



Ordinary Meeting of Council Attachments

Monday 17 February 2020

Council Chamber, Braeside Avenue, Ringwood

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ASSEMBLY OF COUNCILLORS – PUBLIC RECORD

Assembly Details:

Date: Monday 16 December 2019 Time: 6:00pm

Location: Meeting Room 4,
Braeside Avenue,
Ringwood

Attendees:

Councillors

Cr Mike Symon (Mayor)	Cr Samantha Mazzuchelli	Cr Kylie Spears
Cr Marijke Graham (Deputy Mayor)	Cr Tasa Damante	Cr Nora Lamont
Cr Tony Dib OAM, JP	Cr Paul Macdonald (entered 6:05pm)	Cr Rob Steane

Council Officers:

Steve Kozlowski	Chief Executive Officer	
Marianne Di Giallonardo	Director Corporate Services	
Phil Turner	Director Strategy & Community	
Adam Todorov	Director Operations, Assets & Leisure	
Andrew Fuaux	Director Development & Amenity	
Chloe Messerle	Governance Officer	
Kirsten Jenkins	Manager Health, Local Laws and Emergency Management	Item 2
Danielle Schoner	Coordinator Local Laws	Item 2
Tim Cocks	Manager Leisure	Item 3
Josh Burt	Coordinator Sport, Recreation and Events	Item 3
Deb Styles	Manager Community Services	Item 4
Adam Cooper	Team Leader Youth and Children's Services	Item 4
Heather Cummings	Youth Planning and Policy Officer	Item 4
Vicki Middleton	Coordinator Maternal & Child Health	Item 4

Apologies:

Councillors:

Nil

Council Officers:

Nil

Conflict of Interest Disclosure:

Councillors:

Nil

Council Officers:

Nil

Items Discussed:

Confidential

1	Council Meeting Agenda
2	Development and Amenity - Compliance Update
3	Local Sports Infrastructure Grants Scheme 2020/21
4	Council Strategies for Children, Youth and Families
5	Australia Day Awards 2020 - nominations
5A	Polytrade Update

Record completed by:

Council Officer
Title

Chloe Messerle
Governance Officer



ASSEMBLY OF COUNCILLORS – PUBLIC RECORD

Assembly Details:

Date: Monday 3 February 2020

Time: 6:00pm

Location: Meeting Room 4,
Braeside Ave, Ringwood

Attendees:

Councillors

Cr Mike Symon (Mayor)	Cr Samantha Mazzuchelli	Cr Kylie Spears
Cr Marijke Graham (Deputy Mayor)	Cr Tasa Damante	Cr Rob Steane
Cr Tony Dib OAM, JP		

Council Officers:

		<u>Item</u>
Steve Kozlowski	Chief Executive Officer	
Marianne Di Giallonardo	Director Corporate Services	
Phil Turner	Director Strategy & Community	
Tim Cocks	Acting Director Operations, Assets & Leisure	
Andrew Fuaux	Director Development & Amenities	
Tessa Anderson	Governance Officer	
Kirsten Jenkins	Manager Health, Local Laws and Emergency Management	1
Grant Meyer	Manager Integrated Planning	2 & 3
Paula Haro	Sustainability Planner	2
Sherryn Dunshea	Manager Communications & Engagement	4
Leanne Robb	Marketing Coordinator	4
Angela Kechich	Manager Statutory Planning	5
Vincent King	Manager Operations	5
Joshua Burt	Coordinator Sport, Recreation and Events	6
Jeanette Ingram	Sports and Recreation Planning and Policy	6
Kirstie Dench	Sports and Recreation Liaison Officer	6
Steve McIntosh	Manager Assets	7
John Richardson	Coordinator Assets Projects & Facilities	7

Apologies:

Councillors:

Cr Paul Macdonald
Cr Nora Lamont

Council Officers:

Adam Todorov, Director Operations, Assets & Leisure

Conflict of Interest Disclosure:

Councillors:

Nil

Council Officers:

Nil

Items Discussed:**## Confidential**

1	Emergency Management Update
2	Sustainability Strategy 2016-2020 Review Outcomes
3	Maroondah Health and Wellbeing Plan 2017-2021 - Year 2 Report
4	Community Engagement Update
5	Street tree removal requests
6	Community Facilities Pricing and Occupancy Policies Update
7##	Silcock Sporting Pavilion Redevelopment - Construction Tender Recommendation
8	Australian Citizenship Ceremonies Dress Code - Maroondah City Council 2020
9	Election Period (Caretaker) Policy 2020
10##	Tender Evaluation Report - Retail Energy Contract
11	Community Assistance Fund
12	Items of a general nature raised by Councillors

Record completed by:

Council Officer	Tessa Anderson
Title	Governance Officer



Election Period (Caretaker) Policy 2020

Responsible Service Area: Governance

Adoption Date: 17 February 2020

Policy Title: Election Period (Caretaker) Policy		Policy No: 165	Policy type: Council Policy
Policy creation date: 10/12/2019	Current version approved:	Current version no. 4	Policy review date: << Insert text >>
Policy authority dates: Adopted by Council	Child policy/policies: Nil	Policy responsibility: Governance Coordinator	eCLIP record no. 19/292158

Election Period (Caretaker) Policy 2019



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Election Period (Caretaker) Policy 2019



1. Introduction

- 1.1 In the lead up to an election the Victorian Local Government sector adopts an election period mode (*or caretaker mode*) to avoid actions and decisions that may be interpreted as influencing voters or binding an incoming Council.
- 1.2 Specific provisions have been incorporated into the Local Government Act 1989 (the Act) that prohibit Council making major policy decisions or publishing or distributing electoral matter during the election period.
- 1.3 The relevant provisions of the Act and definitions are detailed in the Attachment to this Policy – refer to pages 15 to 17 inclusive.

2. Purpose

- 2.1 Maroondah City Council is committed to the principle of fair and democratic elections and therefore adopts and endorses the practices detailed within this policy in addition to legislative requirements.
- 2.2 The Election Period (Caretaker) Policy has been developed in order to ensure that general elections for Maroondah City Council to be held on Saturday 24 October 2020 are conducted in a manner that is fair and equitable to all candidates and is publicly perceived as such.

3. Relationship to the Maroondah 2040 Community Vision

In relation to *Maroondah 2040: Our future together*, the operation of this policy is aligned with:

Community Outcome:	A well governed and empowered community
Key Directions:	8.1 Provide enhanced governance that is transparent, accessible, inclusive and accountable

4. Alignment with Council's mission and values

This policy supports Council's Mission and Values through ensuring the resilience of functions which support the provision of accessible and sustainable lifestyles for the community.

5. Definitions

In this policy the terms

Election (Caretaker) Period means the election period as defined by the Local Government Act 1989.

Election Period (Caretaker) Policy means the policy adopted by Council for the election period.

Note: Prior to the 2016 elections the election period was known as the Caretaker period.

6. Election (Caretaker) Period

- 6.1 The election (caretaker) period commences 12:01am, Tuesday 22 September 2020 and continues for a period of 32 days through until 6pm, Saturday 24 October 2020. 1

Election Period (Caretaker) Policy 2019



- 6.2 During the election period the Council will be deemed to be in '***election period – caretaker mode***'.
- 6.3 **The Chief Executive Officer will ensure that all employees are informed of the requirements of this policy.**

7. Decision Making

- 7.1 It is an established democratic principle that elected bodies should not unnecessarily bind an incoming government during a caretaker period. The Council therefore commits to this principle in that it will make every endeavour to avoid making decisions that inappropriately bind the incoming Council.
- 7.2 This includes a commitment to comply with the requirements of the Local Government Act 1989 (the Act), pertaining to "**Major Policy Decisions**" section 93A and "**Inappropriate Decisions**" section 93B.
- 7.3 To this end Council **will not hold an ordinary Council Meeting** during the election (caretaker) period; however, *scope exists for Council to hold a Special Council Meeting, but only in the most urgent or extraordinary circumstances or any statutory processes that may arise.*

Major Policy Decisions

- 7.4 Section 93A of the Act prohibits the making of "Major Policy Decisions" **during the election (caretaker) period.**
- 7.5 In the context of this Policy, a '**major policy**' decision as defined in section 93A (6) of the Act means any decision:
- (a) relating to the employment or remuneration of a Chief Executive Officer under section 94, other than a decision to appoint an acting Chief Executive Officer;
 - (b) to terminate the appointment of a Chief Executive Officer under section 94;
 - (c) to enter into a contract the total value of which exceeds whichever is the greater of
 - (i) \$100,000 {or such higher amount as may be fixed by Order in Council under section 186(1)} **Note: amounts fixed are \$150,000 for goods & services contracts and \$200,000 for works contracts,** or
 - (ii) 1% of the Council's revenue from rates and charges levied under section 158 in the preceding financial year; and
 - (d) to exercise any power under section 193 - entrepreneurial powers - of the sum assessed in respect of the proposal exceeds whichever is the greater of \$100,000 or 1% of the Council's revenue from rates and charges levied under section 158 in the preceding financial year.
- 7.6 If Council considers that there are extraordinary circumstances where Maroondah's community would be significantly disadvantaged by the Council not making a particular major policy decision, the Council will, by resolution, request an exemption from the Minister for Local Government in accordance with section 93A(2) of the Act.

Election Period (Caretaker) Policy 2019



Inappropriate Decisions

- 7.7 Amendments in 2015 to the Local Government Act have incorporated the term '*inappropriate decisions*' and this Policy must specify process to prevent Council from making such decisions.
- 7.8 '**Inappropriate Decision**' made by a Council during an election period includes any of the following:
- (a) decisions that would affect voting in an election; and
 - (b) decisions that could reasonably be made after the election.

Election Policy Content

- 7.9 Section 93B (3) LGA makes it mandatory for Councils to include in their Election Period (Caretaker) Policy:
- (a) Procedures preventing Council from making an inappropriate decision or using resources inappropriately;
 - (b) Limits on public consultation and scheduling of Council events; and
 - (c) Procedures to ensure that access to information held by Council is made equally available and accessible to candidates during the election.
- 7.10 To conform with these provisions Council has adopted the following:
- (a) No Council Meeting or Assembly of Councillors Meetings to be held during the election (caretaker) period
 - (b) From 1 July 2020
 - (i) No draft strategies to be initiated; and
 - (ii) No new processes to be initiated that require public consultation.
 - (c) All processes requiring public consultation are desirably to be completed in the four weeks of July 2020.
Refer to Section 8 of this policy for further details.
 - (d) No Council event – either sponsored or under the auspices of or run by – is to be scheduled or held during the election (caretaker) period.
 - (e) **Information/documentation that is provided to any candidate or Councillor during the Election (Caretaker) Period will be publicly published on Council's website.**
Refer to clauses 10.1 & 10.3 in particular for further details.

8. Public Consultation

- 8.1 Public consultation means a process that involves inviting individuals, groups or organisations or the community generally to comment on an issue or proposed action or proposed policy, and which includes discussion of that matter with the public.
- 8.2 Public consultations will cease to be initiated as from 30 June 2020 during the election (caretaker) period.
- 8.3 An exemption to the requirements of Clause 8.2 (above) relate to statutory public consultation required under the *Planning and Environment Act 1987*, or matters subject to section 223 of the Act but only where the matter **could not be avoided** during election (caretaker) period

Election Period (Caretaker) Policy 2019



- 8.4 Consultations under statutory provisions outlined in Clause 8.3 shall only proceed after express agreement by the relevant Director in consultation with the Chief Executive Officer and then if it relates solely to the normal day-to-day business of Council.

9. Council Resources

- 9.1 It is an established democratic principle that public resources must not be used in a manner that would influence the way people vote in elections. **Council therefore commits to this principle in that it will ensure Council resources are not used inappropriately during a Council election.** This includes a commitment to comply with the following procedures in addition to the requirements of section 55D of the Act.
- 9.2 Council will ensure that due propriety is observed in the use of all Council resources, and Council staff are required to exercise appropriate discretion in that regard. In any circumstances where the use of Council resources might be construed as being related to a candidate's election campaign, advice is to be sought from the relevant Director.
- 9.3 Council resources, including offices, support staff, hospitality services, equipment and stationery will be **used exclusively for normal Council business** during the election (caretaker) period, and shall not be used in connection with any electioneering activity.
- 9.4 Reimbursements of Councillors' out-of-pocket expenses during the election caretaker period will only apply to costs that have been incurred in the performance of normal Council duties, and not for expenses that could be perceived as supporting or being connected with a candidate's election campaign.
- 9.5 No Council events, logos, letterheads, or other Maroondah City Council branding should be used for, or linked in any way to, a candidate's election campaign.
- 9.6 The Chief Executive Officer or any staff should not be asked to undertake any tasks connected directly or indirectly with electioneering.
- 9.7 Photos or images taken by or provided by Council **are not** to be used by Councillors for the purposes of electioneering or in support of their election campaign. This applies equally to:
- (a) Images on Council websites or social media that may be able to be copied. *Refer also to clause 11.9*
 - (b) Posts and comments on social media that may be able to be forwarded and commented on.
- 9.8 No election material or active campaigning is to be conducted at Council sponsored events or be displayed in any Council building.
- 9.9 Budget allocations for Councillors seminars/training/conferences and Civic and Community events are to be **allocated on a pro rata basis** between the commencement of the financial year and the election date, i.e. pro rata basis of 4 months out of 12-month period.

Election Period (Caretaker) Policy 2019



- 9.10 The Council will also ensure other Maroondah resources are not used inappropriately in ways that may influence voting in an election or provide an undue advantage for a candidate. This includes financial, human and material resources.
- (a) Council staff will not undertake an activity that may affect voting in the election;
 - (b) Council staff will not authorise, use or allocate a Council resource for any purpose that may influence voting in the election; and
 - (c) Council staff that feel they are/may be placed in a compromising situation by a request from a Councillor should politely **refer the Councillor to the Chief Executive Officer for clarification**.
 - (i) Requests from Councillors during the election (caretaker) period should be directed in the first instance to either the Chief Executive and/or the appropriate Director.
- 9.11 Prior to the election (caretaker) period the **Chief Executive Officer** will ensure that all members of Council staff are advised regarding the application and scope of the caretaker procedures.
- 9.12 Any staff member who considers that a particular use of Council resources may influence voting in an election or provide an undue advantage for a candidate shall immediately advise their Director **before** authorising, using or allocating the resource.
- The Director **in consultation with the Chief Executive Officer** will decide if the use of Council resources is appropriate or not.
- 9.13 In applying these principles, Council understands that the following will be normal practice during election (caretaker) period:
- (a) Public Council events will not be organised during the election (caretaker) period;
 - (b) If totally unavoidable or unexpected, an event will **only be** conducted with the express permission of the **Chief Executive Officer**;
 - (c) Speeches for Councillors will only be prepared by Council staff in relation to events that are part of the normal services or operation of the Council. Such speeches will not be circulated or available for publication;
 - (d) Media services, including media releases, will not be provided for Councillors during the caretaker period;
 - (e) Media releases will not mention or quote any Councillor(s) during the caretaker period;
 - (f) No Council newsletters will be printed or distributed by Council during the caretaker period;
 - (g) Neither the Council logo nor Council stationery will be used by Councillors in any way that relates to the election; and
 - (h) Social Media – refer to Appendix 2 of this Policy.
- 9.14 Equipment and facilities provided to Councillors for the purpose of conducting normal Council business **should not** be used for campaigning purposes.
- (a) Where it is impractical for Councillors to discontinue use of these during the election (caretaker) period, Councillors will keep a log of usage and reimburse the Council for expenses incurred.
 - (b) It is strongly suggested that Councillors consider the specific ways to administer this procedure. For instance, Councillors may decide to use a private mobile phone for all election enquiries and publicise such number on election literature.

Election Period (Caretaker) Policy 2019



10. Information

- 10.1 The Council recognises that all election candidates have rights to information from the Council administration. However, it is important that sitting Councillors continue to receive information that is necessary to fulfil their elected roles.
- (a) Neither Councillors nor candidates will receive information or advice from Council Officers that might be perceived to support election campaigns, and there shall be complete transparency in the provision of all information and advice during the election caretaker period.
 - (b) *Refer to clause 10.3*
- 10.2 Information and or any briefing material prepared for Councillors during the election (caretaker) period will relate only to factual matters or to existing Council services to assist Councillors in conducting normal day-to-day activities.
- (c) Such information will be sent/transmitted to Councillors only by the appropriate Director and or Chief Executive Officer.
- 10.3 An **Information Register** will be maintained by Governance commencing on the opening of nominations on Thursday 17 September 2020.
- This Register will be a public document (available on Council website) that records all requests for information of a non-election nature **by all candidates**, and the responses/documentation provided to those requests.
- Details to be included within the Register include not only the request and response but also the name of the candidate making the request and the date request is made.
- 10.4 **Responses to candidate's requests (as per clause 10.3) will be provided by Directors or the Chief Executive Officer.** Directors will be required to discuss the request and the proposed response with the Chief Executive Officer prior to the response being provided. Only information that can be reasonably accessed will be released.
- 10.5 Section 76D of the Act prescribes serious penalties for any Councillor who inappropriately makes use of their position or information obtained in the role of Councillor, to gain an advantage.
- 10.6 Any **Freedom of Information (Fol) applications** lodged during the election (caretaker) period on matters regarding current Councillors will be dealt with where possible outside of the election (caretaker) period.
- Note: the Fol Act specifies a 42-day period in providing a response to an Fol application.

11. Communication

- 11.1 Council communication **will not be used in any way** that might influence the outcome of a Council election.
- 11.2 During the election caretaker period, no employee will initiate any public statement that relates to an election issue. **Public statements are not only formal media releases but also verbal comments at meetings, functions and events where attending as part of their Council role.**

Election Period (Caretaker) Policy 2019



- 11.3 Any requests from Councillors for media advice or assistance during the caretaker period will be channelled through the Chief Executive Officer.
- 11.4 In response to media enquiries the Chief Executive Officer, Directors or the Manager Communications & Engagement **will only** provide a response and such information should relate to current services and operations.
- 11.5 In the election (caretaker) period no media releases will be issued quoting or featuring any Councillor.
- 11.6 During the election (caretaker) period, Council initiated communications shall be restricted to the communication of normal Council activities.
- 11.7 No media advice or assistance will be provided to Councillors in relation to election campaign matters.
- 11.8 No publicity will be provided that involves specific Councillors.
- 11.9 Councillors should not use their position as an elected representative or their access to Council staff and other Council resources or information in support of an election campaign. **This includes photos, images or videos provided by Council** for past Council activities.
- 11.10 Contact with the local media will be restricted to the communication of normal Council activities and responding to questions not involving the election or possible election outcomes.
- 11.11 Publicity of Council events (if any during the caretaker period) will be restricted to the communication of factual material and will not feature, mention or quote or contain any photo of any Councillor.
- 11.12 Councillor participation at Council sponsored events (if any during the election (caretaker) period) should not be used to gain attention in support of an election campaign. Council sponsored events includes launches, events, and any other public forum outside of the normal Council meeting cycle.

12. Council Publications

- 12.1 Section 55D of the Act places limitations on Council from printing, publishing or distributing publications during a caretaker period. This is to ensure that Council does not utilise public funds that may influence or be seen to influence people's voting intentions.
- 12.2 **Council must not print, publish or distribute a publication during the caretaker period unless it has been certified in writing by the Chief Executive Officer.**
- 12.3 The Chief Executive Officer **must not certify** a publication that contains electoral matter – it is an offence for the Chief Executive to contravene this requirement.
- 12.4 An Electoral Matter is any matter that is intended or likely to affect voting in an election. *Refer to clause 12.2*
- 12.5 The certification by the Chief Executive Officer must be in writing and cannot be delegated. Certification wording – over the Chief Executive Officers signature - should be as follows **"Certified by the Chief Executive Officer in accordance with section 55D of the Local Government Act 1989"**.

Election Period (Caretaker) Policy 2019



12.6 The interpretation of section 55D is **extremely broad**. Even though section 55D refers specifically to "**an advertisement, handbill, pamphlet or notice**" it has been interpreted to refer to documents produced for the purpose of communicating with the community, including:

- (a) Council newsletters;
- (b) Advertisements and notices eg: job advertisements, public notices of contracts etc;
- (c) Media releases;
- (d) Leaflets and brochures;
- (e) Mailouts to multiple addresses; and
- (f) Mass email communications/newsletters from service areas such as Maroondah Leisure, Karralyka, BizMaroondah, Arts in Maroondah.

All these publications will require certification by the Chief Executive Officer provided that the CEO is certain it does not contain electoral matter.

12.7 Material is **definitely electoral matter** if it:

- (a) Publicises the strength or weaknesses of a candidate;
- (b) Advocates the policies of the Council or of a candidate;
- (c) Responds to claims made by a candidate;
- (d) Publicises the achievements of the elected Council;
- (e) Publicises matters that have already been the subject of public debate;
- (f) Is about matters that are known to be contentious in the community and likely to be the subject of election debate;
- (g) Deals with Election Candidate statements; and
- (h) Refers to Councillors or candidates by name or by implicit reference.

12.8 Section 55D also applies to the publication of material specified in clause 9.6 on Council's website. **This applies to all websites under the auspices of Council. i.e. new pages on the website or new material will require certification by the CEO.**

12.9 **Websites.** Council has a diverse range of websites that promote services, day-to-day activities, events and all manner of things Maroondah.

(a) **Websites for the sake of this policy are divided into 2 categories**

(i) **Council Matters**

- Maroondah City Council main website;
- Your Say Maroondah;
- BizMaroondah;
- Realm; and
- Youth.

(ii) **Operational**

- Maroondah Leisure; and
- Karralyka.

Election Period (Caretaker) Policy 2019



- (b) All websites categorised under **Council Matters** will require certification by the Chief Executive Officer of any page change.
- 12.10 **All social media messaging on all Council platforms (eg: Facebook, Twitter, Instagram, Linked In and YouTube)** will require certification by the Chief Executive Officer.
Refer Attachment 2 – page 12, for further guidance.
- 12.11 **The recommended practice – in line with State and Federal Governments – is where possible to avoid all publication activity during the caretaker period except where it is essential for the conduct of Council operations.**
- 12.12 A number of Council publications with references to either current Councillors or candidates, **both online and public display will be withdrawn from view** during a election (caretaker) period.
- 12.13 During the election (caretaker) period Council's website will not contain material which is precluded by this Policy or the statutory requirements relating to publications. Any references to the election will only relate to the election process e.g. *date of election*.
- 12.14 Profiles of current Mayor and Councillors will be removed from Council's website during the caretaker period but retain their contact details for their day-to-day role as Councillor i.e. names, photos and mobile numbers **only**.
- 12.15 Any new material published on Council's website during the election (caretaker) period must be subject to the certification process. Council agendas, minutes and the annual report are **considered exempt from such certification**.
- 12.16 Council pursuant to the provisions of the Local Government Act is required to produce an annual report, and the *Annual Report 2019-2020* will be published during the Election (Caretaker) Period. The *Annual Report* will not contain any material that could be regarded as overt electioneering or that inappropriately promotes individual Councillors but will fulfil its statutory obligations on reporting matters.
- 12.17 **Social Media** – any publication on social media sites such as **facebook or twitter** that are under the auspices of Council will also require certification by the Chief Executive Officer.

13. Assistance to Candidates

- 13.1 The Council affirms that all candidates for the Council election will be treated equally.
For the purposes of this Policy any Councillor – whether standing for Council or not – will be regarded as a candidate
- 13.2 Any assistance and advice to be provided to candidates as part of the conduct of the Council election will be provided equally to all candidates.
- 13.3 All election related enquiries from candidates, including sitting Councillors, will be directed to the Returning Officer.

Election Period (Caretaker) Policy 2019



14. Caretaker Statement - Special Council Meeting Reports

Caretaker Statement –Special Council Meeting Reports

- 14.1 As Council **will not** hold an ordinary Council Meeting during the election (caretaker) period, this section only applies to reports for a **Special Council Meeting**, if such a meeting is called.
- 14.2 In order to facilitate compliance with its commitment to ensuring appropriate decision-making during elections, Council hereby adopts the following procedure – as outlined in clauses 14.3 to 14.5.
- 14.3 During the caretaker period, the Chief Executive Officer will ensure that a "Caretaker Statement" is included in every report submitted to a Special Council meeting (if required) for a decision.
- 14.4 The "Caretaker Statement" will specify one of the following:
- (a) "The recommended decision is not a 'Major Policy Decision', as defined in section 93A of the Local Government Act 1989, or a 'Significant Decision' within the meaning of this policy."
 - (b) "The recommended decision is not a 'Major Policy Decision' within the context of the Local Government Act 1989. The recommended decision is a 'Significant Decision' within the meaning of this policy, but an exception should be made for the following reasons [insert reasons for making an exemption]".
 - (c) "The recommended decision is to seek an exemption from the Minister because the matter requires a 'Major Policy Decision' within the meaning of section 93A of the Local Government Act 1989".
 - (d) "The recommended decision is a 'Major Policy Decision', as defined in section 93A of the Local Government Act 1989, but an extraordinary circumstances exemption was granted by the Minister for Local Government on [insert date]".
- 14.5 During the election (caretaker) period, the Council will not make a decision on any matter or report that does not include one of the Caretaker Statements as outline above.

15. Attachments

15.1 Attachment 1 - Relevant sections from the Local Government Act 1989

Section 3 (1) Election (Caretaker) period

In relation to an election, means the period that:

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

Electoral advertisement, handbill, pamphlet or notice

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

Publish

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

Election Period (Caretaker) Policy 2019



Section 3(1A)

In this Act, “**electoral matter**” means matter which is intended or likely to affect voting in an election but does not include any electoral material produced by or on behalf of the returning officer for the purposes of conducting an election.

Note: **printed electoral matter** has the same meaning.

Section 3(1B)

Without limiting the generality of the definition of “electoral matter”, matter is to be taken to be intended or likely to affect voting in an election if it contains an express or implicit reference to, or comment on:

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

Section 55D

Prohibition on Council {Publish Material}

- (1) A Council must not print, publish or distribute or cause, permit or authorise to be printed, published or distributed, any advertisement, handbill, pamphlet or notice during the election period unless the advertisement, handbill, pamphlet or notice has been **certified in writing, by the Chief Executive Officer**.
- (2) The Chief Executive Officer must not intentionally or recklessly certify an electoral advertisement, handbill, pamphlet or notice during the election period unless it **only contains information about the election process**.

Penalty: 60 penalty units

Section 93A

Conduct of Council during an Election Period

- (1) Subject to this Section, a Council, a special committee or a person acting under a delegation given by the Council must not make a major policy decision during the election period for a general election.
- (2) If a Council considers that there are extraordinary circumstances which require the making of a major policy decision during the election period, the Council may apply in writing to the Minister for an exemption from the application of this section to the major policy decision specified in the application.
- (3) If the Minister is satisfied that there are extraordinary circumstances, the Minister may grant an exemption from the application of this section to the major policy decision specified in the application subject to any conditions or limitations that the Minister considers appropriate.
- (4) A major policy decision made in contravention of this section is invalid.
- (5) Any person who suffers any loss or damage as a result of acting in good faith on a major policy decision made in contravention of this section is entitled to compensation from the Council for that loss or damage.

Election Period (Caretaker) Policy 2019



- (6) In this section, a “**major policy decision**” means any decision –
- (a) relating to the employment or remuneration of a Chief Executive Officer under Section 94, other than a decision to appoint an acting Chief Executive Officer;
 - (b) to terminate the appointment of a Chief Executive Officer under Section 94;
 - (c) to enter into a contract the total value of which exceeds whichever is the greater of \$100,000 {or such higher amount as may be fixed by Order in Council under section 186(1)} or 1% of the Council's revenue from rates and charges levied under section 158 in the preceding financial year;
 - (d) to exercise any power under Section 193 if the sum assessed under Section 193(5A) in respect of the proposal exceeds whichever is the greater of \$100,000 or 1% of Council's revenue from rates and charges levied under section 158 in the preceding financial year.

Section 95 Conduct Principles

- (1) Council staff must in the course of their employment-
- (a) act impartially;
 - (b) act with integrity including avoiding real or apparent conflicts of interest;
 - (c) accept accountability for results; and
 - (d) provide responsive service.

15.2 Attachment 2 - Social Media Activity Election (Caretaker) Period

Social media activity during the Election (Caretaker) Period is to conform with the following:

- On all social media pages comments are to be disabled, and Caretaker message is to be pinned to sites where available
- You Tube videos to be set to PRIVATE during the period.
- Instagram pages are to be disabled during the Election (Caretaker) Period.
- All social media activity to be kept to minimum, normal day-to-day activities only.
- No launches or announcements of any new projects, policy initiatives, or programs.
- No matter is permitted that may be construed as **electoral matter** – sites should be reviewed to ensure there is none.
- No hosting or responding to political content at all is permitted.
- During this time ensure moderation of all social media sites.

Specific instructions relevant to each social media channel will be provided to all administrators by the Communications & Engagement team.

16. Administrative Amendments

- 16.1 From time to time, circumstance may require minor amendments be made to this Policy. Where this does not materially alter the Policy, such amendments may be made administratively by the Chief Executive Officer.
- 16.2 Any amendment which materially alters the Policy must be approved by resolution of Council.

17. Policy Distribution

In accordance with section 93B(4) of the Act, and as soon as possible after it is adopted by Council, a copy of this Policy will be:

- given to each councillor;
- available for inspection by the public at Council offices; and
- published on Council's website.

18. Disclaimer

This Policy has been written to provide a guide only for Council employees, Councillors and Candidates and is not a substitute for legal advice.

Individuals should seek their own independent advice if they are unsure about any aspect of the Local Government Act 1989 and associated regulations in relation to the Election (Caretaker) Period.

Election Period (Caretaker) Policy 2019



FINANCIAL REPORT

Six months ended

31 December 2019



Financial Report
Six months ended 31 December 2019

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Financial Report
Six months ended 31 December 2019

1. Income Statement

For the six months ending 31 December 2019

	YTD Forecast	YTD Actual	YTD Forecast	Annual Forecast	Adopted Budget
	Budget	Results	Variance		
	\$'000	\$'000	\$'000	\$'000	\$'000
Income					
Rates & charges	92,584	92,569	(15)	92,813	92,344
Statutory fees & fines	2,227	2,200	(27)	5,121	4,834
User fees	14,126	14,209	84	27,554	26,917
Contributions - cash	3,467	3,434	(33)	5,568	4,041
Grants - Operating (recurrent)	3,002	3,008	6	8,267	8,191
Grants - Operating (non-recurrent)	178	161	(17)	973	222
Other income	598	591	(8)	1,328	1,296
Net gain (loss) on disposal of property, infrastructure, plant & equipment	(46)	192	239	(93)	(93)
Total Income	116,134	116,363	229	141,531	137,752
Expenses					
Employee costs	28,894	28,868	26	57,825	58,430
Materials and services	16,468	15,818	651	28,261	26,656
Contractors	11,468	11,118	351	24,960	23,540
Depreciation and amortisation	11,546	11,552	(6)	23,082	23,096
Finance costs	458	459	(1)	901	901
Other expenses	438	446	(8)	1,062	779
Total expenses	69,273	68,261	1,012	136,091	133,403
Underlying Surplus (Deficit)	46,861	48,102	1,241	5,440	4,349
Grants - Capital (recurrent and non-recurrent)	1,639	1,545	(94)	4,044	522
Comprehensive result	48,500	49,647	1,146	9,484	4,871

**Financial Report
Six months ended 31 December 2019**

2. Balance Sheet

As at 31 December 2019

	31/12/2019	31/12/2018	30/06/2019
	\$ '000	\$ '000	\$ '000
Assets			
Current assets			
Cash and cash equivalents	25,413	14,218	16,049
Other financial assets	19,420	23,298	36,995
Trade and other receivables	69,069	69,841	11,680
Inventories	450	345	393
Other assets	364	1,096	470
Total current assets	114,715	108,798	65,587
Non-current assets			
Trade and other receivables	155	122	155
Other financial assets	0	2,279	1,279
Investments in associates and joint ventures	3,446	3,321	3,447
Property, infrastructure, plant and equipment	1,844,943	1,831,866	1,842,087
Intangible assets	782	993	782
Total non-current assets	1,849,326	1,838,582	1,847,750
Total assets	1,964,041	1,947,380	1,913,337
Liabilities			
Current liabilities			
Trade and other payables	(15,764)	(13,001)	(14,502)
Trust funds and deposits	(5,081)	(3,857)	(4,823)
Provisions	(12,446)	(12,128)	(12,217)
Interest-bearing liabilities	(1,433)	(1,365)	(1,398)
Total current liabilities	(34,723)	(30,350)	(32,940)
Non-current liabilities			
Provisions	(1,632)	(1,280)	(1,632)
Interest-bearing liabilities	(16,560)	(17,993)	(17,286)
Trust funds and deposits	(6)	(6)	(6)
Total non-current liabilities	(18,198)	(19,279)	(18,924)
Total liabilities	(52,921)	(49,629)	(51,864)
Net assets	1,911,120	1,897,751	1,861,473
Equity			
Accumulated surplus	820,938	791,358	820,938
Surplus (deficit) for period	49,647	59,340	-
Reserves	1,040,535	1,047,053	1,040,535
Total equity	1,911,120	1,897,751	1,861,473

Financial Report
Six months ended 31 December 2019

3. Statement of Cash Flows

For the six months ended 31 December 2019

	31/12/2019	31/12/2018
	\$'000	\$'000
Cash flows from operating activities		
Rates and charges	30,128	29,060
Statutory fees and fines	2,200	2,238
User fees	19,189	12,556
Grants - operating	3,168	6,069
Grants - capital	1,545	9,480
Contributions - monetary	3,434	3,798
Interest received	663	710
Trust funds and deposits taken	13,444	4,211
Net GST refund	-	-
Employee costs	(28,869)	(28,488)
Materials and services	(19,835)	(21,430)
Trust funds and deposits repaid	(12,679)	(3,992)
Net cash provided by/(used in) operating activities	12,388	14,213
Cash flows from investing activities		
Payments for property, infrastructure, plant and equipment	(21,285)	(26,482)
Proceeds from sales of property, infrastructure, plant and equipment	556	444
Payments for investments	(28,212)	(33,555)
Proceeds from sales of investments	47,066	45,801
Net cash provided by/(used in) investing activities	(1,874)	(13,791)
Cash flows from financing activities		
Finance costs	(459)	(491)
Proceeds from borrowings	-	-
Repayment of borrowings	(691)	(658)
Net cash provided by/(used in) financing activities	(1,149)	(1,149)
Net increase (decrease) in cash and cash equivalents	9,364	(727)
Cash and cash equivalents at the beginning of the period	16,049	14,945
Cash and cash equivalents at the end of the financial period	25,413	14,218

Financial Report
Six months ended 31 December 2019

4. Statement of Capital Works

For the six months ending 31 December 2019

	YTD Forecast Budget	YTD Actual *	YTD Bud Var	Forecast Budget **	Amount Carried Forward	Adopted Budget
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Classification						
Buildings	3,645	5,237	(1,592)	16,061	7,478	6,695
Roads	1,452	1,782	(330)	4,394	(14)	3,562
Footpaths and Cycleways	2,180	2,150	31	3,075	(471)	3,540
Carparks	550	662	(113)	3,549	69	480
Drainage	939	1,030	(91)	2,990	1,017	2,685
Waste Management	33	22	10	103	53	50
Other Capital Roads and Drainage	65	2	63	1,335	395	745
Recreational Leisure and Community Facilities	1,580	1,425	154	4,379	1,198	2,285
Parks and Open Space	508	307	201	1,450	275	1,240
Fixtures, Fittings and Furniture	57	43	14	92	42	80
Plant, Machinery and Equipment	1,582	1,533	49	3,248	222	3,422
Computers and Telecommunications	205	195	9	1,683	1,230	950
Property Sales	0	47	(47)	0	0	0
Building Renewal	492	796	(305)	1,081	(2,048)	3,030
Total capital works	13,285	15,232	(1,946)	43,439	9,447	28,764

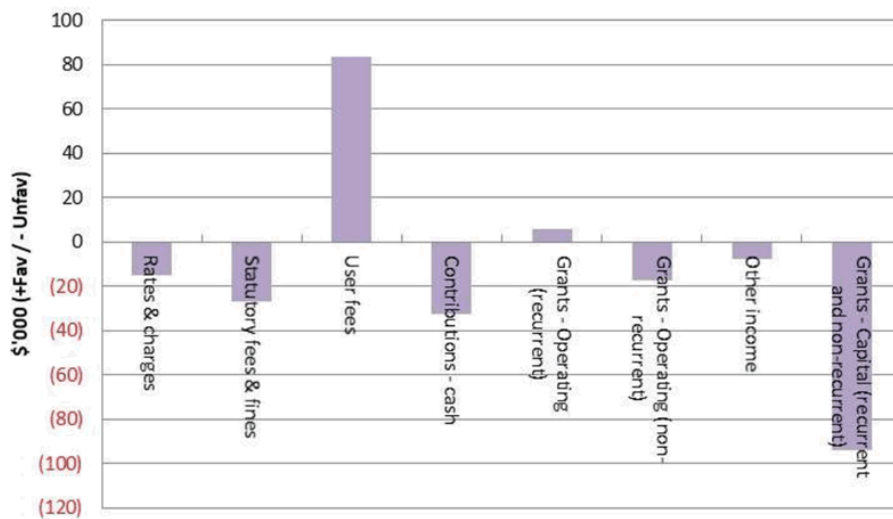
* YTD Actual expenditure includes Carried Forwards

** Forecast Budget expenditure includes Carried Forwards

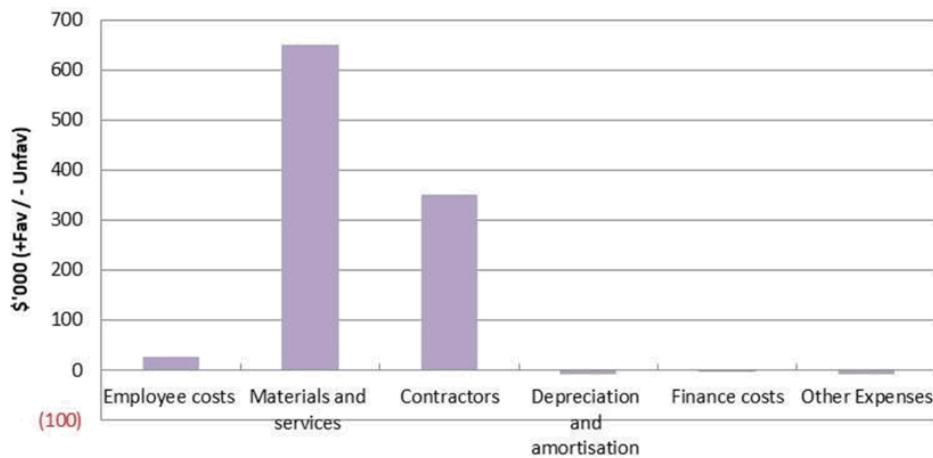
Financial Report
Six months ended 31 December 2019

5. Financial and Capital Analysis

Income – YTD Forecast Budget variances

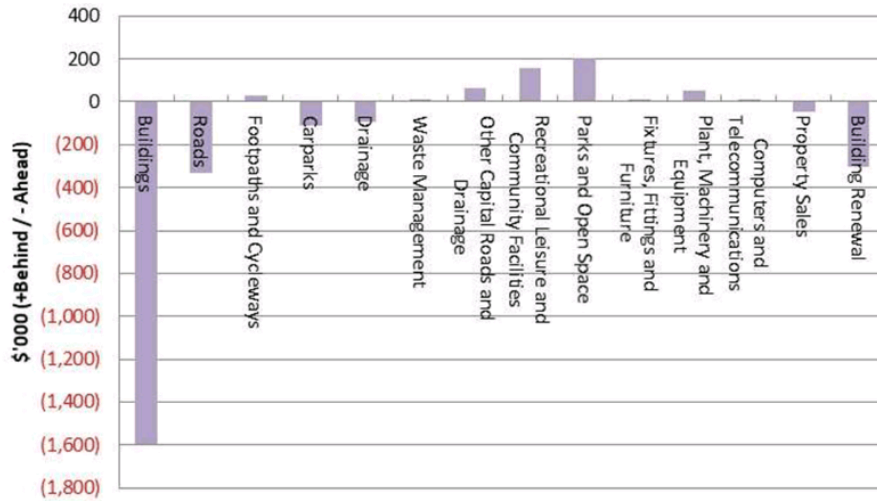


Expenses – YTD Forecast Budget variances

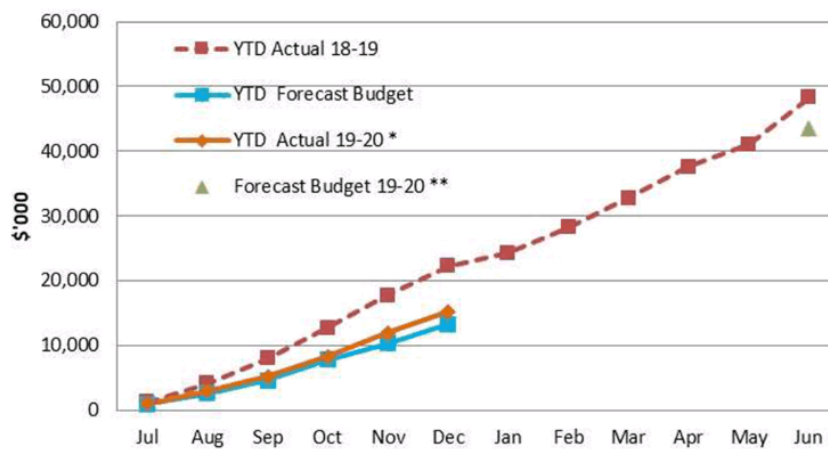


Financial Report
Six months ended 31 December 2019

Capital Works – YTD Forecast Budget variances by asset class



Capital works YTD expenditure cumulative



*YTD Actual expenditure includes Carried Forwards

**Forecast Budget expenditure includes Carried Forwards and future years' projects brought forward

These graphs demonstrate that the capital program is on par with overall budget predictions.

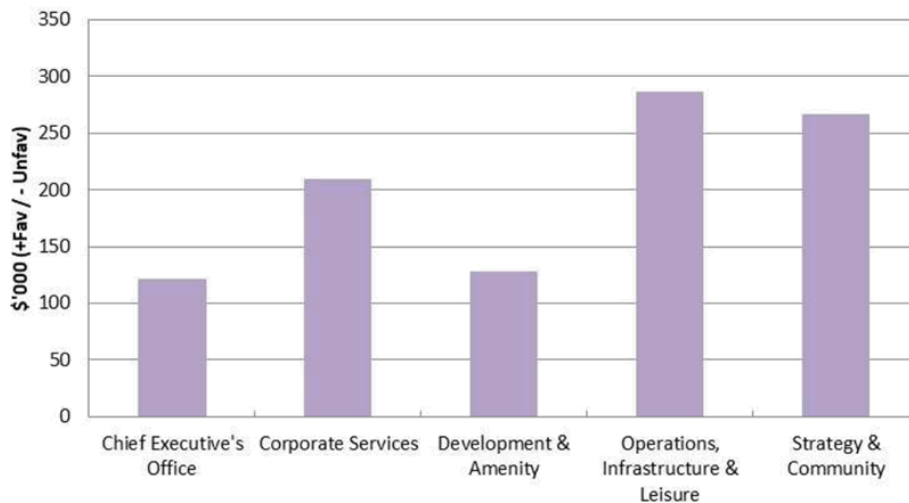
Financial Report
Six months ended 31 December 2019

Directorate Analysis

	YTD Forecast Net \$'000	YTD Actual Net \$'000	YTD Bud Var Net \$'000	Annual Forecast Net \$'000
Department				
Chief Executive's Office	(1,180)	(1,059)	121	(2,542)
Corporate Services	(16,653)	(16,444)	210	(31,108)
Development & Amenity	(421)	(294)	128	(1,132)
Operations, Infrastructure & Leisure	(11,252)	(10,966)	286	(22,290)
Strategy & Community	(5,017)	(4,751)	266	(11,333)
	(34,524)	(33,514)	1,010	(68,405)
Capital Grants & Contributions	1,639	1,545	(94)	4,044
Net (Gain)/Loss on disposal of equipment	(46)	192	239	(93)
Other non-attributable *	81,432	81,423	(9)	73,938
Net (surplus) deficit	48,500	49,647	1,146	9,484

* Other non-attributable includes rate & charges revenue, grants commission, depreciation, and insurance.

Department net cost YTD Budget variances (depiction of the table above)



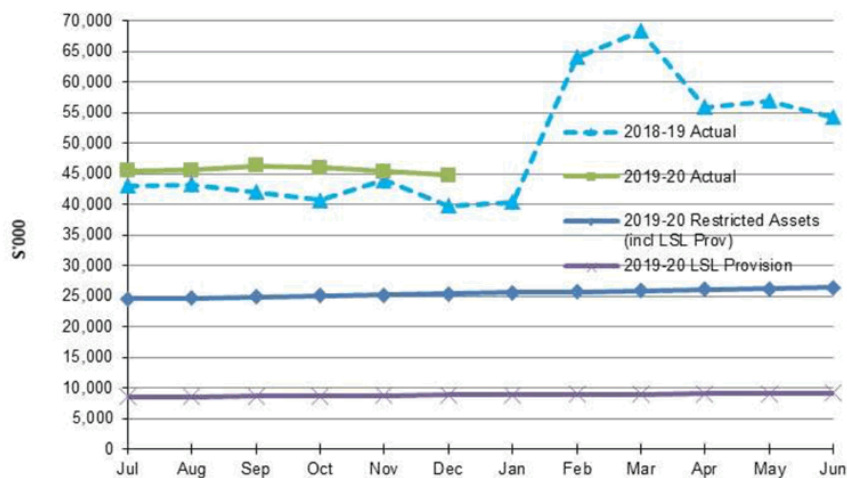
Financial Report
Six months ended 31 December 2019

6. Financial Position

	2019-20	2018-19	2019-20	2018-2019
	December	December	Adopted	June EOFY
	Actual	Actual	Budget	Actual
	\$'000	\$'000	\$'000	\$'000
Cash and investments	44,833	39,795	38,750	54,323
Net current assets	79,992	78,448	20,243	32,647
Net assets and total equity	1,911,120	1,897,751	1,866,022	1,861,473

The Financial Position as at 31 December 2019 shows cash and investment balances of \$44.83 million and a net current asset position of \$79.99 million, which are above balances this time last year. The net asset position as at 31 December 2019 is \$1.91 billion. Cash and investment balances are above expectations identified in the Long-Term Financial Strategy for the current period of 2019/2020.

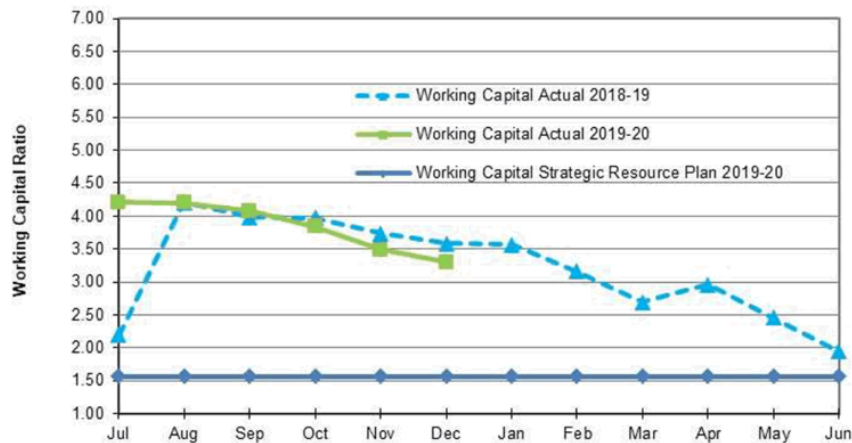
Actual cash & investments balance by month



This graph reflects that there are sufficient cash reserves to cover both restricted assets and any fluctuations in cash flow.

Financial Report
Six months ended 31 December 2019

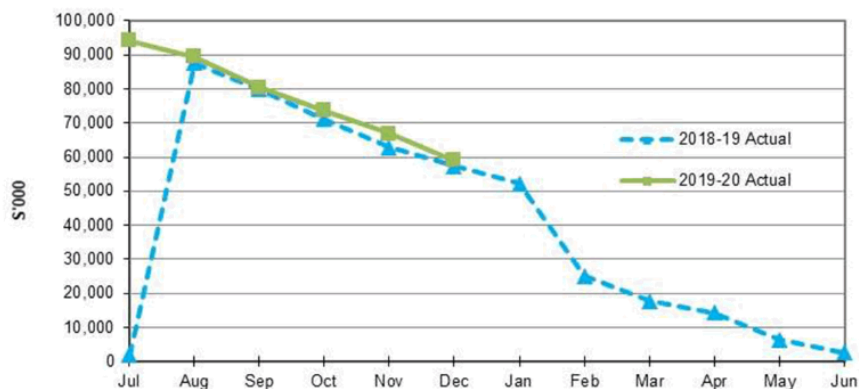
Actual working capital ratio by month
(Current Assets / Current Liabilities)



The working capital ratio is a measure of liquidity. It is essential for this figure to be greater than 1.00 at all times, with the VAGO recommended level being in excess of 1.50. Council's working capital ratio clearly meets this recommendation.

The ratio is expected to follow a similar trend to the previous financial year.

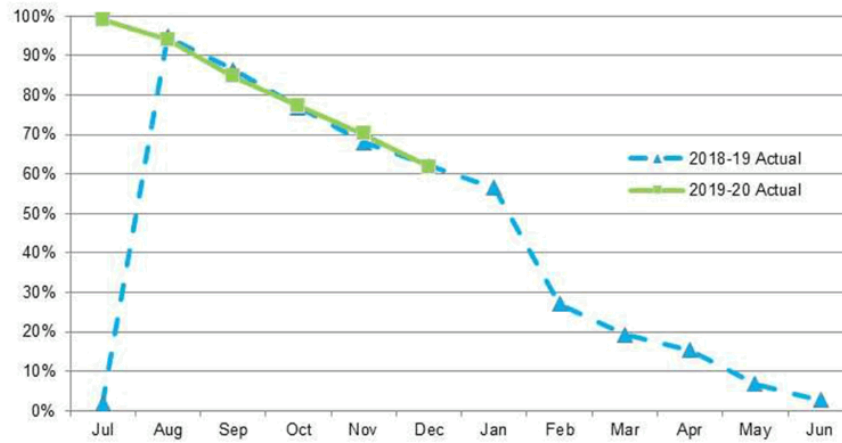
Actual rates outstanding balances by month



The December result indicates a similar trend of rates outstanding as compared to the same stage last year, taking into account rates being struck in July of this year.

Financial Report
Six months ended 31 December 2019

Rates debtor collection rate by %

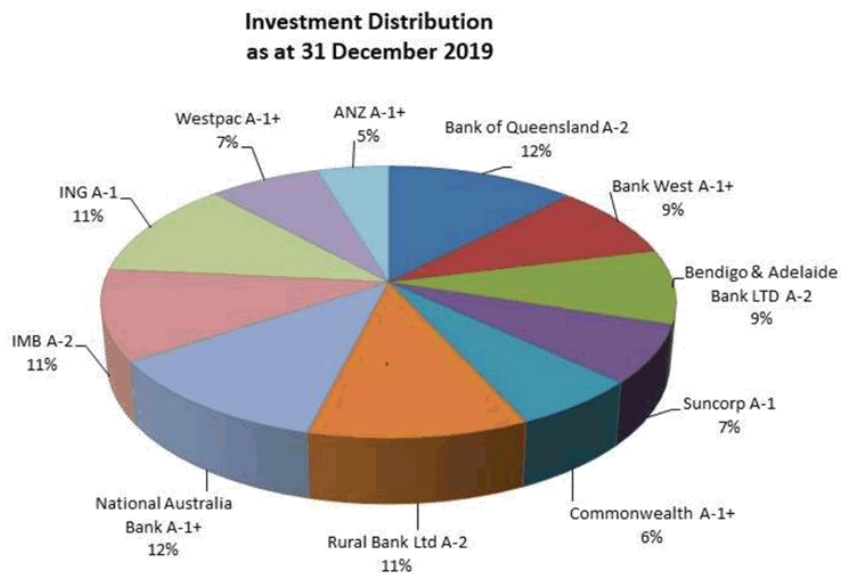
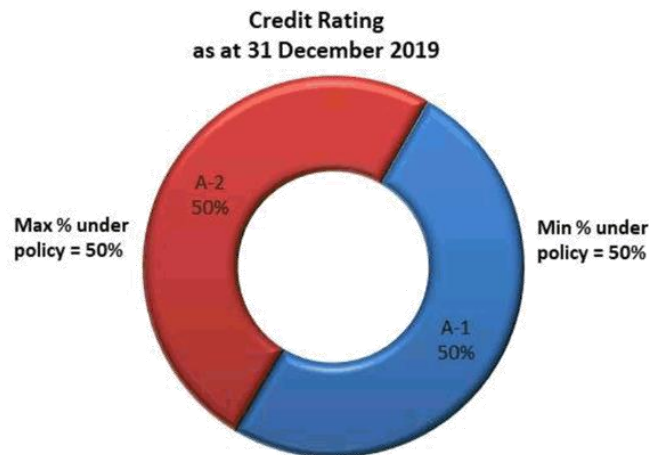


Rate debtor's collection levels during 2019/2020 are in line with expectations, taking into account rates being struck in July of this year.

Financial Report
Six months ended 31 December 2019

7. Cash and Investments

The following graphs indicate the diversification and credit ratings of the investment portfolio at the end of December. The table lists all the investments held as at 31 December 2019. Council has met Investment Policy guidelines for December with respect to the portfolio's balance between A-1 and A-2 investments and holding no greater than 15% of the portfolio with one investing partner.



**Financial Report
Six months ended 31 December 2019**

Investments as at 31/12/2019							
Institution	Credit Rating	Maturity Date	Period Days	Yield %	Type	\$'000's	%
Bank West	A-1+			0.70	On-Call	2,300	5.3%
National Australia Bank	A-1+			1.30	On-Call	4,050	9.4%
IMB	A-2	08-Jan-20	89	1.50	Term Dep	700	1.6%
Bank of Queensland	A-2	08-Jan-20	86	1.50	Term Dep	800	1.9%
Bendigo & Adelaide Bank LTD	A-2	16-Jan-20	78	1.45	Term Dep	2,537	5.9%
IMB	A-2	23-Jan-20	77	1.50	Term Dep	1,000	2.3%
National Australia Bank	A-1+	30-Jan-20	78	1.47	Term Dep	1,000	2.3%
ING	A-1	30-Jan-20	59	1.55	Term Dep	3,000	7.0%
Commonwealth	A-1+	30-Jan-20	56	1.28	Term Dep	1,500	3.5%
Suncorp	A-2	05-Feb-20	64	1.30	Term Dep	3,000	7.0%
IMB	A-2	13-Feb-20	87	1.55	Term Dep	3,000	7.0%
Rural Bank Ltd	A-2	20-Feb-20	71	1.35	Term Dep	800	1.9%
Bank of Queensland	A-2	02-Jan-20	93	1.60	Term Dep	2,000	4.6%
Rural Bank Ltd	A-2	02-Jan-20	91	1.65	Term Dep	1,000	2.3%
Bank West	A-1+	09-Jan-20	121	1.60	Term Dep	1,500	3.5%
Bank of Queensland	A-2	22-Jan-20	97	1.52	Term Dep	1,500	3.5%
Rural Bank Ltd	A-2	23-Jan-20	92	1.55	Term Dep	800	1.9%
Westpac	AA-	27-Feb-20	184	1.55	Term Dep	600	1.4%
ING	A-1	12-Mar-20	114	1.55	Term Dep	1,000	2.3%
Westpac	AA-	09-Apr-20	191	1.67	Term Dep	2,500	5.8%
ANZ	A-1+	23-Apr-20	133	1.37	Term Dep	2,007	4.7%
Rural Bank Ltd	A-2	14-Feb-20	365	2.70	Term Dep	1,019	2.4%
Bank of Queensland	A-2	13-Mar-20	731	2.85	Term Dep	1,000	2.3%
Commonwealth	A-1+	14-Apr-20	214	1.57	Term Dep	1,186	2.8%
Rural Bank Ltd	A-2	29-May-20	365	2.20	Term Dep	1,028	2.4%
Bendigo & Adelaide Bank LTD	A-2	13-Jul-20	732	2.90	Term Dep	1,279	3.0%
ING	A-1	01-Oct-20	335	1.26	Term Dep	1,000	2.3%
						43,107	100%

Term Dep = Term Deposit NCD = Negotiable Certificate of Deposit

Council's performance against the industry wide benchmark (Bank Bill Swap Reference Rate – Average Bid which summarises the returns on banks bills over the period chosen) is provided below:

Benchmark: 90 days Bank Bill Swap Reference Rate – Average Bid (Source: Australian Financial Markets Association)	1.56%
Maroondah Investment Portfolio as at 31 December 2019	1.63%

Balance Sheet Analytics - as at 31 December 2019

	31/12/2019 \$ '000	31/12/2018 \$ '000	Comments
Assets			
Current assets			
Cash and cash equivalents	25,413	14,218	Cash and term deposits are split between this account and "other financial assets" depending on the length of investment (over/under 90 days).
Other financial assets	19,420	23,298	Change in composition of term deposit investments between current and non-current.
Trade and other receivables	69,069	69,841	Comprises many debtor balances, and is largely made up of outstanding rates.
Inventories	450	345	
Other assets	364	1,096	
Total current assets	114,715	108,798	
Non-current assets			
Trade and other receivables	155	122	
Other financial assets	-	2,279	See above comment regarding investment mix.
Investments in associates and joint ventures	3,446	3,321	
Property, infrastructure, plant and equipment	1,844,943	1,831,866	
Intangible assets	782	993	
Total non-current assets	1,849,326	1,838,582	
Total assets	1,964,041	1,947,380	
Liabilities			
Current liabilities			
Trade and other payables	(15,764)	(13,001)	Reflects accounts payable and sundry creditors with fluctuations occurring because of timing differences and accruals.
Trust funds and deposits	(5,081)	(3,857)	
Provisions	(12,446)	(12,128)	Employee provisions. Increase relates to higher annual leave and LSL accrual balances.
Interest-bearing liabilities	(1,433)	(1,365)	
Total current liabilities	(34,723)	(30,350)	
Non-current liabilities			
Provisions	(1,632)	(1,280)	
Interest-bearing liabilities	(16,560)	(17,993)	Loan facility used in the funding of Aquanation's construction. Decrease reflect 6 monthly repayments.
Trust funds and deposits	(6)	(6)	
Total non-current liabilities	(18,198)	(19,279)	
Total liabilities	(52,921)	(49,629)	
Net assets	1,911,120	1,897,751	
Equity			
Accumulated surplus	820,938	791,358	
Surplus (deficit) for period	49,647	59,340	
Reserves	1,040,535	1,047,053	
Total equity	1,911,120	1,897,751	

Cash Flow Analytics - for the period ending 31 December 2019

	31/12/2019 \$'000	31/12/2018 \$'000	Comments
Cash flows from operating activities			
Rates and charges	30,128	29,060	
Statutory fees and fines	2,200	2,238	
User fees	19,189	12,556	There was higher value of user fees outstanding in prior period.
Grants - operating	3,168	6,069	Last year operating grants included Federal home domestic care, personal care, State Melba multi sport complex development and respite care grants.
Grants - capital	1,545	9,480	Last year capital grants included \$3.2m in relation to HE Parker Reserve and \$1.2m RTR Lincoln Road.
Contributions - monetary	3,434	3,798	
Interest received	663	710	
Trust funds and deposits taken	13,444	4,211	Deposits taken and repaid a function of timing. These amount recognize movements in various deposit, suspense and clearing accounts.
Net GST refund	-	-	
Employee costs	(28,869)	(28,488)	
Materials and services	(19,835)	(21,430)	Timing variance due to a higher balance of materials and services payable as at December 2019.
Trust funds and deposits repaid	(12,679)	(3,992)	Deposits taken and repaid a function of timing. These amount recognize movements in various deposit, suspense and clearing accounts.
Net cash provided by/(used in) operating activities	12,388	14,213	
Cash flows from investing activities			
Payments for property, infrastructure, plant and equipment	(21,285)	(26,482)	
Proceeds from sales of property, infrastructure, plant and equipment	556	444	
Payments for investments	(28,212)	(33,555)	Investment balances fluctuate based on the timing and maturity of council's investment profile.
Proceeds from sales of investments	47,066	45,801	See above comment.
Net cash provided by/(used in) investing activities	(1,874)	(13,791)	
Cash flows from financing activities			
Finance costs	(459)	(491)	
Proceeds from borrowings	-	-	
Repayment of borrowings	(691)	(658)	
Net cash provided by/(used in) financing activities	(1,149)	(1,149)	
Net increase (decrease) in cash and cash equivalents	9,364	(727)	
Cash and cash equivalents at the beginning of the period	16,049	14,945	
Cash and cash equivalents at the end of the financial period	25,413	14,218	

LEASES AND LICENCES PRICING SCHEDULE



1 PURPOSE

This document for the leasing and licensing of Council owned and managed facilities is aligned with the Maroondah City Council Community Facilities Pricing Policy and the Community Facilities Occupancy Policy.

The Community Facilities Pricing Policy provides an overarching framework containing principles that guide the pricing of Council owned and managed community facilities and ensures a consistent and transparent approach to the pricing of such facilities.



It is recommended that this Schedule be read in conjunction with the following Council documents:

- Community Facilities Pricing Policy
- Community Facilities Occupancy Policy
- Community Facilities Occupancy Assessment Process
- Sporting Facilities User Guide
- Standard Lease & Licence Agreements

These documents can be downloaded from Council's website www.maroondah.vic.gov.au

2 SCOPE

The schedule extends to all Council-owned or managed facilities and grounds as detailed below:

- Community Centres
- Kindergartens
- Senior Citizens Centres
- Sporting Pavilions
- Sports Grounds and sporting activity surfaces
- Scout and Guide Halls
- Facilities managed by Council Special Committees of Management
- Maroondah Federation Estate
- Parkwood Community Hub
- Other Community Facilities



3 UNDERSTANDING LEASES AND LICENCES

Council subsidises the use of community facilities to encourage their use and to support community organisations. A lease or licence gives community organisations security of tenure over a fixed period, thus eliminating the need to apply annually for winter or summer seasonal allocation.

Refer to the Community Facilities Occupancy Policy and associated "Assessment Process" and "Standard Documentation" for information on the application process, standard documentation and the regulations and requirements for organisation leasing or licensing Council owned or managed community facilities.

For a list of Council owned community facilities under lease or licence, please see Appendix 1.

All charges within the schedule include Goods and Services Tax (GST).

4 DEFINITIONS

Terms within this Schedule requiring definition or explanation are:

Lease

A lease is a contract under which a tenant (or lessee) is granted exclusive possession of property for an agreed period, usually in return for rent.

Licence

A licence is a form of permission to enter and use land and/or facility for an agreed purpose for a stated period. The licensee does not have exclusive use of the land allowing Council to allocated other users groups or allow the general public to use the facilities at other times.

5 RENTAL FEES

For simplicity and consistency, rentals are determined on the basis of their relevance to the following principles from the Community Facilities Pricing Policy:

Fair and Equitable

Users of Council facilities will be charged fees that are consistent with the fees charged to other users of the same or similar facilities where those users are in similar circumstances

Promoting Participation

Fees charged will reflect Council's commitment to supporting and promoting the participation of population groups that are usually under-represented in civic and community life.

Different Rates & Charges for Different Users & Standards of Facility

A scale of different charges will apply to commercial, government, community service not for profit, community and private users.



6 USER CATEGORIES

6.1 Groups Traditionally Supported by Council

Council wishes to acknowledge the support and service these organisations contribute to the social fabric of the community by way of subsidised rentals. The following rental reflects the cost to Council of administering the Lease or Licence.

Category	Base Rental <i>including GST</i>
Kindergartens Community Centres Senior Citizen Centres Community Child Care Centres Croydon Community Garden Croydon RSL Maroondah Citizens Advice Bureau Guides Scouts Ringwood Arts Society Ringwood Men's Shed University of Third Age Australian Red Cross Society St John Ambulance Australia (Vic) Victorian State Emergency Services Authority	\$810 Base Fees will increase by 2.5% per year

6.2 Groups that are responsible for specialised maintenance

There are a number of community groups in Maroondah that are responsible for the specialised maintenance of areas within their Leased or Licensed facility, i.e. tennis courts, bowling greens, and croquet rinks. Council will charge a rental fee for each specialised sporting area (refer table below) and a pavilion rental which is 50% of the total rental for the specialised sporting area.

Category	Base Rental <i>including GST</i>
Tennis Clubs Bowling Clubs Croquet Club	\$200 per court \$320 per green \$320 per rink Base Fees will increase by 2.5% per year



6.3 Other Community Groups Occupying Council-Owned Facilities

For community groups that are not covered within clauses 6.1 or 6.2, the rental will be determined based on the quality of the facility, capital contributions provided by Council and the community organisation, the type of organisation using the facility and whether the organisation has exclusive use of the facility. As a minimum community groups will pay double a category A pavilion charge as detailed in section 9.3 of the Seasonal and Casual Pricing Schedule.

Quality of the Facility

The base rental for charging community groups occupying Council-owned facilities will be derived from the Seasonal & Casual Pricing Schedule and determined according to the quality of the facility with higher quality facilities being charged at a higher base rental than lower quality facilities.

Once the base rental is set the following factors will be considered when calculating the rental fee:

Capital contribution towards building improvement

Capital contributions over \$100,000 including in kind made by the community group in the last 10 years will reduce the base rental by 25%.

Council Capital Contribution

Capital contributions over \$100,000 made by Council in the last 10 years will increase the base rental by 25%.

Exclusivity

Where groups have exclusive use of the facility the base rental will be increased by 50%.

Community Group Classification

For community groups that cater solely for juniors, veterans or for people with a disability the base rental will be reduced by 50%.

6.4 Miscellaneous

Community groups that occupy Council buildings and/or land that are unique, have needs that are significantly different or have provided significant resources towards the development of the facility need to negotiate the terms and conditions of their Lease with Council Officers.

The overarching Community Facilities Pricing Policy and the Leases and Licences Pricing Schedule will be reviewed every five years and will be monitored in relation to priorities identified in the Council Plan.

**Appendix 1****COUNCIL OWNED AND MANAGED COMMUNITY FACILITIES UNDER LEASE OR LICENCE****TENNIS CLUBS - LEASE**

1. Bayswater North Tennis Club
2. Burnt Bridge Tennis Club
3. Croydon North Tennis Club
4. Croydon Tennis Club
5. East Ringwood Tennis Club
6. Gracedale Tennis Club
7. Heathmont Park Reserve Tennis Club
8. East Croydon - Kilsyth Tennis Club
9. North Ringwood Tennis Club
10. Parkwood Tennis Club
11. Ringwood Tennis Club

KINDERGARTENS - LEASE

1. Arrabri
2. Barneong
3. Bayswater North
4. Brentwood Park
5. Croydon Central
6. Croydon Gums
7. Croydon North
8. Ellie V. Pullen
9. Greenwood Park
10. Heathmont East
11. Kurboroo
12. Lipscombe Park
13. Maroondah
14. North Ringwood
15. Norwood
16. Oban
17. Pinemont
18. Pinjarra
19. Taralla

SENIOR CITIZEN CENTRES

1. Croydon
2. East Ringwood
3. North Ringwood
4. University of the Third Age

COMMUNITY CENTRES

1. Arrabri Community Centre
2. Central Ringwood Community Centre
3. Glen Park Community Centre
4. North Ringwood Community House
5. Yarrunga Community Centre

CHILD CARE CENTRES

1. Knaith Road Child Care Centre
2. Nth Ringwood Community Child Care Centre

MISCELLANEOUS - LEASES

1. Australian Red Cross
2. Croydon & District Dog Obedience Club
3. Croydon RSL
4. Croydon Bowling Club
5. Croydon Community Garden
6. Croydon Football Club
7. Croydon Cricket Club
8. German Shepherd Dog Club
9. Maroondah Montessori Pre School
10. Maroondah Soccer & Darts Association
11. Maroondah Citizens Advice Bureau
12. MVC Boxing Association
13. Norwood Sporting Group
14. Reverse Art Truck
15. Ringwood Arts Society
16. Ringwood Ballet
17. Ringwood Bowls Club
18. Ringwood City Football (soccer) Club
19. Ringwood Croquet Club
20. Ringwood District Cricket Association
21. Ringwood Golf Club
22. St John Ambulance Australia (Vic) Inc.
23. Yarra Valley Bridge Club

MISCELLANEOUS - LICENCES

1. E.R.N.I.
2. New Community Ringwood
3. Outer Eastern Primary Care Partnership
4. Maroondah Calisthenics Club

GUIDES- LEASES

1. Ainslie Park Guide Hall
2. Heathmont/Ringwood District Guides

SCOUTS - LEASES

1. 1st Croydon Hills Scout Group
2. 1st Maroondah Scout Group
3. 3rd Heathmont Scout Group
4. 3rd Croydon Scout Group
5. 3rd Ringwood East Scout Group
6. 4th Ringwood Scout Group
7. 7th Ringwood Scout Group

Appendix 1 - COMMUNITY FACILITIES OCCUPANCY POLICY - OCCUPANCY CLASSIFICATION MATRIX

Community	A not for profit-organisation that exists exclusively for charitable purposes or as an amateur sporting group, arts, craft or other special interest group established for the benefit of the community of the Maroondah City Council. Primarily voluntary staff and/or committee.
Community Service Not for Profit	An organisation which provides services to the Maroondah Community, consisting of primarily paid staff and returns all profits into the operation of the organisation to carry out its purposes.
Commercial	An organisation, including incorporated body, co-operative society, partnership or sole trader conducting activities for the purposes of deriving a financial return to the proprietors or shareholders.
Individual	Paid casual user or membership holder of Maroondah Leisure facilities and /or Karralyka patrons.

OCCUPANCY TYPE	LEVEL OF ACCESS	TENURE AVAILABLE	CLASSIFICATION TRAITS
Casual Hire	<ul style="list-style-type: none"> - Access to the space for booked time period. (ie not exclusive use of whole facility) - May have temporary loan of keys - No maintenance or utility responsibilities 	<ul style="list-style-type: none"> - Once off use - Sporadic bookings - Hall hire <10 bookings 	<ul style="list-style-type: none"> - Individual or organisation - Public Liability Coverage - Council cover available for casual hall hire. - Maroondah based and non Maroondah based groups
Regular Hire	<ul style="list-style-type: none"> - Exclusive access to the space for booked time period. - Long term key allocation - No maintenance or utility responsibilities 	<ul style="list-style-type: none"> - Maximum annual allocation for specified period ie weekly, monthly, bimonthly. 	<ul style="list-style-type: none"> - Individual or Organisation - Public Liability Coverage - Council cover available for casual hall hire - Weekly hire - >10 consecutive weeks - Fortnightly hire ->10 consecutive fortnights - Monthly hire -> 10 consecutive months.
Membership	<ul style="list-style-type: none"> - Shared use - Signed usage agreement - Designates regular usage within defined parameters. 	Range of Maroondah Leisure Memberships. Karralyka Season pass.	<ul style="list-style-type: none"> - Maroondah Leisure memberships for example -.Individual, Family. Mates. One facility or multiple facilities. - Karralyka season pass provides access to nine theatre season shows.
Seasonal Allocation	<ul style="list-style-type: none"> - Exclusive access to the facility at specified times for the allocated season. - Keys allocated for the season - Facility may be accessed by Council Officers & allocated to other uses in available times. - Partial maintenance & full utility responsibilities - Additional usage must be applied for separately (ie finals) 	<ul style="list-style-type: none"> - Winter season – 6 mth regular season - Summer season – 6 Months 	<ul style="list-style-type: none"> - For mainly Sporting facilities - Incorporated Organisation - Own Public Liability Insurance Coverage - Demonstrated direct benefit to local Community - No outstanding debt to Council - No notices or outstanding maintenance requirements
Licence	<ul style="list-style-type: none"> - Exclusive access to specific area, for specified days & hours - A number of licencees can occupy one facility - Keys allocated for the term of the licence - Facility may be accessed by Council Officers & allocated to other uses in available times. - May have partial maintenance & utility responsibilities 	<ul style="list-style-type: none"> - 2 year term with option for further 2 years (new users) - 3 year term with 2 further options of 3 years (current) 	<ul style="list-style-type: none"> - Incorporated Organisation - Own Public Liability Insurance Coverage - Demonstrate direct benefit to Maroondah Residents - No outstanding debt to Council
Lease	<ul style="list-style-type: none"> - Exclusive access (may have specified hours of access) - Keys allocated on a permanent basis (for period of agreement) - Council must obtain permission to enter the premises - Agreed maintenance responsibilities 	<ul style="list-style-type: none"> - 2 year term with option for further 2 years (new users) - 3 year term with 2 further options of 3 years (current) - Council discretion for significant capital contribution 	<ul style="list-style-type: none"> - Incorporated Organisation - Own Public Liability Insurance Coverage - May have made significant capital contribution to the facility. - Demonstrate direct benefit to Maroondah Residents - Specific permanent storage &/or set up requirements - Purpose built facility for specific function - No outstanding debt to Council
Deed of Delegation * No new instruments to be issued	<ul style="list-style-type: none"> - Non exclusive access. - Keys allocated on a permanent basis - Facility may be allocated by Council or Committee - Partial maintenance and reporting responsibilities 	<ul style="list-style-type: none"> - Deed of delegation is renewed every 4 years - New instruments are not available 	<ul style="list-style-type: none"> - Committee under Council delegation authority - 8 -12 local residents or user group representatives who demonstrate the ability to effectively manage the facility and legal reporting requirements on behalf of Council.

**DRAFT**

Community Facilities Pricing Policy

Date adopted: << insert Day Month Year >>

Responsible Service Area: Sport & Recreation

Purpose

The Community Facilities Pricing Policy ('the Policy') provides an overarching framework containing principles that guide the pricing of Council owned or managed community facilities and ensures a consistent and transparent approach to the pricing of such facilities. It is the aim of the Policy that users of community facilities will understand what they are paying for, why they are paying and are confident that other user groups in similar situations are also contributing in a consistent manner.

Background / Context

Maroondah City Council (Council) owns or manages an extensive network of sports fields, pavilions, open space, halls, meeting rooms and other facilities on behalf of the community. Council views the sustainable use of these facilities as integral to the Maroondah community having equitable access to a wide range of leisure, cultural and educational opportunities and to enhancing the sense of community within Maroondah. Council encourages the use of these facilities by supporting and subsidising the many groups that use them.

Scope

The Policy extends to all Council-owned or managed facilities and grounds as detailed below:

- Community Centres
- Kindergartens
- Senior Citizens Centres
- Sporting Pavilions
- Sports Grounds and sporting activity surfaces
- Scout and Guide Halls
- Facilities managed by Council Special Committees of Management
- Maroondah Federation Estate
- Parkwood Community Hub
- Croydon Melba Site
- Other Community Facilities

Policy Control Schedule

Policy Title: Community Facilities Pricing Policy		Policy type:
Current version approved: 2015	Current version number: 3	Policy review date: March 2023
Parent policy: << Insert text >>	Child policy/policies: << Insert text >>	Policy responsibility: Sport & Recreation

All printed copies of this policy are uncontrolled. Please check Council's website for the most recent version of this policy.

Page 1 of 5

Community Facilities Pricing Policy



Leases and Licences may relate to land or land and facilities owned by Council, managed by Council on behalf of another government department where Council has been appointed the Committee of Management e.g., VicRoads or Crown Land.

Leases that have a component of commercial activity are also covered by the Policy where the group holding the lease is a registered not for profit community organisation.

Exclusions

This Policy does not include Karralyka, Maroondah Federation Estate, Council managed community halls or facilities managed by Maroondah Leisure (e.g., Aquahub, The Rings, Croydon Memorial Pool, Aquanation, Dorset Golf and Ringwood Golf). The Policy also excludes commercial property.

Objectives

The objectives of the Policy are:

1. To establish principles for the determination of fees and charges.
2. To determine subsidy levels for Leased, Licensed and seasonal use of Council owned Community facilities.
3. To ensure accountability to the community through an equitable and transparent pricing structure.

Policy Principles

The principles set out below will be used by Council to determine the fees to be charged for the use of the Council facilities to which this Policy applies.

Reasonable Contribution / Commensurable

Fees will be set at levels that reflect a reasonable contribution toward the cost to Council of maintaining a facility and set at a level that properly managed user groups can afford.

Transparent

Fees will be documented in a manner that users and the community can understand e.g. how the fees have been calculated and why the level of fee imposed has been charged.

Fair and Equitable

Users of Council facilities will be charged usage fees that are consistent with the usage fees charged to other users of the same or similar facilities where those users are in similar circumstances

Different Rates & Charges for Different Users & Standards of Facility

A scale of different charges will apply to commercial, government, community service not for profit, community and private users.

Promoting Participation

Fees charged will reflect Council's commitment to supporting and promoting the participation of population groups that are usually under-represented in civic and community life.

Annual Increase

All pricing within this Policy will increase annually to ensure that users continue to make a reasonable contribution to the maintenance and renewal of Council Community Facilities.

Community Facilities Pricing Policy



Relationship to the Maroondah 2040 Community Vision

List the Maroondah 2040 Community Vision key outcome area that the policy is related to and any key directions that it seeks to address or respond to.

Community Outcome:
Key Directions:

A safe healthy and active community

A healthy community

1.5 - Facilitate the provision of affordable, accessible and responsive services, resources and initiatives that support the physical and mental health and wellbeing of the community

Alignment with Council's mission and values

The Community Facilities Pricing Policy supports Council's mission to *foster quality, accessible and sustainable lifestyles for the community* by ensuring that all pricing decisions have been thoroughly considered and have a sound rationale.

ACCOUNTABLE - Adherence to defined processes to ensure transparent & consistent decision-making.

INCLUSIVE - Pricing options to encourage junior and older adult participation.

EXCELLENCE & PERFORM - Pricing set at a level to enable the best possible maintenance of facilities

RESPECTED - Act with openness, honesty, and integrity. Willingly share information and keep the community and colleagues well informed.

Policy position

It is Council's intention that when it charges a user for the use of a community facility the charge will be reasonable, transparent and equitable. This Policy framework contains the rationale and principles that will underpin Council's pricing of community facilities.

Policy implementation

The Policy provides the basis and principles from which more detailed schedules have been developed:

- Seasonal and Casual Pricing Schedule
- Leases and Licences Pricing Schedule

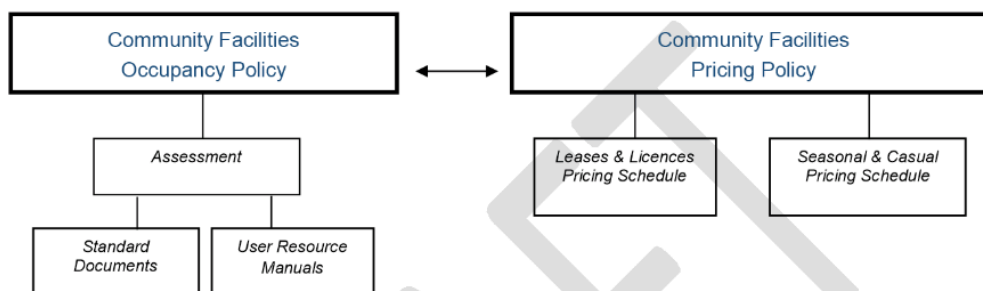
The specific detail about how fees for user groups will be determined is contained within these more detailed documents.

Community Facilities Pricing Policy



Related policies, strategies, procedures and guidelines

The Pricing Policy directly aligns with Council's Community Facilities Occupancy Policy. All applications for use of a Council owned or managed facility are initially assessed against the Community Facilities Occupancy Policy for suitability, type of arrangement and length of tenure, then applications are referred to the Community Facilities Pricing Policy to determine the rate of rental.



Definitions

Terms within the Policy requiring definition or explanation are:

Casual Use

Casual use permits allow persons or organisations to use parkland, buildings, meeting rooms and sporting facilities within the Municipality for casual use, one-off or specific occasions.

Regular Hire

Any group, individual or organisation that hires a community meeting space on an ongoing basis for a specified minimum number of bookings.

Deed of Delegation

Council's delegation of power and authority to a Committee of Management under the provisions of Section 86 of the Local Government Act 1989. These Special Committees of Management manage Council owned facilities on behalf of Council

Lease

A lease is a contract under which a tenant (or lessee) is granted exclusive possession of property for an agreed period, usually in return for rent.

Licence

A licence is a form of permission to enter and use land or land/facility for an agreed purpose for a stated period. The licensee does not have exclusive use of the land allowing Council to allocate other user groups or allow general public to use the facility at other times.

Community Facilities Pricing Policy



Season Allocation

Allocation of Council facilities to sporting clubs for either the Summer or Winter playing season each year.

Commercial

An organisation, including incorporated body, co-operative society, partnership or sole trader conducting activities for the purposes of deriving a financial return to the proprietors or shareholders.

Community

A not for profit-organisation that exists exclusively for charitable purposes or as an amateur sporting group, arts, craft or other special interest group established for the benefit of the community of the Maroondah City Council. Primarily voluntary staff and/or committee.

Community Service Not for profit

An organisation which provides services to the Maroondah Community, consisting of primarily paid staff and returns all profits into the operation of the organisation to carry out its purposes.

Supporting documents

Maroondah City Council (2019) Community Facilities Occupancy Policy

LEASES AND LICENCES PRICING SCHEDULE



1 PURPOSE

This document for the leasing and licensing of Council owned and managed facilities is aligned with the Maroondah City Council Community Facilities Pricing Policy and the Community Facilities Occupancy Policy.

The Community Facilities Pricing Policy provides an overarching framework containing principles that guide the pricing of Council owned and managed community facilities and ensures a consistent and transparent approach to the pricing of such facilities.



It is recommended that this Schedule be read in conjunction with the following Council documents:

- Community Facilities Pricing Policy
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- Community Facilities Occupancy Assessment Process
- Sporting Facilities User Guide
- Standard Lease & Licence Agreements

These documents can be downloaded from Council's website www.maroondah.vic.gov.au

2 SCOPE

The schedule extends to all Council-owned or managed facilities and grounds as detailed below:

- Community Centres
- Kindergartens
- Senior Citizens Centres
- Sporting Pavilions
- Sports Grounds and sporting activity surfaces
- Scout and Guide Halls
- Facilities managed by Council Special Committees of Management
- Maroondah Federation Estate
- Parkwood Community Hub
- Other Community Facilities



3 UNDERSTANDING LEASES AND LICENCES

Council subsidises the use of community facilities to encourage their use and to support community organisations. A lease or licence gives community organisations security of tenure over a fixed period, thus eliminating the need to apply annually for winter or summer seasonal allocation.

Refer to the Community Facilities Occupancy Policy and associated "Assessment Process" and "Standard Documentation" for information on the application process, standard documentation and the regulations and requirements for organisation leasing or licensing Council owned or managed community facilities.

For a list of Council owned community facilities under lease or licence, please see Appendix 1.

All charges within the schedule include Goods and Services Tax (GST).

4 DEFINITIONS

Terms within this Schedule requiring definition or explanation are:

Lease

A lease is a contract under which a tenant (or lessee) is granted exclusive possession of property for an agreed period, usually in return for rent.

Licence

A licence is a form of permission to enter and use land and/or facility for an agreed purpose for a stated period. The licensee does not have exclusive use of the land allowing Council to allocated other users groups or allow the general public to use the facilities at other times.

5 RENTAL FEES

For simplicity and consistency, rentals are determined on the basis of their relevance to the following principles from the Community Facilities Pricing Policy:

Fair and Equitable

Users of Council facilities will be charged fees that are consistent with the fees charged to other users of the same or similar facilities where those users are in similar circumstances

Promoting Participation

Fees charged will reflect Council's commitment to supporting and promoting the participation of population groups that are usually under-represented in civic and community life.

Different Rates & Charges for Different Users & Standards of Facility

A scale of different charges will apply to commercial, government, community service not for profit, community and private users.



6 USER CATEGORIES

6.1 Groups Traditionally Supported by Council

Council wishes to acknowledge the support and service these organisations contribute to the social fabric of the community by way of subsidised rentals. The following rental reflects the cost to Council of administering the Lease or Licence.

Category	Base Rental <i>including GST</i>
Kindergartens Community Centres Senior Citizen Centres Community Child Care Centres Croydon Community Garden Croydon RSL Maroondah Citizens Advice Bureau Guides Scouts Ringwood Arts Society Ringwood Men's Shed University of Third Age Australian Red Cross Society St John Ambulance Australia (Vic) Victorian State Emergency Services Authority	\$810 Base Fees will increase by 2.5% per year

6.2 Groups that are responsible for specialised maintenance

There are a number of community groups in Maroondah that are responsible for the specialised maintenance of areas within their Leased or Licensed facility, i.e. tennis courts, bowling greens, and croquet rinks. Council will charge a rental fee for each specialised sporting area (refer table below) and a pavilion rental which is 50% of the total rental for the specialised sporting area.

Category	Base Rental <i>including GST</i>
Tennis Clubs Bowling Clubs Croquet Club	\$200 per court \$320 per green \$320 per rink Base Fees will increase by 2.5% per year



6.3 Other Community Groups Occupying Council-Owned Facilities

For community groups that are not covered within clauses 6.1 or 6.2, the rental will be determined based on the quality of the facility, capital contributions provided by Council and the community organisation, the type of organisation using the facility and whether the organisation has exclusive use of the facility. As a minimum community groups will pay double a category A pavilion charge as detailed in section 9.3 of the Seasonal and Casual Pricing Schedule.

Quality of the Facility

The base rental for charging community groups occupying Council-owned facilities will be derived from the Seasonal & Casual Pricing Schedule and determined according to the quality of the facility with higher quality facilities being charged at a higher base rental than lower quality facilities.

Once the base rental is set the following factors will be considered when calculating the rental fee:

Capital contribution towards building improvement

Capital contributions over \$100,000 including in kind made by the community group in the last 10 years will reduce the base rental by 25%.

Council Capital Contribution

Capital contributions over \$100,000 made by Council in the last 10 years will increase the base rental by 25%.

Exclusivity

Where groups have exclusive use of the facility the base rental will be increased by 50%.

Community Group Classification

For community groups that cater solely for juniors, veterans or for people with a disability the base rental will be reduced by 50%.

6.4 Miscellaneous

Community groups that occupy Council buildings and/or land that are unique, have needs that are significantly different or have provided significant resources towards the development of the facility need to negotiate the terms and conditions of their Lease with Council Officers.

The overarching Community Facilities Pricing Policy and the Leases and Licences Pricing Schedule will be reviewed every five years and will be monitored in relation to priorities identified in the Council Plan.



Appendix 1

COUNCIL OWNED AND MANAGED COMMUNITY FACILITIES UNDER LEASE OR LICENCE

TENNIS CLUBS - LEASE

1. Bayswater North Tennis Club
2. Burnt Bridge Tennis Club
3. Croydon North Tennis Club
4. Croydon Tennis Club
5. East Ringwood Tennis Club
6. Gracedale Tennis Club
7. Heathmont Park Reserve Tennis Club
8. East Croydon - Kilsyth Tennis Club
9. North Ringwood Tennis Club
10. Parkwood Tennis Club
11. Ringwood Tennis Club

KINDERGARTENS - LEASE

1. Arrabri
2. Barneong
3. Bayswater North
4. Brentwood Park
5. Croydon Central
6. Croydon Gums
7. Croydon North
8. Ellie V. Pullen
9. Greenwood Park
10. Heathmont East
11. Kurboroo
12. Lipscombe Park
13. Maroondah
14. North Ringwood
15. Norwood
16. Oban
17. Pinemont
18. Pinjarra
19. Taralla

SENIOR CITIZEN CENTRES

1. Croydon
2. East Ringwood
3. North Ringwood
4. University of the Third Age

COMMUNITY CENTRES

1. Arrabri Community Centre
2. Central Ringwood Community Centre
3. Glen Park Community Centre
4. North Ringwood Community House
5. Yarrunga Community Centre

CHILD CARE CENTRES

1. Knaith Road Child Care Centre
2. Nth Ringwood Community Child Care Centre

MISCELLANEOUS - LEASES

1. Australian Red Cross
2. Croydon & District Dog Obedience Club
3. Croydon RSL
4. Croydon Bowling Club
5. Croydon Community Garden
6. Croydon Football Club
7. Croydon Cricket Club
8. German Shepherd Dog Club
9. Maroondah Montessori Pre School
10. Maroondah Soccer & Darts Association
11. Maroondah Citizens Advice Bureau
12. MVC Boxing Association
13. Norwood Sporting Group
14. Reverse Art Truck
15. Ringwood Arts Society
16. Ringwood Ballet
17. Ringwood Bowls Club
18. Ringwood City Football (soccer) Club
19. Ringwood Croquet Club
20. Ringwood District Cricket Association
21. Ringwood Golf Club
22. St John Ambulance Australia (Vic) Inc.
23. Yarra Valley Bridge Club

MISCELLANEOUS - LICENCES

1. E.R.N.I.
2. New Community Ringwood
3. Outer Eastern Primary Care Partnership
4. Maroondah Calisthenics Club

GUIDES- LEASES

1. Ainslie Park Guide Hall
2. Heathmont/Ringwood District Guides

SCOUTS - LEASES

1. 1st Croydon Hills Scout Group
2. 1st Maroondah Scout Group
3. 3rd Heathmont Scout Group
4. 3rd Croydon Scout Group
5. 3rd Ringwood East Scout Group
6. 4th Ringwood Scout Group
7. 7th Ringwood Scout Group

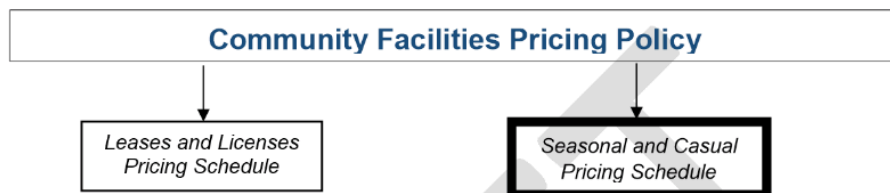
SEASONAL AND CASUAL PRICING SCHEDULE



1. PURPOSE

This document is for the pricing of Council sporting facilities and pavilions and aligned with the Maroondah City Council **Community Facilities Pricing Policy** and the **Sporting Facilities User Guide**.

The **Community Facilities Pricing Policy** provides an overarching framework containing principles that guide the pricing for the use of Council-owned community facilities and ensures a consistent and transparent approach to the pricing of such facilities.



It is recommended that this Schedule be read in conjunction with the following Council documents:

- Community Facilities Pricing Policy
- Sporting Facilities User Guide

These documents can be downloaded from Council's website www.maroondah.vic.gov.au

2. SCOPE

This Schedule applies to the following facilities owned by Maroondah City Council:

- Sports Grounds/Fields
- Pavilions
- Turf Wickets
- Athletics Tracks
- Open Space

These facilities are itemised in Appendix 3.

3. UNDERSTANDING SEASONAL AND CASUAL CHARGES

Council subsidises the use of facilities to support community organisations and to encourage their use. All charges (seasonal, casual, school and commercial) are calculated to recover a proportion of Maroondah City Council's annual maintenance expenditure.

There is a seasonal charge for sports grounds and a seasonal charge for pavilions. Both charges are related to the quality of the facility and the intensity of the maintenance schedule applied to that facility. Council has set the seasonal charges for the next five years commencing from the 2020 Winter season. A Tenant Club will be charged the set fee for the allocated ground and pavilion as detailed in this schedule.

All charges within the schedule include Goods and Services Tax (GST).



4. MAINTENANCE DEFINITION / SCOPE

Detailed below are the activities undertaken by Council in maintaining Council owned and managed community facilities:

Sports Ground Maintenance

Sports ground maintenance is defined as those re-current maintenance costs which are required to ensure that the standard of the sports ground is maintained.

These costs relate to:

- Grass cutting
- Mowing
- Weeding
- Drainage and sprinkler management
- Fertilising and over sowing
- Levelling of surface
- Soil management – verti draining and slicing
- Materials and labour
- Water

Pavilion Maintenance

Pavilion maintenance is defined as those maintenance costs which are required for the day to day management / maintenance of Council Pavilions. These costs relate to all building maintenance, which includes:

- Structural (building movement, building frame etc.)
- External (i.e. painting, plumbing, doors etc.)
- Cyclic inspection – emergency lights, exit signs and fire extinguishers
- Vandalism and graffiti removal
- Sewerage and storm water drains
- Services (hot water and gas)



5. SPORTS GROUNDS

5.1 Sports Ground Classifications

Sports grounds are classified into one of four categories (AA, A, B and C) with 'AA' being the highest quality ground with the more intensive maintenance schedule (charged at the highest rate) and 'C' being the lowest standard ground with a less intensive maintenance schedule (charged at a lower rate). Each category will correspond to a set charge for use. The criteria under which sports grounds are rated are detailed in section 5.2 (below) and include:

- The cost involved in maintaining a sporting surface to the standard required for the sport.
- The presence of irrigation and/or underground drainage system.
- The standard of support structures (e.g., fencing, training lights, coaches boxes, etc).
- The schedule of maintenance intervention.

5.2 Sports Ground Categories

Category AA

- Training lights
- Extensive underground drainage system
- Automatic irrigation system
- Synthetic or turf wicket
- Management maintenance - Preventative, proactive & very high intervention (due to high standard surface)
- High quality support structures (eg coaches boxes, scoreboards, dugouts)

Category A

- Training lights
- Extensive underground drainage system
- Automatic irrigation system
- Synthetic or turf wicket
- Management maintenance - Preventative, proactive & high intervention
- High quality support structures (eg coaches boxes, scoreboards, dugouts)

Category B

- Training lights
- Limited drainage system
- Irrigation system
- Synthetic wicket
- Management maintenance - Preventative, proactive & medium intervention
- Good support structure (eg coaches boxes, scoreboards, dugouts)

Category C

- Minimal training lights
- Minimal or no drainage/irrigation system
- Synthetic wicket
- Management maintenance - reactive & low intervention
- Reasonable support structures (eg coaches boxes, scoreboards, dugouts)

Note: Facilities that meet the majority of the listed criteria will be placed within that category.



5.3 Seasonal Sports Ground Charges

A Tenant Club will be charged the set fee for the allocated ground as detailed below. Charges indicated below reflect the charge **per season** (summer or winter) including GST.

Type of use	Category AA Ground					Category A Ground					Category B Ground					Category C Ground				
	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024
Full Seasonal Charge (Full use fee)	\$4,620	\$4,736	\$4,854	\$4,975	\$5,099	\$3,960	\$4,059	\$4,160	\$4,264	\$4,371	\$3,410	\$3,495	\$3,582	\$3,672	\$3,764	\$1,980	\$2,029	\$2,078	\$2,130	\$2,183
Juniors - Different ground to seniors (50% Fee reduction)	\$2,310	\$2,368	\$2,427	\$2,488	\$2,550	\$1,980	\$2,029	\$2,080	\$2,132	\$2,185	\$1,705	\$1,747	\$1,791	\$1,836	\$1,882	\$990	\$1015	\$1,039	\$1,065	\$1,092
Veterans/Older Adults (50% Fee reduction)	\$2,310	\$2,368	\$2,427	\$2,488	\$2,550	\$1,980	\$2,029	\$2,080	\$2,132	\$2,185	\$1,705	\$1,747	\$1,791	\$1,836	\$1,882	\$990	\$1015	\$1,039	\$1,065	\$1,092
Disability Programs (50% Fee reduction)	\$2,310	\$2,368	\$2,427	\$2,488	\$2,550	\$1,980	\$2,029	\$2,080	\$2,132	\$2,185	\$1,705	\$1,747	\$1,791	\$1,836	\$1,882	\$990	\$1015	\$1,039	\$1,065	\$1,092
Match or Training Only (50% Fee reduction)	\$2,310	\$2,368	\$2,427	\$2,488	\$2,550	\$1,980	\$2,029	\$2,080	\$2,132	\$2,185	\$1,705	\$1,747	\$1,791	\$1,836	\$1,882	\$990	\$1015	\$1,039	\$1,065	\$1,092
CALD Newly Arrived Community Organisations (50% Fee reduction)	\$2,310	\$2,368	\$2,427	\$2,488	\$2,550	\$1,980	\$2,029	\$2,080	\$2,132	\$2,185	\$1,705	\$1,747	\$1,791	\$1,836	\$1,882	\$990	\$1015	\$1,039	\$1,065	\$1,092

Training Only Seasonal Charge

This charge is for grounds or facilities used solely for training, for a maximum of 2 training sessions (up to 3 hours per session) per week during a season.

Match Only Seasonal Charge

This charge is for grounds used solely for games either on a Saturday only or a Sunday only (i.e. one use per week).

NOTE: In the event that Council reallocates a ground e.g. due to ground renovation being carried out, the lower charge will apply. For example, if a Tenant Club is usually allocated an A ground but is re-allocated a C ground, a charge for the C ground will apply. Alternatively, if a Tenant Club is usually allocated a C ground and is reallocated to an A ground – the C ground charge will apply.



Finals Match Charge

Finals matches are at no charge to the Tenant Club if they involve Maroondah Clubs. The following charges apply to finals matches that do not involve Maroondah Clubs. For details and conditions relating to finals matches, please refer to the *Sporting Facilities User Guide*

Type of use	Category AA Ground					Category A Ground					Category B Ground					Category C Ground				
	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024
Non-Maroonah Clubs Match Charge (20% of full fee) - per day	\$924	\$947	\$971	\$995	\$1,020	\$792	\$812	\$832	\$853	\$874	\$682	\$699	\$716	\$734	\$753	\$396	\$406	\$416	\$426	\$437

5.4 School Use of Sports Grounds

The application process and use of sports grounds by schools is subject to the conditions outlined in the *Sporting Facilities User Guide*. Schools will be charged the subsidised rates in the table below, based on recovery of a percentage of annual maintenance costs. The same charges apply to both government and non-government schools.

Schools wishing to apply for use of a sports ground will need to complete a *Casual Application Form*. This form can be downloaded from Council's website www.maroondah.vic.gov.au

Type of use	Category AA Ground					Category A Ground					Category B Ground					Category C Ground				
PRIMARY SCHOOLS																				
	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024
Maroondah Prim. Schools <i>Casual use</i>	No Charge					No Charge					No Charge					No Charge				
SECONDARY SCHOOLS																				
Maroondah Sec. Schools <i>Casual use and limited use</i>	\$231	\$237	\$243	\$249	\$255	\$198	\$203	\$208	\$213	\$219	\$171	\$175	\$179	\$184	\$188	\$99	\$101	\$104	\$107	\$109
Maroondah Sec. Schools <i>Weekly term bookings</i>	\$1,155	\$1,185	\$1,215	\$1,245	\$1,275	\$990	\$1,015	\$1,040	\$1,065	\$1,095	\$855	\$875	\$895	\$920	\$940	\$495	\$505	\$520	\$535	\$545
Maroondah Interschool Tournaments <i>All day use—multiple schools</i>	\$462	\$474	\$486	\$498	\$510	\$396	\$406	\$416	\$426	\$438	\$342	\$350	\$358	\$368	\$376	\$198	\$202	\$208	\$214	\$218
SECONDARY SCHOOLS																				
External Schools outside of the municipality - per day*	\$462	\$474	\$486	\$498	\$510	\$396	\$406	\$416	\$426	\$438	\$342	\$350	\$358	\$368	\$376	\$198	\$202	\$208	\$214	\$218

*No round robins/ tournaments permitted for schools outside the municipality



5.5 Private Use of Sports Grounds

The private use of sports grounds is subject to the application process and conditions outlined in the Sporting Facilities User Guide.

Private users wishing to use a sports ground for sporting purposes will need to complete a Casual Application form. This form can be downloaded from Council's website www.maroondah.vic.gov.au.

For the purpose of hiring community facilities in Maroondah, a private user is considered to be an organisation, including incorporated body, co-operative society, partnership or sole trader conducting activities for the purpose of deriving a financial return to the proprietors or shareholders.

Type of use	Category AA Ground					Category A Ground					Category B Ground					Category C Ground				
	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024
Private Use (5% of full seasonal fee) charged per hour	\$231	\$237	\$243	\$249	\$255	\$198	\$203	\$208	\$213	\$219	\$171	\$175	\$179	\$184	\$188	\$99	\$101	\$104	\$107	\$109
Personal Training Seasonal booking (Full seasonal fee)	\$4,620	\$4,736	\$4,854	\$4,975	\$5,099	\$3,960	\$4,059	\$4,160	\$4,264	\$4,371	\$3,410	\$3,495	\$3,582	\$3,672	\$3,764	\$1,980	\$2,029	\$2,078	\$2,130	\$2,183

5.6 Community Service Not For Profit Use of Sports Grounds

For the purpose of hiring sports facilities in Maroondah, an organisation which provides services to the Maroondah community, consisting of primarily paid staff and returns all profits into the operation of the organisation to carry out its purposes

Community Service Not For Profit users wishing to apply for use of a sports ground will need to complete an *Application to Use Council Facilities Casual Use*.

This form can be downloaded from Council's website www.maroondah.vic.gov.au

Type of use	Category AA Ground					Category A Ground					Category B Ground					Category C Ground				
	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024
One off/casual use Single session (10% of full fee)	\$462	\$474	\$486	\$498	\$510	\$396	\$406	\$416	\$426	\$438	\$342	\$350	\$358	\$368	\$376	\$198	\$202	\$208	\$214	\$218
Full Seasonal Charge Summer or winter season	\$4,620	\$4,736	\$4,854	\$4,975	\$5,099	\$3,960	\$4,059	\$4,160	\$4,264	\$4,371	\$3,410	\$3,495	\$3,582	\$3,672	\$3,764	\$1,980	\$2,029	\$2,078	\$2,130	\$2,183



5.7 Commercial, Private and Community Events

The commercial, Private and Community use of open space is subject to the application process and conditions outlined in the Sporting Facilities User Guide.

Applicants for use of Open Space for events must first complete an Events Application Form also found on Councils website.

For the purpose of hiring community facilities in Maroondah, a commercial or private user is considered to be an organisation, including incorporated body, co-operative society, partnership or sole trader conducting activities for the purpose of deriving a financial return to the proprietors or shareholders. Private bookings will be charged the commercial rate as outlined below.

The category utilised for an open space booking will depend on the size of the location and its associated amenities.

Type of use	Category AA Ground					Category A Ground					Category B Ground					Category C Ground				
	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024
Community Use (20% of full season fee) - per day	\$924	\$947	\$971	\$995	\$1,020	\$792	\$812	\$832	\$853	\$874	\$682	\$699	\$716	\$734	\$752	\$396	\$406	\$416	\$426	\$437
Commercial Use (5% off full seasonal fee) - charged per hour	\$231	\$237	\$243	\$249	\$255	\$198	\$203	\$208	\$213	\$219	\$171	\$175	\$179	\$184	\$188	\$99	\$101	\$104	\$107	\$109

6. TURF WICKETS

Council subsidises up to 75% of the cost of preparation of turf wickets for each Tenant Club requiring such facilities. A seasonal ground fee is also charged in addition to the turf wicket fee.

Ground	Turf Wicket	Practice Wicket	Seasonal Charge				
			2020	2021	2022	2020	2024
Croydon Park	✓	✓	\$11,894	\$12,191	\$12,496	\$12,808	13,128
Jubilee Park # 1 Oval	✓	✓	\$15,766	\$16,160	\$16,564	\$16,978	\$17,402
Fred Geale Oval	✓		\$6,012	\$6,162	\$6,316	\$6,474	\$6,636

The following turf wickets are maintained by the Tenant Club allocated the ground for the season, and therefore the maintenance costs are borne by the Club.



- H.E. Parker Reserve # 1
- Jubilee Park # 2 Oval
- Proclamation Park # 1

Any additional use of turf wickets, outside the normal allocation, may incur an additional fee. Council will prepare match and practice wickets for the semi-finals and finals of yearly competition at no charge to the Tenant Club if they involve Maroondah clubs. The following allocation conditions will also apply:

- Any additional matches outside of allocated tenancy agreement, including visiting internationals, state teams or exhibition matches a fee of \$200.00 (including GST) per day will apply for centre wicket preparation.

7. ATHLETICS TRACKS

Council owns and maintains 2 athletics tracks that are equipped to meet the needs of users by providing an all weather surface, marked tracks, spectator seating and pavilions. AC Robertson Athletics Field is currently managed on behalf of Council by the Ringwood Athletic Track Special Committee of Management. Council will be taking over the management and booking of the AC Robertson Field Athletic Track in July 2020. A full review of the pricing structure and management of Council's Athletic Tracks will be undertaken prior to this change in management.

Town Park Athletics Track

Town Park Athletics Track is managed directly by Council. The following fees apply for the use of the Track:

Type of use	Casual Charge				
	2020	2021	2022	2020	2024
Casual Use - Maroondah based organisations	\$55	\$56	\$57	\$58	\$59
Casual Use – Non MCC Organisations	\$77	\$79	\$81	\$83	\$85
Full Day Casual Use – MCC based organisations	\$198	\$203	\$208	\$213	\$219
Full Day Casual Use – Non MMC Organisation	\$381	\$391	\$401	\$411	\$412

For seasonal usage of the Town Park Athletics Track please refer to the seasonal charge for category C ground - Section 5.3



8. EASTFIELD PARK TROTTERING FACILITY

The Eastfield Park trotting facility is managed directly by Council. The following fees apply for the use of the facility:

Type of use	2020	2021	2022	2020	2024
Full Seasonal Charge (Full use fee)	\$3,702	\$3,795	\$3,890	\$3,987	\$4,087

9. RINGWOOD SYNTHETIC SOCCER PITCH

Ringwood Synthetic Soccer Pitch is managed directly by Council. The following fees apply for the use of the Pitch and are charged at a per/hr rate:

Type of use	2020	2021	2022	2020	2024
Commercial and Private Use: Academy's/Business					
Pitch & Change Rooms	\$150	\$154	\$158	\$162	\$166
Pitch, Lights, Change Rooms	\$187	\$192	\$197	\$202	\$207
Maroondah Soccer Clubs					
Pitch & Change Rooms	\$58	\$59	\$60	\$61	\$62
Pitch, Lights, Change Rooms	\$79	\$81	\$83	\$85	\$87

School Hire (Single Use)

	2020		2021		2022		2020		2024	
	Maroondah	External	Maroondah	External	Maroondah	External	Maroondah	External	Maroondah	External
Pitch & Change Rooms	\$58	\$84	\$59	\$86	\$60	\$88	\$61	\$90	\$62	\$92

For seasonal usage of the Ringwood Soccer Pitch please refer to the seasonal charge for category A ground - Section 5.3



10. OPEN SPACE COMMERCIAL FITNESS

For the purpose of hiring sporting facilities and open space in Maroondah, a commercial user or private user is considered to be an organisation, including incorporated body, co-operative society, partnership or sole trader conducting activities for the purpose of deriving a financial return to the proprietors or shareholders.

The Open Space Commercial Fitness Provider Guidelines set out the permit application process and obligations of Commercial Fitness Providers when using Council's parks and reserves. A permit is required for any individual or business running group fitness training or physical activity instruction on public land for groups larger than 3 participants and is receiving a commercial benefit. For personal 1:1 training and groups of less than 4 participants policy conditions apply, however a permit and fee will not be required. This process excludes dog trainers.

Eligibility

In order to be considered for a permit for the operation of commercial fitness activities, the following must be provided at the time of application: -

- Current level 2 first aid certificate.
- Current public liability insurance which indemnifies Maroondah City Council to a minimum of \$10 million.
- Professional indemnity insurance \$20 million.
- Registration with Fitness Australia or the relevant peak body.

Permissible activities

Permits will allow trainers to conduct approved fitness activities such as, but not limited to:

- Boxing pad training;
- Organised group exercise programs;
- Parkour on approved equipment
- Yoga, tai chi or similar classes;
- Circuit training including use of carried equipment including Swiss balls, skipping ropes, foam mats, medicine balls
- Running drills; or/and a combination of any of these activities

Excluded activities

Restricted activities include but are limited to those that:

- Involve amplified music or microphone
- Are organised sports activities (suitable at designated sports grounds)



- Use spiked or studded sports boots;
- Involve dragging weighted objects such as tyres, vehicles and/or weight training equipment
- Cause damage or stress to grassed areas, park fixtures or trees;
- Are aggressive or intimidating activities and behaviour including combat fighting or training
- Cause a nuisance to members of the public and neighbouring residents;
- Unreasonably exclude or cause to obstruct the public from the use of parks fixtures such as playground or park exercise equipment, benches or pathway
- Offer the sale of clothing, merchandise, equipment, refreshments, goods or products
- Include groups larger than 20 people.

Locations

Use of the reserve for group training is restricted to the identified and approved open space areas. Instructors are to adhere to the approved area and instructors are to rotate areas of use on a regular basis to ensure minimal wear and tear. Permits under this policy will not be issued for use of sports grounds however limited availability for category C sportsground usage is available via the seasonal and casual allocation of sportsground process. Groups are permitted to utilise but not cause obstruction to or monopolise shared use pathways and trails.

RESERVE	Parking	Public Toilets	Max # Participants	Dogs On Lead	Other facilities available for permitted use
Barneong Reserve Bambra Street Croydon	✓	✓	20	✗	Trail Access
Cheong Park Eastfield Road, Croydon	✓	✓	12	✓	Fitness Equipment
Croydon Park Hewish Road, Croydon	✓	✓	20	✓	
Glen Park Glen Park Rd, Bayswater Nth	✓	✓	20	✗	Trail Access Muti-purpose court Fitness Equipment
Yarrunga Reserve 42 Settlers Hill Crescent Croydon Hills	✓	✗	20	✓	Trail Access Muti-purpose court Fitness Equipment

Fees

Personal training and groups less than 4 participants are exempt from the usage fees.

Fees for groups of 4 or more participants

3 Months	Up to 4 sessions / week	\$170	Up to 8 sessions / week	\$215
6 Months	Up to 4 Sessions / week	\$340	Up to 8 sessions / week	\$430



11. PAVILIONS

Pavilion Classifications

Pavilions are classified according to their quality and facilities, with 'AA' being the highest quality pavilion with the most amenities (charged at the highest rate) and 'C' being the lowest quality pavilion with minimal amenities. Each category will correspond to a set fee for use.

The criteria under which pavilions are classified are detailed below and include:

- The cost involved in maintaining the pavilion to an appropriate standard
- The number and standard of amenities (eg change rooms, kiosk, office space, etc)
- The capacity to raise income (eg social rooms, kiosk, bar facilities, etc)

Pavilion Categories

Category AA

- Over 150 m2 Multi-purpose area
- Board/meeting room
- Multiple change facilities
- Kitchen/Kiosk facilities
- Full bar Facilities
- Toilets
- Support infrastructure - gymnasium, medical room etc

Category A

- 100 m2-150 m2 multi-purpose area
- Change facilities
- Kitchen / kiosk facilities
- Full bar facilities
- Toilets
- Additional support facilities/infrastructure (ie first aid room, gymnasium)

Category B

- 50 m2 - 100 m2 multi purpose area
- Change facilities



- Kitchen / kiosk facilities
- Limited/restricted bar facilities
- Toilets
- Limited additional support facilities/infrastructure (ie first aid room, office space, etc)

Category C

- Small hall / room
- Limited change facilities
- Limited kitchen / kiosk facilities

Note: Facilities that meet the majority of the listed criteria will be placed within that category.

Seasonal Pavilion Charges

A Tenant Club will either be charged the set fee for the allocated pavilion as detailed below or the previous fee charged for the same pavilion, whichever is the greater. Charges indicated below are the seasonal charges (summer or winter).

Type of use	Category AA Pavilion					Category A Pavilion					Category B Pavilion					Category C Pavilion				
	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024
Full Seasonal Charge (Full use fee)	\$2,475	\$2,518	\$2,581	\$2,646	\$2,712	\$1,870	\$1,917	\$1,965	\$2,014	\$2,064	\$1,161	\$1,190	\$1,220	\$1,251	\$1,282	\$924	\$947	\$971	\$995	\$1,020
Juniors, Veterans/Older Adults, Disability Programs, Match/Training Only (50% Fee reduction)	\$1238	\$1,269	\$1,301	\$1,334	\$1,367	\$935	\$958	\$982	\$1,007	\$1,032	\$581	\$595	\$610	\$625	\$641	\$462	\$474	\$486	\$498	\$510

12. REVIEW

Facilities and sports ground categories are re-assessed on an annual basis as the standard of a facility may be improved through Council's Capital Works Program. Facilities that receive significant improvement works may be upgraded to a higher category. Regular tenant groups of these facilities will be given advanced warning of an upgrade to allow time to incorporate any fee increases into their seasonal budget and business planning.

Council also reserves the right to increase fees if required.

The overarching Community Facilities Pricing Policy and the Seasonal and Casual Pricing Schedule will be reviewed every five years and will be monitored in relation to priorities identified in the Council Plan.



Attachment 1 - Oval Categories

Category AA	Category A	Category B	Category C
Jubilee Oval #1	A C Robertson Aths Track	Jubilee #2 Oval	Arrabri Oval
Croydon Oval	Ainslie Park Oval	Manson #1 Oval	Barneong #2 Oval
Dorset Soccer Pitch	Barneong #1 Oval	North Ringwood Reserve	Barneong #3 Oval
HE Parker Oval #1	Belmont Park Oval	Quambee #2 Oval	Barneong Baseball #1
Quambee Oval #1	Benson Oval	Silcock Northern Oval	Barneong Baseball #2
	Cheong Park Oval	Silcock Southern Oval	Dorset East Oval
	East Ringwood #1 Oval	Melba Croydon Oval	Dorset West Oval
	Fred Geale Oval	Griff Hunt 1 Pitch	Dorset Back East Pitch
	Heathmont Reserve	Griff Hunt 2 Pitch	Dorset Back West Pitch
	Hughes Park Oval		East Ringwood #2 Oval
	Mullum #1 Oval		Glen Park Oval
	Mullum #2 Oval		Gracedale Oval
	Ringwood Soccer Pitch		Greenwood Ave Oval
	Springfield Pitch		H E Parker #2 Oval
			Lipscombe Park Oval
			Manson #2 Oval
			Manson #3 Oval
			Peter Verges Oval
			Proc Park Baseball #1
			Proc Park Baseball #2
			Proc Park Cricket #1
			Proc Park Cricket #2
			Quambee #3 Oval
			Town Park Aths Track & Interior Oval



Attachment 2 - Pavilion Categories

Category AA	Category A	Category B	Category C
East Ringwood Pavilion	Cheong Park Pavilion	Ainslie Park Pavilion	Barneong Football Pavilion
H E Parker Pavilion	Dorset Pavilion	Barneong Baseball Pavilion	Belmont Park Pavilion
Mullum Pavilion	Heathmont Pavilion	Griff Hunt Pavilion	Benson Pavilion
Croydon Pavilion	Hughes Park Pavilion	Manson Pavilion	Eastfield Park - Pony/Trotting Pavilion
	Jubilee Park #1 Pavilion	Silcock Soccer Pavilion	Glen Park Pavilion
	North Ringwood Pavilion	Tony Lethbridge Pavilion	Jubilee #2 Pavilion
	Quambee Pavilion		Lipscombe Park Pavilion
	Silcock - Dog Pavilion		Proclamation Park Baseball Pavilion
	Springfield Pavilion		Town Park Athletics Pavilion
	Proclamation Park Athletic Pavilion		Town Park Pavilion - Fred Geale



MAROONDAH CITY COUNCIL SPORTING FACILITIES

SPORTS FIELDS

Ainslie Park
Arrabri Reserve
Barneong Reserve # 1 Oval
Barneong Reserve # 2 Oval
Barneong Reserve # 3 Oval
Barneong Reserve Baseball # 1 Field
Barneong Reserve Baseball # 2 Field
Belmont Park
Cheong Park
Croydon Park
Dorset Reserve (east & west ovals)
Dorset Reserve (southern pitches)
Dorset Soccer Pitch
East Ringwood Reserve # 1 Oval
East Ringwood Reserve # 2 Oval
Eastfield Park (*Bensons Oval*)
Fred Geale Oval
Glen Park
Gracedale Park
Greenwood Park
Griff Hunt Reserve # 1 Oval/Rugby Pitch
Griff Hunt Reserve # 2 Oval/Rugby Pitch
HE Parker Reserve # 1 Oval
HE Parker Reserve # 2 Oval
Heathmont Reserve
Hughes Park
Jubilee Park # 1 Oval
Jubilee Park # 2 Oval
Lipscombe Park
Manson Reserve # 1 Oval (fenced)
Manson Reserve # 2 Oval (dog club side)
Manson Reserve # 3 (soccer pitches)
Melba College Oval - Croydon
Mullum Mullum Reserve # 1 Oval
Mullum Mullum Reserve # 2 Oval
Nth Ringwood Reserve
Peter Verges Reserve
Proclamation Park (Baseball # 1 Field)
Proclamation Park (Baseball # 2 Field)
Proclamation Park (Cricket # 1 Field)
Proclamation Park (Cricket # 2 Field)
Quambee Reserve # 1 Oval
Quambee Reserve # 2 Oval
Quambee Reserve # 3 Oval
Richard Silcock Reserve (northern)
Richard Silcock Reserve (southern)
Springfield Park Gridiron / Soccer Pitch
Town Park - Interior of Athletics Track
Ringwood Soccer Pitch (Jubilee Park)

SPORTING PAVILIONS

Ainslie Park
Barneong Reserve – Baseball Club Facility
Barneong Reserve – Football Club Facility
Belmont Park
Cheong Park
Croydon Park
Dorset Soccer
East Ringwood Reserve
Eastfield Park (Bensons Pavilion)
Eastfield Park – Pony Club Facility
Glen Park
Griff Hunt
HE Parker – Pavilion
HE Parker - Netball Facility
Heathmont Reserve (AJ Lavis)
Hughes Park - Pavilion
Jubilee Park (RO Spencer)
Jubilee Park # 2
Lipscombe Park
Manson Reserve – Pavillion
Mullum Mullum Reserve (WO Pratt)
Nth Ringwood Reserve
Proclamation Park – Athletics Rooms
Proclamation Park – Baseball Rooms
Quambee Reserve
Silcock Reserve – Soccer/Cricket
Silcock Reserve – Dog Club
Springfield Park
Town Park (Fred Geale Oval Pavilion)
Town Park (Athletics Clubrooms)
Ringwood Soccer Pitch (Jubilee Park)

TURF WICKETS (*maintained by Council*)

Croydon Park
Jubilee Park # 1
Fred Geale Oval

ATHLETICS TRACKS

Town Park Athletics Track
AC Robertson Sports Field

Maroondah Health and Wellbeing Plan 2017-2021: Year 2 Report



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Introduction

Council is pleased to present the *Maroondah Health and Wellbeing Plan 2017-2021: Year 2 Report* to the Maroondah community.

The *Maroondah Health & Wellbeing Plan 2017-2021* is a strategic plan that describes how Council and partners will work together to achieve improved health and wellbeing for our local community. The Plan was adopted in late 2017 involving input from local community members, partners and stakeholders from the health and community service sectors.

The *Maroondah Health & Wellbeing Plan 2017-2021* is one of Council's key strategic documents playing an important role in delivering the health and wellbeing outcomes identified in the *Maroondah 2040 Community Vision*. It is also a statutory plan that has been prepared in accordance with the requirements set out in the *Public Health and Wellbeing Act 2008*. The function of Council under this Act is to seek to protect, improve and promote public health and wellbeing in the municipality.¹

This report highlights the achievements throughout 2018/19, the second financial year of this Plan. Council will continue to work with the Maroondah community and the Maroondah Partners in Community Health and Wellbeing Committee to implement and evaluate the Maroondah Health and Wellbeing Plan 2017-2021.

Some of Council's implementation highlights from year two of the *Maroondah Health and Wellbeing Plan 2017-2021* include:

- A successful application for funding from the National Drug Foundation to work on messaging promoting safe, inclusive and healthy sporting environments
- The establishment of smoke-free zones in Ringwood Town Square and Croydon Town Square

- Continued work and partnership initiatives to raise awareness of suicide prevention
- Establishment of the Maroondah Positive Education network with 26 participating schools
- Investigation of a Healthy Choices Policy at all Council owned and operated facilities
- Development of a Food Safety Risk Management Framework
- Development and adoption of the *Maroondah Affordable and Social Housing Policy 2018*
- Continued participation in the Eastern Affordable Housing Alliance
- Development and adoption of the *Maroondah Gambling Policy 2018*
- Continued support for local businesses through BizHub
- Completion of a strategic plan for the Maroondah Community Houses Network along with a successful application for funding through the Adult, Community and Further Education (ACFE) Board's Capacity and Innovation Fund (CAIF 11)
- Evaluation of the Active and Healthy Ageing initiatives over the 2015-2020 period to inform planning for the Active and Healthy Ageing Strategy 2020-2025
- Continued participation in the Outer East Regional Integrated Aboriginal Service Planning Project with Knox and Yarra Ranges Councils.

¹ Source: *Public Health and Wellbeing Act 2008*

Maroondah Health & Wellbeing Plan 2017-2021: Year 2 Report

Maroondah Health and Wellbeing Plan 2017-2021

The *Maroondah Health and Wellbeing Plan 2017-2021* (MHWP) is a strategic plan that describes how Council and its partners will work towards achieving maximum health and wellbeing for our community. It describes our vision, goal, outcome domains and objectives for health and wellbeing in Maroondah. It also identifies a range of key partners which Council will work with to enhance Maroondah's liveability, sustainability, inclusiveness, safety, connectivity and prosperity.

Our *Maroondah 2040 Community Vision* is to be a vibrant and diverse City with a healthy and active community, living in green and leafy neighbourhoods which are connected to thriving and accessible activity centres contributing to a prosperous economy within a safe, inclusive and sustainable environment.

The *Maroondah Health and Wellbeing Plan 2017-2021* aligns most closely with the 'Safe, healthy and active' and 'Inclusive and diverse' outcome areas in Maroondah 2040. These outcomes strive to:

- Make Maroondah a safe, healthy and active community with local opportunities provided for people of all ages and abilities to have high levels of social, emotional and physical wellbeing.
- Promote an inclusive community where social connections are strong across generations and diversity is embraced and celebrated.

The actions contained within the MHWP are designed to work towards achieving the *Maroondah 2040 Community Vision* and have been captured across five outcome areas and eight focus areas as follows:

2040 Outcome Area	MHWP Outcome Areas	Focus Areas
Safe healthy & active	Healthy & well	Alcohol, other drugs & tobacco Mental, physical & sexual health
Safe healthy & active	Safe & secure	Social & affordable housing Prevention of violence against women (PVAW), gender equity & elder abuse Gambling
Prosperous & learning Well governed & empowered	Capacity to participate	Education, lifelong learning & employment
Inclusive & diverse Vibrant & culturally rich	Connected to culture & community	Inclusivity, diversity & access
Accessible & connected	Liveable	Environment, climate change & infrastructure
Clean, green & sustainable Attractive thriving & well built		

The relationship between the *Maroondah Health and Wellbeing Plan 2017-2021* and other strategic documents is illustrated in Council's Integrated Planning Framework in Figure 1.



Figure 1. Integrated Planning Framework

The *Maroondah Health and Wellbeing Plan 2017-2021* is a statutory plan that is prepared using the requirements set out in the *Public Health and Wellbeing Act 2008*. This Act requires Council to prepare a community health and wellbeing plan every four years, within 12 months of general council elections.

Our Vision

Maroondah will be a vibrant and diverse city with a healthy and active community, living in green and leafy neighbourhoods which are connected to thriving and accessible activity centres contributing to a prosperous economy within a safe, inclusive and sustainable environment.



Our future outcomes

Over a two year period, Council worked with the community to develop a vision for the future of Maroondah which was adopted in June 2014. *Maroondah 2040: Our future together* identifies a range of preferred outcomes for the community looking ahead to the year 2040. The community's future vision is:

A safe, healthy and active community

In 2040, Maroondah is a safe, healthy and active community with local opportunities provided for people of all ages and abilities to have high levels of social, emotional and physical wellbeing.

A prosperous and learning community

In 2040, Maroondah is a thriving centre of economic activity and opportunity within the eastern region where the sustainability and growth of local businesses is supported. All community members, groups, education providers and local businesses have access to a wide range of quality learning resources and facilities.

A vibrant and culturally rich community

In 2040, Maroondah is a creative cosmopolitan community recognised for its celebration and promotion of arts and culture. There are a broad range of engaging entertainment options, diverse cultural activities and the creation and display of contemporary and traditional forms of art.

A clean, green and sustainable community

In 2040, Maroondah is a leafy green community with high levels of waste diversion and sustainable approaches to infrastructure development, urban design and management of natural resources. Our community is resilient and has the knowledge, capacity and resources to make sustainable lifestyle choices.

An accessible and connected community

In 2040, Maroondah is an accessible community for all ages and abilities with walkable neighbourhoods, effective on and off-road transport networks, and access to a range of sustainable transport options.

An attractive, thriving and well built community

In 2040, Maroondah is an attractive community with high quality urban form and infrastructure that meets the needs and aspirations of all ages and abilities. A diverse range of housing options are available and thriving activity centres provide a broad range of facilities and services to meet community needs. The character of local neighbourhoods continues to be maintained while also accommodating population growth.

An inclusive and diverse community

In 2040, Maroondah is an inclusive community where social connections are strong across generations and diversity is embraced and celebrated.

A well governed and empowered community

In 2040, Maroondah is an effectively empowered community that is actively engaged in Council decision making through processes that ensure their voice is heard and considered. Council provides strong and responsive leadership, ensures transparent processes and works with the community to advocate and champion their needs.



Outcome Area: Healthy & Well

Focus Area: Alcohol, Other Drugs & Tobacco

Ringwood Town Square and Croydon Town Square are now officially smoke-free zones



**Ringwood Town Square is now a
smoke-free area**
Please refrain from smoking in the area.

Following extensive community consultation, Council voted at its November 2018 meeting to amend Local Law 11 to introduce a ban on smoking at both Ringwood and Croydon Town Squares. For Ringwood Town Square, the local law came into effect on 1 January 2019 resulting in a smoke-free zone at the outdoor dining areas as well as the town square itself. During the introductory period Council worked with the community and traders to ensure awareness of the new smoking ban. Croydon Town Square became a designated smoke-free zone when it opened in May 2019.

Relevant action item:

1.1.5 Develop a Tobacco Control Strategy that includes legislative requirements and health promotion activities such as investigating the feasibility of localised smoking bans in public places

Did you know?

85.5% of adults in Maroondah
drink alcohol

We are working in partnership to reduce alcohol-related harm across Maroondah



Council continues to participate in the Eastern Metropolitan Region (EMR) Alcohol Flagship collaboration. A regional action plan has been prepared that identifies five key priority areas. New partners such as Turning Point, Eastern Health and Inspiro have added strength to this group. A memorandum of understanding has been prepared for signing by senior executives of all partner organisations.

In December 2017, Council sought authorisation from the Minister of Planning for a Group Council Planning Scheme Amendment to introduce a packaged liquor policy into the Maroondah Planning Scheme. This planning scheme amendment was intended to provide participating Councils with planning tools to effectively manage applications for sale of packaged liquor, particularly in areas of high supply. In June 2018, the Minister for Planning rejected the exhibition of the proposed group planning scheme amendment (GC88). In rejecting the proposal, the Minister commented that the planning scheme is not placed to respond to social impacts on alcohol consumption and alcohol related harm. Council is currently working with project partners to identify alternative avenues to mitigate alcohol density issues.

Test Purchasing work has been undertaken in packaged liquor outlets and sporting clubs to identify compliance with laws relating to sale of alcohol to underage persons. Test Purchasing results contributed evidence for the Flagship to apply for local drug action team funding from the Australian Drug Foundation and \$16,600 was received to work on messaging promoting safe, inclusive and healthy sporting environments.

Knox and Maroondah Councils also successfully applied for \$120,000 funding from VicHealth for the Men's Risky Drinking program to work with sporting clubs. This work will continue in 2019/20 and 2020/21.

Relevant action items:

- 1.1.1 Continue participation in the South East Melbourne Councils Alcohol (SEMCA) Density Project to work towards influencing planning controls relating to density of packaged liquor suppliers within LGA's
- 1.1.2 Continue participation in the EMR Alcohol Flagship and its identified annual work plans

Maroondah Health & Wellbeing Plan 2017-2021: Year 2 Report

Focus Area: Mental, Physical & Sexual Health**We are collaborating to raise awareness of suicide prevention**

Council has continued to collaborate with the Eastern Melbourne Public Health Network on Maroondah place-based suicide prevention initiatives. Several activities have been undertaken throughout the year. A Men's Health Lunch was held in May 2019, a sold-out event with a presentation by former AFL footballer Wayne Schwass followed by networking opportunities.

The Ripple Effect event, previously known as the Night of Light, was again held in October 2018 during Mental Health Awareness Week. Commuters and passers-by at Ringwood Station could discover ways to *Connect*, *Communicate* and *Care*. The aim of the event was to create a positive ripple effect in our community by encouraging mental health awareness and suicide prevention. Council is planning to deliver a range of initiatives for Mental Health Awareness Week in 2019 including a Community Forum.

Relevant action items:

- 1.2.1 Identify and undertake annual collaborative suicide prevention initiatives
- 1.2.2 Collaborate with the Eastern Melbourne Public Health Network on the Maroondah Place-Based Suicide Prevention Initiative

We continue to support the Communities of Wellbeing and identified initiatives

During 2018/19, Communities of Wellbeing developed a Strategic Plan and a supporting implementation plan. A series of workshops, focus groups and interviews were involved in development of the Strategic Plan which incorporates a vision, mission statement, values and strategic priorities. The implementation plan has been built around the three strategic priorities of 'inspire', 'connect' and 'establish' to provide a blueprint for Communities of Wellbeing Inc over the next three to five years. To commence the implementation process, an Appreciative Inquiry workshop will be delivered in August 2019 involving community, business and education leaders from across Maroondah. The workshop will help to identify and guide priority partnership activities of the initiative.

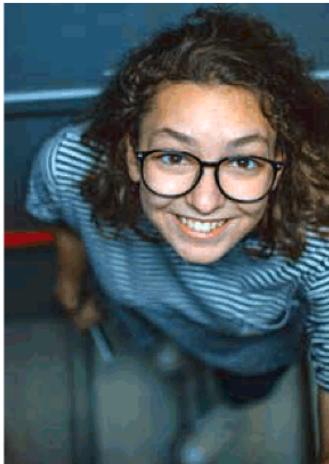
Relevant action item:

- 1.2.4 Support the Maroondah Communities of Wellbeing Project via participating in the project Steering Committee and identified initiatives

Did you know?

There are 22,000 young people in Maroondah - approximately 20% of our population!

The Maroondah Positive Education Network is leading the way in positive education for our young people



The Maroondah Positive Education Network (formerly Plus 10 Schools) is a partnership between Maroondah City Council, the Maroondah Principals Network, the Victorian Government Department of Education & Training, the University of Melbourne and the Institute of Positive Education, who are working together to implement Positive Education to raise the wellbeing of young people in Maroondah.

Twenty-six local government schools are now participating in the Network. Since obtaining Victorian Government funding last year, hundreds of local workers, teachers and school staff have been trained in positive education. This included a Positive Education professional learning day for school principals, a Positive Education professional learning day in each school tailored to their needs, a three day immersive course in Positive Education for 60 staff across the network, 33 staff completing a Professional Certificate in Positive Education, 1,000 school staff attending a combined wellbeing day for the first school day of 2019, and ongoing Positive Education workshops at school staff meetings. Parent sessions were also held on a range of topics including an introduction to Positive Education, Gratitude, and a sold out session on strengths-based parenting with over 350 people in attendance.

A new network called 'HOPE' (Heads of Positive Education) has also been established where schools work together and share practice around Positive Education and Wellbeing. HOPE Leaders have been appointed and trained in each school.

Relevant action item:

- 1.2.5 Coordinate Maroondah Plus 10 Schools, which aims to increase the wellbeing and educational outcomes of students in Maroondah through the implementation of Positive Education and targeted wellbeing initiatives

Maroondah Health & Wellbeing Plan 2017-2021: Year 2 Report

We are currently investigating the implementation of a Healthy Choices policy at all Council owned and operated facilities



A Council discussion paper for the implementation of Healthy Choices was developed in early 2019. 'Healthy Choices' is a framework for improving the availability and promotion of healthier foods and drinks in community settings. Using the Healthy Choices Framework, sport and recreation centres can provide consistent health promotion messages whereby the foods and drinks available through the centre reinforce positive messages about the importance of physical activity for good health.

Council is currently working towards development and endorsement of two Healthy Choices Policies, an internal policy for Council staff, and an external policy for facilities owned and leased by Council. In May 2019, the Maroondah Nets multipurpose stadium was opened and the Healthy Choices framework is being implemented within this facility.

Relevant action items:

- 1.2.7 Investigate opportunities for enhancing the range of healthy options offered by caterers within Council owned and operated facilities
- 1.2.8 Implementation of components of the DHHS Health Choices: Policy Guidelines for Sport and Recreation Centres at selected Maroondah City Council leisure facilities

A Food Safety Risk Management Framework has recently been developed



Council's Food Safety Risk Management Framework has been developed and includes a mobile Pathway assessment tool, new assessment reports and guidance documentation for businesses. Extensive consultation was undertaken with Maroondah businesses on the new assessment tool with positive responses being received. Implementation of the new Pathway Assessment tool will begin in July 2019.

Relevant action item:

- 1.2.9 Embrace a preventative evidence-based approach to addressing issues of communicable disease and food safety via undertaking the Food Safety Risk Management Transformation Project Plan 2016-2018

Did you know?

33.2% of our community suffer from anxiety or depression

We have been educating our community on providing appropriate support for people with early onset dementia and their carers



Maroondah organised an Eastern Metropolitan Region (EMR) Forum "Dementia: Inspiring Change" for staff across the region. The aim of the Forum was to provide insight and information for contemporary approaches to successfully engage people who have dementia in meaningful programs. It was organised to increase capacity of councils and other community organisations to provide appropriate support. The Forum was run in collaboration with Whitehorse City Council on behalf of seven EMR councils with 126 people attending. The keynote speaker spoke on their personal lived experience with early onset dementia, whilst the other three presenters were carers of people with dementia.

Kinkuna, Council's social support group for people diagnosed with dementia, and a Dementia Carers Support Group continues to run at the Kerrabee Centre.

Relevant action item:

- 1.2.11 Develop and implement programs to address the increasing number of Maroondah residents with early onset dementia





Outcome Area: Safe and Secure

Focus Area: Social & Affordable Housing

We have commenced implementation of our new Maroondah Affordable and Social Housing Policy



Council adopted the *Maroondah Affordable and Social Housing Policy 2018* in August 2018. This policy clarifies Council's position, role and function on affordable and social housing issues within its scope of influence.

The Maroondah Housing Strategy will be implemented through planning scheme amendment C130, which also relates to the Ringwood Major Activity Centre. This Amendment is currently under review with the Department of Environment, Land, Water and Planning and it is anticipated that Council will receive authorisation to proceed to public exhibition by the end of 2019.

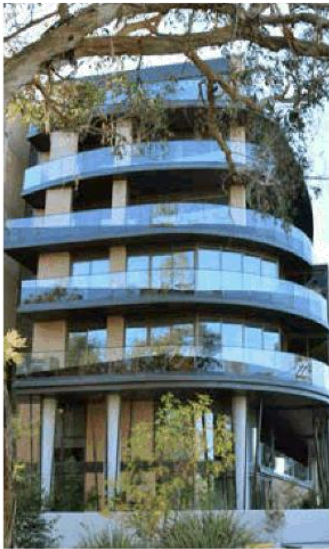
Relevant action items:

- 2.1.1 Develop and implement a Maroondah Affordable and Social Housing Policy
- 2.1.3 Implement the Maroondah Housing Strategy

Did you know?

Maroondah has the third highest rate per 100,000 population of family violence incidents in the Eastern Metropolitan Region

Council continues to work in collaboration for safe, secure and affordable housing



Council continues to work as part of the Eastern Affordable Housing Alliance whose aim is to bring together Federal, State, Local Governments, Community Housing providers, housing industry players and the community to devise and deliver local social and affordable housing solutions for the Eastern Metropolitan Region. A Regional Action Plan has been prepared that identifies five key priority areas. Priority actions include prevention, mobilising community, supporting South East Melbourne Council Alliance and good governance. Council has provided advocacy and support regarding planning and building permits and worked in partnership to support the Winter Shelter program. Winter Shelter is a program delivered by a network of churches in Maroondah as a community response to local homelessness. The program has been modelled on the successful Stable One program in Yarra Ranges and has provided shelter and food for men experiencing homelessness.

Relevant action item:

2.1.2 Continue membership of and participation in the Eastern Affordable Housing Alliance

Focus Area: Prevention of Violence Against Women, Gender Equity & Elder Abuse

Our Gender Equity Policy continues to help direct Council's work



Council's internal Gender Equity Policy was adopted in 2018. The Policy helps to ensure that Council services are delivered in ways that are accessible, inclusive, respectful and equitable. Topics under discussion have included a gender lens on future development and open space areas, along with consideration of respectful approaches to gender in Council documents, surveys, online registrations, and recruitment processes.

Relevant action item:

2.2.1 Develop a Maroondah City Council Gender Equity Policy/Statement

Maroondah Health & Wellbeing Plan 2017-2021: Year 2 Report

Council is an active partner of Together for Equality and Respect (TFER) to prevent violence against women in Maroondah



In the Eastern Metropolitan Region, the *16 Days of Activism Against Gender Based Violence* campaign is supported by partners of Together for Equality and Respect (TFER) – the regional strategy for Preventing Violence Against Women. The Strategy, led by Women's Health East, is a partnership between the seven local governments in the Region, community health services and other agencies that focus on primary prevention efforts to end violence against women.

As part of the TFER partnership, Council participated in the 16 Days of Activism campaign during November 2018. The campaign involved the placement of seven billboards in prominent locations around Maroondah with messages relating to violence against women, violence, and family violence. Throughout 2018/19, Council has also worked to embed gender equity principles across Council services including early years and sporting clubs.

Relevant action item:

2.2.2 Work with partners of Together for Equality and Respect (TFER): A Strategy to Prevent Violence Against Women in Melbourne East to prevent violence against women in Maroondah

We continue to focus on increasing female participation in sport



After completing a situational analysis and community consultation, a draft *Equally Active Policy* and draft *Equally Active Strategy* have been developed. The draft Policy outlines Council's position in relation to advancing gender equity in sport and recreation, while the draft Strategy identifies initiatives to change the physical, social, and attitudinal environments that support women and girls to be active. It is anticipated that the Policy and Strategy will be formally adopted by Council in late 2019.

The Strategy includes a two-year action plan with key priorities drawn from the *Equally Active Policy*. Actions will focus on the provision and /or promotion of targeted recreational opportunities for women from CALD backgrounds, young women and women with caring responsibilities. Sporting clubs will be supported to improve environments to support inclusion and demonstrate progress with a gender equitable scheduling of training. Council hopes to undertake future work in this area through funding applications to relevant agencies and government bodies.

Relevant action item:

2.2.4 Development of a Female Sports Participation Strategy

Did you know?

A total of 3,361 students from 15 local schools participated in Walk To School month

We've been working in partnership with neighbouring Councils to continue to promote gender equality in sports clubs

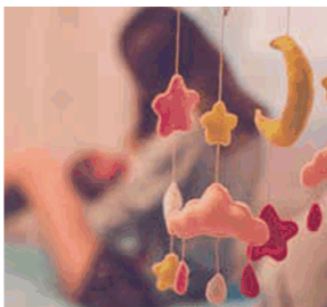


Council has continued to work on the *Our Codes Our Clubs* project with Knox and Yarra Ranges Councils, and Inspiro Community Health Service. Stage 2 of this project saw the delivery of the Equality is the Game Workshop with local sporting clubs in November 2018.

Relevant action item:

2.2.3 Work in partnership with the outer-east municipalities and local sporting clubs to deliver the 'Our Codes, Our Clubs' gender equity and cultural change program

Facilitated playgroups are supporting vulnerable families



Council has established a new supported playgroup aimed at supporting women and children experiencing family violence. The groups are facilitated by trained Small Talk facilitators and supported by Council's Enhanced Maternal and Child Health service. Participating families have also been offered six sessions in the family home to support women and children in relationship based responsive play with an emphasis on trauma.

Relevant action item:

2.2.5 Partnership program with Eastern Community Legal Centre and Eastern Domestic Violence Outreach Services to develop a playgroup for children and their parents experiencing family violence

Maroondah Health & Wellbeing Plan 2017-2021: Year 2 Report

Promotion of World Elder Abuse Awareness Day



To help promote World Elder Abuse Awareness Day, purple ribbon biscuits were delivered to all 180 delivered meals clients with information about elder abuse and support contact details encouraging discussions with the volunteers delivering the biscuits. Council also ran an employee training session on "when and how to refer to police" with a guest speaker from Victoria Police Family Violence Unit.

Relevant action item:

2.2.6 Develop and implement initiatives designed to create knowledge and awareness of elder abuse and community support services/resources

Focus area: Gambling

We have adopted our new Gambling Policy



The *Maroondah Gambling Policy 2018* was adopted by Council in September 2018 and defines Council's role and responsibilities in managing gambling within the municipality. It details Council's role to work in partnership with relevant agencies and stakeholders to protect those at risk of gambling-related harms; and to work on behalf of the community in the interests of creating a safe gambling environment. It also aims to utilise relevant provisions in the statutory, strategic and regulatory framework to effectively manage gambling activities in Maroondah and reduce harms.

Council has engaged a consultant to prepare relevant materials for an amendment to the Maroondah Planning Scheme. This amendment will help to strengthen Council's capacity to manage and influence the location and operation of electronic gaming machines in our municipality.

Relevant action items:

2.3.1 Complete a new Maroondah City Council Gambling Policy and commence preparations of a Planning Scheme amendment to incorporate the Policy into the Maroondah Planning Scheme



Did you know?

Council provided 12,215 vaccinations
through our fully accredited
immunisation service during
2018/19



Outcome Area: Capacity to Participate

Focus Area: Education, Lifelong Learning & Employment

Community Houses in Maroondah are formalising their collaborative approach



The Maroondah Community Houses Network have completed a Strategic Plan for collaborative work to enhance their position to attract further resources and increase effectiveness in the community.

During 2018/19, the Network successfully applied for funding through the Adult, Community and Further Education (ACFE) Board's Capacity and Innovation Fund (CAIF 11) to deliver the Beyond the Barriers Alliance, which includes all five of Maroondah's Community Houses. This program involves working with our culturally and linguistically diverse and Indigenous communities to help overcome barriers and develop appropriate learning pathways to increase the accessibility to pre-accredited and accredited learning opportunities within Maroondah.

Glen Park Community Centre has led another CAIF 11 project "Learn to Earn" to understand the employment market and develop networks, pathways and tools to share amongst Learn Local sector to enable access to employment with a focus on people who are unemployed, underemployed, low skilled, or have a disability.

Council continues to support the Network through provision of funding and accommodation, coordination of network meetings, participation in Council events such as the Seniors Expo and Maroondah Festival, and supporting the emerging needs of each Centre.

Relevant action item:

- 3.1.8 Collaboration with the Maroondah Community House Network on identified initiatives designed to provide lifelong learning opportunities

Did you know?

Over 650 members of our
business community attended
Maroondah BizWeek activities and
events in May 2019

We are committed to supporting local businesses and jobs



Realm and the accompanying Ringwood Town Square continue to offer the Maroondah community a broad variety of programmed community activities each year. Realm is also the host of Council's successful coworking space. The growth of BizHub has exceeded its business plan forecast and is nearing capacity, including premium coworking memberships. Opportunities for expansion of the coworking space as part of the Realm extension will be realised by mid-2020. A new initiative is being implemented offering all members an initial diagnostic of their business on commencement of their membership at BizHub conducted by a business expert.

There have been changes in the structure of the State Government Regional Economic Development Unit (SGREDU) and Eastern Region Economic Development Group (EREDG). These groups have been replaced by the ERG (Eastern Regional Group of Council's) and MEREDG (Melbourne Eastern Regional Economic Development Group) which are both hosted at Realm. Recent advocacy campaigns by ERG complimented those of member councils in the leadup to recent State and Federal elections. Implementation of the Bayswater Business Precinct continues to be a regionally significant project.

Relevant action items:

- 3.1.2 Support the development of local small business and social enterprise initiatives
- 3.1.3 Collaborate with the State Government Regional Economic Development Unit (SGREDU) and Eastern Region Economic Development Group (EREDG) to determine appropriate avenues for addressing identified regional priorities of; learning, employment and business support and development
- 3.1.4 Work to maximise individual, community and business engagement with and utilisation of Realm via implementation of actions generated via the Flexible Programming Schedule, Realm Activation Group (RAG) and in response to emerging opportunities



Outcome Area: Connected to Culture & Community

Focus Area: Inclusivity, Diversity & Access

We continue to implement our Volunteer Strategy 2015-2019



Through the implementation of *Council's Volunteer Strategy 2015-2019*, a volunteering program has continued over the past 12 months providing with opportunities for local volunteers to support the wider community. Council volunteers assist with programs such as delivering Meals on Wheels, maintaining our bushland and reserves, managing community gardens, supporting arts and cultural programs, and participating on advisory committees. Council also has a group of Youth & Wellbeing Advocates aged 15-25 who work to help raise the wellbeing of Maroondah's young people.

Council's volunteers are formally thanked and recognised at a Volunteer Recognition evening in December each year. This annual event officially acknowledges volunteers who assist Council by delivering important services and activities for the community.

A distinguished volunteer service award is to be presented for the first time in 2019 and has been named in honour of Bill Wilkins (OAM), a long-standing and highly respected community leader. The Bill Wilkins Volunteer of the Year Award will be presented annually in honour of those volunteers who inspire and embody the spirit of volunteerism through their exemplary contribution to the community.

Relevant action item:

4.1.1 Implementation of Council's internal Volunteer Strategy 2015-2019

Did you know?

We have supported over 350 clients with the Home and Community Care Program for Young People

We support our clients to navigate the My Aged Care system



Processes have been put in place to continue our support of clients navigating the My Aged Care system with referral pathways established. Ongoing partnerships with Aged Care Assessment Services & neighbouring Council Regional Assessment Services ensure appropriate and timely referrals. Partnerships with neighbouring Councils have been strengthened to allow cross boundary assessments and effective management of fluctuating referrals.

Relevant action item:

4.1.3 Continue to develop and implement processes to assist individuals over 65 that require intensive short-term case management and to respond to changes in service delivery through federal reform and address specific needs of Maroondah community

Our National Disability Insurance Scheme (NDIS) Transition Coordinator continues to assist residents with their transition to the NDIS



Council continues to offer support to Maroondah residents transitioning to the National Disability Insurance Scheme with a dedicated NDIS Transition Coordinator. Our NDIS Transition Coordinator provides information, system navigation support and advocacy assistance for any Maroondah resident accessing the NDIS. While all relevant clients have now been transitioned to the scheme, there remains a high demand for ongoing support.

In 2018/19, a total of 357 Home and Community Care Program for Young People eligible clients were provided with information and/or support to navigate the NDIS. A further 449 Maroondah residents accessed services, while carer support was also provided at monthly Pathways for Carers walks.

Relevant action item:

4.1.4 Continue to develop and implement processes to assist individuals under 65 that require assistance to respond to changes in service delivery through federal reform and address specific needs of Maroondah community

Maroondah Health & Wellbeing Plan 2017-2021: Year 2 Report

We have commenced the development of the next Active and Healthy Ageing Initiative 2020



Council has commenced an evaluation of the Active and Healthy Ageing initiatives over the 2015-2020 period to inform the planning phase for the Active and Healthy Ageing Strategy 2020-2025. Planning for consultation for this project has commenced with engagement to commence in tandem with the current review of the *Maroondah 2040 Community Vision* and the forthcoming review of the *Maroondah Health and Wellbeing Plan* for the 2021-2031 period.

Relevant action item:

4.1.5 Development of the next Active and Healthy Ageing Initiative 2020

Supporting cultural festivals



Council recognises the importance of cultural heritage and works towards increasing the understanding of the different cultures in our community.

The second Croydon Multicultural Festival was held by Croydon Main Street Traders in March 2019. The theme *Proud to Belong - Your Generation, Your Stories* showcased the cultural diversity of our many communities in Maroondah through music and dance performances from a dozen different countries and a Multicultural Village with street food provided by local shops, a multicultural costume exhibition, market stalls and a kids' zone.

Support was also provided to the Harvest Festival, Harmony Day and Karen National Day.

Supporting the needs of cultural groups



Council continues to provide support and assistance to various cultural communities as the need arises. A talk on traffic safety was delivered to the parents and children of the Falam After School group; first aid training was delivered to the Karen community; and food handling courses were arranged for three different refugee communities. The Falam Chin leaders are members of the Coopersmith Pavilion Management group with East Ringwood Football and Cricket Clubs.

Council also partnered with the Haka Chin community in applying for funding from EACH and the Outer East Primary Care Partnership, to enable an all-weather sporting surface to be laid at Hughes Park in Croydon North. The all-weather surface will enable the Haka Chin community to further develop their growing volleyball program for their youth community.

Relevant action item:

4.1.7 Work collaboratively to identify and respond to the existing and emerging needs of Maroondah's Culturally and Linguistically Diverse (CALD) population

Did you know?

Council has 400 volunteers engaged in our organisation

Several successful projects and initiatives have been developed in partnership with the Indigenous community



Council has worked in close partnership with Indigenous artists, community and cultural groups to build upon and promote the richness of Indigenous arts and culture so that it can be appreciated by the whole community. Highlights during 2018/19 included the creation of the original rap 'So Deadly', by young people from the Hip Hop Crew at Mullum Mullum Indigenous Gathering Place with singer/songwriter Kutcha Edwards. The project was nominated for a 2019 HART award.

A range of other performances and exhibitions across Council's arts venues included Eye of our Ancestors featuring the work of five contemporary female Indigenous artists at Realm ArtSpace; and Too-roo-dun a highly successful exhibition of larger-than-life bunyips created by Indigenous communities with Baluk Arts and presented at Maroondah Federation Estate Gallery. A range of arts-based actions are incorporated in the *Maroondah Reconciliation Action Plan 2018-2020* for delivery over the next two years.

Relevant action item:

4.1.9 Develop and implement an Indigenous Arts Action Plan

Supporting Maroondah's Aboriginal and Torres Strait Islander residents



Council commenced participation in the Outer East Regional Integrated Aboriginal Service Planning Project with Knox and Yarra Ranges Councils in 2018/19 with the aim of developing a regional plan that addresses issues and opportunities in the Outer East.

The Integrated Aboriginal Service Plan project aims to gain a greater understanding of Aboriginal community health issues to inform appropriate service responses. Consultation activities with Eastern Metropolitan Region Aboriginal community-controlled organisations was to provide an opportunity for community members to inform the development of an integrated, catchment-wide Aboriginal Health Services Plan. The draft Consultation Report will be presented to the Project Steering Group in November 2019.

Relevant action item:

4.1.10 Investigate collaborating on the Outer East Regional Integrated Aboriginal Service Planning Project and action accordingly



Outcome Area: Liveable

Focus Area: Environment, Climate Change & Infrastructure

Investigation has commenced on the development of Community Liveability Indicators



Last year, Council participated in a regional workshop led by Department of Environment, Land, Water and Planning (DELWP) and RMIT University relating to the establishment of community liveability indicators, with a focus on food security. There are currently two projects being undertaken, one by the Victorian Government and one by the National Health and Medical Research Council Centre of Research Excellence in Healthy, Liveable Communities based at RMIT University. Council is monitoring the progress of both these projects with a view to considering future application of these frameworks.

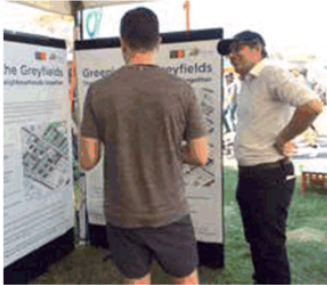
Relevant action item:

- 5.1.1 Undertake investigations into developing a Community Indicators Victoria Neighbourhood Liveability Profile to develop a customised evidence base for informed decision making and action accordingly

Did you know?

Just over 24,000 tonnes of garden organics and recyclables were collected in 2018/19

Greening the Greyfields Project



Greening the Greyfields is an Australian Government funded pilot project aimed at promoting the creation of collaborative redevelopment precincts where landowners work together with Council to design better housing outcomes for their land. In 2018/19, a Community Advisory Group was established to provide feedback to the pilot program. Community engagement was also undertaken with pilot residential precincts. In addition to better informing residents within the precincts, the engagement has helped to determine the level of community interest in participating in the pilot project and initiated communications with interested community members. Successful engagement with the development industry has also been undertaken with participants supportive of the proposed changes to the planning scheme. A rigorous process of engaging internally and externally with the design industry was undertaken to prepare a concept plan and design guides.

Planning Scheme Amendments C134 (Ringwood North) and C136 (Croydon South) have been submitted to the Department of Environment, Land, Water and Planning (DELWP) for review. It is anticipated that DELWP will provide Council authorisation to publicly exhibit the Amendments. Both Amendments incorporate detailed design guidelines outlining desired dwelling and precinct-level urban design outcomes that provide for an improved built form and landscape setting.

Relevant action item:

- 5.1.2 Encourage high quality urban design that provides for a healthy, attractive, and desirable built form through implementation of the Greening the Greyfields Project

With the support of Council, Maroondah Emergency Relief Network has continued to support our community regarding food security



Council continues to facilitate the Maroondah Emergency Relief Network which consists of agencies who deliver community meals and food parcel programs to our local community. Council has also coordinated agencies participating in the SecondBite food hub at Vive Café in Croydon. SecondBite provides access to fresh, nutritious food for people in need across Australia. They procure surplus food from across the retail network and redistribute it - free of charge, providing food relief to people in need.

Over the past 12 months, Council has also supported the Winter Shelter program in Maroondah which offers temporary nightly accommodation and emergency food relief to men sleeping rough in Maroondah over the winter months.

Relevant action item:

- 5.1.4 Undertake research into how Council is addressing food security and seek to engage stakeholders to develop a coordinated, systemic approach

Maroondah Health & Wellbeing Plan 2017-2021: Year 2 Report

Investigations have commenced for an annual State of Maroondah Environment Report



As outlined in *Council's Sustainability Strategy 2016-2020*, it is anticipated that a State of the Maroondah Environment report will be developed to complement Council's State of Maroondah report. Council has commenced research for State of the Maroondah Environment reporting and recommendations will be prepared which will assist with the Sustainability Strategy review to be undertaken during 2019/20. The Victorian State of Environment Report 2018 has now been released and will also be considered as part of this review.

Relevant action item:

5.1.5 Investigate the feasibility of developing an annual State of Maroondah Environment Report

We are implementing our Domestic Wastewater Management Strategy 2017-2021

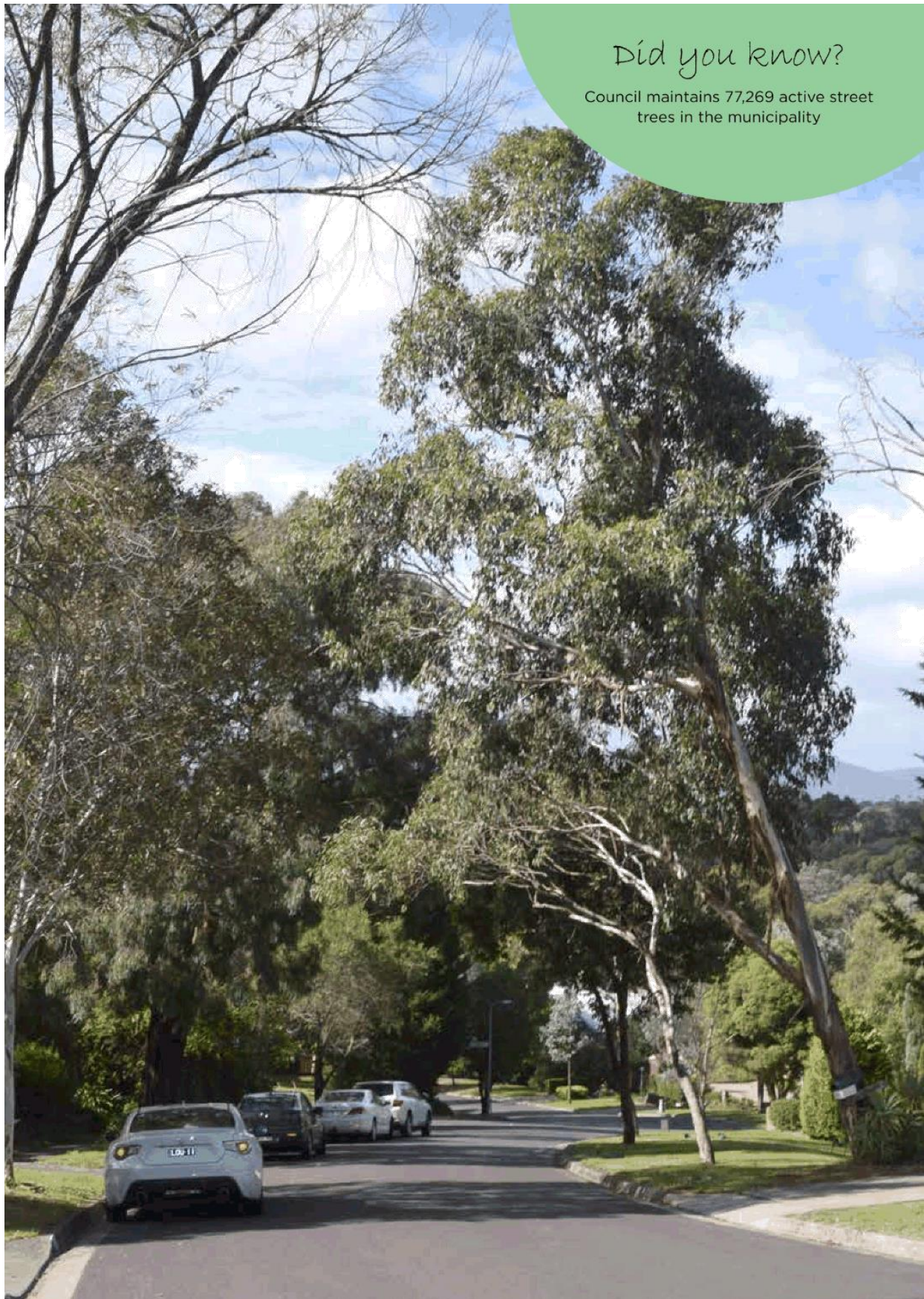


A 2019 -2020 action plan for the Domestic Waste Water Management Strategy has been developed and actions have been already been undertaken to update Council's Intramaps with current data from Water Authority on sewer properties, monitor and record wastewater treatment plant maintenance, keep abreast of the Environment Protection legislative reforms and its impact on management of Domestic Wastewater systems.

Work is progressing on enhancing information on our Maroondah website on Domestic Wastewater requirements, particularly maintenance, developing a notification system of new owners to unsewered properties, developing a new owners kit for home owners about how to maintain their systems and the development of a maintenance reminder system for septic system three-yearly pump out.

Relevant action item:

5.1.6 Implementation of the Domestic Waste Water Management Strategy



What's coming up in the next 12 months

Maroondah continues to work to incorporate Maroondah's Gambling Policy into the Maroondah Planning Scheme



Council has engaged a consultant to prepare relevant materials for an amendment to the Maroondah Planning Scheme to implement the *Maroondah Gambling Policy 2018*. This amendment will help to strengthen Council's capacity to manage and influence the location and operation of electronic gaming machines in our municipality. This work will continue in 2019/20 and 2020/21.

Council will also work in partnership to deliver health promotion activities in this space, including a forum with Eastern Regional Libraries in October 2019.

Continue to facilitate alcohol, drug and tobacco awareness and education initiatives targeting Maroondah's young people



After initial investigations to develop a drug, alcohol and tobacco awareness campaign were proved to be unviable, it was decided that further consultation with young people needed to be undertaken. The aim is to utilise this information to inform a best practice model in delivering alcohol and other drug education and awareness. These education sessions are projected to be ready for delivery in early 2020.

Continue to investigate the implementation of the Victorian Government's Healthy Choices framework across Council facilities



Council has commenced the implementation of the Victorian Government's Healthy Choices Framework and standards as part of the funding agreement for Maroondah Nets, which commenced operations in May 2019. Healthy Choices is a framework for improving availability and promotion of healthier foods and drinks in community settings, which sees alignment of the food and drinks available at sport and recreation centres with the health promotion messages of physical activity for good health.

Council will continue to investigate the future implementation of the Healthy Choices Framework at other Council facilities through the 2019-2021 period.

Adoption and implementation of Council's Equally Active Strategy and Policy



Over the next 12 months, Council will be seeking to implement the Equally Active Policy and Strategy through initiatives aimed to change the physical, social, and attitudinal environments that support women and girls to be active.

We will continue to focus on increasing female participation in sport



Council will investigate the implementation of additional female changing facilities at local sporting venues. An audit of all Council owned community sporting facilities has been undertaken to identify and prioritise female friendly infrastructure improvements. The results will inform Council's capital works programming and support future applications to Sport and Recreation Victoria's Community Sports Infrastructure Fund - Female Friendly Category.

Council supports the implementation of the Communities of Wellbeing Strategic Business Plan



During 2019/20, Council will support Communities of Wellbeing in implementing their Strategic Plan and supporting implementation plan. An Appreciative Inquiry workshop will be held in August 2019 involving community, business and education leaders from across Maroondah. The workshop will help to identify and guide partnership activities of the initiative.

Amend planning controls relating to alcohol density through participation in the South East Melbourne Councils' Alliance (SEMCA) Alcohol Density Project



Following the Ministerial rejection the exhibition of the proposed group planning scheme amendment (GC88) to introduce a packaged liquor policy into the Maroondah Planning Scheme, Council has commenced working with project partners to identify alternative avenues to mitigate alcohol density issues.

Continue to work with partners of Together for Equality and Respect (TFER) to prevent violence against women in Maroondah



During 2019/20, Council will continue to support Women's Health East and partners in the implementation of the Together for Equality and Respect regional strategy and action plan. This will include participation in the 16 Days of Activism campaign in November and December 2019 involving the placement of billboards at strategic locations throughout Maroondah.

To contact Council



- phone 1300 88 22 33 or (03) 9298 4598
- visit our website at www.maroondah.vic.gov.au
- email maroondah@maroondah.vic.gov.au

Translating and Interpreter Service

13 14 50

National Relay Service (NRS)

13 36 77

-  MaroondahCityCouncil
-  maroondahcitycouncil
-  Maroondah City Council
-  @CityofMaroondah
-  CityofMaroondah



Local Government Performance Reporting Framework 2019/20 Reporting Year






SERVICE PERFORMANCE INDICATOR RESULTS - YTD Quarter 2
(1 July 2019 – 31 December 2019)

Introduction

The Local Government Performance Reporting Framework (LGPRF) is a key initiative to improve the transparency and accountability of council performance to ratepayers and to provide a more meaningful set of information to the public. The framework is made up of a range of performance measures and a governance and management checklist items which together build a comprehensive picture of council performance.

The following report provides the prescribed Local Government Performance Reporting Framework service performance indicator results for end Q2 2019/20.

The following status icons may assist in interpreting these service performance results

	Result is currently on track / progressing as expected / within expected range for the reporting period
	Result is neutral / yet to be finalised / being monitored
	Result is currently not on track / not progressing as expected / outside expected range for the reporting period
-	Result not available / New measure with no comparison available



Animal Management

Provision of animal management and responsible pet ownership services to the community including monitoring, registration, enforcement and education

Service indicator/measure	Measure expressed as:	Q2 YTD 2019/20	Q2 YTD 2018/19	EoY 2018/19	EoY 2017/18	Comment	Status
Timeliness							
Time taken to action animal requests	Number of days taken to action animal requests <i>Expected range: 1 to 10 days</i>	1.01 days	1.01 days	1.02 days	1.08 days		
Service standard							
Animals reclaimed	% of collected animals reclaimed <i>Expected range: 30% to 90%</i>	49.49%	69.36%	76.87%	67.74%		
Service cost							
Cost of animal management service	\$ direct cost of the animal management service per registered animal <i>Expected range: \$10 to \$70</i>	\$1.61	\$15.04	\$35.27	\$31.58	As per Victorian Government reporting changes, this measure now calculates the 'municipal population' instead of 'number of registered animals'. The YTD decreased cost in animal management services is attributed to this methodological change along with a reallocation of salaries in 2019/20 and the receipt of more animal related legal fees.	
Health and safety							
Animal management prosecutions	Number of prosecutions <i>Expected range: 0 to 50 prosecutions</i>	2 Prosecutions	3 prosecutions	5 prosecutions	3 prosecutions		
Service standards							
Animals rehomed	% of animals rehomed <i>Expected range: 30% to 90%</i>	33.85%	N/A	N/A	N/A	New measure for 2019/20	-

Please note that Victorian Government LGPRF changes for 2019/20 financial year have resulted in:

- the "percentage of animals rehomed" being reported as a new indicator
- the computation for animal management prosecutions now includes "total number of animal management prosecutions"
- feral animals are not excluded from "% of animals reclaimed"
- the "cost of animal management services" now includes municipal population instead of "number of registered animals".



Aquatic Facilities

Provision of indoor and outdoor aquatic facilities to the community and visitors for wellbeing, water safety, sport and recreation

Service indicator/measure	Measure expressed as:	Q2 YTD 2019/20	Q2 YTD 2018/19	EoY 2018/19	EoY 2017/18	Comment	Status
Service standard							
User satisfaction with aquatic facilities	User satisfaction with how Council has performed on the provision of aquatic facilities <i>Expected range: N/A</i>	N/A	N/A	N/A	N/A	Optional measure only. Not being measured in 2019/20	-
Service standard							
Health inspections of aquatic facilities	Number of health inspections per Council aquatic facility <i>Expected range: 1 to 4 inspections</i>	1 Inspection	2 Inspections	3 inspections	2 inspections		
Utilisation							
Utilisation of aquatic facilities	Number of visits to aquatic facilities per head of municipal population <i>Expected range: 1 to 10 visits</i>	3.90 visits	5.12 visits	10.11 visits	8.75 visits		
Service cost							
Cost of aquatic facilities	\$ direct cost less any income received of providing aquatic facilities per visit <i>Expected range: \$3 to \$20</i>	\$-0.73	\$0.39	\$0.39	\$-0.94	New measure for 2019/20. As per Victorian Government reporting changes, aquatic facility costs are now shown as a combined indicator. It is important to note that this result is influenced by seasonal factors. Data is for the first two quarters only and not representative of full year costs.	

Please note that Victorian Government LGPRF changes for 2019/20 financial year have resulted in:

- aquatic facility costs now shown in external reporting as a combined indicator.
- reportable safety incidents indicator no longer being included in external reports



Food Safety

Provision of food safety services to the community including registrations, education, monitoring, inspections and compliance

Service indicator/measure	Measure expressed as:	YTD 2019	YTD 2018	EoY 2018/19	EoY 2017/18	Comment	Status
Timeliness							
Time taken to action food complaints	Number of days taken to action food complaints <i>Expected range: 1 to 10 days</i>	2.01 days	1.24 days	1.88 days	1.90 days	This measure follows a calendar year basis to align with reporting to DHHS	
Service standard							
Food safety assessments	% of registered class 1 food premises and class 2 food premises that receive an annual food safety assessment <i>Expected range: 50% to 100%</i>	100%	100%	98.00%	98.53%	This measure follows a calendar year basis to align with reporting to DHHS	
Service cost							
Cost of food safety service	\$ direct cost of the food safety service per registered food premises <i>Expected range: \$300 to \$1,200</i>	\$347.94	\$357.21	\$738.76	\$639.70	This measure follows a financial year basis	
Health and safety							
Critical and major non-compliance notifications	% of critical and major non-compliance outcome notifications that are followed up by council <i>Expected range: 60% to 100%</i>	100%	99.06%	100.0%	95.06%	This measure follows a calendar year basis to align with reporting to DHHS	



Governance

Provision of good governance to the community including making and implementing decisions with reference to community engagement, policy frameworks and agreed practice

Service indicator/measure	Measure expressed as:	Q2 YTD 2019/20	Q2 YTD 2018/19	EoY 2018/19	EoY 2017/18	Comment	Status
Transparency							
Council resolutions at meetings closed to the public	% of Council resolutions made at meetings closed to the public <i>Expected range: 0% to 30%</i>	3.96%	10.75%	8.52%	13.74%	The increase in transparency is attributed to the reduction in confidential 'in-camera' decisions made at Council meetings this quarter.	
Consultation and engagement							
Satisfaction with community consultation and engagement	Satisfaction rating out of 100 <i>Expected range: 40 to 70</i>	N/A	N/A	58	56	Satisfaction is measured as part of the annual Community Satisfaction Survey, with results to be made available in May/June 2020.	-
Attendance							
Council attendance at Council meetings	% of Council attendance at ordinary and special Council meetings <i>Expected range: 80% to 100%</i>	88.89%	88.89	88.89%	86.32%		
Service cost							
Cost of elected representation	\$ direct cost of the governance service per councillor <i>Expected range: \$30,000 to \$80,000</i>	\$24,751	\$22,470	\$48,960	\$45,744		
Decision making							
Satisfaction with Council decisions	Satisfaction rating out of 100 <i>Expected range: 40 to 70</i>	N/A	N/A	62	59	Satisfaction is measured as part of the annual Community Satisfaction Survey, with results to be made available in May/June 2020.	-

Please note that Victorian Government LGPRF changes for 2019/20 financial year have resulted in:

- The indicator name 'cost of governance' has changed to 'cost of elected representation' to better reflect what is measured by the indicator.



Libraries

Provision of print and digital based resources to the community in a variety of formats including collection services, e-services, research tools and interactive learning programs

Service indicator/measure	Measure expressed as:	Q2 YTD 2019/20	Q2 YTD 2018/19	EoY 2018/19	EoY 2017/18	Comment	Status
Utilisation							
Physical library collection usage	Number of physical library collection item loans per library collection item <i>Expected range: 1 to 9 items</i>	5.36 loans	5.35 loans	10.47 loans	10.58 loans		
Resource standard							
Recently purchased library collection	% of recently purchased library collection that has been purchased in the last 5 years <i>Expected range: 40% to 90%</i>	71.49%	73.99%	72.39%	75.47%		
Service cost							
Cost of library service	\$ direct cost of the library service per visit <i>Expected range: \$3 to \$15</i>	\$9.28	\$3.03	\$2.78	\$2.58	This measure now calculates the municipal population instead of number of visits.	
Participation							
Active library members	% of the municipal population that are active library members <i>Expected range: 10% to 40%</i>	13.94%	16.20%	16.26%	16.18%		

Please note that Victorian Government LGPRF changes for 2019/20 financial year have resulted in:

- The 'cost of library service' measure now calculates the 'municipal population' instead of 'number of library visits'.
- The indicator name 'standard of library collection' has changed to 'recently purchased library collection' to better reflect the actual measure.



Maternal and Child Health

Provision of universal access to health services for children from birth to school age and their families
including early detection, referral, monitoring and recording child health and development

Service indicator/measure	Measure expressed as:	Q2 YTD 2019/20	Q2 YTD 2018/19	EoY 2018/19	EoY 2017/18	Comment	Status
Satisfaction							
Participation in first MCH home visit	% of infants enrolled in the MCH service who receive the first MCH home visit <i>Expected range: 90% to 110%</i>	99.59%	97.55%	98.80%	101.20%		
Service standard							
Infant enrolments in the MCH service	% of infants enrolled in the MCH service <i>Expected range: 90% to 110%</i>	100.96%	100.95%	101.06%	101.06%		
Service cost							
Cost of the MCH service	\$ cost of the MCH service per hour of service delivered <i>Expected range: \$50 to \$200</i>	\$82.32	82.14%	\$87.20	\$71.22		
Participation							
Participation in MCH service	% of children enrolled who participate in the MCH services <i>Expected range: 70% to 100%</i>	67.69%	45.82%	78.11%	73.88%	There is an increase in percentage of enrolled children participation in MCH services. This increase could be attributed to the appointments that occur after the Christmas period.	
Participation in MCH service by Aboriginal children	% of Aboriginal children enrolled who participate in the MCH service <i>Expected range: 60% to 100%</i>	66.32%	35.48%	72.63%	69.90%		



Please note that Victorian Government LGPRF changes for 2019/20 financial year have resulted in:

- The indicator name 'participation in first MCH home visit' has changed to 'participation in 4-week key age and stage visit'



Roads

Provision of a network of sealed local roads under the control of the municipal council to all road users

Service indicator/measure	Measure expressed as:	Q2 YTD 2019/20	Q2 YTD 2018/19	EoY 2018/19	EoY 2017/18	Comment	Status
Satisfaction of use							
Sealed local road requests	Number of sealed local road requests per 100 kilometres of sealed local road Expected range: 10 to 120 requests	55.86 requests	44.99 requests	108.04 requests	98.35 requests		
Condition							
Sealed local roads below the intervention level	% of sealed local roads that are below the renewal intervention level Expected range: 80% to 100%	99.27%	97.25%	97.31%	97.25%		
Service cost							
Cost of sealed local road reconstruction	\$ direct reconstruction cost per square metre of sealed local roads reconstructed Expected range: \$20 to \$200	\$0.00	\$0.00	\$221.08	\$87.98	Some works have commenced in the first quarter; however, costs have not yet been fully released. This measure will be updated in coming quarters.	-
Cost of sealed local road resealing	\$ direct resealing cost per square metre of sealed local roads resealed Expected range: \$4 to \$30	\$0.00	\$0.00	\$19.99	\$26.60		-
Satisfaction							
Satisfaction with sealed local roads	Satisfaction rating out of 100 Expected range: 50 to 100	N/A	N/A	70	68	Satisfaction is measured as part of the annual Community Satisfaction Survey, with results to be made available in May 2020.	-



Statutory Planning

Provision of land use and development assessment services to applicants and the community
Including advice and determination of applications

Service indicator/measure	Measure expressed as:	Q2 YTD 2019/20	Q2 YTD 2018/19	EoY 2018/19	EoY 2017/18	Comment	Status
Timeliness							
Time taken to decide planning applications	Days between receipt of a planning application and a decision on the application <i>Expected range: 30 to 110 days</i>	31 days	36 days	34 days	35 days		
Service standard							
Planning applications decided within 60 days	% of planning application decisions made within required timeframe days <i>Expected range: 40% to 100%</i>	89.87%	81.68%	81.63%	82.45%		
Service cost							
Cost of statutory planning service	\$ direct cost of the statutory planning service per planning application <i>Expected range: \$500 to \$4,000</i>	\$2,020	\$1,657	\$1,870	\$1,861	The cost of statutory planning is higher compared to the same quarter last year. It is likely that this increase is due to the cost of defending more cases at VCAT.	
Decision making							
Planning decisions upheld at VCAT	% of decisions subject to review by VCAT that were not set aside <i>Expected range: 30% to 100%</i>	91.67%	95.24%	90.24%	90.41%		

Please note that Victorian Government LGPRF changes for 2019/20 financial year have resulted in:

- The computation for 'cost of statutory planning services' now measures 'total applications' instead of 'new permit applications' from the Planning Permit Activity Reporting System report (PPARS).



Waste Collection

Provision of kerbside waste collection service to the community including garbage and recyclables

Service indicator/measure	Measure expressed as:	Q2 YTD 2019/20	Q2 YTD 2018/19	EoY 2018/19	EoY 2017/18	Comment	Status
Satisfaction							
Kerbside bin collection requests	Number of kerbside bin collection requests per 1000 kerbside bin collection households <i>Expected range: 10 to 300 requests</i>	32.65 requests	33.6 requests	71.9 requests	72.1 requests		
Service standard							
Kerbside collection bins missed	Number of kerbside collection bins missed per 10,000 scheduled kerbside collection bin lifts <i>Expected range: 1 to 20 bins</i>	3.82 bins	3.6 bins	3.5 bins	3.4 bins		
Service cost							
Cost of kerbside garbage collection service	\$ direct cost of the kerbside garbage bin collection service per kerbside garbage collection bin <i>Expected range: \$40 to \$150</i>	\$54.33	\$55.21	\$106.11	\$103.19		
Service cost							
Cost of kerbside recyclables collection service	\$ direct cost of the kerbside recyclables collection service per kerbside recyclables collection bin <i>Expected range: \$10 to \$80</i>	\$31.65	\$32.29	\$62.59	\$43.36		
Waste diversion							
Kerbside collection waste diverted from landfill	% of garbage, recyclables and green organics collected from kerbside bins that is diverted from landfill <i>Expected range: 20% to 60%</i>	56.13%	56.44%	54.56%	54.19%		

Please note that Victorian Government LGPRF changes for 2019/20 financial year have resulted in:

- The definition for 'cost of kerbside recyclables bin collection service' has changed to recognise the contract cost to the council of kerbside recyclables collection service.



001

Planning and Environment Act 1987

MAROONDAH PLANNING SCHEME

AMENDMENT C128maro

EXPLANATORY REPORT

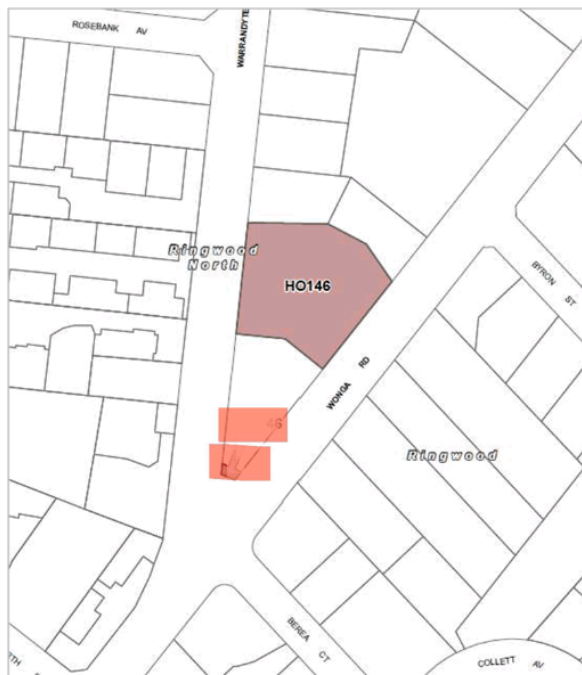
Who is the planning authority?

This amendment has been prepared by Maroondah City Council which is the planning authority for this amendment.

The Amendment has been made at the request of Maroondah City Council.

Land affected by the Amendment

The Amendment applies to ~~part of 1 Wonga Road and to~~ the entire property at 3-5 Wonga Road, Ringwood North.



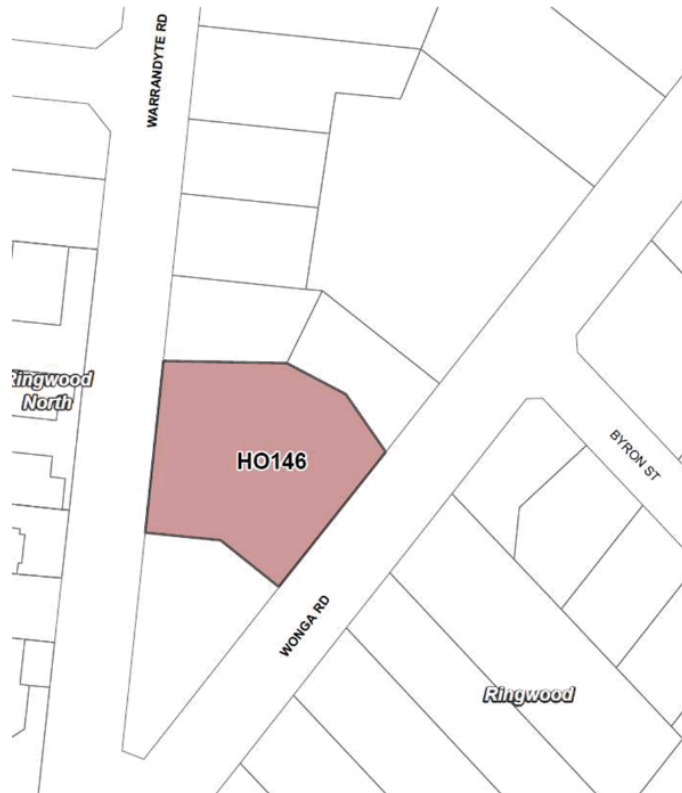


Figure 1- Proposed Heritage Overlay application ~~to part 1 Wonga Road and~~ entire 3-5 Wonga Road, Ringwood North.

The site is ~~2,581sqm~~ 4000-square metres in size. The site is zoned General Residential Zone (GRZ1) and Schedule 4 to the Significant Landscape Overlay – Landscape Canopy Protection (SLO1) applies to the site.

The Heritage Overlay (HO) – HO146 currently applies to 3-5 Wonga Road, Ringwood North on an interim basis.

What the amendment does

The Amendment ~~applies heritage protection to 1 Wonga Road, Ringwood North and~~ replaces the interim heritage protection with permanent heritage protection to 3-5 Wonga Road, Ringwood North.

Specifically, the Amendment:

- Amends Planning Scheme Map No.1 to apply HO146 to ~~1 Wonga Road and to~~ 3-5 Wonga Road, Ringwood North on a permanent basis.
- Amends Schedule to Clause 43.01 Heritage Overlay – HO146, to delete reference to the interim control and replace the document '3-5 Wonga Road, Ringwood North Statement of Significance, 22 June 2018' with 'Statement of Significance HO146, 3-5 Wonga Road ~~and 1 Wonga Road,~~ Ringwood North, ~~22 June 2019~~ 18 November 2019.
- Amends the Schedule to Clause 72.04 - Documents Incorporated in this Planning Scheme to replace the existing document '3-5 Wonga Road, Ringwood North State of Significance, 22 June 2018' with document 'Statement of Significance HO146, 3-5 Wonga Road ~~and 1 Wonga Road,~~ Ringwood North, ~~18 November 2019~~ 22 June 2019'.

It is relevant to note that the Statement of Significance differs from the Gazettal document as part of C127 as it ~~includes reference to 1 Wonga Road and it~~ deletes reference to the stone retaining wall along the Warrandyte Road public footpath adjacent to the sites of 1 and 3-5 Wonga Road. ~~In accordance with Council's Heritage Advisor assessment it identifies that the rock wall along Warrandyte Road, dating from the 1960s, is of interest as homage to the earlier stone driveway wall and gateposts and for some landmark qualities in its own right.~~

Strategic assessment of the Amendment

Why is the Amendment required?

The Amendment is required to protect local heritage significance at ~~1 Wonga Road, Ringwood North and~~ 3-5 Wonga Road, Ringwood North.

A heritage assessment of the site/s has concluded the site/s as having local heritage significance worthy of its inclusion in the Schedule to the HO. The site ~~is /s are~~ of architectural, aesthetic and historical significance to the Maroondah municipality.

Specifically, the heritage significance of 3-5 Wonga Road includes:

- The former "Thaloo" early modern house, completed in 1942; and
- Trees numbered ~~10,~~ 14, 16, 17, ~~22 and 23~~ shown in ~~Figure Map 2~~.

~~The heritage significant of 1 Wonga Road includes:~~

- ~~The "Thaloo" stone gateposts with wrought iron name plate and gate at the entrance of 1 Wonga Road and the 13-meter-long stone-walled driveway.~~



Figure 2- Significant trees at 3-5 Wonga Road, Ringwood North.

Map 1 – 3-5 Wonga Road with extent of original building (1942) indicated



Map 1 Legend

Tree #	Common name	Genus species	DBH cm	Tree protection zone radius (m)
14	Deodar	<i>Cedrus deodara</i>	120	14.4
16	Cork Oak	<i>Quercus suber</i>	68	8.2
17	Coast Redwood	<i>Sequoia sempervirens</i>	150	15.0

Map 2 – significant trees



Interim protection

Amendment C127 was gazetted on 16 May 2019 and applied heritage protection to 3-5 Wonga Road, Ringwood North on an interim basis. The interim protection is set to expire on 31 March 2020.

Amendment C127 was pursued after Council received a planning permit application (application number M/2018/496) to use and develop the land at 3-5 Wonga Road, Ringwood North for a childcare centre, removal of vegetation, alteration of access to a Road Zone category 1 and the erection of business identification signage in 2018.

Council issued A Notice of Decision to Refuse to Grant a Permit in December 2018 on the basis that the planning application did not respond to local and state planning policy.

Amendment C128maro will ensure permanent heritage protection to the local heritage significant elements on these sites.

How does the Amendment implement the objectives of planning in Victoria?

The Amendment implements the objectives of planning in Victoria, the objective outlined in section 4(1)(d) of the *Planning and Environment Act 1987* being:

(d) to conserve and enhance those buildings, areas or other places which are of scientific, aesthetic, architectural or historical interest, or otherwise of special cultural value;

The Amendment is consistent with these objectives on the following grounds:

- Ensuring that the subject property has appropriate controls applied to facilitate their conservation on an on-going basis.

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

The Amendment will ensure that the building and garden at 3-5 Wonga Road Ringwood North identified as having local heritage significance will be protected and that any future redevelopment will have regard to the significant heritage aspects of the site. ~~It will also ensure that the heritage elements at 1 Wonga Road namely the "Thaloo" gateway and drive at 1 Wonga Road, are protected.~~

The Amendment will not have significant adverse effects on the environment. The likely long-term social effects of the amendment will be positive as the aim of the amendment is to conserve buildings that are of local social and historical significance and to provide guidance in decision making as to Council's position in relation to heritage of this site.

Does the Amendment address relevant bushfire risk?

The subject site is located within an established urban environment and has not been identified as at risk from bushfire. It is considered that general bushfire risk in the State Planning Policy Framework is addressed through the planning scheme.

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

The Amendment is consistent with the following Ministerial Directions:

- Ministerial Direction on the Form and Content of Planning Schemes under section 7(5) of the *Planning and Environment Act 1987*.
- Ministerial Direction No. 9 – Metropolitan Strategy (Plan Melbourne 2017-2050: Metropolitan Planning Strategy (Department of Environment, Land, Water and Planning, 2017). The Amendment will help to conserve a part of Maroondah's and Melbourne's heritage, and it aims to protect the heritage place distinctiveness and build on Maroondah' heritage legacy.
- The Amendment is consistent with the Ministerial Direction No 11 – Strategic Assessments of Amendments.

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

The Amendment is consistent with the following Planning Policy Framework (PPF) and supports its objectives as follows:

The Amendment supports Clause 15 - Built Environment and Heritage with the objective to 'protect places and sites with significant heritage, architectural, aesthetic, scientific and cultural value'. The Amendment identifies and documents a place of heritage significance, providing its protection through the Maroondah Planning Scheme.

The Amendment supports Clause 15.03-1S Heritage Conservation with the objective being to ensure the conservation of places of heritage significance.

The Amendment is consistent with The Victorian Planning Provisions Practice Note 1 Applying the Heritage Overlay August 2018.

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

The Amendment is consistent with the Municipal Strategic Statement (MSS) and supports its objectives as follows:

The Amendment supports Clause 21.04 that recognises Maroondah's heritage is crucial to the development of a vibrant and confident community.

Does the Amendment make proper use of the Victoria Planning Provisions?

The Amendment makes proper use of the Victorian Planning Provisions by applying the HO to the site. The HO identifies places of heritage significance with a recognised heritage citation.

In accordance with this Practice Note the heritage assessment clearly justifies the significance of the place. The documents for this heritage place include a statement of significance that establishes the importance of a place and addresses the heritage criteria; i.e. HERCON Criteria-Heritage Council of Victoria criteria.

How does the Amendment address the views of any relevant agency?

The views of relevant agencies will be sought as part of the exhibition process for the permanent controls.

Does the Amendment address relevant requirements of the Transport Integration Act 2010?

The Amendment is not expected to impact on the transport system as the proposed controls are intended to protect the significant neighbourhood character of the area.

Resource and administrative costs

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

Any additional work created by the additional heritage control can be resourced with current staff levels.

Where you may inspect this Amendment

The Amendment is available for public inspection, free of charge, during office hours at the following places:

Maroondah City Council:

- City Offices Service Centre, Braeside Avenue, Ringwood
- Realm, Ringwood Town Square, 179 Maroondah Highway, Ringwood
- ~~Civic Square Service Centre, Civic Square, Croydon~~
- Croydon Library, Civic Square, Croydon

The Amendment can also be inspected free of charge at the Department of Environment, Land, Water and Planning website at www.delwp.vic.gov.au/publicinspection.

Submissions

~~Any person who may be affected by the amendment may make a submission to the planning authority. Submissions about the amendment must be received by 8 August 2019.~~

~~A submission must be sent to Mr Phil Turner, Director Strategy and Community, Maroondah City Council, PO Box 156, Ringwood 3134 or via email at maroondah@maroondah.vic.gov.au.~~

Panel hearing dates

~~In accordance with clause 4(2) of Ministerial Direction No.15 the following panel hearing dates have been set for this amendment:~~

- ~~directions hearing: week commencing 28 October 2019~~
- ~~panel hearing: week commencing 9 December 2019.~~

ATTACHMENT 1 - Mapping reference table

Location	Land /Area Affected	Mapping Reference
3-5 Wonga Road Ringwood North and 1 Wonga Road Ringwood North	3-5 Wonga Road Ringwood North 1 Wonga Road Ringwood North	Maroondah C128maro 001ho Map 1 Exhibition

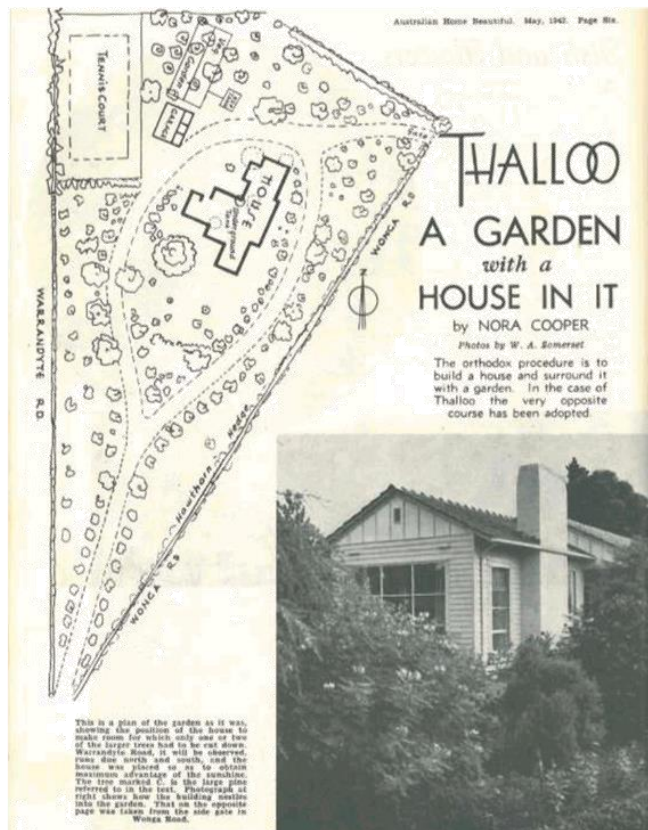
MAROONDAH PLANNING SCHEME

Heritage Citation HO146, 3-5 Wonga Road, Ringwood North

11 December 18 November 2019

Address: 3-5 Wonga Road, Ringwood
North

Planning Scheme Reference:
HO146



House Plan and living room. May 1942 Australian Home Beautiful.

This document is an incorporated document in the Maroondah Planning Scheme pursuant to section 6(2)(j) of the *Planning and Environment Act 1987*.
[7852303: 25473673_1]

What is significant?

The former "Thaloo", an early modern house at 3-5 Wonga Road, Ringwood North, designed by the architectural partnership of Percy H. Meldrum and Arthur Noad for Mr. and Mrs. John Turner, and completed in 1942. It is significant to the extent of its original 1942 fabric.

The original garden setting to Thaloo is greatly diminished following subdivision and development of residential lots to the north and south, however three specimen trees - the Coast Redwood (*Sequoia sempervirens*, Tree 17), Cork Oak (*Quercus suber*, Tree 16), and Deodar (*Cedrus deodara*, Tree 14) - are of significance and are likely survivors of the garden as illustrated in an *Australian Home Beautiful* article of 1942.

Rear additions, dating from c. 1960s and later, including a rear weatherboard wing, swimming pool along with gazebo and garage outbuildings are not significant.

How is it significant?

The former "Thaloo" house and mature specimen trees (Coast Redwood, Cork Oak and Deodar) at 3-5 Wonga Road are of architectural, historical and aesthetic significance to the Maroondah municipality.

Why is it significant?

Architecturally, the 1942 weatherboard house is an intact and rare example in Maroondah of an early modern design by notable architects Meldrum and Noad with an asymmetrical form, tiled intersecting roof gables. The principal, Wonga Road façade incorporates banks of floor-to-ceiling windows, with the living room connected to the outdoors via glazed double doors and a front porch arranged to take advantage of mountain views. (Criteria D and E).

Historically, the site is of interest for its associations with the once greatly more extensive 1.5 acre pleasure garden developed on this site in the 1920s and 30s by garden enthusiast and local councillor (and Mayor) F W Parker, albeit only fragmentary evidence of that garden survives on this site (Criterion A). The place retains ~~three~~ ~~two~~ mature significant trees of aesthetic and historical significance, the Coast Redwood (Tree 17), Cork Oak (Tree 16) and Deodar (Tree 14) (Criteria A and E).

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[7852303: 25473673_1]

Map 1 – 3-5 Wonga Road with extent of original building (1942) indicated



Map 2 – significant trees



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[7852303: 25473673_1]

Map 2 Legend

Tree #	Common name	Genus species	DBH cm	Tree protection zone radius (m)
14	Deodar	<i>Cedrus deodara</i>	120	14.4
16	Cork Oak	<i>Quercus suber</i>	68	8.2
17	Coast Redwood	<i>Sequoia sempervirens</i>	150	15.0

Brief History and description

The house Thalloo (Thalloo I) was constructed in 1941-42 to a design by architects Meldrum and Noad for Mr John and Mrs Ethel Turner. The site had been developed from the 1920s as a pleasure garden by local garden enthusiast and local Councillor (and Mayor) F W Parker and the Turners' new house was positioned within the existing garden and on the elevated part of the site, accessed from the intersection of Wonga and Warrandyte Roads by a curved drive with a secondary, gated entry in the north east of the site. On its completion, the house and garden were the subject of an illustrated article in *Australian Home Beautiful* (Thalloo, A Garden with a House in it, by Nora Cooper).

Within five years, the Turners had subdivided the site and sold the northern part with the house, Thalloo I, to Phyllis Maughan (title information, specifically Transfer 1993647, 21 March 1946). The northern section of that land was further subdivided in the c. 1970s to create nos 7 Wonga Road and 144 Warrandyte Road.

The Turners retained the southern part of the site and constructed a second house – somewhat confusingly also named Thalloo but described below as Thalloo II. It was constructed on that land, ~~before 1950 but possibly earlier post 1948 to a Meldrum and Noad design~~, following the subdivision (Sands & McDougall Directories). This is the present-day no. 1 Wonga Road. The Turners resided in Thalloo II (title information and Sands and McDougall Melbourne directories) until John Turner's death in 1962 when that property was transferred to his widow, Ethel Turner (title information, specifically Transfer B525098).

Thalloo I (3-5 Wonga Road) is a single-storey dwelling to an early modern expression. It was constructed in 1941-2 to designs by notable architects Meldrum and Noad and draws on the work of Californian architect, William Wurster. The building adopts an asymmetrical sprawling form, with tiled intersecting gable-ended roofs above plain weatherboard walls. Large windows overlook the garden and the living room is connected to the exterior by glazed double doors. Windows to the front facade take advantage of mountain views. The front façade incorporates an open front porch addressing Wonga Road.

The western sections of Thalloo I, as visible from Warrandyte Road comprise modern back-of-house elements including c. 1960s and later additions and outbuildings with vehicle access and accommodation from the Warrandyte Road.

To the south and east of the house there are areas of open lawn and garden, with a number of mature trees. Three trees of note have been identified, these are the Coast Redwood (Tree 17), Cork Oak (Tree 16) and Deodar (Tree 14). A swimming pool has been constructed immediately to the south of the house. There have also been changes to the original hard landscaping including replacement of crazy paving at the entrance.



In the crazy paving to the front porch are varieties of sweet alyssum.

Entrance porch, Australian Home Beautiful, May 1942



Entrance porch 2019, note the replacement of the original crazy paving

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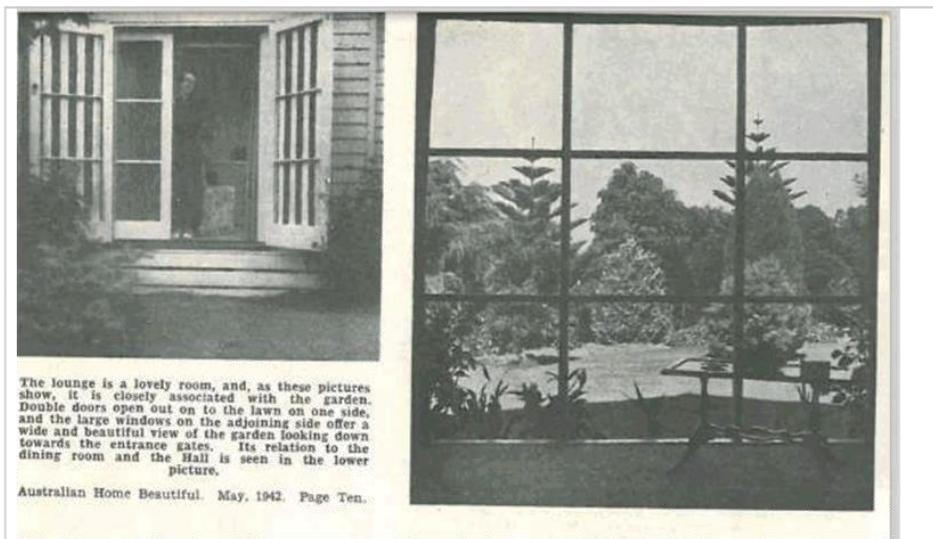


3-5 Wonga Road, front (Wonga Road) elevation



3-5 Wonga Road, south (garden) elevation

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[7852303: 25473673_1]



Living Room windows, Australian Home Beautiful 1942 (view above shows the same windows today)



Rear of original wing viewed from the north-west with original courtyard paving

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[7852303: 25473673_1]



Rear wing of the original house with c. 1960s additions to the right



Northern elevation of c. 1960s rear addition

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[7852303: 25473673_1]



1945 aerial photograph with 2019 property boundaries overlaid

History of place

The 1922 Imperial General Staff Map of Ringwood shows the elevated land one mile north of Ringwood railway station at the Warrandyte and Wonga Road fork occupied by orchards. Returned serviceman Frank Valentine Parker acquired 1.5 acres set in the fork which was surrounded by a hawthorn hedge. He developed the land as a 'hill station' pleasure garden with lawn areas

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punctuated by exotic specimen trees during the 1920's and '30's. He constructed a tennis court on the north-west corner and formed a driveway in the shape of a tennis racquet through the site entered from the southern corner (Warrandyte and Wonga Road intersection). This partly survives on the site of 1 Wonga Rd as the stone-walled entrance drive and gateway pillars with the wrought iron place name "Thaloo". Parker never built on his garden site but it served his collector's passion for rare trees and flowering shrubs and with tennis parties, his social life. He became a notable Borough Councillor and Mayor in the 1940's, advocating for better planning of Ringwood as a 'garden city', for land use zoning, and for increased parkland and nature reserves. In 1940 he sold to Mr. and Mrs John Turner who had discovered the garden 'tucked away in the hills, ready-made, and as full of treasures as Aladdin's cave'. The Turners' had decided to move from the city and build their own 'country retreat' house within convenient distance of a railway station. In 1940 they engaged an acquaintance, well-known Collins St. architect Percy H. Meldrum, to design a house on the elevated level land within the head of Parker's 'tennis racquet' driveway so as to avoid demolishing any but one large tree - "A Garden with a House in it". The Turners' named the 1.5 acre garden "Thaloo" and spent two years visiting and camping there, relocating smaller trees and shrubs away from the house site and forming beds for shrubs and perennials around the house which was not completed until 1942 due to wartime restrictions on building materials and petrol. (Australian Home Beautiful May 1942)

During the 1960's the Council constructed a picturesque stone retaining wall with massive boulders along the Warrandyte Road. footpath of the original "Thaloo" site, which was later subdivided into three lots (no's.1, 3-5 and 7 Wonga Rd). 3-5 Wonga Rd. is the largest of the lots and contains the 1942 house together with an extensive garden with views to Mount Dandenong, lawn areas with many mature trees originally planted by Frank. V. Parker and ornamental shrub beds surrounding the house planted by the Turners.

Comparative analysis.

The aesthetic of International Modernism had been established in Australia during the interwar period with architects recreating the pristine cubic Modernism of Le Corbusier and Walter Gropius for an Australian setting. These buildings were characterised by flat roofs (or low pitched roof behind parapets), smooth-rendered brick walls and steel-framed windows. While the amenity of these buildings was much-admired, the Modernist aesthetic met with some resistance. Across the globe, architects sought to combine the open-planned light-filled spaces of Modernist architecture with the external appearance of the well-established residential styles. Californian architect, William Wurster established a practice noted for its Modern interpretation of local ranch house architecture. This work informed local architects, Mewton and Ground's, work on the Mornington Peninsula through the 1930s and Meldrum and Noad's work at 'Thaloo'. Other local architects sought to reimagine the bungalow or dwellings to an Old English of Colonial Revival expression as a Modern dwellings. Buildings of this kind typically reinterpreted the key elements of the established styles in a simplified or abstracted way. In this way, dwellings of the mid-century began to develop Modernist tendencies - such as large windows, lower pitched roofs and the removal of ornament - without fully subscribing to the Modernist aesthetic. The architectural expression of 'Thaloo' is one example of this transition, although the mid-century realisation of the post-war house took many forms.

There are few known examples of houses in Maroondah with Modernist tendencies built before 1950. Similar examples are 'Glenbrae' at 149-151 Dorset Rd., Croydon (1934), and the former 'Birribindi' house at 77 Richardson Rd. Croydon (1936). Both have fashionable Interwar revival style exteriors with muted Modernist elements in the form of large 'landscape' windows. 'Glenbrae' was designed in 1934 by local architect Arthur Pretty for Ernest Mitchell, Dame Nellie Melba's brother. Described as a 'Normandy Farmhouse that is cleverly Modern' (Australian Home Beautiful November 1935), it is a substantial two-storey white painted brick building set in a large garden designed by Edna Walling. Modernist features include wide 'landscape windows' with low sill heights, paved entry and garden terraces, and a vertical strip stairwell window to the right of the entrance porch. 'Birribindi' is set in a large garden and was designed by noted society architect Marcus Martin as a large single storey "Indian Bungalow" style pavilion with a large mansard roof, wide 'landscape' windows and pergolas over an extensive front terrace (now altered). One other

example is 'Hearth' and its large garden at 1 Hearthsides Court, Ringwood, built in 1947, but the design is relatively undistinguished in comparison.

'Thaloo', 3-5 Wonga Rd. Ringwood, is the only house in Maroondah known to have been designed by the notable architect Percy Meldrum. Unlike 'Glenbrae' and 'Birribindi' above, it is a modest timber house with an early Modernist gabled roof form, 'landscape windows' extending to the floor and an indoor-outdoor relationship to the garden with glazed French doors in the dining room.

Percy Meldrum is best known for his hospital and commercial designs in the Moderne and Art Deco idioms. He had been the principal designer in the firm Stephenson and Meldrum (1921- 1937) and served on the Capital Planning and Development Committee for Canberra during 1940-1945. The American Colonial Revival house he designed in 1930 at 40 Rosserdale Crescent, Mt. Eliza, is regarded as a very fine example of this style. Meldrum adopted Modernist tendencies in the design of his own house 'Worrall' at 4 Cat Jump Road, Donvale (1937-8) which is very similar to the "Thaloo" house and one of the earliest modern houses in Victoria. The weatherboard Grabovsky house at 15 Old Warrandyte Rd. nearby, designed by Meldrum in early 1941, is also similar. Meldrum also designed the Alexander house at 21 Old Warrandyte Road, Donvale in 1941 (now much altered), and 'Sunningdale', 16 Warrandyte Rd. Donvale in 1941 (a distinguished two-storey Arts and Crafts house with a Jorgenson 'Montsalvat' character).

Primary sources

Thaloo, A garden with a house in it, Australian Home Beautiful, May 1942
Certificate of Title (cancelled) Volume 6440 Folio 1287954, Landata
Sands & Mc Dougall Directories, 1950-1974
Aerial photographs, 1945, 1954, 1962, and 1968 Landata (Land Victoria);
Aerial photograph, 2018, Nearmap

MAROONDAH PLANNING SCHEME

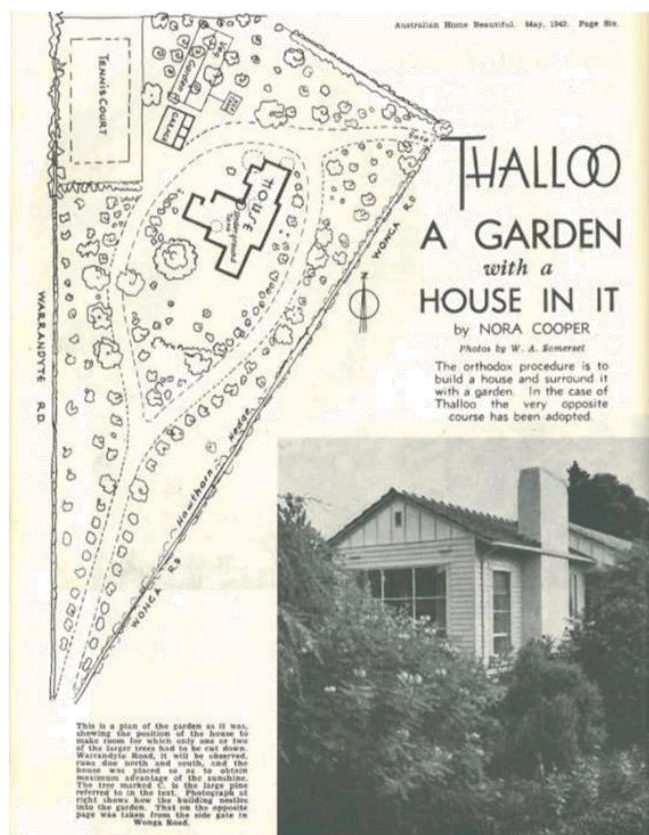
Statement of Significance HO146, 3-5 Wonga Road, Ringwood North

186 November 2019

STATEMENT OF SIGNIFICANCE

Address: 3-5 Wonga Road, Ringwood North

Planning Scheme Reference:
HO146



House Plan and living room. May 1942 Australian Home Beautiful.

This document is an incorporated document in the Maroondah Planning Scheme pursuant to section 6(2)(j) of the *Planning and Environment Act 1987*.
[7852303: 25473673_1]

What is significant?

The former "Thaloo", an early modern house at 3-5 Wonga Road, Ringwood North, designed by the architectural partnership of Percy H. Meldrum and Arthur Noad for Mr. and Mrs. John Turner, and completed in 1942. It is significant to the extent of its original 1942 fabric.

The original garden setting to Thaloo is greatly diminished following subdivision and development of residential lots to the north and south, however ~~three~~ specimen trees - the Coast Redwood (*Sequoia sempervirens*, Tree 17), Cork Oak (*Quercus suber*, Tree 16), and Deodar ~~Cedar~~ (*Cedrus deodara*, Tree 14) - are of significance and are likely survivors of the garden as illustrated in an *Australian Home Beautiful* article of 1942.

Rear additions, dating from c. 1960s and later, including a rear weatherboard wing, swimming pool along with gazebo and garage outbuildings are not significant.

How is it significant?

The former "Thaloo" house and mature specimen trees (Coast Redwood, Cork Oak and Deodar ~~Cedar~~) at 3-5 Wonga Road are of architectural, historical and aesthetic significance to the Maroondah municipality.

Why is it significant?

Architecturally, the 1942 weatherboard house is an intact and rare example in Maroondah of an early modern design by notable architects Meldrum and Noad with an asymmetrical form, tiled intersecting roof gables. The principal, Wonga Road façade incorporates banks of floor-to-ceiling windows, with the living room connected to the outdoors via glazed double doors and a front porch arranged to take advantage of mountain views. (Criteria D and E).

Historically, the site is of interest for its associations with the once greatly more extensive 1.5 acre pleasure garden developed on this site in the 1920s and 30s by garden enthusiast and local councillor (and Mayor) F ~~VW~~ Parker, albeit only fragmentary evidence of that garden survives on this site (Criterion A). The place retains ~~two~~three mature significant trees of aesthetic and historical significance, the Coast Redwood (Tree 17), Cork Oak (Tree 16) and Deodar ~~Cedar~~ (Tree 146) (Criteria A and E).

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Map 1 – 3-5 Wonga Road with extent of original building (1942) indicated



Map 2 – significant trees



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[7852303: 25473673_1]



Map 2 Legend

Tree #	Common name	Genus species	DBH cm	Tree protection zone radius (m)
14	Deodar Cedar	<i>Cedrus deodara</i>	120	14.4
16	Cork Oak	<i>Quercus suber</i>	68	8.2
17	Coast Redwood	<i>Sequoia sempervirens</i>	150	15.0

Brief History and description

The house Thaloo (Thaloo I) was constructed in 1941-42 to a design by architects Meldrum and Noad for Mr John and Mrs Ethel Turner. The site had been developed from the 1920s as a pleasure garden by local garden enthusiast and local Councillor (and Mayor) FVW Parker and the Turners' new house was positioned within the existing garden and on the elevated part of the site, accessed from the intersection of Wonga and Warrandyte Roads by a curved drive with a secondary, gated entry in the north east of the site. On its completion, the house and garden were the subject of an illustrated article in *Australian Home Beautiful* (Thaloo, A Garden with a House in it, by Nora Cooper).

Within five years, the Turners had subdivided the site and sold the northern part with the house, Thaloo I, to Phyllis Maughan (title information, specifically Transfer 1993647, 21 March 1946). The northern section of that land was further subdivided in the c. 1970s to create nos 7 Wonga Road and 144 Warrandyte Road.

The Turners retained the southern part of the site and constructed a second house – somewhat confusingly also named Thaloo but described below as Thaloo II. It was constructed on that land, before 1950 but possibly earlier post 1948 to a Meldrum and Noad design, following the subdivision (Sands & McDougall Directories). This is the present-day no. 1 Wonga Road. The Turners resided

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in Thalloo II (title information and Sands and McDougall Melbourne directories) until John Turner's death in 1962 when that property was transferred to his widow, Ethel Turner (title information, specifically Transfer B525098)

Thalloo I (3-5 Wonga Road) is a single-storey dwelling to an early modern expression. It was constructed in 1941-2 to designs by notable architects Meldrum and Noad and draws on the work of Californian architect, William Wurster. The building adopts an asymmetrical sprawling form, with tiled intersecting gable-ended roofs above plain weatherboard walls. Large windows overlook the garden and the living room is connected to the exterior by glazed double doors. Windows to the front facade take advantage of mountain views. The front façade incorporates an open front porch addressing Wonga Road.

The western sections of Thalloo I, as visible from Warrandyte Road comprise modern back-of-house elements including c. 1960s and later additions and outbuildings with vehicle access and accommodation from the Warrandyte Road.

To the south and east of the house there are areas of open lawn and garden, with a number of mature trees. [Threewo trees](#) of note have been identified, these are the Coast Redwood (Tree 17), [Cork Oak \(Tree 16\)](#) and Deodar [Cedar \(Tree 164\)](#). A swimming pool has been constructed immediately to the south of the house. There have also been changes to the original hard landscaping including replacement of crazy paving at the entrance.



In the crazy paving to the front porch are varieties of sweet alyssum.

Entrance porch, Australian Home Beautiful, May 1942

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Entrance porch 2019, note the replacement of the original crazy paving

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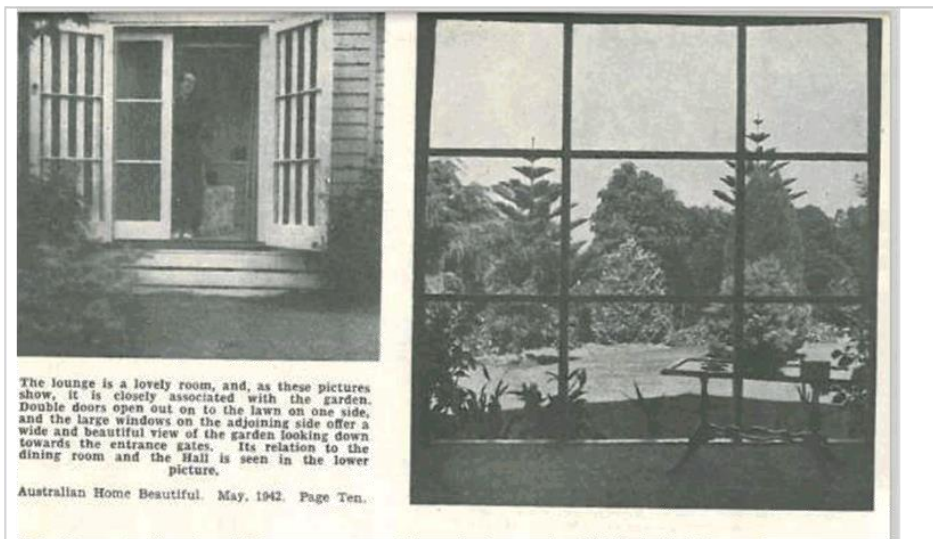


3-5 Wonga Road, front (Wonga Road) elevation



3-5 Wonga Road, south (garden) elevation

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[7852303: 25473673_1]



Living Room windows, Australian Home Beautiful 1942 (view above shows the same windows today)



Rear of original wing viewed from the north-west with original courtyard paving

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[7852303: 25473673_1]



Rear wing of the original house with c. 1960s additions to the right



Northern elevation of c. 1960s rear addition

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1945 aerial photograph with 2019 property boundaries overlaid

Primary sources

Thaloo, A garden with a house in it, Australian Home Beautiful, May 1942
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[7852303: 25473673_1]

Planning and Environment Act 1987

Panel Report

**Maroondah Planning Scheme Amendment C128maro
Proposed Heritage Overlay at 1 and 3-5 Wonga Road,
Ringwood North**

10 January 2020

Planning and Environment Act 1987

Panel Report pursuant to section 25 of the Act

Maroondah Planning Scheme Amendment C128maro

Proposed Heritage Overlay at 1 and 3-5 Wonga Road, Ringwood North

10 January 2020



Jenny Moles, Chair

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Overview

Amendment summary

The Amendment	Maroondah Planning Scheme Amendment C128maro
Common name	Proposed Heritage Overlay at 1 and 3-5 Wonga Road, Ringwood North
Brief description	Application of a common permanent Heritage Overlay (HO146) to 3-5 Wonga Road including additional controls for specified heritage trees and to the southern part of 1 Wonga Road; and incorporation of joint Statement of Significance
Subject land	1 and 3-5 Wonga Road, Ringwood North
The Proponent	Maroondah City Council
Planning Authority	Maroondah City Council
Authorisation	Conditional authorisation given 19 March 2019
Exhibition	2 July to 8 August 2019, extended to 28 August 2019
Submissions	Three submissions: <ul style="list-style-type: none">• no objection: VicRoads• opposed: Wonga Road Properties Pty Ltd, owner of 3-5 Wonga Road• in support: Mr Phillip Townshend, owner of 1 Wonga Road (late submission)

Panel process

The Panel	Jenny Moles
Directions Hearing	Maroondah Council Chambers, 13 November 2019
Panel Hearing	Maroondah Council Chambers, 11 December 2019
Site inspections	Accompanied, 13 Nov. 2019. Unaccompanied, 11 Dec. 2019
Appearances	<p>Ms Kierra Parker of Maddocks lawyers, instructed by Ms Cristina Rivero, Strategic Planner, Integrated Planning Team, Maroondah Council, represented Maroondah City Council. She called the following expert evidence:</p> <ul style="list-style-type: none">• Mr Simon Reeves of Built Heritage Pty Ltd on heritage <p>Mr Ian Pitt SC of Best Hooper lawyers, instructed by Mr Robbie McKenzie of Ratio Consultants, represented Wonga Road Properties Pty Ltd. He called the following expert evidence:</p> <ul style="list-style-type: none">• Ms Kate Gray of Lovell Chen on heritage• Mr Michael Cook of Lovell Chen on heritage landscapes <p>Mr Phillip Townshend appeared in person</p>
Citation	Maroondah PSA C128maro [2020] PPV
Date of this Report	10 January 2020

Executive summary

Maroondah Planning Scheme Amendment C128maro (the Amendment) seeks to apply a common permanent Heritage Overlay (HO146) to two contiguous residential properties in Wonga Road, Ringwood North.

HO146 would apply to the whole of the property at 3-5 Wonga Road replacing an interim Heritage Overlay introduced by Amendment C127 and due to expire on 31 March 2020. That property, as part of a larger holding elevated above the adjoining roadways, and including 1 Wonga Road, was first developed as a garden and tennis court in the 1920s and 1930s. A dwelling, designed by the notable architectural firm Meldrum and Noad was added only later in 1942. As part of the exhibited Amendment, six trees identified as dating from the 1920s or 1930s were proposed to be subject to heritage tree controls in the schedule to Clause 43.01.

HO146 would apply only to a small part of the property to the south at 1 Wonga Road, that part being separated from the remainder of the overlay proposed to be applied to 3-5 Wonga Road. The affected area includes only the gates and stone pillars at the southern end of the property facing onto the intersection of Wonga and Warrandyte Roads, together with some 13 metres of internal stone retaining wall along the driveway. The gates, driveway retaining walls and pillars were believed to be the entry to the larger holding prior to subdivision.

The exhibited Amendment proposed to incorporate a common Statement of Significance for the two parts of the overlay in the schedule to Clause 72.04 of the Planning Scheme. The exhibited Statement of Significance of 22 June 2019 identified the house and remnant garden at 3-5 Wonga Road and the gateway on 1 Wonga Road as of local architectural, aesthetic and historical significance.

The architectural significance was said to derive from the house which is an intact and rare example in the municipality of an early modern design by Meldrum and Noad. The aesthetic significance was said to derive from the elevated garden setting of the land with mountain views, mature trees and shrubberies at 3-5 Wonga Road, and for the rubble stone gateway at the southern extremity of 1 Wonga Road. Historic significance was ascribed on two bases. The first was that the garden and gateway are remnants of the 1920s-1930s pleasure garden and tennis court developed by FW Parker, a Ringwood Councillor and Mayor, with the garden being maintained by the subsequent owners, the Turners, from 1941 until the land was subdivided in the 1980s¹. Historic significance was secondly based on the design of the house on 3-5 Wonga Road being by distinguished architect Percy Meldrum and its illustrating the 1940s appreciation of garden design.

¹ This comment about ownership and maintenance of the garden at 3-5 Wonga Road by the Turners until the 1980s had proven to be incorrect.

Two submissions were initially received in response to exhibition of the Amendment. VicRoads² raised no concerns. Only the owner of 3-5 Wonga Road, Wonga Road Properties Pty Ltd (Wonga Road Properties), objected to the Amendment.

Key issues raised in the objecting submission by Wonga Road Properties included:

- The Amendment is not strategically justified and should be abandoned or heavily modified
- The statement of significance does not demonstrate the significance of the place
- The extent of the area covered by the overlay is excessive
- The original house (at 3-5 Wonga Road) is not particularly remarkable and has been significantly modified, compromising its appreciation from the public view. The later additions to the west of the house are of no heritage value
- The proposed heritage tree controls are not justified and there is already a Significant Landscape Overlay applying to the land
- Particular objections to aspects of the Statement of Significance. These included an alleged lack of supporting historical evidence and its containing assertions not supported by evidence.

Following consideration of the objecting submission, the Council determined by delegate's decision on 1 October 2019 to continue to pursue the exhibited version of the Amendment and request the appointment of a Panel. The Panel was appointed on 4 October 2019.

Before the matter came to the Panel, however, the Council, having received further historical information from the Wonga Road Properties and its consultants³, revised its position in relation to the Amendment. It was determined to pursue an altered version of the Amendment before the Panel. A final revised version of the Amendment was 'settled' in discussions between the Council and Wonga Road Properties just prior to the Panel Hearing.

Also, on the 6 November 2019, shortly before the Panel Directions Hearing, the owner of 1 Wonga Road, made a late submission supporting the Amendment as exhibited. This was formally referred to the Panel by the Council.

The late written submission by the owner of 1 Wonga Road included:

- Additional information supporting the historical significance of the larger holding
- That the gates at the southern end of 1 Wonga Road are the same iron work as the original sign giving the name of the property (*Thaloo*)
- That many of the features from the time the land was used only as a garden (without a house) by a Ringwood Councillor remain.

At the Panel Hearing, the agreed revision of the Amendment was supported in submissions and evidence for Wonga Road Properties and the Council.

The revisions to the exhibited Amendment proposed by the Council and Wonga Road Properties at the Panel Hearing included:

² A statutory referral authority.

³ Notably a July 2019 advice by Lovell Chen.

- Deletion of the proposed application of the overlay to the property at 1 Wonga Road
- Revisions to the Heritage Overlay map, the schedule to Clause 43.01 and the Statement of Significance to be incorporated in the schedule to Clause 72.04, so that they would apply only to the land at 3-5 Wonga Road.
- Corrections to the historical information and basis of significance as set out in the Statement of Significance. The revised Statement would replace that which would have applied to the two properties dated 22 June 2019.
The modifications to the Statement of Significance included identifying only the 1942 part of the house as of significance and excluding as contributory the 1960s and 1970s extensions and all outbuildings; and reducing the number of significant trees from six to three⁴.

The owner of 1 Wonga Road, however, who had not been privy to initial and later discussions between the Council and Wonga Road Properties, opposed the revisions agreed by the Council and Wonga Road Properties, and presented arguments and material supporting the application of the overlay to that part of his property as exhibited and the application of heritage tree controls to all six trees on 3-5 Wonga Road as had also been exhibited.

The Panel has considered the submissions and evidence and has twice inspected the subject properties⁵.

The Panel generally supports the revised version of the Amendment put forward at the Hearing by the Council and Wonga Road Properties.

This is on the basis that the Panel considers that the heritage evidence principally presented by Ms Kate Gray of Lovell Chen for the objecting submitter (and latterly supported by the Council's heritage witness, Mr Simon Reeves) has more accurately identified the history of the wider property of which 1 and 3-5 Wonga Road formed part than had the original research upon which the Council first prepared the exhibited Amendment. The more accurate information is proposed to be reflected in a revised Statement of Significance for 3-5 Wonga Road.

The Lovell Chen evidence identifies the only short term occupancy of the dwelling on 3-5 Wonga Road by the owners (the Turners) for whom it was designed by Meldrum and Noad in 1942, rather than a 40 year occupancy as had been earlier believed. The evidence indicates that the first subdivision of the wider holding and sale of the land at 3-5 Wonga Road and adjoining land to the north⁶ followed less than five years after the house was constructed. The Turners then constructed a new dwelling on what is now 1 Wonga Road. The Turners continued that occupancy for some decades.

⁴ Initially Wonga Road Properties supported only two trees being subject to the additional heritage tree controls available at Clause 43.01 of the Planning Scheme but later was persuaded by expert advice by John Patrick to support three trees.

⁵ On the second occasion, inspection was of the entry to 1 Wonga Road and was from the public roadway only.

⁶ Now 7 Wonga Road and 144 Warrandyte Road.

A copy of the building application and original drawings for the house on 1 Wonga Road provided at the Hearing by the current owner, Mr Townshend, indicated that that dwelling was constructed after 1948, also to a Meldrum and Noad design.

Evidence was also presented by Mr Michael Cook of Lovell Chen concerning the current condition and assessed age of the trees proposed for heritage protection justifying the reduction of the number of protected trees on 3-5 Wonga Road from six as exhibited to three.

The available title and other evidence also clearly indicates the purchase by the Country Roads Board (now VicRoads) of the extreme southern tip⁷ of the land at 1 Wonga Road in 1963. The Panel agrees with the Council and Wonga Road Properties that this casts doubt on whether the gates and pillars now at the southern end of the property or at least their location are original to the 1920s (or the 1940s) garden. The Council and Wonga Properties experts agreed that the gates are likely to have been rebuilt at this time.

The aerial photographic material submitted by Mr Townshend, however, possibly contradicts this. The aerial photographs are somewhat unclear and do not show the entrance gates. They do, however, appear to show the two *Pittosporum* trees, now sited either side of the entry gates at the current southern boundary, earlier situated at what was then some 10 metres from the southern tip of the land before roadwork acquisition. It may have been, therefore, that gates were originally sited some distance northward of the southern entry to the land from the intersection, rather than their being relocated northwards in the 1960s. The Panel notes also that the stonework of the pillars and internal retaining walls along the driveway are quite different from the rock retaining walls constructed along parts of the road boundary.

The Panel considers that it remains unclear at this stage whether the gates and pillars are those associated with the 1920s (or 1940s) garden as the now owner, Mr Townshend, contends and had first been believed by the Council's heritage experts, or are replacement gates and stonework constructed in the 1960s. The Panel agrees with the Council and Wonga Road Properties that this part of the current Amendment should be omitted because of this uncertainty.

The Panel nevertheless considers that the origins of the current entry gates and pillars and the history of 1 Wonga Road more generally should be further investigated as part of the current wider heritage review involving a possible heritage precinct along this 'Golden Mile' section of Wonga Road. The gates and pillars as they now present to the Wonga/Warrandyte Road intersection are a certainly prominent landscape feature at the commencement of the 'Golden Mile'.

⁷ Of around 10 metres depth.

Recommendation

Based on the reasons set out in this Report, the Panel recommends:

1. That Maroondah Planning Scheme Amendment C128 be adopted as exhibited subject to the following:
 - a) delete the proposed application of the Heritage Overlay to 1 Wonga Road
 - b) make required mapping and Clause 43.01 schedule changes
 - c) replace the proposed Statement of Significance of 22 June 2019 with *Statement of Significance HO146, 3-5 Wonga Road, Ringwood North, 18 November 2019*, as included in Appendix C to this Report, with the following amendments:
 - in the section headed 'Why is it significant?', correct the reference to the number of trees of historic significance to three
 - in the section headed 'Brief History and description', include the date of construction for the dwelling at 1 Wonga Road as post 1948 and the designer as Meldrum and Noad, architects.

Further recommendation

The Panel makes the following further recommendation:

2. The origins of the current entry gates and pillars and the history of 1 Wonga Road more generally, should be further investigated as part of the current wider heritage review involving a possible heritage precinct along this 'Golden Mile' section of Wonga Road.

1 Introduction

1.1 The Amendment

(i) Amendment description

The purpose of the exhibited Amendment was to apply permanent heritage controls to two residential properties in Wonga Road, Ringwood North.

The Amendment as exhibited would:

- amend Planning Scheme Map No. 1 to apply the Heritage Overlay (HO146) to part of the property at 1 Wonga Road and to all of the property at 3-5 Wonga Road, Ringwood North
- amend the schedule to Clause 43.01 Heritage Overlay – HO146 to:
 - delete reference to the interim heritage control applying to 3-5 Wonga Road
 - insert reference to HO146 as applying to 1 and 3-5 Wonga Road
 - delete reference to the document '3-5 Wonga Road, Ringwood North Statement of Significance, 22 June 2018' and insert reference to 'Statement of Significance HO146, 3-5 Wonga Road, and 1 Wonga Road, Ringwood North, 22 June 2019'⁸
 - include tree controls for six trees on 3-5 Wonga Road: Claret Ash (Tree 10), Deodar Cedar (Tree 14), Cork Oak (Tree 16), Coast Redwood (Tree 17), Variegated Elm (Tree 22), and Kurrajong (Tree 23)⁹
- amend the schedule to Clause 72.04 Incorporated Documents to delete the existing document '3-5 Wonga Road, Ringwood North Statement of Significance, 22 June 2018' and include 'Statement of Significance HO146, 3-5 Wonga Road and 1 Wonga Road, Ringwood North, 22 June 2019'.

(ii) The subject land

The Amendment applies to the land shown in Figure 1 located at the junction of Wonga and Warrandyte Roads.

The land is included in the General Residential Zone Schedule 1 of the Maroondah Planning Scheme. It is also affected by the Significant Landscape Overlay Schedule 4 which protects canopy trees. The property at 3-5 Wonga Road is subject to an interim Heritage Overlay introduced on 16 May 2019.

The two affected residential properties originally formed part of a larger holding of 1.5 acres which also included the two modern-day properties to the immediate north at 7 Wonga Road and 144 Warrandyte Road. The latter properties are not proposed for inclusion in the overlay.

The wider holding was developed in the 1920s and 1930s as a garden and tennis court (but no dwelling) by FW Parker, a Ringwood Councillor and Mayor. Some significant trees remain on the land from this period.

⁸ Prepared by Willys Keeble and Simon Reeves, heritage advisers to the Council. Ms Keeble is now deceased.

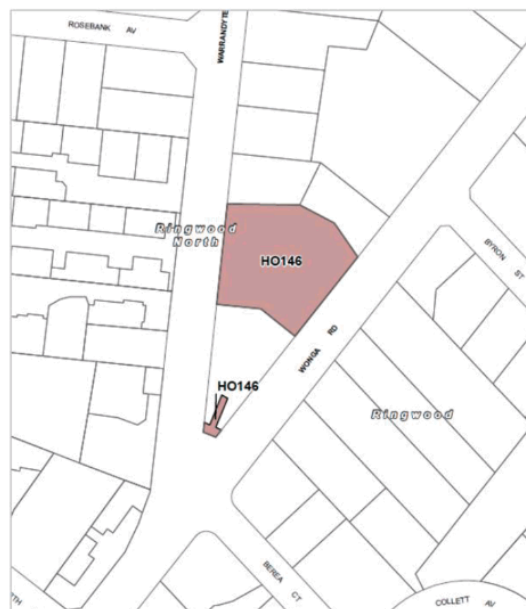
⁹ Tree numbering is drawn from an earlier arborist report relating to a permit application for a child care centre on 3-5 Wonga Road in 2018. The permit was refused by the Council.

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The land was sold on in 1941 to a John and Ethel Turner who constructed a dwelling on the land in 1941-42. Their early modern dwelling was designed by the notable architect, Percy Meldrum of Meldrum and Noad. The land was then subdivided less than five years later. The northern lot (including 3-5 Wonga Road) was then sold by the Turners, who retained the southern lot (1 Wonga Road). The Turners constructed a new house on it sometime after 1948. That house was also to the design of Meldrum and Noad but appears to have been much altered and extended. The Turners occupied 1 Wonga Road for some decades. The northern lot was later re-subdivided by another owner¹⁰.

Currently at the southern tip of 1 Wonga Road there is a pair of metal gates with supporting stone pillars and matching internal retaining walls along some 13 metres of the driveway. These landscape elements form the subject of the exhibited HO146 so far as it affects 1 Wonga Road.

Figure 1 Proposed HO146



1.2 Background

This Amendment follows Amendment C127 which introduced interim heritage controls for 3-5 Wonga Road.

¹⁰ This historical account of the development and occupancy of the two properties is derived from material presented at the Panel Hearing, in particular the research undertaken by Lovell Chen for the objecting submitter, which built on and corrected earlier research for the Council, and the documents produced by Mr Townshend. The observations about the alterations to the house on 1 Wonga Road are the Panel's own.

While the possible heritage value of 3-5 Wonga Road had been earlier identified by Council's heritage advisers, the properties which are the subject of the Amendment received individual heritage assessment following a permit application for a child care centre on 3-5 Wonga Road in 2018. The permit was refused by the Council.

The interim controls are due to expire on 31 March 2020.

1.3 Procedural issues

At the Directions Hearing, the Panel was advised that, despite the Council having considered the one objecting submission in response to exhibition and resolving (under delegation) on 1 October 2019 to pursue the exhibited Amendment before a Panel, the Council intended to now support a revised version of the Amendment. This followed receipt of further information and discussions with the owner of 3-5 Wonga Road and its heritage consultants¹¹. The further heritage information had not been made available when the Council heritage adviser and delegate considered the objecting submission¹². The Panel was not advised how the revised position of the Council had been legally effected.

In accordance with procedural directions given by the Panel, advice was received prior to the Panel Hearing that a final revised version of the Amendment had been 'settled' as a result of the ongoing discussions between the Council and Wonga Road Properties¹³.

At the Panel Hearing, the agreed revision of the Amendment was supported in submissions and evidence for Wonga Road Properties and the Council.

The revisions to the exhibited Amendment proposed by the Council and Wonga Road Properties at the Panel Hearing included:

- Deletion of the proposed application of the overlay to the property at 1 Wonga Road. This was because of title information concerning purchase of the southern apex of 1 Wonga Road by the roads authority and consequent uncertainty about whether the gates now on the new southern boundary were original.
- Revisions to the Heritage Overlay map, the schedule to Clause 43.01 and the Statement of Significance to be incorporated in the schedule to Clause 72.04, so that they would apply only to the land at 3-5 Wonga Road.
- Corrections to the historical information and basis of significance as set out in the Statement of Significance. The revised Statement of Significance dated 18 November 2019 (see Appendix C)¹⁴ would replace that which would have applied to the two properties dated 22 June 2019.

The modifications to the Statement of Significance included identifying only the 1942 part of the house as of significance given the later 1960s and 1970s extensions were not undertaken by the original owners and excluding all outbuildings; and reducing the

¹¹ Notably, a report prepared by Lovell Chen dated 26 July 2019.

¹² Mr Reeves advised that he only received the Lovell Chen July 2019 report on 28 October 2019.

¹³ Documents 2 and 3

¹⁴ The version of the revised Statement of Significance at Appendix C refers only to three significant trees.

number of significant trees from six to three¹⁵ based on likelihood of association with the original garden design and condition.

The Panel was also advised that the more expansive heritage citation for the property (not forming part of the Amendment) would be amended to correspond with the revised Statement of Significance.

On the 6 November 2019, shortly before the Panel Directions Hearing, the owner of 1 Wonga Road, made a late submission supporting the Amendment as exhibited. This was formally referred to the Panel by the Council on the evening before the Directions Hearing.

The representative of the owner of 3-5 Wonga Road opposed the receipt of the late submission during the Directions Hearing but the Panel accepted the late submission and participation of the submitter in the Panel Hearing.¹⁶

The owner of 1 Wonga Road was not privy to the initial and later discussions between the Council and Wonga Road Properties. At the Panel Hearing, he opposed the revisions agreed by the Council and Wonga Road Properties, and presented arguments and material supporting the application of the overlay to that part of his property as exhibited and the application of heritage tree controls to all six or at least five of the trees on 3-5 Wonga Road as had also been exhibited.

1.4 Planning context

The Panel considers that in the circumstances that no party took exception to the Council's Part A¹⁷ outline of the statutory and policy context for the Panel's decision, there is little point in setting out the statutory and planning policy context for its decision in detail.

Suffice to say, the Panel is satisfied that inclusion of a property in the Heritage Overlay of the Planning Scheme which has been assessed by no less than four heritage experts as of significance to the municipality, is appropriate. The Panel considers that this accords with both the State and local policy context of the Scheme.

The Panel is also satisfied that the format of the revised Statement of Significance is in accordance with *Planning Practice Note 1: Applying the Heritage Overlay*.

1.5 Issues to be considered

The Panel has considered the initial written submissions made in response to the exhibition of the Amendment, and the submissions, evidence and other material presented to it during the Hearing. The Panel has also been informed by its site visits.

At the Panel Hearing, both the Council and Wonga Road Properties presented a quite different position to that they had earlier adopted in relation to the Amendment. The issue of the heritage significance of the property at 3-5 Wonga Road and its bases had been

¹⁵ The revised version of the Statement of Significance included in Appendix C to this Report incorrectly refers to only two historic trees in one section. Ms Gray accepted that correction was required.

¹⁶ See Document 1.

¹⁷ See Document 4.

accepted and agreed. Mr Townshend did not challenge this matter except as related to the application of heritage tree controls.

Also, Wonga Road Properties no longer claimed that the proposed overlay lacked strategic justification so far as 3-5 Wonga Road was concerned.

The Panel accepts the now corrected historical account of the development and occupancy of 1 and 3-5 Wonga Road as put forward in Ms Gray's evidence and supported by Mr Reeves, as summarised above in Section 1(i). The section of the revised Statement of Significance titled 'Brief History and Description' should be supplemented by the further information supplied by Mr Townshend concerning the date of construction and designer of 'Thaloo 11'.

The Panel also accepts the experts' views that the property at 3-5 Wonga Road is of architectural, aesthetic and historical significance to the City of Maroondah as set out in the revised Statement of Significance agreed between the Council and Wonga Road Properties. Mr Townshend also supported the significance of 3-5 Wonga Road.

Arising from Mr Townshend's late submission and his response to the revised form of the Amendment pursued by the Council and Wonga Road Properties, however, there remain two issues to be determined by the Panel. The matters which remain in contention are the following:

- Which trees on 3-5 Wonga Road should be identified for heritage protection under Clause 43.01 in the Statement of Significance?
- Should the proposed overlay be applied to the gates, pillars and driveway retaining walls on 1 Wonga Road?

These matters are discussed in the following chapter of the Report which also contains the Panel's formal recommendations.

2 Consideration of issues in contention

2.1 Which trees on 3-5 Wonga Road should be given heritage protection?

The exhibited Amendment proposed that heritage tree controls would apply to the following six trees on 3-5 Wonga Road as remnants of the original garden established there in the 1920s and 1930s:

- Tree 10 Claret Ash *Traxinus raywoodie*
- Tree 14 Deodar *Cedrus deodora*
- Tree 16 Cork Oak *Quercus suber*
- Tree 17 Coast Redwood *Sequoia sempervirens*
- Tree 22 Variegated Elm *Ulnus minor 'Variegata'*
- Tree 23 Kurrajong *Brachychiton populneus*

The tree numbering was drawn from an arboricultural assessment prepared by Arbor Survey Pty Ltd for Wonga Road Properties as part of the earlier application process for the child care centre.

According to Mr Reeves' witness statement, he was provided in January 2016 with an undated document prepared by a member of staff of the City of Maroondah recommending that these six mature trees on 3-5 Wonga Road were deemed worthy of heritage tree controls. Mr Reeves said he was not an expert in tree assessment and relied on the advice of others on the matter.

As part of the material subsequently provided to the Council post-exhibition, Wonga Road Properties proposed that only two trees – Trees 14 and 17 – should be subject to heritage tree controls.

Further discussions with Mr John Patrick, a heritage landscape expert later engaged by the Council, led to an agreement between the Council and Wonga Road properties that the revised Amendment would apply tree controls to Trees 14, 16 and 17.

2.1.1 Evidence and submissions

Council's Part B submission (Document 8) included the following:

No party or expert disputes that tree controls should apply to three trees on 3-5 Wonga Road, namely the:

- Deodar Cedar (Tree 14),
- Cork Oak (Tree 16),
- Coast Redwood (Tree 17).

The application of tree controls to these three trees is pursued on the basis that they are of aesthetic and historical significance as remnants of the original c.1942 garden at 3-5 Wonga Road.

The revised statement of significance identifies these trees as being original and aesthetically notable elements of the garden. Council submits that Trees 14, 16 and 17 warrant tree controls and recognition in the statement of significance.

Their inclusion is supported by the evidence of Mr Cook, of Lovell Chen. As explained by Mr Cook:

They are the principal specimens that border the lawn to the south of the house, have a notable prominence and aesthetic interest, and on that basis today have a

direct relationship to the house that serves to interpret the historical interest of the former garden.

Council proposes to remove three of the trees originally proposed to be subject to tree controls, the Claret Ash (Tree 10), Variegated Elm (Tree 22) and Kurrajong (Tree 23).

Council agrees with Mr Cook of Lovell Chen that these three trees are of later origin or of uncertain age, or do not 'clearly express the association with the pre- and c1942 garden'. Council is satisfied that the conclusions reached by Lovell Chen are correct and that tree controls should not apply to Trees 10, 22, and 23...

The Significant Landscape Overlay – Schedule 4 (SLO4) applies to 3-5 Wonga Road. Pursuant to the SLO4, a permit would be required for the removal of trees 10, 22, and 23.15 This allows for appropriate consideration of the amenity, urban character and landscape values they may provide should there be a proposal to remove them.

With respect to the effect of the Significant Landscape Overlay, it was Mr Cook's evidence for Wonga Road Properties that he believed that some 22 of the 25 trees on the property would be affected.

He also gave evidence that most of the early garden design on 3-5 Wonga Road had been removed or disturbed by the house and associated outbuildings, pool and subdivision. He said that there was only a small number of remnant trees that demonstrate a clear association with the historical garden. Other trees on the site, he said, were demonstrably of a later origin, or where their age was uncertain, their form or condition did not allow a clear expression of their association with the pre- and c.1942 garden.

Mr Cook acknowledged that he had initially thought the Cork tree (Tree 16) to have too poor a form to be given heritage protection but later accepted Mr Patrick's view that it is 'aesthetically notable despite its faults'.

Of the other exhibited trees, he advised that the Claret Ash was too young to date even from 1942 and it was evident from its position that it was not part of the 1942 garden. The Variegated Elm, he said, was also too young, and similarly the size and condition of the Kurrajong made it very unlikely to have been part of the 1940s garden.

Mr Townshend was concerned that there was no proper record of the discussions between the Council and Wonga Road Properties, and only reference to a verbal opinion by Mr Patrick. His also submitted that the two subject properties had been developed in a coordinated fashion with the residence and garden design of each being a continuation of the other. He referred to the use of crazy paving, rock walls and garden design. He further said that there were still shrub species on 3-5 Wonga Road referred to in the *Australian Home Beautiful* article from 1942, a publication to which he and the witnesses referred. Mr Townshend supported tree controls for Trees 22 and 23 as well as the other three suggesting that the assessment of their health had possibly been flawed.

2.1.2 Discussion

The Panel has considered the submissions and evidence on this matter and supports tree controls only for the three trees now proposed to be included in the revised Statement of Significance.

The trees on the subject property have been subject to scrutiny by arborists and heritage landscape experts. Mr Townshend's submissions on tree growth raised some doubts about those assessments but were not conclusive.

The Panel considers that Mr Townshend submissions were more generally directed to establishing that the landscaping remnants were more extensive and linked across the two properties affected by the exhibited Amendment. Without clearer identification of shrub varieties originally used and now present, the Panel does not consider this can be determined.

In any case this is a matter which goes beyond the exhibited Amendment and might be revisited as part of the proposed research related to a possible heritage precinct for this 'Golden Mile' section of Wonga Road¹⁸. Any garden remnants on 7 Wonga Road and 144 Warrandyte Road might also be investigated at this time.

2.1.3 Conclusion

The Panel concludes:

It is appropriate as part of the revised Amendment to specify only Trees 14, 16 and 17 as trees warranting heritage protection.

2.2 Should the proposed overlay be applied to the gates, pillars and driveway retaining walls on 1 Wonga Road?

There are differing views by heritage experts and the current owner as to whether the entry gates and supporting pillars for 1 Wonga Road, or at least their location, date from the 1920s or 1940s, or instead from 1963 when the southern tip of the property was acquired by the then Country Roads Board for road intersection works.

Figure 2 Entry gates and stonework pillars, 1 Wonga Road



Source: Townshend submission

¹⁸ The Council Part B Submission included that an assessment of the heritage significance of a number of properties along Wonga Road, Ringwood North has commenced and is included as part of Council's current heritage study review.

2.2.1 Evidence and submissions

The Council's Part B submission included the following:

The area included in the exhibited Amendment included the 'Thaloo' stone gateposts with wrought iron name plate and gate at the entrance of 1 Wonga Road and the 13 meter-long stone walled driveway (entrance).

Mr Townshend considers that the HO should apply to the entrance at 1 Wonga Road.

Since exhibition, Lovell Chen's research demonstrates that the fence and gates at 1 Wonga Road appear to date to 1961-1962 (based on historic aerial imagery and title searches). This corresponds with the time that there was an acquisition of part of the property for road widening.

Mr Reeves considers that:

...An element of doubt had emerged regarding the age of the stone gateposts and driveway walls at 1 Wonga Road, with aerial photographs suggesting that they were built around the time of road reconstruction works in the 1960s, rather than as part of the original house in the 1940s.

On the basis of this new information, ...there was an element of doubt as to the age of the stone gateposts and driveway walls, they should not be included in the proposed HO.

This is the basis on which Council considers the HO should not be applied to the entrance at 1 Wonga Road as originally proposed. As noted by Mr Reeves, the Study¹⁹ could include consideration of the heritage significance of 1 Wonga Road separately, potentially as part of a precinct (with remnant trees at 7 Wonga Road and the large interwar house at 9-11 Wonga Road).

Ms Gray's evidence was that she was of the opinion that the gates and pillars and retaining walls along the driveway appear to date from 1961-62 at the time the southern tip was acquired and used for intersection works. She also suggested that it was possible that they were recycled from a pre-1963 arrangement but this has not been confirmed. She noted that the name 'Thaloo' was displayed in wrought iron mounted on the gatepost but, given the name had been transferred to 'Thaloo 11' (the house constructed around 1948 on 1 Wonga Road), the iron name on the gatepost could not be confirmed as relating to the 1942 house. She suggested also that the grade of the driveway would have become steeper due to acquisition of the southern part of the land, requiring the now internal retaining walls along the driveway. It was her conclusion that as the elements had been included in the exhibited Amendment on the basis that they were associated with the 1920s pleasure garden which had been maintained by the Turners as occupants of the 1942 house, and this was now known to be incorrect, they should be removed from the Amendment.

Mr Townshend supported the application of the Heritage Overlay to 1 Wonga Road as exhibited. He relied on historic aerial photography showing the location of trees now growing beside the gateway and suggested that the gates would likely have always been set back from the boundary with the roadway, allowing cars to pull off the roadway and the gates to be opened²⁰. He noted that the area of land acquired by the Country Roads Board had the unusual dimension of 10.67 metres, perhaps suggesting that it was determined by

¹⁹ Wider heritage review of area including 'Golden Mile'.

²⁰ Mr Townshend advised that he had mechanised the gates which had earlier been manually operated.

the location of existing gates. He referred to the description in the 1942 *Australian Home Beautiful* article of entering through gates before proceeding up the slope. He said that, at the relevant point, the driveway still follows the alignment shown in the 1945 aerial photograph.

2.2.2 Discussion

The available title and other evidence clearly indicates the purchase by the Country Roads Board (now VicRoads) of the 10.67 metre long tip of the land at 1 Wonga Road in 1963. The Panel agrees with the Council and Wonga Road Properties that this casts doubt on whether the gates and pillars now at the southern end of the property or at least their location are original to the 1920s (or the 1940s) garden. The Council and Wonga Properties experts agreed that the gates are likely to have been rebuilt at this time.

The aerial photographic material submitted by Mr Townshend, however, possibly contradicts this. The 1945 aerial photograph (also included in the revised Statement of Significance) is somewhat unclear and does not show the entrance gates themselves. It does, however, appear to show the two *Pittosporum* trees which are now sited either side of the entry gates at the current southern boundary, situated at what was then some 10 metres from the southern tip of the land before roadwork acquisition. It may have been, therefore, that the gates and pillars were originally sited some distance northward of the southern entry to the land from the intersection, as he alleged, rather than their being relocated northwards in the 1960s. The Panel notes also that the stonework of the pillars and internal retaining walls along the driveway are quite different from the external retaining walls constructed along parts of the road boundary at the time of acquisition.

The Panel considers that it remains unclear at this stage whether the gates and pillars are those associated with the 1920s (or 1942) garden as Mr Townshend contends and had first been believed by the Council's heritage experts, or are replacement gates and stonework constructed in the 1960s.

The Panel agrees that in light of the inconclusive evidence, it would be inappropriate to include them in the heritage overlay as was exhibited.

The Panel considers, however, that the origins of the current entry gates and pillars, and the history of 1 Wonga Road more generally, should be further investigated as part of the current wider heritage study of the area which may see precinct defined along part of the 'Golden Mile' section of Wonga Road. The gates and pillars as they now present to the Wonga/Warrandyte Road intersection are a certainly prominent landscape feature at the commencement of the 'Golden Mile'.

2.2.3 Conclusion

The Panel concludes:

The proposed Heritage Overlay should not apply to 1 Wonga Road.

2.3 Overall conclusion and recommendations

2.3.1 Conclusion

Having considered the submissions and evidence as informed by site inspections, for the reasons set out in this Report, the Panel concludes that the exhibited Amendment should be modified in accordance with the agreement reached between the Council and Wonga Road properties.

2.3.2 Recommendation

Based on the reasons set out in this Report, the Panel recommends:

That Maroondah Planning Scheme Amendment C128 be adopted as exhibited subject to the following:

- delete the proposed application of the Heritage Overlay to 1 Wonga Road
- make required mapping and Clause 43.01 schedule changes
- replace the proposed Statement of Significance of 22 June 2019 with *Statement of Significance HO146, 3-5 Wonga Road, Ringwood North, 18 November 2019*, as included in Appendix C to this Report, with the following amendments:
 - in the section headed 'Why is it significant?', correct the reference to the number of trees of historic significance to three
 - in the section headed 'Brief History and description', include the date of construction for the dwelling at 1 Wonga Road as post 1948 and the designer as Meldrum and Noad, architects.

Further recommendation:

The origins of the current entry gates and pillars and the history of 1 Wonga Road more generally, should be further investigated as part of the current wider heritage review involving a possible heritage precinct along this 'Golden Mile' section of Wonga Road.

Appendix A Submitters to the Amendment

No.	Submitter
1	VicRoads
2	Wonga Road Properties Pty Ltd
3	Mr Phillip Townshend

Appendix B Document list

No.	Date	Description	Provided by
1	19/11/2019	Panel Directions and Timetable following Directions Hearing	Panel
2	27/11/2019	Email letter to Panel with attachments on behalf of Wonga Road Properties advising that agreement had been reached with Council about the revised form of the Amendment and including Lovell Chen Memo to Council 26 July 2019	Mr McKenzie, Ratio Consultants
3	27/11/2019	Email letter on behalf of Council confirming agreement with Wonga Road Properties on the revised form of Amendment	Maddocks
4	4/12/2019	Council Part A submission	Ms Parker, Maddocks
5	4/12/2019	Simon Reeves, Built Heritage, expert witness statement	Ms Parker
6	5/12/2019	Kate Gray, Lovell Chen, expert witness statement	Mr Pitt, Best Hooper
7	5/12/2019	Michael Cook, Lovell Chen, expert witness statement	Mr Pitt
8	11/12/2019	Council Part B submission	Ms Parker
9	11/12/2019	Written submission and PowerPoint by owner of 1 Wonga Road	Mr Townshend
10	11/12/2019	Wonga Road Properties submissions	Mr Pitt

Appendix C Revised Statement of Significance agreed by Wonga Road Properties and Council

MAROONDAH PLANNING SCHEME

Statement of Significance HO146, 3-5 Wonga Road, Ringwood North

18 November 2019

STATEMENT OF SIGNIFICANCE

- Address: 3-5 Wonga Road, Ringwood
- North
- Planning Scheme Reference: HO146



House Plan and living room. May 1942 Australian Home Beautiful.

What is significant?

The former "Thaloo", an early modern house at 3-5 Wonga Road, Ringwood North, designed by the architectural partnership of Percy H. Meldrum and Arthur Noad for Mr. and Mrs. John Turner, and completed in 1942. It is significant to the extent of its original 1942 fabric.

The original garden setting to Thaloo is greatly diminished following subdivision and development of residential lots to the north and south, however three specimen trees - the Coast Redwood (*Sequoia sempervirens*, Tree 17), Cork Oak (*Quercus suber*, Tree 16), and Deodar (*Cedrus deodara*, Tree 14) - are of significance and are likely survivors of the garden as illustrated in an *Australian Home Beautiful* article of 1942.

Rear additions, dating from c. 1960s and later, including a rear weatherboard wing, swimming pool along with gazebo and garage outbuildings are not significant.

How is it significant?

The former "Thaloo" house and mature specimen trees (Coast Redwood, Cork Oak and Deodar) at 3-5 Wonga Road are of architectural, historical and aesthetic significance to the Maroondah municipality.

Why is it significant?

Architecturally, the 1942 weatherboard house is an intact and rare example in Maroondah of an early modern design by notable architects Meldrum and Noad with an asymmetrical form, tiled intersecting roof gables. The principal, Wonga Road façade incorporates banks of floor-to-ceiling windows, with the living room connected to the outdoors via glazed double doors and a front porch arranged to take advantage of mountain views. (Criteria D and E).

Historically, the site is of interest for its associations with the once greatly more extensive 1.5 acre pleasure garden developed on this site in the 1920s and 30s by garden enthusiast and local Councillor (and Mayor) F W Parker, albeit only fragmentary evidence of that garden survives on this site (Criterion A). The place retains two mature significant trees of aesthetic and historical significance, the Coast Redwood (Tree 17), Cork Oak (Tree 16) and Deodar (Tree 14) (Criteria A and E).

Map 1 – 3-5 Wonga Road with extent of original building (1942) indicated



Map 2 – significant trees



This document is an incorporated document in the Maroondah Planning Scheme pursuant to section 6(2)(j) of the *Planning and Environment Act 1987*.
[7852303: 25473673_1]

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Map 2 Legend

Tree #	Common name	Genus species	DBH cm	Tree protection zone radius (m)
14	Deodar	<i>Cedrus deodara</i>	120	14.4
16	Cork Oak	<i>Quercus suber</i>	68	8.2
17	Coast Redwood	<i>Sequoia sempervirens</i>	150	15.0

Brief History and description

The house Thaloo (Thaloo I) was constructed in 1941-42 to a design by architects Meldrum and Noad for Mr John and Mrs Ethel Turner. The site had been developed from the 1920s as a pleasure garden by local garden enthusiast and local Councillor (and Mayor) F W Parker and the Turners' new house was positioned within the existing garden and on the elevated part of the site, accessed from the intersection of Wonga and Warrandyte Roads by a curved drive with a secondary, gated entry in the north east of the site. On its completion, the house and garden were the subject of an illustrated article in *Australian Home Beautiful* (Thaloo, A Garden with a House in it, by Nora Cooper).

Within five years, the Turners had subdivided the site and sold the northern part with the house, Thaloo I, to Phyllis Maughan (title information, specifically Transfer 1993647, 21 March 1946). The northern section of that land was further subdivided in the c. 1970s to create nos 7 Wonga Road and 144 Warrandyte Road.

The Turners retained the southern part of the site and constructed a second house – somewhat confusingly also named Thaloo but described below as Thaloo II. It was constructed on that land, before 1950 but possibly earlier, following the subdivision (Sands & McDougall Directories). This is the present-day no. 1 Wonga Road. The Turners resided in Thaloo II (title information and Sands and McDougall Melbourne directories) until John Turner's death in 1962 when that property was transferred to his widow, Ethel Turner (title information, specifically Transfer B525098).

Thaloo I (3-5 Wonga Road) is a single-storey dwelling to an early modern expression. It was constructed in 1941-2 to designs by notable architects Meldrum and Noad and draws on the work of Californian architect, William Wurster. The building adopts an asymmetrical sprawling form, with tiled intersecting gable-ended roofs above plain weatherboard walls. Large windows overlook the garden and the living room is connected to the exterior by glazed double doors. Windows to the front facade take advantage of mountain views. The front façade incorporates an open front porch addressing Wonga Road.

The western sections of Thaloo I, as visible from Warrandyte Road comprise modern back-of-house elements including c. 1960s and later additions and outbuildings with vehicle access and accommodation from the Warrandyte Road.

To the south and east of the house there are areas of open lawn and garden, with a number of mature trees. Three trees of note have been identified, these are the Coast Redwood (Tree 17), Cork Oak (Tree 16) and Deodar (Tree 14). A swimming pool has been constructed immediately to the south of the house. There have also been changes to the original hard landscaping including replacement of crazy paving at the entrance.



In the crazy paving to the front porch are varieties of sweet alyssum.

Entrance porch, Australian Home Beautiful, May 1942



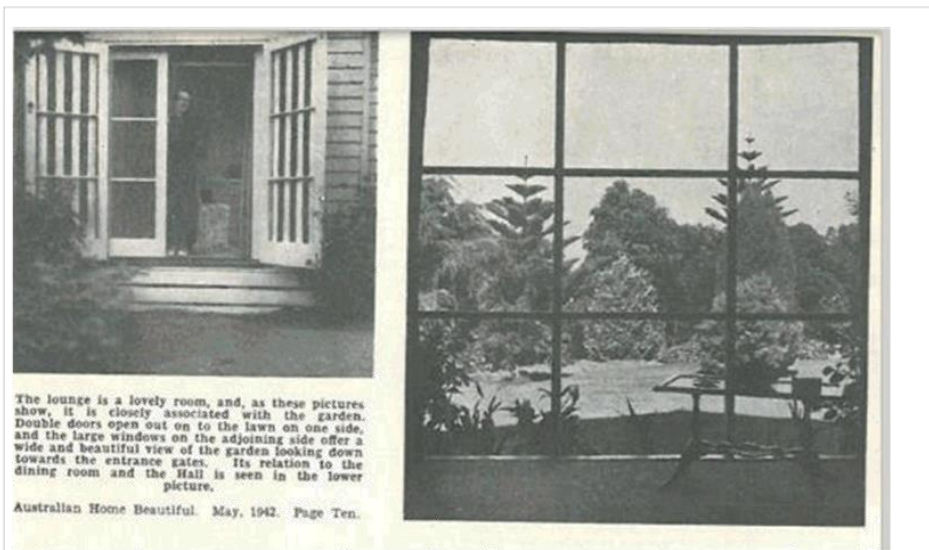
Entrance porch 2019, note the replacement of the original crazy paving



3-5 Wonga Road, front (Wonga Road) elevation



3-5 Wonga Road, south (garden) elevation



Living Room windows, Australian Home Beautiful 1942 (view above shows the same windows today)



Rear of original wing viewed from the north-west with original courtyard paving



Rear wing of the original house with c. 1960s additions to the right



Northern elevation of c. 1960s rear addition



1945 aerial photograph with 2019 property boundaries overlaid

Primary sources

Thaloo, A garden with a house in it, Australian Home Beautiful, May 1942
Certificate of Title (cancelled) Volume 6440 Folio 1287954, Landata
Sands & Mc Dougall Directories, 1950-1974
Aerial photographs, 1945, 1954, 1962, and 1968 Landata (Land Victoria);
Aerial photograph, 2018, Nearmap

AMENDMENT C128MARO

**System Note: The following ordinance will be modified in Sub-Clause:72.04
DOCUMENTS INCORPORATED IN THIS PLANNING SCHEME, Schedule:SCHEDULE
TO CLAUSE 72.04 DOCUMENTS INCORPORATED IN THIS PLANNING SCHEME**

1.0

C128maro

Incorporated documents

Name of document	Introduced by:
Extension of the Eastern Freeway and Completion of the Ringwood Bypass, June 2001	C23
Ringwood District Centre Development Contributions Plan, July 1997	NPS1
Statement of Significance HO146, 3-5 Wonga Road, Ringwood North, 18 November 2019	C128maro

**System Note: The following ordinance will be modified in Sub-Clause:43.01
HERITAGE OVERLAY, Schedule:SCHEDULE TO CLAUSE 43.01 HERITAGE OVERLAY**

AMENDMENT C128MARO

2.0

C128maro

Heritage places

The requirements of this overlay apply to both the heritage place and its associated land.

PS Map Ref	Heritage Place	External Paint Controls Apply?	Internal Alteration Controls Apply?	Tree Controls Apply?	Outbuildings or fences which are not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
HO1	<i>House</i> 67-73 Alto Avenue, Croydon	Yes	No	Yes	No	No	No	No
HO2	<i>Croydon Community School, Formerly Croydon State School, 177-181 Mount Dandenong Road, corner of Anzac Street, Croydon</i>	Yes	No	No	No	No	No	No
HO3	<i>"Aringa"</i> 7 Aringa Court, Ringwood	Yes	No	Yes	No	No	No	No
HO4	<i>"Boonong"</i> 273 Bayswater Road, Bayswater North	Yes	No	Yes	No	No	No	No
HO5	<i>Ringwood Cellars, Former Blood Brothers Premier Store</i> 1 Bedford Road, Ringwood	Yes	No	No	No	No	No	No
HO6	<i>Italianate House</i> 11 - 15 Bedford Road, Ringwood	Yes	No	No	No	No	No	No
HO7	<i>1st Ringwood Scout Hall Bill Wilkins Lodge</i> Bedford Road, Ringwood	No	No	No	No	No	No	No
HO8	<i>House</i> 15 Braeside Avenue, Ringwood	Yes	No	Yes	No	No	No	No
HO9	<i>Manna Gum Eucalyptus viminalis</i>	No	No	Yes	No	No	No	No

AMENDMENT C128MARO

PS Map Ref	Heritage Place	External Paint Controls Apply?	Internal Alteration Controls Apply?	Tree Controls Apply?	Outbuildings or fences which are not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	H.E. Parker Reserve, 154 Heathmont Road, Heathmont, south bank, near BMX jumps, Bungalook Creek, 80m upstream from Dandenong Creek, Bayswater							
HO10	<i>Lemon-scented Gum Corymbia citriodora</i> 5 Camelia Court, Croydon South	No	No	Yes	No	No	No	No
HO11	<i>Population of Elderberry Panax Polyscias sambucifolia</i> Bayswater Golf Range, Canterbury Road, Bayswater	No	No	Yes	No	No	No	No
HO12	<i>Swamp Gum Eucalyptus ovata</i> 24 Carroll Avenue, Croydon	No	No	Yes	No	No	No	No
HO13	<i>Croydon Central Maternal & Child Health Centre, 202-210 Mt Dandenong Road, Croydon</i>	No	No	No	No	Yes Ref No H0054	No	No
HO14	<i>Gifford Memorial Church</i> 22 Croydon Road, Croydon	No	No	No	No	No	No	No
HO15	<i>Candlebark Eucalyptus rubida</i> 16 Delatite Court, Warranwood	No	No	Yes	No	No	No	No
HO16	<i>Candlebark Eucalyptus rubida</i> 18 Delatite Court, Warranwood	No	No	Yes	No	No	No	No
HO17	<i>Silver Peppermint Eucalyptus tenuiramis</i> Devon Street car park, 4 - 16 Devon Street, Croydon	No	No	Yes	No	No	No	No
HO18	<i>Yellow Box Eucalyptus melliodora</i>	No	No	Yes	No	No	No	No

AMENDMENT C128MARO

PS Map Ref	Heritage Place	External Paint Controls Apply?	Internal Alteration Controls Apply?	Tree Controls Apply?	Outbuildings or fences which are not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	Nature strip tree, south east corner of Mountain View Road and Dickasons Road, Heathmont							
HO19	<i>Glenbrae and Golden English Oak Quercus robur concoria</i> 147-151 Dorset Road, Croydon	No	No	Yes	Yes	No	No	No
HO22	<i>"Sunnyview"</i> 427-429 Dorset Road, Croydon	Yes	No	No	No	No	No	No
HO23	<i>Eucalyptus Tree (ignorabilis x viminalis)</i> Dorset Gardens Hotel, 335-341 Dorset Road, Croydon, south east corner of the site	No	No	Yes	No	No	No	No
HO24	<i>Algerian Oak Quercus canariensis</i> Eastfield Park, 119-139 Eastfield Road, Croydon, 20 metres north of 97 Eastfield Road, Croydon	No	No	Yes	No	No	No	No
HO25	<i>White Stringybark Eucalyptus globoidea</i> Cheong Wildflower Sanctuary, 1-29 Eastfield Road, Croydon, 120 metres along northern boundary from western point, then 30 metres directly south	No	No	Yes	No	No	No	No
HO26	<i>Pre-school, Former East Ringwood School</i> Everard Road, Ringwood East	No	No	No	No	No	No	No
HO27	<i>Former Ringwood State School</i> 32 Greenwood Avenue, Ringwood	No	No	No	No	No	No	No
HO28	<i>Greenwood Park Kindergarten</i> 9 Greenwood Avenue, Ringwood	No	No	Yes	No	No	No	No

AMENDMENT C128MARO

PS Map Ref	Heritage Place	External Paint Controls Apply?	Internal Alteration Controls Apply?	Tree Controls Apply?	Outbuildings or fences which are not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
HO29	<i>"WellingtonPark"</i> 17 Highfield Avenue, Waranwood	Yes	No	Yes	No	No	No	No
HO30	<i>"Wyreena"</i> 13 – 23 Hull Road, Croydon	Yes	No	Yes	No	No	No	No
HO31	<i>Manna Gum Eucalyptus viminalis</i> West corner of 32 Junction Street, Ringwood on reserve	No	No	Yes	No	No	No	No
HO32	<i>Weeping Scotch Elm Ulmos globra camperdownii</i> 45 Lacey Street, Croydon	No	No	Yes	No	No	No	No
HO34	<i>Four Candlebark Eucalyptus rubidas</i> Little John Reserve, 76 Little John Road, Waranwood (Council land)	No	No	Yes	No	No	No	No
HO35	<i>Smooth-barked Apple Angonhera costata</i> 70-76 Longview Road, Croydon South (Nature strip)	No	No	Yes	No	No	No	No
HO36	<i>Messmate Stringybark Eucalyptus obliqua</i> 90-92 Longview Road, Croydon South	No	No	Yes	No	No	No	No
HO37	<i>Former State Savings Bank of Victoria</i> 50 Main Street, Croydon	Yes	No	No	No	No	No	No
HO39	<i>Ringwood Railway Station</i> Maroondah Highway, Ringwood	-	-	-	-	Yes Ref No H1587	No	No
HO40	<i>Ringwood Memorial Clock tower</i>	Yes	No	No	No	No	No	No

AMENDMENT C128MARO

PS Map Ref	Heritage Place	External Paint Controls Apply?	Internal Alteration Controls Apply?	Tree Controls Apply?	Outbuildings or fences which are not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	Corner Maroondah Highway & Warrandyte Road, Ringwood							
HO41	<i>Former Ringwood Fire Station & two adjoining flats</i> 253-257 Maroondah Highway, Ringwood	Yes	No	No	No	No	No	No
HO42	<i>English Oak Quercus robur</i> 310-312 Maroondah Highway, Ringwood	No	No	Yes	No	No	No	No
HO43	<i>Red Box Eucalyptus polyanthemos</i> 35-37 Merrill Crescent, Warranwood	No	No	Yes	No	No	No	No
HO44	<i>"Linden"</i> 5 Moss Court, Croydon North	Yes	No	Yes	No	No	No	No
HO45	<i>Red Ironbark Eucalyptus triacarpa</i> Nature strip of 41 Mount Dandenong Road, Ringwood East	No	No	Yes	No	No	No	No
HO46	<i>Long-leaf Box Eucalyptus goniocalyx</i> Former Benedictine Monastery Site, 22-24 Murray Road, 10 metres south of 6 Banool Court, Croydon	No	No	Yes	No	No	No	No
HO47	<i>Two Pencil Pines Cupressus torulosa and house</i> 144-146 Mount Dandenong Road, corner of Vernon Street, Croydon	No	No	Yes	No	No	No	No
HO48	<i>English/Algerian Oak Quercus robur/canaviensis</i> The front garden of Croydon Community School, 177-181 Mount Dandenong Road, corner of Anzac Street, Croydon	No	No	Yes	No	No	No	No

AMENDMENT C128MARO

PS Map Ref	Heritage Place	External Paint Controls Apply?	Internal Alteration Controls Apply?	Tree Controls Apply?	Outbuildings or fences which are not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
HO49	<i>"Jenkins Cottage"</i> 334 Mount Dandenong Road, Croydon	Yes	No	Yes	No	No	No	No
HO50	<i>Manna Gum Eucalyptus viminalis</i> Small reserve directly north of 2-4 New Street, Ringwood (Vic Roads land)	No	No	Yes	No	No	No	No
HO51	<i>Manna Gum Eucalyptus viminalis</i> South side of Mullum Mullum Creek, approximately 75 metres west north west of 2-4 New Street, Ringwood	No	No	Yes	No	No	No	No
HO52	<i>Lemon-scented Gum Corymbia citriodora</i> 45 Oliver Street, Ringwood	No	No	Yes	No	No	No	No
HO53	<i>House, formerly known as 'Pinemount'</i> 17-21 Panorama Avenue, Ringwood North	Yes	No	Yes	No	No	No	No
HO54	<i>Narrow-leaf Peppermint Tree Eucalyptus radiata</i> 59 Power Street, Croydon North	No	No	Yes	No	No	No	No
HO55	<i>Manna Gum Eucalyptus viminalis</i> 20 metres east of the eastern boundary of 125-127 Loughnan Road, Ringwood, North of Mullum Mullum Creek	No	No	Yes	No	No	No	No
HO56	<i>"Kleinert Homestead"</i> 4 Reilly Court, Croydon South	Yes	No	Yes	No	No	No	No
HO57	<i>Birribindi</i> 77 Richardson Road, Croydon North	Yes	No	Yes	No	No	No	No

AMENDMENT C128MARO

PS Map Ref	Heritage Place	External Paint Controls Apply?	Internal Alteration Controls Apply?	Tree Controls Apply?	Outbuildings or fences which are not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
HO58	<i>Manna Gum Eucalyptus viminalis</i> Reynolds Avenue Reserve, Reynolds Avenue, Ringwood, 29 metres east of the western end of by-pass acoustic wall, then 11 metres northern of by-pass acoustic wall	No	No	Yes	No	No	No	No
HO60	<i>Candlebark Eucalyptus viminalis</i> 4 Salvia Court, Warranwood	No	No	Yes	No	No	No	No
HO61	<i>Two Manna Gums Eucalyptus viminalis</i> Scott Street Reserve, Scott Street, 45 metres west of the pedestrian bridge, Heathmont (Council reserve)	No	No	Yes	No	No	No	No
HO62	<i>"Strathallyn"</i> 2B Strathallyn Road, Ringwood	Yes	No	Yes	No	No	No	No
HO63	<i>Manna Gum (Hybrid) Eucalyptus viminalis</i> Suda Avenue Reserve, Suda Avenue, Ringwood, southern end of reserve, 15 metres north west of drainage underpass.	No	No	Yes	No	No	No	No
HO64	<i>Silver-leafed Stringybark Eucalyptus cephalocarpa</i> 7-8 Tereddin Drive, part of Bungalook Conservation Reserve, 10 metres from the east boundary and approximately 130 metres from the south boundary, Kilsyth South.	No	No	Yes	No	No	No	No
HO65	<i>"Rothsaye"</i> 2 Unsworth Road, Ringwood North	Yes	No	Yes	No	No	No	No
HO67	<i>Wantirna Road North Precinct</i> 4, 6 & 8 Wantirna Road, Ringwood	Yes	No	Yes	No	No	No	No

AMENDMENT C128MARO

PS Map Ref	Heritage Place	External Paint Controls Apply?	Internal Alteration Controls Apply?	Tree Controls Apply?	Outbuildings or fences which are not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
HO68	<i>Wantirna Road South Precinct</i> 18, 20, 22 & 24 Wantirna Road, Ringwood	Yes	No	Yes	No	No	No	No
HO71	<i>St. Paul's Parish House, Former Glamorgan and St Paul's Anglican Church</i> 40 Warrandyte Road (Corner of Ringwood Bypass), Ringwood	Yes	No	Yes	No	No	No	No
HO72	<i>House</i> 10-12 Warrandyte Road, Ringwood	Yes	No	Yes	No	No	No	No
HO73	<i>House</i> 16 Warrandyte Road, Ringwood	Yes	No	No	No	No	No	No
HO74	<i>House</i> 18 Warrandyte Road, Ringwood	Yes	No	No	No	No	No	No
HO75	<i>House</i> 127 Warrandyte Road, Ringwood North	Yes	No	Yes	No	No	No	No
HO76	<i>Red Box Eucalyptus polyanthemos</i> Warranwood Reserve (top of hill), 75 Bemboka Road, 50 metres north of Kelly Court, Warranwood	No	No	Yes	No	No	No	No
HO77	<i>Lemon-scented Gum Corymbia citriodora</i> 8 Wattle Avenue, Ringwood	No	No	Yes	No	No	No	No
HO78	<i>Candlebark Eucalyptus rubida</i> 49 Wellington Park Drive, Warranwood	No	No	Yes	No	No	No	No
HO79	<i>Candlebark Eucalyptus rubida</i>	No	No	Yes	No	No	No	No

AMENDMENT C128MARO

PS Map Ref	Heritage Place	External Paint Controls Apply?	Internal Alteration Controls Apply?	Tree Controls Apply?	Outbuildings or fences which are not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	53 Wellington Park Drive, Warranwood							
HO80	<i>Nine English Oak Quercus robur</i> Wellington Park Reserve, 2-4 Wellington Park Drive and 6-8 Hutchins Court, Warranwood	No	No	Yes	No	No	No	No
HO82	<i>"Cherry Hill"</i> 19 Wonga Road, Ringwood North	Yes	No	Yes	No	No	No	No
HO83	<i>"Dunstaffnage"</i> 81 Wonga Road, Ringwood North	Yes	No	Yes	No	No	No	No
HO84	<i>"Chipping"</i> 16 Wonga Road, Ringwood	Yes	No	Yes	No	No	No	No
HO85	<i>"Banool"</i> 57-59 Wonga Road, Ringwood North	Yes	No	Yes	No	No	No	No
HO86	<i>"Silvern Birches"</i> 13 – 23 Hull Road, Croydon	Yes	No	Yes	No	No	No	No
HO87	<i>Messmate Stringybark Eucalyptus obliqua</i> 8 Yallambee Way, Croydon	No	No	Yes	No	No	No	No
HO89	<i>Patrick Hegarty House</i> 20 Byways Drive, Ringwood East	Yes	No	Yes	No	No	No	No
HO90	<i>Row of Cypress Cupressus macrocarpa</i> 2a Cameron Road (trees are on the San Remo Road frontage), Ringwood North	No	No	Yes	No	No	No	No

AMENDMENT C128MARO

PS Map Ref	Heritage Place	External Paint Controls Apply?	Internal Alteration Controls Apply?	Tree Controls Apply?	Outbuildings or fences which are not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
HO91	<i>Former Croydon Fire Station</i> 14 Croydon Road, Croydon	Yes	No	No	No	No	Yes	No
HO92	<i>War Memorial – World War I, World War II, Korea and Vietnam</i> Roundabout at Wicklow Avenue, Croydon Road, Kent Avenue and Railway Crescent, Croydon	No	No	No	No	No	No	No
HO93	<i>Rangeview</i> 130 Croydon Road, Croydon	Yes	No	Yes	No	No	No	No
HO94	<i>House</i> 141-143 Dorset Road, Croydon	Yes	No	Yes	No	No	No	No
HO95	<i>Tudor Lodge</i> 148-150 Dorset Road, Croydon	Yes	No	Yes	Yes	No	No	No
HO96	<i>House</i> 263 Dorset Road, Croydon	Yes	No	No	No	No	No	No
HO98 Interim control Expiry date: 31/07/2019	<i>Ellison Street, Ringwood Precinct</i> 4-18 Ellison Street Ringwood	No	No	No	No	No	No	No
HO99	<i>House</i> 6 Hill Street, Ringwood East	Yes	No	Yes	No	No	No	No
HO100	<i>The Oxford Shop, D & G Burns Chemist, Clip & Curl, The Craft Cubby, Castlefield, et al.</i>	Yes	No	No	No	No	Yes	No

AMENDMENT C128MARO

PS Map Ref	Heritage Place	External Paint Controls Apply?	Internal Alteration Controls Apply?	Tree Controls Apply?	Outbuildings or fences which are not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	161 Main Street, Croydon							
HO101	<i>House & Evan Mackley FineArtGallery</i> 5-7 Maroondah Highway, Ringwood	Yes	No	Yes	No	No	Yes	No
HO103	<i>Toll gate obelisk and plaque</i> Brushy Park, 435 Maroondah Highway, Croydon North	Yes	No	No	No	No	No	No
HO104	<i>William Barak memorial</i> Brushy Park, 435 Maroondah Highway, Croydon North	Yes	No	No	No	No	No	No
HO105	<i>Californian Bungalow</i> 149 Mount Dandenong Road, Croydon	Yes	No	No	No	No	No	No
HO106	<i>Streamlined Modern House</i> 153 Mount Dandenong Road, Croydon	Yes	No	Yes	No	No	No	No
HO107	<i>Costume Capers Dance Art</i> 197-207 Mount Dandenong Road, Croydon	Yes	No	No	No	No	Yes	No
HO108	<i>Croydon Entertainment Centre</i> 202-210 Mount Dandenong Road, Croydon	Yes	No	No	No	No	Yes	No
HO109	<i>Cupressus macrocarpa Monterey cypress windbreak at Croydon Oval</i> 217-283 Mount Dandenong Road, Croydon	No	No	Yes	No	No	No	No
HO110	<i>Mount Dandenong Road Precinct 1</i> 272 and 280 Mount Dandenong Road, Croydon	Yes	No	No	Yes	No	No	No
HO111	<i>Californian Bungalow</i>	Yes	No	No	No	No	No	No

AMENDMENT C128MARO

PS Map Ref	Heritage Place	External Paint Controls Apply?	Internal Alteration Controls Apply?	Tree Controls Apply?	Outbuildings or fences which are not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	298 Mount Dandenong Road, Croydon							
HO112	<i>Mount Dandenong Road Precinct 2</i> 313-315 & 317 Mount Dandenong Road, Croydon	Yes	No	No	No	No	No	No
HO113	<i>Californian Bungalow</i> 316 Mount Dandenong Road, Croydon	Yes	No	No	No	No	No	No
HO114	<i>Mount Dandenong Road Precinct 3</i> 327, 331 & 333 Mount Dandenong Road, Croydon	Yes	No	Yes	No	No	No	No
HO115	<i>Mount Dandenong Road Precinct 4</i> 340 & 342 Mount Dandenong Road, Croydon	Yes	No	No	No	No	No	No
HO116	<i>Dunalister Park</i> 36 Mulawa Street, Croydon	No	No	Yes	No	No	No	No
HO117	<i>Ringwood North Primary School</i> 172-180 Oban Road, Ringwood North	Yes	No	Yes	No	No	Yes	No
HO118	<i>Holy Trinity Anglican Church</i> 47 Patterson Street, Ringwood East	Yes	No	No	No	No	Yes	No
HO119	<i>Emery House</i> 50 Pine Crescent, Ringwood North	Yes	No	No	No	No	No	No
HO120	<i>Pitt Street Precinct</i> 20, 22 & 24 Pitt Street Pitt Street, Ringwood	Yes	No	Yes	No	No	No	No
HO121	<i>Former Ringwood Ambulance Depot</i> 28 Pitt Street, Ringwood	Yes	No	Yes	No	No	Yes	No

AMENDMENT C128MARO

PS Map Ref	Heritage Place	External Paint Controls Apply?	Internal Alteration Controls Apply?	Tree Controls Apply?	Outbuildings or fences which are not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
HO122	<i>LutherCollege</i> 1-37 Plymouth Road, Croydon Hills	No	No	No	No	No	Yes	No
HO123	<i>Orchard Remnants</i> Strathfield Parade, Croydon	No	No	Yes	No	No	No	No
HO124	<i>Taylors Road Precinct</i> 3 & 5 Taylors Road, Croydon	Yes	No	Yes	No	No	No	No
HO125	<i>Anglican Church of St John the Divine</i> 5-9 Toorak Avenue,	Yes	Yes	No	No	No	Yes	No
HO126	<i>Vernon Street Precinct</i> 1/13-15, 17, 18, 19, 21 & 23 Vernon Street, Croydon	Yes	No	Yes	No	No	No	No
HO127	<i>Coolangatta</i> 47 Warrandyte Road, Ringwood	Yes	No	Yes	No	No	No	No
HO128	<i>House</i> 49 Warrandyte Road, Ringwood	Yes	No	Yes	Yes	No	No	No
HO129	<i>Two semi-detached dwellings</i> 76 & 76A Warrandyte Road, Ringwood	Yes	No	Yes	Yes	No	No	No
HO130	<i>Three rows of Pinus Radiata Monterey Pines</i> 125A Warrandyte Road, Ringwood North	No	No	Yes	No	No	No	No
HO131	<i>Rosebank</i> 149-151 Warrandyte Road, Ringwood North	Yes	No	Yes	No	No	No	No
HO132	<i>Wilana Street Precinct</i>	Yes	No	No	No	No	No	No

AMENDMENT C128MARO

PS Map Ref	Heritage Place	External Paint Controls Apply?	Internal Alteration Controls Apply?	Tree Controls Apply?	Outbuildings or fences which are not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	10 & 12 Wilana Street, Ringwood							
HO133	Melbourne Rudolf Steiner School 213 Wonga Road, Warranwood	No	No	Yes	No	No	Yes	No
HO134	Former Sacred Heart Monastery (now Sacred Heart Parish complex) 35 Wicklow Avenue, Croydon	No	Yes - former Monastery chapel, including aisles, Parish offices, Hall, Dining Room, main and secondary stairwells, Meeting Rooms and Library.	Yes	Yes	No	Yes	No
HO135	Iron Gates, Fence, Driveway and Cypress plantings (former Sacred Heart Monastery, now Mingarra Retirement Living Village) 77-115 Mt Dandenong Road, Croydon	Yes	Yes	No	Yes	No	Yes	No
HO136	1 Aringa Court, Heathmont	No	No	No	No	No	No	No
HO137	House 14 Wonga Road, Ringwood	No	No	No	No	No	No	No

AMENDMENT C128MARO

PS Map Ref	Heritage Place	External Paint Controls Apply?	Internal Alteration Controls Apply?	Tree Controls Apply?	Outbuildings or fences which are not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
HO138	House 46-48 Dickasons Road, Heathmont	No	No	No	No	No	No	No
HO139	House 29 Bedford Road, Ringwood	No	No	No	No	No	No	No
HO140 Interim control Expiry date: 31/07/2019	Haig Street Precinct 2-34 & 3-31 Haig Street, Ringwood	No	No	No	No	No	No	No
HO141 Interim control Expiry date: 31/07/2019	Kendall Street Precinct 20-32 & 21-35 Kendall Street, Ringwood	No	No	No	No	No	No	No
HO142 Interim control Expiry date: 31/07/2019	House 5 Caroline Street, Ringwood	No	No	No	No	No	No	No
HO143 Interim control Expiry date: 31/07/2019	House and front fence 20 Caroline Street, Ringwood	No	No	No	Yes – brick and steel pipe front fence	No	No	No

AMENDMENT C128MARO

PS Map Ref	Heritage Place	External Paint Controls Apply?	Internal Alteration Controls Apply?	Tree Controls Apply?	Outbuildings or fences which are not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
HO144 Interim control Expiry date: 31/07/2019	<i>House and garage</i> 18 James Street, Ringwood	No	No	No	Yes – timber garage at rear of house	No	No	No
HO145 Interim control Expiry date: 31/07/2019	<i>House</i> 22 James Street, Ringwood	No	No	No	No	No	No	No
HO146	<i>Former 'Thaloo' house and mature specimen trees</i> 3-5 Wonga Road, Ringwood North Statement of Significance: Statement of Significance HO146, 3-5 Wonga Road, Ringwood North, 18 November 2019.	No	No	Yes- Deodar (Tree 14), Cork Oak (Tree 16), Coast Redwood (Tree 17)	No	No	No	No

Planning and Environment Act 1987

MAROONDAH PLANNING SCHEME

AMENDMENT C128 maro

INSTRUCTION SHEET

The planning authority for this amendment is the Maroondah City Council.

The Maroondah Planning Scheme is amended as follows:

Planning Scheme Maps

The Planning Scheme Maps are amended by a total of 1 attached map sheets.

Overlay Maps

1. Amend Planning Scheme Map No.1HO in the manner shown on the one attached map marked "Maroondah Planning Scheme, Amendment C128".

Planning Scheme Ordinance

The Planning Scheme Ordinance is amended as follows:

2. In Overlays – Clause 43.01, replace Schedule with a new Schedule in the form of the attached document.
3. In Operational Provisions – Clause 72.04, replace the Schedule with a new Schedule in the form of the attached document.

End of document

Council Plan 2017-2021

Priority Actions Progress Report



Progress report on priority actions (YEAR 3 : Q2 2019-20)
As at 31 December 2019

Introduction



The Council Plan 2017-2021 is Maroondah City Council's key medium-term strategic document that sets key directions and priority actions to work towards the long-term community vision outlined in *Maroondah 2040: Our future together*.

The Council Plan plays a vital role in shaping Maroondah's future over a four year period. It identifies both challenges and opportunities for our community at local and regional level within the context of the community's long term Maroondah 2040 vision. It also forms the basis for Council to make decisions regarding resources and priorities in response to community needs and aspirations.

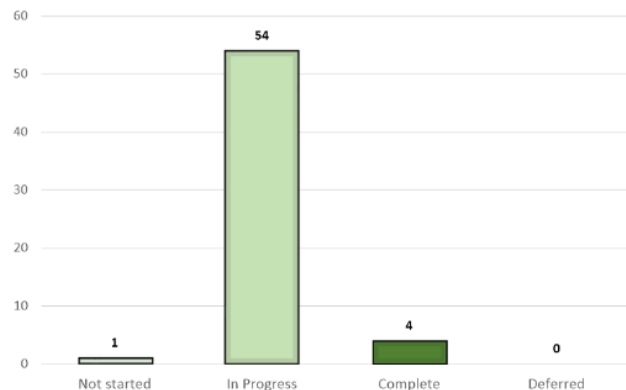
Each year, Council presents to the community an updated set of key directions and priority actions for implementing the four-year Council Plan. This helps to ensure that the Plan continues to be aligned with *Maroondah 2040: Our future together*, the community's long-term vision, and is responsive to community needs and expectations.

The Council Plan is implemented through a service delivery planning process, and outcomes are measured and reported regularly. This report identifies Council's progress in relation to the Council Plan Priority Actions for the 2019/20 financial year. Some actions span multiple years as identified in the Council Plan 2017-2021. Progress is identified as at **31 December 2019**.

The following status icons assist interpreting the progress in implementing the actions.:

- 😊 Priority action is currently on track and/or progressing as expected.
- 😞 Priority action is at risk of not being on track.
- 🚫 Priority action is currently not on track and/or not progressing as expected
- ✓ Priority action has been achieved
- ➡ Priority action has been deferred to another year

Summary of progress



	Overall	Corporate Services	Development & Amenity	Executive Office	Operations, Assets & Leisure	Strategy & Community
Not started	1	0	0	0	1	0
In Progress	54	5	15	2	13	19
Complete	4	2	0	0	0	2
Deferred	0	0	0	0	0	0
Total	59	7	15	2	14	21

Council Plan 2017-2021

Year 3: 2019-20 - Priority Actions



Maroondah 2040 Outcome	#	Council Plan Priority Action	Progress Comment	Project Status	On Track	Target completion	Directorate	Service Area	Responsible Manager
A safe, healthy and active community	1	Amend planning controls relating to alcohol density through participation in the South east Melbourne Councils Alliance (SEMCA) alcohol density project	In late June 2019, the Minister for Planning rejected the exhibition of the proposed group planning scheme amendment (GC88) to introduce a packaged liquor policy into the Maroondah Planning Scheme. This amendment was intended to provide participating Councils with planning tools to effectively manage applications for sale of packaged liquor, particularly in areas of high supply. In rejecting the proposal, the Minister commented that the planning scheme is not placed to respond to social impacts on alcohol consumption and alcohol related harm.	Complete	✓	2019-20	Strategy & Community	Integrated Planning	Grant Meyer
	2	Complete the \$3.5m Silcock Sporting Pavilion redevelopment in Croydon	The project is currently at the tender phase for construction services and construction commencement is scheduled for early 2020.	In Progress	😊	2020-21	Operations Infrastructure & Leisure	Assets	Steve McIntosh
	3	Complete the \$4.25m redevelopment of the HE Parker Sporting Pavilion	Construction has commenced and is scheduled to be completed in May 2020.	In Progress	😊	2019-20	Operations Infrastructure & Leisure	Assets	Steve McIntosh
	4	Complete the \$5m Springfield Sporting Pavilion redevelopment (subject to funding)	Detailed design has commenced and is expected to be completed in 2019/20 and construction is expected to commence in 2020/21.	In Progress	😊	2020-21	Operations Infrastructure & Leisure	Assets	Steve McIntosh
	5	Complete the Jubilee Sporting Precinct redevelopment	Design has commenced and it is anticipated that construction will commence in FY20-21.	In Progress	😊	2020-21	Operations Infrastructure & Leisure	Assets	Steve McIntosh
	6	Undertake sportsfield reconstruction works at Quambee Reserve No 1 oval in Ringwood North	Design works have been finalised, tender documents developed and advertised with the construction contract awarded in September. Works will commence on the oval in October. Works have commenced and include stripping top soil, realignment of the base and installation of the watering infrastructure.	In Progress	😊	2019-20	Operations Infrastructure & Leisure	Leisure	Tim Cocks
	7	Implement the changes that result from the reform of the Environment Protection Act	Submission provided to EPA on the Regulatory Impact Statement. Represented on working groups to implement changes. New legislation due to begin July 2020.	In Progress	😊	2019-20	Development & Amenity	Health Local Laws & Emergency Management	Kirsten Jenkins
	8	Complete the \$3.25m Proclamation Park Sporting Pavilion redevelopment	Design has commenced for the \$3.25m Proclamation Park Sporting Pavilion redevelopment. Construction is scheduled to commence mid-2020.	In Progress	😊	2020-21	Operations Infrastructure & Leisure	Assets	Steve McIntosh
	9	Undertake a review and develop a Physical Activity Strategy 2020-2024	Review will commence from January 2020 and development will commence July 2020.	Not Started	😊	2020-21	Operations Infrastructure & Leisure	Leisure	Tim Cocks
	10	Develop a new Municipal Emergency Management Plan considering changes to legislation and outcomes of Local Government Victoria's Councils and Emergencies project	A new draft MEMP plan has been developed. Community consultation occurred in November. Pre Audit meeting completed, in preparation for audit in March 2020. Legislation changes do not come into effect until December 2020. Outcomes from the second phase of the 'Councils and Emergencies Project' are expected in early 2020.	In Progress	😊	2020-21	Development & Amenity	Health Local Laws & Emergency Management	Kirsten Jenkins
	11	Complete the Dorset Recreation Reserve Redevelopment (subject to funding)	An enhancement plan is currently being developed for Dorset Recreation Reserve, including redevelopment of the existing pavilion.	In Progress	😊	2022-23	Operations Infrastructure & Leisure	Assets	Steve McIntosh
	12	Work with partners of Together for Equality and Respect (TFER): A Strategy to Prevent Violence Against Women in Melbourne East to prevent violence against women in Maroondah, including participation in the "16 days of activism" campaign	Council participated in the 16 Days of Activism campaign during November 2019. The campaign involved the placement of seven billboards in prominent locations around Maroondah with messages relating to violence against women and family violence.	In Progress	😊	2020-21	Strategy & Community	Integrated Planning	Grant Meyer
	13	Commence development of second Youth Strategy Action Plan 2019-2021	The consultation stage has been completed, and are currently moving into the action development phase. Aim is to have a draft action plan by end of the year.	In Progress	😊	2020-21	Strategy & Community	Community Services	Debra Styles

Council Plan 2017-2021

Year 3: 2019-20 - Priority Actions



Maroondah 2040 Outcome	#	Council Plan Priority Action	Progress Comment	Project Status	On Track	Target completion	Directorate	Service Area	Responsible Manager
A prosperous and learning community	14	Continue to develop Regional Service Partnerships such as procurement efficiencies, library services and advocacy	The Eastern Regional Group of Councils has sought to progress a range of joint advocacy initiatives on regional priorities. Some of these have included integrated planning for the built environment, regional collaboration on social issues, consideration of shared services and targeted joint procurement activities	In Progress	😊	2019-20	Strategy & Community	Integrated Planning	Grant Meyer
	15	Work in partnership to implement the Baywater / Bayswater North Industrial precinct strategy to assist local businesses and promote investment attraction	Work is progressing with Knox City Council and Yarra Ranges Shire Council on this long term project. The partnership has commenced work on how to bring about positive change to existing transport services. A second major project is underway that aims to improve connections between local businesses, their supply chains and potential employees utilising a mix of an online B2B platform and regular in person meetups.	In Progress	😊	2024-25	Strategy & Community	Business & Development	Chris Zidak
	16	Develop, promote and expand the BizHub Co-Working Space	The BizHub Coworking space currently has 95 members; comprising a mix of premium, resident and casual memberships. Plans are progressing to expand the space and improve the offering for local businesses. Current members are being surveyed to understand their on line and physical space needs. Members are currently offered an initial business health check as a component of their new membership with access to a business adviser as the need arises on a fee basis. The BizHub space continues to attract requests from others to learn from its successful operation.	In Progress	😊	2024-25	Strategy & Community	Business & Development	Chris Zidak
	17	Plan and implement carparking improvements in the Ringwood Metropolitan Activity Centre and the Croydon Activity Centre	A review of the Ringwood and Croydon Parking Strategies has commenced. It is expected that both strategy reviews will be completed by end of 2019. The Croydon multi-deck carpark project has commenced with a review of the carpark design concept as part of the project early planning phase.	In Progress	😊	2022-23	Development & Amenity	Engineering & Building Services	Andrew Taylor
	18	Work in partnership to facilitate appropriate development within the Ringwood Metropolitan Activity Centre and Croydon Major Activity Centre	Work has continued on improvements to the amenity of Maroondah Highway, through graffiti removal and a partnership approach between Council and property owners in Ringwood MAC. As part of Council's Public Art Program, a large artwork has been installed on the construction site hoarding at 125 Maroondah Highway. Complementing this significant public artwork is the Anthropocene Art Trail, created in November 2019. This innovative trail includes a number of previously graffitied signal boxes between ArtSpace at Realm and Maroondah Federation Estate that are now colourful works of art. To further investment in Croydon and Ringwood activity centres, discussions have been held with Swinburne University, Arndale Shopping Centre and two private developers to explore potential opportunities for partnerships and future development within Maroondah's activity centres.	In Progress	😊	2024-25	Strategy & Community	Business & Development	Chris Zidak
	19	Undertake a strategic review of shopping centres in Maroondah and develop a Community Shopping Centre Strategy	Work is progressing on a strategic review of Maroondah's neighbourhood and local shopping centres and mapping of the boundaries of each centre has now been completed. The focus of the first stage of this project is an audit of 31 centres and a review of future infrastructure requirements. This work is anticipated to be undertaken in early 2020.	In Progress	😊	2020-21	Strategy & Community	Business & Development	Chris Zidak
	20	Implement the Small Business Victoria Food Act reforms	Officers are participating in updates and consultation opportunities with DHHS regarding Food Act reforms. Council officers have also met with DELWP regarding the Better Approvals Project.	In Progress	😊	2020-21	Development & Amenity	Health Local Laws & Emergency Management	Kirsten Jenkins
	21	As part of the Croydon Community Precinct development, plan and deliver the Croydon library integrated Customer Service Project	Integration of Customer Service within the Croydon Library occurred in November 2019 and will serve as a working model in preparation for the new hub within the Croydon Community Precinct into the future	In Progress	😊	2020-21	Corporate Services	Revenue Property & Customer Service	Dale Muir

Council Plan 2017-2021

Year 3: 2019-20 - Priority Actions



Maroondah 2040 Outcome	#	Council Plan Priority Action	Progress Comment	Project Status	On Track	Target completion	Directorate	Service Area	Responsible Manager
A vibrant and culturally rich community	22	Commence development of an Arts and Cultural Development Strategy 2019-2023	A review of the Arts and Cultural Development Strategy 2014-2018 was undertaken in 2018 and the timeframe for the next Strategy adjusted to the 2020-2025 period. Community and stakeholder consultation has been undertaken and draft strategy approved for public exhibition commencing January 2020 with the new Strategy to be launched in early 2020.	In Progress	😊	2019-20	Strategy & Community	Community Services	Debra Styles
	23	Establish a new Arts Advisory Committee and implement new public art across Maroondah in accordance with Council's Public Art Policy	The Maroondah Arts Advisory Committee comprises three Councillors and seven industry representatives. Established in May 2018, the Committee meets quarterly and is currently contributing to the development of the Maroondah Arts and Cultural Development Strategy 2020-2025; directions for new Public Art commissions; and ideas for the growth and display of Council's Art Collection.	In progress	😊	2020-21	Strategy & Community	Community Services	Debra Styles
	24	Complete the \$15m Karralyka Centre redevelopment (subject to funding)	Design has commenced for the \$15m Karralyka redevelopment. Subject to funding it is anticipated that construction would commence in the 2022/23 financial year.	In Progress	😊	2022-23	Operations Infrastructure & Leisure	Assets	Steve McIntosh
	25	Further develop the programming and profile of the Ringwood Arts Precinct	The Ringwood Arts Precinct consists of a network of indoor and outdoor formal and informal facilities and sites. Current areas of focus include a guided Urban Art Tour including indoor and outdoor street art and public art works commissioned by QIC and Council. The tour has been developed in partnership with Eastland with first tours undertaken in December 2019. Other sites for arts development have included identified locations along Maroondah Highway in Ringwood, the first of which received public art treatment to address amenity and graffiti issues (Minna Leunig's painted mural 'The Anthropocene').	In Progress	😊	2019-20	Strategy & Community	Community Services	Debra Styles
A clean, green and sustainable community	26	Finalise the Maroondah Vegetation Review and prepare planning controls for inclusion in the Maroondah Planning Scheme	Council progressed development of the Maroondah Vegetation Review during 2018/19. Community consultation on a draft Vegetation Strategy has concluded with submissions reviewed and a report scheduled to be presented to Council in early 2020.	In Progress	😊	2019-20	Strategy & Community	Integrated Planning	Grant Meyer
	27	Work in partnership to undertake renewal works on the Mullum Mullum and Dandenong Creek shared trail	Design of the Mullum Mullum and Dandenong Creek shared trail renewal has commenced with construction anticipated for 2019/20 financial year. Mullum Mullum and Dandenong Creek shared trail renewal projects program update is as follows: Stage 1 Dandenong Creek completed last month; Stage 2 Dandenong Creek contract has been awarded, with works expected to commence in January 2020; Mullum Mullum Creek project planning underway to determine the project proceeds in 2019/20 year or is constructed in 2020/21 year	In Progress	😊	2020-21	Development & Amenity	Engineering & Building Services	Andrew Taylor
	28	Introduce an environmentally sustainable development policy into the Maroondah Planning Scheme	A draft local policy is currently under preparation with the intention to seek authorisation from Minister for Planning for public exhibition in 2020.	In Progress	😊	2020-21	Strategy & Community	Integrated Planning	Grant Meyer
	29	Tender and implement contracts for waste collection, landfill and the receipt and sorting of recyclables to meet community need and expectations across all waste streams as identified in the Waste Management Strategy 2019-2029	The first phase of strategy consultation has been completed and research is being undertaken which will inform the strategy action plan. The new contracts are being researched. A number of meetings and consultation with industry has been undertaken. The new strategy and contracts are still largely on hold until the State Government's new Circular Economy Policy is released to ensure the strategy and contracts align with the directions of this policy.	In Progress	😊	2021-22	Corporate Services	Finance & Governance	Tony Rocca
An accessible and connected community	30	Advocate to the Commonwealth and Victorian Government for provision of new and upgraded major transportation infrastructure in Maroondah; including freeway connections, upgrade to arterial roads and intersections and major public	Council has continued its advocacy campaign to State and Federal Members and Ministers for a range of key priority transportation projects.	In Progress	😊	2019-20	Executive Office	Communications & Engagement	Sherryn Dunshea

Council Plan 2017-2021

Year 3: 2019-20 - Priority Actions



Maroondah 2040 Outcome	#	Council Plan Priority Action	Progress Comment	Project Status	On Track	Target completion	Directorate	Service Area	Responsible Manager
An accessible and connected community	31	Accelerate Council's footpath construction program	The 2019/20 footpath construction program has been developed and comprises: Armstrong Road, Heathmont - shared path on west side of road; Barkly Street in Ringwood (between New Street and Maidstone Street); Macey Grove in Ringwood North (on both sides of the road); Rosebank Ave in Ringwood North (on both sides of the road i.e. Warrandyte Road to Through Street & Warrandyte Road to Macey Grove); Terrigal Close in Ringwood North on both sides (i.e. Oban Road to Lockhart Road & Oban Road to end of court bowl); Marwarra Street in Ringwood East; and Windsor Road in Croydon (between Hewish Road and Lacey Street). Footpath construction program update is as follows: Marwarra Street & Windsor Road completed; Terrigal Close footpath works underway - east side complete; all other footpath construction projects to commence in 2020 and be completed by end 2020/21 year.	In Progress	😊	2021-22	Development & Amenity	Engineering & Building Services	Andrew Taylor
	32	Implement the Maroondah Carparking Framework action plan	The review of the Ringwood and Croydon Parking Strategies has commenced. It's expected that both reviews will be completed by end of 2019. A review of the RMAC Parking Permit Policy is also currently underway and expected to be completed in 2020. A separate action to develop Parking Guidelines resources is complete and available on Council's website.	In Progress	😊	2021-22	Development & Amenity	Engineering & Building Services	Andrew Taylor
	33	Undertake the renewal of New Street in Ringwood, including flood mitigation works, between Maroondah Highway and Sylvia Grove	Project consultation on the New Street renewal and flood mitigation works is complete and the project is currently in the design phase. Design is expected to be completed by the end of 2019 with tender and award of the construction contract by June 2020. Construction of the works is expected to commence early in 2020/21 financial year. Design is progressing but has been delayed by three months due to complexity of design issues associated with the drainage component, and substantial increase to extent of road renewal works required.	In Progress	😊	2019-20 & 2020-21	Development & Amenity	Engineering & Building Services	Andrew Taylor
An attractive, thriving and well built community	34	Undertake a municipal wide review of Council's neighbourhood character and heritage controls	Community consultation on the draft recommendations report for Neighbourhood Character has been completed and submissions are being reviewed with a view to a report to Council being prepared in early 2020. Heritage controls for the Jubilee Park Precinct (Amendment C116) were considered by an independent Planning Panel and then adopted by Council in November 2019 and subsequently sent to the Minister for Planning for final approval.	In Progress	😊	2019-20	Strategy & Community	Integrated Planning	Grant Meyer
	35	Complete the Lincoln Road upgrade, east of Dorset Road, Croydon	Stage 1 works (from Hull Road to Dornoch Court) have been completed. Stage 2 works (Dornoch Court to Dorset Road) are programmed for the current 2019/20 financial year. It is expected that the tender will be awarded by the end of 2019 with construction to commence in early 2020. Tender awarded at the November Council meeting with works to commence January 2020. Construction is estimated to take eight months to complete (approx. August 2020 completion).	In Progress	😊	2021-22	Development & Amenity	Engineering & Building Services	Andrew Taylor
	36	Work in partnership to implement the Greening the Greyfields Project to facilitate a sustainable approach to urban redevelopment in identified residential precincts	In mid 2019 Council submitted a request to the Minister for Planning to exhibit two associated planning scheme amendments associated with the project. Council is awaiting a response to this request prior to placing both amendments on public exhibition.	In Progress	😊	2021-22	Strategy & Community	Integrated Planning	Grant Meyer
	37	Develop and implement the Flood Mapping Communications Plan	A flood mapping communication plan is currently under development.	In Progress	😊	2020-21	Development & Amenity	Engineering & Building Services	Andrew Taylor
	38	Develop and commence implementation of priority open space and public realm enhancement plans	Enhancement Plans are currently being developed for Eastfield Park, Dorset Recreation Reserve & Ainslie Park Reserve.	In Progress	😊	2020-21	Operations Infrastructure & Leisure	Assets	Steve McIntosh

Council Plan 2017-2021

Year 3: 2019-20 - Priority Actions



Maroondah 2040 Outcome	#	Council Plan Priority Action	Progress Comment	Project Status	On Track	Target completion	Directorate	Service Area	Responsible Manager
An attractive, thriving and well built community	39	Implement the new Ringwood Activity Centre Masterplan into planning processes	In December 2019 Council received authorisation from the Minister for Planning to commence public exhibition of the Planning Scheme Amendment (C130). This is scheduled to commence in January/February 2020.	In Progress	😊	2020-21	Strategy & Community	Integrated Planning	Grant Meyer
	40	Continue the upgrade of drainage including flood mitigation works in the Scenic Avenue catchment in Ringwood East	Design of the next stage of the Scenic Avenue is underway and expected to be completed in the 2019/20 financial year. Construction of the next stage is programmed for the 2020/21 financial year.	In Progress	😊	2019-20 & 2020-21	Development & Amenity	Engineering & Building Services	Andrew Taylor
	41	Work in partnership to develop flood mitigation solutions for the central Croydon area	Development of flood mitigation solutions for the Croydon Activity Centre is underway and will be completed in the 2019/20 financial year.	In Progress	😊	2019-20	Development & Amenity	Engineering & Building Services	Andrew Taylor
	42	Accelerate Council's drainage improvement program	The 2019/20 drainage improvement program has been developed. The works program with a total value of \$2.56 million) comprises: Landau Drive Waterway Rectification & Bank Stabilisation; drainage improvement works in Hender Street, Ringwood East; easement drainage construction in Todd Court, Croydon; easement drainage upgrades in Vine Street, Ringwood; Stage 1 flood mitigation construction works in the Sherbrook Catchment, Ringwood; flood mitigation works design in New Street, Ringwood; and implementation of a drainage relining program. Drainage project program update is as follows: Hender St complete; Vine Street and Sherbrook Catchment Stage 1 to commence in early 2020; Landau Drive, Todd Court relining works to be completed by mid-2020; New Street to commence mid 2020.	In Progress	😊	2020-21	Development & Amenity	Engineering & Building Services	Andrew Taylor
	43	Commence preparation of a new Croydon Structure Plan	Background research into the issues affecting Croydon Major Activity Centre is well underway with a range of technical experts appointed. A draft Plan is expected to be completed by mid 2020.	In Progress	😊	2020-21	Strategy & Community	Integrated Planning	Grant Meyer
	44	Commence the Croydon Community Precinct development (subject to funding)	Discussions have been held with the current user groups and stakeholders with regards to transition moves. Broader community consultation has commenced and will include Maroondah Festival (Café Consult) as the project launch to the community with a draft masterplan presented for comment.	In Progress	😊	2021-22	Operations Infrastructure & Leisure	Assets	Steve McIntosh
	45	Work in partnership to implement the Tarralla Creek Connects project	Council is working in partnership with Melbourne Water, Yarra Valley Water and DELWP on the project design and construction delivery. Staging and timing of the project construction is being determined based on available funding. Design development in partnership with Melbourne Water is progressing.	In Progress	😊	2021-22	Development & Amenity	Engineering & Building Services	Andrew Taylor
An inclusive and diverse community	46	Continue implementation of the Corporate Volunteering Program that recruits, promotes and manage volunteers who support the provision of services and community activities	Council's corporate volunteering program has been implemented and forms a component of Council's broader volunteering program that continues to deliver positive outcomes to the Maroondah community, while simultaneously fostering community spirit and social cohesion.	Complete	✅	2019-20	Corporate Services	Workplace People & Culture	Stephen Bishop
	47	Investigate and implement additional female changing facilities at local sporting venues	A number of projects to provide additional female changing facilities have been identified and are listed: HE Parker Pavilion in Heathmont - works scheduled commence in September 2019; Quambee Pavilion in Waranwood - works commenced October 2019; Griff Hunt Pavilion in Croydon North - works delayed until mid-2020; Cheong Pavilion in Croydon South - design works will commence later this financial year; Ainslie Pavilion in Croydon - design works will commence later this financial year; Proclamation Pavilion in Ringwood - design works will commence later this financial year; and Springfield Pavilion in Croydon - design works will commence later this financial year.	In Progress	😊	2022-23	Operations Infrastructure & Leisure	Leisure	Tim Cocks

Council Plan 2017-2021

Year 3: 2019-20 - Priority Actions



Maroondah 2040 Outcome	#	Council Plan Priority Action	Progress Comment	Project Status	On Track	Target completion	Directorate	Service Area	Responsible Manager
An inclusive and diverse community	48	Develop and commence implementation of a new Disability Policy and Action Plan	Council adopted a new Disability Policy and Action Plan 2019-2021 in April 2019. The Plan incorporates a range of initiatives across the breadth of Council operations to remove barriers to discrimination and meet the legislative obligations for people with disabilities, their families and carers. A range of actions will be undertaken by Council service areas during Year 2 of the Plan across themes of social and economic inclusion, services and information, design, infrastructure and transport, and advocacy and leadership.	In Progress	😊	2020-21	Strategy & Community	Integrated Planning	Grant Meyer
	49	Commence development of an Active and Healthy Ageing Strategy 2020-2024	The current Active & Health Ageing Initiative 2015-2020 is currently being reviewed with new strategy to be completed in 2020. Internal consultation has commenced with extensive community consultation to commence in November 2019.	In Progress	😊	2019-20	Strategy & Community	Community Services	Debra Styles
	50	Commence development of a Children and Families Strategy	Consultation has now concluded with over 5,000 input points. This consultation will inform both Council's new Children & Families Strategy and Action Plan, and the new Action Plan for Council's existing Youth Strategy.	Complete	✓	2020-21	Strategy & Community	Community Services	Debra Styles
A well governed and empowered community	51	Progress Council's digital transformation that enables innovation and improved Customer Service delivery models including access to information, engagement and online payments	Council's digital services transformation is driven by three key business drivers: (1) the Realm Extension project, (2) the Operations Centre redevelopment, and (3) the associated mobilisation and transition arrangements. A broad range of projects are currently in progress to support the sustainable delivery of these outcomes. A key scope of work recently completed is the development and adoption of a new IT Strategy that will underpin Council's core service delivery to the community and ensure future initiatives are closely aligned with the organisations identified objectives. One key initiative currently being finalised is the implementation of an industry and sector wide best practice approach to mobilising Council's workforce. This initiative builds upon foundational work completed over the previous eighteen months and delivers the necessary mobile data and carriage services required to support and increase the productivity of all Council employees.	In Progress	😊	2023-24	Corporate Services	Information Technology	Les Schneider
	52	Update Council's administrative facilities	These projects are currently in progress. The Operations Centre Administration building is scheduled for completion in December 2019 and Realm Extension is scheduled for completion in mid-2020.	In Progress	😊	2019-20	Operations Infrastructure & Leisure	Assets	Steve McIntosh
	53	Engage the community in undertaking an interim review of Maroondah 2040: Our future together	Council is currently undertaking an interim review of Maroondah 2040: Our future together. Following background research and community engagement undertaken in 2018/19, Council has worked with a range of stakeholder groups to refine policy directions and future priorities. A broad stakeholder workshop closed this phase in November 2019 with over 70 community members involved. The refreshed Maroondah 2040 Community Vision is currently being prepared, with public exhibition scheduled for April 2019.	In Progress	😊	2019-20	Strategy & Community	Integrated Planning	Grant Meyer
	54	Participate in an Electoral Representation Review as mandated by State Government in the leadup to the 2020 Local Government elections	Review completed by VEC. VEC's Final Report is awaiting Ministerial approval.	Completed	✓	2019-20	Corporate Services	Finance & Governance	Tony Rocca
	55	Undertake a review of Council's Community Engagement Policy	Initial community consultation was undertaken in November 2019 at Maroondah Festival (Café Consult). Internal consultation will be undertaken in early 2020, prior to further community engagement.	In Progress	😊	2019-20	Executive Office	Communications & Engagement	Sherryn Dunshea
	56	Develop a new Customer Service Strategy that will continue to advance Council's commitment to be highly responsive and customer focused	Development of this Strategy is scheduled to commence in the mid-late 2020.	In Progress	😊	2020-21	Corporate Services	Revenue Property & Customer Service	Dale Muir

Council Plan 2017-2021

Year 3: 2019-20 - Priority Actions



Maroondah 2040 Outcome	#	Council Plan Priority Action	Progress Comment	Project Status	On Track	Target completion	Directorate	Service Area	Responsible Manager
A well governed and empowered community	57	Review the current use of CCTV for its effectiveness in controlling waste dumping	Council is currently undertaking a review of the effectiveness of current CCTV technology and investigating newer technology.	In Progress	😊	2020-21	Development & Amenity	Health Local Laws & Emergency Management	Kirsten Jenkins
	58	Develop and implement the Workforce People and Culture Plan 2021-2025 that provides a road map for the development, implementation, review and measurement of services, activities and systems that enable the organisation to deliver exceptional results	Work has commenced on the overarching themes for the 2021-2025 workplace people and culture plan. Further development is underway and additional internal management consultation will occur before the overall plan is finalised and more detailed annual action plans are developed as the basis for prioritising activities in order to optimise organisational outcomes	In Progress	😊	2024-25	Corporate Services	Workplace People & Culture	Stephen Bishop
	59	Advocate for Maroondah to become a "Smart City"	The term 'smart cities' has emerged in recent years to describe the transformative effect modern technology is having on the way urban infrastructure is used, operated and managed. For Maroondah, public lighting has the potential to be both directly enhanced by smart city technology as well as playing a central role in a broader smart city network. Council's Public Lighting Policy and Action Plan was adopted in August 2019. The policy and action plan identify the need for installation of lighting assets that enable Smart Cities capabilities such as monitoring, control and broader network linkages. Public Lighting Policy Action Plan items currently being programmed. Key Action plan items to commence in 2019/20 year and carry over into following years.	In Progress	😊	2022-23	Operations Infrastructure & Leisure	Engineering & Building Services	Andrew Taylor



MUNICIPAL EMERGENCY MANAGEMENT PLAN 2020 - 2023

Disclaimer:

No reader should act on the basis of any matter contained in this publication without appreciating that it may be the subject of amendment or revocation from time to time without notice.

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PART 1. INTRODUCTION

Emergency management contributes to community safety through the reduction of the impact of emergency related events. The Maroondah Emergency Management Plan ("Plan") has been developed to assist the community to prepare for, respond to, and recover from emergency events. This Plan is consistent with State and regional emergency management objectives. Maroondah City Council works collaboratively with emergency services, agencies, departments, industry, businesses, communities, all levels of government and neighbouring local government areas ensure outcomes are meaningful and community-focused.

This Plan has been developed by members of the Maroondah Municipal Emergency Management Planning Committee (MEMPC) in accordance with the requirements of *Part 4* of the *Emergency Management Act 1986*¹ and 2013 detailed in the Emergency Management Manual Victoria (EMMV).

1.1 MUNICIPAL ENDORSEMENT

This plan has been produced by and with the authority of Maroondah City Council pursuant to Section 20(1) of the *Emergency Management Act 1986*¹.

Maroondah City Council understands and accepts its roles and responsibilities as described in Part 4 of the *Emergency Management Act 1986*.

This Plan addresses the prevention of, response to and recovery from emergencies within Maroondah. It is the result of the cooperative efforts of the Municipal Emergency Management Planning Committee (MEMPC) and incorporated audit advice from Victoria State Emergency Service.

This Plan is a result of the co-operative efforts of the Municipal Emergency Management Planning Committee after consultation with those agencies and organisations identified therein.

This Plan was endorsed by the Municipal Emergency Management Planning Committee on..... and has been adopted by Council at their meeting on.....

Signed: _____
SIGNATURE ON FILE

Date: _____

Steve Kozlowski
CEO, Maroondah City Council

Signed: _____
SIGNATURE ON FILE

Date: _____

Kirsten Jenkins
Chair, Municipal Emergency Management Planning Committee

¹ Both the *Emergency Management Act 1986* and the *Emergency Management Act 2013* are to be read and construed as one Act, until such time as the *1986 Act* is repealed.

1.2 STATEMENT OF AUDIT

DRAFT

1.3 AIM

The aim of this Plan is to detail the agreed arrangements for the prevention of, the response to and the recovery from emergencies that could occur in the municipality of Maroondah as identified in Part 4 of the [Emergency Management Act, 1986](#) and [EMMV Part 6](#).

1.4 OBJECTIVES

The broad objectives of this Plan are to:

- Implement measures to prevent or reduce the causes and/or effects of emergencies.
- Manage arrangements for the use and implementation of municipal resources in response to emergencies.
- Manage support that may be provided to or from adjoining municipalities.
- Assist the affected communities to recover following an emergency.
- Complement other Local, Regional and State planning arrangements.

1.5 ACTIVATION OF PLAN

In the event of an emergency within the City of Maroondah the Municipal Emergency Management Plan will be activated in consultation with the Officer in Charge at Ringwood Police Station (Municipal Emergency Response Coordinator), the Municipal Resource Officer (MERO) or deputies and the Municipal Recovery Manager (MRM) or deputies.

PART 2. BACKGROUND

2.1 CONTEXT

This Plan, prepared by the Maroondah Municipal Emergency Management Planning Committee (MEMPC), reflects the shared responsibilities of government, emergency management agencies and communities for the actions they will take to prepare for, respond to and recover from emergencies. It is important for community resilience that community, emergency services and relief and recovery agencies work together. The contents of this plan represent an integrated approach to managing all types of emergencies in Maroondah.

This Plan is the overarching document for the management of emergencies in the Maroondah municipal area. This Plan is supported by a range of hazard plans as determined by a risk identification process and a number of response-based plans to ensure smooth coordination of service delivery in emergencies.

Emergency management agencies, departments, industries, businesses, schools, groups, families and individuals should have their own plans, procedures and guidelines that support their planning and decision-making processes before during and after emergencies.

This Plan is supported by a variety of information, including:

- Management arrangements that contain general information about emergency planning, response and recovery arrangements, and roles and responsibilities of people and organisations involved in emergency management.
- Sub Plans, including hazard specific sub plans and Standard Operating Procedures (SOP) which are to be used during actual emergency events and are designed to be used as standalone operational documents.
- Appendices that contain ancillary information including a contact directory that lists contact details for all persons and organisations that have a role in this plan, administration details and a glossary.

2.2 AREA CHARACTERISTICS

The City of Maroondah is located in the middle of the outer eastern region of metropolitan Melbourne. The City of Maroondah includes the suburbs of Bayswater North, Croydon, Croydon Hills, Croydon North, Croydon South, Heathmont, Kilsyth South, Ringwood, Ringwood East, Ringwood North and Waranwood with more than 117,00 residents living in 11 suburbs. Maroondah is an Aboriginal word meaning "leaf".

2.2.1 Municipal location map



2.2.2 Topography

The City of Maroondah is a predominantly residential area, with some commercial, industrial and semi-rural areas and substantial parklands. Maroondah has the strategic advantage of being located at the north-eastern junction of the Eastern Freeway-East Link corridor. There are two train lines and a large number of bus routes linking the City to other regions. The City of Maroondah covers a land area of 61.4 square kilometres in Melbourne's outer east, 22 kilometres from the central business district. There are three main waterways that flow through Maroondah - Brushy Creek along the north eastern boundary, Mullum Mullum Creek in the west and Dandenong Creek along the southern boundary.

The City of Maroondah hosts a regional health precinct including a major public hospital and a large private hospital, educational facilities that cater from early childhood learning to tertiary level, two libraries, arts and cultural centres, an art gallery and a range of community centres. Maroondah is also home to a range of world-class sporting facilities including Aquanation, a regional recreation and leisure facility incorporating the State Diving Centre.

Further information can be found on [Maroondah's website](#).

2.2.3 Demography

The population of Maroondah is 117,498 as at 20 June 2018, an increase of 1,177 persons compared with the previous year. In summary, between 2011 and 2016 census the largest changes in were:

Age structure - Service age groups export reset

City of Maroondah - Total persons (Usual residence)		2016			2011			Change
Service age group (years)		Number	%	Greater Melbourne %	Number	%	Greater Melbourne %	2011 to 2016
a Babies and pre-schoolers (0 to 4)		7,334	6.6	6.4	6,748	6.5	6.5	+586
a Primary schoolers (5 to 11)		9,492	8.6	8.5	8,847	8.5	8.4	+645
a Secondary schoolers (12 to 17)		7,717	7.0	6.7	7,945	7.7	7.3	-228
a Tertiary education and independence (18 to 24)		9,353	8.5	10.0	9,355	9.0	10.1	-2
a Young workforce (25 to 34)		15,284	13.8	16.3	14,019	13.5	15.4	+1,265
a Parents and homebuilders (35 to 49)		23,322	21.1	21.1	22,742	21.9	22.0	+580
a Older workers and pre-retirees (50 to 59)		14,162	12.8	11.9	13,061	12.6	12.1	+1,101
a Empty nesters and retirees (60 to 69)		11,369	10.3	9.3	10,273	9.9	9.0	+1,096
a Seniors (70 to 84)		9,695	8.8	7.7	8,477	8.2	7.4	+1,218
a Elderly aged (85 and over)		2,647	2.4	2.0	2,370	2.3	1.8	+277
Total		110,375	100.0	100.0	103,837	100.0	100.0	+6,538

Source: Australian Bureau of Statistics, [Census of Population and Housing 2011 and 2016](#). Compiled and presented by [.id](#), the population experts.

At the time of the 2016 census, the medium age of residents is 38, with 48.4% males and 51.9% females.

Culturally and Linguistically Diverse (CALD) communities.

As the 2016 census, Maroondah has a culturally diverse population with 23.1% overseas born people living in Maroondah born overseas with 17% of our residents speak a language at home other than English.

- 4.9% born in China
- 2.7% born in India
- 1.6% born in Burma
- 1.2% born in New Zealand
- 0.9% born in Malaysia
- 0.7% born in South Africa
- 0.6% born in German and Sri Lanka
- 0.5% born in Netherlands

For further demographic information can be found on [Councils website](#) or [Profile ID](#)

2.2.4 Vulnerable Persons

Within the Maroondah municipal area there are several vulnerable groups:

- **Lower socio economic groups.** In 2016, Maroondah scored 1,045 on the SEIFA index of disadvantage.
- **Senior citizens and residential care facilities.** There are 11 residential aged care facilities and a further 7 supported residential service facilities within the Maroondah municipal area, there are also a number of older person independent living complexes and retirement villages. An emerging trend is for older people to remain living in their own homes and have care services delivered at home.
- **Hospitals.** There are two hospitals within the Maroondah municipal area, one public (Maroondah Hospital) and one private (Ringwood Private Hospital).

- **Children and young people.** Nearly 17,000 children in the area are under 11. There are 26 schools in the Maroondah municipal area, both public and private, one specialist school and one tertiary institution.
- **Special assistance.** In the 2016 census there were 5,482 people with a need for assistance living in Maroondah. These were defined as people who need assistance in their day to day lives with any or all of the following activities; self-care, body movements or communication.

Vulnerable Persons Register (VPR)

The VPR was developed and implemented based on a recommendation from the Black Saturday Bushfire Royal Commission. The VPR is managed by DHHS and hosted in Councils emergency operating system Crisisworks. Residents clients are added or removed from the register based on an assessment by a funded agency. The agency will assess clients based on a defined criterion and add them to the register if eligible. The register is designed to have only the most extreme vulnerable listed so generally each council will have less than 10 people listed. Council acts as the VPR coordinator and manages agency users, not vulnerable people.

During an emergency, the Police have access to the Register and can make a decision as to whether they will try to evacuate a person during an emergency. Each person is advised before being put on the register that there is no guarantee they will be evacuated during an emergency.

Vulnerable Facilities List

The Vulnerable Facilities List is maintained by Maroondah City Council and identifies buildings where people are likely to be situated including aged care facilities, hospitals, schools, disability group homes and child care centres. This list is reviewed and updated annually. A copy is kept by Victoria Police and available on Councils emergency operating system [Crisisworks](#) and Councils EClip (SF11/305).

2.3 COUNCIL DATA AND INFORMATION

Council has a variety of asset and property information as identified below. The below systems would be used to ascertain critical data in an event of an emergency.

2.3.1 Council Asset Registers (IPS & GIS)

Maroondah City Council uses IPS to record asset related information that Council manages and or owns in a centralised asset register. Council currently records a wide variety of assets inclusive of but not limited to buildings, roads, footpaths, storm water drainage, reserves, parks and road inventory assets of which varying levels of information is recorded such as ownership, maintenance and management responsibilities, dimensions, material and asset descriptions for example.

In addition to the asset registers, Council has spatial representation of these assets as points, lines or polygons depending on the type of asset. This information is available through the corporate GIS viewer IntraMaps which has linkages to IPS to display the respective asset information within this system for the selected asset. Basic asset register information is generally shown in IntraMaps however the user can open the asset in IPS to view additional details as to the condition, inspection records and historic works undertaken against that asset. In an emergency situation IntraMaps and IPS can be accessed remotely via a Citrix connection and utilised on a variety of devices (PC, tablet or mobile). Contact should be made with the Manager Assets to initiate discussion and access to more detailed information as required.

2.3.2 Council Property Registers and Database (Pathway & GIS)

Maroondah City Council uses Pathway to record private assets and property owner information. The database also allows recording of customer service requests property information, revenue, and regulatory management such as planning and building permits. The information is available through the corporate GIS viewer IntraMaps which has link to Pathway to display the property information within this system for the selected property.

In an emergency IntraMaps and Pathway can be accessed remotely via a Citrix connection and utilised on a variety of devices (PC, tablet or mobile). These systems will be used for reconciling emergency impact information and planning for response and recovery, including communicating with those in the affected area.

2.3.3 Drainage Information

In recent times, the City of Maroondah has experienced several intense major storm events, which caused localised flooding in parts of Croydon and Bayswater North. As a result of these significant storms, Council initiated a flood modelling study of the entire municipality. This has been recently completed and with this information, Council has identified where the critical areas of inundation are in Maroondah and where the development of works are needed to address these issues.

2.4 HISTORY OF EMERGENCIES

Bushfires

Over the years there have been many threats of bushfire to the municipality.

January 1913 - a fire burnt between Warrandyte and Ringwood and several houses were damaged.

1927 - bushfires crossed Maroondah Highway and threatened homes on the southern side of the highway down to the railway line, Croydon.

1962 - fires that circled around Croydon and Ringwood townships. To our knowledge there was no reported damage to buildings during this fire.

November 1967 to March 1968 - there were major fires through the State. Bushfires encircled Croydon and Ringwood.

February 2009 - bushfires impacted many areas of Victoria resulting in many lives lost. Maroondah, though not affected directly by the fires did provide resources to Councils affected.

Storm Events

Typically, the City of Maroondah would expect to be impacted by 2 large storm events per year. These storms generally result in flash flooding, wind and hail damage, and quite often a combination of three. Below is a summary of notable major storms and the resulting impact to the City of Maroondah.

Flooding

1972 - Brushy Creek in Croydon North flooded and it was recorded that during heavy rainfall, water was nearly two feet deep. Council took steps to overcome this problem by effecting major works on the culvert.

1975 - this area was again subject to flooding and Council received a grant for a flood mitigation scheme, which included a nine-foot barrel culvert beneath Maroondah Highway and a retarding basin upstream of the Highway. The problem was alleviated after these works were completed.

November 2004 - storms resulting in major flooding and tree damage to all areas of Maroondah.

1 December 2010, 4 February 2011 and 9 November 2011 - Maroondah experienced significant flash flooding throughout many areas of the municipality. The heaviest impact occurred around Civic Square in Croydon with several properties significantly inundated. Subsequent flood mitigation works in the precinct have provided protection to residential properties from above floor level flooding.

29 December 2016 - A major storm on the afternoon of caused widespread flash flooding through Maroondah and most of metropolitan Melbourne.

Wind/Hail

1982 - an unusual weather pattern caused severe winds and a hailstorm to batter parts of Ringwood, Croydon and Mooroolbark. Extensive damage was caused to property, including damage to Council buildings; private homes, buildings and left many trees uprooted.

1998 - A mini cyclone/windstorm around the Liverpool Road area caused damage to street trees and houses. Damage also included road closures and loss of power to many households in the area.

2 & 3 February 2005 - most of the Melbourne area sustained extensive damage to property and infrastructure as a result of a severe storm with rainfall exceeding 130mm along with strong winds.

27 January 2006 - Maroondah experienced another severe storm, with reports of a mini tornado at Gracedale Park, Ringwood East.

6 & 7 March 2010 - a severe hail event impacted Victoria on causing widespread damage to much of metropolitan Melbourne. As this occurred on Labour Day long-weekend, a large number of people were not home at the time and returned to their properties to find them significantly damaged from not just the hail storm but also the significant rain event that followed the hail.

17 October 2013 - a mini wind storm on caused extensive tree damage and damage to property in parts of Maroondah.

21 August, 2009, 5 February and 5 September 2012, 8 September 2014 - similar storms also occurred.

Heatwaves

27 – 31 January 2009 - The Victorian Heatwave in January 2009 was a period during which the state experienced the most extreme temperatures. Over the 5 days, maximum temperatures were 12 to 15 degrees above normal over much of Victoria with an additional 374 deaths recorded compared to the previous years. During this period, it was necessary for Council to activate the Business Continuity Plans across service delivery areas.

January 2014 - there was 5 consecutive days above 40 degrees resulting in Council activating its heatwave plan and emergency management staff placed on standby for severe fire danger.

PART 3. PLANNING ARRANGEMENTS

This section details the planning arrangements for the management of emergencies which affect the community of the Maroondah municipal area.

This section identifies specific emergency management roles and responsibilities. All emergency positions and arrangements are put in place to meet the needs of an emergency affected community, with some of these positions required under the *Emergency Management Act 1986*.

3.1 MUNICIPAL EMERGENCY MANAGEMENT PLANNING COMMITTEE (MEMPC)

This Committee is formed under Section 21 (3) and (4) of the *Emergency Management Act 1986*, to formulate a plan for the Council's consideration in relation to the prevention of, response to and the recovery from emergencies within the municipality of Maroondah.

3.1.1 Terms of Reference

The Terms of Reference for the Municipal Emergency Management Planning Committee were endorsed on 15 November 2018. The purpose of the Committee is outlined under Section 3.1 of this Plan. A copy is located in EClip (SF10/295).

3.1.2 Membership of the Committee

The Committee consists of:

Maroondah Council members	Response and recovery agencies/organisations	Local businesses/community representatives
Municipal Emergency Manager (Chairperson)	Victoria Police - Municipal Emergency Response Coordinator (MERC)	Eastlink
Emergency Management Officer	Country Fire Authority(CFA)	Eastland
Municipal Emergency Resource Officer (MERO)	Department Health & Human Services	Eastern FM 98.1
Municipal Fire Prevention Officer (MFPO)	Department of Education and Training	Centrelink
Municipal Recovery Manager (MRM)	Ambulance Victoria	Maroondah Hospital
Communications and Engagement	Victoria State Emergency Service	
Risk, Information and Integrity	Red Cross	
Community Health	Department of Defence	
Community Development	Yarra Valley Water	
	Metro Trains	
	St John Ambulance	
	VicRoads	
	Metropolitan Fire Brigade (MFB)	

Membership of the Committee can be reviewed at any MEMPC meeting. New members may be invited dependant on changes in legislation, changes of agency contact person, risk identification or interest from a new agency/ community group.

A full list of MEMPC members can be found within the MEMPC Contact Directory which is an appendix to this plan and available on Councils emergency management operating system [Crisisworks](#).

3.1.3 Meeting frequency

The Maroondah MEMPC meetings are held quarterly (February, May, August and November). Should a significant incident occur within the municipality, the Committee will call an extraordinary meeting to discuss, review and evaluate the response to the event. A risk assessment will be undertaken to review key priorities of emergency management planning. Legislative or policy changes impacting local governments' response to emergency management operations may also generate the need for an extraordinary meeting. Out of session communication may also be distributed via email.

3.1.4 Special Sub Committees

The MEMPC may form, or contribute to, special sub committees to plan for the management of hazard specific identified risks or functions which require an additional level of planning. Examples of these include: Municipal Fire Management, Flood and Storms, Risk Management and Municipal Relief and Recovery.

3.2 MAINTENANCE OF THE MUNICIPAL EMERGENCY MANAGEMENT PLAN

The content of this Plan is reviewed annually or after an organisational or legislative change or after an emergency on the direction of the Municipal Emergency Manager (MEM). The MEM, with support from the Executive Officer, is responsible for the ongoing maintenance of the plan, the updating of information and the distribution to MEMPC members. The Plan is required to be signed off by the MEMPC after consultation and agreement.

The MEMPC will consider elements of the plan that require testing or exercising annually. This includes conducting one exercise per year which could include participation in regional exercises and when invited, participation in other neighbouring Councils or agency exercises. Any procedural anomalies or shortfalls encountered are addressed and rectified and any changes to the plan are tabled at the MEMPC Committee. All exercise planning and documentation will be recorded and saved into relevant EClip Council files and learnings and improvements shared with EMV - Elearning Lessons Learnt.

3.2.1 Audit

Maroondah City Council pursuant to Part 4, Section 21(a) of the *Emergency Management Act 1986* shall submit the MEMP to VicSES for audit. This audit will assess whether the Plan complies with guidelines issued by the VicSES Chief Officer and audit requirements outlined in the [EMMV Part 6](#). The Plan will be submitted for audit at least once every three years. The MEMP provided for audit must be the most recent version endorsed by the MEMPC and adopted by Council. This plan will then be lodged with State Library on the 'public document register'.

VicSES will formally notify Council in writing of the outcome of the audit and issue a Statement of Audit Certification for inclusion in this Plan.

3.3 KEY FUNCTIONAL ROLES

Maroondah City Council is responsible for the provision, management, and coordination of municipal resources in support of the response to and recovery from emergencies. Municipal resources include those owned by Council and those under its control (including contracted resources). Council builds community resilience by supporting the prevention/ mitigation of emergencies as well as ensuring the Council and community are as well prepared for any emergency as possible. Council is also responsible for the coordination of community resources in recovery from emergencies.

Municipal Emergency Resource Officer (MERO)

The MERO is legislated position under the *Emergency Management Act 1986*. This position is responsible for the coordination of municipal resources including personnel and equipment to be used in emergency response, relief, and recovery operations. This position is also responsible for authorising relevant expenditure in accordance with Council delegations.

Municipal Recovery Manager (MRM)

The MRM is responsible for ensuring the coordinated allocation of resources and delivery of relief and recovery activities undertaken by Council and relief and recovery agencies in support of impacted individuals and communities. The MRM works closely with the MERO and other agencies in an integrated approach to the resolution of an emergency and its effects on the community. In situations where recovery activities are likely to be extended into the medium and longer term, the MRM may undertake strategic recovery planning to meet the needs of impacted communities in partnership with recovery agencies. The MRM is responsible for authorising relevant expenditure in accordance with Council delegations.

Municipal Emergency Manager (MEM)

The MEM provides a strategic emergency management advice during an incident and ensures Council is responding effectively according to their responsibility. The MEM is also responsible for communication with Council senior management and the Chief Executive Officer with respect to emergency management activities when activated.

Municipal Emergency Response Coordinator (MERC)

The MERC is a legislated position under the *Emergency Management Act 2013* and is responsible for the effective coordination of emergency response within the municipality. The role is detailed in [EMMV Part 3](#). In Maroondah the appointed MERC is the Senior Sergeant, Ringwood Police Station.

Municipal Fire Prevention Officer (MFPO)

Maroondah City Council under the *CFA Act 1958 and Metropolitan Fire Brigades Act 1958* is required to appoint a MFPO to undertake and regularly review Council's fire prevention planning and plans. The role will maintain, update and document Councils Fire Hazard Inspection and Enforcement Program and provide regular reporting to the Municipal Emergency Management Planning Committee (MEMPC).

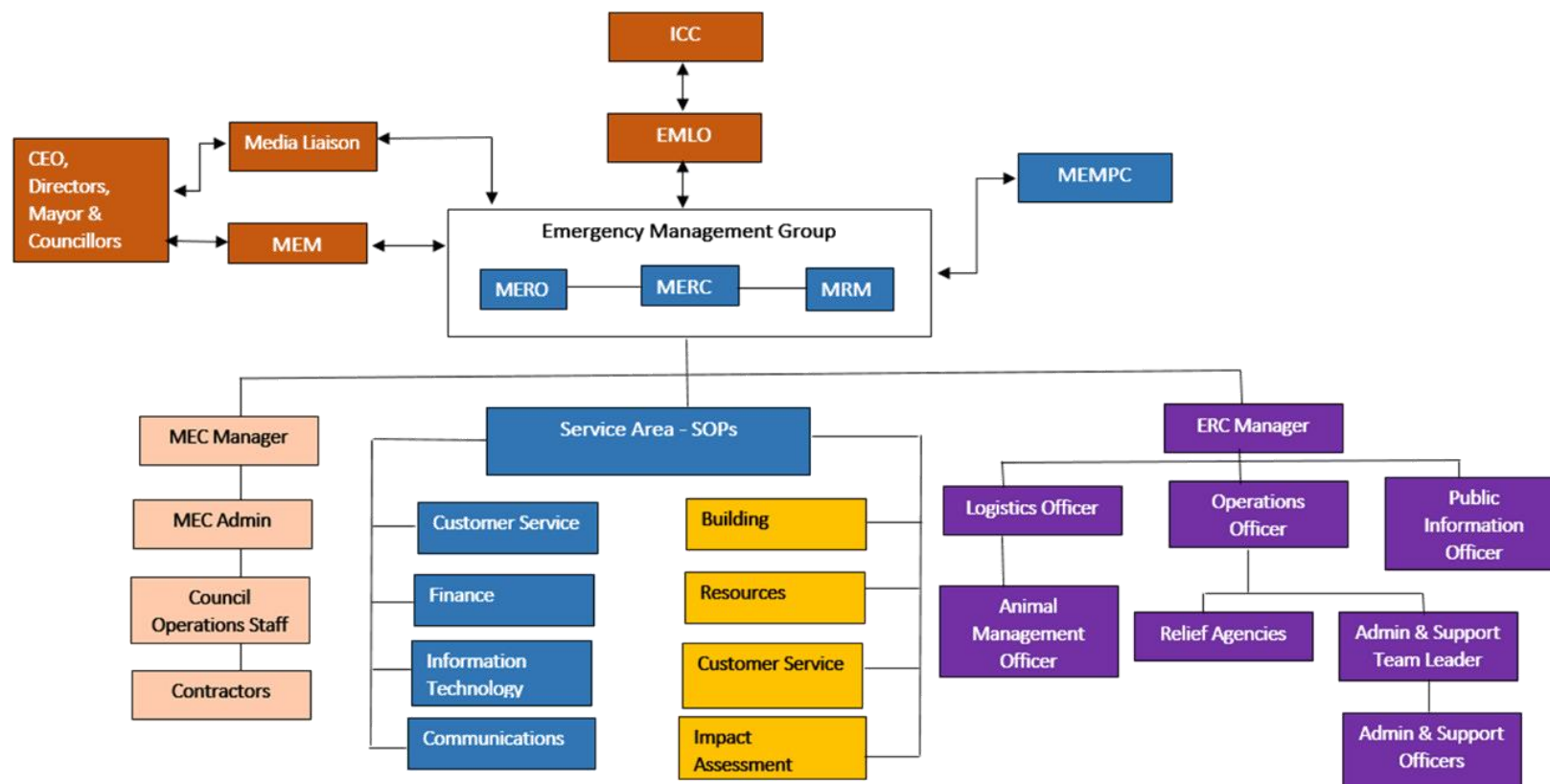
Emergency Management Liaison Officer (EMLO)

Council's EMLO is a representative of Council that is typically located at the Incident Control Centre (ICC) as part of the Incident Emergency Management Team (IEMT). The primary role of the EMLO is to provide a communication link between key agencies and the Council (MERO and/or MRM). The EMLO must pro-actively seek situational awareness and intelligence to inform relief and recovery requirements, community information, council operations and secondary impact assessment.

Copies of the above position descriptions can be located in EClip SF10/45 and via Councils emergency management operating system [Crisisworks](#). They are also located in Part 3 of the Regional MEC Sub Plan.

Figure 1 below shows Councils Operational Management structure

Figure 1: Council Emergency Operational Management structure



PART 4. PREVENTION/ MITIGATION ARRANGEMENTS

4.1 BACKGROUND/ INTRODUCTION

Maroondah City Council recognises its key role in prevention and mitigation activities. Council's policies relating to land management and building codes ensure that all measures are addressed to reduce the likelihood and impact of emergencies.

The Municipal Emergency Management Planning Committee (MEMPC) plays a key role in prevention via the identification of potential hazards and their associated risks and consequences. These identified risks and consequence are then considered and specifically planned for during the development and implementation of plans, policies and procedures.

The ability of a community to respond to an emergency situation and in turn recover from the effects of an emergency will depend greatly on the level of resilience the people affected inherently have. The municipality, through its MEMPC, and its sub-committees, will promote and support appropriate prevention and awareness programs.

Prevention is defined as the development and implementation of strategies and associated measures to reduce the occurrence of and mitigate the consequences of identified emergency risks on the community and environment.

Preparedness focuses on ensuring the risks and management strategies identified in prevention planning are utilised to assist and facilitate the local community to be aware of their risks and the potential consequences of a resulting emergency event, to inform and equip them with tools to implement resilience strategies for their own homes and families.

4.2 RISK ASSESSMENT PROCESS

This Plan identifies and prioritises emergency risks that may potentially affect the Maroondah community and environment. The mitigation and awareness of these risks aims to minimise the effects and consequences of an emergency event on the community.

4.2.1 Community Emergency Risk Assessment (CERA)

The CERA process is designed to systematically identify hazards, determine risks and prioritise actions to reduce the likelihood and effects of an emergency.

A working group of the MEMPC including Council staff and key stakeholders from the major emergency service/support organisations have identified the top eight risks in the municipal area.

The group considered emergency risk within the following context using the International Standard ISO 31000:

- Whole of community perspective
- Responsibility for the whole municipality
- Consideration of events which require multi-agency responses
- Consideration and acknowledgement of existing controls
- Mitigation activities and their effectiveness, and
- Subsequent level of risk.

Risks were assessed and rated according to consequence and likelihood scales and risk matrices in the CERA tool kit. Below is a copy of the Dashboard and Heat map for the CERA.

The 8 highest risks in the municipality area:

1. Extreme temperatures - heatwave
2. Flood Storm and Extreme Weather
3. Bushfire - Large/small
4. Road Transport Incident - Large commercial vehicle
5. Disturbance, Shooting, Seige
6. Service Disruption - Gas and Electricity >12 hours
7. Fire - Residential
8. Human Epidemic/ Pandemic

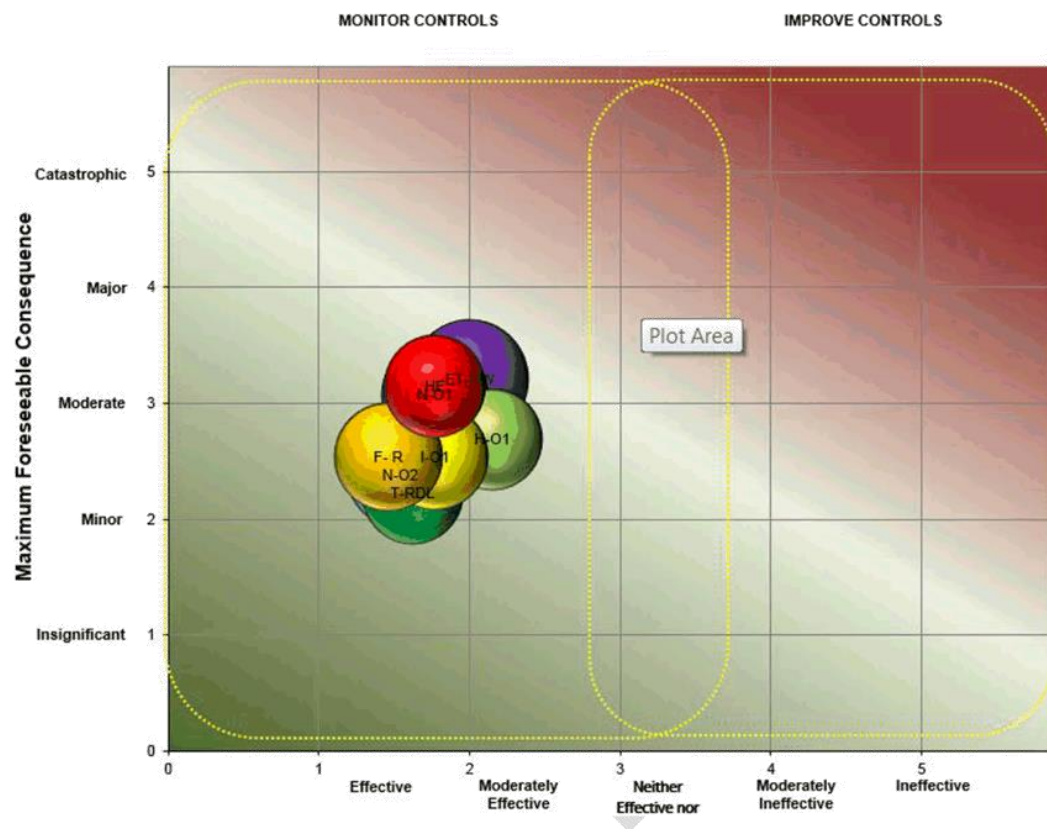
A detailed copy of the CERA workbook is available as an appendix to this plan and via Councils emergency management operating system [Crisisworks](#).

4.2.2 CERA Dashboard

Municipal Government:	Maroondah City Council
EM Region:	Central Region (Melbourne Metropolitan)
Last Review:	23/11/2018

Ref	Code	Hazard Title	Risk Ratings						Collaboration		Control Agency	Key support agencies and/or organisations
			Ratings Confidence	Maximum Foreseeable Consequence	Current Mitigation / Control Activities	Residual Consequence (See calculator above)	Likelihood / Frequency	Residual Risk Rating (RRR) (Auto generated)	Other Municipalities	State Agencies		
Risk 1	ET-HW	Extreme Temperatures - Heatwave	High	3.21	2.00	2.31	4.08	Medium	Maintain	Maintain	VicPol	Municipal Councils, DHHS, AV,
Risk 2	N-O1	Flood, Storm and Extreme Weather	High	3.07	1.77	2.15	3.31	Medium	Maintain	Maintain	VICSES	
Risk 3	N-O2	Bushfire	High	2.38	1.54	1.85	3.23	Medium	Maintain	Maintain	CFA, MFB	
Risk 4	T-RDL	Incident - large commercial vehicle	High	2.23	1.62	1.62	3.00	Medium	Maintain	Maintain	VicPol	CFA, MFB, VICSES, VicRoads, Municipal Council, City Link, East Link
Risk 5	H-O1	Disturbance- Shooting, Siege	Med	2.69	2.15	2.08	2.92	Medium	Maintain	Maintain	VicPol	
Risk 6	I-O1	Gas and Electricity >12 hours	High	2.54	1.77	2.08	3.23	Medium	Maintain	Maintain	DELWP	
Risk 7	F-R	Fire - Residential	High	2.54	1.46	1.85	3.42	Medium	Maintain	Maintain	MFB	Victoria Police
Risk 8	HE	Human Epidemic / Pandemic	High	3.15	1.77	2.23	3.00	Medium	Maintain	Maintain	DHHS	DELWP, Municipal Councils

Community Emergency Risk Assessment (CERA) Heat Map



Maroondah City Council			
23 November 2018			
Code	Risk	ratings Confidenc	Residual Risk Rating
ET-HV	Extreme Temperatures - Heatwav	High	Medium
N-01	Flood, Storm and Extreme Weath	High	Medium
N-02	Bushfire	High	Medium
T-RDL	Road Transport Incident - Target	High	Medium
H-01	Disturbance- Shooting, Siege	Med	Medium
I-01	Service Disruption- Gas and Elec	High	Medium
F-R	Fire - Residential	High	Medium
HE	Human Epidemic / Pandemic	High	Medium

Note: Size of bubble reflects level of residual likelihood

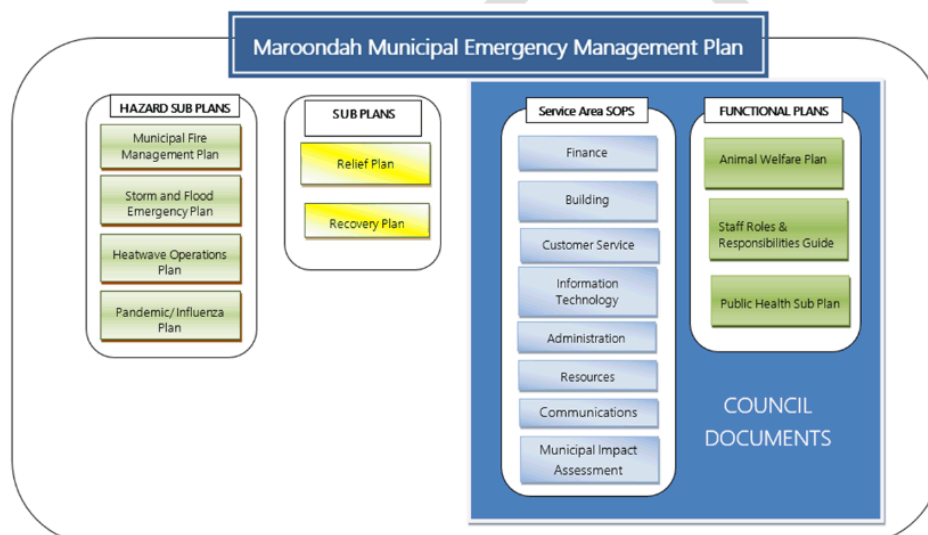
4.3 OPERATIONAL MANAGEMENT OPERATIONS

4.3.1 Sub Plans & Standard Operating Procedures (SOPs)

To ensure appropriate planning and mitigation strategies are in place for the leading risks identified, hazard specific plans have been developed and adopted as sub Plans of this Plan. Additional plans detailing relief and recovery considerations, arrangements and planning have also been developed as sub plans. A number of sub Plans have been written to detail specific emergency arrangements. These plans are available via Councils emergency management operating system [Crisisworks](#), Councils intranet and EClip. The Municipal Fire Management Plan is also available via [Councils website](#) and the Flood and Storm Plan is available via the [SES website](#).

Municipal sub Plans include:

- Municipal Fire Management Plan (EClip SF17/219)
- Municipal Relief Plan (EClip SF17/218)
- Municipal Recovery Plan (EClip SF17/217)
- Heatwave Plan (EClip SF17/24)
- Influenza Pandemic Plan (EClip SF17/215)
- Flood and Storm Plan (EClip SF17/227)



There are currently 8 Service Area Standard Operating Procedures (SOPs) that Maroondah City Council officers use to perform the activities associated with emergency management and an appendix to this plan. These procedures can also be found via EClip (SF10/45) or via Councils emergency management operating system [Crisisworks](#).

Standard Operating Procedures include:

- Municipal Impact Assessment
- Administration
- Building
- Communications and Engagement
- Customer Service
- Finance
- Information Technology
- Resources

The maintenance of the sub plans is the responsibility of the MEMPC, Councils Emergency Management Group (EMG) and the maintenance of the SOPs is the responsibility of the Emergency Management Group and various Council departments.

The CERA was conducted in a manner that did not intend to exclude any form of emergency, with the document adopting a flexible "all hazards approach". The MEMPC is responsible for reviewing the CERA process at least once every three years prior to audit.

There have also been a number of regional plans and sub plans developed as part of the Eastern Metro Councils Emergency Management Partnership (EMCEMP). These include:

- Eastern Metro Emergency Relief Centre sub Plan
- Eastern Metro Municipal Emergency Coordination sub Plan
- Eastern Metro Emergency Animal Welfare Plan
- Eastern Region Extreme Heat Plan
- Eastern Region Influenza Pandemic Plan

These are available via Councils emergency management operating system [Crisisworks](#) and Councils Intranet and EClip (SF17/223).

4.4 COMMUNITY AWARENESS

One increasing challenge facing the emergency management sector is balancing community expectation while promoting and building community resilience when dealing with or preparing for emergencies. Raising awareness within the community about emergency risks and their potential consequences is the responsibility of all agencies including Council. There are a number of strategies used in education, awareness and resilience building programs to ensure a broad spectrum of the community are engaged.

Strategies currently utilised include:

- Hosting information on public websites
- Social media
- Council publications
- Local newspapers
- Distribution of brochures/ print media
- Mail outs
- Displays at festivals, shopping centres and within the community.

Further information is located in *Appendix 8.5 – Communication Plan*.

4.5 CLIMATE CHANGE AND EMERGENCY MANAGEMENT

Projected changes in the climate include temperature increases on land and at sea, sea-level rise, melting of glaciers and ice caps, and changing and irregular rainfall patterns. These changes affect almost every aspect of human life and the ecosystems on which it depends. Climate change may result in increases in the frequency and intensity of extreme weather events, as well as significant impacts from more gradual changes.

Efforts to reduce the impacts of climate change are known as climate change adaptation. Emergency risk reduction and climate change adaptation share a common space of concern: reducing the vulnerability of communities and achieving sustainable development. Maroondah City Council is currently undertaking climate change adaptation planning.

To address this Council also adopts an all hazards approach to emergency management in the phases of preparedness, response and recovery through its emergency management plan. This approach is built on a coordinated and cooperative approach both within Council and with emergency agencies through agreed service provision and planning. This is a holistic approach based on education, planning, risk management and response capabilities to ensure that Maroondah City Council has the process, resources and capabilities to be able to respond to and recover from scalable extreme weather events.

4.6 BUSINESS CONTINUITY PLANNING

Business continuity planning (BCP) forms part of Maroondah City Council's broader resilience approach, it incorporates the foundations of risk management and complements planning for emergencies, evacuation and crisis.

Maroondah City Council Business Continuity Plan (BCP) is a collection of policies, procedure, protocols and information that has been developed, compiled and maintained in readiness for a business disruption. Our BCP outlines the steps we will take to quickly resume service delivery or how we will prioritise service delivery options in the response and recovery phases on an emergency. (BCP - EClip Reference SF15/404).

It also allows Council to proactively and formally address a number of "what if" scenarios whilst being able to have a plan on how we will continue to operate during and after emergencies.

4.7 EMERGENCY SUPPORT STAFF

In most emergencies, there will be a need to recruit personnel to support the activities of Council and other agencies. In the first instance appropriate staff will be sourced from within Council. Maroondah has a comprehensive list of trained staff that do not have a substantive position in emergency management, who have offered their skills to support Council in emergencies. Maroondah is also a signatory to the Eastern Metro Councils Emergency Management Partnership (EMCEMP) MOU enabling the capabilities of parties to plan and prepare together and share resources as well as a signatory to the [MAV Protocol for inter-Council emergency management resource sharing protocol](#).

4.8 EMERGENCY EXERCISING

Maroondah identifies the need to be an active member in emergency management within the municipal, emergency management and local community environments. Maroondah is actively involved in a number of areas to test preparedness and to assist in creating community resilience to emergency situations.

Maroondah is an active member of the Eastern Metro Councils Emergency Management Partnership (EMCEMP) and participates in the annual Regional Emergency Exercise East. Maroondah also participates in other multi-agency events and exercises.

The Exercise Record is located in *Part 7.4* of this plan.

PART 5. RESPONSE ARRANGEMENTS

5.1 INTRODUCTION

Emergency response is the action taken immediately before, during and in the first period after an emergency to reduce the effect and consequences of emergencies on people, their livelihoods and wellbeing, property and the environment and to meet basic human needs. This includes the provision for requests for physical assistance from regional, state and commonwealth levels of government when municipal resources are exhausted. [EMMV Part 3](#) outlines the State level arrangements for response in Victoria.

Emergency response operations are managed via three operational tiers which include state, regional and incident levels. Emergency response management is based on the functions of coordination, control command, and more recently consequence, communication and community connection (known as the six C's).

5.1.1 Definitions of Emergencies

Emergencies are classified into three classes according to the Emergency Management Manual Victoria (EMMV).

“Class 1 emergency” means a major fire or any other major emergency for which the Metropolitan Fire and Emergency Services Board (MFB), the Country Fire Authority (CFA) or the Victoria State Emergency Service Authority (SES) is the control agency under the state emergency response plan.

“Class 2 emergency” means a major emergency which is not a Class 1 emergency or a warlike act or act of terrorism, whether directed at Victoria or as part of any other state or territory or Commonwealth, or a hi-jack or riot.

“Class 3 emergency” (also known as security emergencies) are classified as a warlike act or act of terrorism, where directed at Victoria or any other State or Territory or the Commonwealth or a hi-jack, siege or riot.

5.2 THE THREE CONTROL TIERS

The three tiers of control, scalable as required from incident through to regional and onto state support of the six C's of Coordination, Control, Command, Consequence, Communication and Community Connections.

The [EMMV Part 3](#) details the three tiers of emergency events and the required associated activation levels. The priorities are, but not limited to:

- Protection and preservation of life is paramount – this includes:
 - Safety of emergency services personnel; and
 - Safety of community members, including vulnerable community members and visitors/tourists located within the incident area
- Issuing of community information and community warnings detailing incident information that is timely, relevant and tailored to assist community members make informed decisions about their safety.
- Protection of critical infrastructure and community assets that support community resilience.
- Protection of residential property as a place of primary residence.
- Protection of assets supporting individual livelihoods and economic production that supports individual and community financial sustainability.

- Protection of environmental and conservation assets that considers the cultural, biodiversity and social values of the environment.

Response agencies may formulate a strategic statement of intent based on the control priorities and local factors.

Incident Emergency Management Team (IEMT)

The IEMT supports the incident controller. Their focus is on managing the effect and consequences of the emergency. Council may assign an EMLO to assist the Incident Controller as a member of the IEMT.

Regional Emergency Management Team (REMT)

The REMT supports the RERC and those exercising control at a regional level (Regional Controllers). Their focus is to raise awareness of the emergency across the whole of government, identify and manage strategic tasks and consequences and develop a regional strategic plan outlining high level actions of all agencies. The Eastern Region assigns a Local Government REMT Representative who acts on behalf of all Councils in the Eastern Region to assist the Regional Controller as a member of the REMT. Maroondah Council provides officers to perform the REMT Representative role on an agreed roster basis.

State Emergency Management Team (SEMT)

The SEMT is usually located at the State Control Centre or other location determined by the control agency.

If an emergency requires activation of the state tier response the SEMT is formed comprising of representatives from response, recovery, support agencies and departments. The role of the SEMT is to develop consistent situational awareness, identify strategic state risks and consequences and to develop a strategic plan with high level of all agency actions.

5.3 COMMAND, CONTROL COORDINATION, CONSEQUENCE, COMMUNICATION AND COMMUNITY CONNECTION

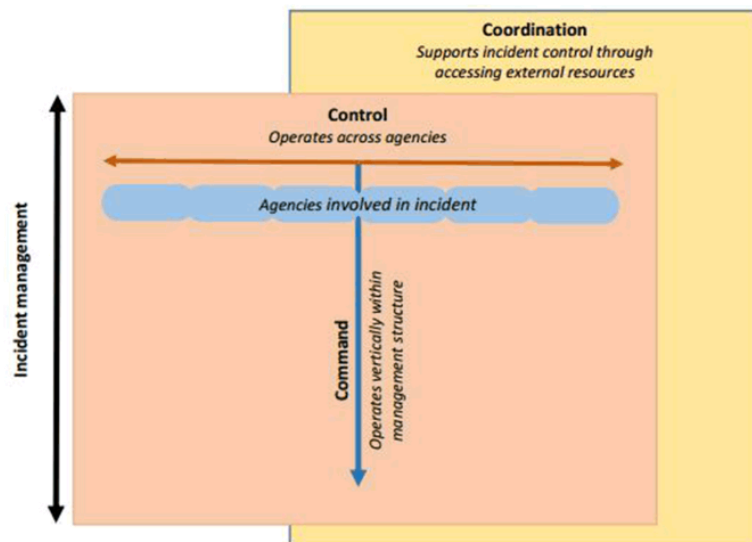


Figure 2 – Victoria's Emergency Management Arrangements, demonstrating Command, Control and Coordination and the Emergency Management Team

Victoria bases its emergency response arrangement on the management functions of control, command, coordination, consequence and community connection, broadly described as follows:

5.3.1 Command

Commands the internal direction of personnel and resources of an agency, operating vertically within the agency. Each agency has a 'chain of command' which is the agency's organisational hierarchy that identifies the link between each individual and their supervisor.

5.3.2 Control

Control is the overall direction of response activities in an emergency, operating horizontally across agencies. In Victoria, authority for control is established in the [EMMV Part 3](#) State Emergency Response Plan with the agency responsible for control of emergency response (known as the 'Control Agency') being specified in [EMMV Part 7](#) – Emergency Agency Roles.

5.3.3 Coordination

Coordination is the bringing together of agencies and resources to ensure effective response to and recover from emergencies.

Emergency response coordinators bring together agencies and resources to support the response to emergencies.

Emergency recovery coordinators/managers bring together agencies and resources to support the provision of relief and recovery from emergencies.

5.3.4 Consequence

Consequence management involves the coordination of the activities of the agencies with a role in delivering of services to the community, with the aim of minimising the adverse consequences of emergencies on the community. During a major emergency, all agencies may need to activate their business continuity arrangements to manage the adverse consequences of the emergency on their area of responsibility.

Consequence management informs and is the precursor to relief and recovery activities. The Emergency Management Commission is responsible for consequence management for major emergencies but will be supported by the relevant Control Agency.

5.3.5 Communication

Communication relates to communicating to the public, reporting to government and communicating with stakeholder agencies during emergencies. The Emergency Management Commission is responsible for the communication function for major emergencies but will be supported by the relevant Control Agency.

5.3.6 Community Connection

Safer and more resilient communities are always the aim of any emergency management planning. Community connection is around the understanding of and connecting with trusted networks, trusted leaders and all municipal communities to support resilience and decision making.

5.4 EMERGENCY MANAGEMENT GROUP (EMG) ACTIVATION

Maroondah City Council accepts responsibility for management of municipal resources and the coordination of community support to counter the effects of an emergency during both the response to and recovery from emergencies. To carry out these management functions, Maroondah City Council will form an Emergency Management Group.

This group may consist of:

- Municipal Emergency Manager (MEM)
- Municipal Emergency Resource Officer (MERO)
- Municipal Recovery Manager (MRM)
- Municipal Emergency Management Officer
- Chief Executive Officer (CEO)
- Municipal Emergency Response Coordinator (MERC)
- Service Area Standard Operating Procedures Leaders
- Environmental Health Officer (EHO)
- *Agency representatives and others co-opted as required*

The emergency management group or part thereof will convene when the scale of the emergency dictates the requirement for the provision of any of the functions outlined above. Members of the emergency management group will liaise to determine what level of activation is required such as Alert, Standby, Action and Standown. Where appropriate, the functions of the emergency management group will be carried out in consultation with:

- The MERC, with respect to the coordination and provision of resources.
- The relevant Control Agency.

5.5 LOCAL RESPONSE ARRANGEMENTS AND RESPONSIBLE AGENCIES

[EMMV Part 7](#) details a 'control agency' and 'support agencies' for a range of emergencies. It is the control agencies responsibility to plan for the relevant emergency and ensure that adequate resources are in place. Maroondah Council is not a control agency but is a support agency for a range of emergencies.

Where there is any doubt as to who is the control agency, the Emergency Management Commissioner, RERC, MERC or Incident Emergency Response Coordinator (IERC) will determine who will exercise control.

Local Incident Response is coordinated at a municipal level by the MERO. The request usually comes from the coordinator of the response agency who is at the incident. The MERO attends to the requests received. The MERO may direct and authorise the use of physical resources in response to the local incident. Following the direction of the incident controller, the MERO may direct the establishment of a MECC or a municipal relief centre to be placed on standby. The escalation of Council's response is to advise the MRM.

The objective of the response phase of this plan is to minimise the effects of an emergency on affected persons and property within the Maroondah municipality. This is achieved by coordinating municipal resources to assist responding emergency service authorities, and in providing community support, as requested, or as the situation requires.

The basic functions at a local level can include all or any of the following:

- Provision of resources as available and needed by the community and response agencies.
- Establishment of Municipal Emergency Coordination – facilities and staffing.
- Under the direction of the control agency facilitate the delivery of warnings to the community.
- Guided by the control agency provision of information to public and media.
- Coordination of the provision and operation of emergency relief centres and emergency shelters.
- Clearance of blocked drains and reinstatement of local roads, including tree removal and other physical works as deemed appropriate and where possible.
- Support to Victoria Police for partial/full road closures and determination of alternative routes.
- Repairing or replacing damaged public utilities, services and assets.

5.6 PROCESS FOR SOURCING ADDITIONAL RESOURCES

Where additional resources are beyond the original control agency, the Incident Controller should:

- Seek response agency resources directly through the response agency commanders.
- Seek supplementary resources, other than those of the responding agencies, through the Incident Emergency Response Coordinator (IERC) or MERC.
- Seek relief or recovery resources through the Municipal Recovery Manager (MRM), ensuring the IERC or MERC is aware of the request.

Following a request:

- The IERC or MERC will seek resources within the local area (through the MECC) and the MERC will escalate unfulfilled resource requests to the RERC.
- Regional Emergency Response Coordinator (RERCs) will seek resources within their region and escalate unfulfilled resource requests to the Emergency Management Commissioner.
- The Emergency Management Commissioner will seek resources from across the state, interstate or internationally, where necessary.

Depending on the scale of the incident the MECC may be requested to be established by the IERC or MERC in consultation with the MERO, MRM or MEM.

Maroondah City Council is a signatory to the [MAV Protocol for Inter-Council Emergency Management Resource Sharing](#).

5.7 MUNICIPAL EMERGENCY COORDINATION ACTIVATION PROCEDURE

In the first instance, the control agency will notify the MERC that there is a requirement for additional resources. The MERC will contact Council (MEM, MERO or MRM). At the municipal level, resources owned or under the control of Council may be used to supplement those of the control and support agencies.

Maroondah Council's 24-hour number 1300 882 233 also provides access to the Councils Emergency Management duty officers to initiate MEMP response arrangements as required. The activation level is dependent upon the scale of the emergency and is determined by the (MERC, MEM, MERO or MRM).

5.7.1 Level 1 - Small scale incidents (less than 24hr impact)

A small scale emergency that can be resolved through the use of local or initial response resources. The MECC might not necessarily be activated with the MERC and MERO in close communication at all times. Consequently the MERC and MERO will undertake the planning and logistics functions concurrently and will activate the MRM as required to provide relief and recovery support if required (virtual MECC). They will also monitor the emergency and its impact on the area, the community, the weather, and other elements/variables that might lead to a higher level of activation.

5.7.2 Level 2 - Medium scale incident

A medium scale emergency is more complex in size, resources or risk. The MECC will be activated with the function being the deployment of resources beyond initial response, and multi-agency representation in the MECC. The emergency may potentially require forward planning to address response issues, and for recovery during the response phase.

5.7.3 Level 3 - Large scale event

A large scale emergency is characterised by levels of complexity that require the activation and establishment of all municipal emergency coordination functions plus an Emergency Call Centre (if required). This level of emergency will require forward planning as the emergency continues and will specifically require recovery planning during the early stages of the response phase of the emergency.

These descriptions are in line with the Australasian Inter Service Incident Management System (AIIIMS) Classification of incidents. Further information on accessing supplementary supplies can found in [Practice Note - Sourcing Supplementary Emergency Response Resources from Municipal Councils](#).

5.8 MUNICIPAL EMERGENCY COORDINATION CENTRE

The purpose of the MECC is to provide a location for the coordination of Council and community resources in support of the response to emergencies. It is not the control centre for an emergency. An Incident Control Centre may be established by the control agency if the emergency is significant enough to warrant it.

The MECC will be activated only to the level of activity necessary in providing support to the emergency. In minor events this might involve only a few staff, through to a major emergency requiring significant resources over a long period.

The function of municipal emergency coordination for Council can be undertaken easily from a variety of locations which provide flexible options including operating on site or at ICC if required.

5.8.1 Council resources list

A list of resources owned by Council is located in the Operations Standard Operating Procedure (SOP) which is an Appendix to this plan. This list also includes a range of contractors where non-Council owned resources can be obtained.

5.8.2 Crisisworks

With the introduction of new mobile technology and Crisisworks the function of emergency coordination for municipal Councils can be undertaken easily from a variety of locations which provides flexible options including operating on site or at RCC or ICC if required.

Crisisworks is used to record the following information and can be used by Council and Agency staff:

- Communications between agencies in the ICC, MECC and ERC
- Requests for assistance
- A full account of assigned tasks given to Council and agencies
- Telephone logs
- Emergency management documentation

Councils emergency management operating system Crisisworks can be located at: <https://maroondah.crisisworks.com/public>

5.8.3 Staging Area/ Marshalling Point

This is a strategically place area where support response personnel, vehicles and other equipment can be held in readiness for use during an emergency. This is predominately managed by Victoria Police but may be shared with other agencies. Maroondah's pre planning marshalling point is located at Quambée Reserve, Wonga Road, Ringwood North.

5.9 INCIDENT CONTROL CENTRES

The Control Agency Incident Controller will establish an Incident Control Centre (ICC) from which to initiate incident response command and control functions. The decision as to if and when the ICC should be activated rests with the Control Agency. Pre-determined Incident Control Centre locations are:

- Sunshine
- Dandenong
- Ferntree Gully
- Woori Yallock

Maroondah will provide and Emergency Management Liaison Officer (EMLO) as required as well as other staff and/ or resources identified as being necessary within the capacity of the organisation.

5.10 FINANCIAL CONSIDERATIONS

Financial accounting for Municipal resources utilised in emergencies must be authorised by the MEM, MERO or the MRM and shall be in accordance with the normal financial arrangements of Maroondah City Council.

A requesting agency will be responsible for all associated costs for the provision of resources to support the response to an emergency event. Council is able to keep track of resources distributed by recording their provision in Councils emergency management operating system [Crisisworks](#).

Municipal Councils are responsible for the cost of emergency relief services and provisions however depending on the magnitude of the emergency some financial assistance may be available for prevention, response or recovery activities. For further information, see refer to the Finance Standard Operating Procedure (SOP), an appendix of this Plan.

5.11 EVACUATION

Evacuation is the planned relocation of persons from dangerous or potentially dangerous areas to safer areas and their eventual return. The decision to evacuate rests with the control agency in conjunction with police and available expert advice, unless time constraints prevent this consultation. Evacuation may be undertaken by individuals, families and households on their own volition and independent of any advice, or it may be after an assessment of information provided by a Control agency.

Examples of events that may require immediate evacuation include fire, floods, hazardous materials accidents/incidents, air crash or earthquake. In some life threatening circumstances, and in an effort to preserve life, this decision to evacuate may be made by any agency representative and in these circumstances, the Incident Controller must be notified of this decision as soon as possible. Once the decision to evacuate has been made the MERC the Council representatives (MEM, MERO and MRM) should be contacted to assist.

The MERO/MRM will assist the MERC by:

- Arranging a suitable assembly area if the pre-determined locations are not appropriate.
- Providing transport resources and the determination of the location to which evacuees will be asked to attend.
- Establishing and activating emergency relief centres - including consideration of which location is the most appropriate in the circumstances.

- Providing advice on local area information to assist with the traffic flow of evacuated persons out of the area and emergency services into the area.
- Providing vulnerable person/facility information and advice for relocation and other relief services.

In Victoria evacuation is largely voluntary. The Incident Controller makes a recommendation to evacuate and it is the choice of individuals as to how they respond to this recommendation. However in particular circumstances legislation provides some emergency service personnel with authority to remove people from areas or prohibit their entry.

Emergency Management Act 1986 Section 36A makes provision for the declaration by Police of an emergency area if normal community activities and freedom of movement must be restricted because of the size, nature or location of an emergency, and when the extreme powers available under a declared state of disaster are not needed or would take too long to implement. People and vehicles may be prevented from remaining in or entering the emergency area. This power is limited when a person claims pecuniary interest in a property or goods or valuables in a property within the emergency area. If the person claiming pecuniary interest is not on that property, they can be directed to leave or prevented from entering the emergency area if they are located on the property then they cannot be required to leave.

By exception, the *Terrorism (Community Protection) Act 2003 (Sections 16, 18 & 21)* provides that a senior officer of Police, if suspecting that an area has, or people in that area may have been exposed to such contamination by a terrorist act, may authorise a member of the force to direct a person or groups of persons to enter, not to enter, or to leave, any particular premises or area. Police may use reasonable and necessary force to ensure compliance with any authorised direction.

When the possibility of an evacuation is being considered, Victoria Police will identify a member to take the role of Evacuation Manager ([EMMV Part 8 Appendix 9 Evacuation Guidelines](#)). The Evacuation Manager should be co-located with the Incident Controller at the ICC, or if no ICC exists, at the location where control is exercised.

5.11.1 Traffic Management

Victoria Police are also the agency responsible for coordination of traffic management during times of emergency and will coordinate local resources as required during an emergency event to manage traffic in the affected area(s).

5.12 PUBLIC INFORMATION AND WARNINGS

Emergency warning systems have been established to warn individuals and communities in the event of a major emergency. Although these systems aim to improve the ability to warn communities about emergencies, individuals and communities still need to prepare themselves in case of an emergency.

It is important to ensure that public information and warnings are maintained at an optimum level for specific circumstances where community action is necessary, primarily to protect lives, and also for the protection of property and environment. The localised arrangements for warnings and information come from the State Emergency Response Plan.

The Incident Controller is responsible for issuing warnings and community information. Where an extreme and imminent threat to life exists and authorisation from the Incident Controller is not practicable in the circumstances, warnings may be issued by any response agency personnel with notification to the Incident Controller as soon as possible.

Methods of dissemination

All methods of dissemination information will be considered but are not limited to:

- Vic Emergency website and hotline
- Emergency service organisation websites
- Radio and television
- Councils website
- Voice and SMS phone messaging through the use of Emergency Alert (EA)
- Emails
- Verbal messages
- Social media and/or social networking web sites
- Public meetings/door knocks.

The Regional Municipal Emergency Coordination sub plan outlines the roles and accountability in the municipal context. A copy of this sub Plan is available on Councils emergency management operating system [Crisisworks](#) and Councils intranet and EClip (SF17/223).

Further information can be found within Communications and Engagement SOP, an appendix to this Plan.

5.12.1 Warnings

Warnings should be used under specific circumstances where community action is necessary primarily to protect lives, and also for the protection of property or the environment. The warning arrangements are set out in the [EMV Victorian Warning Protocol](#).

Sections 42 and 43 of the Emergency Management Act 2013 provide for warnings and information in relation to fires in Victoria. The provision of these warnings and information must be consistent with any guidelines, procedures and protocols developed by the Emergency Management Commissioner.

For all other emergencies the control agency should issue warnings and provide information to the community.

5.12.2 Community Information

Maroondah City Council has a range of activities and publications that have been designed and put in place to promote and support community awareness. Maroondah City Council is a NO BURN area. Burning however can be conducted with a permit, which is available from Resident Services.

Fire Danger Period Advisory Signs: These signs are placed generally on the boundaries of the municipality and at other strategic locations. These signs are provided by Council to inform the general community of the declared 'Fire Danger Period' and resultant restrictions on the use of fire throughout the area. These signs are erected on the advice of the CFA.

Information Signs: These signs have been installed at the same locations as the fire danger signs to assist residents in identifying which radio station to tune to for emergency information.

An emergency management Communication Plan has been developed by Communications and Engagement in consultation with relevant Council officers. A copy is located in Appendix 8.5 of this Plan.

5.12.3 Community Information Guides

Community Information Guides are produced by the CFA and provide community information, township factors and fire prevention information to the emergency services and the community for townships where bushfire has the potential to impact. These guides address the specific needs of the town's residents, property, assets, environment and economy. Guides for Maroondah for the suburbs of the greater Warrandyte area (including Croydon Hills, Croydon North and Wonga Park) have been developed. Guides are available at:

<http://www.cfa.vic.gov.au/plan-prepare/community-information-guides/>

5.12.4 Local Flood Guides

Local Flood Guides are produced by VicSES to provide the local community with information on local flood risks, warning systems, preparatory advice, recovery information and general contact information to obtain further information relating to local flood and storm risks. The Maroondah Local Flood Guide provides this information for identified risk areas including the locations of Bayswater North, Croydon, Kilsyth South, Croydon, Ringwood, Ringwood East and Heathmont. This guide is available at

<https://www.ses.vic.gov.au/get-ready/your-local-flood-information/maroondah-city-council>

5.13 NEIGHBOURHOOD SAFER PLACES AND FIRE REFUGES

Neighbourhood safer places (NSPs) and community fire refuges can be provided for community as last resort survival options. They do not replace having a well thought out and practiced survival plan.

Based on the relatively low risk of bushfire and following recommendation from the MEMPC, Maroondah's municipal area does not have any designated Neighbourhood Safer Places or fire refuges.

5.14 PLANNING FOR CROSS BOUNDARY EVENTS

Planning for both response and recovery at the regional level is always necessary as emergencies respect no boundaries and will often traverse multiple municipal boundaries. Further, planning for cross boundary events is necessary as often services provided by State government agencies are administered and delivered at a Regional level.

Maroondah has participated in a number of cross Council, multi-agency training exercises to better prepare for emergencies which have the potential to affect numerous Council boundaries. Maroondah is a member of the Eastern Metropolitan Councils Emergency Management Partnership (EMCEMP) and is represented on a number of regional working groups helping to build regional relationships and support to strengthen Council's ability to support each other in emergencies.

5.15 INTER COUNCIL RESOURCE SHARING

Maroondah City Council is a signatory to the 'Protocol for Inter-Council Emergency Management Resource Sharing' coordinated by the Municipal Association of Victoria (MAV). The Protocol provides an agreed position between Councils for the provision of inter-Council assistance for response and recovery activities during an emergency. A copy of the Protocol is located at www.mav.asn.au/policy-services/emergency-management/Pages/resource-sharing-protocol.aspx. This Protocol is most commonly enacted for emergency support staff requests to fulfill MECC and ERC shifts. Requests for resources from another Council should be made through the CEO or nominated person from Councils Emergency Management Group.

5.16 REGIONAL COLLABORATION

Representatives from Councils Emergency Management Unit as well as MRMs and MEROs sit on a number of regional collaboration committees. Membership and participation on these committees allows for relationship building and sharing of documentation and ideas which will benefit emergency management is conducted at Council. Council commonly collaborates with Emergency Management Victoria (EMV), Municipal Association Victoria (MAV), Local Government Victoria (LGV) and emergency service agencies.

Council Officers are involved with the following committees:

- Municipal Emergency Management Enhancement Group (MEMEG)
- Regional Emergency Management Planning Committee
- Eastern Metropolitan Regional Strategic Fire Management Planning Committee
- Working Groups/Committees as required to represent the Eastern Metro Councils Emergency Management Partnership (EMCEMP)

5.17 REGIONAL EMERGENCY MANAGEMENT TEAM (REMT)

The Eastern Metropolitan Councils Emergency Management Partnership (EMCEMP) has an REMT Local Government Area (LGA) representative roster arrangement in place that operates all year. All member Councils have nominated representatives on the roster that includes MRM's, MERO's, Emergency Management Coordinators and other emergency management related staff.

The REMT roster operates on a monthly rotation throughout the year and changes over to a weekly rotation from December to April inclusive to largely coincide with the CFA declared Fire Danger Period (FDP).

The representative (on roster) is responsible for representing local government responsibilities and the EMCEMP arrangements to deliver on those responsibilities on behalf of all the partner Councils. This assists all member Councils to contribute to the situational overview, provide intelligence that informs regional control strategies and the regional strategic plan and allows for early pre-positioning so the (EMCEMP) partners are ready to help when called upon.

During times of readiness the REMT representative will receive emails and SMS relating to regional control arrangements and municipal level status reports. The REMT representative will send to all member Councils all predictions/forecasts and other information provided/requested to be distributed by the Regional Commander/Controller.

During an emergency event, the REMT representative will receive updates from regional control via email and/or SMS, MEC situation reports and other event related documentation/updates. This information will be forwarded to all member Councils to inform their readiness and/or response and relief activities. This information will reference minutes of REMT teleconferences, predictions/forecasts, regional plans, and situation reports and may also require phone calls to affected councils to gather intelligence and inform situational awareness for the region.

5.18. DEBRIEFING ARRANGEMENTS

For local level emergencies, the MERC is responsible for ensuring the control agency for the emergency organises an operational debrief with participating agencies as soon as practicable after the cessation of response activities. The aim of the debrief is to assess the adequacy of the response activities and recommend any changes to relevant agency plan(s) and future operational response activities. The Regional Emergency Response Coordinator (RERC) holds these responsibilities for regional level events, which must include local response agency participation.

Where MECC has been activated during an emergency all emergency support staff that undertook their allocated MECC roles will be debriefed by the MERO as soon as practicable following the cessation of MECC operations. The debrief will be delivered with an aim to assess the adequacy of the MECC operations and to identify and make recommendations to future planning and operations relation to the MECC. Psychological debriefing will also be made available as required.

Where an Incident Control Centre has been activated and is represented by a council Emergency Management Liaison Officer (EMLO) this role participates in debrief organised by the control agency.

5.19 RESPONSE/RECOVERY TRANSITION

Transition requirements to effectively transfer control and coordination responsibilities from response agencies to relief/recovery agencies is required for all major incidents (Class 1 and 2) and may also be required for local level incidents that have resulted in significant impacts on the local community requiring continued provision of relief and/or recovery services.

The MERO, MRM and MERC will start planning for the transition from response to relief / recovery, as soon as possible following the initial impact of an emergency.

Relief typically commences at the same time as response activities, and therefore formalised transition from the response (during) phase to relief and recovery (after) is deemed to be at the point when the control activities associated with the emergency have ceased and the provision for relief and/or early recovery services continue to be required by the affected community.

A number of considerations that informed the timing of transition of coordination from response (during) to relief and recovery (after) include:

- The scale, complexity and capacity and the level recovery requires coordination.
- The nature of the emergency and what specialist resources are required.
- Whether a recurring threat is likely to occur compounding the impact on the community.
- The extent of the impact on communities, as this may determine the length of the transition period.

- The level of loss/damage and the extent to which this has been validated (the stage of impact assessment reached e.g. if phasing into secondary/post impact stages may indicate transition requirements).
- The extent to which the community required emergency relief services.
- The resources required for the activation of recovery arrangements; and
- When requested, a transition agreement will be developed at the appropriate level between the response agency Incident Controller, MERC, MERO, MRM and the recovery agency coordinator (typically DHHS).

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PART 6. RELIEF AND RECOVERY ARRANGEMENTS

6.1 INTRODUCTION

Relief is the provision of essential needs to individuals, families and communities in the immediate aftermath of an emergency. Relief services could be provided at the site of an emergency, a dedicated relief centre, places of community gathering, isolated communities, transit sites or other safe locations as appropriate. Relief is the first stage of recovery and must be seamlessly integrated with all other early recovery activities.

Recovery is assisting individuals and communities affected by emergencies to achieve an effective level of functioning. Recovery planning must ensure that there is a clear understanding of the community context (prior to the emergency) and is based on continuing assessment of impacts and needs.

The provision of relief and early recovery services occurs at the same time as the response to an emergency event.

6.2 MUNICIPAL RELIEF ARRANGEMENTS

Emergency relief is the provision of immediate shelter, life support, and personal needs of people affected by, or responding to an emergency. It includes the establishment, management and provision of services to emergency relief/recovery centres.

Council is responsible for the local relief arrangements such as the establishment and management of emergency relief centres. The MRM is responsible for the coordination of relief and recovery services for the affected community. Further details relating specifically to the delivery of relief services are located in the Regional ERC Sub Plan. This document is available on Councils Intranet and Councils emergency management operating system [Crisisworks](#) and EClip (SF17/223).

6.2.1 Management structure

A request may come from an Incident Controller to open an Emergency Relief Centre (ERC) to support an emergency, the selection of an ERC will be determined by the Municipal Emergency Resource Officer (MERO), in consultation with the Municipal Emergency Response Coordinator (MERC) and the Municipal Recovery Manager (MRM).

6.2.2 Emergency Relief Centre (ERC) activation and Operations

An ERC is a building or place established to provide (temporary) support and essential needs to persons affected by or involved in the management of an emergency. The Centre will provide for basic needs only including shelter, food and water. Emergency relief agencies may also set up at the centre to provide emergency affected people with grants, material aid, Register Find Reunite, first aid, accommodation, and psychosocial support. Further details on the roles and responsibilities of government and community organisations involved in the provision of relief services are detailed in the Regional ERC Sub Plan Councils Intranet and Councils emergency management operating system [Crisisworks](#) and EClip (SF17/223).

The ERC is managed by a range of trained ERC staff and supported by Council's emergency support staff as required. Maroondah City Council is a member of the Eastern Metropolitan Councils Emergency Management Partnership (EMCEMP) and has arrangements in place for trained staff to support the operation of ERC services when local resources are overwhelmed. There may be occasions when Maroondah will set up a relief centre, locally in support of an emergency in another Council.

Maroondah City Council has two ERC's, (listed below) details of these Centre's including roles and responsibilities, standby arrangements, activation, set up and deactivation, copies of Facility Plans including traffic management plans are available on Councils EClip (SF17/213) and Councils Intranet and Councils emergency management operating system [Crisisworks](#).

No	Location	Melways
1	The Rings	63 F1
2	Karralyka Centre	50 A6

6.2.3 Escalation and Regional Capacity Arrangements

Relief coordination is escalated from local to regional level:

- When requested, because capacity is or will be exceeded;
- Where an emergency has affected multiple municipalities within the region;
- The emergency is expected to run beyond known local government capacity;
- Complex needs of the community e.g. cultural needs, vulnerable groups; exceed the capacity of local arrangements, infrastructure or utilities lost at a significant scale; and
- Forward planned shifts for ERC operations are not able to be filled by locally available resources.

The above triggers will be monitored and considered by the MRM in consultation with DHHS and other relief organisations throughout. Escalation to regional capacity arrangements will be activated by the MRM via advice to both DHHS and the Regional Emergency Management Team representative for the Eastern Region Collaboration. The Regional Recovery Coordinator will consider the relevant components of the EMR *Regional Relief and Recovery Plan* in addition to this plan, during discussions with the MRM. Additional information can also be found in the Regional ERC Sub Plan available on Councils Intranet and Councils emergency management operating system [Crisisworks](#) and EClip (SF17/258).

There are arrangements in place to supplement municipal resources during the relief phase of an emergency. A Memorandum of Understanding (MOU) exists between the Eastern Metropolitan Councils Emergency Management Partnership (EMCEMP) to support the medium to longer term delivery of emergency relief services when an emergency is affected one or more of the Eastern Region Councils.

DHHS coordinates a range of assistance available from the Victorian Government and the not-for-profit sector. In the event of an emergency, support and assistance is available to affected people, households, businesses and community organisations.

This support includes:

- Coordination of interim accommodation provision.
- Financial support (through provision of Personal Hardship Assistance Program) and material aid.
- Environmental health and wellbeing advice (Department of Health).
- Provide resource support to local relief and recovery efforts when requested

6.2.4 Stand Down and Debriefing of ERC Operations

For local level emergencies, the MRM in conjunction with DHHS is responsible for ensuring an operational debrief with participating agencies occurs as soon as practicable after the cessation of relief activities. The aim of the debrief is to assess the adequacy of the relief activities and recommend any changes to relevant agency plan(s) and future relief service provision activities. DHHS holds these responsibilities for regional level events, which must include local relief agency participation and coordination with the MRM.

Where an ERC has been activated, all emergency support staff that undertook their allocated ERC role will be debriefed as soon as practicable following the cessation of ERC operations. This debrief will be delivered with an aim to assess the adequacy of the ERC operations and to identify and make recommendations for future planning and operations related to the ERC.

6.3 MUNICIPAL RECOVERY ARRANGEMENTS

Section 46 of the *Emergency Management Act 2013* appoints the Emergency Management Commissioner with the responsibility for the coordination of agencies in line with the State Emergency Relief and Recovery Plan. Municipal Councils take the lead in delivering on the ground relief and recovery services, because they are closest to an affected community. The Victorian government supports municipalities to fulfil these local responsibilities.

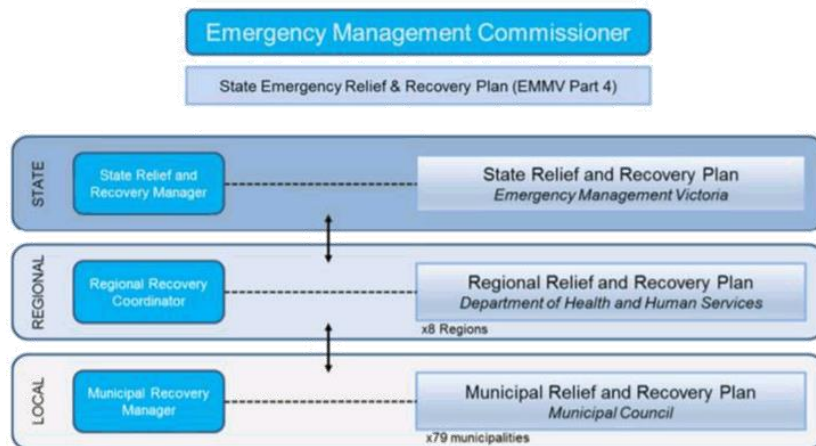


Figure 3 describes the 3 levels of relief and recovery coordination in Victoria (EMMV Part 4)

[EMMV Part 4](#) outlines municipal responsibilities for relief and recovery. The requirements include:

- Development and implementation of the Municipal Emergency Management Plan (MEMP).
- Forming and convening of the Municipal Emergency Management Planning Committee (MEMPC).
- Appointment of a Municipal Recovery Manager (MRM).
- The aligned responsibilities of the Municipal Emergency Resource Officer (MERO) for notification to the MRM for relief and recovery needs during emergencies.
- Leading the provision of local public information to affected individuals in relief and recovery.
- Participation in local relief and recovery impact assessments – sharing any information gathered with Victorian Government agencies, as requested; and
- Development and maintenance of a Relief and Recovery Plan that is aligned with the requirements specified in [EMMV Part 4](#) Appendix 7.

The MERO, MERC and MRM will consider the recovery needs of the community and activate the appropriate service providers and Council service units based on the four functional environments; social, built, economic and natural.

6.3.1 Objectives of Recovery

Recovery at all levels of government is implemented in alignment with the nationally recognised disaster recovery principles, to ensure successful recovery is delivered to affected communities. These principles are:

- Understanding the context
- Recognising complexity
- Using community-led approaches
- Coordinating all activities
- Communicating effectively
- Recognising and building capacity

Recovery requires collaboration between individuals, communities, all levels of government, non-government organisations and businesses across four inter-related recovery environments:

1. **Social environment** – the emotional, social, spiritual, financial and physical wellbeing of affected individuals and communities;
2. **Built environment** – the restoration of essential and community infrastructure;
3. **Economic environment** - the revitalisation of the affected economy; and
4. **Natural environment** – the rehabilitation of the affected environment.

Recovery initiatives may address specific elements of one or multiple aspects of the above recovery environments.

The functional areas of recovery; social, built, economic and natural environments; will lead the recovery planning process at the municipal level. The implementation of recovery requirements in each of the functional environments will be coordinated by the MRM. Further information can be located in *Part 11* of the Municipal Recovery Plan via councils EClip (SF17/217), Intranet or Councils emergency management operating system [Crisisworks](#).

6.3.2 Community Recovery Committee

Where the scope, impact or magnitude of the event requires community input into the recovery process, one or more Community Recovery Committees may be established within the affected area.

6.3.3 Community Recovery Committee Membership

The composition of the committee will vary depending on the affected area. The membership of the committee should include community leaders and representatives of:

- Municipal Recovery Manager
- Functional Area Coordinators
- Council Officers
- Councillors
- Relevant community groups
- Affected persons
- Department of Health and Human Services and other Government agencies
- Non-Government Agencies

6.3.4 Terms of Reference

Terms of Reference will be developed and adopted as and when a Community Recovery Committee is convened and will be:

- Event focused on the life of recovery phase.
- Dependent on the needs of the community and could be short or long term.
- Supported by Council.
- Relevant groups must participate willingly.
- Council will activate and deactivate the Committee as required in consultation with the community.

6.3.5 Community Recovery Committee Functions

The Community Recovery Committee (CRC) may carry out a variety of functions which includes:

- Identifying community needs and resource requirements establish priorities and make recommendations to appropriate recovery agencies, municipalities and Recovery Managers.
- Coordinate information, resources and services in support of the affected community.
- Liaise, consult and negotiate on behalf of the affected area with the recovery agencies, government departments and municipalities.
- Monitor the overall progress of the recovery process in the affected community.
- Liaise with the DHHS as Coordinator through the designated DHHS Regional Director or delegate.
- Undertake recovery activities as determined by the circumstances and the Committee.
- Inform the overall planning and prioritising of recovery activities.
- Make recommendations as to appropriate time and strategy to withdraw recovery services allowing return to normal every day functioning for the community.

6.3.6 Implementation

- The MRM or a person delegated by him/her is to initiate recovery activities as documented in this section of the Plan as soon as possible after an emergency occurs, as directed by the MERO.
- The MRM shall convene a meeting of the Municipal Recovery Planning Group as soon as is practical where the emergency is of a magnitude to require coordinated community input.
- A range of recovery activities may be required during and after an emergency.
- The MRM will provide a CRC progress report to the MEMPC.

Please refer to the Municipal Recovery Plan for further information located in via councils EClip (SF17/207), Intranet or Councils emergency operating system [Crisisworks](#)

6.3.7 Role of Department of Health and Human Services in relief/recovery

Emergency Management Victoria (EMV) is responsible for state-level relief and recovery coordination. Relief and recovery coordination arrangements at the regional levels are the responsibility of DHHS and municipal Councils have the responsibility at the local level.

6.3.8 Escalation of Relief and Recovery Services

The Municipality and other recovery agencies shall obtain and pay for goods/services through their own supply systems.

When the Municipality or participating agencies, cannot provide goods/services, the DHHS via the Recovery Coordinator will obtain the goods/services necessary. If it becomes apparent that an emergency will exceed the capacity of a municipal Council to perform emergency relief or recovery functions, the municipal Council may request the relevant Regional Recovery Coordinator (DHHS) to coordinate emergency relief or recovery at the regional level. This does not replace the requirement for the Regional Recovery Coordinator (DHHS) to monitor the emergency relief and recovery situation and activate the DHHS EMR Regional Emergency Relief and Recovery Plan. Further escalation to the State level of management may be necessary in respect of certain service needs in very large or complex events. The Australian Government may also provide Commonwealth resources to deliver particular services.

Importantly, escalation of coordination builds upon the layers of responsibility to contribute and coordinate, so additional levels are provided but none are replaced or relieved of their own responsibility. Further information is also available in [EMMV Part 4 – State Emergency Relief and Recovery Plan](#).

6.3.9 Government Funding

The Victorian Government provides funding through Disaster Recovery Funding Arrangements (DRFA) to assist the Victorian community through natural disaster relief and recovery payments and infrastructure restoration. Further information can be found on the Finance Standard Operating Procedure an Appendix to this plan, Councils EClip (SF10/45) and Councils Councils emergency management operating system [Crisisworks](#). Alternatively information can be located the [Department of Treasury and Finance website](#)

6.3.10 Memorandum of Understanding

A Memorandum of Understanding (MOU) is in place between the following Councils:-

- Boroondara City Council
- Knox City Council
- Manningham City Council
- Maroondah City Council
- Monash City Council
- Nillumbik Shire Council
- Whitehorse City Council
- Yarra Ranges Council

The purpose of this MOU is to formalise a working relationship for operational arrangements in the delivery of emergency relief services within the municipalities. The MOU aims to enhance the capability of the parties by enabling Councils to request extra resources for the provision of relief services, mindful of differing Council capacities to respond. A copy of this MOU is available via the on EClip (SF17/223) Councils Emergency Operating system [Crisisworks](#).

The parties to this MOU are either signatories to, or principal stakeholders in the Municipal Emergency Plan for their respective Municipalities, made in accordance with Councils' obligations under the *Emergency Management Act 1986*. Each party desires to promote the objectives of the Act and in so doing to minimize the risk to the respective municipalities. The parties to this MOU are also signatories to the [MAV Protocol for Inter-Council Emergency Management Resource Sharing](#).

6.4 IMPACT ASSESSMENT GUIDELINES

Impact assessments are used to gather and analyse information following an emergency event. Impact assessment encompasses three stages. Impact assessment is conducted after an emergency to assess the impact to the community and inform government of immediate and longer-term recovery needs. Impact assessment must be community focused to ensure the data/information will assist decision making on how to best support impacted communities.

The EMV Impact Assessment Guidelines are written for class 1 emergencies. These guidelines are primarily for government and emergency responders with a responsibility for impact assessment in Victoria. Although specific to Class 1 emergencies, some of the principles and processes within these guidelines can also be applied to other emergencies. However, these guidelines will be re-evaluated as part of the comprehensive review to be undertaken as per the [Victorian Emergency Management Strategic Action Plan 2017-2020](#) (SAP), identified as part of Priority G – Strategic Action 6:

"Implement a comprehensive impact assessment model across all hazards and all phases of emergency management, taking into consideration the National Impact Assessment Model. This model will include a process to collect, analyse and communicate impact information to better inform response processes, and relief and recovery planning and activities."

6.4.1 Initial Impact Assessments

As soon as is practicable following the impact of an emergency, the control agency will coordinate the gathering of raw data on the loss and damage resulting from the emergency. This data will be broad in nature and is designed to provide some initial data as to the magnitude of an event, and may include extents of property and infrastructure damage, human and stock casualty numbers and other information that can assist in informing the response, and initial relief and recovery planning. This data also informs the planning and implementation of secondary and post impact assessment. Initial impacts on essential infrastructure and services will be coordinated at the local level by Council or relevant agency and undertaken as soon as practical.

6.4.2 Secondary Impact Assessment

Local government has the responsibility for gathering and processing information to determine of the needs of affected communities and recovery services required. It does this through the secondary impact assessment process. All departments and agencies involved in the collection of secondary impact assessment should liaise with the nominated Recovery Manager/Coordinator to ensure information is coordinated and shared. Secondary Impact Assessments are intended to further clarify the raw data gathered during the initial impact assessment phase. A standard operating procedure for Impact Assessments is located in *Appendix 8.6* of this plan and available on councils EClip (SF10/45) and Council's Councils' emergency management operating system [Crisisworks](#).

6.4.3 Post Emergency Needs Assessment

The final level of impact assessment is post emergency needs assessment. These assessments occur during recovery phase of an emergency event. The data collected during initial and secondary impact assessment is utilised to inform the medium to longer term recovery process.

This is the most detailed phase of impact assessment, where assessments are undertaken on a per residence level. Specific data on impact incurred in alignment with the four recovery environments is collected and reported back to the municipality and coordinating agency(s) to further inform planning and implementation of recovery activities.

A generic format and approach for both secondary and post impacts assessments is currently available in the Councils emergency management operating system [Crisisworks](#) Impact Assessment tool located under the People and Property tab.

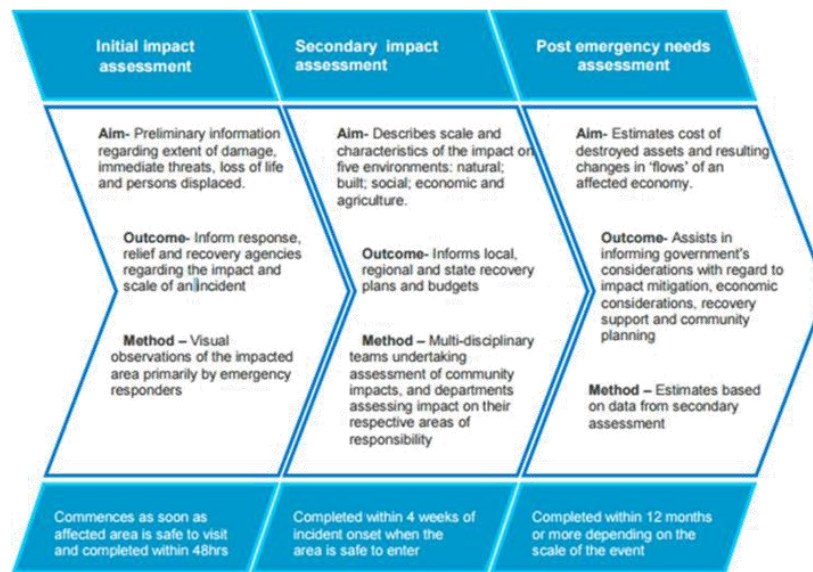


Figure 4 - Description of Impact Assessments Process - Impact Assessment Guidelines

PART 7. APPENDICES

7.1 AMENDMENT HISTORY

Version	Date	Section Changes	Author
1.0	1/3/2019	Major revision and formatting changes in readiness for 2020 audit by VicSES - replacing previous document	Executive Officer
	24/6/2019	Minor rewording to Introduction, Objectives and Audit and format update CERA graph	Executive Officer
	20/8/2019	Minor rewording to Part 6 from feedback from MEMPC and update Figure 3	Executive Officer
	19/09/2019	Minor changes to Part 7.5 Communications Plan	Executive Officer

7.2 ACRONYMS

CEO	Chief Executive Officer
CERA	Community Emergency Risk Assessment
CFA	Country Fire Authority
DHHS	Department of Health and Human Services
DRFA	Disaster Recovery Funding Arrangements
ECLIP	Electronic document and records management system
EMLO	Emergency Management Liaison Officer
EMC	Emergency Management Commissioner
EMCEMP	Eastern Metropolitan Councils Emergency Management Partnership
EMMV	Emergency Management Manual Victoria
EMV	Emergency Management Victoria
EMCEMP	Eastern Metro Councils Emergency Management Partnership
ERC	Emergency Relief Centre
FDP	Fire Danger Period
ICC	Incident Control Centre
IEMT	Incident Emergency Management Team
IERC	Incident Emergency Response Coordinator
IIA	Initial Impact Assessment
LGV	Local Government Victoria
MAV	Municipal Association Victoria
MEC	Municipal Emergency Coordination
MECC	Municipal Emergency Coordination Centre
MEM	Municipal Emergency Manager
MEMP	Municipal Emergency Management Plan
MEMPC	Municipal Emergency Management Planning Committee
MERC	Municipal Emergency Response Coordinator (Victoria Police)
MERO	Municipal Emergency Resource Officer
MFB	Metropolitan Fire Brigade
MFMP	Municipal Fire Management Planning Committee
MIA	Municipal Impact Assessment
MFPO	Municipal Fire Prevention Officer
MOU	Memorandum of Understanding
MRM	Municipal Recovery Manager
NSP	Neighbourhood Safer Place
PENA	Post Emergency Needs Assessment
REMT	Regional Emergency Management Team
RERC	Regional Emergency Response Coordinator
SEMT	State Emergency Management Team
SIA	Secondary Impact Assessment
SOP	Standard Operating Procedure
VicSES	Victoria State Emergency Service
VicPol	Victoria Police
VFRR	Victorian Fire Risk Register
VPR	Vulnerable Persons Register

7.3. DISTRIBUTION LIST

This Plan is made available to the community at www.maroondah.vic.gov.au.

Members of the Municipal Emergency Management Planning Committee (MEMPC) may also access this Plan via the Library Tab in Councils emergency management operating system [Crisisworks](#).

As required by the EMMV, a electronic copy has been sent to the State Library of Victoria, 328 Swanston St, Melbourne VIC 3000

7.4. EXERCISE RECORD

Date	Exercise	Description
10 December 2013	Exercise Stopwatch	Assess MEMP contact list Evaluate the 'stand up' times for agencies to attend MECC Evaluate procedures for contacting stakeholder agencies in an emergency event
2 April 2014	ERC Walk through	The ERC at Karralyka was set up to check and update facility plan set-up. This included set up of animal management.
22 May 2014	Exercise East	Eastern regional ERC Exercise. activated 2 ERCs to exercise ERC staff and support agencies and test hosting Councils facilities
25 October 2014	Working in a MECC Exercise	Test MECC systems and processes and provide staff with an understanding of their role in MECC operations
7 May 2015	Exercise East	Eastern regional ERC Exercise activated 2 ERCs at to exercise Council ERC staff and support agencies and test facilities.
15 April 2015	ERC Walk through	The ERC at 'The Rings' was set up to check and update facility plan set up.
31 October 2015	Exercise Trilogy	A joint exercise with 3 regional Councils to evaluate cross agency and municipality communications in a MECC environment in response to a multi-agency incident.
5 November 2015	Exercise Rolling Stone	RCT/REMT Regional Strategic Plan joint exercise.
3 August 2016	Walk Through ERC Exercise	The ERC at "Karralyka" was set up, changes identified, role clarification, agency, and animal management arrangements.
26 October 2016	Eastland Active Shooter	A joint tabletop exercise responding to and recovering from an active shooter incident.
21 November 2016	Eastlink Exercise	A joint tabletop exercise based a Pandemic event.
19 June 2017	Active Armed Offender	Regional exercise to identify roles, responsibilities, and actions in the recovery phase of this type of incident.
27 October 2017	Exercise East	A regional exercise to test and review municipal emergency coordination standard operating procedures.

Date	Exercise	Description
29 May 2018	Walk Through ERC Exercise	The ERC at "The Rings" was set up to check and update facility plan set-up. This included set up of animal management.
19 October 2018	Exercise East	Regional exercise to develop capability of Council EMLO, and functions of municipal, regional and incident emergency management team
16 November 2018	Class 2 Biodiversity Exercise	Regional agency exercise based on a biodiversity event
16 November 2018	Eastlink Hermes Exercise	Desktop exercise major traffic hazmat incident
19 August 2019	Walk Through ERC Exercise	The ERC at Karralyka was set up to check and update facility plan set-up. This included set up of animal management.
14 November 2019	Exercise East	Regional exercise consisting of a range of masterclasses for staff involved in an ERC.

7.5 COMMUNICATION PLAN

Subject	Topic	Media	Timing
Swimming Pool Safety	Gates and fences	Building Commission Brochures (available at service centres)	Ongoing
		Media release	September/October/December January/February Incident generated (ie: prosecution for fencing failure – message reinforced)
		Web	Ongoing Front page articles during peak seasons
		Focus community newsletter	December
		Community Information Bulletin (available at service centres)	Ongoing
StormSafe	Storm preparation	SES Brochures (available at service centres)	Ongoing
		Media articles Council's Fire Preparation brochure available at service centres	July February/March Incident generated – message reinforced
		Web	Ongoing
		Focus community newsletter	February (space dependent)
		Web (links to CFA)	Ongoing – updated on advice from CFA usually October and April
Bushfires	Fire restrictions	Community Information Bulletins (available at service centres)	Ongoing – updated on advice from CFA approximately October and April
		Media article	October April
		Web (links to CFA)	Ongoing
		Community Information Bulletins	Ongoing
		Focus community newsletter	December (if needed)
	Fire season preparation	Media article	October, December, April Other as needed Incident generated – message reinforced
		Web (links to CFA and other agencies as needed)	As needed
		Community Information Bulletins	As needed
		Media article	As needed
		Internal communication	As needed
Heatwave	General and declared days (all material exists for declared days ready to release as needed)	Web	Ongoing Updated on notification of declared days
		Community Information Bulletins	Ongoing As needed following notification of

Subject	Topic	Media	Timing
			declared days
		Media release Media article	October/November As needed where timely following notification of declared days
		DHHS Brochure (available at service centres)	Ongoing
		Focus community newsletter	December

7.6 SPECIAL PLANS AND ARRANGEMENTS

Hazard Risk Sub Plans

Fire Management Plan
Storm and Flood Plan
Heatwave Operations Plan
Pandemic Plan

Municipal Sub Plans

Relief Plan
Recovery Plan
Roles and Responsibilities Guide
Animal Welfare Plan
Public Health Sub Plan

Standard Operating Procedures

Administration
Resources
Building
Communications and Engagement
Customer Service
Finance
Information Technology
Municipal Impact Assessment
Non Major Emergencies

Eastern Councils Regional Plans

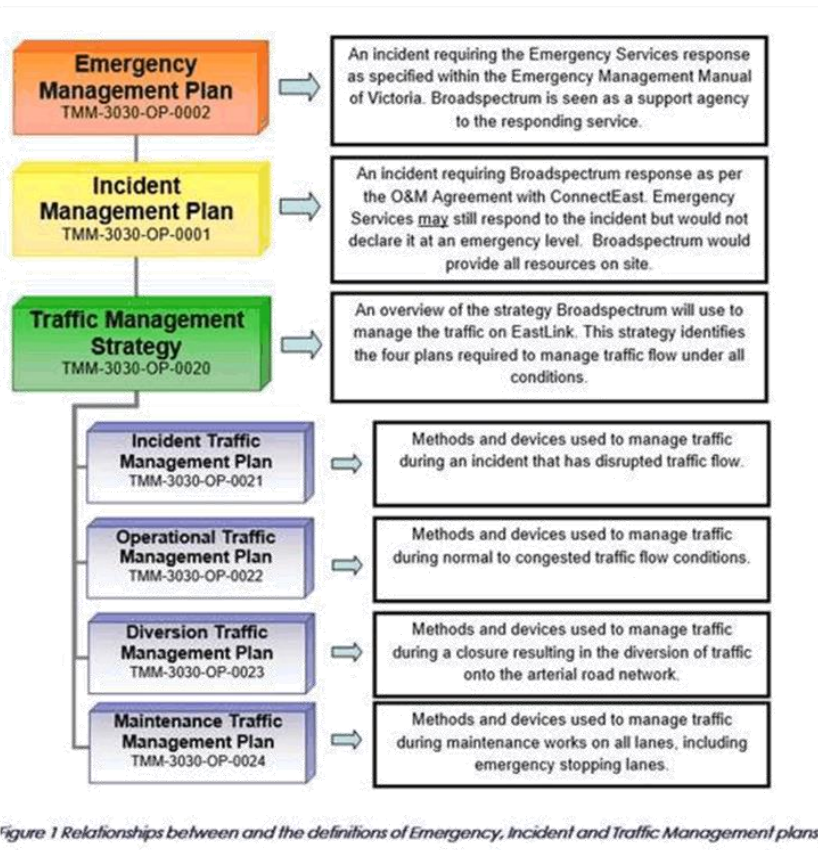
Eastern Metro ERC Sub Plan
Eastern Metro Heatwave Plan
Eastern Metro Influenza Pandemic Plan
Eastern Metro Municipal Coordination Sub Plan
Eastern Metro Animal Welfare Plan

Arrangements and other documents

Maroondah Business Continuity Plan
Maroondah MEMPC Committee Terms of Reference
Emergency Relief Centre Facility Plans
Maroondah Event Planning handbook
[Maroondah 2040 - Our future together](#)
[Maroondah Childrens Plan](#)
[Maroondah Health and Wellbeing Plan](#)
Regional Relief and Recovery Plan
[Emergency Management Manual Victoria](#)
[Victorian Emergency Management Strategic Plan](#)
[Protocol for Inter-Council Emergency Management Resource Sharing](#)
[EMV Recovery Toolkit for Local Government](#)
[Emergency Relief Handbook – A Planning Guide](#)

** All the above documents (except those that are hyperlinked) are available on Councils emergency management operating system [Crisisworks](#) and linked where mentioned throughout the plan or on Councils ECip system.*

Eastlink Operational Plans



Eastland Operational Plans

- Emergency Response Procedures (for tenants)
- Major Incident and Emergency Procedures Manual (for duty managers)
- Security Escalation Plan
- Business Continuity Plan

7.7 CONTACT DIRECTORY FOR MEMPC

Not for public distribution

Refer EClip SF10/45

Process for updating the Municipal Emergency Management Planning Committee (MEMPC) contact list
1 week prior to MEMPC Meeting an electronic copy of the list is forwarded to all members requesting any changes, following meeting electronic changes received are matched with details listed in MEMPC meeting attendance sheet, once confirmed all changes are made to electronic copy of MEMPC contact list, then forwarded electronically to all members to enter onto their copy of the contact list prior to each meeting.

DRAFT

7.8 CONTACT DIRECTORY

Not for public distribution

Refer EClip SF10/45

Process for updating MEMP Contact Directory

All contacts are checked by phone and updated by the MEMPC Executive Officer annually or as required and changes transferred into MEMP contact list.

DRAFT

7.9 COMMUNITY DIRECTORY

A copy of the Maroondah Community Directory can be found via the Maroondah Website at www.maroondah.vic.gov.au or at all customer service centre outlets.

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