



# **COUNCIL MEETING MINUTES**

<b>Date:</b>	<b>Tuesday, 15 December 2020</b>
<b>Time:</b>	<b>7:00pm</b>
<b>Location:</b>	<b>Council Chamber, Civic Centre 699 Doncaster Road, Doncaster</b>

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**MANNINGHAM CITY COUNCIL  
MINUTES OF THE ORDINARY MEETING OF THE COUNCIL  
HELD ON 15 DECEMBER 2020 AT 7:00PM  
IN COUNCIL CHAMBER, CIVIC CENTRE  
699 DONCASTER ROAD, DONCASTER**

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The meeting commenced at 7:00pm.

**PRESENT:** Councillor Andrew Conlon (Mayor)  
Councillor Anna Chen (Deputy Mayor)  
Councillor Deirdre Diamante  
Councillor Geoff Gough  
Councillor Michelle Kleinert  
Councillor Carli Lange  
Councillor Tomas Lightbody  
Councillor Laura Mayne  
Councillor Stephen Mayne

**OFFICERS PRESENT:** Chief Executive Officer, Mr Andrew Day  
Director City Planning & Community, Mr Angelo Kourambas  
Director Shared Services, Mr Philip Lee  
Director City Services, Rachelle Quattrocchi  
Corporate Counsel and Group Manager Governance & Risk,  
Mr Andrew McMaster  
Group Manager People and Communications, Kerryn Paterson

## **1 OPENING PRAYER AND STATEMENTS OF ACKNOWLEDGEMENT**

The Mayor read the Opening Prayer & Statements of Acknowledgement.

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

There were no apologies.

## **3 PRIOR NOTIFICATION OF CONFLICT OF INTEREST**

The Chairperson asked if there were any written disclosures of a conflict of interest submitted prior to the meeting and invited Councillors to disclose any conflict of interest in any item listed on the Council Agenda.

There were no disclosures made.

## 4 CONFIRMATION OF MINUTES

### COUNCIL RESOLUTION

**MOVED:** CR TOMAS LIGHTBODY  
**SECONDED:** CR MICHELLE KLEINERT

**That the Minutes of the Council Meeting held on 24 November 2020 be confirmed.**

**CARRIED**

## 5 PRESENTATIONS

There were no Presentations.

## 6 PETITIONS

There were no Petitions.

## 7 PUBLIC QUESTION TIME

### 7.1 S Yee, Doncaster

**Q1 Will Manningham Council participate in the scheme to provide housing for the vulnerable in our community? If yes, in what ways, and if not, why not?**

*Mr Angelo Kourambas, Director City Planning and Community thanked Ms Yee for her question and responded yes, Council will participate in the program and looks forward to working with the Victorian Government on the opportunities presented to Manningham. He advised it is too early to provide any details on what that might look like, however Council is already working in this space. Mr Kourambas also noted that Council is in the process of reviewing its affordable housing policy; advocating for inclusionary zoning particularly in the Doncaster Hill area to facilitate more social and affordable housing; and actively working with a number of developers to encourage them to provide local affordable and social housing in Manningham.*

### 7.2 Shan, Doncaster East

**Q1 My question is, there are a variety of trees, including olive trees, Persimmon trees and other fruit trees are planted on the nature strip in Manningham. Were these trees also planted by the council or special permissions were given to residents to plant them against the Council's streetscape design?**

*Ms Rachelle Quattrocchi, Director City Services thanked Shan for his question and responded that historically there has been areas within Manningham where trees may have been planted by residents that are not in line with the Streetscape Character Strategy.*

*Ms Quattrocchi advised that Council is responsible for the tree planting program for all streets in Manningham which aims to increase the tree canopy across Manningham. If Council were to allow people to plant trees and make this option available to all residents, this could result in poor streetscape design and poor selection of tree species.*

*She also noted that within the next 1-2 years Council will be looking to review and update its Streetscape Character Strategy which will include public consultation. This will update Council's approach to streetscapes and species deletions based on location.*

- Q2 What is the local law/ section of the Local Government Act that prevents residents from planting trees of their choice on the nature strip and what type of infringements they will incur if they breach this local law?**

*Ms Quattrocchi responded that there is no compliance currently for residents that plant trees within the nature strip, however, Council reserves the right to remove trees that are not within the requirements of the Streetscape Character Strategy. She noted Council has recently removed plantings that have been identified through proactive inspections or through the streetscape renewal program. In reviewing the Streetscape Character Strategy Council will also include a proactive approach to the removal of trees that have been planted without prior consent.*

### **7.3 R Chalkley, Doncaster**

- Q1 What is being done on the state of our footpaths? All the building has led to very underwhelming and safe footpaths for all.**

*Ms Rachelle Quattrocchi, Director City Services thanked Ms Chalkley for her questions and responded that Council supports improvements for the footpath network in Manningham, with over \$3 million dollars funded this financial year for footpath with priority for locations where footpaths don't currently exist or where there is only a footpath on one side of the street.*

*Included in the 10 year capital works program is funding for new and the replacement of footpaths. Council prioritises the construction of footpaths based on a range of factors, including safety, likely number of users of the path, nearby residents, access to schools, health facilities, areas of open space and activity centres.*

*Ms Quattrocchi also noted that Council has an annual proactive inspection program, and footpath maintenance program to align with the condition assessment of footpaths and compliance with the Road Management Plan.*

- Q2 What is the plan to fix them and not via another senseless rate rise? The block in Beverley Street East Doncaster is a disgrace!**

*Ms Quattrocchi advised that Beverley Street was inspected as part of the inspection program over the past two years. There were minor works that were identified to repair a section of the footpath however Council is not aware of any major works required at this time. She noted there are some development works happening within the street that may require reinstatement of the footpath. Council is committed to providing a footpath network that provides safe, well maintained access for the Community.*

## 8 ADMISSION OF URGENT BUSINESS

**COUNCIL RESOLUTION**

**MOVED: CR STEPHEN MAYNE**  
**SECONDED: CR ANNA CHEN**

**That Council admits for consideration the following urgent business items at item 14 of this meeting:**

- **Item 14.1 Whitehorse Manningham Libraries Annual Report; and**
- **Item 14.2 Strategic Land Acquisition**

**CARRIED**

## 9 PLANNING PERMIT APPLICATIONS

There were no Planning Permit Applications.

## 10 CITY PLANNING & COMMUNITY

### 10.1 Macedon Square Streetscape Upgrade

File Number:	IN20/671
Responsible Director:	Director City Planning and Community
Attachments:	<ol style="list-style-type: none"><li>1 Option A Concept <a href="#">↓</a></li><li>2 Option B Concept - Preferred Option <a href="#">↓</a></li><li>3 Design / Project Area <a href="#">↓</a></li><li>4 Macedon Square - Consultation Findings <a href="#">↓</a></li></ol>

#### EXECUTIVE SUMMARY

*The Macedon Square Streetscape Upgrade is a capital works project to be delivered as part of the Neighbourhood Activity Centres program. The streetscape at Macedon Square is long overdue for an upgrade. This upgrade seeks to improve the public realm and rejuvenate the centre by addressing existing issues associated with aging infrastructure, lifting pavements and poorly performing tree species. It also seeks to provide additional and improved public realm for people visiting the centre and improve pedestrian and driver safety.*

*Two concepts designs were prepared for the upgrade. Both concepts were put out for consultation between August and November 2020 to seek community and trader feedback. The two options were:*

- *Option A: Without open space concept (Attachment 1) and*
- *Option B: Open space concept (Attachment 2).*

*The key difference between the options was the inclusion of a public open space within Option B. It is estimated that the cost to deliver Option B would be in the order of \$2.5 to \$3 million and subject to the outcome of a tender process.*

*The purpose of this report is to present the consultation results for the two concept design options and seek Council endorsement for Option B to proceed to detailed design, contract documentation and construction.*

*The extended consultation period with local communities and traders concluded on 15 November 2020 (with traders being given additional time to provide comment). A total of 108 responses were received during the consultation process – largely in support of Option B. Of those submissions:*

- *61% were in favour of Option B,*
- *26% were in favour of Option A, and*
- *13% did not indicate a preference for either Option.*

*For those respondents not in favour of the proposed upgrade works, concerns around the loss of car parking was a common theme. Currently, there are 133 car spaces in the Centre. In response to concerns regarding the loss of car parking, Option A would result in a net loss of 4 car spaces from current provision (a 3% loss) and Option B a net loss of 6 car spaces from current provision (a 4.5% loss). It is considered that this is a minor loss when balanced against the broader community benefit achieved through the development of a new dedicated public open space, as achieved by Option B, (an option largely supported by the community).*

*Consideration has been given in the concept design to address traffic flow issues and provide a one-way traffic movement through the site to improve flow and safety. This design emulates the traffic conditions of traditional 'High Streets' throughout metropolitan Melbourne. This was based on recommendations contained in an independent traffic and parking assessment for the entire Macedon Square/Plaza precinct. Consideration has also been given to delivery/loading areas for abutting businesses by allocating dedicated loading bays at the rear laneway of shops located on the western edge of the precinct. In addition, further consideration can be given to provide dedicated loading bays for postal delivery vehicles and small vans within the main car park along Macedon Road.*

*Following the close of the consultation period, a petition with 210 signatories from traders, residents and visitors to the Centre was received calling for a new design to be prepared and citing concerns with parking loss and traffic congestion. It is considered that many of the concerns raised have been considered in the development of the existing concept plan, balancing traffic movement objectives with overall pedestrian, safety and landscape outcomes, to achieve a mutual benefit to all users of the Centre.*

*Due to COVID 19 stage 4 restrictions during the consultation period (August to November 2020), as well as receipt of the petition once the consultation period closed, it is suggested to undertake an additional round of on-site in-person consultation with the community and traders in early 2021 to provide further opportunity for feedback on the preferred option.*

## **COUNCIL RESOLUTION**

**MOVED: CR STEPHEN MAYNE**  
**SECONDED: CR DEIRDRE DIAMANTE**

**That Council:**

- A. Note the outcomes/feedback of the community consultation for the two concept designs presented as part of the Macedon Square Streetscape Upgrade.**
- B. Note that Council officers' preferred option is Option B (Open Space Concept) based on overall feedback received during the consultation period and the overall net community benefit.**
- C. Note the receipt of a petition and that the concept designs have sought to take into consideration the key matters raised by the signatories.**
- D. Note that due to the extensive COVID-19 pandemic restrictions during the consultation periods and the recent petition, further community engagement (face-to-face if restrictions permit) will be undertaken in early 2021 with local residents and traders, before a final recommendation is presented to Council.**

**CARRIED**

## 2. BACKGROUND

Macedon Square is a Neighbourhood Activity Centre located along Manningham Road in Templestowe Lower. It refers specifically to the area of shops north and west of the Woolworths as this is land owned and managed by Council. Woolworths and the shops located directly around the Woolworths car park along Manningham Road is known as Macedon Plaza, and is privately owned land not under Council management. A plan of the project area is provided as Attachment 3.

The last significant capital works undertaken by Council within Macedon Square occurred in the late 1990's. These works introduced the large shade sails and brick pavers throughout the centre. Further works in 2008 for the new underground car park (which is part council owned and open to the public) for what is now Aldi, and these works were privately funded.

The streetscape upgrade at Macedon Square was programed as part of the Neighbourhood Activity Centre capital program after identifying significant maintenance and safety related concerns. Macedon Square took precedent over other similarly dated Neighbourhood Activity centre within Manningham (such as at Templestowe Village), as it presented immediate pedestrian and vehicle safety concerns.

Initial community and trader consultation commenced in 2016 with feedback received identifying a number of key issues within the centre including:

- uneven and ageing pedestrian surfaces,
- crowded footpath trading areas,
- poor pedestrian connections,
- car parking layouts, and
- issues with traffic flow, including confusion regarding one-way roads.

Based on this feedback, the initial project scope (and budget allocation) would need to be broadened to address the public realm concerns raised above.

Public realm opportunities were also identified within:

- the *Manningham Open Space Strategy 2014* on the open space shortfalls in and around the centre
- the *Council Plan 2017-2021* and *Healthy City Strategy 2017-2021 objectives on providing vibrant, safe, and assemble places and spaces.*
- and the changing trader makeup and community expectations within the centre for additional outdoor trading areas.

It is considered that the combined scope of improving the traffic related issues and expanding the public realm opportunities would generate the largest net community benefit and value for money for the centre.

### Traffic Report

A traffic and car parking study was undertaken in 2017. The report focused on car parking utilisation, vehicle congestion and circulation, and pedestrian connectivity throughout Macedon Square and Macedon Plaza with the following key findings identified:

#### Parking

- Parking surveys in conjunction with the statutory assessment, show that overall the current parking provision is adequate to accommodate the parking demand as generated by the site.
- The perception of low parking availability within Macedon Square is primarily a factor of uneven parking distributions with certain areas operating at full occupancy whilst other areas of the site are operating at below 50% capacity.

#### Congestion and circulation

- Observations show that the main point of congestion within the subject site is the internal intersection along Macedon Road just north of the petrol station.

#### Pedestrian Connectivity

- Several locations exist where pedestrian desire lines do not coincide with existing pedestrian crossings, leading to pedestrians crossing at informal locations, presenting a safety issue.
- Provision of a pedestrian crossing towards the southern end of Macedon Road (north of the petrol station) will accommodate the desired pedestrian paths in this area and will also aid in providing an improved connection between Macedon Square and Macedon Plaza.

Budget was allocated in the 2019/20 capital works program to commence with the concept design of the streetscape upgrade. Two concepts were developed that aimed to address the issues identified above by improving legibility of parking, addressing issues with pedestrian and vehicular circulation and expanding the public realm to reduce the tension between pedestrian circulation and outdoor trading and also to provide more space for place-making opportunities.

The key features and benefits of these streetscape upgrades works include:

- Rationalised car parking layout with:
  - safer and more consistent angled bay parking layout out throughout the centre, dimensioned to accord with statutory design standards as set out within Clause 52.06 (car parking) of the Planning Scheme;
  - relocation of the western parking bays further north to reduce any issues with vehicles queuing at the entrance to the Centre; and,
  - ensuring cars exit the central bays on Macedon Road in one direction, to reduce traffic congestion and potential conflict between vehicles attempting to access the same car space from different directions.

- Expanded outdoor trading and pedestrian circulation spaces;
- Dedicated pedestrian crossing points which accord with observed pedestrian desire lines to reduce the impact on congestion of pedestrians crossing in several different locations;
- Removal of the footpath along the western side of the rear laneway behind the tenancies fronting Macedon Road and the provision of loading bay facilities along this laneway as well as the opportunity for bin storage within this area;
- Removing the central right-turn function along Macedon Road to assist traffic flow, and improve access to car parking; and
- Improved public realm /urban design outcomes with high quality paving materials and additional tree planting.

The additional benefits afforded by the open space option (preferred Option B) include:

- Opportunities for public gathering or events, benefiting the community and traders by drawing more people into the centre;
- Positive economic activity by providing high quality seating and social gathering spaces, encouraging people to stay longer and shop in the centre;
- Improved pedestrian and vehicular permeability and legibility within the centre;
- Opportunities for additional canopy tree planting and expanded soft landscaping areas to help reduce the impact of urban heat island effect;
- Creating place-making opportunities for the community and traders; and
- Opportunity to help address the shortage of open space in the precinct, as identified in the *Manningham Open Space Strategy 2014*.

#### **Option A and Option B:**

Both options include;

- New high quality paving to replace uneven brick surfaces
- New garden beds and trees
- Expanded outdoor trading and dining areas
- New seating and gathering spaces
- New pedestrian crossings creating safer movement for pedestrians and improved connections to Macedon Plaza
- Improved angled car parking layout, providing safer and easier car parking access and traffic flow

The new open space proposed within Option B also provides:

- New stone paved plaza space
- New seating areas, picnic table and drinking fountain
- New open lawn area and garden beds
- New feature lighting fitted beneath the existing shade sail

**Consultation:**

The initial exhibition and consultation period ran from 5<sup>th</sup> - 31<sup>st</sup> August with a mail out of a flyer including both the concepts and a link to the Your Say Manningham webpage for further information and a feedback survey. During this period, Officers were made aware that due to an administrative error, the flyer had not been distributed to local traders. In response to this, the consultation for business owners and property owners within Macedon Square and Macedon Plaza was extended until 21<sup>st</sup> September (concluding when Council's caretaker period commenced). In this time, some traders indicated they had not had enough time to provide feedback prior to the 21<sup>st</sup> September cut off. Therefore an additional consultation period was undertaken between 26<sup>th</sup> October – 15<sup>th</sup> November and traders were advised of such. Due to COVID-19 restrictions on social distancing and the lockdown, traditional 'in-person' consultation methods were unable to be arranged.

During the consultation period community and trader invitation to provide feedback was promoted via the following channels:

- Mail out to surrounding local residents and property owners within a 450m radius of the Centre
- Information on Council's Business news online portal
- EDM (Electronic Direct Mail) through Council's trader email database for Macedon Square and Macedon Plaza
- Letter mail out to Business owners and property owners in Macedon Square and Macedon Plaza.
- Promotion on Council's Facebook page
- Phone calls and site visits by Council's Economic Development team to both Macedon Square and Macedon Plaza traders (site visits occurred after the easing of Victorian stage 4 site restrictions in late October).

Presentations were also made to the Healthy City Advisory Committee and the Open Space and Streetscape Advisory Committee to seek feedback.

Following the close of the consultation period, a petition was received with 210 signatories from traders, residents and visitors objecting to the proposed streetscape upgrade. Concerns raised related to:

- Parking loss
- Traffic congestion
- Loss of Australia Post loading bay
- Concerns about deliveries and loading

**Additional Consultation:**

As COVID 19 severely limited face-to-face consultation opportunities with local traders and residents throughout the August to November consultation periods, it is recommended that a new round of on-site public consultation be organised in early 2021. This will help address key concerns raised by certain members of the local community, while provide another opportunity for local community members (not already captured via the online Your Say survey) to provide a submission.

On-site consultation will be organised within the Centre as well as an opportunity to invite local traders to meet directly with council officers and Councillors to discuss the proposal. Further letters will be mailed out to the surrounding traders, residents and property owners notifying them of the event/s.

**3. DISCUSSION / ISSUE**

A total of 108 responses were received via the online survey, email and by phone during the consultation process. Of those submissions:

- 61% were in favour of Option B,
- 26% were in favour of Option A, and
- 13% did not indicate a preference for either Option.

Detailed feedback received is presented in Attachment 4.

General Community response

When broken down into 'broader community' submissions, there was a total of 76 submissions received with 28% in favour of Option A and 72% in favour of Option B. Those in favour of Option B cited the new open space and the benefits this would bring to Macedon Square, including:

- More seating and tables for gatherings
- Improved and additional soft landscaping
- Opportunities for events
- Family and disability friendly spaces

The key concern raised by the 'broader community' was the removal of car spaces within the centre, citing difficulty in locating a car space during peak shopping times. The loss of parking also highlighted a concern for the elderly and those with a disability.

Trader response

When broken down into business owners and shop owner submissions ('trader submissions'), a total of 18 submissions were received with 36% in favour of Option A and 64% in favour of Option B.

Whilst the majority of business owners and shop owners were in favour of Option B noting the added benefit the new open space would bring to Macedon Square, a number of submissions did raise concerns about the loss of car parking within the centre and the impact this would bring to shoppers.

The remaining 13% of submissions were received from both community and traders, who did not express a preference for either option. Their concerns related to:

- loss of car parking spaces;
- potential for increasing congestion from narrowing of Macedon Road and removal of the turning lane into The Mall;
- Removal of Macedon Road Loading bays and dedicated mail zone.

In response to concerns regarding the loss of car parking, Option A would result in a net loss of 4 car spaces from current provision and Option B a net loss of 6 car spaces from current provision. The design area is defined in Attachment 3, and the car park counts below:

Layout	Current	Option A	Option B
<b>Total number of car parks within design area</b>	133	129 (3% reduction / 4 spaces)	127 (4.5% reduction / 6 spaces)

As identified by an independent Traffic and Car Parking Study, the above reductions could be offset by other less well utilised car parks around the centre. The traffic report found that:

- Across the entire site, parking provision is typically appropriate to meet the demand generated by Macedon Square and Macedon Plaza;
- An uneven distribution in parking utilisation leads to some areas experiencing higher demands for parking whilst spaces are available in other sections;
- Highest parking demand is typically experienced at the southern end of Macedon Road. This is primarily due to these spaces being the first encountered by vehicles as they enter the site from Manningham Road, and because of their proximity to surrounding retail tenancies;
- The Aldi basement car park and the car park to the rear of the Woolworths supermarket were both found to be largely underutilised and represent opportunities to allow for parking optimisation across the site;

Based on the limited changes to the overall number of spaces, and a more evenly distribution of car spaces and improved circulation through the spine of Macedon Road, the removal of car parking can be absorbed and does not outweigh the other benefits the streetscape upgrades will provide the centre.

#### Feedback from various Advisory Committees

Feedback from the Open Space and Streetscape Advisory Committee (OSSAC) was generally supportive of Option B, although a query was raised from one of the members in relation to proposed tree removal associated with both options.

Within the design area, Option A would result in the removal of 23 existing trees and Option B the removal of 24 existing trees. For both options, over 32 trees are proposed for retention and a further 27 new trees will be planted. The trees proposed for removal are generally the Camphor Laurels, or Plane trees which are poorly performing and/or lifting the pavement. The new trees selected will be a more suitable streetscape tree species which provides effective canopy cover, with non-intrusive root systems.

The Healthy City Advisory Committee were generally supportive of Option B as it would provide a new open space area for the local community to enjoy. Particularly as the open space would encourage walkability, provide wheelchair access and provide new cycling racks.

The Committee also raised the importance of retaining the accessible parking bays within the centre, with additional improvements to these car bays with new pram ramps to assist with access. This is accommodated in both options A and B.

#### Petition (November 2020)

A petition was received from Macedon Square traders, residents and visitors seeking a new design for Macedon Square Streetscape (with 210 signatories). The petition was received via post, but did not identify a lead petitioner or contact person. Concerns raised by the petitioners primarily related to:

- Parking loss
- Traffic congestion
- Loss of Australia Post loading bay
- Concerns about deliveries and loading

The following provides a response to these concerns, and addresses how these concerns are being considered in the design of the concept plan:

- In reviewing the average parking occupancy across the day, the 2017 Traffic report notes that there is disparity between the sections with parking along Macedon Road typically having an occupancy of up to 86% whilst other areas have occupancy levels of 50% or lower. Areas where parking is typically underutilised include the Aldi basement car park, the off-street car park accessed off The Mall near McGahy Street, the parking area to the rear of the Woolworths supermarket in Macedon Plaza, and the basement car park in Macedon Plaza. Accordingly, it is considered that a loss of between 4-6 spaces could reasonably offset by higher utilisation of other parking areas.
- The 2017 Traffic report also notes that traffic congestion does exist within the centre with the prime location being towards the internal intersection at the southern end of Macedon Road. The modifications proposed for the centre aim to alleviate this through:
  - relocation of the western parking bays further north to reduce any issues with vehicles queuing;
  - ensuring cars exit the central bays on Macedon Road in one direction, to reduce traffic congestion and potential conflict between vehicles attempting to access the same car space from different directions.
  - Relocation of loading bays to the rear laneway;
  - Removing the central right-turn function along Macedon Road to assist traffic flow, and improve access to car parking; and
  - Dedicated pedestrian crossing points which accord with observed pedestrian desire lines to reduce the impact on congestion of pedestrians crossing in several different locations.

Congestion issues will be further resolved during the detailed design phase.

- A mail zone can be provided outside the Australia Post store, and advice from Council's Traffic Engineers is that this would be best achieved as an on-street loading bay. Based on a desktop analysis, the bay could be located to not obstruct reversing cars along the east side of Macedon Road, while still allow for cars driving south to pass by without issue. This will be further investigated at the detail design stage.
- Loading bays along busy shopping streets are problematic from a safety point perspective, and are often occupied by the general public when located in the central activity area. The 2017 Traffic report recommends that the loading bay facilities would be better served to the rear laneway. The opportunity to repurpose one or two bays along Macedon Road into loading bays (van) can be considered during the detail design stage.

One signatory to the petition notes that the Centre needs "less traffic". The proposed upgrades incorporate new pedestrian connections and the provision of bicycle parking to encourage more people to walk and cycle to the Centre.

#### 4. COUNCIL PLAN / STRATEGY

- 4.1 Both concepts for the proposed Macedon Square Streetscape Upgrade, respond to the *Council Plan 2017-2021* themes and goals – Healthy Community, Liveable Places and Spaces and Vibrant and Prosperous Economy.
- 4.2 Both concepts for the proposed Macedon Square Streetscape Upgrade, respond to a number of *Healthy City Strategy 2017-2021* focus areas and corresponding priorities including 'Healthy and Well', 'Safe and Resilient' and 'Connected and Vibrant' – providing a sense of place in the Centre.
- 4.3 Option B is also consistent with the *Manningham Open Space Strategy 2014*, which identifies that approximately 1000m<sup>2</sup> to 2500m<sup>2</sup> of additional open space is required around Macedon Square Activity Centre to meet future community needs.

#### 5. IMPACTS AND IMPLICATIONS

- 5.1 Improved access and safety for the centre will benefit the usability of the centre for both community and traders. This includes:
  - Two new pedestrian crossings along Macedon Road and The Mall, which will assist people's movement within the centre, and when accessing Macedon Plaza;
  - Expanded bike parking facilities, at the northern, central and southern end of the centre to improve cycling access throughout the centre;
  - Improved lighting throughout the centre, providing improved security and usability of key pedestrian connections, as well as new lighting in the car park and open space areas;
  - Improved accessible car parking bays with pram crossings to assist people with disabilities safely navigate the centre;

- Improvements to the road design, improving traffic flow by significantly limiting car movements east-west along Macedon Road with a circuit road design;
  - Consistent angled car parking layout, reducing car collisions by assisting drivers entering and exiting car bays, while helping orientate drivers along the one way roads.
- 5.2 Expanded outdoor trading areas will help create new economic opportunities for traders, while the introduction of a new central open space area will provide a new community hub for the centre as well provide much needed passive open space for the local area. The flexibility within the new open space could promote the centre both locally, but also capture a broader regional user catchment.
- 5.3 New soft landscaping areas, which includes gardens beds, a new lawn area as well as extensive tree planting will help promote environmental values, and limit the effects of the urban heat island effect.

## 6. IMPLEMENTATION

### 6.1 Finance / Resource Implications

The adopted 4 year capital works program currently has the following allocation of funds for the streetscape upgrade at Macedon Square:

	2020/21	2021/22	2022/23	TOTAL
<b>Adopted budget</b>	\$150,000	\$700,000	\$800,000	<b>\$1,650,000</b>

As noted, the initial project budget was allocated prior to the two concept designs being developed and prior to community feedback in 2016 to expand the project to provide greater public realm improvements. As the project works will now require upgrading the Centre's asphalt and concrete road network, paving and lighting assets, including providing high quality materials, furniture and additional landscaping and open spaces, the initial budget is not adequate for the scale of the current concept.

Preliminary costing estimates have indicated that either concept option can be delivered within the range of \$2.5 to \$3 million. Option B identified to be marginally more expensive (between 5-10% more) than Option A, due to the provision of the new open space area.

Council's Infrastructure services team will also contribute up to \$230,000 (additional to the existing \$1.65 million budget) through the road resurfacing programme budget, for works associated with asphalt resurfacing and patching, Line markings and new pedestrian crossings.

### 6.2 Communication and Engagement

As outlined above, it is proposed to undertake additional community consultation in early 2021 to provide the opportunity for face-to-face engagement. This will include an event within the Centre to capture feedback. This process will enable the community to engage directly with Council officers, Councillors and project managers to address any specific concerns/ideas and to enable Council to adequately capture community feedback on the preferred Options presented.

The community and traders will be further informed through direct mail-out, social and other digital media.

Once Council endorses the preferred option, community members and traders will be informed of the project through an updated detailed design. Furthermore, prior to any construction works, a suitable works program will be developed with trader input to address any significant disruption concerns. Officers will also organise a trader reference group during the construction process to keep traders informed and engaged throughout the construction process.

### 6.3 Timelines

At the completion of the additional on-site consultation and approval of a preferred concept design, detailed design and contract documentation will be undertaken in 2021.

Construction works are proposed to be staged over two financial years (2021/22 and 2022/23) subject to budget approval. This will also provide an opportunity to limit the impact of construction on traders.

## **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.

# MACEDON SQUARE CONCEPT DESIGN

## Option A: Without open space concept

1. Street light
2. New path lighting
3. Seating (proprietary)
4. Seating (custom)
5. Bike hoops
6. Drinking fountain
7. Bins
8. Existing canopy
9. Concrete-granite paving
10. Exposed aggregate concrete
11. In-situ concrete
12. Treegrate
13. Garden bed
14. Granite boulder
15. Upgraded toilet block (two cubicles)
16. Improved vehicle crossing
17. New loading bay and car parking area
18. Disabled car parking area
19. New pedestrian crossings




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# MACEDON SQUARE CONCEPT DESIGN

## Option B: Open space concept

1. Street light
2. New path lighting
3. Seating (proprietary)
4. Seating (custom)
5. Picnic table
6. Bike hoops
7. Drinking fountain
8. Bins
9. Existing canopy
10. Concrete-granite paving
11. Exposed aggregate concrete
12. In-situ concrete
13. Slate crazy paving
14. Stairs
15. Wall
16. Treegrate
17. Lawn
18. Garden bed
19. Granite boulder
20. Upgraded toilet block (two cubicles)
21. Improved vehicle crossing
22. New loading bay and car parking area
23. Disabled car parking area
24. New pedestrian crossings

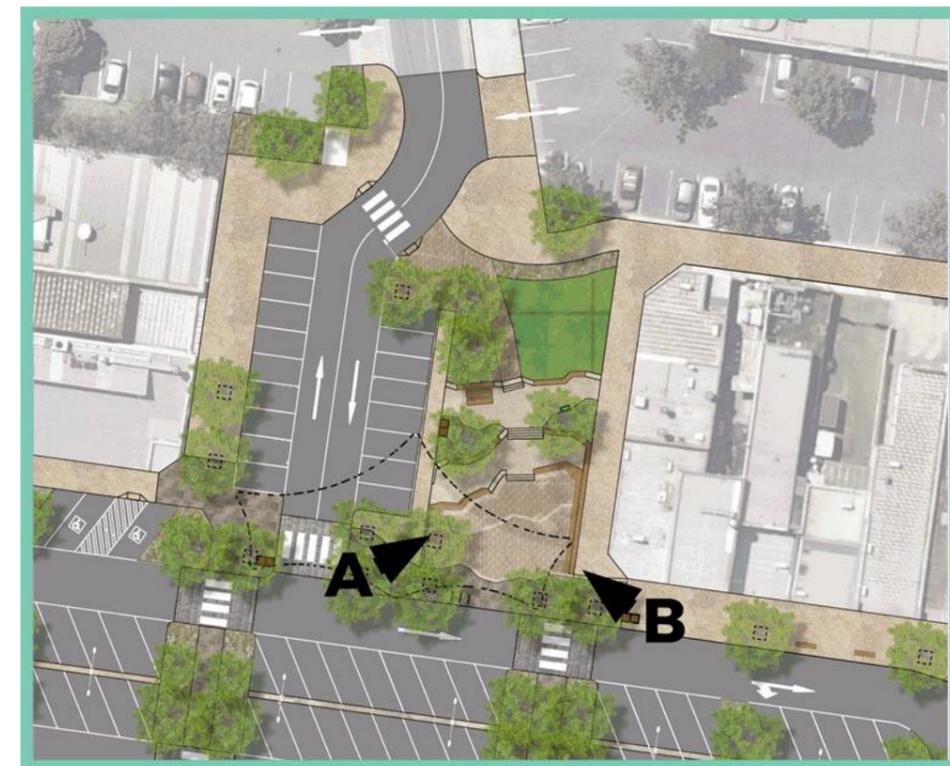


# MACEDON SQUARE CONCEPT DESIGN

**A: Bird-eye view**



**B: From south-west corner of square**



Design Area  
Macedon Square Upgrade





	Option B: Open Space Concept			Business owner, Worker	
	Option B: Open Space Concept		Or yet	Business owner, Worker, Shopping and services	
	Option B: Open Space Concept		Please ensure there is adequate lighting at night for safety.	Other (please specify), Landlord owner and shopping.	Noted: Lighting improvements have been factored into the concept design, in the car park, lane ways and open space area. This will be further incorporated into the detailed design.
Option A: Without Open Space Concept			More bins. Less trees	Shopping and services	Noted: There will be more bins and trees planted in the centre.
	Option B: Open Space Concept		I would add more benches, if people would want to eat. I would also add some covered bicycle storage area near by so people can lock there bicycles up and have them in visual sight.	Shopping and services	Noted: There are a substantial amount of new seating options proposed within the centre. Covered bicycle storage has not been considered as part of the design as there was no key need identified. This can be investigated further.
Option A: Without Open Space Concept			Please retain - but preferably add to - the carparking spaces available. Please do not do anything to remove or convert carparking spaces. Please upgrade and make more attractive the pedestrian sidewalks, place some nicer seating areas so that those who do not wish to be patrons of a particular cafe can eat and drink, rather than consume in their cars or while walking. Please do not convert carparking space to some non-descript open area with a patch of grass but otherwise concrete or stone - it will absorb the summer heat, give off the summer heat and it will do nothing to attract play or stay activities. Macedon Sq is for locals to either sit in a cafe (or	Shopping and services	Noted: There will be limited loss to car parking, while reversing in and out of car spaces will help the overall circulation of the centre, and assist with one way roads.
	Option B: Open Space Concept		Include a small playground for children	Shopping and services	Noted: a playground has not been incorporated, however there may be opportunity for play within the open space area, with seating and rock garden beds.
	Option B: Open Space Concept		something to deter birds, there's always a lot of bird poop in this proposed open area.	Shopping and services	Noted: This could be explored with our maintenance and arborist team. There is a problem zone under the shade sail which has a lot of bird droppings.
	Option B: Open Space Concept		The open space looks very inviting. It may also be inviting for groups of people to hang out at night without a purpose, so security cameras should be installed to protect the local businesses.	Shopping and services	Noted: Council does not believe security cameras are suitable. Lighting will help illuminate the space and night and make it more inviting for people to dwell in.
Option A: Without Open Space Concept			Limit traders taking up footpath space and making it difficult for pedestrians. Big pots with colourful flowers (as they have in the UK for instance) to brighten up the street. Hanging baskets with colourful flowers. Plant something such as wisteria to climb up the shade sails structures. Do you plan on planting more trees? According to the draft, there seems to be greenery on the footpath where the fruit shop has extended its displays to the outside. A disgusting mess really!!! Please restrict them to just using the inside of the shop.	Shopping and services	Noted: Trader use of the foot path trading areas can be made clear with material treatments, as well as stickers. This can be incorporated as part of the detailed design process.
	Option B: Open Space Concept		Improving the footpath space around the shops that have goods, or tables, out on the footpath - e.g. the greengrocer and the cafes.	Shopping and services	Noted: This space has been expanded in the concept design and will assist with circulation of people moving through the southern section of the centre.

Option A: Without Open Space Concept			<p>Keep the car spots in front of hello world and crystal dragon. Car spots are already an issue when busy so taking these out would cause more issues.</p> <p>I don't get the point in having diagonal car parks outside riddik, just keep them straight, same goes to the ones in the middle of the commonwealth bank and helloworld, i would keep those straight. The ones closest to the footpath can stay angled as well as the ones in the middle of the plaza</p> <p>Besides that everything else is fine. I like the idea of one way traffic throughout the plaza</p>	Shopping and services	Noted. There will be limited loss to car parking. The angled bays outside riddik cafe are to help orientate drivers along the one way road, and to assist with car accidents associated with sightline issues (90degree bay reversing and hitting angled bay car).
	Option B: Open Space Concept			Shopping and services	
Option A: Without Open Space Concept				Shopping and services	
	Option B: Open Space Concept		Compliments on a fine design. Perhaps the only suggestion is to ensure a kerb is laid down the middle of the median strip parking area to prevent 'short cut' right turns to the Mall or 'U' turns through the parking area	Shopping and services	Noted. This will be incorporated in the detailed design stage.
Option A: Without Open Space Concept			<p>Thank you for providing the community with the opportunity to provide feedback. I note these concept designs have been four long years in the making and no doubt Manningham Council is keen to get this project moving.</p> <p>My thoughts are as follows: The additional pedestrian crossing near BP is much needed and I note that the crossings have been included on both Concept A and B. Positive.</p> <p>The open space proposed in Concept B is a nice touch but the flow on effect of loss of parking and potential traffic congestion are concerning.</p> <p>My main concern is the lack of transparency on the number of car spots being removed. For me it is the elephant in the room. Without pre and post figures, it is difficult to ascertain the exact impact on parking although it does appear to be significant in both concepts. I would hope that traders have been engaged right throughout this process. I can't imagine they'd be satisfied with the loss of parking and given the current environment they are operating in and the forecasted lengthy COVID-19 recovery phase for businesses, it is difficult to see how removal of these spots is being 'kind to businesses'. One need only look as far as the Rosanna Shopping Village on</p>	Shopping and services	Noted: The idea behind the 90 degree bays within the mall is to maximise the amount of car parking availability, while the need for angled bays is reduced as the street will become two-way under option B. The slower traffic which may occur in this space is a compromise as the open space area will greatly improve the centre as a whole. Pedestrians will be provided a new pedestrian crossing point to safely travel north-south along the mall.
	Option B: Open Space Concept		More parking. More parking, more parking. What is the purpose of tree gates?	Shopping and services	Noted. There will be limited loss to car parking.
Option A: Without Open Space Concept			Make One Way signage very prominent	Shopping and services	Noted. This will be incorporated into detailed design stage.
Option A: Without Open Space Concept			I love the idea to create an open space for people to catch up or families but not at the cost of losing car parks. From what I can see, it looks like car parking out the front of the shops will already be less to cater for upgrades to the road and pedestrian crossing. Finding a car park now can be a nightmare here and you can drive around a number of times before you find one especially late afternoons Monday to Fridays and all day on Saturdays. Taking away car spaces to create this open space is crazy!! I will avoid this shopping area if it creates a nightmare to find a car park and I'm sure I'm not the only one especially the elderly people.	Shopping and services	Noted. There will be limited loss to car parking. While the new circuit car parking layout and broader distribution of car parking availability will help direct drivers to underutilised car parking areas within the centre.
Option A: Without Open Space Concept			Don't decrease the number of parking places	Shopping and services	Noted. There will be limited loss to car parking.

	Option B: Open Space Concept			Shopping and services	
	Option B: Open Space Concept		Use gravel pits to collect rain water before it enters the drain to water street trees and garden.	Shopping and services	Noted. Gravel pits have been shown to be problematic for maintenance crews, and are not attractive within a shopping centre setting.
	Option B: Open Space Concept			Shopping and services	
Option A: Without Open Space Concept			Option 2 looks good but is not as practical and has inadequate parking (including disabled). Area has high number of ageing residents and increasing number of residents in apartments. Currently parking in main shopping strip can be difficult and cars slow moving. More angle parking is needed. Many drivers will struggle to move easily in and out of the perpendicular spots suggested in Option B- creating a bank up of cars waiting to get past or into the spots. My other concerns relate to footpath space especially with the space taken up by the green grocer. It's almost impossible to get past at	Shopping and services	Noted. There may be opportunity to include an additional accessible car space in the detailed design stage.
	Option B: Open Space Concept			Shopping and services	
Option A: Without Open Space Concept			Add 10 km/h speed limits to all entrances. There is no speed limit in the current square or the plans.	Shopping and services	Noted. The new car park layout with the new pedestrian crossing will help prevent speeding through the centre.
	Option B: Open Space Concept		Please ensure parking bays are big enough. Currently generally OK and good visibility because there is enough room to readily back out. Though even now I park and walk because it's too busy with cars/ foot traffic on road / traffic congestion. I hope there is access to the lawn via path and not just steps. This means access for all.	Shopping and services	Noted. All car parking bays have been designed to Australian standard, and reviewed by our Council's traffic team.
Option A: Without Open Space Concept			More bins, like option B. Also have one near the TAB because people smoke outside there. Make sure the parking is wide enough for large SUVs. If option B is chosen, please keep the angled parking in the street where Commonwealth Bank is to make it easier to reverse out.	Shopping and services	Noted. Waste management have indicated that they will be providing new bins around the new gathering spaces within the centre. This will be incorporated into the detailed design stage.
Option A: Without Open Space Concept				Shopping and services	
	Option B: Open Space Concept			Shopping and services. Other (please specify). Just to walk around the neighbourhood and be in a lively environment	
	Option B: Open Space Concept		No	Shopping and services. To meet up with friends and neighbours	
	Option B: Open Space Concept		Child safe and disability accessibility	Shopping and services. To meet up with friends and neighbours	Noted. There may be opportunity to include an additional accessible car space in the detailed design stage.
	Option B: Open Space Concept		the digital image looks a great improvement to the current tired appearance	Shopping and services. To meet up with friends and neighbours	Noted.

Option B: Open Space Concept		Not enough open space. Is car-dominated with only 2 bicycle hubs and no bike lanes. We should be encouraging non-car transport and people to walk their dogs there. Cars will choke the narrow roads and fumes will be unpleasant for those in outside seating areas. Needs more tree shade and sails. Outside seating should be next to the cafe doors, not across the footpath where you collide with waiters carrying hot coffee and piles of dishes. Wider footpaths may be needed over car parking spots. Need barriers between cars and outside seating and pedestrians. If you are redesigning, take us into the future, not a token patch of lawn with more cars than ever. May be safer to close off the entrance to the Aldi car park at Macedon Road?	Shopping and services. To meet up with friends and neighbours	Noted. Council has tried to provide a substantial increase to the open space area within Macedon Square, without compromising the viability of the centre's requirement for basic car parking and circulation requirements.
Option B: Open Space Concept			Shopping and services. To meet up with friends and neighbours	
Option B: Open Space Concept		Adding electric car charging parking spots will increase their visibility and can encourage their adoption, this will also future proof the area a bit. Making the entire area smoke free will make people more likely to stay longer and therefore spend more. Ensuring that the pedestrian crossings remain raised to create a welcoming and pedestrian-oriented environment. Changing the road material throughout the precinct to make it a rougher ride and will, therefore, ensure vehicles keep a maximum	Shopping and services. To meet up with friends and neighbours	Noted. This would be a costly, but it can be investigated as part of the detailed design stage.
Option B: Open Space Concept		Please retain the canopies. They are attractive and effective and special to Macedon.	Shopping and services. To meet up with friends and neighbours	Noted. The main large shade sail in the middle of the centre will be refitted and incorporated in the upgrade. In regard to the shade sail towards the entrance of Macedon road (including the purple fencing), it was determined that the structure be removed as it provides little functional value for the space below (which is not suitable for a pedestrian link), while its large supporting columns and cables take up space and create obstructions within the footpath area.
Option A: Without Open Space Concept		You need to retain or add parking. There isn't enough there now!	Shopping and services. To meet up with friends and neighbours	Noted. There will be limited loss to car parking.
Option B: Open Space Concept			Shopping and services. To meet up with friends and neighbours	
Option B: Open Space Concept		This is an opportunity to change this space not just tidy it up. This area needs more interesting streetscapes.	Shopping and services. To meet up with friends and neighbours	Noted.
Option B: Open Space Concept			Shopping and services. To meet up with friends and neighbours	
Option B: Open Space Concept		Less cars please less parking in Macedon Square and prevent cars from circling Macedon Square. EG --one way in --then exit via Macedon Rd, Aldi, Safeway or High St.	Shopping and services. To meet up with friends and neighbours	Noted. This proposal will divert most of the traffic towards a residential street, instead of the surrounding commercial centre.
Option B: Open Space Concept		I am not sure that lawn is required. A small amount of lawn is hard to maintain. The use of good quality fake lawn would work better. The garden currently at the side of the TAB is always a mess now - is there a better option	Shopping and services. To meet up with friends and neighbours	

	Option B: Open Space Concept		Shaded areas please. Rubbish bins.	Shopping and services. To meet up with friends and neighbours	Noted. New canopy trees will be planted throughout the centre, which will provide additional shade for the community. Waste management have indicated that they will be providing new bins around the new gathering spaces within the centre. This will be incorporated into the detailed design stage.
Option A: Without Open Space Concept			More seating for the elderly residents	Shopping and services. To meet up with friends and neighbours	
Option A: Without Open Space Concept			traffic flow is often very poor so reducing car parking spaces would make it worse for everyone... traders, drivers and peds.	Shopping and services. To meet up with friends and neighbours	Noted. The proposed car parking layout will improve circulation in the centre. as it will stop cars cutting through the central parking row from both sides of macedon road. While the car bays will be converted to angled bays, preventing sight line collisions. The new pedestrian crossing will also assist with pedestrian safety both along Macedon road and The Mall.
Option B: Open Space Concept			no	Shopping and services. To meet up with friends and neighbours	Noted.
Option B: Open Space Concept				Shopping and services. To meet up with friends and neighbours	
Option B: Open Space Concept			Have plenty of table and chair seating in the open space to sit with friends to drink coffee and eat takeaway, in relaxed but vibrant garden feel environment.	Shopping and services. To meet up with friends and neighbours	Noted. Proving another picnic table setting within the open space area can be investigated as part of the detailed design.
Option B: Open Space Concept				Shopping and services. To meet up with friends and neighbours	
Option B: Open Space Concept				Shopping and services. To meet up with friends and neighbours	
Option B: Open Space Concept			I like the idea of open space but need to have parking as that is a current challenge. Also if you are creating the opportunity on outdoor dining, have venues there that can provide this- currently the selection of shops there is questionable- its becoming a bit tacky. More restaurants, a deli, florist would be good.	Shopping and services. To meet up with friends and neighbours	Noted. There will be limited loss to car parking.
Option B: Open Space Concept				Shopping and services. To meet up with friends and neighbours	
Option B: Open Space Concept			Limited car parking space deters visitors and customers. Given the rapidly growing population of Mannaingham, please work to maximise and add parking spaces for us and visitors from surrounding suburbs.	Shopping and services. To meet up with friends and neighbours	Noted. There will be limited loss to car parking, however the four accessible car spaces provided in Macedon Square will be redesigned to Australian standard with pram crossing to assist those in wheelchairs.

	Option B: Open Space Concept		I would like some aboriginal art (Paintings or sculptures such as the Wurudjeri Totem) or some huge paintings on the side of buildings (like silo art). Maybe a gallery of art depicting the history of Macedon square with a tick to its heritage, culture and people.	Shopping and services. To meet up with friends and neighbours	Noted. Opportunities for placemaking and art projects can be discussed with council's economic development team and arts teams.
	Option B: Open Space Concept		Question- is there a physical barrier or some notion of a physical barrier between the open space and the parking bays as a safety element between vehicles and children who may be using the open space? It could be a higher kerb, planting in sections that could slow down the transition from the open space into the passage of cars.	Shopping and services. To meet up with friends and neighbours	Noted. There are no physical barriers between these spaces, however the changing level difference and garden bed offsets should help separate people and children from interacting with the road
	Option B: Open Space Concept		Include bike racks	Shopping and services. To meet up with friends and neighbours	
	Option B: Open Space Concept		With the open space, it would be great if it could accommodate for local performances to involve the community, similar to what the Eltham Town Centre offers	Shopping and services. To meet up with friends and neighbours	Noted. If Council constructs the open space option, organised events and community led events will be encouraged. This will need to go through council's events team.
	Option B: Open Space Concept		Add clear u turn and give way signage where applicable	Shopping and services. To meet up with friends and neighbours	Noted. New signage will need to be provided throughout the centre, including gateway signage. This will be incorporated in the detailed design stage.
	Option B: Open Space Concept		More parking needed	Shopping and services. To meet up with friends and neighbours	Noted. There will be limited loss to car parking.
	Option A: Without Open Space Concept		The more trees the better, and the less areas for smokers to gather and pollute the walk ways, more appreciated by the non smokers.	Shopping and services. To meet up with friends and neighbours	Noted: There will be 27 trees planted and 24 trees removed as part of Option B. Council's arborist noted that the Camphor laurel species were generally not performing well throughout the centre, and should be phased out as part of the upgrade. On this advice council would be seeking to replace these trees with a suitable native evergreen equivalent.
	Option B: Open Space Concept			Shopping and services. To meet up with friends and neighbours	
	Option B: Open Space Concept			Shopping and services. To meet up with friends and neighbours	
	Option B: Open Space Concept		Add in small community garden space for growing herbs. Possible small library/ bookshare	Shopping and services. To meet up with friends and neighbours	Noted: Herb gardens in a local shopping centre setting may be too difficult to maintain.
	Option B: Open Space Concept			Shopping and services. To meet up with friends and neighbours	
	Option B: Open Space Concept		I think that the crossings from Macedon square/Rosa St should be improved as it can get very dangerous with cars turning into and out of the square especially from or into McGahy St.	Shopping and services. To meet up with friends and neighbours	Noted. This will be investigated as part of the detailed design stage.

Option A: Without Open Space Concept			After having a good look at how the streetscape will look like in both options, I don't see a need for lawn as there will be enough seats and meeting areas in Option A. It is important to strike a balance with both Options. I don't see a major difference between the 2 options, except for the lawn in Option B. I look forward to the upgrades as they are long overdue.	Shopping and services. To meet up with friends and neighbours	Noted. There are obvious maintenance benefits to fake lawn, and may prevent issues. This will be investigated as part of the detailed design stage.
	Option B: Open Space Concept		See my comments in the 'Ideas' section ... Jlw	Shopping and services. To meet up with friends and neighbours	Noted.
	Option B: Open Space Concept			Shopping and services. To meet up with friends and neighbours	
Option A: Without Open Space Concept			Move the open space to be near the cafes between Egons Cakes, Cafe 21 and Cafe Macchiato. This makes more sense as people can buy coffee and food at these shops and meet together there instead of having to cross the road. This also allows the additional car parks to stay in a shopping area that is very busy.	Shopping and services. To meet up with friends and neighbours	Noted. The open space area was selected within the mall as it maximised the northern aspect ideal for an open space, while providing a central location for the community to meet and gather.
	Option B: Open Space Concept		Lighting for night dining, space for live music	Shopping and services. To meet up with friends and neighbours	Noted. Lighting will be further investigated in and around the open space area as part of the detailed design stage.
	Option B: Open Space Concept			Shopping and services. To meet up with friends and neighbours. Other (please specify), eating, relaxing outdoors	
Option A: Without Open Space Concept			Very important to be able to sit and eat your lunch once purchased and seats seems to be available in Option A. Important to have parking spaces especially when you bring a passenger that has mobile difficulties. Option A seems to provide the most car parking spaces.	To meet up with friends and neighbours. Shopping and services	Noted.
	Option B: Open Space Concept		Adding some nice mellow music, spaces for outdoor bands maybe. Nice lighting and also to make it as sustainable as possible.	To meet up with friends and neighbours. Shopping and services	Noted. Lighting improvements have been factored into the concept design, in the car park, lane ways and open space area. This will be further incorporated into the detailed design. Future live music although possible, will need to be approved by council.
	Option B: Open Space Concept			Worker, Shopping and services	
	Option B: Open Space Concept			Business owner	
	No clear preference		There are two main issues that I could like to raise. Firstly, parking. As is well known, the Square currently suffers from a lack of parking and traffic congestion. By reducing parking spots, I believe you are further exacerbating this issue, especially with Option B. Whilst an Open Space may be aesthetically pleasing, I believe there is a real risk that the area will not be used to its full potential and therefore could become a wasted space. The second issue relates to the public toilet. I am of the opinion that the current toilet is not fully utilised. From my experience, I have noticed that when the upgrade plans for Macedon Square and in that case a new thought on the proposed upgrade.	Business owner	Noted. An upgraded toilet was approved as part of Manningham's Public Toilet strategy. And will be funded separate to this upgrade.
	No clear preference		a) As it is Macedon Road is already a very narrow road and it is just impossible to minimise the road to fit in any new parking spaces. The present road infrastructure and the parking bays should remain the same with only ONE row of parking in the middle and not removing the side parking. Putting two rows of parking in the centre will impede traffic flow. I.e. One car reverses out of the bay, slowing and halting traffic to a stand still. Vehicles coming into Macedon Road from Manningham Road will be stop dead in its path! Have you ever been present to observe this scenario? Recently, one car after another the traffic lights when business signs are lit along Macedon road.	Business owner	Noted. Traffic related items have been reviewed and approved by Council's traffic team. Accessible parking bays may be reviewed in the detailed design stage to better correlate with the centres needs. Parking time restrictions are being reviewed by the economic development team to analysis if the current parking times are suitable for the centre.

Option B: Open Space Concept			<p>With restrictions being eased and things opening up I have become very busy all of a sudden. I totally lost track of the survey opening up again.</p> <p>My family have a preference for the proposed Option B – open space concept. I think that would look very appealing and attract people to the Square (hopefully for the right reasons).</p> <p>Thanks for remembering and reaching out. Do you still want me to complete the survey?</p>	Business owner	Noted
		No clear preference	<p>I am concerned that I cannot see a clear process on how the incoming and outgoing mail/bags/parcels will be handled by the Australia Post driver. I cannot see a dedicated "Australia Post Mail Loading Zone".</p> <p>On every business day I can have up to 3 outbound (Australia Post drivers collecting outgoing mail bags/parcels) and 3 incoming (Australia Post drivers bring into the Post Office mail bags/parcels).</p> <p>We must have a dedicated Australia Post Mail Zone immediately in front of the Post Office.</p> <p><del>We cannot have this designated zone in the middle parking area of Macedon Road where drivers are required to cross the road and</del></p>	Business owner	Noted. After discussing the issue with Council's traffic team, an on street mailzone can be provided outside the Australia post and still allow for safe traffic flow along Macedon Road. This will be incorporated in the detail design stage.
Option B: Open Space Concept			<p>I haven't registered for the yoursay feedback, but I'd like to comment on my preferred option.</p> <p>Option 2 with the extra open space is far and away a better option for the long term.</p> <p>Suggest also the look/feel of the material palette could be softened. I know its just a render presentation, but it would be great to see local materials, plantings etc, and even some great art pieces to make it an interesting space.</p> <p>Fantastic work so far and looking forward to seeing it underway.</p>	Shopping and services. To meet up with friends and neighbours	Noted.
Option B: Open Space Concept			<p>I just saw the proposed upgrade of the streetscape at Macedon Square.</p> <p>Will look great with new paving etc.</p> <p>looks like some sort of crazy paving with some I sort of stone/slate or something similar to replace the brick paving. Will look awesome once complete.</p> <p>I live in Templestowe and was wondering if Manningham Council have any plans to upgrade the Templestowe Village area around Carlucci's etc.</p> <p>It also has brick paving and looks very outdated, really needs an upgrade with new paving etc.</p> <p>Would look great with new paving instead of all the brick paving that is currently everywhere.</p> <p><u>Does the council have plans to do Templestowe Village in the near future?</u></p>	Shopping and services. To meet up with friends and neighbours	Noted.
		No clear preference	<p>Drawings are small so we have to make guesses on some points. As far as I can see the main Sail remains which is a good thing, as are the extra pedestrian crossings at the Chemist and CBA.</p> <p>The basic change proposed is to double the parking in the middle of Macedon Road. More parking is important however this narrows the access road down to purely one car width. The very real problem with this would be that (at present) there always seem to be selfish and incompetent drivers who simply stand in the access way and wait for someone to leave their parking spot, regardless of how many motorists are behind them and often sitting there for many minutes, or they wait for someone to load supplies from the Fruiterer. This can aggravate road rage!</p> <p>Closing the middle crossover from Macedon Road to Macedon Mall is a good move because too many drivers cut across against traffic from the Mall to Macedon Road north.</p> <p>Option A will therefore increase available parking, but it is hard to understand why existing parking in front of the Chemist/Fruiterer and Helloworld/Crystal Dragon has been removed as it would seem to reduce the extra parking from 24 to about 10!</p> <p>Option B will provide a very pleasant pedestrian space although I wonder whether a lawn will survive people and maintenance? However the loss of further parking to the open space would seem to reduce the net available extra spaces to zero!</p> <p>A continual problem at Macedon Square is the Fruiterer having produce stored out on the footpath. There will be an accident one day as shoppers leave their bags on the ground and someone will trip. It is often hard to get access through these shoppers and in Pandemic times it is impossible to maintain social distancing!</p>	Shopping and services. To meet up with friends and neighbours	Noted. Traffic related items have been reviewed and approved by Council's traffic team. The loss to car parking is minor. The lawn will be self-irrigated. The expanded public realm near the fruiter will help democratise the area to other seating and landscaping. This will prevent cars using it simply for fruit pickups.

Option A: Without Open Space Concept			<p>She would like to see more parking spaces available, particularly disability bays. There need to be more rubbish bins particularly in food areas and fresh food areas. She would like it more safe and easy to enter and exit with less congestion. Believes the open space option will encourage bad behavior and undesirable members of the community to congregate. Asked that the cyclone fence along community centre (near aid) be repaired as its been pushed and bent out of shape, and acts as a rubbish dump. Asked whether the bus stop that services the community centre on Balmoral av be converted to visitor car spaces? Prefers option A.</p>	Shopping and services. To meet up with friends and neighbours	<p>Noted: The cyclone fence will be investigated. Waste management have indicated that they will be providing new bins around the new gathering spaces within the centre. This will be incorporated into the detailed design stage. Currently there are four accessible car spaces, the potential more bays will be explored in the detail design stage.</p>
Option A: Without Open Space Concept	Option B: Open Space Concept		<p>Many thanks for giving us the opportunity to provide feedback to the proposed changes to Macedon Square. My husband and I are quite happy with either option. The pedestrian crossing are certainly a good addition. As there are many cafe/restaurants in the square may I suggest that you increase the timed parking from 1hr to 90mins. My reason being that if there are 4 people dining 1 hr isn't long enough. Taking into account finding a park, getting to the venue, ordering, eating and a general catch up 1 hr isn't long enough. Now if there were only 2 of you 1 hr would probably be long enough. It is something that I think should be considered.</p> <p>I know that this is not Council's area but in conjunction with Main Roads a KEEP CLEAR sign on the road when you exit Aldi car park into Manningham Road would be a decided advantage seeing as the exit is so close to the traffic lights.</p>	Shopping and services. To meet up with friends and neighbours	<p>Noted. Parking restrictions are being reviewed by council's economic development team.</p>
		No clear preference	<p>I am writing in response to the Macedon Square upgrade work proposal. I noted in both plans there will be car parks created at the back of my property. Me and my neighbours have long suffered the mismanagement of the parking on the access lane, and had made complaints to council on multiple occasions over years with limited to no success. I would not be supportive of the proposed work unless there is reassurance to improve the status quo.</p> <p>The issues experienced currently involve:</p> <ol style="list-style-type: none"> <li>1. Parking of heavy vehicles (trucks), forklift on the footpath, blocking footpath access and breaking concrete sewage grates; this</li> </ol>	Shopping and services. To meet up with friends and neighbours	<p>existing issues along the laneway, which we are looking to improve by firstly removing the unsafe footpath along the fence line, delineating new visitor and loading bay vehicle bays, with new regulatory signage. This we also help prevent the scattered dumping of pallets along the laneway, and any mismanagement of loading bay facilities along the laneway.</p>
		No clear preference	<p>communication as it appears that submissions/thoughts need to be via the yoursay... portal. Please pass on my response below to the appropriate party.</p> <p>Thank you for giving residents an opportunity to comment on the proposed upgrade to Macedon Square.</p> <p>This upgrade is long overdue as the square has been static, with only minor modifications, over the past 40 years.</p> <p>I am actually very disappointed with the proposed upgrade. I realise that it is couched as a streetscape upgrade but it could be so much more with a little imagination and additional cost. As I understand it, the current Council Development Planning is to increase population density around shopping and transport hubs, Macedon Square being one of these. Why not look to the future and set the square up for the next 40 years.</p> <p>At present the square is car centric and the proposal does not change this to any degree, in fact it probably makes it easier for car traffic and slightly more acetically pleading. WHY focus on cars. It's not the way of the future. Yes the majority of visitors to the square</p>	Shopping and services. To meet up with friends and neighbours	<p>Noted. The design must consider a balance of existing public and private interests. Also, the Woolworths car park referenced is also privately owned, as is all of Macedon Plaza.</p>

		No clear preference	<p>Sorry to use this avenue, but I tried to go into Yoursay, but this project is not listed. I then got help to get into it and tried to have a say.</p> <p>BUT as I have previously registered for something else I am waiting on an email to tell me what to do.</p> <p>PLUS I was annoyed that the system requested to much information. Name and address should be enough.</p> <p>Thus my comments and suggestions.</p> <p>The project creates the same amount of concrete but does not appear to have addressed the lack of parking, in fact seems to have made it worse.</p> <p>The Macedon road footpath does not seem to have been widened to better allow pedestrian access and vendors to have tables /chairs / produce displayed that help create the atmosphere.</p> <p>There does not appear to be a loading zone in the street. As a long-time resident I note that these are frequently used.</p> <p>It is not clear how the frequent loading/unloading by the post office operation will be facilitated.</p> <p>It talks about new parking behind the shops. There is already marking for parking here. But I note that it is not used much and is very narrow and challenging to use. And to get cars into and out of, let alone delivery vehicles, if that is your thoughts.</p>	Shopping and services. To meet up with friends and neighbours	<p>Noted. The parking lane has been reviewed by external traffic consultants and council's traffic engineering team, and both agree it is suitable for car parking and loading bay facilities. However the details to this will be better addressed in the detail design stage, were appropriate offsets and addressing the existing fence line will be addressed. Warm lighting will be employed to reduce light pollution throughout the centre. Aus Post Mailzone to be designed as an on road space in the detail design stage.</p>
	Option B: Open Space Concept		<p>I have no internet. Its taken me a while to figure out what shops etc are where. Then I looked for the disabled car parking that I mostly use (as in the two that are close to where I go most often) and for some new ones. I cant find one of them at all, and has moved from outside the shops to further down (in both concepts), I sometimes return home because all the disabled spots are used and there aren't any empty parking bays suited to my needs. There seem to be more angled bays now - perhaps that's to assist those you say have problems with the one way system. This system has always been one of the reasons I like going to Macedon. When I moved here (20 years ago) I was an elderly driver but could still walk easily. Now I'm unable to do that and find it easier to park outside whatever shops I need, or very close by. I'm sure that a lot of folk will enjoy an open space and "garden beds" are always good. Someone has a love affair with rocks. There is still a bench where I occasionally catch my breath. Benches/sitting areas are always good. Might I suggest a couple of extra cigarette 'butts' containers and closer to the benches. I do not smoke, but to keep the butts from going down the drain. Not sure what bins you're planning but it would be great to have two in each spot (rubbish and recycle). I think both plans could do with more bins, there used to be bins near the bank. Not sure where it went but there is more litter in the area. I don't often have any anything to throw out these days. When I did walk around more I used to take mine home rather than go in the opposite direction to the bin. I don't mind which in chosen but I'm sure people would enjoy an open spaces. If you do the open space, make part of the steps/stairs I see in the space a ramp for folk with walkers, prams etc.</p>	Shopping and services. To meet up with friends and neighbours	<p>Noted. The addition of more accessible parking spaces and their location can be explored as part of the detailed design stage. The centre four accessible bays have been retained, but are now in different locations. Waste management can provide feedback on the viability of additional cigarette bins within the centre.</p>
		No clear preference	<p>road access to and from Manningham Road.</p> <p>The traffic situation in Macedon Square is already congested with two traffic lanes both way and quite often traffic will be built up back to Manningham Road when a vehicle is stopped to allow another vehicle to reverse out of a parking spot, particularly on the western side of the Square. This happens even now when traffic is as busy with the Covid-19 lockdown in place. The same congestion occurs on the eastern side of the Square.</p> <p>If one lane is introduced then traffic will be severely disrupted if commercial vehicles are stopped to unload goods for the Traders who operate in Macedon Square or if any vehicle is stopped for any reason.</p>	Shopping and services. To meet up with friends and neighbours	<p>Noted. The proposed car parking layout will improve circulation in the centre, as it will stop cars cutting through the central parking row from both sides of Macedon road. Commercial vehicles will not be permitted to deliver good along Macedon road, and this will be reserved to the rear laneway. The mailzone will be retained on Macedon road, but this will be further explored in the detail design stage.</p>
Option A: Without Open Space Concept			Car spaces are important to attract customers	Business owner, worker	Noted. There will be minor loses to car parking.
Option A: Without Open Space Concept			Car spaces are important to attract customers	Business owner, worker	Noted. There will be minor loses to car parking.
	Option B: Open Space Concept		They are favouring option B as more open spaces are a win to them. They understand that parking is an issue, but there are plenty of car spaces in ALDI & Woolworths. Unless traders prefer car spaces in front of their shops, parking is actually not a severe issue in Macedon Square and Plaza.	Business owner, worker	Noted. Both Aldi and woolworths car parks are underutilised.
Option A: Without Open Space Concept			Manager, said the owner did not have objections, but she preferred the option with the most car parks. (option A)	Business owner, worker	Noted.
Option A: Without Open Space Concept			Car spaces are important to attract customers		Noted. There will be minor loses to car parking.

		No clear preference			Noted. There will be a minor loss to car parking within the proposed concept. The proposed car parking layout will improve circulation in the centre, as it will stop cars cutting through the central parking row from both sides of Macedon road. While the car bays will be converted to angled bays, preventing sight line collisions. The accessible car bay locations can be reviewed as part of the detail design stage. There are two accessible bays proposed outside Riddick cafe.
	Option B: Open Space Concept		Too much planting, not enough car spaces. Narrow road will slow traffic and create congestion. Disabled bays should be kept in a similar location near pharmacy, while a disabled car near the bottom end of riddick is a great idea. The current and proposed Toilet block is difficult for older people to access, can it be relocated down the hill closer to the TAB?	Business owner, worker	
	Option B: Open Space Concept		The owner favoured option B after I explained what will happen after we adopt option A or option B. He said option B is better because losing two car spaces in exchange for a communal space is beneficial for the square in general.	Business owner	Noted.
		No Clear Preference	<p>This small shopping centre is struggling to cope with the traffic demands as it is and to focus on making it something that it does not have the capacity for is contrary to what its main aim is, and that is to provide the local community with their day to day needs. During the COVID lockdown, the essential businesses including chemists, bakeries, butchers and fruit shops were never going to close down. All of these will be affected by the proposed new plan.</p> <p>Let's use Templestrove Village as an example. 25 years ago when the council allowed the building of Carlucci's and the other large restaurants, I can vividly remember the protest from local retailers, as all the car spaces were taken over by restaurant patrons, leaving no spaces available for locals to purchase their daily needs. As a result of the lack of parking there is no longer a bakery, butcher or fruit shop. For the chemist, they had to facilitate special short-term parking out the front. In regards to the chemist in Macedon Square, the parking will be completely removed out the front in the new design, which will be a great inconvenience to the elderly and disabled, which are increasing in number as the area ages.</p> <p>Some points to consider:</p> <ol style="list-style-type: none"> <li>1. The narrowing of the road will have the effect that every time a car reverses, all traffic will have to stop which will cause grid lock during peak times. In the case of an accident or breakdown, where the use of a tow truck will be necessary, this will be catastrophic.</li> <li>2. It also makes it very dangerous for removing prams/wheelchairs/walking frames onto the street and the rear loading of vehicles, as the road behind you will only be wide enough for one vehicle.</li> <li>3. Macedon Rd should not be narrowed to a 'lane-way' status as it will cause significant delays in traffic.</li> <li>4. The removal of the loading zone and key hole drive through where there has never been an accident, will add to the congestion and frustration of motorists.</li> <li>5. This has been a very successful addition to our centre with former trader and councillor Noel Stevens, pharmacist Ed Johnson and myself who were involved in this decision with council traffic personnel designing it.</li> <li>6. Under the new design, not only will it be impossible for a 10+ tonne truck to deliver, it will also make it impossible for a 2 tonne van to make a delivery (which is frequent), due to the significant narrowing of the road.</li> <li>7. Also in this plan, there is no provision for a postal van to stop in front of the post office.</li> <li>8. The loss of parking outside the shops on the Eastside and around to Mero Worts and Crystal Dragon restaurant, will not help them and decrease the value of the shops as this has always been the quieter side of the centre.</li> <li>9. In the past 20 years, we have added approximately 8 restaurants and cafes and a large TAB without the addition of any extra car spaces. If we are going to continue to allow the addition of these businesses, we must provide more parking.</li> <li>10. If shoppers can't have traffic flow they will get frustrated and go elsewhere to shop. This will affect our traders who will be forced to close due to reduced sales, leaving a dead shopping strip behind for Manningham residents.</li> <li>11. Options A &amp; B would have the elderly and disabled people having to walk the entire lengths of the Shopping Strip - this shows a serious lack of understanding regarding the elderly and disabled residents. A reminder that Macedon Rd is exactly that, a Road, and it should not be narrowed to a laneway status and constantly obstructed for residents and emergency vehicles. The design MUST be based on functionality and safety first, and then aesthetics. My recommendation is to reject BOTH Options A &amp; B, and seek new consultation with the traders, in the spirit of the meeting that was held at Cafe 21 three years ago with council officials.</li> </ol>	Business owner	<p>Noted. Based on the 2017 traffic report that was conducted and internal traffic engineering advice, the more even distribution of spaces, new angle car bays and improved circuit road design will help with traffic congestion, by:</p> <ul style="list-style-type: none"> <li>Better directing and dispersing traffic to underutilised parking areas of the centre.</li> <li>Help orientate drivers along the one way roads, and</li> <li>Reduce congestion and potential conflict caused by vehicles entering and exiting Macedon Road central parking from both sides. Additionally commercial vehicles will not be permitted to deliver goods along Macedon road, and this will be reserved to the rear laneway. The mailzone will be retained on Macedon road, but this will be further explored in the detail design stage. The accessible car bay locations can be reviewed as part of the detail design stage. There is one accessible bay currently located 22m from the chemist. However more could be design closer to the chemist in the central parking area, reducing the distance to 10.5m.</li> </ul>

		No Clear Preference	<p>To whom it may concern,</p> <p>I would like to share some of my thoughts and concerns in regards to the proposed new plan for Macedon Rd.</p> <p>The way the centre was laid out originally was practical and safe, certainly not an aesthetic masterpiece. What makes this centre successful, is the businesses with the necessary goods and services, and artisan products produced right here. This is what makes us unique!</p> <p>This design is a retail 'killer' re: Chapel St and Templestowe Village.</p> <p>Problems of the design:</p> <ol style="list-style-type: none"> <li>1.Restricted flow of vehicles</li> <li>2.Lack of emphasis on increasing parking spaces</li> <li>3.Dangerous loading of vehicles onto roadway</li> <li>4.Removal of loading zone</li> <li>5.The inability of 5.4 metre vans to deliver into regular car spots (very common)</li> <li>6 Removal of the keyhole drive through to go to the mall section of Macedon Rd., this greatly helps traffic flow</li> <li>7.The council is focussing on building open space areas when there isn't the room to facilitate this</li> <li>8We want to be built on the model of Tunstall Square, not Templestowe Village</li> <li>9.The design will destroy the foundation of the centre which is the retail businesses</li> </ol> <p>As a business and building owner of number 15 Macedon Rd for 50 years, I am deeply disappointed in the councils lack of consultation and consideration of the needs of the businesses and property owners. After all, we are all partners in this shopping centre (council, businesses and owners).</p>	Business owner	
	Option B: Open Space Concept		<p>The plan for open space is a great idea. It would help the local businesses as it provides a place to enjoy lunch, coffee and/or gelati with kids. It promotes a healthy lifestyle of walking/cycling for those who live close by. And for the elderly, there's still a sufficient number of car parking spaces (with not much reduction). Let's try and save these car parking spaces for the elderly in our community and for everyone else who lives locally - this is a great opportunity to get active!</p>	Shopping and services, To meet up with friends and neighbours	Noted
		No Clear Preference	<p>It's a strip shopping centre, we don't need an open space. By removing parking we will be affecting the mix of shops currently within the centre. By narrowing the road, this will lead to congestion. Less elderly will come here because it will be more difficult to find a car space. Is it possible to relocate the toilet to somewhere more central? I park in the Aldi carpark because I always find a car space there.</p>	Shopping and services, To meet up with friends and neighbours	Noted. There will be a minor loss to car parking within the proposed concept. The proposed car parking layout will improve circulation in the centre, as it will stop cars cutting through the central parking row from both sides of Macedon road. While the car bays will be converted to angled bays, preventing sight line collisions. The location of the existing toilet was only installed in 2015 after trader engagement, and will not be relocated as part of this project.
		No Clear Preference	<p>Resident who lives on Macedon road. Is concerned the narrowing of the road will lead to congestion, especially for residents wanting to gain access to Macedon road.</p>	Shopping and services, To meet up with friends and neighbours	Noted. Noted. Based on the 2017 traffic report that was conducted and internal traffic engineering advice, the more even distribution of spaces, new angle car bays and improved circuit road design will help with traffic congestion, by:  Better directing and dispersing traffic to underutilised parking areas of the centre, Help orientate drivers along the one way roads, and Reduce congestion and potential conflict caused by vehicles entering and exiting Macedon Road central parking from both sides.

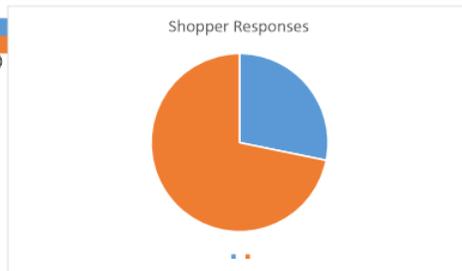
		No Clear Preference
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I think I missed the date for the feedback session.  
I believe both ideas really miss the mark for retailers and our customers alike  
If at all possible I would love to be involved in any upcoming brainstorming meetings to put the lid of ewas of a trader at your disposal

Business owner

Noted.

77  
 22 Option A  
 56 Option B  
 (One respondent chose two options)



**All responses**

Total number of responses  
 Option A preference: Without Open Space  
 Option B preference: Open Space

**Full response detail**

Please note: Any lines in yellow are duplications from the same business/tenant

Survey Response				
Option A Preference	Option B Preference	No Clear Preference	Do you have any suggestions for improving your chosen option?	Please tell us how you use this centre. Tick all that apply.&nbsp;
Option A: Without Open Space Concept			More bins. Less trees	Shopping and services
	Option B: Open Space Concept		I would add more benches, if people would want to eat. I would also add some covered bicycle storage area near by so people can lock there bicycles up and have them in visual sight.	Shopping and services
Option A: Without Open Space Concept			Please retain - but preferably add to - the carparking spaces available. Please do not do anything to remove or convert carparking spaces. Please upgrade and make more attractive the pedestrian sidewalks, place some nicer seating areas so that those who do not wish to be patrons of a particular cafe can eat and drink, rather than consume in their cars or while walking. Please do not convert carparking space to some non-descript open area with a patch of grass but otherwise concrete or stone - it will absorb the summer heat, give off the summer heat and it will do nothing to attract play or stay activities. Macedon Sq is for locals to either sit in a cafe (or alfresco in summer) or to just do their essential shop. It is not a pleasant 'destination' site. It is a 'run errands' and 'get stuff done' site. Easy access and ease of parking and getting in and out trump lounging around. As it is, parking is congested, sometimes unavailable, and the typically elderly nature of residents and patrons means that getting in and out of carparking can often be an ordeal - even to watch. Angled parking would help - but it would mean reversing out of the spot, rather than just going forward and around to exit.	Shopping and services
	Option B: Open Space Concept		Include a small playground for children	Shopping and services
	Option B: Open Space Concept		something to deter birds, there's always a lot of bird poop in this proposed open area.	Shopping and services

	Option B: Open Space Concept		The open space looks very inviting. It may also be inviting for groups of people to hang out at night without a purpose, so security cameras should be installed to protect the local businesses.	Shopping and services
Option A: Without Open Space Concept			<p>Limit traders taking up footpath space and making it difficult for pedestrians.</p> <p>Big pots with colourful flowers (as they have in the UK for instance) to brighten up the street. Hanging baskets with colourful flowers.</p> <p>Plant something such as wisteria to climb up the shade sails structures.</p> <p>Do you plan on planting more trees? According to the draft, there seems to be greenery on the footpath where the fruit shop has extended its displays to the outside. A disgusting mess really!!! Please restrict them to just using the inside of the shop.</p> <p>The same can be said for the fruit shop near Woolworths too. Takes up too much space and limits access for pedestrians.</p> <p>A person should be employed to pick up litter each day and maintain the plants/flowers/trees/etc.</p> <p>Why add another toilet? Is there a problem with only having one.</p> <p>More seats for people to sit on.</p> <p>More of the upright ashtrays and hopefully people will use them.</p> <p>If a pedestrian crossing is placed so close to Manningham Road, traffic will build up when they turn into Macedon Road, as pedestrians will continuously cross. Making it very dangerous in busy times to turn from Manningham Road.</p> <p>The access laneway from Macedon Road up to the Woolworths area, is most unattractive. Squashed bubble gum turning into black blobs.</p> <p>Please not purple shade sails.</p> <p>The rubbish bins will need to be emptied more regularly.</p> <p>Graffiti needs to be removed as soon as it's done.</p> <p>What's the point of the rock? (one rock)</p>	Shopping and services
	Option B: Open Space Concept		Improving the footpath space around the shops that have goods, or tables, out on the footpath - e.g. the greengrocer and the cafes.	Shopping and services
Option A: Without Open Space Concept			<p>Keep the car spots in front of hello world and crystal dragon. Car spots are already an issue when busy so taking these out would cause more issues.</p> <p>I don't get the point in having diagonal car parks outside riddik, just keep them straight, same goes to the ones in the middle of the commonwealth bank and helloworld, i would keep those straight. The ones closest to the footpath can stay angled as well as the ones in the middle of the plaza</p> <p>Besides that everything else is fine. I like the idea of one way traffic throughout the plaza</p>	Shopping and services
	Option B: Open Space Concept			Shopping and services
Option A: Without Open Space Concept				Shopping and services
	Option B: Open Space Concept		Compliments on a fine design. Perhaps the only suggestion is to ensure a kerb is laid down the middle of the median strip parking area to prevent 'short cut' right turns to the Mall or 'U' turns through the parking area	Shopping and services

Option A: Without Open Space Concept			<p>The additional pedestrian crossing near BP is much needed and I note that the crossings have been included on both Concept A and B. Positive.</p> <p>The open space proposed in Concept B is a nice touch but the flow on effect of loss of parking and potential traffic congestion are concerning.</p> <p>My main concern is the lack of transparency on the number of car spots being removed. For me it is the elephant in the room. Without pre and post figures, it is difficult to ascertain the exact impact on parking although it does appear to be significant in both concepts. I would hope that traders have been engaged right throughout this process. I can't imagine they'd be satisfied with the loss of parking and given the current environment they are operating in and the forecasted lengthy COVID-19 recovery phase for businesses, it is difficult to see how removal of these spots is being 'kind to businesses'. One need only look as far as the Rosanna Shopping Village on Lower Plenty Road and the recent removal of approximately 20 car spots by LXRA to witness the significant detrimental impacts on visitation to a strip caused by loss of street parking.</p> <p>I can understand why council is proposing the extension of the footpath outside the fruit shop and pharmacy; the traffic congestion does create havoc at peak times. I think the space should be planted out rather than paved which will discourage traders breaching their footpath trading permit requirements.</p> <p>I have significant concerns about the narrow exit/entry from High Street into Macedon Plaza in Concept B. Notwithstanding the significant loss of parking, the continuous white line coupled with the narrow road and non-angled car parking will create traffic congestion at this end of the plaza. So, while council is trying to solve a traffic congestion issue at the Manningham Road end, they are introducing a traffic congestion issue at the High Street end. It doesn't make any sense.</p> <p>As a frequent visitor to Macedon Square with children, I have taken for granted the ease of parking (although in recent years, it has become increasingly busier) and I've always felt safe as a pedestrian walking along the generously sized footpaths. I don't understand the rationale in widening these footpaths out further at the expense of parking. I feel for the traders in Macedon Square who have an almighty battle on their hands as it is let alone adding the consequences of reduced parking.</p> <p>Macedon Square does need a facelift but not an overhaul.</p>	Shopping and services
	Option B: Open Space Concept		More parking. More parking, more parking. What is the purpose of tree gates?	Shopping and services
Option A: Without Open Space Concept			Make One Way signage very prominent	Shopping and services
Option A: Without Open Space Concept			I love the idea to create an open space for people to catch up or families but not at the cost of losing car parks. From what I can see, it looks like car parking out the front of the shops will already be less to cater for upgrades to the road and pedestrian crossing. Finding a car park now can be a nightmare here and you can drive around a number of times before you find one especially late afternoons Monday to Fridays and all day on Saturdays. Taking away car spaces to create this open space is crazy!! I will avoid this shopping area if it creates a nightmare to find a car park and I'm sure I'm not the only one especially the elderly people.	Shopping and services
Option A: Without Open Space Concept			Don't decrease the number of parking places	Shopping and services

	Option B: Open Space Concept			Shopping and services
	Option B: Open Space Concept		Use gravel pits to collect rain water before it enters the drain to water street trees and garden.	Shopping and services
	Option B: Open Space Concept			Shopping and services
Option A: Without Open Space Concept			Option 2 looks good but is not as practical and has inadequate parking (including disabled). Area has high number of ageing residents and increasing number of residents in apartments. Currently parking in main shopping strip can be difficult and cars slow moving. More angle parking is needed. Many drivers will struggle to move easily in and out of the perpendicular spots suggested in Option B- creating a bank up of cars waiting to get past or into the spots. My other concerns relate to footpath space especially with the space taken up by the green grocer. It's almost impossible to get past at times and there is frequently fruit and veggies littering the ground posing potential slip hazards. There must be enough space for people using wheelchairs, scooters, frames and large pushers to use the footpath. I am happy to have further input if required.	Shopping and services
	Option B: Open Space Concept			Shopping and services
Option A: Without Open Space Concept			Add 10 km/h speed limits to all entrances. There is no speed limit in the current square or the plans.	Shopping and services
	Option B: Open Space Concept		Please ensure parking bays are big enough. Currently generally OK and good visibility because there is enough room to readily back out. Though even now I park and walk because it's too busy with cars/ foot traffic on road / traffic congestion.  I hope there is access to the lawn via path and not just steps. This means access for all.  The Macedon Square access to Aldi car park is currently OK. Largish, clearish area which is necessary because this is where congestion and foot traffic happen. If cars can get into the petrol station efficiently, that's a good thing. Sometimes cars jam packed when turning from Manningham due to congestion near pharmacy/ fruit shop.  Thank you Manningham. Exciting !	Shopping and services

Option A: Without Open Space Concept			More bins, like option B. Also have one near the TAB because people smoke outside there. Make sure the parking is wide enough for large SUVs.  If option B is chosen, please keep the angled parking in the street where Commonwealth Bank is to make it easier to reverse out.	Shopping and services
Option A: Without Open Space Concept				Shopping and services
	Option B: Open Space Concept			Shopping and services, Other (please specify), Just to walk around the neighbourhood and be in a lively environment
	Option B: Open Space Concept		No	Shopping and services, To meet up with friends and neighbours
	Option B: Open Space Concept		Child safe and disability accessibility	Shopping and services, To meet up with friends and neighbours
	Option B: Open Space Concept		the digital image looks a great improvement to the current tired appearance	Shopping and services, To meet up with friends and neighbours
	Option B: Open Space Concept		Not enough open space. Is car-dominated with only 2 bicycle hubs and no bike lanes. We should be encouraging non-car transport and people to walk their dogs there. Cars will choke the narrow roads and fumes will be unpleasant for those in outside seating areas. Needs more tree shade and sails. Outside seating should be next to the cafe doors, not across the footpath where you collide with waiters carrying hot coffee and piles of dishes. Wider footpaths may be needed over car parking spots. Need barriers between cars and outside seating and pedestrians. If you are redesigning, take us into the future, not a token patch of lawn with more cars than ever. May be safer to close off the entrance to the Aldi car park at Macedon Road?	Shopping and services, To meet up with friends and neighbours
	Option B: Open Space Concept			Shopping and services, To meet up with friends and neighbours

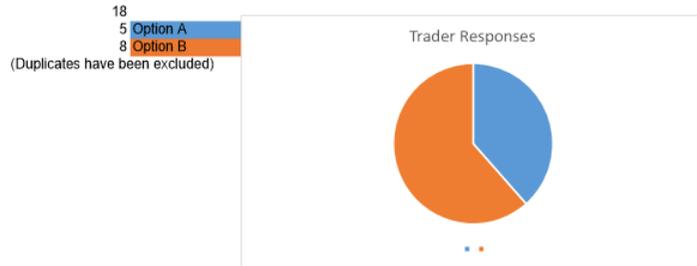
	Option B: Open Space Concept		<p>Adding electric car charging parking spots will increase their visibility and can encourage their adoption, this will also future proof the area a bit.</p> <p>Making the entire area smoke free will make people more likely to stay longer and therefore spend more.</p> <p>Ensuring that the pedestrian crossings remain raised to create a welcoming and pedestrian-oriented environment.</p> <p>Changing the road material throughout the precinct to make it a rougher ride and will, therefore, ensure vehicles keep a maximum speed of 20 km/h.</p> <p>More bins could be good maybe in the northeastern and southwestern corners of the site.</p> <p>The inclusion of a bike repair station would promote riding as it becomes more visible and provide good bike infrastructure which is currently lacking throughout Manningham.</p>	Shopping and services, To meet up with friends and neighbours
	Option B: Open Space Concept		Please retain the canopies. They are attractive and effective and special to Macedon.	Shopping and services, To meet up with friends and neighbours
Option A: Without Open Space Concept			You need to retain or add parking. There isn't enough there now!	Shopping and services, To meet up with friends and neighbours
	Option B: Open Space Concept			Shopping and services, To meet up with friends and neighbours
	Option B: Open Space Concept		This is an opportunity to change this space not just tidy it up. This area needs more interesting streetscapes.	Shopping and services, To meet up with friends and neighbours
	Option B: Open Space Concept			Shopping and services, To meet up with friends and neighbours
	Option B: Open Space Concept		<p>Less cars please</p> <p>less parking in Macedon Square and prevent cars from circling Macedon Square.</p> <p>EG --one way in</p> <p>--then exit via Macedon Rd, Aldi, Safeway or High St.</p>	Shopping and services, To meet up with friends and neighbours
	Option B: Open Space Concept		<p>I am not sure that lawn is required. A small amount of lawn is hard to maintain. The use of good quality fake lawn would work better.</p> <p>The garden currently at the side of the TAB is always a mess now - is there a better option</p>	Shopping and services, To meet up with friends and neighbours
	Option B: Open Space Concept		<p>Shaded areas please.</p> <p>Rubbish bins.</p>	Shopping and services, To meet up with friends and neighbours

Option A: Without Open Space Concept			More seating for the elderly residents	Shopping and services, To meet up with friends and neighbours
Option A: Without Open Space Concept			traffic flow is often very poor so reducing car parking spaces would make it worse for everyone... traders, drivers and peds.	Shopping and services, To meet up with friends and neighbours
	Option B: Open Space Concept		no	Shopping and services, To meet up with friends and neighbours
	Option B: Open Space Concept			Shopping and services, To meet up with friends and neighbours
	Option B: Open Space Concept		Have plenty of table and chair seating in the open space to sit with friends to drink coffee and eat takeaway, in relaxed but vibrant garden feel environment.	Shopping and services, To meet up with friends and neighbours
	Option B: Open Space Concept			Shopping and services, To meet up with friends and neighbours
	Option B: Open Space Concept			Shopping and services, To meet up with friends and neighbours
	Option B: Open Space Concept		I like the idea of open space but need to have parking as that is a current challenge. Also if you are creating the opportunity on outdoor dining, have venues there that can provide this- currently the selection of shops there is questionable- its becoming a bit tacky. More restaurants, a deli, florist would be good.	Shopping and services, To meet up with friends and neighbours
	Option B: Open Space Concept			Shopping and services, To meet up with friends and neighbours
	Option B: Open Space Concept		Limited car parking space deters visitors and customers. Given the rapidly growing population of Mannaingham, please work to maximise and add parking spaces for us and visitors from surrounding suburbs.	Shopping and services, To meet up with friends and neighbours
	Option B: Open Space Concept		I would like some aboriginal art (Paintings or sculptures such as the Wurudjeri Totem) or some huge paintings on the side of buildings (like silo art). Maybe a gallery of art depicting the history of Macedon square with a tick to its heritage, culture and people.	Shopping and services, To meet up with friends and neighbours

	Option B: Open Space Concept		Question- is there a physical barrier or some notion of a physical barrier between the open space and the parking bays as a safety element between vehicles and children who may be using the open space? It could be a higher kerb, planting in sections that could slow down the transition from the open space into the passage of cars.	Shopping and services, To meet up with friends and neighbours
	Option B: Open Space Concept		Include bike racks	Shopping and services, To meet up with friends and neighbours
	Option B: Open Space Concept		With the open space, it would be great if it could accommodate for local performances to involve the community, similar to what the Eltham Town Centre offers	Shopping and services, To meet up with friends and neighbours
	Option B: Open Space Concept		Add clear u turn and give way signage where applicable	Shopping and services, To meet up with friends and neighbours
	Option B: Open Space Concept		More parking needed	Shopping and services, To meet up with friends and neighbours
Option A: Without Open Space Concept			The more trees the better, and the less areas for smokers to gather and pollute the walk ways, more appreciated by the non smokers.	Shopping and services, To meet up with friends and neighbours
	Option B: Open Space Concept			Shopping and services, To meet up with friends and neighbours
	Option B: Open Space Concept			Shopping and services, To meet up with friends and neighbours
	Option B: Open Space Concept		Add in small community garden space for growing herbs. Possible small library/ bookshare	Shopping and services, To meet up with friends and neighbours
	Option B: Open Space Concept			Shopping and services, To meet up with friends and neighbours
	Option B: Open Space Concept		I think that the crossings from Macedon square/Rosa St should be improved as it can get very dangerous with cars turning into and out of the square especially from or into McGahy St.	Shopping and services, To meet up with friends and neighbours

Option A: Without Open Space Concept			After having a good look at how the streetscape will look like in both options, I don't see a need for lawn as there will be enough seats and meeting areas in Option A. It is important to strike a balance with both Options. I don't see a major difference between the 2 options, except for the lawn in Option B. I look forward to the upgrades as they are long overdue.	Shopping and services, To meet up with friends and neighbours
	Option B: Open Space Concept		See my comments in the 'Ideas' section ... J.Lw	Shopping and services, To meet up with friends and neighbours
	Option B: Open Space Concept			Shopping and services, To meet up with friends and neighbours
Option A: Without Open Space Concept			Move the open space to be near the cafes between Egons Cakes, Cafe 21 and Cafe Macchiato. This makes more sense as people can buy coffee and food at these shops and meet together there instead of having to cross the road. This also allows the additional car parks to stay in a shopping area that is very busy.	Shopping and services, To meet up with friends and neighbours
	Option B: Open Space Concept		Lighting for night dining, space for live music	Shopping and services, To meet up with friends and neighbours
	Option B: Open Space Concept			Shopping and services, To meet up with friends and neighbours, Other (please specify), eating, relaxing outdoors
Option A: Without Open Space Concept			Very important to be able to sit and eat your lunch once purchased and seats seems to be available in Option A. Important to have parking spaces especially when you bring a passenger that has mobile difficulties. Option A seems to provide the most car parking spaces.	To meet up with friends and neighbours, Shopping and services
	Option B: Open Space Concept		Adding some nice mellow music, spaces for outdoor bands maybe. Nice lighting and also to make it as sustainable as possible.	To meet up with friends and neighbours, Shopping and services
	Option B: Open Space Concept		I haven't registered for the yoursay feedback, but I'd like to comment on my preferred option. Option 2 with the extra open space is far and away a better option for the long term. Suggest also the look/feel of the material palette could be softened. I know its just a render presentation, but it would be great to see local materials, plantings etc, and even some great art pieces to make it an interesting space.  Fantastic work so far and looking forward to seeing it underway.	Shopping and services, To meet up with friends and neighbours

	Option B: Open Space Concept		<p>I just saw the proposed upgrade of the streetscape at Macedon Square. Will look great with new paving etc. looks like some sort of crazy paving with some I sort of stone/slate or something similar to replace the brick paving. Will look awesome once complete.</p> <p>I Live in Templestowe and was wondering if Manningham Council have any plans to upgrade the Templestowe Village area around Carlucci's etc.</p>	Shopping and services, To meet up with friends and neighbours
Option A: Without Open Space Concept			<p>She would like to see more parking spaces available, particularly disability bays. There need to be more rubbish bins particularly in food areas and fresh food areas. She would like it more safe and easy to enter and exit with less congestion. Believes the open space option will encourage bad behavior and undesirable members of the community to congregate. Asked that the cyclone fence along community centre (near Aldi) be repaired as its been pushed and bent out of shape, and acts as a rubbish dump. Asked whether the bus stop that services the community centre on Balmoral av be converted to visitor car spaces? Prefers option A.</p>	Shopping and services, To meet up with friends and neighbours
Option A: Without Open Space Concept	Option B: Open Space Concept		<p>Many thanks for giving us the opportunity to provide feedback to the proposed changes to Macedon Square. My husband and I are quite happy with either option. The pedestrian crossing are certainly a good addition. As there are many cafe/restaurants in the square may I suggest that you increase the timed parking from 1hr to 90mins. My reason being that if there are 4 people dining 1 hr isn't long enough. Taking into account finding a park, getting to the venue, ordering, eating and a general catch up 1 hr isn't long enough. Now if there were only 2 of you 1 hr would probably be long enough. It is something that I think should be considered.</p>	Shopping and services, To meet up with friends and neighbours
	Option B: Open Space Concept		<p>I have no internet. Its taken me a while to figure out what shops etc are where. Then I looked for the disabled car parking that I mostly use (as in the two that are close to where I go most often) and for some new ones. I cant find one of them at all, and has moved from outside the shops to further down (in both concepts). I sometimes return home because all the disabled spots are used and there aren't any empty parking bays suited to my needs. There seem to be more angled bays now - perhaps that's to assist those you say have problems with the one way system. This system has always been one of the reasons I like going to Macedon. When I moved here (20 years ago) I was an elderly driver but could still walk easily. Now I'm unable to do that and find it easier to park outside whatever shops I need, or very close by. I'm sure that a lot of folk will enjoy an open space and "garden beds" are always good. Someone has a love affair with rocks. There is still a bench where I occasionally catch my breath. Benches/sitting areas are always good. Might I suggest a couple of extra cigarette 'butt' containers and closer to the benches. I do not smoke, but to keep the butts from going down the drain. Not sure what bins you're planning but it would be great to have two in each spot (rubbish and recycle). I think both plans could do with more bins, there used to be bins near the bank. Not sure where it went it went but there is more litter in the area. I don't often have anything to throw out these days. When I did walk around more I used to take mine home rather than go in the opposite direction to the bin. I don't mind which is chosen but I'm sure people would enjoy an open space. If you do the open space, make part of the steps/stairs I see in the space a ramp for folk with walkers, prams etc.</p>	Shopping and services, To meet up with friends and neighbours
	Option B: Open Space Concept		<p>The plan for open space is a great idea. It would help the local businesses as it provides a place to enjoy lunch, coffee and/or gelati with kids. It promotes a healthy lifestyle of walking/cycling for those who live close by. And for the elderly, there's still a sufficient number of car parking spaces (with not much reduction). Let's try and save these car parking spaces for the elderly in our community and for everyone else who lives locally - this is a great opportunity to get active!</p>	Shopping and services, To meet up with friends and neighbours



**Trader Responses**

Total number of responses  
Option A preference: Without Open Space  
Option B preference: Open Space

**Full response detail**

Please note: Any lines in yellow are duplications from the same business/tenant

Survey Response				
Option A Preference	Option B Preference	No Clear Preference	Do you have any suggestions for improving your chosen option?	Please tell us how you use this centre. Tick all that apply.&nbsp;
Option A: Without Open Space Concept			This business square need more car park spaces.	Business owner
	Option B: Open Space Concept			Business owner
	Option B: Open Space Concept		No it's perfect I own 2 The Mail, Templestowe Lower building. This plan will suit my tenant perfectly.	Business owner
Option A: Without Open Space Concept			Screening off the service station & possibly having two fixed tables and chairs including a fixed umbrella under the tree in front of the screen.	Business owner
	Option B: Open Space Concept		Is the storm water going to be replaced as the last time paving was done all the storm water pipes where squashed	Business owner, Shopping and services
	Option B: Open Space Concept			Business owner, Worker

	Option B: Open Space Concept		Ot yet	Business owner, Worker, Shopping and services
	Option B: Open Space Concept		Please ensure there is adequate lighting at night for safety.	Other (please specify), Landlord owner and shopping.
	Option B: Open Space Concept			Worker, Shopping and services
	Option B: Open Space Concept		<p>I have had a look at both of these options &amp; the thing that actually worries me hugely is when will this be happening &amp; how long will our shops &amp; streets be affected with street closures etc for this project.</p> <p>As you can imagine Covid has had the most hideous impact on our business – we have had ZERO income since February, and probably will have none until next June/July at the earliest.</p> <p>Covid has been disastrous for the travel industry and for travel agents. As you may or may not be aware, Flight centre across the road has already closed.</p> <p>We DO NOT plan to follow suit, but of course the impact is huge and we do not want to be further impacted by the streets being closed for works.</p> <p>And as there seems there will be significant works done immediately in front of our shop Helloworld travel (right there on the corner), I assume we will be heavily impacted with the works &amp; timeline of these works.</p> <p>What I do know is that customers will look elsewhere to shop and this we cannot afford on top of this terrible year.</p> <p>I hope council does &amp; has considered the financial losses we will incur for this upgrade if it is done soon after covid....</p> <p>Having said that, I think if we are losing street parking directly in front of our shop, it would make sense to use the area for something practical &amp; useful so we would prefer to have the lovely sit down area.</p>	Business owner
	Option B: Open Space Concept		<p>With restrictions being eased and things opening up I have become very busy all of a sudden. I totally lost track of the survey opening up again.</p> <p>My family have a preference for the proposed Option B – open space concept. I think that would look very appealing and attract people to the Square (hopefully for the right reasons).</p> <p>Thanks for remembering and reaching out. Do you still want me to complete the survey?</p> <p>Previsley response I am the landlord at 4 Macedon Square, Lower Templestowe.</p> <p>I have just had a look at the proposed upgrade options for Macedon Square and I am very impressed with what I have seen (still undecided with which option I prefer).</p>	Business owner
Option A: Without Open Space Concept			Car spaces are important to attract customers	Business owner, worker

Option A: Without Open Space Concept			Car spaces are important to attract customers	Business owner, worker
	Option B: Open Space Concept		They are favouring option B as more open spaces are a win to them. They understand that parking is an issue, but there are plenty of car spaces in ALDI & Woolworths. Unless traders prefer car spaces in front of their shops, parking is actually not a severe issue in Macedon Square and Plaza.	Business owner, worker
Option A: Without Open Space Concept			Manager, said the owner did not have objections, but she preferred the option with the most car parks, (option A)	Business owner, worker
Option A: Without Open Space Concept			Car spaces are important to attract customers	Business owner, worker
	Option B: Open Space Concept			Business owner, worker
	Option B: Open Space Concept		The owner favoured option B after I explained what will happen after we adopt option A or option B. He said option B is better because losing two car spaces in exchange for a communal space is beneficial for the square in general.	Business owner

## 11 CITY SERVICES

### 11.1 Sporting Facilities Allocation Policy and Outdoor Sports Infrastructure Policy

File Number:	IN20/647
Responsible Director:	Director City Services
Attachments:	<ol style="list-style-type: none"><li>1 Sporting Facilities Allocation Policy - 2020 <a href="#">↓</a></li><li>2 Outdoor Sports Infrastructure Policy - 2020 <a href="#">↓</a></li><li>3 Community Consultation Report - Sporting Facilities Allocation Policy and Outdoor Sports Infrastructure Policy <a href="#">↓</a></li><li>4 Summary of Proposed Changes - Sporting Facilities Allocation Policy and Outdoor Sports Infrastructure Policy <a href="#">↓</a></li></ol>

#### EXECUTIVE SUMMARY

Council at its Ordinary Meeting on 28 July 2020, endorsed the draft 'Sporting Facilities Allocation Policy' and draft 'Outdoor Sports Infrastructure Policy' to proceed to a period of community consultation, seeking feedback on the draft Policy documents.

Subsequently, a community consultation process through the online platform 'Manningham Yoursay' occurred between Monday 4 August and Monday 31 August, seeking feedback from key stakeholders and the broader community. A total of 33 submissions were received and overall the feedback was supportive.

This report provides an overview of the responses received from the community consultation, and includes amendments as a result of the feedback received from the consultation.

#### COUNCIL RESOLUTION

**MOVED:** CR LAURA MAYNE  
**SECONDED:** CR ANNA CHEN

**That Council:**

- A. endorse the Sporting Facilities Allocation Policy.**
- B. endorse the Outdoor Sports Infrastructure Policy with the following amendment made to Attachment 5 – Financial Contributions:**

**Insert the following text after the first paragraph:**

***“Any required financial contributions by clubs are to be calculated in accordance with the policy requirements outlined below, with the contribution amount calculated on a recent (obtained within the previous 12 months or less) quantity surveyor estimate.*”**

***All financial contributions will be required to be paid in full prior to tenders being advertised. Once payment of the calculated amount based on the quantity surveyor estimate is received, no additional club contributions can be required. Should the tender outcomes provide savings when compared to the quantity surveyor estimate, the funding difference will be returned to the contributing club/user group.***

- C. Proceed with implementation of the Sporting Facilities Allocation Policy and Outdoor Sports Infrastructure Policy.**

**CARRIED**

## **2. BACKGROUND**

- 2.1 Council's Active for Life Recreation Strategy 2010-2025 (2019 Review) (Recreation Strategy) identified 2 key actions to address future participation in organised sport. These actions are:
- *Action 1.3.3 - Develop a Policy for the allocation and use of seasonally allocated sporting facilities.*
  - *Action 1.3.4 – Review and update Council's Outdoor Sports Infrastructure Guidelines, incorporating club financial contributions towards sporting infrastructure developments.*
- 2.2 Council endorsed the draft 'Sporting Facilities Allocation Policy' (Allocation Policy) and draft 'Outdoor Sports Infrastructure Policy' (Infrastructure Policy) at its Ordinary Meeting on 28 July 2020 to proceed to community consultation. This consultation occurred between Monday 4 August and Monday 31 August 2020. Feedback has now been received through the community consultation, as well as through a second round of internal consultation, and as a result amendments have been made to the Policy documents.
- 2.3 A copy of the 'Sporting Facilities Allocation Policy' can be found at *Attachment 1*, and a copy of the 'Outdoor Sports Infrastructure Policy' can be found at *Attachment 2*.
- 2.4 It is also noted that the review, development and public consultation associated with these policies has been undertaken during the impacts of COVID-19. Council has continuously worked in close liaison with all Manningham sporting clubs and user groups to provide support throughout this difficult period. The implementation of the policies, once endorsed, will be undertaken in a manner that is mindful of the financial and social impacts of COVID-19 on our local sporting groups. This approach will ensure that all our valued sporting clubs and user groups are provided the much needed support to enable a return to sport.
- 2.5 Guidelines for night time use of sports fields 'Sports Field Suitability Assessment for Night Matches' was presented to Council at SBS on 17 November 2020.
- 2.6 The guidelines 'Sports Field Suitability Assessment for Night Matches' for use of sports fields for night matches developed to minimise disruption to residents, whilst enabling the activation of sports fields for matches outside of daylight

hours. These guidelines to be included to tenancy agreements with sporting clubs.

### 3. DISCUSSION / ISSUE

#### Community Consultation

- 3.1 The community consultation process occurred over a 4 week period. Consultation was undertaken through the online platform '*Manningham Yoursay*', providing the community with an opportunity to view the draft Policy documents with an opportunity to provide feedback. Targeted emails were sent to key stakeholders including sporting clubs and Local and State Sporting Associations, to ensure feedback was received from the groups which are directly impacted by the Policies. Furthermore, community members were made aware of the consultation process through posts on Council's social media pages and notification via the Manningham Matters publication.
- 3.2 In total, the '*Manningham Yoursay*' page received 830 views, including 128 downloads of the '*Sporting Facilities Allocation Policy*' and 189 downloads of the '*Outdoor Sports Infrastructure Policy*'. A total of 33 submissions were received across the 4 week period, including 12 for the '*Sporting Facilities Allocation Policy*' and 21 for the '*Outdoor Sports Infrastructure Policy*'. Included within *Attachment 3* is the detailed Community Consultation Report.
- 3.3 50% of respondents supported the '*Sporting Facilities Allocation Policy*'. A further 4 noted they were undecided, 1 indicated they did not support the Policy and 1 did not provide a response to the question. The individual respondent that did not support the scope to the Policy, and provided feedback they wanted sports such as kayaking, bird watching and cycling to be included in the Policy. As the Policy applies to active reserves managed by Council, and the sports mentioned by the respondent are not undertaken on active reserves (and in some cases not on Council land), they have not been considered within the scope with feedback provided to the respondent.
- 3.4 A similar number of respondents (48%) noted their support for the '*Outdoor Sports Infrastructure Policy*', with 2 not supportive, 7 undecided and 2 with no response. Of the 2 that were not supportive, 1 was in relation to baseball standards. On receiving the feedback, amendments have been made to the baseball standards to ensure they align with Baseball Australia recommendations. The second non-supportive response was due to disc golf being excluded from the Policy scope. The Infrastructure Policy scope has been reviewed and widened to consider sports such as disc golf.
- 3.5 The community feedback has been considered, with amendments to the Policy documents that respond to the feedback received. Further internal consultation has also occurred, to support a collaborative approach across the organisation. Feedback received through this process has also been considered within the amendments.
- 3.6 A summary of the amendments can be found at *Attachment 4*, with an overview of these amendments below:

**Amendments – Sporting Facilities Allocation Policy**

## 3.7 Section 2.2.1 – Seasonal and Annual Allocations

- Wording has been added to this section noting that Petty’s Reserve will not be allocated as a primary venue for a club. Access will be prioritised for Manningham based clubs that require an NPL level facility for matches or training.

## 3.8 Section 2.2.2 – Casual Bookings

- Amendments have been made to the timelines in which user groups can make casual bookings for the Tom Kelly Athletics Track.

**Amendments – Outdoor Sports Infrastructure Policy**

## 3.9 Section 3 – Policy Scope

- The Policy scope has been widened to incorporate all outdoor sports. Sports which are not covered under Attachment 3 of the Policy will be considered on a case by case basis, with consideration made in accordance with relevant standards.

## 3.10 Attachment 1 – Sports Field Classification

- a) Stintons Reserve and Wilsons Reserve have been re-classified as local level facilities based on their current usage.
- b) Schramm’s Reserve ovals north and south have also been re-classified as regional level facilities for cricket. Again, this reflects current usage.

## 3.11 Attachment 2 – Sports Pavilion Classification

- a) Donvale Reserve north has been re-classified as a district level pavilion given it is a home venue for a cricket club.
- b) Schramm’s Reserve south has also been re-classified as a regional level pavilion for cricket.

## 3.12 Attachment 3 – Facility Standards

- a) Gymnasiums have been included as a ‘case by case’ for regional, district and municipal level facilities. As these facilities are not imperative for sport participation, funding remains 100% a user group responsibility.
- b) Wording has been added to provide clarity that storage sizes are per tenant, not a total size for the pavilion. A maximum of 180m<sup>2</sup> has also been included.
- c) Wording has been added under floodlight standards to note that the lux levels are based on the relevant Australian Standard (Not State and National Sport Association recommendations). Should the Australian Standard change, Council will align floodlight projects with the amended Standard.
- d) A number of changes to the sizing of baseball infrastructure has been made to better align with Baseball Australia standards. This includes amendments to change room size, social rooms, scores shelters and sports field fencing.

- e) Provision of storage for portable soccer goals has been added, to eliminate clubs utilising cricket nets for storage.

#### 3.13 Attachment 5 – Financial Contributions

- Wording has been added to the bottom of the table, outlining that synthetic surfaces for sports whereby synthetic is not the traditional surface (e.g. football) will be considered on a case by case basis. This responds to community feedback as well as Council's work on increasing sports field capacity.

## 4. COUNCIL PLAN / STRATEGY

- 4.1 The '*Sporting Facilities Allocation Policy*' addresses Priority Area 1 from the Recreation Strategy, specifically action 1.3.3 – '*Develop a Policy for the allocation and use of seasonally allocated sporting infrastructure*'.
- 4.2 The '*Outdoor Sports Infrastructure Policy*' addresses Priority Areas 1 and 2 from the Recreation Strategy, specifically action 1.3.4 – '*Review and update Council's Outdoor Sports Infrastructure Guidelines, incorporating club financial contributions towards sporting infrastructure developments*'.
- 4.3 The Policy documents provide relevant outcomes for the Council Plan 2017-2021 and Healthy City Strategy 2017-2021, through equitable access and inclusive use of Council's sporting facilities, and creating facilities that foster a healthy and active community.

## 5. IMPACTS AND IMPLICATIONS

- 5.1 The '*Sporting Facilities Allocation Policy*' provides clear direction for the allocation of sporting facilities on a seasonal, annual, casual and leased basis. The Policy also provides direction on addressing insurance obligations, reducing risk exposure and increasing equitable access.
- 5.2 The '*Outdoor Sports Infrastructure Policy*' provides direction on the provision and financial contributions of outdoor sporting facilities.

## 6. IMPLEMENTATION

- 6.1 Finance / Resource Implications
  - 6.1.1 The review of both Policies is within current budgets and resource allocations.
  - 6.1.2 Within the '*Sporting Facilities Allocation Policy*', the development of an eligibility criteria for all bookings ensures payment is received for usage of facilities prior to the next season commencing. It is anticipated that this criteria may result in a lower number of debts owed to the organisation by users of Manningham sporting facilities.

6.1.3 Bonds to be considered bookings as part of the Policy. The application of a bond will be done so if the newly developed criteria deems it necessary. Bonds will ensure financial cover should a user group damage a Council facility, lose keys or displays destructive behaviour. Bond amounts will be determined through the impending review of Council's Seasonal Sports Pricing Policy.

6.1.4 It is noted that the current financial impacts of COVID-19 on sports clubs and user groups will need to be taken into consideration when initially implanting these financial components of the new policies. Hardship provisions and case by case management to assist Manningham sports clubs and user groups to return to sport will be the initial priority. A transitional approach for implementation of this policy position will be applied as to enable sports clubs and user groups to return to a financially stable position following the impacts of COVID-19.

## 6.2 Communication and Engagement

6.2.1 As part of the community consultation process for the draft Policy documents, respondents were provided information on the process through email correspondence. With this, direct emails will be sent to these respondents, as well as key stakeholders including clubs and associations, to inform when the Policy documents have been endorsed by Council. In addition, the website and the '*Manningham Yoursay*' page will be updated.

## 6.3 Timelines

6.3.1 It is understood that the '*Sporting Facilities Allocation Policy*' presents a level of change for the community, particularly around the eligibility criteria for seasonal and annual allocations. To ensure fair and equitable implementation of the Policy, a transition process will be implemented. User groups will be afforded a grace period to enable:

- Outstanding debts to Council to be paid or to be placed on an agreed payment plan; and
- Strategic/business plans to be developed.

6.3.2 It is proposed that the above eligibility criteria will be applied to all annual and seasonal applications commencing the summer 2022/23 tenancy period. All other aspects of the Policy, including the remaining eligibility criteria for seasonal and annual tenancies, will be enforceable from the date of adoption.

6.3.3 A Special Condition will be added to all new and renewed lease agreements for use of Council's sporting facilities. This condition will require user groups (sporting clubs only) to submit strategic/business plans outlining, amongst other areas, their commitment to integrating all members of the community into the club in both an on field and off field capacity. The Special Condition will not be enforced until 1 January 2022, which provides a consistent approach across all sporting clubs.

6.3.4 Transitional implementation on the changes and updates in relation to the policies and guidelines will be communicated with the Sporting Clubs.

6.3.5 To further assist with this, Council Officers have developed education opportunities for user groups to increase their skills and knowledge, to enable them to achieve the eligibility criteria around strategic/business plans. This includes providing resources and tool kits to address topics such as developing a strategic/business plan, access and inclusion, mental health awareness, governance and healthy eating, amongst other topics.

6.3.6 To assist in a smooth transition, a Strategy has also been developed to ensure all user groups are aware of the changes. This Strategy includes targeted correspondence to clubs, as well as presenting on the changes at future online workshops.

## **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.



# Sporting Facilities Allocations Policy



Interpreter service

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MANNINGHAM

Policy Register  
Sporting Facilities Allocation Policy



## Policy Register

### Sporting Facilities Allocation Policy

Policy Classification	-
Policy N°	-
Policy Status	- <b>Draft</b>
Responsible Service Unit	- <b>Recreation Services</b>
Authorised by	- <b>Council</b>
Date Adopted	-
Next Review Date	- <b>2024</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.*

Policy Register  
**Sporting Facilities Allocation Policy**



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## Policy Register Sporting Facilities Allocation Policy



### 1.0 PURPOSE

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The purpose of this Policy is to create a transparent, equitable and sustainable framework to maximise use of Council's sporting facilities, whilst ensuring compliance against risk and insurance obligations.

### 2.0 POLICY STATEMENT

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#### 2.1 Guiding Principles

Council aims to maximise use of sports fields and pavilions to increase opportunities for active recreation and organised sport. This will be achieved through the following Guiding Principles:

- Equitable and inclusive access;
- Sustainably maximising usage;
- Transparent and consistent processes; and
- Community focus.

#### 2.2 Allocation Types

Council allocates sports fields and pavilions under the following arrangements:

- Seasonal Allocation;
- Annual Allocation;
- Casual Booking; and
- Lease Agreement.

Council at all times reserves the right to allocate sporting facilities based on demonstrated need, to ensure maximum usage is achieved. Consistent with the Policy's Guiding Principles, use of sporting facilities by Manningham based community groups (such as sporting clubs, schools and not for profit organisations) will be considered priority.

Furthermore, Council at all times reserves the right to restrict access to sports fields and pavilions due to maintenance, upgrade, ground conditions and other factors.

## Policy Register

# Sporting Facilities Allocation Policy



### 2.2.1 Seasonal and Annual Allocations

Seasonal and annual allocations provide non-exclusive use of Council's sports fields and pavilions. Each tenancy period is as follows:

- **Winter Season:** 1 April – 30 September;
- **Summer Season:** 1 October – 31 March; and
- **Annual:** 1 October – 30 September.

In special circumstances, tenancies may be allocated on a pro-rata basis.

The allocation of sports fields is made for the home and away season, with finals training and matches to be applied for under the casual use process. In instances of 'season creep', or as a result of extraordinary circumstances, additional allocations will be considered on a case by case basis. Pavilion allocations are made for the full tenancy period (6 months).

All allocations provided by Council are subject to the terms and conditions listed within the Tenancy Agreement, and will be assessed based on demonstrated need, including participation and team numbers (where applicable).

### Eligibility Criteria

To be eligible to enter into a seasonal or annual tenancy agreement, applicants must:

- Submit an application as per the stipulated timelines;
- Have public liability insurance with a minimum value of \$20million, or as otherwise determined by Council's insurers, that extends to cover Manningham City Council in respect to claims for personal injury and property damage arising out of the negligence of the user group;
- Be an incorporated entity as per the Associations Incorporation Reform Act 2012, or a registered company;
- Provide evidence of registration with a relevant sporting association, for the year that the application for use is being made (sporting clubs only);
- Not have any outstanding financial debt to Council for the use of Council's facilities, contributions towards facility developments or for any other reason. Terms within an agreed payment plan must be followed;
- Demonstrate financial sustainability through providing financial reports from the most recent Annual General Meeting (where applicable);
- Provide a business or strategic plan for the Club including but limited to outlining the user group's (sporting clubs only) commitment to providing:
  - Inclusive practices that integrate and welcome all community members on and off field, including but not limit to people with a disability, young people and females;

## Policy Register Sporting Facilities Allocation Policy



- A high level of governance through items such as policy development, meeting Consumer Affairs Victoria requirements and adhering to the user group's Constitution;
  - Wider health benefits for members including mental health, healthy eating and social inclusion;
  - Identifying potential future facility requirements; and
  - Alignment to relevant Council Plans and Strategies.
- Agree to adhere to the Terms and Conditions located within the Tenancy Agreement; and
  - Provide required documentation as listed within the application form including but not limited to liquor licenses, food registration certificates and annual reports, where applicable.

Personal trainers are exempt from the above however must comply with the regulations listed in section 2.2.1.1 of this Policy.

### **Allocation Criteria**

Council will aim to sustainably maximise usage of sports fields and pavilions, which includes considering shared use by multiple user groups where it is deemed appropriate. Where a shared usage solution cannot be achieved, the allocation will be determined by applying the criteria located in table 1, which is listed in no particular order of priority or weighting.

It is noted that Petty's Reserve will not be allocated as a primary venue for clubs, rather access will be prioritised for Manningham based clubs that require an NPL level facility to play matches and train. Depending on availability, Petty's Reserve will also be allocated as an overflow training and match venue for clubs with a demonstrated need.

## Policy Register Sporting Facilities Allocation Policy



Table 1 – Allocation Criteria

Criteria		Guiding Principles
1	How long has the applicant been granted use of the facility?	Council will give preference to the applicant who has longer past tenure of the requested facility.
2	Will the applicant's requested usage provide maximum benefit?	Preference will be given to the applicant who provides a demonstrated need for the usage, demonstrates integration of people from under-represented groups (e.g. females, juniors, people with a disability, CALD and older adults) and will achieve optimal/maximum use of the requested facility.
3	How much has the applicant invested financially into capital works at the requested facility?	Priority will be given to applicant that has invested significantly towards capital works projects at the facility within the past five years, including in-kind contributions.
4	Does the applicant have a history of improper conduct?	Council will take into account the number of breaches issued and upheld complaints over the previous five years by the applicant.
5	How long has the applicant been based in Manningham?	Council will give preference to the applicant which has been based in Manningham the longest.
6	Is the applicant registered and/or accredited with the Good Sports Program, Inclusive Club Program and any other club improvement program?	Preference will be given to the applicant that is accredited with the most club improvement programs, including the Good Sports Program and what level they are within the program. This also includes applicants that undertake external training or are involved/accredited through other programs such as Council's Inclusive Club Program.
7	Does the applicant display good governance structures?	Council will give preference to the applicant that has developed relevant policies and processes, reports annually the Consumer Affairs Victoria (where applicable) and displays other forms of good governance.

## Policy Register Sporting Facilities Allocation Policy



### 2.2.1.1 Personal Training Businesses

Personal training businesses running structured, income generating programs on Council's sporting facilities are required to apply for a seasonal allocation. Applications must be made a minimum 10 business days prior to the requested booking commencement date.

Applicants seeking use of Council's sports fields for fitness programs that run for a shorter period of time (maximum 10 weeks) are to apply through the casual booking process. Seasonal tenancy fees will be applied to these bookings on a pro rata basis (e.g. only 8 weeks' worth of the seasonal fee would be applied for an 8 week booking).

No bookings by personal trainers will be accepted for Council's open space, and access to pavilions and public toilets will be considered on a case by case basis. This application can be applied for at any time, with approved allocations given until the end of the respective seasonal period.

Applicants will be notified of the outcome of their application within 10 business days of the application being submitted. The following documentation must be provided to Council to be eligible for an allocation to conduct personal training on a Council sports field:

- Registered business name and ABN;
- Public liability insurance with a minimum value of \$20million, or as otherwise determined by Council's insurers, that extends to cover Manningham City Council in respect to claims for personal injury and property damage arising out of the negligence of the user group;
- Not have any outstanding financial debt to Council for the use of Council's facilities, contributions towards facility developments or for any other reason. Terms within an agreed payment plan must be followed;
- Relevant personal trainer qualifications. The applicant must be appropriately qualified;
- Relevant first aid certification. The applicant must possess a relevant first aid certification;
- Evidence of registration to a peak body (e.g. Fitness Australia); and
- Any other documents as requested by Council.

Furthermore, applicants will not be eligible for an allocation if they are in arrears with Council or with payments stipulated in an agreed repayment plan.

Allocations provided by Council are subject to the terms and conditions listed within the Tenancy Agreement. This includes adhering to the list of approved equipment, hours of use and number of participants per session.

## Policy Register

# Sporting Facilities Allocation Policy



### 2.2.2 Casual Booking

Casual allocations provide temporary use of sports fields and/or pavilions for user groups outside of a seasonal allocation. Casual allocations are also provided for user groups requiring 'one off use' of Council's sports fields and/or pavilions. Activities that require a casual booking include but are not limited to:

- School use;
- Preseason matches and training;
- Finals matches and training;
- Structured sporting and recreation activities (excluding activities covered under a seasonal allocation);
- Commercial use; and
- Events.

Casual bookings are allocated on a first come, first serve basis. Casual bookings are not required for informal and unstructured recreational use by individual community members on sports fields.

To be eligible for a casual allocation, the applicant must:

- Have public liability insurance with a minimum value of \$20million, or as otherwise determined by Council's insurers, that extends to cover Manningham City Council in respect to claims for personal injury and property damage arising out of the negligence of the user group;
- Not have any outstanding financial debt to Council for the use of Council's facilities, contributions towards facility developments or for any other reason. Terms within an agreed payment plan must be followed;
- For commercial entities, provide a registered business name and ABN;
- Agree to adhere to the Terms and Conditions located within the Tenancy Agreement; and
- Provide any other documents as requested by Council.

Applications for casual use of sports fields must be made a minimum 10 business days prior to the booking date and no longer than 12 months in advance. Applications for casual use of the Tom Kelly Athletics Track must also be made a minimum 10 business days prior to the booking date. It is however noted that at the beginning of each school year, applications for use of the Athletics Track will open for the following year (e.g. bookings for 2022 will be accepted from the start of the 2021 school year, bookings for 2023 will open at the start of the 2022 school year and so on).

Applications received outside of these times may be considered in special circumstances (e.g. cricket finals matches etc.). Booking cancellations must be

## Policy Register Sporting Facilities Allocation Policy



made a minimum 5 working days prior to the booking date to be eligible for a refund of the booking fee and any bonds which have been applied.

Allocations provided by Council are subject to the terms and conditions listed within the Tenancy Agreement, including adherence to available booking hours and permitted activities.

Sports field conditions, existing bookings and required maintenance will be considered prior to allocating a sports field and/or pavilion. Seasonal and annual allocations will also be prioritised ahead of use by other Manningham community groups and schools, followed by community groups and schools located outside of Manningham.

Where an applicant requires access to public toilets only, this will be considered on a case by case basis, where feasible.

### **2.2.2.1 Finals Matches and Training**

Seasonal allocations are for the home and away season only and do not include use of sports fields for finals training and matches.

User Groups are required to submit a casual booking for each week of finals training and/or matches, with this use taking precedence over any pre-season training bookings.

### **2.2.2.2 Pre Season Matches and Training**

Council will endeavor to provide sports fields for practice matches and pre-season training. Pavilions will not be made available for pre-season training unless prior approval is provided by Council, in consultation with the tenant club. Practice matches and pre-season training do not constitute a booking under a seasonal allocation and are to be completed through the casual allocation process. Additional restrictions may apply for any approved access for pre season training, with sports field access prioritised for clubs within their current seasonal tenancy.

### **2.2.2.3 Community Events**

Applications for community events on Councils sports fields are reviewed on a case by case basis. Enquiries for running a community event, which includes events such as sporting club family fun days and other like events outside of a home and away fixture, are to be made to the Community Events Team in the first instance. A casual booking form is required to be completed as part of the event approval process and depending on the nature of the event, further documentation may also be required.

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### 2.2.2.4 Use of General Open Space

Applications for the use of general open space by user groups delivering structured low impact activities, including but not limited to yoga and tai chi, will be referred to the relevant Council team and assessed on a case by case basis. Use of general open space by personal trainers, sporting clubs and other high intensity activities will not be considered.

### 2.2.3 Lease Agreements

Council provides lease agreements for user groups that have exclusive occupancy of a facility. This includes but is not limited to club tennis courts, bowling greens and hockey pitches. Lease agreements are also offered for the exclusive occupancy of social areas within level 1 sporting pavilions, as determined by Council's Seasonal Sports Pricing Policy and Community Facilities Access and Concession Policy. The lease itself contains the standard terms and conditions relevant for community use and accords with Council's applicable policies.

New and renewed lease agreements for use of sporting facilities are to incorporate a Special Condition outlining that user groups are required to:

- Provide a business or strategic plan which includes, but limited to, outlining the user group's (sporting clubs only) commitment to providing:
  - Inclusive practices that integrate and welcome all community members on and off field, including but not limit to people with a disability, young people and females;
  - Wider health benefits for members including mental health, healthy eating and social inclusion;
  - Identifying potential future facility requirements; and
  - Alignment to relevant Council Plans and Strategies.

### 2.3 Fees and Charges

Fees and Charges are indexed annually in accordance with Council's budget process. The schedule of fees can be obtained from Council's website, with payments to be made inline with the payment terms listed on the respective invoice.

## Policy Register

### Sporting Facilities Allocation Policy



#### 2.4 Bonds

Bonds will be applied to seasonal bookings on a case by case basis. A bond may be applied to casual bookings with consideration to the following:

- Has the applicant booked a Council sports field/pavilion within the last 6 months (seasonal or casual)?
- Will the applicant require keys?
- Does the applicant have a history of poor behaviour, including any breaches or upheld complaints within the last 3 years?
- Does the requested use include a marquee, amusement or other like structures being placed on a sports field?
- Is vehicle access to the sports field required?
- Will alcohol be present?

#### 3.0 SCOPE OF POLICY

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This Policy applies to the allocation of Council's sports fields and pavilions on a casual, seasonal, annual and lease basis. This Policy applies to structured activities at Council's sports fields and pavilions by sporting clubs, associations, schools, personal trainers and any other business. It is acknowledged however that the process to lease sporting facilities follows Council's standard leasing process.

This Policy also considers use of Council's open space for organised low intensity activity.

This Policy does not consider any facility that is managed directly by a commercial operator and does not apply to unstructured recreational use by individual community members on sports fields.

#### 4.0 RESPONSIBILITY

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Management and application of this Policy is the responsibility of Recreation Services.

## Policy Register Sporting Facilities Allocation Policy



### 5.0 DEFINITIONS

<b>Annual Use</b>	The use of a sports field and/or associated facilities for a 12 month period between 1 October and 31 March.
<b>Application</b>	The application process that is to be followed by current and new users' when applying for the use of a sports field and/or pavilion.
<b>Casual Use</b>	Sports field and pavilion bookings required for 'once off use' or short term bookings e.g. preseason and finals training, finals matches and school use.
<b>Community – Not for profit</b>	An organisation that does not earn profits, and any monies used are to pursue the organisation's objective.
<b>Lease</b>	Exclusive occupancy of a facility by a user group e.g. hockey pitches, club tennis courts and bowling greens etc.
<b>Open Space</b>	Areas which are not maintained to the standard of an active reserve and are primarily used for unstructured activities and play.
<b>Seasonal Use</b>	An allocation granting a user group use of a sports field and/or pavilion for the duration of a season. <b>Summer season 1 October – 31 March</b> <b>Winter season 1 April – 30 September</b>
<b>Season Creep</b>	Where the season fixture expands beyond the summer or winter tenancy period that is allocated to a user group. This can be due to association scheduling or extraordinary circumstances.
<b>Sport</b>	An organised activity that aims to promote physical activity and wellbeing.
<b>Sports Field</b>	The field of play for various sporting activities (i.e. football oval, soccer pitch, netball court, aero model field, archery field etc.)
<b>Structured Activity</b>	A formal activity that is organised by a group (e.g. a personal training group or sporting club.)
<b>Unstructured Activity</b>	A less formal activity for recreation or exercise purposes, that is not organised by a group (e.g. friends kicking a football on a sports field.)
<b>User Group</b>	An entity permitted to apply for use of a sports field, including sporting clubs, schools, personal trainers and commercial businesses.

## Policy Register

# Sporting Facilities Allocation Policy



## 6.0 RELATED POLICIES

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### Council Plans and Policies

- Council Plan 2017-21
  - Goal – Healthy Community
  - Goal – Liveable Places and Spaces
- Healthy City Strategy 2017-21
  - Focus Area – Healthy and Well
- Active for Life Recreation Strategy 2010-25 (2019 Review)
  - Priority Area 1
  - Action 1.3.3
- Seasonal Sports Pricing Policy
- Seasonal Allocation of Sporting Facilities – Conditions of Use

## 7.0 SUPPORTING PROCEDURES

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- Sporting Facilities Allocations Procedure

## 8.0 GUIDELINES

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No guidelines are applied.

## 9.0 RELATED LEGISLATION

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- Local Government Act 1989 – Conflict and Interest Provisions
- Associations Incorporated Reform Act 2012

## 10.0 SUPPORTING RESEARCH AND ANALYSIS

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Manningham Council owns and manages an extensive network of sport fields and pavilions that are used for a variety of purposes. The sustainable use of these sports fields and pavilions is integral to ensuring maximum usage, to accommodate ongoing participation growth.

The intent of this Policy is to meet insurance and risk obligations, whilst maximising sports field and pavilion usage. Significant benchmarking has occurred across Councils with similar Policies to better understand the industry approach and ensure best practice principles are applied.

Policy Register  
**Sporting Facilities Allocation Policy**



**11.0 DOCUMENT HISTORY**

<b>Policy Title:</b>	Sporting Facilities Allocation Policy
<b>Responsible Officer:</b>	Heather Callahan
<b>Resp. Officer Position:</b>	Coordinator Recreation
<b>Next Review Date:</b>	2024
<b>To be included on website?</b>	Yes

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



# Outdoor Sports Infrastructure Policy



Interpreter service

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Policy Register  
Outdoor Sports Infrastructure Policy



## Policy Register

### Outdoor Sports Infrastructure Policy

Policy Classification	-
Policy N°	-
Policy Status	- <b>Draft</b>
Responsible Service Unit	- <b>Recreation Services</b>
Authorised by	- <b>Council</b>
Date Adopted	-
Next Review Date	- <b>2024</b>

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Policy Register  
Outdoor Sports Infrastructure Policy



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## Policy Register

# Outdoor Sports Infrastructure Policy



## 1. PURPOSE

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The purpose of this Policy is to provide a consistent approach to the provision of infrastructure, and related financial contributions, for outdoor organised sports.

## 2. POLICY STATEMENT

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### 2.1 Design Principles

Council aims to increase the capacity of existing, and maximise the capacity of new sporting facilities, to create more participation opportunities to cater for a growing population. This will be achieved in part through the following design principles, which align to the Council Plan, Council's Active for Life Recreation Strategy 2010-25 (2019 Review) and relevant legislation:

#### 2.1.1 Community Focus

Council's facilities will be constructed to maximise community benefit, with a focus on community accessed facilities as opposed to exclusive use elite facilities.

#### 2.1.2 Multipurpose

Facilities will be designed to be multipurpose in nature, to enable maximum sustainable use. This will be applied to sports field and pavilion design, in conjunction with multi-use allocations.

#### 2.1.3 Equitable Use/Access

Council's facilities will be accessible to all regardless of age, abilities, genders and backgrounds. Universal design principles will be applied to all Council infrastructure.

#### 2.1.4 Environmental Sustainability

Consistent with Council's approach towards environmental sustainability, environmentally sustainable design principles will be incorporated into Council's infrastructure.

### 2.2 Facility Hierarchy

To guide the provision of sporting infrastructure, each sporting facility has been categorised within a facility hierarchy, which includes:

- Regional  
Facilities that have a catchment greater than the Manningham community. Typically, these facilities cater for regional and state level competition.

## Policy Register Outdoor Sports Infrastructure Policy



- Municipal  
Facilities that cater for mainly Manningham residents and that accommodate sports and recreation activities that generally have a lower total participation rate (e.g. baseball etc.). Only one facility is required across the municipality for relevant sport and recreation activities, which generally cater for senior and junior training and competition.
- District  
Facilities that cater for senior and junior training and competition for higher participated sports (e.g. football, cricket and soccer). These facilities are generally a user group's primary venue and attract mainly Manningham residents. It is however acknowledged that participants outside of the municipality will use these facilities.
- Local  
Facilities that primarily cater for junior and low level senior training and competition. These facilities are typically a user group's secondary venue and can also be public access facilities (such as public tennis courts).
- School  
Facilities that are not owned by Council however have a Joint Usage Agreement in place.

It is acknowledged that a reserve may have multiple sporting fields of varying quality and level of sport played. To assist with more accurate planning, each individual sports field is categorised using the hierarchy definitions. This approach is also applied to sports pavilions. A full list of sports fields and their classifications is found at *Attachment 1*, with a list of pavilion classifications at *Attachment 2*.

### 2.3 Facility Standards

To meet the facility needs for various sports, a set of facility standards have been developed. The standards break down the requirements for each sport based on the facility hierarchy in section 2.2, and include requirements for pavilions and sports fields. The standards provide a consistent approach to facility development and inform the capital contributions required from Council and user groups. The standards reflect the Australian Standards (where relevant) whilst also considering guidelines produced by relevant State and National Sporting Associations.

The standards list considers the required facilities where a reserve consists of one sports field. Where multiple sports fields exist in a reserve, pavilion components including change rooms and amenities, umpires rooms and medical rooms will multiply based on the number of sports fields the pavilion services. Ancillary pavilion infrastructure such as verandas may also be increased on a case by case basis. This does not apply to sports including athletics, BMX, bowls and tennis (unless otherwise specified).

## Policy Register Outdoor Sports Infrastructure Policy



Council will continually aim to achieve the facility standards, however it is acknowledged that site, size, budget, usage and other considerations may impact the ability to achieve the standards (whether that be exceeding or falling short of the standards). With this, variations to the standards may be considered in exceptional circumstances on a case by case basis.

The facility standards can be found at *Attachment 3*.

### 2.4 Fit Out of Equipment

The construction of a new facility, or upgrade of existing, may result in the installation of new equipment to increase functionality and meet relevant legislative requirements. A list of 'fit out' items has been developed to identify the group which is responsible for their purchase and installation (*Attachment 4*). This includes items such as kitchen equipment, tables and chairs as well as air-conditioning units.

Also included are relevant size requirements for a selection of fit out items including ovens, stoves and range hoods. Reference to Council's Better Building Design Guide (August 2018) should also be made where appropriate.

### 2.5 Financial Contributions

Informed by the facility standards (*Attachment 3*), a list of financial contributions from Council and user groups has been developed to guide financial investment into sporting facility developments (*Attachment 5*). This includes classifying items which are 'core facility components' and 'optional facility components'. The list also outlines the maximum Council investment into core facility components, as well as the required user group investment into optional components and items that exceed the facility standards.

Grants received by the user group, including election commitments that have been advocated or requested by the user group, will be included in the user group's contribution. This excludes any grants applied for and received by Council, including where Council has actively advocated for funding. Where Council has initiated discussions and advocated for funding, and said funding has been committed to the user group, this will not be considered a user group contribution. This funding will be applied to the project with the contribution ratios to be applied to the outstanding amount.

*Example:* Council advocates for funding towards a tennis court upgrade with a total project cost of \$125,000. Funding to the value of \$50,000 is provided to the user group by the funding administrator as a result of Council's advocacy. The \$50,000 is not considered a user group contribution and is applied to the total project budget, reducing the amount required to complete the project to \$75,000. This amount will then be divided 50/50 between the user group and Council as per the ratios in *Attachment 5*.

## Policy Register Outdoor Sports Infrastructure Policy



Financial contributions by Council are subject to Council's annual budget process. Council discretion may be applied on a case by case basis that may result in the contribution ratios being amended.

### 2.6 In-Kind Contributions

Council recognises the importance volunteer labour and in-kind support plays in delivering sporting facility developments. An in-kind contribution is defined as a donation of goods, materials, services, time or expertise that assists in the delivery of a project.

Council will consider in-kind contributions as part of a user group's financial contribution requirements on a case by case basis, in line with Council's Procurement Policy.

A breakdown of in-kind labour must be submitted to Council upon request. In-kind labour is to be calculated using the Australian Bureau of Statistics '*full time adult average weekly total earnings figure*', divided by 38 (hours per week). This hourly figure will be applied to all in-kind labour, including skilled labour. In-kind support through the provision of equipment and materials will be determined using recommended retail pricing.

## 3. SCOPE OF POLICY

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This Policy applies to the development of new, and upgrade of existing outdoor sport infrastructure on land that is owned or managed by Council. Council will not retrospectively undertake works to existing facilities to comply with this Policy, and this Policy will be applied in accordance with Council's capital works process. It is noted that this is a competitive process with priority projects identified using a predetermined criteria.

Outdoor sports covered by this Policy include:

- AFL;
- Athletics;
- Baseball;
- BMX;
- Bowls;
- Cricket;
- Football (soccer);
- Hockey;
- Netball (outdoor);
- Softball; and
- Tennis.

## Policy Register Outdoor Sports Infrastructure Policy



It is acknowledged that other sports are played across the municipality that are not considered within this Policy. Infrastructure for these sports will be determined on a case by case basis, with consideration to relevant standards (where applicable) as well as against standards for similar sports.

This Policy excludes indoor stadiums and aquatic/leisure centre.

### 4. RESPONSIBILITY

Management and application of this Policy is the responsibility of Recreation Services.

### 5. DEFINITIONS

<b>Elite facilities</b>	Facilities that are constructed primarily for the purpose of elite sports (representative sport).
<b>Community facilities</b>	Facilities that are constructed for the purpose of increasing community participation and are available for use by a variety of community groups.
<b>Core facility component</b>	Infrastructure items that Council considers essential for participation in the sport.
<b>Infrastructure</b>	The buildings, assets or furniture to assist in the delivery of sport.
<b>Optional facility component</b>	Infrastructure that is not considered essential for participation (e.g. bar, gymnasiums)
<b>Organised sport</b>	Sporting activities that are run under the auspice of a peak body.
<b>Pavilion</b>	A building that services a user group's activities on a sports field.
<b>Primary venue</b>	A facility considered as a user group's 'home' and is central to a user group's activities.
<b>Secondary facility</b>	A facility that is not a 'home' for a user group and is predominately used as an overflow venue.
<b>Sports field</b>	The field of play for various sporting activities (i.e. football oval, soccer pitch, netball court, BMX track etc.).
<b>Supporting infrastructure</b>	Infrastructure that is required to support the delivery of an activity (e.g. floodlights, score boards, coaches boxes)
<b>User group</b>	A club or organisation that has an agreement with Council for the use of Council's sporting facilities.

## Policy Register

### Outdoor Sports Infrastructure Policy



## 6. RELATED POLICIES

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### Council Plans and Policies

- Council Plan
  - *Goal – Healthy Community*
  - *Goal – Liveable Places and Spaces*
- Healthy City Strategy
  - *Focus Area – Healthy and Well*
- Active for Life Recreation Strategy
  - *Priority Area 1*
  - *Action 1.3.4*
- Floodlighting Council Reserves Policy (2003)
- Procurement Policy (2019)
- Outdoor Sports Infrastructure Guidelines (2015) – Superseded by this Policy

### Sporting Association Policies and Guidelines

- AFL Preferred Facility Guidelines (2019)
- Baseball Australia Club Facility Resource Guide (2016)
- Baseball Victoria Lighting Standards Policy (2014)
- Baseball Victoria Regulations for New Baseball Fields (2014)
- BMX Australia Track Guidelines (2013)
- Bowls Australia Bowling Green Construction Guidelines (2011)
- Community Cricket Facility Guidelines (2015)
- Football Victoria – Construction and Management Natural Turf Pitches Guide (2019)
- Football Victoria – Field Dimensions and Pitch Markings Guide (undated)
- Football Victoria - Football Facilities Building Development Guide (undated)
- Football Victoria - Football Lighting Effective Lighting Guide (undated)
- Hockey Victoria – Facilities Standards (undated)
- IAAF Track and Field Facilities Manual (2019)
- Netball Australia – National Facilities Policy (2016)
- Netball Victoria – Facilities Manual (2017)
- Softball Australia Field Guidelines (2015)
- Sports Dimensions Guide for Playing Areas (2016)
- Tennis Australia Infrastructure Planning (2018)

## 7. SUPPORTING PROCEDURES

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- No supporting procedures exist.

## 8. GUIDELINES

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- Manningham Better Building Design Guide (2018)

**Policy Register**  
**Outdoor Sports Infrastructure Policy**



**9. RELATED LEGISLATION**

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- Building Code of Australia (2016)
- Disability Discrimination Act (1992)

**10. SUPPORTING RESEARCH AND ANALYSIS**

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Significant research has been undertaken to ensure alignment, where possible, to various State and National Sporting Association facility guidelines. Additional benchmarking against other Councils has helped inform and justify the content within this Policy and Attachments.

**11. DOCUMENT HISTORY**

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<b>Policy Title:</b>	Outdoor Sports Infrastructure Policy
<b>Responsible Officer:</b>	Heather Callahan
<b>Resp. Officer Position:</b>	Coordinator Recreation
<b>Next Review Date:</b>	2024
<b>To be included on website?</b>	Yes

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

## Policy Register Outdoor Sports Infrastructure Policy



### **ATTACHMENT 1 – SPORTS FIELD CLASSIFICATION**

#### **Regional Level Sports Fields**

Bulleen Park Oval East	Manningham/Templestowe Leisure Centre Outdoor Netball Courts
Mullum Mullum Reserve Hockey Pitch	Pettys Reserve Pitch East and West*
Tom Kelly Athletics Track	Stintons Reserve BMX Track
Schramms Reserve Ovals South and North (cricket only)	

#### **Municipal Level Sports Fields**

Deep Creek Reserve Baseball Diamond	
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#### **District Level Sports Fields**

Anderson Park Pitch North and South	Boronia Reserve Oval
Bulleen Park Oval Middle and West	Bulleen Park Soccer East and West
Colman Park Oval	Domeney Reserve Oval
Doncaster Reserve Oval	Doncaster Tennis Club Courts
Donvale Reserve Ovals South and North West, Pitches North and East	Donvale Reserve Tennis Courts
Koonung Park Oval	Mullum Mullum Reserve Bowls
Mullum Mullum Reserve Tennis Courts	Park Reserve Pitch
Park Orchards Reserve Tennis Courts	Rieschiecks Reserve Oval
Schramms Reserve Ovals South and North (football only)	Schramms Reserve Bowls
Serpells Reserve Tennis Courts	Swilk Reserve Bowls
Ted Ajani Reserve Oval	Ted Ajani Reserve Tennis Courts
Templestowe Reserve Ovals East and West	Templestowe Reserve Tennis Courts
Timber Reserve Pitches East and West	Warrandyte Reserve Oval South
Warrandyte Reserve Tennis Courts	
Wonga Park Reserve Ovals West and East	Wonga Park Reserve Tennis Courts
Zerbes Reserve Oval	

\* As recommended within the Eastern Region Soccer Strategy (2007).

## Policy Register Outdoor Sports Infrastructure Policy



### Local Level Sports Fields

Anderson Park Small Pitch (synthetic)	Burgundy Reserve Oval
Colman Park Tennis Courts	Domeney Reserve Netball Court
Donvale Reserve Netball Courts	Hillcrest Reserve Tennis Court
Koonung Park Tennis Courts	Serpells Reserve Oval
Sheahans Reserve Tennis Court	Stintons Reserve
Warrandyte Reserve Oval North	Warrandyte Reserve Netball
Wilson's Reserve	Wonga Park Reserve Netball Courts

### School Sports Fields

Donvale Primary School Oval	Templestowe College Oval
Templestowe Heights Primary School Oval	

## Policy Register Outdoor Sports Infrastructure Policy



### **ATTACHMENT 2 – SPORTS PAVILION CLASSIFICATION**

#### **Regional Level Pavilions**

Bulleen Park East	Manningham Templestowe Leisure Centre
Mullum Mullum Reserve Hockey*	Petty's Reserve
Tom Kelly Athletics Track	Stintons Reserve BMX Track
Schramms Reserve South (cricket only)	

#### **Municipal Level Pavilions**

Deep Creek Reserve	
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#### **District Level Pavilions**

Anderson Park	Boronia Reserve
Bulleen Park Soccer	Bulleen Park West
Colman Park	Domeney Reserve
Doncaster Reserve	Doncaster Tennis
Donvale Reserve South	Donvale Reserve North
Donvale Reserve Tennis	Koonung Park
Mullum Mullum Reserve Bowls*	Mullum Mullum Reserve Tennis
Park Reserve	Park Orchards Reserve Tennis
Rieschiecks Reserve	Schramms Reserve South (football only)
Schramms Reserve Bowls	Serpells Reserve Tennis
Swilk Reserve Bowls	Ted Ajani Reserve
Ted Ajani Reserve Tennis	Templestowe Reserve
Templestowe Reserve Tennis	Timber Reserve
Warrandyte Reserve	Warrandyte Reserve Tennis
Wonga Park Reserve West	Wonga Park Reserve Tennis
Zerbes Reserve	

#### **Local Level Pavilions**

Burgundy Reserve	Colman Park Tennis
Koonung Park Tennis	Schramms Reserve North
Serpell's Reserve	Stintons Reserve
Wilson's Reserve	Wonga Park Reserve East

\* It is noted that Mullum Mullum Reserve Hockey and Bowls are classified as district and municipal level respectively however share a pavilion. Developments at this facility will be undertaken on a case-by-case basis, using these standards as a guide.

## Policy Register Outdoor Sports Infrastructure Policy



### ATTACHMENT 3 – FACILITY STANDARDS

#### AFL and Cricket – Pavilion Standards

Area	Regional	Municipal	District	Local
Change rooms	2 x 55m2	N/A	2 x 45m2	2 x 35m2
Accessible change room	Refer to Code		Refer to code	Refer to Code
Change room amenities	2 x 25m2		2 x 25m2	2 x 25m2
Umpires room	30m2		20m2	20m2
Medical/trainer's room	15m2		15m2	15m2
Gymnasium	Case by case		Case by case	N/A
Social room	150m2		100m2	To be incorporated within change rooms
Social room toilets	Refer to code		Refer to code	Refer to code
Toilets – Accessible	Refer to code		Refer to Code	Refer to Code
Kitchen/Kiosk	30m2		30m2	15m2 (kiosk only)
Office	20m2		15m2	N/A
Storage Rooms (per tenant)*	30m2		20m2	20m2
Cleaners storage	5m2		5m2	5m2
Time keepers box	10m2		10m2	N/A
External covered viewing area	100m2		75m2	50m2
Utilities/Plant Room (turf wicket venue only)	As required		As required	N/A
Rubbish bin cage	10m2		10m2	10m2

\* Maximum storage provided is 180m2

## Policy Register Outdoor Sports Infrastructure Policy



### AFL and Cricket – Sports Field Standards

Area	Regional	Municipal	District	Local
Floodlights (AFL training)	100 lux (LED)*	N/A	50 lux (LED)*	50 lux (LED)*
Floodlights (AFL match)	200 lux (LED)*		100 lux (LED)*	100 lux (LED)*
Floodlights (cricket wicket - match)	500 lux (LED)*		N/A	N/A
Floodlights (cricket outfield - match)	300 lux (LED)*		N/A	N/A
Floodlights (practice cricket wickets)	200 lux (LED)*		N/A	N/A
Reserve fencing	Case by case		Case by case	Case by case
Sports field fencing	1.1m black powder coated mesh infill		1.1m black powder coated mesh infill	Case by case
Sealed car parks	Case by case		Case by case	Case by case
Unsealed car parks (overflow)	Case by case		Case by case	Case by case
Scoreboard	Fixed		Fixed	Temporary
Coaches boxes / Team benches	2 x permanent (4.8m x 1.2m)		2 x permanent (4.8m x 1.2m)	2 x permanent (4.8m x 1.2m)
Interchange box	1 x permanent (1.8m x 1.2m)		1 x permanent (1.8m x 1.2m)	1 x permanent (1.8m x 1.2m)
Goal posts	1 set x 12m/8m sleeved		1 set x 10m/6.5m sleeved	1 set x 10m/6.5m sleeved
Siren	Yes		Yes	Optional
PA system	Optional		N/A	N/A
Ticket booth	Yes		Optional	N/A
Run off distance	5m		5m	5m
Sports field size	165m (L) x 135m (W)		150-165m (L) x 110-135m (W)	Min 130m (L) x 110m (W)
Sports field profile	Sand base		Sand base	Natural soil
Sports field turf	Santa Ana Couch		Santa Ana Couch	Santa Ana Couch or Kikuyu
Sports field drainage	Yes		Yes	Yes
Sports field irrigation	Automated, efficient		Automated, efficient	Automated, efficient
Practice cricket wickets (synthetic)	4+		Maximum 4	Optional
Practice cricket wickets (turf)	6+		Case by case	N/A

\* As per relevant Australian Standards. Should the Australian Standard change, Council will align upgrades/new infrastructure with the amended Standard.

**Policy Register  
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**Athletics – Pavilion Standards**

Area	Regional	Municipal	District	Local
Change rooms	2 x 60m2	N/A	N/A	N/A
Change room amenities	2 x 40m2			
Accessible change room	Refer to code			
Medical/Trainers room	15m2			
Gymnasium	Case by case			
Social rooms	100m2			
Social room toilets	Refer to code			
Toilets - Accessible	Refer to code			
Kitchen/Canteen	30m2			
Office	15m2			
Storage rooms (per tenant)*	60m2			
Cleaners storage room	5m2			
External covered viewing area	Case by case			
Rubbish bin cage	10m2			

\* Maximum storage provided is 180m2

## Policy Register Outdoor Sports Infrastructure Policy



### Athletics – Sports Field Standards

Area	Regional	Municipal	District	Local
Track size - Circular	400m as per IAAF standard	N/A	N/A	N/A
Markings	As per IAAF standard			
Field size - Shot put enclosure	As per IAAF standard			
Field size - hammer throw enclosure	As per IAAF standard			
Field size - discus enclosure	As per IAAF standard			
Field size - long/triple jump pit	As per IAAF standard			
Field size - long/triple jump runway	As per IAAF standard			
Field size - Pole vault runway	As per IAAF standard			
Floodlights (training)	75 lux (LED)*			
Floodlights (competition)	200 lux (LED)*			
Reserve fencing	3m			
Sealed car parks	Case by case			
Unsealed (overflow)	Case by case			
Scoreboards	Case by case			
Clock	Yes			
PA system	Yes			
Surface and base - Track	As per IAAF standard			
Surface and base - Field	As per IAAF standard			
Field profile	Natural soil			
Field turf	Santa Ana or Kikuyu			
Field drainage	Case by case			
Field irrigation	Automated, efficient			

\* As per IAAF Standards. Should the IAAF Standard change, Council will align upgrades/new infrastructure with the amended Standard.

# Policy Register Outdoor Sports Infrastructure Policy



## Baseball/Softball – Pavilion Standards

Area	Regional	Municipal	District	Local
Change room	N/A	2 x 30m2	N/A	N/A
Accessible change space		Refer to code		
Change room amenities		2 x 15m2		
Umpires room		20m2		
Medical/trainer’s room		15m2		
Gymnasium		Case by case		
Social rooms		100m2		
Social room toilets		Refer to code		
Toilets - Accessible		Refer to code		
Kitchen/canteen		30m2		
Office		15m2		
Storage room (per tenant)*		20m2		
Cleaners storage room		5m2		
Scorers Room		10m2		
External covered viewing area		75m2		
Rubbish bin cage		10m2		

\* Maximum storage provided is 180m2

## Policy Register Outdoor Sports Infrastructure Policy



### Baseball/Softball – Sports Field Standards

Area	Regional	Municipal	District	Local
Floodlights (infield)	N/A	500 lux (LED)*	N/A	N/A
Floodlights (outfield)		300 lux (LED)*		
Reserve fencing		Case by case		
Sports field fencing - Back stop		8m (H) x 25m (W) back net (min) 15m from home plate (min)		
Sports field fencing - Outfield		1.1m black powder coated mesh		
Sealed car parks		Case by case		
Unsealed car parks (overflow)		Case by case		
Scoreboard		Fixed		
Dug outs		2 x permanent (7m x 1.2m)		
PA system		N/A		
Ticket booth		Optional		
Sports field size - Outfield		76.2m (min) from home base to obstruction		
Sports field size - Infield		27.43m square		
Sports field size - Catcher's box		As per BA/SA Standards		
Sports field size - Batter's box		As per BA/SA Standards		
Sports field size - Home plate		As per BA/SA Standards		
Sports field size - Pitching mound		As per BA/SA Standards		
Run off (foul ground)		7.62m - 9.14m		
Sports field profile		Sand base		
Sports field turf (outfield)		Santa Ana Couch		
Sports field drainage		Yes		
Sports field irrigation		Automated, efficient		

\* As per relevant Australian Standards. Should the Australian Standard change, Council will align upgrades/new infrastructure with the amended Standard.

**Policy Register  
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**BMX – Pavilion Standards**

Area	Regional	Municipal	District	Local
Change rooms	2 x 25m2	N/A	N/A	N/A
Change room amenities	2 x 15m2			
Accessible change room	Refer to code			
Social room toilets	Refer to code			
Toilets - Accessible	Refer to code			
Medical room	15m2			
Gymnasium	Case by case			
Social Room	100m2			
Storage (per tenant)*	30m2			
Cleaners Store	5m2			
Kitchen/Canteen	30m2			
External covered viewing area	100m2			
Office	15m2			
Rubbish Bin Cage	10m2			

\* Maximum storage provided is 180m2

## Policy Register Outdoor Sports Infrastructure Policy



### BMX – Sports Field Standards

Area	Regional	Municipal	District	Local
Starting hill	2.5m (H) x 8m (W)	N/A	N/A	N/A
Starting gate	7.3m (W) x 0.5m (H) - Slip resistant			
Track length	280m - 450m			
Track width	1st straight - 8m All other straights - 5m 1st turn - 4m All other turns - 4m			
Number of straights	Minimum 4			
Number of turns	Minimum 3			
Length first straight	50m			
Markings	White lines			
Track fencing	On straights - minimum 2m from track			
Staging area	10m x 8m <sup>^</sup>			
PA Systems	Yes			
Floodlights	100 lux*			
Sealed car parks	Case by case			
Unsealed car parks (overflow)	Case by case			

\* As per relevant Australian Standards. Should the Australian Standard change, Council will align upgrades/new infrastructure with the amended Standard.

<sup>^</sup> Cover of staging areas will be considered on a case by case basis. As covered staging areas exceed BMXA's Guidelines for club, regional and state championships, user groups will be responsible for all costs associated with the cover.

## Policy Register Outdoor Sports Infrastructure Policy



### Football (Soccer) – Pavilion Standards

Area	Regional (NPL)	Municipal	District	Local
Change rooms	2 x 35m2	N/A	2 x 25m2	2 x 25m2
Accessible change room	Refer to code		Refer to code	Refer to code
Change room amenities	2 x 25m2		2 x 15m2	2 x 15m2
Umpires room	20m2		20m2	20m2
Medical/Trainers room	15m2		15m2	15m2
Gymnasium	Case by case		Case by case	N/A
Social Rooms	150m2		100m2	To be incorporated within change space
Social room toilets	Refer to code		Refer to code	Refer to code
Toilets - Accessible	Refer to code		Refer to code	Refer to code
Kitchen/Canteen	30m2		30m2	15m2 (kiosk only)
Office	20m2		15m2	N/A
Storage rooms (per tenant)*	40m2		20m2	20m2
Cleaners storage	5m2		5m2	5m2
Media room	15m2		No	N/A
External covered viewing area	100m2		75m2	50m2
Rubbish bin cage	10m2		10m2	10m2

\* Maximum storage provided is 180m2

## Policy Register Outdoor Sports Infrastructure Policy



### Football (Soccer) – Sports Field Standards

Area	Regional (NPL)	Municipal	District	Local
Floodlights (training)	100 lux (LED)*	N/A	50 lux (LED)*	50 lux (LED)*
Floodlights (match)	200 lux (LED)*		100 lux (LED)*	100 lux (LED)*
Reserve fencing	Yes		Case by case	N/A
Sports field fencing	1.1m black powder coated mesh infill		1.1m black powder coated mesh infill	Case by case
Sealed car parks	Case by case		Case by case	Case by case
Unsealed car parks (overflow)	Case by case		Case by case	Case by case
Scoreboard	Fixed		Fixed	Temporary
Coaches boxes / Team benches	2 x permanent (6m x 1.2m)		2 x permanent (6m x 1.2m)	2 x permanent (6m x 1.2m)
Goal posts	2 x 2.44m (H) x 7.32m (W)		2.44m (H) x 7.32m (W)	2.44m (H) x 7.32m (W)
Portable goal storage	Case by case		Case by case	Case by case
PA system	Optional		N/A	N/A
Ticket booth	Yes		Optional	N/A
Players race	2m (W) x 2.2m (H)		N/A	N/A
Run off distance	3-5m		3-5m	3-5m
Distance between pitches	N/A		6-10m	6-10m
Sports field size	100-105m (L) x 60-68m (W)		96-105m (L) x 60-68m (W)	96-105m (L) x 60-68m (W)
Sports field profile	Sand base		Sand base	Natural soil
Sports field turf	Santa Ana Couch (synthetic case by case)		Santa Ana Couch (synthetic case by case)	Santa Ana Couch or Kikuyu
Sports field drainage	Yes		Yes	Yes
Sports field irrigation	Automated, efficient		Automated, efficient	Automated, efficient

\* As per relevant Australian Standards. Should the Australian Standard change, Council will align upgrades/new infrastructure with the amended Standard.

**Policy Register  
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**Hockey – Pavilion Standards**

Area	Regional	Municipal	District	Local
Change rooms	2 x 25m2	N/A	N/A	N/A
Accessible change room	Refer to code			
Amenities	2 x 20m2			
Umpires room	20m2			
Medical/Trainers Room	15m2			
Gymnasium	Case by case			
Social Rooms	100m2			
Social room toilets	Refer to code			
Toilets - Accessible	Refer to code			
Kitchen/Canteen	30m2			
Office	15m2			
Storage Rooms (per tenant)*	20m2			
Cleaners storage	5m2			
Time keepers box	10m2			
External covered viewing area	75m2			
Rubbish bin cage	10m2			

\* Maximum storage provided is 180m2

## Policy Register Outdoor Sports Infrastructure Policy



### Hockey – Sports Field Standards

Area	Regional	Municipal	District	Local
Size	91.4m (L) x 55m (W)	N/A	N/A	N/A
Run off	5m each end, 3m each side			
Profile	Synthetic			
Irrigation	Automated, efficient			
Reserve Fencing	Case by case			
Sports field fencing	1.1m black powder coated mesh			
Car parking surface (sealed or unsealed)	Case by case			
Floodlighting	250 lux (LED)*			
Scoreboard	Fixed			
Coaches box (each)	4.8m x 1.2m			
Technical bench	3m x 6m			
Goal Posts	2.14m (H) x 3.66m (W)			
PA Systems	Optional			

\* As per relevant Australian Standards. Should the Australian Standard change, Council will align upgrades/new infrastructure with the amended Standard.

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**Lawn Bowls – Pavilion Standards**

Area	Regional	Municipal	District	Local
Change Rooms	N/A	N/A	2 x 15m2	N/A
Change Room Amenities			2 x 7.5m2	
Accessible Change Room			Refer to code	
Social room toilets			Refer to code	
Toilets - Accessible			Refer to code	
Social Room			100m2	
Storage (per tenant)*			20m2	
Cleaners Store			5m2	
Kitchen/Canteen			30m2	
External covered viewing area			75m2	
Office			15m2	
Rubbish Bin Cage			10m2	

\* Maximum storage provided is 180m2

**Policy Register  
Outdoor Sports Infrastructure Policy**



**Lawn Bowls – Sports Field Standards**

Area	Regional	Municipal	District	Local
Size	N/A	N/A	40m x 40m	N/A
Ditch			380mm (W) and 50mm-200mm (D)	
Profile			Perched water table	
Turf			Tifdwarf couch	
Synthetic Surface			Case by case	
Irrigation (turf only)			Automated, efficient	
Drainage			Subsurface	
Reserve Fencing			3m black powder coated mesh	
Car parking surface (sealed or unsealed)			Case by case	
Floodlighting			100 lux*	
Scoring stands			1 per lane	
Player shelter			3m x 1.2m (3 per green)	

\* As per relevant Australian Standards. Should the Australian Standard change, Council will align upgrades/new infrastructure with the amended Standard.

## Policy Register Outdoor Sports Infrastructure Policy



### Netball (Outdoor) – Pavilion Standards

Area	Regional (8+ courts)	Municipal	District (4-7 courts)	Local (1-3 courts)
Change rooms	2 x 25m2	N/A	2 x 25m2	N/A
Accessible change room	Refer to code		Refer to code	N/A
Change room amenities	2 x 15m2		2 x 15m2	N/A
Umpires change room	20m2		20m2	N/A
Medical/trainer's room	15m2		15m2	N/A
Gymnasium	Case by case		Case by case	
Social room	20m2		20m2	N/A
Social room toilets	Refer to code		Refer to code	N/A
Toilets - Accessible	Refer to code		Refer to code	N/A
Kitchen/canteen	30m2		20m2	N/A
Office	15m2		15m2	N/A
Storage room (per tenant)*	20m2		20m2	10m2
Rubbish storage	10m2		10m2	N/A
External covered viewing area (per court)	5m2		5m2	N/A

\* Maximum storage provided is 180m2

## Policy Register Outdoor Sports Infrastructure Policy



### Netball (Outdoor) – Sports Field Standards

Area	Regional (8+ courts)	Municipal	District (4-7 courts)	Local (1-3 courts)
Floodlights (training)	100 lux (LED)*	N/A	100 lux (LED)*	100 lux (LED)* - case by case
Floodlights (match)	200 lux (LED)*		N/A	N/A
Court size	30.5m (L) x 15.25m (W)		30.5m (L) x 15.25m (W)	30.5m (L) x 15.25m (W)
Run off	3.05m (3.65m between courts)		3.05m (3.65m between courts)	3.05m (3.65m between courts)
Reserve fencing	Case by case		N/A	N/A
Sports field fencing	Case by case		Case by case	Case by case
Sealed car parking	Case by case		Case by case	Case by case
Unsealed car parking	Case by case		Case by case	Case by case
Scoreboard	Optional		Case by case	Case by case
Coach/Team Bench	2 x permanent (3m x 1.2m)		Case by case	Case by case
Siren	Optional		Optional	N/A
PA System	Yes		N/A	N/A
Surface	As per Netball Victoria standards		As per NV standards	Asphalt
Goal ring	60-100mm diameter		60-100mm diameter	60-100mm diameter
Goal posts	3.05m (H)	3.05m (H)	3.05m (H)	

\* As per relevant Australian Standards. Should the Australian Standard change, Council will align upgrades/new infrastructure with the amended Standard.

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**Tennis – Pavilion Standards**

Area	Regional	Municipal	District	Local
Change rooms	N/A	N/A	Incorporated within amenities	N/A
Accessible change room			As per code	N/A
Change room amenities			Refer to code	N/A
Gymnasium			Case by case	N/A
Social rooms			100m2	N/A
Social room toilets			Incorporated within amenities	N/A
Toilets - Accessible			Refer to code	N/A
Kitchen/canteen			30m2	N/A
Office			15m2	N/A
Storage rooms (per tenant)*			20m2	N/A
Cleaners storage room			5m2	N/A
Rubbish storage			10m2	N/A
External covered viewing area			75m2	N/A

\* Maximum storage provided is 180m2

## Policy Register Outdoor Sports Infrastructure Policy



### Tennis – Sports Field Standards

Area	Regional	Municipal	District	Local
Total court area	N/A	N/A	34.77m x 17.07m (total area) and 23.77m x 10.97m (principle playing area)	34.77m x 17.07m (total area) and 23.77m x 10.97m (principle playing area)
Run off distance - back			5.49m	5.49m
Run off distance - side			3.05m	3.05m
Distance between courts			3.66m	3.66m
Net posts			2 x 1.07m (H), Max 15cm Diameter, 0.914m outside of court.	2 x 1.07m (H), Max 15cm Diameter, 0.914m outside of court.
Floodlights (LED Boxed)			350 lux - Principle Playing Area 250 lux – Total Playing Area*	350 lux - Principle Playing Area 250 lux – Total Playing Area*
Court/Reserve fencing			3.6m or 3m along baseline. Half side fence considered case by case.	3.6m or 3m along baseline. Half side fence considered case by case.
Sealed car parks			Case by case	Case by case
Unsealed (overflow)			Case by case	Case by case
Moveable scoreboards			1 per court	N/A
PA System			Optional	N/A
Surface and base			Varies, as per TA standards	Varies, as per TA standards
Irrigation (en tous cas only)			Automated, efficient	N/A
Dedicated Hot Shot Courts (Red)			Case by case	N/A

\* As per relevant Australian Standards. Should the Australian Standard change, Council will align upgrades/new infrastructure with the amended Standard.

## Policy Register Outdoor Sports Infrastructure Policy



### Tennis – Sports Field Standards (Cont'd)

Area	Regional	Municipal	District	Local
Hot shots (red) - Principle Playing Area	N/A	N/A	11m (L) x 5.5m (W)	N/A
Hot shots (red) - Total playing area			15m x 9.5m min.	N/A
Hot shots (red) - Run off - back			3.05m (2m min.)	N/A
Hot shots (red) - Run off - side			2.44m (2m min.)	N/A
Hot shots (red) - Run off - common side			2.44m+ (2m min.)	N/A
Hot shots (red) - Run off - common back			Fence required. 5m min.	N/A
Hot shots (red) - Net height			65cm-80cm	N/A
Dedicated Hot Shot Courts (Orange)			Case by case	N/A
Hot shots (orange) - Principle playing area			18m (L) x 8.23m (W - doubles) or 6.5m (W - singles)	N/A
Hot shots (orange) - Total playing area			24m x 10.5m	N/A
Hot shots (orange) - Run off - back			4.27m (2m min.)	N/A
Hot shots (orange) - Run off - side			3.05m (2m min.)	N/A
Hot shots (orange) - Run off - common side			3.05m+ (3m min.)	N/A
Hot shots (orange) - Run off - common back			Fence required. 7m min.	N/A
Hot shots (orange) - Net height			80cm	N/A
Book a court system			Case by case	Case by case

## Policy Register Outdoor Sports Infrastructure Policy



### ATTACHMENT 4 – FACILITY FIT OUT ITEMS

The Council responsibilities outlined below are in line with the facility standards located in *Attachment 3*. User Groups must fund 100% of the cost for fit out items that exceed that standards. Items not listed below will be considered on a case-by-case basis.

Council Responsibility	User Group Responsibility
Baby change facilities	Bar facilities (including sinks and benches)
Bench style seating in change rooms	Crockery and cutlery
Change room toilet fixtures (e.g. hooks, mirrors, toilet roll holders, soap holders, paper towel dispenser)	Dishwashers
Curtains and blinds	Kitchen equipment (deep fryers, bain maries, pie warmers etc.)
Essential safety equipment	Electronic equipment (e.g. sound systems, TVs etc.)
Extractor fans and range hoods. <i>Size determined by oven and cook top dimensions.</i>	Floor coverings, flooring and floor tiles for all 'optional' additions to the facility.
Floor coverings (social room carpet, non-slip surface in wet areas and change rooms)	Furniture (e.g. tables and chairs)
Grease trap installation (where appropriate)	Heating/cooling units (outside of social rooms)
Hard floor coverings (where appropriate)	PA systems
Heating/cooling units and fixed fans (social room only)	Refrigerators/Freezers (including drinks fridges)
Hooks in change rooms	Sanitary bins
Hot water service	Security systems
Instant hot water unit (in kitchen/kiosk)	Storage room shelving
Kitchen benches and cabinets	Telephone, NBN (excluding infrastructure to the building) and TV aerial connections
Light fittings	All other items as required by the user group (subject to Council approval)
Locks (excluding club locks)	
Ovens and hot plates <b>Regional</b> – 6 burner, 100-120L Oven <b>District and Municipal</b> – 4-5 burner, 70-90L <b>Local</b> – Domestic 4 burner, 50-70L <b>School</b> – N/A	
Plumbing fixture, shower fittings, toilets and sinks.	
Roller screen security doors (where appropriate)	
Security lighting	
Tiling	

## Policy Register Outdoor Sports Infrastructure Policy



### ATTACHMENT 5 – FINANCIAL CONTRIBUTIONS

The tables below consider Council and club contributions towards new and upgrade, unless outlined within a user group's executed lease. Maintenance responsibilities remain as per the user group's individual facility usage agreement.

#### Pavilions

Component	Council	User Group	Comments
Accessible Change Rooms	100%	0%	In accordance with the Building Code.
Amenities - Showers / Toilets	100%	0%	In accordance with Council's Facility Standards. User Group must fund 100% in excess of the standards.
Bar Facilities	0%	100%	
Canteen / Kitchen	100%	0%	In accordance with Council's Facility Standards. User Group must fund 100% in excess of the standards.
Change Rooms	100%	0%	In accordance with Council's Facility Standards. User Group must fund 100% in excess of the standards.
Cleaner's Storage	100%	0%	
Grounds Keeper/Maintenance Shed	100%	0%	Provision and size determined on a case by case basis.
Gymnasium	0%	100%	
Heating/Cooling	100%	0%	In social room only.
Medical/Trainer's Room	100%	0%	In accordance with Council's Facility Standards. User Group must fund 100% in excess of the standards.
Office Space	100%	0%	In accordance with Council's Facility Standards. User Group must fund 100% in excess of the standards.
Rubbish Bin Storage	100%	0%	
Social Room/Multi-Purpose Room	100%	0%	In accordance with Council's Facility Standards. User Group must fund 100% in excess of the standards.
Storage	100%	0%	In accordance with Council's Facility Standards. User Group must fund 100% in excess of the standards.
Time Keepers Space/Media Room/Scorers Room	100%	0%	In accordance with Council's Facility Standards. User Group must fund 100% in excess of the standards.
Umpires/Officials Change Room	100%	0%	In accordance with Council's Facility Standards. User Group must fund 100% in excess of the standards.
Veranda/Spectator's Shelter	100%	0%	In accordance with Council's Facility Standards. User Group must fund 100% in excess of the standards.
Works exceeding Council's standards	0%	100%	

## Policy Register Outdoor Sports Infrastructure Policy



### Sports Fields

Component	Council	User Group	Comments
Coaches boxes/Dugouts/Player shelters	100%	0%	In accordance with Council's Facility Standards. User Group must fund 100% in excess of the standards.
Cricket centre wicket	100%	0%	This includes synthetic and turf, as per Council's sports field maintenance and replacement program.
Cricket centre wicket winter cover	100%	0%	
Cricket nets/Batting cages	100%	0%	In accordance with Council's Facility Standards. User Group must fund 100% in excess of the standards.
Floodlighting (training standard)**	100%	0%	See below**
Floodlighting (match standard)	50%	50%	Ratio applied to the cost of upgrading from training to match standard. User Group must fund 100% in excess of the standards.
Goal Posts (fixed and portable)	100%	0%	In accordance with Council's Facility Standards. User Group must fund 100% in excess of the standards.
Goal post padding	0%	100%	
Interchange steward/Umpire/Officials box	0%	100%	In accordance with Council's Facility Standards. User Group must fund 100% in excess of the standards.
Netball courts	100%	0%	
Protective netting	100%	0%	Where a safety risk is identified. Where it is not a safety risk, the user group must fund 100% of the project.
Reserve fencing	100%	0%	In accordance with Council's Facility Standards.
Scoreboards	0%	100%	In accordance with Council's Facility Standards. User Group must fund 100% in excess of the standards.
Sports fields (turf)^	100%	0%	^ See below
Specialised surfaces (hockey, tennis and lawn bowls.)	50%	50%	In accordance with Council's Facility Standards. User Group must fund 100% in excess of the standards.
Sports field fencing	100%	0%	In accordance with Council's Facility Standards. User Group must fund 100% in excess of the standards.
Ticket booth	0%	100%	
Works exceeding Council's standards	0%	100%	

Any additional items not listed within the tables above will be considered on a case-by-case basis.

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\*\* This ratio is applied to sports that have a separate training and match standard. Where a sports training and match standard are the same, the ratio applied is 50/50 between Council and the User Group for the total project cost.

^ Synthetic surfaces for sports where synthetic is not traditionally the preferred surface (e.g. football) will be considered on a case by case basis.



# Community Consultation Report

- Sporting Facilities Allocation Policy
- Outdoor Sports Infrastructure Policy

September 2020



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## Introduction

Council at its Ordinary Meeting on 28 July, 2020, endorsed 2 key draft recreation Policies:

- Outdoor Sports Infrastructure Policy; and
- Sporting Facilities Allocation Policy.

Council also endorsed a community consultation process to seek feedback on each draft Policy. As a result, a community consultation process occurred between 1 and 31 August, 2020.

## Methodology

Given the current Covid-19 environment, Officers utilised online platforms to seek community feedback. A Yoursay page was developed which included a feedback form, copies of the draft policies, policies which were being superseded, and other relevant documents including Council’s Recreation Strategy and Seasonal Sports Pricing Policy.

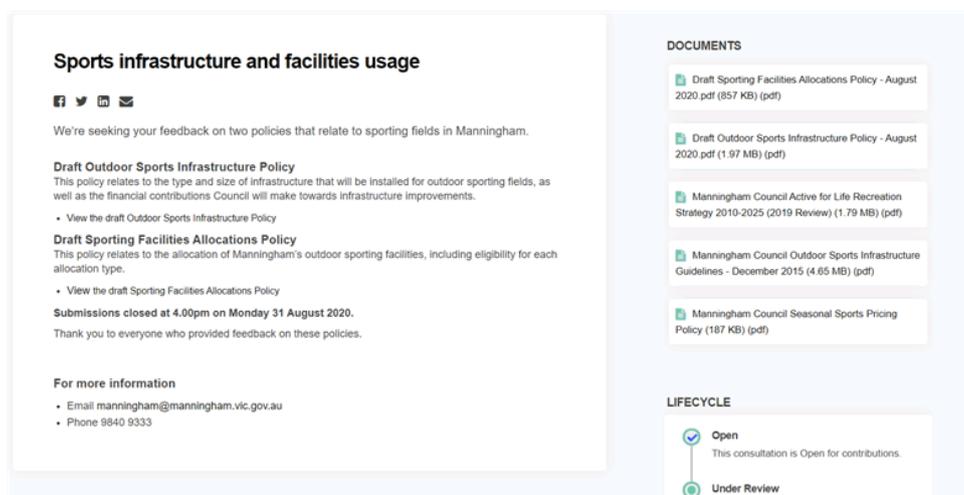
Links to the Yoursay page were provided to key stakeholders via email. Over 80 stakeholders were emailed directly to seek their feedback on the draft Policies, with the Yoursay page link also posted on Council’s Facebook page. These stakeholders included local sporting clubs, Local Sporting Associations, State Sporting Associations and other commercial users of Council’s sporting facilities.

The Yoursay page feedback form included key questions to better understand who the respondent represented (e.g. did they represent a sporting club, Sporting Association or a general Manningham resident). Respondents were asked whether they support the respective draft policy, and an open comment box was provided asking ‘*what is your feedback on the draft Policy?*’.

A total of 830 visits to the Yoursay page were recorded throughout the consultation period, with 189 downloads of the draft Outdoor Sports Infrastructure Policy and 128 downloads of the draft Sporting Facilities Allocation Policy.

In total, 11 submissions were received for the draft Sporting Facilities Allocations Policy and 20 submissions were received for the draft Outdoor Sports Infrastructure Policy.

Figure 1- Yoursay home page



## Consultation Results

As noted earlier, only 2 key questions were posed:

1. Do you support the draft Policy?
2. What is your feedback on the draft Policy?

## Sporting Facilities Allocation Policy

### Respondents

Of the 12 submissions received, the following categories were represented:

- 10 x Elected representative of a sporting club or association;
- 2 x Manningham resident;
- 0 x Parent, guardian, general member or player at a sporting club; and
- 0 x Other.

### Do you support the Policy?

- Yes – 6
- No – 1
- Undecided – 4
- No response – 1

#### Yes

50% of respondents indicated they support the draft Policy. Of these respondents, 2 were from a Local and State Sporting Association and 4 were from local sporting clubs.

#### No

It is noted that the 1 respondent that answered 'no', did so due to the scope of the Policy (response #1 in Attachment 1). This respondent sought sports such as kayaking, bird watching and cycling to be included in the Policy. As the Policy applies to active reserves and the sports mentioned by the respondent are not undertaken on active reserves (and in some cases not on Council land), they have not been considered in the Policy scope.

#### Undecided

Respondents that indicated that they are undecided in their support have done so for varied reasons. Of these respondents, only 1 provided feedback that was relevant to the Policy. This feedback was:

- **Feedback** - Consultation with the main tenant of a sporting facility should another user group be allocated use of the facility (response #2).
- **Officer Response** - An internal procedure document has been created that incorporates consultation with existing tenants when considering an allocation for new tenants.

One respondent noted issues around capital works projects which was not relevant for this Policy and was subsequently referred to the relevant Council officer to consider (response #7). Another respondent did not provide feedback as to why they were undecided in their support (response #5), whilst others mentioned fees and charges (response #10).

No Answer

One respondent did not answer this question (response #11).

**What is your feedback on the draft Policy?**

An open comment box was provided for respondents to provide their feedback. This ensured qualitative responses were received to inform any potential changes to the draft policy.

No consistent themes were identified as part of the consultation, with each piece of feedback varying in nature.

A full list of feedback received and the officer response can be found at Attachment 1.

**Outdoor Sports Infrastructure Policy**

Of the 21 submissions received, the following categories were represented:

- 15 x Elected representative of a sporting club or association;
- 4 x Manningham resident;
- 2 x Parent, guardian, general member or player at a sporting club; and
- 0 x Other.

**Do you support the Policy?**

- Yes – 10
- No – 2
- Undecided – 7
- No response - 2

Yes

48% of respondents support the draft Policy. Key comments received from respondents include:

- A great overview document (response #15 in Attachment 2);
- Complies with expectations already in place (response #21);
- Overall the setting of standards outlined in the draft document is pleasing to see and sets an expectation of what will be provided by whom (response #27); and
- From a Policy perspective it looks fine (response #32).

No

2 respondents noted they did not support the draft Policy for the following reasons:

- 1 respondent detailed concerns around baseball standards (response #13). Council officers have reviewed these concerns and made appropriate changes that address the respondents concerns; and
- 1 respondent did not support the policy due to disc golf being excluded from the Policy scope (response #14). Council officers have reviewed this concern and have included the sport into the Policy scope.

Both respondents concerns have been considered and addressed accordingly.

### Undecided

37% of respondents noted they were undecided in their support for the policy. The following feedback was received by these respondents:

- **Feedback** - *'I was surprised that it didn't cover basketball (response #16)' and 'there doesn't seem to be any support for outdoor basketball facilities (response #17)'*
- **Officer response** - Basketball is currently played within Manningham's indoor leisure centres. This draft Policy covers outdoor sports only and as such, does not cover basketball. Outdoor basketball facilities are considered as part of general park infrastructure, not structured sport infrastructure. This Policy does not address general park infrastructure.
- **Feedback** - General concerns were raised around classification of a user group's reserve and also sizes of facilities where a pavilion services multiple sports/grounds (response #20).
- **Officer response** – Amendments made to the Policy to make it clearer that where multiple sports share a pavilion, such as Mullum Mullum Reserve, the facility provision will be considered on a case by case basis.

2 respondents also provided various pieces of feedback around standards for athletics which has subsequently been addressed (response #24 and #28).

3 respondents provided feedback regarding disc golf being excluded from the Policy scope (response #14, #25 and #26). Council officers have subsequently reviewed this feedback and have included disc golf within the Policy.

Finally, various pieces of feedback were received regarding soccer facilities (response #23, #27 and #29).

### No Response

Of the 2 respondents that did not answer this question, 1 was a State Sporting Association (response #30) and another a local club (response #31). No major concerns were raised as part of the respondent's feedback, with each piece of feedback receiving a Council officer response.

### **What is your feedback on the Policy?**

A number of key themes arose from the consultation process. This includes:

#### Baseball standards

Feedback received suggested further work was required to ensure the facility standards for baseball reflected both the club's need and Baseball Victoria's (BV) *Regulations for New Baseball Fields*. Council officers have reviewed each concern raised, and cross referenced with BV's document, and have subsequently made a number of proposed changes within the draft Policy. This includes:

- Increasing change room size from 25m<sup>2</sup> to 45m<sup>2</sup> to align with BV's standards;
- Increasing social room size from 75m<sup>2</sup> to 100m<sup>2</sup> to align with other sports within the Policy;
- Adding a scorers room to the Policy; and
- Increasing sizing and distance of the backs top from 3m (H) x 4m (W) to 8m (H) x 25m (W).

#### Disc Golf

Feedback requested the inclusion of disc golf into the Policy. Council officers have reviewed this feedback and have subsequently added disc golf to the Policy. It is noted however that there are only a nominal number of standards identified for the sport.

#### Outdoor Basketball

2 respondents queried the exclusion of basketball within the Policy. Basketball is currently played within Manningham's indoor leisure centres. This draft Policy covers outdoor sports only and as such, does not cover basketball. Outdoor basketball facilities are considered as part of general park infrastructure, not structured sport infrastructure. This Policy does not address general park infrastructure.

#### Synthetic Surfaces

2 respondents queried the exclusion of synthetic surfaces for sports where this is not the normal surface, such as football. Council's officers agreed with these comments and have subsequently added wording into the Policy to address synthetic surfaces.

#### Gymnasiums

Feedback was received regarding the funding ratios for gymnasiums. The draft Policy notes that gyms are to be funded 100% by the club. Feedback received questioned this ratio, particularly for sports where it is considered a normal part of training. It is noted however that gymnasiums are not essential for a sport to be played and as such, the ratios will remain.

#### Sports Field Floodlighting

A number of comments were received in relation the floodlight standards for soccer and football. For soccer, it was noted that the 50 lux training standard is below Football Victoria's recommended 100 lux training standard. The Policy adopts the relevant Australian Standards, which notes that soccer training is 50 lux. As such, no changes are proposed. Increasing to 100 lux would be subject to the ratios for match lighting, being 50% Council and 50% user group.

For football, feedback suggested that Council should consider lighting facilities to 150 lux for matches, which is recommended by the AFL for better spectator viewing. Similar to soccer, this is an association recommendation and the Policy adopts the Australian Standards (which is 100 lux for matches). As such, no changes are proposed. Increasing the lux above the standards may be considered on a case by case basis with the user group responsible for the cost.

#### Financial Contributions

Comments were received regarding section 2.5 - financial contributions, specifically around grants received where Council has advocated. Concerns were raised around Council and user groups 'competing' for grants. It is noted that Council will continue to liaise directly with clubs and work in partnership to deliver projects. This will ensure that both groups are not competing for grants.

A full list of feedback received and the officer response can be found at Attachment 2.

## Attachment 1 – Sport Facilities Allocation Policy Summarised Feedback

Response	Support Policy?	Feedback	Officer Response
1	No	It only focuses on major sports which already seem to have access to funds. It should support other sporting activities such as kayaking, cycling and even bird watching which may not be considered a sport should be supported. Why do only sports that have professional bodies get supported? Surely soccer that can afford to pay its players millions of dollars does not need support from rate players.	The Policy scope covers the allocation of Council's outdoor sporting facilities for structured/organised activities. Sports/recreational activities such as cycling and bird watching are not undertaken on active reserves and as such are excluded from the Policy scope. Sports such as Kayaking are not undertaken on Council land. It is noted that this feedback may have been submitted under the wrong Policy, however the comments remain valid if the feedback was for the Outdoor Sports Infrastructure Policy.
2	Undecided	While the policy speaks to giving priority to existing tenants, it needs to provide for consultation with these major stakeholders when approving new allocations to similar (potentially competitive) organizations. Existing tenants of long standing should have the option to a 'first right of refusal'.	Comments have been noted. An internal Procedure document has been created that incorporates consultation with existing tenants when considering an allocation for new tenants.
3	Yes	Seems very comprehensive.	Support for the Policy has been noted.
4	Yes	I support the policy as drafted and reviewed. The policy is fair and equitable and is there is no difficulty in following the various sections. We are currently going through a very difficult year with (COVID 19) for everyone including sports clubs and volunteers. Should a section or appendix be included that covers a "state of emergency" and the possible impact it may have on providing access to community facilities e.g. pavilions & change rooms and how local council will handle different scenarios?	Support for the Policy has been noted. Parameters around facility access restrictions as a result of events such as Covid-19 will be included within the relevant tenancy agreements. Council's overarching policies around emergency management also cover this.
5	Undecided	No feedback was provided	Noted.
6	Yes	There really isn't anything outside the norm. But one thing we note is a new principle in the Documents is the proposed requirement of Clubs to lodge a Business or Management plan with Council, inclusive of Club's commitment to Girls, All Abilities and further wider participation both from an inclusion point of	Comments have been noted. Council will be undertaking a significant education program with clubs to ensure all clubs are well aware of the information required within their respective plans. To ensure clubs have adequate time to develop these plans, an implementation process will be undertaken. The criteria to submit a business/strategic plan, and the criteria

Response	Support Policy?	Feedback	Officer Response
		view as well as from a facilities point of view. In order for this to be successful there needs to be a template as to what information council want to ensure consistency of response and therefore usefulness of information and, hopefully, to minimise the impost on volunteers in providing same.	around no outstanding debts to Council, will both be implemented for the 2022 winter tenancy period and beyond. It is also Council's intention to ensure that this process is as easy as possible for club volunteers.
7	Undecided	The policy does seem to deal with those sporting facilities which are located on Public Reserves whereas my particular interest relates to a Bowling Club which has adopted a clear policy to become a community centre for residents. As a critical element of the Club's policy we have submitted a business plan to Council relating to the redevelopment of one of our bowling greens and a related community faculty such as gazebo, BBQ, shelter area etc....all aimed at providing a social and recreational facility for the wider community in our area. All very necessary due to a growing need to provide for the growing population in the area particularly due to intensive high rise residential development. We therefore seek support for funding and we trust that the draft policy will act in support of our application.	Comments around future capital works at the club have been noted and referred to the appropriate Council Officer for response.
8	Yes	Outside of the premium for the facility which means commercial use is not possible at our pavilion, the policy is sound. Thank you for the opportunity to submit feedback.	Comments have been noted.
9	Yes	From a policy perspective, they look fine, so we don't have much to say.	Comments have been noted
10	Undecided	Prior support was offered on the basis of current operating costs would be the same as a like for like - but if we have to pay for pre-season is this at \$300 for the whole pre-season? And if we have a club event within pre-season or the season will be charged the \$150 as well?	Fees and charges for use of Council's outdoor sporting facilities have not changed. Please refer to Council's Seasonal Sports Pricing Policy. Further clarification can be sought by contacting Council Officers.
11	No answer	Not much I can say, other than that a cricket club that has existed for almost 90 years has no hope of obtaining a scarce second ground within Manningham Council boundaries against clubs that	Council will look to allocate facilities to maximise use. The criteria mentioned will only be applied if a shared arrangement cannot be achieved. This criteria is not weighted, and would be considered in conjunction with all other criteria

Response	Support Policy?	Feedback	Officer Response
		have existed for even longer (100+ years), and have tenure of those grounds for longer (Criterion No 1).	in table 1 of the Policy. Council officers will also work with relevant clubs to discuss ground use for additional teams.
12	Yes	<p>The first guiding principle is based around historical tenure. How are other guiding principles able to be considered when this is the primary criteria? Clubs that are guaranteed venues based on historical tenure have no requirement to offer wider reaching programming opportunities to our most vulnerable under represented communities. It also means participation numbers count for little</p> <p>How does council intend to reward clubs that provide opportunity for participation and inclusion to underrepresented groups? Eg. All abilities, Aboriginal and Torres Strait Islander Communities, Women and Girls.</p> <p>Will Manningham based clubs have priority access to Petty's Reserve? If not, why? Rate payer dollars have funded this project and will continue to fund the ongoing maintenance and renewal of this facility.</p>	<p>The guiding principles shape the content of the Policy. The allocation criteria will only be used where shared usage arrangements cannot be achieved. This criteria is not weighted and is in no particular order of priority. All components of the criteria will be considered when determining the allocation. Clubs will be required to incorporate inclusive practices (including opportunities for underrepresented groups) within their strategic/business plans.</p> <p>This forms part of the eligibility criteria, whereby clubs must now include into their strategic/business plans how they will address inclusive practices. The allocation criteria also considers whether a club is inclusive of females, people from CALD backgrounds, people with a disability etc.</p> <p>Manningham based clubs will be afforded every an opportunity to apply for use of Petty's Reserve as per Council's seasonal allocation process.</p>

## Attachment 2 – Outdoor Sports Infrastructure Policy Summarised Feedback

Response	Support Policy?	Feedback	Officer Response
13	No	There are a couple of items in the Outdoor Sports Infrastructure Policy draft's recommendations that we are opposed to. The non-funding of a Timekeepers/Scorers room. A scorer (who is a volunteer) is a fundamental part of the majority of sports and the game cannot be held without one. It is imperative that they (scorers) be able to be in an enclosed environment and we feel this should be funded by council as per the existing guidelines.	Scorer's room has been added to the Policy for baseball/softball (10m2). This is in line with other sports.
		Change room size reduction. The Baseball Australia guidelines require 46.5m2. We would have no issue with the old 44m2 if we had to but the new 40m2 proposal is too small.	Change room size has been amended to align with Baseball Australia Standards (30m2), which is in addition to 15m2 of change room amenities (45m2 in total).
		Social space. 75m2 is a tiny area for any club let alone ours. Our club as I'm sure most are, are purely voluntary and we participate in club environments to be a part of a community within a community. The highs and lows of sports are also a great part of it though! We understand that in a new build the club would have to be able to fund any larger space based on the guidelines if they desired. We believe that some consideration should be given to a club's existing facility social space sizing in planning a new facility and also to the number of that type of club in the municipality. We hope these items can be considered to enhance that reputation.	Social room size for baseball has been increased to align with other sports (100m2).
14	No	Why is disc golf specifically excluded? No justification for its exclusion is provided. But BMX is included? Disc golf is far more community friendly and accessible than sports like BMX, and it deserves to have better facilities.	Comments have been noted. All sports are now considered within the scope of the Policy. Sports that don't have specific standards listed in Attachment 3 will be considered on a case by case basis, with infrastructure aligning to any relevant standards.
15	Yes	A great overview document. Bringing all facilities to the standard will be a challenge. The Draft Policy on page 3 excludes ancillary	Verandas are considered a component of a pavilion and have been listed under pavilion standards within Attachment 3 (under the name ' <i>external covered viewing area</i> ').

Response	Support Policy?	Feedback	Officer Response
		pavilion infrastructure such as verandas. In the tables they are included and would be very much appreciated.	
		Allowing in kind contributions & clubs to engage builders directly would enable more to be done with less \$.	Comments have been noted.
		Reference documents include UCIBMX Track guide 2017 and BMX Australia Rules (includes infrastructure)	BMX Australia Track Guidelines have been added to section 6.
		Advertising and sponsorship has not been referenced however would provide funds and recognise sponsors.	Advertising and sponsorship is considered within Council's Outdoor Advertising on Council Owned and Managed Property Policy.
		The club needs additional storage for essential equipment.	Amendments have been made to the Policy which will see maintenance sheds considered on a case by case basis. Council will take into consideration an individual user groups needs when determining the size and need for this infrastructure.
		The staging area at 8x10 m would be inadequate for larger events.	The staging area of '10m x 8m' aligns with the recommendations within BMXA's Guidelines. Shelter over these areas is not recommended within the Guidelines and as such, would be considered by Council on a case by case basis.
		Start hill height needs to be higher and in line with BMXA rules Start gate should be a rolling gate with shade / shelter	The start hill height aligns with BMX Australia's Track Guidelines for State Championships/Series, Regional and Club level facilities.
		Emergency access for an ambulance is required to the middle of the track Access for all abilities should be included more. (parents with prams, wheel chairs, walking frames, etc)	Comments have been noted. Access requirements are considered on a case by case basis and do not form part of this Policy.
16	Undecided	I was surprised that it didn't cover Basketball	Basketball is currently played within Manningham's indoor leisure centres and in passive reserves. This draft Policy covers organised outdoor sports only and as such, does not cover basketball.
17	Undecided	There does not seem to be any support for providing for any outdoor basketball facilities. A great example is what has been achieved at Heidelberg park. Even something smaller as a half court would suit. There are many parks that could easily accommodate such a facility including Ted Ajani reserve which is compact in design. Basketball is still growing strongly throughout the state and accommodates for all ages, genders and abilities.	The Policy scope does not cover infrastructure such as half-court basketball. The comment around basketball infrastructure at Ted Ajani has been forwarded to the appropriate Team for consideration.

Response	Support Policy?	Feedback	Officer Response
18	Yes	Good foundation document - it is clear that there are ample sporting facilities in the area and from my own personal experience many see considerable usage. It is sometimes frustrating that the facilities perhaps do not receive the upkeep required to keep them in good order, both playing surfaces and change rooms etc. artificial surfaces are no doubt a viable option for a number of sporting codes and should be seen as good investment options going forwards - Jubilee Park in Ringwood would be a prime example of such investment.	Comments have been noted. Officers agree with the respondents comments around synthetic and have subsequently added a sentence into the Policy considering synthetic surfaces on a case by case basis with Attachment 5 (for sports where synthetic turf is not the norm).
19	Yes	No comment provided	Support for the Policy is noted.
20	Undecided	We have several concerns about this policy, but there does not appear to be an avenue to feed them in; Classification of our reserve should be Regional, Bowls being excluded from Facility Standards - multiple sports fields, where we 2 different sports share, minimum size areas need to be increased for Pavilion, etc.	Lawn bowls are considered within the facility standards at Attachment 3.  The Policy includes wording within section 2.3 to address venues where multiple users/sports share a pavilion. An example of Mullum Mullum Reserve is also provided at the bottom of the tables within Attachment 2 – Sports Pavilion Classification:  Lawn bowls facilities do not meet the requirements for a regional facility as per the definitions in section 2.2.
21	Yes	Complies with expectations already in place.	Comments have been noted.
22	Yes	No comment as facility is excellent.	Comments have been noted.
23	Yes	As a way of consistency can the sport title be shown as Football (soccer). The state association is now known as Football Victoria and most soccer clubs have the changed names to be shown as example "Club United Football Club" ie Club United FC. The policy refers to FV's guides and is consistent with the terminology & specifications in the guidelines. One thing that gets left out of Facility Fitouts is a mention of communications eg WIFI, NBN, etc. Policy mentions telephones but there are other means of communications!	The draft Policy has been amended to reflect the name 'Football (soccer)'.  Technology such as NBN etc. has also been added to Attachment 4.

Response	Support Policy?	Feedback	Officer Response
24	Undecided	<p>I provide the following feedback on the Draft Outdoor Sports Infrastructure Policy 2020.. I commend you on the development of this significant policy document and trust you will give the following feedback your earnest consideration. It should be noted that this policy replaces the former "Sporting Pavilion Development Guidelines 2009". We find no reference to the former document and believe fundamentally that proper feedback on the new policy should allow for comparison to that which it replaces.</p>	<p>The Sporting Pavilion Development Guidelines (2009) were superseded by the Outdoor Sports Infrastructure Guidelines (2015). As such, the 2009 document has not been referenced. The 2015 Guidelines were made available to the community on the Yoursay page.</p>
		<p>2.1.1 Community Focus - Given the adoption of a facility hierarchy that acknowledges facilities that have a catchment greater than the Manningham community and cater for regional and state level competition, elite facilities should not be quite so arbitrarily rejected, but allowed for on a case by case basis for those facilities that fall into the Regional category. The funding of certain elite facilities can be justified with a proper consideration of local community benefit and would likely draw significant external funding into the municipality.</p>	<p>Elite level facilities that are beyond the standards of this policy will still be considered on a case by case basis. In these instances, the project will be assessed based Council's capital works criteria which considers, amongst other things, demonstrated need and participation benefits.</p>
		<p>2.1.3 Facility Standards - It is noted that the draft policy indicates, variations to the standards may be considered in exceptional circumstances on a case by case basis. For clarity it would incorporate wording to infer variations can both exceed or fall short of the standard.</p>	<p>Comments have been noted. Wording in this section has been amended to provide greater clarity.</p>
		<p>2.5 Financial Contributions - While acknowledging the excellent work Of Council in securing Grant funding to local sporting facilities and support of local club applications for same, the wording, Where Council has initiated discussions and advocated for funding and said funding has been committed to the user group, this will not be considered a user group contribution. This funding will be applied to the project with the contribution ratios to be applied to the outstanding amount, would seem to set up a competitive situation where clubs are forced to try to beat the council to</p>	<p>It is not Council's intention to create a competitive process as mentioned. If a club actively advocates for funding, this would be considered a club contribution. This may include funding opportunities such as election commitments. Council will continue to work with collaboratively with clubs to identify grant opportunities.</p>

Response	Support Policy?	Feedback	Officer Response
		<p>requests for funding. Clubs have often extremely limited resources and if council simply need to open a discussion with a funding source to eliminate it as an option for the club, it would be a significant disadvantage in clubs being able to finance their contribution to projects. In most case it will not allow for State and Federal funding to be allocated at their discretion to directly support the club.</p>	
		<p>It is noted again that the draft policy indicates, similar to 2.1.3, Financial contributions by Council are subject to Council's annual budget process. Council discretion may be applied on a case by case basis that may result in the contribution ratios being amended. For clarity it would incorporate wording to infer ratios can both exceed or fall short of the standard.</p>	<p>Comments have been noted.</p>
		<p>6. Related policies - IAAF Track and Field Facilities Manual (2008) has been updated and the IAAF Manual 2019 / 2020 is available on-line and should be review for potential influence on this policy.</p>	<p>The reviewed Manual was not released when initial work was undertaken on this draft Policy. The latest release has been reviewed and considered within the standards listed in Attachment 3. The manual is also referenced in section 6.</p>
		<p>Attachment 3 Facilities Standards. Athletics - Pavilion Standards - The sport of athletics is different to many others in that it needs significantly greater quantities of equipment than most other sports. While classified as one sport, it is in fact many disciplines under one umbrella. The allocation of 40m2 of storage space would only suffice if significant other suitable storage space was provided, or pre-existing on site. Spectator shelter area should have reference to due regard being taken for the Councils Duty of Care to users of the facilities in the advent of extreme weather conditions. This would particularly relate to the many thousands of children whose schools hire the facilities each year. The Rubbish Bin Cage would be too small for a facility of this size if allowing for appropriate levels of recycling and general rubbish bins.</p>	<p>Storage has been reviewed and increased to 60m2 (up from 40m2).</p> <p>Spectator shelter is referenced (under the heading external covered viewing area) however the size of the shelter is to be determined on a case by case, given shelters for athletics facilities vary significantly based on the site and use.</p> <p>Officers agree with comments regarding bin storage space and have increased the standard to 10m2.</p>

Response	Support Policy?	Feedback	Officer Response
		Athletics Sports Field Standards - Track size Circular IAAF Level 2 Certification is required for Regional and State level Competition. This is required for the track, and all event fields. Certification process would need to be undertaken with IAAF. Some circular track realignment may be required. This could be achieved with the required track resurfacing due 2021.	Comments have been noted.
		Surface and base Track - A maintenance schedule, complete with funding arrangement to maintain IAAF standards and certification, should be incorporated into the policy. The maintenance of the track has had to be consistently negotiated where it has fallen behind. It is a specialised surface and must be maintained on a strict schedule of resprays and resurfacing to prevent accelerated and expensive wear and tear and importantly to avoid injury to users and provide for the safe conduct of the sport.	This Policy does not refer to maintenance. Maintenance responsibilities are determined through other procedures and agreements.
		Attachment 5 Financial Contributions - Pavilions - Gymnasium A Gymnasium has an allocation of 100% to the user group. Where a gymnasium is considered a normal part of the training and operation of the sport, it should be negotiated on a case by case basis. A gymnasium generally would add significant floor space to a project and funding this floor space would be potentially beyond the means of a club. Upgrading of facilities from one that has a gym, to one without due to lack of funding, would likely prevent many otherwise justifiable upgrades from occurring. Fit out is considered easier to attract donations of equipment and in-kind contributions and therefore an acceptable club allocated cost.	Gyms are not considered essential to sport participation and as such will not be funded by Council. The provision of this infrastructure will be considered on a case by case basis however funding is a user group responsibility as per Attachment 5.
25	Undecided	I would love to see more inclusion of disc golf in the councils proposed planning for sporting infrastructure. Disc golf is one of the fastest growing sports in Australia.. During the COVID-19 crisis the number of residents taking up the sport socially has grown enormously. People have realised that this is a sport which can be played casually, which does not require teams or organised	Comments have been noted. All sports are now considered within the scope of the Policy. Sports that don't have specific standards listed in Attachment 3 will be considered on a case by case basis, with infrastructure aligning to any relevant standards.

Response	Support Policy?	Feedback	Officer Response
		<p>schedules and is enjoyable to play with family and friends. The Kingston City Council installed this course which includes a full 18 holes with concrete tee pads, clear signage plus a practice basket near the BBQ facilities. We would love to see the course at Ruffey Lake Park have similar facilities. Compared to other sporting facilities, the installation and maintenance of disc golf courses is minimal. Please consider helping us to grow this sport for all in Manningham to enjoy. Disc Golf deserves more than just a mention in your policy as a recreational activity. The sport deserves the attention of other sports in the Manningham area.</p>	
26	Undecided	<p>I note on p7 that you have excluded Disc Golf from the policy and am a little confused as to why. Up until the level 4 lockdown, the existing disc golf course in Ruffey Lake Park was attracting hundreds of people every week... many local residents but also players from around the city, interstate and overseas (until they could no longer enter the country, of course!). Players varied from first-timers to experienced professionals. Disc golf is a wonderful sport for young and old and for those sporty and those not so much. I commend this course and request just a small amount of council support to making the only course in Melbourne's eastern suburbs even better than it is now.</p>	<p>Comments have been noted. All sports are now considered within the scope of the Policy. Sports that don't have specific standards listed in Attachment 3 will be considered on a case by case basis, with infrastructure aligning to any relevant standards.</p>
27	Yes	<p>Football. Overall the setting of standards outlined in the draft document is pleasing to see and sets an expectation of what will be provided by whom. The ability for clubs to undertake in kind works would enable projects to be delivered through local sponsors saving time and money for all. External drinking fountains are important for community health and should be included. Access for people with all abilities could be more pronounced in the document for people to have greater access to all areas with their families. The draft plan makes no reference to advertising or the ability to</p>	<p>Support for the Policy has been noted.</p> <p>Comments regarding additional infrastructure have been referred to the relevant Council Officer to consider as part of Council's Capital Works program.</p> <p>Access requirements are considered on a case by case basis as these are very much site specific, as well as being a primary focus for Council through overarching Strategies and Plans. The Guiding Principles within the Policy do</p>

Response	Support Policy?	Feedback	Officer Response
		recognise sponsors. Clubs rely on sponsorship to sustain themselves and the plan should include reference to supporting this.	however focus on equitable access through universal design. Equitable access will continue to be a key focus when developing facilities.  Advertising and signage is governed under Council's Outdoor Advertising on Council Owned and Managed Property Policy.
28	Yes	The main areas I would like to comment on are as follows - 2.5 Financial Contributions. While our club is very grateful for the Councils position to take any grants it secures for projects off the \$ value before is split with the relevant sporting clubs we feel that for "not for profit clubs" if their contact to secure grant funding predates the council contact that they should be able to secure the total funding for their contribution as clubs such as ours have very limited opportunities to seek grants while at the same time have limited financial resources available internally. We are also supportive of the ability to provide in-Kind Contributions and the inclusion of The Tom Kelly Athletics Track as a regional level facility but it should be noted that the venue has in the past hosted State and even National competitions which it will continue to do if IAAF standards for the facility are maintained.	If the club actively advocate for funding, this would be considered a club contribution. This may include funding opportunities such as election commitments. Council will continue to work with clubs to identify grant opportunities.  The Tom Kelly Athletics Track is considered a regional level facility, the highest classification on Council's facility hierarchy.
		Athletics Pavilion Standards Because of the amount of equipment required to conduct an athletics event and the fact that equipment is age specific there is a requirement for a significant amount of onsite storage. Current on site storage in the form of the 2 equipment sheds would be in the order of 220 square meters which would be a bare minimum. Alternatively It could be listed as case by case.	Storage for athletics has been increased to 60m2 per tenant, to a maximum of 180m2 per site.
		Athletics -Sports Field Standards We believe as per IAAF standard should be noted next to 400m.	This wording has been added.
29	Undecided	Our club requests the 2019 guide Football Victoria "Construction & Management: Natural Turf Pitches" is integrated into the policy as it provides comprehensive information on turf selection.	The guide has been added as a related guidelines within section 6 of the draft Policy.

Response	Support Policy?	Feedback	Officer Response
		The definition of our facility is felt appropriate.	Comments have been noted.
		A review of the "Soccer – Sports Fields Standards" aligns well to Football Victoria (FV) Standards.	Comments have been noted.
		MCC Financial Contribution proposed for floodlight (training standard): 100%. The implementation of a standard that is half the FV regulation level means any upgrade or replacement will be classed as an above standard lighting level request and trigger mandatory co-payment, thereby creating an inequality to other codes in this lighting area. In the "Community Sporting Facility Lighting Guide for Australian Rules, Football (Soccer) and Netball" (2012), page 24, FFV is noted as recommending 100 Lux for training lighting as training tends to be predominantly match based/match practice in nature. Our club echoes this position.	Sports field lighting for all sports is aligned with the relevant Australian Standards, not State/National Sporting Association recommendations.
		In lieu of a change to the turf selection to be a combination as suggested by both the governing body and turf supplier, please confirm council pitch maintenance procedures allow for over sowing of Rye to improve the quality of the playing surface at our reserve.	This Policy does not cover maintenance practices. Overseeing is considered within Council's maintenance schedules on a case by case basis. Comments have been referred to the relevant Council Officer for consideration.
		MCC financial contribution proposes - User Group must fund 100% in excess of the standards. By implementing a lower standard than the clubs governing body, the club would again find itself triggering an above standard request, and associated co-payment.	Sizes of external covered viewing areas is consistent across all similar sports.
		Reviewing Attachment 4 raises the following point for clarification: Installation of a baby change facility is part of the current development plan to ensure facilities are as inclusive and safe as possible. The club would like to understand how to progress a request for installation in the current disabled toilet.	Enquiry has been referred to the relevant Council officer.
		Attachment 5 advises standards exist for scoreboards and ticket booths, the club would like to obtain copies of these standards as it develops facilities improvement plans	The size of this infrastructure is not dictated within this Policy. Sizes will be considered on a case by case basis.

Response	Support Policy?	Feedback	Officer Response
30	No Answer	We commend council on their commitment to 5m run off areas as from a sport perspective.	Comments have been noted
		In relation to new or redeveloped playing fields, we strongly encourage council to accommodate the maximum recommended sizes for senior play as this creates opportunities to reduce boundaries (via rope or line marking) for all relevant forms and formats of participation. The preferred playing size of a senior oval is 165m x 135m (boundary line to boundary line). This provides the greatest flexibility to cater for all standards and ages of play (and can cater for other sports such as cricket, soccer, rugby union and athletics). Could the provision of a district football/cricket ground be reconsidered in your guidelines?	The measurements within the Policy includes sizes up to 165m x 135m. Council will always aim to meet the AFL Guidelines however given various reserves have space restrictions, the size range has been included in the Policy to allow some flexibility.
		In relation to 2.5 - Financial contributions, we encourage council and clubs to continue their communication and planning as hopefully post COVID and in the new financial year, our funding programs will open back up again to further support the provision of well positioned, welcoming and fit for purpose facilities.	Comments have been noted. Council will continue to work in conjunction with user groups around financial contributions, including external grant funding.
		Whilst this policy refers to Santa Ana Couch for sports field turf, we encourage council to continue to explore possible scenarios for the installation of a synthetic or hybrid turf field.	Wording has been included within the Policy to address synthetic surfaces (section 2.3 and repeated in Attachment 5)
		In the case of your draft policy, we support at least 100 lux LED lighting but strongly encourage the consideration of 150 lux to some ovals to consider spectator amenity requirements. The lack of lighting provision can lead to lost opportunity for participation growth, overuse of ovals that are well lit and premature wearing of grounds due to players being restricted to training in certain areas of the ground.	The Policy aligns with the Australian Standards (AS 2560.2.3) in relation to floodlights for football.
		In relation to Attachment 1 – Sports Field Classification, I have pulled the list of Manningham facilities used by clubs. The facilities in yellow support your classification however the ones highlighted orange are classified as junior grounds (Local classification for	Officers have reviewed the classifications for Stintons Reserve and Colman Park, with both being re-classified as local level facilities.

Response	Support Policy?	Feedback	Officer Response
		council). These facilities may be scheduled for a future upgrade, but I wanted to highlight a possible inconsistency when finalising your policy.	
31	Not answered	Attachment 1 – Sports Field Classification appears to be a full list of council grounds, along with three school grounds. That list appears similar to one in a document against which I provided comments several years ago. In other words, there appear to have been few or no additional grounds to cover population growth for many years.	This Policy aims to more efficiently allocate Council's current sports fields. Council has flagged work to identify school facilities and other land that has the potential to host sport. This work will include investigating Joint Usage Agreements to ensure access to these facilities is obtained for Manningham clubs.
		To demonstrate the difficulties faced by clubs, please refer to the following table provided. In particular, it shows the heavy reliance of school grounds and Shire of Yarra Ranges over the past 10 seasons. It also shows that Council has been unable to provide a ground large enough for a 3 <sup>rd</sup> XI team for more than a decade.	Comments regarding ground availability have been noted. Council's future work will look at how current and future participation can be accommodated within the municipality, including looking at opportunities on local school facilities. Comments have been forwarded to the relevant Council officer for consideration when determining allocations.
32	Yes	From a policy perspective, they look fine, so we don't have much to say	Comments have been noted
33	Yes	What is the prioritisation process for new and redeveloped infrastructure? I note Darebin City Council have recently adopted an Outdoor Sports Infrastructure Framework which scores criteria annually to assess prioritisation. Criteria includes condition, participation outcomes and community benefit – this is assessed annually to determine prioritisation.	Council is currently developing a criteria that considers asset condition, whether the asset is fit for purpose, participation outcomes and environmental benefits, amongst a range of other criteria. This criteria will inform a priority list of projects. The aim is to ensure projects meet Council's objectives and provide maximum benefit for the community.
		Will an Infrastructure Plan be publicly listed?	Council does not intending a priority list of infrastructure projects to the community given it is an internal working document. Clubs are however encouraged to contact Council officers to discuss their projects, and to understand where their respective projects sit in terms of priority against other sports and delivery timelines.

## Summary of Proposed Changes

### Sporting Facilities Allocation Policy

Section	Original	Proposed Change	Rationale
2.2.1 Seasonal and Annual Allocations	N/A	It is noted that Petty's Reserve will not be allocated as a primary venue for clubs, rather access will be prioritised for Manningham based clubs that require an NPL level facility to play matches and train. Depending on availability, Petty's Reserve will also be allocated as an overflow training and match venue for clubs with a demonstrated need.	Wording has been added to provide clarity over the allocation priorities for Petty's Reserve.
2.2.2 Casual Booking	Applications for casual use must be made a minimum 10 business days prior to the booking date and no longer than 12 months in advance. Applications received outside of these times may be considered in special circumstances (e.g. cricket finals matches etc.). Booking cancellations must be made a minimum 5 working days prior to the booking date to be eligible for a refund of the booking fee and any bonds which have been applied.	<p>Applications for casual use of sports fields must be made a minimum 10 business days prior to the booking date and no longer than 12 months in advance. Applications for casual use of the Tom Kelly Athletics Track must also be made a minimum 10 business days prior to the booking date. It is however noted that at the beginning of each school year, applications for use of the Athletics Track will open for the following year (e.g. bookings for 2022 will be accepted from the start of the 2021 school year, bookings for 2023 will open at the start of the 2022 school year and so on).</p> <p>Applications received outside of these times may be considered in special circumstances (e.g. cricket finals matches etc.). Booking cancellations must be made a minimum 5 working days prior to the booking date to be</p>	It is understood that casual bookings for the athletics track are competitive and predominately made by school groups. To ensure a fair and equitable process, bookings for the following year will open for all groups at the commencement of each school year.

Section	Original	Proposed Change	Rationale
		eligible for a refund of the booking fee and any bonds which have been applied.	
2.4 - Bonds	Has the applicant got a history of poor behavior, including any breaches or upheld complaints within the last 3 years?	Does the applicant have a history of poor behaviour, including any breaches or upheld complaints within the last 3 years?	Corrected a spelling error and amended some words for ease of reading.
5.0 - Definitions	Casual Use – Sports fields and pavilions used outside of a seasonal allocation, or used by user groups(s) granted a ‘one off use’, including preseason training, finals matches and finals training.	Casual Use - Sports field and pavilion bookings required for ‘once off use’ or short term bookings e.g. preseason and finals training, finals matches and school use.	Reworded to ensure the definition accurately reflects the purpose of a casual booking. Wording also aligns with casual use definition in the draft Tenancy Agreement.

#### Outdoor Sports Infrastructure Policy

Section	Original	Proposed Change	Rationale
2.3 – Facility Standards	N/A	Add text ‘except where a pavilion is shared between sports (e.g. Mullum Mullum Reserve hockey and bowls club pavilion). In these instances, facility provision will be considered on a case by case basis.	Wording added in response to community feedback, to ensure clarity on this issue.
	Council will continually aim to achieve the facility standards, however it is acknowledged that site, size, budget and other constraints may impact the ability to achieve the standards.	Council will continually aim to achieve the facility standards, however it is acknowledged that site, size, budget and other constraints may impact the ability to achieve the standards (whether that be exceeding or falling short of the standards)	Wording added in response to community feedback, to provide further clarity.
3 – Policy Scope	This Policy excludes indoor stadiums and aquatic/leisure centres, as well as	It is acknowledged that other sports are played across the municipality that are not considered within this Policy. Infrastructure	Wording has been amended so that all outdoor sports are considered within the Policy scope.

Section	Original	Proposed Change	Rationale
	specialised outdoor sports including but not limited to: <ul style="list-style-type: none"> <li>• Aeromodel;</li> <li>• Archery;</li> <li>• Bocce;</li> <li>• Disc Golf; and</li> <li>• Pétanque.</li> </ul>	for these sports will be determined on a case by case basis, with consideration to relevant standards (where applicable) as well as against standards for similar sports.  This Policy excludes indoor stadiums and aquatic/leisure centres.	
6 – Related Policies	N/A	BMX Australia Track Guidelines (2013) and Football Victoria – Construction and Management Natural Turf Pitches Guide (2019) have been added.	Both documents were used to inform the facility standards.
Attachment 1 – Sports Field Classification	Sports fields were identified by both number and geographic location (e.g. east, west etc.).	Sports field numbers have been removed and are now only identified by their geographical location.	Amended to ensure clarity.
	Stintons Reserve and Wilsons Reserve – District level sports fields	Stintons Reserve and Wilsons Reserve – Local level facilities	Reserve classification amended to reflect the reserve’s current use. Also aligns with feedback provided by AFL Victoria.
	Schramms Reserve – District level sports field	Schramms Reserve – Regional level sports field for cricket and district level sports field for football	Amended to reflect the level of cricket played at the reserve.
Attachment 2 – Sports Pavilion Classification	Pavilions were identified by both number and geographic location (e.g. east, west etc.).	Pavilion numbers have been removed and are now only identified by their geographical location.	Amended to ensure clarity.
	Donvale Reserve North – Local level pavilion	Boronia Reserve – District level pavilion  Donvale Reserve North – District level pavilion	Donvale Reserve north lifted to a district level pavilion due to it being the home facility for a cricket club. Boronia Reserve added as it was not in the draft Policy.

Section	Original	Proposed Change	Rationale
	Schramms Reserve South – District level pavilion	Schramms Reserve South – Regional level pavilion for cricket and district level sports field for football	Amended to reflect the level of cricket played at the reserve.
Attachment 3 – AFL and Cricket Pavilions	Social room toilets – 2 x 15m2 for regional and district, 2 x 10m2 for local.	Social room toilets – Refer to code	Amended to ensure that should a social room be larger than the standards, the number of toilets can be determined by the relevant code.  <b><u>NOTE – This has been amended for all sports.</u></b>
	N/A	Gymnasium – Case by case	Gymnasiums have been added to regional and district level facilities on a case by case basis. Gymnasiums are not considered integral to participation and as such, must be funded by the user group.
	N/A	Storage room standards are considered per tenant, up to a maximum of 180m2 per site.	Wording added to clarify that storage is per tenant, not total for the whole facility.  <b><u>NOTE – This has been amended for all sports.</u></b>
	Verandas	Wording changed to ‘external covered viewing area’.	Wording amended to better reflect the purpose of the infrastructure.  <b><u>NOTE – This has been amended for all sports.</u></b>
	Curator’s Shed	Standards removed from table. Grounds Keeper/Maintenance Shed added to Attachment 5 noting provision and size is to be determined on a case by case basis.	Some sports require this infrastructure, however their size requirements differ. Council will now consider this infrastructure on a case by case basis to ensure the user group’s individual needs are met.

Section	Original	Proposed Change	Rationale
			<b>NOTE – This has been amended for all relevant sports.</b>
	Rubbish bin cage – 5m2	Rubbish bin cage – 10m2	Size increased to better reflect required space to store bins.  <b>NOTE – This has been amended for all relevant sports.</b>
Attachment 3 – AFL and Cricket Sports Fields	Spectator Area – Case by case	Wording has been removed.	Wording removed. This has been replaced with ‘external covered viewing area’ under the pavilion standards.  <b>NOTE – This has been amended for all sports.</b>
	Scoreboard – Fixed electronic	Scoreboard - Fixed	Electronic scoreboards are not seen as a necessary piece of infrastructure.  <b>NOTE – This has been amended for all sports.</b>
	PA Systems – Optional for regional and district	PA systems – Optional for regional only	PA systems are only necessary for regional venues.  <b>NOTE – This has been amended for all relevant sports.</b>
	N/A	Following wording added under the table in relation to floodlights:  ‘As per relevant Australian Standards. Should the Australian Standard change, Council will align upgrades/new infrastructure with the amended Standard.’	Wording added to ensure that should an Australian Standard change, the Policy gives the flexibility to align to the amended Standard.  <b>NOTE – This has been amended for all sports.</b>
	Storage Room 40m2	Storage Room 60m2 (per tenant)	Increased in response to community feedback. Storage demands are much larger

Section	Original	Proposed Change	Rationale
Attachment 3 – Athletics Pavilions			for athletics. Noted that this is capped at a maximum 180m <sup>2</sup> .
	Rubbish bin cage – 5m <sup>2</sup>	Rubbish bin cage – 10m <sup>2</sup>	Increased in response to community feedback. More space is required given the number of people that attend carnivals, and the number of carnivals held at the site.
Attachment 3 – Athletics Sports Fields	Track Size – 400m	Track Size – 400m as per IAAF Standard	Amended in response to community feedback.
	Floodlights – 200 Lux (LED)	Floodlights (Training) – 75 lux (LED) Floodlights (Competition) – 200 lux (LED)	Amended to reflect relevant Standards.
Attachment 3 – Baseball/Softball Pavilions	Change Room – 2 x 25m <sup>2</sup>	Change Room – 2 x 30m <sup>2</sup> v (plus 15m <sup>2</sup> for change room amenities – Total 45m <sup>2</sup> )	Amended to align with Baseball Victoria’s Regulations for New Baseball Fields (2014).
	Social Rooms – 75m <sup>2</sup>	Social Rooms – 100m <sup>2</sup>	Amended to provide consistency across sports in the Policy.
	Scorer’s Shelter – N/A	Scorer’s Room – 10m <sup>2</sup>	Amended as a result of community feedback. Now aligns with other sports in the Policy.
Attachment 3 – Baseball/Softball Sports Fields	Sports field fencing – Backstop 3m (H) x 4m (W) back net (min)	Sports field fencing – Backstop 8m (H) x 25m (W) back net (min)	Amended to align with Baseball Victoria’s Regulations for New Baseball Fields (2014).
Attachment 3 – BMX Sports Fields	N/A	PA Systems - Optional	PA systems are required for various levels of competition.
	N/A	Wording added that considers covers over staging areas:  Cover of staging areas will be considered on a case by case basis. As covered staging areas exceed BMXA’s Guidelines for club, regional and state championships, user groups will be	Added to provided more clarity on which party is responsible for funding these covers.

Section	Original	Proposed Change	Rationale
		responsible for all costs associated with the cover.	
Attachment 3 – Hockey Sports Fields	N/A	PA Systems - Optional	PA systems are required for various levels of competition.
Attachment 3 – Soccer Sports Fields	N/A	Portable goal storage – Case by case	Council understands that some clubs use portable soccer goals and require space to store them. This addition will address that requirement.
Attachment 3 – Tennis Sports Fields	Floodlights - 350 lux Principle Playing Area	Floodlights – 350 lux Principle Playing Area and 250 lux Total Playing Area.	Total Playing Area standard has been added to align with Australian Standards.
Attachment 4 – Facility Fit Out Items	N/A	PA Systems	Added to ensure clarity on responsibility.
	District and Municipal pavilion ovens and hot plates – 4 burner, 70-90L	District and Municipal pavilion ovens and hot plates – 4-5 burner, 70-90L	Amended burners to 4-5 to allow flexibility based on space available in a kitchen.
	Telephone and TV aerial connection – User Group responsibility	Telephone, NBN (excluding infrastructure to the building) and TV aerial connections – User Group responsibility	NBN added to provide greater clarity.
Attachment 5 – Financial Contributions Pavilions	Council Equipment Storage	Grounds Keeper/Maintenance Shed – Provision and size determined on a case by case basis.	Some sports require this infrastructure, however their size requirements differ. Council will now consider this infrastructure on a case by case basis to ensure the user group’s individual needs are met.
	Time Keepers Space/Media Room	Time Keepers Space/Media Room/Scorers Room	Scorers Room added to reflect wording under baseball pavilion standards.
Attachment 5 – Financial Contributions Sports Fields	N/A	Sports fields (turf) – 100% Council	Added to ensure clarity around responsibilities for turf sports fields.
	N/A	Following wording has been added at the base of the table:	Wording added in response to community feedback. Given Council’s objectives around

Section	Original	Proposed Change	Rationale
		Furthermore, synthetic surfaces for sports where synthetic is not traditionally the preferred surface (e.g. football) will be considered on a case by case basis.	increasing use of facilities, this wording ensures that synthetic surfaces will be considered.

## 11.2 Neighbourhood Safer Places Open Space Designations Update

File Number:	IN20/667
Responsible Director:	Director City Services
Attachments:	1 Council Report 25 August 2020 <a href="#">↓</a>
	2 Council Resolution <a href="#">↓</a>
	3 Warrandyte Skate Park and Basketball Courts CFA Map <a href="#">↓</a>
	4 Example of Approved Warrandyte NSP Site Signage <a href="#">↓</a>

### EXECUTIVE SUMMARY

*The purpose of this report is to update Council on a change of location for one of the newly proposed Neighbourhood Safer Place – Bushfire Place of Last Resort (NSP-BPLR) for designation in the Warrandyte area. Goldfields Plaza Shopping Centre Car Park was originally put forward for assessment by the Country Fire Authority (CFA). Goldfields was also recommended for designation by Council in the Council Meeting on the 25 August 2020, pending a compliant assessment along with the Dudley Road Reserve in Wonga Park and the Domeney Reserve Pavilion Verandah in Park Orchards.*

*Since that time, a more suitable location has been identified as being the Warrandyte Skate Park and Basketball Courts, Taroona Avenue (opposite Goldfields Plaza Shopping Centre). The assessment on Goldfields came back as not compliant based on works required on DELWP managed land – south of Warrandyte Goldfields Plaza Shopping Centre being unachievable.*

*The Council Officer recommendation to change locations was endorsed at the Municipal Emergency Management Planning Committee Meeting on the 6 November 2020.*

*The CFA requires formal Council approval to designate the Warrandyte Skate Park and Basketball Courts as a NSP-BPLR.*

### COUNCIL RESOLUTION

**MOVED: CR CARLI LANGE**  
**SECONDED: CR TOMAS LIGHTBODY**

**That Council:**

- A. approves the designation of new Neighbourhood Safer Places – Bushfire Place of Last Resort to the proposed areas:**
- **Dudley Road Reserve, Dudley Road, Wonga Park;**
  - **Domeney Reserve Pavilion Veranda, Knees Road, Park Orchards; and**
  - **Warrandyte Skate Park and Basketball Courts, Taroona Ave, Warrandyte.**
- B. approves the decommissioning of the 4 existing Neighbourhood Safer Places – Bushfire Place of Last Resort in Manningham following the formal designation of the 3 new open space locations.**

<b>CARRIED</b>
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## **2. BACKGROUND**

- 2.1 Council endorsed the designation of three new open space Neighbourhood Safer Places – Bushfire Place of Last Resort (NSP-BPLR) in the Council Meeting on 25 August 2020 (Council report Attachment 1 and Council Resolution Attachment 2).
- 2.2 The latest CFA Assessment has highlighted the Warrandyte Skate Park and Basketball Courts to be the most suitable space that is to be declared prior to the 2020/21 Fire Danger Period (FDP) (Map Attachment 3).
- 2.3 Manningham is unable to reach a compliant notification from the CFA for the Warrandyte Goldfields Plaza Shopping Centre. This is on the basis that works required on DELWP managed land – south of Warrandyte Goldfields Plaza Shopping Centre being unachievable. We are now required to move the open space across the road to Taroona Ave.
- 2.4 It was understood at the time of writing the council report earlier in the year that there may be complications with the Goldfield's Plaza Shopping Centre site and the following was included at 3.3.8 of the Council Report which states:
  - The basketball courts at Warrandyte Reserve were proposed as a NSP-BPLR for the first time in June 2020, as a backup plan for the Warrandyte NSP-BPLR, should the owners not vote for Goldfields to be used as the Warrandyte NSP-BPLR or if the site is not found to be compliant after CFA reassessment.
- 2.5 On Friday 6 November 2020, the Manningham MEMPC endorsed the three new open space NSP's in principle based on receiving the compliant notification for Warrandyte from the CFA which is expected this week. Motion was moved by Stewart Henderson - Victoria Police and seconded by Diana Batley – SES. This is included in the minutes for Friday 6 November 2020 MEMPC meeting.
- 2.6 The detailed Communications Plan and signage is ready to be rolled out and we just require Council to approve this last location in order to designate the open space with the CFA to have these new open space NSP-BPLR available to our community for use this upcoming fire season.
- 2.7 All remaining details contained within the original Council Report dated 25 August 2020 remains unchanged.

## **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.

## COUNCIL MEETING

25 AUGUST 2020

**11.2 Relocation of Neighbourhood Safer Places - Bushfire Place of Last Resort (NSP-BPLR) from Indoor to Open Spaces**

File Number: IN20/507  
Responsible Director: Director City Services  
Attachments: 1 Dudley Road Reserve Map  
2 Dorney Reserve Pavilion Vera Map  
3 Goldfields Shopping Centre Map

**EXECUTIVE SUMMARY**

*The purpose of this report is for Council to approve the designation of 3 new Neighbourhood Safer Places – Bushfire Place of Last Resort (NSP-BPLR) in Manningham. The Country Fire Authority (CFA) requires formal Council approval to designate new NSP-BPLR.*

*NSP-BPLR have been in place in Manningham since 2010. The existing and the current technology to gain access to current NSP-BPLR sites (all indoor spaces) has become unreliable for future use. This is due to the communication infrastructure that enables access to the sites during an emergency, being on DISPLAN Lines. DISPLAN lines are relied upon for resilient access to the indoor spaces in the event of a bushfire. Due to the introduction of the National Broadband Network (NBN) in Manningham, these DISPLAN lines will be phased out and eventually revert to normal telephony infrastructure. The future uncertainty of the telephony infrastructure creates a single point of failure, placing a risk to the community in reaching safety in the event of bushfire. The NSP-BPLR is a council managed process that is tested before and throughout the Fire Danger Period (FDP). Council Liability should be considered should the technology fail to allow public access as a last resort during a bushfire in Manningham.*

*A review has been completed of the current arrangements for NSP-BPLR and alternative locations have been identified in areas of open space designating new NSP-BPLRs into replace the existing indoor locations.*

*This Council officer recommendation is supported by emergency services agencies and the Manningham Fire Management Planning Committee (MFMPCC).*

**1. RECOMMENDATION**

**That Council endorses this report for presentation to Council on 25 August 2020, seeking the following resolution:**

- A. Approve the designation of new Neighbourhood Safer Places – Bushfire Place of Last Resort to the proposed areas:**
- **Dudley Road Reserve, Dudley Road, Wonga Park;**
  - **Dorney Reserve Pavilion Veranda, Knees Road, Park Orchards; and**
  - **Goldfields Plaza Shopping Centre – Car Park and Vicinity, Heidelberg-Warrandyte Road Warrandyte;**

## COUNCIL MEETING

25 AUGUST 2020

- B. Approve the decommissioning of the 4 existing Neighbourhood Safer Places – Bushfire Place of Last Resort in Manningham following the formal designation of the 3 new open space locations; and**
- C. Approve the development of a detailed Community Communication and Engagement Plan, in partnership with the Communications Team, to ensure effective messaging to impacted communities.**

**2. BACKGROUND**

- 2.1 The Victorian Government established Neighbourhood Safer Places – Bushfire Places of Last Resort (NSP-BPLR) in response to the recommendations from the 2009 Victorian Bushfires Royal Commission regarding the need for a range of community shelter and relocation options in the event of a bushfire threat.
- 2.2 In response to this recommendation, the Victorian Government introduced the Emergency Services Legislation Amendment Act 2009 (Vic) ('ESLA Act') which amends the Country Fire Authority Act 1958 (Vic) ('CFA Act') and the Emergency Management Act 1986 (Vic) ('EM Act'). The effect of these amendments will be to require the CFA to certify NSPs against the CFA's Fire Rating Criteria, and Victoria's Councils to identify, designate, establish and maintain suitable places as NSP-BPLRs in their municipal districts.
- 2.3 In February 2010, four indoor spaces were designated for the Manningham Community which are still operational today. They are:
- Warrandyte Senior Citizens Club, Cnr Heidelberg-Warrandyte Road and Tarroona Ave, Warrandyte.
  - Warrandyte Reserve Pavilion, Cnr Heidelberg-Warrandyte Road and Tarroona Ave, Warrandyte.
  - Domenev Recreation Centre, Knees Road, Park Orchards.
  - Wonga Park Primary School, Cnr Dudley Road and Lantana Drive, Wonga Park.
- 2.4 Sites are assessed annually by the CFA. Council are required to attend each site before they are designated for the fire season. Then council must continue maintain the locations and their means of access throughout the Fire Danger Period.

**3. DISCUSSION / ISSUE**

- 3.1 Community Perception
- 3.1.1 There is some confusion in the community regarding the difference between an Emergency Relief Centre (ERC) and a NSP-BPLR.
- 3.1.2 NSP-BPLR is a place of last resort when all other bushfire plans have failed. It may provide some protection from direct flame and radiant heat from a fire but does not guarantee safety or survival.

## COUNCIL MEETING

25 AUGUST 2020

- 3.1.3 Neighbourhood Safer Place – Bushfire Place of Last Resort (NSP-BPLR) is not an alternative to having a plan or leaving early. There can be no shelter from the weather, no food, no water, no animal provisions and emergency services will most likely not be there protecting the space.
- 3.1.4 An ERC is a centre that Council may open during an emergency to provide the impacted community emergency shelter food, water, animal provisions and information. These centres are staffed and emergency services and support organisations are often in attendance.
- 3.2 Changes Impacting Resilience of Communications Structure
- 3.2.1 With the rollout of the NBN across Manningham, the current set up of our four NSP-BPLR sites rely on fixed emergency communications infrastructure for the community to call through to Victoria Police via an intercom at each location to obtain access to the building. This Infrastructure is known widely as DISPLAN lines.
- 3.2.2 Following discussions with both Telstra and NBN, the future and reliability of the DISPLAN lines is uncertain, creating a single point of failure. The uncertainty regarding the resilience of the remote access to the NSP-BPLR creates a liability to Council as there is no guarantee for the community in gaining access to these sites during an emergency.
- 3.2.3 Benchmarking has been completed and Manningham is one of a few municipalities that currently has indoor spaces as NSP-BPLR. The majority of NSP-BPLR are open spaces, such as car parks, ovals, beaches etc. Not all townships have a designated NSP-BPLR in their local area and some Councils do not have designated NSP-BPLR at all.
- 3.2.4 With the current arrangements, there is a reliance on Victoria Police to answer the phone to grant access. Failures in the system have been regularly identified and logged during routine testing being undertaken at the exiting sites.
- 3.3 Overview of Process to Designate Outdoor NSP-BPLR
- 3.3.1 In August 2019, three outdoor spaces went through the CFA assessment process:
- Dudley Road Reserve, Dudley Road, Wonga Park (red box attachment 1)
  - Domeney Reserve Pavilion Veranda, Knees Road, Park Orchards (red box attachment 2)
  - Goldfields Plaza Shopping Centre – Car Park and Vicinity, Heidelberg- Warrandyte Road Warrandyte (red box attachment 3)
- 3.3.2 Of the three sites assessed, only Wonga Park and Park Orchards were initially deemed compliant.

## COUNCIL MEETING

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- 3.3.3 The Warrandyte site requires some minor vegetation works in the garden bed between the car park and Anderson Creek (see green box on attachment 3).
- 3.3.4 The advertising and use of the Goldfields car park and vicinity as a Neighbourhood Safer Place – Bushfire Place of Last Resort (NSP-BPLR) has been put to a ballot vote of the owners via the Body Corporate. It requires a Special Resolution – 75% clearance rate and owners are required to forward their motion by 28 July 2020. 7 of the 11 owners responded to the ballot and the result being a unanimous decision in agreeance.
- 3.3.5 Council's Parks team will complete the required maintenance to the garden bed before reassessment is conducted by the CFA.
- 3.3.6 The NSP-BPLR at Dudley Road Reserve encompasses part of the open space and undercover basketball courts at Wonga Park Primary. Permission has been provided from the Department of Education and Training (DET) and a site visit was conducted in June 2020 with DET, the school principal, CFA and Council staff. DET and the school support the decision to move the NSP-BPLR to the open space.
- 3.3.7 Council currently have Wonga Park, Park Orchards and the basketball courts at the Warrandyte Reserve lodged with the CFA for assessment.
- 3.3.8 The basketball courts at Warrandyte Reserve were proposed as a NSP-BPLR for the first time in June 2020, as a backup plan for the Warrandyte NSP-BPLR, should the owners not vote for Goldfields to be used as the Warrandyte NSP-BPLR or if the site is not found to be compliant after CFA reassessment.
- 3.3.9 CFA, Victoria Police and the Municipal Fire Management Planning Committee (MFMPC) support Councils decision to relocate to open spaces.
- 3.3.10 Once all three sites are deemed compliant and signage is in place the sites will be designated.
- 3.3.11 Following this it is proposed that the 4 existing NSP-BPLR sites will then be decommissioned the following year (after the 20/21 fire season).
- 3.3.12 The Installation of signage, vegetation management and community communications will be completed prior to the start of the 2020/21 Fire Danger Period for Manningham.

**4. COUNCIL PLAN / STRATEGY**

- 4.1 Providing NSP-BPLR for the community aligns with the Council Plan 2017/21.
- Theme 1 – Healthy Community and Goal 1.1- A Healthy, Resilient and Safe Community.

## COUNCIL MEETING

25 AUGUST 2020

**5. IMPACTS AND IMPLICATIONS**

- 5.1 Community anxiety may arise as NSP-BPLR move from indoor to outdoor spaces. There is a perception that indoor spaces create a safe environment and that outdoor spaces pose a heightened risk of exposure to hot fire embers and radiant heat. The detailed CFA assessment takes these risks into consideration and Council's Communications team has supported this project and is prepared for media enquiries that Council may receive in relation to this change.
- 5.2 Goldfields owners leaking the letter to the community before Council have the chance to communicate the relocations. Manningham Communications have been briefed on this risk and have advised accordingly.

**6. IMPLEMENTATION****6.1 FINANCE / RESOURCE IMPLICATIONS**

- 6.1.1 Removal of intercoms and old signage, and installation of new signage including maps will be funded within existing budget allocations/resources.
- 6.1.2 Ongoing Maintenance of vegetation requirements will be undertaken by the parks team as part of their existing maintenance schedule budget. Communication and Engagement.

**6.2 COMMUNICATION & ENGAGEMENT**

- 6.2.1 A detailed communications brief has been submitted and a Communication and Engagement Plan will be developed upon endorsement of the proposed relocation by Council.
- 6.2.2 The Community Communication and Engagement Plan will outline the use of a broad range of media channels. Thorough targeted media in both printed and digital format will be fully utilised to ensure the impacted community are aware of the change. Where possible joined up messaging in partnership with CFA will be utilised to reiterate the partnership approach.

**6.3 TIMELINES**

- 6.3.1 All Neighbourhood Safer Place designations for the 20/21 fire season need to be finalised by 31 August 2020.
- 6.3.2 Council endorsement at its July meeting is required to enable the completion of the designation of the proposed 3 new NSP-BPLRs.

**7. DECLARATIONS OF CONFLICT OF INTEREST**

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

25 AUG 2020



1000009199 - Dudley Road Reserve (Open Space) - Wonga Park - 16 August 2019

Map 1  
Assessment

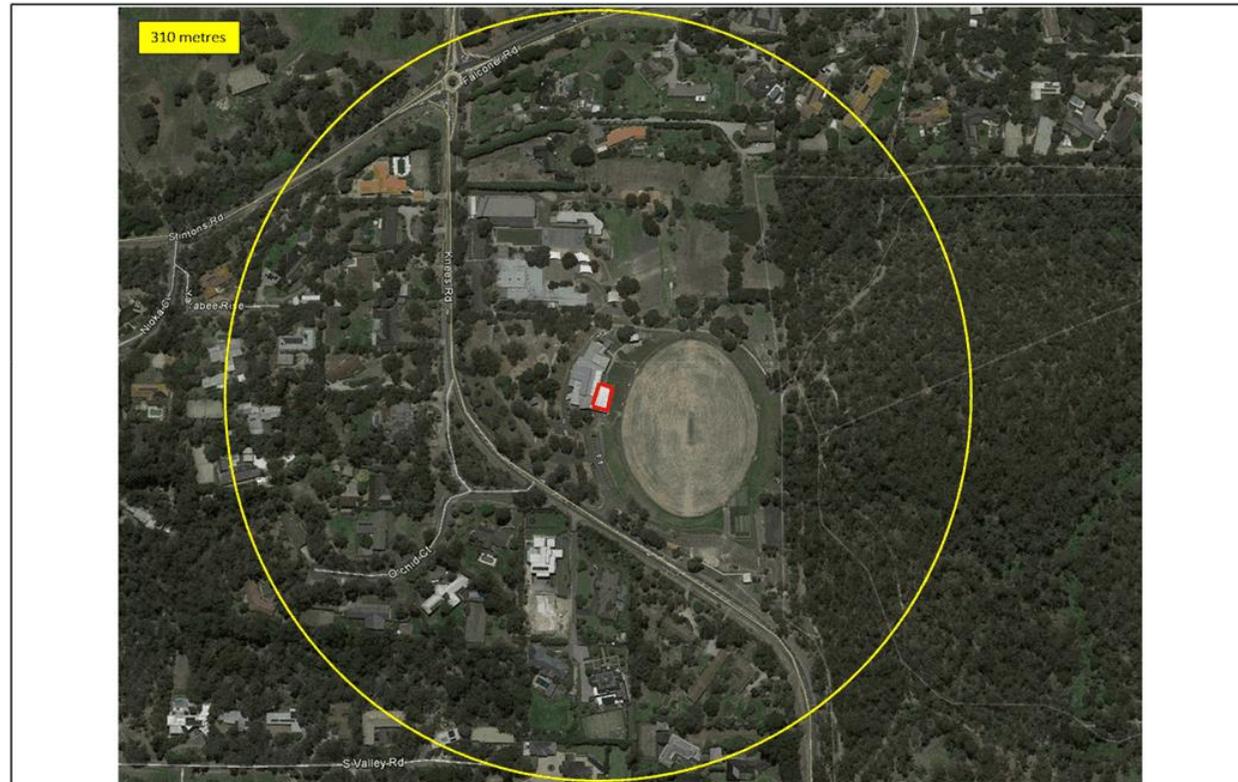


25 AUG 2020



1000009528 - Dorney Reserve Pavilion Verandah (Open Space) - Park Orchards - 16 August 2019

Map 1  
Assessment



25 AUG 2020



1000009525 - Goldfields Shopping Centre (Open Space) - North Warrandyte - 16 August 2019

Map 1  
Assessment



Manningham City Council

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**For Action Item - 11.2 - Relocation of Neighbourhood Safer Places - Bushfire Place of Last Resort (NSP-BPLR) from Indoor to Open Spaces**

**DATE:** 01 September 2020

**MEETING:** Council Meeting of 25/08/2020

**DUE DATE:** 8/09/2020

Action is required for this item as per the Council Resolution outlined below.

**COUNCIL RESOLUTION**

**MOVED:** CR ANDREW CONLON  
**SECONDED:** CR MICHELLE KLEINERT

**That Council:**

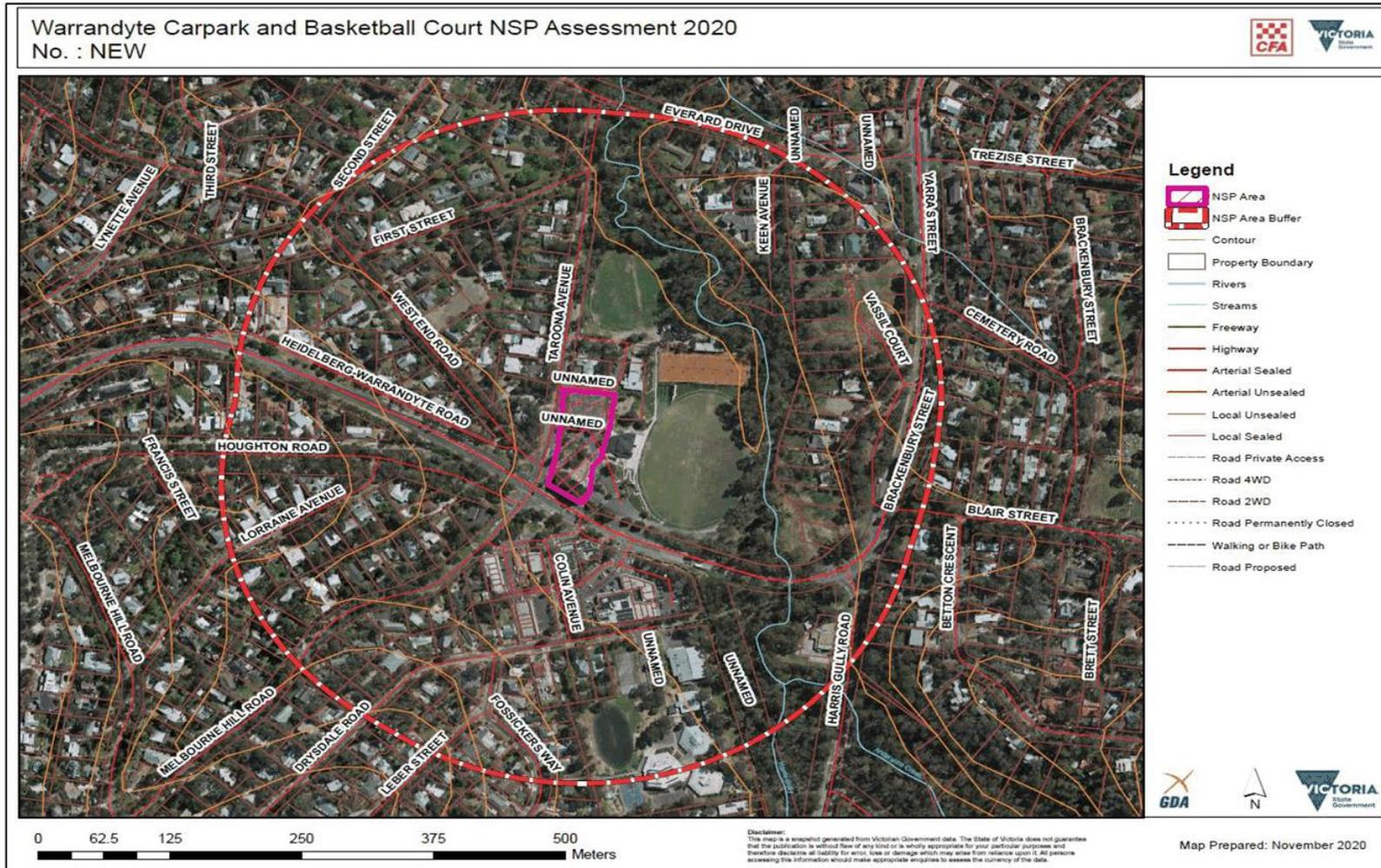
- A. Approve the designation of new Neighbourhood Safer Places – Bushfire Place of Last Resort to the proposed areas:**
- Dudley Road Reserve, Dudley Road, Wonga Park;
  - Domeney Reserve Pavilion Veranda, Knees Road, Park Orchards; and
  - Goldfields Plaza Shopping Centre – Car Park and Vicinity, Heidelberg-Warrandyte Road Warrandyte;
- B. Approve the decommissioning of the 4 existing Neighbourhood Safer Places – Bushfire Place of Last Resort in Manningham following the formal designation of the 3 new open space locations; and**
- C. Approve the development of a detailed Community Communication and Engagement Plan, in partnership with the Communications Team, to ensure effective messaging to impacted communities.**

**CARRIED**



Warrandyte Skate Park and Basketball Courts

Map 1  
Assessment



**Example of Approved Warrandyte NSP Site Signage**

This signage has been approved by the CFA, therefore it meets the required standard.



## NEIGHBOURHOOD SAFER PLACE

A place to go when your emergency plans have failed

**What is a Neighbourhood Safer Place?**  
A place which may provide protection to you from the **direct** flames and heat from a bushfire.

Large open space

Away from vegetation

**If you shelter there you may experience:**

Smoke  
Embers  
Spot fires  
Heat  
Strong winds

**It may NOT provide**

Food and water

Medical services

Emergency services

Special needs

Provisions for pets

**You may be on your own**

**If you shelter there you NEED TO BRING**

Food and water

First aid and medication

Mobile phone or radio

Protective clothing

Provisions for pets

**You may be there overnight or many hours**

**IT'S UP TO YOU TO STAY INFORMED**

<p><b>LOCAL NEWS</b> ABC local radio, commercial and community radio stations <b>ABC 774</b> Eastern 98.1FM</p>	<p><b>VICEMERGENCY</b> ☎ 1800 226 226 🌐 <a href="http://emergency.vic.gov.au">emergency.vic.gov.au</a> 📺 <a href="https://www.facebook.com/vicemergency">facebook.com/vicemergency</a> 📺 <a href="https://twitter.com/vicemergency">twitter.com/vicemergency</a> 📱 VicEmergency App</p>	<p><b>AUSTRALIAN GOVERNMENT BUREAU OF METEOROLOGY</b> 🌐 <a href="http://bom.gov.au">bom.gov.au</a></p>	<p><b>MORE INFORMATION VISIT</b> 🌐 <a href="http://manningham.vic.gov.au/bushfire-emergencies">manningham.vic.gov.au/bushfire-emergencies</a></p>
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TO REPORT A FIRE OR OTHER EMERGENCY PHONE 000

## WARNING

THIS DESIGNATED NEIGHBOURHOOD SAFER PLACE (NSP) IS A PLACE OF LAST RESORT DURING THE PASSAGE OF A BUSHFIRE. WHILST IT MAY OFFER SOME PROTECTION FROM BUSHFIRE, THE SAFETY OR SURVIVAL OF THOSE WHO ASSEMBLE HERE IS NOT GUARANTEED.

BEFORE DECIDING TO HEAD TOWARDS OR ENTER THIS NSP IN THE EVENT OF BUSHFIRE, BE AWARE THAT:

- MANY HOUSES MAY OFFER BETTER PROTECTION THAN THIS NSP
- TRAVELLING TO THIS NSP WHEN THERE IS A BUSHFIRE CAN BE EXTREMELY DANGEROUS. THERE IS NO GUARANTEE THAT YOU WILL BE SAFE DOING SO
- THIS NSP MAY NOT PREVENT DEATH OR INJURY FROM FIRE, EMBERS OR RADIANT HEAT WHEN YOU GET HERE
- YOU SHOULD ONLY USE THIS NSP WHEN YOUR PRIMARY EMERGENCY PLAN HAS FAILED OR CANNOT BE IMPLEMENTED
- THERE IS NO GUARANTEE THAT CFA OR OTHER EMERGENCY SERVICES WILL BE PRESENT AT THIS NSP DURING A BUSHFIRE
- NO FACILITIES ARE PROVIDED FOR PEOPLE WITH SPECIAL NEEDS, INCLUDING THOSE REQUIRING MEDICAL ATTENTION
- THIS NSP MAY BE UNCOMFORTABLE AND NO AMENITIES SUCH AS FOOD OR DRINKS WILL BE PROVIDED
- THERE IS NO PROVISION FOR ANIMALS

IN AN EMERGENCY, CALL 000  
VICEMERGENCY HOTLINE: 1800 226 226

Interpreter service 9840 9355  
9840 9355 9840 9355 9840 9355



**12 SHARED SERVICES**

There were no Shared Services reports.

## 13 CHIEF EXECUTIVE OFFICER

### 13.1 Determination of Mayoral and Councillor Allowances

File Number: IN20/678  
Responsible Director: Chief Executive Officer  
Attachments: Nil

#### EXECUTIVE SUMMARY

*Mayors and councillors are entitled to receive an allowance while performing their duties as an elected official. Pursuant to section 39 of the Local Government Act 2020 (LGA 2020), allowances for the Mayor, Deputy Mayor and Councillors are provided in accordance with a Determination of the Victorian Independent Remuneration Tribunal under the Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019.*

*Despite the repeal of the allowance provisions under the Local Government Act 1989 (LGA 1989), those sections of the LGA 1989 continue to apply in respect of allowances until such time as the first Determination is made by the Victorian Independent Remuneration Tribunal.*

*Council was advised in December 2019 that following a review of allowance categories by the Minister for Local Government (the Minister), Manningham's allowance category has changed from category 2 to category 3. Allowance categories under the LGA 1989 are designed to reflect the time and commitment required of councillors associated with an increase in population and the responsibilities of developing solutions to the pressing social, cultural, environmental and economic challenges facing larger and often more complex communities.*

*Under the LGA 1989 a Council is permitted to review allowances following a decision by the Minister for Local Government to change the category applying to a Council.*

*At the April 2020 Council meeting, the former Council deferred a decision to determine mayoral and councillor allowances, following the change in category by the Minister for Local Government. It is recommended this review now be abandoned because section 74 of the LGA 1989 also provides that a Council must review and determine the level of councillor and mayoral allowance within the period of 6 months after a general election or by the next 30 June, whichever is later.*

*In circumstances where the Independent Remuneration Tribunal has not been constituted, preparations to review allowances following the recent 2020 election will be required and commence early in 2021 as required by the Act, rendering the review undertaken following the change in category by the Minister for Local Government a duplication of process.*

**COUNCIL RESOLUTION**

**MOVED: CR STEPHEN MAYNE**  
**SECONDED: CR DEIRDRE DIAMANTE**

**That Council:**

- A. abandon the review of mayor and councillor allowances commenced in February 2020 following the Minister for Local Government's decision in December 2019 to change Manningham Council's allowance category from category 2 to category 3;**
- B. note that a report will be presented to Council early in 2021 in relation to the mandatory review of Councillor allowances required by the *Local Government Act 1989* following the 2020 Council Election.**

**CARRIED**

**1. BACKGROUND**

- 1.1 Mayors and councillors are entitled to receive remuneration in the form of an allowance in accordance with the *Local Government Act 2020*. As outlined in the executive summary, until such time as the first Determination is made by the *Victorian Independent Remuneration Tribunal*, the allowance provisions of the LGA 1989 continue to apply.
- 1.2 Council must review and determine the level of mayoral and councillor allowance within the period of 6 months after a general election or by next 30 June, whichever is later.
- 1.3 Before Council undertakes this review, it must first resolve the deferral of a decision from the 28 April 2020 Council meeting to determine allowances. This item was deferred for consideration at the 15 December 2020 Council meeting.
- 1.4 By way of background, Council was advised in December 2019 that following a review of allowance categories by the Minister for Local Government (the Minister), Manningham's allowance category had changed from category 2 to category 3.
- 1.5 Allowance categories under the LGA 1989 are designed to reflect the time and commitment required of councillors associated with an increase in population and the responsibilities of developing solutions to the pressing social, cultural, environmental and economic challenges facing larger and often more complex communities.
- 1.6 The provision of suitable allowances enables those committed to civic leadership to better inform their choices about public service, their careers and financial future whilst balancing family and public life.
- 1.7 As a result of the alteration in category by the Minister for Local Government, Council commenced a review of mayoral and councillor allowances under section 74(1B) of the LGA 1989 to determine the allowances payable.

**2. DISCUSSION / ISSUE**

- 2.1 At the Council meeting on 28 April 2020, Council resolved to defer consideration of determining mayoral and councillor allowances to the 15 December 2020 Council meeting.
- 2.2 Council's deferral of this decision acknowledged the feedback received and the significant change in circumstances that had arisen as a result of the escalating COVID-19 health crisis since the matter was first considered at its meeting on 24 February 2020.
- 2.3 This decision had the effect of maintaining the current allowance levels which sit at the top end of Category 2. The allowances approved by the Minister for category 2 and applicable from 1 December 2019 are:
- Mayor: up to \$81,204 per annum (plus 9.5% superannuation)
  - Councillor: \$10,914 - \$26,245 per annum (plus 9.5% superannuation)
- 2.4 Advice from Local Government Victoria is that a Determination is unlikely to be made by the Victorian Independent Remuneration Tribunal regarding allowances before 30 June 2021. Therefore, councils will be required to undertake a review of mayoral and councillor allowances in accordance with section 74 of the LGA 1989.
- 2.5 There are a number of considerations to be taken into account in determining the way forward.
- 2.6 Deferred Decision
- 2.6.1 Given the time and events that have passed since the deferral of this matter, it would be prudent to conduct a new s223 consultation process to ensure the current views of the community are reflected. This would support the community engagement and public transparency principles under the LGA 2020.
- 2.6.2 This matter should be resolved by Council before commencing the statutory review process under section 74 of the LGA 1989. In resolving this matter Council would effectively be duplicating the statutory review process under section 74.
- 2.7 It is recommended that Councillors abandon the deferred review process and commence the statutory process to review allowances in early 2021, which is a mandatory requirement following the recent Council Elections.

**3. COUNCIL PLAN / STRATEGY**

The provision of mayoral and councillor allowances assists Council in meeting its objectives under the Council Plan.

**4. IMPACTS AND IMPLICATIONS****4.1 Finance / Resource Implications**

Current councillor allowances are budgeted, and the abandonment of the review of allowances triggered by the change from category 2 to category 3 will mean no change to present resource levels.

**4.2 Communication and Engagement**

Section 74(4) of the Act provides that a person has a right to make a submission under section 223 of the Act in respect of a review of allowances. The statutory review of allowances by the Council in early 2021 will involve this consultation with the community.

**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.

## 13.2 Manningham Quarterly Report Quarter 1 (July - Sept) 2020

File Number: IN20/670  
Responsible Director: Chief Executive Officer  
Attachments: 1 Manningham Quarterly Report - Q1 (July - Sept) 2020 [↓](#)

### EXECUTIVE SUMMARY

*The Manningham Quarterly Report outlines key organisational indicators and many of the reporting requirements under the Local Government Performance Reporting Framework (LGPRF). The Report also enables greater transparency to monitor and track key aspects of Council's performance for continuous improvement purposes.*

### COUNCIL RESOLUTION

**MOVED: CR CARLI LANGE**  
**SECONDED: CR GEOFF GOUGH**

**That Council note the Manningham Quarterly Report for 1 July – 30 September 2020.**

**CARRIED**

## 2. BACKGROUND

2.1 The Manningham Quarterly Report contains capital works, finance governance and corporate performance information for the quarter. The Report is designed to be easy to read and to promote transparency of key information across Council as well as meet legislative requirements under the Local Government Act (2020) and Planning and Reporting Regulations (2008).

## 3. DISCUSSION / ISSUE

### 3.1 Capital Works

3.1.1 The adopted 2020/21 capital budget of \$49.91 million, includes a budget adjustment of \$3.06 million which recognizes the additional expenditure in 2019/20 and income adjustments. The updated forecast for the 2020/21 Capital Works Budget is \$46.85 million.

3.1.2 Total capital expenditure to the end of September 2020 was \$4.57 million which was 79.7% of the end of September cash flow target. This is still significantly ahead of 2019/20 expenditure levels, despite some impact from COVID-19 on some projects. All Service Unit Managers are indicating that they are confident of meeting this year's KPIs.

3.1.3 6% of the 254 projects in the 2020/21 program have already been completed. With a number of large contracts to be awarded in November, there is expected to be more expenditure in the second half of the financial year.

3.1.4 Six of the 254 projects are at risk for delivery by the end of the financial year. This is due to a delay in planning, approval or consultation to these projects. The proposed MC2 Exterior project will not be delivered this financial year, due to external factors. Funding from this project is being diverted to other new and existing projects in Council's capital works program.

### 3.2 Financial Performance

3.2.1 At the end of September 2020, Council was \$859k or 1.1% favourable compared to the year-to-date (YTD) adopted budget.

3.2.2 The favourable variance is mainly due to Grants and Subsidies income being \$1.78 million favourable. This relates to unbudgeted funding received for the Working for Victoria Program from the State Government and unbudgeted Commonwealth Government support funding for the COVID-19 Meals Program under the Commonwealth Home Support Program (CHSP). These grants will be fully expended by Council as the year progresses.

3.2.3 The Full Year Forecast Surplus is currently anticipated to be \$10.89 million which is \$1.74 million lower than the Full Year Adopted Budget Surplus of \$12.63 million. This is due to the significant ongoing financial impact on Council due to the continuation of a State of Emergency and Stage 4 restrictions relating to COVID-19.

### 3.3 Corporate Performance

#### 3.3.1 Statutory Planning

- The majority of Statutory Planning applications have continued to be processed well within the 60 statutory day requirement of the Planning & Environment Act 1987. Improvements in timely decisions are due to a number of process improvements undertaken over the past few years.

#### 3.3.2 Impact of Coronavirus (COVID-19) on Council Performance

The coronavirus outbreak emerged locally in the first week of March. To protect community safety, Council has continued through the quarter to implement COVID-19 protocols and social distancing across our services and activities in line with the Department of Health and Human Services requirements. While it has been unavoidable in a small number of areas that Council's performance has been impacted because of the coronavirus pandemic and the rapidly changing local community needs, the following initiatives have minimised the impact to date:

- Council continues to redirect resources to support our critical services in areas of need including Aged care and Home Support, Maternal Child Health and public health and safety. Officers continue to proactively seek and plan innovative and efficient ways to deliver services and activities to continue to meet community needs as it is safe and reasonable to do so.
- Council has been working with the Victorian Government through the Working for Victoria initiative to help our community and contribute to the City's ability to respond to the coronavirus (COVID-19) pandemic.

As Manningham has a high retail and local business sector, a loss or impact to 45% of local employment was realised across the City. As a result 41 fully funded temporary positions have assisted with a range of priority tasks including public area cleaning, community engagement and research, bushland maintenance, information technology support for seniors and community resilience.

- Council recently undertook two surveys to understand the current impact of COVID-19 on our local community and local business, and support the new Council in understanding community priorities for Council over the next four years.

### 3.3.3 Council Plan 2017-2021

- The current Council Plan has five themes: Healthy Community, Liveable Places and Spaces, Resilient Environment, Prosperous and Vibrant Economy and Well Governed Council. Goals for each theme were developed by Council in consultation with the community and partners.
- Goals are progressed through actions and Major Initiatives each year. Major Initiatives are significant pieces of work to deliver on the 2017-2021 Council Plan goals. For 2020/2021 there are 13 Major Initiatives to progress the 2017-21 Council Plan goals. 11 Major Initiatives are either on track or ahead of schedule.
- Two initiatives remain behind schedule:
  - i. Grow the visitor economy, destinations and events as local tourism has been significantly impacted by the coronavirus social distancing protocol; and
  - ii. Local planning is responsive to need and planning laws' has one out of three components deferred; the Municipal Development Contributions Plan, which is now scheduled for completion in 2021, utilising data in the Community Infrastructure Plan.
- Progress on all the Major Initiatives is detailed in the report pages. Full details of previous year's progress can be found in our Manningham Annual Report at [www.manningham.vic.gov.au](http://www.manningham.vic.gov.au).

### 3.3.4 Councillor and CEO Expenses

- Council is required under S41 of the Local Government Act 2020 to adopt and maintain a policy in relation to the reimbursement of expenses for Councillors. The Councillor Allowance and Support Policy guides the reimbursement of Councillor expenses. This budget is all inclusive and covers conferences and training, travel, child minding and information and communications technology expenses. As part of Council's commitment to remaining accountable and transparent, these expenses will be presented to the community each quarter.

- An allocation of \$12,770 for each Councillor and \$15,375 for the Mayor is budgeted each financial year to reimburse Councillors for expenses incurred while carrying out their official roles.
- At the end of the financial year all Councillors are within their annual allowance. This marks the end of this Council's term.

#### 3.4 CEO Key Performance Indicators

3.4.1 Each year, indicators are developed to identify areas of responsibility that require the Chief Executive's attention. 16 indicators monitor performance across strategic leadership and advocacy, service and capital works delivery, accountability, innovation and values driven organisation. Progress is reported quarterly.

3.4.2 The indicators cease at the end of this Quarter. The final report indicate 14 performance indicators are either completed or on track, with 2 being closely monitored to ensure successful completion.

#### 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

## Quarterly Report 2020/21

### Quarter 1: July - September 2020

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

## 1. Capital Works



**254**  
Projects  
Total



**16**  
Projects  
Completed



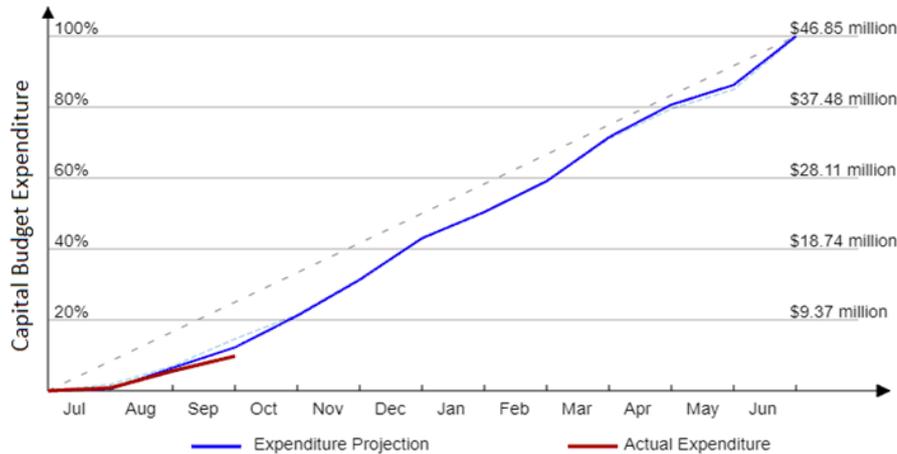
**6**  
Projects  
Delayed /  
Incomplete



**248**  
Projects  
On Schedule

\$49.91m	Adopted Budget
-\$3.06m	Adjusted Budget
<b>\$46.85m</b>	<b>Updated Forecast</b>

**9.8%**  
Program  
Completed



VALUE OF  
CAPITAL WORKS  
**\$4.57m**



CAPITAL INCOME  
& GRANTS  
**\$2.5m**

↓ 14.7%



CAPITAL WORKS  
VARIANCE  
**\$0.84m**

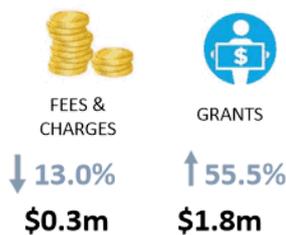
### Spotlight

- The adopted 2020/21 capital budget of \$49.91 million, includes a budget adjustment of \$3.06 million which recognizes the additional expenditure in 2019/20 and income adjustments. The updated forecast for the 2020/21 Capital Works Budget is \$46.85 million.
- Total capital expenditure to the end of September 2020 was \$4.57 million which was 79.7% of the end of September cash flow target. This is still significantly ahead of 2019/20 expenditure levels, despite some impact from Covid-19 on some projects. All Service Unit Managers are indicating that they are confident of meeting this year's expenditure KPIs.
- 6% of the 254 projects in the 2020/21 program have already been completed. With a number of large contracts to be awarded in November, there is expected to be more expenditure in the second half of the financial year.
- Six of the 254 projects are at risk for delivery this financial year due to a delay in planning, approval or consultation. The proposed MC2 Exterior project will not be delivered this financial year, due to external factors. In the meantime, funding from this project is being diverted to other new and existing projects in Council's capital works program.

## 2. Finance

Quarter ending 30 September 2020			
	Revenue	Expenses	Surplus
Budgeted	\$115.6m	\$34.1m	\$81.5m
Actual	\$117.1m	\$34.7m	\$82.4m
FY Forecast	\$145.0m	\$134.1m	\$10.9m

### Revenue Variation

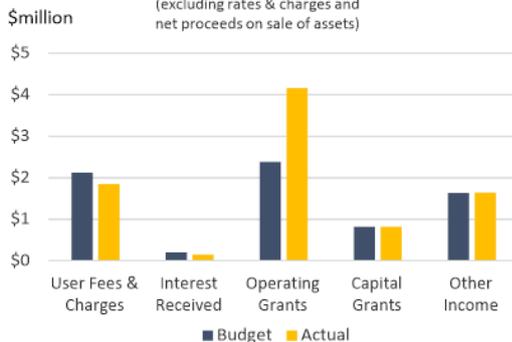


### Expense Variation

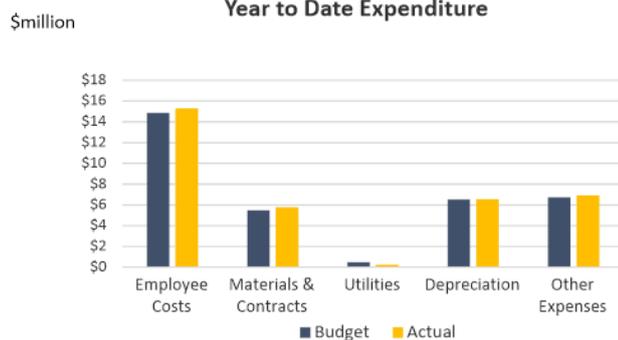


### Year to Date Revenue

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

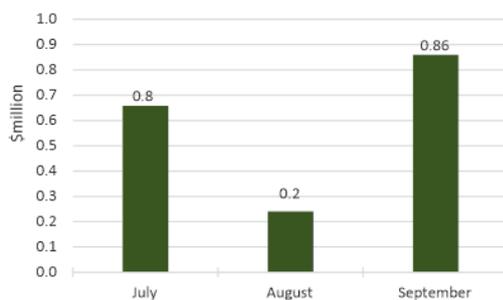


### Year to Date Expenditure



### Operating Result (Quarter)

Year to date variance to Budget

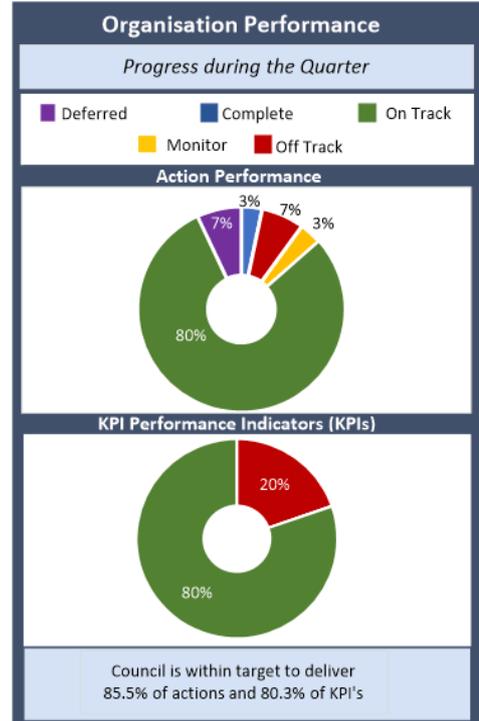
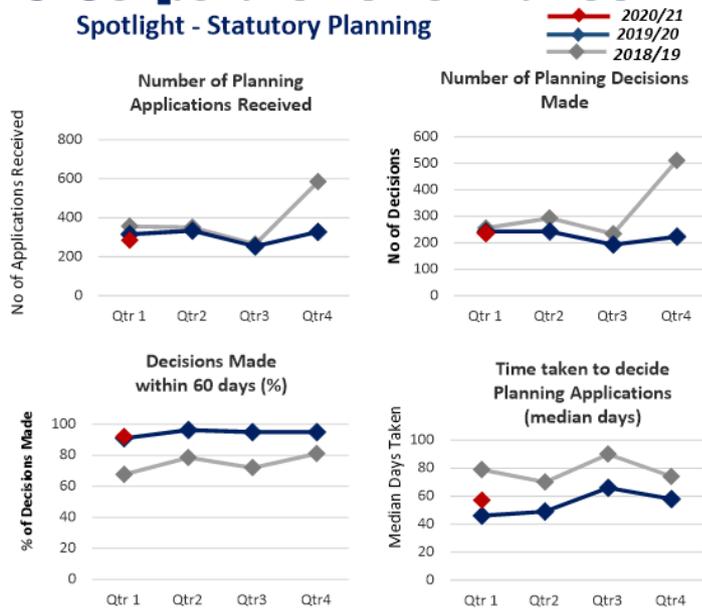


### Spotlight

- At the end of September 2020, Council was \$859k or 1.1% favourable compared to the year-to-date (YTD) adopted budget.
- The favourable variance is mainly due to Grants and Subsidies income being \$1.78 million favourable. This relates to unbudgeted funding received for the Working for Victoria Program from the State Government and unbudgeted Commonwealth Government support funding for the COVID-19 Meals Program under the Commonwealth Home Support Program (CHSP). These grants will be fully expended by Council as the year progresses.
- The Full Year Forecast Surplus is currently anticipated to be \$10.89 million which is \$1.74 million lower than the Full Year Adopted Budget Surplus of \$12.63 million. This is due to the significant ongoing financial impact on Council due to the continuation of a State of Emergency and Stage 4 restrictions relating to COVID-19.

### 3. Corporate Performance

#### Spotlight - Statutory Planning



#### Statutory Planning

The majority of statutory planning applications continue to be processed well within the 60 statutory day requirement, including making timely decisions due to the process improvements undertaken over the past few years.

#### Impact of Coronavirus (COVID-19) on Council Performance

The coronavirus outbreak emerged locally in the first week of March. To protect community safety, Council has continued through the quarter to implement COVID-19 protocols and social distancing across our services and activities in line with the Department of Health and Human Services requirements. While it has been unavoidable in a small number of areas that Council's performance has been impacted because of the coronavirus pandemic and the rapidly changing local community needs, the following initiatives have minimised the impact to date:

- Council continues to redirect resources to support our critical services in areas of need including Aged care and Home Support, Maternal Child Health and public health and safety. Officers continue to proactively seek and plan innovative and efficient ways to deliver services and activities to continue to meet community needs as it is safe and reasonable to do so.
- Council has been working with the Victorian Government through the *Working for Victoria initiative* to help our community and contribute to the City's ability to respond to the coronavirus (COVID-19) pandemic. As Manningham has a high retail and local business sector, a loss or impact to 45% of local employment was realised across the City. As a result 41 fully funded temporary positions have assisted with a range of priority tasks including public area cleaning, community engagement and research, bushland maintenance, information technology support for Seniors and community resilience.
- Council recently ran two significant surveys to understand the current impact of COVID on our local community and local business, and to prepare for our new Council in understanding community priorities.

#### Council Plan 2017-2021

Our Council Plan has five themes: Healthy Community, Liveable Places and Spaces, Resilient Environment, Prosperous and Vibrant Economy and Well Governed Council. Goals for each theme were developed in consultation with the community and partners, Councillors and staff. We progress these goals through actions and Major Initiatives each year. Major Initiatives are significant pieces of work to deliver on the 2017-2021 Council Plan goals. For 2020/2021 there are 13 Major Initiatives to progress the 2017-21 Council Plan goals. 11 Major Initiatives are either on track or ahead of schedule. Two initiatives remain behind schedule: 'Grow the visitor economy, destinations and events' as local tourism has been significantly impacted by the coronavirus social distancing protocol and 'Local planning is responsive to need and planning laws' has one out of three components deferred; the Municipal Development Contributions Plan, which is now scheduled for completion in 2021, utilising data in the Community Infrastructure Plan. Progress on all the Major Initiatives is detailed in the following pages.

Full details of previous years progress can be found in our Manningham Annual Report at [www.manningham.vic.gov.au](http://www.manningham.vic.gov.au)

# 4. Major Initiatives

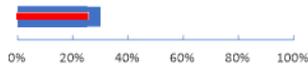
**Progress Key**  
█ Actual  
█ Target

## HEALTHY COMMUNITY

- 1.1 A healthy, resilient and safe community
- 1.2 A connected and inclusive community



Healthy City Strategy 2017-2021



The final Healthy City Action Plan (HCAP) was endorsed August 2020. The Action Plan identifies ten priority health areas and 39 actions, many of which will be delivered by Council in collaboration with key stakeholders.



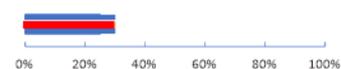
Promote a connected and inclusive community



Progressed through activities in strategic planning for the Building Equitable Employment Network, the new Disability Advisory Committee Terms of Reference, the draft Reconciliation Action Plan (with Reconciliation Australia for conditional endorsement) and Regional Local Government Charter on Social Housing and Homelessness.



Community Infrastructure Plan



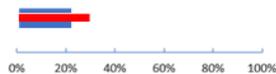
Community Infrastructure Needs Analysis is complete. Next step is to develop a more refined list of priorities to inform future planning. The project is on track for completion by 30 June 2021.

## LIVEABLE PLACES AND SPACES

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



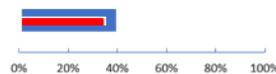
Local planning is responsive to need and planning laws



Translations of local policies in the Manningham Planning Scheme have been substantially progressed to accord with the State Government's new planning scheme structure. In late September the final draft of Council's Planning Policy Framework (PPF) was submitted to the State Government for review. Council has advocated for and provided responses to State Government planning initiatives, including Amendment C125, involving the Yarra Valley Country Club (YVCC) redevelopment to ensure the proposal offers housing choice to the community, as well as addressing visual, environmental and cultural factors.



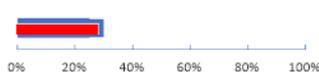
Parks Improvement Program



The concept design for the new open space on Hepburn Road is complete and has been endorsed by Council. Construction works undertaken at Petty's Reserve during Q1 include detailed excavation, drainage, retaining walls, high net posts and fence posts. Construction will continue through the quarter. Further scoping work is required on the preferred alignment of Main Yarra Trail to Warrandyte, however site works have been delayed due to Covid lockdown.



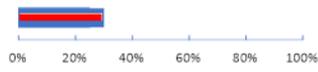
Roads Improvement Program



Road safety projects completed include King/Church Rd, Doncaster pedestrian refuge; Colman Road, Wonga Park and McLachlan St, Templestowe. Oban Rd, Donvale works are complete, preventing this section being blocked by floodwaters. Works on a stage of Jumping Creek Road is 80% complete, with detailed design and investigation work for drainage and pavement.



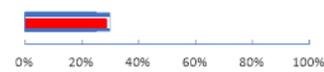
Integrated Transport



Implementation of the Transport Action Plan and Bus Action Plan continues. Council continues to prioritise improved transport options in new long term strategies for the municipality in the Liveable City Strategy and Doncaster Hill. The Eastern Transport Coalition have commenced a working group to focus on bus operations within the eastern region.



North East Link Planning



Continue to liaise with NELP on various aspects of the NEL project. A Memorandum of Understanding has been negotiated and signed off to provide the framework for our working relationship with NELP over the next 7 years. Successfully negotiated the installation of traffic signals on Bulleen Road at Greenaway Street.

# Major Initiatives cont.

**Progress Key**  
█ Actual  
█ Target

## RESILIENT ENVIRONMENT

### 3.1 Protect and enhance our environment and biodiversity

### 3.2 Reduce our environmental impact and adapt to climate change



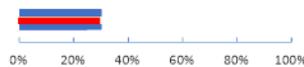
Council Drainage protects habitable floor levels and community safety



Draft Drainage Strategy prepared with further work will be undertaken to finalise in the new calendar year.



Environmental education and awareness



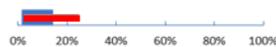
The Spring Outdoors online program has commenced. 'Backyard biodiversity' videos have been produced and published to the Manningham website. We have subscribed again for Australian Energy Foundation (AEF) energy saving advice service for Manningham residents. Over the years, over 700 kilowatts at about 170 households has been facilitated by AEF's service.

## VIBRANT AND PROSPEROUS ECONOMY

### 4.1 Grow our local business, tourism and economy



Grow the visitor economy, destinations and events



Through connection with Yarra Ranges Tourism and other partners we have offered a range of business support and development tools to help keep business open and prepare for the end of lockdown. This has been in the form of web-based marketing seminar series, one-on-one business mentoring and direct support through business liaison team. Council has also provided regular e-mails with up to date information to help business understand the opportunities and business support offered through Federal and State Agencies as well as support from industry associations. Yarra Ranges Tourism has also offered focused support for the Tourism sectors and working together we have kept the local industry operators informed and aware. Planning is underway for a locally aimed campaign to support tourism related business when lockdown ends. This will converge on the regular #BuyLocal campaign with an emphasis on #ExploreLocal as well.

**Key: Monitoring Progress**

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

Target █  
 Actual █

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

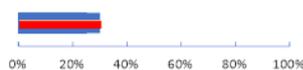
## WELL GOVERNED COUNCIL

### 5.1 A financially sustainable Council that manages resources effectively and efficiently

### 5.2 A Council that values citizens in all that we do



Making it easier for citizens to interact with us



A new channel Live Chat with customers is scheduled for November. The Customer Experience Action plan is also delivering Customer Personas' which will be used in Service Planning in 2021 and for the completion of the Intranet and Internet Project.



Long Term Sustainability



The 10 year long term financial plan is being developed as part of the development of the 2021/22 Budget in line with key budget principles to maintain long term financial sustainability and strategies to address rate capping, the financial impact of State Government restrictions associated with COVID-19 on Council services and the Community and other financial challenges."

## 5. Councillor Expenses

An allocation of \$12,770 for each Councillor and \$15,375 for the Mayor is budgeted each financial year to reimburse Councillors for expenses incurred while carrying out their official roles.

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

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

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

Quarter 1, July to September 2020												
Councillor	Travel	Car Mileage	Childcare	Information Communication Technology	Conferences & Training	General Office Expenses	Formal Attendances	Other	Total Qtr	Year to Date	Allowance (Financial Year)	
Cr A Chen	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,099	
Cr A Conlon	\$0	\$0	\$0	\$54	\$0	\$0	\$0	\$0	\$54	\$54	\$4,099	
Cr S Galbally	\$0	\$483	\$0	\$0	\$0	\$0	\$0	\$0	\$483	\$483	\$4,099	
Cr G Gough	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,099	
Cr D Haynes	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,099	
Cr M Kleinert	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,099	
Cr P McLeish (Mayor)	\$0	\$0	\$0	\$73	\$0	\$0	\$0	\$0	\$73	\$73	\$4,099	
Cr P Piccinini	\$0	\$0	\$0	\$39	\$0	\$0	\$0	\$0	\$39	\$39	\$4,099	
Cr M Zafiroopoulos (Deputy Mayor)	\$0	\$0	\$0	\$182	\$0	\$0	\$0	\$0	\$182	\$182	\$4,099	
<b>Notes for the Quarter</b>												
Councillor end of term is on 24 October 2020. Allowances for the remainder of Councillor term is on a pro-rata basis.												

## 6. CEO Expenses

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

### Quarter 1, July - September 2020

	Travel	Food and Beverage	Conferences and Seminars	Gifts declared	Miscellaneous	Total Qtr	Total Year
Andrew Day	\$0.00	\$0.00	\$0.00	\$0	\$0	\$0.00	\$0.00

#### Notes:

*All costs are GST exclusive*

#### Expense categories

##### Travel

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

##### Food and Beverage

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

##### Conferences and Seminars

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

##### Gifts Declared\*

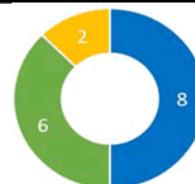
This category relates to any gifts that exceed the token gift threshold (\$50.00) that the CEO is required to declare as per the Token Gift Policy. This category is not added to the total expenses as it is a declaration not a cost to Council.

##### Miscellaneous

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

# 7. CEO Key Performance Indicators

● Complete 
 ● On Track 
 ● Monitor 
 ● Off Track



5

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

### 13.3 Informal Meetings of Councillors

File Number:	IN20/668
Responsible Director:	Chief Executive Officer
Attachments:	1 Strategic Briefing Session - 17 November 2020 <a href="#">↓</a>
	2 Submitters Meeting - 19 November 2020 <a href="#">↓</a>
	3 Strategic Briefing Session - 1 December 2020 <a href="#">↓</a>

#### EXECUTIVE SUMMARY

*Chapter 6, sub rule 1 of the Governance Rules adopted by Council on 25 August 2020, requires a record of each meeting that constitutes an Informal Meeting of Councillors to be reported to Council and those records are to be incorporated into the minutes of the Council Meeting.*

#### COUNCIL RESOLUTION

**MOVED: CR TOMAS LIGHTBODY**  
**SECONDED: CR CARLI LANGE**

**That Council note the Informal Meetings of Councillors for the following meetings and that the records be incorporated into the minutes of this Council meeting:**

- **Strategic Briefing Session – 17 November 2020**
- **Submitters Meeting – 19 November 2020**
- **Strategic Briefing Session – 1 December 2020**

**CARRIED**

## 2. BACKGROUND

- 2.1 In accordance with section 60 of the Local Government Act 2020, Council adopted its Governance Rules (Rules) on 25 August 2020 with the Rules coming into effect from 1 September 2020.
- 2.2 Chapter 6, sub rule 1 of the Rules requires the Chief Executive Officer to ensure a summary of matters discussed at an informal meeting is tabled at the next convenient Council meeting and recorded in the minutes of that meeting.
- 2.3 An Informal Meeting of Councillors is a meeting that:
- is scheduled or planned for the purpose of discussing the business of Council or briefing Councillors;
  - is attended by at least one member of Council staff; and
  - is not a Council meeting, Delegated Committee meeting or Community Asset Committee meeting.

**3. DISCUSSION / ISSUE**

3.1 Summaries of the following informal meetings are attached to this report.

- Strategic Briefing Session – 17 November 2020
- Submitters Meeting – 19 November 2020
- Strategic Briefing Session – 1 December 2020

**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.

# 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, 17 November 2020				
	<table border="1"> <tr> <td><b>Time Opened:</b></td> <td>7:13 pm</td> </tr> <tr> <td><b>Time Closed:</b></td> <td>8:42 pm</td> </tr> </table>	<b>Time Opened:</b>	7:13 pm	<b>Time Closed:</b>	8:42 pm
<b>Time Opened:</b>	7:13 pm				
<b>Time Closed:</b>	8:42 pm				
<b>Location:</b>	Council Chamber, Civic Centre, 699 Doncaster Road, Doncaster				
<b>Councillors Present:</b>	Cr Andrew Conlon (Mayor), Cr Anna Chen (Deputy Mayor), Cr Deirdre Diamante, Cr Geoff Gough, Cr Michelle Kleinert, Cr Carli Lange, Cr Tomas Lightbody, Cr Laura Mayne and Cr Stephen Mayne				
<b>Officers Present:</b>	Andrew Day, Chief Executive Officer Angelo Kourambas, Director City Planning & Community Rachelle Quattrocchi, Director City Services Andrew McMaster, Corporate Counsel and Group Manager Governance & Risk Carrie Bruce, Senior Governance Advisor Helen Napier, Manager City Amenity Heather Callahan, Coordinator Recreation Robert Morton, Recreation Planner				
<b>Apologies:</b>	Nil.				
<b>Items considered:</b>	<ol style="list-style-type: none"> <li>1. Audit and Risk Committee Chair's Report</li> <li>2. Sporting Facilities Allocation Policy and Outdoor Sports Infrastructure Policy</li> <li>3. Sporting Facilities Allocation Policy and Outdoor Sports Infrastructure Policy</li> <li>4. Council Meeting Schedule for 2021</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>	Submitters' Meeting		
<b>Date:</b>	Thursday, 19 November 2020	<b>Time Opened:</b>	05:00 pm
		<b>Time Closed:</b>	06:15 pm
<b>Location:</b>	Online via Zoom		
<b>Councillors Present:</b>	Councillor Andrew Conlon (Mayor) – Currawong Ward (left meeting at 5.25pm) Councillor Anna Chen (Deputy Mayor) – Waldau Ward Councillor Carli Lange – Yarra Ward Councillor Deirdre Diamante – Tullamore Ward Councillor Laura Mayne – Schramm Ward Councillor Michelle Kleinert – Westerfolds Ward Councillor Stephen Mayne – Ruffey Ward Councillor Tomas Lightbody – Manna Ward		
<b>Officers Present:</b>	Angelo Kourambas – Director City Planning and Community Niall Sheehy – Group Manager Approvals and Compliance Daniel Yu – Coordinator Statutory Planning Lauren Shelton – Principal Planner Jessica Thomas – Town Planner		
<b>Apologies:</b>			
<b>Items considered:</b>	Submitters meeting for Planning Application PLN20/0146 at 530-532 Doncaster Road Doncaster, for the use and development of the land for a five- storey mixed use building comprising 22 dwellings, a medical centre and the creation and alteration of access to a road in a Road Zone, Category 1		

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, 1 December 2020				
	<table border="1"> <tr> <td><b>Time Opened:</b></td> <td>7:00 pm</td> </tr> <tr> <td><b>Time Closed:</b></td> <td>10.13 pm</td> </tr> </table>	<b>Time Opened:</b>	7:00 pm	<b>Time Closed:</b>	10.13 pm
<b>Time Opened:</b>	7:00 pm				
<b>Time Closed:</b>	10.13 pm				
<b>Location:</b>	Council Chamber, Civic Centre, 699 Doncaster Road, Doncaster				
<b>Councillors Present:</b>	Cr Andrew Conlon (Mayor), Cr Anna Chen (Deputy Mayor), Cr Deirdre Diamante, Cr Geoff Gough, Cr Michelle Kleinert (via telephone), Cr Carli Lange, Cr Tomas Lightbody, Cr Laura Mayne and Cr Stephen Mayne				
<b>Officers Present:</b>	Andrew Day, Chief Executive Officer Angelo Kourambas, Director City Planning & Community Philip Lee, Director Shared Services Rachelle Quattrocchi, Director City Services Andrew McMaster, Corporate Counsel and Group Manager Governance & Risk Kerryn Paterson, Group Manager People and Communications Lee Robson, Manager Community Resilience Frank Vassilacos, Manger Integrated Planning				
<b>Apologies:</b>	Nil.				
<b>Items considered:</b>	<ol style="list-style-type: none"> <li>1. Macedon Square Streetscape Upgrade - Consultation Feedback and Endorsement of Preferred Option</li> <li>2. Draft Manningham Public Toilet Plan - Community Feedback</li> <li>3. Determination of Mayoral and Councillor Allowances</li> <li>4. Manningham Quarterly Report Quarter 1 (July - Sept) 2020</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

**13.4 Documents for Sealing**

File Number: IN20/676  
Responsible Director: Chief Executive Officer  
Attachments: Nil

**EXECUTIVE SUMMARY**

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

**COUNCIL RESOLUTION**

**MOVED: CR ANNA CHEN**  
**SECONDED: CR MICHELLE KLEINERT**

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

**Deed of Renewal of Lease  
Council and Telstra Corporation Limited  
139-153A Williamsons Road, Templestowe Lower**

**Lease  
Council and Warrandyte Historical Society Inc.  
111-117 Yarra Street, Warrandyte**

**Consent to Build over an Easement  
Agreement under Section 173 of the Planning and Environment Act 1987  
Council and A Altiparmak  
6 Boronia Grove, Doncaster East**

**CARRIED**

**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

### 14.1 Whitehorse Manningham Libraries Annual Report

File Number: IN20/681  
Responsible Director: Director City Planning and Community  
Attachments: 1 Whitehorse Manningham Libraries Annual Report  
2019/20

#### EXECUTIVE SUMMARY

*Pursuant to Sections 131 to 134 of the Local Government Act 1989, the Whitehorse Manningham Regional Library Corporation has prepared an Annual Report for the 2019/2020 year (Attachment 1)*

*The Annual Report outlines the Corporation's achievements towards the strategic objectives outlined in the Library Plan and the implementation of the Strategic Resource Plan.*

*It is recommended that Council receive and note the Whitehorse Manningham Regional Library Corporation 2019-2020 Annual Report (Attachment 1), adopted by the Board on 14 October 2020.*

#### COUNCIL RESOLUTION

**MOVED: CR STEPHEN MAYNE**  
**SECONDED: CR MICHELLE KLEINERT**

**That Council:**

- A. receive and note the Whitehorse Manningham Regional Library Corporation 2019-2020 Annual Report. (Attachment 1).**
- B. note the Whitehorse Manningham Regional Library Corporation 2019-2020 Annual Report is publicly available via the corporation's website.**

**CARRIED**

## 2. BACKGROUND

- 2.1 The Whitehorse Manningham Regional Library Corporation provides public library and information services to residents and visitors across the cities of Whitehorse and Manningham.
- 2.2 Across a network of eight (8) branch libraries and this website, the libraries provide free access to physical and virtual resources that support lifelong learning and reading.

- 2.3 Pursuant to Sections 131 to 134 of the Local Government Act 1989, the Whitehorse Manningham Regional Library Corporation has prepared an Annual Report for the 2019/2020 year (Attachment 1)
- 2.4 The Annual Report outlines the Corporation's achievements towards the strategic objectives outlined in the Library Plan and the implementation of the Strategic Resource Plan.
- 2.5 The Financial Report was approved by the Library Board at its meeting on 26 August 2020. The Corporation received the Auditor General's Report dated 11 September 2020 with a signed, unqualified opinion on the Financial Statements and Performance Statement.
- 2.6 The Annual Report was adopted by the Library Board at a special meeting of the Board on 14 October 2020.

### 3. DISCUSSION / ISSUE

- 3.1 The Annual Report documents the contributions of the Corporation, its Board, staff and branch operations throughout the year.
- 3.2 The Annual Report describes the impact of the COVID-19 pandemic on library services, but also documents the considerable achievements across the year and the value our community places in library services.

### 4. COUNCIL PLAN / STRATEGY

- 4.1 The Whitehorse Manningham Regional Library Corporation has its own Strategic Plan, underpinned by the following key themes for the period 2017-21:
  1. **Read, Learn and Discover**  
*Providing resources and programs that encourage life-long learning and reading for pleasure.*
  2. **Connect, Collaborate and Participate**  
*Our library provides opportunities for social connection and community engagement.*
  3. **Experience**  
*We strive for excellence in all aspects of our services to ensure a positive and responsible experience for all customers.*
  4. **Value**  
*We apply best practice principles to the way we work to ensure our services continue to be relevant and sustainable.*

### 5. IMPACTS AND IMPLICATIONS

- 5.1 The Whitehorse Manningham Regional Library Corporation provides a highly valued service to the Manningham and Whitehorse communities. The 2019-20 Annual Report documents the organisation's deliverables against the adopted targets and provides a transparent report into the organisations finances and operations.

- 5.2 The Annual Report acts as a record of the organisation's tracking against its 2017-21 Strategic Plan and provides the basis for Council's reporting via the Local Government Performance Reporting Framework.

## **6. IMPLEMENTATION**

### **6.1 Finance / Resource Implications**

The Annual Report does not, in and of itself, have direct financial implications for Council however the Financial Report identifies Council's operating contribution of \$3.79M for the 2019-2020 Financial Year (Attachment 1, p74)

### **6.2 Communication and Engagement**

The 2019-2020 Annual Report is published on the Whitehorse Manningham Regional Library Corporation website.

### **6.3 Timelines**

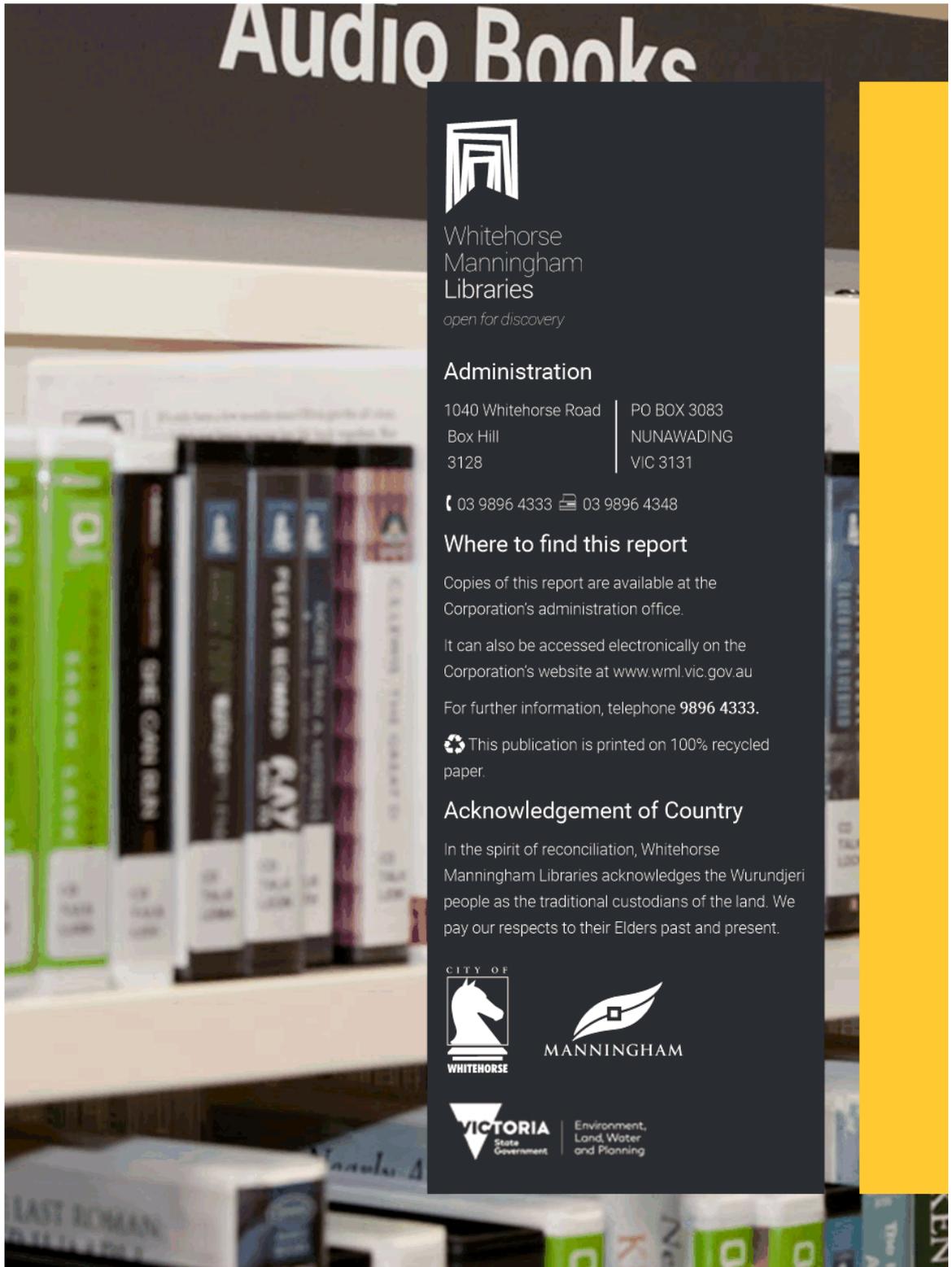
The Financial Report was approved by the Library Board at its meeting on 26 August 2020 and the Annual Report was adopted by the Library Board at a special meeting on 14 October.

## **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.



2 0 1 9 / 2 0   A N N U A L   R E P O R T



# Audio Books



Whitehorse  
Manningham  
Libraries  
*open for discovery*

### Administration

1040 Whitehorse Road Box Hill 3128	PO BOX 3083 NUNAWADING VIC 3131
--	---------------------------------------

☎ 03 9896 4333 📠 03 9896 4348

### Where to find this report

Copies of this report are available at the Corporation's administration office.

It can also be accessed electronically on the Corporation's website at [www.wml.vic.gov.au](http://www.wml.vic.gov.au)

For further information, telephone **9896 4333**.

♻️ This publication is printed on 100% recycled paper.

### Acknowledgement of Country

In the spirit of reconciliation, Whitehorse Manningham Libraries acknowledges the Wurundjeri people as the traditional custodians of the land. We pay our respects to their Elders past and present.

 <p>CITY OF WHITEHORSE</p>	 <p>MANNINGHAM</p>
 <p>VICTORIA State Government</p>	Environment, Land, Water and Planning



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# INTRODUCTION

Welcome to Whitehorse Manningham Regional Library Corporation's (WMRLC) Annual Report 2019/20. This report details our performance for 2019/20 against the strategic themes outlined in our Library Plan 2017–2021 and our Annual Budget 2019/20. The report provides an overview of our key achievements and challenges throughout the past year.

WMRLC services an area of 178km<sup>2</sup> located within Melbourne's outer eastern suburbs.





**Our Vision**

A library open for all to discover a world of possibilities.

**Our Mission**

To provide opportunities that inspire our community to read, learn, connect and create.

**Our Values**

The following principles guide the way we operate:

- ▶ **Respect**  
We acknowledge our diverse community and support equal access to services by all.
- ▶ **Integrity**  
We are open, honest and accountable in the way we conduct our business.
- ▶ **Community Drive**  
Our services and the way we deliver them are shaped by the needs and aspirations of our community.
- ▶ **Collaboration**  
Together we develop positive relationships and partnerships that strengthen our services and their impact.
- ▶ **Excellence**  
We aim for excellence and strive to find new ways to improve how we work and deliver services.

# OUR COMMUNITY



The Whitehorse Manningham Regional Library Corporation (WMRLC) provides public library services to the neighbouring cities of Whitehorse and Manningham in Melbourne's eastern suburbs.

The City of Whitehorse is located 15km east of the Melbourne CBD and has an estimated population of 178,739. Manningham City Council, to the north of Whitehorse, has an estimated population of 127,573, giving the library region an estimated total population of 306,312.

39.1% of our community was born overseas, with 75% of these people speaking a language other than English at home.

Whitehorse Manningham Libraries is proud of our diverse community and the services that we provide.



# PERFORMANCE HIGHLIGHTS

## OUR MAJOR ACHIEVEMENTS IN 2019/20

LIBRARY PLAN 2017–2021 STRATEGIC THEMES



### Read, Learn and Discover

*More on pages 33 – 38*

- ▶ Doncaster Games Day was held for the fourth year in a row. The event was a huge success, with over 800 attendees.
- ▶ Since April 2020, 56 online programs for adults were delivered via Zoom and Facebook, with 977 attendees.
- ▶ Online storytimes delivered by our Youth Services Team have had 32,592 views.
- ▶ There has been a 58% increase in eBook downloads.

### Connect, Collaborate and Participate

*More on pages 39 – 48*

- ▶ We were successful in our grant applications to assist in the delivery of programs to vulnerable members of our community.
- ▶ Libraries were one of the restricted services that were required to close their doors from late March through to 30 June 2020. During this period, the library service pivoted its delivery model to enable continued service delivery to the community using alternative formats.
- ▶ Book packs and information brochures were posted to library members by request throughout May and June 2020, resulting in 2,158 home deliveries.



# PERFORMANCE HIGHLIGHTS CONT.



## Experience

More on pages 49 – 50

- ▶ Review and replacement of signage at Box Hill Library, including bilingual signage.
- ▶ Thank you volunteer morning tea on site in September 2019 and virtually in May 2020.
- ▶ COVID-19 Safe Procedures were implemented at library branches to enable opening to the community for "Click and Collect" on 1 June and then for short visits from 9 June 2020.

## Value

More on pages 51 – 57

- ▶ Give the Gift of Reading fundraising from November to December 2019 raised over \$4,000 and enabled the delivery of 270 books to 90 local families in need.
- ▶ WMRLC was the recipient of the 2020 Pierre Gorman Award: a \$25,000 grant to develop a program or services for those with a disability.
- ▶ Launch of the Bert Lewis room at Box Hill Library was held on 4 September 2019 in recognition of Mr Lewis's contribution to the library and the local community.
- ▶ Upgrade of library network to Windows 10 and Office 2019.



# OUR CHALLENGES

## Infrastructure

There continues to be a number of library branches that do not fulfill the needs of our community. Lack of space at some library branches has presented challenges for the implementation of a COVID-safe environment. As we move into the next financial year it is anticipated that this will continue to be the case.

Branch hours have had to be modified in the last quarter of the year due to COVID-19 and it is likely that disruption to normal service delivery hours will continue throughout 2020, including further periods of closure. Pivoting to different service models will continue to be a challenge.

## Funding

It is anticipated that COVID-19 will have an impact on future budgets whilst demand for many of our services are likely to increase. Balancing the budget with community expectations will continue to be challenging. It is uncertain what the impact of COVID-19 will have on our major funding partners; the two Member Councils and the State Government.

## Looking Ahead

Whitehorse Manningham Libraries looks forward to progressing the following in 2020/21:

- ▶ the launch of a new website and intranet
- ▶ connecting with our community through different service models throughout COVID-19 restrictions
- ▶ providing our community with tools to assist in the recovery from COVID-19
- ▶ enacting the WML Business Recovery Plan.





# YOUTH SERVICES 2019/20

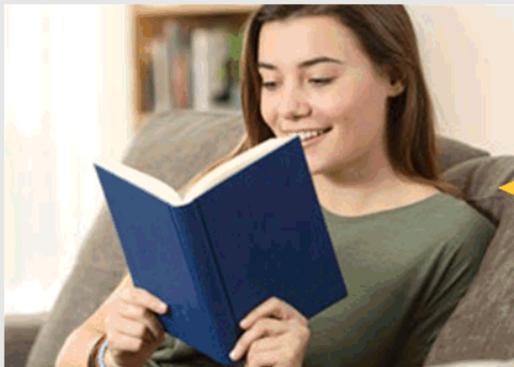
Providing quality programs and material to children and teenagers continues to be of high importance to WMRLC, even in a pandemic. The first half of the year had strong attendances at library programs but this was severely impacted by COVID-19 restrictions from January 2020 until June 2020.

## Pivoting to delivering children’s and youth services in a COVID-19 environment

Throughout the COVID-19 period, the library service has adapted its delivery of many services using remote and online formats, as evidenced in the delivery of services to children and youth, including virtual storytimes and special events. Further information on our response is available on page 45.



**45,170**  
total attendances at children’s and youth programs



**781,330**  
loans of junior and teenage books




**2,850**  
children enrolled in the  
1000 Books Before School Program




**84**  
people attended the YA Lit Festival in September  
2019. Participants enjoyed workshops, author talks  
and panel discussions.




**550**  
children joined the Summer Reading Club,  
challenging themselves to keep reading over the  
summer holidays. **Over 100 people** attended the  
grand prize party in January.




**4,578**  
people participated in Youth Outreach Programs.

## CHAIRPERSON'S MESSAGE



This year's Annual Report highlights the achievements and challenges experienced through the financial year 1 July 2019 to 30 June 2020. The Annual Report details the Whitehorse Manningham Libraries performance against the goals of the Library Plan 2017 – 2021

This year has seen significant disruption to library services as the result of the COVID-19 health emergency. The impact of COVID-19 began to be felt early in the 2020 calendar year. During the first half of the year, most areas of library activity including visitation rates and program attendance experienced an upward trajectory. Government directives required libraries to close to the public from April through to early June when they were permitted to reopen again with restricted access requirements.

I congratulate our library staff for their rapid response in adapting services to ensure our community continued to be supported through the Stay at Home period and the restrictions that followed. Library programs were pivoted to a virtual format, including regular Storytimes, Makerspace, children's and adult programs. From 1 March to 30 June there were 32,592 views of online Storytimes delivered by our children's librarians.

E-collections and digital resources were increased to meet increased demand. As a result of library closures, loans of ebooks increased by 60% compared to the previous year. Our library also quickly established a Home Delivery service to provide access to physical collection items during the closure period. 2,158 home deliveries were made to residents in May and June. Our librarians

also continued to provide information and digital literacy support over the phone, as well as online support.

Many positive messages were received from people grateful to have continued access to library services, demonstrating just how important this was in supporting people's wellbeing during the period of isolation.

The ability to reopen our library branches to the public when restrictions were eased in June was enthusiastically welcomed. I was present as the door opened at Doncaster Library to witness a line of physically distanced members eagerly waiting for a chance to browse and borrow physical collection items and access the public computers. Systems and control measures were implemented to provide a COVID-safe environment for all staff and visitors.

As a Board, we continue to advocate to all levels of government on the importance of public libraries to our local community. The Board endorsed the Public Libraries Victoria submission ahead of the State Government Budget 2020/2021 encouraging greater investment in public libraries.

I would like to thank my fellow Board members and library staff and volunteers for their continued dedication and commitment to delivering positive outcomes for the community.

Cr Dot Haynes

**Chair of the Library Board**

## CEO'S MESSAGE



On behalf of Whitehorse Manningham Libraries, it's my pleasure to present the Annual Report 2019/20. It has been a challenging but rewarding year for Whitehorse Manningham Libraries as we continued to deliver high-quality services to our community under some difficult circumstances. The Library Plan 2017 – 2021 continued to guide us as library services were quickly adjusted in response to the coronavirus health emergency in the 2020 calendar year.

The investment made in recent years to strengthen business continuity and risk-management strategies has placed Whitehorse Manningham Libraries in a favourable position. This work has provided the capacity to pivot quickly, maintaining services to the community and meeting our governance and regulatory requirements.

As to be expected, the pandemic resulted in less than anticipated operating income, along with unanticipated expenditure associated with responding to the health emergency. Savings in some areas of operating expenditure will enable a small surplus of \$119,000 to be carried over to help offset the continued impact of the pandemic in the 2020/21 financial year.

I would like to thank the Library Board, officers of our Member Councils, library staff and volunteers for their ongoing hard work, support and dedication to the community. I am proud to lead one of Victoria's highest-performing public library services and look forward to seeing its contribution to our community grow.

A handwritten signature in black ink, which appears to read 'Sally Both'. The signature is stylized and cursive.

Sally Both  
**Chief Executive Officer**

# BOARD MEMBERS

## Board Meeting Attendance

	28 Aug 2019	16 Oct 2019	11 Dec 2019	26 Feb 2020	11 Mar 2020	27 May 2020
Cr Tina Liu	✓	✓	✓	*	✓	✓
Cr Prue Cutts	✓	*				
Mr Andrew Day	✓	✓	✓	✓	✓	✓
Mr Ian Keese	✓	✓	✓	✓	✓	✓
Cr Dot Haynes	✓	✓	✓	✓	✓	✓
Cr Mike Zafiroopoulos (AM)	✓	✓				
Ms Carole Jean	*	✓	✓	✓	✓	✓
Mr Simon McMillan		✓	✓	✓	✓	✓
Cr Sophy Galbally			*	*	✓	*
Cr Andrew Munroe			✓	✓	✓	*

- ▶ Mr Tony Di Fazio attended as Acting Chief Executive Officer, City of Whitehorse on 28 August 2019
- ▶ Ms Terry Wilkinson acted as proxy for Cr Tina Liu on 26 February 2020
- ▶ Mr Angelo Kourambas acted as proxy for Mr Andrew Day 26 February 2020



**Chair**  
Cr Dot Haynes – Manningham City Council  
Chair from December 2019



**Chair**  
Cr Tina Liu – City of Whitehorse  
Chair until December 2019



◀  
Cr Sophy Galbally  
Manningham City Council  
from December 2019



◀  
Mr Simon McMillan  
City of Whitehorse  
Chief Executive Officer

▶  
Mr Andrew Day  
Manningham City Council  
Chief Executive Officer



▶  
Cr Prue Cutts  
City of Whitehorse  
until December 2019

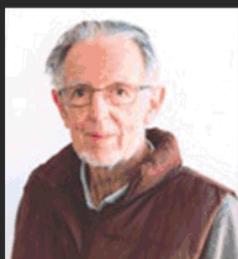


◀  
Cr Mike Zafiropoulos AM  
Manningham City Council  
Deputy Chair – until  
December 2019



◀  
Cr Andrew Munroe  
City of Whitehorse  
Deputy Chair from  
December 2019

▶  
Mr Ian Keese  
Manningham City Council  
Community  
Representative



▶  
Ms Carole Jean  
City of Whitehorse  
Community  
Representative





# THE YEAR IN REVIEW

When reading this table, it should be noted that the 2019/20 results were severely impacted by the coronavirus public health emergency.

KEY INDICATORS	2017/18	2018/19	2019/20	TREND (VARIANCE OF AT LEAST 1%)
<b>Library Membership</b>				
Total members	100,302	93,189	100,136	+ 7%
Active members (LGPRF measure)	43,099	43,016	39,788	- 7%
New members	14,908	15,657	12,786	- 18%
<b>Library Use</b>				
Total library visits	1,292,745 <sup>1</sup>	1,332,790	938,943	- 30%
Library visits per capita	4.27 <sup>2</sup>	4.42 <sup>2</sup>	3.07 <sup>2</sup>	- 30%
Information enquiries	152,725	158,764	131,186	- 17%
<b>Collections</b>				
Total number of collection items	380,222	384,885	388,523	-
% of collection purchased in the last five years	79%	77%	74%	- 3%
New collection items acquired	69,115	68,858	63,770	- 7%
<b>Loans</b>				
Total loans	3,124,528 <sup>1</sup>	3,132,829	2,490,332	- 20%
eBook loans (downloads)	34,106	50,539	79,740	+ 58%
Total loans of eResources (includes music, magazines, books, audio books, database)	340,056 <sup>3</sup>	445,690	513,229	+ 15%
<b>Library Programs</b>				
Total number of attendees	76,012	81,581	52,873	- 35%
Total attendees at adult programs	8,326	11,404	7,703	- 34%
Total attendees at children's/youth programs	67,686	70,177	45,170	- 35%
<b>Online Library Use</b>				
Annual visits to website	1,284,949	1,329,860	1,250,416	- 6%
Fixed PC sessions	259,908 <sup>*</sup>	251,537	183,419	- 27%
Wireless sessions	673,679 <sup>*</sup>	585,416	396,697	- 32.3%
<b>Library Staffing</b>				
Total EFT	70.46	70.64	68.54	- 3%
EFT per '000 population	0.24	0.23	0.22	- 4%
<b>Community Engagement</b>				
Social media engagement (Facebook followers)	1,645	2,159	3,295	+ 53%
Library eNewsletter subscribers	18,783	23,843	15,904 <sup>4</sup>	- 33%
Number of volunteers	149	160	158	- 1%
Volunteer programs	7	8	8	-

1. Box Hill Library was closed for renovations and had reduced services from March 2018 to June 2018.

2. Based on Estimated Residential Population (ERP) of 298,031 in April 2018; 301,704 in June 2019 and 306,312 in June 2020.

3. Electronic Resource Busy Things unavailable for extended periods impacted on results.

4. Subscriber list cleared of members who had not opened sent newsletters for three years.

\* Loss of some data in May and June 2018, resulting in estimates for these two months based on usage trends.

# FINANCIAL SUMMARY

## Overview

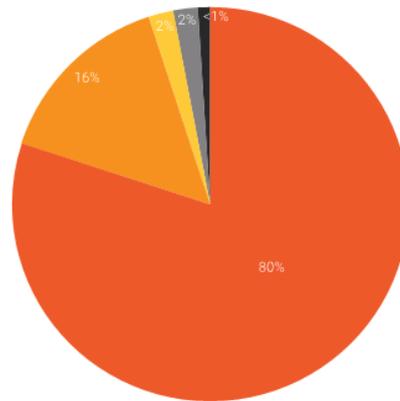
The 2019/20 Budget was adopted at the ordinary meeting of the Library Board on 22 May 2019.

The financial result for 2019/20 is a surplus of \$502,796. It should be noted that income has been severely impacted this year due to COVID-19 as all reservation and overdue charges were suspended, along with meeting room bookings and sale of products.

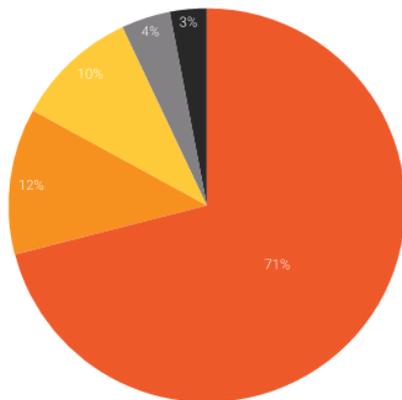
The Corporation does not have any loans.

### Income Sources 2019/20

- ▶ Council Contributions
- ▶ State Government Grants
- ▶ Other Income
- ▶ Other Grants
- ▶ Interest from Investments



Income Sources 2019/20



2019/20 Expenses

### 2019/20 Expenses

- ▶ Employee Expenses
- ▶ Depreciation
- ▶ Other Expenses
- ▶ IT Services
- ▶ Collection Resources

## Revenue

The Corporation's total income of \$11,409,781 in 2019/20 was derived from:

- ▶ Member Councils
- ▶ State Government grant
- ▶ Interest from investments
- ▶ Grants
- ▶ Other income

Other income is generated by the Corporation from the following sources:

- ▶ Overdue charges and reservations
- ▶ Photocopy and printing services
- ▶ Meeting room hire
- ▶ Sale of products
- ▶ Donations
- ▶ Library programs and activities.

In 2019/20 the Corporation received the following grants:

- ▶ Local Priorities \$93,591
- ▶ Pierre Gorman Award \$25,000
- ▶ Supporting Carers Locally Grant \$12,132
- ▶ Readings Foundation Grant \$5,364
- ▶ Libraries Initiatives Project \$25,000
- ▶ Friends of Nunawading Library \$4,000
- ▶ Premiers Reading Challenge \$35,899
- ▶ Victoria Inspiring Australians \$2,000
- ▶ Other grants \$20,000

## Expenses

In keeping with previous years, the major areas of expenditure were employee benefits and depreciation. In 2019/20 total expenditure was \$10,906,985, comprised as follows:

- ▶ Employee expenses 71%
- ▶ Depreciation 12%
- ▶ IT services 4%
- ▶ Collection resources 3%
- ▶ Other expenses 10%

## Highlights and Challenges

WML was successful in a number of grant submissions this year, resulting in a 37% increase in additional grant funding compared to the previous year.

Operating income was significantly less this year due to the COVID-19 forced closure. Unanticipated additional costs associated with the health emergency offset operational savings during the closure period.

# GOVERNANCE

## The Library Board

The Whitehorse Manningham Regional Library Corporation is a Local Government Authority with the operations and responsibilities of the Corporation being defined under the Local Government Act (1989). The Corporation is governed by the Library Board, which is responsible for overall governance and policy direction.

Ordinary meetings of the Board are held quarterly. Special meetings of the Board are held as required. Agendas and minutes of Board meetings are made available to the public and meetings are open to the public. Members of the Board are required to conduct themselves in accordance with the rules outlined in the Corporation's Code of Conduct for Board Members.

### The Board comprises of:

- ▶ two Councillors appointed from each Member Council
- ▶ the Chief Executive Officer of each Member Council
- ▶ one Community Representative appointed by each Member Council.

**Senior officers of Council and the Corporation support the operation of the Library Board and attend meetings of the Board.**

#### **Ms Terry Wilkinson**

General Manager Human Services, City of Whitehorse

#### **Ms Lee Robson**

Group Manager, Community Programs, Manningham Council

#### **Ms Sally Both**

Chief Executive Officer, WMRLC

#### **Mrs Julie Lawes**

Manager Finance, WMRLC

#### **Mr Jonathan Gosden**

Manager Library Operations, WMRLC

#### **Ms Katie Norton**

Manager Collections and Information Services, WMRLC

#### **Ms Tracey Olive**

Manager Corporate Services, WMRLC

#### **Mr Neville Butler**

Manager ICT, WMRLC



## The Audit Committee

The Audit Committee is an independent advisory committee to the Library Board. The primary objective of the Audit Committee is to assist the Corporation in the effective conduct of its responsibilities for financial reporting, management of risk and maintaining a reliable system of internal controls. While it is not compulsory under Section 139 of the Local Government Act for Library Corporations to establish an audit committee, it is encouraged as a matter of good governance.

Membership of the Corporation's Audit Committee comprises one Councillor from each member Council, nominated by the Library Board, and two external independent members. The Corporation's Chief Executive Officer, Finance Manager and Internal Auditor attend each committee meeting.

### Audit Committee Members for 2019/20 were:

- ▶ Cr Dot Haynes (until December 2019)
- ▶ Cr Prue Cutts (until December 2019)
- ▶ Cr Tina Liu (from December 2019)
- ▶ Cr Sophy Galbally (from December 2019)
- ▶ Ms Kerrie Jordan, Independent Member
- ▶ Ms Michele Tame, Independent Member

## Risk Management

The Corporation takes a proactive approach to risk management, putting in place strategies, systems, policies and procedures to ensure the Corporation prevents or minimises the adverse effects of all types of risks to its operations. The Corporation has a risk-management policy and strategy. An assessment and review of organisational risks is conducted annually. Identified risks and treatment plans are recorded in the Enterprise Risk Register. The Corporation reports the status of risks and treatment plans to the Audit Committee and Library Board. The final quarter of the year was particularly challenging as the Corporation navigated its way through working in a COVID-19 environment.

## Public Interest Disclosures

In accordance with the provisions of s58 of the Public Interest Disclosures Act 2012, the Corporation has a procedure for dealing with disclosures made under the Act. The Manager Corporate Services is the Corporation's Public Interest Disclosures Coordinator. The Public Interest Disclosures procedures were reviewed and updated in February 2020 to reflect the name change of the Act and amendments. The Corporation has not received any disclosures directly nor has it received any referrals from the Ombudsman for the period 1 July 2019 to 30 June 2020.

## Freedom of Information

The Freedom of Information Act 1982 provides people with the opportunity to obtain information held by state and local government departments and authorities. The Act gives people the right to request documents relating to their personal affairs. The Corporation did not receive any requests in the period 1 July 2019 to 30 June 2020.

## Information Privacy Act

The Privacy and Data Protection Act 2014 and Health Records Act 2001 are designed to protect the private information of individuals. The Corporation has a privacy policy available through the library branches and website.

Requests for access to information held must be made in writing and addressed to:

The Chief Executive Officer  
Whitehorse Manningham Libraries  
PO Box 3083, Nunawading, 3131.

## Documents Available for Inspection

In accordance with the Local Government Act Regulations 2015, the following information is available for inspection upon request at the Administration Office, Box Hill Library, 1040 Whitehorse Road, Box Hill, Victoria during office hours by appointment from 9.00am to 5.00pm weekdays.

- ▶ Annual Reports for each financial year
- ▶ Annual Financial Statements, including an operating statement, a statement of financial position and notes to financial statements
- ▶ Agendas and minutes for ordinary and special meetings of the Library Board held in the previous twelve months
- ▶ Regional Library Agreement
- ▶ Register of delegations kept under sections 87(1) and 98(4) of the Act, including the date on which the last review took place under sections 86(6) and 98(6), respectively, of the Act
- ▶ A list of the names of organisations of which the Corporation was a member during the financial year and details of all membership fees and other amounts and services provided during that year by each organisation to the Corporation
- ▶ Names of Board members who submitted returns of interest during the financial year and dates returns were submitted
- ▶ Names of Corporation officers who were required to submit a return of interest during the financial year and dates returns were submitted
- ▶ A register of authorised officers appointed under the Act
- ▶ Details of overseas or interstate travel undertaken in an official capacity by Board members or any member of Corporation staff in the previous twelve months.

A range of Corporation documents are also available on the library website, including some of those listed above.



# GOVERNANCE AND MANAGEMENT CHECKLIST

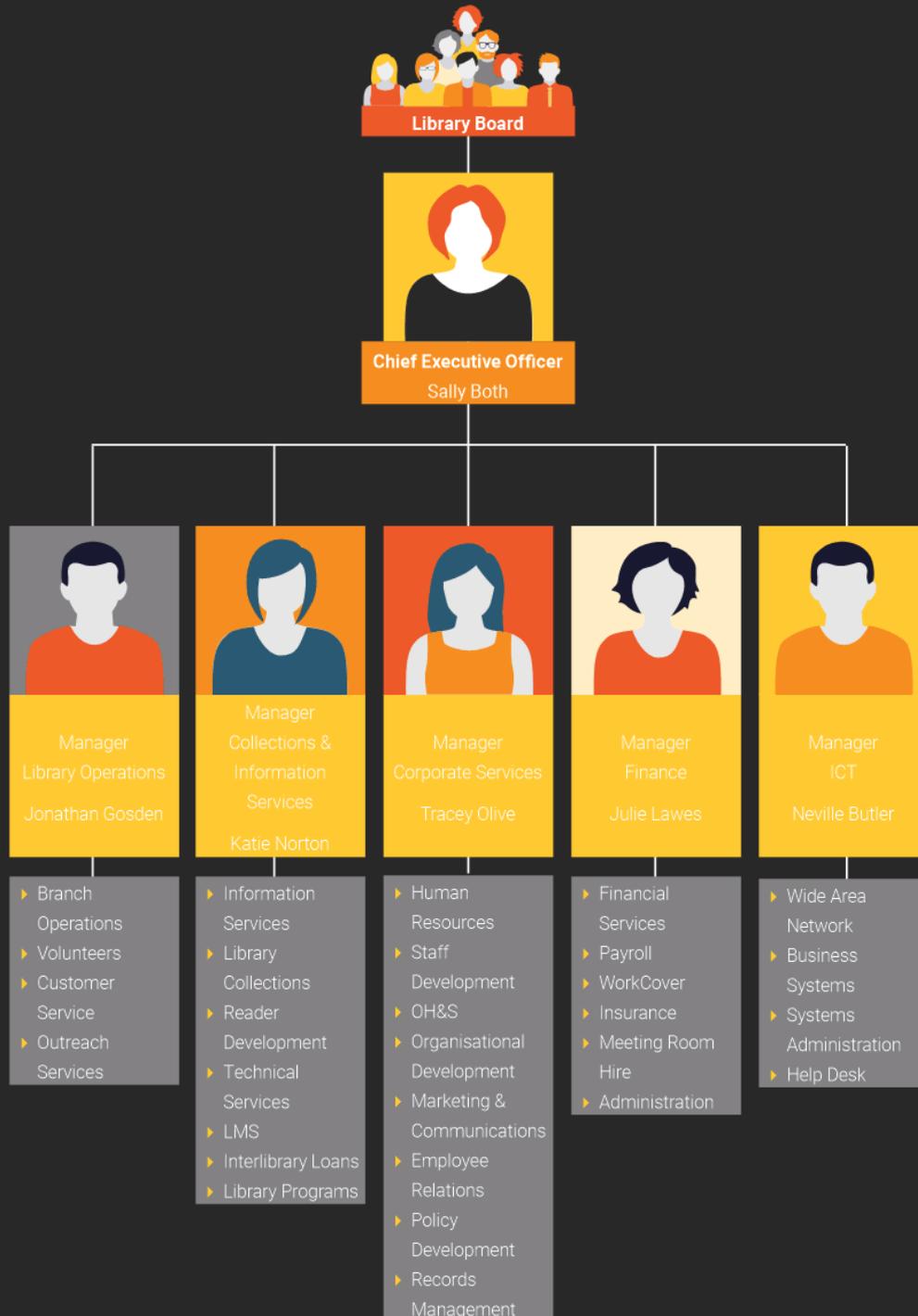
The following is a list of the Corporation's governance and management controls.

	GOVERNANCE AND MANAGEMENT ITEMS	ASSESSMENT
1	<b>Regional Library Agreement</b> (agreement under section 196 of the Act that sets out the agreement between the Cities of Whitehorse and Manningham to form a regional library)	Formed in accordance with section 196 of the Act. Date of operation pending confirmation from LGV of gazetted date.  Agreement reviewed and signed by Member Councils in February 2017, sent to the Minister and gazetted on 27 July 2017.
2	<b>Library Plan</b> (plan under sections 125 and 197D of the Act that sets out the strategic objectives of the Corporation and strategies for achieving the objectives for the next four years)	Adopted in accordance to section 125 and 197D of the Act. Date of operation: 1 July 2017
3	<b>Strategic Resource Plan</b> (plan under section 126 of the Act outlining the financial and nonfinancial resources required for at least the next four financial years)	Adopted in accordance with section 126 of the Act. Date of adoption: 23 May 2019
4	<b>Annual Budget</b> (plan under section 130 of the Act setting out the services to be provided and initiatives to be undertaken over the next 12 months and the funding and other resources required)	Adopted in accordance with section 130 of the Act. Date of adoption: 23 May 2019
5	<b>Asset Management Plans</b> (plans that set out the asset maintenance and renewal needs for key infrastructure asset classes for at least the next 10 years)	Date of operation of current plans: Collection Resources July 2017  Asset Register (for noncollection assets). Updated and maintained on an ongoing basis.
6	<b>Risk Policy</b> (policy outlining the Corporation's commitment and approach to minimising the risks to the Corporation's operations)	Date of operation: 20 February 2019
7	<b>Fraud Prevention Policy</b> (outlines the Corporation's commitment and approach to minimising the risk of fraud)	Date of operation of current policy: 3 April 2019
8	<b>Procurement Policy</b> (policy under section 186A of the Local Government Act 1989 outlining the matters, practices and procedures that will apply to all purchases of goods, services and works)	Prepared and approved in accordance with section 186A of the Local Government Act 1989. Date of operation of current policy: April 2018
9	<b>Business Continuity Plan</b> (plan setting out the actions that will be undertaken to ensure that key services continue to operate in the event of a disaster)	Date of operation of current plan: V1.8 March 2020  Business Continuity Management Policy and Framework reviewed June 2019.
10	<b>ICT Disaster Recovery Plan</b> (plan setting out the actions that will be undertaken to recover and restore ICT infrastructure and capability in the event of a disaster)	Date of operation of current plan: ICT Strategy 12 December 2018

	GOVERNANCE AND MANAGEMENT ITEMS	ASSESSMENT
11	<b>Risk Management Framework</b> (outlining the Corporation's approach to managing risks to operations)	Date of operation of current plan: June 2019, reviewed
12	<b>Audit Committee</b> (advisory whose role is to oversee the integrity of the Corporation's financial reporting processes, to oversee risks to the Corporation's operations and compliance with applicable regulatory requirements)	While not required of Regional Library Corporations under the Act, the committee was established in accordance with section 139 of the Act. Committee established: 1998 Audit Committee Charter adopted by Library Board in May 2016.
13	<b>Internal Audit</b> (independent accounting professionals engaged by the Corporation to provide analyses and recommendations aimed at improving governance, risk and management controls)	RSM appointed as Internal Auditor in April 2019 for a three-year period. New three-year Internal Audit Plan adopted by Audit Committee August 2019.
14	<b>Performance Reporting Framework</b> (a set of indicators measuring financial and nonfinancial performance indicators)	LGPRF measures reported to Member Councils in accordance with section 131 of the Act. Victorian Public Library Performance Indicators reported to PLV. Date of operation of current framework: February 2020
15	<b>Financial reporting</b> (quarterly statements to the Library Board under section 138 of the Act comparing budgeted revenue and expenditure with actual revenue and expenditure)	Statements presented to the Library Board in accordance with section 138(1) of the Act. Date statements presented: 28 August 2019, 11 December 2019, 26 February 2020, 27 May 2020
16	<b>Risk reporting</b> (annual reports of strategic risks to the Corporation's operations, the likelihood and consequences of risks occurring, and risk-minimising strategies)	Risk review completed and reported to the Audit Committee and Library Board in August 2019.
17	<b>Annual Report</b> (prepared in accordance with sections 131 and 196 of the Act containing a report of operations and audited financial statements)	Considered at a Library Board meeting in accordance with section 134 of the Act. Date of consideration: 16 October 2019
18	<b>Board Member Code of Conduct</b> (in accordance with section 76C of the Act setting out the conduct principles and dispute resolution processes to be followed by Board Members)	Reviewed in accordance with section 76C of the Act. Date of adoption: 8 February 2017
19	<b>Delegations</b> (a document setting out the powers, duties and functions of the Corporation delegated to the Chief Executive Officer)	Reviewed in accordance with Section 197B of the Act. Reviewed: 22 August 2018
20	<b>Meeting procedures</b> (a local law governing the conduct of Library Board meetings and use of the common seal)	Meeting procedures local law made in accordance with section 197F of the Act. Date local law made: 24 February 2010
21	<b>Register of Interests</b> (in accordance with section 81 of the Act, a register of interests declared by Board members and nominated officers)	Register maintained in accordance with section 81 of the Act.

# OUR ORGANISATION

Whitehorse Manningham Regional Library Corporation



## Staff Profile

As of 30 June 2020, Whitehorse Manningham Regional Library Corporation had a total of 117 employees, or 68.54 full-time equivalent (FTE), compared with 127 employees, or 70.64 FTE, at 30 June 2019. There continues to be a very high percentage of staff who are employed in a part-time capacity. Due to COVID-19, recruitment was suspended for a number of positions and these remained vacant at the end of June 2020.

### Summary of the number of FTE corporation staff by department, employment type and gender

EMPLOYMENT TYPE/GENDER	BRANCH SERVICES	TECHNICAL SERVICES	ICT	CORPORATE SERVICES AND ADMINISTRATION	TOTAL
Permanent FT – female	17	1	-	2	20
Permanent FT – male	3	1	3	1	8
Permanent PT – female	45	6	-	7	58
Permanent PT – male	5	2	1	-	8
Casual – female	21	-	-	-	21
Casual – male	2	-	-	-	2
Total	93	10	4	10	117

Note that both technical services staff, administration staff and some ICT staff also undertake branch services duties on a regular basis. The technical services branch is also the home location of programs and Makerspace staff.

### Summary of the number of FTE staff categorised by employment classification and gender

EMPLOYMENT CLASSIFICATION	FEMALE FTE	MALE FTE	TOTAL FTE
Band 3	17.13	5.56	22.69
Band 4	9.74	0	9.74
Band 5	18.87	2.99	21.86
Band 6	6.36	2	8.36
Band 7+	2.89	2	4.89
Band not applicable	1	0	1
Total	55.99	12.55	68.54



“Finally, a special thank you to you and your team for working under difficult circumstances to get books out to people. It means a lot. Reading certainly helps my mental health and helps me unwind before going to sleep. As an allied health care worker, it is more important than ever.”

### Supporting our staff through training

Providing the community with a library service that is relevant to them means that the required skills of our staff are forever changing. Keeping up with these changes can be a challenge. Each year staff are provided with an opportunity to review their performance and contribute to their training plan for the year ahead. Almost 2,000 hours of staff training was delivered to staff via a range of different platforms. This year, training became even more important over the COVID-19 period, with staff completing a range of online training throughout the closure period.



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## Building staff empathy through Homelessness Training

All WML staff were enrolled in a training course titled *Librarians and Homelessness* in December 2019.

This online course enables library staff to "confidently and compassionately solve problem behaviour from troubled individuals" (Homeless Training Institute).

Library staff were taught why some people have behaviour issues and how they can best be managed with empathy rather than with conflict.

Feedback from staff has been exceptionally positive, and there have been many changes in the way that staff interact with members of the public.



### Staff feedback:

- ▷ It was great! Fabulous strategies around responding to any challenging behaviour and how much easier it is to solve the problem in the long run than to punish (and that it is never about teaching people a lesson!).
- ▷ I really felt the focus on empathy to diffuse situations [included] great pointers, nothing too hard to master, using compassion to help deal with situations was good for the staff as well as clients/patrons.
- ▷ I just finished the Core Homelessness in Libraries training and it was really, genuinely fantastic. Thank you so much for finding this training. I look forward to seeing it rolled out to everyone.

There were some really good points that have stuck with me from that training that I have already used in my personal life as well. He was an excellent presenter.



### A Safe and Healthy Workplace

The Corporation is committed to providing a safe and healthy environment for both staff and library users. Bi-monthly OH&S committee meetings are held, with the minutes made available to all staff.

The last quarter of the year was particularly challenging, as we grappled with the disruption of working in a COVID-19 environment. The challenges included establishing:

- ▶ home-based Work Agreements for staff
- ▶ remote health and safety inspections of home work spaces
- ▶ mental-health support for staff, including the establishment of a Wellbeing Team
- ▶ a Wellbeing Newsletter and intranet page
- ▶ new Safe Operating Procedures
- ▶ a COVID-19 intranet page for staff communications
- ▶ reopening procedures in line with new government restrictions and regulations.

The Corporation would like to acknowledge the work that our Health and Safety Representatives did throughout the March–June 2020 period. This group worked hard to make sure that our staff and our community returned to a COVID-safe environment.

### Enterprise Agreement

The Whitehorse Manningham Regional Library Corporation Enterprise Agreement 2017 was submitted to Fair Work Australia for endorsement in February 2018 and received approval on 25 June 2018. The Agreement was to be in place until 30 June 2020. Negotiations for a new agreement have commenced but due to COVID-19, negotiations have been paused.



# OUR PERFORMANCE

## Goal 1: Read, Learn and Discover

Contribute to community and individual wellbeing by providing accessible and engaging collections, resources and programs that encourage lifelong learning and reading for pleasure.

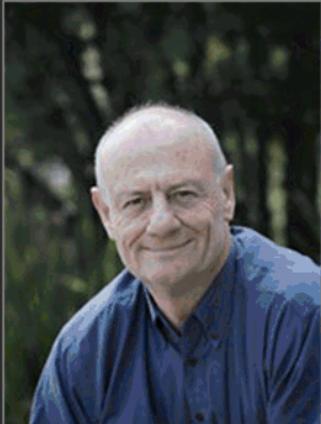
KEY STRATEGY	KEY ACHIEVEMENTS	INDICATORS
Provide high-quality collection resources relevant to the needs of our diverse community.	Benchmarking report provided to the Library Board.	Noted at Board meeting, 11 December 2019
	Resources Team reviewed and analysed collection-usage data on a monthly basis.	All collections reviewed
	Public feedback on collections and purchases received.	1,921 suggested purchases
	Chinese community book selection day.	Held February 2020
Celebrate the power of reading and literature to enrich lives.	Participation in the following National and State Programs:	52,873 attendees
	<ul style="list-style-type: none"> <li>▶ Children's Book Week</li> <li>▶ Reading Hour</li> <li>▶ Victorian Seniors Week</li> <li>▶ National Science Week</li> <li>▶ National Novel Writing Month</li> <li>▶ Victorian Autumn Book Binge</li> <li>▶ National Simultaneous Storytime</li> <li>▶ Poetry Slam</li> </ul>	
	Delivery of a range of exciting author talks, in person and online.	More on page 37
	Inaugural Reader Development Programs:	3 new programs
	<ul style="list-style-type: none"> <li>▶ Bookish Morning Tea</li> <li>▶ Silent Reading Party</li> <li>▶ CALD Book Group</li> </ul>	
	YA Lit Festival delivered 7 September 2019	84 attendees
Provide access to information services and programs that support lifelong learning for all in the community through our physical, online and outreach platforms.	Quarterly program of in-house events delivered up until March 2020.	51,556 attendees
	Inaugural online program of events delivered from May 2020 due to COVID-19.	56 adult programs, 977 attendees
	Online membership application process streamlined to accommodate COVID-19 restrictions.	1,145 new members in closure period
	Doncaster Games Day held in November 2019	800 attendees
	Outreach Pop-up events held at:	173 visitations
<ul style="list-style-type: none"> <li>▶ Aquarena</li> <li>▶ Park Orchard Market</li> <li>▶ Box Hill Centro</li> </ul>		

KEY STRATEGY	KEY ACHIEVEMENTS	INDICATORS
Deliver programs and services that foster the development of literacy to help strengthen community competency.	Progress report on the implementation of the WML Literacy Strategy delivered to the Library Board.	Noted at Board meeting held 11 December 2019
	Commenced implementation of the Children's and Youth Services review recommendations.	Staffing and programs realigned
	Partnerships developed to deliver the Carers grant program.	5 partnerships
	Chinese Book Circle introduced at Box Hill Library.	Commenced September 2019
	ESL Reading Group established at Vermont South Library.	2 x 11-week programs
Deliver programs and services that provide opportunities to explore the past and discover the future.	Delivery of the Big Ideas Program: <ul style="list-style-type: none"> <li>▶ Abdi Aden</li> <li>▶ Nicola Redhouse and Lee Kofman</li> <li>▶ Seamus O'Hanlon</li> <li>▶ Daniel Ziffer</li> <li>▶ Christine Cummins</li> <li>▶ Sandra Pankhurst</li> <li>▶ Tim Costello</li> </ul> Desert Island Reads: <ul style="list-style-type: none"> <li>▶ Alan Brough</li> <li>▶ Carly Findlay</li> <li>▶ Nevo Zisin (Midsumma Festival event)</li> <li>▶ Marieke Hardy</li> </ul>	894 attendees at Author Talks
	FONL Literary Afternoon Tea with Lucy Treloar at Nunawading Library on 24 July 2019.	47 attendees
	Participation in the Whitehorse Heritage Week in September 2019, including attendance at Schwerkolt Cottage Heritage Family Day.	86 attendees at Storytime and 69 general enquiries
	Review of Children's and Youth Services completed.	December 2019
	Online homelessness training package rolled out to all staff in December 2019	More info p. 30
Skilled staff available to help people access the resources and information they need.	ICE training conducted throughout the region.	70 staff attended
	People and Skills Strategy reviewed.	December 2019 and April 2020



Whitehorse Marnborough Library

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## Supporting our CALD Communities

The **English as a Second Language (ESL) Reading Group** was launched as a two-semester pilot program at Vermont South Library in September 2019. Each semester ran for 10 weeks, with participants encouraged to attend all sessions. The group was aimed at ESL learners with a lower to intermediate level of English who wanted to improve their English vocabulary, pronunciation and comprehension in an informal session.

The intended and achieved outcomes were:

- ▶ increased confidence in reading English texts
- ▶ increased English vocabulary
- ▶ social connection opportunities
- ▶ increased exposure to WML English-language support materials
- ▶ reading for pleasure.

The second semester of this program was impacted by the emerging coronavirus health crisis, with some participants choosing not to attend or were not able to attend due to travel restrictions preventing them from returning to Australia. However, it was fabulous to see one of the participants return in June 2020 to proudly proclaim that she had read her first book in English on her own and was seeking recommendations for more!

## Connecting Our Community with Authors and Influencers

Our community continues to enjoy connecting with authors and influencers through the Desert Island Reads series and the Big Ideas Program. We were thrilled to be able to continue to provide our community with connections to some of these speakers throughout the coronavirus shutdown period. Highlights throughout the year included sessions hosted on site by the following guests:

- |                   |                    |
|-------------------|--------------------|
| ▶ Peter Hitchener | ▶ Heather Morris   |
| ▶ Tim Costello    | ▶ Marieke Hardy    |
| ▶ Jack Charles    | ▶ Lee Kofman       |
| ▶ Bruce Pascoe    | ▶ Sandra Pankhurst |

Throughout the shutdown period Whitehorse Manningham Libraries organised events that were delivered through Zoom. This method of delivery was a first for us and for many other library services throughout Australia. We were pleased to provide the community with an opportunity to connect with these speakers.

- ▶ Clementine Ford
- ▶ Christian White
- ▶ Chris Hammer
- ▶ Peter Walsh

## International Day of Women and Girls in Science

WML celebrated International Day of Women and Girls in Science by running two parent-and-daughter STEM Robotics Workshops at the Nunawading and Doncaster libraries in February 2020. The International Day of Women and Girls in Science aims to ensure full and equal participation in science for women and girls to address the under-representation of women in STEM fields.

WML partnered with Robogals, a student-run organisation aiming to increase female participation in engineering, science and technology. We ran activities for girls aged 8 to 18 that involved using LEGO kits to learn basic robotic concepts.

The events were well received and a lot of fun, with 48 participants attending both sessions combined.



“Hi there! I attended Peter Walsh’s (online) presentation this morning and loved it! Thank you so much for organising it.”



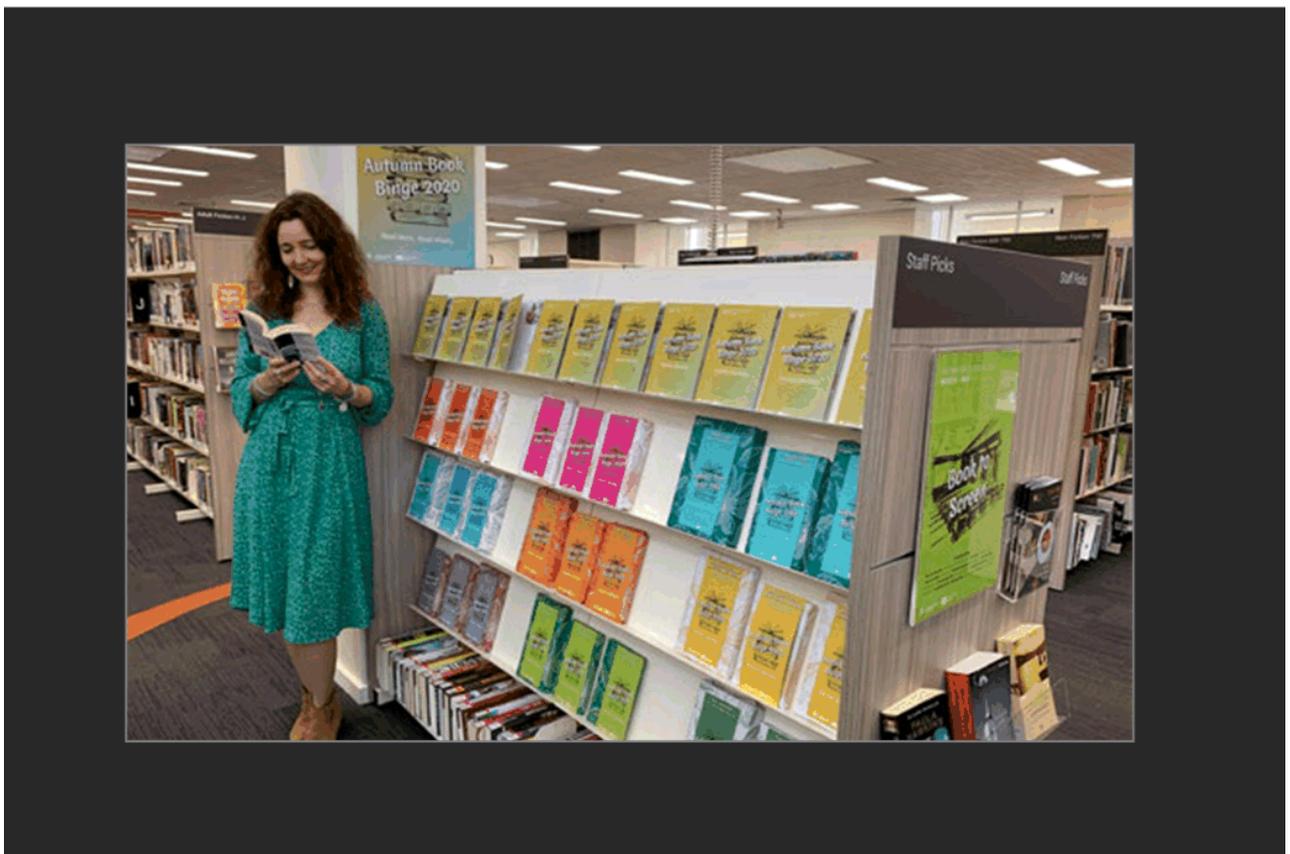
# OUR PERFORMANCE

## Goal 2: Connect, Collaborate and Participate

Our library provides opportunities for social connection and community engagement. We actively invite and develop collaborative community partnerships to achieve mutual benefits.

KEY STRATEGY	KEY ACHIEVEMENTS	INDICATORS
Work in partnership with our Member Councils, community organisations, service providers, commercial sectors and volunteers to deliver collaborative services.	Successful application for a Readings Foundation Grant to support <i>Give the Gift of Reading</i> .	\$5,900 received
	Successful application for the Victorian Government Supporting Carers Locally Grant to deliver programs to Chinese carers.	\$12,132 received
	Give the Gift of Reading delivered in partnership with MCHS and EDVOS.	270 books delivered to 90 disadvantaged families
	Centrelink information sessions held throughout the library service.	5 sessions
	Libraries After Dark funding grant submitted and reached shortlisting, however funding was not achieved.	Not achieved
	Tap donations for enhancement programs trialled in the last three months of 2019.	Moderate success
Explore new ways for people to connect with technology, ideas and others through participatory programs, events and activities.	Over 30 programs were offered during Victorian Seniors Week in October 2019.	300 participants
	Adult programming offered via YouTube and Zoom throughout the COVID-19 period.	975 attendances
	Some Outreach programming cancelled due to COVID-19 restrictions and library closure.	April–June events program modified
	Online Makerspace programs made available in May and June 2020.	164 attendees
Create free and safe physical and online spaces and services that facilitate social connection.	Risk assessment embedded into program planning each quarter.	Commenced Winter 2019
	Public Technology Conditions of Use reviewed and updated.	January 2020
	Online programming introduced in response to COVID-19.	Commenced May 2020

KEY STRATEGY	KEY ACHIEVEMENTS	INDICATORS
Communicate with our community to help people discover the value of the library and what it has to offer them.	Regular library articles included in both Whitehorse and Manningham Council publications.	Updated monthly
	Direct communications with member councils throughout COVID-19 period.	Updated weekly
	Book packs and information brochures posted to library members by request throughout May and June 2020.	2,158 home deliveries
	Brochures, signage and information made available in community languages where applicable.	4 languages
	Implementation of the WML Marketing Plan.	Ongoing
Participate in statewide and national public-library initiatives to increase awareness and engagement with library services.	Participation in statewide steering groups: Advocacy, Read, Statistics.	3 Staff
	Participation in statewide special interest groups.	5 groups
	Active participation in the <i>Libraries Change Lives</i> advocacy project.	Social media posts
	Participation in state-wide Autumn Book Binge, uptake impacted by COVID-19.	Limited up-take
	Ongoing participation in the 1000 Books Before School Program.	516 enrolments up to end March 2020



## Our Partners

Working with community partners enables us to plan and develop library services relevant to local needs. Whitehorse Manningham Libraries values the partners and sponsors we have worked with over the last year and looks forward to continuing these relationships in the future. We would like to acknowledge the following organisations for their invaluable contributions throughout the year.

PARTNERSHIP ACKNOWLEDGEMENTS	
A Little Chinese Adventure	Heide Museum of Modern Art
Access Health and Community	Home Instead Senior Care
Austin Health	iDareU: Inspiring people with Disabilities through Awareness, Resources, Empowerment and Unity
Australian Librarian and Information Association (ALIA)	Inspiring Australia
Australian Reading Hour	KOGO
Australian Taxation Office	#Loveozya
Benevolence Australia	Manningham Art Gallery
Better Hearing Australia	Melbourne Writers Festival
Better Reading: Australian Reading Hour	Midsumma Festival
Beyond Blue	National Simultaneous Storytime
BMV Chinese Book Supplier	Nearmi National
Bolinda	Onemda
Box Hill Centro – Coffee with a Cop program	The Pines Learning Centre
Centrelink	Readings
Children's Book Council of Australia	Ready Tech Go
Chinese Parents Special Support Network	Rejoice Community Centre
Civica	Robogals
Consumer Affairs Victoria	Royal Society of Victoria
Deakin University	Schwerkolt Cottage
Dementia Australia	State Government Victoria – Department of Health and Human Services
Doncare	State Government Victoria – Department of Environment, Land, Water and Planning
EACH Health Promotion	State Library Victoria
Eastern Community Legal Centre	Stroke Foundation
EDVOS (Eastern Domestic Violence Service)	The Real Santa Store
Fernwood Gym Bulleen	Victorian Seniors Festival
Friends of the Library (FOL)	Victorian State Government
Gamblers' Help	Warrandyte Community Centre
Games World Doncaster	Whitehorse Interfaith Network
Gateway Local Learning and Employment Network	Whitehorse Urban Harvest – Forest Hill
Good Games Box Hill	WIRE (Women's Information Referral Exchange)

## Partnering with our Member Councils

Whitehorse Manningham Libraries was proud to partner with the **City of Whitehorse** by participating in the following community programs:

- ▶ Homework Help/Tutoring
- ▶ The Ancient Nature of Yoga – Heritage Week
- ▶ Meals on Wheels – assistance with publicising home delivery in closure period
- ▶ Sustainable Living Week
- ▶ Seniors Week
- ▶ Whitehorse Tree Education Program
- ▶ In Sickness and In Health – Heritage Week
- ▶ Schwerkolt Cottage Heritage Family Day – Heritage Week
- ▶ Outreach mobile library service to Council-operated childcare centres
- ▶ Spring Festival.

Whitehorse Manningham Libraries was a proud partner with **Manningham City Council**, participating in the following community programs:

- ▶ International Women's Day
- ▶ Children's Week
- ▶ Community Care – assistance with publicising home delivery in closure period
- ▶ Art Smart Stories – Manningham Art Gallery
- ▶ Outreach mobile library service to Council-operated childcare centres
- ▶ Reconciliation Week Dreamtime Storytimes
- ▶ Manningham Carols at Ruffey Lake
- ▶ Far Flung – connecting intergenerational families.



## Connecting our Community to Technology

### Makerspace Upcycling Robot Factory Challenge (Strawbees)

WML applied for and were delighted to receive a funding grant from the Partnership Network Grant program and the Victorian Inspiring Australia program. This enabled the Makerspace team to purchase a Strawbees coding and robotics construction system to run six activities from November 2019 to January 2020. The activities involved building an upcycling plant to create parts from waste material to then be used in the making of interactive and programmable machines.

The first activity commenced at Nunawading Library during National Recycling Week. Young people from local schools and community youth organisations were invited to participate in the challenge activity, which involved designing and creating interactive robots using recycled and sustainable materials. Participants worked in teams to use Strawbee connectors made from waste material; they used the connectors to design and create interactive robots using sustainable construction tubes. The initial pilot was well received, followed by five more challenge events at the Box Hill, Doncaster, The Pines, Vermont South and Bulleen libraries in the weeks immediately following. The program structure was designed to encourage awareness of and engagement in local STEM activities with a creative and engaging challenge activity. The total attendance from the six sessions was 118 children.





# KEEPING OUR COMMUNITY CONNECTED THROUGHOUT COVID-19

Libraries had to pivot to a whole new method of service delivery throughout the COVID-19 closure period, and then once again when we were able to reopen in June 2020. The COVID-19 Fast Facts on page 47 provide some insights, but there is much more to the picture than just numbers. Our libraries have provided our community with a much needed respite from the stresses of living with a pandemic. Our doors may have been closed, but here are some of the ways in which we kept our services running.

**Engaging Children and Youth**

- ▶ Regular online Storytimes three times a week
- ▶ Online activities for school kids every Saturday
- ▶ Fortnightly online science activities (some with kits of supplies posted to children)
- ▶ Online technology and Makerspace activities
- ▶ Family-friendly lifestyle online Zoom sessions on topics such as manga art, worm farming, Young Adult author talks, and yoga
- ▶ Book reviews and online reading recommendations
- ▶ Interactive online competitions and celebrations of special occasions
- ▶ Daily challenges to keep children engaged through reading, writing, puzzles, craft and science activities
- ▶ Activity packs sent out to 1000 Books Before School participants to encourage them to keep engaging with books
- ▶ Teenage short story competition
- ▶ Teenage short film competition
- ▶ Virtual outreach visits to preschools, childcare centres and Maternal and Child Health groups

**Engaging Our CALD Community**

- ▶ Celebrating different cultural festivals: Eid, IDAHOBIT, and Reconciliation Week, through online programming
- ▶ Providing home delivery of books in diverse languages while the library was closed
- ▶ Providing online storytimes in Greek and Mandarin
- ▶ Providing online English Conversation Programs via Zoom
- ▶ Distributing Council information translated into community languages through our home delivery service

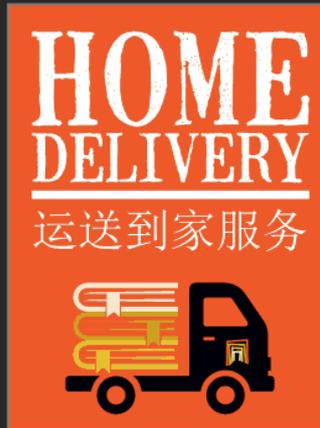
**Engaging Our Whole Community**

- ▶ Access to free online downloadable eBooks, audio books, information sessions, movies, music, newspapers, magazines and training courses
- ▶ Regular eNewsletters distributed to members, keeping them up to date with service delivery changes
- ▶ Home deliveries of library material when library buildings were closed
- ▶ Continued provision of Story Circle program to four aged-care facilities via Zoom, and use of WML story kits
- ▶ Introduction of a Click and Collect service when restrictions allowed
- ▶ Safe access to library buildings and collections as soon as restrictions were eased
- ▶ Provision of real-time adult programs with a huge range of topics, such as: authors, expert speakers, health and wellness sessions (eg yoga and art therapy), and small-group film and book discussions
- ▶ Virtual instruction sessions for digital platforms, devices and online services
- ▶ Home Library Service staff made phone calls to vulnerable clients during this time and continued deliveries either via the courier service or by staff when restrictions were eased. Dedicated printed newsletter for Home Library Service clients to keep them connected.
- ▶ Online chat and phone service was made available during closure period
- ▶ Ability to join the library online and access content immediately
- ▶ Regular book reviews provided on social media channels

“Losing libraries was the very worst of the lockdown for me – and doubtless for many book lovers. What u folks at WML have been doing is caring, supportive and completely awesome. Thank you all so much.”

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# OUR PERFORMANCE

## Goal 3: Experience

Our libraries are important civic spaces where all the community should feel welcome. We strive for excellence in all aspects of our services to ensure a positive and responsive experience for all customers.

KEY STRATEGY	KEY ACHIEVEMENTS	INDICATORS
Implement a customer-focused service model that facilitates positive service interactions and user experiences.	Unattended Children policy reviewed and made available in additional community languages.	4 languages
	Consolidated welcome material into one brochure.	Available in 4 languages
	Feedback stored in records management system and reviewed regularly.	Quarterly reviews
Provide safe, welcoming and accessible physical spaces that encourage use by all in the community.	Review and replacement of signage at Box Hill Library, including bilingual signage.	Completed February 2020
	Libraries reopened after a period of closure due to COVID-19 restrictions – modified floor spaces to accommodate government restrictions.	June 2020
Work towards creating inspiring and flexible spaces that adapt to the changing needs and expectations of the community.	Location and activity data on The Pines library provided to Manningham Council.	November 2019
	Updated GIS map of Manningham Libraries locations and catchment areas completed.	November 2019
Ensure the library's digital spaces are accessible and easy to navigate.	Collaborative purchasing arrangements for eResources placed on hold due to COVID-19.	Paused
	Investigation into new website providers; recommendation made following a request for quote process.	Recommendation made June 2020.
Implement policies and services that are responsive to community expectation and reduce barriers to access.	Proposal to cease reservation charges developed and endorsed by Library Board.	Endorsed May 2020
	<i>Give the Gift of Reading</i> appeal launched in November 2019.	\$4,000 raised
Maintain a technology infrastructure that ensures reliable connectivity, security and capacity for growth.	RFID equipment refreshed at Blackburn and ramp removed.	September 2019
	High capacity internet links installed and operational.	March 2020
	Replacement of Multi-Function Device at Box Hill Administration.	June 2020
	Completion of server replacement, Windows 10, Office 2019 and updated Standard Operating Environment for all staff workstations.	June 2020
	Updated phone software and server storage.	June 2020
ICT Strategy implemented	Ongoing	
Provide rewarding volunteer experiences that enhance and extend the library's service offering.	Review of English-language programs delivered by volunteers.	Recruitment and enrolment processes modified
	Online request form developed for patrons to register interest in accessing the Home Library Service.	February 2020
	Volunteer morning tea held to acknowledge service in September 2019.	50 attendees
	Acknowledgement event for Friends of Nunawading Library postponed due to COVID-19.	Postponed
	Virtual acknowledgement of volunteers on social media and appreciation cards sent due to COVID-19.	May 2020



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## Our Volunteers – Thank You!!

Whitehorse Manningham Libraries are extremely fortunate to have a large team of volunteers who are an invaluable part of our team.

Like many other aspects of our library service, some of our volunteer programs were paused throughout the COVID-19 shutdown period. This year we thanked our volunteers virtually through our social media pages as part of National Volunteer Week. We look forward to welcoming them back in 2020/21.

### Some fast facts about our volunteers:

- ▶ Total of 158 volunteers
- ▶ 38 recruited in 2019/20
- ▶ 27 volunteer resignations in 2019/20
- ▶ 17 of our volunteers have been assisting with the Home Library Service for over 10 years

The following library services would not have been possible without the assistance and dedication of our volunteers:

- ▶ Home Library Service – delivering materials to over 530 individual clients and 61 retirement villages and aged-care facilities
- ▶ Conversation Circles – providing an opportunity to those learning English to practise their skills in a friendly group session
- ▶ Conversation Buddy Program – providing one-on-one assistance to adults learning English
- ▶ Story Circle Program – provided to aged-care facilities, stimulating discussion around themed topics

## Farewell to FONL and Hello to Friends of the Library

Friends of Nunawading Libraries (FONL) was officially dissolved as an association in March 2020. In consultation with Whitehorse Manningham Libraries, all committee members transitioned to being Friends of the Library volunteers and now operate under the library's volunteer framework.

FONL have supported the library through fundraising and literary events, donating over \$134,000 since 2004. These funds have been used to support the delivery of a range of reading and lifelong learning programs.

We are really pleased to be able to continue working with this amazing group of volunteers, who will now be known as the Friends of the Library.

## Structured Workplace Learning

This year was the first time WML provided a placement to a student participating in the VCAL Structured Workplace Learning Program. This placement was made possible through a partnership with the Gateway Local Learning and Employment Network and the Heatherwood School. A student

with a mild intellectual disability was able to gain workplace skills by working at two of our branch libraries one day a week for a semester. The experience was a rewarding one for the student and staff at Vermont South and Blackburn Libraries.

# OUR PERFORMANCE

## Goal 4: Value

We apply best-practice principles to our working processes, ensuring our services continue to be relevant and sustainable.

KEY STRATEGY	KEY ACHIEVEMENTS	INDICATORS
Maintain sound governance practices and ensure compliance with legislative and regulatory requirements.	VAGO report on Council Libraries reported to the Library Board.	Presented at 11 December 2019 Board meeting
	PLV submission to Victorian State government ahead of the 2020/2021 budget presented to the Library Board. Letters of support from the Board for the submission sent to members of parliament.	Presented at 11 December 2019 Board Meeting
	Register of interest forms completed by Board members.	Completed
	Regular briefings to the Library Board throughout COVID-19 period.	Weekly briefing issued
	2018-2019 Financial Statements and Annual Report endorsed by the Library Board.	Endorsed 16 October 2019
	Audit Committee charter adopted by the Library Board.	Adopted 11 December 2019
	The following Corporate Policies have been reviewed and updated: <ul style="list-style-type: none"> <li>▶ Employee Disciplinary Policy</li> <li>▶ Corporation Email, Intranet and Internet Policy</li> <li>▶ WML Security Policy</li> <li>▶ Public Technology Conditions of Use</li> <li>▶ Election Period Policy</li> <li>▶ Fleet and Vehicle Safety Policy</li> <li>▶ Audit Committee Charter</li> </ul>	8 policies updated
	Procurement Manual reviewed and Procurement Conflict of Interest Declaration form implemented.	January 2020
	Public Interest Disclosure Procedures adopted by the Library Board.	Adopted February 2020
	Review of Local Laws 1 and 2 commenced and will be completed in the next quarter.	Commenced June 2020
Manage risk effectively.	Review of Risk Status and report to Audit Committee and Library Board.	Reported August 2019
	COVID-19 Risk Assessment developed for reopening libraries to the public.	May 2020
	Control measures implemented to support a COVID-safe environment for staff and public.	Equipment purchased May/ June 2020
	Transition of FONL committee members to library volunteers to mitigate risk to individuals.	Transition completed February 2020
	Asset register maintained.	June 2020

KEY STRATEGY	KEY ACHIEVEMENTS	INDICATORS
Manage risk effectively. (Cont.)	Business Continuity Plan reviewed and updated.	January 2020
	Development and implementation of COVID-19 Response Plan and Return to Business Plan.	April 2020
	ICT Disaster Recovery plan tested. Failover of servers within Hyper-V environment successfully tested.	January–June 2020
	External expertise engaged to review WMLs long-term financial strategy. Presented report findings to the Library Board.	Board workshop February 2020
Ensure effective business processes and practices are implemented.	New three-year Internal Audit Plan endorsed by Audit Committee; audits scheduled.	August 2019
	Internal audits completed December 2019: <ul style="list-style-type: none"> <li>▶ Corporate Credit Cards and Expense Reimbursement</li> <li>▶ Fraud and Corruption Framework</li> <li>▶ Procurement and Accounts Payable</li> </ul>	3 internal audits
	Intranet review commenced, with anticipated completion of the project by December 2020.	Commenced June 2020
Utilise technology to streamline operations and enhance functionality.	Implemented digital purchase-order and invoicing workflows through CM9.	July 2019
Maintain strong corporate performance reporting practices.	Participated in the VAGO audit of Victorian Public Libraries.	September 2019
	Annual Fundraising Report 2018–19 submitted to Consumer Affairs Victoria	September 2019
	Acquittal of Premier's Reading Challenge Grant 2018-2019	Completed 1 October 2019
	Acquittal of State Government Public Library Funding Program 2018–19, completed July 2019	Completed July 2019
	Mid-year report to State Government Public Library Funding Program 2019–20	Completed January 2020
	Contributed to Member Councils' annual reporting processes.	July 2019 and January 2020
Implement robust data collection, analysis and evaluation methods to measure outcomes and impacts.	Reporting of KPIs established to measure ICT Strategy performance.	Quarterly reporting
	Collection of library-usage statistics.	Ongoing
	New measures for LGPRF have been introduced.	February 2020
	Independent analysis of 2018/19 WML performance against PLV annual benchmarks completed and presented to Library Board.	11 December 2019
	Feedback surveys conducted at random events through the year.	Ongoing

KEY STRATEGY	KEY ACHIEVEMENTS	INDICATORS
Inform and educate stakeholders on the value of the library in the community.	Give the Gift of Reading fundraising from November to December 2019	\$4,000 raised
	Bequest collateral finalised in January 2020. Public release delayed due to COVID-19.	Delayed
	Launch of the Bert Lewis room held on 4 September 2019 in recognition of Mr Lewis' contribution to the library and the local community.	35 attendees
Be a leader in our industry by encouraging staff engagement with innovation and emerging trends.	Participation in the Deakin Interns in Industry program throughout July–September 2019, hosting one marketing student.	Presentation September 2019
	Preliminary discussions with Monash University regarding potential research collaboration on multilingual libraries project. Funding application submitted. Suspended due to COVID-19.	Suspended
	First structured workplace learning student placed at Vermont South Library in August 2019 for four months.	1 student
	Staff participation in PLV SIGs, FinPro, FE user group, Spydus user group, Meerkin and Apel HR network, FYB user group.	Ongoing
	Secondment of library staff enabled.	1 secondment to Yarra City, one from Yarra Plenty Regional Library
	Limited-term opportunities provided to staff in a range of areas, including secondments throughout COVID-19 period.	Internal secondments enabled
	Annette Watt completed PLV/SLV Shared Leadership Program 2019.	Presentation 2 September 2019
	CEO participated as a mentor to a PLV/SLV Shared Leadership Action Learning Group.	1 mentor
	Staff development program transitioned to online formats in March 2020.	329 Hours of training April–June 2020

### The Bert Lewis Room

The official launch of the Bert Lewis Room was held on 4 September 2019 and included presentations from the Box Hill Historical Society and author Stuart Kells. The Chair of the Board, Cr Tina Liu, welcomed her fellow Whitehorse Councillors and members of Mr Lewis’ family to the opening. It was great to see members of the library community, including past and present staff members, at the event.

The renaming of the room to honour Bert Lewis’ contribution to Whitehorse public library services and to our broader community life was adopted by Whitehorse Council in November 2018, following a proposal by the Box Hill Historical Society.

Throughout his long career Bert Lewis was a strong advocate for the value of public libraries. Under his direction the single Box Hill Library service grew to become the Box Hill–Doncaster Regional Library with multiple branches and a bookmobile service. In 1973 he oversaw the development and relocation of the Box Hill Library from a small octagonal building in the middle of Whitehorse Road to a new and much larger building, out of which the Box Hill Library continues to operate today.



## Grants

Grants give WML an opportunity to provide services that would not normally be possible within our current resourcing. This year we applied for a number of grants, through which we were successful in gaining additional funding for specific projects. The acquittal of some of these grants will be delayed due to COVID-19.

### Pierre Gorman Award

The Pierre Gorman Award, valued at \$25,000, is given biennially by the Library Board of Victoria to support leadership in development of public library services for people with disabilities.

We were delighted to be the recipient of the 2020 Pierre Gorman Award for Our Library, Our Program: a job-ready initiative.

The grant will enable us to deliver a pilot program providing the opportunity for adults living with a disability to gain work-ready skills through work experience in library events management. An Adult Education Tutor will be engaged to design and deliver the program curriculum, train library staff, and create a framework with recommendations for replication or extension of the pilot program. Program participants in conjunction with project partners will design, plan and host a public library event, encouraging visibility of people living with a disability and increasing participant employability.

This project has had to be postponed due to the COVID-19 health emergency and will be delivered as soon as it is safe to do so.

## Beyond The Doors Fundraising

This year WMRLC continued the Beyond the Doors fundraising campaign to support the provision of special reading, literacy and learning services for people experiencing disadvantage. The highly successful Give the Gift of Reading early literacy project was a component of this campaign and ran over the 2019 Christmas period.

All programs delivered using donated funds are in addition to existing core library services and programs. No donated funds are used for administration costs.

	2019/20
Opening balance of the fund	\$3,023.39
Total funds raised	\$5,719.72
Interest	\$12.04
Total funds expended	\$4,085.55
Funds remaining	\$4,669.60

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**Readings Foundation Grant**

Established by Readings' managing director Mark Rubbo in 2009, the Readings Foundation assists Victorian organisations that support the development of literacy, community integration and the arts.

In November 2019 WML were fortunate to receive a grant of \$5,900 to extend the delivery of the Give the Gift of Reading Program. This program acknowledges that parents and carers are a child's first teachers, and the home environment is the key to early-childhood literacy. A child whose family is experiencing vulnerable circumstances, hardship or disadvantage is most at risk of starting school with fewer literacy prerequisites, and children who start school behind typically stay behind.

Beyond its direct literacy benefits, reading contributes positively to personal wellbeing, health, social and economic outcomes. An individual's personal wellbeing is developed through active engagement in all aspects of life – at home, at work, at leisure. These outcomes are jeopardised by low-level literacy skills.

Drawing on research demonstrating a direct relationship between books in the home environment and the level of education attained, the Give the Gift of Reading project will assist by providing gift bags of books and 'at-home Storytime kits' to families experiencing disadvantage.

The library will also work with partner organisations to provide support for families who are at risk or in crisis, to reduce barriers to accessing library services.

### Supporting Carers Locally Grant

In December 2019 we were informed that our grant application to provide a 10-month program to support the health and wellbeing of local Chinese-speaking carers was successful.

Research indicates that carers from Culturally and Linguistically Diverse backgrounds can experience significant feelings of isolation, particularly newly arrived residents with limited family support or low English proficiency. The program aims to provide a range of free activities which encourage wellbeing and community participation for local carers who may feel isolated. The Victorian Department of Health and Human Services Grant of \$12,132 will enable us to deliver the program in partnership with the following organisations: Chinese Parents Special Support Network, Doncare, iDareU, Onemda and Pines Learning.

The program was launched in early March 2020 but due to COVID-19 restrictions, the rollout of events has been paused until restrictions are lifted.



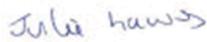


# FINANCIAL REPORT

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# CERTIFICATION OF THE FINANCIAL STATEMENTS

In my opinion, the accompanying financial statements have been prepared in accordance with the *Local Government Act 1989*, the *Local Government (Finance and Reporting) Regulations 2014*, Australian Accounting Standards and other mandatory professional reporting requirements.



Principal Accounting Officer

Julie Lawes

Date: 31 August 2020

In our opinion, the accompanying financial statements presents fairly the financial transactions of the Whitehorse Manningham Regional Library Corporation for the year ended 30 June 2020 and the financial position of the Corporation as at that date.

As at the date of signing, we are not aware of any circumstances which would render any particulars in the financial statements to be misleading or inaccurate.

We have been authorised by the Library Board and by the *Local Government (Planning and Reporting) Regulations 2014* to certify the financial statements in their final form.



Councillor Dot Haynes

Date: 31 August 2020



Councillor Tina Liu

Date: 31 August 2020



Chief Executive Officer

Sally Both

Date: 31 August 2020



## Independent Auditor's Report

### *To the Board members of Whitehorse Manningham Regional Library Corporation*

<b>Opinion</b>	<p>I have audited the financial report of Whitehorse Manningham Regional Library Corporation (the corporation) which comprises the:</p> <ul style="list-style-type: none"> <li>• balance sheet as at 30 June 2020</li> <li>• comprehensive income statement for the year then ended</li> <li>• statement of changes in equity for the year then ended</li> <li>• statement of cash flows for the year then ended</li> <li>• statement of capital works for the year then ended</li> <li>• notes to the financial statements, including significant accounting policies</li> <li>• certification of financial statements.</li> </ul> <p>In my opinion the financial report presents fairly, in all material respects, the financial position of the corporation as at 30 June 2020 and their financial performance and cash flows for the year then ended in accordance with the financial reporting requirements of the <i>Local Government Act 1989</i> and applicable Australian Accounting Standards.</p>
<b>Basis for Opinion</b>	<p>I have conducted my audit in accordance with the <i>Audit Act 1994</i> which incorporates the Australian Auditing Standards. I further describe my responsibilities under that Act and those standards in the <i>Auditor's Responsibilities for the Audit of the Financial Report</i> section of my report.</p> <p>My independence is established by the <i>Constitution Act 1975</i>. My staff and I are independent of the corporation in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 <i>Code of Ethics for Professional Accountants</i> (the Code) that are relevant to my audit of the financial report in Victoria. My staff and I have also fulfilled our other ethical responsibilities in accordance with the Code.</p> <p>I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.</p>
<b>Board members' responsibilities for the financial report</b>	<p>The Board Members of the corporation are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the <i>Local Government Act 1989</i>, and for such internal control as the Board Members determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.</p> <p>In preparing the financial report, the Board Member are responsible for assessing the corporation's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless it is inappropriate to do so.</p>

**Auditor's  
responsibilities  
for the audit  
of the financial  
report**

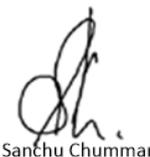
As required by the *Audit Act 1994*, my responsibility is to express an opinion on the financial report based on the audit. My objectives for the audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the corporation's internal control
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Board Members
- conclude on the appropriateness of the Board Members' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the corporation's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the corporation to cease to continue as a going concern.
- evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the Board Members regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

MELBOURNE  
11 September 2020



Sanchu Chummar  
*as delegate for the Auditor-General of Victoria*

# COMPREHENSIVE INCOME STATEMENT

For the Year Ended 30 June 2020

	Note	2020 \$	2019 \$
<b>INCOME</b>			
Council Contributions	2.1	9,103,701	8,922,278
State Government Grants		1,778,230	1,734,859
Other Income	2.3	254,051	302,845
Other Grants	2.2	222,986	162,281
Interest from Investments		50,813	95,557
<b>Total Income</b>		<b>11,409,781</b>	<b>11,217,820</b>
<b>EXPENSES</b>			
Employee Costs	3.1	7,173,351	7,280,374
Depreciation	3.2	1,223,012	1,194,734
Information Technology		391,503	347,535
Audit and Finance Costs	3.4	44,095	38,721
Collection Resources		262,090	285,537
Grant Expenditure		101,975	59,138
Warrandyte Library Expenses		229,483	257,763
Other Expenses	3.5	1,037,974	912,486
Loss on disposal of property, plant and equipment	3.3	443,502	653,713
<b>Total Expenses</b>		<b>10,906,985</b>	<b>11,030,001</b>
<b>Surplus/(Deficit) for the year</b>		<b>502,796</b>	<b>187,819</b>
<b>Total Comprehensive Result</b>		<b>502,796</b>	<b>187,819</b>

The above comprehensive income statement should be read with the accompanying notes

# BALANCE SHEET

As at 30 June 2020

	Note	2020	2019
		\$	\$
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash and cash equivalents	4.1	2,872,587	2,324,237
Trade Receivables		47,912	72,081
Other assets	4.2	86,943	101,018
<b>Total Current Assets</b>		<b>3,007,442</b>	<b>2,497,336</b>
<b>Non-Current Assets</b>			
Property and Equipment	5.1	7,310,730	6,859,752
<b>Total Non-Current Assets</b>		<b>7,310,730</b>	<b>6,859,752</b>
<b>Total Assets</b>		<b>10,318,172</b>	<b>9,357,087</b>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Payables	4.3	945,752	503,765
Provisions	4.4	1,446,484	1,429,926
<b>Total Current Liabilities</b>		<b>2,392,236</b>	<b>1,933,691</b>
<b>Non-Current liabilities</b>			
Provisions	4.4	180,952	181,208
<b>Total Non-Current Liabilities</b>		<b>180,952</b>	<b>181,208</b>
<b>Total Liabilities</b>		<b>2,573,189</b>	<b>2,114,900</b>
<b>Net Assets</b>		<b>7,744,984</b>	<b>7,242,188</b>
<b>Equity</b>			
Members Contribution on Formation		3,922,043	3,922,043
Accumulated Surplus		3,822,941	3,320,145
<b>Total Equity</b>		<b>7,744,984</b>	<b>7,242,188</b>

The above balance sheet should be read with the accompanying notes

# STATEMENT OF CHANGES IN EQUITY

For the Year Ended 30 June 2020

	Total 2020	Accumulated Surplus 2020	Members Contribution 2020
	\$	\$	\$

## 2020

Balance at beginning of the financial year	7,242,188	3,320,145	3,922,043
Surplus for the year	502,796	502,796	0
<b>Balance at end of the financial year</b>	<b>7,744,984</b>	<b>3,822,941</b>	<b>3,922,043</b>

	Total 2019	Accumulated Surplus 2019	Members Contribution 2019
	\$	\$	\$

## 2019

Balance at beginning of the financial year	7,054,369	3,132,326	3,922,043
Surplus for the year	187,819	187,819	0
<b>Balance at end of the financial year</b>	<b>7,242,188</b>	<b>3,320,145</b>	<b>3,922,043</b>

*The above statement of changes in equity should be read with the accompanying notes*

# STATEMENT OF CASH FLOWS

For the Year Ended 30 June 2020

	Note	2020	2019
		\$	\$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Council Contributions		10,014,071	9,814,506
Government Grants		1,778,230	1,734,859
Interest Income		77,612	98,730
Library Fines, FONL income, Grants (gst free)		255,235	239,071
Other Income		244,893	254,991
Employee Costs		(7,136,257)	(7,331,442)
Payments to suppliers (inclusive of GST)		(2,013,450)	(2,490,036)
Net GST payments		(554,490)	(564,974)
<b>Net cash provided by in operating activities</b>	8.1	<b>2,665,844</b>	<b>1,755,705</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Proceeds from sale of Equipment		14,000	21,000
Payment for Library Stock, Information Technology & Furniture		(2,131,494)	(1,969,275)
<b>Net cash investing activities</b>		<b>(2,117,494)</b>	<b>(1,948,275)</b>
Net increase in cash and cash equivalents		548,350	(171,571)
Cash and cash equivalents at beginning of the year		2,324,237	2,495,808
<b>Cash and cash equivalents at the end of the financial year</b>	4.1	<b>2,872,587</b>	<b>2,324,237</b>
Financing arrangements	4.5		

The above cash flow statement should be read with the accompanying notes

# STATEMENT OF CAPITAL WORKS

For the Year Ended 30 June 2020

	2020	2019
	\$	\$

## PLANT AND EQUIPMENT

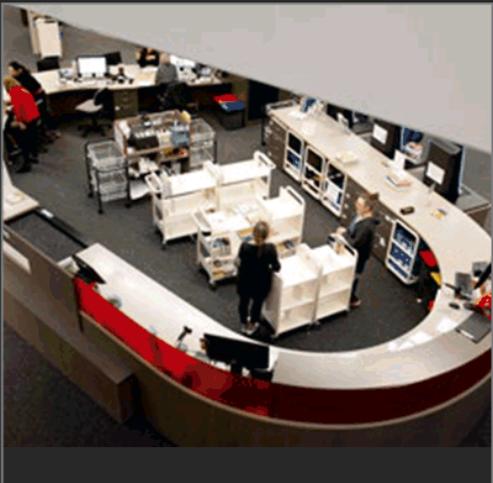
Library Stock	1,722,400	1,704,359
Furniture and Equipment	67,388	29,215
IT Replacement	283,231	201,616
Motor Vehicles Replacement	58,474	34,085
<b>Total Capital Works Expenditure</b>	<b>2,131,493</b>	<b>1,969,275</b>

## REPRESENTED BY

Renewal	2,131,493	1,969,275
<b>Total Capital Works Expenditure</b>	<b>2,131,493</b>	<b>1,969,275</b>

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Annual Report 2019/20



# OVERVIEW

## Introduction

The Whitehorse Manningham Regional Library Corporation was established under Section 196 of the *Local Government Act 1989* by the Minister of Local Government on 12 December 1995. The Corporation's headquarters is located at 1040 Whitehorse Road, Box Hill.

These financial statements constitute a general purpose financial report that consists of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, Statement of Capital Works and notes accompanying these financial statements. The general purpose financial report complies with Australian Accounting Standards (AAS), other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1989, and the Local Government (Planning and Reporting) Regulations 2014.

## Significant Accounting Policies

### a. Basis of Accounting

The accrual basis of accounting has been used in the preparation of these financial statements, whereby assets, liabilities, equity, revenue and expenses are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

Judgements, estimates and assumptions are required to be made about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated judgements are based on professional judgement derived from historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

Revisions to accounting estimates are recognised in the period in which the estimate is revised and also in future periods that are affected by the revision. Judgements and assumptions made by management in the application of AAS's that have significant effects on the financial statements and estimates relate to:

- ▶ the determination of depreciation for library collections, computer equipment and furniture (refer to note 5.1) and
- ▶ the determination of employee provisions (refer to note 4.4).

Unless otherwise stated, all accounting policies are consistent with those applied in the prior year. Where appropriate, comparative figures have been amended to accord with current presentation, and disclosure has been made of any material changes to comparatives.



# NOTE 1

## Performance against budget

The budget comparison notes compare the Corporation's financial plan, expressed through its annual budget, with actual performance. *The Local Government (Planning and Reporting) Regulations 2014* requires explanation of any material variances. The Corporation has adopted a materiality threshold of 10% where further explanation is warranted. Explanations have not been provided for variations below the material threshold unless the variance is considered to be material because of its nature.

The budget figures detailed below are those adopted by the Corporation on 22 May 2019. The Budget was based on assumptions that were relevant at the time of adoption of the Budget. The Corporation sets guidelines and parameters for revenue and expense targets in this budget in order to meet the Corporation's planning and financial performance targets for both the short and long-term.

These notes are prepared to meet the requirements of the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.

### 1.1 Income and Expenditure

	BUDGET 2020 \$	ACTUAL 2020 \$	VARIANCE 2020 \$	VARIANCE 2020 %	REF
<b>INCOME</b>					
Council Contributions	8,833,162	9,103,701	270,539	3%	1
State Government Grant	1,767,822	1,778,230	10,408	1%	
Other Income	353,000	254,051	(98,949)	-28%	2
Other Grants	128,942	222,986	94,044	73%	3
Interest from Investments	85,000	50,813	(34,187)	-40%	4
	11,167,926	11,409,781	241,855		
<b>EXPENDITURE</b>					
Employee costs	7,498,672	7,173,351	(325,321)	-4%	
Depreciation	1,602,449	1,223,012	(379,437)	-24%	5
Information Technology	383,772	391,503	7,731	2%	
Audit and Finance Costs	34,000	44,095	10,095	30%	6
Collection Resources	250,960	262,090	11,130	4%	
Other Expenses	922,740	1,037,974	115,234	12%	7
Grant Expenditure	128,942	101,975	(26,967)	-21%	8
Warranty Library Expenses	-	229,483	229,483	100%	1
Net loss on disposal of property and equipment	-	443,502	443,502	100%	9
	10,821,535	10,906,985	85,450		
<b>Surplus/(deficit) for the year</b>	346,391	502,796	156,405	0	

## (i) Explanation of material variations

VARIANCE REF	ITEM	EXPLANATION
1	Council Contributions	The Corporation received a 2% increase in the 2019/2020 funding from Member Councils. Income and expenditure for Warrandyte Library is not included in the Budget preparation as City of Manningham fund this branch outside of the Regional Library Agreement.
2	Fees and Charges	Revenue from user fees and charges continued to decline. This is an industry wide trend. Due to COVID-19 the library was closed for a number of weeks. During this time no income was received from library patrons and meeting room users.
3	Other Grants	The Corporation received a number of small grants for specific projects that were not anticipated. A \$25,000 grant was received from Whitehorse Council for Library Initiatives projects and \$20,00 for Furniture. Pierre Gorman Award for 25,000 was received in May from State Library Victoria, Supporting Carers Locally for \$12,132 from DHHS and a \$5,364 grant from Readings Foundation.
4	Interest	Interest on Investments includes the interest earned on both short term and at call accounts and also interest earned on the Long Service Reserve. The interest on LSL is not included in the budget figures. Due to decreased interest rates, it is a lot lower than budgeted.
5	Depreciation	Full year depreciation expenses came in lower than budgeted largely due to new assets purchased towards the end of the year rather than the start of the year.
6	Financial Costs	Additional costs were incurred as a result of finalising long-term projects and the completion of three internal audits for this financial year.
7	Other Expenses	Expenditure in Programs and Marketing was higher than anticipated due to an increase in the number of library programs delivered across the region. Warrandyte Library is not reflected in the budget as it is an additional service provided by the Corporation at the request of Manningham City Council. However, the income is reflected as part of Council Contributions. Over 150K was expended unexpectedly in relation to COVID-19. Savings in salaries, office expenses and utilities offset the overexpenditure of \$115K.
8	Grants Expenditure	Grants expenditure was less than budgeted as some of the projects have carried over to be completed early in the 2020/2021 year.
9	Loss on disposal of property and equipment	The Corporation does not include in the budget any profit or loss from the disposal of assets. The disposal of library stock provided by the Library Management System is the only disposals for the financial year

Whitehorse Manningham Library

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**1.2 Capital Works**

	BUDGET 2020 \$	ACTUAL 2020 \$	VARIANCE 2020 \$	VARIANCE 2020 %	REF
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**INCOME**

Library Stock	1,696,577	1,722,400	25,823	2%	
Furniture & Equipment	59,102	67,388	8,286	14%	1
Information Technology	210,000	283,231	73,231	35%	2
Motor Vehicles Replacement	25,000	58,474	33,474	134%	3
<b>Total Capital Works Expenditure</b>	<b>1,990,679</b>	<b>2,131,493</b>	<b>140,814</b>		

**REPRESENTED BY:**

Renewal	1,990,679	2,131,493	140,814	7%	
<b>Total Capital Works Expenditure</b>	<b>1,990,679</b>	<b>2,131,493</b>	<b>140,814</b>		

**(i) Explanation of material variations**

VARIANCE REF	ITEM	EXPLANATION
1	Furniture and Fittings	Funds were carried over from the 18/19 year for furniture and equipment. The actual amount also includes assets that were purchased from the Whitehorse grant money.
2	Information Technology	Funds from uncompleted projects from the 18/19 year were carried over to this year to enable completion.
3	Motor Vehicles Replacement	The budget allows for the changeover costs of vehicles while the actual cost for the 19/20 year was the full vehicle cost.

## NOTE 2

### Funding for the delivery of our services

#### 2.1 Council Contributions

	2020	2019
	\$	\$
Whitehorse City Council	5,307,497	5,178,046
Manningham City Council	3,525,665	3,439,674
Manningham City Council – Warrandyte	270,539	304,558
	<u>9,103,701</u>	<u>8,922,278</u>

#### 2.2 Other Grants

	2020	2019
	\$	\$
Local Priorities Grant	93,591	91,308
Libraries Initiatives Project	25,000	25,000
Friends of Nunawading Library	4,000	6,074
Premiers Reading Challenge	35,899	35,899
Whitehorse Furniture	20,000	0
Pierre Gorman Award	25,000	0
Other	19,496	4,000
	<u>222,986</u>	<u>162,281</u>

Council Contributions and Grants are recognised as revenue when the Corporation obtains control over the funds.

#### 2.3 Other Income

	2020	2019
	\$	\$
Overdue Charges	80,439	105,786
Photocopying Services	39,633	56,754
Other Service Charges	78,688	101,366
Sale of Products	8,140	12,928
Library Programs & Activities	5,844	4,514
Fundraising	5,758	5,561
Insurance – re flood damage Box Hill Library	0	10,234
Sundry Income	35,549	5,701
	<u>254,051</u>	<u>302,845</u>

Revenue for overdue fines and other charges, interest on investments, sale of assets and other income is recognised at the time of receipt.

# NOTE 3

## The cost of delivering services

### 3.1 Employee Costs

	2020	2019
	\$	\$
Wages and Salaries	6,307,047	6,452,507
Annual Leave	54,742	(22,016)
WorkCover	30,733	25,364
Superannuation	588,175	607,470
Staff Training Expenses	37,094	50,492
Long Service Leave	155,560	166,557
	<u>7,173,351</u>	<u>7,280,374</u>

### b. Superannuation

	2020	2019
	\$	\$

The Corporation made contributions to the following funds

#### Defined Benefit Fund

Employer contributions to Local Authorities		
Superannuation Fund (Vision Super)	<u>87,768</u>	<u>100,941</u>

Employer contributions payable at reporting date.	0	0
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#### Accumulation funds

Employer contributions to Local Authorities		
Superannuation Fund (Vision Super)	380,442	384,403
Employer contributions – other funds	119,966	122,126
	<u>500,407</u>	<u>506,529</u>

Employer contributions payable at reporting date.	0	0
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Refer to 8.2 for further information relating to the Corporation's superannuation obligations.

3.2 Depreciation

	2020	2019
	\$	\$
Library Stock	877,232	837,114
Furniture and Equipment	92,814	103,240
Computer Equipment	231,737	236,613
Motor Vehicles	21,229	17,767
	<u>1,223,012</u>	<u>1,194,734</u>

Refer to note 5.1 for a more detailed breakdown of depreciation and accounting policy.

3.3 Disposal of Assets

	2020	2019
	\$	\$
<b>Library Stock</b>		
Proceeds from sale of Library Stock	0	0
Written down value of assets written off	(442,854)	(628,160)
Gain/(Loss) on disposal of assets	<u>(442,854)</u>	<u>(628,160)</u>
<b>Furniture and Equipment</b>		
Proceeds from sale of furniture and equipment	0	0
Written down value of assets disposed		(29,423)
Gain/(Loss) on disposal of assets	<u>0</u>	<u>(29,423)</u>
<b>Motor Vehicles</b>		
Proceeds from sale of motor vehicles	14,000	21,000
Written down value of assets sold	(14,648)	(17,130)
Gain/(Loss) on disposal of assets	<u>(648)</u>	<u>3,870</u>
<b>Total loss on Disposal of Assets</b>	<u>(443,502)</u>	<u>(653,713)</u>

**3.4 Audit and Finance Costs**

	2020	2019
	\$	\$
Audit fee payable to Victorian Auditor General	10,300	10,300
Internal audit fees – RSM	26,270	21,880
Other finance costs	7,525	6,541
	<u>44,095</u>	<u>38,721</u>

**3.5 Other Expenses**

	2020	2019
	\$	\$
Cleaning, Security	199,925	215,707
Utility Costs	226,021	262,959
Headquarters Costs	65,121	78,102
Couriers	48,078	55,371
Professional Services	49,549	41,445
Insurance	54,860	50,298
Office Expenses	50,193	45,669
Programs and Marketing Costs	134,639	125,336
Vehicle Maintenance	16,366	15,098
Fundraising Expenditure	4,959	2,537
Covid-19 Crisis costs	165,389	0
Staff Amenities	22,874	19,964
	<u>1,037,974</u>	<u>912,486</u>



# NOTE 4

## Our financial position

### 4.1 Financial Assets

#### Cash and cash equivalents

	2020	2019
	\$	\$
Cash on Hand	1,500	1,500
Cash at Bank	47,411	54,003
Money Market call account	76,190	185,709
Term Deposits	1,443,459	627,893
Money Market – restricted LSL	1,304,028	1,455,132

#### Total financial assets

2,872,587	2,324,237
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For the purpose of the statement of cash flows, cash and cash equivalents include cash on hand, deposits at call, and other highly liquid investments with original maturities of three months or less, net of outstanding bank overdrafts.

### 4.2 Non-financial assets

#### Other assets

	2020	2019
	\$	\$
Prepayments	81,427	68,702
Accrued Income	5,516	32,316
<b>Total other assets</b>	<b>86,943</b>	<b>101,018</b>

### 4.3 Payables

	2020	2019
	\$	\$
Creditors	672,111	330,180
Accrued Expenses	273,641	173,585
	945,752	503,765

**4.4 Provisions**

	2020	2019
	\$	\$
<b>Annual Leave</b>		
Balance at beginning of the financial year	466,241	488,257
Additional Provisions	546,437	535,737
Amounts Used	(491,696)	(557,753)
Balance at end of the financial year	<u>520,982</u>	<u>466,241</u>
<b>Long Service Leave</b>		
Balance at beginning of the financial year	1,144,894	1,163,960
Additional Provisions	172,107	179,160
Amounts Used	(210,547)	(198,226)
Balance at end of the financial year	<u>1,106,454</u>	<u>1,144,894</u>
<b>(a) Employee provisions</b>		
<b>Current provisions expected to be wholly settled within 12 months</b>		
Annual Leave	436,546	379,387
Long Service Leave	17,203	81,593
	<u>453,749</u>	<u>460,980</u>
<b>Current provisions expected to be settled after 12 months</b>		
Annual Leave	84,436	86,854
Long Service Leave	908,299	882,092
	<u>992,735</u>	<u>968,946</u>
<b>Total current employee provisions</b>	<u>1,446,484</u>	<u>1,429,926</u>
<b>Non current provisions</b>		
Long Service Leave	180,952	181,208
<b>Total non current provisions</b>	<u>180,952</u>	<u>181,208</u>
<b>Total Provisions</b>	<u>1,627,436</u>	<u>1,611,135</u>

The calculation of employee costs and benefits includes all relevant on-costs and are calculated as follows at reporting date.

*Wages and salaries and annual leave*

Liabilities for wages and salaries, including non-monetary benefits, annual leave and accumulated sick leave expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits in respect of employee services up to the reporting date, classified as current liabilities and measured at their nominal values.

Liabilities that are not expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits as current liabilities, measured at the present value of the amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

*Long service leave*

Liability for long service leave (LSL) is recognised in the provision for employee benefits. LSL is measured at present value. Unconditional LSL is disclosed as a current liability. Conditional LSL that has been accrued, where an employee is yet to reach a qualifying term of employment, is disclosed as a non-current liability.

**4.5 Financing arrangements**

The Corporation has the following funding arrangements in place as at the end of the year.

	2020	2019
	\$	\$
Bank overdraft	20,000	20,000
Credit card facilities	14,000	14,000
<b>Total facilities</b>	<b>34,000</b>	<b>34,000</b>
Used facilities	5,142	6,910
Unused facilities	28,858	27,090
	<b>34,000</b>	<b>34,000</b>

**Key assumptions:**

	2020	2019
▶ discount rate	0.87%	1.32%
▶ weighted average increase in employee costs	4.25%	4.31%
▶ settlement	7 yrs	7 yrs

## NOTE 5

### Assets we manage

#### 5.1 Summary of property and equipment

	OPENING ASSET	OPENING DEPRECIATION	AT COST 30 JUNE 2019	ADDITIONS	DEPRECIATION	DISPOSALS SOLD	DISPOSALS WRITTEN OFF	AT COST 30 JUNE 2020
	\$	\$	\$	\$	\$	\$	\$	\$
Library Stock	13,343,796	(7,713,826)	5,629,970	1,722,400	(877,231)		(442,854)	6,032,284
Furniture & Equipment	1,912,697	(1,307,546)	605,151	67,388	(92,814)			579,726
Computer Equipment	4,342,762	(3,788,925)	553,837	283,231	(231,737)			605,331
Motor Vehicles	121,645	(50,852)	70,793	58,474	(21,229)	(14,648)		93,390
<b>TOTAL</b>	<b>19,720,900</b>	<b>(12,861,149)</b>	<b>6,859,751</b>	<b>2,131,493</b>	<b>(1,223,012)</b>	<b>(14,648)</b>	<b>(442,854)</b>	<b>7,310,730</b>

#### a. Recognition and measurement of assets

The Corporation has adopted the purchase method of accounting in relation to the measurement of the acquisition of assets, being the fair value of the assets provided as consideration at the date of acquisition plus any incidental cost attributable to the acquisition. In accordance with the Corporation's policy, the threshold limits below have been applied when recognising assets within an applicable asset class. (Same as applied in 2018/2019)

CLASS OF ASSET	THRESHOLD LIMIT
Library Stock	Nil Limit
Audio Visual	Nil Limit
Electronic Resources	Nil Limit
Computer Hardware	\$1,000
Computer Equipment	\$1,000
Motor Vehicles	Nil Limit
Furniture and Equipment	\$1,000

b. Depreciation of non current assets

Library Stock, motor-vehicles, furniture and equipment, including computer equipment and other assets having limited useful lives are systematically depreciated over their useful lives to the Corporation. Estimates of remaining useful lives and residual values are reassessed annually. Depreciation is recognised on either the straight-line basis or diminishing value basis using rates that are, unless otherwise stated, consistent with the prior year:

	USEFUL LIFE	DEPRECIATION BASIS
Library Stock	10 Years	Straight Line
Audio Visual	5 Years	Straight Line
Electronic Resources	2 Years	Straight Line
Computer Equipment	3 Years	Straight Line
Computer Hardware	5 Years	Straight Line
Motor Vehicles	4.44 Years	Diminishing
Furniture and Equipment	6.67 Years	Diminishing

c. Repairs and maintenance

Routine maintenance, repair costs, and minor renewal costs are expensed as incurred. Where the repair relates to the replacement of a component of an asset and the cost exceeds the capitalisation threshold the cost is capitalised and depreciated. The carrying value of the replaced asset is expensed.

d. Land and Buildings

The library branches are operated out of Council-owned or leased properties. The libraries at Box Hill, Nunawading, Vermont South and Blackburn are operated from Whitehorse Council controlled, owned and maintained buildings. The libraries at Doncaster, The Pines, Warrandyte and Bulleen are operated from buildings controlled, owned or leased by Manningham Council.

# NOTE 6

## People and Relationships

### 6.1 Board and Key Management Remuneration

- a. Names of persons holding the position of a Responsible Person at the Whitehorse Manningham Regional Library Corporation for the period 1 July 2019 to 30 June 2020

#### Key Management Personnel

##### Councillors

Cr Tina Liu  
City of Whitehorse

Cr Prue Cutts  
City of Whitehorse (to December)

Cr Andrew Munroe  
City of Whitehorse (From December)

Cr Dot Haynes  
City of Manningham

Cr Sophy Galbally  
City of Manningham (from December 2019)

Cr Mike Zafiroopoulos AM (to December 2019)

#### Council Representatives

Ms Noelene Duff  
City of Whitehorse (to August 2019)

Mr Simon McMillan  
City of Whitehorse (from October 2019)

Mr Andrew Day  
City of Manningham

#### Community Representatives

Ms Carole Jean  
City of Whitehorse (from October 2019)

Mr Ian Keese  
City of Manningham

#### Chief Executive Officer

Ms Sally Both  
Whitehorse Manningham Regional Library Corporation

- b. Remuneration of Key Management Personnel

Board Members who are Councillors and Officers nominated by the Member Councils do not receive remuneration from Whitehorse Manningham Regional Library Corporation.

	2020	2019
	\$	\$
Total remuneration of key management personnel was as follows:		
Short term benefit	185,378	179,959
Post-Employment Benefits	16,412	16,061
Other long-term benefits	4,378	4,192
	<u>206,168</u>	<u>200,212</u>

Total remuneration of key management personnel persons were within the following band:

	No.	No.
\$200,000 – \$209999	1	
	<u>1</u>	<u>1</u>

d. Senior Officers Remuneration

A Senior Officer other than a Responsible Person, is an officer of the Corporation who has management responsibilities and reports directly to the Chief Executive Officer or whose total annual remuneration exceeds \$151,000.

There were no Senior Officers other than Responsible Person whose total annual remuneration exceeds \$151,000.

6.2 Related party disclosure

a. Transactions with related parties

Revenue

Contributions received from Member Councils are detailed under 2.1 Council Contributions. These payments are made quarterly in advance in July, October, January and April.

Other Revenue received from Member Councils

Manningham City Council	270,539	304,558
Reimbursement of Warrandyte library expenses		
Whitehorse City Council		
Additional grants for specific projects	45,000	25,000
Hire of meeting rooms	102	102

Expenses

Manningham City Council		
Warrandyte Library Expenses	229,483	257,763
Utilities reimbursement – Doncaster Library	19,500	26,000
Mayoral Ball Tickets	1,091	109
Training	0	165
Whitehorse City Council		
Headquarters Rental	51,150	68,200
Utilities reimbursement – Nunawading, Vermont South and Blackburn Libraries	42,540	52,074
Homework Support Program	16,500	16,500

b. Loans to/from related parties

No loans were made to or received from related parties.

c. Commitments to/from related parties

There are no commitments in existence at balance date.

d. Other Transactions

Manningham and Whitehorse Councils provide library floor space to the Corporation. Any charges related to the leasing or maintenance of these branch libraries are not passed on to the Corporation. The councils do not charge the Corporation for these leases.

The Whitehorse Manningham Regional Library Corporation leases the headquarters space at the Box Hill and Nunawading branches for \$51,150 (2018/2019 \$68,200) per annum from City of Whitehorse on a three-monthly basis. There is no formal tenancy agreement so it is considered to be an open-ended agreement and the charge is not at a commercial rate.

Other related party transactions have been considered and there are no matters to report.

# NOTE 7

## Managing uncertainties

### 7.1 Contingent assets and liabilities

#### a. Contingent assets

At the reporting date, the Corporation had no contingent assets (2018-19: Nil).

#### b. Contingent liabilities

##### Superannuation

The Corporation has obligations under a defined benefit superannuation scheme that may result in the need to make additional contributions to the scheme, matters relating to this potential obligation are outlined in Note 8.2. As a result of the volatility in financial markets the likelihood of making such contributions in future periods exists. At this point in time it is not known if additional contributions will be required, their timing or potential amount.

##### Liability Mutual Insurance

The Corporation is a participant of the MAV Liability Mutual Insurance (LMI) Scheme. The LMI scheme provides public liability and professional indemnity insurance cover. The LMI scheme states that each participant will remain liable to make further contributions to the scheme in respect of any insurance year in which it was a participant to the extent of its participant's share of any shortfall in the provision set aside in respect of that insurance year, and such liability will continue whether or not the participant remains a participant in future insurance years.

### 7.2 Change in accounting standards

The Corporation has adopted AASB 15 Revenue from Contracts with Customers, AASB 16 Leases and AASB 1058 Income of Not-for-Profit Entities, from 1 July 2019. This has resulted in changes in accounting policies. Due to the nature of the Corporation's revenue and leases, there was no impact upon adoption.

#### a. AASB 15 Revenue from Contracts with Customers – Impact of Adoption

AASB 15 Revenue from Contracts with Customers applies to revenue transactions where the Corporation provides services or goods under contractual arrangements.

AASB 15 Revenue from Contracts with Customers requires revenue from contracts with customers to be recognised as the Corporation satisfies the performance obligations under the contract.

Upon adoption, there was no significant impact to the financial statements.

#### b. AASB 16 Leases

AASB 16 Leases requires right of use assets and related liabilities for all lease agreements to be recognised on the balance sheet. The Statement of Comprehensive Income is to separately recognise the amortisation of the right of use asset, and the finance costs relating to the lease.

For leases with nil consideration, the Corporation has elected to not recognise a right of use asset in line with AASB 16 Leases.

For leases with lease terms less than 12 months, the Corporation had elected not to apply the requirements AASB 16 Leases as allowed by the standard.

#### c. AASB 1058 Income of Not-for-Profit Entities

AASB 1058 Income of Not-for-Profit Entities applies to income received where no contract is in place.

The Corporation adopted AASB 1058 Income of Not-for-Profit Entities using the modified (cumulative catch up) method. Income for 2019 is not adjusted, because the new standard is only applied from the date of initial application.

AASB 1058 Income of Not-for-Profit Entities requires

income to be recognised as the Corporation satisfies the performance obligations under the contract.

There has been no significant impact to the financial statement upon adoption of AASB 1058 Income of Not-for-profit entities.

### 7.3 Financial instruments

#### a. Objectives and policies

The Corporation's principal financial instruments comprise cash assets, term deposits, receivables (excluding statutory receivables) payables (excluding statutory payables) and bank borrowings. Details of the significant accounting policies and methods adopted, including the criteria for recognition, the basis of measurement and the basis on which income and expenses are recognised, in respect of each class of financial asset and financial liability is disclosed in the financial statements. Risk management is carried out by senior management under policies approved by the Corporation. These policies include identification and analysis of the risk exposure to the Corporation and appropriate procedures, controls and risk minimisation.

#### b. Market risk

Market risk is the risk that the fair value or future cash flows of our financial instruments will fluctuate because of changes in market prices. The Corporation's exposure to market risk is primarily through interest rate risk with only insignificant exposure to other price risks and no exposure to foreign currency risk.

##### **Interest rate risk**

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. The Corporation does not hold any interest bearing financial instruments that are measured at fair value, and therefore has no exposure to fair value interest rate risk. Cash flow interest rate risk is the risk that the future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Corporation has minimal exposure to cash flow interest rate risk

through its cash and deposits that are at a floating rate.

Investment of surplus funds is made with approved financial institutions under the *Local Government Act 1989*. We manage interest rate risk by adopting an investment policy that ensures:

- ▶ diversification of investment product,
- ▶ monitoring of return on investment,
- ▶ benchmarking of returns and comparison with budget.

There has been no significant change in the Corporation's exposure, or its objectives, policies and processes for managing interest rate risk or the methods used to measure this risk from the previous reporting period.

Interest rate movements have not been sufficiently significant during the year to have an impact on the Corporation's year end result.

#### c. Credit Risk

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause us to make a financial loss. We have exposure to credit risk on some financial assets included in our balance sheet. To help manage this risk:

- ▶ we have a policy for establishing credit limits for the entities we deal with;
- ▶ we may require collateral where appropriate; and
- ▶ we only invest surplus funds with financial institutions which have a recognised credit rating specified in our investment policy.

The credit risk with receivables is very low as it relates to one member council.

There are no material financial assets which are individually determined to be impaired.

We may also be subject to credit risk for transactions which are not included in the balance sheet, such as when we provide a guarantee for another party.

The maximum exposure to credit risk at the reporting date to recognised financial assets is the carrying amount, net of any provisions for impairment of

those assets, as disclosed in the balance sheet and notes to the financial statements. The Corporation does not hold any collateral.

#### d. Liquidity risk

Liquidity risk includes the risk that, as a result of our operational liquidity requirements or not having sufficient funds to settle a transaction when required, we would be forced to sell a financial asset at below value or may be unable to settle or recover a financial asset.

To help reduce these risks the Corporation:

- ▶ has a liquidity policy which targets a minimum and average level of cash and cash equivalents to be maintained;
- ▶ has readily accessible standby facilities and other funding arrangements in place;
- ▶ has a liquidity portfolio structure that requires surplus funds to be invested within various bands of liquid instruments; and
- ▶ monitors budget to actual performance on a regular basis.

The Corporation's maximum exposure to liquidity risk is the carrying amounts of financial liabilities as disclosed in the balance sheet and the amounts related to financial guarantees disclosed, and is deemed insignificant based on prior periods' data and current assessment of risk.

There has been no significant change in the Corporation's exposure, or its objectives, policies and processes for managing liquidity risk or the methods used to measure this risk from the previous reporting period.

Unless otherwise stated, the carrying amounts of financial instruments reflect their fair value.

## 7.4 Fair Value Measurement

### e. Sensitivity disclosure analysis

Taking into account past performance, future expectations, economic forecasts, and management's knowledge and experience of the financial markets, the Corporation believes the following movements are 'reasonably possible' over the next 12 months:

- ▶ A parallel shift of + 1% and – 1% in market interest rates (AUD) from year-end rates of .25%.

These movements will not have a material impact on the valuation of the Corporations' financial assets and liabilities, nor will they have a material impact on the results of the Corporations' operations.

#### *Fair value hierarchy*

The Corporations' financial assets and liabilities are not valued in accordance with the fair value hierarchy, the Corporation's financial assets and liabilities are measured at amortised cost.

## 7.5 Events occurring after balance date

There are no subsequent events of which the Corporation is aware, that would affect the information provided within these Financial Statements.

## 7.6 Impact of COVID-19 pandemic on Corporation's operations and 2019-20 financial report

On 30 January 2020, COVID-19 was declared as a global pandemic by the world health organisation. Since then, various measures have been taken by all three levels of Government in Australia to reduce the spread of COVID-19. This crisis and measures taken to mitigate it have impacted the Corporation's operations for the financial year ended 30 June 2020.

This has impacted, and continues to impact, the normal operations of the library services. The full financial impact of COVID-19 is unknown. The situation and the financial implications for the library are being closely monitored and managed.

## NOTE 8

### Other matters

#### 8.1 Reconciliation of cash flows from operating activities to surplus or deficit

	2020	2019
	\$	\$
Surplus for the year	502,796	187,819
Depreciation	1,223,012	1,194,734
(Profit)/Loss on Disposal of Fixed Assets	443,502	632,713
Changes in assets and liabilities		
(Decrease)/Increase in Receivables	24,170	(6,127)
(Decrease)/Increase in Accrued Income	26,799	3,173
(Decrease)/Increase in Prepayments	(12,725)	10,318
Increase/(Decrease) in Employee Provisions	16,303	(41,083)
Increase/(Decrease) in Payables	441,987	(225,842)
Net cash provided by operating activities	2,665,844	1,755,705

#### 8.2 Superannuation

The Corporation makes the majority of its employer superannuation contributions in respect of its employees to Vision Super (the Fund). This Fund has two categories of membership, accumulation and defined benefit, each of which is funded differently.

##### Accumulation

The Fund's accumulation categories receive both employer and employee contributions on a progressive basis. Employer contributions are normally based on a fixed percentage of employee earnings (for the year ended 30 June 2020, this was 9.5% as required under Superannuation Guarantee legislation). (2018/2019 9.5%)

##### Defined Benefit

The Corporation does not use defined benefit accounting for its defined benefit obligations under the Fund's Defined Benefit category. This is because the Fund's Defined Benefit category is a pooled multi-employer sponsored plan.

There is no proportional split of the defined benefit liabilities, assets or costs between the participating employers as the defined benefit obligation is a floating obligation between the participating employers and the only time that the aggregate obligation is allocated to specific employers is when a call is made. As a result, the level of participation of the Corporation in the Fund cannot be measured as a percentage compared with other participating employers. Therefore, the Fund Actuary is unable to allocate benefit liabilities, assets and costs between employers for the purposes of AASB 119.

### Funding Arrangements

The Corporation makes employer contributions to the Defined Benefit category of the Fund at rates determined by the Trustee on the advice of the Fund Actuary. For the year ended 30 June 2020, this rate was 9.5% of members' salaries (9.5% in 2018/2019).

A triennial actuarial review is currently underway for the Defined Benefit category as at 30 June 2020 and is expected to be completed by 31 December 2020.

As at 30 June 2019, an interim actuarial investigation was held as the Fund provides lifetime pensions in the Defined Benefit category. The vested benefit index (VBI) of the Defined Benefit category of which the Corporation is a contributing employer was 107.1%.

The financial assumptions used to calculate the VBIs were:

Net investment returns	6.0% pa
Salary information	3.5% pa
Price inflation (CPI)	2.0% pa

Vision Super has advised that the estimated VBI at May 31, 2020 was 105%. The VBI is to be used as the primary funding indicator. Because the VBI was above 100%, the June 2019 actuarial investigation determined the Defined Benefit category was in a satisfactory financial position and that no change was necessary to the Defined Benefit category's funding arrangements from prior years.

### Employer contributions

#### Regular contributions

On the basis of the results of the 2017 full actuarial investigation conducted by the Fund Actuary, the Corporation makes employer contributions to the Fund's Defined Benefit category at rates determined by the Fund's Trustee. For the year ended 30 June 2020, this rate was 9.5% of members' salaries (9.5% in 2018/2019). This rate is expected to increase in line with any increases in the SG contribution rate and reviewed as part of the 30 June 2020 triennial valuation.

In addition, the Corporation reimburses the Fund to cover the excess of the benefits paid as a consequence of retrenchment above the funded resignation or retirement benefit.

### Funding calls

If the Defined Benefit category is in an unsatisfactory financial position at an actuarial investigation or the Defined Benefit category's VBI is below its shortfall limit at any time other than the date of the actuarial investigation, the Defined Benefit category has a shortfall for the purposes of SPS 160 and the Fund is required to put a plan in place so that the shortfall is fully funded within three years of the shortfall occurring. The Fund monitors its VBI on a quarterly basis and the Fund has set its shortfall limit at 97%.

In the event that the Fund Actuary determines that there is a shortfall based on the above requirement, the Fund's participating employers (including the Corporation) are required to make an employer contribution to cover the shortfall.

Using the agreed methodology, the shortfall amount is apportioned between the participating employers based on the pre-1 July 1993 and post-30 June 1993 service liabilities of the Fund's Defined Benefit category, together with the employer's payroll at 30 June 1993 and at the date the shortfall has been calculated. Due to the nature of the contractual obligations between the participating employers and the Fund, and that the Fund includes lifetime pensioners and their reversionary beneficiaries, it is unlikely that the Fund will be wound up.

If there is a surplus in the Fund, the surplus cannot be returned to the participating employers.

In the event that a participating employer is wound-up, the defined benefit obligations of that employer will be transferred to that employer's successor.

**The 2019 interim actuarial investigation surplus amounts**

An actuarial investigation is conducted annually for the Defined Benefit category of which Whitehorse Manningham Regional Library Corporation is a contributing employer. Generally, a full actuarial investigation is conducted every three years and interim actuarial investigations are conducted for each intervening year. An interim investigation was conducted as at 30 June 2019 and a full actuarial investigation was conducted as at 30 June 2017.

The Fund’s actuarial investigations identified the following for the Defined Benefit category of which the Corporation is a contributing employer:

	2020	2017
	\$m	\$m
A VBI surplus	\$151.30	\$69.80
A total service liability surplus	\$233.40	\$193.50
A discounted accrued benefits surplus	\$256.70	\$228.80

The VBI surplus means that the market value of the fund’s assets supporting the defined benefit obligations exceed the vested benefits that the defined benefit members would have been entitled to if they had all exited on 30 June 2019.

The total service liability surplus means that the current value of the assets in the Fund’s Defined Benefit category plus expected future contributions exceeds the value of expected future benefits and expenses as at 30 June 2019.

The discounted accrued benefit surplus means that the current value of the assets in the Fund’s Defined Benefit category exceeds the value of benefits payable in the future but accrued in respect of service to 30 June 2019.

The Corporation was notified of the 30 June 2019 VBI during August 2020. (2019:August 2019).

**The 2020 triennial actuarial investigation**

A triennial actuarial investigation is being conducted for the Fund’s position as at 30 June 2020. It is anticipated that this actuarial investigation will be completed by 31 December 2020. The financial assumptions for the purposes of this investigation are:

	2020	2017
	Triennial investigation	Triennial investigation
Net Investigation Return	5.6% pa	6.5% pa
Salary inflation	2.50% pa for the first two years and 2.75% pa thereafter	3.5% pa
Price inflation	2.0% pa	2.5% pa

There were no contributions outstanding and no loans issued from or to the above schemes as at 30 June 2020.

The expected contributions to be paid to the Defined Benefit category of Vision Super for the year ending 30 June 2021 is \$89,523.

# GLOSSARY

## Acquisitions

The ordering, purchasing and accessioning of new library materials

## Baby Karaoke

Early literacy program with songs and nursery rhymes for parents and babies under 18 months

## CALD

Culturally and Linguistically Diverse

## Collection

Includes any and every article forming the contents of the library collection of resources available for borrowing, reference or perusal

## Depreciation

An accounting allowance made for a loss in value of capital

## eAudiobooks

Electronic audiobooks downloaded for use on an MP3 player or electronic device

## eBooks

Electronic books downloaded for use on an electronic device

## FE

FE Technologies; supplier of RFID equipment

## FONL

Friends of Nunawading Libraries

## FOL

Friends of the Library

## Home Library Service

Service provided to community members unable to attend a library due to illness, age or frailty

## Interlibrary Loan

A loan of a collection item provided to or provided by another library service

## Item

Includes any and every article forming the contents of the library collection of resources available for borrowing, reference or perusal

## LGPRF

Local Government Performance Reporting Framework

## Library

All the library facilities, resources and activities provided by or under the management or control of the Corporation

## Library Board

Governing body of the Whitehorse Manningham Regional Library Corporation

## Library Management

Software system utilised to manage the acquisition and circulation of library system materials, including the provision of the online library catalogue

## Library Plan

Identifies the Corporation's objectives and strategic direction

## Library Resources

Materials available for loan or use in the library

**LOTE**

Languages Other Than English

**Member**

A person, school or institution holding a current and valid library membership card

**Outreach**

Services provided by the library to the community through locations other than library branches

**Patron**

Any person making use of the library service

**PLV**

Public Libraries Victoria – the peak body for Victorian public libraries

**Reader Development Programs**

Programs, services and resources provided to assist patrons in the selection of reading materials

**Reference Enquiry**

Customer request for information, handled by library staff

**Region**

The Whitehorse and Manningham local authority areas

**RFID**

Radio Frequency Identification technology that transmits data using radio waves

**SPUN**

Spydus User-group Network

**STEM**

Science, Technology, Engineering, Mathematics

**Stock**

Includes any and every article forming the contents of the library collection of resources available for borrowing, reference or perusal

**Strategic Resource**

Identifies how the Corporation will use its resources to implement the Library Plan

**VALA**

Victorian Association for Library Automation – Libraries, Technology and the Future

**Web Renewal**

Extension to the period of loan for a library item, performed via the internet

**Wi-Fi**

A standard for wirelessly connecting electronic devices to the internet

**WML**

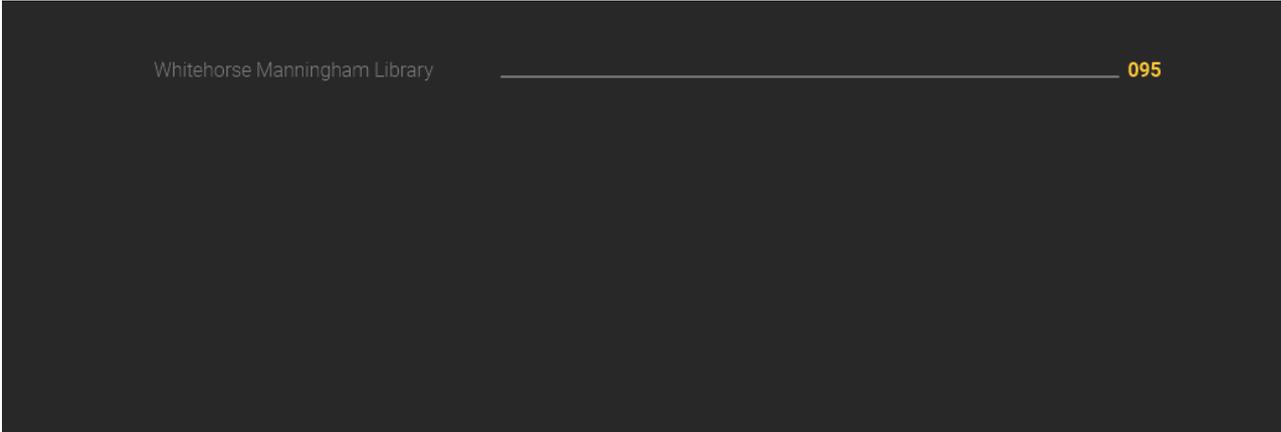
Whitehorse Manningham Libraries

**WMRLC**

Whitehorse Manningham Regional Library Corporation

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[www.wml.vic.gov.au](http://www.wml.vic.gov.au)

 [whitehorsemanninghamlibraries](https://www.facebook.com/whitehorsemanninghamlibraries)

 [whitehorsemanninghamlibraries](https://www.instagram.com/whitehorsemanninghamlibraries)

**ADMINISTRATION**

1040 Whitehorse Road  
Box Hill 3128  
P. 9896 4333

**BLACKBURN LIBRARY**

Cnr Blackburn and Central Roads  
Blackburn 3130  
P. 9896 8400

**BOX HILL LIBRARY**

1040 Whitehorse Road  
Box Hill 3128  
P. 9896 4300

**BULLEEN LIBRARY**

Bulleen Plaza  
Manningham Road  
Bulleen 3105  
P. 9896 8450

**DONCASTER LIBRARY**

MC Square  
687 Doncaster Road  
Doncaster 3108  
P. 9877 8500

**NUNAWADING LIBRARY**

379 Whitehorse Road  
Nunawading 3131  
P. 9872 8600

**THE PINES LIBRARY**

The Pines Shopping Centre  
Cnr Blackburn and Reynolds Roads  
East Doncaster 3109  
P. 9877 8550

**VERMONT SOUTH LIBRARY**

Pavey Place  
Vermont South 3133  
P. 9872 8650

**WARRANTYTE LIBRARY**

Warrandyte Community Centre  
168 Yarra Street  
Warrandyte 3113  
P. 9895 4250

**14.2 Strategic Land Acquisition****COUNCIL RESOLUTION**

**MOVED: CR MICHELLE KLEINERT**  
**SECONDED: CR STEPHEN MAYNE**

**That Council determines to make the confidential resolution of Item 16.1 Proposed Land Acquisition at the 25 August 2020 Council meeting publicly available.**

**CARRIED**

**MOVED: CR MICHELLE KLEINERT**  
**SECONDED: CR STEPHEN MAYNE**

**That Council:**

- A. Notes that on Friday, 11 December 2020 Council settled the \$1.25 million purchase of the land and building at 156 Parker St Templestowe, securing the long term future of the Templestowe RSL and a strategic site for Council at Templestowe Village.**
- B. Notes the proposed 20 year lease of the land and buildings to the Templestowe RSL at the rate of \$35,000 per year subject to an annual increase of 2.5% and also welcomes the clauses in the lease which prohibit the operation of poker machines at the venue for the next 20 years.**
- C. Commits to spend an estimated \$155,000 on necessary repairs and maintenance to improve the Templestowe RSL building for the benefit of all members, veterans and hirers of the building.**
- D. Congratulates the Templestowe RSL for approaching council in 2017, negotiating in good faith and then entrusting Manningham City Council to be its reliable, trustworthy and secure landlord for the next 20 years whilst also allowing Council to consolidate its strategic landholdings around Templestowe Village;**
- E. Authorises the Mayor to write to the estimated 30 councils across Victoria (including but not limited to Banyule, Whitehorse, Maroondah, Frankston, Hobsons Bay, Darebin, Geelong, Dandenong, Whittlesea, Mornington Peninsula, Bendigo, Nillumbik, Shepparton, Warrnambool, Wangaratta, Swan Hill, Mildura, Bass Coast, Monash, Colac-Otway, Moonee Valley, East Gippsland, Yarra Ranges, Moreland, Horsham, Ararat, Macedon Ranges and Brimbank) which host RSL-branded poker machine venues, informing them of Templestowe RSL's innovative sale and lease back arrangement with Manningham City Council as a model for how local government can partner with RSLs to assist them in moving to a more socially acceptable pokies-free operating model whilst remaining financially sustainable with a benevolent and stable long term council landlord.**

**CARRIED**

## 15 COUNCILLORS' QUESTION TIME

### 15.1 Update on installation of bus shelter on Blackburn Road, Doncaster East and Jobs Victoria Advocates

- Q1 Councillor Anna Chen requested an update on the status of the construction of the proposed new bus shelter and bin on the west side of Blackburn Road, south of Churchill Street in response to the petition tabled in December 2019. She also asked whether any other locations have been identified in the bus shelter installation program to improve safety and provide protection from the weather at the bus stop.**

*Ms Rachelle Quattrocchi, Director City Services thanked Cr Chen for her question and responded that there is a bus stop and shelter improvement program within the annual capital works program which has been delayed due to COVID. She advised that the bus shelter at 175 Blackburn Road is included within this year's program and will be completed by the end of the financial year (mid-2021).*

- Q2 Councillor Anna Chen raised a further question regarding the state government's Jobs Victoria Advocates program and whether Council has assessed funding opportunities for Doncaster and Doncaster East, as they have been deemed priority areas due to the level of unemployment.**

*Mr Andrew Day, Chief Executive Officer thanked Cr Chen for her question and had noted that Council is aware of the funding opportunity and has started conversations with community partners.*

*Mr Angelo Kourambas echoed Mr Day's comments stating that Council is in conversations with two external providers who are looking at providing programs targeted to those people who have been affected most by the pandemic. Council is aware of the tight timeframes and is actively working with the providers who will be focusing on Manningham.*

### 15.2 Confirmation of Receipt of Requests

- Q1 Councillor Carli Lange asked if Officers could confirm if they have received a request from Mr. J Kinne regarding a burning off permit to urgently address fuel piles that have been prepared under his fire ready and waste management plans.**

*Ms Rachelle Quattrocchi, Director City Services thanked Cr Lange for her question and responded that yes, Council has received the request however will take the question on notice and will provide a direct response.*

- Q2 Councillor Carli Lange asked if Officers could confirm if they have received a heritage submission from the Warrandyte Historical Society regarding the old pound site on Pound Bend Road; and concerns from residents regarding the proposed 'excessive', no parking signage along Everard Drive, Warrandyte.**

*Mr Andrew Day, Chief Executive Officer responded that Council has received the submission from the Warrandyte Historical Society and noted that a response will be provided to them directly.*

- Q3 Councillor Carli Lange asked if Officers could confirm if they have received a number of enquiries from residents regarding the closure of Council's green waste site and requested an outline of the proposed new process for residents to dispose of green waste that is above their green waste bin allocation.**

*Ms Rachelle Quattrocchi, Director City Services thanked Cr Lange for her question and responded that Council did close the centre due to COVID-19 earlier this year, and were not able to operate in its current form. In place of that service, for the bush fire prone areas of Manningham, Council provided three skip days where residents were able to drop and dispose trailer loads of garden waste from their properties to reduce fuel loads. She noted the program was quite successful, more so the third session as it may have taken residents some time to understand and fully appreciate that service was available to them. Council is looking to extend this into the new year while we review our options for the garden waste centre moving forward. In addition, there are other options available to residents who are wanting to reduce further fuel loads from their properties such as garden waste bins and transfer stations in neighbouring Councils which are also open for residents to drop their garden waste too.*

## **16 CONFIDENTIAL REPORTS**

There were no Confidential reports.

The meeting concluded at 8:13pm.

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Chairperson  
CONFIRMED THIS 28 JANUARY 2021