

# SERVICES DELEGATED COMMITTEE

## MINUTES

(Open to the public)

**Monday 14 November 2022**

Council Chamber, 8 Inglesby Road, Camberwell.

**Commencement**      6:34pm

**Attendance**

Councillor Lisa Hollingsworth (Chairperson)  
Councillor Jane Addis (Mayor)  
Councillor Jim Parke  
Councillor Felicity Sinfield  
Councillor Wes Gault  
Councillor Victor Franco  
Councillor Garry Thompson  
Councillor Di Gillies

**Apologies**

Councillor Susan Biggar  
Councillor Nick Stavrou  
Councillor Cynthia Watson

<b><u>Officers</u></b>	Phillip Storer	Chief Executive Officer
	Carolyn McClean	Director Community Support
	Daniel Freer	Director Places and Spaces
	Mans Bassi	Director Customer and Transformation
	Amy Montalti	Chief Financial Officer
	Nick Lund	Manager Strategy and Performance
	Paul Mitchelmore	Manager Civic Services
	Mirella Manfre	Coordinator Permits Appeals and Protection of Assets
	Kirstin Ritchie	Coordinator Governance
	Liam Merrifield	Senior Governance Officer

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## 1. Adoption and confirmation of the minutes 10 October 2022

### MOTION

**Moved Councillor Thompson**

**Seconded Councillor Gillies**

**That the minutes of the Services Delegated Committee meeting held on 10 October 2022 be adopted and confirmed.**

### CARRIED

## 2. Declaration of conflict of interest of any councillor or council officer

Nil

## 3. Presentation of officer reports

### 3.1 Outdoor Trading Policy and Associated Guidelines

#### Purpose

The purpose of this report is to seek a Delegated Services Committee resolution to adopt a policy that sets out a framework and the guiding principles for the activation and management of commercial trading opportunities on footpaths and roadways in Boroondara.

The Outdoor Trading Policy (Policy) (**Attachment 1**) is supported by activity specific guidelines. The Policy also provides a platform for the consideration of new and emerging commercial trading opportunities. A review of the current City of Boroondara Commercial Street Furniture Guidelines (**Attachment 2**) which has been retitled 'Footpath Trading Guidelines' (**Attachment 3**) was undertaken to continue to incentivise economic activity and to better reflect current safety requirements and community expectations. To support the introduction and enhanced utilisation of footpaths and roadways, new outdoor trading guidelines have been developed including Parklet Guidelines (**Attachment 4**) and Outdoor Dining Structure Guidelines (**Attachment 5**).

#### Background

A key strategy of the City of Boroondara Community Plan 2021-2031 is to provide opportunities to support the creation of a vibrant local economy with retail precincts that are accessible, attractive, and welcoming. Activating the use of public footpaths and roadways is an invaluable and integral part of how Council demonstrates its commitment to this strategy.

There are multiple opportunities provided by Council to activate outdoor trading. A review was undertaken to assess existing opportunities and recognise opportunities arising from outdoor activations that have emerged during the COVID-19 pandemic. These include:

1. Footpath trading
2. Parklets
3. Outdoor Dining Structures.

The introduction of an Outdoor Trading Policy recognises the need to provide guiding principles for the review of existing commercial trading opportunities. It is also recognised these opportunities have and will continue to evolve. The policy will provide the foundation to activate these in the future.

The preparation of guidance material for traders is informed by the Policy. The suite of guidelines supports the different opportunities which are currently available to activate commercial trading on footpaths and roadways.

A period of community consultation on the draft policy and guidelines ran from 23 August 2022 to 20 September 2022.

Key stakeholders were engaged including traders, trader associations, current Outdoor Trading permit holders and the community via the following channels:

- Engage Boroondara consultation page
- Letter to Trader associations and current Outdoor Trading permit holders
- Article in the Boroondara Bulletin
- Social media posts
- Website news article
- Communication with Boroondara Business Network
- Article in BizBits E-newsletter.

Overwhelmingly, the feedback was positive. Of the 161 respondents to an Engage Boroondara survey, nearly three quarters of respondents answered “Yes” to the following question: Do you think that Council is suitably supporting the activation of public footpaths and parking bays for the benefit of businesses and the local community?

### Key Issues

During the COVID-19 pandemic, Council supported traders to activate outdoor dining opportunities through various initiatives including the introduction of parklets on the road and temporarily increased outdoor dining and trade options. Fee relief from Footpath Trading permits was also provided. These initiatives, specifically the introduction of parklets, increased the activation of the precincts in which they are located by providing al fresco dining opportunities, becoming destinations in their own rights and providing new community gathering points.

With a return to normal trading activity on footpaths, it is opportune to be revisiting the way in which existing, new and emerging outdoor trading opportunities have evolved and can be activated. The three guidelines are:

## **1. Footpath Trading Guidelines**

The Commercial Street Furniture Guidelines have been renamed ‘Footpath Trading Guidelines’ in recognition that this trading opportunity is on Council footpaths. This term is typically used by other councils and is more widely recognised by traders. It aims to assist customers to easily identify, and access appropriate information related to their needs.

The Footpath Trading Guidelines have been revised to ensure they provide proportionate and contemporary trading opportunities, address impacts to Council infrastructure and acknowledge changes to safety requirements. Safety requirements have now been better aligned with the *Road Management Act 2004*, the Austroad Guide to Road Design and Yarra Trams Guide.

## 2. Parklet Guidelines

In recognition of the success of Council's Outdoor Dining Program, as funding from the Victorian Government is set to have the current program cease as of 31 January 2023, the Parklets Guidelines have been developed to support the introduction of an ongoing 'Parklet Program' proposed to commence from February 2023.

### Outdoor Dining Structure Guidelines

Outdoor Dining Structures are an emerging outdoor dining opportunity. These structures are designed to allow for efficient air circulation while still providing shelter from the elements and can be left on the footpath overnight, and for an extended period of time.

None of the feedback from the consultations has led to any proposed changes to the Outdoor Trading Policy or the specific activity guidelines. The documents have been updated with Boroondara specific designs and images. (**Attachments 1, 3, 4 & 5**).

### Next Steps

That the Services Delegated Committee adopts the Outdoor Trading Policy and associated guidelines, and they are then placed on Council's website and communicated to all key stakeholders.

*Four speakers in support of the officers' recommendation chose to address the meeting.*

### Procedural Motion - Adjournment

**Moved Councillor Thompson**

**Seconded Councillor Sinfield**

**That the Services Delegated Committee meeting be adjourned.**

**CARRIED**

*The Services Delegated Committee meeting adjourned at 7:05pm.*

### Procedural Motion - Resumption

**Moved Councillor Sinfield**

**Seconded Councillor Thompson**

**That the Services Delegated Committee meeting be resumed.**

**CARRIED**

*The Services Delegated Committee meeting resumed at 7:09pm with all councillor's present except Councillor Biggar, Councillor Watson, and Councillor Stavrou.*

**MOTION****Moved Councillor Thompson****Seconded Councillor Gillies****That the Services Delegated Committee resolve to:**

- 1. Adopt the Outdoor Trading Policy, Footpath Trading Guidelines, Parklet Guidelines and Outdoor Dining Structure Guidelines.**
  - a) an additional criterion that highlights the opportunity to incorporate bike stands and mobility devices, on a case by case basis, into the footpath/ parklet and outdoor dining structure guidelines.**
- 2. Place the Outdoor Trading Policy and associated guidelines on Council's website along with appropriate application forms and explanatory information.**

**CARRIED****4. General business**

Nil

**5. Urgent business**

Nil

**6. Confidential business**

Nil

**The meeting concluded at 7:14pm****Confirmed****Chairperson**

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**Date**

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