

MANNINGHAM

## COUNCIL MEETING

# AGENDA

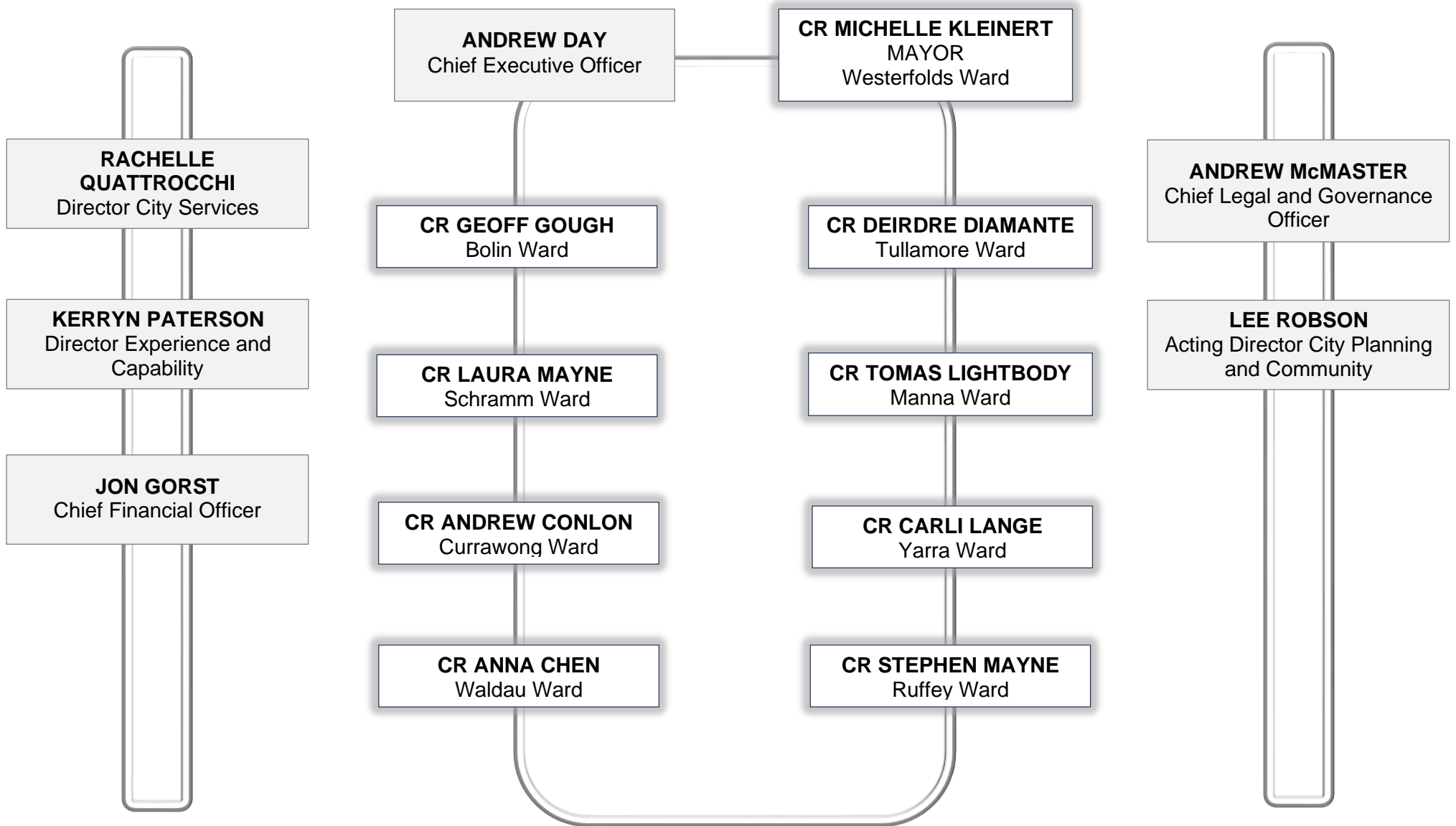
<b>Date:</b>	<b>Tuesday, 26 April 2022</b>
<b>Time:</b>	<b>7:00pm</b>
<b>Location:</b>	<b>Council Chamber, Civic Centre 699 Doncaster Road, Doncaster</b>

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

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

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

# COUNCIL MEETING SEATING PLAN





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**1 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 Council Meeting held on 22 March 2022.

**5 PRESENTATIONS**

**6 PETITIONS**

**7 PUBLIC QUESTION TIME**

**8 ADMISSION OF URGENT BUSINESS**

**9 PLANNING PERMIT APPLICATIONS**

There are no Planning Permit Applications.

## 10 CITY PLANNING & COMMUNITY

### 10.1 Manningham Flood Mapping Project Update

File Number:	IN22/215
Responsible Director:	Group Manager Approvals and Compliance
Attachments:	1 Community Reference Panel Establishment Attachment 1 <a href="#">↓</a>
	2 Community Reference Panel Terms of Reference - Attachment 2 <a href="#">↓</a>

#### EXECUTIVE SUMMARY

*The Manningham Flood Mapping Project involves flood mapping for the City of Manningham by Council and Melbourne Water in partnership, and the development of the Manningham Integrated Water Management Strategy. The purpose of this report is to provide an update on the project status and seek endorsement of the proposed process for establishing a Community Reference Panel (CRP) for this project. The project is expected to span a period of four years.*

*The Manningham Integrated Water Management Strategy will respond to the challenges associated with climate change, population growth and other factors including changing flood risk. In part, it will be informed by the outcomes of the Flood Mapping Project.*

*The Integrated Water Management Strategy development will be based on a sound understanding of risk, of the challenges facing our community and will facilitate timely and proactive planning for a sustainable future for our community.*

*A CRP is proposed to be formed to work collaboratively with Council officers to provide a landowner / land occupier perspective in relation to water management, flood related risks and challenges, and options to address them, to inform the development of this project. The CRP will act in an advisory capacity only and will have no delegated authority to make decisions on behalf of Council. It is proposed that an Expression of Interest (EOI) process be followed for the formation of the CRP. Attached for endorsement are copies of the draft Terms of Reference and a document setting out the proposed CRP establishment guidelines.*

#### 1. RECOMMENDATION

##### That Council:

- A. Note that the proposed Hillcroft Drive 20(2) Planning Scheme Amendment is the subject of a separate report.
- B. Endorse the public exhibition of an Expression of Interest for the Manningham Flood Mapping Project Community Reference Panel, generally in accordance with Attachment 1.
- C. Endorse the Terms of Reference for the Manningham Flood Mapping Project in accordance with Attachment 2.
- D. Appoints two Councillors as representatives on the Community Reference Panel.

## 2. BACKGROUND

- 2.1 There are mounting pressures on the management of our water resources arising from a variety of drivers which include climate change and variability, population growth and other factors.
- 2.2 The CSIRO and Bureau of Meteorology State of the Climate report (2018) notes that there has been a decline of around 11 per cent in the April–October rainfall period in the southeast of Australia since the late 1990s. Streamflow has decreased across southern Australia.
- 2.3 The report forecasts further increases in sea and air temperatures, with more hot days, and fewer cool extremes. Decreases in rainfall across southern Australia with more time in drought, but an increase in intense heavy rainfall are forecast throughout Australia. With increasing temperatures, soils can be expected to be drier, with increased evaporation rates, resulting in less stormwater runoff from smaller rainfall events. This is consistent with the existing trend of diminishing stream flows.
- 2.4 A higher risk of intense rainfall events will lead to more flooding and increased risk of flood damage.
- 2.5 As part of addressing the impacts of climate change and working towards a more sustainable future, Council unanimously resolved on 28 January 2020 to declare a climate emergency. This declaration empowers Council to further accelerate those efforts and incorporate climate change considerations in all future strategies, decisions and actions shaping the city's future. On 28 October 2021, Council also adopted new climate mitigation targets.
- 2.6 Other issues requiring consideration include the impacts of urbanisation on stormwater quality and receiving waters, increasing areas of impervious surfaces as development progresses and the impacts of population growth.
- 2.7 In addition, Council has ageing underground drainage infrastructure and there will be increasing demands for asset rehabilitation over time, which will apply budgetary pressure.
- 2.8 These pressures and challenges require planning for the effective management of water resources into the future. The development of an Integrated Water Management Strategy based on a sound understanding of risk and of the challenges facing our community will facilitate timely and proactive planning for a sustainable future for our community.

### **Proposed Manningham Integrated Water Management Strategy**

- 2.9 The Manningham Flood Mapping Project includes the development of Council's Integrated Water Management Strategy and flood mapping for the entire City of Manningham. Flood mapping for the City is currently being undertaken by Council and Melbourne Water in partnership.
- 2.10 The primary focus of Council's previous Drainage Strategy 2004-2014 was the management of flood risk and the protection of habitable building floors from inundation in a major storm event.

- 2.11 The proposed Manningham Integrated Water Management Strategy will supersede the Manningham Drainage Strategy 2004 – 2014 and will have a broader focus.
- 2.12 Integrated water management initiatives consider opportunities to treat stormwater as a resource, rather than a waste for disposal. Action is needed to reduce the demand on potable water supplies through the appropriate use of alternative water sources. Alternative water sources include stormwater and recycled water.
- 2.13 Advantages of an integrated water management approach when planning and delivering services and projects include:
- facilitation of more sustainable and liveable communities;
  - development of solutions that have broader benefits over a long period of time;
  - maintaining green open spaces, reducing the heat island effect and flooding;
  - reducing the costs associated with water distribution over the long term;
  - diversifying our sources of water so we can withstand future shocks like droughts and floods.
- 2.14 The scope of the proposed Integrated Water Management Strategy will be informed by the issues identified earlier in this report and will also address broader drainage management issues and associated governance arrangements. The strategy will also interface with other related Council, Melbourne Water and DELWP strategies and policies.
- 2.15 Previous Planning Scheme Amendment C109 to the Manningham Planning Scheme sought to formalise the previously mapped flood extents as Planning Scheme Overlays.
- 2.16 Council at its meeting on 27 September 2017 resolved to refer only Melbourne Water's proposed overlays for consideration by an independent Planning Panel.
- 2.17 Additionally, Council also resolved to invest a total of \$10.8 million in drainage upgrades over the following 4 years. Council's investment in drainage improvements since 2017 is set to exceed the \$10.8 million target in 2022.
- 2.18 An Independent Panel considered Planning Scheme Amendment C109 (Part 1) and released its report on 19 March 2018. Planning Scheme Amendment C109 (Part 1) was adopted by Council at its meeting held on 28 August 2018.
- 2.19 The Independent Panel report for Amendment C109 (Part 1) recommended correction of an anomaly in Melbourne Water flood overlay SBO1 as it relates to properties in and around Hillcroft Drive, Templestowe. This mapping anomaly is being addressed through proposed corrective Planning Scheme Amendment C137mann, which is the subject of a separate report for consideration on 26 April 2022.

### 3. DISCUSSION / ISSUE

#### Flood Modelling and Mapping

- 3.1 Flood behaviour is dependant in part on the scale of the catchment contributing stormwater runoff to flood flows.
- 3.2 Riverine flooding is associated with larger catchments with substantial flows and slower development of the flood peak is expected. Larger watercourses convey flows of varying magnitudes at most times of the year.
- 3.3 By contrast, flash flooding is usually associated with overland flow paths and smaller catchments and is characterised by rapid onset of the flood peak and short flood event duration. Outside of rainfall events, overland flow paths are dry at most times of the year.
- 3.4 There is a need for current and reliable flood mapping information to understand flood risk, inform the development of Council's proposed strategy and prioritise actions to best address Council's integrated water management objectives.
- 3.5 Well-designed, contemporary flood studies can be used to predict the likelihood and impact of floods with sufficient accuracy for planning purposes. Flood mapping is a tool which involves computer modelling to simulate how stormwater runoff travels through each catchment. The software model calculates overland flow widths, depths and velocities throughout the catchment, resulting from rainfall events of various probabilities. The modelling is used to assess the frequency, severity and location of flood risks within the catchment, to better plan for development, prioritise mitigation activities and water management opportunities and target investment.
- 3.6 With the introduction of Australian Rainfall and Runoff 2019, there have been significant advances in the guidance and data available to underpin flood mapping. LiDAR data describing the topography in Manningham has also been updated since the previous flood mapping project was undertaken.
- 3.7 The joint flood mapping project with Melbourne Water will involve a partnership approach to project delivery, with agreed project governance arrangements.
- 3.8 Project delivery is progressing with consultants engaged by Melbourne Water and flood mapping in respect of the Ruffey Creek catchment underway. Council is in the process of finalising the specification for flood mapping for the local catchments, in preparation for the call for quotations.
- 3.9 Council and Melbourne Water have agreed to arrange their own flood mapping for areas under their respective jurisdictions, using separate flood mapping methodologies. This decision takes account of the difference in flood characteristics and behaviour between regional scale and local scale catchments. All flood mapping will be in keeping with the requirements of Australian Rainfall and Runoff 2019. This will ensure the compatibility of the regional and local catchment flood mapping outputs.
- 3.10 Expert review and 'ground-truthing' of the draft flood extents are to be undertaken before they are publicly exhibited.

- 3.11 Flood modelling and mapping can also inform planning controls to significantly reduce flood risk over time. By formalising mapped flood extents through a Planning Scheme Amendment, proposed developments can be assessed, and conditions set to manage flood risk. These conditions can require minimum floor levels, set above the modelled flood levels as well as guiding development layouts and levels to ensure that flood impacts are not exacerbated by blocking or altering overland flow paths.
- 3.12 If Council propose to introduce planning overlay controls in the future based on the results of flood modelling data, it would be necessary to commence a new planning scheme amendment process, providing strategic justification and consulting with the affected property owners.

### **Project Communications and Community Reference Panel**

- 3.13 One of the primary project related engagement initiatives will be the formation of a Community Reference Panel (CRP).
- 3.14 Applications for membership of the Community Reference Panel will be invited through an Expression of Interest process. The Expression of Interest process is proposed to run between 3 and 27 May 2022. The call for Expressions of Interest will be made through Manningham Matters, e-News, Your Say Manningham, social media and the local media. Applications will generally be made electronically through Your Say Manningham. Hard copy Expressions of Interest will also be considered. Full details are proposed to be publicly communicated by 3 May 2022. Deliberative Panel and existing Advisory Committee members will also be invited to lodge Expressions of Interest.
- 3.15 The CRP Panel is proposed to consist of up to nine (9) representatives from the Manningham community, two (2) Councillors and up to three (3) Council officers (including a minute taker). An independent facilitator is proposed to be engaged to facilitate the CRP discussions. Guest presenters will also be invited to address the CRP as required, including Melbourne Water representatives. The Terms of Reference also allow for the attendance of other Councillors, officers and other parties as presenters and/or observers.
- 3.16 The CRP will work collaboratively with Council officers throughout the project development, in an advisory capacity. The CRP will have no delegated authority to make decisions on behalf of Council.
- 3.17 The CRP will become informed about flood, climate and water management challenges facing our community, provide feedback on risks, challenges and options to address them as they relate to the flood mapping and strategy development, provide advice to guide public communications and bring relevant community concerns to the attention of the CRP.
- 3.18 Noting that the discussions will be responsive to CRP feedback, high level issues and topics for potential CRP consideration include:
- The proposed flood mapping methodology, accuracy and appropriateness;
  - Climate change and the water management challenges facing our community;
  - Consideration of options to address the challenges associated with water management;

- Formulation of the strategy and resulting actions;
  - Feedback from the community regarding the draft project outputs and the process for addressing feedback; and
  - Public communications approach and messaging.
- 3.19 The term of the CRP will continue through the flood mapping process, the development of the Integrated Water Management Strategy, and any Planning Scheme Amendment to amend the Melbourne Water overlays and potentially introduce Council managed overlays which may eventuate, over a maximum term of up to 4 years.
- 3.20 Community members will be invited to apply to be part of the CRP through an Expression of Interest process, as generally set out in Attachment 1. Attachment 1 also sets out the proposed CRP member selection criteria which will inform the evaluation of potential CRP member applications.
- 3.21 A copy of the Terms of Reference for the CRP forms Attachment 2.

#### 4. COUNCIL PLAN / STRATEGY

- 4.1 The Manningham Flood Mapping project is consistent with the following Council Plan goals and actions.
- 4.1.1 GOAL: 1.1 - A healthy, resilient and safe community Support effective preparation, response and recovery for emergency events.
- 4.1.2 GOAL: 2.4 - Well maintained and utilised community infrastructure Demonstrate leadership in environmentally responsive building materials and locations to promote resilience to flood, bushfire and climate.
- 4.1.3 GOAL: 3.2 - Reduce our environmental impact and adapt to climate change
- Act on climate change through advocacy, leadership and education.
- 4.2 Other Plans and Strategies which are relevant to stormwater management in general include:
- Storm and Flood Emergency Plan
  - Flood Management Plan
  - Manningham Drainage Strategy 2004 - 2014
  - Securing the Future Adaptation Plan
  - Strategic Water Management Plan
  - Draft Liveable City Strategy 2040
  - Plan Melbourne 2017-2050
  - Flood Management Strategy for Port Phillip and Westernport 2021-2031



## 5. IMPACTS AND IMPLICATIONS

### 5.1 Social

The Manningham Flood Mapping project will result in updated mapped flood extents, across Manningham properties. This information has the potential to guide property development, such that floor levels are set above the modelled flood levels, thereby reducing the numbers of flood affected properties over time. The flood mapping information will also inform flood emergency community education initiatives. The role of community communications and engagement will be critical in clearly articulating the role and benefits to the community of the project outcomes.

### 5.2 Community and Environment

Mapped flood extents will inform the development of the Integrated Water Management Strategy. The Strategy will in turn assist in identifying opportunities which can help to address the impacts of climate change in urban areas, including increasing the use of stormwater within local catchments. Knowledge of flood risk is essential for current and future owners of properties and Council to manage the impacts.

The benefits of establishing a Community Reference Panel to inform the project development include a better-informed community regarding the water management challenges facing the City, the ability to identify, explore and respond to key community concerns and the opportunity to collaborate with the community to identify and assess solution options.

### 5.3 Economic

The knowledge of flood risk which results from flood modelling and mapping facilitates action to address the risk and minimise economic impacts to the community and organisation.

### 5.4 Reputational

Council's commitment made at its meeting of 27 September 2017 to invest a total of \$10.8 million in drainage upgrades over the following 4 years is set to be exceeded in the current financial year.

The progression of the Flood Modelling Project together with the establishment of a CRP will enhance this financial investment by Council and will further demonstrate Council's commitment to reduce the risk of flooding within the municipality.

## 6. IMPLEMENTATION

### Finance / Resource Implications

6.1 Flood mapping is to be completed individually by Council and Melbourne Water for their respective areas of responsibility.

6.2 The financial resources for the individual mapping will be provided by the relevant lead agency and the cost of the joint interface mapping work is to be shared between the parties. The project will also include several specialist supports for peer review of maps, a communications lead, consultant support for the Integrated Water Management Strategy development and a resource to support the response to the public exhibition of the mapped flood extents.

- 6.3 While participation in the CRP is voluntary, it is proposed that the reasonable costs to facilitate Community Reference Panel member attendance at meetings are to be met by Council as part of the project budget, where agreed in advance. The need for Council support will be assessed on a case by case basis through the Expression of Interest process.
- 6.4 Costs for the project, facilitation and other costs are included in Council's budget.

#### Communication and Engagement

- 6.5 A comprehensive Communications Plan will be pivotal to the success of this project.
- 6.6 Its purpose will be to ensure that key stakeholders and in particular property owners affected by flood extents are kept well informed at all stages of the project. In respect of the flood mapping, the aims will include promotion of understanding of the information being provided as well as the opportunity to make submissions, inform the flood mapping outcomes and seek clarification as required.
- 6.7 A key feature of the community communications and engagement approach will be public exhibition of the mapped flood extents. The intent of this exhibition is to invite submissions from the community on the draft flood shapes, facilitate further officer investigations where necessary and refine the mapped flood extents.
- 6.8 In respect of the Integrated Water Management Strategy, the community will be engaged at various stages through the strategy development. This engagement will include discussions with the CRP. The draft strategy will also be exhibited for public comment prior to adoption.
- 6.9 The Communications Plan will be developed in stages as the project evolves. The focus of the first stage of the project involves the proposed corrective amendment to the Manningham Planning Scheme to amend the Special Building Overlay – Schedule 1 (SBO1) as it applies to properties in and around Hillcroft Drive, Templestowe and the formation of a Community Reference Panel (CRP).
- 6.10 Opportunities for targeted community education arising from CRP engagement regarding water management issues as the project progresses will be considered as part of the development of Communications Plans for future project phases.
- 6.11 Resident concerns have recently been raised in relation to accessibility of project related information for people from culturally diverse backgrounds, where English is not their native language. Consideration will be given to how best to improve the accessibility of project related information, including the use of the translation facility featured in Council's new website, which has the capacity to translate text into the six (6) most commonly used languages (other than English) across Manningham.

#### Timelines

- 6.12 It is proposed that Expressions of Interest for the formation of a Community Reference Panel be advertised in early May 2022. It is anticipated that the Community Reference Panel will be formed by the end of June 2022, in preparation for the initial proposed CRP meeting at the end of July 2022.

6.13 It is anticipated that the draft flood mapping results will be available by January 2023. Melbourne Water has already commenced the modelling of the Ruffey Creek catchment. Council officers are in the process of procuring modellers to undertake flood mapping for the local catchments.

6.14 The project is expected to span up to four (4) years in total.

## **7. DECLARATIONS OF CONFLICT OF INTEREST**

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

## Manningham Flood Mapping Project and Integrated Water Management Strategy

### Establishment of Community Reference Panel

<b>1. Member Selection Criteria</b>	<p>Applications for the Community Reference Panel (CRP) will be assessed against the following specific criteria:</p> <ul style="list-style-type: none"> <li>• All Manningham residents and property owners are welcome to apply.</li> <li>• Council is seeking applicants who are generally representative of the diversity of the Manningham community age distribution, gender balance and ethnicity.</li> <li>• A distribution of nominees living across Manningham is also preferred.</li> <li>• Applicants with direct community links who are actively participating in the Manningham community are preferred.</li> <li>• Applicants who have experienced flooding of their property are preferred.</li> <li>• Members with background / experience in one or more of the following areas of interest will be favourably considered: <ul style="list-style-type: none"> <li>○ Public communications</li> <li>○ Integrated Water Management</li> <li>○ Engineering / hydraulics / hydrology etc</li> <li>○ Planning scheme and planning scheme processes</li> <li>○ Risk management</li> <li>○ Water and the natural environment</li> <li>○ Climate adaptation and resilience</li> <li>○ Emergency management</li> <li>○</li> </ul> </li> </ul>																	
<b>2. Membership Appointment</b>	<p>Expressions of Interest for CRP membership will be advertised via:</p> <ul style="list-style-type: none"> <li>• Your Say Manningham</li> <li>• Manningham Council website</li> <li>• Council publications – eNews, MFocus</li> <li>• Local media</li> <li>• Social media</li> <li>• Direct invitation to Deliberative Panel members and Advisory Committee members.</li> </ul> <ul style="list-style-type: none"> <li>• Nominations shall be submitted via the Council form (available on the Your Say Manningham Flood Mapping page) within the advertised nomination period;</li> <li>• The application will include a statement of what the applicant can contribute as a CRP member and address the selection criteria;</li> <li>• The period for submission of applications shall be between 3 and 27 May 2022.</li> <li>• Applications will initially be assessed by officers against the Membership Selection Criteria and recommendations will be presented to the Submissions Evaluation Committee for assessment and endorsement, based on an appropriate membership mix, responsive to the selection criteria;</li> <li>• CRP membership appointments will be endorsed by the Manager Communications and Manager Integrated Planning prior to approval by the Manningham Council CEO.</li> </ul>																	
<b>3. CRP Establishment Program</b>	<table border="1" style="width: 100%;"> <tr> <td>Council endorsement of Terms of Reference and Establishment of Community Reference Panel</td> <td>Tuesday 26 April 2022</td> </tr> <tr> <td>Advertisement - Expression of Interest Process</td> <td>Tuesday 3 May 2022</td> </tr> <tr> <td>Close EOI Process</td> <td>Friday 27 May 2022</td> </tr> <tr> <td>Officer preliminary Evaluation of EOI Submissions</td> <td>Friday 3 June 2022</td> </tr> <tr> <td>Issue officer submission evaluation to the Submissions Evaluation Committee</td> <td>Monday 6 June 2022</td> </tr> <tr> <td>Submissions Evaluation Committee Meeting</td> <td>Monday 13 June 2022</td> </tr> <tr> <td>CEO approval of CRP membership</td> <td>Tuesday 21 June 2022</td> </tr> <tr> <td>Issue letters of appointment and advice to unsuccessful applicants for membership of CRP.</td> <td>Thursday 23 June 2022</td> </tr> </table>	Council endorsement of Terms of Reference and Establishment of Community Reference Panel	Tuesday 26 April 2022	Advertisement - Expression of Interest Process	Tuesday 3 May 2022	Close EOI Process	Friday 27 May 2022	Officer preliminary Evaluation of EOI Submissions	Friday 3 June 2022	Issue officer submission evaluation to the Submissions Evaluation Committee	Monday 6 June 2022	Submissions Evaluation Committee Meeting	Monday 13 June 2022	CEO approval of CRP membership	Tuesday 21 June 2022	Issue letters of appointment and advice to unsuccessful applicants for membership of CRP.	Thursday 23 June 2022	
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	Issue invitations to first CRP meeting with Agenda and Terms of Reference.	Friday 1 July 2022
	First CRP Meeting	Wednesday 27 July 2022

2 | Community Reference Panel - Establishment  
Review Date:



## Manningham Flood Mapping Project Community Reference Panel - Terms of Reference

<p><b>1. What is the Manningham Flood Mapping Project Community Reference Panel?</b></p>	<p>Manningham Council is undertaking a new round of flood mapping in partnership with Melbourne Water. The Flood Mapping Project will help inform Council’s Integrated Water Management Strategy, which will be developed concurrently.</p> <p>A Community Reference Panel (CRP) is proposed to be formed to work collaboratively with Council officers to inform the development of this project.</p> <p>The CRP will provide a landowner / land occupier perspective in relation to assessing water management and flood related risks and challenges, and options to address them.</p> <p>This document sets out the Terms of Reference for the CRP.</p>
<p><b>2. Purpose</b></p>	<p>The CRP will partner with Council to better understand the water and flood management challenges facing our community, arising from climate change, variability and population growth.</p> <p>The impacts of climate change are forecast to include increased flood risk, increasing temperatures and evaporation rates, urban heat island effects and pressures on potable water supplies.</p> <p>Based on this shared understanding, the CRP will provide a community voice to guide the development of the Flood Mapping Project and the preparation of an Integrated Water Management Strategy and shape project related communications.</p> <p>In informing Council’s deliberations, the CRP will support quality decision making to best place the Manningham community to proactively and sustainably meet the challenges ahead, to the benefit of present and future Manningham communities.</p>
<p><b>3. CRP Role and Objectives</b></p>	<p>The role of the CRP is to provide a direct link between Council and representatives of the Manningham community, with preference being given to those with knowledge, interest, skills and/or lived experience in flooding and water management. CRP members will:</p> <ul style="list-style-type: none"> <li>• contribute constructively to support the delivery of key Council strategies, policies and plans, including Manningham’s Council Plan 2021-25 (Goals 1.1, 2.4 and 3.2)</li> <li>• become informed of the project context, challenges faced by our community and the environment, in relation to storm water management, flood risk and climate change</li> <li>• provide feedback on issues pertaining to the flood mapping process, the draft flood extents, water and flood risk management, integrated water management opportunities and partner with Council in the development and assessment of options to address the associated challenges</li> <li>• provide advice in respect of submissions received following public exhibition of the draft flood mapping results and the development of the draft Integrated Water Management Strategy and other matters referred to the CRP</li> </ul>

<sup>1</sup> Community Reference Panel Terms of Reference  
*Approved by Council:* *Review Date:*

<b>3. CRP Role and Objectives (cont)</b>	<ul style="list-style-type: none"> <li>• review and provide feedback on communications approaches and materials, including public exhibition and the process for addressing submissions, and;</li> <li>• bring relevant community concerns to the attention of the CRP.</li> </ul> <p>The CRP will not be required to provide any official endorsement of project outputs.</p>
<b>4. Delegated Authority and Decision Making</b>	The CRP will provide advice to Council and officers to assist their decision making. The CRP will act in an advisory capacity only and has no delegated authority to make decisions on behalf of Council.
<b>5. CRP Term and Meeting Frequency</b>	The term of the CRP will be a maximum of four (4) years. The meeting frequency will generally be every two to three months, depending on the project stage.
<b>6. Membership</b>	<ul style="list-style-type: none"> <li>• Independent facilitator who will chair the meetings.</li> <li>• Two Councillors appointed annually.</li> <li>• A range of volunteer Committee members (between seven and nine members).</li> <li>• Council officers comprising: <ul style="list-style-type: none"> <li>○ a senior Council officer, either a Director, Group Manager or Manager.</li> <li>○ Secretariat (project officer)</li> <li>○ Minute taker (optional – meetings may be recorded with agreement of the majority of the CRP).</li> </ul> </li> </ul>
<b>7. Co-Opted Membership</b>	<ul style="list-style-type: none"> <li>• Consultants, representatives from peak or State Government bodies, (e.g. Melbourne Water) and Council may be co-opted to attend CRP meetings to provide specific advice on an as-need basis.</li> <li>• Co-opted members do not contribute to the CRP quorum.</li> </ul>
<b>8. Quorum</b>	<ul style="list-style-type: none"> <li>• A majority of the appointed community representatives (more than 50 per cent)</li> <li>• The independent facilitator.</li> <li>• One Councillor; and;</li> <li>• One Council officer.</li> </ul>
<b>9. Replacement of CRP Member Process</b>	<ul style="list-style-type: none"> <li>• Vacancies that occur due to a representative resigning or membership lapsing within the first six-month term of the CRP may be filled by sourcing suitable candidates identified from the original selection process for the remainder of the previous incumbent's term: <ul style="list-style-type: none"> <li>○ Officers will make a recommendation to senior management to appoint a suitable candidate to join the CRP for the remainder of the previous incumbent's term.</li> <li>○ Where there are no suitable candidates identified, a formal expression of interest process may be undertaken, and;</li> <li>○ Where a vacancy occurs within six (6) months of the membership term expiring, or where in the opinion of the CRP a replacement member will not be required and providing that a quorum is maintained, there is no requirement to fill the vacancy for the remainder of the term.</li> </ul> </li> </ul>

2 Community Reference Panel Terms of Reference

Approved by Council:

Review Date:

<p><b>10. Membership Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Councillors are bound by the Councillor Code of Conduct.</li> <li>• Committee members are bound by a CRP member Code of Conduct, which includes the following:             <ul style="list-style-type: none"> <li>○ Act with integrity.</li> <li>○ Act with impartiality and exercise responsibility in the interests of the local community.</li> <li>○ Engage in open and respectful discussions.</li> <li>○ Not seek to confer an advantage or disadvantage on any person, including oneself.</li> <li>○ Disclose any actual or perceived conflict of interest.</li> <li>○ Operate consistently with Council values, <i>WE ARE Manningham</i>:                 <ul style="list-style-type: none"> <li>▪ Working Together.</li> <li>▪ Excellence.</li> <li>▪ Accountable.</li> <li>▪ Respectful; and</li> <li>▪ Empowered.</li> </ul> </li> <li>○ Take reasonable care of one’s own health and safety and that of others.</li> <li>○ Commit to attend a minimum of 80 per cent of meetings. Members should provide an apology, preferably in writing, to the Secretary as soon as they are aware that they cannot attend a meeting.</li> <li>○ Commit to active contribution to the work of the CRP and work cooperatively.</li> <li>○ Committee members are also bound by Council’s Social Media Policy and must not respond to any media enquiries, but refer same to the Secretariat;</li> <li>○ Online behaviour should be consistent with the behaviours outlined above.</li> <li>○ CRP members must not disclose information that they know or should reasonably have known is confidential information.</li> <li>○ CRP members have an obligation to not disclose any materials or information that is not publicly available unless approved by senior Council management.</li> </ul> </li> <li>• A breach of the Code of Conduct may result in termination of Committee membership.</li> <li>• Community members of the CRP are also to:             <ul style="list-style-type: none"> <li>○ familiarise themselves with the agenda material prior to the meeting and come to meetings prepared and informed.</li> <li>○ communicate ideas and views on behalf of the community to the CRP and consider and comment on options to facilitate the project development.</li> <li>○ encourage the local community or other interested parties to register for updates on the Your Say Manningham Flood Mapping page.</li> <li>○</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Council Officers of the CRP:             <ul style="list-style-type: none"> <li>○ are bound by the Employee Code of Conduct.</li> <li>○ must ensure the views and feedback of the CRP are communicated and considered as part of decisions taken regarding the project.</li> <li>○ investigate issues as required, provide technical information and advice to those directly involved in the project and the CRP.</li> <li>○ report on project progress, risks and issues as relevant to CRP members.</li> <li>○ update the Your Say Manningham Flood Mapping page with project progress, meeting agendas, minutes etc.</li> </ul> </li> </ul>
<p><b>11. Appointment Terms</b></p>	<ul style="list-style-type: none"> <li>• Councillor representatives are appointed annually by Council.</li> <li>• Volunteer community representatives are appointed for up to a four (4) year period:             <ul style="list-style-type: none"> <li>○ A member of the CRP may resign at any time. Notice of resignation can be made at any time in writing to the Secretariat, and;</li> <li>○ if a CRP member fails to attend three (3) consecutive meetings without giving prior notice, membership is deemed to have lapsed.</li> </ul> </li> </ul>

3 Community Reference Panel Terms of Reference  
 Approved by Council: Review Date:



<p><b>12. Panel Administration</b></p>	<ul style="list-style-type: none"> <li>• The Secretariat will be responsible for the preparation of meeting agendas, minutes, reports and other administrative functions:                             <ul style="list-style-type: none"> <li>○ Each agenda must commence with an Acknowledgement of Country, and;</li> <li>○ an agenda will be circulated to CRP members a minimum of seven (7) days prior to the meeting.</li> <li>○ Arrange calendar invitations.</li> </ul> </li> <li>• Draft minutes of the CRP meeting will be circulated to members within two weeks of the meeting.</li> <li>• Confirmed CRP meeting minutes will be published on Council's Your Say Manningham Flood Mapping page.</li> <li>• The Terms of Reference may be revoked at any time by Council.</li> </ul>
<p><b>13. Meeting Procedures</b></p>	<ul style="list-style-type: none"> <li>• A program of meetings will be agreed with the CRP annually.</li> <li>• Meetings will be pre-scheduled for every two to three months and confirmed at least one month in advance.</li> <li>• Meetings are to be held at a time and place to be determined in consultation with the CRP.</li> <li>• Additional meetings will be subject to approval by the relevant senior council officer and a minimum of four weeks' notice is to be provided.</li> <li>• With the exception of co-opted members, meetings are closed to the general public.</li> <li>• Any Councillor or other Council officer may attend any CRP meeting to observe.</li> <li>• CRP members provide advice, as far as practicable, on a consensus basis.</li> <li>• Remote meeting access is to be provided wherever feasible for members unable to attend in person. In instances where in person meetings cannot be held, virtual meetings will be held.</li> </ul> <p>Any actual or perceived conflicts of interests should be declared by Councillors, Community Reference Panel members, or officers prior to the agenda item discussion, with the relevant Community Reference Panel member leaving the room, with the declaration and absence recorded in the meeting minutes.</p>

Definition of Key Terms	Co-opted membership	Appointment to membership of a Community Reference Panel by invitation of the existing members.
	Council	The Councillor group participating in decision making at a formally constituted Council meeting.
	Councillor	Elected representatives of Manningham Council.
	Officer or Council Officer	An employee of Manningham Council.
	Quorum	The minimum number of Panel members required for a panel meeting to proceed.
	Secretariat	The senior officer appointed to administer the Community Reference Panel.
	Strategic	Relating to the goals and objectives contained within documents such as the Council Plan, and how to achieve them.

4 Community Reference Panel Terms of Reference  
 Approved by Council: Review Date:

## 10.2 Melbourne Water request for section 20(2) Amendment to amend flooding overlay (Schedule 1 to the Special Building Overlay) for properties in and around Hillcroft Drive, Templestowe

File Number: IN22/216  
Responsible Director: Acting Director City Planning and Community  
Attachments: 1 Attachment 1 - C137 mann Documentation [↓](#)  
2 Attachment 2 - C137mann Melbourne Water Proposed SBO1 Changes Plan [↓](#)

### EXECUTIVE SUMMARY

*A request has been made by Melbourne Water for a corrective amendment to the Manningham Planning Scheme to amend the Special Building Overlay – Schedule 1 (SBO1) as it applies to properties in and around Hillcroft Drive, Templestowe. The corrective Amendment is to be known as Amendment C137mann.*

*Manningham Planning Scheme Amendment C109 Part 1 introduced the Land Subject to Inundation Overlay (LSIO) and Special Building Overlay – Schedule 1 (SBO1) into the Manningham Planning Scheme in 2018. Melbourne Water is the statutory floodplain manager for LSIO and SBO1.*

*An Independent Panel was appointed to consider submissions received in response to the public exhibition of Amendment C109.*

*The panel report for Amendment C109 (Part 1) specifically recommended:*

*“Review the application of the proposed Special Building Overlay Schedule 1 to all properties in Hillcroft Drive, Templestowe, based on a more accurate ground survey.”*

*In response, Melbourne Water reviewed the proposed overlay and SBO1 (in its current form) was adopted by Council on 28 August 2018.*

*Since that time, several residents in and around Hillcroft Drive have advocated for a further review, due to concerns over the extent of the existing SBO1. In response, further investigation by Melbourne Water has identified inconsistencies with the demarcation process undertaken in 2018. The demarcation process defines the boundary between Melbourne Water and Council flood extents.*

*It is recommended that Council resolve to seek Authorisation from the Minister for Planning to prepare an amendment to the Manningham Planning Scheme pursuant to Section 20 (Part 2) of the Planning and Environment Act, 1987, to either remove or reduce the extent of the Special Building Overlay 1 (SBO1) as it applies to properties in and around Hillcroft Drive, Templestowe and seek exemption from notification requirements pursuant to section 19 of the Act.*

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

- A. Request authorisation from the Minister for Planning to prepare an amendment to the Manningham Planning Scheme in accordance with Section 8A(2) of the Planning and Environment Act 1987 to remove or reduce the extent of the Special Building Overlay – Schedule 1 (SBO1) as it applies to 38 properties in and around Hillcroft Drive, Templestowe, in accordance with the planning scheme maps forming part of Attachment 1.**
- B. Apply to the Minister for an exemption from the notice requirements of section 19 of the Act, under section 20(1) of the *Planning and Environment Act, 1987*.**
- C. Note that the proposed Amendment C137mann is to be considered in the context of the broader flood mapping review that Council is commencing for all local catchments in Manningham.**
- D. Note that officers will write to the lead petitioner advising of Council's resolution in respect of Melbourne Water's formal request for a planning scheme amendment to be considered under Section 20(2) of the *Planning and Environment Act, 1987*.**
- E. Notify all affected property owners of Council's resolution.**

**2. BACKGROUND**

- 2.1 As the statutory floodplain manager, Melbourne Water worked with Manningham Council to implement flood controls through Manningham Planning Scheme Amendment C109 (Part 1) which introduced the Land Subject to Inundation Overlay and Special Building Overlay - Schedule 1 (SBO1).
- 2.2 The flood controls, shown in the Manningham Planning Scheme as Special Building Overlay - Schedule 1 (SBO1) was introduced to identify land in urban areas liable to inundation by overland flows from Melbourne Waters urban drainage system.
- 2.3 The purpose of Special Building Overlays is primarily to ensure that development maintains the free passage and temporary storage of floodwaters, minimises flood damage, is compatible with the flood hazard and local drainage conditions and will not cause any significant rise in flood level or flow velocity.
- 2.4 Council had originally proposed to include flood modelling information on the council drainage system as a Special Building Overlay – Schedule 2 (SBO2) and Special Building Overlay – Schedule 3 (SBO3) as part of Amendment C109.
- 2.5 On 26 September 2017, following consideration of submissions, Council resolved to abandon SBO2 and SBO3 (Amendment C109 Part 2) and request the Minister to appoint a Panel to only consider the submissions relating to the Melbourne Water controls, LSIO and SBO1 (Amendment C109 Part 1).

- 2.6 The Amendment proceeded to an independent Planning Panel where the Panel recommended the adoption of the Melbourne Water flood overlays, largely as prepared and in accordance with Melbourne Water's Technical Specifications.
- 2.7 However, the panel report for Amendment C109 (Part 1) specifically recommended:
- "Review of the application of the proposed Special Building Overlay Schedule 1 to all properties in Hillcroft Drive, Templestowe, based on a more accurate ground survey."*
- 2.8 This recommendation resulted in a ground survey and review of the SBO1 by Melbourne Water. The survey was completed in 2018 by Melbourne Water, with the proposed flood overlay extents being further refined and removed from some properties.
- 2.9 Council adopted Amendment C109 (Part 1) to the Manningham Planning Scheme pursuant to section 29 of the *Planning and Environment Act 1987*, on 28 August 2018, on the basis of further work undertaken by Melbourne Water and in accordance with the Panel recommendations. Amendment C109 (Part 1) was referred to the Minister for approval and introduced into the Manningham Planning Scheme on 10 October 2019.

### 3. DISCUSSION / ISSUE

- 3.1 Since the introduction of Amendment C109 (Part 1) into the Manningham Planning Scheme, the residents in and around Hillcroft Drive have continued to advocate for a further review of SBO1 due to the information relied on to support the introduction of SBO1, and continued concerns over the extent of this overlay.
- 3.2 In response to resident advocacy, Melbourne Water undertook a secondary review of SBO1 in 2021/22 and identified an error in the demarcation between the regional and local flood extents.
- 3.3 This secondary internal review by Melbourne Water of Special Building Overlay - Schedule 1 (SBO1), as introduced as part of Amendment C109 (Part 1), indicated that of 38 properties in and around Hillcroft Drive, 28 have been erroneously included in the SBO1 extents and SBO1 requires adjustment in respect of a further 10 properties
- 3.4 As a result of this preliminary work, Melbourne Water engaged Consultants to review and redefine the SBO1 extents for consideration through a proposed planning scheme amendment. This position is generally consistent with the advocacy position of Hillcroft Drive residents.
- 3.5 The results of Melbourne Water's internal review of the SBO1 were supported by the consultant review. It has been confirmed that flooding from sources other than Melbourne Water's drainage system has been included in the current SBO boundary when it should not have been.
- 3.6 The identified issue was that the original demarcation did not take adequate account of the steep terrain at the fronts of some properties. The demarcation process defines the boundary between Melbourne Water and Council referral responsibilities.

- 3.7 Melbourne Water provided a map identifying the affected properties and proposed amendments to the SBO1 shape, as it applies to properties in and around Hillcroft Drive (Attachment 2). This map informed the preparation of the planning scheme maps forming part of Amendment C137mann.
- 3.8 As a result of these findings, on 28 February 2022, Melbourne Water submitted a formal request to Council for proposed Amendment C137mann, to be considered under Section 20(2) of the Planning and Environment Act 1987, to remove or adjust the erroneous SBO1 flood shapes in and around Hillcroft Drive.
- 3.9 Council Officers wrote to affected residents on 28 February 2022, advising them of the proposed Amendment, the process moving forward and offering one on one meetings of interested individual residents with Council and Melbourne Water officers. As part of the correspondence, residents were also advised that Council will also be undertaking flood modelling which may inform the extent of any new Special Building Overlays (or other flood management overlay) in the future. It was also noted that any future planning scheme amendment process could potentially include properties impacted by the currently proposed 20(2) Planning Scheme Amendment.
- 3.10 Meetings with three residents were conducted on Wednesday 23 March 2022, to discuss the impacts of proposed Planning Scheme Amendment C137mann on their properties. The most significant issue arising was concerns raised regarding difficulties for residents with English as a Second Language (ESL) and non English speaking residents accessing information regarding the proposed amendment. Proposed interim actions to address these concerns are included under item 5.2 of this report.
- 3.11 It is also acknowledged that residents in and around Hillcroft Drive have lodged a petition with Council with 18 signatories, supporting the proposed Amendment. This petition was tabled at the Council meeting held on 22 March 2022.

Process for addressing the identified mapping anomaly

- 3.12 'Correction amendments' may be considered under the provisions of section 20(2) of the Act.
- 3.13 It is proposed to remove the erroneous flood shapes from the current SBO1 as part of a request for a section 20 Part (2) Amendment under the *Planning and Environment Act, 1987*. This will mean that the 28 properties in and around Hillcroft Drive will no longer be considered subject to flooding from Melbourne Waters drainage network and therefore will not be included in the SBO1 as currently shown in the Manningham Planning Scheme. Ten (10) properties will still have the SBO1 applied to their land but in a reduced capacity.
- 3.14 Council can seek an exemption from notifying landowners and the requirement to place a notice in the Government Gazette and local newspapers as the amendment is corrective in nature. More specifically, Council applies to the Minister under section 20(1) of the Act for an exemption from notice requirements of section 19 of the Act.
- 3.15 The Minister may grant an exemption from the requirements relating to giving notice of an amendment pursuant to section 20(2) of the Act, if the Minister considers that compliance with any of those requirements is not warranted.

- 3.16 There are some notice requirements from which a planning authority other than the Minister cannot be exempted including the notice requirements to any Minister prescribed in the Regulations.
- 3.17 Discussions with DELWP officers have indicated in principle support for Council preparing an amendment pursuant to section 20(2) of the *Planning and Environment Act, 1987*. Council and Melbourne water have already written to the affected residents advising them of this proposed course of action. Subject to Council's resolution, and a decision by the Minister to authorise the amendment, further correspondence will be sent to affected residents advising them of the amendment process and how they will continue to be kept informed.
- 3.18 Given that the amendment is seeking to either remove or reduce the extent of the SBO1 and that these changes are in response to erroneous mapping, it is considered that formal notification (with the exception of Prescribed Ministers) is not required and that the process can be expedited by not having to go through the public exhibition and independent panel process.
- 3.19 Following notification to Prescribed Ministers, Council is still required to adopt the amendment and seek approval from the Minister.
- 3.20 Given the advice of DELWP, it is considered that pursuing the section 20(2) option is appropriate in this instance.

#### Amendment C137mann

- 3.21 A number has been allocated to the amendment (Amendment C137mann) and Council officers have prepared amendment documents forming Attachment 1 to this report.
- 3.22 The amendment documents include:
- Explanatory Report
  - Notice of Amendment
  - Instruction Sheet
  - Planning scheme amendment maps showing the deletion to the SBO1 as it applies to properties in and around Hillcroft Drive, and a proposed new SBO1 map as it will apply to land in and around Hillcroft Drive.

#### Caretaker period

- 3.23 The State Government election is scheduled for November 2022. Before the election there will be a "Caretaker" period.
- 3.24 The caretaker period is normally 30 to 60 days before the election. The caretaker period begins from the issuing of the writs for the fixed term election date, which by law must occur 28 days before the election and lasts until the electoral outcome is known. During this period, the government cannot make significant policy decisions, however, there will be some ability for DELWP to continue to make decisions on amendments under delegation.

#### Manningham local catchment flood mapping project

- 3.25 Manningham is also committed to undertaking additional flood modelling to update information to a standard consistent with industry current practice. This project will operate concurrently with the Melbourne Water review of its flood mapping.

- 3.26 Planned for completion by June 2025, the Manningham Flood Mapping Project involves flood mapping of both the local and regional drainage networks. The project is being delivered jointly by Melbourne Water and Council.
- 3.27 Consultants, with expertise in flood modelling, will be engaged to prepare and run the models. The models and outputs will be established using Australian Rainfall and Runoff 2019 and specifications generally based on Melbourne Water standards.
- 3.28 The Manningham Flood Mapping Project will also include the modelling of various scenarios to better inform understanding of the likely impacts of climate change on local flood behaviour, for Council consideration.
- 3.29 The results of the climate change scenario will be reported to Council for further consideration in 2023. The draft flood mapping results will also be the subject of a future Council report.

#### 4. COUNCIL PLAN / STRATEGY

- 4.1 The proposed Amendment to amend anomalies in the existing SBO1, is consistent with the following Council Plan goals and actions.
- GOAL: 1.1 - A healthy, resilient and safe community.  
Support effective preparation, response and recovery for emergency events.
  - GOAL: 2.4 - Well maintained and utilised community infrastructure.  
Demonstrate leadership in environmentally responsive building materials and locations to promote resilience to flood, bushfire and climate.
  - GOAL: 3.2 - Reduce our environmental impact and adapt to climate change.  
Act on climate change through advocacy, leadership and education.
- 4.2 Other Plans and Strategies which are relevant to stormwater management in general include:
- Flood and Storm Plan
  - Flood Management Plan
  - Municipal Drainage Strategy
  - Securing the Future Adaptation Plan
  - Strategic Water Management Plan
  - Draft Liveable City Strategy 2040

#### 5. IMPLEMENTATION

##### 5.1 Finance / Resource Implications

The proponent (Melbourne Water) is responsible for covering costs of the amendment process in accordance with the Planning and Environment (Fees) Regulations 2016.

## 5.2 Communication and Engagement

The Amendment process proposes to exempt Council from formal notification of the Amendment. As part of a communication strategy prepared for the Amendment, however, it is proposed to write to affected residents at a number of key stages in the process. One to one meetings with affected residents and representatives from Council and Melbourne Water have already been conducted (see item 3.10 of this report).

Translation services are typically offered through a telephone service by reference to the internationally recognised interpreter symbol included on previous letters. Feedback has recently been received that some residents who speak English as a second language, may not recognise this symbol or have difficulty with this service.

Council's new website has a facility to translate text into the 6 most commonly used languages (other than English) across Manningham. Arrangements are being made to include a summary of the text of future letters for this project in the News Feed on the Your Say Manningham project page. Information in six languages will be included with future letters, directing ESL and non-english speaking residents to the Your Say Manningham project page, with instructions on how to activate the translation function.

Officers will also ensure that the international interpreter symbol and contact telephone number will be more prominently identified as part of all future correspondence to be sent to residents in relation to Amendment C137mann.

## 5.3 Timelines

Subject to Council's resolution, the process that is expected to be followed for the amendment is as follows:

- Following Council's resolution, Ministerial authorisation and exemption from notification is expected to be granted within 10 days of receipt of a request from Council.
- Council to write to affected residents advising them of the process (not a formal exhibition process) and also notify prescribed Ministers (exemptions do not apply here) and allow 14 days for submissions from Ministers.
- Council to consider adoption of amendment C137mann with or without changes at its meeting on 26 July 2022 and submit the amendment to the Minister for approval.
- Note that the caretaker period that will apply prior to the state election may or may not impact on the timing of the approval of the Amendment.

## 6. DECLARATIONS OF CONFLICT OF INTEREST

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



**Planning and Environment Act 1987  
MANNINGHAM PLANNING SCHEME  
Notice of the Preparation of an Amendment  
Amendment C137mann**

Manningham City Council has prepared Amendment C137mann to the Manningham Planning Scheme.

The Amendment has been made at the request of Melbourne Water.

The land affected by the Amendment includes:

- 285 Church Road Templestowe
- 10, 11, 12 Newlyn Close, Templestowe
- 1, 3, 5, 7, 8, 10, Common Property access to 10A and 10B, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 22, 23, 24, 25, 26, 27, 28, 29, 30, 32, 34, 36, 38A Hillcroft Drive, Templestowe
- 3, 4, 5, 7 Fernbrook Way, Templestowe

The Amendment proposes to amend the Manningham Planning Scheme by correcting errors in order to resolve anomalies in the Manningham Planning Scheme.

The errors include the incorrect application of the Special Building Overlay 1 as it applies to the affected properties.

More specifically the Amendment proposes to:

- Update the Manningham Planning Scheme map 7SBO to either delete or amend the SBO1 and to delineate areas to which the revised SBO1 applies.

You may inspect the Amendment, any documents that support the Amendment and the Explanatory Report about the Amendment, free of charge, at the following locations:

- during office hours, at the office of the planning authority, Manningham City Council, 699 Doncaster Road, Doncaster
- at the Manningham website at <https://yoursay.manningham.vic.gov.au/manningham-flood-mapping>
- at the Doncaster, The Pines and Bulleen branch libraries
- at the Department of Environment, Land, Water and Planning website: [www.planning.vic.gov.au/public-inspection](http://www.planning.vic.gov.au/public-inspection) .

**ANDREW DAY**  
**Chief Executive Officer**

*Planning and Environment Act 1987*

## MANNINGHAM PLANNING SCHEME

### AMENDMENT C137mann

#### EXPLANATORY REPORT

##### Who is the planning authority?

This amendment has been prepared by the Manningham City Council who is the planning authority for this amendment.

The amendment has been made at the request of Melbourne Water.

##### Land affected by the amendment

The amendment affects 38 properties in Hillcroft Drive, Fernbrook Way, Newlyn Close and Church Road, Templestowe as listed below and shown on the two maps attached to the Explanatory Report.

##### What the amendment does

The amendment proposes to correct errors in order to resolve anomalies in the Manningham Planning Scheme in relation to the application of the Special Building Overlay – Schedule 1 (SBO1).

More specifically, the Amendment proposes to:

- Update the Manningham Planning Scheme map 7SBO to reflect the revised flood extent and to delineate areas to which SBO1 applies to the listed properties below:

Address	Amendment
285 Church Road, Templestowe	Partially remove SBO1
10 Newlyn Close, Templestowe	Partially remove SBO1
11 Newlyn Close, Templestowe	Partially remove SBO1
12 Newlyn Close, Templestowe	Partially remove SBO1
1 Hillcroft Drive, Templestowe	Partially remove SBO1
3 Hillcroft Drive, Templestowe	Partially remove SBO1
5 Hillcroft Drive, Templestowe	Partially remove SBO1
7 Hillcroft Drive, Templestowe	Partially remove SBO1
8 Hillcroft Drive, Templestowe	Remove SBO1 entirely
10 Hillcroft Drive, Templestowe	Remove SBO1 entirely
Common property providing access to 10A & 10B Hillcroft Drive, Templestowe	Remove SBO1 entirely
11 Hillcroft Drive, Templestowe	Remove SBO1 entirely
12 Hillcroft Drive, Templestowe	Remove SBO1 entirely
13 Hillcroft Drive, Templestowe	Remove SBO1 entirely
14 Hillcroft Drive, Templestowe	Remove SBO1 entirely
15 Hillcroft Drive, Templestowe	Remove SBO1 entirely
16 Hillcroft Drive, Templestowe	Remove SBO1 entirely
17 Hillcroft Drive, Templestowe	Remove SBO1 entirely
18 Hillcroft Drive, Templestowe	Remove SBO1 entirely

19 Hillcroft Drive, Templestowe	Remove SBO1 entirely
20 Hillcroft Drive, Templestowe	Remove SBO1 entirely
22 Hillcroft Drive, Templestowe	Remove SBO1 entirely
23 Hillcroft Drive, Templestowe	Remove SBO1 entirely
24 Hillcroft Drive, Templestowe	Remove SBO1 entirely
25 Hillcroft Drive, Templestowe	Remove SBO1 entirely
26 Hillcroft Drive, Templestowe	Remove SBO1 entirely
27 Hillcroft Drive, Templestowe	Remove SBO1 entirely
28 Hillcroft Drive, Templestowe	Remove SBO1 entirely
29 Hillcroft Drive, Templestowe	Remove SBO1 entirely
30 Hillcroft Drive, Templestowe	Remove SBO1 entirely
32 Hillcroft Drive, Templestowe	Remove SBO1 entirely
34 Hillcroft Drive, Templestowe	Remove SBO1 entirely
36 Hillcroft Drive, Templestowe	Remove SBO1 entirely
38 A Hillcroft Drive, Templestowe	Remove SBO1 entirely
3 Fernbrook Way, Templestowe	Remove SBO1 entirely
4 Fernbrook Way, Templestowe	Remove SBO1 entirely
5 Fernbrook Way, Templestowe	Partially remove SBO1
7 Fernbrook Way, Templestowe	Partially remove SBO1

#### Strategic assessment of the amendment

##### Why is the amendment required?

The amendment is required to rectify an error in the mapping of properties affected by the SBO1 in the Manningham Planning Scheme. An internal review by Melbourne Water has indicated that 38 properties along Hillcroft Drive, Fernbrook Way, Newlyn Close and Church Road, Templestowe have erroneously either been included in the SBO1 or amendments are required in respect of Melbourne Water's Special Building Overlay (SBO1) introduced as part of Amendment C109 Part 1 to the Manningham Planning Scheme. This has now been independently confirmed by Consultants engaged by Melbourne Water.

The properties were incorrectly included due to an error in the demarcation process where modelled flood shapes or extents associated with council's drainage network were included in the SBO1.

##### Background:

Between the 12<sup>th</sup> of November and the 24<sup>th</sup> December 2015, Manningham City Council, with support from Melbourne Water, exhibited a proposed flood shape consisting of Special Building Overlay – Schedule 1 (SBO1), Special Building Overlay – Schedule 2 (SBO2), Special Building Overlay – Schedule 3 (SBO3) and the Land Subject to Inundation Overlay as part of Amendment C109 to the Manningham Planning Scheme.

The flood shapes had been agreed previously by Melbourne Water and Manningham Council and were delineated on the basis that all flood shapes would be introduced into the Manningham Planning Scheme.

As some properties were subject to flooding from both Council and Melbourne Water drainage networks, in preparing the Schedules, Council and Melbourne Water assessed each property and assigned it to a single planning Schedule, to ensure that only one authority would provide modelled flood level advice for any given property.

The delineation between the Special Building Overlays also considered the modelled flood depths and extents from both Melbourne Water and Council networks and the location of individual properties in relation to the shapes of the SBO1, SBO2 and SBO3.

Manningham Council resolved to abandon SBO2 and SBO3 on 26 September 2017. It was also resolved to progress with the introduction of SBO1.

Work was subsequently undertaken to separate Melbourne Water and Council flooding to define the SBO1. Separating the flood extents was technically complex and the adopted methodology is outlined in the 'Expert Witness Statement of Robert Campbell Swan, Manningham Planning Scheme Amendment C109', dated 29 January 2018.

In Hillcroft Drive, the flood extent lay just over the boundaries of some properties. Within the accuracy of the flood model and the topographic information that was available at the time, this was considered reasonable.

Council requested the Minister for Planning to consider the application to introduce the proposed SBO1 into the Manningham Planning Scheme. A panel was appointed to review the submissions received in relation to the SBO1.

The Panel recommended to "review the application of the proposed Special Building Overlay to all properties in Hillcroft Drive Templestowe based on a more accurate ground survey" (Panel Report dated 19 March 2018).

Melbourne Water reviewed the survey data and amended the flood shape accordingly. The methodology utilised in assessing the survey data was consistent with that utilised in other amendments.

Following engineering reviews by Melbourne Water, Amendment C109 (part 1) was adopted by Council.

Following further requests by residents, an internal review of the flood shape by Melbourne Water, considering only Melbourne Water flood information, confirmed that some properties along Hillcroft Drive, Fernbrook Way, Newlyn Close and Church Road had either been erroneously included in Melbourne Water's Special Building Overlay (SBO1) or the SBO1 extents could potentially be reduced. The identified issue was that the original demarcation did not take adequate account of the steep terrain at the fronts of some properties. This has now been independently confirmed by consultants engaged by Melbourne Water.

The proposed revised flood extent is shown in the maps forming part of Attachment 1 to the Explanatory Report.

**How does the amendment implement the objectives of planning in Victoria?**

The amendment implements the objectives of planning in Victoria by improving the effectiveness and efficiency of the Manningham Planning Scheme.

In particular, this amendment is consistent with objective 1(a) and will *provide for the fair, orderly, economic and sustainable use and development of land* by ensuring that the planning controls that apply to land throughout the municipality are appropriate, accurate and consistent.

**How does the amendment address any environmental, social and economic effects?**

The amendment does not have any significant environmental, social or economic effects, as the amendment corrects a number of errors. It provides benefits by improving the effectiveness and efficiency of the Manningham Planning Scheme.

**Does the amendment address relevant bushfire risk?**

The land affected by the amendment is not subject to bushfire risk or a Bushfire Management Overlay, and the amendment is unlikely to result in any increase to the risk to life, property, community, infrastructure or the natural environment from bushfire.

**Does the amendment comply with the requirements of any Minister's Direction applicable to the amendment?**

The amendment is consistent with the *Ministerial Direction – The Form and Content of Planning Schemes*.

The amendment complies with *Ministerial Direction No. 9: Metropolitan Planning Strategy* which requires amendments to have regard to *Plan Melbourne: Metropolitan Planning Strategy*.

The amendment also addresses the requirements of *Ministerial Direction No. 11: Strategic Assessment of Amendments*.

Specifically, the amendment assists in the implementation of the objectives of *Plan Melbourne: Metropolitan Planning Strategy* and the objectives of planning in Victoria, as it resolves inconsistencies and errors in the Manningham Planning Scheme.

**How does the amendment support or implement the Planning Policy Framework and any adopted State policy?**

The amendment supports the Planning Policy Framework (PPF) by implementing corrections to anomalies in the Manningham Planning Scheme.

*Clause 71.02-3 Integrated decision making* seeks to determine decision making in favour of net community benefit and sustainable development for the benefit of present and future generations.

The amendment is consistent with this objective as it ensures that the planning controls which apply to land within the municipality are accurate, appropriate and consistent with the PPF.

**How does the amendment support or implement the Local Planning Policy Framework, and specifically the Municipal Strategic Statement?**

The amendment supports the Local Planning Policy Framework (LPPF), including the Municipal Strategic Statement (MSS) of the Manningham Planning Scheme.

The corrections ensure that planning controls which apply to land within the municipality are accurate, appropriate and consistent. This allows the objectives of the LPPF and MSS to be appropriately implemented.

**Does the amendment make proper use of the Victoria Planning Provisions?**

All changes to the Manningham Planning Scheme are consistent with the Victoria Planning Provisions.

**How does the amendment address the views of any relevant agency?**

The views of relevant agencies were considered through preliminary consultation, prior to lodging an authorisation request for the amendment.

**Does the amendment address relevant requirements of the Transport Integration Act 2010?**

The amendment is not expected to have any significant impact on the transport system or the requirements of the *Transport Integration Act 2010*.

**Resource and administrative costs**

**What impact will the new planning provisions have on the resource and administrative costs of the responsible authority?**

The amendment will reduce resources and administrative costs by removing planning provisions that have been applied in error in respect of several properties.

**Where you may inspect this amendment**

The amendment is available for public inspection free of charge at the Manningham website at <https://yoursay.manningham.vic.gov.au/manningham-flood-mapping>

And

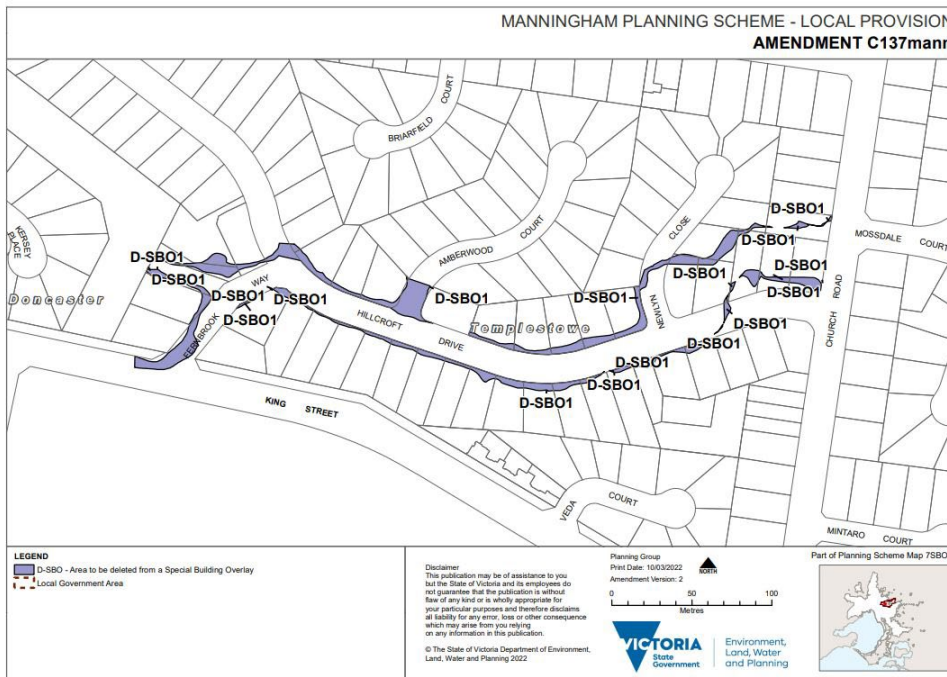
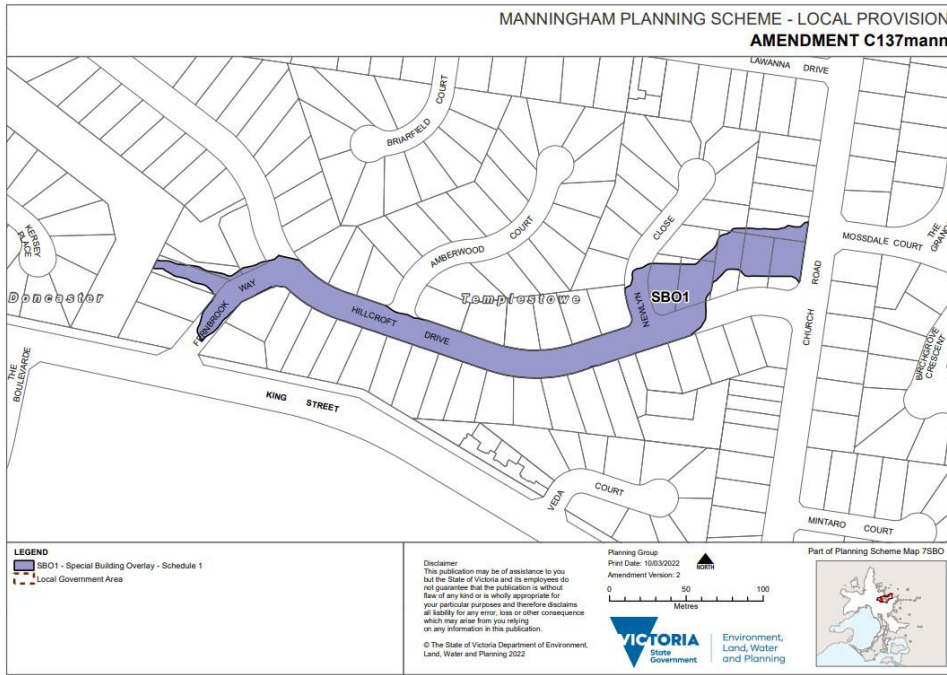
The amendment is available for public inspection free of charge, during office and/or operating hours at the following places:

- Manningham City Council: 699 Doncaster Road, Doncaster

- Doncaster Library, MC2, 687 Doncaster Rd, Doncaster
- Bulleen Library, Bulleen Plaza, 79/109 Manningham Rd, Bulleen
- The Pines Library, Reynolds Rd & Blackburn Rd East, Doncaster VIC 3109

The amendment can also be inspected free of charge at the Department of Environment, Land, Water and Planning website at [www.planning.vic.gov.au/public-inspection](http://www.planning.vic.gov.au/public-inspection)

ATTACHMENT 1



*Planning and Environment Act 1987*

**MANNINGHAM PLANNING SCHEME**

**AMENDMENT C137mann**

**INSTRUCTION SHEET**

The planning authority for this amendment is the City of Manningham.

The Manningham Planning Scheme is amended as follows:

**Planning Scheme Maps**

The Planning Scheme Maps are amended by a total of 2 attached map sheets.

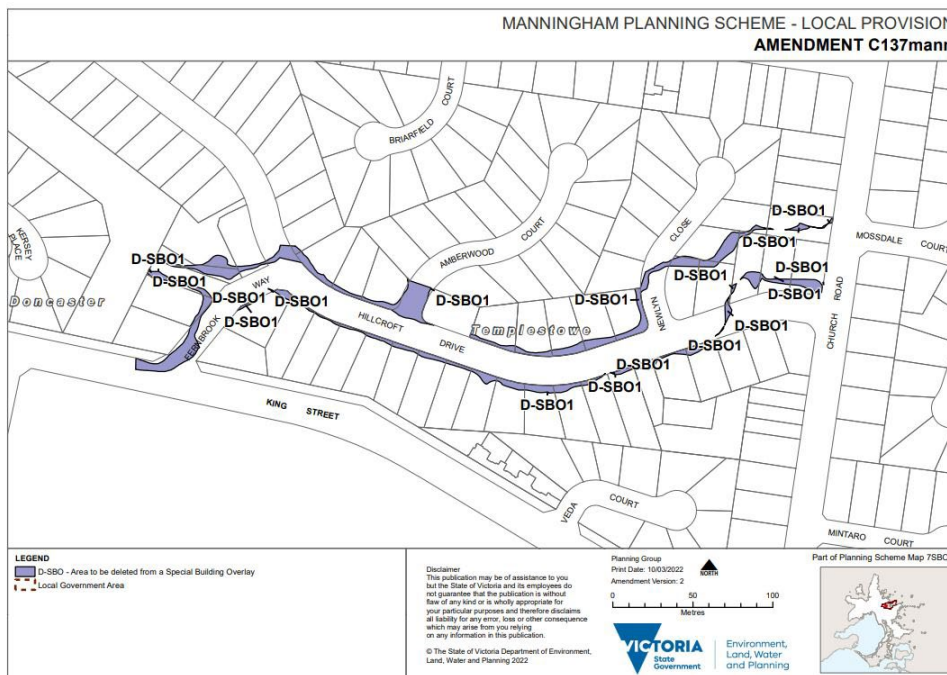
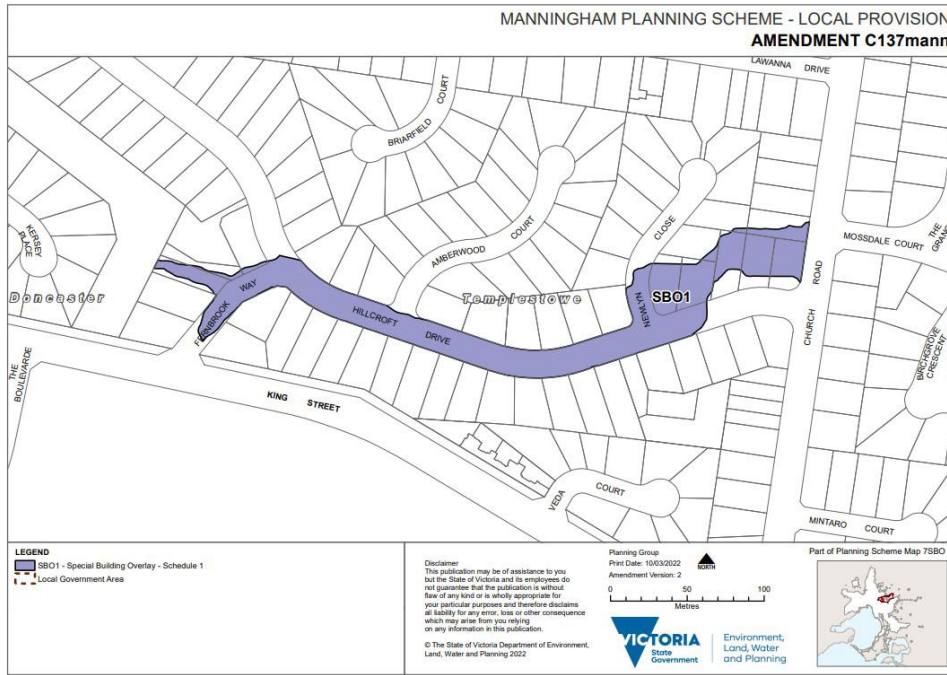
***Overlay Maps***

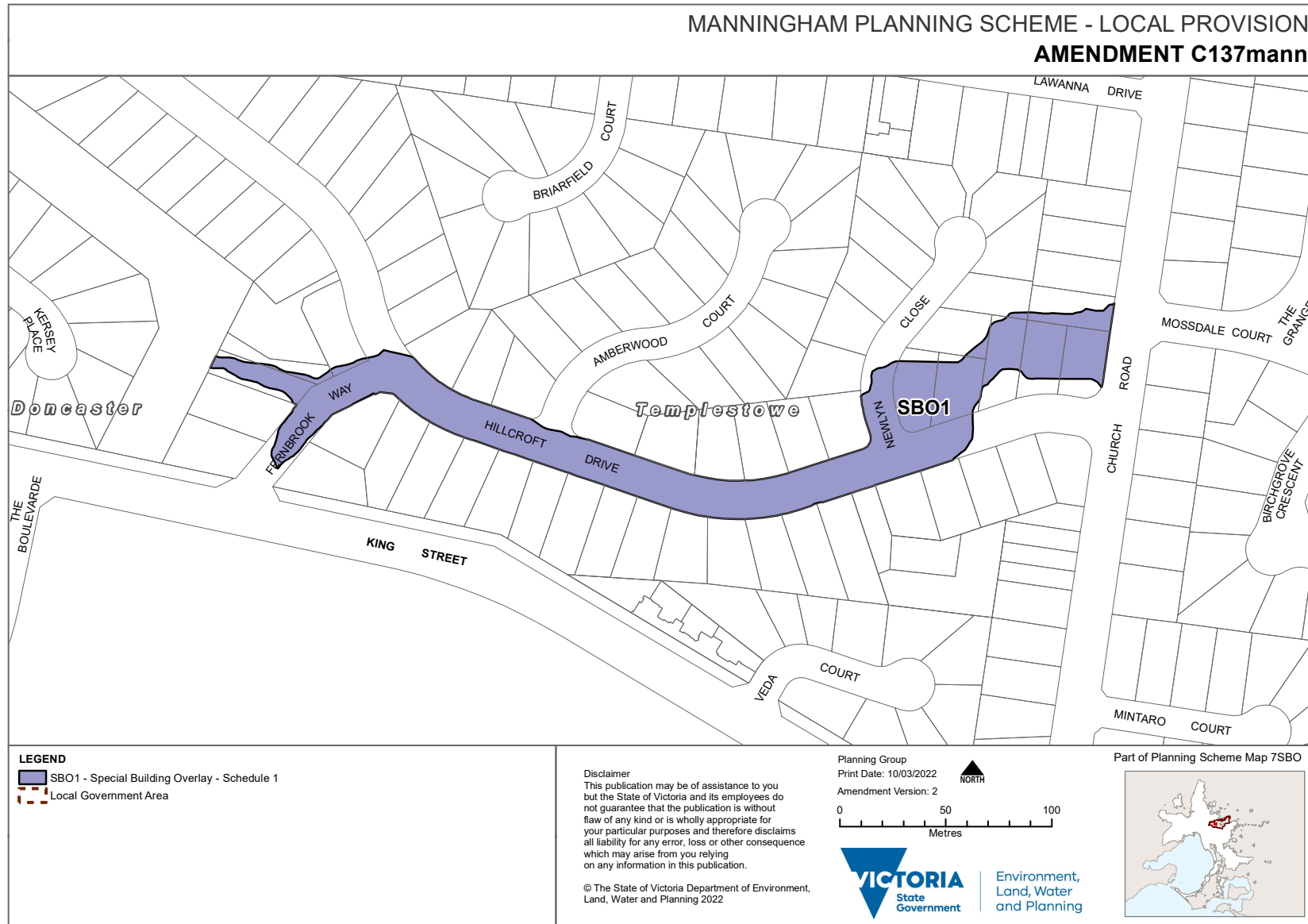
1. Amend Planning Scheme Map Nos 7SBO in the manner shown on the attached maps marked "Manningham Planning Scheme, Amendment C137".

End of document

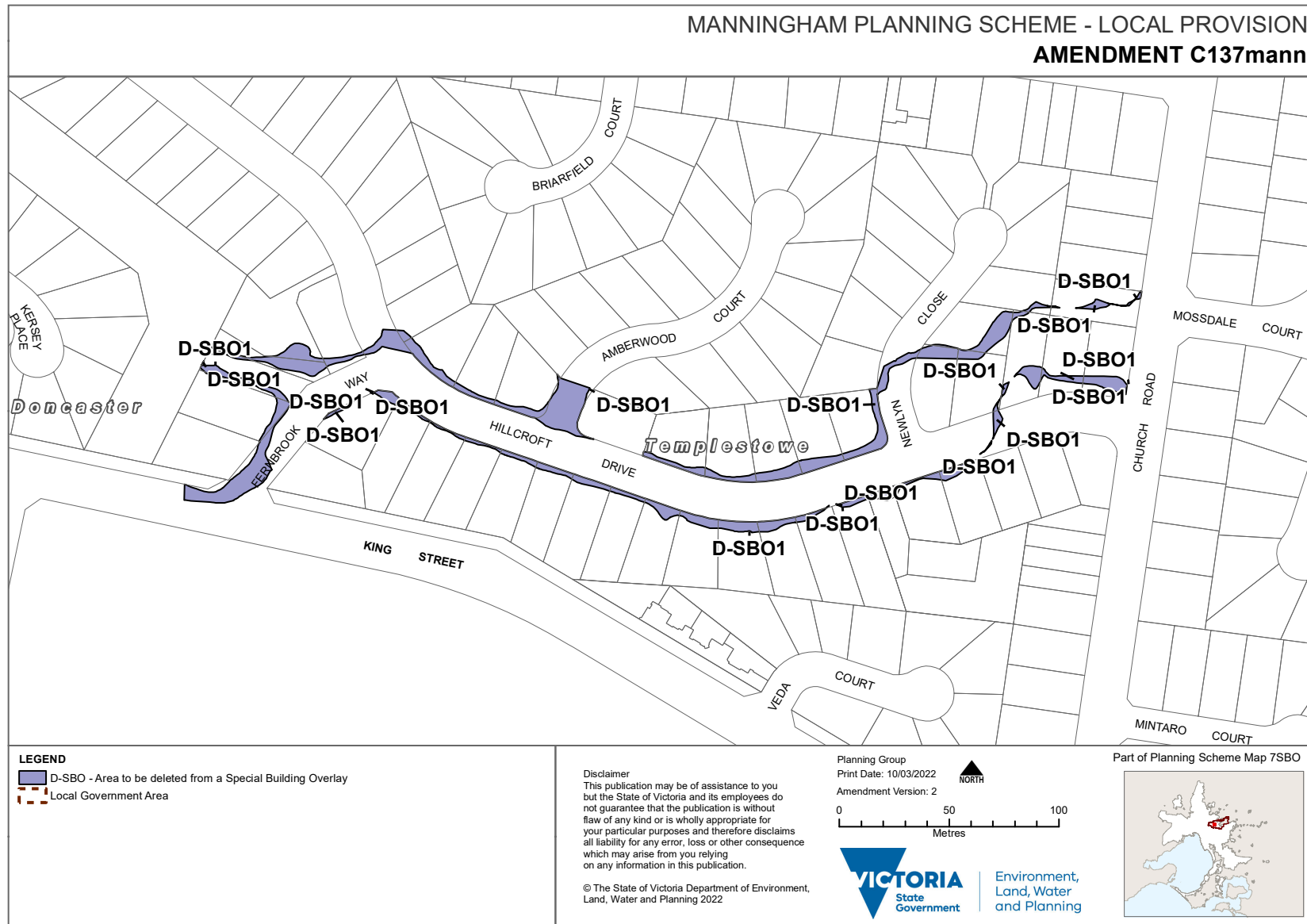


ATTACHMENT

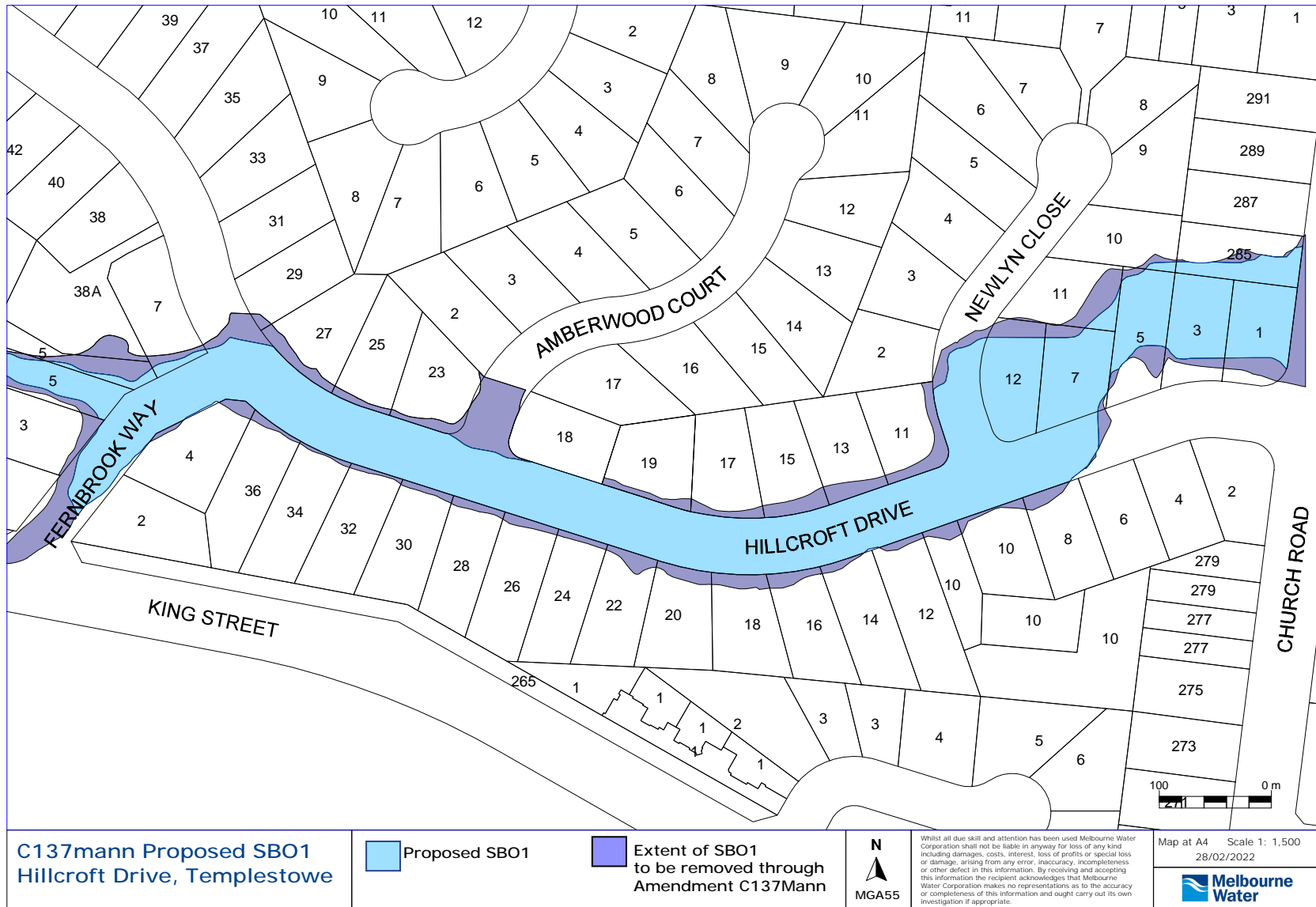




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## 11 CITY SERVICES

### 11.1 Introduction of Food Organics Garden Organics (FOGO) Service

File Number:	IN22/221
Responsible Director:	Director City Services
Attachments:	1 Food Organics Garden Organics (FOGO) <a href="#">↓</a>
	2 FOGO Issues - Matrix Identification and Management of Issues <a href="#">↓</a>
	3 Communication Plan <a href="#">↓</a>

#### EXECUTIVE SUMMARY

*As part of Council's commitment to reducing waste to landfill and to comply with the Victorian government's Recycling Victoria policy, it is proposed that a Food Organic Garden Organics (FOGO) kerbside collection service be implemented from 1 July 2023.*

*Officers have considered several service provision, delivery and costing options for implementation of a FOGO service including but not limited to landfill diversion rates, bin sizes and configurations, collection frequency, existing contract provisions and commitments, as well as results of FOGO service models rolled out in other municipalities.*

*Based on this evaluation, officers recommend that the most effective service to implement in Manningham would be a weekly FOGO kerbside collection accompanied by an alternate fortnightly garbage and recyclables kerbside collection service.*

*The introduction of the FOGO service will be the biggest change to Manningham's residential waste services since the introduction of the 3-bin system in 1999. To support this change, a comprehensive communications and education campaign to inform and educate the community on the benefits of FOGO will be prepared.*

*FOGO will also assist Council in achieving its climate targets of net zero emissions by 2028 and net zero community emissions by 2035, by reducing the amount of food waste and garden waste being sent to landfill reduces the subsequent generation of methane, a greenhouse gas which is considered 23 times more damaging to the atmosphere than carbon dioxide. As well as cutting methane emissions, removing food waste and garden waste from landfill will reduce the production of leachate which poses a threat to ground and surface water quality.*

#### 1. RECOMMENDATION

**That Council:**

- A. Endorses the implementation of a FOGO kerbside waste collection service for Manningham in line with the State Government requirements and targets set for Victoria within the Recycling Victoria – Victoria's circular economy and action plan;**

- B. Endorses the implementation of a weekly FOGO kerbside collection and alternate fortnightly garbage and recyclables kerbside collection service from 1 July 2023;**
- C. Endorses the implementation of the FOGO service in line with the proposal within this report, namely:**
  - a) the changes in collection frequency of kerbside garbage bin service**
  - b) an initial delivery of kitchen caddies and supply of compostable bin liners (for the initial 12 months of the service) to all relevant properties (with an option for residents to opt out of receiving a caddy)**
  - c) officers exercise discretion in implementing FOGO at a date later than July 2023 for Retirement Villages, Multi-Unit Developments and Body Corporates. Officers to liaise directly with these property managers or representatives to ascertain individual waste service needs where the typical Council residential waste service is difficult or not possible**
  - d) provide an option for residents to apply for an additional garbage bin at a reduced rate if they have special waste needs including medical or nappy waste needs**
- D. Authorises the Chief Executive Officer or delegate to negotiate and execute any necessary variations to the kerbside collection contract should there be a need to vary the frequency and volume of the services delivered; and**
- E. Authorises the Chief Executive Officer or delegate to provide notice of 'Material Change in Deliveries' quantities in the amount of garbage and organics being delivered as required in the Participation Agreements between Council and the Metropolitan Waste and Resource Recovery Group.**

## **2. BACKGROUND**

### **Current Residential Kerbside Waste Service**

- 2.1 Manningham's waste collection service has remained largely unchanged for over 20 years. It currently provides a weekly garbage service, fortnightly recyclables service and fortnightly garden organic service to over 45,000 properties.
- 2.2 In July 2016 Manningham delivered approximately 130,000 Australian standard coloured bins to residential households in line with the commencement of the new waste services collection contract.
- 2.3 The residential 'standard' waste service includes an 80L garbage, 240L recycle and 240L garden bin. It is mandatory for each residential household in Manningham to have a waste service where Council can provide the service otherwise the waste service is provided by a private waste contractor (e.g.: multi-level apartment complexes).
- 2.4 The garden waste bin is mandatory as part of the residential waste service. Households can 'opt' out of having a garden bin however there is no change to the annual fee if they do so.

- 2.5 The existing waste collection contract due to expire in 2028. There are provisions within the contract that allow Council to introduce a Food Organic Garden Organics (FOGO) collection service at any time.
- 2.6 The overview of costs and tonnage for residential waste collection is detailed below in the Financial Implications section of the report (recyclables collection, transport and processing are not included in this report).

### **Current Commercial Waste Services**

- 2.7 Manningham currently has 724 properties with a commercial waste service which are serviced on a weekly basis. A commercial waste service is not mandatory as commercial premises are also able to opt for a private waste contractor to provide their waste service.

### **Recycling Victoria policy**

- 2.8 In February 2020 the Victorian Government released the 'Recycling Victoria – Victoria's circular economy and action plan'. The State Government have set the following targets to help Victoria measure its progress and success of the policy:
  - 2.8.1 Divert 80 per cent of waste from landfill by 2030, and an interim target of 72 per cent by 2025.
  - 2.8.2 Cut total waste generation by 15 per cent per capita by 2030.
  - 2.8.3 Halve the volume of organic material going to landfill between 2020 and 2030, with an interim target of 20 per cent reduction by 2025.
  - 2.8.4 Ensure every Victorian household has access to food and garden organic waste recycling services or local composting by 2030.
- 2.9 Other key elements of the plan include:
  - 2.9.1 The new Waste Authority and Waste Act commences 01 July 2022
  - 2.9.2 Container deposit scheme (CDS) to commence 01 July 2023
  - 2.9.3 The introduction of a glass recycling collection service by FY 2026/27
  - 2.9.4 All bins to conform to Australian Standard colours – red lid for garbage, yellow lid for recycling, and lime green lid for garden waste / food organics and purple lid for glass.
- 2.10 Council is focused on facilitating an approach to waste management that minimises the volume of waste being sent to landfill by providing opportunities for residents to reduce overall waste generation and divert recyclable materials away from landfill.



### 3. PROPOSAL

- 3.1 Reducing landfilled food and garden organics is a major waste minimisation priority for the State Government. Appendix 1 – Food Organics Garden Organics (FOGO) provides detail on the different considerations for implementing a FOGO service. Key considerations include:
- 3.1.1 what is a FOGO service?
  - 3.1.2 measures of its success
  - 3.1.3 participation and diversion rates
  - 3.1.4 waste composition
  - 3.1.5 managing contamination
  - 3.1.6 available service options
  - 3.1.7 rollout of kitchen caddies and bags/liners
  - 3.1.8 issues with nappies and pet poo
  - 3.1.9 environmental, social, service and financial implications
- 3.2 It has been established that the implementation of FOGO would allow residents to place both food waste and garden waste into the same bin where it would compost and be turned into soil conditioning products. Reducing landfilled food and garden organics is a major waste minimisation priority for the State Government.
- 3.3 A further benefit of FOGO is that it will assist Council in achieving its climate targets of net zero emissions by 2028 and net zero community emissions by 2035. By reducing the amount of food waste and garden waste being sent to landfill reduces the subsequent generation of methane, a greenhouse gas which is considered 23 times more damaging to the atmosphere than carbon dioxide. As well as cutting methane emissions, removing food waste and garden waste from landfill will reduce the production of leachate which poses a threat to ground and surface water quality.
- 3.4 Appendix 1 provides details on the different FOGO service options available to Council as well as considers the advantages and disadvantage of each option.

#### **Proposed Waste Service from 1 July 2023**

- 3.5 Based on the options evaluated in Appendix 1, officers propose that the most effective service to implement in Manningham would be a weekly FOGO kerbside service which will allow the placement of all food materials including fruit and vegetables, meat, dairy and leftover foods into the existing garden waste bin.
- 3.6 Furthermore, it is proposed that during FOGO implementation that the delivery of kitchen caddies and compostable liners will occur to all properties that have an existing Council residential waste service.
- 3.7 It is proposed that the Waste Team exercise discretion in implementing FOGO at a date later than July 2023 for Retirement Villages, Multi-Unit Developments and Body Corporates. The Waste Team will liaise directly with these property managers or representatives to ascertain individual waste service needs where the typical Council residential waste service is difficult or not possible.



- 3.8 Residents will have the opportunity to apply for an additional garbage bin at a reduced rate if they have special waste needs including medical or nappy waste needs.
- 3.9 It is proposed that bin collection frequencies will change with implementation of a weekly FOGO kerbside collection and alternate fortnightly garbage and recyclables kerbside collection service from 1 July 2023.
- 3.10 It is anticipated that the new service and change in collection frequency between the garbage and garden waste bins will assist council in achieving the State Government's interim diversion target of 72 per cent by 2025.

#### **Kitchen Caddies and Compostable Bags/Liners**

- 3.11 To maximise participation in the FOGO service, it is proposed that the residential properties with a Council residential waste service (except for those properties mentioned above) will be provided with a kitchen caddy and a roll of 150 compostable liner bags. Residents will also be given the option to opt out of receiving a caddy prior to caddy rollout.
- 3.12 It is proposed that bin liners then be made available at cost via in-person pickup from Citizen Connect for at least 1 year or ongoing after FOGO service commencement.

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

- 4.1 The new FOGO service aligns with the Council Plan goals 3.1 to 'protect and enhance our environment and biodiversity' and 3.2 to 'reduce our environmental impact and adapt to climate change', as well as goal 5.1 to be 'a financially sustainable council that manages resources effectively and efficiently'.
- 4.2 Council is committed to providing a range of waste collection services which meet community expectations as well as achieve State Government waste diversion targets.
- 4.3 The introduction of a FOGO service aligns with Council's 2020 climate emergency declaration and climate targets of net zero Council emissions by 2028 and net zero community emissions by 2035 and the *Climate Emergency Action Plan* currently in development.

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

- 5.1 The environmental, social and service implications of a new FOGO service is outlined in Appendix 1.

### **6. FINANCIAL IMPLICATIONS**

- 6.1 Financial and resource requirements associated with the implementation of the new FOGO waste service will be drawn from the Waste Reserve in the 2022/23 budget.

### Proposed Approach

- 6.5 Councils who have already introduced a weekly FOGO and fortnightly garbage service are achieving diversion rates of waste to landfill between 40% and 80%. This has been achieved by ensuring the communications and community engagement is effective.
- 6.6 At these higher diversion rates it is anticipated that the new FOGO service would be cost neutral or better when compared with the baseline cost of existing garbage and garden waste services. This is because smaller garbage tonnages result in cost savings.

## 7. IMPLEMENTATION

### Communication and Engagement

- 7.1 The introduction of the FOGO service will be the biggest change to Manningham's residential waste services since the introduction of the 3-bin system in 1999.
- 7.2 The implementation of the FOGO service requires a communications and education period to ensure that the community is prepared for the proposed service changes. It has been anticipated the implementation would take at least 12 months of planning and promotion to ensure that the rollout can be completed with minimal issue.
- 7.3 The Communications Plan will be managed by the Communications team. The project budget has made allowances for this implementation. All key milestones and deliverables will be documented for actioning in consultation with Waste Management team. Refer Appendix 2 for the 'high level' Communications Plan.
- 7.4 Key dates for the FOGO service rollout are detailed below:

### Timelines

Timing	Outcomes
prior to September 2022	Notification to organics processor that FOGO service will commence 1 July 2023.
September 2022	Notifications to all residents regarding the commencement of FOGO service
September 2022 – November 2022	A tender for the supply of caddies, liners and delivery will be advertised – if required.
September 2022 – June 2023	The communications plan will formally commence with targeted messaging across a variety of media channels including Manningham Matters, Manningham website and social media. Likely to include brochures, videos, photographs and demonstrations.
May – June 2023	Caddies and Liners will be delivered to each property with a Council waste residential waste service.
July 2023	Official commencement of FOGO service for all Manningham residents Maintain consistent messaging around the service and continue promotional activities.

**8. DECLARATIONS OF CONFLICT OF INTEREST**

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

**FOOD ORGANICS GARDEN ORGANICS (FOGO)****What is FOGO?**

- 1.1 Reducing landfilled food and garden organics is a major waste minimisation priority for the State Government.
- 1.2 In Victoria, food and garden organics make up approximately 50 per cent of household garbage with food comprising on average 39 per cent (by weight). Diverting food organics from landfill represents a significant opportunity for council to support its communities to reduce emissions associated with waste.
- 1.3 An increasing number of councils in Victoria are introducing FOGO collection services. The effectiveness of different FOGO services can vary.
- 1.4 Providing a FOGO service is a community-wide behaviour change program. It requires well planned community engagement and education, with long lead times to ensure success.
- 1.5 In 2020/21 Manningham generated 21,347 tonnes of garbage which was sent to Cleanaway landfill for disposal. Landfills produce carbon dioxide and methane as the waste contained in them breaks down. Both are greenhouse gases, with methane having more than 20 times the greenhouse impact than carbon dioxide.
- 1.6 Council currently sends its garden waste to Bio Gro for processing to an organic processor. Bio Gro have advised Council it will require 6 months' notice to accept and process FOGO.
- 1.7 A FOGO service would allow residents to place both food waste and garden waste into the same bin where it would be composted and turned into soil conditioning products.

**What is a Successful FOGO Service?**

- 1.8 A successful FOGO service has the following features:
  - High participation rates;
  - High diversion rates of food and garden organics per participating household;
  - The lowest contamination levels possible to ensure the material is acceptable to the processing facility and the end user; and
  - Community support for recycling food waste.
- 1.9 MWRRG has completed studies in relation to what attributes an effective and successful waste service which maximises diversion of waste to landfill. A best practice FOGO system comprises of the following:
  - A weekly collection of FOGO;
  - A fortnightly collection of garbage;
  - Provision of kitchen caddies to residents;
  - Provision of compostable caddy liners to residents;
  - A comprehensive education program;

- Support with food waste avoidance and home composting; and
- The introduction of this service will achieve the best diversion of waste to landfill.

#### Participation and Diversion Rates

- 1.10 Factors that increase the likelihood of household participation and the level of food organics diversion include:
- Community awareness of the availability of the FOGO service, this requires effective community engagement and prompts to use the service;
  - Ease of service use;
  - Provision of kitchen caddies and compostable bags/bin liners; and
  - Frequency of the garbage and organics collection services - weekly organics collection coupled with fortnightly garbage collection has been shown to have the highest participation and diversion rates. Councils in the North East region of Victoria have found this collection combination to reduce garbage by 30-50 per cent.

#### Manningham's Waste Composition

- 1.11 Annual audits undertaken on the composition of each waste stream in Manningham shows that more than 50% of a garbage stream is food waste.

Material Category	2017 (%)	2018 (%)	2019 (%)	2020 (%)	2021 (%)	2022 (%)
Food Waste	53.06	50.54	49.56	54.42	54.64	56.92
Garbage	46.94	49.46	50.44	45.58	45.36	43.08

- 1.12 Approx 6.35% of garden waste is also found in the garbage stream and a further 7.68% is recyclable material.
- 1.13 The introduction of a FOGO service and education about correct disposal of recyclables could see the amount of waste sent to landfill reduce by more than 50%.

#### Managing Contamination Rates

- 1.14 Most councils that have recently introduced FOGO services have found that contamination rates are manageable and similar to those already experienced with garden organics services. In order to maximise successful outcomes, a FOGO service needs to aim for contamination levels below 1-2 per cent by including:
- Effective community engagement with strong marketing; including images showing what can and cannot be placed in the FOGO bin. Programs for multi-unit developments and hard to reach demographics (e.g. students, non-residents and people from Culturally and Linguistically Diverse (CALD) backgrounds) may be required;
  - A collection contractor that has systems in place for detecting contamination and linking the contaminant source to locations. On-vehicle cameras and GPS systems can be used to pin-point sources of contamination; and
  - Effective compliance programs that remind residents found with contaminated bins to keep materials clean. In most instances, residents provided with reminder notices do not re-offend, but councils may develop systems for enforcement and suspension of service for repeated gross contamination of FOGO bins.

**Assess Service Options**

1.15 The table below compares options and recommends that council favour a compulsory/universal system with limited capacity to opt out. Compulsory FOGO is favoured because it will maximise diversion of organics and allow councils to promote the message that no food or garden organics should be disposed to household garbage.

Options	Advantages	Disadvantages
<p><b>Compulsory/universal</b> Provide all residents with a FOGO service</p>	<p>Typically achieves the highest participation and diversion rates. Easiest administratively to provide all residents with bins and include waste service charge in rates. Generally lowest cost per participating household and per tonne of organics recovered and diverted. Universal FOGO has been popular with communities where it has been introduced.</p>	<p>Highest capital and operating costs. Contamination rates can be higher. Quantities of 'additional' recovered organics are generally higher, increasing the costs of processing without a decrease in total landfill costs. Likely community opposition from those who feel they do not need the service.</p>
<p><b>Universal with opt out or limited exclusions</b> Provide a universal FOGO service with some exceptions e.g. large MUDs where shared waste disposal services make it difficult to avoid contamination and/or households who opt out</p>	<p>Most households will generally opt to use the service. Allowing an opt out may mean there is less likelihood of contamination. Otherwise as for universal (above).</p>	<p>Higher administration and management costs. Otherwise as for universal (above).</p>
<p><b>Voluntary</b> Provide a FOGO service to residents who order it (opt in)</p>	<p>Generally lower capital and operating costs. Generally higher diversion and recovery rates per participating households. Generally lower contamination rates. Cost-recovery and 'user pays' fee for service means those generating more waste and using the service pay more for this.</p>	<p>Generally higher costs per participating household and per tonne of recovered organics. Unlikely to achieve as high participation and diversion rates as a universal service, and therefore less diversion to landfill. Can recover large quantities of 'additional' organics per participating household that were not previously disposed to garbage. Often has high administration costs per household and per tonne of organics recovered. Not compatible with fortnightly garbage collection as only those who opt-in have the service</p>

**Collection Frequency**

- 1.16 A key decision for council is how frequently the service will operate. Many councils have found that adopting a fortnightly garbage service with either a weekly or fortnightly FOGO service is highly effective in gaining community acceptance for FOGO.
- 1.17 Some councils introducing a universal weekly FOGO service and fortnightly garbage service have reduced landfilled garbage by 40-50 per cent by weight due to increased organics recovery and increased commingled recyclables.

Options	Advantages	Disadvantages	Recommended approaches
Weekly FOGO and weekly garbage collection	Research showed most residents want a weekly garbage service.	Highest cost option. Can reduce participation and diversion rates as there is no incentive to participate. Requires behaviour change as residents are used to alternating bin fortnights.	Highest performing systems use weekly FOGO and fortnightly garbage collection. Respond to concerns about restricted garbage bin capacity and unsorted waste rotting in a FOGO bin for two weeks, which may result in low uptake of the service. Bigger garbage bins or extra collections could be provided for people with special needs, e.g. nappies or medical waste disposal. Council may wish to introduce fortnightly garbage collection over time once weekly FOGO collection is established and resident concerns have been addressed.
Weekly FOGO and fortnightly garbage collection	Several councils have achieved 40-50% by weight reduction in landfilled garbage by switching to weekly FOGO and fortnightly garbage collections.	Fortnightly collection is not appealing to some residents due to perceptions about odour, overflowing bins and pests in the garbage bin.	
Fortnightly FOGO and weekly garbage collection	Cost neutral if garden waste already collected. Aligns with garden waste collections so doesn't require much behavioural change.	Research showed most residents would not use FOGO bin if only collected fortnightly. Typically diverts about half as much organics and recyclables from landfill.	
Fortnightly FOGO and fortnightly garbage collection	Forces a reduction in volume of garbage and food and garden organics. Reduced collection costs.	Fortnightly collection is not appealing to some residents due to perceptions about odour, overflowing bins and pests in the garbage bin.	

- 1.18 Research from MWRRG has found that the most effective FOGO services (from a landfill diversion perspective) are those that operate a weekly FOGO and fortnightly garbage collections.

- 1.19 Garbage collection frequency is a statistically significant factor in the performance of food organics participation and landfill diversion. Research from MWRRG also suggests that the issues and risks on changing collection frequency of garbage collection relate to managing initial community reactions to change as opposed to there being any significant logistical, operational or service impact issues.
- 1.20 Analysis of historic media and community reactions to the change of collection frequency of the garbage bin is a decrease in a rate funded service and odour issues.

#### **Kitchen Caddies and Compostable Bags/Liners**

- 1.21 Most councils with a FOGO service have found that the highest levels of on-going participation and food diversion are achieved by providing a kitchen 'caddy' (a small tub with a handle that can be kept in food preparation areas for food scraps collection) and/or compostable bags/bin liners.
- 1.22 A kitchen caddy is a container which is specifically designed to put food waste in. Research indicates that providing kitchen caddies to residents significantly uplifts the participation of FOGO and the diversion of waste to landfill.
- 1.23 Caddies do not need to be lined and can be used as is and washed periodically. It is possible to also use paper towel to line the caddy. However, there is significant amount of research completed by MWRRG which shows when bin liners are provided the participation in FOGO is increased as it reduces smells in the bin and also reduces the 'yuck' factor.
- 1.24 It is important to ensure only Australian Standard compostable bin liners are used.
- 1.25 It is proposed to offer every resident a kitchen caddy prior to commencing the FOGO service with 150 bin liners (equivalent to a year's supply). The caddies will be made from recycled plastic and the bin liners from 100% corn starch and compliant to Australian Standards and satisfy the requirements of the organics processor.
- 1.26 Some residents who are already actively composting at home may not require a kitchen caddy or would prefer to use their own container for the collection of food waste however to ensure the highest levels of on-going participation is achieved, it is still proposed that each household be provided a kitchen 'caddy'.
- 1.27 Each residential household will only be entitled to one caddy and a roll of 150 bin liners.
- 1.28 Caddies will be available for a period of time to collect from the Citizen Connect team after the delivery period has been completed in the event that an issue occurred during delivery.

#### **Ongoing supply of Caddies and Liners**

- 1.29 As the kitchen caddies are made of durable recycled plastic it is not proposed to provide any replacements once the FOGO roll out has been completed. Residents will be able to purchase a replacement caddy through major retailers.
- 1.30 New properties will be delivered a kitchen caddy and 150 bin liners with their new waste service.



- 1.31 The supply of bin liners has been found to be an important factor in having residents continue using the FOGO service. It is considered that a supply of 150 bin liners be made available on an annual basis via an in person pickup at Citizen Connect for at least 1 year after commencement of FOGO service.
- 1.32 Australian Standard bin liners are already available for purchase at major supermarkets and other major retailers. The approximate cost of an additional pack of 75 liners is \$4.75. It is considered that liners could also be made available for residents to purchase through Citizen Connect.

#### Commencement and Rollout

- 1.33 Council is recommending to commence the FOGO service as of 1 July 2023.
- 1.34 This will allow officers over 12 months to educate and engage the community about the introduction of the new service.

#### Nappies and Pet Poo

- 1.35 Moving to less frequent collection may not be an attractive option for households with children who wear nappies or households which have pets. Bin odours are generally well contained so long as bin lids remain shut. This can be managed by:
- Use smaller bags that can be closed tightly or double wrapped before placing nappies and pet poo. This will reduce the amount of air circulating around the items and reduce the smell;
  - Place a small amount of vinegar, eucalyptus oil or crystals in the bottom of your bin to repel pests and minimise odours. You can also use odour pods in red bins; and
  - Providing a larger residual bin to households using nappies.
- 1.36 It is considered that a larger residual bin be provided for households using nappies. Provision of this service will be reviewed on an annual basis with each household.
- 1.37 A 'Community Nappy Trial' conducted by Lake Macquarie City Council showed that the odour of bins containing nappies at the end of a fortnight was no worse than the odour of regular general waste bin at the end of a week. Furthermore, the trial showed that odour does not significantly increase with time, nor with the number of nappies in the bin.

#### Perception of Decrease in Service

- 1.38 Regarding the perception of a decrease in a rate funded service the proposal is to decrease the frequency of collection in one waste stream and increase it in another. The impact of this change has been analysed, looking at the total bin space and bin combinations currently available to residents on a fortnightly basis. The analysis shows that most residents will receive a service increase as highlighted by the scenarios below:

Garbage bin size	Garden bin size	Current litres per fortnight	Proposed litres per fortnight
80 litres	120 litres	280 litres	320 litres
80 litres	240 litres	400 litres	560 litres
120 litres	120 litres	360 litres	360 litres
120 litres	240 litres	480 litres	600 litres

- 855 properties have a 120 litre garden bin. The majority of these properties are either in a Retirement Village or units.
- 42,689 properties have a 240 litre garden bin with a further 1283 additional garden waste services.
- There are 559 households which have 'opted out' of having a garden waste bin. Some of these properties are in multi-unit apartments or are a retirement village where they are provided a shared waste service.

#### **Larger Bins for Special Circumstances**

- 1.39 Consideration needs to be given to households who have special waste needs who may not be able to manage with a fortnightly garbage service such as:
- Families with six or more members.
  - Families with children in nappies.
  - Households with additional waste for medical reasons.
- 1.40 There are currently have 29 residents who have an additional 120L garbage and 1 resident who has an additional 240L recycle bin for medical reasons at no charge.
- 1.41 The proposal is for an option that residents can apply for an additional garbage bin at a reduced rate if they have special waste needs including medical or nappy waste needs.
- 1.42 Applications for the special waste service will be available through the website, over the phone and in person through Citizen Connect. Community engagement officers will also be able to assist residents out in the community apply as well.

#### **What to Do with Commercial Properties?**

- 1.43 Council provides a 240 litre bin as a commercial waste service, emptied weekly to 724 properties. Changing the collection frequency for many of these businesses will not be a viable option as they will generate too much general waste for a fortnightly collection.
- 1.44 There is currently no directive in the Recycling Victoria Policy for Councils to offer a FOGO service to commercial businesses; only to residential properties.
- Consideration needs to be given in relation to whether Council continues to provide a weekly garbage collection service for commercial properties given that these bins are collected by the trucks undertaking residential garbage collection in the area.
  - If the frequency is to stay at weekly collection this may result in their annual waste service charge increasing.
  - It is not currently proposed to offer commercial properties a FOGO service as they only generate food waste not garden waste.
  - The FOGO service relies on the composition of both garden and food waste to ensure that the bins do not exceed the lifting capacity of our trucks as a bin solely filled with food waste is a lot heavier than a bin filled with garden waste.
  - If a FOGO service was to be introduced to commercial properties the bins would only be able to be a maximum of 120 litres to ensure the maximum weight of the bin was not exceeded.

- This would then mean a commercial premise may be required to have multiple bins to service their waste needs.

#### **Retirement Villages, Multi-Unit Developments and Shared Services**

- 1.45 Council currently provides a shared waste service to 9 retirement villages and 4 multi-unit developments throughout the municipality. Each site has a different combination of bins depending on their individual needs.
- The retirement villages are provided a shared bin service for garbage, recycle and garden waste bins across their facilities.
  - The multi-unit developments have individual garbage and recycle bins however some have a shared garden waste bin and others have no garden waste bin at all.
- 1.46 It is proposed that officers exercise discretion in implementing FOGO at a date later than July 2023 for Retirement Villages, Multi-Unit Developments and Body Corporates. Officers will liaise directly with these property managers or representatives to ascertain individual waste service needs where the typical Council residential waste service is difficult or not possible.

#### **Environmental Implications**

- 1.47 The introduction of a FOGO service to Manningham would reduce the amount of putrescible waste currently being disposed of to landfill. Any material diverted from landfill would be processed into high quality compostable materials for garden reuse.
- 1.48 There is an opportunity for Council to reuse some of the compost material in the Parks and Gardens areas to demonstrate a local link and circular economy principles to the community.
- 1.49 Reduction of waste to landfill aligns with Councils Climate Emergency declaration 2020 and its recently adopted Climate emission reduction targets.

#### **Social Implications**

- 1.50 There has been an increase in community awareness around waste generation and disposal practices. The implementation of a FOGO service would reassure the community that Council practices are in line with their expectations.
- 1.51 The introduction of a FOGO service will require a change in resident behaviours with respect to their waste practices. This will be considered in the provision of a comprehensive communication and education plan.

#### **Service Implications**

- 1.52 There are a number of potential issues that might arise when introducing a FOGO service. These have been identified to minimise the likelihood of them occurring and impacting the delivery and/or performance of the FOGO service.
- 1.53 Examples of the implications that can affect delivery operations include:
- 1.54 Examples of the risks that can affect the performance of a FOGO service include:
- Service implementation delays, cost overruns or poor rollout of service;

- Absence of tailored solutions to suit different types of properties e.g. MUDs;
- Unexpected contractual issues impacting service collections;
- Low service uptake and unmet community expectations; and
- Additional costs with households switching from home composting to FOGO.

1.55 Examples of the risks that can affect the performance of a FOGO service include:

- High levels of bin contamination resulting in rejected loads at the composting facility and/or reduced compost quality;
- Lack of community awareness and understanding of the FOGO service and how to use it correctly;
- Nuisance factors (vermin, pests, odour) deterring people from taking up and/or maintaining a FOGO service;
- Insufficient demand for soil products made from recycled food and garden organics; and
- Resistance to having a FOGO service and having to pay for it from sections of the community e.g. home composters.

## FOGO Issues Matrix - Identification and Management of Issues

Risk	Mitigation
Contamination	Conduct effective community engagement. This includes rolling out community engagement 12 months before the start of service and ongoing. Prepare FOGO specific information pack for residents with key messages and collateral developed for all council media channels
	Develop a contamination plan for initial, periodic and entrenched contamination by identified households. Conduct bin surveillance - driver collection reports detailing observations of contamination and a record of offending properties, letters to residents advising of contamination, contamination squad visits properties, tags/stickering of contaminated bins, refusal of servicing contaminated bins, education and communication to offending households, warning and penalty provisions to householder, removal of organics collection service.
Cost overruns	Plan carefully using long lead times, develop contingency plans, ensure contracts are flexible and ensure your communications are clear.
Householders not participating	Implement an effective community engagement plan, ensure convenience by minimising the effort required to separate organics, supplying kitchen caddies and compostable bags if accepted by the processor.
Inadequate project management	A period of 12-18 months is recommended for planning the FOGO service, develop a detailed project management plan, include adequate resourcing, conduct audits of waste streams to gain baseline data and surveys of community attitudes.
Difficult properties	Consider providing an option of different bin sizes for different types of households. Consider providing larger garbage bin for families with nappies, provide food only collections and/or food dehydrators for MUDs, work with managing agents and body corporates to engage with MUD residents
Contractual issues	Work with collection contractor and organics processor to ensure contracts are flexible, ensure contract are subject to all standard requirements for recycling contracts.
Nuisance factors (vermin, pests, odour)	Encourage householders to line caddies with newspaper or paper towel and providing compostable bags. Encourage householders to empty the caddy regularly, clean caddies (using bicarb soda to neutralise odours).
Poor communication	Keep residents informed and motivated. Provide effective long-term community engagement and communications starting 12 months before the service starts. Provide regular feedback to stakeholders.
Poor rollout of service	Ensure residents have access to collection and disposal resources such as caddies and FOGO bin. Design an effective community engagement and communications plan. Measure performance over time. Ensure adequate and well briefed staff resources during rollout to deliver resources, answer customer service enquiries and respond to issues.
Additional collection costs with home composters switching to FOGO	Continue to encourage home composting while providing composters with specific advice on what is accepted in the FOGO bin that can't be home composted e.g. citrus.

**Social Implications**

- 1.1 There are a number of potential hazards that might arise when introducing a FOGO service. These have been identified to minimise the likelihood of them occurring and impacting the delivery and/or performance of the FOGO service.

**Financial Implications**

- 1.2 The net costs to introduce and maintain a FOGO service is the costs of providing the combined FOGO and garbage services compared to the costs of existing services under a business-as-usual baseline.
- 1.3 Although there are significant costs in introducing and maintaining a FOGO service, the cost-savings from reduced waste to landfill will reduce net costs and can even result in net cost savings if organics recovery is significantly cheaper than landfill costs.
- 1.4 The following factors influence costs:
  - 1.4.1 The diversion of waste from garbage and the quantities of FOGO materials collected
  - 1.4.2 Collection, transport and processing costs compared to landfilling costs
  - 1.4.3 The costs of processing FOGO compared to the current costs of processing garden organics materials
  - 1.4.4 Frequency of collection
  - 1.4.5 Capital costs associated with the purchase of bins, caddies and compostable liners
  - 1.4.6 Contamination rates

## COMMUNICATION PLAN

### Introduction of a Food Organic Garden Organic Service

The communications program to support the introduction of FOGO will be designed to inform and educate the Manningham community about what FOGO is, how it works, what they need to do and the reasons and benefits of FOGO.

Given the scale of the behavioural change, the communications program will be broad and rolled-out over a sustained period of time. It is envisaged the communications be delivered via multiple channels including information sessions, school newsletters, social media, advertising, instructional videos and written material as well as direct mail to residents, businesses and community groups.

It is important to note that Council currently receives multiple calls per week and many comments via our social media channels from the community asking when Manningham will allow for food to be placed in garden waste bins. This is a positive sign and indicates many parts of the community are not only wanting Council to introduce this measure but in fact are disappointed the Council is not already providing this service.

Below is the broad outline of the communications approach to support the FOGO rollout; a comprehensive communications program will be developed over the coming months.

Timing	Key Message	Key Activities
May 2022	Acknowledge FOGO	Primarily reactive communications We will advise the community when asked, that food is allowed to be placed in green bins
September 2022 – June 2023	FOGO is coming	Proactive broad scale communications via multiple channels
June 2023	"Let's Go FOGO" *	Delivery of caddies accompanied with instructions Continued proactive broad scale communications via multiple channels
July 2023 onwards	"FOGO is a GO GO" *	Regular updates on how Manningham is embracing FOGO Continued awareness and education campaign

\* Working title

### Councillor Opportunities

1. Letter from Mayor and Ward councillors to all residents about new FOGO service
2. Photo opportunity with caddies, bins and councillors

## 11.2 VECO Expansion - Roll-in of Further Electricity Accounts

File Number: IN22/220  
Responsible Director: Director City Services  
Attachments: Nil

### EXECUTIVE SUMMARY

*In mid-2021 as one of 47 Victorian councils that form the Victorian Energy Collaboration (VECO), Manningham Council signed a wind-power Power Purchase Agreement (PPA) contract with Red Energy.*

*The VECO contract currently supplies electricity to four large Council buildings from 1 January 2022 to 31 December 2030. This is anticipated to result in a 25% reduction in Council's annual emissions.*

*The VECO contract allows Council to roll in as many of its electricity accounts as it deems appropriate.*

*This report reviews and compares the VECO contract with former and existing electricity contracts that will come to an end over the next few years.*

*Expanding the VECO contract to cover more electricity accounts has the potential to grow the 25% annual emissions reduction, already achieved with current VECO electricity accounts, to 65%.*

*This would achieve significant progress towards Council's 2028 net zero target and would further demonstrate Council's commitment to strong, urgent climate action called for in Council's 2020 climate emergency declaration.*

*Expansion would also have financial benefits. Overall, the VECO contract electricity price is considerably less than previous and existing electricity contract prices.*

*To secure these benefits, it is recommended that Council delegate authority to the CEO to determine which electricity accounts are progressively added to the VECO contract after existing electricity contracts come to an end.*

### 1. RECOMMENDATION

#### That Council:

- A. **Note the findings of this report which reviews and compares the VECO contract with existing electricity contracts.**
- B. **Note the progressive addition of electricity accounts to the VECO contract will lead to the total contract value exceeding \$5,000,000 over the 9-year contract duration, thereby exceeding the existing delegated authority of the CEO;**
- C. **Endorses the expansion of the VECO contract to include additional electricity accounts to demonstrate Council's commitment to strong and urgent climate action in line with Council's 2020 climate emergency declaration: and**



- D. Delegates financial authority above \$5,000,000 to the CEO to determine which electricity accounts are added to the VECO contract after existing electricity contracts come to an end.**

## **2. BACKGROUND**

- 2.1 In November 2018, Manningham joined a group of Victorian Local Governments, led by Darebin Council, to investigate the viability of joint procurement of a renewable energy power purchase agreement (PPA).
- 2.2 At its 28 May 2019 meeting, Council delegated authority to the Chief Executive Officer (CEO) to determine which electricity accounts would be committed to the PPA.
- 2.3 At that time, the CEO committed Council's larger buildings to the tender stage of the LG PPA project. These buildings are MC<sup>2</sup>, Civic Offices, Depot and Pines Learning and Activity Centre. They currently consume approximately 40% of Council's total electricity.
- 2.4 At the meeting of 23 July 2019, Council endorsed the decision to commit Manningham to the Tender Stage of the project by signing the LG PPA Participation Agreement.
- 2.5 On 23 February 2021, Council was informed that the joint procurement process was in its final stages and that a PPA contract was being negotiated with the preferred supplier and would soon be ready to sign. Council then delegated authority to the CEO to determine whether to proceed with signing the PPA contract.
- 2.6 In May 2021, the initiative was renamed as the Victorian Energy Collaboration (VECO). As one of 47 Victorian councils that form VECO, Manningham Council and Red Energy signed a PPA contract to supply 100% renewable electricity to four Council buildings from 1 January 2022 to 31 December 2030.

## **3. DISCUSSION / ISSUE**

- 3.1 The joint procurement process for a renewable energy PPA commenced in June 2020, led by Darebin Council.
- 3.2 In December 2020, a preferred supplier was selected, and commercially confidential contract negotiations commenced. Council chose to commit only four of its buildings to the procurement process largely because the final price offer would only be known closer to when contracts were to be signed in May 2021.
- 3.3 In May 2021, as one of 47 Victorian councils that form VECO, Manningham Council and Red Energy signed a contract to supply wind-powered electricity to four Council buildings from the 1 January 2022 to the 31 December 2030.
- 3.4 Now that Council has all the pricing information relating to the VECO contract, it is in a position to evaluate the roll-in of further electricity accounts. This pricing information remains commercial-in-confidence between Red Energy and VECO councils.

- 3.5 The VECO contract allows Council to roll in as many electricity accounts as it chooses.
- 3.6 The inclusion of further electricity accounts has the following benefits:
- 3.6.1 Overall, prices are lower than the existing contracts
  - 3.6.2 Council can meet all of its electricity requirements using zero-emissions, renewable electricity resulting in 3,403 tonnes of emissions reduction per year.
- 3.7 The total value of the Red Energy contract over nine years will be more than \$5,000,000 thereby exceeding the existing delegated authority of the CEO.
- 3.8 To secure these benefits, it is recommended that Council delegate authority to the CEO to determine which electricity accounts will be added to the VECO as existing electricity contracts come to an end.

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

- 4.1 Purchasing renewable energy through a PPA and reducing greenhouse gas emissions relates to the following Council Plan 2017-2021 goals and action areas under the Resilient Environment theme:
- 4.1.1 Goal 3.1 – Protect and enhance our environment and biodiversity.
  - 4.1.2 Goal 3.2 – Reduce our environmental impact and adapt to climate change.
  - 4.1.3 Action area – Optimise the management of our energy, waste and water.
  - 4.1.4 Action area – Demonstrate leadership in sustainable and innovative environmental practices.
- 4.2 The significant emissions reduction and the support the PPA provides to new renewable energy generation in Victoria would be a clear demonstration of our commitment to deliver urgent, strong climate action following Council's climate emergency declaration in early 2020.

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

##### Greenhouse Emission Reductions

- 5.1 If VECO is progressively expanded to all Council electricity accounts covering buildings, streetlights and electric vehicles, Council's annual emissions will eventually be reduced by a further 40% for a total of 65% compared to the 2008/09 baseline (refer Table 1 below). This would be significant progress towards the 2028 net zero Council emissions target that Council committed to in October 2021.

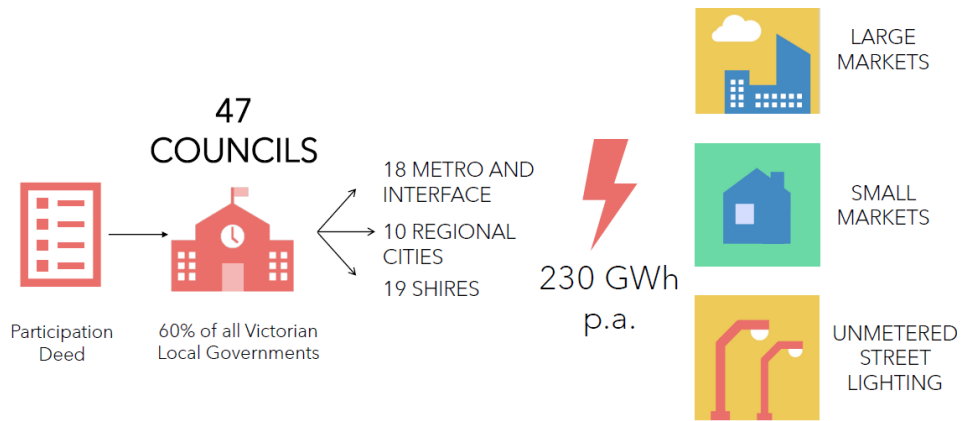
**Table 1 – Emissions reductions summary**

<b>Council emissions reduction</b>	<b>GHG tCO<sub>2</sub>e</b>	<b>% of baseline</b>
2008/09 baseline	8939	(100%)
11 years of previous reduction measures	- 2215	- 25%
VECO – large buildings	- 2235	- 25%
VECO – small sites	- 1199	- 13%
VECO – streetlights	- 2398	- 27%
Remaining emissions (vehicle fuel, gas)	892	10%
<b>Non-Council emissions reduction</b>	<b>GHG tCO<sub>2</sub>e</b>	
Aquarena and Community Sports Stadiums	- 2204	not included in baseline

- 5.2 Former and existing contracts for large buildings and streetlights use zero-emissions green power electricity which was cost-competitive with coal-fired electricity at the time when the contracts were signed.
- 5.3 However, former and existing contracts for small sites did not include GreenPower as electricity prices for small sites were significantly higher under these contracts. Consequently, annual emissions of 1199 tonnes result from these small sites under the current small sites contract which ends in June 2022. Fortunately, under VECO small sites now attract the same low electricity prices as large sites and street lighting. Consequently, if the small sites are rolled into the VECO contract, 1199 tonnes of annual emissions will be cut (Table 1 above).
- 5.4 If Council adopts the recommendations in this report, the electricity accounts of Aquarena and other community sports stadiums that Council owns could also be rolled into the VECO contract. Annual emissions savings of 2204 tonnes would result (Table 1 above) and these community facilities will pay less for their zero-emissions electricity.
- 5.5 Because these facilities are managed under contract by Belgravia and YMCA, these facilities' emissions are not counted as being Council emissions. Effectively, the 2204 tonnes of annual emissions savings would be 'non-council' or 'community' emissions savings.
- 5.6 Along with VECO expansion, other Council energy and emissions saving initiatives will continue to be investigated and considered. This includes Council building rooftop solar, building and streetlight energy efficiency improvements and electric vehicles.

## **6. VECO RENEWABLE ENERGY PPA AND RED ENERGY**

- 6.1 All 47 VECO councils signed individual contracts with Red Energy for renewable electricity supply in mid-2021. Red Energy is a subsidiary of Snowy Hydro Ltd. The contracts run through to 31 December 2030.

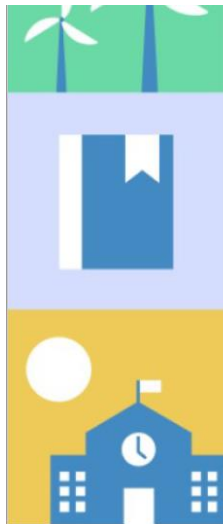


6.2 The contract with Red Energy is called a renewable energy Power Purchase Agreement (PPA). This PPA was the catalyst for adding two windfarms to the Victorian electricity grid. In doing so, this PPA contributes to reducing the carbon intensity of Victoria’s electricity supply.

6.3 Details of the two windfarm projects are as follows:

6.3.1 Dundonnell Wind Farm – an expansion of an existing wind farm located in Moyne Shire (refer diagram below), and

6.3.2 Murra Murra Wind Farm II – a new construction located in Yarriambiack Shire (refer diagram below).



Project #1

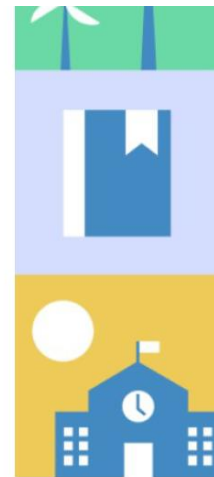
- Dundonnell Wind Farm
- 23kms north east of Mortlake (Moyne Shire)
- 336MW
- 80 Turbines @ 4.2MW each
- Annual generation: 1,208GWh
- Generation: currently testing@ 95%
- Developer: Tilt Renewables





**Project #2**

- Murra Warra Wind Farm II
- 25kms north of Horsham (Yarriambiack Shire)
- 209MW
- 38 Turbines @ 5.5MW each
- Annual Generation: 888GWh
- Construction: Started Sept 2020
- Generation: Expected July 2022
- Developer: RES Australia



- 6.4 The 47 member councils of VECO, as part of the selection criteria for choosing a supplier, sought demonstrable socio-economic benefits for the communities that would be home to the windfarms.
- 6.5 Red Energy made the following significant commitments to the communities of Moyne Shire and Yarriambiack Shire:

### Socio-Economic Benefits

Aspect	Dundonnell Wind Farm	Murra Warra Wind Farm II
<b>Project value</b>	\$560 million	\$300 million
<b>Jobs</b>	Construction 238 Ongoing 10-15	Construction 114 Ongoing 7
<b>Community fund</b>	\$50,000 p.a.	\$38,000 p.a.
<b>Additional rates</b>	\$477,000 p.a.	\$11.8 million over 25 years

- 6.6 Along with the competitive price and local socio-economic benefits, other features of the Red Energy offer were attractive, including:
- 6.6.1 Strong counterpart: 100% owned by Snowy Hydro and the Commonwealth Government.
  - 6.6.2 Relevant experience and good track record.
  - 6.6.3 Contract simplicity and electricity volume flexibility.
  - 6.6.4 More detailed information about the non-price offer from Red Energy is provided in the diagram below:

## About Red Energy and non-price features of its offer



- 100% owned by **Snowy Hydro** / Commonwealth Government
- **VECO load <1%** of Snowy Hydro's generation capacity
  - Large, predominantly renewable generation base (4.1GW hydro, 1GW wind and solar, plus 1.3GW gas)
- **>10 years** in operation



- **Track record** of retailer intermediated PPAs with market leaders (e.g. Dexus and Universities)
- **Reputation** for delivering good service –to be enhanced by launch of **customer portal** (scheduled to be live on 1/7/2021)



- **Contractual simplicity** - all account types covered
- **Volume flex** provision beyond minimum requirement
- Competitive **feed-in-tariffs** for on-site solar
- Dedicated customer manager and contractual provisions to withhold payment in the event of persistent **service failure** against negotiated KPIs

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### Market Conditions and Supply of Renewable Energy

- 6.7 In relation to VECO and the Red Energy contract, supply of renewable energy will continue as market demand grows.
- 6.8 While the VECO Power Purchase Agreement made possible the construction of two wind farms, the VECO PPA will also draw renewable energy from the fleet of Snowy Hydro (Parent Company) renewable energy generators, as required.
- 6.9 In general, retailers and renewable energy generators, guarantee supply in their contracts to customers. Energy supply and pricing forecasts for short, medium and long term, also mitigate risk.
- 6.10 And if demand outstrips supply, prices will rise which leads to reduced demand and new investment and construction of more renewable energy generation facilities.
- 6.11 There is minimal supply risk associated with the Red Energy contract. And across the broader electricity sector, there is minimal supply risk as the market, through supply and demand, works to match the expansion of renewable energy in the grid.

## 7. LEGISLATIVE POWER AND CEO DELEGATION

- 7.1 The power to enter into contracts is contained in the *Local Government Act 2020* and Council's Procurement Policy.
- 7.2 Council has, via instrument of delegation adopted on 29 June 2021, delegated to the CEO the power to enter into contracts up to the value of \$5,000,000 provided it is contained in a budget approved by Council.
- 7.3 The progressive addition of electricity accounts to the VECO contract will lead to the total contract value exceeding \$5,000,000 over Council's 9 year contract term, thereby exceeding this existing delegated authority of the CEO.

- 7.4 Hence, this report recommends Council delegate authority to the CEO to determine what electricity accounts will be added to the VECO contract with full knowledge that the VECO contract value will exceed \$5,000,000.

## **8. IMPLEMENTATION**

### **8.1 Finance / Resource Implications**

8.1.1 The contract allows for additional electricity accounts to be included over time. Since the commencement of the contract we have identified other electricity accounts for council buildings that could be included within the contract. This has the potential to have significant cost savings to the organisation and progresses our Climate Action Plan initiatives.

8.1.2 Expanding the VECO contract has the following benefits:

- Overall, prices are better than the existing contracts.
- Council can meet all of its electricity requirements using zero-emissions, renewable electricity resulting in 3,403 tonnes of emissions reduction per year.

### **8.2 Communication and Engagement**

Engagement for this project has included an internal working group with officers from Procurement, Finance, Property and City Services.

### **8.3 Timelines**

The roll-in of electricity accounts into the VECO contract will occur progressively over the next four years as existing contracts expire.

## **9. DECLARATIONS OF CONFLICT OF INTEREST**

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

**11.3 Climate Emergency Action Plan for Public Consultation**

File Number: IN22/197  
Responsible Director: Director City Services  
Attachments: 1 Draft Climate Emergency Action Plan [↓](#)

**EXECUTIVE SUMMARY**

*In 2020, Council adopted a resolution that ‘acknowledges we are in a state of serious climate and environmental change and that this climate emergency requires urgent action by all levels of government, including local government.’*

*In October 2021, Council adopted climate mitigation targets of net zero emissions by 2028 for Council operations and net zero emissions by 2035 for the Manningham community.*

*These Council resolutions empower us to increase and accelerate climate action.*

*Through increased climate action, we can improve Manningham’s liveability, strengthen community health and wellbeing and build the resilience of our natural and built environments and the economy.*

*Climate risks for Manningham have been assessed and climate actions have been put forward that provide the most public value for Manningham. Based on this work and other inputs, a Climate Emergency Action Plan has been drafted and is now recommended for public release to undertake community consultation.*

**1. RECOMMENDATION**

**That Council:**

- A. Endorse the draft Climate Emergency Action Plan for public consultation and note that the Plan will be published to “Your Say Manningham” for community feedback; and**
- B. Notes that a further report will be presented to the June 2022 Council Meeting following the feedback from the public consultation for endorsement by Council.**

**2. BACKGROUND**

- 2.1 In 2020, Council adopted a resolution that ‘acknowledges we are in a state of serious climate and environmental change and this climate emergency requires urgent action by all levels of government, including local government.’
- 2.2 The climate emergency resolution has empowered us to accelerate efforts and incorporate climate change considerations in all future strategies and actions to shape Manningham’s future.



- 2.3 The potential benefits of taking increased climate action are significant. We have the opportunity to improve Manningham's liveability, strengthen community health and wellbeing and build the resilience of our natural and built environments and the economy.
- 2.4 Council has worked for a long time to help mitigate climate change by reducing Council greenhouse gas emissions and supporting the community to live more sustainably and reduce community emissions.
- 2.5 A decade ago, Council adopted a target to reduce Council emissions by 20% below 2008/09 levels by 2020. To reach this target, action included energy efficient streetlights, building solar and energy efficiency, low-emissions fleet and the Victorian Energy Collaboration (VECO) for wind-powered grid electricity supply. The 2020 emissions target was surpassed, and this has been again confirmed recently with the 2020/21 emissions inventory.
- 2.6 During 2021, consultants EY (Ernst & Young) assessed climate risks for Manningham and developed, analysed and recommended climate change mitigation, adaption and advocacy actions for Council and community that provide the best public value for Manningham.
- 2.7 This work was done in consultation with a broad range of Council personnel, the Executive Management Team (EMT) and Councillors. Climate related actions in the newly adopted Council Plan 2021-2025 were incorporated. Councillor input occurred at briefings in May and September 2021 and has been incorporated.
- 2.8 At its October 2021 meeting, Council adopted the following climate mitigation targets. These targets reflect the need for mitigation that helps provide a safe climate for humanity and they reflect the context of established and emerging State and Federal Government, international and business sector direction towards more urgent climate change action.
- net zero emissions by 2028 for Council operations
  - net zero emissions by 2035 for the Manningham community
- 2.9 At its October 2021 meeting, Council also resolved that it should 'receive a Climate Emergency Action Plan that responds to the net zero targets by the February 2022 Council meeting for community consultation.'
- 2.10 A draft Climate Emergency Action Plan is in Attachment 1 and is discussed further in this report.

### 3. DISCUSSION

- 3.1 Council's history of action, the climate emergency and net zero emissions target resolutions, recent community input and the new Council Plan 2021-2025 demonstrate the shared commitment of Council and the Manningham community to take increased action on climate change.
- 3.2 Based on this shared commitment and other inputs, a Climate Emergency Action Plan has been drafted as per Attachment 1. This plan is now put forward for April-June community consultation before final adoption would be recommended in August 2022.

- 3.3 Our experience and momentum provide a solid basis for Council to increase and expand Council climate action and adapt and expand support for community climate action to achieve the net zero targets.
- 3.4 With Council emissions accounting for less than 1% of the community emissions footprint, achieving net zero community emissions will require significantly scaled up community action. This challenging aspiration will need to be a shared responsibility requiring appropriate resourcing and partnership between Council, community, all levels of government and the private sector.
- 3.5 In its October 2021 net zero target resolution, Council 'committed to providing advocacy and sustainability initiatives to facilitate and assist the community in achieving its target.' Council endorsed some 'leading principles to guide decision making on actions. All these Council commitments and decision-making principles are incorporated and highlighted in the Climate Emergency Action Plan.
- 3.6 As can be seen with the range of actions included, the Climate Emergency Action Plan is a comprehensive response to the climate emergency that Council acknowledged in its 2020 resolution.

#### 4. COUNCIL PLAN / STRATEGY

- 4.1 Goal 3.2 in the Resilient Environment section of Council Plan 2021-2025 is to 'reduce our environmental impact and adapt to climate change'.
- 4.2 There are over 30 Council Plan actions relevant to climate change and the delivery of a Climate Emergency Action Plan and many of these actions are directly incorporated into the Climate Emergency Action Plan.
- 4.3 Other relevant Council policy that the Climate Emergency Action Plan links to includes the Manningham Environment Strategy currently in development, the Health and Wellbeing Strategy 2021-2025 and the Liveable City Strategy.

#### 5. IMPACTS AND IMPLICATIONS

- 5.1 There will significant costs involved with increased climate action envisaged in the Climate Emergency Action Plan but there will also be significant benefits for Council and the community. By taking increased climate action, we can improve Manningham's liveability, strengthen community health and wellbeing and build the resilience of our natural and built environments and the economy.
- 5.2 We are to engage a consultant to advise on matters relating to gender equity, to ensure that the Climate Action Plan is consistent with Council's Statement of Commitment to Gender Equality which is provided below:

*'We are committed to ensuring that all people in our community are treated with dignity, respect and fairness. We will consider the gender, equality and diversity of all people in our community as we develop our plans, strategies and services.'*

*We will uphold our requirements in the Victorian Government's Gender Equality Act 2021 and will continue to monitor and seek ways to improve all that we do to make Manningham a safe, respectful and inclusive community.'*

- 5.3 This means that Council is committed to considering the ways in which the Climate Action Plan may enhance gender equality or create barriers to gender, and if any revisions may need to be considered to ensure the best outcomes for the community. This process is called a Gender Impact Assessment (GIA) and forms one element of the requirements of the Victorian Gender Equality Act.

## 6. IMPLEMENTATION

### Finance / Resource Implications

- 6.1 At its October 2021 meeting, Council also resolved to 'consider any future budget implications when receiving the Climate Emergency Action Plan for endorsement.' These implications are outlined below.
- 6.2 Actions from the Climate Emergency Action Plan will be further investigated, developed and implemented in the years ahead and through to the net zero target years of 2028 and 2035. Where necessary, financial commitment to funding actions will be decided annually through the Council budget process.
- 6.3 In 2022 and 2022/23, as first new steps towards the net zero targets, the following are proposed:
- 6.4 expansion of the VECO contract to switch more of Council's electricity accounts across to emissions-free wind-powered electricity;
- 6.5 budget submission to switch main roads streetlights to energy efficient light emitting diodes (LEDs); and
- 6.6 budget submissions to kick-start other implementation of the Climate Emergency Action Plan including climate change action community engagement, development of community solar and public electric vehicle charger initiatives and initiatives to improve the resilience of the natural environment to climate change.
- 6.7 To guide decision making on actions and their implementation, the following principles were part of Council's October 2021 net zero targets resolution and have been incorporated into the Climate Emergency Action Plan to be adhered to:
- 6.7.1 actions are to be based on best value and be economically prudent, environmentally viable and technically proven;
- 6.7.2 council and community actions and progress towards targets be reported annually; and
- 6.7.3 future councils aim to affirm or adjust the ongoing program of climate mitigation actions with the first 12 months of their elected term – due in 2024/25, 2028/29, 2032/33.

### Communication and Engagement

- 6.8 In early 2021, through a consultative engagement process and the establishment of a community panel, we engaged with our community who put forward a range of recommendations that have been refined into climate and other environment actions incorporated within the Council Plan 2021-2025.

- 6.9 Community consultation on Climate Emergency Action Plan is planned for April-June 2022. A consultation and communications plan is being developed with the Communication team. Delivery of this consultation and communications will be the initial phase of longer-term activities aiming to engage the community and facilitate and assist the community with taking climate action and reaching for the net zero community emissions target.
- 6.10 This will include communication and engagement with the community via multiple methods, including:
- Social media
  - e-news articles
  - Manningham Matters
  - Business
  - Environment Media release
  - web news story
  - Council ads
  - YourSay
  - hard copies of Climate Action Plan available at libraries and civic centre
  - webinars

#### **Timelines**

- 6.11 Late April to June 2022 and onwards: community consultation; incorporate community feedback and Gender Impact Assessment recommendations into plan; graphic design of plan.
- 6.12 June 2022: Council consideration of 2022/23 budget including submissions relevant to climate action.
- 6.13 July to August 2022: Executive Management Team, Strategic Briefing Session and Council consideration of plan for final adoption.

## **7. DECLARATIONS OF CONFLICT OF INTEREST**

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

# **Climate Emergency Action Plan**

**Draft for public  
consultation**

**December 2021**

### **Executive summary**

In 2020, Manningham Council adopted a resolution that 'acknowledges we are in a state of serious climate and environmental change and that this climate emergency requires urgent action by all levels of government, including local government.'

This climate emergency declaration has resulted in the need for an urgent plan of action to address climate change.

Climate change is already having a significant global impact. In Manningham, climate change risks and impacts are growing. This includes more extreme weather, increased average temperature, water availability risks and the flow on effects from these things which all threaten the liveability of Manningham.

Manningham Council has long recognised the risks of climate change and has been taking climate action for a long time. Our experience and momentum has us well placed to increase this action. We will also need to significantly scale up support for community action.

We have explored and are starting to develop a broad range of climate actions that Council and the Manningham community can take. It includes climate mitigation or initiatives to reduce greenhouse gas emissions, initiatives to adapt to climate change already occurring or imminent and it includes advocacy and other action.

Community feedback demonstrates that there is a shared commitment with Council to take this increased action on climate change.

With that shared commitment, Council has decided to adopt ambitious aspirational climate mitigation or greenhouse gas emission reduction targets.

The adopted targets are:

- net zero emissions for Council by 2028
- net zero emissions for community by 2035

This *Climate Emergency Action Plan* represents a summary of our direction for helping to address climate change for the benefit of Manningham. By increasing our climate action, we have the opportunity to improve Manningham's liveability, strengthen community health and wellbeing and build the resilience of our natural and built environments and the economy.

### Climate risks

Human activity is contributing to an increasing concentration of atmospheric greenhouse gases that is causing climate change beyond natural climate variability.

Understanding and addressing climate change is vital as it is already having a damaging and growing impact on Manningham's liveability, community health and wellbeing. It also impacts the natural and built environments and the economy.

In the long term, the climate is likely to become hotter, more erratic and will shift across continents.

The Bureau of Meteorology and CSIRO's *State of the Climate* reports detail the climate change that has already occurred and is predicted for the future. It includes 1.44 degree celsius of warming for Australia since 1910. For Melbourne and Manningham, declining total rainfall will likely continue at the same time as isolated downpours become more intense.

Climate risks already impacting Melbourne and Manningham and likely to worsen over the long term include the following:

- > extreme weather including heatwaves, bushfire, storms, wind, hail and flooding
- > increased average temperature
- > water availability

Extreme weather in Manningham has been particularly notable during 2020 and 2021 causing significant damage to property, trees and vegetation and a higher risk of harm to people:

- > A January 2020 hail storm caused about \$5 million of property damage and clean-up costs incurred by Council, private property owners incurred significant damage and costs also.
- > June and October 2021 wind storms resulted in about \$150,000 of costs for Council.

The flow on effects of such impacts are keenly felt including insurance costs which are rising significantly.

With increasing likelihood and moderate to catastrophic consequences, these have been assessed as 'high' or 'very high' risks for Manningham. It is increasingly difficult for the community and Council to adapt to these growing risks.

This is why Manningham needs to take more action to address climate change and lessen these risks through climate change mitigation and adaption actions.

### Our journey so far

Manningham Council has been working for a long time to help mitigate climate change by reducing Council greenhouse gas emissions and supporting the community to live more sustainably and reduce community emissions.

A decade ago, we adopted a *Carbon Abatement Plan* which incorporated a target to reduce emissions from Council operations by 20% below 2008/09 levels by 2020.

In moving towards this target, our action has included:

- > energy efficient streetlights
- > building rooftop solar and energy efficiency measures
- > low-emission fleet vehicles
- > green power grid electricity purchasing
- > partnering with Victorian Energy Collaboration (VECO) for wind-powered grid electricity
- > participation in the Northern Alliance for Greenhouse Action (NAGA)
- > residential solar and energy saving programs

We have closely monitored Council emissions and the reductions that have resulted from mitigation action. Council surpassed its emissions reduction target – by 2020, we achieved a 25% reduction.

We have also implemented a number of initiatives to help adapt to climate change already occurring. This includes:

- > water sensitive urban design
- > harvesting stormwater as an alternative water source for open space irrigation in response to water shortage from the 'millennium drought'
- > investigation of flooding impacts, drainage improvement and development planning responses
- > extreme weather emergency response work and support for affected and vulnerable community members

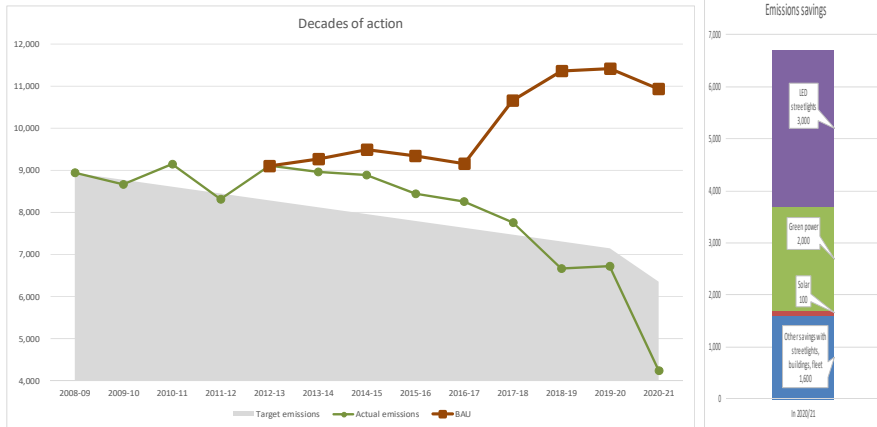
Our experience and momentum provides a solid basis for Council to increase and expand climate action and adapt and expand support for community climate action.



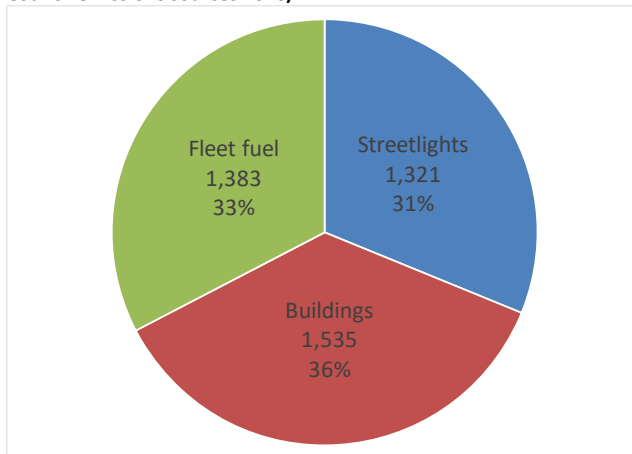
**Emissions profile**

The greenhouse gas emissions profiles of Council and the Manningham community are shown in the figures below.

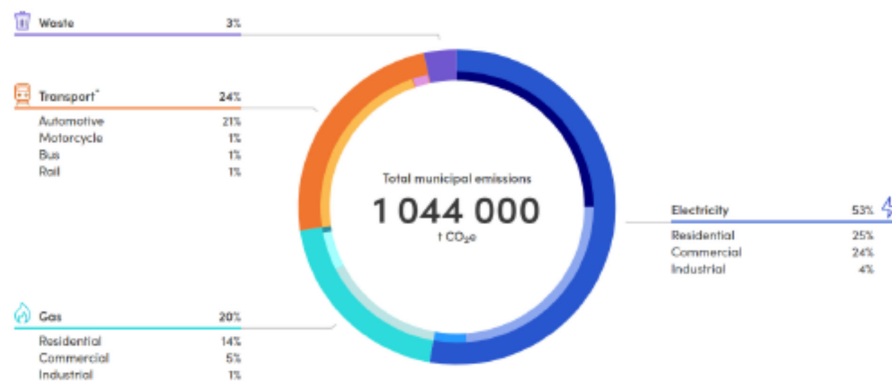
**Council emissions 2008/09 to 2020/21**



**Council emissions sources 2020/21**



**Manningham community emission 2019**



The first graph shows Council emissions over time and tracked against the 2008/09 to 2020 emissions reduction target. Emissions were reduced by 25% by 2020, surpassing our 20% target. By 2020/21, Council has reduced emissions by more than 50%. The BAU or ‘business as usual’ line is an approximate representation of what emissions would have been if no action was taken over time.

The second graph shows a breakdown of Council emissions sources, comprising of streetlights electricity, building electricity and gas and fleet vehicle petrol use. This breakdown shows the main areas that our past and future actions have and will continue to focus on because they are the largest emissions sources for Council – switching to emissions-free electricity and initiatives for buildings, fleet and streetlights.

The third graph shows the approximate Manningham community emissions profile for 2019. This profile has been taken from Snapshot, available at [snapshotclimate.com.au](https://snapshotclimate.com.au).

Similar to the Council emissions profile, this community breakdown of emissions points to the main areas that our future actions should focus on – switching to emissions-free electricity and low-emissions transport and waste initiatives.

When the Council and community emissions totals are compared, we can see that Council emissions account for less than 1% of the community emissions footprint. This indicates the large scale challenge and shared responsibility of tackling community emissions.

As illustrated above, we have strong experience, momentum and success in actions to reduce Council emissions. This will need to be continued for Council climate action and adapted more and more for supporting community climate action. We will need to significantly scale up community action and this will be a challenge that will require appropriate resourcing and partnership between Council, community, all levels of government and the private sector.

### Targets

Manningham Council's history of action, the climate emergency resolution, community feedback to Council and the new *Council Plan 2021-2025* demonstrate the shared commitment of Council and the Manningham community to increase action on climate change.

It is important we aspire to climate mitigation targets to drive us to take increased action.

There is an established and emerging Victorian and Australian Government, international and business sector direction toward more urgent action on climate change and more ambitious targets.

In order to maintain a safe climate for humanity and our home Earth, the international community has a target of net zero greenhouse gas emissions by the year 2050. The Victorian Government has a target for a state-wide 45-50% reduction of 2005 emissions by 2030 and net zero emissions by 2050. The Australian Government also aspires to net zero by 2050.

With this context and in accordance with our *Council Plan 2021-2025*, Manningham Council has decided to take ambitious climate action and to adopt ambitious aspirational emissions reduction targets for Council and the community.

During 2021, the new targets adopted by Council are:

- > net zero emissions for Council by 2028
- > net zero emissions for community by 2035

Through these targets and the actions we take to achieve them, Manningham Council and the community seek to make a significant and worthwhile contribution to help address climate change.

### **Increased action going forward**

Increased action from Council and the community will be needed to achieve emissions reduction targets and play our part in ensuring a safe climate. Increased Council and community action will also be needed to adapt to climate change already occurring now or already on its way in the future.

It is recognised that the community net zero emissions target will be far more challenging to achieve than the Council net zero emissions target because of the large scale of action required and the level of cooperation needed from everyone who lives in, works in or visits Manningham.

Council's adoption of the community target has established the policy setting and the responsibility for achieving this target will need to be shared between Council and the community, all levels of government and the private sector.

Community action will need to be significantly scaled up and this will require partnership and appropriate resourcing or investment between all these people and organisations.

Along with the net zero emissions targets, Council also made the following commitments during 2021:

- > Council commits to providing advocacy and sustainability initiatives to facilitate and assist the community in achieving the community target
- > Council endorses the following principles to guide decision making on actions and the implementation:
  - actions are to be based on best value and be economically prudent, environmentally viable and technically proven
  - council and community actions and progress towards targets be reported annually
  - future Councils aim to affirm or adjust the ongoing program of climate mitigation actions within the first 12 months of their elected term – due in 2024/25, 2028/29, 2032/33

We have explored and are putting forward a wide range of climate change mitigation, adaptation, advocacy and other actions.

This includes actions for both Council operations and for the community and in partnership with other councils, other levels of government and the private sector. To facilitate and assist in achieving the community target, advocacy and sustainability initiatives are included in accord with Council's 2021 commitment.

We have assessed these actions for their public value including the benefit they will provide for the community and Council, their alignment with adopted policy such as the *Council Plan 2021-2025* and the capacity and capability of Council, the community and partners to successfully deliver the actions.

Adhering to Council's 2021 decision making guiding principles, our climate actions will be further investigated, developed and implemented in the years ahead and through to the net zero target years of 2028 and 2035. Where necessary, financial commitment to funding actions will be decided annually through the Council budgeting process.

The actions put forward by Council are detailed below and on the following pages.

**Increased action – mitigation, energy sustainability, emissions reduction**

Council	Community
<ul style="list-style-type: none"> <li>&gt; Extend solar and other energy sustainability measures across more Council buildings</li> <li>&gt; Expand VECO (Victorian Energy Collaboration) contract to incorporate more Council electricity accounts</li> <li>&gt; Further LED retrofits of street lights</li> <li>&gt; Convert all Council fleet to hybrid or electric vehicles</li> <li>&gt; Green travel offer for Council staff</li> <li>&gt; Introduce environmentally sustainable design training and upskilling for Council staff</li> <li>&gt; Transition Council buildings from gas to renewable electricity</li> <li>&gt; Develop a waste wise policy to eliminate the use of single-use plastics and soft plastics in council operations, functions and at events held on council land and in facilities</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Expand residential solar programs</li> <li>&gt; Explore or facilitate car-share schemes</li> <li>&gt; Explore or facilitate public electric vehicle charge points</li> <li>&gt; Mandate green travel plans for planning applications for multi-unit developments</li> <li>&gt; Develop a renewable energy power purchasing agreement for business and/or residents</li> <li>&gt; Support environmental upgrade finance for business and/or residents</li> <li>&gt; Investigate the provision of e-waste drop off hub(s) to collect small e-waste items</li> <li>&gt; Embed circular economy principles throughout municipality</li> </ul>

**Increased action – adaption**

Council	Community
<ul style="list-style-type: none"> <li>&gt; Initiatives to reduce urban heat island effect in streetscapes including water sensitive urban design and increasing tree canopy</li> <li>&gt; Flood modelling in partnership with Melbourne Water to better understand flood risk for our municipality, including mapping for a climate change scenario</li> <li>&gt; Develop an Integrated Water Management Strategy to minimise potable water use and better manage storm-water to utilise the resources and harvest for irrigation</li> <li>&gt; Develop sustainability principles and guidelines in procurement to ensure all materials and services acquired meet mandatory sustainability standards</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Increase Local Environment Assistance Fund grants for private landholders to incentivise protection of existing tree canopy and understory vegetation</li> <li>&gt; Explore biodiversity improvement or environmental community engagement programs with Wurundjeri, Melbourne Water and Parks Victoria</li> <li>&gt; Research, increase knowledge and build resilience of biodiversity and protect vegetation to better manage the impact of climate change</li> <li>&gt; Manage bushfire risk with fuel management in bushland reserves and provision of community green waste disposal initiatives</li> <li>&gt; Support at-risk community members to adapt to climate risks such as heatwaves and other severe weather</li> <li>&gt; Educate community in climate adaptation through capacity building sessions</li> </ul>

**Increased action – advocacy, awareness and partnership**

Council	Community
<ul style="list-style-type: none"> <li>&gt; Divert food and garden organics waste from landfill</li> <li>&gt; Collaborate with other Councils on advanced waste technology, explore collaboration with State Government on separated glass recycling and container deposit scheme</li> <li>&gt; Participate in the Cities Power Partnership or Climate Emergency Australia, Northern Alliance for Greenhouse Action, International Council Local Environment Initiatives</li> <li>&gt; Improve strength of Council’s climate related disclosure to build social licence to operate with community and enhance reputation</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Facilitate community education and awareness raising</li> <li>&gt; Promote community-led climate initiatives</li> <li>&gt; Educate the community on lower emissions food and lower emissions consumption</li> <li>&gt; Advocate for community energy innovation such as neighbourhood batteries or virtual energy networks</li> <li>&gt; Advocate for electric buses from wind and solar generation</li> <li>&gt; Collaborate with state government to understand land use change for net zero carbon sinks</li> <li>&gt; Advocate for Victorian government to declare climate emergency</li> </ul>

### Community action

We need to significantly scale up community climate action in Manningham and we all share responsibility for this.

Community net zero emissions by 2035 is a very ambitious and challenging climate mitigation target that we are reaching for. Expanded climate action and reaching the target will be something that brings great benefits for us.

The opportunity is there to improve Manningham's liveability, strengthen community health and wellbeing and build the resilience of our natural and built environments and the economy.

Community feedback and Council policy and action demonstrates there is a strong shared commitment to increase community climate action. This will require appropriate resourcing and partnership between Council, community, all levels of government and the private sector.

Listed on the previous pages are a wide range of community climate actions that Council wants to advocate for and facilitate and assist the community with.

For climate change mitigation, many actions help with switching to emissions-free electricity, low emissions transport and waste initiatives. There are also adaptation, awareness and advocacy actions that seek to build community resilience and build the resilience of our natural and built environments.

Many of these actions build on and expand existing work that the community and Council already does. Council intends to increase support for this action in partnership with the community and other stakeholders.

Adhering to Council's 2021 decision making guiding principles, support for community actions will be based on best value, technical and environmental viability and economic prudence with financial commitment to funding decided through annual Council budgeting processes.

As a member of the community, we encourage you to take more climate action. You can take climate action in a range of ways. You could:

- > install solar or take energy saving action, adapt your home
- > switch to a hybrid or electric vehicle or switch to public transport, cycling or walking
- > improve biodiversity on your property
- > consume less and waste less
- > support Council advocacy for more action from governments and business

Council already provides advice and support on some of the actions you can take and there are many other organisations and community groups that can support you with all of this. Online information and resources can be a great start for your sustainability journey.

Over time, as outlined above and throughout this *Climate Emergency Action Plan*, Council intends to increase its support of the actions you take.



### **Links to other policy and work**

This *Climate Emergency Action Plan* links in with a range of other policies and work.

The *Council Plan 2021-2025* is Manningham Council's leading policy document that has a key goal to 'reduce our environmental impact and adapt to climate change' under the theme of 'Resilient Environment'. A range of climate actions are included in the *Council Plan 2021-2025* many of which have been incorporated into this *Climate Emergency Action Plan*.

A *Manningham Environment Strategy* will soon be developed and will integrate addressing climate change alongside other areas of enhancing our natural environment and biodiversity, reducing waste, improving water sustainability and empowering community.

The other Council Plan themes of Healthy Community, Liveable Places and Spaces, Vibrant and Prosperous Economy and Well Government Council will have a bearing on the implementation of actions from this *Climate Emergency Action Plan*. Under these themes, the following policies will link with climate action:

- > Health and Wellbeing Strategy 2021-2025 – calls for increased adaptation to the health impacts from climate under its 'health, safe and resilient community' goal
- > The Liveable City Strategy – provides an urban design framework to underpin the liveability of Manningham – incorporating environmentally sustainable design, sustainable transport and 'greening our city' that relates with aspects of climate change mitigation and adaption

The Victorian *Local Government Act 2020* established a new responsibility for councils 'to promote the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate risks'.

The Victorian *Climate Change Action 2017* established the Victorian net zero emissions by 2050 target. The Act also prompt the setting of the 2030 target for there to be a 40-50% reduction below 2005 emissions. *Victoria's Climate Change Strategy* details the climate action that the State Government intends supporting to achieve these targets.

### **Monitoring and reporting**

To track our progress with implementation of this Climate Emergency Action Plan, there will annual monitoring and report on climate actions and greenhouse gas emissions levels.

This will then feed into future Councils having the opportunity to affirm or adjust the ongoing program of climate mitigation actions.

This monitoring, reporting and adjustment process is in accord with the 2021 commitments made by Council.

## 11.4 Jumping Creek Road Design Proposal

File Number:	IN22/205
Responsible Director:	Director City Services
Attachments:	1 Jumping Creek Road Landscape Concept Design <a href="#">↓</a>
	2 Artists Impression <a href="#">↓</a>

### EXECUTIVE SUMMARY

*Manningham City Council, as the Local Road Authority under the Road Management Act is responsible for the management, maintenance and development of the Local Road network within the Manningham area. Jumping Creek Road is an important local link road that carries in excess of 8,100 vehicles per day with the volume expected to nearly double to 15,000 vehicles per day by 2035.*

*Jumping Creek Road is being upgraded to improve safety for all users, including motorists, cyclists and pedestrians. The deteriorating state of the road, increasing traffic volumes, poor pedestrian and cycling accessibility and the sustained incidences of crashes on Jumping Creek Road, highlight the need to upgrade the road.*

*In line with Council's community engagement policy, extensive consultation has been undertaken on the project. Engagement on the project commenced in 2011 to develop the Jumping Creek Road Framework.*

*In 2013, Council adopted the framework which identified the need for ongoing consultation with community throughout the design phase of the project. A Community Reference Panel was established with members of the community, Ward Councillors and project officers, to guide the design and delivery of the project. Between 2013 and 2021, consultation with the community reference panel and consideration of community feedback was included in developing the draft design.*

*The purpose of the Jumping Creek Road project is to improve safety for all users, with the site providing several significant and contrasting challenges. In ascertaining the preferred design officers balanced the inherent road safety requirements of the project, asset condition, site topography, community requests to maintain the look and feel of the area, protection of fauna and flora.*

*The proposed design involves civil works to improve road safety, including the installation of underground drainage, roundabouts at Hooper and Hartley roads, and the signalisation of the intersection of Dudley Road and Jumping Creek Road on a raised platform.*

*In ascertaining the best design option for the Township, officers consulted with the community and investigated a range of options put forward. The preferred design option, endorsed by the reference panel, is a good balance of meeting Council's road safety requirements as the road management authority, whilst adhering to Council's Green Wedge Infrastructure design guidelines.*

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

- A. Endorses the final concept plan proposed for Jumping Creek Road to proceed through to the planning permit process;**
- B. Notes that as part of the Jumping Creek Framework, \$17.9m has been allocated within the Capital Works 10-year program;**
- C. Notes that subject to State Funding, further allocation for the full project estimate may need to be brought forward from the 10-year Capital Works Program;**
- D. Notes the community to be notified of the planning decision outcome, and that notification to be provided on the construction methodology and project timing prior to commencement of the works in 2023/2024;**
- E. Notes that the Chief Executive Officer will authorise all compulsory land acquisition required with the project, provided it complies with the existing delegation in the Minor Land Acquisition Policy; and**
- F. Endorses the CEO to write to relevant State and Federal Government representatives and election candidates calling on them to commit to contributing to the funding of this critical road project in the East given its known safety issues, population growth projections and the importance of Jumping Creek Road to the visitor economy in Melbourne's East.**

**2. BACKGROUND**

- 2.1 Manningham City Council, as the Local Road Authority under the Road Management Act 2004 is responsible for the management, maintenance and development of the Local Road network within the Manningham area.
- 2.2 Jumping Creek Road is an important local link road that carries in excess of 8,100 vehicles per day (2013), with the volume expected to nearly double to 15,000 vehicles per day by 2035. The road provides a five-kilometre link between Ringwood-Warrandyte Road in Warrandyte to Homestead Road in Wonga Park, as well as linking surrounding suburbs and the tourist destinations of the Yarra Valley and the Dandenong Ranges.
- 2.3 Jumping Creek Road is being upgraded to improve safety for all users, including motorists, cyclists and pedestrians. The deteriorating state of the road, increasing traffic volumes (of three to four per cent per year), poor pedestrian and cycling accessibility and the sustained incidences of crashes on Jumping Creek Road, highlight the need to upgrade the road.
- 2.4 Extensive consultation was undertaken with the community in 2011 and subsequently in 2016 to assist in the preparation of the Framework to determine the most suitable upgrade option for Jumping Creek Road.

- 2.5 In 2013, Council adopted the Jumping Creek Road Design framework which identified the need for ongoing consultation with community throughout the design phase of the project. A Community reference panel was established with members of the community, Ward Councillors and project officers.
- 2.6 Between 2013 and 2021 the design was developed in consultation with the reference panel. In October 2021 Council commenced a process of consultation with the wider community to seek feedback on the design proposals. Feedback was subsequently explored and adjustments to the design was implemented.
- 2.7 In February 2022, Council provided further information to the community and communicated the outcomes of the community consultation undertaken. Additional information sessions were held in March 2022 with residents wishing to discuss any concerns.

### 3. DISCUSSION / ISSUE

- 3.1 The purpose of the Jumping Creek Road project is to improve safety for all users. The project has several significant and contrasting challenges, including but not limited to:
  - 3.1.1 Site Topography.
  - 3.1.2 Obstructions close to the roadside, e.g. power pole and vegetation.
  - 3.1.3 Wildlife corridor.
  - 3.1.4 Lack of drainage infrastructure.
  - 3.1.5 Condition of the asset and speeding by road users.
  - 3.1.6 Traffic movements and safety for pedestrians in the Township.
- 3.2 In developing the design, Officers collaborated with the community reference panel to establish the key design principles and objectives:
  - 3.2.1 A wide project team including Councils Urban design and Environmental team.
  - 3.2.2 Environment – Enhance vegetation and fauna and use the project as a catalyst to develop the streetscape in a manner consistent with the **Green Wedge Infrastructure Guide**.
  - 3.2.3 Delivery of the project in line with the character of the precinct and guided by the **Green Wedge Infrastructure Design Guide**.
  - 3.2.4 Road Safety – Ensure that the road environment is safe and appropriate for all road users.
  - 3.2.5 Sustainable Transport – The development of appropriate facilities for pedestrians, cyclists and equestrian users along sections of the Jumping Creek Road corridor.
  - 3.2.6 Tourism/Recreation (horse riding and bushwalking) – Facilitate tourism and access to recreational facilities into the future.
  - 3.2.7 Minimization of tree loss, re-vegetation and maintain tree canopy.
- 3.3 During the Consultation process in 2021, the following key concerns were raised by the community and the design has been revised to address accordingly:

- 3.3.1 **Wildlife Protection** – Inclusion of aerial wildlife crossings, unique signage and the construction of animal underpass crossings at Jumping Creek Road Bridge.
- 3.3.2 **Enhanced Vegetation** – Extensive additional planting along the entire road corridor to supplement existing vegetation.
- 3.3.3 **Footpath Network** – A Recreational trail for mixed use along the northern side of the road. Constructed from earthy brown coloured concrete in areas with high pedestrian traffic and earth coloured crushed rock for the remainder.
- 3.3.4 **Homestead Road Intersection** – An upgrade of the intersection of Jumping Creek Road and Homestead Road is outside the scope of the Jumping Creek Road upgrade project. The intersection forms part of the boundary between Manningham and Yarra Ranges. We will continue to work with Yarra Ranges to look at potential solutions to improve the safety of the intersection.
- 3.3.5 **Speeding along the Road** – The design incorporates several features to encourage lower speeds through the road, including but not limited to:
  - a) roundabouts at Hooper and Hartley Roads.
  - b) some narrowing of the road pavement, treatments at the bridge.
  - c) Warrandyte State Park entry and lowering the speed limit through the Township.
- 3.3.6 **Land Acquisition** – It is anticipated that land will need to be acquired to complete the project. Where land is required, we will contact these residents directly to discuss net steps in the early part of this year.
- 3.4 A key area of concern for the community is the proposed Township design. The intersection of Yarra Road and Dudley Road poses several critical safety issues:
  - 3.4.1 Safe crossing points for pedestrians including schoolchildren.
  - 3.4.2 Speeding and errant vehicles through the township.
  - 3.4.3 Extensive congestion during AM and PM peaks.
  - 3.4.4 Safe movement of vehicles through the intersection due to the road geometry.
  - 3.4.5 Lack of control for traffic movements leading to unsafe pedestrian, public transport and vehicle movement.
- 3.5 The proposed design aims to address these issues through the installation of traffic lights on a raised platform at Dudley Road, formalisation of footpaths and minor ancillary works.
- 3.6 During the design and consultation process other design options were considered and evaluated by officers.
  - 3.6.1 **Roundabout at Yarra Road** – This option provided benefits by improving the traffic flow and vehicular safety, however, this option has not been endorsed as it would have a significant visual impact on the local area due to the size required to meet the legislative standards. It would also have negative impacts on pedestrian safety as it does not provide a natural safe crossing point for pedestrians.

- 3.6.2 In addition, this design would have major impacts on surrounding properties and involve the removal of a significant amount of existing vegetation.
  - 3.6.3 **Signalising both Intersections** – This would have a significant visual impact and have negative impacts on pedestrian safety as it does not provide a natural safe crossing point for pedestrians.
  - 3.6.4 In addition, this option significantly impacts the intersection during peak periods and will lead to additional delays and queues with increased traffic flow.
  - 3.6.5 **Crossroads** – This option would have a significant visual impact on the local area and would be required to be signalised. The proposal does not align with safety and designs standards due to topographical challenges of the area and sighting distances.
  - 3.6.6 In addition, this design would have major impacts on surrounding properties and involve the removal of a significant amount of existing vegetation.
  - 3.6.7 **Pedestrian Operated Signals** – The option provided benefits that minimised the visual impacts on the local area with minimal works undertaken to the area however has not been endorsed because whilst it provides a safer solution to current conditions, the nature of the signals would not provide the best outcome for pedestrians as it does not encourage vehicles to slow down and or control the movements through the intersection.
- 3.7 **Advocacy for Transport and Community Infrastructure**
- 3.7.1 As part of our advocacy campaign ahead of the State election we have included a list of advocacy priorities. One of the key themes is to Upgrade our roads that aligns to one of our Major Initiatives within our Council Plan - Liveable Places and Spaces.
  - 3.7.2 With increased population, major road works (NEL and Eastlink), congestion are changing the way we move around our city. Key routes are impacted as arterial roads are reaching capacity. And the State and Federal Government have an important role to play in the upgrade of infrastructure to meet current and future needs.
  - 3.7.3 Jumping Creek Road has been identified as a priority and we are calling for federal funding for \$7 million for upgrade and improvements to Jumping Creek Road.

#### 4. COUNCIL PLAN / STRATEGY

- 4.1 The Plan has been reviewed against the proposed Council Plan 2021-2025 and aligns with the actions set out within.
- 4.2 Other plans including the Green Wedge Management plan and Jumping Creek Road framework has been used to guide the project.

## 5. IMPACTS AND IMPLICATIONS

- 5.1 The project is expected to have environmental impacts due to the location in the wildlife corridor. The design has catered for the improvement of the natural fauna and flora by enhancing vegetation and the installation of wildlife protection measures.
- 5.2 As part of the project, land acquisition of private properties would be required. The land will be acquired by compulsory acquisition and will represent less than 10% of the total area of the land.

## 6. IMPLEMENTATION

### 6.1 Finance / Resource Implications

The Jumping Creek framework allocated endorsed in 2013 allocated \$17.9m for delivery of this project. It is anticipated that this project will cost in the region of \$25m - \$30m due cost escalation and construction price rises in the 9 years since the framework was endorsed. Further allocation to be brought forward in the 10-year Capital Works Program for the full project estimated.

We will continue to advocate for grant funding of this project as a part of both the upcoming State and Federal elections given the road is a significant feeder road to and from the East for commuter use and the visitor economy.

### 6.2 Communication and Engagement

A comprehensive consultation process commencing in 2011 has been undertaken to date. This involved early engagement at the project inception with the community to form the endorsed Jumping Creek Framework in 2013. Subsequently the design has been developed with a community reference panel and wider consultation has been undertaken from September 2021 till March 2022.

### 6.3 Timelines

Officers anticipate the project to be delivered as per the following milestones:

- Completion of detailed design - Mid 2022.
- Commencement of land acquisition - Mid 2022.
- Development approvals - Mid to late 2022.
- Procurement of contractor - Mid 2022.
- Commence works - Early 2023.
- Completion of works - 2027.

## 7. DECLARATIONS OF CONFLICT OF INTEREST

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

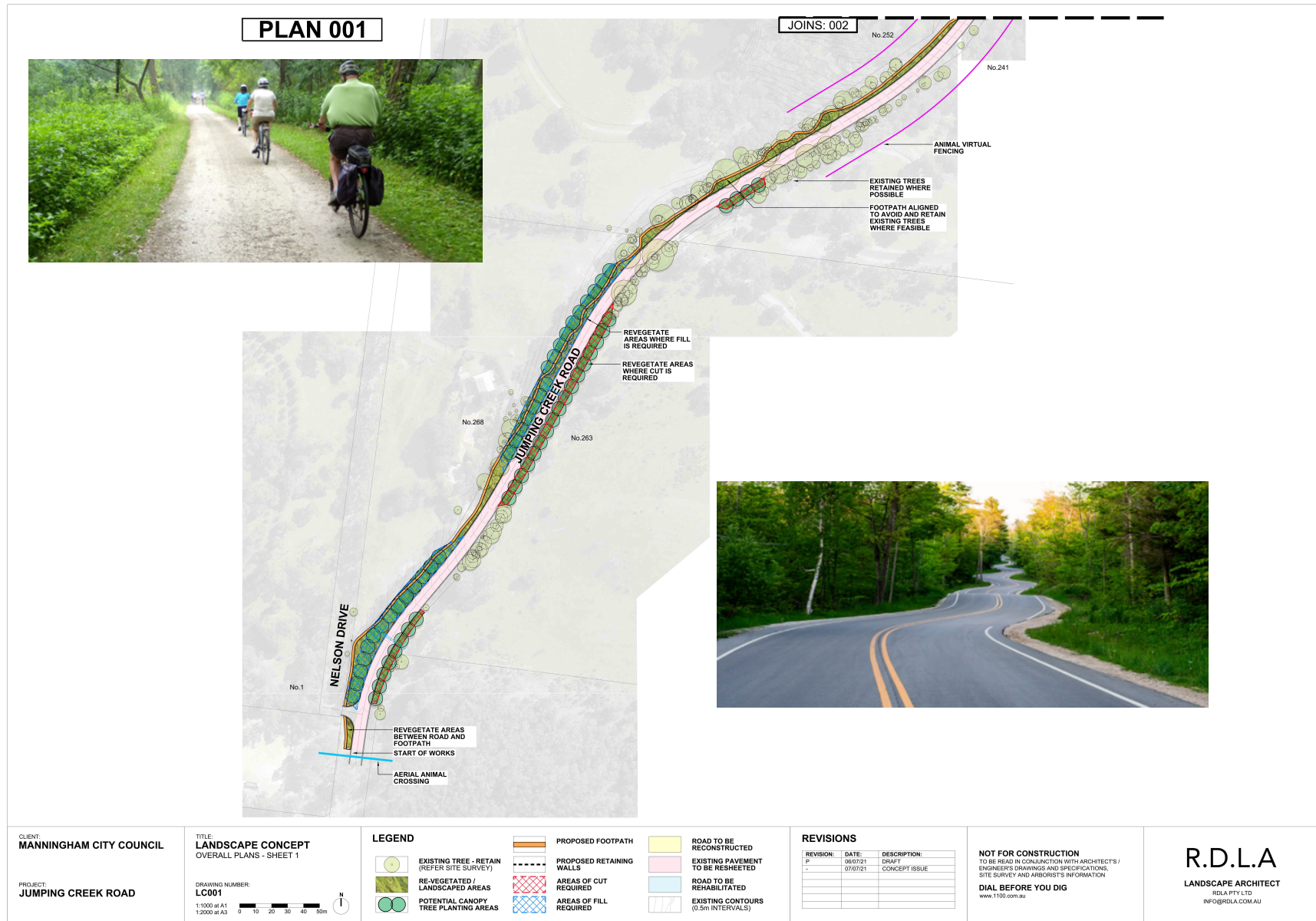
# Jumping Creek Road

## Landscape concept

October 2021











CLIENT:  
**MANNINGHAM CITY COUNCIL**

PROJECT:  
**JUMPING CREEK ROAD**

TITLE:  
**LANDSCAPE CONCEPT**  
OVERALL PLANS - SHEET 3

DRAWING NUMBER:  
**LC003**

1:1000 at A1  
1:2000 at A3

**LEGEND**

EXISTING TREE - RETAIN (REFER SITE SURVEY)	PROPOSED FOOTPATH	ROAD TO BE RECONSTRUCTED
RE-VEGETATED / LANDSCAPED AREAS	PROPOSED RETAINING WALLS	EXISTING PAVEMENT TO BE RESHEETED
POTENTIAL CANOPY TREE PLANTING AREAS	AREAS OF CUT REQUIRED	ROAD TO BE REHABILITATED
	AREAS OF FILL REQUIRED	EXISTING CONTOURS (0.5m INTERVALS)

**REVISIONS**

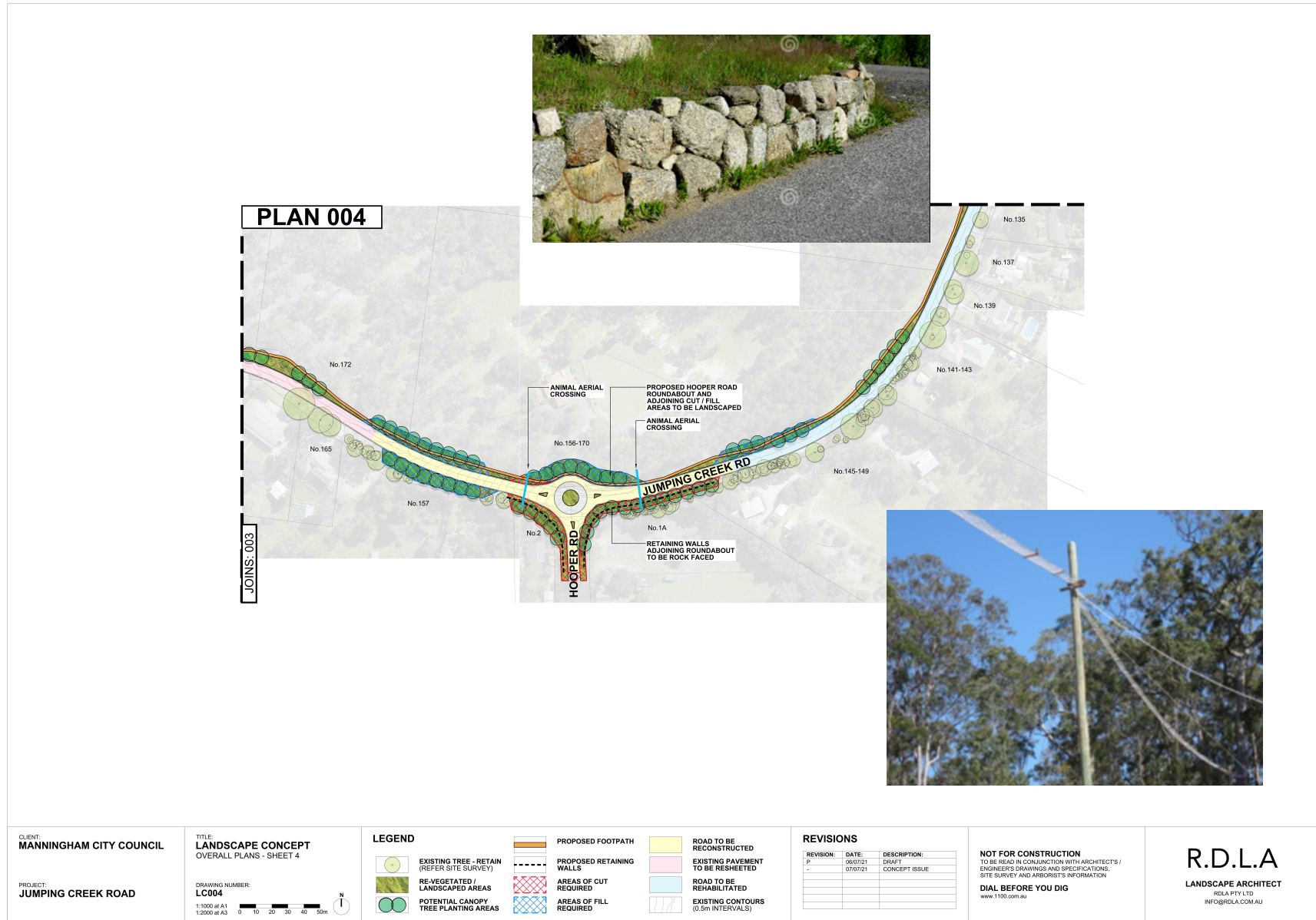
REVISION:	DATE:	DESCRIPTION:
P	06/07/21	DRAFT
-	07/07/21	CONCEPT ISSUE

**NOT FOR CONSTRUCTION**  
TO BE READ IN CONJUNCTION WITH ARCHITECT'S / ENGINEER'S DRAWINGS AND SPECIFICATIONS, SITE SURVEY AND ARBORIST'S INFORMATION

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**R.D.L.A**  
LANDSCAPE ARCHITECT  
RDLA PTY LTD  
INFO@RDLA.COM.AU

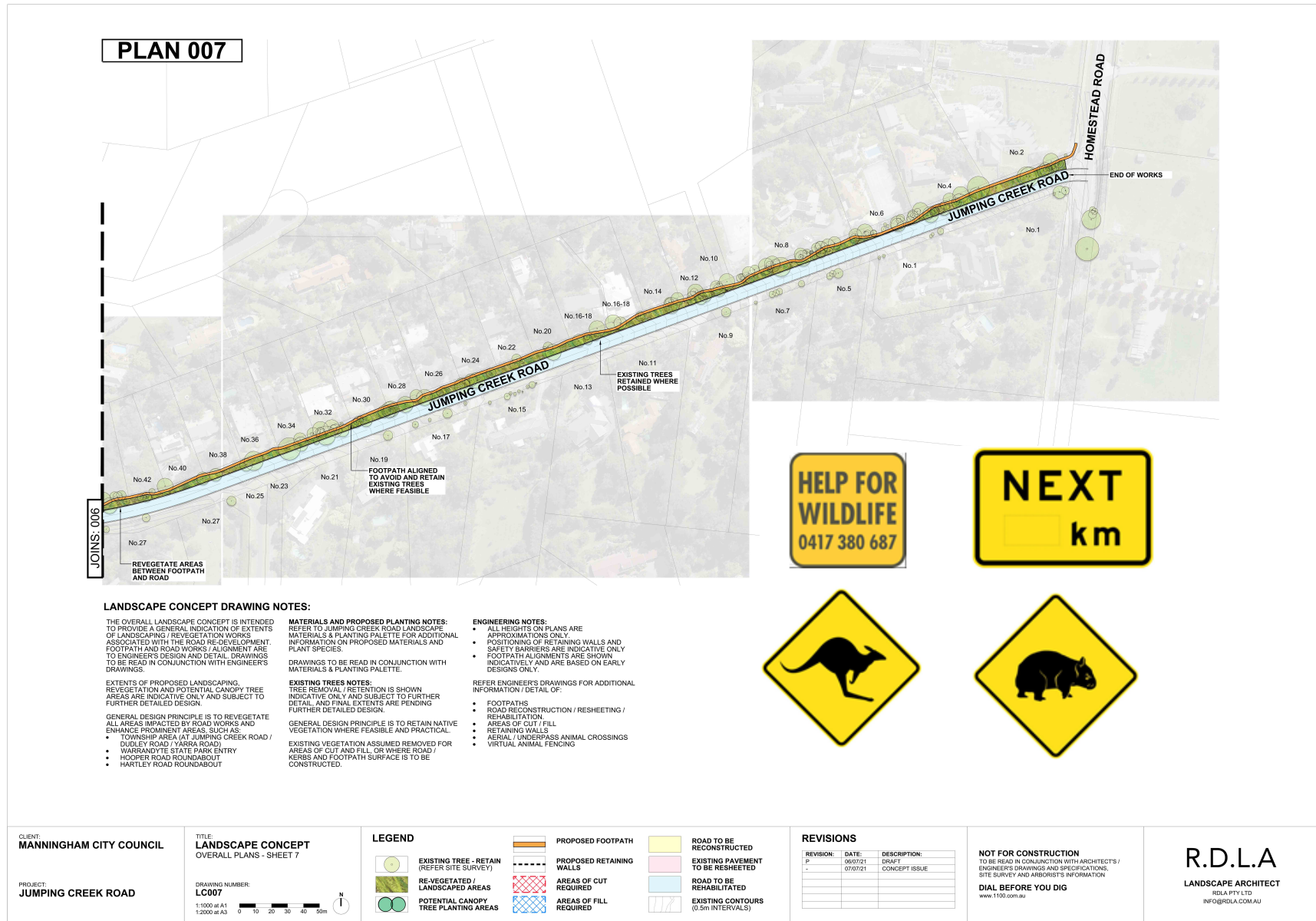
















**REVISIONS** **DRAFT**

REVISION	DATE	DESCRIPTION
P	28/06/21	DRAFT

**NOT FOR CONSTRUCTION**  
 TO BE READ IN CONJUNCTION WITH ARCHITECT'S / ENGINEER'S DRAWINGS AND SPECIFICATIONS, SITE SURVEY AND ARBORIST'S INFORMATION

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- LEGEND**
- EXISTING TREE - RETAIN (REFER SITE SURVEY)
  - PROPOSED GARDEN BED AREAS (LOW LEVEL UNDER STOREY PLANTING - REFER PLANTING PALETTE)
  - POTENTIAL MID-LOWER STOREY SHRUB PLANTING AREAS (REFER PLANTING PALETTE)
  - POTENTIAL CANOPY TREE PLANTING AREAS (REFER PLANTING PALETTE)
  - PROPOSED FOOTPATH (SPRUY SEAL, FINISH ON ASPHALT BASE, EARTH COLOURED, REFER LANDSCAPE MATERIALS PALETTE / ENGINEER'S DRAWINGS)
  - EXISTING PATHS / DRIVEWAYS (TO BE RETAINED AND MATCHED INTO, TO BE CONFIRMED)
  - PROPOSED KERB AND CHANNEL (REFER ENGINEER'S DRAWINGS)
  - EXISTING KERB AND CHANNEL (REFER SITE SURVEY / ENGINEER'S DRAWINGS)
  - EXISTING POWER POLES / OVERHEAD LINES
  - EXISTING PROPERTY BOUNDARIES
  - EXISTING CONTOURS (1m INTERVALS)
  - RAISED PAVEMENT FOR INTERSECTION (REFER ENGINEER'S DRAWINGS)
  - INDICATIVE TRAFFIC LIGHT LOCATIONS (REFER ENGINEER'S DRAWINGS)

CLIENT:  
**MANNINGHAM CITY COUNCIL**

PROJECT:  
**JUMPING CREEK ROAD**

TITLE:  
**LANDSCAPE CONCEPT**  
 YARRA ROAD / JUMPING CREEK ROAD

DRAWING NUMBER:  
**LC001**

1:300 at A1  
 1:600 at A3

**R.D.L.A**  
 LANDSCAPE ARCHITECT  
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 INFO@ROLA.COM.AU





## Jumping Creek Road - Hartley Road roundabout

Artist's impression







## Jumping Creek Road - Hooper Road roundabout

Artist's impression







## Jumping Creek Road - Road cutting

Artist's impression







## Jumping Creek Road - Township area

Artist's impression



## 11.5 Asset Management Policy and Plan Update

File Number: IN22/223  
Responsible Director: Director City Services  
Attachments: 1 Draft Asset Management Policy [↓](#)  
2 Draft Asset Plan [↓](#)

### EXECUTIVE SUMMARY

*Section 92(1) of the Victorian Local Government Act 2020 requires that all Victorian Councils develop, adopt and keep in force an Asset Plan in accordance with its deliberative engagement practices.*

*It notes that:*

- *The scope of an Asset Plan is a period of at least the next 10 financial years.*
- *An Asset Plan to include:*
  - *information about maintenance, renewal, acquisition, expansion, upgrade, disposal and decommissioning in relation to each class of infrastructure asset under the control of the Council.*
  - *any other matters prescribed by the regulations.*

*The Asset Plan needs to be in place and approved by Council prior to 30 June 2022.*

*The current Asset Management Policy was adopted before the new Local Government Act was proclaimed and needs to be updated to reflect the inclusion of the Asset Plan in our Asset Management Framework and approved by Council.*

### 1. RECOMMENDATION

**That Council:**

- A. note the Asset Plan has been developed in accordance with the *Local Government Act 2020*;**
- B. endorse the Asset Plan and Asset Management Policy for public consultation;**
- C. note the draft Asset Plan will be published to “Your Say Manningham” for public comment; and**
- D. note a further report will be presented to the June 2022 Council Meeting following the feedback from the public consultation for endorsement by Council.**

**2. BACKGROUND**

- 2.1 Our existing Asset Management Policy is based on a template provided to all Victorian Councils by the MAV as part of the STEP Asset Management Program. Although in the current policy is quite old, most of its contents are still relevant and appropriate. It does not however fully reflect all asset management requirements built into the Victorian Local Government Act 2020, section 92(1) h references Asset Plans and Deliberative Engagement Practices. And had not included a reference the new Gender Equality Act 2020.
- 2.2 Section 92(1) of the Victorian Local Government Act 2020 requires that all Victorian Councils develop, adopt and keep in force an Asset Plan in accordance with its deliberative engagement practices.

It notes that:

- The scope of an Asset Plan is a period of at least the next 10 financial years.
  - An Asset Plan must include:
    - information about maintenance, renewal, acquisition, expansion, upgrade, disposal and decommissioning in relation to each class of infrastructure asset under the control of the Council.
    - any other matters prescribed by the regulations.
- 2.3 No regulations have been published to date, but Local Government Victoria released “Asset Plan Guidance” in late February 2022 and the draft Asset Plan has been modified to better reflect the guidance provided.
- 2.4 The Asset Plan needs to be in place and approved by Council prior to 30 June 2022.
- 2.5 The Asset Management Policy is overview due for review and should be re-adopted at the same time as the Asset Plan.

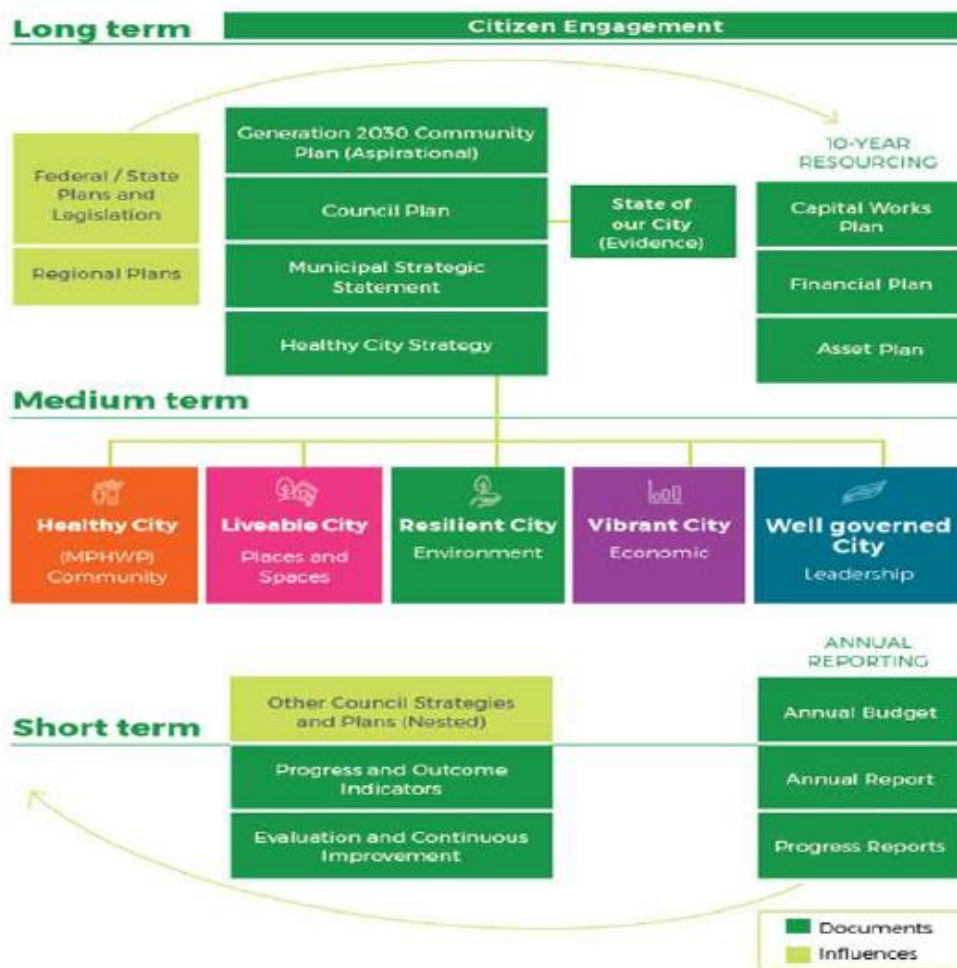
**3. DISCUSSION / ISSUE**

- 3.1 Local Government Victoria has indicated that the definition of an Asset Plan included within the Local Government Act was intentionally generic rather than detailed, to provide opportunity for the Asset Plan to be developed specific to the needs of the Manningham community.
- 3.2 The “Asset Plan Guidance” released in late February 2022 provides more information about what needs to be included in an Asset Plan, but still gives Councils significant flexibility to determine how the plan should look and what information should be included, and again emphasises that the plan should reflect the needs of the community.
- 3.3 The Asset Plan does not replace our existing Asset Management Plans. It contains a summary of the detailed technical information included to the plans, however more overarching information on a planned approach.



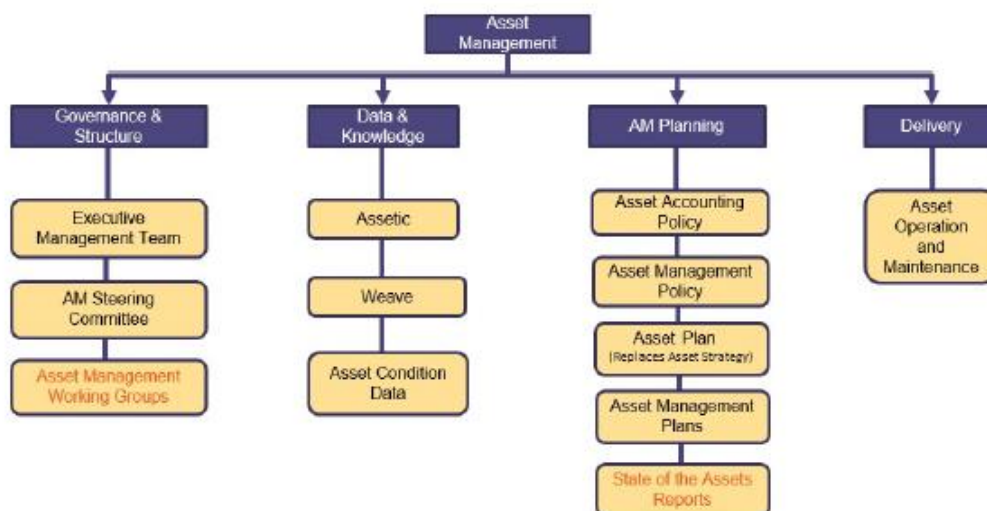
- 3.4 The Asset Plan provides information for our community about the condition of our assets, the value of our assets, how our capital works program is developed and how projects are prioritised.
- 3.5 The Asset Plan is designed to comply with the requirements of the Local Government Act, without overwhelming the casual reader with technical jargon and facts and figures. We believe this is the best interpretation of the intent of the Act.
- 3.6 We will be reviewing and updating our detailed Asset Management Plans next financial year based on asset data currently being collected and any community or government feedback we receive in relation to the Asset Plan.
- 3.7 The Asset Plan is part of a suite of long-term planning documents which includes:
  - Council Plan
  - Municipal Strategic Statement
  - Health and Wellbeing Strategy 2021 – 2025
  - Capital Works Plan
  - Financial Plan

Figure 1: Hierarchy Council Plans and Strategies shown in the below figure.



- 3.8 The Local Government Act notes that the Asset Plan should be developed in accordance with Council’s deliberative engagement practices. The recommendations coming out of last year’s Community Panel process and how those recommendations have been embedded in our asset management practices are a key part of the Asset Plan.
- 3.9 The Asset Management Policy has been reformatted to match the current policy template and updated to comply with the Victorian Local Government Act 2020. Most of the content from the existing policy which has served us well over a long period of time has been retained.

Figure 2: Diagram of Asset Management Framework has been shown in the below figure.



**Gender Impact Assessment Consideration**

- 3.10 A consultant has been engaged to advise on matters relating to gender equity, and consideration of the review is to ensure that Asset Management Plans and the Policy is consistent with Council’s Statement of Commitment to Gender Equality which is provided below:

*‘We are committed to ensuring that all people in our community are treated with dignity, respect and fairness. We will consider the gender, equality and diversity of all people in our community as we develop our plans, strategies and services.*

*We will uphold our requirements in the Victorian Government’s Gender Equality Act 2021 and will continue to monitor and seek ways to improve all that we do to make Manningham a safe, respectful and inclusive community.’*

- 3.11 This means that Council is committed to considering the ways in which the Asset Plan and individual Asset Management Plans may enhance gender equality or create barriers to gender, and if any revisions may need to be considered to ensure the best outcomes for the community. This process is called a Gender Impact Assessment (GIA) and forms one element of the requirements of the Victorian Gender Equality Act.



- 3.12 An initial review has been undertaken, to be followed by the review of the individual asset management plans later in 2022. With Gender Impact Assessments to be undertaken of the individual asset management plans to identify any unequal impacts, and to challenge 'gender blind' or hidden assumptions which may be shaping a policy, program or service.

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

- 4.1 The Council Plan notes that the Asset Plan is an important component of our Integrated Planning and Reporting Framework and the importance of "delivering our annual Capital Works Program to maintain, upgrade and develop Council assets to meet current and future needs."

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

- 5.1 The incorporation of the recommendations of the community panel into the Asset Plan and the focus on gender equity in both documents should result in both better community and human rights outcomes.

#### **6. IMPLEMENTATION**

##### 6.1 Finance / Resource Implications

- 6.1.1 The Asset Plan will help inform the development of the ten-year Capital Works Program but will not directly result in additional expenditure or resource allocations.

##### 6.2 Communication and Engagement

- 6.2.1 The recommendations coming out of last year's deliberative process have been incorporated into the Asset Plan. The draft will be published it to "Your Say Manningham" for public comment before it is finalised.
- 6.2.2 The current draft has been referred to consultants to ensure it complies with Council's Branding Guide and that the language used is appropriate for the intended audience.
- 6.2.3 Once the public consultation period has closed and any changes are a made in response to the comments received the document will be subject to a professional graphic design process prior to being resubmitted to Council for final approval.

##### 6.3 Timelines

- 6.3.1 The draft Asset Plan to be presented to the April 2022 SBS Meeting for consideration and the April Council meeting for release for public consultation.
- 6.3.2 The draft to be published to "Your Say Manningham" for public comment in April. With the final version to be presented to SBS & Council in June for endorsement.

**7. DECLARATIONS OF CONFLICT OF INTEREST**

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

## Policy Register

### **ASSET MANAGEMENT POLICY**

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**Draft - not approved**

Policy Classification	- <b>Policy Classification</b>
Policy N°	- <b>POL/40</b>
Policy Status	- <b>Policy Status</b>
Responsible Service Unit	- <b>Asset Management &amp; Capital Works</b>
Authorised by	- <b>Authorised by.Full Description</b>
Date Adopted	- <b>Date Adopted</b>
Next Review Date	- <b>Next Review Date</b>

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

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

**Commercial In Confidence ©**



**Policy Register  
Asset Management Policy | POL/40**



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Draft - not approved

## Policy Register Asset Management Policy | POL/40



### **PURPOSE**

The purpose of the policy is to:

- Nominate the factors that should be taken into account when making decisions about the management, acquisition, renewal and upgrade of assets;
- Define Council's asset management framework, by specifying which documents make up the framework, how they fit together, what information they should contain, and how often they should be reviewed;
- State how capital works projects should be prioritised;
- Define Council's asset management governance structure & associated responsibilities;
- Define a list of asset management principles covering all aspects of asset management.

### **POLICY STATEMENT**

As the custodians of assets held on behalf of the community it is incumbent on Council to manage these assets in the way that most benefits the community as a whole. To do this a wide range of factors need to be considered, including:

- Community Panel Recommendations
- Environmental Sustainability
- Financial Sustainability
- Gender Equity
- Inclusion & Diversity
- Legislative & Regulatory Requirements
- Public Value
- Risk Management
- Social Benefit

Council is committed to taking into all of the above in to account when developing and reviewing its asset management practices.

How these factors are considered is to be detailed in the suite of plans and documents making up Council's asset management framework:

### **ASSET MANAGEMENT FRAMEWORK**

Council's asset management framework should incorporate this policy along with the following four documents:

- Asset Plan
- Asset Management Plans
- State of the Assets Report
- Asset Management Steering Committee Terms of Reference

## Policy Register Asset Management Policy | POL/40



### Asset Plan

An asset plan is a high level document that must be prepared by every Council under the Local Government Act 2020.

Section 92(1) of the Act requires that all Victorian Councils develop, adopt and keep in force an Asset Plan in accordance with its deliberative engagement practices.

It notes that:

- The scope of an Asset Plan is a period of at least the next 10 financial years.
- An Asset Plan must include:
  - information about maintenance, renewal, acquisition, expansion, upgrade, disposal and decommissioning in relation to each class of infrastructure asset under the control of the Council;
  - any other matters prescribed by the regulations.

An asset plan must be in place before July 2022, and reviewed and updated regularly thereafter.

### Asset Management Plans

An Asset Management Plan (AMP) is a plan developed for the management of one or more infrastructure asset classes with a view to operating, maintaining and renewing the assets within the class in the most cost effective manner possible, whilst providing a specific level of service."

An Asset Management Plan should:

- Encompass all the assets under council's control.
- Connect the investment of community wealth in assets with service outcomes.
- Plan a scenario that manages assets to provide affordable levels of service within financial/resource/risk constraints.
- Identify and communicate risks associated with affordable service levels and how these risks will be managed.
- Plan additional scenarios that manage assets to provide optimal life cycle costs to inform the asset management strategy and Long Term Financial Plan.
- For each scenario, present cash flow forecasts for acquisition, operating, maintenance, renewal/upgrade and where relevant, disposal.
- Establish the targets and measures that will be used for delivering service outcomes and show value for money.

Many asset management plans including Manningham's are based on the International Infrastructure Management Manual.

## Policy Register Asset Management Policy | POL/40



Asset Management Plans should be reviewed annually and updated every four years.

### **Asset Management Steering Committee Terms of Reference**

The Asset Management Steering Committee Terms of Reference should:

- Define the purpose of the committee;
- Set the membership of the committee, and define the roles of members of the committee;
- State how often the committee should meet.

### **State of the Assets Report**

A State of the Assets Report is a report designed for Councillors and/or Senior Management reporting on; asset condition, asset performance, intervention levels, level of service monitoring and future financial sustainability options and consequences.

It is analogous to the Monthly Capital Works Status Report, but more focused on long term asset management.

### **CAPITAL WORKS PROJECT PRIORITISATION**

Projects should be prioritised based on how well they satisfy the following project evaluation criteria:

- Service Needs and Accessibility
- Environmental Amenity & ESD Initiatives
- Management of Existing Council Assets and Systems
- Community Health, Safety and Cultural Diversity
- Financial Responsibility and Sustainability
- Well Governed
- Economic Growth and Economy

Each project should also be subject to a risk assessment based on Council's Risk Policy and a readiness test.

### **ASSET MANAGEMENT GOVERNANCE STRUCTURE**

The responsibility for the governance of asset management at Manningham rests with a range of bodies including;

- Council
- Executive Management Team
- Asset Management Steering Committee

## Policy Register Asset Management Policy | POL/40



The specific areas of responsibility for each body is detailed in the Responsibilities section below.

### PRINCIPLES

#### Alignment with Community Vision

Council will ensure that in accordance with its Community Vision outlined in its Council Plan, infrastructure assets support services that are appropriate, accessible, and responsive and which provide a quality of lifestyle that balances the needs of the community, environment and economic growth.

Council recognises good quality asset management, encourages and promotes economic and social development and that a cross-functional approach to the management of these assets is required. Council also recognises that assets need to be regularly maintained and refurbished to ensure that:

- Assets continue to meet the needs of the users and the community;
- The design, construction, maintenance and refurbishment of assets reflect the “standards of the day”;
- Overall life-cycle costs are reduced; and
- Assets continue to function as built for their full asset life.

Council will continue to seek innovative and cost effective ways of using technology and improved work practices and processes to ensure all of its assets are managed in an efficient and effective manner.

In considering any new assets Council will take into consideration the ongoing costs of maintenance and refurbishment of that asset over its life.

In addition to the above policy the following sub-policies are interactive.

#### Community Demand and Needs

1. Council will involve key stakeholders and its community, complete regular customer surveys in assessing all service provisions to determine quality and customer expectations of its assets.
2. Council will match customer service expectations with the cost for the provision of the services in accordance with its Best Value Policy.
3. In order to meet the changing needs of the community and changes in regulations/standards for buildings, buildings will undergo a “face” lift approximately every 15-20 years.
4. Prior to consideration of any refurbishment or improvement to an asset, a critical review of the following shall occur as part of the evaluation process:



## Policy Register Asset Management Policy | POL/40



- a. Need for facility (short and long term);
- b. Legislative requirements;
- c. Opportunities for rationalisation;
- d. Future liability including ultimate retention/disposal;
- e. Opportunities for multiple use;
- f. Opportunities for improved energy efficiency; and
- g. Capacity of asset/facility to generate income.

### Planning & Budgetary Policy

1. All assets will be managed from a “life cycle” perspective in accordance with the Asset Plan and a “whole of life” cycle approach will be used to determine asset budget requirements.
2. Funding for all maintenance, refurbishment and replacement to achieve “whole of life cost” will be in accordance with Council’s annual budgetary process incorporating reference to the Council Plan, 10 Year Financial Strategy and Capital Works Program.
3. The Asset Plan will be intrinsically linked to Council’s 10 Year Financial Strategy and Capital Works Program.
4. All refurbishment work applications will be prepared in accordance with an approved Business Case and assessed in accordance with Council’s Capital Evaluation Model.
5. Any major changes to an asset would form part of a Capital Works Business Case considered by Council within its capital evaluation process.
6. Infrastructure assets will undergo continual maintenance and refurbishment to ensure that they continue to meet the “standards of the day” and the funding is provided in a timely and prudent manner to meet the asset needs.

### Asset Accounting

1. A detailed accurate asset register will be maintained of all assets valued above the approved capitalisation threshold and that takes into consideration economic life of all assets.
2. An Asset Accounting Policy will be developed and maintained to ensure compliance with the Accounting Standards and Australian Infrastructure Financial Management. The Policy will also identify responsibilities for compliance.

## Policy Register Asset Management Policy | POL/40



3. Economic lives will be given to all assets with a written down value and depreciation value determined in accordance with the current local government accounting regulations.

### Valuations

1. Asset valuations will be undertaken in accordance with approved procedures by qualified valuers that identify asset type, valuation process, timing and responsibility.
2. Asset revaluations will be undertaken on a cyclic basis in accordance with approved timeframes for each asset group and in accordance with best practice valuation processes.
3. Asset valuation (price) adjustments, quantity adjustments and condition assessments shall be undertaken in accordance with approved procedures and in accordance with appropriate accounting standards.

### Risk Assessment & Management Policy

1. Risk assessments will be undertaken of all assets to determine Council potential level of risk and liability in accordance with Council's Risk Policy and Capital Works Evaluation Model.
2. Infrastructure assets will undergo continual maintenance and refurbishment to ensure that they continue to meet the "standards of the day".
3. In determining asset maintenance and refurbishment needs and budget requirements, the opportunity to reduce the potential risk to Council and its community shall be taken into consideration.

### Data Management

1. Council's corporate software systems will be used in an efficient and effective manner to achieve Best Practice asset management.
2. Data will be audited periodically to ensure compliance with corporate policies and procedures.
3. All databases shall be maintained in an accurate and up to date condition and where appropriate integrated to allow ready access, monitoring and reporting of asset condition and performance.
4. The process for ensuring all new assets are recorded within asset register in a timely manner should be documented and reviewed as necessary.

## SCOPE OF POLICY

This policy applies to all types of infrastructure assets owned and/or managed by Council.

## Policy Register Asset Management Policy | POL/40



### RESPONSIBILITIES

To achieve this policy the following key roles and responsibilities and commitments are identified:

#### COUNCIL

1. To act as stewards for infrastructure assets.
2. To set corporate asset management policy and vision with linkage to the Council Plan.
3. To set levels of service, risk and cost standards.
4. To approve and review Council's Asset Management Policy & Plan, and monitor the outcomes.
5. To ensure appropriate resources for asset management activities are made available to integrate asset management policies, strategies and plans into the corporate governance framework.

#### EXECUTIVE MANAGEMENT TEAM (EMT)

1. To establish the Corporate Asset Management Policy, Asset Plan and Asset Management Plans (AMPs) with linkages to the Council Plan, Financial Strategy and Capital Works Program, for consideration by council.
2. To foster and support the Asset Management Steering Committee;
3. To implement and continuously review the corporate Asset Management Policy, Asset Plan and AMP's with agreed resources.
4. To monitor and review performance of council staff in achieving Best Practice asset management.
5. To ensure the community and key stakeholders inputs are integrated into the Asset Plan.
6. To ensure that accurate and reliable information is presented to council for decision-making.
7. To continually support and monitor adherence to this policy across the organisation.

#### ASSET MANAGEMENT STEERING COMMITTEE

1. To review and update the Asset Management Policy, Strategy, and AMP's, including alignment with key organisational policies and strategies, for consideration by EMT.

## Policy Register Asset Management Policy | POL/40



2. To review and update AMP's for individual asset groups, using the principles of lifecycle analysis.
3. To develop and implement improvement plans for individual asset groups.
4. To develop and implement maintenance, refurbishment and Capital Works Programs in accordance with the Asset Plan.
5. To develop and implement processes and procedures that allow for the "whole of life" and continued management and ownership of assets including all asset life cycle management functions as follows:
  - a. Creation/acquisition;
  - b. Accounting & economics;
  - c. Operations;
  - d. Maintenance;
  - e. Condition/performance monitoring;
  - f. Rehabilitation/renewal;
  - g. Replacement;
  - h. Disposal/rationalisation; and
  - i. Audit
6. In consultation with the community and key stakeholders, establish and deliver asset management levels of service to agreed risk and cost standards.
7. To present information to EMT and Council in terms of "lifecycle risks" and costs.
8. To develop and implement procedures that ensure asset databases are maintained and updated and reports obtained that meet Council and statutory requirements.
9. Review organisational skills and recommend training opportunities, etc.
10. Carry out tasks and objectives outlined in the Terms of Reference for the Asset Management Steering Committee.

### DEFINITIONS

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**Infrastructure Assets** - are physical components of a facility which have a value, enable services to be provided and have an economic life of greater than 12 months.

## Policy Register Asset Management Policy | POL/40



**Maintenance** - Recurrent expenditure, periodically or regularly required as part of the ongoing day-to-day work necessary, to keep assets operating, e.g. pothole patching.

**Operations** - Recurrent expenditure or regular activities to provide public health, safety and amenity, e.g. street sweeping, grass mowing, street lighting.

**Renewal/Refurbishment** - Expenditure on an existing asset, which restores, rehabilitates or replaces an existing asset to its original capacity, eg resurfacing of road.

**Capital Upgrade** - Expenditure, which enhances an existing asset to provide higher levels of service, e.g. widening of road seal.

**New/Acquisition** - Expenditure, which creates a new asset to meet additional service level requirements, e.g. new building.

Draft - not approved

### RELATED POLICIES

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POL/417 – Disability Access to the Built Environment  
 POL/548 – Sporting Facilities Allocation Policy  
 POL/549 – Outdoor Sports Infrastructure Policy  
 POL/534 – Valuation of Non-Current Assets Policy  
 POL/539 – Community Engagement Policy  
 POL/543 – Asset Disposal Policy  
 POL/563 – Asset Accounting Policy

### SUPPORTING PROCEDURES

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N/A

### ACTION PLANS

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Asset Management Action Plan

### GUIDELINES

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Local Government Asset Management Better Practice Guide

### RELATED LEGISLATION

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Local Government Act 2020

**Policy Register**  
**Asset Management Policy | POL/40**



Gender Equality Act 2020  
 Road Management Act 2004

**SUPPORTING RESEARCH AND ANALYSIS**

This policy is originally based on a template provided to all Victorian Councils by the MAV as part of the STEP Asset Management Program. The template itself was based on the International Infrastructure Management Manual and National Asset Management Assessment Framework. It has been updated to reflect asset management requirements built into the Victorian Local Government Act 2020, and in particular Section 92(1) which references Asset Plans and Deliberative Engagement Practices.

**DOCUMENT HISTORY**

*Draft - not approved*

<b>Policy Title:</b>	Asset Management Policy
<b>Responsible Officer:</b>	Wayne Eddy
<b>Resp. Officer Position:</b>	Coordinator Asset Management & Capital Works
<b>Next Review Date:</b>	30 June 2025
<b>To be included on website?</b>	

Last Updated	Meeting type? - Council or EMT	Meeting Date	Item N°

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## Part 1

### Executive Summary

Manningham City Council is responsible for delivering a wide range of services to support our community. Services that rely on multiple assets, which must be created, upgraded, renewed and maintained regularly and on time, if we are to continue delivering quality service provision.

#### INTRODUCING OUR ASSET PLAN

In line with Section 92(1) of the Victorian *Local Government Act 2020* (Local Government Act), we are creating an Asset Plan to manage these assets, which range from our buildings and infrastructure to recreational facilities and open spaces. This plan is designed to:

- make asset value and performance more transparent
- keep the community better informed about Council-managed assets and their associated levies
- embed responsible asset management practices
- improve efficacy of asset management practices with a more engaged community and better-informed Council
- improve decision-making on aligning assets to community needs, service levels and standards, and financial sustainability.

The plan explores:

- our key longer-term infrastructure priorities
- how our current 10-year Capital Works Program is developed and what it will look like in future
- how our 10-year Capital Works Program addresses community consultation, gender equity and fairness
- the value of our existing assets and their current state
- how we guarantee that future capital works programs and their operational budgets will create and maintain assets that optimally improve the lives of our entire community.

### Background

Section 92(1) of the Victorian Local Government Act requires all Victorian councils to develop, adopt and keep in force an Asset Plan in accordance with its deliberative engagement practices.

It notes that:

- the scope of an Asset Plan is a period of at least the next 10 financial years
- an Asset Plan must include:
  - information about maintenance, renewal, acquisition, expansion, upgrade, disposal and decommissioning in relation to each class of infrastructure asset under the control of the Council
  - any other matters prescribed by the regulations
- a council must develop and adopt an Asset Plan in line with its community engagement policy by 30 June 2022.

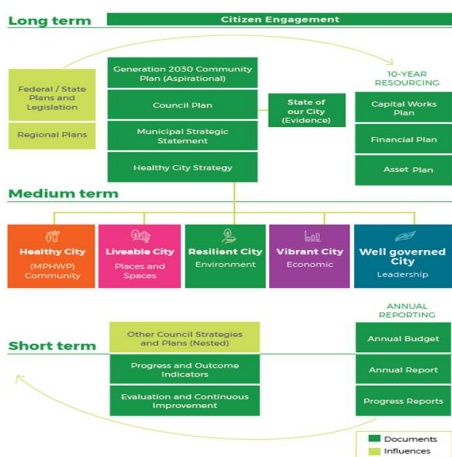


# The Big Picture

## WHERE IT FITS

The Asset Plan is part of a suite of long-term planning documents which includes:

- Generation 2030 Community Plan
- Council Plan
- Municipal Strategic Statement
- Health and Wellbeing Strategy 2021 – 2025
- Capital Works Plan
- Financial Plan.



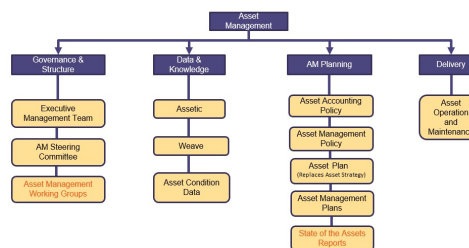
Key documents such as the Services Plan and the Gender Equity Policy inform the Asset Plan, which in turn informs operational documents including business plans and performance and development plans (PDPs).

## ASSET MANAGEMENT FRAMEWORK

The link with service planning is particularly important, because the idea that assets exist to serve and deliver public value underpins our Asset Management Framework.

The Asset Plan is also part of our Asset Management Framework along with the Asset

Accounting and Asset Management policies, and Building, Road, Drainage and Parks asset management plans.



## Deliberative Community Engagement

To meet new Local Government Act requirements, we set up a deliberative community engagement panel. The panel drafted our Community Vision which was adopted by Council and developed recommendations that have informed our major strategic documents, including the Asset Plan.

In February 2021, we held an open registration of interest, inviting community members to register their interest to join our deliberative community panel. An extensive communications campaign also amplified opportunities for a diverse cross-section of community members to get involved.

Following deliberative engagement best practice, our community panel members were randomly selected through a stratified process. This process is designed to limit any selection bias and to make sure community panel members are representative of Manningham's diverse community, in terms of where they live, age, gender, and more, based on the most recent census data available.

Four sessions were held with the community panel between 17 to 28 March 2021. A total of 20 hours during which 40 community panel members participated in the entire process. Independent consultants facilitated the community panel sessions.

## Community Panel Recommendations

One key outcome was a list of 12 recommendations.

### RECOMMENDATION 1

Plan for new developments responsibly. Maintain principles of protecting our environment, green and open space, environmentally sustainable (through use of materials) and maintaining a balance of city and country

### RECOMMENDATION 2

Provide ways for people to connect

- (inter and intra-generational connections, in the physical/built environment and online, deliver events, festivals, markets and activities,
- provide infrastructure (paths, trails, street furniture)
- accessible transport options

### RECOMMENDATION 3

Communications/marketing/advertising to support awareness of initiatives/services/activities/programs (particularly local) to connect our community and on the environment.

### RECOMMENDATION 4

Plan for equitable and accessible services and infrastructure for prominent issues, such as mental health and social isolation:

- Council to consider the specific identified needs of ALL our community including young people, older people, culturally and linguistically diverse, people with a disability and those not engaged in community.
- Decision making on evidence-based data on population growth, trends, and community input.

### RECOMMENDATION 5

Consider core principles of biodiversity and protecting wildlife in all that we do.

### RECOMMENDATION 6

Partner, support, develop relationships with library, community groups, neighbourhood houses, volunteering groups to deliver on outcomes.

### RECOMMENDATION 7

Educational and awareness programs/workshops/classes (environment, mental health, family violence, for our CALD community, skills sharing) to support a connected and healthy community and waste management, compost, climate changes and biodiversity.

### RECOMMENDATION 8

Celebrate and promote our arts and culture to support a healthy community and local economy

### RECOMMENDATION 9

Expand or better utilise our current facilities (e.g. stadiums) or spaces (e.g. reserves), or develop new facilities. These facilities to become community hubs, with activities and events for all.

### RECOMMENDATION 10

Advocate to government and business on environmental issues.

### RECOMMENDATION 11

Support local businesses (where they demonstrate alignment with our community values, provide services to the community, or are partnering with local community organisations and services).

### RECOMMENDATION 12

Council to measure and demonstrate success of its services, and achievement of social, environmental and economic outcomes against community need. Set targets and report back on environmental progress

	Total	FY_21/22	FY_22/23	FY_23/24	FY_24/25	FY_25/26	FY_26/27	FY_27/28	FY_28/29	FY_29/30	FY_30/31	FY_31/32
<b>Program</b>	<b>\$596,423,469</b>	<b>\$47,237,025</b>	<b>\$61,998,945</b>	<b>\$54,714,500</b>	<b>\$53,205,000</b>	<b>\$53,493,000</b>	<b>\$47,090,000</b>	<b>\$57,303,000</b>	<b>\$57,614,000</b>	<b>\$49,998,000</b>	<b>\$51,964,000</b>	<b>\$61,806,000</b>
Childrens Services Program	\$924,000	\$70,000	\$70,000	\$70,000	\$72,000	\$72,000	\$75,000	\$75,000	\$80,000	\$95,000	\$95,000	\$150,000
Community Facilities Program	\$54,495,000	\$1,161,000	\$1,234,000	\$9,100,000	\$9,000,000	\$1,000,000	\$1,000,000	\$10,000,000	\$10,000,000	\$1,000,000	\$1,000,000	\$10,000,000
Drainage Program	\$57,922,000	\$3,300,000	\$5,682,000	\$4,140,000	\$4,698,000	\$4,625,000	\$5,672,000	\$5,690,000	\$5,925,000	\$5,990,000	\$6,000,000	\$6,200,000
Open Space Program	\$69,354,000	\$3,727,000	\$8,169,000	\$5,395,000	\$4,174,000	\$7,220,000	\$7,201,000	\$6,913,000	\$6,215,000	\$6,390,000	\$6,950,000	\$7,000,000
Plant & Equipment Program	\$19,168,000	\$1,882,000	\$1,188,000	\$2,243,000	\$1,830,000	\$1,920,000	\$1,635,000	\$1,850,000	\$1,360,000	\$2,180,000	\$1,280,000	\$1,800,000
Property Acquisition Program	\$24,195,000	\$2,000,000	\$6,750,000	\$2,400,000	\$1,555,000	\$1,560,000	\$1,560,000	\$1,660,000	\$1,660,000	\$1,670,000	\$1,680,000	\$1,700,000
Recreation & Leisure Program	\$44,741,205	\$9,680,565	\$5,248,641	\$2,141,000	\$3,194,000	\$5,780,000	\$3,998,000	\$3,294,000	\$3,320,000	\$3,125,000	\$2,360,000	\$2,600,000
Roads Program	\$176,736,500	\$12,443,000	\$14,556,000	\$17,608,500	\$16,308,000	\$17,847,000	\$12,389,000	\$15,045,000	\$16,609,000	\$16,085,000	\$19,310,000	\$18,536,000
Streetscapes Program	\$22,188,804	\$1,466,500	\$1,961,304	\$3,235,000	\$1,203,000	\$2,206,000	\$2,375,000	\$1,948,000	\$1,856,000	\$1,970,000	\$1,968,000	\$2,000,000
Sustainability Program	\$4,752,960	\$213,960	\$1,085,000	\$200,000	\$200,000	\$381,000	\$267,000	\$346,000	\$487,000	\$583,000	\$490,000	\$500,000
Technology Program	\$36,313,000	\$4,487,000	\$3,543,000	\$2,082,000	\$1,982,000	\$3,276,000	\$3,353,000	\$3,403,000	\$3,442,000	\$3,489,000	\$3,553,000	\$3,703,000
Transport Program	\$16,190,000	\$559,000	\$2,745,000	\$1,281,000	\$1,488,000	\$1,446,000	\$1,554,000	\$1,555,000	\$1,390,000	\$1,390,000	\$1,382,000	\$1,400,000
Waste Management Program	\$6,660,000	\$500,000	\$2,760,000	\$0	\$2,000,000	\$1,400,000	\$0	\$0	\$0	\$0	\$0	\$0

## Capital Works Program Development

The Capital Works Program is the primary vehicle for creating, upgrading and renewing Manningham’s assets. It covers a period of 10 years, and is reviewed and updated every year.

The overall Capital Works Program comprises 16 sub-programs. Budget allocation for each sub-program derives from the overall budget and is based on a combination of historical funding levels, renewal modelling, the availability of grant funding and other non-rates income, and as well as both our input and community participation. Where possible the percentage of rates funding allocated to each sub-program is kept consistent year on year.

The current 10-year program contains just under \$0.55 billion in funding for a wide range of programs and projects.

Two main capital works program development tasks take place each year. We develop and analyse new project ideas. Then we assess newly approved projects against our project evaluation criteria, comparing them to existing projects to evaluate their inclusion in the 10-year program’s updated version.

Renewal projects are typically identified from asset condition assessments and renewal modelling, but other project ideas can be identified through public consultation, councillor workshops, facility master planning and from the recommendations included in other plans such as the Community Infrastructure Plan and the Libraries Review.

## Project Prioritisation

Individual projects are scored according to seven project evaluation criteria:

- service needs and accessibility
- environmental amenity and environmentally sustainable design (ESD) initiatives
- management of our existing assets and systems
- community health, safety and cultural diversity
- financial responsibility and sustainability
- well governed
- economic growth and economy.

Each project is also subject to a risk assessment and a readiness test.

Higher-priority projects are usually programmed for construction sooner than lower-priority projects, but this will also depend on the readiness of the higher-priority project.

Often projects will be allocated a smaller amount of funding in one year of the program to allow for design and a larger amount of funding allocated in the following year for construction.

## Evaluation Criteria vs Panel Recommendations

All the community panel recommendations listed above either directly or indirectly influence which projects are included in the Capital Works Program and how they are prioritised. The table below shows the relationship between our adopted project evaluation criteria and the community panel

recommendations. Some of the community recommendations are also specifically addressed by individual projects and programs, as well as being incorporated into our project evaluation criteria. Other recommendations are addressed through the design and use of our project management system.

Community Panel Recommendation	Project Evaluation Criteria						
	Service Needs and Accessibility	Environmental Amenity and ESD Initiatives	Management of Existing Council Assets and Systems	Community Health, Safety and Cultural Diversity	Financial Responsibility and Sustainability	Well Governed	Economic Growth and Economy
Recommendation 1		X			X		
Recommendation 2	X		X	X			
Recommendation 3						X	
Recommendation 4	X			X			
Recommendation 5		X					
Recommendation 6							
Recommendation 7		X		X			
Recommendation 8				X			
Recommendation 9					X		
Recommendation 10		X					
Recommendation 11	X						X
Recommendation 12						X	

## Community Panel Recommendation Responses – Part 1

### 1. NEW DEVELOPMENTS

We make sure that our assets, created as part of a new development, conform with our construction standards and environmental principles through the planning scheme. Any assets such as roads, paths and drains that are gifted to us, after this time, are maintained in the same way as existing or Council constructed assets.

### 2. CONNECTING PEOPLE

Many projects and sub-programs within the 10-year Capital Works Program have been designed with the creation of assets that help people to connect in mind. These include:

- Footpath Construction Program – \$20.9 million
- Footpath Renewal Program – \$10.9 million
- Streetscape Program – \$20.7 million.

### 3. COMMUNICATION

We have upgraded our project management system to include a stakeholder engagement and communication section. This helps make sure that project managers always develop a communications plan in line with the size and nature of the project as it is being developed.

### 4. EQUITABLE SERVICES

The value of creating assets that support equitable services is factored into both the 'service needs and accessibility' and 'health, safety and cultural diversity' evaluation criteria. Several programs also address the needs of groups specifically mentioned in the recommendation – the Children's Service Program, for example, is targeted at young people.

## Community Panel Recommendation Responses – Part 2

### 5. WILDLIFE AND DIVERSITY

\$450,000 a year is currently allocated to 'Tree Planting and Streetscapes' in the capital budget.

### 6. COLLABORATION

Collaboration is integral to how we manage our Capital Works Program. The project management system requires project proposers to identify all relevant stakeholders, document their expectations and any risks or issues they feel are linked to the project.

### 7. EDUCATION

Educational and awareness programs, workshops and classes are typically operational in nature, and only indirectly supported by assets, but some of the signage budget can be allocated to interpretational signage that educates users about a particular facility or location.

### 8. ARTS AND CULTURE

In addition to an Artworks Program which is allocated \$1.5 million across the next 10 years, our policy stipulates that, where possible, public artworks should be incorporated into the design of major projects going forward, with one per cent of project budgets to be set aside for this purpose.

## Community Panel Recommendation Responses – Part 3

### 9. FACILITY UTILISATION

We have recently created a Strategic Fund to finance the development of several major community facilities. A number of projects are in the feasibility assessment stage with any physical works unlikely to be scheduled until 2023 to 2024. Optimal facility use will be a key focus in the design of assets created in this program.

### 10. BUSINESS AND ENVIRONMENT

While it is a very important activity in which we actively participate, the recommendation for us to “advocate to government and business on environmental issues” is not directly supported through the creation of assets.

### 11. BUSINESS SUPPORT

A large proportion of our \$20.7 million Streetscape Program is focused on improving access to and the amenity of commercial areas within the municipality.

### 12. REPORTING

Our capital works governance structure ensures that the development and execution of the Capital Works Program is in line with community expectations. Monthly and quarterly capital works status reports are prepared and presented to both the Capital Works Steering Committee and the Executive Management Team. The quarterly reports are public documents that can be viewed online.

## Future Consultation

The Asset Plan is not a stand-alone document. It is just one component of our extensive Capital Works and Asset Management Framework. While we have and will continue to consult with stakeholders about the content and form of the Asset Plan, there are many other asset related documents that will be of interest to stakeholders, including our detailed Asset Management Plans, a range of master plans and strategies, and perhaps most significantly our Capital Works Program.

### ASSET MANAGEMENT PLANS

We have four asset specific Asset Management Plans that look in detail at how we manage our roads, drainage, buildings and parks. Each Asset Management Plan drills down into the technical details of how we manage these assets such as: community and technical service levels, assumptions about asset lives, condition deterioration profiles and intervention levels and treatment options. These Asset Management Plans are due for review, and we will ask stakeholders for feedback on their content and form in shortly.

### OTHER PLANS AND STRATEGIES

Other plans and strategies that are asset related, aside from the four Asset Management Plans are:

- Community Infrastructure Plan
- Libraries Review
- facility masterplans
- Road Asset Management Plan.

As these plans and strategies are developed, the community either has been or will be consulted.

### CAPITAL WORKS PROGRAM

All of this planning is well and good, but for assets to be built, a project must be included in the Capital Works Program. Our 10-year Capital Works Program is reviewed, updated and released for public comment every year. If you would like to see a new asset included in the program or an existing one renewed or upgraded, we would love to hear from you when we publish the program for comment.

### INDIVIDUAL PROJECTS

We will also consult with stakeholders about individual projects at the design stage or before works start. The level of consultation will depend on the scale of the project and the number of stakeholders affected.



## Gender Equality

The case for ensuring our assets support gender equality is crystal clear:

- Community Panel Recommendation No. 4 asks us to “plan for equitable and accessible services and infrastructure”
- The *Gender Equality Act 2020* mandates that we must “in developing policies and programs and in delivering services that are to be provided to the public, or have a direct and significant impact on the public— (a) consider and promote gender equality; and (b) take necessary and proportionate action towards achieving gender equality”
- Our lived experience as an organisation has shown us clearly the intrinsic value of equality in all its forms.

We are genuinely committed to gender equality, and we are already ensuring that our assets support this commitment in a number of ways:

- we explicitly state our commitment to gender equity in our Asset Management Policy
- we consider gender equity when we prioritise capital projects
- we ensure gender equity is considered when we design our assets
- we create special programs such as the Female Friendly Sporting Facilities Upgrade Program that are designed to remedy past inequities embedded in existing assets.

We know we still have blind spots – that some assets we create that are genuinely intended to be gender-neutral or gender equitable may have subtle deficiencies that negatively impact one gender more than another. We are committed to eliminating these blind spots over time, and we will do this by observing how assets are used and by actively listening to what stakeholder feedback on how the assets are performing. And when we learn an important lesson, we will embed that into how we do things going forward.

## Part 2

### Key Community Infrastructure Priorities

We have two main priorities when it comes to our infrastructure at Manningham; getting the basics right and ensuring we deliver quality community infrastructure into the future.

#### GETTING THE BASICS RIGHT

We want to make sure we have great streets, parks and other public-facing assets, and that we fund the renewal of existing assets as a priority. In June 2021, additional ongoing funding of \$600,000 per annum was allocated to our footpath and drainage programs as a part of our commitment to getting the basics right.

#### COMMUNITY INFRASTRUCTURE

The 10-year Capital Works Program approved in June 2021 also included a huge \$44 million boost to community infrastructure spending over the next 10 years. This funding will help us to plan for and then implement several large-scale community projects. A firm decision on what assets will be constructed with this funding has yet to be made, but the decision will be informed by recommendations from the Community Infrastructure Plan and the Libraries Review.

#### COMMUNITY INFRASTRUCTURE PLAN

The Community Infrastructure Plan aims to develop a robust understanding of current and future community infrastructure needs, exploring innovative delivery models and identifying strategic opportunities for us.

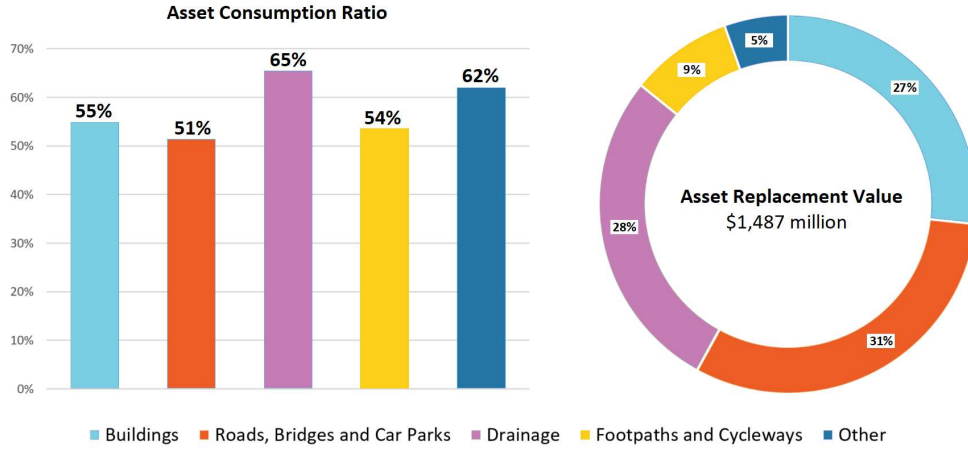
This plan will consider our different, identify strategically important locations and facilities, opportunities for consolidation and options for transitioning particular services or facilities over time.

The needs analysis that was completed as preparatory work in 2020 looks at service provision and gaps for all key infrastructure priorities at a suburb level. This next stage of the Community Infrastructure Plan involves developing an overview of where we can locate new facilities, consolidate existing or repurpose facilities to ensure we are meeting future needs over a 20-year timeframe. The work is currently underway and draft results will be available by early 2022.

## Asset Valuation

We are responsible for over \$1.48 billion in building and infrastructure assets. The depreciated value of these assets is \$848 million

equating to an average asset consumption ratio of 57 per cent.



Asset Class	Replacement Value	Accumulated Depreciation	Written Down Value
Buildings	\$396,848,000	\$178,964,000	\$217,884,000
Roads, Bridges & Car Parks	\$465,597,000	\$226,006,000	\$239,591,000
Drainage	\$413,779,000	\$142,815,000	\$270,964,000
Footpaths & Cycleways	\$129,851,000	\$60,263,000	\$69,588,000
Other	\$81,196,000	\$30,863,000	\$50,333,000
<b>Total</b>	<b>\$1,487,271,000</b>	<b>\$638,911,000</b>	<b>\$848,360,000</b>

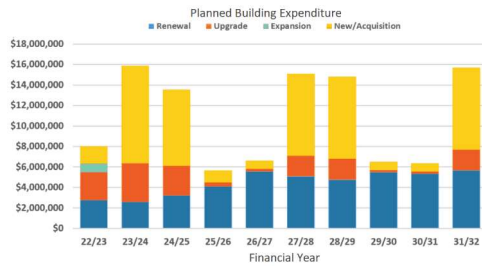
## Buildings

We are responsible for more than 230 buildings with a replacement value of nearly \$400 million.

### PLANNED CAPITAL EXPENDITURE

We have allocated \$108.3 million in capital expenditure to buildings over the period 2022/23 to 2031/32.

- Renewal – \$44.5 million
- Upgrades – \$16.6 million
- Expansion – \$0.8 million
- New and acquisitions – \$46.2 million



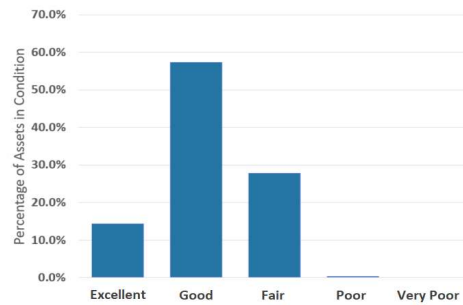
### MAINTENANCE EXPENDITURE

We spend about \$1.5 million a year on building maintenance.

### ASSET CONDITION

The vast majority of our buildings are in good or excellent condition. About 28 per cent of buildings (by value) are in fair condition and a very small number less than 1 per cent are in poor condition.

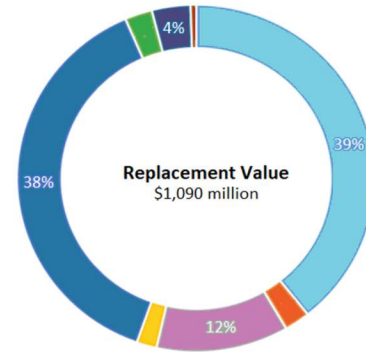
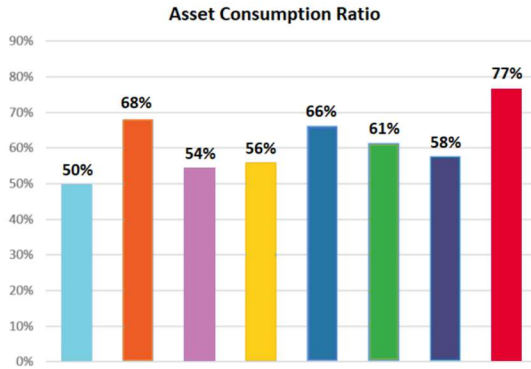
While we believe our current levels of building renewal expenditure are appropriate for the 10 years covered by this plan, we need to further develop our building renewal modelling capabilities to ensure we can properly assess the appropriate level of building renewal expenditure in the longer term.



## Infrastructure Assets

We are responsible for over \$1.08 billion in infrastructure assets including: roads, bridges, footpaths, car parks, drainage pipes and pits, recreational, leisure and community assets,

parks, open-space and waste management assets. The depreciated value of these assets is \$628 million equating to an average asset consumption ratio of 58 per cent.



■ Roads ■ Bridges ■ Footpaths & Cycleways ■ Off Street Car Parks ■ Drainage  
 ■ Recreational, Leisure and Community ■ Parks & Open Space ■ Waste Management

Asset Class	Replacement Value	Accumulated Depreciation	Written Down Value
Roads	\$421,265,000	\$209,171,000	\$212,094,000
Bridges	\$24,463,000	\$8,097,000	\$16,366,000
Footpaths & Cycleways	\$129,851,000	\$60,263,000	\$69,588,000
Off Street Car Parks	\$19,869,000	\$8,738,000	\$11,131,000
Drainage	\$413,779,000	\$142,815,000	\$270,964,000
Recreational, Leisure and Community	\$35,116,000	\$11,637,000	\$23,479,000
Parks & Open Space	\$40,665,000	\$17,603,000	\$23,062,000
Waste Management	\$5,415,000	\$1,623,000	\$3,792,000
<b>Total</b>	<b>\$1,090,423,000</b>	<b>\$459,947,000</b>	<b>\$630,476,000</b>

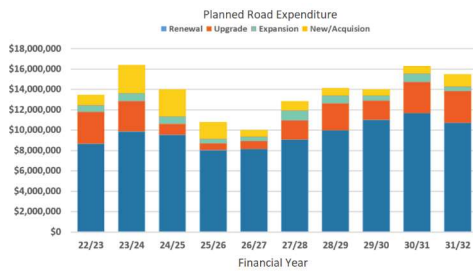
## Roads

We are responsible for more than 610km of roads with a replacement value of \$421 million.

### PLANNED CAPITAL EXPENDITURE

We have allocated \$136.7 million in capital expenditure to roads over the period 2022/23 to 2031/32.

- Renewal – \$95.9 million
- Upgrades – \$21.2 million
- Expansion – \$6.6 million
- New and acquisitions – \$13.0 million



### MAINTENANCE EXPENDITURE

We currently spend about \$1.62 million a year on road maintenance. This amount is expected to increase in line with CPI over the next 10 years.

### ASSET CONDITION

At the time of the last major road condition survey the vast majority of our roads were assessed to be in either good or excellent condition. Roads, like other assets, deteriorate over time so it is important that we reassess their condition ongoing. We will conduct a new road condition assessment survey in 2022.

Our current data shows that our road renewal expenditure levels are adequate to ensure the ongoing satisfactory performance of our road network. We will update our renewal models once we have the results of the 2022 condition assessment survey.



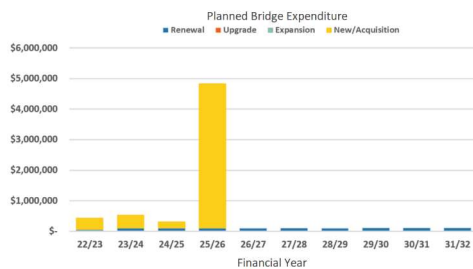
## Bridges

We are responsible for 36 true bridges including eight vehicular bridges and 28 major pedestrian bridges, along dozens of boardwalks and minor structures with a replacement value of nearly \$25 million.

### PLANNED CAPITAL EXPENDITURE

We have allocated \$6.8 million in capital expenditure to bridges over the period 2022/23 to 2031/32. The majority of this funding is for the construction of a new pedestrian bridge in Banksia Park.

- Renewal – \$1 million
- New – \$5.8 million

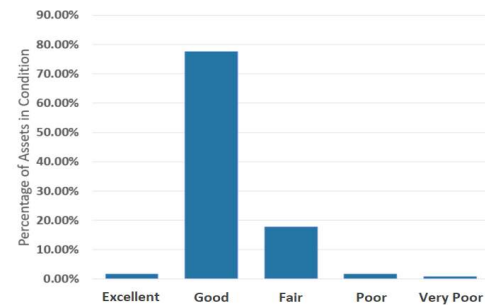


### MAINTENANCE EXPENDITURE

Currently, we spend about \$100,000 a year on minor bridge maintenance. This amount is expected to increase in line with CPI over the next 10 years.

### ASSET CONDITION

At the time of the last bridge condition assessment the vast majority of our bridges (>77 per cent) were in good condition. Only three minor bridges were assessed to be in poor or very poor condition. No major renewal works are anticipated for the period 2021/22 to 2030/31. Only one footbridge is likely to need replacing in the next 30 years.



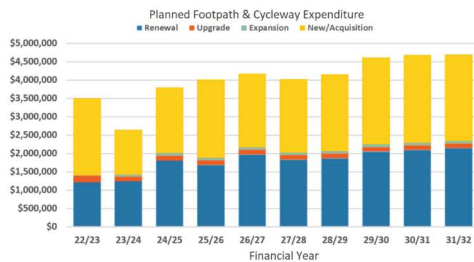
## Footpaths, Shared Paths and Bicycle Paths

We are responsible for more than 880km of pathways with a replacement value of \$130 million.

### PLANNED CAPITAL EXPENDITURE

We have allocated \$40.3 million in capital expenditure to footpaths and cycleways over the period 2022/23 to 2031/32.

- Renewal – \$18.0 million
- Upgrades – \$1.3 million
- Expansion – \$0.6 million
- New – \$20.5 million



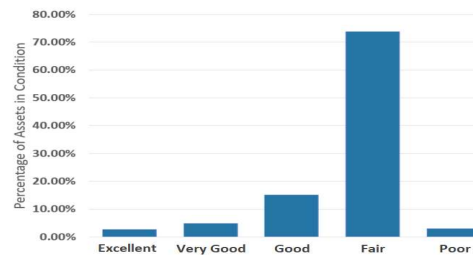
### MAINTENANCE EXPENDITURE

We currently spend around \$1.6 million a year on footpath maintenance. This amount is expected to increase in line with CPI over the next 10 years.

### ASSET CONDITION

At the time of the last major footpath condition survey the vast majority of our footpaths (>73 per cent) were in only fair condition. This makes footpaths the asset category of most concern for ongoing renewal funding levels.

Our renewal modelling suggests that the current level of funding is sufficient in both the short term (the next 10 years) the longer term (beyond 30 years), but that there may be a medium-term spike in footpaths reaching the end of their life in about 20 years' time which could result in a significant length of footpaths being in very poor condition by 2040. Contractors will conduct footpath condition inspections in the first half of 2022, and this new data will be crucial to determining if we need to ramp up footpath renewal funding after 2030/31.





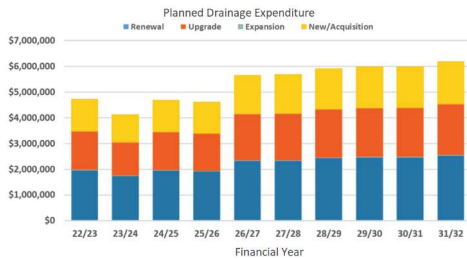
## Drainage

We are responsible for more than 1025km of drainage pipes and nearly 50,000 storm water pits with a combined replacement value of \$414 million.

### PLANNED CAPITAL EXPENDITURE

We have allocated \$53.7 million in capital expenditure to drainage projects over the period 2022/23 to 2031/32:

- Renewal – \$22.3 million
- Upgrades – \$17.1 million
- New – \$14.3 million

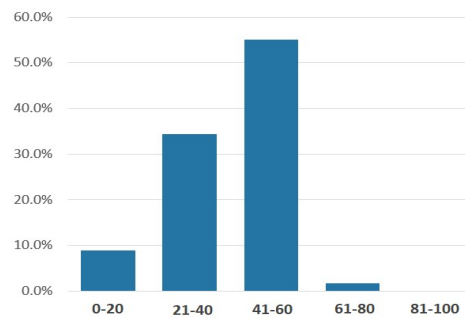


### MAINTENANCE EXPENDITURE

Currently, we spend about \$2.4 million a year on drainage asset maintenance. This amount is expected to increase in line with CPI over the next 10 years.

### ASSET CONDITION

We have limited direct information about the condition of our drainage assets, but we do know that drainage assets are very long-lived assets, and that most of our drains are relatively 'young'. We collect more information about the condition of our drainage assets over the next two financial years through CCTV inspections of our drainage pipes, but we believe that capacity issues resulting from greater impervious areas and more intense rainfall due to climate change are much more likely to determine when a given storm water asset will need to be replaced or duplicated. A flood study is currently underway to help us understand some of the capacity issues associated with the network.



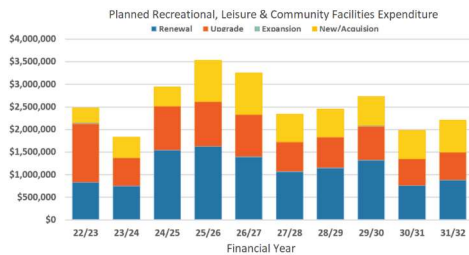
## Recreation, Leisure and Community Facilities

We are responsible for wide range of recreation, leisure and community facilities with a replacement value in excess of \$35 million.

### PLANNED CAPITAL EXPENDITURE

We have allocated \$40.3 million in capital expenditure to recreation, leisure and community facilities over the period 2022/23 to 2031/32.

- Renewal – \$11.4 million
- Upgrades – \$8.1 million
- New – \$8.1 million

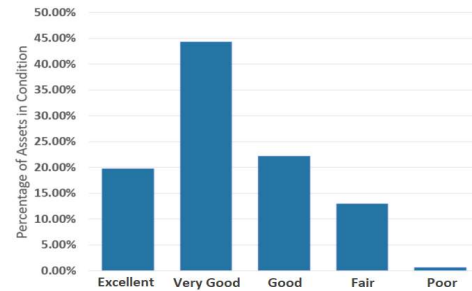


### MAINTENANCE EXPENDITURE

Currently, we spend about \$1.5 million a year on maintaining recreation, leisure and community facilities. This amount is expected to increase in line with CPI over the next 10 years.

### ASSET CONDITION

We have relatively little existing condition data for non-building recreation, leisure and community facilities. Gathering additional condition data for this asset group is a high priority for us going forward, but based on the condition information we do have we believe about 85 per cent of these assets are likely to be in good to excellent condition.



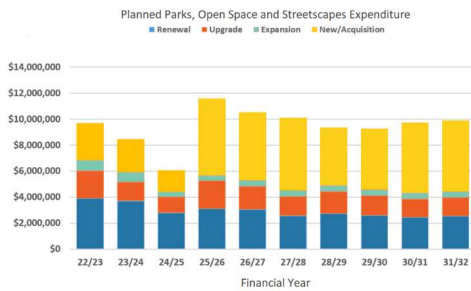
## Parks, Open Space and Streetscapes

We are responsible for a wide range of park, open space and streetscape assets with a replacement value of over \$40 million (not including land value).

### PLANNED CAPITAL EXPENDITURE

We have allocated \$93.6 million in capital expenditure to parks, open space and streetscapes over the period 2022/23 to 2031/32.

- Renewal – \$28.9 million
- Upgrades – \$15.8 million
- Expansion – \$5.0 million
- New – \$43.7 million

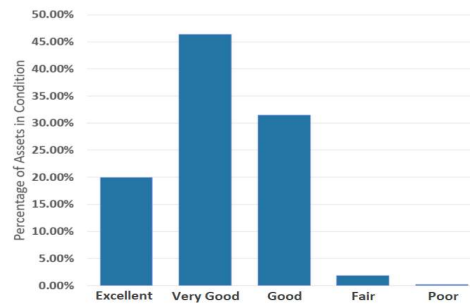


### MAINTENANCE EXPENDITURE

We currently spend about \$4.7 million a year on the maintenance of parks, open space and streetscapes. It is expected this amount will increase in line with CPI over the next 10 years.

### ASSET CONDITION

Asset condition data collected in 2020 shows that our open-space assets are typically in good to very good condition and our renewal modelling suggests that this level of capital funding along with the current annual maintenance budget of \$4.7 million is sufficient to keep our assets in good condition for this plan's duration.



## Improving the Asset Plan

This is our first attempt at developing an Asset Plan. It covers off the requirements of the Local Government Act and provides an overview of where we stand on asset renewal modelling and the development of the Capital Works Program. We aim to make future iterations of the plan bigger, better and more informative, and we'll be basing many of those changes on the feedback we receive about this version of the plan, with improvements already in mind.

### ASSET CONDITION DATA

This first version of the Asset Plan is based on relatively old road and footpath condition data. Updated road and footpath data is being collected in the first half of 2022, and will be used in future iterations of the plan. We have recently secured permanent annual funding for asset condition assessments and will carry out asset condition assessment of all asset classes on a four-year cycle. This will allow us to make improved asset renewal need projections going forward.

### ASSET CAPACITY DATA

We have limited asset capacity data on which to base our asset upgrade needs. A major flood study is underway which may provide us with some insight into capacity issues associated with our drainage network, and traffic counts help us understand capacity issues associated with our road network, but improving our understanding of the capacity of our assets overall will be a focus going forward.

### ASSET LIFECYCLE COSTING

We have started a project aimed at better understanding the lifecycle costs of our assets with a view to determining the impact new assets have on overall maintenance budgets. This project may allow us to make better projections of maintenance funding needs in future iterations of the Asset Plan.

### BIGGER PICTURE EXTERNAL FACTORS

We know that there are many important external factors that affect the performance of our assets and how they are used, including: climate change, technological change and demographic changes. We will assess the impact of these external factors when we review our detailed Asset Management Plans and provide a summary of those impacts in this plan's next iteration.

### ASSET MANAGEMENT FRAMEWORK REVIEW

We are reviewing how the different components of our Asset Management Framework – Asset Plan, Asset Management Policy, detailed asset management plans, State of the Assets Report, and our software systems – fit within this framework and work together. We are also considering how they respond to the Council Plan and our strategic direction. The Asset Management Policy has been updated and we are now working on software system integration. The remaining components will be reviewed next financial year with a view to improving each individual parts, including the Asset Plan.

## Glossary

Below is a list of definitions for terms included in The Local Government Act requirements for asset plans designed to help stakeholders understand our Asset Plan.

**INFRASTRUCTURE ASSETS** – physical components of a facility which have a value, improve service provision and have an economic life greater than 12 months.

**MAINTENANCE** – recurrent expenditure, periodically or regularly required as part of the ongoing day-to-day work necessary to keep assets operating (e.g. pothole patching).

**OPERATIONS** – recurrent expenditure or regular activities to provide public health, safety and amenity (e.g. street sweeping, grass mowing or street lighting).

**RENEWAL/REFURBISHMENT** – expenditure on an existing asset, which restores, rehabilitates or

replaces an existing asset to its original capacity (e.g. road resurfacing).

**CAPITAL UPGRADE** – expenditure which enhances an existing asset to provide higher service levels (e.g. widening of a road seal).

**NEW/ACQUISITION** – expenditure which creates a new asset to meet additional service level requirements (e.g. new building).

**DISPOSAL** – any activity or activities necessary to dispose of unwanted, unserviceable and/or decommissioned assets. There are two distinct aspects to asset disposals – the physical disposal process and the associated accounting treatment.

**DECOMMISSIONING** – the term decommission means to withdraw something from service. It differs from disposal because, in some cases, a decommissioned asset can be reactivated at a later date for emergency use. Decommissioning an asset is rare in the local government sector.

## 12 EXPERIENCE AND CAPABILITY

### 12.1 Gender Equality Action Plan 2022-2025

File Number: IN22/219  
Responsible Director: Director Experience and Capability  
Attachments: 1 Manningham Gender Equality Action Plan 2022-2025 [↓](#)

#### EXECUTIVE SUMMARY

*Over the past 12 months, a significant program of work has been undertaken to support the development of a Gender Equality Action Plan (GEAP) which sets out our commitment to gender equality at Manningham Council.*

*This plan has been developed as a requirement under Victoria's new Gender Equality Act 2020 in collaboration with expert consultants, GenderWorks Australia, and incorporates the valued contribution of many cross functional representatives and consultation participants who provided input and feedback towards this progressive and extensive program of work.*

*The inaugural Manningham Council Gender Equality Action Plan 2022-2025 marks an important milestone representing Manningham's promise to lead in alignment with our values - to not only meet our legislative obligations, but be driven by our moral obligation to take action against gender inequality in our workplace.*

*The plan was approved by our CEO on 24 March 2022 and submitted to the Commission for Gender Equality in the Public Sector (the Commission) on 31 March 2022. The plan is now being presented to Council for noting prior to publication on the Manningham Council Website.*

#### 1. RECOMMENDATION

**That Council note the Gender Equality Action Plan 2022-2025 which has been submitted to the Commission for Gender Equality and will be made publicly available via Manningham Council's website.**

#### 2. BACKGROUND

- 2.1 The Gender Equality Act 2020 (Vic)(the Act) aims to improve outcomes across the broader Victorian community by eliminating the systemic causes of gender inequality in policy, programs and services in workplaces and communities.
- 2.2 Manningham Council is a defined entity under the Act and has a responsibility to progress several key requirements specified within the Act, including the development of a Gender Equality Action Plan (GEAP) which must be prepared, submitted and published every 4 years.
- 2.3 A significant program of work has been undertaken over the past 12 months to support the development of our GEAP, including:

- Pre-audit capability review (May 2021)
- Workplace Gender Audit (July/August 2021)
- Gender audit results analysis (September/October 2021)
- Consultation activities
  - Executive (December 2021, March 2022)
  - Diversity & Inclusion Working Group (December 2021, February 2022)
  - Employees and leaders (November/December 2021, February/March 2022)
  - Staff Consultative Committee (December 2021)
  - Councillors (February 2022)

### 3. DISCUSSION / ISSUE

- 3.1 The inaugural Manningham Council Gender Equality Action Plan 2022-2025 (attachment 1) was approved by our CEO on 24 March 2022 and submitted to the Commission for Gender Equality in the Public Sector (the Commission) on 31 March 2022.
- 3.2 Our GEAP was developed in collaboration with expert consultants, GenderWorks Australia, and incorporates the valued contributions of many cross functional representatives and consultation participants who provided input and feedback towards this progressive and extensive program of work.
- 3.3 Gender equality is a complex but an important social, industrial and political issue. The commitments set out within this ambitious plan mark an important milestone representing Manningham's promise to lead in alignment with our values - to not only meet our legislative obligations, but be driven by our moral obligation to take action against gender inequality in our workplace.
- 3.4 While the commitments and outcomes for the GEAP are focused internally on the promotion of gender equality within our workplace and workforce, the new gender equality legislation is underpinned by a commitment to transparency. As such, and in alignment with our obligations, we will be proud to publish our GEAP on the Manningham Council website and report on our progress against the plan in alignment with the reporting schedule established by the Commission.

### 4. COUNCIL PLAN / STRATEGY

This important program of work supports the delivery of our Council Plan goals (5.1 *A financially sustainable Council that manages resources effectively and efficiently*, and 5.2 *A Council that values customers and community in all that we do*), and specifically aligns with the following action areas within the Council Plan:

- Model our organisation's values of working together, excellence, accountability, respect and empowerment.
- Implement initiatives that demonstrate greater transparency and accountability in decision making.

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

**5. DECLARATIONS OF CONFLICT OF INTEREST**

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



# Gender Equality Action Plan 2022 – 2025







### **Acknowledgement**

Manningham Council acknowledges the Wurundjeri Woi-wurrung people as the Traditional Owners of the land and waterways now known as Manningham. Council pays respect to Elders past, present and emerging, and values the ongoing contribution to enrich and appreciate the cultural heritage of Manningham. Council acknowledges and respects Australia's First Peoples as Traditional Owners of lands and waterways across Country and encourages reconciliation between all.



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## Message from the CEO

**As a defined entity under the Gender Equality Act 2020, I am pleased to present our inaugural Gender Equality Action Plan (GEAP) which sets out our commitment to gender equality at Manningham Council.**

The commitments set out in this plan mark an important milestone representing our promise to lead in alignment with our values – to not only meet our legislative obligations but be driven by our moral obligation to take action against gender inequality in our workplace.

In recent years we have taken some early steps in our journey towards gender equality. Highlights include:

- ▶ Affirming our commitment to improving the representation of women as elected representatives in Victorian councils by signing the Victorian Local Government Women's Charter
- ▶ Challenging our staff to start conversations and actively call out gender bias, discrimination and stereotyping when they see it through annual International Women's Day activities

- ▶ Celebrating solidarity in gender and sexual diversity by participating in the Midsumma Pride March since 2021
- ▶ Learning from the lived experiences of women with disabilities who have experienced family violence as part of the 16 Days of Activism against Gender Based Violence Campaign 2021

Although we are proud of these achievements, we recognise that there is still more work to do if we are to realise our vision for gender equality. We have worked hard to ensure that the strategies and actions included in our GEAP not only respond to the seven workplace gender equality indicators, but will allow us to lead and embed change, and facilitate meaningful and sustainable outcomes.

Through this ambitious program of work we aim to ensure all of our employees are equipped with the resources, capabilities, skills and confidence to support each other and the community toward the achievement of our 2040 Community Vision – a peaceful, inclusive and safe community, where we all have a sense of belonging and respect for one another.



A handwritten signature in black ink, appearing to read 'Andrew Day'.

**Andrew Day**  
CEO, Manningham Council



## Our commitment to workplace gender equality



### **Our statement of commitment to gender equality**

We are committed to ensuring that all people in our community are treated with dignity, respect and fairness. We will consider the gender, equality and diversity of all people in our community as we develop our plans, strategies and services.

We will uphold our requirements in the Victorian *Gender Equality Act 2020* and will continue to monitor and seek ways to improve all that we do to make Manningham a safe, respectful and inclusive community.

### **Our vision**

Manningham's *2040 Community Vision* is a peaceful, inclusive and safe community, where we all have a sense of belonging and respect for one another. A commitment to gender equality underpins the achievement of this vision, as we commit to ensuring that all people in our community are treated with dignity, respect and fairness.

We recognise our 600-strong Council workforce as key agents in the achievement of our vision. We also believe our *Gender Equality Action Plan (GEAP), 2022–2025* will ensure our current and future workforce is best placed to deliver for our vibrant and diverse community.

The foundations of our GEAP are as follows:

- ▶ an overarching policy and planning environment which commits Council to addressing gender equality and other disadvantage related to intersectionality;
- ▶ leadership commitment, capability, and accountability;
- ▶ an organisational culture which embraces gender equality, diversity, and inclusion;
- ▶ people leaders and key staff who have the understanding, commitment, confidence, and skills to implement gender equity action, including Gender Impact Assessments; and
- ▶ policies and systems which enable effective action to progress gender equality, diversity, and inclusion

Over the next four years we aim to implement our GEAP within a broader Workplace Equality and Inclusion Framework. This consolidated framework will align our GEAP strategies and actions with other established action plans supporting equality and inclusion outcomes<sup>1</sup>. It will ensure that we consider the gender, equality and diversity of all people.

<sup>1</sup>Our Workplace Equality and Inclusion Action Planning will integrate GEAP strategies and actions with the following current and planned work: *Diversity and Inclusion Action Plan, Youth Employment Action Plan, Disability Action Plan, Reconciliation Action Plan*

### Gender equality principles

We have developed this GEAP as a requirement under Victoria's new *Gender Equality Act 2020*. While our commitment to this work goes far beyond a legal mandate, the development of our GEAP is grounded in the following gender equality principles outlined in the legislation:

- ▶ all Victorians should live in a safe and equal society, have access to equal power, resources and opportunities and be treated with dignity, respect and fairness
- ▶ gender equality benefits all Victorians regardless of gender
- ▶ gender equality is a human right and precondition to social justice
- ▶ gender equality brings significant economic, social and health benefits for Victoria
- ▶ gender equality is a precondition for the prevention of family violence and other forms of violence against women and girls
- ▶ advancing gender equality is a shared responsibility across the Victorian community
- ▶ all human beings, regardless of gender, should be free to develop their personal abilities, pursue their professional careers and make choices about their lives without being limited by gender stereotypes, gender roles or prejudices
- ▶ gender inequality may be compounded by other forms of disadvantage or discrimination that a person may experience on the basis of Aboriginality, age, disability, ethnicity, gender identity, race, religion, sexual orientation and other attributes
- ▶ women have historically experienced discrimination and disadvantage on the basis of sex and gender
- ▶ special measures may be necessary to achieve gender equality<sup>2</sup>.

<sup>2</sup> *Gender Equality Act 2020 (Vic)*, 1(6)



## Our case for change

Our case for continued investment in this work aligns with the five people priorities that underpin our *Workforce Plan, 2021–2025*, as follows:

**1 As we work to position Manningham as a destination employer for quality, skilled talent** we know that more diversity means more talent. We know that a more diverse workforce brings increased efficiency, productivity, innovation and creativity to service units and teams.

In this GEAP we commit to taking actions to ensure that our attraction, recruitment and onboarding processes are designed to better engage a more diverse talent pool. This means critically assessing our talent-seeking processes, challenging gendered stereotypes around suitability for certain roles and supporting our staff to unpack gendered biases that lead to inequitable recruitment outcomes.

**2 As we work to create engaging and inspiring workplace experiences that support employee wellbeing and engender commitment of staff to Manningham** we remember that positive and proactive support of work-life balance and flexible working options leads to increased employee engagement, performance and retention. As we work to source quality talent in an increasingly competitive market, we know that workplace flexibility is a key value proposition for potential employees.

In this GEAP we will work to build awareness of the full suite of flexible working arrangements available to our staff and to refresh support for people leaders on building and sustaining productive flexible team working practices. We will also continue to ensure that parental and carers' leave provisions are positively promoted to people of all genders.

**3 As we work to build skill and expertise that drives individual and organisational growth and success** we recognise the pivotal role that leaders play in creating positive workplace cultures, and in turn the role that positive workplace cultures have in shaping diverse leadership teams. We know that workplace gender equality is a shared responsibility, and that progress requires shared language and understanding.

In this GEAP we commit to applying an intersectional gender lens over our new leadership framework and future design of leadership programs. We will also integrate gender equity and inclusion content into learning opportunities aligned with our leadership framework, ensuring all of our employees understand what it means to be a gender equitable and inclusive leader.





**4 As we work to establish supportive and sustainable organisational systems** we understand that change management is most effective when driven by quality data.

In this GEAP we commit to building service level diversity and inclusion data profiles to ensure individual service owners are accountable for and empowered to lead on workforce diversity and inclusion action planning. We will also take steps to understand the gaps in our systems and processes, and the cultural barriers that prevent us from collecting full and complete workplace gender audit data.

**5 As we work to embed a values-based culture that supports equality and inclusion for all** we understand that best laid plans will fail in the absence of a supportive workplace culture that embraces all employees bringing their authentic selves to work each day.

In this GEAP, we commit to a broad program of initiatives that contribute to an inclusive workplace culture free from sexual harassment, including sexism, racism, ableism, ageism, homophobia and transphobia. This includes developing an ongoing communications plan to underpin GEAP implementation, the dissemination of our inclusive language guide and the roll-out of Gender Equity and Bystander training within our corporate development and learning program.

### **Leadership, resourcing and accountability**

Our CEO acts as our executive sponsor and will be accountable for ensuring the implementation of GEAP strategies and actions. A cross-functional group of leaders will support this work at a strategic level, including our Executive Planning Committee (comprised of our executive and group management team) and our Diversity and Inclusion Working Group (comprised of up to 15 people from all areas of the organisation and domains of diversity, including age, gender, sexual orientation, culture background, disability, religion).

At an operational level, this work will be resourced by subject matter experts within the Organisational Development and Communications team. External consultants and training providers may be engaged where appropriate.

We are committed to ensuring transparency and accountability in monitoring and reporting on progress. Where possible, we will leverage existing internal reporting and communications mechanisms, including:

- ▶ Six monthly reporting to our Executive Management Team
- ▶ The inclusion of GEAP progress as a standing agenda item on bi-monthly Diversity and Inclusion Working Group meetings.
- ▶ The inclusion of GEAP progress as a standing agenda item on bi-monthly Staff Consultative Committee (comprised of representatives from Human Resources, unions and staff) meetings.

...a peaceful, inclusive and safe community, where we all have a sense of belonging and respect for one another



The Manningham team at the Midsumma Pride March 2022.



### Strategic alignment

As a standalone document, our GEAP responds to the results of our 2021 Workplace Gender Audit and findings from consultation with employees, employee representatives and our Councillors. Within our unique organisational context, GEAP strategies and actions have also been developed in consideration of the following:

- ▶ **Our Workforce Plan, 2021–2025**, produced as a requirement under the Local Government Act 2020 and outlining the actions we will take to build, strengthen and leverage our workforce to better deliver for our community. Many of the actions in the GEAP involve the application of an intersectional gender lens to this work.
- ▶ **Our Service Management Framework**, developed to support a systematic and integrated approach to planning and reviewing Manningham's services. Actions in the GEAP which relate to embedding workforce diversity tracking and action planning at Service Unit level are closely linked with this framework.
- ▶ **Our Leadership Framework (launching 2022)**, which has been developed to empower leadership excellence through the description of key leadership capabilities (and associated leadership behaviours) that set clear and consistent standards for how we lead at Manningham. Actions in the GEAP which relate to building leaders' confidence and capability to lead a gender equitable and inclusive workforce involve the application of an intersectional gender lens to our leadership framework.





### Legislative context

The work we are doing to ensure we meet the requirement to make reasonable and material progress in relation to workplace gender equality also intersects with our commitments to meet requirements under a range of other legislation and agreements, including:

- ▶ the **Local Government Act 2020<sup>3</sup>**, which requires us to develop and maintain a workforce plan that sets out measures to seek to ensure gender equality, diversity and inclusiveness
- ▶ the **Equal Opportunity Act 2010 (Vic)**, which requires us to take a positive duty to eliminate discrimination, sexual harassment and victimization in our workplace
- ▶ the **Fair Work Act 2009 (Cth)** which sets out minimum entitlements, enabling flexible working arrangements and fairness at work and prevention of discrimination against employees
- ▶ **Sex Discrimination Act 1984 (Cth)** which makes it unlawful to discriminate against a person because of their sex, gender identity, intersex status, sexual orientation, marital or relationship status, family responsibilities, because they are pregnant or might become pregnant or because they are breastfeeding.
- ▶ **Manningham Council Agreement 2021** which sets out conditions of employment in our workplace.

<sup>3</sup> *Local Government Act 2020 (Vic)*

### Our GEAP development process

Through 2021 we undertook the following process to develop this GEAP:

**Our workplace gender audit** involved analysis of workforce data and employee experience datasets to assess the baseline state and nature of gender equality at Manningham Council against seven legislated workplace gender audit indicators:

1. gender composition of all levels of the workforce
2. gender composition of governing bodies
3. equal remuneration for work of equal or comparable value across all levels of the workforce, irrespective of gender
4. sexual harassment in the workplace
5. recruitment and promotion practices in the workplace
6. availability and utilization of terms, conditions and practices related to family violence, flexible working arrangements, working arrangements supporting employees with family or caring responsibilities
7. gendered segregation within the workplace.<sup>4</sup>

We note that there were a number of key gaps in our workforce data collection for the 2021 audit, including gender-disaggregated data related to disability, cultural identity, religion and sexual orientation. Over the coming four years, we commit to strengthening our data collection and reporting capabilities to reduce these data gaps. We know this means improving our data systems and processes, as well as building trust among staff to share their personal data to inform our workplace equality, diversity and inclusion initiatives.

**Our GEAP consultation process** allowed us to explore key themes emerging from our audit process with key staff. Consultation sessions included the following:

- ▶ an all staff webinar presenting summary findings from the audit process

- ▶ seven facilitated discussions with employees from across the organisation, including our Executive Management Team, Staff Consultative Committee, Diversity and Inclusion Working Group, employees and leaders
- ▶ a facilitated discussion with our Councillors

Further consultation on our draft GEAP strategies supported us to refine our strategies and actions to ensure they reflected the experiences of our staff. This second round of consultation included the following:

- ▶ discussion of draft strategies with our Diversity and Inclusion Working Group and Executive Management Team
- ▶ online survey open to all staff. 30 staff provided anonymous feedback via this process.

Our GEAP was presented for final executive endorsement and approved by the CEO on 24 March 2022.

<sup>4</sup> Gender Equality Act 2020 (Vic)

**Manningham Council,  
GEAP strategies for implementation  
1 July 2022 – 30 June 2026**



## Strategies on a page<sup>5</sup>

### Overarching

- 0.1 Establish an effective governance and accountability framework for progress towards workplace gender equality, within the framework of workplace equality and inclusion
- 0.2 Strengthen workplace gender equality data collection and reporting capabilities
- 0.3 Create a shared understanding of workplace gender equality, within the framework of workplace equality and inclusion

### Indicator 1: Workforce composition

- 1.1 Build leaders' confidence and capability to lead a gender equitable and inclusive workplace
- 1.2 Embed workforce diversity tracking and action planning at Service Unit level

### Indicator 2: Composition of governing body

- 2.1 Strengthen intersectional gender data collection for Councillors
- 2.2 Improve Council confidence and capability to promote workplace gender equality

### Indicator 3: Equal remuneration

- 3.1 Increase organisational literacy on pay gap analysis, driving factors and mechanisms for reducing pay gap

### Indicator 4: Sexual harassment

- 4.1 Build a culture free from sexual harassment, including sexism, racism, ableism, ageism, homophobia and transphobia
- 4.2 Strengthen reporting and response systems for employees experiencing sexual harassment

### Indicator 5: Recruitment and promotion

- 5.1 Commit to consistent application of gender equitable and inclusive attraction, recruitment and on-boarding processes.

### Indicator 6: Leave and flexibility

- 6.1 Implement gender equitable and inclusive approaches to workplace flexibility
- 6.2 Promote improved access to parental and carer's leave entitlements to people of all genders
- 6.3 Continue to strengthen practice related to disclosures of family violence for employees

### Indicator 7: Gendered segregation of the workforce

- 7.1 Develop a data-driven program of positive promotion to break down gendered stereotypes and address gender segregation in the workforce
- 7.2 Promote a safe, inclusive and respectful workplace for people of all genders and identities

<sup>5</sup> Workplace gender equality indicators | Commission for Gender Equality in the Public Sector ([genderequalitycommission.vic.gov.au](http://genderequalitycommission.vic.gov.au))



Overarching strategies					
Strategy	Baseline data / organisational context	Year	Actions	Responsibility	Suggested measures of success
<b>0.1 Establish an effective governance and accountability framework for progress towards workplace gender equality, within the framework of workplace equality and inclusion</b>	<p>Our <b>Workforce Plan, 2021–2025</b> includes a commitment to embedding and elevating activities that drive workplace equality and inclusion.</p> <p>In line with this commitment, we are currently working to consolidate and align a range of diversity and inclusion action plans and commitments, to ensure targeted investment of resources and stronger outcomes.</p> <p>This is a progressive agenda for implementation throughout early 2022, starting with the development of the <b>GEAP</b>. Following submission of the GEAP in March 2022, our <b>Diversity and Inclusion Action Plan</b> and <b>Youth Employment Action Plan</b> will be renewed.</p> <p>Throughout 2022 all action plan commitments will then be consolidated into an overarching <b>Workplace Equality and Inclusion Action Plan</b>.</p>	1	0.1.1 Appoint an executive sponsor for Gender Equality.	CEO	<ul style="list-style-type: none"> <li>▶ An effective process for monitoring and reporting on GEAP implementation is established, within the framework of Manningham's <i>Workplace Equality and Inclusion Action Plan</i>.</li> <li>▶ Sufficient FTE/ budget is allocated annually to ensure successful project management and implementation of GEAP initiatives.</li> <li>▶ Workplace equality and inclusion dashboard established, with continuous improvements throughout the life of the <i>GEAP/ Workplace Equality and Inclusion Action Plan</i>.</li> </ul>
		1	0.1.2 Consolidate and align GEAP commitments into overarching <i>Workplace Equality and Inclusion Action Plan</i> .	OD	
		1	0.1.3 Establish a cross-council project working group to monitor implementation of the <i>Workplace Equality and Inclusion Action Plan</i> – including the GEAP (incl. cross business representation).	DIWG	
		1	0.1.4 Develop a strategic resource plan for GEAP, within the Workplace Equality and Inclusion framework, including FTE allocation (as per 0.1.5 below) and annual budget allocations for initiative collateral, training and facilitation, consultancy support, system development and/or customisation.	OD	

Overarching strategies					
Strategy	Baseline data / organisational context	Year	Actions	Responsibility	Suggested measures of success
<b>0.1 Establish an effective governance and accountability framework for progress towards workplace gender equality, within the framework of workplace equality and inclusion (continued)</b>		1	0.1.5 Allocate FTE for GEAP project management/ implementation and embed this within relevant PDs and performance management and review processes.	EPC/OD	
		1	0.1.6 Establish and maintain annual reporting to staff on gender equality action plan implementation progress.	OD	
		2	0.1.7 Embed workplace equality and inclusion reporting at Service Unit level, to better monitor progress against diversity measures, including workplace gender equality indicators.	OD	
		all	0.1.8 Provide regular opportunities for engagement with staff to seek feedback on progress and provide suggestions for improvement.	OD / HR / People leaders	

Overarching strategies					
Strategy	Baseline data / organisational context	Year	Actions	Responsibility	Suggested measures of success
<b>0.2 Strengthen workplace gender equality data collection and reporting capabilities</b>	<p>There are currently significant gaps in intersectional data collection and reporting, against the requirements of workforce data collection under the workplace gender audit. Improving data collection and tracking will help improve insights on barriers experienced by disadvantaged demographic groups which will inform tailored strategies.</p> <p>Through the GEAP consultation process, staff told us there was work to be done to understand and address the systems and cultural barriers to improving intersectional data collection and supporting people to bring their authentic self to work.</p>	2	0.2.1 Document workforce data collection limitations for completion of future workplace gender audits, including systems, process and cultural limitations.	OD	<ul style="list-style-type: none"> <li>▶ Measurable progress toward meeting full requirements of next workplace gender audit.</li> <li>▶ Process document developed to guide Manningham in completion of future workplace gender audits.</li> <li>▶ Annual campaign to promote and encourage people to update personal details, including communications around privacy and data protection.</li> </ul>
		3	0.2.2 Complete a Privacy Impact Assessment and develop privacy protocols for collection of personal data.	OD/ Information Management	
		3	0.2.3 Embed gender/GE Act compliance lens across business systems needs analysis/improvement processes.	OD	
		all	0.2.4 Develop a process document to guide Manningham in completion of future workplace gender audits.	OD	
		all	0.2.5 Run an annual campaign to promote and encourage people to update their personal details, in line with audit requirements.	OD / HR / DIWG / Comms	

Overarching strategies					
Strategy	Baseline data / organisational context	Year	Actions	Responsibility	Suggested measures of success
<b>0.3 Create a shared understanding of workplace gender equality, within the framework of workplace equality and inclusion</b>	<p>Our <b>Workforce Plan 2021–2025</b> aims to embed a values-based culture that supports equality and inclusion for all. Central to the transformation of culture is the creation of shared understanding and language around workplace equality and inclusion, including workplace gender equality.</p> <p>This work may intersect with planned actions under our <b>Workplace Equality and Inclusion Action Plan</b> which includes developing communication strategies for diversity and inclusion, including the promotion and embedding of our inclusive language guide.</p>	1	0.3.1 Develop and implement overarching annual workplace equality and inclusion communications plan – incorporating communications to underpin GEAP roll-out, ensuring gender equality is a common topic for discussion, ensuring regular messaging from CEO and executives articulating commitment to workplace gender equality.	OD / Comms	<ul style="list-style-type: none"> <li>▶ Regular program of communications delivered to underpin GEAP implementation, as a component of Workplace Equality and Inclusion communications plan.</li> <li>▶ Inclusion of key messaging on workplace gender equality on diversity and inclusion intranet page.</li> </ul>
		1	0.3.2 Embed gender equality content in diversity and inclusion intranet landing page.	DIWG / Comms	
		2	0.3.3 Embed gender equity and inclusion messaging into corporate induction program.	OD	

Overarching strategies					
Strategy	Baseline data / organisational context	Year	Actions	Responsibility	Suggested measures of success
<b>0.3 Create a shared understanding of workplace gender equality, within the framework of workplace equality and inclusion (continued)</b>		2	0.3.4 Develop appropriate guidance on communication protocols for diversity and inclusion to enhance the application of the Manningham inclusive language guide.	DIWG / Comms	
		2	0.3.5 Review inclusive language guide to ensure incorporation of most current and respectful best practice language relevant to gender equality, gender diversity, intersectionality.	DIWG / SPCD / Comms	

...a commitment to embedding  
and elevating activities that drive  
workplace equality and inclusion





**Workplace gender audit indicator 1 – gender composition of the workforce**

Women are often under-represented in leadership roles and over-represented in lower-level roles. This contributes to the gender pay gap and means that organisations may be missing out on expertise and skills of women at senior levels. By collecting and reporting data on gender composition at all levels, organisations can see where they could benefit from greater gender diversity and take action to support women into senior roles.

Overarching strategies					
Strategy	Baseline data / organisational context	Year	Actions	Responsibility	Suggested measures of success
<b>WGA 1.1</b> <b>Build leaders' confidence and capability to lead a gender equitable and inclusive workforce</b>	Among People Matter survey respondents, 84% of women, 73% of men, 54% of other respondents agreed senior leaders actively support diversity and inclusion in the workplace.  Through GEAP consultation process, staff noted there was a lot of great work to be done around our leadership, to support our leaders to build capability and awareness and embed gender equitable and inclusive practice within our organisation.  In 2022, we will be resourcing the implementation of a comprehensive new leadership framework, as an ongoing action under our <b>Workforce Plan 2021-2025</b> .	2	1.1.1 Integrate a gender and intersectional lens into Manningham's leadership framework.	OD	<ul style="list-style-type: none"> <li>▶ Clear articulation of gender equity and inclusion across leadership framework and programs.</li> <li>▶ Increased perception in survey responses regarding senior leaders actively supporting diversity and inclusion in the workplace.</li> <li>▶ # leaders completing training/ reporting increased understanding of workforce diversity and inclusion as it relates to their role.</li> </ul>
		3	1.1.2 Embed gender equity and inclusion content, covering what it means to be a gender equitable and inclusive leader in skills and practice, into leadership framework aligned learning opportunities and programs.	OD	
		3	1.1.3 Establish understanding of workforce diversity and inclusion as a common foundational skill set for across leadership levels.	OD	

Overarching strategies					
Strategy	Baseline data / organisational context	Year	Actions	Responsibility	Suggested measures of success
<b>WGA 1.2</b> <b>Embed workforce diversity tracking and action planning at Service Unit level</b>	<p>Workforce composition is 62% women, 38% men. (People of self-described gender not currently captured in workforce data).</p> <p>Women comprise 30% of senior leadership roles (Service Unit Manager and above) and 57% of employees in lower-level roles (Band 1 to Band 4).</p> <p>No part-time employees in senior leadership. 4 part-time employees Band 8 and above.</p> <p>In 2021 we developed a service management framework, with each Service Unit Manager accountable for delivery of a localised service plan. Progress towards workforce diversity and inclusion is best planned and tracked through the lens of these services profiles and plans, rather than through broader organisational by-level measures classifications measured in workplace gender audit.</p>	2	1.2.1 Build Service Unit-level diversity and inclusion data profiles (applying a continuous improvement approach to profile development, starting with gender and age).	OD	▶ # service plans with complete diversity and inclusion data profiles.
		2	1.2.2 Service Unit Managers, Organisational Development, HR Business partners meet on a regular basis to discuss and review diversity profiles and related action planning processes.	EPC / OD / HR / People leaders	
		3	1.2.3 Embed KPIs for workforce diversity and inclusion in Service Unit Managers performance management and review processes.	OD / HR / EPC	
		3	1.2.4 Collate localised workforce diversity and inclusion actions for centralised monitoring and reporting.	OD	





**Workplace gender audit indicator 2 – composition of the governing body**

Boards, councils, committees of management and other governing bodies make important decisions about finances and strategy. It's important that governing bodies have diverse voices at the table.

Overarching strategies					
Strategy	Baseline data / organisational context	Year	Actions	Responsibility	Suggested measures of success
<b>WGA 2.1</b> <b>Strengthen intersectional gender data collection for Councillors</b>	Manningham's Councillors are 56% women, 44% men.	1	2.1.1 Communicate the importance of intersectional data collection to Councillors, including related privacy commitments.	OD / Governance	► Increased capture of intersectional gender data for Councillors.
		1	2.1.2 Formalise process for provision of personal details (new and updated) including standard process at councillor induction (every 4 years); annual campaign aligned with employee campaign; voluntary updates (on request at any time).	OD / Governance	

Overarching strategies					
Strategy	Baseline data / organisational context	Year	Actions	Responsibility	Suggested measures of success
<b>WGA 2.2</b> <b>Improve Council confidence and capability to promote workplace gender equality</b>	Our Watch training has been successfully delivered to Councillors in the past and is planned for regular delivery as part of our <b><i>Diversity and Inclusion Action Plan</i></b> .	3	2.2.1 Apply an intersectional gender lens to Council induction program (review existing content and update as required to ensure most current and respectful best practice language and framing relevant to gender equality, gender diversity and intersectionality).	OD / Governance	<ul style="list-style-type: none"> <li>▶ Delivery of 2 councillor training sessions per Council term.</li> <li>▶ Refreshed gender equality content and commitment reflected in Councillor Code of Conduct.</li> </ul>
		3	2.2.2 Continue to deliver Our Watch training to Councillors as part of scheduled development and refresh training program.	DIWG / Governance	
		3	2.2.3 Review Councillor Code of Conduct, to ensure it reflects gender equality commitments.	Governance	



**Workplace gender audit indicator 3 – equal remuneration**

The gender pay gap is persistent in Victoria and as at November 2019 stands at 9.6%. In the Victorian Public Sector it is 10%. The gender gap is driven by several factors, including the unequal distribution of unpaid care work, higher rates of pay in male-dominated industries, and gender discrimination. By collecting and reporting pay data, organisations can see where pay gaps are largest and identify the underlying causes.

Overarching strategies					
Strategy	Baseline data / organisational context	Year	Actions	Responsibility	Suggested measures of success
<b>WGA 3.1</b> <b>Increase organisational literacy on pay gap analysis, driving factors and mechanisms for reducing pay gaps</b>	Our 2021 workplace gender audit suggests we have an organisation wide <i>total remuneration</i> pay gap of 9.2%, favouring men.  63% of employees earning over \$150k are men in roles such as ICT, Finance, General Managers, Corporate Managers and CEO.	2	3.1.1 Incorporate pay equity concepts, driving factors and mechanisms for reducing pay gaps into leadership development/ learning program.	OD / HR	▶ Measurable progress made towards closing pay gaps.
		3	3.1.2 Review workforce reporting program and consider incorporating remuneration data into existing scheduled reports. Minimum commitment for annual reporting.	OD / HR	
		3	3.1.3 Embed pay gap reporting as informing factor to Senior Officer Remuneration review process.	HR	

Overarching strategies					
Strategy	Baseline data / organisational context	Year	Actions	Responsibility	Suggested measures of success
<b>WGA 3.1</b> <b>Increase organisational literacy on pay gap analysis, driving factors and mechanisms for reducing pay gaps (continued)</b>		4	3.1.4 Investigate drivers behind pay gap to inform/determine most appropriate strategies to redress gaps.	HR/ EPC	

| ...determine most appropriate strategies to redress gaps





### Workplace gender audit indicator 4 – sexual harassment

Sexual Harassment in the workplace is common in Australia. It causes financial, psychological and physical harm to victim survivors. It also has a significant economic cost to organisations and the community. Often, victim survivors don't make a formal report of their experience of sexual harassment. Barriers to reporting include fear of reprisals or other negative consequences, lack of confidence in the reporting system, and a limited understanding of what sexual harassment is. By consistently collecting and reporting data on workplace sexual harassment, organisations will be more transparent and accountable to employees and the community. This will build confidence to report experiences of sexual harassment.

Overarching strategies					
Strategy	Baseline data / organisational context	Year	Actions	Responsibility	Suggested measures of success
<b>WGA 4.1</b> <b>Build a culture free from sexual harassment, including sexism, racism, ableism, ageism, homophobia and transphobia</b>	Among People Matter respondents: 89% men, 86% women (-3% diff), 77% other (-12% diff) agree Manningham encourages respectful workplace behaviours. 78% women, 73% men (-5% difference), 54% other (-24% diff) feel safe to challenge inappropriate behaviour at work. 77% women, 76% men (-1% difference), 23% other (-54% diff) agree Manningham takes steps to eliminate bullying, harassment and discrimination.	1	4.1.1 Deliver expanded sexual harassment training program in line with VAGO report recommendation 6.	OD	<ul style="list-style-type: none"> <li>▶ % employees/ leaders complete Gender Equity and Bystander training.</li> <li>▶ Diversity and Inclusion training e-learning module incorporates relevant references to intersectional gender equality.</li> <li>▶ Annual program of sexual harassment messaging delivered.</li> </ul>
		2	4.1.2 Incorporate delivery of Gender Equity and Bystander training into the corporate development and learning program.	OD	
		3	4.1.3 Review Diversity and Inclusion training (e-learning module in corporate induction program) with a gender and intersectional lens and incorporate improvements where necessary.	OD / DIWG	

Overarching strategies					
Strategy	Baseline data / organisational context	Year	Actions	Responsibility	Suggested measures of success
<b>WGA 4.1</b> <b>Build a culture free from sexual harassment, including sexism, racism, ableism, ageism, homophobia and transphobia (continued)</b>	Through the GEAP consultation process, staff emphasised the need to ensure there are more regular opportunities for conversation about sexual harassment issues, not just covered in one-off training sessions; and to make sure we find better ways to centre everyday language as a key focus for changing in building a safe and respectful workplace.	3 / 4	4.1.4 Incorporate messaging on respectful workplace behaviours and a culture free from sexual harassment, sexism, racism, ableism, ageism, homophobia and transphobia across leadership framework/ expected leadership skills, values and behaviours.	OD / HR / Comms	
		all	4.1.5 Integrate messaging on sexual harassment as a targeted element of overarching annual equality and inclusion communications plan.	OD / HR / Comms	

Overarching strategies					
Strategy	Baseline data / organisational context	Year	Actions	Responsibility	Suggested measures of success
<b>WGA 4.2</b> <b>Strengthen reporting and response systems for employees experiencing sexual harassment</b>	<p>No formal complaints of sexual harassment in FY21.</p> <p>Among 2021 <i>People Matter</i> respondents, 6% women, 5% men, 10% other respondents report experiencing sexual harassment in the workplace in the past 12 months.</p> <p>Through the GEAP consultation process, staff emphasised the need to continue to update, simplify and communicate policies and process guidance documentation for sexual harassment reporting, to make sure they reflected current and practices.</p>	1	4.2.1 Deliver mandatory training (face-to-face and e-learning) for leaders on responding to sexual harassment, as a component of diversity and inclusion training package.	OD / HR	<ul style="list-style-type: none"> <li>▶ Complaints handling policy and procedure updated following review.</li> <li>▶ # leaders completing training on responding to sexual harassment.</li> <li>▶ # employees completing in-training on responding to sexual harassment.</li> <li>▶ Exit interview process includes safe exploration of experience of negative behaviours.</li> </ul>
		1	4.2.2 Deliver targeted training for employees receiving/ investigating reports of Sexual Harassment to build necessary skills to respond in a trauma informed way.	OD / HR	
		2	4.2.3 Review sexual harassment policies, procedures and related guidance materials with a gender and intersectional lens and make necessary improvements.	HR / DIWG	
		2	4.2.4 Review and streamline/ simplify reporting processes.	HR / DIWG	



Overarching strategies					
Strategy	Baseline data / organisational context	Year	Actions	Responsibility	Suggested measures of success
<b>WGA 4.2</b> <b>Strengthen reporting and response systems for employees experiencing sexual harassment (continued)</b>		2	4.2.5 Integrate discussions regarding experience of negative behaviours into exit interview processes, to identify and understand trends that may emerge.	OD / HR	
		3	4.2.6 Utilise Qualtrics platform to assess complainant satisfaction with sexual harassment reporting process.	OD / HR	
		all	4.2.7 Establish regular and consistent key messaging to build awareness of the reporting process.	HR / DIWG	



**Workplace gender audit indicator 5 – recruitment and promotion**

Gender bias and gender stereotypes can influence recruitment, promotion and career progression practices. This means that women may not have access to the same career opportunities as men. Other forms of disadvantage and discrimination can also have an impact, limiting career opportunities for women from different backgrounds, such as women with disability or older women.

Overarching strategies					
Strategy	Baseline data / organisational context	Year	Actions	Responsibility	Suggested measures of success
<b>WGA 5.1</b> <b>Commit to consistent application of gender equitable and inclusive attraction, recruitment and on-boarding processes</b>	Limited consolidated workforce data on recruitment and promotion is available for analysis. Through the GEAP consultation process staff emphasised the need to review position descriptions and job requirements with a gender and intersectional lens.  Among People Matter respondents: ▶ 73% men, 60% women (-13% difference), 15% other (-58% difference) agree Manningham makes fair recruitment and promotion decisions, based on merit.	2	5.1.1 Develop actions/ improvements directly connected to GIA recommended outcomes relating to recruitment policy and practices.	HR	▶ A resource (FTE/ budget) is allocated to complete this work.  ▶ Recruitment policies and processes updated following review.  ▶ Unconscious bias training delivered, incorporating communication of Council attraction and recruitment processes.
		2	5.1.2 Document and communicate standards for gender equitable and inclusive attraction, recruitment and on-boarding processes (in line with work under <i>Workforce Plan</i> ).	HR	
		2	5.1.3 Develop a guide for hiring managers to roll out gender equitable and inclusive attraction, recruitment and on-boarding processes.	HR	

Overarching strategies					
Strategy	Baseline data / organisational context	Year	Actions	Responsibility	Suggested measures of success
<p><b>WGA 5.1</b></p> <p><b>Commit to consistent application of gender equitable and inclusive attraction, recruitment and on-boarding processes (continued)</b></p>	<ul style="list-style-type: none"> <li>▶ 51% of men, 47% women (-4% difference), 31% other (-23% difference) feel they have an equal chance at promotion in the organisation.</li> <li>▶ 78% of men, 78% women (no difference), 69% other (9% difference) agree that gender is not a barrier to success at Manningham.</li> <li>▶ Men and women are similarly like to perceive Aboriginality, age, disability, cultural identity, sexual orientation are a barrier to success at Manningham.</li> </ul> <p>All respondents most likely to believe <i>being Aboriginal and/or Torres Strait Islander</i> and age are a barrier to success at Manningham.</p> <p>Currently a series of new and existing action plans at Manningham focus on improving elements of the attraction, recruitment and on boarding processes.</p>	3	5.1.4 Deliver unconscious bias training for leaders, tailored to the City of Manningham attraction and recruitment processes, across key cohorts.	HR/OD	



...gender is not a barrier to success at Manningham



**Workplace gender audit indicator 6 – leave and flexibility**

Flexible working arrangements and leave entitlements including parental leave help Victorians of all genders balance paid work with other responsibilities. But structural and cultural factors mean women are far more likely than men to work flexibly, especially by working part time, and taking longer parental leave. On average women do nearly twice as much unpaid work as men. It's important that defined entities collect clear data on who is accessing flexible work so they can see what extra support might be needed. By encouraging more men to work flexibly and take leave to care for children or others, organisations can contribute to a more equal gender balance in unpaid work.

Family violence causes significant trauma to a victim survivor, which can affect their ability to work. Victim survivors may worry about consequences if they try to remove themselves from the violent situation. This may include the perpetrator attending the workplace, or missing work to attend to housing and legal matters. Family violence leave supports victim survivors to manage the impacts of their experience. It also promotes an organisational culture that does not accept family violence.

Overarching strategies					
Strategy	Baseline data / organisational context	Year	Actions	Responsibility	Suggested measures of success
<p><b>WGA 6.1</b></p> <p><b>Implement a strategic, gender equitable and inclusive approach to workforce flexibility</b></p>	<p>Currently no consolidated workforce data is available on formal flexible working arrangements.</p> <p>Among People Matter respondents, 84% women, 84% men, 46% other respondents agreed they were confident that if they requested a flexible work arrangement, it would be given due consideration.</p>	1	<p>6.1.1 Build awareness and understanding of full suite of available flexible work arrangements, for potential employees (through attraction, recruitment and onboarding stages) and existing employees (through regular discussions and annual performance and development review processes).</p>	HR / Comms	<ul style="list-style-type: none"> <li>▶ # utilisation of flexibility arrangements.</li> <li>▶ Intersectional gender lens to flexibility applied to development of next Enterprise Agreement.</li> </ul>

Overarching strategies					
Strategy	Baseline data / organisational context	Year	Actions	Responsibility	Suggested measures of success
<b>WGA 6.1</b> <b>Implement a strategic, gender equitable and inclusive approach to workforce flexibility (continued)</b>	Through the GEAP consultation process, staff told us they needed better guidance for implementing flexibility across levels and work areas – defining flexibility not just in policy but also in practice examples and conversation guidance for employees and leaders. They also suggested we proactively offer part-time, flexible work at recruitment stage.  Staff also emphasised how important to review return to work policies and processes with a gender lens – to understand and hold on to the benefits of the past two years.	2	6.1.2 Refresh support for people leaders on building and sustaining productive flexible/hybrid team working practices.	HR / OD	
		2	6.1.3 Develop a reliable mechanism for tracking and reporting on uptake of flexibility options.	HR / OD	
		2	6.1.4 Apply an intersectional gender lens to flexibility provisions within the Enterprise Agreement to remove systemic barriers within industrial agreement.	HR / DIWG	
<b>WGA 6.2</b> <b>Promote improved access to parental and carers' leave entitlements for people of all genders</b>	60% of employees taking paid carer's leave in FY2021 were women.  Women take an average of 16 weeks' paid and 24 weeks unpaid parental leave.  Men take an average of 2.71 weeks' paid parental leave and no unpaid parental leave.	2	6.2.1 Apply an intersectional gender lens to parental and carer's leave provisions within the Enterprise agreement to remove systemic barriers within the industrial agreement.	HR	► Intersectional gender lens to leave applied to development of next Enterprise Agreement.

Overarching strategies					
Strategy	Baseline data / organisational context	Year	Actions	Responsibility	Suggested measures of success
<b>WGA 6.2</b> <b>Promote improved access to parental and carers' leave entitlements for people of all genders (continued)</b>		2	6.2.2 Benchmark parental leave entitlements to inform recommendations in future EA negotiations.	HR	▶ Intersectional gender lens to leave applied to development of next Enterprise Agreement.
		3	6.2.3 Develop a process to assess staff satisfaction with parental leave supports.	HR / OD	
<b>WGA 6.3</b> <b>Continue to strengthen practice related to disclosures of family violence for employees</b>	84% women, 84% men (no difference), 77% other (-7% difference) agree that Manningham would support them if they needed to take family violence leave.	2	6.3.1 Family violence support communicated during onboarding/corporate induction program.	HR	▶ # leaders completing training.
		2	6.3.2 Incorporate training on responding to disclosures to family violence into leadership development/learning program.	HR / OD	





**Workplace gender audit indicator 7 – gender segregation of the workplace**

Women make up a higher proportion of certain occupations and industries, while men are more represented in others. This gendered segregation is driven by gendered norms and stereotypes about what work is appropriate for men and women, as well as structural factors including access to flexible working arrangements. Gendered workforce segregation reinforces gender inequality and widens the pay gap, as the average pay is lower in industries and occupations dominated by women. Organisations can use data on their workforce composition to see which roles and areas have more women or more men and consider how to achieve better gender diversity.

Overarching strategies					
Strategy	Baseline data / organisational context	Year	Actions	Responsibility	Suggested measures of success
<b>WGA 7.1</b> <b>Develop a data-driven program of positive promotion to breakdown gendered stereotypes and address gender</b>	Gender segregated workforces are clearly identified across City of Manningham. Based on 2021 audit data, size and gender composition of ANZSCO major groups is as follows: ▶ <i>Managers</i> (32%, 719 employees), 66% M. ▶ <i>Clerical and Administrative Workers</i> (15%, 352 employees), 64% W. ▶ <i>Technicians and Trade Workers</i> (10%, 226 employees), 72% M. ▶ <i>Professionals</i> (43% of workforce, 985 employees), 46% W: 54% M.	2	7.1.1 Embed the ANZSCO classification into master position data (incorporating classification review from service plans).	OD / HR	▶ Master position database updated to incorporate ANZSCO classification data. ▶ Established strategies developed to adjust gender balance in heavily gender segregated areas.
		2	7.1.2 Partner with leaders/ service unit managers in heavily gender-segregated areas to build awareness of workforce diversity profiles and steps to take to drive change.	HR / EPC / People Leaders	



Overarching strategies					
Strategy	Baseline data / organisational context	Year	Actions	Responsibility	Suggested measures of success
<b>WGA 7.1</b> <b>Develop a data-driven program of positive promotion to breakdown gendered stereotypes and address gender (continued)</b>	Through GEAP consultation process, staff noted that gender stereotypes and norms are prevalent. They also spoke about different perceptions of gender-segregated work areas and perceptions of required skillsets or 'value' of the work carried out in different areas.	2	7.1.3 Utilise case studies, profiles, careers at council messaging to build employer brand across diverse recruitment channels (also <b>Action 1.5 in Workforce Plan</b> ).	HR / DIWG / Comms	
		3	7.1.4 Develop 'careers at council' advertising campaigns specifically designed with intersectional imagery and messaging that intentionally breaks down or challenges stereotypes.	HR / DIWG / Comms	
		4	7.1.5 Incorporate case studies, staff profiles illustrating breaking down gender stereotypes in leadership forums and training, to encourage practice of building workforce diversity.	HR / DIWG / Comms	

Overarching strategies					
Strategy	Baseline data / organisational context	Year	Actions	Responsibility	Suggested measures of success
<b>WGA 7.2</b> <b>Promote a safe, inclusive and respectful workplace for people of all genders and identities</b>	<ul style="list-style-type: none"> <li>▶ 86% women, 78% men (-8% difference), 54% other (-32% difference) disagree that people in their workgroup often reject others for being different.</li> <li>▶ 92% other, 80% women (-12% difference), 78% of men, (-14% difference) agree the organisation uses inclusive and respectful images and language.</li> <li>▶ 81% of men, 80% women (-1% difference), 54% other (-27% difference) agree in my workgroup work is allocated fairly, regardless of gender.</li> </ul>	1	7.2.1 Celebrate diversity and provide a platform to share DIWG staff profiles and voices.	DIWG / Comms	<ul style="list-style-type: none"> <li>▶ % training completion.</li> <li>▶ Increased organisational awareness of DIWG membership and purpose.</li> </ul>
		all	7.2.2 Integrate messaging on bullying and harassment as a targeted element of overarching annual equality and inclusion communications plan.	HR / OD / DIWG / Comms	
		all	7.1.6 Deliver bullying and harassment related compliance e-learning, including refresher training every 2 years.	OD	

## Annex A Workplace gender audit – summary findings



## Indicator

Gender composition of the workforce

### Gender audit results

#### Workforce data:

Overall gender composition of the workforce:  
NB: Workforce data currently only includes binary gender

#### Overall

	Number	Percentage
Men	253	38%
Women	411	62%
Total	664	100%

#### By employment basis (full time, part time and casual)

	Full-time	Part-time	Casual	Total
Men	195	46	12	253
Women	161	222	28	411
Total	356	268	40	664

**1 Indicator**

Gender composition of the workforce

**Employee experience data:**

Percentage of survey respondents (by gender) who agreed with the statement:

**Organisational climate – diversity and inclusion  
(% agreeing with statements, by gender)**

There is a positive culture within my organisation in relation to employees of different sexes



NB: Other includes non-binary, use a different term, or prefer not to say

**2 Indicator**

Gender composition of governing body

**Gender audit results**

**Workforce data:**

Gender composition of the governing body.

	Percentage
Men	44%
Women	56%
Total	100%

**3 Indicator**  
Pay equity

**Gender audit results**

**Workforce data:**

NB: Further investigation is required to better understand and contextualise our organisation-wide and by-level pay gap data. The mean annualised base salary pay gap is 6.5% and mean total remuneration pay gap is 9.2%.

Overall organisational gender pay gaps:

- ▶ Median base salary gap
  - -1.3%
- ▶ Median total remuneration gap
  - 0%

**4 Indicator**  
Sexual harassment

**Gender audit results**

**Workforce data:**

Number of formal sexual harassment complaints made:

- ▶ 0

**Employee experience data:**

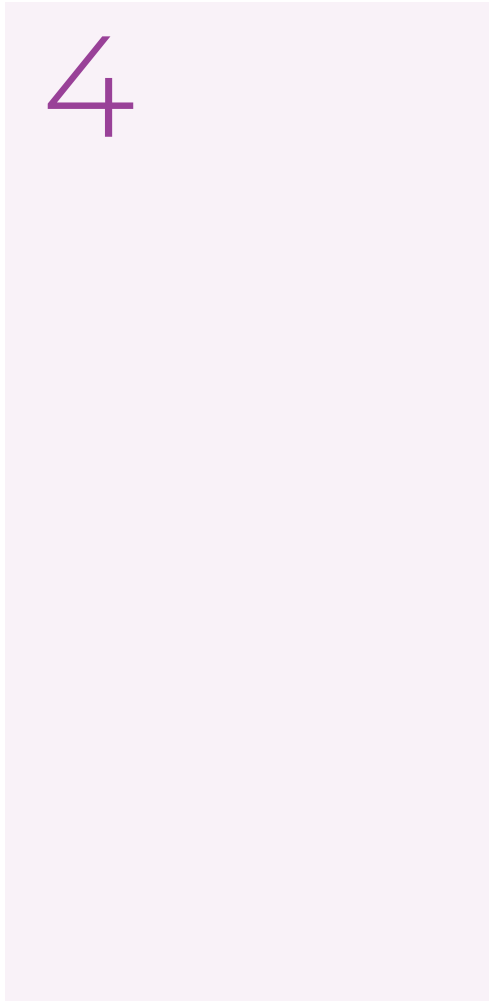
Percentage of survey respondents (by gender) who:

**Experience of sexual harassment (% agreeing with statements, by gender)**

Percentage of survey respondents



NB: Other includes non-binary, use a different term, or prefer not to say

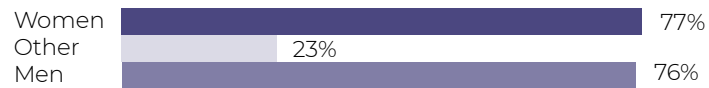


**Organisational climate – safety (% agreeing with statements, by gender)**

I feel safe to challenge inappropriate behaviour at work



My organisation takes steps to eliminate bullying, harassment and discrimination



My organisation encourages respectful workplace behaviours



NB: Other includes non-binary, use a different term, or prefer not to say



**5 Indicator**  
Recruitment and promotion

**Gender audit results**

**Employee experience data:**

Percentage of survey respondents (by gender) who agreed with the statements:

**Recruitment, promotion, learning and development**  
**(% agreement with statements, by gender)**

My organisation makes fair recruitment and promotion decisions, based on merit



I feel I have an equal chance at promotion in my organisation



NB: Other includes non-binary, use a different term, or prefer not to say



5

**Equal employment opportunity (% agreement with statements, by gender)**

Gender is not a barrier to success in my organisation



Being Aboriginal and/or Torres Strait Islander is not a barrier to success in my organisation



Cultural background is not a barrier to success in my organisation



Sexual orientation is not a barrier to success in my organisation



Disability is not a barrier to success in my organisation



Age is not a barrier to success in my organisation



NB: Other includes non-binary, use a different term, or prefer not to say

## 6

**Indicator**

Leave and flexibility

**Gender audit results****Workforce data:**

Proportion of the workforce using formal flexible working arrangements:

- ▶ Overall
  - 45%
- ▶ by gender

	<b>Number</b>	<b>As a proportion of total workforce</b>
Men	154	61% of men at Manningham
Women	148	36% of women at Manningham
Total	302	

Gender composition of people in the organisation who have taken parental leave.

	<b>Number</b>
Men	7
Women	6
Total	13

Number of people who exited the organisation during parental leave (by gender):

- ▶ 1 person exited the organisation during parental leave. Further analysis is limited due to privacy thresholds.

6

**Employee experience data:**

Percentage of survey respondents (by gender) who agreed with the statements:

**Family violence leave (% agreeing with statements, by gender)**

My organisation would support me if I needed to take family violence leave



I am confident that if I requested a flexible arrangement, it would be given due consideration



My organisation supports employees with family or other caring responsibilities, regardless of gender



## 7 Indicator

Gendered segregation

### Gender audit results

#### Workforce data:

Gender composition of ANZSCO code major groups in the organisation:

- ▶ 1 – Managers
- ▶ 2 – Professionals
- ▶ 3 – Technicians and trades workers
- ▶ 4 – Community and personal service workers
- ▶ 5 – Clerical and administrative workers
- ▶ 6 – Sales workers
- ▶ 7 – Machinery operators and drivers
- ▶ 8 – Labourers

	Women	Men
Managers (3% of workforce)	67%	33%
Professionals (33% of workforce)	71%	29%
Technicians and trades workers (4% of workforce)	5%	95%
Community and personal service workers (22% of workforce)	82%	18%
Clerical and administrative workers (18% of workforce)	78%	22%
Sales workers (no employees)	0%	0%
Machinery operators and drivers (2% of workforce)	0%	100%
Labourers (18% of workforce)	40%	60%



**Manningham Council**

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## 12.2 Advocacy Priorities - 2022 Federal Election Campaign

File Number: IN22/222  
Responsible Director: Director Experience and Capability  
Attachments: 1 Advocacy Fact sheets [↓](#)

### 1. RECOMMENDATION:

**That Council endorse the key advocacy priorities for the upcoming Federal Election campaign.**

### 2. BACKGROUND

- 2.1 Through our advocacy we are the voice of our community, working to encourage support for Council-led projects and address the community's needs and aspirations.
- 2.2 Throughout the first half of 2021, Councillors identified and ranked key advocacy priorities. These priorities have been aligned with our Council Plan and included as part of the 2021/22 CEO KPIs.
- 2.3 In the lead up to the State and Federal elections, we have taken action to influence decision makers to support particular projects or outcomes that benefit our community.
- 2.4 The Mayor and CEO have held meetings over the last 4 – 6 months with key Local Members of Parliament and Candidates to advocate for our key priorities.
- 2.5 The next Federal Election is expected to be held in May 2022. The Municipal Association of Victoria (MAV) and the Australian Local Government Association (ALGA) have aligned its advocacy and launched a campaign focussing on the following key priority themes:
  - Economic Recovery
  - Transport and Community Infrastructure
  - Building Resilience
  - Circular Economy
  - Intergovernmental Relations

### 3. OUR ADVOCACY PRIORITIES

- 3.1 Officers have reviewed the current list of advocacy priorities and selected the ones that are applicated to the campaign themes. Media releases and key videos will be published throughout the campaign and encouraging the community to contact their local federal candidate to let them know what they want for Manningham.

- 3.2 The full list of Council's advocacy priorities that will be promoted through this campaign are outlined below:

### 3.3 **Transport and Community Infrastructure**

#### 3.3.1 Better Public Transport (Liveable Places and Spaces)

What is it:

- Increased population, major road works (NEL and Eastlink), congestion are changing the way we move around our city
- Key routes are impacted as arterial roads are reaching capacity
- State and Federal Government have an important role to play in the upgrade of infrastructure to meet current and future needs

What we want:

- Calling for Federal funding of
  - Calling for funding to deliver the Doncaster Busway as part of a network-wide Bus Rapid transit (BRT) system
  - The Busway should be designed so it can transition to heavy rail

#### 3.3.2 Upgrade our roads (Liveable Places and Spaces)

What is it:

- Increased population, major road works (NEL and Eastlink), congestion are changing the way we move around our city
- Key routes are impacted as arterial roads are reaching capacity
- State and Federal Government have an important role to play in the upgrade of infrastructure to meet current and future needs

What we want:

- Calling for Federal funding of
  - \$55 million for Templestowe Road duplication
  - \$5 million towards improvements for 5-ways intersection
  - \$7 million for upgrade and improvements to Jumping Creek Road

### 3.4 **Building Resilience**

#### 3.4.1 Mental Health Services for Young People (*Healthy Community*)

What is it:

- Mental health is a real issue for young people in Manningham
- No dedicated facility and wait times of months
- Transport disadvantaged
- We need local support and early intervention here in Manningham
- Welcome funding announcement from Liberal and Labor candidates (Chisholm and Menzies)

What we want:

- A local headspace service based in Manningham

### 3.5 **Circular Economy**

#### 3.5.1 Affordable Housing (*Healthy Community*)

What is it:

- Housing pressure felt most on vulnerable resident and those with a disability
- Demand for social housing and homelessness are growing issues

What we want:

- Calling for the Federal Government to take action following the Inquiry into homelessness and provide funding arrangement to local government to support affordable housing

- 3.6 Further information on the key advocacy priorities can be found via the factsheets (attached) and also via the website - <https://www.manningham.vic.gov.au/about-council/strategies-plans-and-policies/advocacy>

## 4. **DECLARATIONS OF CONFLICT OF INTEREST**

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



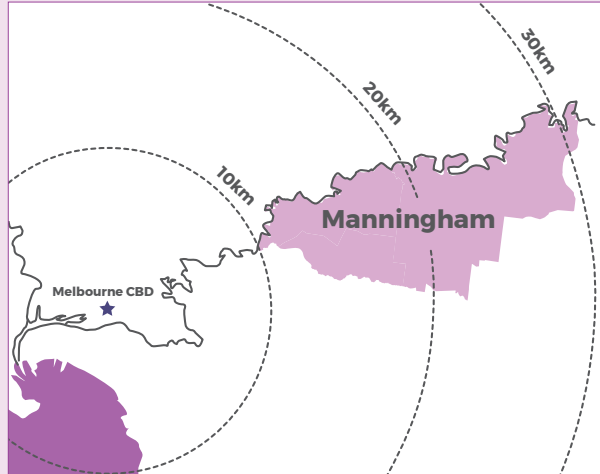
# Manningham Council

## Where we are

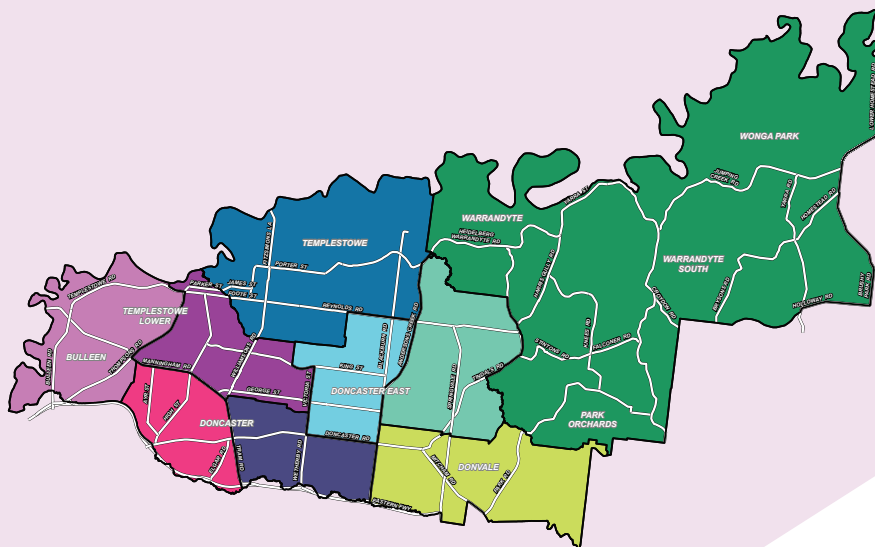
Manningham is in Melbourne's eastern suburbs.

It stretches from Bulleen, about 12km from Melbourne's Central Business District (CBD), to Wonga Park, about 32km from the CBD.

Manningham is divided into nine wards, with one councillor representing each ward.



<b>Bolin Ward</b> Cr Geoff Gough	<b>Ruffey Ward</b> Cr Stephen Mayne	<b>Waldau Ward</b> Cr Anna Chen
<b>Currawong Ward</b> Cr Andrew Conlon	<b>Schramm Ward</b> Cr Laura Mayne	<b>Westerfolds Ward</b> Cr Michelle Kleinert (Mayor)
<b>Manna Ward</b> Cr Tomas Lightbody	<b>Tullamore Ward</b> Cr Deirdre Diamante (Deputy Mayor)	<b>Yarra Ward</b> Cr Carli Lange



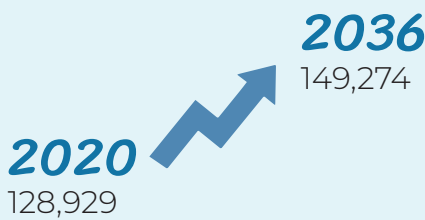
# Who we are in Manningham

We are a vibrant, active and diverse multicultural community with a growing population in Melbourne's eastern suburbs.

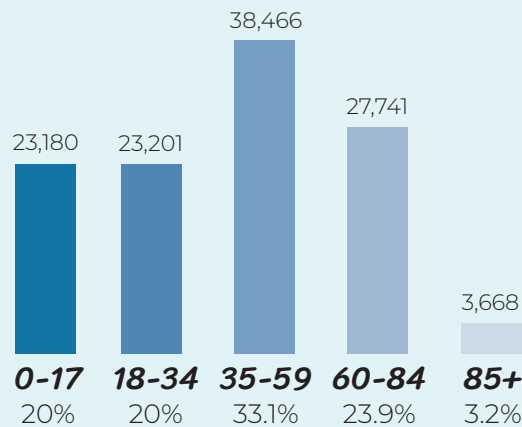
In Manningham we have a wide mix of housing options and an active regional economy. We are the only municipality in metropolitan Melbourne without a train line.

More than 17% of Manningham is classified as open space. We need more soccer grounds and upgraded sports fields to support our active local community.

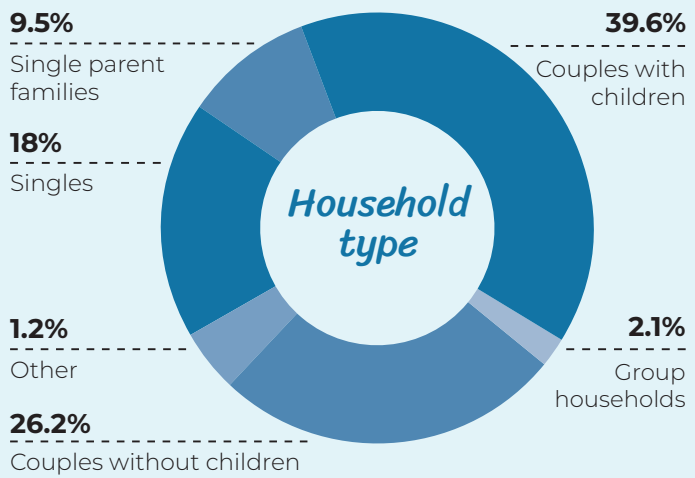
## Population forecast



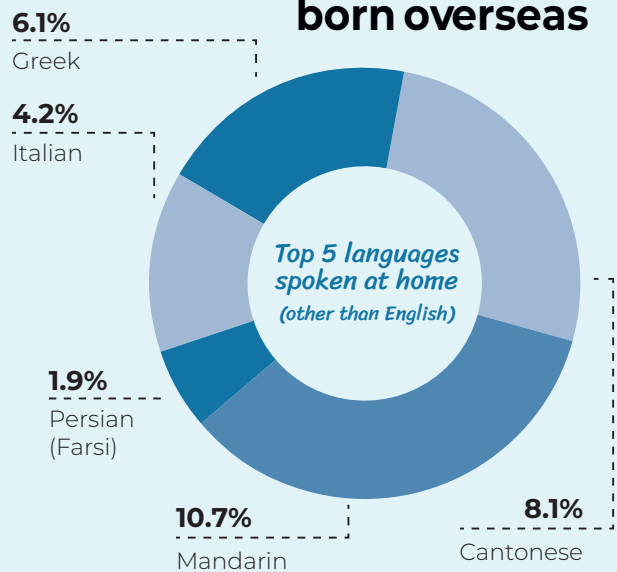
## Age structure

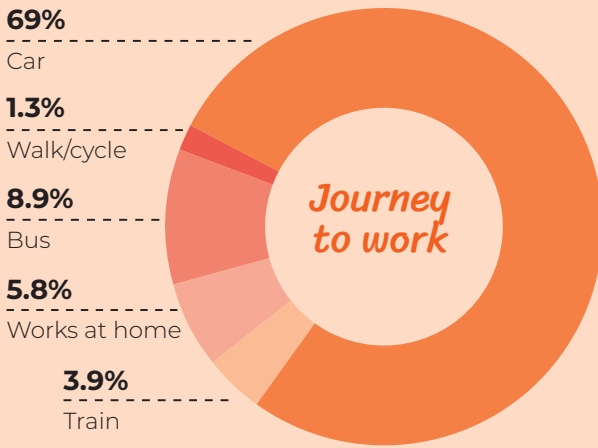


**In 2016, 42% of people spoke a language other than English at home**



**39.8% born overseas**





**63%** live further than **400m** from a bus stop

**41.9%** of people who work in Manningham also live in the area

**13,000** local businesses are registered

**69%** travel by car to work

**330** parks and reserves

**4,322ha** green wedge

**158** playspaces including destination parks and playgrounds

**53km** off-road paths

**17%** (20km<sup>2</sup>) of Manningham classified as open space

# Our services

We provide more than 100 services to our local community in Manningham. Here's a snapshot of our services from the 2019/20 Annual Report.



## 13,067

immunisations provided



## 85,364

hours of care including domestic, personal and respite care support services

## 17.25km

of new and renewed footpaths



## 93%

of planning applications decided within statutory time frames

## 1,098

births supported by Maternal and Child Health centres



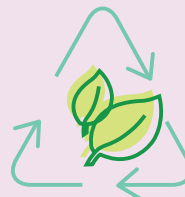
## \$3.5 million

to improve parks and open spaces



## 579,823

library loans



## 56%

of waste diverted from landfill

### Manningham Council

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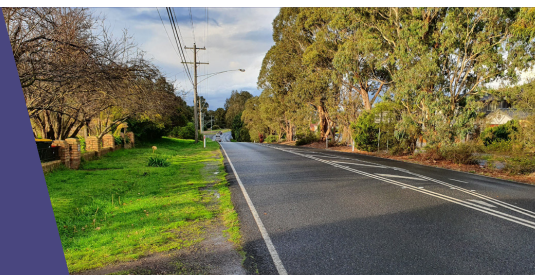
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# Templestowe Road duplication



## The problem

Increased traffic created by the NEL construction, thousands more people accessing the new Council sporting facilities and future development of the Yarra Valley Country Club is expected to increase congestion and significantly impact on pedestrian and road safety along the currently rural standard Templestowe Road.

## Background

Council successfully negotiated with the Victorian Government to commence detailed planning work and a business case for the duplication and upgrade of Templestowe Road (2.8km) with shared pedestrian and bike paths along the north side. This business case is expected to be completed late 2021.

Duplication of Templestowe Road is possible within the existing Public Acquisition Overlay located on the north side of the road between Elizabeth Street and Thompsons Road.

A duplication can be provided for in accordance with the VicRoads Safe Systems Approach, which generally requires that a new arterial duplicated road must be constructed with a median to reduce the likelihood of head on collisions.

Our preliminary assessments exclude Templestowe Road west/south of Elizabeth Street (i.e. between Manningham Road and Elizabeth Street) as the North East Link project, and in particular by the Manningham Road interchange design, will greatly impact this section of the road.

## The Solution

Duplicate Templestowe Road from Bridge Street to Thompsons Road in a staged approach across two financial years.

## The Ask

Locked in funding is now required for the construction of the road to ensure it is constructed by the time NEL is operational.

Council has determined that the preliminary cost of construction of this road is in the order \$55 million.

## Economy and employment

- Total output, including all direct, supply chain and consumption effects, is estimated to increase by over \$111 million over the three-year project
- The consumption effects under this scenario is estimated to further boost employment by 95 full time equivalent jobs

Source: RemPLAN Data



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# Ringwood-Warrandyte Road, Croydon Road, Husseys Lane and Brumbys Lane intersection (5-ways Intersection), Warrandyte South Improvement works

## Background

The intersection of Ringwood-Warrandyte Road, Croydon Road, Husseys Lane and Brumbys Lane in Warrandyte South is known locally as the '5-ways Intersection'.

The intersection is on a State controlled arterial road, managed by the Department of Transport (DoT).

This complex staggered intersection experiences significant congestion and has a poor safety performance with one serious injury and five other injury crashes in the past five years. This is in addition to a very serious crash which occurred just recently on Friday 3 September 2021.

For many years, the community and Council have raised strong safety concerns about this intersection and requested an urgent upgrade. The community have petitioned the Department of Transport (Formerly VicRoads) to address this significant risk. Following the serious accident in September the community again called out for action.

Council officers have recently taken the initiative to prepare a concept layout to install a roundabout at the intersection to assist the DoT in their consideration of priority projects within their road improvement program. We estimate the project cost around \$10 million to implement subject to final design.

## Issue

Population, traffic growth and arterial roads aligns with State government policies and directions, and we consider State and Federal Governments have an important role to play in the upgrade of infrastructure to meet the current and future needs of communities.

Manningham is experiencing significant population growth due to intensification of development. Road infrastructure within our municipality has not kept up with this pace of development and as a result we are experiencing increased congestion and reduced road safety performance.

Funding for the upgrade of these roads is considered to be the responsibility of the State Government. Council has over many years advocated for the community and road safety needs to the Department of Transport (formerly VicRoads). Manningham remains committed to advocating for necessary improvement works to this arterial road to address road safety issues and improve traffic movement on to other arterial roads such as the Eastern Freeway and Eastlink.



You will appreciate that it is well beyond Council's resources to allocate significant funds that would be required to upgrade the roads. Funding for the upgrade of these roads is considered to be the responsibility of the State Government. Council has over years without success sought funding from VicRoads and is committed to advocating for necessary funding from Government.

Manningham is also planning works on Jumping Creek road to improve the road conditions and address safety issues. These works are expected to divert some traffic in to a detour or alternate route which leads to the "Five Ways" intersection via Brysons Road on to Croydon Road. Works at this intersection are urgently needed to prevent further serious accidents.

### Request For Action

Manningham Council is seeking a total of \$5 million funding towards improvement works for the Ringwood-Warrandyte Road, Croydon Road, Husseys Lane and Brumbys Lane intersection (5-ways Intersection), Warrandyte South.

# Jumping Creek Road

## Warrandyte



### Background

Located in the north east of Manningham, Jumping Creek Road is 5.23 kilometres in length, extending from Ringwood-Warrandyte Road in Warrandyte to Homestead Road in Wonga Park. The road runs through Manningham's 'Green Wedge' (the area of the Metropolitan region located outside of the Urban Growth Boundary, and considered as environmentally sensitive). Jumping Creek Road serves local traffic as well as traffic from the neighbouring City of Maroondah and Shire of Yarra Ranges and the tourist destinations of the Yarra Valley and the Dandenong Ranges.

Jumping Creek Road is an important local link road that currently carries in excess of 8,500 vehicles per day, with the volume expected to reach 15,000 vehicles per day by 2035. Clause 56.06 of the Victorian Planning Provisions indicates that arterial roads can carry daily vehicle volumes greater than 7,000 vehicles per day.

Warrandyte is one the 52 Victorian towns identified as being subject to a higher bushfire risk, following the 2009 Black Saturday bushfires. The area is characterised by a sparse road network and opportunities for access and egress for the local communities are limited. Therefore the importance of the function of Jumping Creek Road in the local road network is considerable.

The roadway has experienced higher-than-average casualty crashes (of those reported to authorities) including a number of fatalities, and countless incidents involving collisions with local wildlife.

Jumping Creek Road is being upgraded to improve safety for all users, including motorists, cyclists and pedestrians. The deteriorating state of the road, increasing traffic volumes (of three to four percent per year), poor pedestrian and cycling accessibility and the sustained incidences of crashes on Jumping Creek Road, highlight the need to upgrade the road.

### Community Involvement

Manningham Council has been working with a Community Reference Panel to develop the project scope and design to sensitively address environmental, cultural and aesthetic design elements for this unique area of Manningham.

The upgrade will include formalising the road with kerb and channel, installation of underground drainage, re-alignment and reconstruction of sections which present a safety risk and the construction of a mixed trail path.

Jumping Creek Road is a unique and environmentally sensitive area and this project will seek to enhance and preserve this through the installation of aerial wildlife crossings, animal underpasses at Jumping Creek and extensive revegetation along the corridor to retain the amenity of this unique road.



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## Issue

The road is effectively operating as a secondary arterial road due to its location and congestion along the Ringwood-Warrandyte Road servicing our neighbouring municipalities. Stage 1 has been delivered within the 2019/220-2020/21 Capital Works Program costing Council \$3 million to date. The works are expected to cost up to \$21 million over the project life. This is a significant burden for the Manningham community and we are seeking contributions from all levels of Government to enable this important project to proceed.

Due to the scope of the works there are a number of sections along the detour route which will also require works such as road widening, path installations and crossing, drainage and fauna crossings. These works are expected to add an additional \$2 million for ancillary works to support the detours in surrounding roads.

## Request For Action

Manningham Council has already invested \$3 million to upgrade this road, and is committing further funds over the next few years. However, we cannot do this alone and we need your support.

**We are seeking a total of \$7 million funding.**







## Jumping Creek Road - Township area

Artist's impression



# Mental Health of our young people

## Proposal for dedicated *headspace* in Manningham

### Young people in Manningham are facing a mental health crisis.

With young people’s mental health already worsening before COVID-19, we are now seeing a **48% increase** in demand for these services in the past year alone. Death by suicide is the leading cause of mortality for young people aged 15-24 years<sup>9</sup>.

With no dedicated mental health service for young people, those suffering are facing wait times of up to 6 months for services outside of the municipality. Limited public transport means even then, young people are facing extensive travel times to get to the nearest *headspace*.

It is imperative to secure a dedicated *headspace* service in Manningham to support our young people, now and into the future.

- Demand for mental health services for young people has increased by 48% in the last year**
- More than 60,000** young people call Manningham and our neighbours in Whitehorse home
- Current wait time for help through existing *headspace* centres is up to **six months**
- Leading cause of death for our 15 to 24 year olds is **suicide**
- Limited public transport means travelling to get help can take **up to two hours**
- We have a multicultural community with a **quarter of young people born overseas**


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## THE PROBLEM

The problem is there are no *headspace* services in Manningham. Other *headspace* services in Greensborough, Wantirna and Hawthorn have a wait list of up to six months.

Pre COVID-19, we saw a 30% increase in young people seeking help in 2019. From 2019-2021 there has been a sharp increase of 78% of young people accessing mental health care at *headspace* Greensborough service. Since 2019, *headspace* Hawthorn were operating an outpost in Manningham for one day per week at the offices of Access Health and Community in Doncaster East. Since late 2021, this service has ceased. The need to access mental health services is rising and demonstrates the demand to establish local and accessible *headspace* services for young people in Manningham. The cost of not responding to this crisis in our community is potentially catastrophic.

### Unmet needs

Manningham has minimal mental health services for young people and we see an increasing number needing to access services located outside of the municipality. Limited public transport means to access Commonwealth funded services, our young people are facing travel times of around two hours – often involving multiple bus routes and long walking distances.

Before the pandemic, data shows there was a serious unmet need for mental health services for young people. COVID-19 undoubtedly placed even greater stress on our young people, with widespread deterioration of mental health and reported incidences of suicide ideation on the rise. The Commonwealth Government's Youth Mental Health, Suicide Prevention Plan and COVID-19 responses support increased resourcing, however the Manningham community has been again overlooked in recent funding announcements.

We desperately need funding for a dedicated *headspace* service or satellite service in Manningham, to meet this urgent demand and support our young people.

### Young people from multicultural communities

The population of young people from multicultural communities in Manningham and Whitehorse is expected to grow. These groups are less likely to seek help for mental health issues due to language barriers, cultural beliefs and a stigma around poor mental health and seeking help<sup>4</sup>.

A quarter of Manningham's young people are born overseas, with the majority of those born in China, Whitehorse has a similar profile. With Doncaster Hill located near the border between the two municipalities, it is envisioned a dedicated *headspace* service or a satellite service in Manningham would provide a culturally appropriate service to both communities. Whitehorse Council wholeheartedly supports this.

### Demand is widespread

Manningham is widely regarded as being safe, friendly and welcoming. Data from the ABS supports this, with Manningham experiencing lower levels of socio-economic disadvantage than most Australian municipalities. However, research shows that young people's mental health issues are not limited to lower socio-economic areas.

Our own research found that young people's mental health issues are often highly complex, requiring skilled health interventions to prevent further deterioration and lasting damage. Unfortunately, the municipality's strong performance on socio-economic indicators is implicated in lower rates of government investment<sup>4</sup>.



## Difficulty in accessing services

Even with two designated Major Activity Centres within Manningham, we are still poorly serviced by public transport, with buses the only means of public transport available. We are the only metropolitan municipality in Melbourne to be without train and tram services. When compared to other nearby Major Activity Centres, we also lack health and tertiary education services, where mental health services are frequently co-located.

## Why a *headspace*?

Young people tell us that *headspace* has good brand recognition, has a good reputation, uses a medical model of care and is relatively easy to navigate once they have an initial appointment. *headspace* services provide a suite of FREE short term and long term care for young people under the Commonwealth funding model. It is our preference that a well-regarded and branded service like *headspace* is based within central Manningham.

## An urgent need

Youth workers funded through Council and School Wellbeing Officers are not medical professionals. They are finding it difficult to refer young people to appropriate services, without them facing weeks or even months of waiting.

With about 75% of mental health problems emerging before 25 years old, the consequences of mental ill-health can continue to impact into adulthood – impairing physical, mental health and social relationships, thus limiting opportunities to lead fulfilling lives as adults<sup>9</sup>. Death by suicide is the leading cause of mortality for young people aged 15-24 years<sup>9</sup>.

COVID-19 has exacerbated existing issues and contributed to significantly increased presentations of depression, anxiety and suicidal ideation due to social isolation, loss of employment and remote learning<sup>10</sup>.

## Role of schools

Local schools do their best to address mental health issues for young people. However their broad focus and large school communities limit their ability to build an ongoing rapport with students in distress. Young people have told us of their varied experiences with school staff and their disappointment in the range of supports offered.

## Lack of public transport

Poor access to public transport results in difficulty accessing services. A secondary impact includes worsening isolation and depression<sup>5</sup>. Eighty five per cent of young people who engage with Manningham's youth services are under 18, and rely on public transport to get around<sup>4</sup>.

## Extensive travel times

If young people wish to access *headspace* at locations outside of Manningham, they face travel times of up to two hours via bus and train.

Young people travelling from the more isolated suburbs of Manningham (Park Orchards, Ringwood North, Warrandyte South and Wonga Park) need to utilise multiple connecting bus routes to access their nearest service<sup>6</sup>.

Additionally, travel times from the more isolated suburbs mean that they would only be able to access their nearest service within their operating hours on some (not all) days of the week. Young people are further limited in the number of appointments available to be booked, and often there is no way that a young person could reach a *headspace* service after school.

All public transport routes involve walking between bus/train stops, interchanges and the services. This is a further barrier to access mental health care for young people with a disability.

### Ability to get to a *headspace* independently

Many young people prefer to seek mental health support without the knowledge of their parents. Being able to access services through public transport without being driven to the appointments by parents is critical to better health outcomes.

As young people cannot easily access the existing youth mental health services, they face poorer outcomes including failing to complete school, under/unemployment, partaking in self-harm, or suicide<sup>7,8</sup>.

## THE SOLUTION

There is an urgent need for a dedicated *headspace* service or satellite service in Manningham that would serve the needs of our young people and those from our neighbours in Whitehorse.

Young people experiencing mental health issues is a huge problem, and is recognised across all levels of government with broad electoral support.

Mental health services for young people is recognised as the preferred treatment option. A dedicated *headspace* service or satellite service in Manningham is supported by Access Health (operators of *headspace* Hawthorn), Whitehorse Council, EACH, Doncare, local schools and the Youth Advisory Council.

Our Councillors have identified mental health in young people as a priority in Manningham and is featured in the Health and Wellbeing Strategy 2021-2025. The State Government is fully committed to implementing all recommendations from the recent Royal Commission into Victoria's Mental Health System, including three relating directly to young people<sup>11</sup>.

After being overlooked again by the Commonwealth Government's recent funding announcements we desperately need funding for a dedicated *headspace* or satellite service in Manningham to support the specific needs of our young people. The lack of a comprehensive public transport network is compounding the need.

Whilst we appreciate the Government is currently investing significant fiscals into addressing mental health in young people, it is only confined to schools and acute care.

### References

1. Hawthorn Headspace Usage Reports (internal document) - CI21/34115
2. .idcommunity Manningham City Council Population Forecast - [forecast.id.com.au/manningham/population-age-structure](https://forecast.id.com.au/manningham/population-age-structure)
3. Manningham Planning Scheme - [planning-schemes.api.delwp.vic.gov.au/schemes/manningham/ordinance/21\\_mssl2\\_mann.pdf](https://planning-schemes.api.delwp.vic.gov.au/schemes/manningham/ordinance/21_mssl2_mann.pdf)
4. Manningham Children & Youth Needs Analysis - D20/37414
5. Transport and Access Issues for Young People in Australia - [library.bsl.org.au/jspui/bitstream/1/6854/1/Graham\\_Currie\\_transport\\_6Sept07.pdf](https://library.bsl.org.au/jspui/bitstream/1/6854/1/Graham_Currie_transport_6Sept07.pdf)
6. Transport times to Headspace sites from Manningham by public transport - D21/14439
7. National Youth Mental Health Survey - [headspace.org.au/assets/Uploads/Insights-youth-mental-health-and-wellbeing-over-time-headspace-National-Youth-Mental-Health-Survey-2020.pdf](https://headspace.org.au/assets/Uploads/Insights-youth-mental-health-and-wellbeing-over-time-headspace-National-Youth-Mental-Health-Survey-2020.pdf)
8. Orygen Suicide Prevention Policy Report - [orygen.org.au/Policy/Policy-Reports/Raising-the-bar-for-youth-suicide-prevention/orygen-Suicide-Prevention-Policy-Report?ext=](https://orygen.org.au/Policy/Policy-Reports/Raising-the-bar-for-youth-suicide-prevention/orygen-Suicide-Prevention-Policy-Report?ext=)
9. WHO Adolescent Mental Health Factsheet - [who.int/news-room/fact-sheets/detail/adolescent-mental-health](https://who.int/news-room/fact-sheets/detail/adolescent-mental-health)
10. RACGP - [racgp.org.au/newsgp/clinical/pandemic-s-mental-health-impact-on-young-people-a](https://racgp.org.au/newsgp/clinical/pandemic-s-mental-health-impact-on-young-people-a)
11. Final Report RCMHS - [finalreport.rcvmhs.vic.gov.au/](https://finalreport.rcvmhs.vic.gov.au/)
12. Calendar of Mental Health Awareness Days - [mentalhealthcommission.gov.au/About/events](https://mentalhealthcommission.gov.au/About/events)
13. Headspace Greenborough Manningham LGA Postcode Data 2019-2021 (internal document) - D21/136554

## 13 CHIEF EXECUTIVE OFFICER

### 13.1 Appointment of Authorised Officer - Planning and Environment Act 1987

File Number: IN22/181  
Responsible Director: Chief Executive Officer  
Attachments: 1 S11 Instrument of Appointment and Authorisation - Jawad Karimi [↓](#)

#### EXECUTIVE SUMMARY

*In accordance with the Planning and Environment Act 1987(the Act), Council is required to authorise officers for the purpose of enforcing the provisions of the Act. It is proposed to appoint the Council officer detailed below as an Authorised Officer pursuant to Section 147(4) of the Act.*

*The Local Government Act 1989 also empowers Council to appoint a person, other than a Councillor, to be an authorised officer for the purposes of the administration and enforcement of any Act, regulations or local laws which relate to the functions and powers of the Council.*

*A person who is appointed to a position has the powers of that position under the legislation which they have been appointed. Authorisations are necessary to facilitate the efficient and effective function of councils as they enable authorised officers to carry out compliance or enforcement under legislation related to their functions and powers of the Council.*

*Authorised officers will continue to be appointed under s224 of the Local Government Act 1989, as there are no provisions for appointing authorised officers under the Local Government Act 2020.*

#### 1. RECOMMENDATION

**In the exercise of the powers conferred by section 224 of the *Local Government Act 1989* and the other legislation referred to in the attached instruments of appointment and authorisation, Council resolves that:**

- A. the following Council Officer be appointed as an authorised officer:**
  - **Jawad Karimi**
- B. the instrument will come into force immediately upon execution and will remain in force until Council determines to vary or revoke the Instrument or the officer ceases their employment with Council; and**
- C. the Instrument be signed and sealed.**



**2. BACKGROUND**

- 2.1 The *Planning and Environment Act 1987* (the Act) regulates enforcement of the Act and is reliant on authorised officers acting on behalf of the Responsible Authority which is Council.
- 2.2 The Act, unlike the *Local Government Act 1989*, does not permit appointments to be made by the Chief Executive Officer and therefore in order for the officer to legally undertake the duties of their position under the Act, it is necessary for Council to make appointments by formal resolution.
- 2.3 The Instrument of Appointment and Authorisation has been prepared based on advice from Maddocks Lawyers and empowers the relevant officer to exercise those powers granted in the Instrument.
- 2.4 The appointment will come into force immediately upon its execution under the Seal of Council and will remain in force until varied or revoked by Council or the officer ceases employment with Council.
- 2.5 In addition to the appointment under the Act, Council pursuant to Section 224 of the *Local Government Act 1989*, may appoint any person other than a Councillor to be an authorised officer for the purposes of the administration and enforcement of most other Acts, Regulations or Local Laws which relate to the functions and powers of Council. This broader Instrument of Appointment and Authorisation has already been carried out, in respect to the designated officers, under the delegated authority of the Chief Executive Officer as the first part of a dual appointment process.
- 2.6 The appointment will be recorded in the Authorised Officers Register that is required to be kept by Council and is available for public inspection.

**3. DECLARATIONS OF CONFLICT OF INTEREST**

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

**Instrument of Appointment and Authorisation  
(Planning and Environment Act 1987)**

In this instrument "officer" means -

**Jawad Karimi**

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

- 1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
- 2. under section 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

**It is declared that** this instrument comes into force immediately upon its execution and remains in force until varied or revoked.

This instrument is authorised by a resolution of the Manningham City Council on 26 April 2022.

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

Mayor .....

Chief Executive Officer .....

Date: .....

## 13.2 Informal Meetings of Councillors

File Number:	IN22/191
Responsible Director:	Chief Executive Officer
Attachments:	<ol style="list-style-type: none"><li>1 Manningham Youth Advisory Committee 9 March 2022 <a href="#">↓</a></li><li>2 Manningham Disability Advisory Committee 28 March 2022 <a href="#">↓</a></li><li>3 Special Strategic Briefing Session 29 March 2022 <a href="#">↓</a></li><li>4 Commonwealth Aged Care Reform &amp; Library Future Directions 4 April 2022 <a href="#">↓</a></li><li>5 Strategic Briefing Session 5 April 2022 <a href="#">↓</a></li><li>6 Liveability, Innovation and Technology committee 6 April 2022 <a href="#">↓</a></li><li>7 Manningham's Neighbourhood Houses 7 April 2022 <a href="#">↓</a></li><li>8 Strategic Briefing Session 12 April 2022 <a href="#">↓</a></li></ol>

### EXECUTIVE SUMMARY

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

### RECOMMENDATION

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

- **Manningham Youth Advisory Committee 9 March 2022**
- **Manningham Disability Advisory Committee 28 March 2022**
- **Special Strategic Briefing Session 29 March 2022**
- **Commonwealth Aged Care Reform & Library Future Directions 4 April 2022**
- **Strategic Briefing Session 5 April 2022**
- **Liveability, Innovation and Technology Committee 6 April 2022**
- **Manningham's Neighbourhood Houses 7 April 2022**
- **Strategic Briefing Session 12 April 2022**

### 1. BACKGROUND

- 1.1 Section 60 of the *Local Government Act 2020*, requires a Council to develop, adopt and keep in force Governance Rules (the Rules).
- 1.2 Chapter 6, sub rule 1 of Manningham's Governance Rules requires the Chief Executive Officer to ensure a summary of matters discussed at an informal meeting is tabled at the next convenient Council meeting and recorded in the minutes of that meeting.

1.3 An Informal Meeting of Councillors is a meeting that:

- is a scheduled or planned meeting of all Councillors (irrespective of how many Councillors attend) with the Chief Executive Officer for the purpose of discussing the business of Council or briefing Councillors; or
- is a scheduled or planned meeting of all Councillors (irrespective of how many Councillors attend) with the Executive Management Team for the purpose of discussing the business of Council or briefing Councillors; or
- is a scheduled or planned advisory committee meeting attended by at least one Councillor and one member of Council staff; and
- is not a Council meeting, Delegated Committee meeting or Community Asset Committee meeting.

## **2. DISCUSSION / ISSUE**

Summaries of the following informal meetings are attached to this report:

- Manningham Youth Advisory Committee 9 March 2022
- Manningham Disability Advisory Committee 28 March 2022
- Special Strategic Briefing Session 29 March 2022
- Commonwealth Aged Care Reform & Library Future Directions 4 April 2022
- Strategic Briefing Session 5 April 2022
- Liveability, Innovation and Technology Committee 6 April 2022
- Manningham's Neighbourhood Houses 7 April 2022
- Strategic Briefing Session 12 April 2022

## **3. DECLARATIONS OF CONFLICT OF INTEREST**

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

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS			
<b>Meeting Name:</b>	Manningham Youth Advisory Committee		
<b>Date:</b>	Wednesday 9 March 2022	<b>Time Opened:</b>	1800
		<b>Time Closed:</b>	1930
<b>Location:</b>	Council Chambers, Council Offices		
<b>Councillors Present:</b>	Cr Laura Mayne, Cr Anna Chen		
<b>Officers Present:</b>	Lee Robson - Group Manager, Community Programs Robert Morton - Recreation Planner		
<b>Apologies:</b>	Nil		
<b>Items Discussed:</b>	<ol style="list-style-type: none"> <li>1. Welcome</li> <li>2. Vision and Purpose of MYAC</li> <li>3. Introduction of Attendees</li> <li>4. Issues that Young People want heard</li> <li>5. Other Business</li> <li>6. Close Meeting and Opportunity to Meet Others</li> <li>7. Next Meeting</li> </ol>		

CONFLICT OF INTEREST DISCLOSURES			
<b>Were there any conflict of interest disclosures by Councillors?</b>		No	
Councillor	Item	Left meeting for Item (Y/N)	Time Left / Time Returned

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS					
<b>Meeting Name:</b>	Manningham Disability Advisory Committee				
<b>Date:</b>	Monday, 28 March 2022				
	<table border="1"> <tr> <td><b>Time Opened:</b></td> <td>3pm</td> </tr> <tr> <td><b>Time Closed:</b></td> <td>5pm</td> </tr> </table>	<b>Time Opened:</b>	3pm	<b>Time Closed:</b>	5pm
<b>Time Opened:</b>	3pm				
<b>Time Closed:</b>	5pm				
<b>Location:</b>	MC2 - Doncaster and Templestowe Room				
<b>Councillors Present:</b>	Cr Michelle Kleinert				
<b>Officers Present:</b>	Katrine Gabb, Michelle Zemancheff				
<b>Apologies:</b>					
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. Welcome and Acknowledgement of Country</li> <li>2. Conflict of Interest (Local Government Act)</li> <li>3. Introductions and Apologies</li> <li>4. Confirmation of Previous Minutes, Actions and Outcomes</li> <li>5. Our projects for 2022 <ul style="list-style-type: none"> <li>- Mainstream Inclusion Advocacy – disability advocacy events for sporting clubs, leisure centres, libraries and art studios.</li> <li>- International Day of People with a Disability event</li> </ul> </li> <li>6. Other Business</li> <li>7. Dates of Meetings</li> </ol>				

CONFLICT OF INTEREST DISCLOSURES			
<b>Were there any conflict of interest disclosures by Councillors?</b>			No
Councillor	Item	Left meeting for Item (Y/N)	Time Left / Time Returned

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS			
<b>Meeting Name:</b>	Special Strategic Briefing Session		
<b>Date:</b>	Tuesday, 29 March 2022	<b>Time Opened:</b>	6:30 pm
		<b>Time Closed:</b>	10.00 pm
<b>Location:</b>	Council Chamber, Civic Centre		
<b>Councillors Present:</b>	Cr Michelle Kleinert (Mayor), Cr Deirdre Diamante (Deputy Mayor), Cr Anna Chen, Cr Andrew Conlon, Cr Geoff Gough, Cr Carli Lange, Cr Tomas Lightbody, Cr Laura Mayne and Cr Stephen Mayne		
<b>Officers Present:</b>	<b>Executive Officers Present</b>		
	Andrew Day, Chief Executive Officer Lee Robson, Acting Director City Planning & Community Rachelle Quattrocchi, Director City Services Kerryn Paterson, Director Experience and Capability Andrew McMaster, Chief Legal and Governance Officer Jon Gorst, Chief Financial Officer		
<b>Other Officers in Attendance</b>	Georgina Snaddon, Senior Corporate Planning and Performance Advisor Sheraz Akram, Management Accounting Coordinator Wayne Eddy, Coordinator Asset Management and Capital Works		
<b>Apologies:</b>	Nil		
<b>Items discussed:</b>	1. 2022/23 Budget Discussion		
CONFLICT OF INTEREST DISCLOSURES			
<b>Were there any conflict of interest disclosures by Councillors?</b>		No	
Councillor/Staff	Item	Left meeting for Item (Y/N)	Time Left / Time Returned

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS			
<b>Meeting Name:</b>	Commonwealth Aged Care Reform & Library Future Directions		
<b>Date:</b>	Monday, 4 April 2022	<b>Time Opened:</b>	6:00 pm
		<b>Time Closed:</b>	8:00 pm
<b>Location:</b>	Council Chambers, Civic Centre 699 Doncaster Road, Doncaster VIC 3108		
<b>Councillors Present:</b>	Cr Michelle Kleinert (Mayor) Cr Deirdre Diamante (Deputy Mayor) Cr Anna Chen Cr Geoff Gough Cr Carli Lange Cr Laura Mayne Cr Stephen Mayne Cr Andrew Conlon Cr Tomas Lightbody		
<b>Officers Present:</b>	Andrew Day, Chief Executive Officer Lee Robson, Acting Director City Planning & Community Kerryn Paterson, Director Experience and Capability Jon Gorst, Chief Financial Officer Niall Sheehy, Group Manager Approvals and Compliance Keri Kennealy, Manager Aged and Disability Services Tina Beltramin, Coordinator Positive Ageing and Community Access Vanessa Bove, Acting Manager Economic & Community Wellbeing		
<b>Apologies:</b>	Michelle Zemancheff, Acting Group Manager Community Programs		
<b>Items discussed:</b>	1. Commonwealth Aged Care Reform <b>Confidential</b> 2. Library Future Directions		

CONFLICT OF INTEREST DISCLOSURES			
<b>Were there any conflict of interest disclosures by Councillors?</b>		No	
Councillor	Item	Left meeting for Item (Y/N)	Time Left / Time Returned



# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS			
<b>Meeting Name:</b>	Strategic Briefing Session		
<b>Date:</b>	Tuesday, 5 April 2022	<b>Time Opened:</b>	6:34 pm
		<b>Time Closed:</b>	10.15 pm
<b>Location:</b>	Virtual Meeting – Zoom		
<b>Councillors Present:</b>	Cr Michelle Kleinert (Mayor), Cr Deirdre Diamante (Deputy Mayor), Cr Anna Chen, Cr Andrew Conlon, Cr Geoff Gough, Cr Carli Lange, Cr Tomas Lightbody, Cr Laura Mayne and Cr Stephen Mayne		
<b>Officers Present:</b>	<p><b>Executive Officers Present</b>            Andrew Day, Chief Executive Officer            Lee Robson, Acting Director City Planning &amp; Community            Rachele Quattrocchi, Director City Services            Kerry Paterson, Director Experience and Capability            Andrew McMaster, Chief Legal and Governance Officer            Jon Gorst, Chief Financial Officer</p> <p><b>Other Officers in Attendance</b>            Carrie Bruce, Senior Governance Advisor            James Paterson, Manager Infrastructure Services            Krishen Soobrayen, Manager City Projects            Helen Napier, Manager City Amenity            Lydia Winstanley, Coordinator City Planning            Roger Woodlock, Integrated Water Management Strategic Lead            Frank Vassilacos, Manager Integrated Planning            Niall Sheehy, Group Manager Approvals and Compliance</p>		
<b>Apologies:</b>	Nil		
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. Jumping Creek Road Design Proposal</li> <li>2. Leisure Services Management</li> <li>3. Manningham Flood Mapping Project</li> <li>4. Melbourne Water request for section 20(2) Amendment to amend flooding overlay (Schedule 1 to the Special Building Overlay) for properties in and around Hillcroft Drive, Templestowe</li> <li>5. Schramm's Visitor Centre</li> </ol>		
CONFLICT OF INTEREST DISCLOSURES			
<b>Were there any conflict of interest disclosures by Councillors?</b>		No	
Councillor/Staff	Item	Left meeting for Item (Y/N)	Time Left / Time Returned

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS			
<b>Meeting Name:</b>	Liveability, Innovation and Technology Committee		
<b>Date:</b>	Wednesday, 6 April 2022	<b>Time Opened:</b>	6.30pm
		<b>Time Closed:</b>	8.09pm
<b>Location:</b>	Online via Zoom		
<b>Councillors Present:</b>	Deirdre Diamante, Andrew Conlon		
<b>Officers Present:</b>	Kerryn Paterson, Lee Robson, Christine Gibbins, David Bellchambers, Wanda Yaghmoor, Jean Ooi		
<b>Apologies:</b>	Cr Tomas Lightbody, Ben Harnwell		
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. Welcome and apologies</li> <li>2. Proposed updated terms of reference</li> <li>3. Brainstorming topics of interest</li> <li>4. Confirm meeting dates for remainder 2022</li> <li>5. Website update</li> </ol>		

CONFLICT OF INTEREST DISCLOSURES			
<b>Were there any conflict of interest disclosures by Councillors?</b>		No	
Councillor	Item	Left meeting for Item (Y/N)	Time Left / Time Returned

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS					
<b>Meeting Name:</b>	Manningham's Neighbourhood Houses				
<b>Date:</b>	Thursday, 7 April 2022				
	<table border="1"> <tr> <td><b>Time Opened:</b></td> <td>5:30 pm</td> </tr> <tr> <td><b>Time Closed:</b></td> <td>6:30 pm</td> </tr> </table>	<b>Time Opened:</b>	5:30 pm	<b>Time Closed:</b>	6:30 pm
<b>Time Opened:</b>	5:30 pm				
<b>Time Closed:</b>	6:30 pm				
<b>Location:</b>	Council Chambers, Civic Centre 699 Doncaster Road, Doncaster VIC 3108				
<b>Councillors Present:</b>	Cr Michelle Kleinert (Mayor) Cr Deirdre Diamante (Deputy Mayor) – Attended via Virtually (Zoom) Cr Anna Chen Cr Geoff Gough – Attended via Virtually (Zoom) Cr Carli Lange Cr Laura Mayne Cr Stephen Mayne Cr Andrew Conlon Cr Tomas Lightbody				
<b>Officers Present:</b>	Andrew Day, Chief Executive Officer Lee Robson, Acting Director City Planning & Community Vanessa Bove, Acting Manager Economic & Community Wellbeing				
<b>Apologies:</b>	Michelle Zemancheff, Acting Group Manager Community Programs				
<b>Items discussed:</b>	<ul style="list-style-type: none"> <li>• Neighbourhood Houses Victoria</li> <li>• Living &amp; Learning at Ajani</li> <li>• Park Orchards Community House &amp; Learning Centre</li> <li>• Pines Learning</li> <li>• Wonga Park Community Cottage</li> <li>• Warrandyte Neighbourhood House</li> </ul>				

CONFLICT OF INTEREST DISCLOSURES			
<b>Were there any conflict of interest disclosures by Councillors?</b>		No	
Councillor	Item	Left meeting for Item (Y/N)	Time Left / Time Returned

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS			
<b>Meeting Name:</b>	Strategic Briefing Session		
<b>Date:</b>	Tuesday, 12 April 2022	<b>Time Opened:</b>	6:34 pm
		<b>Time Closed:</b>	10:58 pm
<b>Location:</b>	Civic Centre, Council Chambers		
<b>Councillors Present:</b>	Cr Deirdre Diamante (Deputy Mayor), Cr Anna Chen, Cr Andrew Conlon, Cr Geoff Gough, Cr Carli Lange, Cr Tomas Lightbody, Cr Laura Mayne (arrived at 7:08pm) and Cr Stephen Mayne		
<b>Officers Present:</b>	<p><b>Executive Officers Present</b>            Andrew Day, Chief Executive Officer            Lee Robson, Acting Director City Planning &amp; Community            Rachele Quattrocchi, Director City Services            Kerry Paterson, Director Experience and Capability            Andrew McMaster, Chief Legal and Governance Officer            Jon Gorst, Chief Financial Officer</p> <p><b>Other Officers in Attendance</b>            Carrie Bruce, Senior Governance Advisor            Courtney Power, Executive Assistant to CEO and Mayor            Marcel Rawady, Acting Manager Communications            Helen Napier, Manager City Amenity            Linda Kenworthy, Waste Education Officer            Wayne Eddy, Coordinator Asset Management and Capital Works</p>		
<b>Apologies:</b>	Cr Michelle Kleinert (Mayor)		
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. Advocacy Priorities – 2022 Federal Election Campaign</li> <li>2. Introduction of Food Organics Garden Organics Service</li> <li>3. Climate Emergency Action Plan for Public Consultation</li> <li>4. Asset Management Policy &amp; Plan Update</li> <li>5. 2022/23 Budget Discussion</li> <li>6. Strategic Property Portfolio Update (Confidential)</li> <li>7. Gender Equality Action Plan 2022-2025</li> <li>8. VECO Expansion – Roll-in of Further Electricity Accounts</li> </ol>		
CONFLICT OF INTEREST DISCLOSURES			
<b>Were there any conflict of interest disclosures by Councillors?</b>		No	
Councillor/Staff	Item	Left meeting for Item (Y/N)	Time Left / Time Returned

### 13.3 Documents for Sealing

File Number: IN22/182  
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:**

**Council Telecommunications Lease  
Council and Telstra Corporation Limited  
Part Ted Ajani Reserve, 284-302 Thompsons Road, Templestowe Lower**

**Lease  
Council and The Lions Club of Warrandyte Inc.  
Part 168-178 Yarra Street, Warrandyte**

**Deed of Renewal and Variation of Lease  
Council and Ayrestein Nominees Pty Ltd & Ginevra Holdings Pty Ltd  
Part of Bulleen Plaza, 101 Manningham Road, Bulleen**

**Consent to Build Over an Easement  
Agreement under Section 173 of the Planning and Environment Act 1987  
Council and ALFS Management Services Pty Ltd  
34 Caroline Drive, Templestowe Lower**

**Consent to Build Over an Easement  
Agreement under Section 173 of the Planning and Environment Act 1987  
Council and Tamav & Ms Pty Ltd  
8 Allara Court, Donvale**

#### 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 document listed in the recommendation section of this report.

#### 3. DECLARATIONS OF CONFLICT OF INTEREST

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

**14 URGENT BUSINESS****15 COUNCILLOR REPORTS AND QUESTION TIME****16 CONFIDENTIAL REPORTS****16.1 Strategic Property Portfolio (SPP) Update**

*This report contains confidential information within the meaning of the Local Government Act 2020 (the Act). The relevant grounds applying are S3(1)a and g(ii) of the Act concerning Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released and private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.*