BAL 2R COMPLIANT GLAZING WITH ALUMINIUM SCREEN TO
 OPENABLE PORTION
 - UNDERCOAT EXISTING BUILDING WITH FIRE RETARDANT PAINT
 AND TOP COAT WITH FIRE RETARDANT PTFE
 BUILDINGS TO ENSURE BAL 2R COMPLIANCE
 - CHECK AND REPLACE ALL NON-COMPLIANT GLAZING
 - FULL ALUMINIUM MESH ENCLOSURE TO GAPS IN SUB FLOOR
 CLADDING
 - NON-COMBUSTIBLE EMERGENCY LIGHTS TO ALL ROOF OPENINGS

REV | **PLANNING/REVISED ISSUE** | **DATE**
 Contractors must verify all dimensions on site before
 commencing work. All drawings to be made in conjunction
 with each other and the specification.

Brand Architects
Level 9, 118 North Street
 Melbourne VIC 3000 P 03 9419 3344
 F 03 9419 3345
 www.brandarchitects.com.au

JOB NO. 4962

**DONVALLE CHRISTIAN COLLEGE -
 YEAR 9 CAMPUS
 58-64 HALL ROAD,
 WARRANDYTE SOUTH, VIC, 3134**

**BUILDING 5 - PROPOSED
 PLANS AND ELEVATIONS**

DATE: 11/11/2019 | CHECKED: | DRAWN: | AUTHOR: | SCALE: 1:100

A5.10 [TP 1]

1 GROUND FLOOR PLAN
1:100

2 ROOF PLAN
1:100

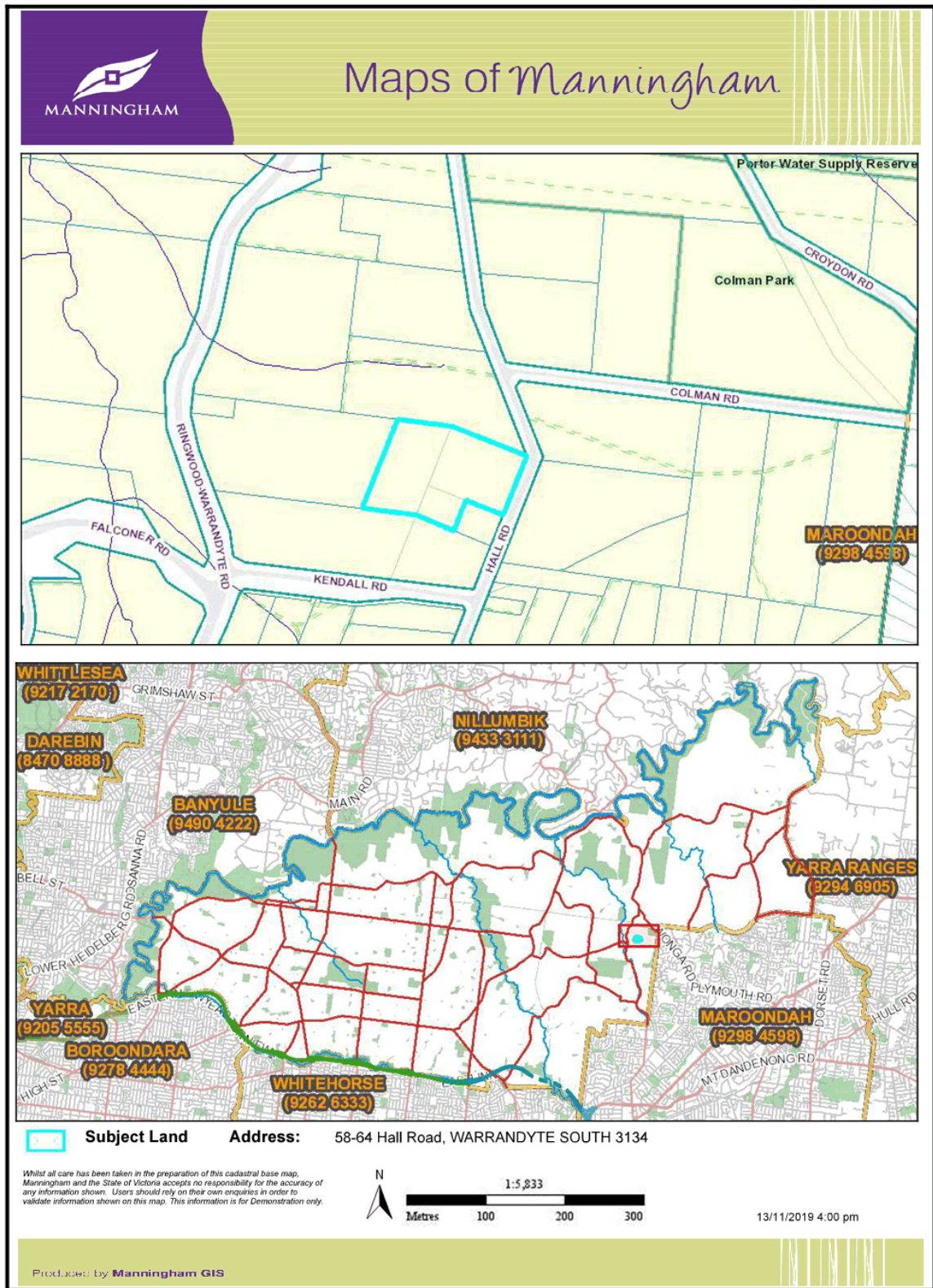
3 NORTH ELEVATION
1:100

4 EAST ELEVATION
1:100

5 SOUTH ELEVATION
1:100

6 WEST ELEVATION
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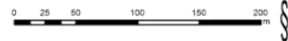
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PLN19 0086 58-64 HALL ROAD WARRANDYTE SOUTH



The State of Victoria & Melbourne City Council do not warrant the accuracy or completeness of information in this project and the person using or relying upon such information does so at their own risk. The State of Victoria & Melbourne City Council shall have no responsibility or liability whatsoever for any errors, omissions, delays or inaccuracies in this information.



◀ Number of Objections Municipal Boundary Objectors 58-64 Hall Road

10 CITY PLANNING & COMMUNITY

10.1 Community Facilities Access and Concession Policy

File Number: IN19/693
Responsible Director: Director City Planning and Community
Attachments: 1 [Draft Community Facilities Access and Concession Policy](#)
[↓](#)

EXECUTIVE SUMMARY

The draft Community Facilities Access and Concession Policy was placed on public exhibition in June and July 2019 to gather community views on the principles and categories for discount within the policy.

Two community focus groups were held to provide further feedback and clarify the messaging for the policy including survey questions. The draft policy was placed on public exhibition for five weeks through the Your Say Manningham page on Council's website.

The Your Say Manningham page directed respondents to a brief survey with the opportunity to upload a more detailed submission. 332 groups were invited to provide their comments on the draft policy. The draft policy was downloaded 264 times. 38 people completed the online survey that asked for specific feedback and 4 additional written submissions were received.

Drawing on the survey results and submissions received, there were some common themes which showed general support for the concept of an equitable policy that would treat groups consistently. There were also a number of comments that indicated an increase in user charges was not preferable. There were no fee schedules proposed in the policy, as fees and charges are determined as part of a future annual budget process.

As a result of the feedback received, a number of minor changes to the policy are recommended. It is also proposed to expand the scope of organisations who may apply for a full 100% discount as shown under Category E of the draft policy.

This report provides a summary of the submissions received and recommends that an amended policy now be endorsed by Council.

1. RECOMMENDATIONS:

That Council:

- A. **Note the feedback received during the public exhibition phase and the revisions to the draft policy as a result of the feedback.**
- B. **Endorse the Community Facilities Access and Concession Policy as amended and shown at Attachment 1.**
- C. **Note that the policy categories A, B, C and D and overarching principles will only commence implementation once Council has considered and approved the annual fees and charges as part of a future annual budget process.**

- D. **Note that implementation of the free hire arrangements outlined under category E of the policy will commence on 1 July 2020.**
- E. **Note that all respondents to the survey and submission process will be thanked for their input and advised of the endorsement of the revised policy.**

2. BACKGROUND

- 2.1 The Community Facilities Access and Concession Policy (CFAP Policy) was developed to provide a coordinated and consistent way to offer subsidised usage rates for community groups using Council facilities. Currently, there are several policies and guidelines that are applied to community use. The CFAP Policy proposes a single, equitable way of applying concessions to community facility users.
- 2.2 The Policy sets out five principles for community access:
- **Equity:** consistency across user groups and facilities
 - **Affordability:** the ability of the tenant or hirer to raise funds, receive financial support and to pay
 - **Community Benefit:** access will be supported for groups that actively deliver Council's priorities for health and wellbeing
 - **Fair cost sharing:** All user groups are expected to pay an amount for use of Council facilities. User pays principles apply, and Council seeks recovery of a defined proportion of costs incurred when using Council facilities, or market rental where applicable
 - **Property:** Fees will be based on exclusive occupancy or shared usage
- 2.3 There are five categories of discount in the Policy:
- Category A – Full fee paying
 - Category B – 25% discount
 - Category C – 50% discount
 - Category D – 75% discount
 - Category E – 100% discount

On 26 February 2019 Council advised that the draft CFAC Policy would be publically exhibited for community consultation.

Consultation summary

- 2.4 Two focus groups were held in April 2019 to discuss the draft CFAC Policy and to use the feedback to help frame the survey questions and supplementary information that was provided for public comment.

- 2.5 The draft CFAC Policy was available online through the *Your Say Manningham* page on 24 June 2019. Emails were sent to 332 community groups with a link to the webpage. An online survey gathered views about each of the principles and provided space for comments, as well as the ability to upload submissions. Submissions closed on 31 July 2019.
- 2.6 The draft policy was downloaded 264 times. 38 people completed the online survey questions and made written comments about the draft CFAC Policy. Four people uploaded written submissions.
- 2.7 In general, the survey indicated support for the policy principles.

Principle as shown in draft CFAC Policy	Yes, Agree	Don't Know	No, Disagree
Equity: all users should have their concessions based on the same principles	58%	11%	31%
Affordability: the fees charged should have a concession rate applied, based on the user group's ability to pay.	78%	8%	14%
Community Benefit: Concessions should take into account the group's alignment with Council's goals for a healthier and more resilient community	97%	3%	0%
Fair Cost Sharing: Every user should be expected to pay something.	69%	11%	20%
Property: The actual fees charged should be proportionate to the space occupied and whether or not this is exclusive use.	49%	20%	31%

- 2.8 Survey users were also asked to indicate their approval or otherwise of the categories for discount.

Category A: Full Fee Paying – 100% (no discount) e.g. Commercial users, private events, stadiums, MC2 tenancies		
Value	Percent	Number
Agree	85.7	30
Disagree	5.7%	2
Don't know	5.7%	2
Made a comment	2.9%	1

Category B: 25% discount – e.g. Not for Profits, Junior and senior sports clubs with liquor licence and /or third party hire arrangements, RTOs, groups that charge a fee		
Value	Percent	Number
Agree	42.9%	15
Disagree	14.3%	5
Don't know	0%	0
Category C: 50% discount – e.g. groups who do not receive government funding, are mainly volunteers and are grass roots clubs		
Value	Percent	Number
Agree	47.1	16
Disagree	14.7%	5
Don't know	2.9%	1
Category D: 75% discount – e.g. Scouts, Guides, FOMDAC, (amended to include MICH, Service Clubs)		
Value	Percent	Number
Agree	48.6%	17
Disagree	11.4%	4
Don't know	8.6%	3
Category E: 100% discount (free use) – e.g. very occasional and one off fundraising for community benefit (amended to include one free hire per annum)		
Value	Percent	Number
Agree	76.5%	26
Disagree	2.9%	1
Don't know	2.9%	1

- 2.9 The policy was placed on public exhibition without a fee schedule attached, as fees will be determined as part of an annual budget process. Most comments referenced the desire to see fees and charges remain at current levels.

3. DISCUSSION / ISSUE

- 3.1 It was pointed out by a number of respondents that community groups who use the facilities provided by Council, deliver valuable community services and support the Council Plan priority of improved wellbeing.
- 3.2 Predominantly, survey respondent's comments were related to their own financial arrangements and concern that their fees would be increased as a result of the implementation of the policy. Some groups have benefited from historic or special arrangements over time and there is naturally an unwillingness by groups for these to change. It is an intention of the policy that a level of equity between groups is introduced and that historic arrangements are transitioned to a consistent methodology.
- 3.3 There were comments requesting Manningham-based organisations be given a discount and priority. This has been considered and it is not proposed to have further discounts applied for Manningham-based organisations, as a) the subsidised fee levels are already provided for within the policy and b) it can be difficult to accurately determine a definition of a Manningham-based group in an efficient and fair manner.
- 3.4 The feedback does not indicate that major changes are required for the policy however minor revisions have been incorporated into the document. (attached)
- 3.5 Minor changes to categories include groups such as supported housing groups (eg. MICH) and service clubs to be added to Category D – 75% discount.
- 3.6 One material change to the policy is recommended to broaden the opportunity for community groups to apply for a full 100% discount under Category E of the policy. It is proposed to introduce one free room hire for the Manningham Function Centre or the Ajani Centre per financial year for community groups. Criteria is currently being refined and will include:
- Eligible groups will be 'grass roots' community groups who provide benefit to Manningham residents, where the group does not have sufficient financial capacity to hire the facilities. Group members should be predominantly from Manningham and can demonstrate that they are providing a community participation activity for local residents, aligned to the Healthy City Strategy priorities.
 - Groups will apply on a rolling basis to be approved for the free room hire by the Community Grants team. The Grants team would check each application against the criteria and would respond to applicants within around eight weeks.
 - Groups will still be required to pay a bond and to meet the costs of catering, extra staffing, equipment and security.
 - Draft Guidelines and criteria for this free room use are being developed to clarify the terms and conditions of the free room offer.
- 3.7 This change to Category E would ensure that all groups have access to a fair and equitable system of assessing their need for a premium meeting space. Currently, free use is allocated on an *ad hoc* basis to groups who ask for free use. It is expected that the free room use outlined under Category E would be implemented from 1 July 2020.

4. COUNCIL PLAN / STRATEGY

The following themes and goals in the Council Plan 2017-2021 are applicable:

4.1 Healthy Community:

- A healthy, resilient and safe community
- A connected and Inclusive community

4.2 Liveable Places and Spaces:

- Well utilised and maintained community infrastructure

4.3 Well governed Council:

- A financially sustainable Council that manages resources effectively and efficiently
- A council that values citizens in all that we do

5. IMPACTS AND IMPLICATIONS

5.1 The draft CFAC Policy sets up a consistent methodology for how subsidies for usage are applied across all community facility categories. It does not set out fee amounts, as these are determined each year as part of a budget process.

5.2 In adopting the CFAC Policy, Council will establish this as the overarching position on concessions.

5.3 The concession rates referred to in the policy are also applicable to casual users of Council's halls and community facilities. For casual use, the discount categories will be applied against the full commercial rate for hire. For example, if the nominated hire rate for a room is \$100 per hour for a commercial user, then a user who sits within the 50% discount Category C will receive the room for \$50 per hour. Officers will continue to benchmark the casual rates and will recommend fees as part of an annual budget process.

6. IMPLEMENTATION

6.1 Finance / Resource Implications

The calculation of specific fees under the policy guidelines can be considered as part of an annual budget process.

The introduction of the Category E changes (One Free Room Hire per annum) will reduce Council's income to a minor degree. The introduction of the guidelines and an application process through the Community Grants team will introduce a consistent process and will reduce the workload in considering singular requests.

6.2 Communication and Engagement

Respondents to the survey will be notified of Council's decision and the amendments as a result of the consultation process.

6.3 Timelines

The CFAC Policy for categories A, B, C and D and the overarching principles will only commence implementation once Council has considered and approved the annual fees and charges as part of a future annual budget process.

The implementation of free hire for eligible groups will be implemented from 1 July 2020

7. DECLARATIONS OF CONFLICT OF INTEREST

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



Policy Register

Draft Community Facilities Access and Concession Policy

Draft - not approved

Policy Classification	- Property Services
Policy No.	- D19/148623
Policy Status	- Draft
Responsible Service Unit	- Property Services
Authorised by	- Council
Date Adopted	- 26 November 2019
Next Review Date	- 26 November 2023

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

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



Policy Register
Community Facilities Access and Concession Policy

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PURPOSE

The purpose of this policy is to ensure a consistent and transparent approach for the use of Council's community facilities by community groups and other organisations.

This policy will provide guidance on what terms and conditions are offered by Council, including concession levels for groups using these facilities.

This policy is based on principles to ensure Council assets are utilised equitably. It recognises that financial contributions received through rental or hire income support Council's operations to meet the expectations of our community.

Community organisations that offer activities which support Council's objectives for a healthy and livable city will be eligible for concessions for Council's facilities. The levels of concession and their rationale are outlined within the policy to ensure a consistent approach.

The policy will ensure that Council complies with relevant Victorian legislation:

- **The Local Government Act 1989:** This includes restrictions on the maximum length of leases and provisions requiring leases to be advertised in certain circumstances, including leases of 10 years or more duration and leases for properties with market rental value of more than \$50,000 per year.
- **Retail Leases Act 2003:** Captures leases of premises that are used wholly or predominantly for retail provision of goods or services, including not for profit organisations.

POLICY STATEMENT

This policy outlines the conditions for leasing, licensing and hire of community facilities in a fair, transparent and consistent way. It indicates the level of fee applicable to each tenant or hirer, and the rationale for this as well as discounts that are offered by Council to support community benefit and enhanced wellbeing.

Council Plan actions relating to this policy include:

- Healthy Community:
 - 1.1 A healthy, resilient and safe community.
 - 1.2 A connected and inclusive community.



Policy Register
Community Facilities Access and Concession Policy

- Liveable Places and Spaces:
 - 2.4 Well utilised and maintained community infrastructure.
- Well Governed Council:
 - 5.1 A financially sustainable Council that manages resources effectively and efficiently.
 - 5.2 A Council that values citizens in all that we do.

SCOPE OF POLICY

This policy applies to community buildings that are leased, licensed or hired such as:

- Community halls and venues;
- Tenancies at MC²;
- Kindergartens;
- Neighbourhood Houses;
- Scout and Guide Halls;
- Sports pavilions;
- Senior Citizens Centres;
- Other Council owned buildings used for community or cultural purposes.

The types of agreements offered by Council include:

- Lease – exclusive occupancy;
- Licence – non-exclusive occupancy;
- Seasonal licence – non-exclusive occupation during a sporting season;
- Regular hire agreement – annual agreement for sessional use of a community facility of more than 10 occasions per annum;
- Casual use of facilities – one-off use of a community facility - not a regular booking.

This policy does not include:

- Facilities covered by pre-existing agreements such as sporting stadiums and contracted pools/recreation centres (see relevant Guidelines);
- Seasonal sporting ground allocations;
- Council property being exclusively occupied for a Council operated service
- Residential tenancies.

This policy does not determine fee amounts. The concession amounts referred to in this policy represent a revised approach to ensuring equitable concessions and are therefore intended to replace any historic or inconsistent arrangements. The policy will apply to future fees that may be applied to improve equity and assist with cost recovery, which will be determined by Council and adopted annually as part of the budget process.



POLICY AND PRINCIPLES

When negotiating a new lease or licence or renewing a previous agreement, the following principles should be considered regarding the terms of the agreement.

1. Pricing for Leases, Licences and Hire Agreements

Pricing levels have been developed to take into account:

- **Equity:** Consistency across user groups and facilities.
- **Affordability:** The ability of the tenant or hirer to raise funds, receive financial support and to pay.
- **Community Benefit:** Access will be supported for groups that actively deliver Council's priorities for health and wellbeing.
- **Fair Cost Sharing:** All users groups are expected to pay an amount for use of Council facilities. User pays principles apply, and Council seeks recovery of a defined proportion of costs incurred when using Council facilities, or market rental where applicable.
- **Property:** Exclusive occupancy or shared use of a space.

2. Fees Categories

It is policy that concessions for the use of Council community facilities will be applied consistently in accordance with the category of user as outlined below:

Category A – full fee paying

- Commercial businesses;
- Commercial occupancy that requires a retail lease in accordance with Retail Leases Act;
- Private and family functions;
- Facilities that provide catering and catered functions at commercial rates;
- Activities organised by political parties, candidates or Members of Parliament;
- Government departments and statutory agencies;
- Privately owned kindergartens, child care centres or pre-schools;
- User groups who are covered by separate agreements e.g. stadiums where these venues are hired on an hourly rate or equivalent;
- MC² tenancies -full cost recovery of outgoings will be sought from tenants of MC² (plus a nominal rent).

**Category B – 25% discount**

This category applies to community not for profit organisations with paid staff who receive either State or Federal funds to support their operations, and exist for community benefit. These groups may have the ability to charge a fee for their services, or may raise revenue through commercial type activities. Other users include junior and senior sporting groups who hold a liquor licence and/or can raise revenue through third party arrangements. Usage is likely to be on an exclusive basis.

- Social welfare organisations;
- Education and community learning institutions – schools, early intervention services, Neighbourhood Houses that are also Registered Training Organisations (RTOs);
- Sporting Associations where an administrator is employed;
- Sporting or community organisations that raise revenue through service of alcohol;
- Sporting or community organisations that raise revenue through hire to third parties including tennis clubs/tennis coaches;
- Any group that allows their premises to be used for the operation of a commercial business (this would take precedence over groups that would otherwise fit into category C or D);
- Any local organisation where a program fee applies (other than a gold coin donation).

Category C – 50% discount

Local groups for community benefit who generally do not receive significant operational funding from State or Federal sources but raise funds from other sources such as membership fees. These groups are run by volunteers and may serve underprivileged, disadvantaged or charitable purposes, or be a 'grass roots' recreational club or a provider of community education. These occupants may be reliant on Council funding or fundraising, and will generally have limited capacity to generate a significant amount of additional income/revenue.

- Local sporting clubs;
- Playgroups;
- Community based adult learning groups,
- U3A
- Community based/ not for profit kindergartens;
- Neighbourhood Houses or Learning Centres that do not operate as RTOs;
- Non-profit community groups e.g. Neighbourhood Watch;
- Senior Citizens groups for usage that falls outside of the guidelines for senior's usage of community venues.

**Category D – 75% discount**

The concession recognises the voluntary nature of community services or 'grass roots' groups where there is very limited ability to pay for the group's own administrative costs.

- Scouts and Guides
- Organisations such as Friends of Manningham Dogs and Cats (FOMDAC) and Manningham Inclusive Community Housing (MICH).
- Local Service clubs – e.g. Rotary, Lions, Probus;

Category E – full concession 100% discount

Free Room Use: Discounts under this category are offered to Manningham Community groups once per financial year for free room hire of either the Manningham Function Centre or Ajani Centre for a period of 12 hours or less.

Eligible groups will be 'grass roots' community groups who provide benefit to Manningham residents, where the group does not have paid staff or sufficient financial capacity to hire the facilities. Group members should be predominantly from Manningham and can demonstrate that they are providing a community participation activity for local residents, aligned to the Healthy City Strategy priorities.

Community groups must apply for the free use at least eight weeks in advance and the application will be assessed against selection criteria through a rolling program.

All usual conditions of hall hire still apply and all Community Venues criteria must be met or the application for free room hire will be considered ineligible.

Other user groups: The 100% concession is extended to special interest groups which includes Heritage groups and RSL for their regular activities.

Any other requests for full discount may be considered where they are one-off occasions or extraordinary events where there is considerable community benefit or benevolent activity and very limited capacity to pay or charge entry fees. Discretion may be applied in these circumstances.



Decision Guidelines

- **Any application** for concession by a group that does not strictly meet the description of the categories outlined above will be matched with the 'best fit' for the categories and that relevant concession amount applied. Where the provisions of several categories apply to a user group, the provisions of the highest category/lowest discount will apply.
- **Other Facilities:** Facilities that do not fit within the categories outlined above such as storage sheds or unique community infrastructure will have a fee set out in the annual Fees and Charges schedule adopted with Council's budget annually.
- **Review:** All concessional amounts must be reviewed when agreements are renewed or every two years.
- **Organisational Status:** Council Officers may ask to see evidence of an organisation's status to determine the appropriate concession level as outlined under this policy e.g. annual report, proof of incorporation.
- **Guidelines:** This policy is supported by operational guidelines (e.g. Community Facilities, Senior Citizens, Free Room Hire by Community Groups (Category E) and Sporting Groups) that outline the level of service provided by Council, the specific terms and conditions of usage and other detailed arrangements for different usage groups.
- **Behaviour and Care of Facilities:** In making facilities available, Council has an expectation that organisations will respect the facilities and will occupy them appropriately and in accordance with the intent and terms of this policy. Council reserves the right to decline to hire, lease or licence a facility to a specific user where there is a reasonable concern about ability to pay (or where rental payments are in arrears), or concern about the wellbeing of the community or the Council facility itself as a result of the use of the Council facility.
- **Discretionary Delegation Process:** Any application requiring special consideration and a decision that is outside the parameters of this policy, including Category E, for any user group requests for special concessions, in-kind use or any other special condition relating to the use of community facilities will be assessed by the appropriate Council Officer with recommendations then to be made to the appropriate Executive Officer (Director and/or CEO) for discussion and decision.



Pricing Schedule

The Pricing Schedule for casual and regular use of community facilities is approved by Council and published each year as set out in Council's Annual Budget.

Regular use: Pricing amounts for regular use of Council buildings will be based on a rate per square metre taking into account the maintenance costs and outgoings for each building type. This supports the principle of equity, providing a consistent basis for charging for use of facilities.

The Pricing Schedule will show all relevant Council community facilities and the relevant category of asset. Each category groups similar facilities and applies a consistent methodology for rental fees across the category. The concessions outlined in this policy then apply to each user:

e.g. Pricing Schedule fee minus concession (as determined by this policy) equals annual fee amount. (Please note that fee amounts are not identified in this policy. Fee amounts are determined separately from this policy).

Rents for facilities under lease or licence will be reviewed annually with the amount payable to be increased by a fixed percentage each year unless otherwise advised.

Casual use: Pricing for casual (hourly) use of community facilities will be determined each year as part of the budget process. The base rate per hour will be the commercial hire rate and discounts as outlined in this policy will be applied against the commercial rate.

The Pricing Schedule and Guidelines for use should be read in conjunction with this policy, namely:

- Community Facilities Guidelines;
- Senior Citizens Centres Guidelines. (NOTE - these guidelines identify which seniors groups are eligible for up to 6 hours of free use per week. This is not proposed to change. Any additional usage would be subject to the concession rates identified in this policy)
- Free Hire Use – Manningham Function Centre and Ajani Centre.

Hardship

Where groups experience difficulty in making payment for facilities and have communicated this with Council, a payment schedule may be agreed to pay the balance in instalments. Hardship will not trigger a waiver of fees and all users are expected to pay the charges as agreed. Hardship provisions must be agreed between the group and Council, and only initiated as a final step in clearing debt. If payments remain in arrears, future usage may be denied.



Financial Contributions from User Groups

Where a user group has made a substantial financial contribution towards the capital cost of a building or an upgrade, this will be considered on a case by case basis and noted in the facility lease. Rental charges therefore may not be payable for the lease period in recognition of this contribution however maintenance costs and outgoings will still be required to be covered.

RESPONSIBILITY

Management of the policy: Property Services.

Management of the application of the policy to groups:

- Leased and licensed premises, non-sporting: Property Services;
- Leased and licensed premises, sporting: Recreation Services;
- Regular and casual hirers of Community Halls and Venues: Community Venues.
- Applications and assessment for Free Room Hire under Category E: Community Grants

DEFINITIONS

Casual hire: one-off hire of a community facility. Hire fees will be adjusted using the categories from A to E as outlined in this policy.

Community facilities: Buildings and spaces for services, activities and action by community-based service providers, groups and individuals to meet the social, cultural, leisure, community wellbeing and developmental needs of the Manningham community and its visitors.

Council: Means Manningham City Council, and includes its employees, agents or licensees.

Fixed percentage increase: A measure used as a basis for rental increases where Council has not provided other direction.

Lease: is an agreement where the Council grants the tenant exclusive occupancy of a defined area as set out in the lease, which includes the whole or part of a building or land.

Licence: is an agreement where the Council grants the licensee the non-exclusive right to occupy a defined area as set out in the licence document which includes part or whole of a building or land.

Regular hirer: is a group or individual who uses community facilities on a sessional basis over the course of a term or year.



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Community Facilities Access and Concession Policy

Seasonal agreement is an agreement where the Council grants the licensee the non-exclusive right to occupy a defined area of a building as set out in the seasonal agreement for a sporting season with defined end and start dates.

Subletting means the payment for use of a leased or licensed facility by a third party, operating with permission from Council as land owner.

Tenant means the occupier of a facility under a lease agreement.

RELATED POLICIES

- Community Facility Infrastructure Funding and Contribution Policy (including the Sport Organisation Contribution Agreement –), Council's Sports Policies;
- Generation 2030, Council Plan, Healthy City Strategy, Strategic Resource Plan, 10 Year Financial Plan;
- Public Open Space Strategy 2014, 'Active for Life' Recreation Strategy 2010, Green Wedge Strategy, Urban and Park Design Guidelines 2010, Council's Outdoor Signage Policy, Manningham Planning Scheme, Manningham Local Laws, Activity Centre Strategies / Plans, Bushland Management Strategy 2012, Council Management Plans for Reserves;
- Risk Management Framework, High Fire Risk Policy and Working on High Fire Risk Days;
- Council lease, licence or usage agreements.

GUIDELINES

Community Facilities Guidelines
Senior Citizens Centres guidelines
Guidelines for free room hire of the Manningham Function Centre and Ajani Centre (draft)



RELATED LEGISLATION

- Australian Standards, Safety Regulations
- Building Code of Australia
- Charter of Human Rights and Responsibilities Act 2006
- Children's Services Act 1996 and Children's Services Regulations 2009
- Disability Discrimination Act 1992
- Environment Protection (Residential Noise) Regulations 2018
- Filming Approval Act 2014
- Public Health and Wellbeing Act 2008
- Building Regulations 2018
- Local Government (General) Regulations 2015
- Local Government Act 1989
- Occupational Health and Safety Act 2004
- Residential Tenancies Act 1997
- Competition and Consumer Act 2010

SUPPORTING RESEARCH AND ANALYSIS

Council has a number of policies and associated documents, which have been reviewed to inform this policy. The relevant documents are:

- Leased Community Facilities Pricing Policy, 2009
- Community Facilities Access & Allocation Policy, 2012
- Community Venues Pricing Policy (venues and hall hire)
- Community Facilities For Hire Concession Policy
- Conditions of Hire and Hire Prices
- Seasonal Sports Pricing Policy, 2008
- Seasonal Allocation of Sporting Facilities, Condition of Use

DOCUMENT HISTORY

Policy Title:	Community Facilities Access and Concession Policy
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10.2 Doncaster Hill - Vehicle Movement and Parking Study and Open Space and Community Amenity Study

File Number:	IN19/718
Responsible Director:	Director City Planning and Community
Attachments:	<ol style="list-style-type: none">1 Review of 2016 Doncaster Hill Traffic Analysis GTA Consultants 2019 ↓2 Doncaster Hill - Open Space and Community Amenity Study ↓3 Doncaster Hill - Plan of Projects, Open Space and Community Amenity Study ↓

EXECUTIVE SUMMARY

The purpose of this report is to respond to a supplementary motion made at the 28 May 2019 Council meeting requesting:

- *A vehicle movement and parking study and an open space and community amenity study in the area of Doncaster Hill south of Doncaster Road and east of Tram Road.*

In response to this Council motion, the following two studies have been commissioned to address the relevant matters within the Doncaster Hill Activity Centre and in particular within Precinct 2 (refer to Attachments) including:

- *Attachment 1 - Review of 2016 Doncaster Hill Traffic Analysis, GTA Consultants (October 2019);*
- *Attachment 2 - Open Space and Community Amenity Study 2019*
- *Attachment 3 – Plan of Projects, Open Space and Community Amenity Study*

The attached review of the 2016 Doncaster Hill Traffic Analysis, GTA Consultants (October 2019), examined the transport network within and around Doncaster Hill using available data to understand trends that may impact on the way people travel to and through the area. The review specifically covers an analysis of previous, existing and forecast land use and traffic and parking data within the Doncaster Hill Activity Centre precinct and adjacent DDO8 areas.

The key findings of the study identify that whilst there have been no significant changes in traffic movements along Doncaster, Williamsons and Tram Roads, there have been some increases in traffic on local roads such as Frederick Street (northern end), as a result of the adjacent developments within the areas identified for higher density, which are affected by Design and Development Overlay – Schedule 8 (DDO8). The changes in traffic patterns are considered to be strategically minimal and therefore it is proposed that no changes be made to the currently proposed Doncaster Hill Contribution Plan (DCP) transport items.

Councillors were briefed on the need for new or modified transport projects when a review of the Doncaster Hill Development Contributions Plan (2005) was presented to Councillors on 6 August 2019.

The Open Space and Community Amenity Study 2019 involved a review of the recommendations contained in the Urban Masterplan associated with the Doncaster Hill Strategy (2002, revised 2004) and the Manningham Open Space Strategy (2014) within the study area. The key findings of the study found that the majority of actions from both strategies were complete or in progress. These actions involved a range of community facilities, streetscape upgrades, new footpaths and public art.

The current review of the Doncaster Hill Strategy (2002, revised 2004) will further address traffic, transport, access, parking, open space and community facility requirements for both Precinct 2 and the whole of Doncaster Hill. It is anticipated that the new Doncaster Hill Framework Plan will identify future short, medium and long term actions within Doncaster Hill. These actions may be in the form of amendments to the Manningham Planning Scheme and capital works projects.

1. RECOMMENDATION:

That Council:

- A. Note the preparation and key findings of the *Doncaster Hill, Review of 2016 Doncaster Hill Traffic Analysis, GTA Consultants (October 2019)* and the *Open Space and Community Amenity Study (2019)*.**
- B. Note that the current review of the *Doncaster Hill Strategy (2002, revised 2004)* will further address traffic, transport, access, parking, open space and community facility requirements for both Precinct 2 and the whole of Doncaster Hill, with short, medium and long term actions identified for the delivery of key infrastructure projects.**

2. BACKGROUND

2.1 At the Council meeting of 28 May 2019, a supplementary motion was tabled which requested:

That Council immediately undertake:

- 1. A new vehicle movement and parking study; and
- 2. An open space and community amenity study in the area of Doncaster Hill south of Doncaster Road and east of Tram Road.

2.2 At the request of Council, a review of the Doncaster Hill Traffic and Parking analysis by GTA Consultants and an Open Space and Community Amenity Study were prepared in the area referred to as Precinct 2 in the Doncaster Hill Strategy.

3. DISCUSSION / ISSUE

Vehicle Movement and Parking Study

3.1 GTA Consultants were appointed to undertake a traffic and parking study within Doncaster Hill to assess any changes in traffic patterns, based on forecast land use, including the Westfield expansion and transport network assumptions.

- 3.2 GTA Consultants undertook a review of the currently proposed Doncaster Hill Contribution Plan (DCP) items recommended by previous traffic and parking studies. Councillors were briefed on the need for new or modified transport projects when a review of the Doncaster Hill Development Contributions Plan (2005) was presented to Councillors on 6 August 2019.
- 3.3 The '*Doncaster Hill, Review of 2016 Doncaster Hill Traffic Analysis*', undertaken by GTA Consultants in October 2019 concludes that at the time of full build out of Doncaster Hill (as anticipated in 2036), there will be an estimated increase in traffic generation of over 4,500 vehicles per day on weekdays and 5,500 vehicles per day on Saturdays, comparable to approximately 1-2% growth increase per annum between 2016 and 2019. This growth in traffic is considered to be consistent with general traffic growth in urban areas.
- 3.4 Analysis of the historical traffic volume trends in the precincts suggest that the vehicle volumes will remain largely consistent in profile, with marginal reduction in traffic performance along major roads, such as Doncaster and Williamsons Roads. However, there is a slight increase in traffic movement along the connector streets linking to these major roads, such as Frederick Street (northern end), as a result of adjacent developments.
- 3.5 Across the local streets observed in the study area, including Precinct 2, occupancy was found to be on average 57.5% on Friday and 50% on Saturday. This indicates that there is still capacity for on-street parking within the study area.
- 3.6 A review was conducted of the Doncaster Hill Contribution Plan (DCP) items proposed in GTA's previous report, '*Doncaster Hill Development Contributions Plan, Review of Proposed Transport Infrastructure*', dated 14 November 2016. It should be noted that this document has not been formally adopted by Council.
- 3.7 The data analysed suggests that DCP Item TRA25, '*contingency for 12 local threshold treatments*' is of particular importance to address the potential uplift in traffic volumes along the local streets. The locations, type and benefits of the thresholds have not been established and the need for them is subject to further investigation and public consultation. Other treatments included in the DCP that support alternative transport modes, such as widening of footpaths and construction of shared paths remain relevant and applicable. These treatments have been incorporated in the various Action Plans of Council's strategies and plans, including the Doncaster Hill Strategy , Mode Shift Plan 2014, Bicycle Plan 2013, Principal Pedestrian Network and Safe Crossing Points.
- 3.8 The data collated in this most current analysis further supports the increase in alternative modes of transport as the findings have suggested that a proportion of intra local trips is increasing while the proportion of through trips is decreasing.
- 3.9 In addition to this, expected traffic generation growth is occurring at a higher rate in the vicinity of Precinct 4 (Westfield Doncaster expansion), when compared to that of other precincts. Weekend traffic generation of Precinct 4 is also expected to be higher than that of weekdays. Given these findings, the need to provide transport infrastructure facilities to cater for these shorter intra local trips remains and these items currently depicted in the DCP generally align with best-practice principles to plan for a less car-dominated environment.

- 3.10 In summary, from the traffic and parking study review within Doncaster Hill precincts, the changes in traffic and parking patterns are considered to be strategically minimal and therefore it is proposed that no changes are to be made to the currently proposed DCP transport items.
- 3.11 It is further noted that the new Doncaster Hill Framework Plan will validate current and future short, medium and long term actions for the delivery of these key infrastructure projects within Doncaster Hill. These actions may be in the form of amendments to the Manningham Planning Scheme and capital works projects.

Open Space and Community Amenity Study

- 3.12 The Open Space and Community Amenity Study involved a review of the recommendations contained in the Urban Masterplan associated with the Doncaster Hill Strategy (2002, revised 2004) and the Manningham Open Space Strategy 2014 within the study area.
- 3.13 Within or immediately adjacent to the study area, there were fifteen major projects arising from the Doncaster Hill Strategy. Of these nine are complete or on track, four are in progress and two are incomplete. The incomplete projects involve the upgrading of some local footpaths to a wider shared path and have been delayed due to staging constraints associated with future development.
- 3.14 The completed actions include a range of community facilities including MC2, Doncaster Road underpass upgrade, public art, tree planting and some streetscape works. In the preparation of the Doncaster Hill Strategy (2002, revised 2004) it was considered that the recommended actions on the north side of Doncaster Road (Civic – Precinct 1) would also serve residents in Precinct 2.
- 3.15 With regards to the Manningham Open Space Strategy, two actions are complete, three are in progress and one is yet to be investigated. The completed actions include property purchases in Hepburn Road for future open space (note one property is still to be acquired) and the provision of several play spaces. Walker Reserve is currently the subject of a minor upgrade and new footpaths have been installed in Walker Street, Gifford Road, Gilmore Road and Arthur Street.
- 3.16 The future priorities for the precinct include the design and development of Hepburn Reserve, including provision of public art and a new play space for the neighbourhood, a review of street tree planting and improved pedestrian and cycling accessibility.
- 3.17 It is anticipated that the new Doncaster Hill Framework Plan will identify future short, medium and long term identified actions for the delivery of these key infrastructure and other works within Doncaster Hill. These actions may be in the form of amendments to the Manningham Planning Scheme and projects identified in the Capital Works Program.

Council Plan / Strategy

3.18 The studies align with the Council Plan 2017-21 theme of Liveable Places and Spaces including the goals of;

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

4. IMPACTS AND IMPLICATIONS

4.1 It is considered that many actions from the Doncaster Hill Strategy (2002, revised 2004), Modal Shift Plan 2014 and Manningham Open Space Strategy 2014 have delivered significant improvements to the residents within Precinct 2. It is acknowledged that Doncaster Hill and in particular Precinct 2 has undergone a level of change and that and the entire activity centre will be subject to further changes. The two studies will assist in the current review of the Doncaster Hill Strategy and has provided a timely insight into the function and needs of this precinct.

4.2 A new Doncaster Hill Framework Plan will provide guidance in assisting Council to manage further growth and development in Doncaster Hill. In addition, the municipal wide urban design framework (to be known as the Liveable City Strategy), will provide strategic guidance in relation to the areas surrounding Doncaster Hill. The Liveable City Strategy is being concurrently prepared with the Doncaster Hill Framework Plan.

5. IMPLEMENTATION

5.1 Finance / Resource Implications

The two studies were undertaken within existing resources.

The Doncaster Hill Strategy Review is a major initiative being funded from the 2019/20 budget.

5.2 Communication and Engagement

No external communications were required with the two studies.

5.3 Timelines

N/A

6. DECLARATIONS OF CONFLICT OF INTEREST

6.1 No officers involved in the preparation of this report have any direct or indirect conflict of interest in this matter.

Doncaster Hill

Review of 2016 Doncaster Hill Traffic Analysis

Prepared by: GTA Consultants (VIC) Pty Ltd for City of Manningham
on 7/11/19
Reference: V181060
Issue: B



Doncaster Hill

Review of 2016 Doncaster Hill Traffic Analysis

Client: City of Manningham

on 7/11/19

Reference: V181060

Issue: B

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Issue	Date	Description	Prepared By	Checked By	Approved By	Signed
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GTA Report

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EXECUTIVE SUMMARY



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Review of 2016 Doncaster Hill Traffic Analysis
Issue: B // Doncaster Hill

EXECUTIVE SUMMARY

Doncaster Hill is the economic and cultural core of the City of Manningham. The area consists of a strong retail and commercial foundation intertwined with an expansive range of residential housing developments. Informed by local and state planning policy, the City of Manningham has detailed a strategic framework and vision for the development of the Activity Centre over the coming decades. The planning foresees a significant increase in the provision and density of housing, expansion to retail and commercial spaces. As a testament to this strategy, the land use of the Doncaster Hill area has changed substantially over the past 10 years, altering travel patterns to, from and through the area.

A key part of Doncaster Hill's growth is the presence of Westfield Doncaster Shopping Centre. Westfield Doncaster first opened in 1969 and has expanded multiple times since with the last major expansion occurring in 2008. The centre currently consists of over 108,000 m² of retail and commercial floor space. In 2015, Westfield commissioned a Master Plan to increase the floor area of Westfield Doncaster by up to 61,000 m² of additional floorspace. The proposal will also involve a significant investment in public transport, active travel infrastructure, as well as modifications to vehicle access arrangements and an increase in parking at the Centre for cars and bicycles. Whilst not accounted for in this report, it is expected that the changes in road configuration as well as intensified land use are expected to have an impact on the overall traffic movements around the Doncaster Hill area.

To manage this growth, the City of Manningham has introduced a Developer Contributions Plan (DCP) Overlay that leverages the intensive development occurring in the area, supporting significant investment in infrastructure improvements. It is important to understand what the impact of this sustained growth in the area will be on the existing infrastructure and determine what the trends of movement are and when key infrastructure investments are required to improve the operation of the transport network. GTA has previously prepared reports to support the DCP as well as subsequent reviews to support and refine the DCP items list.

Further to previous GTA reports for the Doncaster Hill area (2011 and 2016), this report is a review of the transport network in and around Doncaster Hill, including any available data in order to understand any trends that may impact on the way people travel to and through the Doncaster Hill area. The outputs were reviewed to ensure the existing DCP items remain fit for purpose and relevant as per the findings in 2016. The data supporting this project, where available, were a combination of SCATS data, Bluetooth travel time data from the Department of Transport, traffic count data obtained from City of Manningham and parking occupation data using Nearmap. As such this report has been prepared to provide a summary of the historical and existing conditions, base year land use, traffic volume and generation trends, future year land use forecasts and to document the outcomes of the data analysis.

After completing a review to ensure the quality of the data collated and comparing trends across different data sets, the data indicated that the emergent 2019 trends in Doncaster Hill are in line with what was originally forecasted in 2016 as part of the DCP review report. Land use is expected to continue to diversify from the current homogenous mix of residential and retail, resulting in a closer alignment in travel demands between the weekday and the weekend. However, traffic volumes within the study area appear to not be increasing significantly and at a rate of 1.03% p.a. whilst selected road corridors such as Elgar Road and Williamsons Road are experiencing travel speed reductions as high as 8% p.a. This may suggest that traffic movements within these corridors are concentrated around accessing local roads. Further monitoring of local roads should be conducted to ensure both motorists utilise the arterial network as much as possible.



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INTRODUCTION

1. INTRODUCTION

1.1. Introduction

Doncaster Hill is the economic and cultural core of the City of Manningham. Doncaster Hill boasts a strong retail and commercial foundation intertwined with an expansive range of residential housing and ready access to transport and community facilities.

Informed by Local and State Planning Policy, City of Manningham ('Council') has detailed the strategic framework and vision for the development of the Activity Centre over the coming decades. The planning foresees a significant increase in the provision and density of housing, expansion to retail and commercial spaces and a significant investment in infrastructure to support the growth and evolution of The Hill. Of particular significance is the likelihood of a market-driven increase in the diversity of housing stock, namely an additional supply of apartments and medium-density housing and planning for a further expansion of the Westfield Doncaster shopping centre.

This report is a strategic review of the transport network in and around Doncaster Hill, including any available data seeking to understand any trends that may impact on the way people travel to and through Doncaster. This review specifically covers:

- A review of any relevant background data in the Doncaster Hill Activity Centre Precinct and DDO8 areas
- An analysis of previous and existing data to determine any changes over time between 2016 and 2019
- Commentary on the impact of traffic on local roads based on the analysis above
- Any findings of the data and commentary on any impacts on the existing DCP items.

1.2. Scope of this Study

This report has been prepared based on the availability of data accessible via open source and information provided by Council. All opinions have been formed on this information and includes the following scope:

- Collation and review of historical and present-day SCATS data between 2014-2019
- Collation and review of historical and present-day Bluetooth travel time data between 2018-2019
- A spot count of parking data using Nearmap aerial photography in 2019
- A review of the existing DCP items within Doncaster Hill
- Commentary on future land use and traffic generation forecasts.

It is noted that a limitation of this study is a limited availability of land use data for Doncaster since 2016.

BACKGROUND AND CONTEXT

2. BACKGROUND AND CONTEXT

2.1. Background

In 2005, Council introduced a Development Contributions Plan (DCP) Overlay into the Manningham Planning Scheme to facilitate the funding of the identified infrastructure projects in Doncaster Hill. GTA Consultants have been engaged by Council to review and reappraise the traffic and transport elements of the existing DCP and identify key transport infrastructure items which are vital to support the future residents and occupiers of Doncaster Hill. The review included extending the scope of the DCP to include the area encompassed by Schedule 8 to the Design Development Overlay (DDO8) of the Manningham Planning Scheme, which consists of the residential area surrounding Doncaster Hill.

In 2016, GTA Consultants conducted a subsequent review to assess the existing DCP items for their relevance and whether they required amendment, removal or the addition of more items to the list. The report recommended the following measures:

- The retention of twenty (20) of the original DCP items from the 2005 report
- The removal of four (4) DCP items as a result of a lack of support by Council and/or were no longer considered crucial to the performance of the transport network
- The substantial modification of three (3) DCP items to align them with the strategic planning of the City of Manningham
- The addition of five (5) new DCP items to address the changing composition of land use within the study area.

The recommendations were to reduce impacts on local roads whilst addressing the ongoing change in land use in Doncaster Hill.

Since 2005, the overall land use around the Doncaster Hill area has changed significantly. Retail land use has increased within this time period with Westfield Doncaster undergoing a major redevelopment, expanding its overall retail floor area and resulting in additional traffic generation around the area. As noted in the 2016 report by GTA, commercial floor area has grown as a result of growth in professional and business services employment in the Doncaster Hill area. While both aspects are sources of employment and activity within the area, they both drive different traffic generation patterns within the profile of a week. Additionally, higher density residential growth has become more common place around the Activity Centre, highlighting higher intensity land uses.

With the continued diversification in land uses and consequent change in travel patterns across the Doncaster Hill area, it is important to determine whether the current traffic patterns occurring in Doncaster Hill reflect these changes. As such, this report aims to collate and analyse varying sources of traffic data available for trends. These trends will inform the findings in the report that detail whether the existing and historical traffic data are in line with forecast changes in and around the precinct.

2.2. Development Timeline

The DCP has a time horizon of 20 years. The horizon year of 2036 is considered appropriate for the purposes of the Doncaster Hill DCP given the majority of the infrastructure projects will result in assets with a life span of 20 years or more.

BACKGROUND AND CONTEXT

2.3. Geographical Extent

Since the 2016 review, the DCP area has remained the same for both the Doncaster Hill Activity Centre area as well as the DDO8 areas. The Doncaster Hill DCP extents are shown in Figure 2.1.

Figure 2-1 Doncaster Hill DCP Extents



2.4. Land Use

2.4.1. Existing Land Use

Within the Doncaster Hill precinct, the land use consists mainly of Activity Centre zoning (ACZ1) which designates Doncaster as a major Activity Centre in the eastern suburbs of Melbourne. This is to encourage a mix of uses and higher intensive development. Large commercial developments are centred largely around the intersection of Doncaster Road and Williamsons Road with other mixed development uses sited along these two roads.

The area effected by the DDO8 overlay within the study area around the Doncaster Activity Centre consists mainly of Residential Growth Zones (RGZ1) along Williamsons Road and Doncaster Road with General Residential Zones (GRZ1) consisting of the remainder of these areas. Higher density developments are largely restricted to the periphery of major roads in the precinct.

2.4.2. Historical Land Use Projections

Historically, land use around Doncaster Hill has remained largely the same in use, but the intensity of this development has changed as compared to previous reports in 2004, 2011 and 2016. Table 2-1 indicates the total forecasted development build out for each year. As with previous reports, the land use projections for Westfield



BACKGROUND AND CONTEXT

Doncaster have not been accounted for as they are still subject to change as part of the development application process.

Table 2-1 Total Land Use Development Forecasts Over Time

	2011	2014	2016*	2019*
Doncaster Hill				
No. of Dwellings	847	2,136	2,995	4,283
Floor Area (SQM)	123,066	137,878	147,753	162,566
DDO8				
No. of Dwellings	967	1,235	1,413	1,680
Total Dwellings	1,814	3,371	4,408	5,963
Total Floor Area (SQM)	123,066	137,878	147,753	162,566

*2016 and 2019 figures are based on linear projection from data provided by City of Manningham.

During 2014, a sharp increase in the number of residential dwellings within the Doncaster Hill Activity Centre has been shown, whereas floor area in terms of commercial and retail area increases at a lower rate. Residential dwelling growth also increases in the adjacent DDO8 areas, albeit at a lower rate. This indicates the possibility of a larger shift in land use over time.

2.4.3. Westfield Doncaster

Westfield Doncaster first opened in 1969 and has expanded multiple times since with the last major expansion occurring in 2008. During this time, it has become a major part of the Doncaster Hill Activity Centre as a key retail precinct for not only the local area, but also the larger northeast region of metropolitan Melbourne. The centre currently consists of 103,566 m² of retail space and 5,039 m² of commercial land uses. In 2015, Westfield commissioned a Master Plan for a proposed expansion of the Centre to support further growth and development over the coming decades.

The Master Plan seeks to increase the floor area of Westfield Doncaster by up to 43,000 m² of retail floor area and 18,000 m² of commercial office space. The proposal will also involve a significant investment in public transport and active travel infrastructure. This includes an expanded bus interchange, new pedestrian and cyclist facilities and connections between the shopping centre and the surrounding Doncaster Hill area. The proposed expansion will be accompanied by modifications to vehicle access arrangements and an increase in parking at the Centre for cars and bicycles. The car parking provision is proposed to increase, providing a greater rate than the current parking provision for retail uses.

Within the context of this report, the following modifications to the transport network are proposed under the Master Plan:

- Vehicular access to the Centre is proposed to be provided to both Doncaster Road and Williamsons Road via a total of three signalised access points for general traffic.
- An upgraded and expanded bus interchange facility is proposed under the Master Plan on Williamsons Road with exclusive access provided through a new signalised intersection and revisions made to existing access arrangements.

BACKGROUND AND CONTEXT

- Traffic access at Fredrick Street is proposed to be altered through the removal of traffic signals and replacement with a signalised pedestrian crossing facility.
- Access to and from Fredrick Street is proposed to be a left-in / left-out arrangement. A similar arrangement is proposed for the Westfield Shopping Centre access opposite Frederick Street, on the north side of Doncaster Road.
- The intersection of Doncaster Road, Williamsons Road and Tram Road is proposed to be modified to include a triple right turn facility (north to west) to assist with alleviating transport impacts associated with the Master Plan and further development within Doncaster Hill.



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5

TRANSPORT CHANGES
IMPACTING DONCASTER HILL

3. TRANSPORT CHANGES IMPACTING DONCASTER HILL

3.1. Introduction

Since the 2016 report, a number of changes have occurred around the Doncaster area in terms of transport infrastructure and operations. Currently, the introduction of the Doncaster Area Rapid Transit (DART) as well as EastLink have driven the development of new travel patterns to, from and around the area. In addition to this, there have been new major projects proposed in the surrounding areas as well as Doncaster itself that could further drive changes in travel patterns. This section outlines future projects that can drive land use and travel pattern changes in the area.

3.2. Transport and subsequent to GTA Future Projects

Since the 2016 report was released, a number of infrastructure and operational projects have been proposed or committed to and have the potential to impact traffic volumes in and around Doncaster Hill.

North East Link (NEL)

Figure 3-1 North East Link Map



The North East Link is a future toll road between the Eastern Freeway at Bulleen Road and the M80 Ring Road at Greensborough Road with interchanges at Lower Plenty Road and Manningham Road. This will provide a complete orbital ring road connection around Melbourne, bypassing the existing route through the Manningham area. The toll road has the potential to alter traffic flow patterns in the Doncaster Hill area as Manningham Road links directly into Williamsons Road. Expected completion – 2026

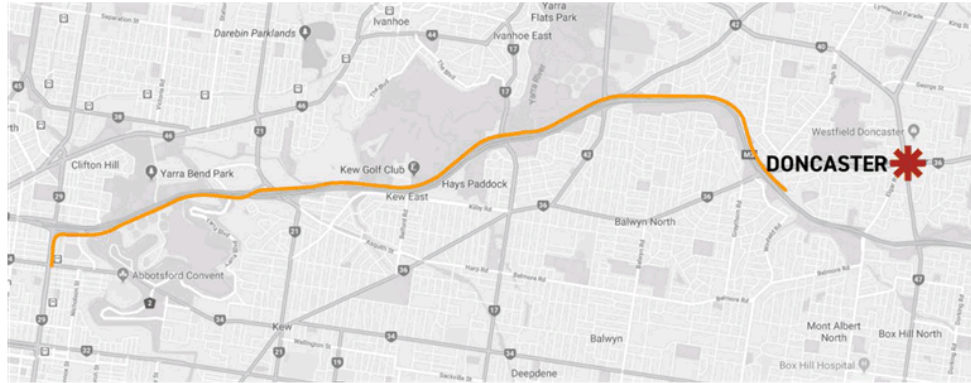


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Doncaster Busway

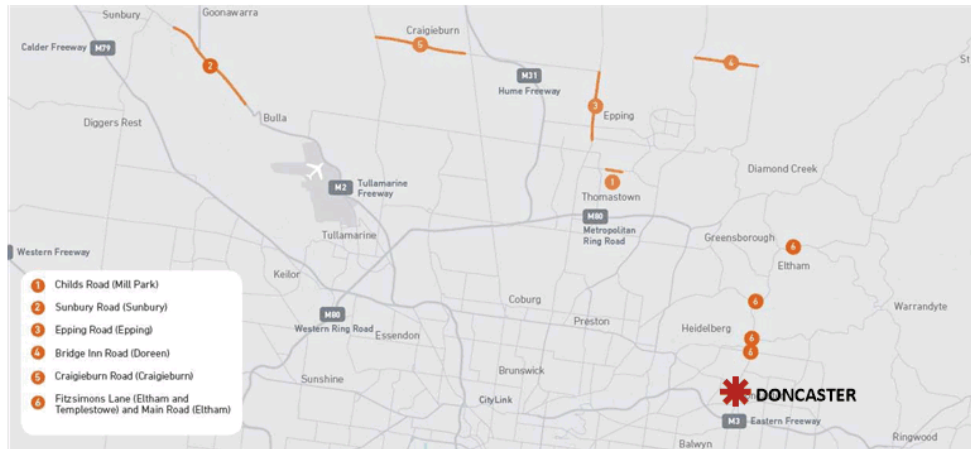
Figure 3-2 Proposed Doncaster Busway Alignment



In addition to the DART services introduced in 2005, it is proposed that a dedicated bus rapid transit route is introduced as part of the North East Link project. This would provide the capacity and ability to run higher frequency and more reliable services to Doncaster, allowing for improved public transport access to the entire area. The expected completion year is 2026.

Northern Roads Upgrade

Figure 3-3 Northern Roads Upgrade Map



The Northern Roads Upgrade is a package of road upgrades across the north and north eastern suburbs of Melbourne. These works include upgrading road network infrastructure to ensure a higher level of service as well as footpath conditions on roads to ensure they are more pedestrian friendly. The Fitzsimons Lane corridor of the project directly links into Williamsons Road which forms a major part of the road network in the Doncaster Hill area. Construction is expected to start in 2020.

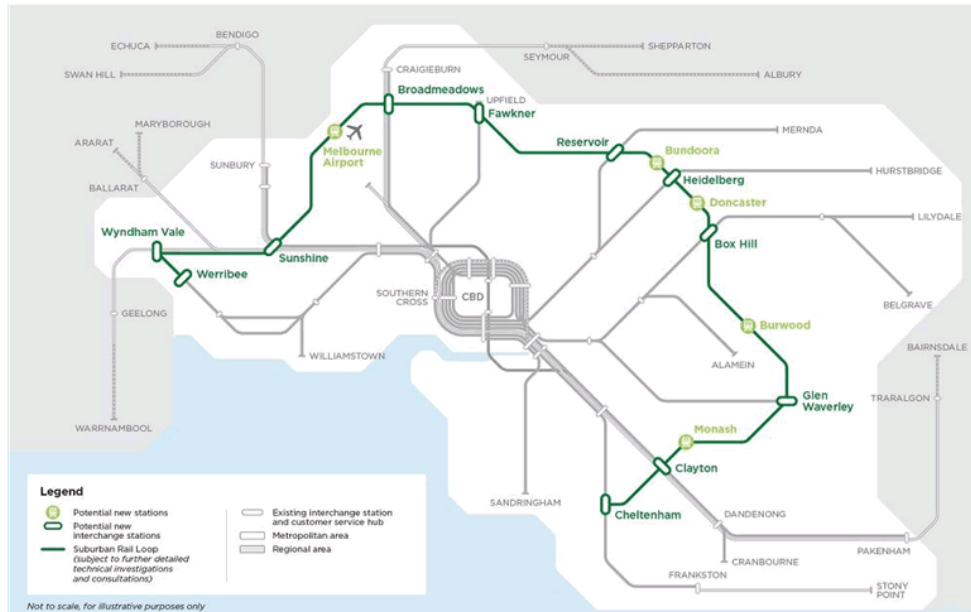


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Suburban Rail Loop (SRL)

Figure 3-4 Suburban Rail Loop Network Map



Proposed in 2018, the Suburban Rail Loop is a 90km rail line planned to link Melbourne's Major Activity Centres across the middle ring of suburbs, with Doncaster being one of these. This rail line would effectively provide an orbital route across all of Melbourne and has the potential to create larger mode shifts that could have a significant change in traffic patterns around the Doncaster Hill area. The project is unfunded and is in the early planning phase and if progressed would be completed around 2050.

3.3. Implications

The projects identified in Section 3.2 are of a large scale as compared to the geographical size of Doncaster and are both of city shaping and city serving in nature from a strategic planning standpoint. These projects were not accounted for in the VITM modelling prepared for the 2016 report.



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TRAFFIC DATA REVIEW

4. TRAFFIC DATA REVIEW

4.1. Introduction

For the traffic data review, a range of sources were used to best ascertain the historical traffic as well as current traffic conditions around the study area. This includes:

- SCATS data from Department of Transport between 2014-2019
- Bluetooth Travel Time data from Department of Transport between 2018-2019
- Tube counts provided by the City of Manningham over various time periods.

SCATS data is available from the Department of Transport from 2014 to present day for all locations where there are detector loops at signalised intersections. The data was refined to include only the sites within the study area, which were subsequently interrogated for accuracy.

Bluetooth data is available from the Department of Transport from 2018 to present day for selected road corridors in both directions they run in. The corridors selected were based on whether or not they overlapped with the study area. The data collated also accounted for the entire length of road corridors regardless if a portion of the corridor fell out of the study area.

Tube counts from the City of Manningham were available for various local roads during specific time periods between 2016-2019.

To maintain consistency of data throughout the report as well to represent the most accurate snapshot of traffic volumes, a single month was chosen as a point of comparison. August was the nominated month as it had the most consistent set of data and avoids any large influences such as school holidays which may alter the results. However, it is important to note any irregularities present in the data were consequently removed to ensure accuracy.

4.2. SCATS Data

4.2.1. Scope

The following sites were analysed using SCATS data between 2014 and 2019, as shown in Figure 4-1:

- Site 318 – Williamsons Road and Westfield Drive/Bordeaux Street
- Site 319 – Williamsons Road and Westfield Doncaster entrance
- Site 325 – Williamsons Road/Tram Road and Doncaster Road and Elgar Road
- Site 326 – Doncaster Road and Tower Street
- Site 327 – Doncaster Road and Council Street
- Site 329 – Doncaster Road and Church Road
- Site 2043 – Doncaster Road and Whittens Lane
- Site 2046 – Doncaster Road and Heritage Boulevard/Pettys Lane.

TRAFFIC DATA REVIEW

Figure 4-1 SCATS ID Sites



4.2.2. Daily Volume Profile

The volumes shown in the figures below depict the rolling 15-minute profile of recorded volumes at Site 325 (Doncaster Road and Williamsons Road/Tram Road) for both the typical weekday and typical Saturday over a 24-hour period. It indicates the periods of peak movements, range of the interpeak, as well as their characteristics. For the purposes of this report, these profiles are useful for identifying any changes in traffic volumes as result of factors such as land use change, demographic shifts or even peak spreading.



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Figure 4-2 Typical Weekday SCATS Daily Volume Profiles at Site 325 (2014-2019)

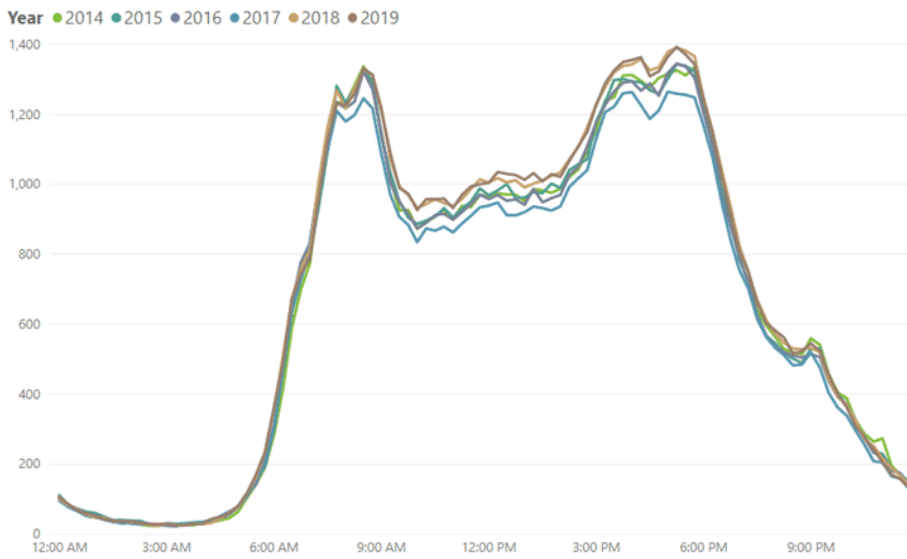
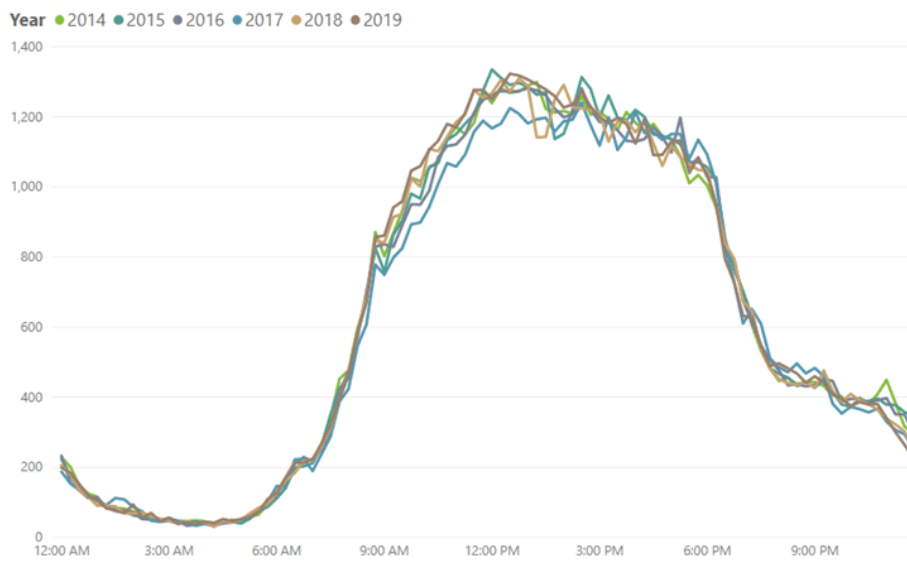


Figure 4-3 Typical Saturday SCATS Daily Volume Profiles at Site 325 (2014-2019)



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These figures illustrate that there is no significant change in the shape of the volume profile. There is a small increase in the traffic volumes in the datasets of more recent years, with both 2018 and 2019 observed to have slightly greater total volumes during peak periods on a typical weekday. There is no observable increase or decrease in typical Saturday volumes.

Site 326, which is the entrance/exit point to Westfield Doncaster, exhibits a different vehicle profile as shown in Figure 4-4 with localised peaks at 3:00pm, 5:00pm, 9:00pm and 11:00pm. This correlates with school peaks and the standard retail operating hours. The trend throughout the years remains consistent with other sites with a marginal increase observed in 2018 and 2019.

Figure 4-4 Site 326 SCATS Daily Volume Profile 2014-2019



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4.2.3. Daily Volume Summary by Approach

Typical weekday and Saturday daily volumes were also analysed by intersection and a summary of results are tabulated in Table 4-1 through to Table 4-8.

Table 4-1 Site 318 – Williamsons Road and Westfield Drive/Bordeaux Street Daily Volumes

Year / Approach	North (Williamsons Road)		East (Bordeaux Street)		South (Williamsons Road)		West (Westfield Drive)	
	Weekday	Saturday	Weekday	Saturday	Weekday	Saturday	Weekday	Saturday
2014	24,500	22,900	5,800	6,600	21,700	20,000	N/A	N/A
2015	24,600	22,900	6,000	7,200	21,700	20,200	N/A	N/A
2016	24,800	23,500	5,700	7,000	2,100	19,300	N/A	N/A
2017	24,800	22,800	5,800	7,100	20,600	18,600	N/A	N/A
2018	2,500	22,400	-	-	21,000	18,600	N/A	N/A
2019	24,600	22,400	6,200	7,400	20,700	18,900	N/A	N/A
Change p.a.	20	-100	80	160	-200	-220	N/A	N/A
Change p.a. (%)	0.08%	-0.44%	1.38%	2.42%	-0.92%	-1.10%	N/A	N/A

[-] Blanks denote where data has been omitted due to unreliability
 [N/A] denote undetected legs/movements

Table 4-2 Site 319 – Williamsons Road and Westfield Doncaster entrance Daily Volumes

Year / Approach	North (Williamsons Road)		East (Shoppingtown Hotel Entrance)		South (Williamsons Road)		West (Westfield Doncaster Entrance)	
	Weekday	Saturday	Weekday	Saturday	Weekday	Saturday	Weekday	Saturday
2014	23,400	21,300	2,800	2,900	22,800	21,100	900	1,200
2015	23,800	21,500	2,800	3,100	21,900	20,800	900	1,300
2016	23,200	21,200	2,900	3,200	22,700	21,100	900	1,300
2017	-	-	2,900	3,000	22,100	20,300	-	-
2018	23,700	20,400	3,000	3,200	22,700	20,600	1,000	1,300
2019	22,500	19,400	3,100	3,300	21,600	19,800	1,000	1,300
Change p.a.	-180	-380	60	80	-240	-260	20	20
Change p.a. (%)	-0.77%	-1.78%	2.14%	2.76%	-1.05%	-1.23%	2.22%	1.67%

[-] Blanks denote where data has been omitted due to unreliability



TRAFFIC DATA REVIEW

Table 4-3 Site 325 – Williamsons Road/Tram Road and Doncaster Road Daily Volumes

Year / Approach	North (Williamsons Road)		East (Doncaster Road)		South (Tram Road)		West (Doncaster Road)		South (Elgar Road)	
	Weekday	Saturday	Weekday	Saturday	Weekday	Saturday	Weekday	Saturday	Weekday	Saturday
2014	17,700	15,800	15,800	14,700	9,700	9,200	13,600	13,600	7,700	7,000
2015	17,900	15,900	16,000	14,900	9,600	9,000	13,100	13,200	8,000	7,500
2016	18,000	15,900	15,700	14,800	9,900	9,200	12,400	12,400	8,200	7,600
2017	18,000	15,400	15,600	14,700	9,900	9,300	-	-	8,200	7,500
2018	18,500	15,300	15,700	14,500	10,800	9,800	13,300	12,400	8,500	7,900
2019	18,200	15,400	16,100	15,000	10,800	9,800	13,000	12,200	8,500	8,100
Change p.a.	100	-80	60	60	220	120	-120	-280	160	220
Change p.a. (%)	0.56%	-0.51%	0.38%	0.41%	2.27%	1.30%	-0.88%	-2.06%	2.08%	3.14%

[-] Blanks denote where data has been omitted due to unreliability

Table 4-4 Site 326 – Doncaster Road and Tower Street and Frederick Street Daily Volumes

Year / Approach	North (Westfield Doncaster Entrance)		North (Tower Street)		East (Doncaster Road)		South (Frederick Street)		West (Doncaster Road)	
	Weekday	Saturday	Weekday	Saturday	Weekday	Saturday	Weekday	Saturday	Weekday	Saturday
2014	10,000	11,400	125	100	16,900	15,300	700	600	19,600	19,200
2015	9,600	11,400	150	100	17,000	15,500	700	600	19,800	19,700
2016	9,400	11,400	150	100	17,000	15,600	600	400	19,000	19,000
2017	9,400	11,400	125	100	16,900	15,500	600	400	19,200	19,000
2018	10,000	11,800	125	100	-	-	700	500	19,100	18,700
2019	10,100	12,100	150	100	17,300	15,800	900	800	19,100	19,000
Change p.a.	20	140	5	0	80	100	40	40	-100	-40
Change p.a. (%)	0.20%	1.23%	4.00%	0.00%	0.47%	0.65%	5.71%	6.67%	-0.51%	-0.21%



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Table 4-5 Site 327 – Doncaster Road and Council Street Daily Volumes

Year / Approach	North		East		South		West	
	Weekday	Saturday	Weekday	Saturday	Weekday	Saturday	Weekday	Saturday
2014	1,800	1,600	16,400	15,000	80	20	17,400	16,600
2015	1,900	1,700	16,200	15,100	80	20	17,600	17,100
2016	2,000	1,900	16,500	15,000	80	20	17,400	16,200
2017	1,900	1,800	16,800	15,400	80	20	17,400	16,600
2018	1,700	1,600	15,200	13,000	80	20	17,400	16,500
2019	1,700	1,600	13,600	12,100	80	20	17,200	16,600
Change p.a.	-20	0	-560	-580	0	0	-40	0
Change p.a. (%)	-1.11%	0.00%	-3.41%	-3.87%	0.00%	0.00%	-0.23%	0.00%

Table 4-6 Site 329 – Doncaster Road and Church Road Daily Volumes

Year / Approach	North		East		South*		West	
	Weekday	Saturday	Weekday	Saturday	Weekday	Saturday	Weekday	Saturday
2014	1,900	1,800	15,700	15,300	800	800	14,400	12,400
2015	1,900	1,800	15,800	15,600	800	800	13,200	12,300
2016	1,900	1,900	15,500	15,100	900	800	14,200	12,900
2017	1,900	1,900	15,600	14,900	900	800	14,100	13,200
2018	1,900	1,900	15,700	14,900	900	800	14,500	13,000
2019	1,900	2,000	15,500	15,000	900	800	15,200	13,700
Change p.a.	0	40	-40	-60	20	0	160	260
Change p.a. (%)	0.00%	2.22%	-0.25%	-0.39%	2.50%	0.00%	1.11%	2.10%

[*] Left movement onto Doncaster Road undetected, actual volumes will be greater than those quoted

Table 4-7 Site 2043 – Doncaster Road and Whittens Lane Daily Volumes

Year / Approach	North		East		South		West	
	Weekday	Saturday	Weekday	Saturday	Weekday	Saturday	Weekday	Saturday
2014	1,000	600	15,100	14,000	1,400	1,400	16,200	15,700
2015	1,100	700	15,100	14,200	1,500	1,400	16,300	1,600
2016	1,100	500	15,000	14,100	1,500	1,300	15,600	15,600
2017	1,100	700	15,000	13,900	1,400	1,400	16,300	15,500
2018	1,100	700	14,900	13,800	1,400	1,300	16,300	15,400
2019	1,000	700	15,100	14,000	1,400	1,400	16,300	15,400
Change p.a.	0	20	0	0	0	0	20	-60
Change p.a. (%)	0.00%	3.33%	0.00%	0.00%	0.00%	0.00%	0.12%	-0.38%



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Table 4-8 Site 2046 – Doncaster Road and Heritage Boulevard/Pettys Lane Daily Volumes

Year / Approach	North (Heritage Boulevard)		East (Doncaster Road)		South (Pettys Lane)		West (Doncaster Road)	
	Weekday	Saturday	Weekday	Saturday	Weekday	Saturday	Weekday	Saturday
2014*								
2015*								
2016*								
2017	500	400	-	-	700	600	10,500	10,300
2018	1,200	900	-	-	700	600	10,500	10,300
2019	1,500	1,400	-	-	700	600	10,300	10,200
Change p.a.	200	200	-	-	0	0	-40	-20
Change p.a. (%)	40.00%	50.00%	-	-	0.00%	0.00%	-0.38%	-0.19%

[*] Intersection was not built
 [-] Blanks denote where data has been omitted due to unreliability

In summary, there are varying levels of trends across the various / data points. Notably, the volumes on the arterial network remained consistent over the period analysed with the percentage of change at the relevant approaches fluctuated no more than 2% (positive or negative). The exception to this is observed at the Doncaster Road/Council Street intersection where daily traffic volumes decreased by 5% p.a. from the east.

The largest uplift was observed on the Doncaster Road and Heritage Boulevard/Pettys Lane intersection from the north. This is as a result of the installation of a signalised intersection in 2016 as part of the redevelopment of the Eastern Golf Club into a residential precinct.

4.2.4. Total Traffic

In general, the volumes over the past six years have remained consistent, with marginal increase or decrease from year to year. The largest growth was observed at the Doncaster Road/Heritage Boulevard/Pettys Lane intersection which became signalised in 2016. The growth in volumes from the north coincides with the residential development of what was the Eastern Golf Club which is currently being completed.



TRAFFIC DATA REVIEW

Table 4-9 shows that there were marginal differences observed with the annual growth rate of a magnitude equal to or less than 1% for all sites except for Site 327 (Doncaster Road/Council Street) which observed a 4% average annual decrease in traffic volumes on a typical Saturday. It is noted that Site 2046 (Doncaster Road and Heritage Boulevard/Pettys Lane) has slightly exaggerated statistics and is due to the result of miscounting by SCATS detectors.

Table 4-9 Summary of SCATS Data 2014-2019

	2014	2015	2016	2017	2018	2019	Change	% Change
Typical Weekday								
318	52,000	52,300	-	51,200	-	51,500	-167	-0.32%
319	52,000	52,000	52,000	47,000	53,000	50,000	-400	-0.77%
325	65,000	65,000	64,000	62,000	67,000	67,000	400	0.62%
326	67,000	67,000	66,000	66,000	63,000	67,000	0	0.00%
327	38,000	36,000	38,000	38,000	36,000	34,000	-800	-2.11%
329	35,000	34,000	38,000	34,000	35,000	36,000	200	0.57%
2043	37,000	38,000	36,000	37,000	38,000	37,000	0	0.00%
2046	-	-	-	28,000*	22,000	23,000	-2,500*	0.00%
Sub-total	346,000	344,300	294,000	363,200	314,000	365,500	3900	1.13%
Typical Saturday								
318	49,500	50,300	49,800	48,500	41,000	48,700	-160	-0.32%
319	49,000	49,000	49,000	43,000	48,000	46,000	-600	-1.22%
325	60,000	60,000	60,000	58,000	60,000	61,000	200	0.33%
326	65,000	66,000	65,000	65,000	62,000	66,000	200	0.31%
327	38,000	34,000	35,000	35,000	33,000	32,000	-1200	-3.16%
329	32,000	32,000	35,000	33,000	33,000	33,000	200	0.63%
2043	34,000	35,000	34,000	35,000	35,000	34,000	0	0.00%
2046	-	-	-	27,000*	21,000	22,000	-2,500*	0.00%
Sub-total	327,500	326,300	327,800	344,500	333,000	342,700	3040	0.93%
Total	336,750	335,300	310,900	353,850	323,500	354,100	3,470	1.03%

[*] Values exaggerated due to likely miscounting in SCATS detectors
 [-] Blanks denote where data has been omitted due to unreliability

The sites with the most significant changes in traffic volumes between 2014 and 2019 across the entire study area have been analysed in further detail in Section 4.2.5. The SCATS data has been summarised in terms of the typical weekday volume over a 24 hour period as this was shown to have the greatest volumes at these intersections.



TRAFFIC DATA REVIEW

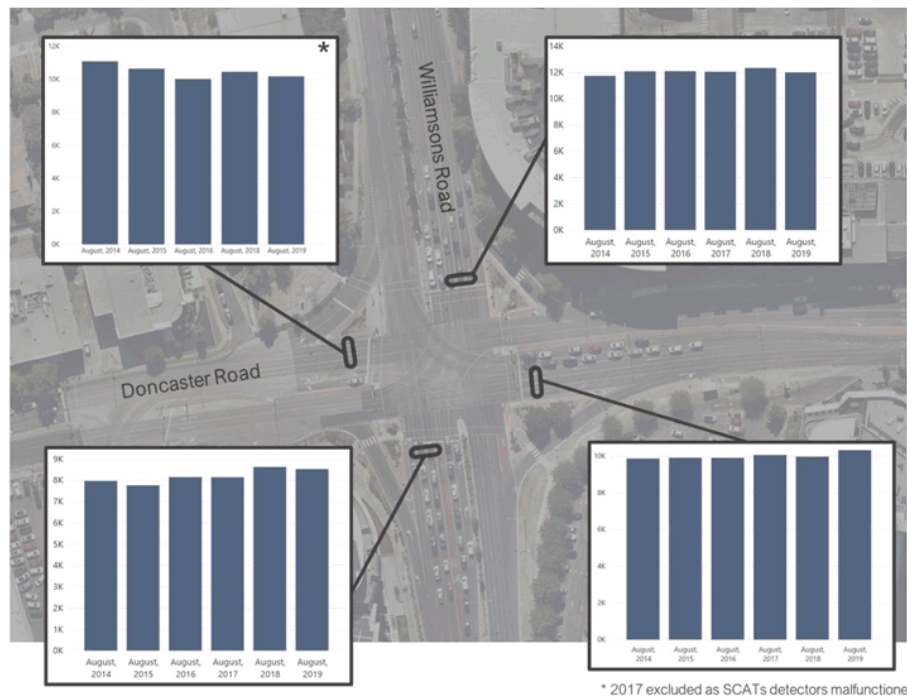
4.2.5. Approach Review

A review of traffic data for key movements at intersections within Doncaster Hill has been undertaken that had undergone a noticeable change in the analysed years.

Site 325 - Williamsons Road/Tram Road and Doncaster Road

Along the major roadways of Williamsons Road/Tram Road and Doncaster Road there was no observable increase or decrease in daily traffic volumes. The east approach of Doncaster Road/Council Street (Site 327) showed an average decrease of 5% per annum over the six year period, in the context of other eastern approaches of Doncaster Road analysed which recorded increases or decreases of up to 2%. The 5% decrease is likely to be caused by detectors miscounting traffic volumes. It is recommended that a tube count be conducted for this site to confirm traffic patterns and growth. A summary of the through movements at Doncaster Road and Williamsons Road/Tram Road on a typical weekday is shown in Figure 4-5.

Figure 4-5 Site 325 Williamsons Road/Tram Road and Doncaster Road Typical Weekday SCATS Volumes 2014-2019

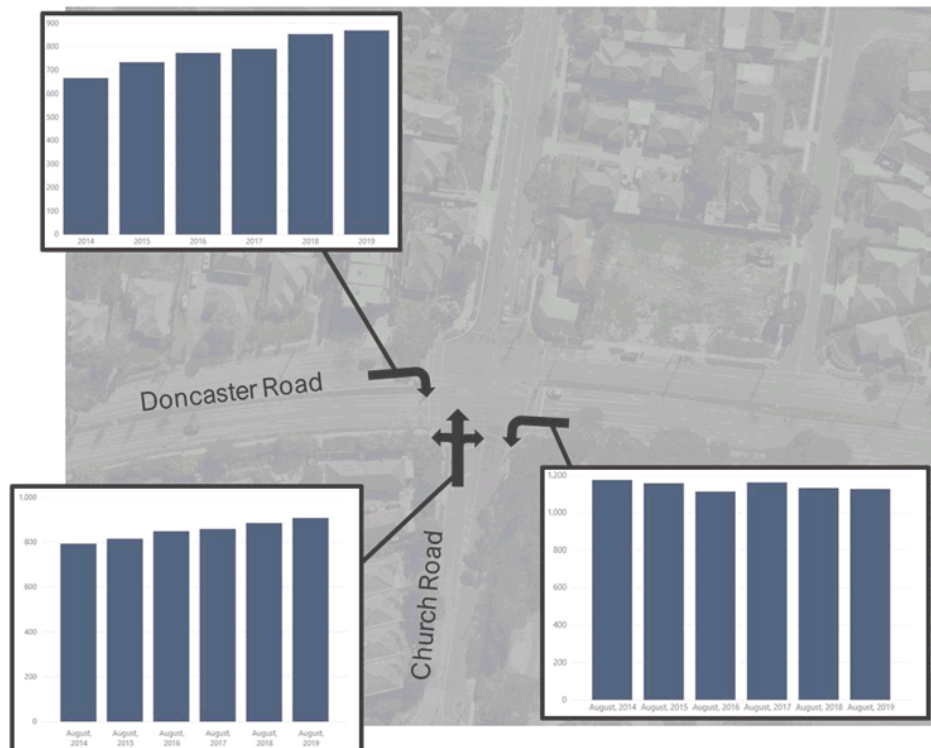


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Site 329 – Doncaster Road and Church Road

The southern approach on Church Road at Doncaster Road also recorded a 2% increase each year for a total of 100 vehicles over the period analysed. There is an increase of approximately 200 vehicles turning right onto Church Road from Doncaster Road between 2014 and 2019. With the exception of an expansion of the local church at the south east corner of Doncaster Road and Church Road, there are no major changes to the land use or infrastructure surrounding Church Road that can reasonably explain the increase in volumes on the southern approach of the intersection. However, there is also a possibility that Church Road is subject to vehicles using other local roads in the southbound direction ie Coolabah Street in order to access the Eastern Freeway at Wetherby Road. Further monitoring of traffic volumes along local streets would be required to confirm this.

Figure 4-6 Site 329 Church Road and Doncaster Road SCATS Typical Weekday 2014-2019



Site 325 - Elgar Road and Doncaster Road

The data showed that the traffic volumes exiting Elgar Road onto Doncaster Road have increased by a total of 1,100 vehicles per day over the time period, which is equivalent of 220 per year.

Site 326 - Frederick Street

There has been on average a 300-400 vehicle uplift in daily two-way volumes along Frederick Street in 2019, rising from 1000 vehicles per day to 1300-1400 vehicles per day. This coincides with the completion of a high-density residential development at 642-648 Doncaster Road, which has frontages to Frederick Street. Given that a higher density development would yield more dwellings on the same plot of land, a higher number of vehicles would be expected to be using Frederick Street to access Doncaster Road. A tube count at access points to this development would be required for this site to confirm traffic patterns and growth.



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4.3. Department of Transport Bluetooth Data

4.3.1. Scope

The following sites were analysed for Bluetooth traffic data between 2014 and 2019, as shown in Figure 4-7:

- Site 1738 and 1739 – Doncaster Road between the Eastern Freeway and Williamsons Road/Tram Road
- Site 1740 and 1741 – Doncaster Road between Williamsons Road/Tram Road and Wetherby Road
- Site 1748 and 1749 – Tram Road between Doncaster Road and Eastern Freeway
- Site 1776 and 1777 – Elgar Road between Doncaster Road and Eastern Freeway
- Site 3146 and 3147 – Williamsons Road Between Kind Street and Manningham Road
- Site 3156 and 3157 – Manningham Road between High Street and Williamsons Road
- Site 3158 and 3159 – Williamsons Road between Manningham Road and Doncaster Road.

Figure 4-7 Bluetooth Sites



4.3.2. Department of Transport Bluetooth Data

To compare traffic speed and travel time, Bluetooth data between 2014 and 2019 was reviewed. This included a typical weekday and Saturday profile during August. Any data that was incomplete was removed to maintain consistency in the data. The Bluetooth data was available for 2018 and 2019, with a limited sample size and was representative of a sample of the vehicles movements given many car models currently in circulation across Australia have inbuilt Bluetooth hardware. It is also important to note that Bluetooth data is limited in its degree of accuracy and therefore should only be used as an indicator against other datasets.



TRAFFIC DATA REVIEW

Table 4-10 Site 1738 and 1739 – Doncaster Road between the Eastern Freeway and Williamsons Road/Tram Road Bluetooth Data

Year	Average Speed (km/h)		Average Travel Time (Seconds)	
	Weekday	Saturday	Weekday	Saturday
Doncaster Road between the Eastern Freeway and Williamsons Road/Tram Road Eastbound (1738)				
2018	24.95	24.95	264	264
Doncaster Road between the Eastern Freeway and Williamsons Road/Tram Road Westbound (1739)				
2018	24.96	24.96	264	264

* 2019 data omitted due to unreliable results

Table 4-11 Site 1740 and 1741 – Doncaster Road between Williamsons Road/Tram Road and Wetherby Road Bluetooth Data

Year	Average Speed (km/h)		Average Travel Time (Seconds)	
	Weekday	Saturday	Weekday	Saturday
Doncaster Road between Williamsons Road/Tram Road and Wetherby Road Eastbound (1740)				
2018	40.80	42.14	154	145
2019	41.99	40.72	149	156
Change	1.19	-1.42	-5	11
Change (%)	2.92%	-3.37%	-3.25%	7.59%
Doncaster Road between Williamsons Road/Tram Road and Wetherby Road Westbound (1741)				
2018	39.76	42.19	158	144
2019	37.98	38.85	167	164
Change	-1.78	-3.34	9	+20
Change (%)	-4.48%	-7.92%	5.70%	13.89%

Table 4-12 Site 1748 and 1749 – Tram Road between Doncaster Road and Eastern Freeway Bluetooth Data

Year	Average Speed (km/h)		Average Travel Time (Seconds)	
	Weekday	Saturday	Weekday	Saturday
Tram Road between Doncaster Road and Eastern Freeway Northbound (1748)				
2018	41.49	41.88	94	91
2019	40.11	41.61	98	93
Change	-1.38	-0.27	4	2
Change (%)	-3.33%	-0.64%	4.26%	2.20%
Tram Road between Doncaster Road and Eastern Freeway Southbound (1749)				
2018	45.22	48.75	85	77
2019	44.92	47.07	85	81
Change	-0.3	-1.68	0	+4
Change (%)	-0.66%	-3.45%	0.00%	5.19%



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Table 4-13 Site 1776 and 1777 – Elgar Road between Doncaster Road and Eastern Freeway Bluetooth Data

Year	Average Speed (km/h)		Average Travel Time (Seconds)	
	Weekday	Saturday	Weekday	Saturday
Elgar Road between Doncaster Road and Eastern Freeway Northbound (1776)				
2018	47.29	48.37	100	99
2019	49.60	63.88	94	71
Change	+2.31	+15.51	-6	-28
Change (%)	4.88%	32.07%	-6.00%	-28.28%
Elgar Road between Doncaster Road and Eastern Freeway Southbound (1777)				
2018	60.65	58.84	72	73
2019	57.51	56.77	75	77
Change	-3.14	-2.07	+3	+4
Change (%)	-5.18%	-3.52%	4.17%	5.48%

Table 4-14 Site 3146 and 3147 – Williamsons Road Between Kind Street and Manningham Road Bluetooth Data

Year	Average Speed (km/h)		Average Travel Time (Seconds)	
	Weekday	Saturday	Weekday	Saturday
Williamsons Road Between Kind Street and Manningham Road Northbound (3147)				
2018	57.44	-	83	62
2019	56.39	59.45	84	78
Change	-1.05	-	+1	+16
Change (%)	-1.83%	-	1.20%	26.81%
Williamsons Road Between Kind Street and Manningham Road Southbound (3146)				
2018	44.97	48.43	105	93
2019	44.94	47.48	105	100
Change	-0.03	-0.95	+0	+7
Change (%)	-0.07%	-1.96%	0.00%	7.53%

[-] Blanks denote where data has been omitted due to unreliability



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Table 4-15 Site 3156 and 3157 – Manningham Road between High Street and Williamsons Road Bluetooth Data

Year	Average Speed (km/h)		Average Travel Time (Seconds)	
	Weekday	Saturday	Weekday	Saturday
Manningham Road between High Street and Williamsons Road Northbound (3157)				
2018	56.88	58.58	66	62
2019	55.66	58.82	67	64
Change	-1.22	+0.24	+1	+2
Change (%)	-2.14%	0.41%	1.52%	3.23%
Manningham Road between High Street and Williamsons Road Southbound (3156)				
2018	56.83	59.51	67	61
2019	54.78	57.04	70	66
Change	-2.05	-2.47	+3	+5
Change (%)	-3.61%	-4.15%	4.48%	8.20%

Table 4-16 Site 3158 and 3159 – Williamsons Road between Manningham Road and Doncaster Road Bluetooth Data

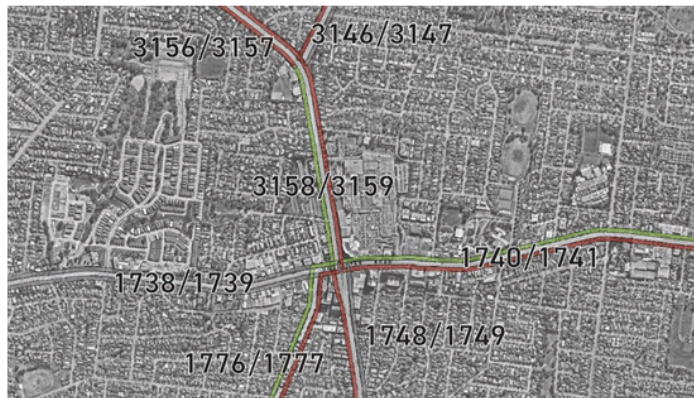
Year	Average Speed (km/h)		Average Travel Time (Seconds)	
	Weekday	Saturday	Weekday	Saturday
Williamsons Road between Manningham Road and Doncaster Road Northbound (3159)				
2018	37.42	36.70	91	90
2019	38.46	39.59	88	85
Change	1.04	2.89	-3	-5
Change (%)	2.78%	7.87%	-3.30%	-5.56%
Williamsons Road between Manningham Road and Doncaster Road Southbound (3158)				
2018	31.84	36.52	110	90
2019	28.81	29.84	125	119
Change	-3.03	-6.68	+15	+29
Change (%)	-9.52%	-18.29%	13.64%	32.22%

TRAFFIC DATA REVIEW

Summary of Total Travel Speed and Travel Time

Between 2018 and 2019, the general changes shown in Figure 4-8 Figure 4-9 show small decreases (in red) in overall travel speed across all corridors. As there were data inaccuracies in Site 1738 and Site 1739 (Doncaster Road between the Eastern Freeway and Williamsons Road/Tram Road), these were omitted.

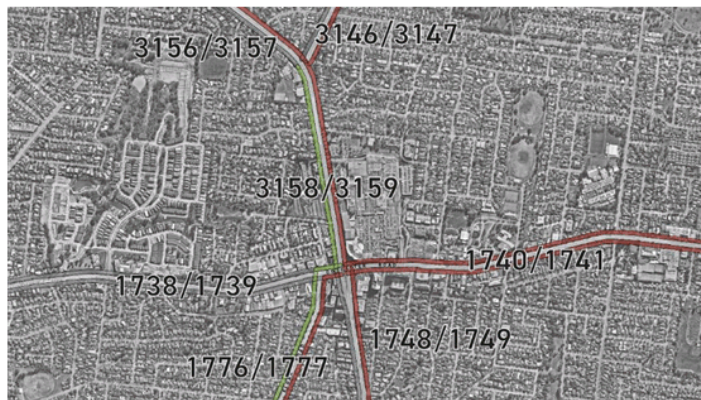
Figure 4-8 Bluetooth Travel Speed Changes 2018-2019 in the Doncaster Hill Precinct and DDO8 Areas on a Typical Weekday



* Green indicates an increase in travel speed and red indicates a decrease in travel speed

During the Saturday mid-peak, small improvements in travel speeds along Elgar Road (Site 1776/1777) were observed while Williamsons Road (Site 3158/3159) experienced significant decreases in travel speeds. Respective decreases and increases in travel time were observed in these sites as well.

Figure 4-9 Bluetooth Travel Speed Changes 2018-2019 in the Doncaster Hill Precinct and DDO8 Areas on a Typical Saturday



* Green indicates an increase in travel speed and red indicates a decrease in travel speed

Figure 4-9 further indicates that the travel speed across the study area has decreased with particularly high decreases during the typical Saturday mid-peak. Selected road corridors and directions also experienced large increases in travel time. This occurred in corridors north of Doncaster Road (Sites 3146/3147, 3156/3157 and 3158/3159). It is important to reiterate that the Bluetooth data only covers Department of Transport declared roads and as such, is only a reflection of the conditions of travel performance on arterial roads.



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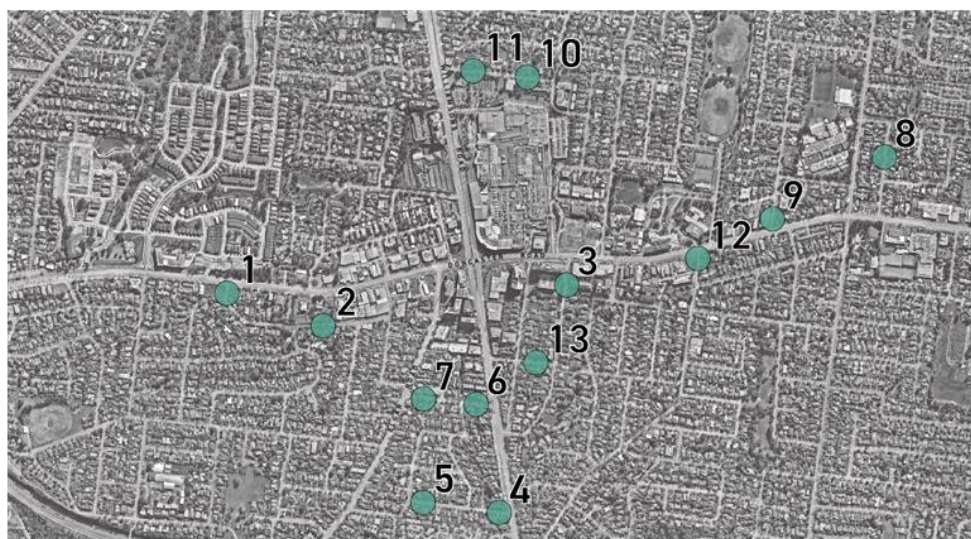
4.4. Tube Count Data

4.4.1. Tube Count Locations

The following sites were analysed with tube count data provided by the City of Manningham:

- Site 1 - Carawatha Road (Outside property 36)
- Site 2 - Carawatha Road (West End)
- Site 3 - Clay Drive (Outside property 8)
- Site 4 - Eildon Street (outside property 16)
- Site 5 - Eildon Street (outside property 25)
- Site 6 - Hanke Road (outside property 5)
- Site 7 - Hanke Road (outside property 19)
- Site 8 - Lauer Street (Outside property 18)
- Site 9 - Theile Street (south end)
- Site 10 - Westfield Drive (outside property 23)
- Site 11 - Westfield Drive (midblock)
- Site 12 - Whittens Lane (North End)
- Site 13 - Merlin Street (outside property 6).

Figure 4-10 Tube Count Data Locations



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4.4.2. Tube Count Data

Tube count data across 13 locations along nine different roads within the scope area were provided by the City of Manningham. Data was available during a one-week period in a single year for most datasets, limiting the ability to determine growth. Westfield Drive was an exception, which was surveyed once in February 2016 and again in August 2016. During this period, there was an increase of 380 vehicles on average on a typical weekday. This coincides with the opening of the multistorey car park that can be accessed from Westfield Drive via Berkley Street.

Table 4-17 Summary of Tube Count Data within the study area (obtained from City of Manningham)

Name	Year	AM Peak (Time)	AM Peak (Vol)	PM Peak (Time)	PM Peak (Vol)	Weekday Average	Saturday Ave
1. Carawatha Road (outside property 36)	2016	9:00	79	15:00	81	857	NULL
2. Carawatha Road (West End)	2016	9:00	73	14:00	68	741	NULL
3. Clay Drive (outside property 8)	2019	9:00	76	17:00	110	968	614
4. Eildon Street (outside property 16)	2017	8:00	134	17:00	153	1743	NULL
5. Eildon Street (outside property 25)	2019	8:00	89	17:00	79	864	901
6. Hanke Road (outside property 5)	2019	8:00	135	17:00	197	1942	1703
7. Hanke Road (outside property 19)	2019	8:00	154	17:00	173	1931	1717
8. Lauer Street (outside property 18)	2017	8:00	96	17:00	72	415	NULL
9. Theile Street (south end)	2016	8:00	126	15:00	91	887	NULL
10. Westfield Drive (outside property 23)	2016	8:00	43	17:00	34	462	NULL
11. Westfield Drive (midblock)	2016	8:00	75	15:00	73	845	841
12. Whittens Lane (North End)	2016	8:00	92	17:00	86	990	NULL
13. Merlin Street (outside property 6)	2019	11:00	41	17:00	54	528	478

[NULL] Denotes data not recorded

The volumes shown in Table 4-17 are typical for local roads in metropolitan Melbourne and are considered acceptable. It is recommended that additional traffic data be obtained to determine any traffic growth in the study area over time.

TRAFFIC DATA REVIEW

4.5. On-Street Parking Occupancy Data

4.5.1. Occupancy Count Locations

The following sites were analysed for on-street parking occupancy using Nearmap aerial maps:

- Carawatha Road
- Rose Street
- Beaconsfield Street
- Firth Street
- Carnarvon Street
- Lawford Street
- Meader Street
- Merlin Street
- Frederick Street
- Clay Drive
- Short Street
- Hepburn Road
- Council Street
- Berkley Street
- Goodson Street
- Roseville Avenue
- Westfield Drive.

TRAFFIC DATA REVIEW

Figure 4-11 Occupancy Count Locations



4.5.2. On-Street Parking Occupancy Data

Parking occupancy data across 17 locations within the study area were analysed. Data was collected by conducting spot counts with Nearmap aerial photos during a Friday in January 2019 and during a Saturday in August 2019. Google Street Map was also used to aid in validating data collected using Nearmap. Data collection is limited due to a number of factors. The main two factors are the accuracy limitations of a desktop review as well as the limited number of dates available for aerial views of Doncaster Hill. In total, 17 roads were surveyed with a total supply of 496 car parking spaces. Parking restrictions comprised of a mixture of Permit Zones, 1P, 2P and unrestricted parking restrictions. Beaconsfield Street and Frederick Street (north of Merlin Street) had the highest percentage of occupancy, with an occupancy rate above 90%. Carawatha Road (between Doncaster Road and Caringal Avenue) had the lowest occupancy rate. Supply was at a count of 65 spaces but demand peaked at a count of 15 occupied spaces on the Friday.

TRAFFIC DATA REVIEW

Table 4-18 Summary of Tube Count Data within the study area (obtained from City of Manningham)

Road name	Location	Parking Restriction	Supply	31/08/2019 - Saturday		11/01/2019 - Friday	
				Occupancy	Occupancy (%)	Occupancy	Occupancy (%)
Carawatha Road	Between Doncaster Road and Caringal Avenue	Unrestricted	65	8	12%	13	20%
	Between Caringal Avenue and Rose Street	2P 8am-5pm Mon-Fri 8am-12:30pm Sat	19	7	37%	13	68%
		Unrestricted	18	1	6%	17	94%
Rose Street	Between Carawatha Road and Doncaster Road	2P 8am-5pm Mon-Fri 8am-12:30pm Sat	9	6	67%	9	100%
Beaconsfield Street	Between Doncaster Road and Firth St	2P 9am-6pm Mon-Fri 9am-1pm Sat	10	8	80%	10	100%
		Unrestricted	4	4	100%	4	100%
Firth Street	Between Bayley Grove and Meader Street	2P 9am-6pm Mon-Fri 9am-1pm Sat	19	2	11%	12	63%
	Between Meader Street and Carnarvon Street	Permit Zone 8am-6pm Mon-Sun	10	3	30%	2	20%
Carnarvon Street	Between Doncaster Road and Firth Ln	Unrestricted	6	5	83%	6	100%
	Between Firth Lane and Lawford Street	2P 8am-5pm Mon-Fri	15	14	93%	14	93%
Lawford Street	Between Williamsons Road and Meader Street	2P 9am-6pm Mon-Fri	27	20	74%	24	89%
Meader Street		Permit Zone 8am-6pm Mon-Sun	15	2	13%	1	7%
Merlin Street	Between Williamsons Road and Frederick Street	2P 8am-6pm Mon-Sun	6	3	50%	5	83%
		Permit Zone 8am-6pm Mon-Sun	5	0	0%	2	40%
Frederick Street*	North of Merlin Street	2P 8am-6pm Sat-Wed 8am-9pm Thur-Fri	16	16	100%	16	100%



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Road name	Location	Parking Restriction	Supply	31/08/2019 - Saturday		11/01/2019 - Friday	
				Occupancy	Occupancy (%)	Occupancy	Occupancy (%)
		Permit Zone 8am-6pm Mon-Sun	19	2	11%	3	16%
	South of Doncaster Road	1P 8am-8pm Mon-Sun	11	10	91%	6	55%
Clay Drive**	South of Doncaster Road to Lot 16	2P 8am-5pm Mon-Fri	20	6	30%	8	40%
		Unknown	6	6	100%	6	100%
		Permit Zone 8am-6pm Mon-Sun	12	1	8%	6	50%
Short Street	Between Doncaster Road and Hepburn Road	Unrestricted	12	4	33%	0	0%
		Permit Zone 8am-6pm Mon-Sun	8	4	50%	5	63%
Hepburn Road	Between Walker Street and Gilmore Road	2P 8am-6pm Sat-Sun	21	10	48%	9	43%
		Permit Zone 8am-6pm Mon-Sun	9	4	44%	4	44%
Council Street	Between Doncaster Road and Goodson Street	1/4P 8-9am 3-4pm Mon-Fri	22	14	64%	16	73%
Berkley Street	Aligned East-West	2P 8am-6pm Sat-Wed 8am-9pm Thur-Fri	18	15	83%	11	61%
		Permit Zone 8am-6pm Mon-Sun	16	12	75%	6	38%
	Aligned North-South	No Stopping 8am-6pm Sat-Wed, 8am-9pm Thur-Fri	9	0	0%	9	100%
Goodson Street		No Stopping 8am-6pm Sat-Wed, 8am-9pm Thur-Fri	13	2	15%	7	54%
Roseville Avenue	Between Goodson Street and Grosvenor St	2P 8am-6pm Sat-Wed 8am-9pm Thur-Fri	14	8	57%	3	21%



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Road name	Location	Parking Restriction	Supply	31/08/2019 - Saturday		11/01/2019 - Friday	
				Occupancy	Occupancy (%)	Occupancy	Occupancy (%)
		Permit Zone 8am-6pm Mon-Sun	15	2	13%	0	0%
Westfield Drive	Between Williamsons Road and Grosvenor St	1P 8am - 6pm Mon - Sun, res permit exempt	24	17	71%	7	29%
		Permit Zone 8am-6pm Mon-Sun	3	3	100%	1	33%

*Construction currently at 19 Frederick Street
 **Restriction adjacent to apartment block unknown

As shown in Table 4-18, occupancy was found to be 57.5% on the Friday and 49.99% on the Saturday across the streets observed in the study area. This indicates that there is still capacity for on-street parking within the study area as demand remains well below supply and it is not envisaged that parking to be a constraint in the study area. It is recommended that on site parking occupancy counts be conducted to better understand the demand for on-street parking within Doncaster Hill.



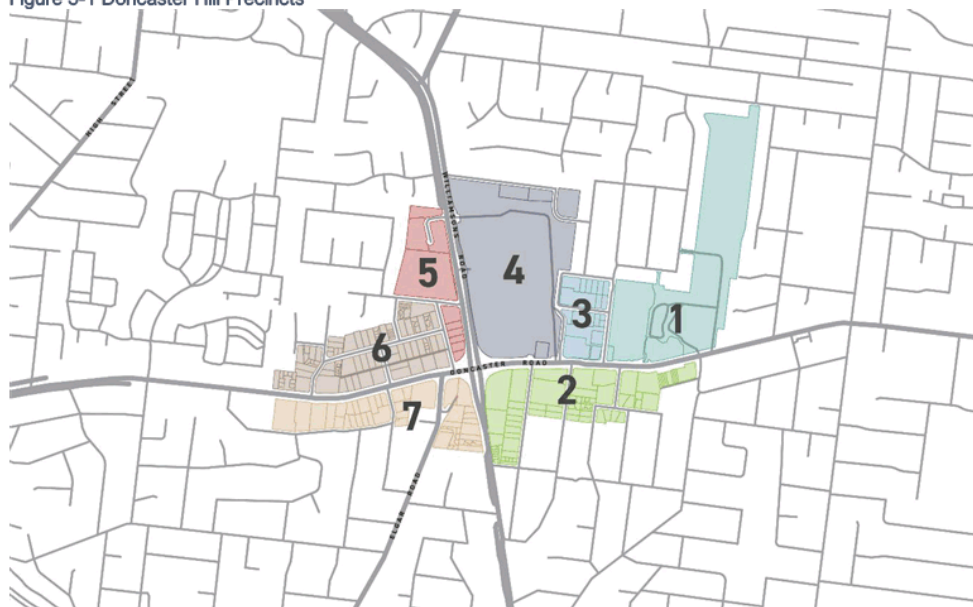
LAND USE

5. LAND USE

5.1. Introduction

The demarcation of land use zones within the study area is allocated up into two segments – the Doncaster Hill Precinct and the DDO8 overlay area.

Figure 5-1 Doncaster Hill Precincts



As shown in Figure 5-1, the Doncaster Hill Activity Centre has seven (7) precincts:

1. Civic and education
2. South East Doncaster Boulevard
3. North East Doncaster Boulevard
4. Westfield Doncaster
5. Williamsons Road West
6. North West Doncaster Boulevard
7. South West Doncaster Boulevard.

Each precinct has a different division of land uses, which contributes to different growth and traffic generation rates which will be detailed further in Section 5.3 and Section 5.5. Figure 5-2 illustrates the additional DDO8 areas around the Activity Centre which has been apportioned into ten (10) precincts.



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Figure 5-2 DDO8 Areas



5.2. Land Use Data

As shown in Table 5-1, Precinct 2 (South East Doncaster Boulevard) has experienced the highest growth levels of all the precincts within the Activity Centre. The retail floor area was found to be the contributor to this growth. High retail floor area growth was also observed in Precinct 3 (North East Doncaster Boulevard) with having no retail floor area in 2011. High commercial floor area growth was found to be occurring at Precinct 5 (Williamsons Road West). Precinct 4 remained static as these numbers do not account for any proposed or committed future expansion plans at Westfield Doncaster. It is noted that entertainment and community services related land uses were not considered in the land use data calculations for this report to maintain consistency with previous DCP review reports.

Table 5-1 Commercial and Retail Land Use Data for the Doncaster Hill Precincts 2011-2019

	2011	2014	2016	2019	Change p.a.	% Change p.a.
Precinct 1	0	0	0	0	0	0.00%
Precinct 2	1,361	4,866	7,202	10,707	3115	118.07%
Precinct 3	0	3,141	5,235	8,375	2792	63.32%
Precinct 4	108,605	108,605	108,605	108,605	0	0.00%
Precinct 5	0	5,455	9,091	14,545	4848	63.32%
Precinct 6	6,300	6,300	6,300	6,300	0	0.00%
Precinct 7	6,800	9,512	11,320	14,033	2411	27.62%
Total	123,066	137,878	147,753	162,566	13,167	9.74%



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Table 5-2 Dwellings Count Forecast for the Doncaster Hill Precincts and DDO8 Areas 2011-2019

	2011	2014	2016	2019	Change p.a.	% Change p.a.
Doncaster Hill						
Precinct 1	0	17	29	46	15	-
Precinct 2	185	581	850	1249	355	191.71%
Precinct 3	232	372	465	605	124	53.59%
Precinct 4	20	70	104	155	45	225.00%
Precinct 5	221	418	550	747	175	79.34%
Precinct 6	8	245	403	641	211	2637.50%
Precinct 7	181	429	594	841	220	121.55%
Sub-total	847	2132	2995	4284	1146	135.26%
Doncaster Hill						
Area A	401	503	571	673	91	22.58%
Area B	110	139	158	188	26	23.55%
Area C	54	79	96	121	22	41.57%
Area D	143	181	206	243	33	23.20%
Area E	36	47	54	65	10	26.27%
Area F	77	99	114	137	20	25.89%
Area G	10	13	15	18	3	25.10%
Area H	37	46	53	63	9	23.70%
Area I	78	100	115	137	20	25.34%
Area J	21	27	30	36	5	24.06%
Sub-total	967	1235	1413	1680	238	24.56%
Total	1814	3367	4408	5964	1384	76.30%

5.3. Traffic Generation Data

Table 5-3 shows the traffic generation that has occurred between 2011 and 2019 on both the typical weekday and typical Saturday.

Table 5-3 Traffic Generation Forecast for the Doncaster Hill Precincts and DDO8 Areas 2011-2019

	2011	2014	2016	2019	Change p.a.	% Change p.a.
Typical Weekday	2,478	2,736	3,178	3,841	454	15.81%
Typical Saturday	3,137	3,454	3,859	4,465	443	12.51%
Average	2,808	3,095	3,519	4,153	448	13.98%
Difference	659	718	681	624	-12	-1.52%

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On average, traffic generation has increased 13.98% p.a. between both sets of data. However, a slight decrease year over year (-1.52%) in the difference between the typical Saturday and typical weekday traffic generation was observed. This may potentially be due to the diversification and intensification of land uses adjacent to Precinct 4 (Westfield Doncaster) and in Precincts 2, 3 and 5 where an increase in both retail and commercial floor area has occurred, creating greater weekday trip generation in these precincts.

5.4. Current Land Use Data

The assumed extent of the forecasted ultimate development at Doncaster Hill and the DDO8 area at full development (as per the precincts identified in the DCP 2005) is outlined in Table 5-4. It is noted that Doncaster Hill Precinct 4 does not include the Westfield Doncaster Shopping Centre master plan's additional floor areas. Additionally, 2019 land use data is based on linear projection calculations from data provided by City of Manningham.

Table 5-4 2019 Land Use Forecast for the Doncaster Hill Precincts and DDO8 Areas

	Dwellings	Commercial Floor Area	Retail Floor Area
Doncaster Hill			
Precinct 1	46	0	0
Precinct 2	1249	3274	7433
Precinct 3	605	1103	7273
Precinct 4	155	5039	103566
Precinct 5	747	10909	3636
Precinct 6	641	0	6300
Precinct 7	841	6405	7628
Sub-total	4,283	26,730	135,836
DDO8			
Area A	673	-	-
Area B	188	-	-
Area C	121	-	-
Area D	243	-	-
Area E	65	-	-
Area F	137	-	-
Area G	18	-	-
Area H	63	-	-
Area I	137	-	-
Area J	36	-	-
Sub-total	1,680	-	-
Total	5,963	26,730	135,836

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5.5. 2019 Traffic Generation Volumes Forecasts

The land use and demographic forecast for the Doncaster Hill Precincts and DDO8 Areas were based on a linear projection of data between existing statistics and full build out statistics supplied by the City of Manningham. Trip generation rates were based on rates used to calculate trip generation for the 2016 report. Additionally, differing rates of trip generation were applied for the typical weekday and typical Saturday given the land use around the precinct.

Table 5-5 2019 Traffic Generation Forecast for the Doncaster Hill Precincts and DDO8 Areas

	Typical Weekday Mid-Peak (VPH)	Typical Saturday Mid-Peak (VPH)
Doncaster Hill		
Precinct 1	14	14
Precinct 2	512	521
Precinct 3	287	325
Precinct 4	1,396	2,087
Precinct 5	422	296
Precinct 6	270	316
Precinct 7	436	403
Sub-total	3,337	3,961
DDO8		
Area A	202	202
Area B	56	56
Area C	36	36
Area D	73	73
Area E	20	20
Area F	41	41
Area G	5	5
Area H	19	19
Area I	41	41
Area J	11	11
Sub-total	504	504
Total	3,841	4,465

Based on the following forecasts for 2019, it is expected that the traffic volumes will slightly increase over time in the Doncaster Activity Centre Precincts and DDO8 areas, with Precinct 4 (Westfield Doncaster) expected to generate a large portion of traffic. Future traffic generation is further discussed in Section 6 Future Year Traffic Projections.

FUTURE YEAR TRAFFIC PROJECTIONS

6. FUTURE YEAR TRAFFIC PROJECTIONS

6.1. Existing Traffic Trends

6.1.1. SCATS Data

SCATS data for the Doncaster area varies based on time of week. As shown in Figure 6-1, overall growth has been shown to rise steadily during the weekday between 2014 and 2019 (1.18% p.a.) with static or negative growth occurring during weekend periods (-0.29% p.a.). A steep change in traffic volumes occurred in 2017 with the introduction of Site 2046 (Doncaster Road and Heritage Boulevard/Pettys Lane) and associated subdivision of the former Eastern Golf Course. More importantly, the differential between typical weekday volumes and typical weekend volumes expands year over year, suggesting a change in traffic patterns over the Doncaster area in addition to the subdivision of the Eastern Golf Course.

The traffic volumes analysed over the past 6 years suggest the total traffic volumes carried along Doncaster Road and Williamsons Road remained consistent. Given the increase in land use and associated trip generation over this same period, it is concluded that it is likely that the route choice of some through traffic is naturally redirecting away from these roads. On the adjoining connector roads such as Elgar Road and Church Road, there is an observable increase in traffic volumes around of 2%p.a. It can be expected that these connector streets are likely to see similar uplift into the future in lieu of any traffic mitigation works.

Figure 6-1 Whole of Study Area SCATS Data for the Doncaster Hill Precincts and DDO8 Areas 2014-2019



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6.1.2. Department of Transport Bluetooth Data

With the limited sample size and degree of accuracy available for Bluetooth travel data within the Doncaster Hill area, travel speeds have decreased slightly between 2018 and 2019 with the largest changes occurring during the Saturday mid-peak. As noted in Section 4.3, the reduction in travel speed and respective increase in travel times occurred mainly in sites north of Doncaster Road around Precincts 4 and 5 of the Doncaster Hill Activity Centre.

Figure 6-2 Bluetooth Data Typical Weekday Average Travel Speed the Doncaster Hill Precincts and DDO8 Areas 2018-2019

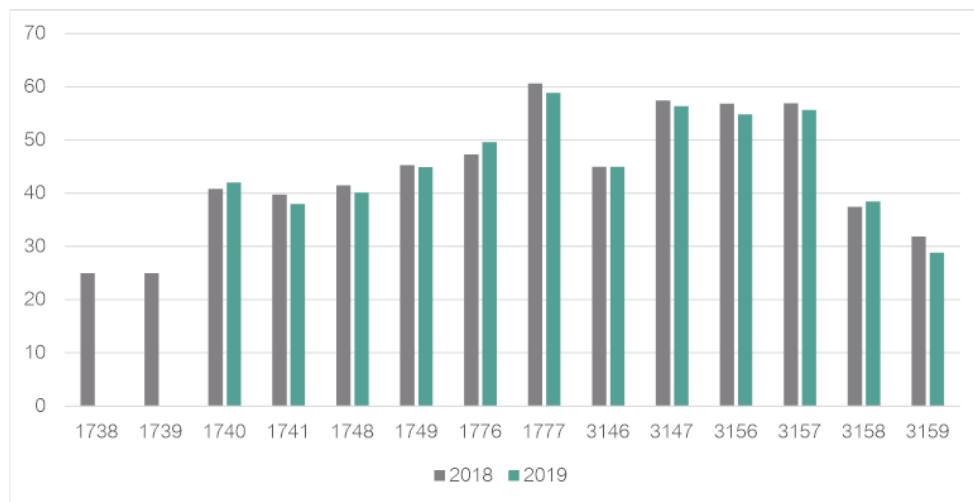
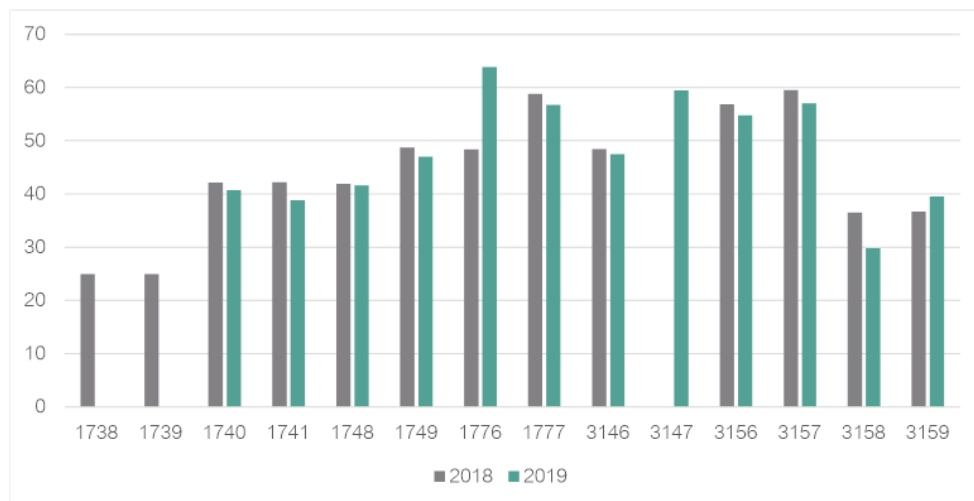


Figure 6-3 Bluetooth Data Typical Weekend Average Travel Speed the Doncaster Hill Precincts and DDO8 Areas 2018-2019



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FUTURE YEAR TRAFFIC PROJECTIONS

Figure 6-2 and Figure 6-3 illustrate the change in travel speed and time between 2018 and 2019 within the study area. Overall travel speeds have decreased year over year with the greatest change occurring over the typical weekday period.

6.1.3. Land Use Forecasts

Based on data supplied by the City of Manningham, the majority of land use growth is expected to occur largely in terms of residential dwellings and commercial floor area as shown in Table 6-2. Residential dwelling growth is forecast to be greatest at Precinct 2 in terms of absolute numbers, with the greatest percentage increase occurring at Precinct 6. On average, residential dwelling growth in the DDO8 areas is projected to be 24.56% p.a. on average, which is lower than the forecast residential growth in the Doncaster Hill Activity Centre. Commercial growth is forecast to be greatest around Precinct 5 and Precinct 7.

Table 6-1 2025 Full Build Out Land Use Forecast for the Doncaster Hill Precincts and DDO8 Areas

	Dwellings	Commercial Floor Area	Retail Floor Area
Doncaster Hill			
Precinct 1	63	0	0
Precinct 2	1,648	4,104	10,108
Precinct 3	745	1,516	10,000
Precinct 4	205	5,039	103,566
Precinct 5	944	15,000	5000
Precinct 6	878	0	6,300
Precinct 7	1,089	8,807	7,938
Sub-total	5,572	34,466	142,912
DDO8			
Area A	877	-	-
Area B	246	-	-
Area C	171	-	-
Area D	318	-	-
Area E	87	-	-
Area F	182	-	-
Area G	23	-	-
Area H	82	-	-
Area I	181	-	-
Area J	47	-	-
Sub-total	2,215	-	-
Total	7,787	34,466	142,912

Table 6-2 shows the forecasted land use data for the entire study area up until 2025 which is in-line with the timeline scope of the entire DCP. The overall land use change results in a 50% increase in dwellings and commercial floor area between 2011 and 2025. It is important to note that the retail floor area forecasts do not account for any potential plans by the Scentre Group for Westfield Doncaster within this time period.

FUTURE YEAR TRAFFIC PROJECTIONS

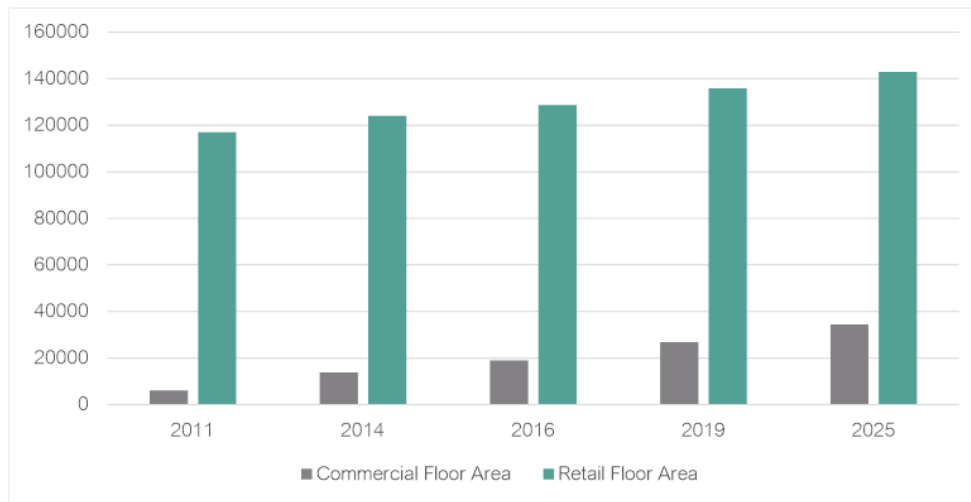
Table 6-2 Land Use Forecast Data for the Doncaster Hill Precincts 2011-2025

	2011	2014	2016	2019	2025	Change p.a.	% Change p.a.
Dwellings	1,814	3,371	4,408	5,963	7,787	1,493	45.62%
Commercial Floor Area	6,100	13,836	18,994	26,730	34,466	7,092	58.44%
Retail Floor Area	116,966	124,042	128,760	135,836	142,912	6,487	5.14%

*Dwelling total includes both Doncaster Hill Precincts and DDO8 areas.

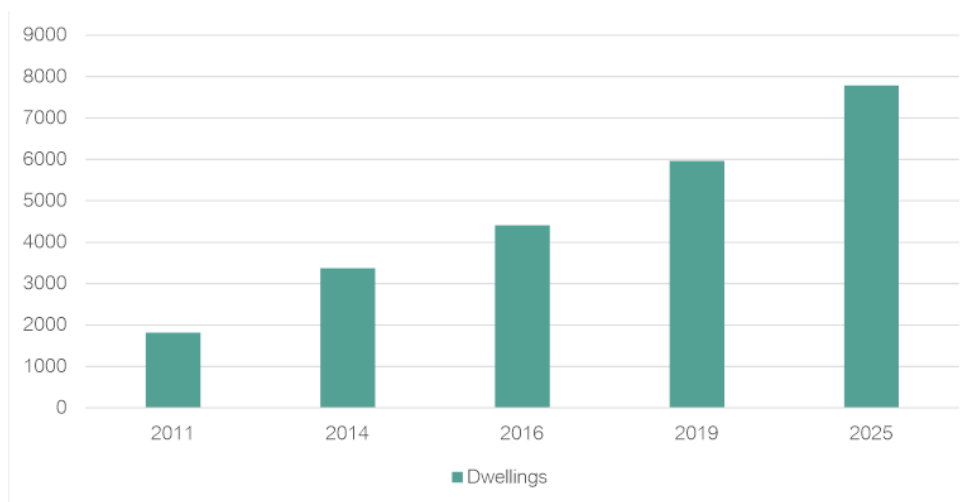
The following figures provide a graphical representation of the steady increase in all categories of land use between 2011 and 2025. The values used for Figure 6-4 and Figure 6-5 assume the values shown in Table 6-2 where the total dwelling count combines both the Doncaster Hill Precinct and DDO8 area forecasts.

Figure 6-4 Commercial and Retail Land Use Forecast for the Doncaster Hill Precincts and DDO8 Areas 2011-2025



FUTURE YEAR TRAFFIC PROJECTIONS

Figure 6-5 Number of Dwellings Forecast for the Doncaster Hill Precincts and DDO8 Areas 2011-2025



6.1.4. Traffic Generation Forecasts

By 2025, trip generation is set to increase by 14.78% as an average rate during the midday peak. Traffic generation growth was found to be greatest during a typical weekday around midday. However, in Table 6-3, the difference between the typical weekday midday peak and the typical Saturday midday peak is slowly reducing over time. This can be attributed to the changing land use around the Doncaster Hill Activity Centre wherein land uses are intensifying towards higher commercial land uses and consequently, is also driving a change in traffic generation patterns.

Table 6-3 Traffic Generation Forecast for the Doncaster Hill Precincts and DDO8 Areas 2011-2025

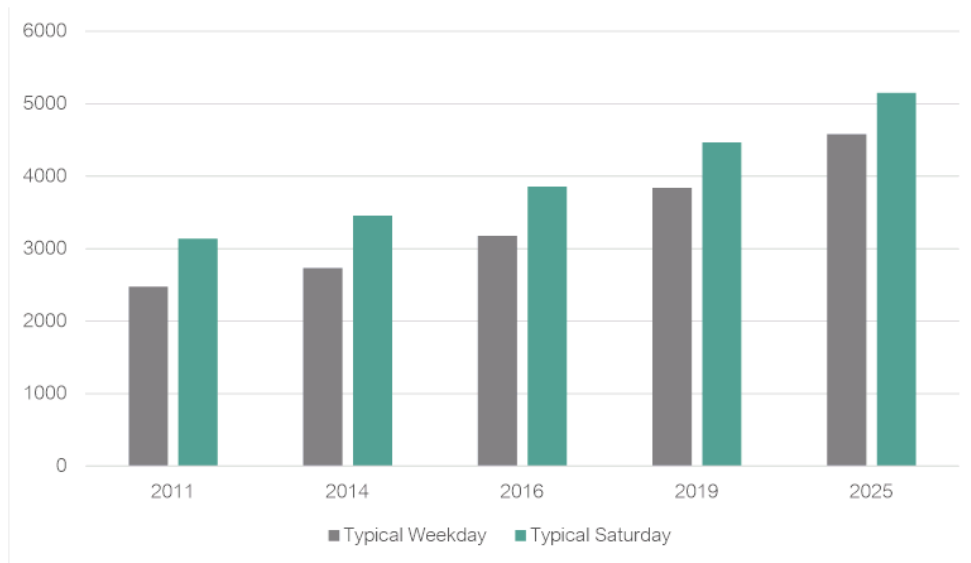
	2011	2014	2016	2019	2025	Change p.a.	% Change p.a.
Typical Weekday	2,478	2,736	3,178	3,841	4,583	526	16.69%
Typical Saturday	3,137	3,454	3,859	4,465	5,151	504	13.22%
Average	2,808	3,095	3,519	4,153	4,867	515	14.78%
Difference	659	718	681	624	568	-23	-3.39%



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FUTURE YEAR TRAFFIC PROJECTIONS

Figure 6-6 Traffic Generation Forecast for the Doncaster Hill Precincts and DDO8 Areas 2011-2025



6.2. Findings

Based on the findings of SCATS traffic volume data, the Transport Bluetooth travel data, City of Manningham land use data as well as traffic generation rates from previous reports, the following key points have been found:

- Traffic volume growth is expected to remain relatively consistent on weekends with some growth occurring mainly during weekday periods. This is largely attributed to land uses changes as outlined below.
- Travel time is expected to increase, and speed is expected to decrease over time in areas north of Doncaster Road but remain static in other areas observed. Performance decreases were observed along the Williamsons Road corridor between Doncaster Road and Manningham Road.
- Commercial floor area in Precincts 2, 4, 5 and 7 contribute to drive an increase in traffic generation growth that is skewed more towards weekday volume growth. Residential dwellings growth is expected to be greatest in the Doncaster Activity Centre Precinct area rather than the DDO8 areas, further increasing growth in traffic generation across the entire week profile.

Given that the major changes in land use are occurring on the northern side of Doncaster Road, it appears that changes in traffic volume patterns are beginning to develop within the Doncaster Hill area. Peak volumes on the weekend are decreasing as compared to peak volume growth during the weekday. This can be attributed to commercial office land uses wherein traffic generation is skewed more towards weekdays rather than weekends. The effects of this can be seen in the change in travel time data along Site 3158/3159 in Table 4-16.

However, weekend travel time data performance also appears to be increasing year over year, suggesting a two-fold impact of increased commercial land use for weekday volumes as well as increased access of Westfield Doncaster during the weekends. Part of this can be attributed to increased residential dwellings across most precincts and areas in both the Doncaster Hill Activity Centre and the DDO8 areas.



FUTURE YEAR TRAFFIC PROJECTIONS

SCATS data along with Department of Transport Bluetooth data also further indicates that movements through the precinct are not the main contributor of congestion through the road network, but rather inter-movements between precincts and areas within the study area. Growth in traffic volumes were observed mainly at intersections with roads that fed into the local road network (Sites 318, 325 and 329). On the other hand, roads that were leading into the Eastern Freeway (Sites 1738/1739, 1776/1777 and 1748/1749) did not experience any significant reductions in travel time performance.

6.3. Assumptions and Limitations

For the purposes of this report, a number of assumptions and limitations were made. This is due to limitations of scope within the report, time constraints, as well as limitations of datasets available.

6.3.1. SCATS Data

SCATS data collected around the Doncaster Hill area had some limitations particularly in earlier years of the project scope. Significant data cleaning was conducted on the earlier years of traffic volume counts with some sites requiring larger data removal. Furthermore, select intersections where data was collected included undetected movements due to detector configurations at major intersections, limiting the granularity of the data. It is also important to note that traffic volumes jumped significantly in 2017 at site 2026 as a result of new intersection signals at the subdivision of the Eastern Golf Course at Doncaster Road.

6.3.2. Tube Counts

Tube count data was limited to selected sites across the study area as well as only specific times during any given time period. Given the limited sample size as well as geographic spread of the tube count data available from the City of Manningham, it is not possible to fully discern or validate any trends in conjunction with SCATS data collected. As such, the use of tube count data was limited within the scope of the report.

6.3.3. Department of Transport Bluetooth Data

The Bluetooth data collated from Department of Transport should only be used as an indicative measure for further review in this report as a result of limited sample size both in terms of years covered as well as a representation of Bluetooth technology in vehicles in circulation around Australia. Data from the Department of Transport is limited to 2018 and 2019, therefore it is difficult to discern any year over year trends developing along the selected corridors. To maintain reliability of the data, the raw data sets were tested for consistency and any inconsistent datasets were removed. As Bluetooth is not a standard hardware feature in all car models within Australia, the Department of Transport Bluetooth sensors only measure a portion of the vehicles travelling within a corridor. Therefore, there is the possibility that the volumes captured are not necessarily an accurate representation of actual traffic performance.

6.3.4. Land Use Data

Land use data provided by the City of Manningham was limited to 2011 and 2014, as well as future expected forecasts out to 2025 as per the timeline of the DCP. To calculate the 2016 and 2019 land use within the report, a linear growth curve between 2014 and 2025 was assumed with forecasted numbers for 2016 and 2019 extracted from this growth curve. As such, any figures beyond 2014 for land use projections and forecasts are indicative only and are subject to change as a result of updates of land use composition up to present date and any revision of the 2025 forecasted land use projections.

FUTURE YEAR TRAFFIC PROJECTIONS

6.3.5. Traffic Generation

Traffic generation rates are based on the rates assigned for the VITM model used for the *Doncaster Hill Development Contributions Plan, Review of Proposed Transport Infrastructure* report, dated 14/11/2016. A typical weekday traffic volume generation rate has been derived by averaging typical weekday AM and PM ratios whilst the weekend traffic generation rates have been used 'as-is'. As was with the case with the 2016 report, any traffic generation produced by entertainment and community services based land uses have been omitted to maintain consistency between reports. As the traffic generation rates were developed nearly 5 years ago, a review of the traffic generation may be warranted for greater accuracy.

CONCLUSIONS

7. CONCLUSIONS

7.1. Context

At the time of full build out there is an estimated increase in traffic generation of over 4,500 vehicles per day on weekdays and 5,500 vehicles per day on a Saturday. Analysis of the historical volumes trends in the precinct suggest that the vehicle volumes along Doncaster Road and Williamsons Road will remain largely consistent with a 0.33-0.65% p.a. increase occurring between 2014 and 2019 (Table 4-9). However, in Table 4-15 a 9.52-18.29% decrease in travel speed has been observed on the southbound carriage of Williamsons Road. This side of the road also is the location of multiple left-in and left-out intersections to local roads as well as access to Westfield Doncaster, suggesting that there is expected to be an uplift in congestion along these local roads as well as access points into Westfield Doncaster.

This is a consequence of the nature of the type of development occurring in and around the Doncaster Hill area. With higher density developments occurring along Doncaster Road and Williamsons/Tram Road, connector streets that feed into these arterial roads are expected to experience a higher uplift in vehicle movements as what was seen at Frederick Street (Section 4.2.5) as they act as access roads into these developments as well as to the areas arterial roads.

In addition to this, land use data highlighted in Table 5-1 suggest that commercial and retail developments are expanding onto streets parallel to Doncaster Hill's main arterial roads, which would be expected to increase traffic volumes on local roads over time. This is further consistent with the uplift in traffic generation that is occurring mostly during the weekdays as shown in Table 5-5 along with forecasted increase in commercial and retail land use in Precincts 2, 3, 5 and 6 as per Table 5-4. A review of the costs of these items were not undertaken as part of the scope of this report. Underground and above ground services can alter over time with cost escalation.

A review was conducted of the DCP items proposed in GTA's previous report, *Doncaster Hill Development Contributions Plan, Review of Proposed Transport Infrastructure* report, dated 14/11/2016. The transport infrastructure list previously presented as part of the work conducted in 2016, incorporating all DCP items, is included in Appendix A of this report.

As outlined in both this report and the previous 2016 report, Doncaster Hill and surrounds are expected to undergo significant growth with respect to population and employment. With this construction delivering new dwellings, commercial offices and retail developments, the residents that move and work into this area of Manningham will place additional demands on the existing transport infrastructure. To complement the additional dwellings, which will contribute to vibrant and connected neighbourhoods, further transport infrastructure is required and hence the need for the DCP items.

7.2. Findings

The DCP items referring to signalised intersections and Pedestrian Operated Signals along the arterial network remain applicable under the revision of traffic conditions and forecasts through till 2025. This is because the vehicle volumes observed along Doncaster Road and Williamsons Road remain largely consistent and show no major variance to previous works completed. Hence the works previously proposed remain relevant for today.

The data analysed suggests that DCP Item TRA25, 'contingency for 12 local threshold treatments is of particular importance as there was an observable uplift in traffic volumes along the local streets.

CONCLUSIONS

These 12 threshold treatments currently have no specific location within the study area, but rather is a contingency fund for a local area traffic management (LATM) study to investigate and implement a series of infrastructure measures for traffic calming and to reduce rat running on local roads. Further information on local street traffic volumes would be required to assess the viability of these threshold treatments.

Other treatments included in the DCP that support alternative transport modes, such as widening of footpaths and construction of shared paths remain relevant and applicable. The data collated in this report further supports the increase in alternative modes of transport as the findings have suggested that a proportion of intra-local trips is increasing while the proportion of through trips is decreasing.

SCATS volume data does not significantly increase over time, with an average increase of 1.03% p.a. between 2014 and 2019 across all major intersections in the study area (Table 4-9). However, this growth can be attributed to the introduction of a new signalised intersection at Doncaster Road and Heritage Boulevard/Pettys Lane in 2017 as part of the redevelopment of the Eastern Golf Club. If the intersection was not included in the total volume from 2017 onwards, overall traffic volume growth in the study area would be at a negative rate. On the other hand, Bluetooth data has shown that segments of roads along the Doncaster Road and Williamsons Road/Tram Road corridors have experienced decreased performance in terms of road speed and travel time. This could be due to an increase in vehicles accessing new developments off local roads from these arterial roads. Further measurement of traffic volumes on local roads within the study area would be required to confirm this.

In addition to this, expected traffic generation growth is occurring at a higher rate in precincts outside of Westfield Doncaster at Precinct 4 along with a narrowing differential between weekday and weekend traffic generation in each area. As such, given these findings, the need to provide facilities to cater for these shorter intra-local trips remains and these items generally align with best-practice principle to plan for a less car-dominated environment.

In summary, from analysis conducted it proposed that no changes are to be made to the currently proposed DCP items and that no items need to be added to respond to any observed trends in vehicle travel patterns.

APPENDIX: DCP ITEMS

A. DCP ITEMS

List of items and locality map



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**Doncaster Hill DCP
Transport Infrastructure List**

14/11/2016

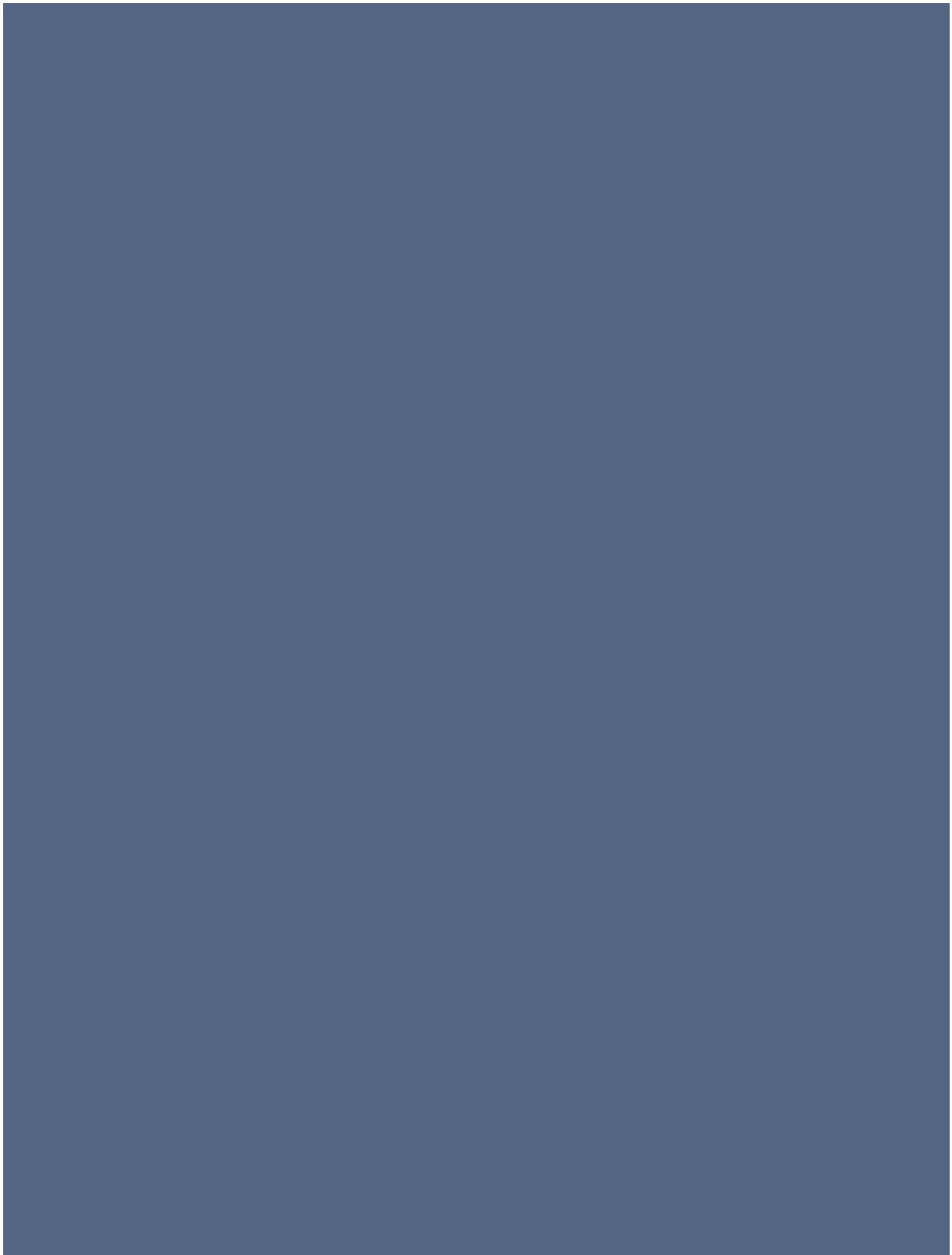
Item	DCP ID	DCP ID (2005)	Project Name	Project Description	From Previous DCP	Modified from Previous DCP
1	TRA01	DI_T003	Merlin St between Tram Rd & Frederick St	Widening 80m of footpath by 1m on the south side	Yes	No
2	TRA02	DI_T005	Hepburn Road Extension between Clay Dr & Frederick St	Construction of a new 3.0m-wide shared path connection, approximately 120m in length	Yes	No
3	TRA03	DI_T005	Hepburn Road Extension between Clay Dr & Walker St	Construction of a new road connection (7.3m carriageway within a 1.6m road reserve) with one 2.0m footpath, approximately 90m in length	Yes	No
4	TRA04	DI_T006	Short St between Doncaster Rd & Hepburn Rd	Road narrowing to a one-way 4.0m northbound carriageway and construction of a 2.5m shared path on the east side, approximately 120m in length	Yes	No
5	TRA05	DI_T007	Walker St between Hepburn Road Extn. & Whittens Ln	Construction of 2.5m shared path on east side of Walker St and north side of Arthur St, approximately 500m in length	Yes	No
6	TRA06	DI_T008	Traffic signals at Tram Rd & Merlin St	Installation of traffic signals at Tram Rd/Merlin St intersection, including U-Turn facility (see Appendix D)	Yes	Minor scope changes
7	TRA07	DI_T011	Lawford St between Williamsons Rd & Reserve	Widening footpath to 1.8m between Williamsons Rd & Meader St (200m) and shared path to 2.5m between Meader St & Reserve (150m), a total length of 350m of widened paths on the north side	Yes	Minor scope changes
8	TRA08	DI_T012	Bayley Gr between Doncaster Rd & Firth Street	Construction of 120m of new 2.5m shared path on the west side	Yes	No
9	TRA09	DI_T013	Traffic signals at Doncaster Rd & Bayley Gr	Installation of traffic signals at Doncaster Rd/Bayley Gr intersection (see Appendix D)	Yes	No
10	TRA10	DI_T014	Pedestrian signals at Doncaster Rd / Rose St / Beaconsfield St	Installation of pedestrian signals (POS) to the west of the intersection of Doncaster Rd/Rose St/Beaconsfield St (see Appendix D)	Yes	Signals to POS
11	TRA11	DI_T015	Carawatha Rd between Caringal Av & Rose St	Widening 310m of footpath to 2.0m (a widening of ~1.0m) on the north side	Yes	No
12	TRA12	DI_T016	Carawatha Rd Extn. between Rose St & Elgar Rd	Construction of a new 2.5m shared path connection (approximately 130m in length), including preparation of a 3.0m reserve for approximately 70m through existing property titles.	Yes	Pedestrian connection only
13	TRA13	DI_T017	Bayley Gr Extn. between Doncaster Rd & Carawatha Rd	Construction of a new road connection (7.3m carriageway within a 1.6m road reserve) with one 2.5m path, approximately 100m in length	Yes	No
14	TRA14	DI_T018	Rose St between Doncaster Rd & Carawatha Rd	Widening 100m of footpath to 2.0m (a widening of ~1.0m) on the east side	Yes	No
15	TRA15	DI_T019	Pedestrian signals at Elgar Rd & Briar Court	Installation of pedestrian signals (POS) at the intersection of Elgar Road/Carawatha Rd Extension.	Yes	Signals to POS
16	TRA16	DI_S007	Street Furniture - Signage	Installation of signage area-wide	Yes	No
17	TRA17	DI_S004	Street Furniture - Bike racks	Installation of 40 bike racks, strategically positioned to cater for demand	Yes	No
18	TRA18	DI_PA003	Doncaster Road / Williamsons Road / Tram Road pedestrian upgrades	Changes to pedestrian phasing to improve N-S vehicle traffic flow, treatments for pedestrian amenity	Yes	Pedestrian improvements in lieu of 'pedestrian sculpture'
19	TRA19	N/A	Frederick St between Doncaster Rd & Merlin St - road option	Reinstate road connection (approximately 20m in length) and installation of traffic calming treatments	No	-
20	TRA20	N/A	Electric car charging points	Installation of two electric car charging points	No	-
21	TRA21	N/A	Open space areas - bike repair stations	Installation of bike repair stations (per unit)	No	-
22	TRA22	N/A	Enhanced bus stops with weather protection	Installation of DDA-compliant enhanced bus stops with weather protection, bicycle racks and provision for real time data facilities	No	-
23	TRA23	N/A	Tram Road, south of Doncaster Road	Provision of a U-Turn facility, south of Clay Drive	No	-
24	TRA24	DI_T020	Schramms Reserve	Upgrade of north-south shared path to 3.0m width, approximately 410m in length	Yes	Minor scope changes
25	TRA25	DI_T021	Contingency for 12 local threshold treatments	Contingency to fund LATM study and associated works, as required	Yes	No
26		DI_T001	Doncaster Primary School between Council St & Municipal Offices	Construction of 120m of 2.5m shared path and fence	Yes	Complete
27		DI_T002	Council Street between Doncaster Rd & Goodson St	Construction of 250m of 2.5m path and road narrow	Yes	Complete
28		DI_T009	Goodson Street between Tower St & Council St	Construction of 170m of 2.5m path and road narrow	Yes	Complete

2016 DCP ID	2005 DCP ID	Project Name	Previous DCP – 2003 Cost (ex. GST)	Estimated Cost 2016	Previous DCP – 2003 Cost (ex. GST)
TRA01	DI_T003	Merlin St between Tram Rd & Frederick St	\$6,400	\$45,000	\$99,000
TRA02	DI_T005	Hepburn Road Extension between Clay Dr & Frederick St (shared path)	\$2,204,880*	\$55,000	\$121,000
TRA03	DI_T005	Hepburn Road Extension between Clay Dr & Walker St (road)		\$300,000	\$657,000
TRA04	DI_T006	Short St between Doncaster Rd & Hepburn Rd	\$72,410	\$110,000	\$241,000
TRA05	DI_T007	Walker St between Hepburn Road Extn. & Whittens Ln	\$95,000	\$300,000	\$657,000
TRA06	DI_T008	Traffic signals at Tram Rd & Merlin St	\$120,000	\$1,170,000 + \$800,000 services	\$2,564,000 + \$1,753,000 services
TRA07	DI_T011	Lawford St between Williamsons Rd & Reserve	\$140,000*	\$125,000	\$274,000
TRA08	DI_T012	Bayley Gr between Doncaster Rd & Firth Street	\$112,000*	\$65,000	\$142,000
TRA09	DI_T013	Traffic signals at Doncaster Rd & Bayley Gr	\$160,000	\$610,000	\$1,337,000
TRA10	DI_T014	Pedestrian signals (POS) at Doncaster Rd / Rose St / Beaconsfield St	\$160,000	\$350,000	\$767,000
TRA11	DI_T015	Carawatha Rd between Caringal Av & Rose St	\$24,800	\$105,000	\$230,000
TRA12	DI_T016	Carawatha Rd Extn. between Rose St & Elgar Rd	\$1,051,220*	\$135,000	\$296,000
TRA13	DI_T017	Bayley Gr Extn. between Doncaster Rd & Carawatha Rd	\$678,700*	\$390,000	\$855,000
TRA14	DI_T018	Rose St between Doncaster Rd & Carawatha Rd	\$8,000	\$35,000	\$77,000
TRA15	DI_T019	POS signals at Elgar Rd & Briar Court	\$120,000	\$300,000	\$657,000
TRA16	DI_S007	Street Furniture – Signage	\$50,000*	\$10,000	\$22,000
TRA17	DI_S004	Street Furniture - Bike racks	\$13,240*	\$45,000	\$99,000
TRA18	DI_PA003	Doncaster Road / Williamsons Road / Tram Road pedestrian upgrades	\$3,000,000*	\$1,000,000	\$2,191,000

2016 DCP ID	2005 DCP ID	Project Name	Previous DCP – 2003 Cost (ex. GST)	Estimated Cost 2016	Previous DCP – 2003 Cost (ex. GST)
TRA19	-	Frederick St between Doncaster Rd & Merlin St – road	-	\$40,000	\$88,000
TRA20	-	Electric car charging points (x2)	-	\$80,000	\$175,000
TRA21	-	Bike repair stations	-	\$10,000	\$22,000
TRA22	-	Enhanced bus stops with weather protection (x2)	-	\$100,000	\$220,000
TRA23	-	Tram Road, south of Doncaster Road (u-turn facility)	-	\$310,000	\$679,000
TRA24	DI_T020	Schramms Reserve – shared path	\$202,500*	\$250,000	\$548,000

* Indicates a change in scope or costing (i.e. property acquisition) since the 2005 DCP was prepared

** Cost maintained from previous DCP



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Doncaster Hill Precinct 2 - Open Space and Community Amenity Study

Introduction

The purpose of this study is to provide an assessment of open space and community amenity within the area bounded by Doncaster Road, Tram Road and Whittens Lane. This area is part of the Ruffey Precinct in the *Manningham Open Space Strategy 2014*, and the northern third of the study area is defined as Precinct Two of the Doncaster Hill Principal Activity Centre.

This assessment reviews Council strategies which contain recommendations and actions for open space and amenity provision in the study area, assesses their implementation status and identifies opportunities for new high quality open spaces, streetscapes and other amenity improvements.

Background

Doncaster Hill is a major activity centre established in 2002 with a 20 year vision to create a mixed use medium to high density area within walking distance to shops, restaurants and entertainment, workplaces, schools and public transport. The Precinct 2 study area sits in the south of the Doncaster Hill precinct and is has experienced significant change in population and to its urban form since 2002.

A number of strategic documents exist to guide public realm improvements in Doncaster Hill. The status of actions contained in these documents are summarised below.

Doncaster Hill Strategy

Urban Masterplan

The *Doncaster Hill Urban Masterplan* addresses open space and streetscape requirements and recommendations of the *Doncaster Hill Strategy* and the *Assessment of Social, Recreational and Open Space Infrastructure Requirements*. The Doncaster Road underpass, Schramms Reserve upgrades and Precinct 1 facilities such as the Library and MC2 Community Centre are intended to cater to Precinct 2 as well, but only the proposed actions for Precinct 2 are listed below.

Doncaster Hill Strategy - Urban Masterplan 2003			
#	Action/Recommendation	Status	Comments
Urban Plazas and Parks			
1	Precinct 2 Urban Plaza – 674 Doncaster Road. Corner of Short Street adjacent to heritage church building. Proposed to form a sunny lunchtime space with outdoor seating, landscaped setting and potential café/restaurant to activate Doncaster Rd Boulevard and form an informal meeting space for locals.	Site not yet developed, planning permit PLN18/0571	Shared path connection along Short Street
2	Precincts 2 & 3 Urban Park – Create a new park at 9-15 Hepburn Street: a predominantly green space with quality play, ample seating, barbeque, shelter,	Community consultation and design 2019/20.	Three of four properties are in Council ownership. Design will be undertaken ahead of the purchase of the final property. Construction Park will be

	paths and lighting. Precincts 2 & 3 Urban Park – Create a new park at 9-15 Hepburn Street: a predominantly green space with quality play, ample seating, barbeque, shelter, paths and lighting. Generous planting of trees and shrubs. A landmark feature will terminate the vista from Doncaster Road. A landmark feature will terminate the vista from Doncaster Road.		staged pending the purchase of the final property.
#	Action/Recommendation	Status	Comments
Streetscapes			
3	Dedicated suite of contemporary street furniture, signage and lighting	Design and installation complete.	
4	Boulevards - Doncaster Road and Tram Road - 3.6m wide footpaths to both sides, double row of deciduous trees, low shrubs in strip planting to back of kerb, central median tree planting, uplighting heritage buildings, undergrounding of power lines, street furniture.	Implemented as adjacent properties developed. Approximately 100m completed between Clay Drive and Frederick Street.	Will be implemented as new developments are completed to prevent damage to Council infrastructure.
5	2.5m paths to Short Street (east side), Frederick Street, Merlin Street, and a new link between Walker and Frederick Street are being planned as part of the Hepburn Road extension.	Not yet commenced, will follow development of adjacent/subject properties.	
6	Short Street upgrades – 2.5m wide shared path to east side, undergrounding of powerlines on west side, installation of theme lighting.	To be completed following construction works at 674 Doncaster Road, estimate complete 2021.	
7	Local roads – replace cherry plums and melaleucas with species as recommended in the <i>Streetscape Character Study 2009</i> .	Implemented in most streets including Hepburn Reserve, Gifford Street, Gilmore Road, Walker Street, Clay Drive. In progress in other areas where adjacent road and path upgrades are still planned.	

Public Art Masterplan

Public Art is listed in Part D: Urban Design Requirements of the *Doncaster Hill Strategy 2002 (revised 2004)*. It states 'Public art will be a significant contributor to the development of a distinctive image and sense of place for Doncaster Hill, and will enhance the urban design quality of the Hill. Public art will help to create an appropriate scale and location marker and reflect precinct character.'

Doncaster Hill Strategy - Public Art Masterplan 2003		
	Action/Recommendation	Status
8	Urban Plaza/Church of Christ site - An overhead structure (canopy/arbours) on the western side of the building would provide shelter, shade and separation of the site from the street edge.	Planning permit for 674 Doncaster Road recently approved including urban plaza space and canopy. Awaiting construction.
9	Hepburn Reserve – Artwork to act as a focal point at the end of Short Street. Seating and interest for children also will be part of the brief.	Community consultation and concept design 2019/20 on the park, artwork will form part of the detailed design phase.

Footpath and Cycling Provision

The plan below collates recommendations from the *Doncaster Hill Strategy*, the *Doncaster Hill Mode Shift Plan*, and a 2017 footpath audit. The plan also shows where new footpaths have been provided on Hepburn Road as part of adjacent property developments. Further detail on transport related actions are provided in the Parking and Access Assessment.



Doncaster Hill Development Contributions Review

An internal review of Doncaster Hill Development Contributions implementation identified further of streetscape works in and around the study area. Community infrastructure and Doncaster Road upgrades which serve Precinct 2 have been included.

#	Element	Upgrades which	Status
Community Infrastructure			
10	Doncaster Library		Complete
	Youth Facility		Complete

	Multi-purpose community facility	Complete
	Children’s services	Complete
	Childcare Centre	Complete
11	Doncaster Road Underpass	Complete
Plantings		
12	Doncaster Road street tree and nature strip planting	On track, completion aligned with adjacent development sites
13	Side road street tree planting	On track, completion aligned with adjacent development sites/paving works
Public Art (within Precinct 1 only: Precinct 2 art listed previously)		
14	Pedestrian underpass light sculpture	Complete
15	Doncaster Primary School Fence	Complete

Manningham Open Space Strategy 2014

The study area falls within the Ruffey Precinct, and the below plan shows in red the gaps in the open space network, areas where open space provision falls short. The standard desired is that residential properties be located within 400 metres walking distance of a reserve of 2000m² in area. Hepburn Reserve was the key action to address this gap in the Doncaster Hill Strategy, and this was reiterated in the Open Space Strategy. Hepburn Reserve (between Walker St and Gifford Rd) will satisfy the open space requirement for Doncaster Hill’s Precinct 2. Residents north of Merlin St will have improved access to this reserve once the Hepburn Rd extension (to Clay St) and shared trail connection (to Frederick St) is completed. The southern ends of Clay Drive and Frederick Street, outside the Doncaster Hill boundary, will still be more than 400 metres from open space.



Existing open space gaps

Manningham Open Space Strategy 2014			
Number	Recommendations	Reference	Status
5.1	Complete land purchases to create the new Hepburn Reserve.	<i>Doncaster Hill Strategy 2004</i>	Partially complete: three of four properties purchased. Aligns with Doncaster Hill Strategy action 2 above.
5.7	Support implementation of Doncaster Hill Pedestrian and Cycling Plan.	<i>Doncaster Hill Pedestrian and Cycling Plan 2010</i>	Ongoing. Funds to be sourced from developer contributions.
5.11	Prepare and implement development plan for Hepburn Reserve.	<i>Hepburn Reserve Development Plan (future)</i>	Consultation and design in 19/20. Aligns with Doncaster Hill Strategy action 2 above.
5.12	Provide seven additional playspaces within the precinct by 2031 including Hepburn Reserve playspace, Church North playspace in Ruffey Lake Park and three new playspaces within Eastern Golf Course residential development	<i>Planning Scheme Amendment C101</i> and associated Development Plan Playspace Development Program	On track. Five of seven complete: outstanding playspaces are in Hepburn Reserve (Doncaster Hill Precinct 2) and Schramms Reserve south (Doncaster Hill Precinct 1).

Doncaster Hill Open Space Review 2016

This study investigated current and forecast rates of development, and the ability of the *Doncaster Hill Urban Masterplan* recommendations to meet the needs of current population and rate of development.

Precinct 2 development has exceeded the forecasts with 549 additional dwellings being constructed. The estimated number of dwellings in Precinct 2 in 2036 is now 1,675. The review recommended additional open space access, with two specific additional actions recommended within the study area.

Doncaster Hill Open Space Review 2016	
Recommendations	Status
Enlarge Walker Reserve to 4,905m ² via acquisition of three properties and closure of Arthur Street Court bowl.	To be investigated.
Acquire Open Space Contribution of 8% of 2 Frederick Street to create a pedestrian link between Clay Drive and Frederick Street.	Being actioned. Awaiting development proposal for this site to action. Also recommended in the draft DCP plan, awaiting endorsement.

Conclusion

Within or immediately adjacent to the study area, there are fifteen major projects arising from the Doncaster Hill Strategy. Of these nine are completed or on track, four are in progress and two are incomplete. Incomplete works are due to staging constraints related to land availability, adjacent

works requiring construction ahead of streetscape upgrades or funding not yet allocated due to higher priority actions.

With regards to the Manningham Open Space Strategy, two actions are complete, three are in progress and one is yet to be investigated.

The priority action from an amenity perspective is the completion of Hepburn Reserve, including provision of public art and a new playspace for the neighbourhood, a review of street tree planting and improved pedestrian and cycling accessibility.



1. Proposed Urban Plaza to Church of Christ redevelopment
2. Hepburn Reserve - acquire land and create new park
3. Feature street furniture, signage and lighting
4. Boulevard treatment to Doncaster and Tram Roads
5. New pedestrian link from Walker to Frederick Street
6. Short Street upgrades
7. Street tree renewal planting
8. Public art piece - urban plaza canopy (Church of Christ)
9. Public art piece - Hepburn Reserve
10. Community Infrastructure - MC2 facilities
11. Doncaster Road underpass
12. Doncaster Road street tree and nature strip planting
13. Clay Drive street tree planting
14. Public art piece - underpass light sculpture
15. Public art piece - Doncaster Primary School fence
16. Future extension of Hepburn Road 2019/2020
17. Minor upgrade of Walker Reserve 2019/2020.

Doncaster Hill Hepburn Area - Open Space and Amenity Audit
September 2019



11 CITY SERVICES

11.1 King Street Residents Petition for Parking Bays

File Number: IN19/719
Responsible Director: Director City Services
Attachments: Nil

EXECUTIVE SUMMARY

Council has received a petition with 39 signatures from the residents of King Street, citing - 'We want our parking back in front of our houses'.

After agreeing to a road swap with VicRoads, Council commenced design for the upgrade of King Street, between Blackburn Road and Victoria Street. The design and construction of this section of road involved extensive consultation with affected residents, including a public meeting, the establishment of the King Street Reference Panel and communication by letters and Council's media outlets. Residents were given the option to pay in the order of \$3,500, for the construction of an indented parking bay in front of their properties, under the Special Rates and Charges Policy.

Site constraints and limitations of road reservation widths to accommodate bus stops/shelters, the shared path, turning lanes at intersections and utility services meant that locating and providing indented parking bays for residents were restricted to areas where space was available.

Officers have reviewed the feasibility of providing additional indented parking bays having regard to engineering and safety requirements, and against the approved Council shared path implementation as part of the adopted Bicycle Strategy, and the findings are outlined in this report.

It is recommended that Council' officers continue to engage with the affected residents to investigate, at the request of individual residents, the provision of indented parking bays in front of individual properties where possible, based on safety and engineering considerations, and at the resident's cost.

1. RECOMMENDATIONS

That:

- A. Council advises the King Street petitioners that residents were fully consulted on the King Street designs and were given the opportunity to have parking provided at the residents' cost in line with Council policy;**
- B. Council officers continue to investigate, at the request of individual residents, the feasibility of providing indented parking bays in front of individual properties, based on safety and engineering considerations; and**
- C. Where feasible, the design and construction of the indented parking bay be undertaken at resident's costs, in accordance with Council policy.**

2. BACKGROUND

- 2.1 Council at its meeting of 4 September 2019, received a petition with 39 signatures from the residents of King Street, between Blackburn Road and Victoria Street, Templestowe, citing 'We want our parking back in front of our houses'.
- 2.2 This petition follows the recent construction of King Street to an urban standard.
- 2.3 Prior to its construction, King Street was of a rural standard, comprising two centre through lanes and two adjoining, on-road bicycle lanes, with informal, narrow shoulders and open table drains (the exception being on the southern side the western end (Stage 1), where kerb-and-channel already existed beside narrow naturestrips, and with no parking provided).
- 2.4 No formal parking was provided along the street in its original state.
- 2.5 King Street, between Victoria Street and Blackburn Road, is classified as a Council Link Road with a local focus providing access to abutting residential properties.
- 2.6 This section of road carried approximately 7,200 vehicles per day when Stage 1 was implemented. It is also a designated bus route.
- 2.7 This section of King Street which is the subject of the petition, has been declassified from VicRoads Main Arterial status to Council Link Road status under the Road Swap Program between VicRoads and Manningham Council in 2018.
- 2.8 Prior to the road swap, Council commenced design on the upgrade of King Street with a view of constructing this section of road within two years.
- 2.9 As part of the design development, a public meeting was held at the project commencement and a resident reference panel was formed to facilitate community consultation during the project development.
- 2.10 The design standards for the road were discussed with the King Street Reference Panel, through the design development and prior to the commencement of the construction works.
- 2.11 Minutes of these meetings and the public meeting were distributed to affected residents and made available through Your Say Manningham.
- 2.12 The road was constructed in three sections: Stage 1, Stage 2A and Stage 2B, from east to west.

3. DISCUSSION / ISSUE

- 3.1 Provisions for parking were extensively considered as part of the design development, as follows:
 - 3.1.1 At the public meeting held on 5 December 2013, advice was provided that the process for determining the number and locations of parking bays to be constructed at the property owner's cost would involve consultation with the Reference Panel and residents;

- 3.1.2 Several inspections were undertaken during the project's design development phase, and only low levels of on street parking were observed. It was noted that parking opportunities also existed within abutting properties and in adjoining streets;
- 3.1.3 Parking facilities were further discussed at the Reference Panel meeting held on 15 May 2014.
- 3.2 Under Council's prior Separate Rates and Charges Policy, the construction or upgrade of a Link Road required residents to contribute towards the costs of footpaths, landscaping, nature strips, house drain connections and construction of driveways. This cost was generally in the order of less than 10% of the total project cost, depending to a large extent the area covered in the Separate Rates and Charges scheme.
- 3.3 Stage 1 was built while Council still had a policy to charge residents via a scheme. Residents in Stage 1 were given notices to that effect. This would have meant that they would have had to each pay for parking lanes, if the road was widened to accommodate these lanes.
- 3.4 Council made the decision to not continue with special charge schemes prior to sending out the request for payment for Stage 1, but under the adopted policy residents were still required to pay for parking (and new driveways).
- 3.5 A part of Stage 1 has a large drop off on the north side across the verge, while Stages 2A & 2B have high verges in places on the south side, which may well have necessitated retaining walls, if parking lanes were included in a much wider paved area. By default, this additional cost would be attributed to the parking, and, under the policy, the resident's costs, including the parking lanes.
- 3.6 On 26 November 2015, all affected King Street property owners were surveyed, to determine interest in property owner funded indented parking bays. The accompanying letter stated that parking on the nature strip or shared path is not permitted.
- 3.7 As there was a low response rate to the November 2015 survey, a further questionnaire was distributed to all affected King Street properties on 26 July 2016. The covering letter noted that 'King Street is a Smartbus route'.
- 3.8 A number of residents responded and paid for indented parking bays in front of their properties. All residents were given this option, where there was room for one to be installed.
- 3.9 Council's position regarding the provision of indented parking bays has been consistent throughout the project delivery, and residents have been fully informed. Council reiterated the need for property owners to fund the cost of indented parking bays as part of its decision to abandon the special charge for King Street.
- 3.10 There are 7 bays (accommodating 9 parked cars) along this section of King Street, constructed through agreements with respective property owners.
- 3.11 Officers have reviewed the feasibility of providing additional indented parking bays in terms of engineering and safety requirements, considering shared path alignment, and conclude as follows:

- 3.11.1 The verge area on the north side of Stage 1 falls away considerably, which would have required retaining walls to support a widened road that provided a parking lane on the north side. This would have increased the cost to the residents considerably, as well, as would the likely additional service relocation costs (e.g. electricity supply poles).
- 3.11.2 The south side of Stage 1 has a very narrow naturestrip, with no ability for parking to be installed.
- 3.11.3 Properties adjacent to side street intersections will never be able to have on-street parking for safety and road regulations reasons, and there are a number (seven, including the retirement village) of intersections along the road.
- 3.11.4 Council decided to install a shared path along King Street, as a part of the adopted bicycle strategy. The old road previously had on-road bike markings on each side. The new design simply placed them off-road – this does not change the total width that a shared path would take up within the overall road reservation, if it had remained on-road.
- 3.11.5 On-street bicycle lanes, sharing with parking lanes, are not generally favoured by cyclists.
- 3.11.6 The road is a bus route, and verges/naturestrips need to be kept wide enough to safely accommodate bus stops/shelters, which will limit the ability to provide parking lanes on both sides, which should each be at least 2.5 metres wide. Effectively the road reservation is not wide enough to safely accommodate bus stops/shelters, a shared path, central through lanes, turning lanes at intersections, utility services and parking lanes.
- 3.11.7 It should be noted that Public Transport Victoria (PTV) requires buses to pull up on the through lanes, so that other vehicles have to wait for them, instead of the buses having to pull out into the through traffic. The State Government is the decision maker regarding major traffic control items on all streets, including local council roads.
- 3.11.8 As a local road, there is a need to manage the amount of through traffic, which should be encouraged to use arterial roads. Wider roads only encourage more traffic and higher traffic speeds.
- 3.11.9 Council's Planning Scheme requires 2.3m wide parallel parking lanes, if Council were to provide them. At several intersections, 3.0m wide turn lanes have also been provided. Overall, the total required width to accommodate parking lanes, turn lanes, through lanes, shared paths, utility services, bus shelters and nature strips would exceed the existing 20 metre road reservation width.
- 3.11.10 With regard to the petition requesting Council to provide parking bays in front of their residence, it should be noted that residents did not have on-street parking in the first place. They illegally parked on the rural standard verges. The statement stating that they "want parking back" is, therefore, considered to be misleading.

- 3.11.11 Individuals have indicated that they have to park up to six cars. Council would have difficulties accommodating on-street parking for properties trying to cater for six cars.
- 3.11.12 Council does not guarantee on-street public parking outside each residential property throughout the municipality.
- 3.12 Recent engineering design desk-top studies and on-site traffic safety assessments by Council officers conclude that it is not safe and feasible to provide on-street parking bays outside every single residence for reasons already discussed above.
- 3.13 However, in addition to the seven (7) indented parking bays already implemented, Council officers are willing, and have previously continued, to explore further opportunities to provide indented parking bays at individual residents' requests, subject to safety and engineering considerations and agreement from residents to meet the construction cost.

4. COUNCIL PLAN / STRATEGY

- 4.1 The shared paths on King Street, between Blackburn Road and Victoria Street, were constructed as part of the Manningham Bicycle Strategy 2013.
- 4.2 The construction of King Street was a Council Plan action.

5. IMPACTS AND IMPLICATIONS

- 5.1 Adhoc on-street parking along King Street, between Blackburn Road and Victoria Street, would adversely impact the safety of the shared path, bus operations and amenity of residents along the Council Link Road.
- 5.2 In order to maintain consistency of Council's policies with regard to cost contributions and equity, it is proposed to maintain the approach to require residents to contribute to the construction cost of providing additional indented parking bays outside individual properties, wherever possible, at their request.

6. IMPLEMENTATION

- 6.1 Finance / Resource Implications
 - 6.1.1 Upon an individual resident request for the provision of an indented parking bay outside their and once feasibility of the proposal is confirmed, a cost assessment is required.
 - 6.1.2 There are no funds set aside in the 2019/20 budget for this specific project at this stage.
- 6.2 Communication and Engagement
 - 6.2.1 Residents in King Street were consulted on the installation of on-street parking bays on the north side, and individual residents agreed to pay for the seven (7) bays constructed in front of their houses.

6.2.2 Results from the traffic, speed and parking on-site assessments and desk-top studies undertaken by Council officers do not support any street-wide changes to the existing parking conditions.

6.3 Timelines

6.3.1 Council officers will advise residents of Council's decision, following its adoption.

7. DECLARATIONS OF CONFLICT OF INTEREST

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

11.2 Police Loan Vehicle

File Number:	IN19/720
Responsible Director:	Director City Services
Attachments:	1 Memorandum of Understanding 2019 (confidential) 2 Vehicle Loan Agreement 2019 (confidential) 3 Annual Performance Report 2019 (confidential)

EXECUTIVE SUMMARY

Council and Victoria Police have a long standing arrangement (since 1992) in place for the loan of a Council vehicle to the local district of Victoria Police. In 2018, the two parties entered into the latest Memorandum of Understanding (MoU) and Vehicle Loan Agreement for the provision and loan of a Council vehicle in exchange for expanded police services within the Manningham Police Service Area. A copy of the Memorandum of Understanding and Vehicle Loan Agreement are provided as confidential Attachments 1 and 2, which detail the use of the vehicle and the activities involved in the Council and Victoria Police partnership.

This latest Memorandum of Understanding and Vehicle Loan Agreement was a 12 month extension of the prior agreement, in order to align with Council's standard vehicle replacement term. The agreement is due to expire on 12 December 2019, and Council has received a request from Victoria Police to extend the arrangements for a further five years (once more to align with Council's vehicle replacement policy). In accordance with the conditions of the Agreement, Victoria Police has also submitted an annual performance report in relation to the use and value of the loan vehicle, which is provided as confidential Attachment 3.

Council's Vehicle and Plant Usage Policy stipulates vehicle replacement as deemed optimal by the Fleet Coordinator. In this case, it is recommended after 5 years or 120,000km. In view of the Policy, the approaching 5 year life of the vehicle and the current mileage of 91,920km (as of 24/09/2019), and taking into account the demonstrated benefit for residents of Manningham from the additional resource provided by Council in relation to increased police presence and reduced response times within Manningham, it is considered reasonable to accept the request by Victoria Police to extend the MoU by five (5) years.

It is recommended that a report be presented to Council prior to December 2024, to seek Council's position on the ongoing partnership agreement with Victoria Police.

1. RECOMMENDATIONS

That Council:

- A. endorses the extension of the Memorandum of Understanding and Vehicle Loan Agreement for a further five year period, to expire on 11 December 2024; and**
- B. notifies Victoria Police in writing of Council's decision to extend the current Memorandum of Understanding and Vehicle Loan Agreement for a further five year period.**

2. BACKGROUND

- 2.1 Council at its meeting on 28 November 2018, endorsed the extension of the Memorandum of Understanding (confidential Attachment 1), to provide a Council loan vehicle to Victoria Police, in exchange for expanded police services within the Manningham Police Service Area, for a one year period to 12 December 2019, as part of a partnership arrangement between Council and Victoria Police. This arrangement has been in place since 1992.
- 2.2 A Loan Agreement, provided as confidential Attachment 2, specifically detailing the terms and conditions of use of the loan vehicle was also prepared to formalise the partnership agreement.
- 2.3 The current Memorandum of Understanding and Loan Agreement are due to expire on 12 December 2019.
- 2.4 In view of the imminent expiry of the current agreements, Council has received a request from the Inspector, Local Area Commander Manningham, Victoria Police, to extend the partnership arrangements for a further five years to align with Council's current Vehicle and Plant Usage Policy. The letter from Victoria Police includes the annual performance report in relation to the use and value of this loan vehicle and is provided as confidential Attachment 3.

3. DISCUSSION / ISSUE

- 3.1 The current vehicle provided by Council enables Doncaster Police to deliver an enhanced response to the Manningham community and to provide a greater police presence in response to crime, traffic, public order and Emergency Management issues.
- 3.2 Council's Vehicle and Plant Usage Policy stipulates vehicle replacement as deemed optimal by the Fleet Coordinator, which is generally recommended after 5 years or 120,000km.
- 3.3 Upon reviewing the warranty period for the specified loan vehicle, the Fleet Coordinator has deemed that a loan period of 5 years or 120,000km is reasonable as this loan period aligns with the vehicle warranty and works out to be more cost effective for Council.

4. COUNCIL PLAN / STRATEGY

- 4.1 In accordance with the conditions of the vehicle loan arrangement as outlined in the Memorandum of Understanding, the expanded police services and agreed performance measures and activities include the following:
 - 4.1.1 Increased police patrols within the Manningham Police Service Area, to provide greater police presence, to specifically address current control strategies relating to property damage, residential burglaries, thefts of and theft from motor vehicles, assaults and youth issues.
 - 4.1.2 Police officer participation in the Manningham Municipal Emergency Management Planning Committee, including active engagement in joint planning, training and exercise activities.

- 4.1.3 Participation of the Police Youth Resource Officer in approved initiatives and associated committee meetings.
 - 4.1.4 Participation of police officers in various Council committees and associated activities and events, including the following:
 - Manningham Youth Providers network
 - Manningham Mental Health Working Group
 - Manningham Family Violence Working Group
 - Carols by Candlelight
 - Others by agreement
 - 4.1.5 Police officer support and participation in community safety events, including Community Safety Month, road safety initiatives and provision of safety/security advice for related Council activities and community events.
 - 4.1.6 Police officer involvement and follow up with residents to address local traffic issues, such as concerns about speeding and undesirable behaviour.
 - 4.1.7 Police officer involvement with traffic management around schools.
 - 4.1.8 Police officer involvement with residents, businesses and community groups to address issues relating to general security and safety awareness.
 - 4.1.9 Facilitate the 'Manningham Liquor Accord' including conduct of meetings and forums relating to the sale of liquor within the municipality.
 - 4.1.10 Facilitate the issue and return of the L2P program vehicle for Authorised Drivers with a valid booking, and provide a secure place within the Doncaster Police Station grounds to store the vehicle between use by Authorised Drivers.
- 4.2 Based on the key statistics provided in the annual performance report (confidential Attachment 3), in relation to the use and value of the loan vehicle, officers consider that the request by Victoria Police to extend the partnership agreement a further five years to December 2024, on the same terms and conditions outlined in the current Memorandum of Understanding and Loan Agreement, is reasonable, subject to the inclusion of one additional item in the MoU which will require Victoria Police to bear the cost to register the loan vehicle for toll roads.

5. IMPACTS AND IMPLICATIONS

- 5.1 The partnership between Council and Victoria Police has resulted in enhanced coordination and cooperation between the two parties to the benefit of the Manningham community.
- 5.2 Manningham remains one of the safest local government areas in the metropolitan area.

6. IMPLEMENTATION**6.1 Finance / Resource Implications**

Under the terms of the current MoU, Council incurs costs for the supply, depreciation and registration of the vehicle. Victoria Police incur all other costs, including regular servicing, maintenance, repairs, insurance and tolls.

The cost to Council to extend the current arrangements for a further five years is \$7,042pa, which is lower than the current annual rate of \$7,326pa for the current loan vehicle.

6.2 Communication and Engagement

It is proposed to notify Victoria Police in writing of Council's decision to extend the current Memorandum of Understanding and Vehicle Loan Agreement for a further five year period.

6.3 Timelines

It is proposed to extend the partnership arrangements to provide a loan vehicle in exchange for the expanded police services within Manningham for a further five year to expire in December 2024.

7. DECLARATIONS OF CONFLICT OF INTEREST

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

12 SHARED SERVICES

There are no Shared Services reports.

13 CHIEF EXECUTIVE OFFICER

13.1 Strategic Risk Register Report to Council - six monthly report October 2019

File Number:	IN19/726
Responsible Director:	Chief Executive Officer
Attachments:	1 Strategic Risk Review Influences ↓
	2 Strategic Risk Register 18.11.19 ↓

EXECUTIVE SUMMARY

This report provides Councillors with summary details of Manningham Council's Strategic Risk Register as at October 2019, demonstrating compliance with the Local Government Planning and Reporting Framework. Capture of the strategic risks and their risk ratings is a dynamic process and is relative to a point in time. The most recent review increased the risk rating of risk number 8, 'Change in government policy and/or funding resulting in significant impact on the delivery of critical services', from medium to high, with the emerging North East Link project. There are currently 13 strategic risks presented in the attached register.

1. RECOMMENDATION

That Council note the Strategic Risk Register as at October 2019.

2. BACKGROUND

The Strategic Risk Register comprises 13 identified risks, four have a current risk rating of high risks and following implementation of treatment plans, two of these reduce to a medium target risk rating. The remaining nine risks have a medium risk profile. High risks are under the quarterly monitor of the Risk Management Committee and are monitored by the independent Audit and Risk Committee. Directors and Service Area Managers undertake regular reviews of existing key operational and emerging risks.

The risk management policy defines strategic risk as, 'significant enough to potentially impact Council's service delivery and implementation of the Council Plan and its statutory responsibilities'.

The 13 strategic risks are ultimately owned by the CEO, who delegates responsibility for each risk to the corresponding Director for respective treatment action and monitoring. The risks are reviewed by the Risk Management Committee on a six monthly basis or additional needs based occasion.

The three year Internal Audit Plan and management's Compliance Plan are key treatment tools used for the targeted monitoring and analysis of MCC's strategic risks. The process of audit is deemed a highly effective treatment as the third line of defence in MCC's risk management assurance framework.

Each internal audit report includes the corresponding strategic risk and references an assessment of the key process risk, pre and post implementation of the internal audit recommendations. Independent monitoring of the implementation of the audit recommendations is routinely undertaken by the Audit and Risk Committee.

3. DISCUSSION / ISSUE

At its meetings in August and October 2019, the Risk Management Committee considered a more systematic method of reviewing our strategic risks. It was determined that the primary influencers for strategic risks could be grouped into three categories. These comprised:

- 1) Megatrends
- 2) Local Government Industry
- 3) Manningham Council specific

Research of the fundamental influence components covered a broad range of reference documents including information from the Planning Institute of Australia report, CSIRO Australian National Outlook, Population forecasts, regulatory reports, Audit and Risk Committee feedback etc. The Risk Committee decided on six to seven key risk influencers within each category, with an overlay of timing relevance. See Appendix A.

On 30 October 2019, the Risk Management Committee reviewed a gap analysis of the new strategic risk influences model with the existing strategic and operational risks. This led to a number of recommendations for further risk reviews/risk assessments to be undertaken with the relevant business function to be brought back to the Risk Committee in early 2020. This will inform a fuller understanding of the risk exposure and the effectiveness of existing controls and may lead to some further changes to the current strategic risk profile.

In the interim, the Committee considered that an immediate change to strategic risk number 8, 'Change in government policy and/or funding resulting in significant impact on the delivery of critical services', was warranted in the context of the long term North East Link Project which has already necessitated considerable resourcing to support Council's initial response to the Environmental Effects Statement. This resulted in a change to the risk likelihood from possible to likely, increasing the current and target risk rating to high. A mitigation treatment plan is in place. This risk will be closely monitored as new information becomes known at decisive points in the project.

Change to Risk Rating – Risk Number 8

Risk No	Risk Description	Old Risk Rating					New Risk Rating						
		Current Likelihood	Current Consequence	Current Risk Rating	Target Likelihood	Target Consequence	Target Risk Rating	Current Likelihood	Current Consequence	Current Risk Rating	Target Likelihood	Target Consequence	Target Risk Rating
8	Change in government policy and/or funding resulting in significant impact on the delivery of critical services	Unlikely	Major	Med	Unlikely	Major	Med	Likely	Major	High	Likely	Moderate	High

At the Audit and Risk Committee meeting on 15 November 2019, the Committee considered risk number 1, *'Failure of IT systems (infrastructure, IT and services) impacting critical services'*, and the frequency of successful cybersecurity penetrations, recommending that the assessment of the incident likelihood be increased which may affect the current and future risk rating of medium. Management confirmed that this will be reviewed in the new year. The Committee noted that Council's IT department have undertaken mock phishing email tests across the organisation, which have been used to benchmark design of the upcoming comprehensive cyber training program. This forms part of Council's implementation of the Victorian Protective Data Security Framework. Our cyber security control program was monitored by the Risk Management Committee as recently as the 14 August 2019.

High risk number 7, *'Failure to adequately protect the health and safety of employees, contractors, volunteers or members of the public as a result of Council services'*, will be reviewed in the 2020-2021 internal audit program.

High risk number 9, *'Inadequate contract management practices'* has multiple treatment actions in place, including short and medium term process improvements.

High risk number 12, *'A major business interruption incident'*, will be reviewed by our Internal Auditors in early 2020.

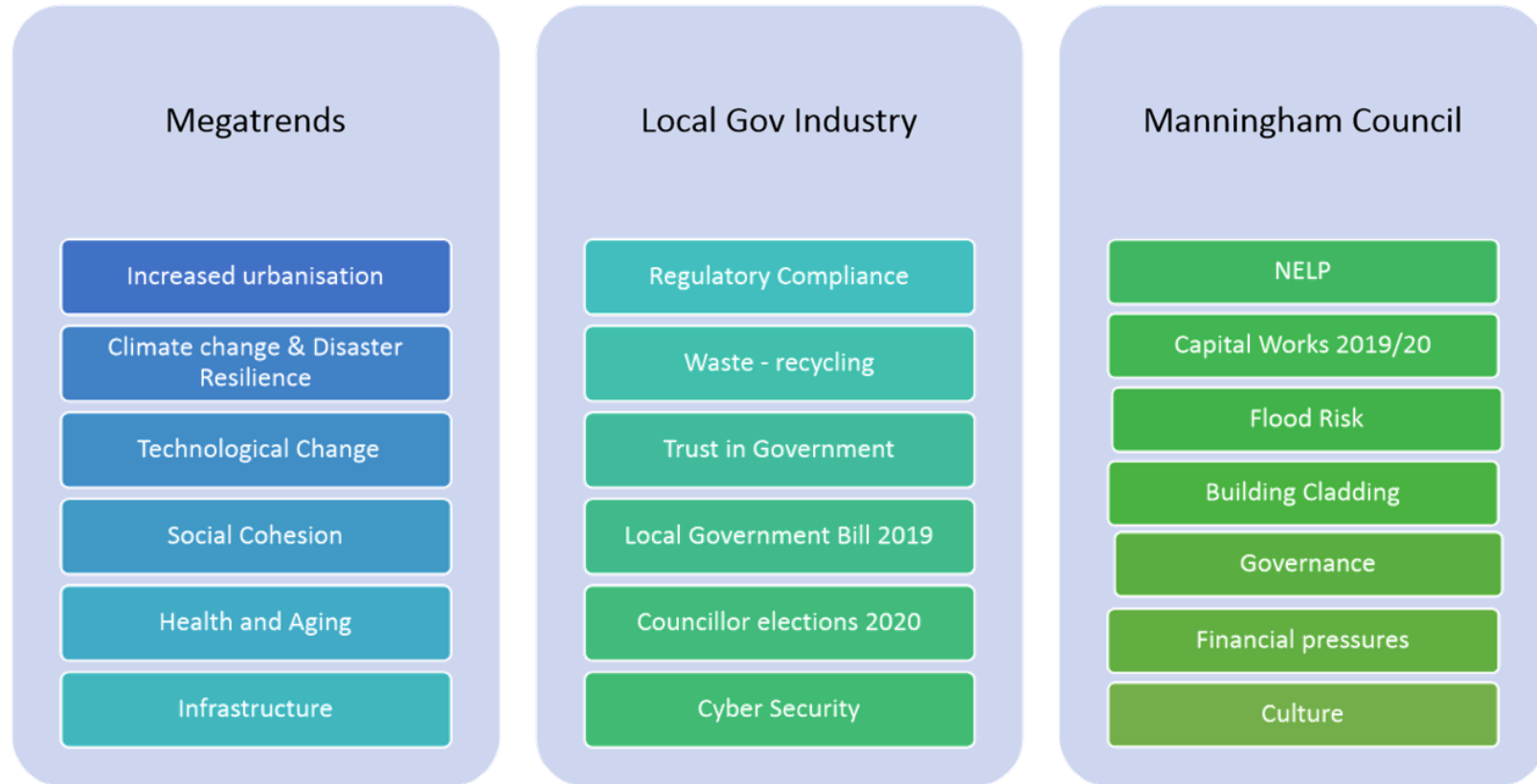
4. COUNCIL PLAN / STRATEGY

The reporting of the strategic risk register and its review process to Council, demonstrates one of the key pillars of the Manningham Council Plan to be a well governed council.

5. DECLARATIONS OF CONFLICT OF INTEREST

No Officers involved in the preparation of this report have any direct or indirect conflict of interest in this matter.

Manningham Council - Strategic Risk Influences





Strategic Risk Register Summary

Date of Report: Monday, 18 November 2019

Risk No	Risk Description	Existing Control	Current Likelihood	Current Consequence	Current Risk Rating	Treatment Plan	Target Likelihood	Target Consequence	Target Risk Rating
Manningham City Council									
12	A major business interruption incident	<p>Business Continuity Management Policy Framework including: Policy, Crisis Management Response & Recovery Plans (reviewed Sep 2019), Directorate Business Impact Analysis and Crisis Management Team</p> <p>Annual training of Crisis Management Team & Test Exercise</p> <p>Annual reporting to Risk Management Committee and Audit & Risk Committee</p> <p>IT Disaster Recovery Plan and annual testing exercise - completed May & June 2018 and reported to Audit & Risk Committee August 2018</p> <p>IT co-location primary servers located in offsite data centre (inner Melb suburb) & alternative IT Disaster Recovery Plan site within Council facility.</p>	Rare	Catastrophic	High	<p>Implementation of revised Crisis Management Plan during test exercise Dec 2019</p> <p>Training of crisis management team and back up team members Nov 2019</p> <p>Critical Service sub plan review</p> <p>Internal Audit early 2020</p> <p>2020/21 Capital Works business case BCM system</p> <p>Annual IT Disaster Recovery Plan</p>	Rare	Major	Medium
7	Failure to adequately protect the health and safety of employees, contractors, volunteers or members of the public as a result of Council services	<p>Ongoing implementation of WHS Strategy and annual action plan</p> <p>Annual Compliance Plan reporting to Risk Management Committee</p> <p>Contract Management - comprehensive contract conditions, inspections, demonstration of compliance and monitoring of work practices.</p> <p>Desktop audit of Work Health Safety system against AS 4801 resulting in 95% compliance rate.</p> <p>Active WHS committee structure comprising a strategic central committee and two operational committees, reviewing and adopting</p>	Likely	Major	High	<p>Implementation of Action Plan OHS Strategy 2019/20</p> <p>Internal Audit Occupational Health and Safety scheduled for 2019/20 program</p> <p>Corporate Project - Work Health and Safety management system solution</p>	Likely	Moderate	High



Strategic Risk Register Summary

Date of Report: Monday, 18 November 2019

Risk No	Risk Description	Existing Control	Current Likelihood	Current Consequence	Current Risk Rating	Treatment Plan	Target Likelihood	Target Consequence	Target Risk Rating
		<p>policies/procedures, analysing incident reports, training and audits etc.</p> <p>Risk Management framework. Application of framework monitored by Risk Committee chaired by CEO.</p> <p>Professionally qualified advisory staff. Compulsory training for Health and Safety Representatives. Communication initiatives including staff and contractor training, Safety Alerts, intranet resources, mandatory E-learning, tool box talks and OHS notice boards.</p> <p>Quarterly OHS Incident and Injury Hazard Reporting & Analysis to WHS Committee and annually to Risk Committee.</p>							
8	Change in government policy and/or funding resulting in significant impact on the delivery of critical services	<p>NELP:</p> <ul style="list-style-type: none"> Extensive and ongoing advocacy campaign Council endorsed submission by appointed legal advisors and associated experts to NEL Advisory Committee receiving submissions to the Environment Effects Statement. Dedicated Council officer project resources. Updates and consultation with Executive Management Team, Councillors and Audit and Risk Committee <p>General:</p> <ul style="list-style-type: none"> 10 year long term financial modelling incorporating rate capping formula impact 	Likely	Major	High	<p>Forward Resource Plan including a request that all recreation offset projects be funded and project managed by NELP.</p> <p>Collaboration with NELP to investigate future alternative industrial zoned land and suitable employment land within Manningham's municipality.</p>	Likely	Moderate	High



Strategic Risk Register Summary

Date of Report: Monday, 18 November 2019

Risk No	Risk Description	Existing Control	Current Likelihood	Current Consequence	Current Risk Rating	Treatment Plan	Target Likelihood	Target Consequence	Target Risk Rating
		Lobbying and advocacy for improved outcomes for local government sector, including advocacy through the MAV Commonwealth Government and MAV communication to Council and Councillors at key transaction stages							
9	Inadequate contract management practices	Capital works framework, delegations, authorisation processes and Capital Works Committee. Stringent tender process, comprehensive specifications for contracts (penalties, insurance retentions) credit rating, bank guarantee and referee checking. Implementation of shared services (8 councils) contractor certification verification system including risk based contract type rating. Contractor management training delivered externally. Corporate Counsel resource assists with contract specification and agreement clauses. Contractor inspections and audits – Strategic Projects, Engineering Operations, Electrical Line Clearance, Parks and Works minor contracts. Annual internal audit program and compliance plan	Major	Possible	High	Compliance Plan 2019/20 monitored by Risk Committee High level monitoring and reporting waste recycle contract with VISY (post China recycle product ban).	Major	Unlikely	Medium
96	Failure to manage our assets effectively and efficiently in order to retain them in a fit for purpose state	Asset Management Strategic Framework, Asset Management Policy, Asset Management Strategy, Asset Management Steering Committee & Asset Management Action Plans. Asset Renewal Gap Capital Works Program in sync with Budget Planning cycle and strategic resources plan. Immediate monitoring by Capital Works Steering Committee with regular reporting	Unlikely	Major	Medium	Asset Management Action Plan implementation Implementation of Asset Management Internal Audit Recommendations 2019 report Capital Works process review actions (short and long term)	Unlikely	Moderate	Medium



Strategic Risk Register Summary

Date of Report: Monday, 18 November 2019

Risk No	Risk Description	Existing Control	Current Likelihood	Current Consequence	Current Risk Rating	Treatment Plan	Target Likelihood	Target Consequence	Target Risk Rating
		<p>to EMT & Council. Participation in the sector wide MAV Step program.</p> <p>Multiple proactive asset inspection programs and their associated schedules of works, including but not limited to:- Road Management Plan Road & footpath condition audit (4 yearly) based on hierarchy needs Building condition assessments Renewal program Programmed maintenance</p> <p>Internal Audit - Asset Management report to Risk Management Committee and Audit & Risk Committee Mar 2019</p> <p>Annual Capital Works Program to maintain, upgrade and develop Council's assets to defined standards.</p> <p>Implementation of Asset Management System</p>				<p>Delivery of the 2019/20 Capital Works Program to maintain, upgrade and develop Council's assets to defined standards.</p>			
11	Inadequate procurement practices	<p>Procurement Policy review adopted by Council June 2019. Accompanying procurement and contract management guidelines, procedures, templates, reports and authorisation processes. Associated policies include Fraud and Corruption policy and Plan, Code of Conduct & Protected Disclosure Procedures.</p> <p>Annual Internal Audit program Procurement (data analytics) by contracted auditor June 2019 - nil recommendations. Reported to Audit & Risk Committee July 2019.</p> <p>Monthly Procurement performance and exception Report issued to management.</p> <p>Procurement and Contracts Manager oversight Corporate Counsel - legal advice EMT Compliance attestation Audit & Risk Committee Compliance questions to CEO, External and</p>	Unlikely	Moderate	Medium	<p>Internal Audit Procurement scheduled 2020 - refer strategic audit plan</p> <p>Compliance Plan 2019/20</p>	Unlikely	Moderate	Medium



Strategic Risk Register Summary

Date of Report: Monday, 18 November 2019

Risk No	Risk Description	Existing Control	Current Likelihood	Current Consequence	Current Risk Rating	Treatment Plan	Target Likelihood	Target Consequence	Target Risk Rating
		<p>Internal auditors Executive Risk Management Committee</p> <p>Tendering Procedures, delegation, Conflict of Interest declaration prior to receiving tender's submissions, independent and centralised administration by Procurement. Officers and provision for appointment of probity officer.</p> <p>Online tender system - access control limited to Procurement staff. Integration of accounts payable software functionality to align with additional Procurement system controls. Separation of duties maintained.</p> <p>Procurement training. Regular communication of Procurement procedure changes, information sessions and dedicated intranet page and access to templates/guidance. Promotion of integrity culture.</p> <p>Risk Management Strategy Three Lines of Defence including annual Compliance program (10 reviews) reporting to Executive Risk Committee</p>							
10	Failure to respond to a changing climate and its impact on Council and/or community assets	<p>Flood Management Plan, Drainage Strategy, ongoing drainage maintenance program and data from flood mapping used in Council's service delivery</p> <p>Municipal Emergency Management Plan (externally audited) and annual test exercise, including strong focus on community and Council staff education. Associated sub plans. ie. Heatwave Plan and Flood Emergency Plan. Municipal Emergency Planning Committee & associated sub committees</p>	Possible	Moderate	Medium	<p>Adopted Budget 2018/19 additional allocation \$1.5M to improve drainage assets.</p> <p>Report to Councillor Strategic Briefing Session scheduled for Nov 2019 outlining risk mitigation strategy for Council and the community</p>	Possible	Minor	Medium



Strategic Risk Register Summary

Date of Report: Monday, 18 November 2019

Risk No	Risk Description	Existing Control	Current Likelihood	Current Consequence	Current Risk Rating	Treatment Plan	Target Likelihood	Target Consequence	Target Risk Rating
		Electrical Line Clearance Management Plan 2018-2021 & associated independent audit process by Energy Safe Vic Insurance Program Capital Investment, building condition audits, maintenance programs and asset inspection cycles. Implementing Council's environmental action plan and monitored through the Annual Environment Report Management use of flood mapping data							
6	Inappropriate access, use or significant loss of data/corporate records	General IT security controls including firewall upgrade cycle, data backups/offsite data center, security access controls. Cyber security management plan – recent IT System Security Internal Audit and IT General Controls and Security compliance review May 2018. Refresh of key policies: -Acceptable use of IT - Information Management Policy -Information privacy & security -IT hardware and software - Email use IT induction training Information Management & TRIM induction training Staff Privacy Act awareness sessions Dedicated Privacy Officer and risk incident reporting process Cyber insurance	Unlikely	Major	Medium	Internal Audit - Privacy Compliance recommendations in progress Cyber Incident management Plan including end user Cyber security training Cybersecurity training platform established, informed by internal baseline phishing campaign. Implementation of the Victorian Data Security Protection Framework (long term project) Policy reviews are in progress and sign off by the IT Steering Committee is scheduled for November for most policies.	Rare	Major	Medium
5	Fraud or corruption incident	Fraud and Corruption e-learning module mandatory training (2 yearly completed 2019) and induction for staff.	Unlikely	Major	Medium	VAGO Fraud and Corruption Control Local Government June 2019 analysis and identify response plan	Rare	Moderate	Medium



Strategic Risk Register Summary

Date of Report: Monday, 18 November 2019

Risk No	Risk Description	Existing Control	Current Likelihood	Current Consequence	Current Risk Rating	Treatment Plan	Target Likelihood	Target Consequence	Target Risk Rating
		<p>Ongoing distribution of IBAC, VAGO and Ombudsman communications to executive and senior management.</p> <p>Participation in the IBAC Fraud and Corruption Research Project.</p> <p>Launch of refreshed Employee Code of Conduct aligned with workplace values and updates. Training to Managers & Coordinators July 2019. Councillor Code of Conduct 2017. Procurement policy reviewed & adopted by Council 2019.</p> <p>Fraud and Corruption Risk Assessments/Risk Register April 2019, Risk Management framework, Protected Disclosure Procedures. Monitoring by Risk Management Committee and independent Audit and Risk Committee. Delegation register and statements</p> <p>Annual External Audit by Victorian Auditor General's Office (VAGO) of financial statements including fraud prevention risk. Auditors present to Audit & Risk Committee.</p> <p>Ongoing Internal Audit program by independent contract auditor, including annual Procurement data analytics review and Fraud and Corruption audit in 2018.</p> <p>Monthly Procurement data analytics reporting.</p> <p>Annual Compliance Plan monitored by quarterly reports to Risk Committee</p>				<p>IBAC review of local government integrity framework action plan and monitoring by Risk Committee and update to Audit and Risk Committee.</p> <p>Presentation by IBAC CEO to Councillors and Executive</p> <p>Fraud and Corruption Policy and Control Plan review scheduled for Council Dec 2019</p> <p>Attestation to Audit and Risk Committee</p>			
4	Inadequate stakeholder management or engagement impacting brand reputation	Citizen Connect to transform the delivery of customer service and information to the needs of the customer. Phase 1 Contact Center completed. Customer Charter and Training	Possible	Moderate	Medium	<p>Development and implementation Customer Relationship Management System Phase 1 project.</p> <p>Internal Audit Stakeholder Engagement 2019/20</p>	Unlikely	Moderate	Medium



Strategic Risk Register Summary

Date of Report: Monday, 18 November 2019

Risk No	Risk Description	Existing Control	Current Likelihood	Current Consequence	Current Risk Rating	Treatment Plan	Target Likelihood	Target Consequence	Target Risk Rating
		<p>Community Engagement and Public Participation Policy 2017.</p> <p>Annual Local Government Community Satisfaction Survey 2019 results released and published on Council website. Independent survey of 500 Manningham past customers with results exceeding 2017 performance.</p> <p>Launch and implementation of Citizen Connect to transform the delivery of customer service and information to the needs of the customer.</p> <p>Induction and ongoing awareness training of communications and media relations protocol.</p> <p>Consultation framework including policy, training, consultative culture, systems, monitor & review. Active Community panel. Community Listening posts throughout the year.</p>							
3	Inadequate financial planning & management significantly impacting the delivery of critical services	<p>Financial management system, policies & procedures, comprehensive Budget process & adoption by Council. Highly experienced qualified staff</p> <p>10 Year long term financial strategy and review incorporating Rate Capping formula.</p> <p>Annual external audit by VAGO including financial risk analysis rating. Audit Committee oversight of VAGO's Closing Report and annual Financial Report of accounts prior to adoption by Council. Signed VAGO audit opinion issued 19 Sep 2019.</p> <p>Monthly reporting to Executive Management Team and Quarterly to Council and Audit Committee.</p>	Rare	Major	Medium		Rare	Major	Medium



Strategic Risk Register Summary

Date of Report: Monday, 18 November 2019

Risk No	Risk Description	Existing Control	Current Likelihood	Current Consequence	Current Risk Rating	Treatment Plan	Target Likelihood	Target Consequence	Target Risk Rating
		Investment Policy including access to expert independent advice. Controls and Monitoring Access to short & long term funding Management monitoring, Strong sector communication with LG Superannuation company, enquiry by Audit & Risk Committee and development of contingency as required. Daily IT backup, IT Disaster Recovery Plan							
2	Non compliance with statutory and regulatory requirements	Local Government Act 1989 implemented by Legal and Governance Multiple policy frameworks inform key statutory functions including: Governance, Planning, Building, Finance, Procurement, OHS, Human Resources, Privacy, Emergency Management, Domestic Animal Management Plan, Local Laws, and Risk Management etc. Audit & Risk Committee (independent) five meetings per year as per Charter. CEO and auditor compliance attestation to ARC. Regular monitoring of audit recommendations. VAGO External Audit Review and adoption of three year Internal Audit Plan 2019-2022 by Audit and Risk Committee July 2019. Risk Management Committee, chaired by the CEO (5-6 meetings per year). Annual Compliance Plan adopted and monitored by Risk Committee Recruitment of competently skilled staff and supervision. Legislation built into systems Induction, training and personal development	Unlikely	Moderate	Medium	Preparedness in response to the proposed Local Government Act Bill 2019 Delivery of internal Audit Plan 2019/20 Compliance Plan 2019/20 (10 reviews) adopted by Risk Management Committee 14 August 2019	Unlikely	Moderate	Medium



Strategic Risk Register Summary

Date of Report: Monday, 18 November 2019

Risk No	Risk Description	Existing Control	Current Likelihood	Current Consequence	Current Risk Rating	Treatment Plan	Target Likelihood	Target Consequence	Target Risk Rating
		Legislative alerts, delegations, Service Unit and Team updates Dedicated internal resources including - Corporate Counsel, Governance, Risk and Assurance, Procurement, People, Culture & Safety, Finance etc.							
1	Failure of IT Systems (Infrastructure, I.T. & Services) impacting critical services	Primary servers permanently moved to offsite co-location data centre (inner Melbourne suburb) May 2018. Secondary duplicate servers located at alternative Council building as IT Disaster Recovery Plan site. Offsite backup including testing cycle and data storage/BCP in place. Firewalls physical security and IT access controls. Implementation of key improvements from test exercise and IT General Controls compliance review 2018 IT strategy development, Architecture review, Policy, Procedures, Specialists, Supplier agreements, training and integration with Crisis Management Plan Network switches and infrastructure upgrade Annual and long term budget to maintain and improve system capability IT Disaster Recovery Plan test exercise undertaken as part of two phased server relocations May & June 2018.	Unlikely	Moderate	Medium	Annual IT DRP report to Audit and Risk Committee Comprehensive cybersecurity training to staff and Councillors	Unlikely	Moderate	Medium

13.2 Manningham Quarterly Report Q1 (July - Sept), 2019/20

File Number: IN19/727
Responsible Director: Chief Executive Officer
Attachments: 1 Manningham Quarterly Report - Q1 (July - Sept) 2019 [↓](#)

EXECUTIVE SUMMARY

The Manningham Quarterly Report outlines key organisational indicators and many of the reporting requirements under the Local Government Performance Reporting Framework (LGPRF). The report also enables greater transparency to monitor key aspects of Council's performance and governance for continuous improvement and demonstrating our progress in the pursuit of community outcomes in Manningham.

1. RECOMMENDATION

That Council note the Quarterly Report for 1 July – 30 September 2019.

2. BACKGROUND

This quarterly report aims to promote transparency of Council Performance in capital works, finance and corporate reporting as well as meet legislative requirements under the Local Government Act (1989) and Planning and Reporting Regulations (2008). The report is collated by Capital Works, Finance and Corporate Planning

3. DISCUSSION / ISSUE

3.1 Capital Works

- For 2019/20, the Capital Works Program will provide greater detail and transparency by reporting capital works sub-projects as well as capital works projects. Within each project there can be a number of smaller projects (sub-projects) to be completed. For example, a road resealing project would have sub-projects for each section of the road.
- For Quarter 1, 34 projects have been completed, with a further 84 started and 75 progressing well. This achieved 8.3% of the program completed for the financial year. There is a strong pipeline of works for delivery.
- Projects that were carried forward from 2018/19 are either well advanced or at practical completion include Tasker and Ronald Reserve Playground and park upgrade, Doncaster Preschool and various footpath works. King Street was also completed.
- Overall project summary shows 45% renewal, 35% new, 15% upgrade and 5% expansion for the quarter.

3.2 Finance

- The year to September 2019 operating result (income less expenses) ended slightly below the adopted budget target by \$0.1 million or 0.1%.
- The variance primarily relates to lower than budgeted fees and charges mainly in the Function Centre hall hire and planning application fees and higher than budgeted other expenses attributable to legal expenses associated with North East Link Project.
- A formal review of year-end forecasts will be undertaken during December 2019 quarter and material permanent variance will be reviewed as part of the Mid-Year Review process.

3.3 Corporate Performance

3.3.1 Statutory Planning

- The number of planning applications decided within 60 statutory days has increased whilst the time taken to decide on applications has reduced. This is a result of continuous internal process improvements which have had significant processing impacts creating more timely decisions.

3.3.2 Council Plan 2017-2021

- Each year as part of the Annual Budget consultation and development, Council identifies the major pieces of work that will be delivered in the pursuit of delivery of the Council Plan 2017-21 themes and goals.
- For 2019/20, 25 pieces of work (initiatives) were adopted, 13 of these Major Initiatives (see Figure 1). Major initiatives garner a significant investment of resources. We will report progress on the Major Initiatives in the Manningham Quarterly Report. A full report on all initiatives is delivered in the Manningham Annual Report alongside Council Plan actions, achievements and challenges.
- For Quarter 1, Council is on track with all initiatives and also within target to deliver 92.8% of Council Plan actions and 74% of Key Performance Indicators.

2019/20 Initiative	Proposed Measure of Success
Healthy Community	
(Major) Plan for the health and wellbeing of the municipality	Delivery of the Healthy City Action Plan 2019-2021
(Major) Promote a connected and inclusive community	Delivery of at least 4 activities by 30 June 2020
(Major) Promote gender equity with delivery of female friendly facility upgrades in a number of local Pavilions.	Complete upgrades in Bulleen Park, Anderson Park, Doncaster Hockey and Stintons Reserve by 30 June 2020
Manningham Running Marathon	Deliver a running festival for all ages and abilities in partnership with the community by 30 June 2020
Liveable Places and Spaces	
(Major) Ensure local planning is responsive to community need and aligned with local planning laws	Facilitate planning scheme amendments that are considered high priority of the PS Review recommendations. Complete 4 major panel recommendations by June 2020.
(Major) Improve connectivity through delivery of the Road Improvement Program	Staged works completed as programmed: including Jumping Creek Road by 30 June 2021
(Major) North East Link Planning. Achieve a positive project planning outcome for Council and the community by contributing to ongoing planning for the North East Link (including managing the Environmental Effects Statement).	Successfully facilitate Council's response and contribution to the NEL EES process, including legal representation and to prepare a submission report in response to the EES.
(Major) Implementation of Parks Improvement Program: § Petty's Reserve <ul style="list-style-type: none"> Ruffey Lake Park Management Plan Lawford Reserve Management Plan (Stage 2) Completion of the Main Yarra River Trail to Warrandyte 	Implementation of Parks Improvement Program works as scheduled: Petty's Reserve, Ruffey Lake Park Management Plan, Lawford Reserve Management Plan (Stage 2) and Completion of the Main Yarra River Trail to Warrandyte
(Major) Develop and Deliver a new Integrated Transport Strategy for private and public transport in the region	Deliver actions in the Transport Action Plan
Develop a long term Community Infrastructure Plan	Develop a long term Community Infrastructure Plan. Neighbourhood analysis completed and planning commenced by 30 June 2020
Enhanced parks, open space and streetscapes	Complete footpath priority programs for 2019/20
Liveable City Strategy	Community Consultation undertaken and draft Liveable City Strategy commenced by 30 June 2020
Buildings Renewal Modelling	Quantitative analysis of all buildings
Develop a Municipal Development Contributions Plan (DCP) including a review the Doncaster Hill DCP.	DCP framework completed June 2020
Resilient Environment	
(Major) Deliver education and awareness program on environmental sustainability, biodiversity protection and smarter living.	Deliver a minimum of 35 environmental education programs/initiatives for the community by 30 June 2020
(Major) Continue to upgrade Council drainage infrastructure to protect habitable floor levels and improve community safety	Develop a Municipal Drainage Plan that encompasses a response to flood mitigation by June 2020.
Foster partnerships to enable the delivery of climate action / smart city initiatives for Manningham	EV charge sites opportunity investigated and actioned by June 2020. 5 year plan/schedule for solar upgrades (and other ESD programs) developed by June 2020.
Vibrant and Prosperous Community	
(Major) Grow the visitor economy and create opportunities for visitor destinations and events within Manningham that engage both residents and external visitors	Deliver 5 tourism activities from the Tourism Action Plan
Smart Cities: Reinventing Neighbourhoods Program. Jackson Court Pilot site) Develop comprehensive, data driven approach to planning future development of key activity centres.	Develop near real time monitoring capability of parking, pedestrian and environmental sensors.
Doncaster Hill Strategy (2002) Review	Review complete by 30 December 2019
Well Governed Council	
(Major) Prepare a 10 Year Long Term Financial Plan incorporating key strategies to address the long term sustainability of Council.	Adopt Long Term Financial Plan and Annual Budget by 30 June 2020
(Major) Through our Citizen Connect program, we will make it easy for citizens to interact with us, find out information, request a service, provide feedback or report an issue	Implement a suite of customer focused improvements to increase Contact Centre First Contact Resolution (FCR) and improve Customer Satisfaction by 30 June 2020.
Support residents and business to manage their Council activity online (including planning, parking, environmental health services, building)	Deliver increased online capacity by 30 June 2020

Figure 1: 2019/20 Major Initiatives and Initiatives to progress the delivery of the Council Plan 2017-21.

3.4 Councillor Expenses

- Councillor allowances have increased by 2.5% this financial year in line with CPI forecast

3.5 CEO Expenses

- Following the transparent model of the Councillors, the Chief Executive Andrew Day will also be reporting expenses incurred in the role. All expenses will be handled in accordance with the Employee Code of Conduct and the Token Gift Policy.

3.6 CEO Key Performance Indicators (CEO KPIs)

- To deliver our services effectively and efficiently, Manningham Council has Strategic Directions: Community, Customer, Optimised Process and Technology, Financial Sustainability and Enhancing the Municipality.
- Each year, indicators are developed by the Councillors and Chief Executive to identify areas of responsibility that require the Chief Executive's attention to ensure an improved customer experience, organisation excellence and delivery of the Council Plan.
- For 2019/20, a suite of indicators have just been endorsed. 13 of these indicators are included in the Manningham Quarterly Report and will be monitored closely throughout the year, with progress reported quarterly.

4. DECLARATIONS OF CONFLICT OF INTEREST

No Officers involved in the preparation of this report have any direct or indirect conflict of interest in this matter.



Manningham

Quarterly Report 2019/20

Quarter 1: July - September 2019

Key information on Manningham Council's performance and governance for the Quarter

1. Capital Works



213

Projects
Total



34

Projects
Completed



20

Projects
Delayed /
Incomplete



75

Projects
On Schedule

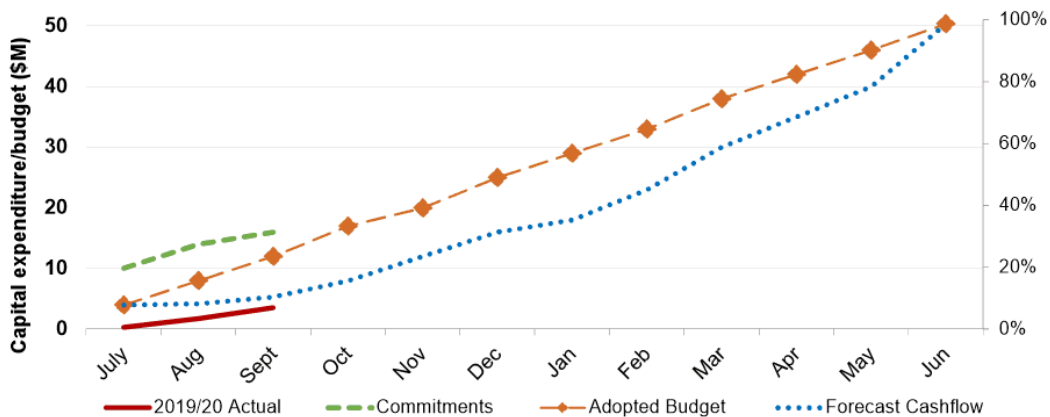


84

Projects
To Start

\$50.34m	Adopted Budget
\$0.21m	Extra Funds
\$50.55m	Updated Forecast

8.3%
Program
Completed



VALUE OF
CAPITAL WORKS

\$4.19 m



CAPITAL INCOME
& GRANTS

↓ 9.9%



CAPITAL WORKS
VARIANCE

\$1.38 m

Spotlight

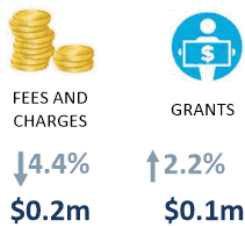
- For 2019/20, the Capital Works Program will provide greater detail and transparency by reporting capital works sub-projects as well as capital works projects. Within each project there can be a number of smaller projects (sub-projects) to be completed. For example, a road resealing project would have sub-projects for each section of the road. The 213 total projects includes the projects and sub projects together.
- For Quarter 1, 34 projects have been completed, with a further 84 started and 75 progressing well. This achieved 8.3% of the program completed for the financial year. As the graph shows there is a high level of commitments showing a strong pipeline of works for delivery.
- Projects that were carried forward from 2018/19 are either well advanced or at practical completion include Tasker and Ronald Reserve Playground and park upgrade, Doncaster Preschool and various footpath works. King Street was also completed.
- Overall project summary shows that the Capital Works for the quarter includes 45% Renewal, 35% New, 15% upgrade and 5% expansion.

2. Finance

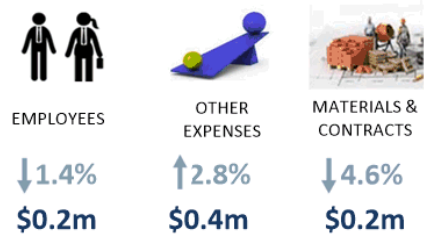
	Revenue	Expenses	Surplus
Budgeted *	\$114.5m	\$32.6m	\$81.9m
Actual	\$114.3m	\$32.5m	\$81.8m

* Adopted Budget

Revenue Variation

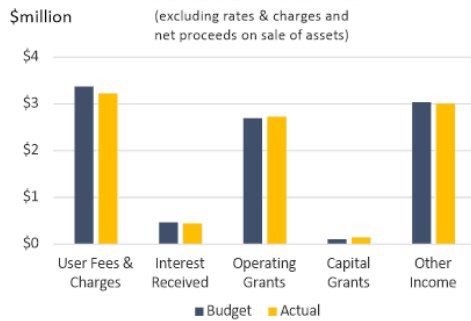


Expenses Variation

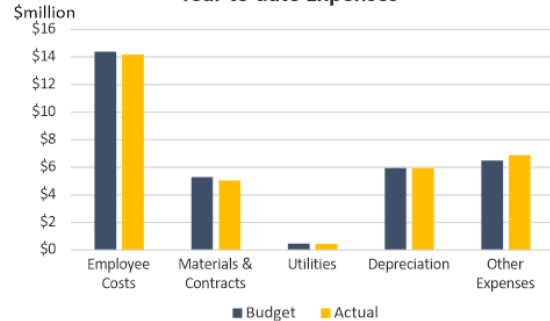


Year to date Revenues

(excluding rates & charges and net proceeds on sale of assets)

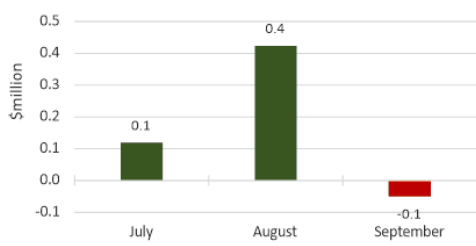


Year to date Expenses



Operating Result (Quarter)

Year to date variance to Budget

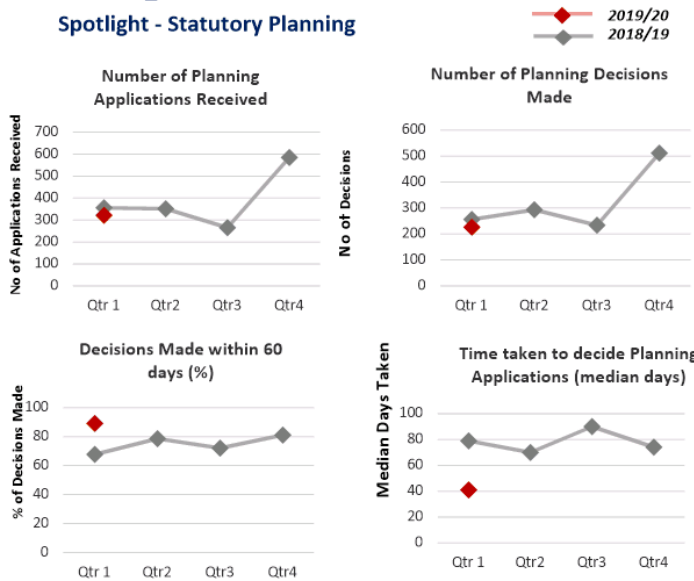


Spotlight

- The Quarter 1 operating result (income less expenses) ended slightly below the adopted budget target by \$0.1 million or 0.1%.
- The variance primarily relates to lower than budgeted fees and charges mainly in the Function Centre hall hire, planning application fees and higher than budgeted other expenses attributable to costs associated with North East Link Project.
- Year-end forecasts and variances will be considered in the December mid-year budget review process.

3. Corporate Performance

Spotlight - Statutory Planning

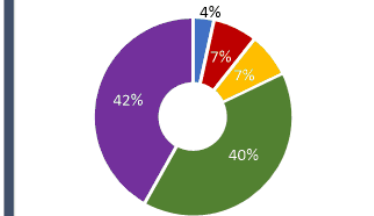


Organisation Performance

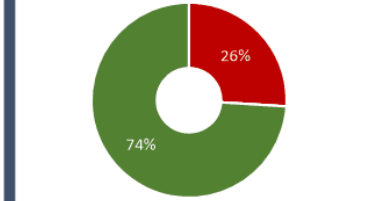
Progress during the Quarter



Action Performance



KPI Performance



Council is within target to deliver 92.8% of actions and 74.0% of KPI's

Statutory Planning

The number of planning applications decided within 60 statutory days has increased whilst the time taken to decide on applications has reduced. This is a result of continuous internal process improvements which have had significant processing impacts creating more timely decisions.

Council Plan 2017-2021

Manningham's Council Plan has five themes: Healthy Community, Liveable Places and Spaces, Resilient Environment, Prosperous and Vibrant Economy and Well Governed Council.

Goals for each theme were developed in consultation with the community and partners, Councillors and council staff. We progress these goals through actions and initiatives each year.

Major Initiatives are significant pieces of work to deliver on the Council Plan. Delivered over the four years of the Council Plan, new milestones are created when one is completed. In most cases, we aim for 25% progress each quarter to build to 100% completion across the 4 quarters of the financial year.

For 2019/20 there are 13 Major Initiatives. For Quarter 1, Council is on track will all initiatives and also within target to deliver 92.8% of Council Plan actions and 74% of Key Performance Indicators.

Full details of previous years progress can be found in our Manningham Annual Report at www.manningham.vic.gov.au

CEO Key Performance Indicators

The Quarterly Report includes relevant Key Performance Indicators (KPIs) for Manningham Council's Chief Executive Officer, Andrew Day. Andrew has an expansive role in serving our community; overseeing all of Council's activities and legislative requirements. These performance indicators, developed in September 2019, highlight particular areas that the CEO will focus on in collaboration with the Council and external partners over the next 12 months. Progress will be reported in the Manningham Quarterly Report as well as in other Manningham publications.



4. Major Initiatives

Progress Key

 Actual
 Target

HEALTHY COMMUNITY

1.1 A healthy, resilient and safe community

1.2 A connected and inclusive community



Healthy City Strategy
2017-2021



New Action Plan with 10 priority areas developed for the remaining years of the Healthy City Strategy 2017-21.



Promote a connected and inclusive community



Council is partnering with the Community Connectedness Working Group to deliver 4 events (supported by Council's Community Grant program). Planning is underway for the annual Pop up Cinema in February.



Deliver female friendly facility upgrades in selected Pavilions



Design work underway for upgrades at Bulleen Park, Koonung & Doncaster Hockey (Mullum Mullum bowls). Works at Andersons park and Stintons are complete

LIVEABLE PLACES AND SPACES

2.1 Inviting places and spaces

2.2 Enhanced parks, open space and streetscapes

2.3 Well connected, safe and accessible travel

2.4 Well utilised and maintained community infrastructure



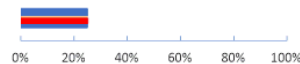
Local planning is responsive to need and planning laws



Completion of 4 Planning Panel recommendations from Planning Scheme Review (2018). Doncaster Hill Strategy consultant appointed following tender process. Continue with development of a Municipal Developer Contributions Plan and Bush Fire Planning.



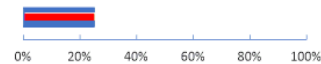
Parks Improvement Program



Development of a Landscape Masterplan for Ruffey Lake Park to review completed work and make recommendations for the future design of the Park. Scoping has commenced for the missing connections in the Main Yarra Trail to Warrandyte.



Roads Improvement Program



Designs for Hepburn Road extension is progressing well. Tram/Merlin Traffic signals being progressed with Department of Transport. Remaining projects for delivery are in the early concept design phase. Developing tender for future works allocation.



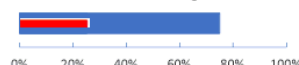
Integrated Transport



Implementation of the Transport Action Plan continues pending the significant impact of the North East Link on transport in the region. The Bus Action Plan is also being implemented to support safe, connected and accessible regional transport.



North East Link Planning



The Environmental Effects Statement (EES) for North East Link was released in April. Council reviewed the ESS and made a comprehensive submission on the impact of the proposed Link to Manningham. This submission was presented with expert witnesses at the public hearings held by the Authority and outcomes from the Minister for Planning are expected in December.



Major Initiatives cont.

Progress Key



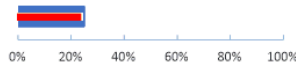
RESILIENT ENVIRONMENT

3.1 Protect and enhance our environment and biodiversity

3.2 Reduce our environmental impact and adapt to climate change



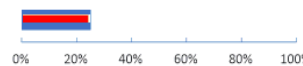
Council Drainage protects habitable floor levels and community safety



A Municipal Drainage Plan is being developed by June 2020. The Plan will encompass a response to flood mitigation. Officers have progressed a project plan and are collating background information.



Environmental education and awareness



State Government funded Caring for Our Local Environments Nature Stewards program underway with Spring events planned for delivery. Ready for Lead to Sustain event in October.

VIBRANT AND PROSPEROUS ECONOMY

4.1 Grow our local business, tourism and economy



Grow the visitor economy, destinations and events



Launched #ExploreManningham. Since the closure of Destination Melbourne, Council has entered into a partnership with Yarra Ranges Tourism and in particular highlighting the Green Wedge and Yarra River corridor as a visitor destination.

Key: Monitoring Progress

0% 20% 40% 60% 80% 100%

Target █
Actual █

*Target is usually 25% cumulative across the project timeframe
In the example above, the project is 20% complete with a target of 35%

WELL GOVERNED COUNCIL

5.1 A financially sustainable Council that manages resources effectively and efficiently

5.2 A Council that values citizens in all that we do



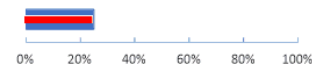
Making it easier for citizens to interact with us



'Citizen Connect continues to improve service quality for customers at first point of contact. Recent survey results from the Community Satisfaction Survey (managed by the State Government) show customer service improvement over time. 2019 Citizen Connect Research (Council managed) has found customer satisfaction steady and first contact results showing a slight improvement.



Long Term Sustainability



10 year Long Term Financial Plan has been updated for year end actuals and will be updated for the Mid Year review in December.



5. Councillor Expenses

An allocation of \$12,770 for each Councillor and \$15,375 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 she are required to carry out additional civic and ceremonial duties.

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

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

Quarter 1, July to September 2019											
Councillor	Travel	Car Mileage	Childcare	Information Communication Technology	Conferences & Training	General Office Expenses	Formal Attendances	Other	Total Qtr	Year to Date	Allowance (Financial Year)
Cr A Chen (Deputy Mayor)	\$95	\$328	\$0	\$0	\$0	\$0	\$30	\$0	\$454	\$454	\$12,770
Cr A Conlon	\$0	\$0	\$0	\$164	\$0	\$0	\$145	\$0	\$309	\$309	\$12,770
Cr S Galbally	\$208	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$208	\$208	\$12,770
Cr G Gough	\$0	\$0	\$0	\$0	\$1,046	\$0	\$65	\$0	\$1,111	\$1,111	\$12,770
Cr D Haynes	\$97	\$1,083	\$0	\$271	\$0	\$0	\$115	\$0	\$1,566	\$1,566	\$12,770
Cr M Kleinert	\$31	\$0	\$0	\$182	-\$127	\$68	\$0	\$0	\$153	\$153	\$12,770
Cr P McLeish	\$0	\$306	\$0	\$73	\$0	\$0	\$80	\$0	\$459	\$459	\$12,770
Cr P Piccinini (Mayor)	\$0	\$0	\$0	\$0	\$0	\$0	\$65	\$0	\$65	\$65	\$15,375
Cr M Zafiroopoulos	\$0	\$0	\$0	\$273	\$0	\$0	\$15	\$0	\$288	\$288	\$12,770
Notes for the Quarter											
■ Councillors allowances have increased by 2.5% this financial year in line with CPI forecast											
■ \$127 has been deducted from Cr Kleinert's Conference and Training expenses to reflect a refund.											

6. CEO Expenses

The Chief Executive Officer incurs various expenditure while carrying out duties relating to the CEO role. Expense categories are travel, conferences and training (including professional development), gifts declared and miscellaneous). The CEO is required to be transparent in the use of Council resources as per the Employee Code of Conduct.

Quarter 1, July - September 2019							
	Travel	Food and Beverage	Conferences and training	Gifts declared	Miscellaneous	Total Qtr	Total Year
Qtr 1	\$103.87	\$75.00	\$70.00			\$248.87	\$248.87

Note: All costs are GST exclusive

Expense categories

Travel

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

Food / Beverage

This category covers costs associated with food or beverages that directly relate to the CEO role within a professional context.

Conferences and Training

This category covers registration fees associated with attendance by the CEO at conferences, functions, seminars and one-off or short-term training courses. Meeting such as these are normally held by local government related organisations, professional bodies and institutions, educational institutions and private sector providers on areas and events which support the role of the CEO or impact on the City in general.

Gifts Declared

This category relates to any gifts that exceed the token gift threshold (\$50.00) that the CEO is required to declare as per the Token Gift Policy.

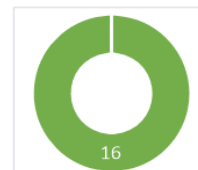
Miscellaneous

This category relates to any other costs associated with the CEO role not covered by the categories above.

7. CEO Key Performance Indicators

All deliverables are to be completed by 30 September 2020, unless otherwise stated

● Complete
 ● On Track
 ● Monitor
 ● Off Track



Area	Priority Deliverables	Status
Strategic Leadership and Advocacy	1) A long term vision for Manningham (Community Vision 2040, Liveable City Strategy 2040 including Doncaster Hill	●
	2) Progression of a long term Community Infrastructure Plan	●
	3) Implement an Advocacy Plan to support the long term vision	●
	4) Extent to which Manningham Council's vision for North East Link is effectively represented	●
Delivery of Council Plan	5) 90% of Council Plan initiatives delivered.	●
Delivery of Capital Works Program	6) 90% Capital Works Program delivered	●
Service Delivery	7) A service review program is developed to create a suite of services that is fit for purpose and delivers value to our community	●
	8) Progression of Council's property investment portfolio	●
	9) Annual Environmental report and delivery of a report on Council's fleet usage and opportunities	●
Drive Innovation	10) Support for Learning Innovation and Technology Committee to develop a futures paper.	●
	11) Continued progression of online services and major IT enhancements- MS Dynamics CRM progressed	●
	12) Long term investment plan for IT/Transformation	●
Drive Accountability	13) Business planning, budgetary capital works and performance planning cycles are reviewed and in place	●
Values Driven	14) 'Public value' proposition is developed and integrated into decision making	●
	15) The Citizen Connect program is progressed to make it easier for our customers	●
	16) Newly formed internal Diversity Working Group is supported, with the development of an action plan and a focus on gender equity, age, CALD, LGBTIQ, and disability	●

13.3 Review of Council's Election Period Policy

File Number: IN19/721
Responsible Director: Corporate Counsel and Group Manager Governance & Risk
Attachments: 1 Revised Draft Election Period Policy [↓](#)

EXECUTIVE SUMMARY

Council is required under the Local Government Act 1989 (the Act) to prepare, adopt and maintain an Election Period Policy (the policy). The purpose of the policy is to provide the community with an understanding of the procedures that Council will apply to ensure the elections are conducted fairly, Council resources are used appropriately and inappropriate decisions are prevented.

Local government elections are scheduled for 24 October 2020. The election period starts on the last day on which nominations for that election can be received (22 September 2020) and ends at 6:00pm on election day.

A number of amendments are proposed to Council's policy to ensure transparent and accountable governance practices are in place in the lead up to and throughout the 2020 election period. A revised draft policy is presented at Attachment 1 for Council's consideration.

1. RECOMMENDATION

That Council adopt the Election Period Policy shown at Attachment 1.

2. BACKGROUND

2.1 Whilst local governments continue to have legal legitimacy until the expiration of their elected term, the *Local Government Act 1989* (the Act) places a number of legislative restrictions on Council's operations during the election period. Amendments to the Act in 2015 introduced a statutory requirement for Councils to prepare, adopt and maintain an election period policy which explains:

- the procedures intended to prevent the Council from making inappropriate decisions or using resources inappropriately during the election period;
- the limitations placed on public consultation and the scheduling of Council events during the election period; and
- the procedures intended to ensure that information held by Council is made equally available and accessible to all candidate during the election period.

2.2 Council may supplement the requirements of the Act outlined above to ensure the conduct of the elections and any by-elections are transparent, equitable to all and the highest standards of governance are applied.

- 2.3 In addition to the above three mandatory requirements, section 55D of the Act prohibits Council from printing, publishing or distributing certain publications containing electoral matter during the election period unless it has been certified in writing by the Chief Executive Officer. This will impact communications during the election period and limit the types of publications and material that will be published.
- 2.4 Once adopted, a copy of the policy must be given to each Councillor, be made available for inspection at the Council offices and published on Council's website.

3. DISCUSSION / ISSUE

- 3.1 The *Local Government Act 1989* requires Council to maintain its election period policy by reviewing and, if required, amending the policy not later than 12 months before each subsequent general election period.
- 3.2 The revised draft policy has been reviewed by officers and proposes a number of amendments which are outlined below:
 - 3.2.1 **Inappropriate Decisions** – This clause has been updated to clarify that Council officers and members of special committees must also avoid making inappropriate decisions when exercising delegations.
 - 3.2.2 **Council Meetings During the Election Period** – This is a new clause that combines the previous Meetings of Council and Special October Meeting clauses. The policy previously restricted the conduct of ordinary council meetings during the election period and proposed that a special meeting be called if Council was required to consider any matters. Whilst the Act places limitations on major policy and inappropriate decisions, Council also has a responsibility to ensure that the general day to day administration of Council is not held up for an excessive period of time. It is therefore proposed that an ordinary meeting of Council will be scheduled in October, albeit earlier in the month, to consider routine administrative matters. There is also a statutory requirement to consider the Annual Report within 30 days of submitting the report to the Minister for Local Government and this report would ordinarily be considered at the October council meeting. Limitations on the various matters and activities at the October meeting outlined in the current policy will be retained.
 - 3.2.3 **Electioneering** – The Victorian Local Government Inspectorate undertook a review of Election Period Policies in the lead up to the 2016 Council elections. A number of the recommendations made by the Inspectorate noted that Councils should include provisions in their policies which prohibit electioneering by Councillors. This related to both use of resources and public appearances at Council events. This has been reinforced in the revised draft policy under the headings Community Engagement and Consultation and Council Events.

- 3.2.4 **Candidates Access to Information** – It is proposed to remove the clause relating to Freedom of Information applications from the policy due to recent changes in processing times under the *Freedom of Information Act 1982*. The timeframe for processing applications is now 30 – 45 days depending on whether there is consultation required. If no consultation is required, it is conceivable that a request received at the beginning or just prior to the election period would need to be processed during that period. Council’s obligations under the FOI Act mean that we cannot unreasonably delay a request as proposed by this clause.
- 3.2.5 **Annual Report** – This section has been updated to provide clarity about the Councillor information that will be published in the Annual Report in an election year.
- 3.2.6 **Websites and Social Media** – These sections have been simplified and include a new clause that requires a statement to be placed on Council’s websites and social media channels during the election period advising that the channels will not be updated other than for necessary operational information. This clause is consistent with the Victorian Local Government Inspectorate’s recommendations.
- 3.2.7 **Use of Councillor Title** – This is a new clause that provides clarity about using the Councillor title during the election period and on electoral material.
- 3.2.8 **Breach of Policy** – This clause has been introduced to clarify where a breach of this policy should be directed.
- 3.2.9 **Administrative Updates** – This is a standard clause that has been introduced to new and reviewed Council policies to enable administrative updates that do not materially affect the content of the policy.
- 3.2.10 **Scope** – The scope has been amended to include members of Council committees who stand as a candidate for election. Committee members often have access to documents and information which is not available in the public realm and it is important that this information is not used in any way to support a candidate’s campaign. The proposed clause supports fairness and equity in the conduct of the elections.
- 3.2.11 A number of other minor amendments are proposed that are not material in nature such as the removal of references to specific days so as not to date the policy; new definitions; and the policy being provided to all candidates.
- 3.3 The proposed revised draft of Council’s Election Period Policy has been prepared in accordance with the obligations under the Act taking into consideration the recommendations of the Victorian Local Government Inspectorate’s review of election period policies across the sector. Where Council did not meet the benchmark of the Inspectorate’s recommendations, new or amended clauses have been proposed.
- 3.4 To ensure a contemporary policy has been developed, officers attended a number of industry based forums to discuss the forthcoming elections and consider best practice approaches to conduct during an election period.

- 3.5 It should be noted that if the 2019 Local Government Bill is introduced into Parliament and comes into effect prior to the 2020 local government elections as is proposed, this policy will form part of Council's Governance Rules under a new Act and will be subject to further review.

4. IMPACTS AND IMPLICATIONS

- 4.1 Municipal general elections are conducted in accordance with the Act and form the basis of Council's good governance in the sound stewardship of the City. The Chief Executive Officer has prime responsibility in regards to the conduct of the elections.

5. IMPLEMENTATION

5.1 Finance / Resource Implications

Financial implications associated with this policy relate to the ability of Council to make major policy decisions as defined by section 93A of the Act.

5.2 Communication and Engagement

Once adopted, a copy of this policy will be provided to all Councillors, placed on Council's website and made available for inspection at the Council offices.

Once endorsed by Council, the policy will be communicated to all officers to ensure that they are aware of their responsibilities during the election period.

5.3 Timelines

The election period for the 2020 local government elections will commence on 22 September 2020.

6. DECLARATIONS OF CONFLICT OF INTEREST

No Officers involved in the preparation of this report have any direct or indirect conflict of interest in this matter.



Policy Register

Draft Election Period Policy

Policy Classification	- Governance
Policy N°	- POL/507
Policy Status	- Current
Responsible Service Unit	- Strategic Governance
Authorised by	- Council
Date Adopted	- 26 November 2019
Next Review Date	- 31 August 2023

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

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



**Policy Register
Draft Election Period Policy**

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Policy Register Draft Election Period Policy

1. PURPOSE

The *Local Government Act 1989* ('the Act') provides that during the 32 days immediately prior to municipal general elections all Victorian councils enter an election period (sometimes called a 'caretaker period'). At this time certain legislative prohibitions apply to the general functions and powers of the Council among which Councils are prohibited to make major policy decisions and publish or distribute electoral matter. The Act also mandates that Council must prepare, adopt and maintain an election period policy.

The election period extends for 32 days from the last day nominations for the election can be received, until 6pm on election day. During this lead up period to the general elections, Council needs to avoid actions and decisions which could be perceived as intended to affect the results of an election, give Councillor candidates an advantage or have a significant impact on or unnecessarily bind the incoming Council.

The purpose of this Policy therefore is to explain to the local community and candidates for election to Council how Manningham City Council will conduct its business over the election period to ensure that:-

- Council is able to continue to deliver normal works and services to the local community;
- Council avoids making inappropriate decisions that may be interpreted as influencing voters;
- the elections are not compromised by inappropriate electioneering by Councillors; and
- to safeguard the authority of the incoming council.

The Policy has been developed in order to ensure that the general elections are conducted in a manner that is fair and equitable to all candidates, and are publicly perceived as such.

The principles contained within this policy will ensure transparent and accountable governance practices are in place in the lead up to and throughout the election period.



Policy Register
Draft Election Period Policy

2. POLICY STATEMENT

Manningham City Council, in stating its commitment to the principle of fair and democratic elections, adopts and endorses the practices detailed within this policy statement in addition to the legislative requirements within the Local Government Act 1989.

2.1 Major Policy Decisions

- 2.1.1 The Council, a Special Committee or a person acting under a delegation given by the Council will not make any major policy decisions during the election period
- 2.1.2 A major policy decision as determined by S93A of the Local Government Act 1989 is a decision:-
- (a) relating to the employment or remuneration of a Chief Executive Officer under section 94 of the Local Government Act 1989, other than a decision to appoint an acting Chief Executive Officer;
 - (b) to terminate the appointment of a Chief Executive Officer under section 94 of the Local Government Act 1989;
 - (c) to enter into a contract the total value of which exceeds whichever is the greater of—
 - (i) \$100 000* or such higher amount as may be fixed by Order in Council under section 186(1) of the Local Government Act 1989 or
 - (ii) 1% of the Council's revenue from rates and charges levied in the preceding financial year;
 - (d) to exercise any power under section 193 of the Local Government Act 1989 if the sum assessed under section 193(5A) of the Local Government Act 1989 in respect of the proposal exceeds whichever is the greater of \$100 000 or 1% of the Council's revenue from rates and charges levied in the preceding financial year.
- * Note*
The current amounts fixed by Order in Council are \$150,000 for goods and services contracts, \$200,000 for works contracts.
- 2.1.3 If Council considers that there are extraordinary circumstances which require the making of a major policy decision during the election period and where the Council or the local community would be significantly disadvantaged if that major policy decision was not made, the Council will apply in writing to the Minister for an exemption from the prohibition on making such a decision.



Policy Register Draft Election Period Policy

2.2 Inappropriate Decisions

- 2.2.1 The *Local Government Act 1989* requires Council to specify procedures to avoid making 'inappropriate decisions' during an election period.
- 2.2.2 Inappropriate decisions are those decisions that would affect voting at an election or decisions that may unreasonably bind an incoming council and could reasonably be deferred until after the election.
- 2.2.3 The Council, a Special Committee or a person acting under a delegation by the Council will avoid making inappropriate decisions during the election period.
- 2.2.4 Procedures for avoiding making inappropriate decisions are addressed at clauses 2.3.1, 2.3.5, 2.3.6 and 2.3.7.

2.3 Council Meetings during the Election Period

- 2.3.1 Council acknowledges that in the lead up to its general elections, it will not make any decision that would, or could be perceived to, inappropriately bind an incoming council or affect the outcome of the elections.
- 2.3.2 Council acknowledges that Councillors have been elected to represent the local community and this obligation continues during the election period. Councillors must avoid any conflict, or appearance of conflict, between their role as Councillor and their role as a candidate or prospective candidate.
- 2.3.3 To ensure the general day-to-day administration of Council is not held up for an excessive time period, Council will hold an Ordinary meeting in October to consider routine administrative matters and the Annual Report.
- 2.3.4 The Chief Executive Officer will ensure that no major policy matters are presented to Council for discussion, consideration or decision unless permitted in writing by the Minister for Local Government.



Policy Register Draft Election Period Policy

- 2.3.5 The Chief Executive Officer will also ensure that none of the following inappropriate matters will be presented to the October ordinary Council meeting:-
- Adoption of a new policy, strategy or significant planning amendment
 - Adoption of a new rate or charge
 - The purchase or sale of land
 - The approval of community grants
 - The spending of unbudgeted monies
 - The conduct of any public consultation on significant issues
 - Changes to the annual budget or capital works program
 - Any other matter that the CEO deems could affect voting in an election, significantly affects the municipality, local community or will unreasonably bind the incoming Council.
- 2.3.6 The following activities, normally held at an ordinary council meeting, will not be permitted during the election period: These are:-
- Public question time
 - Petitions
 - Presentations
 - Councillor question time
 - Rescission or alteration motions
 - Notices of Motion.
- 2.3.7 No meetings of Special Committees, Advisory Committees, or Strategic Briefing Sessions will be held during the election period.
- 2.3.8 The Chief Executive Officer will, where possible, ensure that any significant matters requiring a council decision are scheduled to go to a Council Meeting prior to the commencement of the election period or deferred for determination by the incoming Council. The determination as to whether any matter is a significant matter will be made by the Chief Executive Officer.

2.4 **Community Engagement and Consultation**

- 2.4.1 Community Engagement is about involving stakeholders (those people affected by a decision) and the community in a decision making process. A sound engagement process offers opportunities for residents and key stakeholders to contribute to and influence decisions that directly affect their community.



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- 2.4.2 After the commencement of the election period, Council will not commence public consultation on any matter which, in the opinion of the Chief Executive Officer, is a significant matter or likely to affect voting at the elections. If public consultation on such a matter commenced prior to the beginning of the election period, it shall be held in abeyance until after the election.
- 2.4.3 Other public consultations, including public submissions and hearings pursuant to section 223 of the Local Government Act 1989, during the election period are to be avoided.
- 2.4.4 The requirements of clause 2.3.6 may not apply to statutorily required consultation under the *Planning and Environment Act 1987* or matters of a special or emergency nature. In such circumstances, the Chief Executive Officer must justify the special circumstances requiring the public consultation to the local community and ensure that the public consultation session is managed and chaired by a Director or the Chief Executive Officer and not the Mayor or a Councillor.
- 2.4.5 The Mayor and Councillors are entitled to attend any public consultation session held within the election period. If attending in an official capacity, Councillors must not use their attendance as an opportunity for electioneering.
- 2.4.6 Consultations will avoid any express or implied links to the election.

2.5 Council Events

- 2.5.1 No Council events, either sponsored or under the auspices of or run by Council, are to take place during the election period this includes council sponsored events such as launches, festivals and any other public forum outside of the normal Council meeting cycle.
- 2.5.2 An event will only be conducted if it is totally unexpected or unavoidable and with the express permission of the Chief Executive Officer. If an event is to be undertaken, the Chief Executive Officer must justify to the local community why it is being held and how risks over influencing the election will be mitigated or prevented.
- 2.5.3 At any such event conducted pursuant to 2.5.2 Councillors are able to attend, as is any candidate, but are not to have any official role at the event and the event is to be managed and chaired by a Director or the Chief Executive Officer and not the Mayor or a Councillor.



Policy Register Draft Election Period Policy

- 2.5.4 Publicity of Council events (if any during the period) will be restricted to the communication of factual material only and will not feature, mention or quote or contain any photo of any Councillor.
- 2.5.5 No Councillor participation at Council sponsored events (if any during the election period) will be permitted, except for the Mayor, pursuant to clause 2.5.7.
- 2.5.6 No election material or active campaigning is to be conducted at any Council events (if any during the election period) and no Council event is to be used for, or linked in any way, to a candidate's election campaign.
- 2.5.7 Any Citizenship ceremonies should be planned to be held outside the election period, but if this is unavoidable, the participation of the Mayor at such a ceremonial event is permitted as the participants will not be voters at the general elections. Any Speech by the Mayor at a Citizenship ceremony must be written by Council Staff and approved by the Chief Executive Officer and read by the Mayor as prepared.

2.6 Candidates' Access to Information

- 2.6.1 While it is important that sitting Councillors continue to receive information that is necessary to fulfil their existing elected roles, it is also important that candidates at the elections have equal rights to Council held information relevant to their election campaigns.
- 2.6.2 Any requests for information from Councillors or candidates during the election period should be directed in the first instance to the Group Manager Governance and Risk, the appropriate Director, or the Chief Executive Officer.
- 2.6.3 Neither Councillors nor candidates will receive information or advice from Council staff that might be perceived to support election campaigns and only information that can be reasonably accessed will be released.
- 2.6.4 Information and briefing material prepared for Councillors during the election period will relate only to factual matters or to existing Council services to assist Councillors in conducting normal day to day activities. Any information or briefing material to be provided is only to be sent by the Group Manager Governance and Risk, the appropriate Director or Chief Executive Officer.



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- 2.6.5 To ensure complete transparency in the provision of all information and advice during the election period, an Information Request Register will be established. This register will record all requests for information including those under 2.6.3 made by all candidates (including existing Councillors) relating to electoral and other matters and the responses given to those requests. The register will be a public document available for public inspection and displayed on Council's website. This is to ensure that this information is available to all candidates in the election. It will be managed and maintained by the Senior Governance Advisor commencing on the opening of nominations.
- 2.6.6 Section 76D of the Act concerns the Improper Use of Position and prescribes serious penalties for any Councillor who inappropriately makes use of their position or information obtained in their role as a Councillor, to gain an advantage.

2.7 Council Publications and Electoral Matter

It is prohibited under the Act for Council to print, publish or distribute, or to cause, permit or authorise others to print, publish or distribute on behalf of the Council, any advertisement, handbill, pamphlet or notice that contains electoral matter during the Election Period. This is to ensure that Council does not use public funds that may influence or be seen to influence people's voting intentions. Electoral matter is any matter that is "intended or likely to affect voting in an election" and includes (but is not limited to) material that deals with the election, candidates or issues of contention in the election.

- 2.7.1 The Act also requires that all Council publications during the election period must be certified in writing by the Chief Executive Officer. The Chief Executive Officer must not certify a publication that contains electoral matter.
- 2.7.2 It is an offence for the Chief Executive to contravene this requirement.
- 2.7.3 The certification by the Chief Executive Officer must be in writing and cannot be delegated. Certification wording – over the Chief Executive Officer's signature - should be as follows "*Certified by the Chief Executive Officer in accordance with section 55D on the Local Government Act 1989*". Certification is not needed for advertisements that simply announce the holding of a meeting or about the election process itself.
- 2.7.4 Copies of all certified documents will be retained on Council records.



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- 2.7.5 **Publications which will require certification include:**
- Brochures, pamphlets, handbills, flyers, magazines and books;
 - Reports (other than agenda papers and minutes see clause 2.7.8);
 - Advertisements and notices, except newspaper notices of meetings;
 - New website material;
 - Social media publications (which includes Facebook and Twitter posts);
 - Emails with multiple addresses, used for broad communication with the local community;
 - Mass mailouts or identical letters sent to a large number of people by or on behalf of Council;
 - Media releases;
 - Material to publicise a function or event; and
 - Any publication or distribution of Councillors' speeches.
- 2.7.6 **Material is definitely electoral matter if it:**
- Publicises the strength or weaknesses of a candidate;
 - Advocates the policies of the Council or of a candidate
 - Responds to claims made by a candidate;
 - Publicises the achievements of the elected Council;
 - Publicises matters that have already been the subject of public debate;
 - About matters that are known to be contentious in the local; community and likely to be the subject of election debate;
 - Dealing with election candidates statements; or
 - Referring to Councillors or candidates by name or by implicit reference.
- 2.7.7 **Considerations of Chief Executive Officer in granting publication approval**
- In considering whether to grant approval for the publication of material during the Election Period the Chief Executive Officer:
- (a) **Must not permit** any materials to be published which include reference to the following:
- (i) the election;
 - (ii) a candidate in the election;
 - (iii) a current Councillor; or
 - (iv) an issue before the voters in connection with the election.
- (b) **May approve the** publication of material which only contains factual information about:
- (i) the election process itself; or
 - (ii) Council information that does not include any reference to a current Councillor otherwise precluded by this policy.



Policy Register Draft Election Period Policy

2.7.8 Council Agendas/Reports

During the election period, the Chief Executive Officer will ensure that an “**Election Period Statement**” is included in every report submitted to any Meeting of Council for a decision.

The “Election Period Statement” will specify one of the following:

- ❖ *“The recommended decision is not a “Major Policy Decision”, as defined in section 93A of the Local Government Act 1989, or a matter included in clause 2.4.1 and 2.4.2 which could lead to an inappropriate decision being made or*
- ❖ *“The recommended decision is to seek an exemption from the Minister because the matter requires a “Major Policy Decision” within the meaning of section 93A of the Local Government Act 1989” or*
- ❖ *“The recommended decision is a “Major Policy Decision”, as defined in section 93A of the Local Government Act 1989, but an extraordinary circumstances exemption was granted by the Minister for Local Government on [insert date]”.*

During the election period, the Council will not make a decision on any matter or report that does not include one of these Election Period Statements.

2.7.9 Annual Report

The Annual Report is an exempt document from the requirements of the Election Period and does not need certification by the Chief Executive Officer. However, Council will ensure that the Annual Report produced in any election period will not contain any material that could be regarded as overt electioneering or that inappropriately promotes individual Councillors.

Information referring to specific Councillors will be limited to names, titles, contact details, membership of committees and other bodies to which they have been appointed by Council. A Mayor’s Message will be included and will be restricted to general Council business and not the specific achievements of elected representatives. The Chief Executive Officer will determine the appropriate content for an Annual Report produced in an election period.



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2.7.10 Councillor- Issued Materials

Councillors may publish campaign material on their own behalf, but cannot claim or imply that the material originated from, or was authorised by, Manningham City Council. For example, the use of Council logos, photographs, Council images etc. is not permitted.

2.8 Websites

- 2.8.1 No electoral matter will be placed on Council Websites during the election period.
- 2.8.2 The Chief Executive Officer will ensure that during the election period the only new publications on the website will be those that do not breach this policy, are certified, are essential for the conduct of Council operations and apolitical in nature.
- 2.8.3 Council agendas, minutes and the annual report are exempt from certification.
- 2.8.4 For the duration of the election period a statement will be placed on Council's Websites advising that Council will not be regularly updating or adding new information during the election period other than necessary operational information.
- 2.8.5 Material published on Council's website in advance of the election period is not subject to certification, however existing material that is prominently displayed will be reviewed and consideration given to the removal of any such material that would be considered electoral matter, were it to be published during the election period.
- 2.8.6 Profiles of the Mayor and Councillors will be removed from Council's website during the election period but their contact details ie names, photos and mobile numbers will remain to assist with their day-to-day role as a Councillor.

2.9 Social Media

- 2.9.1 No Electoral matter will be posted on Council Social Media sites during the election period. Any publication on Council social media sites, including Facebook, Twitter, blogs and wiki pages during the election period must be certified by the Chief Executive Officer.



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- 2.9.2 Staff responsible for administering individual social media sites will monitor their respective sites during the election period and use moderation features where available to ensure no electoral matter is posted.
- 2.9.3 Social media activity during the election period is to conform with the following:-
- Social Media posts to be kept to a minimum, necessary operational information only;
 - No launches or announcements of any new projects, policy initiatives, or programs;
 - On all Facebook pages the 'post comments' from all facility to be disabled;
 - YouTube videos to be removed and suspended during the period;
 - No matter is permitted that may be construed as electoral matter – accounts should be reviewed to ensure there is none;
 - No posting of or responding to political content is permitted;
 - During this time ensure moderation of all social media accounts; and
 - Keep all updates to a minimum.
- 2.9.4 For the duration of the election period a statement will be placed on Social Media Sites advising that Council will not be regularly updating or adding new information during the election period other than necessary operational information.

2.10 Media Services

- 2.10.1 During the election period Council's Communications Unit's services must not be used in any way that might promote or be perceived as promoting a Councillor as an election candidate.
- 2.10.2 Council publicity and media releases during the election period will be restricted to communicating normal Council activities and initiatives and any such publicity will be subject to certification by the Chief Executive Officer.
- 2.10.3 Media releases will exclude references to individual Councillors.
- 2.10.4 The Chief Executive Officer or his or her delegate will be the media spokesperson on any media releases.



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2.10.5 Councillors

Councillors will not use their position as an elected representative or their access to Council Officers and other Council resources to gain media attention in support of an election campaign.

2.10.6 Council Employees

During the election period no Council employee may make any public statement that relates to an election issue unless prior approval has been obtained from the Chief Executive Officer.

2.11 Use of Council Resources

2.11.1 It is an established democratic principle that public resources must not be used in a manner that would influence the way people vote in elections. Council commits to this principle in that it will ensure Council resources are not used inappropriately during the election period while recognising that Councillors are entitled to continue to have access to those resources necessary for them to fulfil their elected roles and normal day-to-day duties to the local community.

2.11.2 Council resources include, but is not limited to vehicles, equipment, computers, printers, mobile and landline phones, stationery, images, printing/copy services, meeting rooms, hospitality services, officers and support staff.

2.11.3 In order to ensure the proper use of Council resources during the election period the following will apply:-

- Councillors may **continue to use any Council resources** provided to them to facilitate their performance of **normal Councillor duties**, subject to existing protocols and terms of use. Councillors standing for re-election must not use such Council resources to assist with their election campaign.;
- Reimbursements of Councillors' **out-of-pocket expenses** during the election period will only apply to costs that have been incurred in the performance of normal Council duties, and not for expenses that could be perceived as supporting or being connected with a candidate's election campaign;
- **Equipment** provided to Councillors for the purpose of conducting normal Council business, such as **mobile phones, land lines and internet connections**, will not be used for campaigning purposes;
- No Council **logos, letterheads, or other Council branding** should be used for, or linked in any way to, a candidate's election campaign;



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- **Photos or images** taken by or provided by Council are not to be used by Councillors for the purposes of electioneering or in support of their election campaign. This applies equally to images on Council websites that may be able to be copied;
- Any **email account** provided by Council to a Councillor to assist in representing the local community and undertaking normal day-to-day Councillor duties must not be used in electioneering and campaigning ;
- **Community or Ward meetings** will not be held during the Election Period;
- No Council owned **vehicle** is to be used by a Councillor during the election period for attending any event other than an official Council event at which the Councillor is representing Council in an authorised official capacity;
- During the election period the **Mayoral robes** and **Chain of Office** are only to be worn on official civic occasions such as Meetings of the Council and Citizenship ceremonies and not to be worn or displayed in any manner at any event that is not an official Council event.

2.11.4 A Councillor or candidate at the election, must not ask a member of Council staff to undertake any tasks connected directly or indirectly with a candidate's election campaign.

2.11.5 In the course of employment Council **staff must not:-**
(a) undertake an activity that may affect voting in the election; or
(b) authorise, use or allocate a Council resource for any purpose that may influence voting in the election.

Any Council staff member who thinks they are being placed in a **compromising situation** by a request from a Councillor or candidate should refer the Councillor or candidate to the Chief Executive Officer for clarification. They should also advise their Manager of their concern.

2.11.6 Prior to the election period the Chief Executive Officer will ensure that all members of Council **staff are advised of their obligations** in regard to the application of this policy.

2.11.7 A copy of this policy will be included in candidate information packs distributed at candidate information sessions.



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2.12 Use of the Councillor Title

2.12.1 Councillors may use their title Councillor in their election material, as they continue to hold office during the Caretaker period. While a Councillor can refer to themselves as Councillor in communications it must be made clear that it is a communication of a candidate and not a position of Council.

2.13 Breach of Policy

2.13.1 Any breach of this policy relating to officer conduct is to be referred to the Chief Executive Officer.

2.13.2 Alleged breaches relating to all other matters are to be referred to the Victorian Local Government Inspectorate.

2.14 Administrative Updates

2.14.1 From time to time, circumstances may change leading to the need for minor administrative changes to this policy. Where an update does not materially alter this policy, such a change may be made administratively. Examples of minor administrative changes include changes to names of Manningham Council departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this policy, it must be considered by Council.

3 SCOPE OF POLICY

The policy applies to all Councillors and Council officers during the election period which starts on the last day on which nominations for the election can be received by the Returning Officer and concludes on the Election Day.

Council committee members who are candidates for election are expected to comply with this policy and in addition:

- return any council equipment, documents or information which not available to the public for the duration of the election period; and
- if elected, immediately resign from the committee.

4 RESPONSIBILITY

The Chief Executive Officer is the officer ultimately responsible for the implementation of the policy with the Group Manager Governance and Risk being responsible for the operational aspects of applying the policy.



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5 DEFINITIONS

In this policy:-

Chief Executive Officer means the person appointed by a Council to be its Chief Executive Officer or any person acting in that position

Council means a municipal council (including the Council of the City of Melbourne and the Council of the City of Geelong) whether constituted before or after the commencement of this section

Council Events means a gathering of people or a Ceremony of some significance, either run by Council or auspiced by Council, that celebrates or recognises some specific aspect of community and generally creates publicity.

Councillor means a person who holds the office of member of a Council

Councillor Code of Conduct means the code of conduct developed by a Council under section 76C

Council staff means the persons who are members of Council staff employed by the Chief Executive Officer

Note - The Chief Executive Officer is also a member of Council staff.

Electoral advertisement, handbill, pamphlet or notice means an advertisement, handbill, pamphlet or notice that contains electoral matter, but does not include an advertisement in a newspaper announcing the holding of a meeting

Electoral matter means matter which is intended or likely to affect voting in an election but does not include any electoral material produced by or on behalf of the returning officer for the purposes of conducting an election. Without limiting the generality of the definition of **electoral matter**, matter is to be taken to be intended or likely to affect voting in an election if it contains an express or implicit reference to, or comment on—

- (a) the election; or
- (b) a candidate in the election; or
- (c) an issue submitted to, or otherwise before, the voters in connection with the election.

Election period, in relation to an election, means the period that—

- (a) starts on the last day on which nominations for that election can be received; and
- (b) ends at 6 pm on election day;



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Inappropriate decisions means decisions made by a Council during an election period includes any of the following—

- (a) decisions that would affect voting in an election
- (b) decisions that could reasonably be made after the election.

Local community includes—

- (a) people who live in the municipal district
- (b) people and bodies who are ratepayers
- (c) people and bodies who conduct activities in the municipal district.

Major policy decision means any decision—

- (a) relating to the employment or remuneration of a Chief Executive Officer under section 94 of the Local Government Act 1989, other than a decision to appoint an acting Chief Executive Officer
- (b) to terminate the appointment of a Chief Executive Officer under section 94 of the Local Government Act 1989;
- (c) to enter into a contract the total value of which exceeds whichever is the greater of—
 - (i) \$100 000 or such higher amount as may be fixed by Order in Council under section 186(1) of the Local Government Act 1989 or
 - (ii) 1% of the Council's revenue from rates and charges levied in the preceding financial year
- (d) to exercise any power under section 193 of the Local Government Act 1989 if the sum assessed under section 193(5A) of the Local Government Act 1989 in respect of the proposal exceeds whichever is the greater of \$100 000 or 1% of the Council's revenue from rates and charges levied in the preceding financial year.

Municipal district means the district under the local government of a Council

Printed electoral material means an advertisement, handbill, pamphlet or notice that contains electoral matter

Publish means publish by any means including by publication on the Internet

Significant Matter means a **Major Policy Decision** or an **Inappropriate Decision**

Special committee means—

- (a) a committee established by a Council under section 86
- (b) a committee that exercises a power, or performs a duty or function, of the Council that has been delegated to that committee under any Act

Ward means a subdivision of a municipal district.



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6 RELATED POLICIES

- POL/194 - Councillor Allowance and Support Policy
- POL/416 - Social Media Policy
- POL/478 - Councillor IT Support and Equipment Policy
- Media Policy
- Manningham Councillor's Code of Conduct
- Manningham Employee Code of Conduct

7 SUPPORTING PROCEDURES

Request for Certification of Publication during Election Time

8 ACTION PLANS

Nil.

9 GUIDELINES

Nil.

10 RELATED LEGISLATION

- Local Government Act 1989 (See Attachment 1)
 - S55D Prohibition on Council (Publish Material)
 - S93A Conduct of Council during election period
 - S93B Election Period Policy
- Local Government Amendment (Improved Governance) Act 2015
- Victorian Electoral Act 2002

11 SUPPORTING RESEARCH AND ANALYSIS

Local Government Amendment (Improved Governance) Act 2015 – A Guide for Councils by Local Government Victoria

Assessment against Charter of Human Rights.



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12 DOCUMENT HISTORY

Policy Title:	Election Period Policy
Resp. Officer Position:	Senior Governance Advisor
Next Review Date:	31 August 2023
To be included on website?	Yes

Last Updated	Meeting type? - Council or EMT	Meeting Date	Item N°
<i>Version 1</i>	<i>Council</i>	<i>29 March 2016</i>	
<i>Version 2</i>	<i>Council</i>	<i>26 November 2019</i>	



**Policy Register
Draft Election Period Policy**

Attachment 1

Local Government Act 1989 Provisions relating to Election Period

55D Prohibition on Council

- (1) A Council must not print, publish or distribute or cause, permit or authorise to be printed, published or distributed, any advertisement, handbill, pamphlet or notice during the election period unless the advertisement, handbill, pamphlet or notice has been certified, in writing, by the Chief Executive Officer.
- (2) The Chief Executive Officer must not intentionally or recklessly certify an electoral advertisement, handbill, pamphlet or notice during the election period unless it only contains information about the election process.
- (3) Despite section 98(2), the Chief Executive Officer must not delegate the power to certify any advertisement, handbill, pamphlet or notice under this section to a member of Council staff.
- (4) A Councillor or member of Council staff must not intentionally or recklessly print, publish or distribute or cause, permit or authorise to be printed, published or distributed an electoral advertisement, handbill, pamphlet or notice during the election period on behalf of, or in the name of, the Council or on behalf of, or in the name of, a Councillor using Council resources if the electoral advertisement, handbill, pamphlet or notice has not been certified by the Chief Executive Officer under this section.

93A Conduct of Council during election period

- (1) Subject to this section, a Council, a Special Committee or a person acting under a delegation given by the Council must not make a major policy decision during the election period for a general election.
- (2) If a Council considers that there are extraordinary circumstances which require the making of a major policy decision during the election period, the Council may apply in writing to the Minister for an exemption from the application of this section to the major policy decision specified in the application.
- (3) If the Minister is satisfied that there are extraordinary circumstances, the Minister may grant an exemption from the application of this section to the major policy decision specified in the application subject to any conditions or limitations that the Minister considers appropriate.
- (4) A major policy decision made in contravention of this section is invalid.
- (5) Any person who suffers any loss or damage as a result of acting in good faith on a major policy decision made in contravention of this section is entitled to compensation from the Council for that loss or damage.
- (6) In this section, a **major policy decision** means any decision—
 - (a) relating to the employment or remuneration of a Chief Executive Officer under section 94, other than a decision to appoint an acting Chief Executive Officer;
 - (b) to terminate the appointment of a Chief Executive Officer under section 94;



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- (c) to enter into a contract the total value of which exceeds whichever is the greater of—
 - (i) \$100 000 or such higher amount as may be fixed by Order in Council under section 186(1); or
 - (ii) 1% of the Council's revenue from rates and charges levied under section 158 in the preceding financial year;
- (d) to exercise any power under section 193 if the sum assessed under section 193(5A) in respect of the proposal exceeds whichever is the greater of \$100 000 or 1% of the Council's revenue from rates and charges levied under section 158 in the preceding financial year.

93B Council to adopt an election period policy

- (1) A Council must prepare, adopt and maintain an election period policy in relation to procedures to be applied by Council during the election period for a general election.
- (2) A Council must prepare and adopt an election period policy as required by subsection (1)—
 - (a) by 31 March 2016; and
 - (b) following the general election on 22 October 2016, continue to maintain the election period policy by reviewing and, if required, amending the policy not later than 12 months before the commencement of each subsequent general election period.
- (3) An election period policy must include the following—
 - (a) procedures intended to prevent the Council from making inappropriate decisions or using resources inappropriately during the election period before a general election;
 - (b) limits on public consultation and the scheduling of Council events;
 - (c) procedures to ensure that access to information held by Council is made equally available and accessible to candidates during the election.
- (4) A copy of the election period policy must—
 - (a) be given to each Councillor as soon as practicable after it is adopted; and
 - (b) be available for inspection by the public at the Council office and any district offices; and
 - (c) be published on the Council's Internet website maintained under Section 82A.
- (5) In this Section—

inappropriate decisions made by a Council during an election period includes any of the following—

 - (a) decisions that would affect voting in an election;
 - (c) decisions that could reasonably be made after the election.

13.4 Council Meeting Schedule for 2020

File Number: IN19/722
Responsible Director: Corporate Counsel and Group Manager Governance & Risk
Attachments: Nil

EXECUTIVE SUMMARY

Under Council's Meeting Procedure Law 2017, Council is required to fix its meeting schedule for the forthcoming year.

Presently, Ordinary Council meetings are held monthly, generally on the fourth Tuesday, at 7:00pm in the Council Chamber at the Civic Centre.

The recommended meeting schedule is consistent with the above arrangements, excepting where circumstances suggest some other arrangement would be more appropriate.

1. RECOMMENDATION

That Council:

A. Adopt the following meeting schedule for 2020:

Ordinary meetings of the Council will be held on the fourth Tuesday of the month (except as otherwise provided in this recommendation) at 7:00pm in the Council Chamber at the Civic Centre on the following dates:

- 28 January 2020
- 25 February 2020
- 24 March 2020
- 28 April 2020
- 26 May 2020
- 23 June 2020
- 28 July 2020
- 25 August 2020
- 15 September 2020
- 13 October 2020
- 24 November 2020
- 15 December 2020.

B. Set the meeting date for the Annual Meeting of Council for Tuesday, 10 November 2020, at 7:00pm in the Council Chamber at the Civic Centre.

C. Authorise the Chief Executive Officer to undertake all statutory requirements to call the scheduled meetings of Council.

2. BACKGROUND

2.1 Council's Meeting Procedure Law 2017 provides that the date, time and place for all Ordinary Council meetings be fixed by Council from time to time.

- 2.2 The proposed meeting arrangements for 2020 provide for Ordinary Council meetings to be held on the fourth Tuesday of each month at 7:00pm unless otherwise provided in this report. Meetings will be held in the Council Chamber at the Civic Centre.
- 2.3 Additional meetings may be scheduled throughout the year as required and the proposed dates may be amended if necessary.
- 2.4 In preparing the meeting schedule, consideration has been given to scheduled public holidays, confirmed local government conferences for 2020 and the conduct of the 2020 local government general elections.

3. DISCUSSION / ISSUE

- 3.1 This is an administrative report to enable Council to set the meeting dates for the 2020 calendar year.
- 3.2 Local government general elections are scheduled to be held on 24 October 2020. The *Local Government Act 1989* provides that a council must adopt an Election Period Policy which includes, amongst other things, procedures intended to prevent a council from making inappropriate decisions or using council resources inappropriately during the election period. Inappropriate decisions are defined as decisions that would affect voting in an election or decisions that could reasonably be made after the election.
- 3.3 For the purposes of this report, the significant dates associated with the 2020 Council elections are Tuesday 22 September (being Nomination Day) and Saturday 24 October (being Election Day). Nomination Day marks the commencement of the statutory "election period". Section 93A(1) of the *Local Government Act 1989* provides that "Subject to this section, a Council, a special Committee or a person acting under a delegation given by the Council must not make a major policy decision during the election period for a general election".
- 3.4 To ensure the general day-to-day administration of Council is not held up for an excessive period of time, it is proposed that a Council meeting will be held on 13 October 2020. Council's proposed revised Election Period Policy limits the types of matters to be considered at this meeting to routine administrative matters and the Annual Report. There is a statutory requirement to consider the Annual Report within 30 days after submitting it to the Minister for Local Government and the requirement to consider the report generally falls due in October.
- 3.5 Taking into consideration the above, there are three variations to the proposed fourth Tuesday meeting dates in 2020;
 - the September Council meeting is proposed to be brought forward by one week to avoid the meeting being held on the eve of the commencement of the election period;
 - the October Council meeting is also proposed to be brought forward, by two weeks, to avoid being held during the week of the general elections.
 - the December Council meeting is traditionally held earlier in the month prior to the holiday season and is proposed for the third Tuesday.

3.6 The date for the Annual Meeting is proposed having regard to advice from the Victorian Electoral Commission (VEC) about the likely timeframes for declaration of the results of the elections. The VEC has indicated that all results should be declared no later than Friday, 6 November 2019. The proposed date is consistent with the arrangements put in place following the 2016 local government elections.

4. COUNCIL PLAN / STRATEGY

The fixing of meeting times, dates and places is a statutory requirement and forms part of Council's governance obligations.

5. IMPACTS AND IMPLICATIONS

Council meetings provide interested people within the community an opportunity to participate in local democracy. Participation provides for greater understanding of Council decision making processes and promotes open, transparent and accountable government.

6. IMPLEMENTATION

6.1 Finance / Resource Implications

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

6.2 Communication and Engagement

The meeting schedule will be published in the local newspaper; placed on Council's website, social media and notice board.

6.3 Timelines

The meeting schedule takes effect at the commencement of 2020.

7. DECLARATIONS OF CONFLICT OF INTEREST

No Officers involved in the preparation of this report have any direct or indirect conflict of interest in this matter.

13.5 Record of Assembly of Councillors

File Number:	IN19/724
Responsible Director:	Chief Executive Officer
Attachments:	1 Record of Assembly of Councillors - Strategic Briefing Session - 29 October 2019 ↓
	2 Record of Assembly of Councillors - MEMPC - 1 November 2019
	3 Record of Assembly of Councillors - Strategic Briefing Session - 12 November 2019 ↓

EXECUTIVE SUMMARY

Section 80A of the Local Government Act 1989 requires a record of each meeting that constitutes an Assembly of Councillors to be reported to an ordinary meeting of Council and those records are to be incorporated into the minutes of the Council Meeting.

1. RECOMMENDATION

That Council note the Records of Assemblies for the following meetings and that the records be incorporated into the minutes of this Council Meeting:

- **Strategic Briefing Session – 29 October 2019**
- **Municipal Emergency Management Planning Committee – 1 November 2019**
- **Strategic Briefing Session – 12 November 2019**

2. BACKGROUND

2.1 An Assembly of Councillors is defined in the Local Government Act 1989 as a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of the Council staff which considers matters that are intended or likely to be:-

2.1.1 The subject of a decision of the Council; or

2.1.2 Subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee but does not include a meeting of the Council, a special committee of the Council, an audit committee established under section 139, a club, association, peak body, political party or other organisation.

2.2 An advisory committee can be any committee or group appointed by council and does not necessarily have to have the term 'advisory committee' in its title.

2.3 Written records of Assemblies are to include the names of all Councillors and members of Council staff attending, a list of matters considered, any conflict of interest disclosures made by a Councillor and whether a Councillor who has disclosed a conflict of interest leaves.

3. DISCUSSION / ISSUE

3.1 The Assembly records are submitted to Council, in accordance with the requirements of Section 80A of the Local Government Act 1989. The details of each of the following Assemblies are attached to this report.

- Strategic Briefing Session – 29 October 2019
- Municipal Emergency Management Planning Committee – 1 November 2019
- Strategic Briefing Session – 12 November 2019

4. DECLARATIONS OF CONFLICT OF INTEREST

No Officers involved in the preparation of this report have any direct or indirect conflict of interest in this matter.

Record of an Assembly of Councillors

Manningham City Council

Strategic Briefing Session

Meeting Date: 29 October 2019
Venue: Council Chamber, Civic Office, 699 Doncaster Rd, Doncaster
Starting Time: 6:30pm

1. Councillors Present:

Cr Paula Piccinini (Mayor), Cr Anna Chen (Deputy Mayor), Cr Mike Zafiroopoulos,
Cr Andrew Conlon, Cr Geoff Gough, Cr Paul McLeish and Cr Sophy Galbally

Apologies from Councillors:

Cr Michelle Kleinert and Cr Dot Haynes.

Executive Officers Present:

Andrew Day, Chief Executive Officer
Leigh Harrison, Director City Services
Angelo Kourambas, Director City Planning & Community

Other Officers in Attendance:

Carrie Bruce, Senior Governance Advisor
Kim Tran, Governance Support Officer
Gabrielle O'Halloran, Senior Strategic Planner
Lee Robson, Group Manager Community Programs
Keri Kennealy, Manager Aged and Disability Services
Tina Beltramin, Coordinator Positive Ageing
Roger Woodlock, Project Engineering Specialist
Frank Vassilacos, Coordinator City Planning

2. Disclosure of Conflicts of Interest

Cr Piccinini declared a conflict of interest in Item 3.5 – MannaCare Waste Service at 371 and 383 Manningham Road, Doncaster. Cr Piccinini left the meeting at 9:37pm prior to discussion on this item and returned to the meeting at 9:43pm after discussion had concluded.

3. Items Discussed

- 3.1 Draft Yarra Strategic Plan (2019)
- 3.2 Draft Community Facilities Access and Concession Policy
- 3.3 Community Care Services(Confidential)
- 3.4 Bus Shelters (Confidential)
- 3.5 MannaCare Waste Service at 371 and 383 Manningham Road, Doncaster
- 3.6 North East Link Update
- 3.7 Request for Financial Support

The meeting ended at 10.15pm

Record of an Assembly of Councillors

Manningham City Council

Municipal Emergency Management Planning Committee Meeting

Meeting Date: 1 November 2019
Venue: Mullum Mullum Stadium, Donvale
Starting Time: 10am

1. Councillors Present:

Councillor Paul McLeish – Mullum Mullum Ward

Officers Present:

Leigh Harrison – Director
Helen Napier – Manager City Amenity
Ben Middleton – Coordinator Emergency Management
Amber Thorgersen – Emergency Management Officer
Dean Graham – Engagement Officer
Amelia Thamrin – PA to Director of Shared Services
John O'Brien – Assets and Environment Coordinator

2. Disclosure of Conflicts of Interest

N/A

3. Items Considered

1. Confirmation of previous minutes
2. Actions Arising
3. Correspondence
4. Guest Speaker – Amelia Thamrin – Secondary Impact Assessment Project
5. General Business
 - Debrief on Oil Spill
 - Police Response and recovery Arrangements
 - TOR and Membership List
 - Council's Emergency Management Team
 - Grants and Project
 - Notice of review for Fire Danger Ratings
 - EM legislation and planning reform update
 - Community Engagement Update
 - Training and Exercising
 - Items without notice
6. Sub Committee Reports
 - Municipal Fire Management Planning Committee Meeting
 - Community Resilience Sub Committee Meeting
7. Agency Reports

Finishing time

The meeting ended at 11.50am

Record of an Assembly of Councillors

Manningham City Council

Strategic Briefing Session

Meeting Date: 12 November 2019
Venue: Council Chamber, Civic Office, 699 Doncaster Rd, Doncaster
Starting Time: 6:34pm

1. Councillors Present:

Cr Paul McLeish (Mayor), Cr Mike Zafiroopoulos (Deputy Mayor), Cr Anna Chen, Cr Andrew Conlon, Cr Sophy Galbally, Cr Geoff Gough, Cr Dot Haynes, Cr Michelle Kleinert and Cr Paula Piccinini

Apologies from Councillors:

Nil.

Executive Officers Present:

Andrew Day, Chief Executive Officer
Leigh Harrison, Director City Services
Angelo Kourambas, Director City Planning & Community
Andrew McMaster, Corporate Counsel and Group Manager Governance & Risk

Other Officers in Attendance:

Carrie Bruce, Senior Governance Advisor
Heather Callahan, Coordinator Recreation
Peter Brabender, Team Leader Active Space
Liz Lambropoulos, Team Leader Integrated Transport
Andrew Mangan, Project Support Officer – North East Link
Ines Carvalho, Sustainability Officer
Clayton Simpson, Environment Coordinator
James Paterson, Manager Infrastructure Services
Matt Slavin, Manager Integrated Planning

2. Disclosure of Conflicts of Interest

Nil.

3. Items Discussed

- 3.1 NEL Sports and Recreation Master Plans
- 3.2 Council Fleet Efficiency Review
- 3.3 Police Loan Vehicle
- 3.4 King Street Residents Petition for Parking Bays
- 3.5 Doncaster Hill - Vehicle Movement and Parking Study and Open Space and Community Amenity Study
- 3.6 Review of Council's Election Period Policy
- 3.7 Strategic Risk Register Report to Council - six monthly report October 2019
- 3.8 Council Meeting Schedule for 2020
- 3.9 Manningham Quarterly Report Q1 (July - Sept), 2019/20

The meeting ended at 10.15pm

13.6 Documents for Sealing

File Number: IN19/685
Responsible Director: Chief Executive Officer
Attachments: Nil

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 M D Lui and S C Lui
6 Applewood Court, Doncaster East**

**Consent to Build Over an Easement
Agreement under Section 173 of the Planning and Environment Act 1987
Council and K Lin
18 Dunoon Street, Doncaster**

**Consent to Build Over an Easement
Agreement under Section 173 of the Planning and Environment Act 1987
Council and Airds Group Properties Pty Ltd
1-3 Airds Road, Templestowe Lower**

**Consent to Build Over an Easement
Agreement under Section 173 of the Planning and Environment Act 1987
Council and S Adibnejad and A Farokhzad
17 Deep Creek Drive, Doncaster East**

**Consent to Build Over an Easement
Agreement under Section 173 of the Planning and Environment Act 1987
Council and A Wang
43 Elizabeth Street, Doncaster East**

2. BACKGROUND

The Council's common seal must only be used on the authority of the Council or the Chief Executive Officer under delegation from the Council. An authorising Council resolution is required in relation to the documents listed in the recommendation section of this report.

3. DECLARATIONS OF CONFLICT OF INTEREST

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

14 URGENT BUSINESS**15 COUNCILLORS' QUESTION TIME****16 CONFIDENTIAL REPORTS****16.1 CEO Performance Review 2018/19**

This information has been designated in writing as confidential information by the Chief Executive Officer pursuant to S77(2)(c) of the Local Government Act 1989. The relevant ground applying is S89(2)(a) of the Act concerning personnel matters.