



Councillor
(as addressed)

The next Council Meeting will be a virtual meeting, on Monday 31 August 2020, commencing at 7:30pm and your presence is requested.

Yours faithfully

A handwritten signature in black ink, appearing to be 'Steve Kozlowski', with a long horizontal line extending to the right.

Steve Kozlowski
CHIEF EXECUTIVE OFFICER

Note:

Due to COVID-19 this is a virtual meeting of Council and is being streamed live on the internet and recorded. This meeting of Council can be viewed on Council's website via

<http://webcast.maroondah.vic.gov.au/video.php>

The Public Gallery is currently closed to the Public.

| | |
|-----------------|---|
| City Offices | 179 Maroondah Hwy, Ringwood, 3134 |
| Postal | PO Box 156, Ringwood 3134 DX 38068, Ringwood |
| Telephone | 1300 88 22 33 Translating and Interpreting Service (TIS): 131 450 National Relay Service (NRS): 133 677 |
| Facsimile | (03) 9298 4345 |
| Email | maroondah@maroondah.vic.gov.au |
| Web | www.maroondah.vic.gov.au |
| Service Centres | Croydon: Civic Square REALM: 179 Maroondah Hwy, Ringwood |

ORDER OF BUSINESS

1. Prayer
2. Acknowledgment of Country
3. Apologies
4. Declaration of Interests
5. Confirmation of Minutes of the Ordinary Council Meeting held on Monday 17 August 2020.
6. Public Questions
7. Officers' Reports
 - Director Corporate Services
 1. Attendance Report 4
 2. Reports of Councillor Briefings 6
 3. Councillor Representation Reports 9
 4. Part Road Discontinuance - Pitt Street Ringwood 11
 5. Governance Rules 2020 15
 6. Election Period Policy 2020 17
 7. Public Transparency Policy 2020 20
 8. Audit and Risk Committee Charter 22
 9. Council Expenses Policy 2020 24
 10. Petitions Policy 2020 26
 11. Eastern Regional Libraries Corporation Annual 2019/20 Highlights Report on the Provision of Library Services 29
 12. Instrument of Delegation to Council Officers 40
 - Director Operations, Assets & Leisure
 1. Ringwood Athletic Centre Special Committee of Council - Revoking of Instrument of Delegation 43
 2. Capital Works Report: Fourth Quarter 2019/2020 46
 - Director Strategy & Community
 1. Introducing an Environmentally Sustainable Development (ESD) Policy 52
 2. Maroondah Neighbourhood Character Study Review Recommendations Report 58
 3. Our Achievements 2016-2020 Council Term 66
 4. Our Achievements 2019/20 Financial Year 70
 5. COVID-19 Community Grants Funding Program 73
8. Documents for Sealing

9. Motions to Review
10. Late Item
11. Requests / Leave of Absence
12. In Camera

Mayor & Councillors

1. Chief Executive Officer Annual Report and Review - 2019/20

Confidential Director Corporate Services

1. Wide Area Network (WAN) Update
2. Instrument of Appointment & Authorisation to Council Officers
(Planning & Environment Act 1987)

Director Operations, Assets & Leisure

1. Tender Evaluation Report - Contract 20972 Karralyka Centre
Redevelopment Early Works
2. Tender Evaluation Report - Contract 20970 Design & Construction of
Devon Street Multi-Deck Car Park

Director Development & Amenity

1. Tender Evaluation Report - Contract 20960 Minor Civil Works

ATTENDANCE REPORT

ITEM 1

PURPOSE

To provide an opportunity for Councillors to report on Council activities undertaken since the last Ordinary Meeting of Council and forthcoming ward activities.

STRATEGIC / POLICY ISSUES

The following directions contained in Maroondah 2040: Our Future Together and the Council Plan 2017-2021 (Year 4: 2020-2021) provide the strategic framework that underpins the purpose of this report.

Outcome Area: A well governed and empowered community

Our Vision: 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

Key Directions 2020 – 2021:

8.1 Provide enhanced governance that is transparent, accessible, inclusive and accountable

BACKGROUND

Not Applicable

ISSUE / DISCUSSION

It is intended that the Mayor and Councillors be given the opportunity to present a verbal or written report updating Council on the activities they have undertaken in their role as Councillors and forthcoming ward activities.

FINANCIAL / ECONOMIC ISSUES

Not Applicable

ENVIRONMENTAL / AMENITY ISSUES

Not Applicable

SOCIAL / COMMUNITY ISSUES

Not Applicable

COMMUNITY CONSULTATION

Not Applicable

CONCLUSION

It is appropriate that Councillors formally report to Council upon the activities they have undertaken in their role as Councillors.

ATTENDANCE REPORT Cont'd

ITEM 1

ATTACHMENTS

Not Applicable

CONFIDENTIALITY

Not Applicable

RECOMMENDATION

**THAT COUNCIL RECEIVES AND NOTES THE REPORTS AS PRESENTED BY
COUNCILLORS**

REPORTS OF COUNCILLOR BRIEFINGS

ITEM 2

PURPOSE

To present the 'Public Record' of those Councillor Briefings which are attended by all Councillors and generally held on Monday evenings at the City Offices Ringwood, usually two weeks prior to the formal Council Meeting, and to note the issues discussed.

STRATEGIC / POLICY ISSUES

The following directions contained in Maroondah 2040: Our Future Together and the Council Plan 2017-2021 (Year 4: 2020-2021) provide the strategic framework that underpins the purpose of this report.

Outcome Area: A well governed and empowered community

Our Vision: 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

Key Directions 2020 – 2021:

- 8.1 Provide enhanced governance that is transparent, accessible, inclusive and accountable

BACKGROUND

As part of decision-making processes at Maroondah, it is essential that Councillors are briefed on a range of issues which come before Council for consideration. As a means of providing this information, Councillor Briefings are conducted.

Councillor Briefings are also attended by Council Officers, and sometimes other specific advisors, to provide Councillors with a detailed knowledge and understanding of issues under consideration to a level of detail that would inhibit timely decision-making, that would not be possible in an open Council meeting, where decision-making related debate is governed by strict meeting procedures.

A Councillor Briefing is a non decision making forum, and as per past good governance practice, is deemed to be a scheduled or planned meeting comprising a majority of Councillors (at least 5) and one (1) Council employee, for the purpose of discussing matters that are intended or likely to be:

- the subject of a decision of the Council; or
- subject to the exercise of a delegated function, duty or power of Council

Examples of a Councillor Briefings may include:

- On-site inspections,
- Consultative Meetings with residents, developers, consultants
- Meetings with local organisations, Government Departments, statutory authorities, and local politicians

REPORTS OF COUNCILLOR BRIEFINGS Cont'd**ITEM 2****ISSUE / DISCUSSION**

Councillor Briefings are generally held twice a month, on Monday evenings at the City Offices Ringwood, usually two (2) weeks prior to, and on the night of a formal Council meeting.

The intent of this report is to present a 'Public Record' of those Councillor Briefings which are generally attended by all Councillors and typically held on Monday evenings, and to note the items discussed.

The 'Public Record' of the Councillor Briefing held on 17 August 2020 is attached for information.

NOTE

As a result of current working arrangements due to COVID-19, Councillor Briefings are again presently being held via Zoom Teleconferencing.

FINANCIAL / ECONOMIC ISSUES

Not Applicable

ENVIRONMENTAL / AMENITY ISSUES

Not Applicable

SOCIAL / COMMUNITY ISSUES

Not Applicable

COMMUNITY CONSULTATION

Not Applicable

CONCLUSION

Councillor Briefings are important forums for advice and discussion, on what are often complex issues facing the municipality, in the lead up to formal decisions being made by Councillors at Council Meetings. At Councillor Briefings, or outside them, Councillors also have the opportunity of requesting additional information to assist in the decision-making process.

It is appropriate that the 'Public Record' of those Councillor Briefings, which are attended by a majority of Councillors, i.e. at least five (5) Councillors and one (1) employee of Council, be noted.

REPORTS OF COUNCILLOR BRIEFINGS Cont'd

ITEM 2

ATTACHMENTS

1. 2020 August 17 - Councillor Briefing Public Record

CONFIDENTIALITY

Not Applicable

RECOMMENDATION

THAT COUNCIL RECEIVES AND NOTES THE PUBLIC RECORD OF THE COUNCILLOR BRIEFING HELD ON 17 AUGUST 2020

COUNCILLOR REPRESENTATION REPORTS

ITEM 3

PURPOSE

To receive and note the following meeting minutes.

- Eastern Alliance for Greenhouse Action Committee Meeting held on the 20 February 2020
- Maroondah's Disability Advisory Committee Meeting held on the 23 July 2020
- Maroondah Partners in Wellbeing Committee Meeting held on the 11 August 2020

STRATEGIC / POLICY ISSUES

The following directions contained in Maroondah 2040: Our Future Together and the Council Plan 2017-2021 (Year 4: 2020-2021) provide the strategic framework that underpins the purpose of this report.

Outcome Area: A well governed and empowered community

Our Vision: 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.

Key Directions 2020 – 2021:

8.1 Provide enhanced governance that is transparent, accessible, inclusive and accountable

BACKGROUND

As part of Council's commitment to the principles and practice of good governance, it is appropriate that Councillors and the Community are formally updated on the actions and activities of the various organisations bodies/advisory groups upon which it is represented.

ISSUE / DISCUSSION

Council is represented on numerous Boards and Organisations. Appointments are made annually by Council at the commencement of the new Mayoral term.

Cr Graham as Council's representative with Cr Macdonald as substitute representative on the Eastern Alliance of Greenhouse Action Committee.

Crs Spears and Dib are Council's representatives on the Disability Advisory Committee.

Crs Mazzuchelli and Graham are Council's representatives on the Maroondah Partners in Wellbeing Committee.

FINANCIAL / ECONOMIC ISSUES

Not Applicable

COUNCILLOR REPRESENTATION REPORTS Cont'd**ITEM 3****ENVIRONMENTAL / AMENITY ISSUES**

Not Applicable

SOCIAL / COMMUNITY ISSUES

Not Applicable

COMMUNITY CONSULTATION

Not Applicable

CONCLUSION

It is appropriate that Councillors and the Community are formally updated on the actions and activities of the various organisations bodies/advisory groups upon which Council is represented.

ATTACHMENTS

1. Eastern Alliance for Greenhouse Action Committee Meeting Minutes 20 February 2020
2. Maroondah's Disability Advisory Committee Meeting Minutes 23 July 2020
3. Maroondah Partners in Wellbeing Committee Meeting Minutes 11 August 2020

CONFIDENTIALITY

Not Applicable

RECOMMENDATION

THAT COUNCIL RECEIVES AND NOTES MINUTES OF THE FOLLOWING COMMITTEES:

1. **EASTERN ALLIANCE FOR GREENHOUSE ACTION COMMITTEE MEETING HELD ON THE 20 FEBRUARY 2020**
2. **MAROONDAH'S DISABILITY ADVISORY COMMITTEE MEETING HELD ON THE 23 JULY 2020**
3. **MAROONDAH PARTNERS IN WELLBEING COMMITTEE MEETING HELD ON THE 11 AUGUST 2020**

PART ROAD DISCONTINUANCE - PITT STREET RINGWOOD

ITEM 4

PURPOSE

For Council to consider whether the land shown as 'Lot 1' on the survey plan attached as Schedule 1 (Survey Plan) being part of the land contained in certificate of title volume 2583 folio 506 and volume 3041 folio 062 shown, being part of the road known as Pitt Street Ringwood (Road), should be discontinued pursuant to the Local Government Act 1989 (Act) and retained by Council.

STRATEGIC / POLICY ISSUES

The following directions contained in Maroondah 2040: Our Future Together and the Council Plan 2017-2021 (Year 4: 2020-2021) provide the strategic framework that underpins the purpose of this report.

Outcome Area: A well governed and empowered community.

Our Vision: 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.

Key Directions 2020 – 2021:

- 8.1 Provide enhanced governance that is transparent, accessible, inclusive, and accountable.
- 8.2 Ensure responsible and sustainable management of Maroondah resources, assets, infrastructure, and natural environment.

BACKGROUND

Council is the registered proprietor of the Road which is outlined blue on the locality plan, attached as Schedule 2 (Locality Plan).

Council is the owner of the parcels of land known as 1 and 1A Bedford Road Ringwood, including parcel Lot 2 LP 76330, shown outlined red on the Locality Plan (Council Adjoining Land), which abut the Road.

The Road is not used as a vehicular thoroughfare and has been used as a public carpark for at least 20 years.

On 7 February 2019, the Federal Government announced it would grant to Council \$15 million to fund the construction of a new public multi-level commuter carpark in Ringwood (Car Park). Council proposes to locate the Car Park on its land holdings at 1 and 1A Bedford Road Ringwood as outlined red on the Locality Plan.

To create a consolidated allotment of land comprising the Road and the Council Adjoining Land, Council proposes to discontinue the Road, and consolidate the titles to the discontinued Road with the titles to the Council Adjoining Land (Proposal). Council will bear the costs associated with the Proposal.

**PART ROAD DISCONTINUANCE - PITT STREET RINGWOOD
Cont'd**

ITEM 4

Road

The Road is a 'road' for the purposes of the Act. Council has statutory power to consider discontinuing the Road.

If the Road is discontinued, the Road will vest in Council.

At its meeting on 22 June 2020, Council resolved:

- For the Road to be removed from Council's Register of Public Roads; and
- To commence the statutory procedures and give notice pursuant to section 207A and 223 of the Act of its intention to discontinue the Road and retain the land.

Public Notice

The required public notice was placed in the 'Age' newspaper on 30 June 2020 and on Council's website. Unfortunately due to the Covid-19 restrictions Council was unable to utilize its usual practice of display at Council's Customer Service areas at Ringwood and Croydon or at Council's libraries at Ringwood and Croydon.

Council via email dated 29 June 2020 was able to inform the adjoining property owner to the Road, of the Proposal and provided a copy of the public notice.

No submissions were received by Council in response to the public notice by the closing date, being 28 July 2020.

Public Authorities

The following statutory authorities have been advised of the proposed discontinuance of the Road and have been asked to respond to the question of whether they have any existing assets in the Road, which should be saved under section 207C of the Act:

- Yarra Valley Water;
- Ausnet;
- Multinet Gas; and
- Telstra

Yarra Valley Water has advised that it owns multiple service pipes within the area and it requires an easement to be recorded in its favour over the whole of the Road.

Ausnet has advised that it has overhead, and underground cables located on the Road and requires a suitably sized easement along the length of its assets.

Multinet Gas has advised that it has a 32mm medium pressure gas main located within the Road and requires a suitably sized easement to be recorded in its favour over the asset.

Telstra has advised that it has no objection to the discontinuance of the Road.

**PART ROAD DISCONTINUANCE - PITT STREET RINGWOOD
Cont'd****ITEM 4****ISSUE / DISCUSSION**

The Federal Government has announced that it would provide to Council \$15 million funding for the construction of a new commuter car park in Ringwood.

Council's land holdings at 1 and 1A Bedford Road Ringwood would provide an ideal location for a public multi-level public car park.

To facilitate the commuter car park in this location, Council proposes to discontinue the Road and consolidate the titles of the discontinued Road with the Council Adjoining Land.

FINANCIAL / ECONOMIC ISSUES

The legal and disbursement costs associated with the discontinuance and Council's administration in dealing with property matters, is contained in the current budget.

ENVIRONMENTAL / AMENITY ISSUES

Not Applicable

SOCIAL / COMMUNITY ISSUES

Not Applicable

COMMUNITY CONSULTATION

Council has notified the community of the proposal to discontinue the Road, through a Public Notice that was published in the 'Age' newspaper on 30 June 2020, inviting submissions to be received in accordance with the statutory procedures pursuant to section 223 of the Act.

At the conclusion of the consultation period on 28 July 2020, there were no submissions received.

CONCLUSION

It is proposed that Council discontinue the Road pursuant to the Act and retain the land, as the Road is no longer reasonably required for general public use as the Road:

- Is not required for public access; and
- Has been utilized as a public car park for at least 20 years.

**PART ROAD DISCONTINUANCE - PITT STREET RINGWOOD
Cont'd**

ITEM 4

ATTACHMENTS

1. Part Road Discontinuance - Pitt Street - Schedule 1 Survey Plan
2. Part Road Discontinuance - Pitt Street - Schedule 2 Locality Plan

CONFIDENTIALITY

Not Applicable

RECOMMENDATION

THAT COUNCIL

1. **HAVING FOLLOWED ALL THE REQUIRED STATUTORY PROCEDURES PURSUANT TO SECTIONS 207A AND 223 OF THE ACT, AND BEING OF THE OPINION THAT THE ROAD SHOWN MARKED AS 'LOT 1' ON THE SURVEY PLAN ATTACHED AS SCHEDULE 1 TO THIS REPORT (ROAD), IS NOT REASONABLY REQUIRED FOR PUBLIC USE, RESOLVES TO DISCONTINUE THE ROAD**
2. **DIRECTS THAT A NOTICE PURSUANT TO THE PROVISIONS OF CLAUSE 3(A) OF SCHEDULE 10 OF THE ACT IS TO BE PUBLISHED IN THE VICTORIAN GOVERNMENT GAZETTE**
3. **DIRECTS THAT, ONCE DISCONTINUED, THAT THE ROAD BE RETAINED TO COUNCIL**
4. **DIRECTS THAT THE CEO SIGN ANY TRANSFER OR TRANSFERS OF THE ROAD AND ANY OTHER DOCUMENTS REQUIRED TO BE SIGNED IN CONNECTION WITH THE DISCONTINUANCE OF THE ROAD AND ITS SUBSEQUENT TRANSFER TO COUNCIL**
5. **DIRECTS THAT ANY EASEMENTS, RIGHTS OR INTERESTS REQUIRED TO BE CREATED OR SAVED OVER THE ROAD BY ANY AUTHORITY BE DONE SO AND NOT BE AFFECTED BY THE DISCONTINUANCE AND TRANSFER OF THE DISCONTINUED ROAD TO COUNCIL**

GOVERNANCE RULES 2020**ITEM 5****PURPOSE**

To consider the adoption of Governance Rules in accordance with section 60 of the Local Government Act 2020 (the Act).

STRATEGIC / POLICY ISSUES

The following directions contained in Maroondah 2040: Our Future Together and the Council Plan 2017-2021 (Year 4: 2020-2021) provide the strategic framework that underpins the purpose of this report.

Outcome Area: A well governed and empowered community

Our Vision: 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

Key Directions 2020 – 2021:

8.1 Provide enhanced governance that is transparent, accessible, inclusive and accountable

BACKGROUND

The new Local Government Act 2020, which received Royal Assent on 24 March 2020, is being progressively implemented from 6 April 2020 through until 1 July 2021.

The Act requires Council to adopt a number of key strategic documents, including Governance Rules, by 1 September 2020.

ISSUE / DISCUSSION

Section 60 of the Act requires Council to adopt Governance Rules with respect to matters including:

- (a) the conduct of Council meetings
- (b) the conduct of meetings of delegated committees
- (c) the form and availability of meeting records
- (d) the election of the Mayor and the Deputy Mayor
- (e) the appointment of an Acting Mayor
- (f) development of an Election Period Policy in accordance with section 69
- (g) the procedures for the Disclosure of a Conflict of Interest by a Councillor or a Member of a Delegated Committee, or by a Council Officer when providing information in respect of a matter within the meaning of section 126(1) of the Act
- (h) any other matters prescribed by the regulations.

GOVERNANCE RULES 2020 Cont'd**ITEM 5**

Furthermore, the Governance Rules must provide for Council to consider and make a decision on any matter being considered fairly and, on its merits, and institute decision making processes to ensure that any person whose rights will be directly affected by a decision of Council is entitled to communicate their views and have their interests considered.

Draft Governance Rules have now been prepared which draws upon benchmarking undertaken as part of Local Government Victoria's '*engage process*', and Council's solicitors.

FINANCIAL / ECONOMIC ISSUES

Not Applicable

ENVIRONMENTAL / AMENITY ISSUES

Not Applicable

SOCIAL / COMMUNITY ISSUES

Not Applicable

COMMUNITY CONSULTATION

The Draft Governance Rules have been on public exhibition for 14 business days from 28 July to 14 August, across Council's social communications channels, inviting public comment, to which no comments have been received.

CONCLUSION

As Council has reviewed its existing Policies and work practices in this space, participated in benchmarking activity with Local Government Victoria and the sector as well as Council's solicitors and has undertaken public consultation on these matters to which no public comments have been received, it is appropriate for Council to now consider adoption of the Draft Governance Rules 2020 in line with the timelines required by the State Government.

ATTACHMENTS

1. Draft Governance Rules 2020

CONFIDENTIALITY

Not Applicable

RECOMMENDATION

THAT COUNCIL ADOPTS THE DRAFT GOVERNANCE RULES 2020, PURSUANT TO SECTION 60 OF THE LOCAL GOVERNMENT ACT 2020

ELECTION PERIOD POLICY 2020

ITEM 6

PURPOSE

To consider the adoption of the Draft Election Period Policy 2020 in accordance with section 69 of the Local Government Act 2020 (the Act).

STRATEGIC / POLICY ISSUES

The following directions contained in Maroondah 2040: Our Future Together and the Council Plan 2017-2021 (Year 4: 2020-2021) provide the strategic framework that underpins the purpose of this report.

Outcome Area: A well governed and empowered community

Our Vision: 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

Key Directions 2020 – 2021:

8.1 Provide enhanced governance that is transparent, accessible, inclusive and accountable

BACKGROUND

The Act, which received Royal Assent on 24 March 2020, is being progressively implemented from 6 April 2020 through until 1 July 2021. It requires Council to adopt several key strategic documents by 1 September 2020, including an Election Period Policy, which forms part of Council's Governance Rules to be adopted by Council pursuant to sections 60(1)(b) and 60(2) of the Act and the overarching governance principles specified in section 9(2) of the Act.

ISSUE / DISCUSSION

The Election Period Policy must include:

- procedures intended to prevent the Council from making inappropriate decisions or using resources inappropriately during the election period before a general election,
- limits on public consultation and the scheduling of Council events, and
- procedures to ensure that access to information held by Council is made equally available and accessible to candidates during the election.

The purpose of the Policy is to ensure that the ordinary business of Council can continue and be conducted during the period before an election in an environment that is responsible, transparent and fair to all candidates.

The election period is 32 days from morning (12:01am) on Tuesday 22 September 2020 to 6pm on Saturday 24 October 2020 (election day). The election period is a mandatory requirement for all Victorian Councils to observe and dovetails local government election periods in the same manner as those for State and Federal levels of government.

ELECTION PERIOD POLICY 2020 Cont'd**ITEM 6**

In March 2020, Council adopted a revised Election Period Policy for the 2020 elections in accordance with the requirements of the Local Government Act 1989 at the time. However, following the subsequent introduction of the Local Government Act 2020, the Policy has been further revised to ensure Council continues to meet its legislative obligations.

The revised Election Period Policy as attached has been developed to ensure that the general elections 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.

FINANCIAL / ECONOMIC ISSUES

The Policy prohibits decisions which commits the Council to expenditure exceeding one per cent of the Council's income from general rates, municipal charges and service rates and charges in the preceding financial year.

The Policy also provides that the use of Council resources must be exclusively for normal Council business during the election period and cannot be used in connection with any election.

The resources for Council to undertake this review and alignment with State Government legislation is contained within Council's current budget.

ENVIRONMENTAL / AMENITY ISSUES

Not Applicable

SOCIAL / COMMUNITY ISSUES

Not Applicable

COMMUNITY CONSULTATION

The Draft Election Period Policy 2020 has been on public exhibition for 14 business days from 28 July to 14 August, across Council's social communications channels, inviting public comment, to which no comments have been received.

CONCLUSION

This Policy builds on Council's existing Policy, aligns with State Government legislation, has been benchmarked with the sector through Local Government Victoria and has undertaken community consultation with the Maroondah Community. It is therefore appropriate for Council to now consider adoption of the Draft Election Period Policy 2020 in line with State Government legislated timeframe requirements.

ELECTION PERIOD POLICY 2020 Cont'd

ITEM 6

ATTACHMENTS

1. Draft Election Period Policy 2020 Final for exhibition

CONFIDENTIALITY

Not Applicable

RECOMMENDATION

THAT COUNCIL ADOPTS THE DRAFT ELECTION PERIOD POLICY PURSUANT TO SECTION 69 OF THE LOCAL GOVERNMENT ACT 2020

PUBLIC TRANSPARENCY POLICY 2020

ITEM 7

PURPOSE

To consider the adoption of the Draft Public Transparency Policy 2020 in accordance with sections 57 and 58 of the Local Government Act 2020 (the Act).

STRATEGIC / POLICY ISSUES

The following directions contained in Maroondah 2040: Our Future Together and the Council Plan 2017-2021 (Year 4: 2020-2021) provide the strategic framework that underpins the purpose of this report.

Outcome Area: A well governed and empowered community

Our Vision: 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

Key Directions 2020 – 2021:

- 8.1 Provide enhanced governance that is transparent, accessible, inclusive and accountable

BACKGROUND

The new Act, which received Royal Assent on 24 March 2020, is being progressively implemented from 6 April 2020 through until 1 July 2021.

The Act requires Council to adopt a number of key strategic documents, including a Public Transparency Policy, by 1 September 2020

ISSUE / DISCUSSION

Sections 57 and 58 of the Act requires Council to adopt a Public Transparency Policy.

A Draft Policy has been prepared building on Council's existing practice and draws upon benchmarking undertaken as part of Local Government Victoria's 'engage process' as well as advice from Council's solicitors.

The purpose of this Policy is to:

- give effect to the Public Transparency Principles pursuant to section 58 of the Act;
- support Council in its ongoing drive for good governance best practice;
- describe the ways in which Council Information will be made publicly available;
- specify which Council Information will be made publicly available; and
- describe the categories of Council Information that may be unavailable to the public.

PUBLIC TRANSPARENCY POLICY 2020 Cont'd**ITEM 7****FINANCIAL / ECONOMIC ISSUES**

The resources for Council to develop this policy in accordance with State Government legislation is contained within Council's current budget.

ENVIRONMENTAL / AMENITY ISSUES

Not Applicable

SOCIAL / COMMUNITY ISSUES

Not Applicable

COMMUNITY CONSULTATION

The Draft Public Transparency Policy has been on public exhibition for 14 business days from 28 July to 14 August, across Council's social communications channels, inviting public comment; to which no comments have been received.

CONCLUSION

As Council has reviewed its existing practices, benchmarked with the sector, received advice from its solicitors and has undertaken a public consultation process, it is appropriate for Council to now consider adoption of the Draft Public Transparency Policy 2020 in line with legislative compliance obligations.

ATTACHMENTS

1. Draft Public Transparency Policy 2020

CONFIDENTIALITY

Not Applicable

RECOMMENDATION

THAT COUNCIL ADOPTS THE DRAFT PUBLIC TRANSPARENCY POLICY 2020, PURSUANT TO SECTIONS 57 AND 58 OF THE LOCAL GOVERNMENT ACT 2020

AUDIT AND RISK COMMITTEE CHARTER

ITEM 8

PURPOSE

To consider the adoption of the Draft Audit and Risk Committee Charter in accordance with sections 53 and 54 of the Local Government Act 2020 (the Act).

STRATEGIC / POLICY ISSUES

The following directions contained in Maroondah 2040: Our Future Together and the Council Plan 2017-2021 (Year 4: 2020-2021) provide the strategic framework that underpins the purpose of this report.

Outcome Area: A well governed and empowered community

Our Vision: 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

Key Directions 2020 – 2021:

8.1 Provide enhanced governance that is transparent, accessible, inclusive and accountable

BACKGROUND

The new Local Government Act 2020, which received Royal Assent on 24 March 2020, is being progressively implemented from 6 April 2020 through until 1 July 2021.

The Act requires Council to adopt a number of key strategic documents, including an Audit and Risk Committee Charter, by 1 September 2020

ISSUE / DISCUSSION

The Audit and Risk Committee Charter supports Council in discharging its oversight responsibilities relating to financial reporting, risk management, fraud prevention, maintenance of sound systems of internal control, assurance activities including internal and external audit, and Council's performance regarding Legislative and regulatory compliance.

The Draft Charter as attached incorporates all requirements of the Act, which includes:

- Greater prescriptive requirements regarding an independent member skillset
- Broadening of obligations in relation to conflict of interest
- Specified requirements in relation to:
 - Monitoring compliance of Council policies and procedures
 - Overarching governance principles
 - Monitoring Council financial and performance reporting
 - Monitoring and providing advice on risk management and fraud prevention systems
 - Overseeing internal and external audit Mandated work programme

AUDIT AND RISK COMMITTEE CHARTER Cont'd**ITEM 8**

The Draft Charter builds on and streamlines the organisations existing Charter in line with legislative requirements. Prior to being released for public comment the Draft was made available to the current Audit and Risk Advisory Committee Independent Chair and Members for feedback given their extensive sector knowledge, experience and highly regarded reputation. The majority of the suggested feedback as appropriate to the Maroonah situation was then incorporated into the document prior to public release.

FINANCIAL / ECONOMIC ISSUES

This is an administrative matter the resources for which are included in Council's existing budget.

ENVIRONMENTAL / AMENITY ISSUES

Not Applicable

SOCIAL / COMMUNITY ISSUES

Not Applicable

COMMUNITY CONSULTATION

The Draft Audit and Risk Committee Charter has been on public exhibition for 14 business days from 28 July to 14 August, across Council's social communications channels, inviting public comment; to which no comments have been received.

CONCLUSION

As Council has drafted the Charter incorporating the State Government's legislative requirements, built on its existing Charter, incorporated feedback from Council's existing Audit and Risk Advisory Committee Members as well as undertaken a public consultation process, it is appropriate for Council to now consider adoption of the Draft Audit and Risk Committee Charter in line with timeframe requirements under the Act.

ATTACHMENTS

1. Audit & Risk Advisory Committee Charter - Draft Revised June 2020

CONFIDENTIALITY

Not Applicable

RECOMMENDATION

THAT COUNCIL ADOPTS THE DRAFT AUDIT AND RISK COMMITTEE CHARTER PURSUANT TO SECTIONS 53 AND 54 OF THE LOCAL GOVERNMENT ACT 2020

COUNCIL EXPENSES POLICY 2020

ITEM 9

PURPOSE

To consider the adoption of the Draft Council Expenses Policy 2020 in accordance with section 41 of the Local Government Act 2020 (the Act).

STRATEGIC / POLICY ISSUES

The following directions contained in Maroondah 2040: Our Future Together and the Council Plan 2017-2021 (Year 4: 2020-2021) provide the strategic framework that underpins the purpose of this report.

Outcome Area: A well governed and empowered community

Our Vision: 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

Key Directions 2020 – 2021:

8.1 Provide enhanced governance that is transparent, accessible, inclusive and accountable

BACKGROUND

The new Local Government Act 2020, which received Royal Assent on 24 March 2020, is being progressively implemented from 6 April 2020 through until 1 July 2021.

The Act requires Council to adopt a number of key strategic documents, including a Council Expenses Policy, by 1 September 2020.

ISSUE / DISCUSSION

A Draft Policy has been prepared, which draws upon benchmarking undertaken as part of Local Government Victoria's 'engage process', whilst also reviewing Council's existing practices.

The Draft Policy includes:

- the substantive elements of the existing Councillor Expenses, Support and Reimbursement Policy endorsed in April 2019
- name change to policy reflecting the Act
- updated references to the Local Government Act 2020 and relevant sections
- updated references to Carer as required by the Act
- updated references to Delegated Committees as required by the Act
- updated reporting requirements to the Audit & Risk Committee as required by the Act

COUNCIL EXPENSES POLICY 2020 Cont'd

ITEM 9

- includes a procedure for making a reimbursement claim as required by the Act
- updated information relating to the Mayor and Councillor Allowances being determined by the Victorian Independent Remuneration Tribunal as noted in the Act

FINANCIAL / ECONOMIC ISSUES

The Council Expenses Policy supports Councillors and members of delegated committees to perform their role, as defined under the Local Government Act 2020, by ensuring that expenses reasonably incurred in the performance of their role are reimbursed.

The policy also provides guidance on entitlements, processes for reimbursement and reporting requirements.

ENVIRONMENTAL / AMENITY ISSUES

Not Applicable

SOCIAL / COMMUNITY ISSUES

Not Applicable

COMMUNITY CONSULTATION

The Draft Council Expenses Policy has been on public exhibition for 14 business days from 28 July to 14 August, across Council's social communications channels, inviting public comment; to which no comments have been received.

CONCLUSION

As Council has reviewed its current Policy and processes, undertaken engagement and benchmarking through Local Government Victoria's, received advice from Council's solicitors and undertaken Community Consultation to which no public comments have been received, it is appropriate for Council to now consider adoption of the Draft Council Expenses Policy 2020.

ATTACHMENTS

1. Draft Council Expenses Policy 2020

CONFIDENTIALITY

Not Applicable

RECOMMENDATION

THAT COUNCIL ADOPTS THE COUNCIL EXPENSES POLICY 2020, PURSUANT TO SECTION 41 OF THE LOCAL GOVERNMENT ACT 2020

PETITIONS POLICY 2020

ITEM 10

PURPOSE

To outline how petitions will be received and considered by Council.

STRATEGIC / POLICY ISSUES

The following directions contained in Maroondah 2040: Our Future Together and the Council Plan 2017-2021 (Year 4: 2020-2021) provide the strategic framework that underpins the purpose of this report.

Outcome Area: A well governed and empowered community

Our Vision: 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

Key Directions 2020 – 2021:

8.1 Provide enhanced governance that is transparent, accessible, inclusive and accountable

BACKGROUND

As part of a democratic society, one form of citizen voice is the petition instrument which is a formal written request typically signed by many people appealing to authority in respect of a particular cause. From time to time, petitions are presented to Council making requests or putting forward particular points of view.

Currently Council has a minimalist approach in relation to a petition format requirement only requiring that each page of the petition contains the '*Request for Action*' also known as the '*Prayer of the Petition*' being made of Council, together with a Name, Address, and Signature.

ISSUE / DISCUSSION

To strengthen this requirement a Draft Policy has now been prepared with the aim of:

- clarifying how petitions will be received and considered by Council,
- defining requirements/guidelines for assessing a valid petition,
- providing an 'optional' petition template, which can be used by petitioners,
- providing a process for dealing with e-Petitions,
- providing a clear statement that Council will give more consideration to those Petitions where the majority of petitioners reside within the municipality of Maroondah, rather than those who reside outside the municipality who may not have an understanding of the issues; with the exception to:
 - Non-resident ratepayers, and

PETITIONS POLICY 2020 Cont'd

ITEM 10

- Persons who reside outside the municipality who are members of clubs or organisations within Maroondah who may be petitioning Council on a particular City of Maroondah related issue.

The Policy also:

- clarifies the way information will be used and stored in accordance with the Victorian Privacy Principles.
- provides for members of the public who wish to inspect a petition as means of validation, though copies of a petition and signatures within it will not be provided, and
- clarifies the process for dealing with petitions relating to a town planning application.

It is proposed that this Policy be read in the context of and in conjunction with Governance Rules to be adopted by Council pursuant to sections 60(1)(b) and 60(2) of the Local Government Act 2020, and the overarching governance principles specified in section 9(2) of the Act.

FINANCIAL / ECONOMIC ISSUES

Not Applicable

ENVIRONMENTAL / AMENITY ISSUES

Not Applicable

SOCIAL / COMMUNITY ISSUES

Not Applicable

COMMUNITY CONSULTATION

Not Applicable

CONCLUSION

As part of strong good governance practice it is important that Council continually reviews its policies and associated work-practices in order to adopt policy in the best interest of the Maroondah Community. This Policy has undergone that process and provides guidance on how petitions will be received and considered by Council.

PETITIONS POLICY 2020 Cont'd

ITEM 10

ATTACHMENTS

1. Draft Petitions Policy 2020

CONFIDENTIALITY

Not Applicable

RECOMMENDATION

THAT COUNCIL ADOPTS THE PETITIONS POLICY 2020

EASTERN REGIONAL LIBRARIES CORPORATION ANNUAL 2019/20 HIGHLIGHTS REPORT ON THE PROVISION OF LIBRARY SERVICES **ITEM 11**

PURPOSE

To outline the activity of this service for the previous 12 month period, given the significant partnership and highly valued service to Maroondah residents, ratepayers and visitors.

STRATEGIC / POLICY ISSUES

The Council Plan 2017-2021 provides the strategic framework that underpins the purpose of this report which has been developed from the Maroondah 2040 Our Future Together Community Consultation process.

Outcome Areas:

- A safe, healthy and active community
- A prosperous and learning community
- A vibrant and culturally rich community
- A clean, green sustainable community
- An accessible and connected community
- An attractive, thriving and well-built community
- An inclusive and diverse community
- A well governed and empowered community

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.

Key Directions 2017-2021:

- 1.3 Promote and facilitate safer cultures relating to issues of alcohol, drugs, tobacco, gambling, child abuse and family violence.
- 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.
- 1.6 Actively promote health and wellbeing principles and initiatives within the community.
- 2.15 Facilitate and encourage the provision of world-class life-long learning opportunities in Maroondah, from early learning through to adult and tertiary levels.
- 2.17 Facilitate and encourage places, spaces and programming that provide for a third place of community connection beyond home and work.
- 3.5 Support and celebrate the unique cultures of emerging communities in Maroondah.

EASTERN REGIONAL LIBRARIES CORPORATION ANNUAL 2019/20 HIGHLIGHTS REPORT ON THE PROVISION OF LIBRARY SERVICES Cont'd **ITEM 11**

BACKGROUND

Maroondah City Council's library services are provided by the Eastern Regional Libraries Corporation (ERLC). As part of a Regional Library Agreement, ERLC provides library services also to Knox City and Yarra Ranges Councils. The estimated population of its Member Councils (approximately 438,874) makes ERLC the largest public library service in Victoria.

Based on the results of the annual survey of Victorian Public Libraries 2018/19 (of which there are 47) ERLC is also number 1 based on:

- Library Visits – 1,984,489
- Turnover Rate (Physical Items) - each item in our collection goes out an average of 9.6 times per year. The average for Victoria is 5.4.
- Loans — 3,659,790 - when you add together the number of loans of physical items (3,062,323) with the number of eLoans of Items (597,467)

The independent biennial Syndicate Survey for 2019 shows that 78% (77% P/S) of users rate ERLC's service as between 8 and 10 (where 10 is very satisfied).

This rating is in line with Council's Local Government Survey which shows an Index Score of 84 out of 100 for art centres and libraries.

The overall rating was 8.65 (8.5 P/S) out of 10 for the key areas of courtesy, helpfulness, knowledge, reference and information services, up on the 8.5 of the previous survey.

From the results of the annual survey of Victorian Public Libraries, these results were achieved where for ERLC the:

- cost library service per capita is \$30.74 (7th lowest in the State) compared to the State average of \$44.62;
- cost library service per visit is \$6.77 (4th lowest in the State) compared to the State average of \$9.62; and
- number of Equivalent Full Time (EFT) employees is 0.21 compared to the State average of 0.31.

ISSUE / DISCUSSION

Overall Maroondah library services are experiencing considerable growth. The major reason for this growth is the opening of the Realm Library in October 2015.

During the temporary relocation of the Ringwood Library to Warrandyte Road, Ringwood Library lost its position at the highest ranked library branch in the Region for almost every service area. Since the opening of Realm, it has resumed its No 1 position in most service areas. Croydon library which gained some 'business' from the relocated library has maintained its very strong position in relation to the Region. Only Knox Library, which is based in a major Westfield Shopping Centre, comes between either Realm and Croydon being the

EASTERN REGIONAL LIBRARIES CORPORATION ANNUAL 2019/20 HIGHLIGHTS REPORT ON THE PROVISION OF LIBRARY SERVICES Cont'd **ITEM 11**

No 1 or 2 library branch for the Region in almost all service areas which is not surprising given the City of Knox has a larger population (163,203) than the City of Maroondah (117,498).

Like many other Council services, Maroondah libraries have been greatly impacted by the pandemic. Realm was closed from April to June and Croydon closed for the similar period, apart for two weeks when it managed to reopen under the Stage 2 restrictions.

While visits and loans have been severely impacted, memberships have increased as the community members joined to avail of the large and up to date eLibrary (eloans up by over 28,000) that the library service provides to the residents of Maroondah.

Despite the pandemic, physical loans are only down by 11%. This is because ERLC introduced postal service for its members which have been greatly appreciated as evidenced by significant positive social media.

Based on ERLC 2019/20 statistics, Realm and Croydon rank as follows.

Memberships: Realm is ranked No 1 - 49,566, and Croydon No 3 – 29,453

Maroondah memberships have increased by 10.1% compared to 2018/19.

| | Members | | Variance | % |
|------------------------|----------------|----------------|-----------------|--------------|
| | 2019/20 | 2018/19 | | |
| Croydon | 29,453 | 27,783 | 1,670 | |
| Realm | 49,566 | 44,906 | 4,660 | |
| eLibrary | 15,931 | 13,571 | 2,359 | |
| Maroondah Total | 94,950 | 86,260 | 8,689 | 10.1% |

Visits: Realm (No 1) and Croydon (No 3) with visits having decreased by -25.4% compared to 2018/19. The decrease can be attributed to the impact of the pandemic. Realm was closed from April to June and Croydon closed for the similar period apart for two weeks when it managed to reopen under the Stage 2 restrictions.

| | Visits | | Variance | % |
|------------------------|----------------|----------------|-----------------|---------------|
| | 2019/20 | 2018/19 | | |
| Croydon | 179,245 | 212,833 | -33,588 | |
| Realm | 284,179 | 408,749 | -124,570 | |
| Maroondah Total | 463,424 | 621,582 | -158,158 | -25.4% |

EASTERN REGIONAL LIBRARIES CORPORATION ANNUAL 2019/20 HIGHLIGHTS REPORT ON THE PROVISION OF LIBRARY SERVICES Cont'd **ITEM 11**

Loans: Croydon is ranked No 1 – 462,031 and Realm No 3 – 325,762

Loans overall have decreased 11% as compared to 2018/19. Again, the decrease can be attributed to the impact of the pandemic. eLibrary loans grew by over 28,000, which is a reflection of greater usage while Maroondah residents activities are restricted due to the pandemic.

| | Loans | | Variance | % |
|------------------------|------------------|------------------|-----------------|-------------|
| | 2019/20 | 2018/19 | | |
| Croydon | 462,031 | 532,964 | -70,933 | |
| Realm | 325,762 | 405,276 | -79,514 | |
| eLibrary | 215,488 | 187,403 | 28,085 | |
| Maroondah Total | 1,003,281 | 1,125,643 | -122,362 | -11% |

Public Enquiries: Croydon is ranked No 2 – 27,527 and Realm No 3 – 26,310.

Enquiries overall have decreased by 28.1% compared to 2018/19. Again, the decrease can be attributed to the impact of the pandemic.

| | Info. queries | | Variance | % |
|------------------------|----------------------|----------------|-----------------|---------------|
| | 2019/20 | 2018/19 | | |
| Croydon | 27,527 | 36,632 | -9,105 | |
| Realm | 26,310 | 38,347 | -12,037 | |
| Admin | 136 | 92 | 44 | |
| Maroondah Total | 53,973 | 75,071 | -21,098 | -28.1% |

Public PCs Sessions: Realm is ranked No 1 — 47,939 and Croydon No 3 — 27,628

Overall PC sessions are down by only 3.61% compared to 2018/19. Again, the decrease can be attributed to the impact of the pandemic. However, it is clear that if Maroondah branches had been open for the full year it can be extrapolated that overall there would have been an increase in Public PCs Sessions, which augurs well for the future.

| | Internet PC sessions | | Variance | % |
|------------------------|-----------------------------|----------------|-----------------|---------------|
| | 2019/20 | 2018/19 | | |
| Croydon | 27,628 | 27,002 | 626 | |
| Realm | 47,939 | 51,397 | -3,458 | |
| Maroondah Total | 75,567 | 78,399 | -2,832 | -3.61% |

EASTERN REGIONAL LIBRARIES CORPORATION ANNUAL 2019/20 HIGHLIGHTS REPORT ON THE PROVISION OF LIBRARY SERVICES Cont'd **ITEM 11**

WiFi Sessions: Realm ranks 1 (85,537) and Croydon (23,189) ranks No 4 in the region after Rowville and Knox. Overall sessions are down by 38.43% compared 2018/19. Again, the decrease can be attributed to the impact of the pandemic.

| | WiFi Clients 2019/20 | 2018/19 | Variance | % |
|------------------------|----------------------------|----------------|----------------|----------------|
| Croydon | 23,189 | 32,775 | -9,586 | |
| Realm | 85,537 | 143,820 | -58,283 | |
| Maroondah Total | 108,726 | 176,595 | -67,869 | -38.43% |

NEW INITIATIVES

Online Contactless Postal Service

Following up on its very successful “Click and Collect” book service that was available under earlier less stringent restrictions, ERLC introduced a “Click and Home Delivery” service.

ERLC members can go online or phone, and reserve specific books or ask a library employee to either make a selection on their behalf, or supplement their specific reservations.

For Maroondah between April and June, this service translated into 2,131 boxes delivered to its residents. At an average of 10 item per box, which means that over 20,000 items were shared to enhance the wellbeing of vulnerable people in the Maroondah community.

Removal of fines for overdue items

The rationale for removing fines is that the imposition of overdue fines tends to discourage members (particularly families) from using the library and in some circumstances not to return the borrowed items.

Libraries across Victoria are reporting that the removal of fines, particularly for children, has seen increased use of services and items returned.

ERLC’s Board with the support of its Member Councils resolved to remove all children’s fines from 1 March 2020 and all fines from 1 July 2020.

To safeguard the community’s assets the removal of fines for late returns does not preclude the pursuit and recovery of the items, or reimbursement for the items, if they are not returned after the due date.

Storytime Live on Facebook

One of our biggest success stories during the pandemic, has been Storytime Live on Facebook.

While children have been stuck at home and their parents self-isolating, the library has been able to deliver just what families needed to retain at least some sense of normalcy in their lives and provide some daily entertainment, play and indirect learning for the children and arguably also for the parents.

Each weekday at 11 am, a member of ERL’s Children’s Services team, or a guest presenter, hosted a live story-time featuring stories, songs, rhymes and often a craft activity. The session

EASTERN REGIONAL LIBRARIES CORPORATION ANNUAL 2019/20 HIGHLIGHTS REPORT ON THE PROVISION OF LIBRARY SERVICES Cont'd

ITEM 11

is moderated by our Virtual Team who are on hand to say hello to the parents and children in real time.

Storytime Live sessions have proved very popular and we have a regular audience tuning in daily, while others have been enjoying the "catch-up" sessions on our website.

Our Maroondah Board Members, Crs Spears and Damante, participated as narrators of very popular *Storytime Live* sessions.

ZOOM - Author talk online

Ms Vikki Petraitis was originally scheduled to speak in person in May and was happy to switch to virtual to present the first digital author talk. Vikki writes about true crime and her latest book is *"Cops, drugs, lawyer X and me"* about the Ms Nicola Gobbo scandal. The event attracted 35 participants and ERLC received some enthusiastic response to the online format:

"It was fabulous! I would have liked to see the author have more time for questions. One hour is not really enough, depending on the book. Loved the session! Thanks so much for organising! And loved that it was on Zoom - didn't have to dress up, drive and park. Brilliant!"

MARKETING & PROMOTIONS

ERLC continues to increase marketing reach through print and digital formats. Engagement and sharing through Facebook and Instagram continue to grow and the monthly e-newsletter is generating more clicks through to events, online resources and our catalogue.

Facebook

The Facebook platform now has:

- 6,957 likes (+ 4,196 on PY);
- 7,690 followers (+ 4,920 on PY); and
- 3,062 average reach (+ 2,612 on PY)

eNewsletter

The eNewsletter continues to be a great marketing tool reaching approximately 89,000 library members and ensures that ERL events have the best possible opportunity of booking out although in a virtual world these are unlimited.

| | June 2020 eNewsletter |
|-------------------------|-----------------------|
| Total Recipients | 89,315 |
| Total Opens | 16,140 |
| Total Clicks | 1,134 |

EASTERN REGIONAL LIBRARIES CORPORATION ANNUAL 2019/20 HIGHLIGHTS REPORT ON THE PROVISION OF LIBRARY SERVICES Cont'd **ITEM 11****What's On – Spring Edition**

The biggest ever *What's On* events guide (80 pages – previously 57) was enthusiastically received by our members with 9,000 copies printed (up from 7,000). The feedback from the community has been overwhelmingly positive.

PROGRAMS & EVENTS

As mentioned above, Maroondah libraries have proved to be very popular for adult, children's and youth programs and events.

Storytimes

Before the pandemic, Storytime was popular at Realm and Croydon Library. Over 20,000 children/parents have attended 412 various children's activities to date this year greatly assisted by relocating the sessions from upstairs to the larger downstairs area no longer requiring limiting bookings. Just some of these programs and events include:

Weekly Story-times sessions are as follows:

| | | Croydon* | Realm |
|-----------------|---------------|-----------------|--------------|
| Tinytots | 0 – 12 months | 1 | 1 |
| Toddlers** | 1 – 3 years | 1 | 1 |
| Preschoolers | 3 – 5 years | 1 | 1 |
| Family | 1 - 5 years | | 1 |
| Family Saturday | 1 - 5 years | 1 | 1 |

* Croydon's Toddler's story-time is also presented through Auslan once a month.

Rather than lose out on these committed parents and children in person, ERLC *Storytime Live* on Facebook has been introduced. This has been one of our biggest success stories during the pandemic (see earlier commentary).

National Aboriginal & Torres Strait Islander Children's Day

To celebrate National Aboriginal & Torres Strait Islander Children's Day on the 4 August ERLC had a very special story-time with Mr Ricky Baldwin, Australian Indigenous Basketball Vice President and Head Coach of the AIB All Stars Women's National Team.

Chinese Language Storytime

At the start of Term 3 2018, a Chinese language story-time was introduced at Realm. The story-time is delivered by two experienced storytellers through their company 'A Little Chinese Adventure'.

The response was fantastic with over 30 families turning up to each session. The audience is predominantly Chinese parents and grandparents with their children. However, some non-Chinese families are bringing their children to experience story-time in another language.

EASTERN REGIONAL LIBRARIES CORPORATION ANNUAL 2019/20 HIGHLIGHTS REPORT ON THE PROVISION OF LIBRARY SERVICES Cont'd

ITEM 11

The program was been so successful these story-times have been continued in 2019. The first Chinese Storytime Sessions of the year at Realm recommenced on 1 February and will run fortnightly thereafter.

ADULT PROGRAMS

The following programs were delivered until the pandemic restrictions were introduced.

Bookchats

Croydon and Realm host two and one 'chats' respectively every month.

Social & Technology Events

Genie Exchanges

Sessions were held at Croydon to provide opportunities to meet fellow genealogists in the local area. Research stories were swapped, genealogists assisted each other and in turn, were assisted with their own research.

Ask our Experts Sessions

Croydon offers one hour appointments with ERLC specialised employees to receive assistance with:

- Family History searching
- Newspaper articles
- Library databases and
- Research questions

Open Technology Q&A

Informal Q&A with ERLC's technology team every second Wednesday.

Conversation Cafe

Every Friday at Realm there is an opportunity for our community members for whom English is their second language, to meet over a cuppa.

Bookclub Program

ERLC's Bookclub program provides sets of 10 books for Bookclubs to borrow. Both Croydon and Realm have 37 Bookclubs respectively.

Currently, ERLC has over 400 Bookclub sets. 50-70 new sets are added to the collection each year. Titles include classic and contemporary fiction, memoirs, biographies and general non-fiction. We welcome suggestions for titles from the Bookclubs as well as ERLC staff members.

The Bookclub fee for 2019 is \$350 per Bookclub. . This entitles the group to receive a Bookclub set, delivered to the branch of their choice, each month with a loan period of six weeks.

EASTERN REGIONAL LIBRARIES CORPORATION ANNUAL 2019/20 HIGHLIGHTS REPORT ON THE PROVISION OF LIBRARY SERVICES Cont'd **ITEM 11**

Because of the impact of the pandemic, the Bookclubs have been advised that their annual subscription will now also cover them for 2020/21. In addition, some Bookclubs have decided to receive their via ERLC's free delivery service.

TECHNOLOGY & INFRASTRUCTURE

Significant Tenders

The Board awarded two significant tenders during 2019/20.

1. *Library Management System*

Working in partnership with Yarra Plenty Regional Library Service, ERLC went to the market seeking a library management system (LMS).

After a considerable tender process involving many hours of assessment, both library services opted for the Spydus LMS provide by CIVICA. CIVICA are an international LMS supplier with its head office based in Melbourne.

The new LMS allows more functionality and integration via APIs with other third party best-of-breed software.

Another advantage is that it also provides the opportunity for future partnerships with the member councils of the Eastern Region Group of Councils, as both Monash Council and Whitehorse Manningham Regional Library Service use Spydus for their LMS.

2. *PCs and Laptops –Public and Employees*

The rollout of the new PCs for the public and employees, and laptops for key employees is nearing completion. Because the PCs and laptops have been purchased outright means ERLC can be more flexible when the time for renewal approaches.

For example, the employee PCs receive less constant use and depletion than the public PCs, which means ERLC may be able to use the employee PCs for an extra year.

Self-Checkout App

A new Self-Checkout App was launched in both Apple iOS and Android platforms to provide a much needed contactless library item checkout option for the community during the pandemic.

The App allow members to checkout ERLC library items securely using their own smartphone and manage their renewals and holds, all within the one App.

Already over 8,000+ items have been checked out using the App while the libraries were open to the public.

EASTERN REGIONAL LIBRARIES CORPORATION ANNUAL 2019/20 HIGHLIGHTS REPORT ON THE PROVISION OF LIBRARY SERVICES Cont'd **ITEM 11**

COLLECTIONS 2019/20

Approximately 70% of Maroondah's collection is under 5 years old. The other 30% is Family and Local History, Reference Collection and classic publications that are still in good order and fit for lending.

On average each physical item in Maroondah for 2019/20 has been borrowed 9.14 times, which is greater than Knox (8.14) or Yarra Ranges (6.23).

| JULY 2019 TO JUNE 2020 | MAROONDAH | KNOX | YARRA RANGES | REGION |
|--|------------------|-------------|---------------------|---------------|
| LB1. Physical Library collection usage. | | | | |
| Numerator - Number of physical library collection item loans | 791,341 | 988,616 | 773,640 | 2,553,597 |
| Denominator - Number of physical library collection items | 86,442 | 121,452 | 124,248 | 332,142 |
| Loans per Item | 9.15 | 8.14 | 6.23 | 7.69 |
| | | | | |
| LB2. Recently purchased library collection | | | | |
| Numerator - Number of library collection items purchased in the last 5 years | 74,645 | 106,800 | 107,600 | 289,045 |
| Denominator - Number of library collection items | 106,925 | 150,471 | 150,218 | 407,614 |
| % purchased in last 5 years | 69.81% | 70.98% | 71.63% | 70.91% |

Digital Library Statistics Major Platforms - Year to Date

Based on the single metric of loans generated, our major digital platforms would make this area our busiest 'branch' for the year.

| eResources | 2019/20 | 2018/19 | Variance |
|-------------------------|----------------|----------------|-----------------|
| BorrowBox | 65,384 | 50,409 | 14,975 |
| Kanopy | 39,766 | 22,129 | 17,637 |
| OverDrive | 524,077 | 454,105 | 69,972 |
| RBDigital - eAudiobooks | 6,596 | 4,556 | 2,040 |
| Zinio - eMagazines | 65,721 | 66,411 | -690 |
| Total | 701,544 | 597,610 | 103,934 |

FINANCIAL / ECONOMIC ISSUES

The Maroondah City Council contributes in the order of \$2.8m for this service for services at Croydon and Realm per annum.

ENVIRONMENTAL / AMENITY ISSUES

Not applicable.

EASTERN REGIONAL LIBRARIES CORPORATION ANNUAL 2019/20 HIGHLIGHTS REPORT ON THE PROVISION OF LIBRARY SERVICES Cont'd **ITEM 11**

SOCIAL / COMMUNITY ISSUES

As outlined under the Strategic/Policy Issues heading above, the library service is a very significant universal service for all members of the community. Council seeks to ensure increases in productivity and efficiencies don't impact on the services but continue to enhance the Maroondah residents' library experience.

COMMUNITY CONSULTATION

Not applicable.

CONCLUSION

Council's Library service provided by the Eastern Regional Library Service provides a highly valued universal service to the Maroondah Community at both Realm and Croydon sites as outlined. This highlights report of 2019/20 year demonstrates high membership, visits, loans, public enquiries, public pc activities, Wi-Fi (albeit some decreases as compared to 2018/19 because of the pandemic), adult, children and youth program attendance and program events continue to be well received and attended by the Maroondah community. These figures are some of the highest for the region and demonstrates Council's continued investment in this service is reaping significant benefits and rewards for the community.

ATTACHMENTS

Not Applicable

CONFIDENTIALITY

Not Applicable

RECOMMENDATION

THAT COUNCIL NOTES THE EASTERN REGIONAL LIBRARIES CORPORATION 2019/20 HIGHLIGHTS REPORT ON THE PROVISION OF LIBRARY SERVICES

INSTRUMENT OF DELEGATION TO COUNCIL OFFICERS**ITEM 12****PURPOSE**

To review the current Instruments of Delegation from Council to Council Employees regarding the:

- Food Act 1984
- Domestic Animals Act 1994
- Planning and Environment Act
- Planning and Environment Regs 2005
- Planning and Environment (Fees) Further Interim Regulations 2014
- Road Management Act 2004
- Road Management (General) Regulations 2016, and
- Road Management (Works & Infrastructure) Regulations 2015

STRATEGIC / POLICY ISSUES

The following directions contained in Maroondah 2040: Our Future Together and the Council Plan 2017-2021 (Year 4: 2020-2021) provide the strategic framework that underpins the purpose of this report.

Outcome Area: A well governed and empowered community

Our Vision: 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

Key Directions 2020 – 2021:

- 8.1 Provide enhanced governance that is transparent, accessible, inclusive and accountable

BACKGROUND

The delegation of powers is a means of effectively streamlining day-to-day decision-making to ensure the operations of Council are enacted efficiently and effectively.

Delegations are standard practice across all Councils, which enables Councils to concentrate on the broader strategic issues rather than routine administrative matters.

Council delegates broad powers to the CEO, via a formal Instrument of Delegation that is executed under the Seal of Council. The CEO is then able to sub-delegate these powers, duties or functions to appropriate Council Officers. *Note: Council, at its meeting on 27 July 2020, recently completed a review of Delegations to the CEO.*

**INSTRUMENT OF DELEGATION TO COUNCIL OFFICERS
Cont'd****ITEM 12**

Council also delegates specific powers directly to Council Employees with respect to matters which cannot be sub-delegated by the CEO, which is the subject of this report.

ISSUE / DISCUSSION

Amendments to the delegated powers, duties and functions in the revised Instruments of Delegation to Council Employees are largely administrative in nature, reflecting changes in employee position titles and legislative amendments, and will not result in any changes to current practices.

It is important to note that Council, being the entity delegating the power, can still make a decision on any issue delegated, providing the delegate has not already made a decision or taken action.

The revised Instruments of Delegation (as attached) have been prepared based on current advice provided by Council's solicitors Maddocks. *Note: Council subscribes to the Solicitors Authorisations and Delegations Service, which provides advice regarding legislative amendments and template instruments which are then tailored to organisational requirements.*

Consultation has occurred with relevant Council Employees during the preparation of the revised Instruments of Delegation to ensure that appropriate delegates have been nominated.

FINANCIAL / ECONOMIC ISSUES

The costs to prepare and adopt the instruments are minimal and will be met within the current budget given Council's administrative obligations.

ENVIRONMENTAL / AMENITY ISSUES

Not Applicable

SOCIAL / COMMUNITY ISSUES

Not Applicable

COMMUNITY CONSULTATION

Not Applicable

CONCLUSION

Reviewing Council's delegations ensures Council continues to comply with its obligations under various Acts and Regulations, which in turn enables the business of Council to be carried out efficiently. It is recommended that Council signs and seals the revised Instruments of Delegation as attached to this report.

**INSTRUMENT OF DELEGATION TO COUNCIL OFFICERS
Cont'd**

ITEM 12

ATTACHMENTS

1. 2020 August 31 - S6 Delegation to Council Officers (Road Management Act 2004 & Regulations)
2. 2020 August 31 - S6 Delegation to Council Officers (Community Health)
3. 2020 August 31 - S6 Delegation to Council Officers (Local Laws)
4. 2020 August 31 - S6 Delegation to Council Officers (Planning)

CONFIDENTIALITY

Not Applicable

RECOMMENDATION

THAT COUNCIL, IN THE EXERCISE OF THE POWERS CONFERRED BY SECTION 11 OF THE LOCAL GOVERNMENT ACT 2020 (THE ACT) AND THE OTHER LEGISLATION REFERRED TO IN THE ATTACHED INSTRUMENTS OF DELEGATION, RESOLVES THAT:

1. **THERE BE DELEGATED TO THE COUNCIL EMPLOYEES HOLDING, ACTING IN OR PERFORMING THE DUTIES OF THE OFFICES OR POSITIONS REFERRED TO IN THE ATTACHED *INSTRUMENTS OF DELEGATION TO COUNCIL OFFICERS*, THE POWERS, DUTIES AND FUNCTIONS SET OUT IN THOSE INSTRUMENTS, SUBJECT TO THE CONDITIONS AND LIMITATIONS SPECIFIED THEREIN**
2. **THE INSTRUMENTS COME INTO FORCE IMMEDIATELY THE COMMON SEAL OF COUNCIL IS AFFIXED TO THE INSTRUMENTS, AND REMAINS IN FORCE UNTIL THEY ARE REVOKED BY COUNCIL**
3. **ON THE COMING INTO FORCE OF THESE INSTRUMENTS ALL PREVIOUS INSTRUMENTS OF DELEGATION TO COUNCIL EMPLOYEES (OTHER THAN THE CHIEF EXECUTIVE OFFICER) ARE REVOKED**
4. **THE DUTIES AND FUNCTIONS SET OUT IN THE INSTRUMENTS MUST BE PERFORMED, AND THE POWERS SET OUT IN THE INSTRUMENTS MUST BE EXECUTED, IN ACCORDANCE WITH ANY GUIDELINES OR POLICIES OF COUNCIL THAT IT MAY FROM TIME TO TIME ADOPT**
5. **THE INSTRUMENTS OF DELEGATION BE EXECUTED UNDER THE SEAL OF COUNCIL**

**RINGWOOD ATHLETIC CENTRE SPECIAL COMMITTEE OF
COUNCIL - REVOKING OF INSTRUMENT OF DELEGATION**

ITEM 1

PURPOSE

To seek Council approval for the revoking of the existing Instrument of Delegation for the Ringwood Athletic Centre Special Committee of Council (committee).

STRATEGIC / POLICY ISSUES

The following directions contained in the Council Plan 2017-2021 (Year 4: 2020-2021) provide the strategic framework that underpins the purpose in this report:

Outcome Area: A well governed and empowered community

Our Vision: 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

Key Directions 2020 - 2021:

8.1 Provide enhanced governance that is transparent, accessible, inclusive and accountable.

BACKGROUND

Sections 86 and 87 of the Local Government Act 1989 (Act) make provision for Council to establish Special Committees with delegated powers to manage and/or control resources or facilities.

The A.C. Robertson Athletics Track is owned by Maroondah City Council and is located in Sylvia Grove, Ringwood within Proclamation Park. The facilities include an eight (8) lane athletic track, discus cage, water jump, two spectator stands and the Tony Lethbridge Pavilion. The Special Committee of Council have been responsible for the bookings and management of all track facilities with the exclusion of the grassed inner field which is maintained by Council's Sports fields Team.

Pursuant to section 86 of the *Local Government Act 1989*, Council established the Ringwood Athletic Centre Special Committee of Council by resolution of Council passed on August 25, 2014. The instrument of delegation outlines the functions, duties and powers of the special committee in managing the AC Robertson Athletic Track facility for the benefit of user groups and the general public, as well as acting as a reference body to assist Council with future planning.

The AC Robertson Athletic Track was built in 1975 and has been managed by a Council delegated Special Committee of Management since this time. The committee has comprised of two representatives from each of the tenant clubs as well as two resident representatives. In accordance with Section 98 (6) of the Local Government Act 1989, and by resolution of Council, 16 September 2013, all Instruments of Delegations to Special Committees must be revoked and new ones executed every four years within 12 months of a Council election. The Instrument of Delegation for the Ringwood Athletic Centre Special Committee of Council is currently in overholding.

**RINGWOOD ATHLETIC CENTRE SPECIAL COMMITTEE OF
COUNCIL - REVOKING OF INSTRUMENT OF DELEGATION
Cont'd**

ITEM 1

ISSUE / DISCUSSION

In 2009, Council undertook a comprehensive review of the 13 existing Committees of Council and at the time recommended the retention of four (4), the staged closure of seven (7) and the incorporation of two (2), being Arrabri Community House and Croydon Community Garden. Council currently has three (3) remaining Special Committees of Council: Warrien Reserve; Warranwood Reserve and Ringwood Athletics Centre, however Ringwood Athletics Centre is the last remaining facility which manages bookings and facility maintenance.

Council has historically had many facilities managed by volunteer committees, which has limited Council's knowledge of and control over the consistency of pricing, collection of documentation, appropriate use of funds, compliance to risk management and statutory requirements such as, emergency procedure orientation, monitoring of food handling and insurer limitations. Advice from Council's insurer highlighted the need to review the appropriateness of Special Committees of Management managing facility bookings.

The development of Council's Community Facilities Hire Policy (2014) highlighted a number of key issues with the volunteer management of bookable Council owned community facilities.

- Limitations of volunteer management included:
- Physical capacity;
- Time capacity;
- Cleaning and maintenance management;
- Knowledge of legislative requirements; and
- Fair and equitable allocation of funds

Over the past 18 months discussions have been held with both the Ringwood Athletic Centre Special Committee, tenant Clubs and internal stakeholders regarding transitioning the management of the facility to a direct Council management model with the aim of revoking the Instrument of Delegation and closing the Special Committee. The Special Committee have been agreeable to this transition and it is planned to commence direct Council management from 1 January 2021.

FINANCIAL / ECONOMIC ISSUES

As at the 30 June 2020, the bank account balance for the Special Committee of Council was \$4,649.00. Any remaining funds by December 2020 will be transferred back to Council for investment within the Ringwood Athletic Centre facility.

**RINGWOOD ATHLETIC CENTRE SPECIAL COMMITTEE OF
COUNCIL - REVOKING OF INSTRUMENT OF DELEGATION
Cont'd**

ITEM 1

ENVIRONMENTAL / AMENITY ISSUES

Council Officers will continue to manage the environmental and amenity issues related to the AC Robertson Athletic Track.

SOCIAL / COMMUNITY ISSUES

The current special committee tenant club representatives have agreed to the formation of an overarching incorporated Sporting Group. Council will enter into an occupancy agreement with the Sporting Group for use of the facilities. In addition, Council will continue to liaise with key users of the track and the local community and, if the occasion arose, a community meeting could be held to discuss any arising issues.

CONCLUSION

The Ringwood Athletic Centre Special Committee of Council and the previous AC Robertson Committee of Council have served the local community for over 45 years and has provided significant support and advice in the management of the AC Robertson Athletic Facility.

Increased reporting requirements for delegated Council committees, together with increased compliance obligations for managing and hiring a community facility, prompted Council to review the management model for the athletic track. The review findings recommended that Council take over the direct management of the facility and revoke the Deed of Delegation for Ringwood Athletic Centre Special Committee of Council.

ATTACHMENTS

Not Applicable

CONFIDENTIALITY

Not Applicable

RECOMMENDATION

THAT COUNCIL REVOKES THE EXISTING RINGWOOD ATHLETIC CENTRE SPECIAL COMMITTEE DEED OF DELEGATION WHICH WAS EXECUTED BY COUNCIL UNDER THE PROVISION OF SECTION 86 OF THE LOCAL GOVERNMENT ACT 1989, EFFECTIVE FROM 1 JANUARY 2021

CAPITAL WORKS REPORT: FOURTH QUARTER 2019/2020**ITEM 2****PURPOSE**

To present the financial and operational status of major Capital Works projects for the final quarter of the 2019/2020 financial year.

STRATEGIC / POLICY ISSUES

The following directions contained in Maroondah 2040: Our Future Together and the Council Plan 2017-2021 (Year 4: 2020-2021) provide the strategic framework that underpins the purpose of this report.

Outcome Area: A well governed and empowered community

Our Vision: In 2040, Maroondah will be an empowered community actively engaged in local decision making, led by an innovative community inspired Council that collaborates regionally and proactively champions local needs.

Key Directions 2020 – 2021:

- 8.1 Provide community inspired governance that is transparent, accessible, inclusive and accountable.

BACKGROUND

Council, as part of its Adopted Budget 2019/2020, allocated \$28.764m to Capital Works projects, including some State and Federal grant funding. Council also carried forward \$9.447m from the 2018/19 capital works budget. Taking account of additional grant funding received, the total adjusted forecast budget for 2019/20, was therefore \$49.0m as at 30 June 2020.

Capital Works programs status reports are prepared by management and reviewed monthly at the Capital Works Implementation Group (CWIG) and presented quarterly to the Audit and Risk Advisory Committee (ARAC).

Provided in this report is an overview of Capital Expenditure on Council's major project areas for the period 1 July 2019 to 30 June 2020.

CAPITAL WORKS REPORT: FOURTH QUARTER 2019/2020
Cont'd

ITEM 2

ISSUE / DISCUSSION

The following is a summary of the status of Council's major project areas at the end of the 2019/2020 financial year:

CAPITAL PERFORMANCE – TWELVE MONTHS ENDING 30 JUNE 2020

| | YTD Forecast Budget \$'000 | YTD Actual * \$'000 | YTD Bud Var \$'000 | Forecast Budget ** \$'000 | Amount Carried Forward \$'000 | Adopted Budget \$'000 |
|---|-------------------------------------|---------------------------|--------------------------|---------------------------------|--|-----------------------------|
| Classification | | | | | | |
| Buildings ¹ | 16,503 | 17,632 | (1,129) | 16,503 | 7,478 | 6,695 |
| Roads ² | 5,300 | 4,722 | 578 | 5,300 | (14) | 3,562 |
| Footpaths and Cycleways ³ | 3,457 | 3,502 | (45) | 3,457 | (471) | 3,540 |
| Carparks ⁴ | 7,519 | 7,334 | 185 | 7,519 | 69 | 480 |
| Drainage ⁵ | 3,000 | 2,159 | 841 | 3,000 | 1,017 | 2,685 |
| Waste Management | 84 | 27 | 57 | 84 | 53 | 50 |
| Other Capital Roads and Drainage ⁶ | 1,217 | 727 | 490 | 1,217 | 395 | 745 |
| Recreational Leisure and Community Facilities ⁷ | 4,118 | 4,261 | (143) | 4,118 | 1,198 | 2,285 |
| Parks and Open Space ⁸ | 1,529 | 865 | 665 | 1,529 | 275 | 1,240 |
| Fixtures, Fittings and Furniture | 92 | 56 | 36 | 92 | 42 | 80 |
| Plant, Machinery and Equipment ⁹ | 3,287 | 2,383 | 904 | 3,287 | 222 | 3,422 |
| Computers and Telecommunications ¹⁰ | 1,818 | 357 | 1,461 | 1,818 | 1,230 | 950 |
| Property Sales | 0 | 68 | (68) | 0 | 0 | 0 |
| Building Renewal ¹¹ | 1,081 | 1,926 | (845) | 1,081 | (2,048) | 3,030 |
| Total capital works | 49,005 | 46,018 | 2,988 | 49,005 | 9,447 | 28,764 |

* YTD Actual expenditure includes Carried Forwards

** Forecast Budget expenditure includes Carried Forwards

Explanation of variations between forecast budget and adopted budget:

- ¹ Buildings** – Variation between adopted \$6.69m and forecast \$16.50m budgets is due primarily to:
 - \$7.47m in carried forwards from 18/19 relating to major projects commenced in 18/19 and continuing into 19/20;
 - \$350k allocated to Proclamation Park Sporting Pavilion;
 - \$250k transferred to the Other Capital Roads & Drainage Program;
 - \$100k of the total \$500k grant being received for the Ainslie Park Redevelopment; and
 - \$60k transferred from the Carpark renewal program to complement building works
- ² Roads** – Variation between adopted \$3.56m and forecast \$5.30m budgets is due primarily to:

**CAPITAL WORKS REPORT: FOURTH QUARTER 2019/2020
Cont'd**

ITEM 2

- \$740k that was reallocated from the Stormwater Drainage Program to complement road works;
 - \$350k grant received for intersection works at Wonga Rd/Tortice Dve;
 - \$332k Blackspot funding from VicRoads - Dublin Rd/Knaith Rd;
 - \$130k grant funding for the LATM Safe Travel in Local Roads project; and
 - \$85k contribution from Yarra Ranges for the Lincoln Road improvement works
- **³ Footpaths & Cycleways** – Variation between adopted \$3.54m and forecast \$3.46m budgets is due primarily to:
 - Negative carried forward of \$471k from 18/19 (ie relating to projects that brought forward and undertaken in 2018/19 but being funded in 2019/20);
 - \$335k from Open Space Improvements for bike path improvements; and
 - \$19k transferred from Waste vehicle turning area improvements
- **⁴ Carparks** – Variation between adopted \$480k and forecast \$7.52m budget is due primarily to:
 - \$69k in carried forwards from 18/19;
 - \$3.85m Federal grant funding brought forward from 2020/21 for new car parks;
 - \$3.0m brought forward from 2020/21 for the Ringwood Multi Level Carpark; and
 - \$180k allocated to improvements at Mullum Mullum car park
- **⁵ Drainage** – Variation between adopted \$2.68m and forecast \$3.0m budgets is due primarily to:
 - \$1.0m in carried forwards from 18/19; and
 - \$740k that was reallocated to the Roads Program, for complementary drainage works
- **⁶ Other Capital Roads and Drainage** – Variation between adopted \$745k and forecast \$1.22m is due primarily to:
 - \$395k in carried forwards from 18/19;
 - \$72k transferred from the operating budget (savings from street lighting upgrades) to the Street Lighting Improvement Program;
 - \$54k transferred to the New Street LATM project; and
 - \$30k transferred to the Footpath Construction Program

**CAPITAL WORKS REPORT: FOURTH QUARTER 2019/2020
Cont'd**

ITEM 2

- **⁷ Recreational Leisure and Community Facilities** – Variation between adopted \$2.28m and forecast \$4.12m budgets due primarily to:
 - \$1.19m in carried forwards from 18/19;
 - \$396k allocated from the Plant, Machinery & Equipment Program;
 - \$250k allocated to Aquahub pool renewal;
 - \$195k grant for Cheong Park Sporting Pavilion Redevelopment;
 - \$91k contribution for Jubilee Park Tennis Lighting;
 - \$40k allocated to Gateway Signage Renewal;
 - \$38.5k in equipment sales;
 - \$36k allocated to Bedford Park Advisory Committee from operational accounts;
 - \$25k allocated to Major Playground Repairs;
 - \$25k allocated to Sports Surface Improvement Program; and
 - \$15k grant for Griff Hunt Sportsfield Lighting
- **⁸ Parks and Open Space** – Variation between adopted \$1.24m and forecast \$1.53m budgets is due primarily to:
 - \$275k in carried forwards from 18/19
 - \$440k allocated to bicycle path improvements and landscaping works;
 - \$40k transferred to Gateway Signage; and
 - \$25k transferred to Major Playground Repairs
- **⁹ Plant Machinery and Equipment** – Variation between adopted \$3.42m and forecast \$3.29m budgets is due primarily to:
 - \$222k in carried forwards from 18/19; and
 - \$396k that was allocated to the Recreation, Leisure and Community Facilities program.
- **¹⁰ Computers and Telecommunication** – Variation between adopted \$950k and forecast \$1.82m budgets is primarily due to:
 - \$1.23m in carried forwards from 18/19;
 - \$470k transferred to IT operational accounts (for the Desktop as a Service); and
 - \$150k from the Building Program to IT Infrastructure programs.

CAPITAL WORKS REPORT: FOURTH QUARTER 2019/2020
Cont'd

ITEM 2

- ¹¹ **Building Renewal** – Variation between adopted \$3.03m and forecast \$1.08m budgets is primarily due to:
 - Negative carried forward of \$2.04m from 18/19 (ie relating to projects that were brought forward and undertaken in 2018/19 but being funded in 2019/20); and
 - \$98k allocated to the Community Facilities Improvement Program.

FINANCIAL / ECONOMIC ISSUES

CARRIED FORWARDS FROM 2018/2019

Council carried forward an amount of \$9.447m into the 2019/2020 financial year, which primarily related to major projects that were underway at the end of the 2018/2019 financial year.

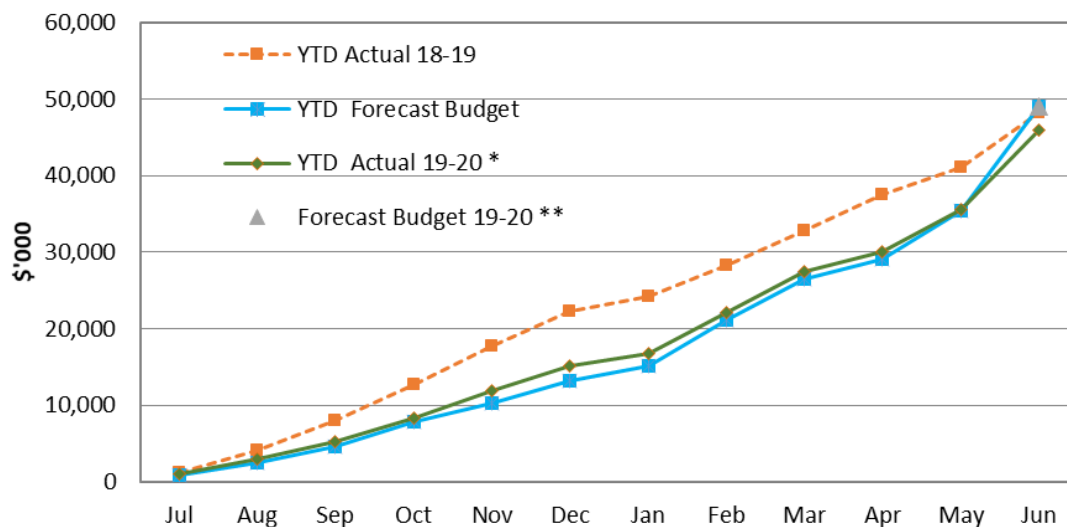
FINAL EXPENDITURE FOR 2019/2020

Council spent \$46.02m in 2019/2020 on a wide range of capital projects that will provide significant benefit to the community.

CARRY FORWARDS INTO 2020/2021

Council has carried forward an amount of \$2.99m into the 2020/2021 financial year.

CAPITAL WORKS YTD – EXPENDITURE (CUMULATIVE)



*YTD Actual expenditure includes Carried Forwards

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

ENVIRONMENTAL / AMENITY ISSUES

Not Applicable

CAPITAL WORKS REPORT: FOURTH QUARTER 2019/2020
Cont'd

ITEM 2

SOCIAL / COMMUNITY ISSUES

Not Applicable

COMMUNITY CONSULTATION

Not Applicable

CONCLUSION

Council had a total Capital Works forecast budget for 2019/2020 of \$49.0m, including \$9.447m carried forward from 2018/19 and spent \$46.02m on a wide range of capital projects that will provide significant benefit to the community. Key variations between adopted and forecast budgets for the period 1 July 2019 to 30 June 2020 are noted within this report.

ATTACHMENTS

Not Applicable

CONFIDENTIALITY

Not Applicable

RECOMMENDATION

**THAT COUNCIL RECEIVES AND NOTES THE REPORT ON THE STATUS OF THE
CAPITAL WORKS PROGRAM FOR THE PERIOD 1 JULY 2019 TO 30 JUNE 2020**

INTRODUCING AN ENVIRONMENTALLY SUSTAINABLE DEVELOPMENT (ESD) POLICY

ITEM 1

PURPOSE

The purpose of this report is for Council to consider introducing an Environmentally Sustainable Design (ESD) Policy into the Maroondah Planning Scheme and requesting authorisation from the Minister for Planning to prepare the associated Planning Scheme Amendment.

STRATEGIC / POLICY ISSUES

The following directions contained in Maroondah 2040: Our Future Together and the Council Plan 2017-2021 (Year 4: 2020-2021) provide the strategic framework that underpins the purpose of this report.

Outcome Area: A clean, green and sustainable community.

Our Vision: In 2040, Maroondah will be a resilient community committed to sustainable living, enhancing our natural environment, and providing leadership in responding to climate change.

Key Directions 2020 – 2021:

- 4.8 Mitigate and adapt to the risk, effects and impacts of climate change and be responsive and adaptive to new environmental opportunities and threats as they occur.
- 4.9 Strive to become a carbon neutral council and build the capacity of our community to make more sustainable choices.
- 4.10 Work in partnership to reduce Maroondah's greenhouse gas emissions and improve air quality.

Priority Action 2020-2021:

Introduce the Maroondah Environmentally Sustainable Design Policy into the Maroondah Planning Scheme.

BACKGROUND

Maroondah City Council is committed to creating a sustainable built environment and has embedded its sustainability goals across a range of Council activities and strategies.

The *Maroondah Sustainability Strategy 2016 to 2020* contributes to the clean, green and sustainable vision embraced by residents, business and visitors in *Maroondah 2040: Our future together*. One of the priority actions identified in the Strategy is to seek State Government endorsement to prepare a planning scheme amendment to introduce an Environmentally Sustainable Development Policy into the Maroondah Planning Scheme.

The *Maroondah Housing Strategy 2016* sets out a framework for future land use and development and identifies the following actions to maintain and enhance the sustainability of our neighbourhoods:

- Strengthen the sustainable design assessment within the planning process by providing ecological sustainable design and sustainable design and sustainability assessment

INTRODUCING AN ENVIRONMENTALLY SUSTAINABLE DEVELOPMENT (ESD) POLICY Cont'd

ITEM 1

tools and training and investigate membership of the Council Alliance for a Sustainable Built Environment (CASBE).

- Investigate the use of the Built Environment Sustainability Scorecard (BESS) to improve sustainability outcomes in future residential development.
- Work with the State Government to prepare a planning scheme amendment to introduce an ecologically sustainable development policy into the Maroondah Planning Scheme.

The Climate Change Risk and Adaptation Strategy 2018 to 2022 outlines how Council and partners will work towards a more climate adapted City of Maroondah. This Strategy establishes a plan of action and includes supporting the planning of buildings for improved building performance in extreme weather and incorporate thermal comfort, drainage, and water storage considerations into building designs.

The Maroondah Water Sensitive City Strategy 2015 supports a clean, green and sustainable Maroondah over the next 10 years. The Strategy supports the key directions identified in *Maroondah 2040: Our future together* and includes a priority action to review and strengthen planning policy to ensure new developments integrate best practice water management measures.

The Maroondah Health and Wellbeing Plan 2017 to 2021 recommends how Council and partners need to work towards achieving maximum health and wellbeing for the community. During the community visioning undertaken in 2013 and 2014, environment/climate change and infrastructure were identified as major priorities for the next 25 years for the City of Maroondah.

Council has a demonstrated commitment to facilitate positive environmental outcomes and their associated benefits, as evidenced by the following:

- Council has been applying Sustainable Design Assessment in the Planning Process (SDAPP) in the Ringwood Metropolitan Activity Centre since 2012. Council has applied this process voluntarily until October 2017, and since November 2017, it has been implementing it. This process entails requesting an environmentally sustainable development report for medium and large planning applications (residential applications with 10 or more dwellings and non-residential applications that have a gross floor area of 500 sq. m or more).
- Council has been a member of the Council Alliance for a Sustainable Built Environment (CASBE) since August 2017. CASBE is an alliance of Victorian Councils who work together to improve the sustainability of the built form.
- Built Environment Sustainability Scorecard (BESS) is an online tool that is purpose-built for the planning permit stage and can be used for any type and size of development, including mixed-use. A BESS report is mandatory if a Sustainable Management Plan (SMP) is prepared. Training provided for Council officers has helped Council to strengthen its Sustainable Design Assessment in the Planning Process for planning permit applications and build capacity to implement the environmentally sustainable development planning requirements.
- A part-time, Environmentally Sustainable Design (ESD) Officer has been employed since January 2019.

INTRODUCING AN ENVIRONMENTALLY SUSTAINABLE DEVELOPMENT (ESD) POLICY Cont'd

ITEM 1

The Maroondah Planning Scheme does not include a municipal-wide local Environmentally Sustainable Development (ESD) Policy. Introducing an ESD Policy will further reinforce the commitment of Maroondah City Council to achieve sustainable development outcomes.

ISSUE / DISCUSSION

State-wide policy

The need for a state-wide Environmentally Sustainable Development (ESD) Policy has been discussed for many years, however, there is no clear indication around when such a policy may be introduced, and what it will contain. In the absence of a state-wide policy, to date, at least eighteen (18) local councils have successfully introduced an environmentally sustainable policy.

Benefits of an ESD policy

The Council Alliance for a Sustainable Built Environment (CASBE), of which Maroondah Council is a member, states that:

“The local ESD policies represent significant planning policy reform and are already having positive outcomes. Permit applications are being received demonstrating significantly improved sustainability outcomes in daylight and natural ventilation, stormwater management and energy efficiency”.

The proposed Maroondah ESD Policy is expected to have a similar positive effect as it:

- Requires a report to accompany a planning application that identifies how the proposed development will achieve greater levels of energy and water efficiency, indoor environmental quality, stormwater management, sustainable transport, waste management and urban ecology which will have far reaching environmental benefits.
- Maximises opportunities for sustainable design at the planning stage which will minimise costs associated with retrofits and poor design, as well as long term cost savings on utilities.
- Facilitates sustainable built form which is more affordable over the life of the building for commercial and residential occupiers, and as ongoing servicing costs will be reduced, it will have a positive net community benefit.

Proposed thresholds

Thresholds determine which developments (that need planning approval) should respond to environmentally sustainable development objectives. Consistent with policies from other councils, the thresholds within the proposed Maroondah ESD Policy captures both residential and non-residential development; with application requirements (and the associated level of assessment) apportioned according to the scale of development.

As presented in the attached ‘*Background Report*’, based on the development activity from 2017 to 2019, three (3) or more dwelling units accounted for 74% of the total dwelling units for which the applications were submitted. During the same period, three (3) or more dwellings accounted for 61% of the multi-dwelling applications and 42% of the total planning permit applications. Reducing the trigger to three (3) dwellings is expected to result, on average,

INTRODUCING AN ENVIRONMENTALLY SUSTAINABLE DEVELOPMENT (ESD) POLICY Cont'd

ITEM 1

about 100 additional environmentally sustainable development assessments annually. The Environmentally Sustainable Design Officer can undertake these additional assessments per year.

Further reducing the dwelling threshold to two (2) dwellings on a lot will significantly increase the workload for the part-time Environmentally Sustainable Design Officer (about 65 additional assessments per year), and therefore it is not recommended that a lower threshold be pursued. With respect to non-residential development, the proposed thresholds and requirements generally reflect development patterns in the City of Maroondah.

Table 1.1 below presents the proposed thresholds and application requirements as part of the Maroondah Environmentally Sustainable Development (ESD) Local Policy.

Table 1.1 Proposed thresholds and application requirements

| Type of development | Application Requirements |
|---|---|
| Residential/Mixed Use with residential component | |
| <ul style="list-style-type: none"> 3 to 9 dwellings; or Alterations and additions creating 500m² or more of additional gross floor area (excluding outbuildings). | <ul style="list-style-type: none"> Sustainable Design Assessment |
| <ul style="list-style-type: none"> Development of 10 or more dwellings, or Development or alterations and additions with a gross floor area of more than 1,000m² | <ul style="list-style-type: none"> Sustainability Management Plan Green Travel Plan |
| Non-residential and accommodation | |
| <ul style="list-style-type: none"> Development of a non-residential building with a gross floor area between 500m² and 1,000m²; or alterations and additions of 500 m² to 1,000m². | <ul style="list-style-type: none"> Sustainable Design Assessment Green Travel Plan |
| <ul style="list-style-type: none"> Development of a non-residential or accommodation building with a gross floor area of more than 1,000m²; or alterations and additions more than 1,000m². | <ul style="list-style-type: none"> Sustainability Management Plan Green Travel Plan |

Proposed policy

Council Alliance for a Sustainable Built Environment recommends Councils consider previously gazetted local ESD policies that have already been rigorously vetted and tested over many years by Planning Panels Victoria and the Victorian Civil and Administrative Tribunal, as well as to ensure consistency with requests to the Department of Environment, Land, Water and Planning.

The “*Proposed Policy Clause 22.15 Environmentally Sustainable Development*”, (**Attachment 1**) responds to the unique development profile and planning context of the City of Maroondah. It includes locally appropriate and strategically justifiable thresholds and application requirements. The Policy builds on the overarching principles set out in the State and Local Planning Policy Framework and seeks to introduce a new Clause 22.15 Environmentally Sustainable Development (ESD) into the Local Planning Policy Framework (LPPF).

INTRODUCING AN ENVIRONMENTALLY SUSTAINABLE DEVELOPMENT (ESD) POLICY Cont'd

ITEM 1

FINANCIAL / ECONOMIC ISSUES

This project has been funded within Council's 2020/21 Budget.

Whilst the Policy will result in an increase in internal planning application referrals, a part-time Environmentally Sustainable Development (ESD) Officer has been employed by Council to support the increasing number of applications requiring environmentally sustainable development referrals.

The Policy will provide a transparent and consistent framework for decision-making, reducing resources currently required to negotiate planning outcomes. This approach will also provide certainty and clarity to applicants when submitting development applications.

ENVIRONMENTAL / AMENITY ISSUES

The introduction of an ESD Policy will implement sustainable design principles in the planning process, resulting in improved sustainable development outcomes across the municipality.

Achievement of sustainable development outcomes result in significant economic, social and environmental benefits. These benefits include:

- Resilience to warming climate with amenity and health benefits.
- Higher thermal performance of buildings leading to reduced energy consumption.
- Lower peak demand, and better consumer outcomes.
- Reduced water consumption.
- At a broader planning level, better designed suburbs and urban environments, with improved social, environmental and economic outcomes.

The Policy requires new development to achieve greater levels of energy and water efficiency, indoor environmental quality, stormwater management, sustainable transport, waste management and urban ecology which will have far reaching environmental benefits.

SOCIAL / COMMUNITY ISSUES

It is anticipated that the Policy will increasingly facilitate sustainable built form which is more affordable over the life of the building for commercial and residential occupiers, particularly as ongoing servicing costs will be reduced. A such a positive net community benefit is anticipated.

A key consideration in drafting this Policy has been to balance the desire to achieve best practice environmentally sustainable development without imposing unreasonable financial and/or regulatory burdens on the community.

Many ESD assessment tools are free to access, relatively easy to use and do not require the assistance of privately commissioned experts. This is consistent with the findings of the 2014 Environmentally Efficient Design Advisory Committee which concluded that local ESD planning policies were 'unlikely to impose an unreasonable regulatory cost burden on applicants' (Panel Report, 2014, page 65).

INTRODUCING AN ENVIRONMENTALLY SUSTAINABLE DEVELOPMENT (ESD) POLICY Cont'd

ITEM 1

COMMUNITY CONSULTATION

Council must exhibit the Amendment in accordance with the requirements of the *Planning and Environment Act, 1987*. It is envisaged that the Amendment will be exhibited for a period of four weeks and will be advertised to the broader community through advertisements and formal notice, Government Gazette and on Council's website.

In accordance with section 19 of the *Planning and Environment Act, 1987* Council can determine if direct notification to all owners and occupiers of land affected by a Planning Scheme Amendment is practical. In this instance, it is considered appropriate to provide notification through newspapers and Council's website as this proposed Amendment seeks to make modifications to local planning policy at a level with no implications in terms of rezoning or planning permit triggers for any individual site.

CONCLUSION

The proposed introduction of an ESD Local Planning Policy will address the gap in the Maroondah Planning Scheme and help to ensure that environmental performance considerations are considered in the assessment of development proposals across the City of Maroondah.

The requirement to consider and address these matters at the design/early planning stage of development will facilitate more environmentally sustainable development.

In summary, the proposed Policy will assist in achieving Council's objective to transition towards a more clean, green and sustainable community.

ATTACHMENTS

1. Proposed ESD Policy - Clause 22.15 Environmentally Sustainable Development - July 2020

CONFIDENTIALITY

Not Applicable

RECOMMENDATION

THAT

1. **COUNCIL REQUESTS AUTHORISATION FROM THE MINISTER FOR PLANNING TO PREPARE AN ENVIRONMENTALLY SUSTAINABLE DEVELOPMENT POLICY PLANNING SCHEME AMENDMENT INTO THE MAROONDH PLANNING SCHEME;**
2. **COUNCIL, UPON AUTHORISATION BEING RECEIVED FROM THE MINISTER, COMMENCES PUBLIC EXHIBITION OF THE ENVIRONMENTALLY SUSTAINABLE DEVELOPMENT POLICY PLANNING SCHEME AMENDMENT IN LINE WITH THE REQUIREMENTS OF SECTION 19 OF THE *PLANNING & ENVIRONMENT ACT, 1987* AND IN ACCORDANCE WITH ANY REQUIREMENTS OF THE MINISTER'S AUTHORISATION**

**MAROONDAH NEIGHBOURHOOD CHARACTER STUDY
REVIEW RECOMMENDATIONS REPORT**

ITEM 2

PURPOSE

The purpose of this report is to consider community feedback received on the *Neighbourhood Character Study Review Recommendations Report* and seek Council's in principle adoption of the recommendations in the Report.

STRATEGIC / POLICY ISSUES

The following directions contained in Maroondah 2040: Our Future Together and the Council Plan 2017-2021 Update (Year 4: 2020-2021) provide the strategic framework that underpins the purpose of this report.

Outcome Area: An attractive, thriving, and well-built community.

Our Vision: In 2040, Maroondah will be an attractive, sustainable and well-built community with thriving activity centres and a network of neighbourhoods where everyone has the opportunity to live, work and play locally.

Key Directions 2020 – 2021:

- 6.5 Develop and implement an urban environment that that enhances the desirable attributes of Maroondah to protect and value neighbourhood character, local history and cultural heritage.

Priority Action 2020-2021:

Implement the results of the Neighbourhood Character and Vegetation Reviews.

BACKGROUND

Council's Maroondah Neighbourhood Character Study Review (2018-2020) responds to recent State Government planning policy reforms, current development pressures and changes to the character of Maroondah's residential areas over recent years. It provides an assessment of the character attributes of residential areas across Maroondah; recommends ways to ensure that the existing character is respected; and supports sympathetic new development so as to ensure that a preferred character is achieved.

The Review has been undertaken in five stages:

- Stage 1: Appointment of Consultant
- Stage 2: Residential Character Assessment
- Stage 3: Identification of Community Values
- Stage 4: Implementation Recommendations
- Stage 5: Final Report

Stage 3 of the review involved the identification of community values informed by significant community engagement activities (e.g. meetings and workshop with key stakeholders, consultation at Maroondah Festival, six community consultation sessions).

**MAROONDAH NEIGHBOURHOOD CHARACTER STUDY
REVIEW RECOMMENDATIONS REPORT Cont'd**

ITEM 2

Following the completion of Stage 3, at its meeting on 29 April 2019, Council resolved to release the Draft Neighbourhood Character Study Review Recommendations Report for community consultation. As part of Stage 4 of the Review, this Report was open for community feedback from 13 May 2019 to 7 June 2019. The Report provided commentary on areas of significance and the proposed changes to the existing planning controls within the Maroondah Planning Scheme.

A total of 60 submissions were received of which 60% specifically noted either support or objection to the proposed recommendations. In particular 33% indicated support to the proposed changes and 28% of the submissions objected to the recommendations set out in the Report. The remaining submissions raised matters relating to vegetation and neighbourhood character but did not explicitly support or object to the recommendations of the Report.

This report considers the feedback received as part of Stage 5 of the Review.

ISSUE / DISCUSSION

The Maroondah Neighbourhood Character Study Review Recommendations Report (**Attachment 1**) identifies the most appropriate residential zoning for all character areas and precincts across Maroondah. Furthermore, it identifies neighbourhood character and landscape objectives for each of the residential character areas or precincts for inclusion into the schedules of the General Residential Zone (GRZ) and Neighbourhood Residential Zone (NRZ).

Community feedback on the Recommendations Report is summarised in **Attachment 2**. This sets out the issues identified and the corresponding officer comments and recommendations. The feedback has proven particularly helpful with

The main issues identified in the submissions were:

- The need for the retention of canopy trees and landscaping.
- Support for proposed changes to the Ruskin Park area (NRZ6).
- Clearance of sites and inappropriate development.
- Increasing site permeability provisions.
- Planning controls relating to Ringwood North, especially in relation to height limits. A few streets were highlighted in particular (i.e. John Street, Tamar Street and Unsworth Street).

Neighbourhood Character Study Review- Recommendations Report: Key Findings and Recommendations

The recommendations of the *Neighbourhood Character Study Review Recommendations Report* note that the character of Maroondah is intrinsically linked to its natural landscape and vegetation cover. These elements are cherished by the local community, provide environmental, aesthetic and health benefits, and unify the otherwise diverse residential neighbourhoods. The Report is underpinned by the following themes:

MAROONDAH NEIGHBOURHOOD CHARACTER STUDY REVIEW RECOMMENDATIONS REPORT Cont'd

ITEM 2

Character

A balance between built form and vegetation should be maintained in all residential areas of the municipality with the exception of precincts that have been targeted for growth. Topography and vegetation, together with the siting and design of buildings, are the key considerations in the management of residential character within Maroondah. Depending on the identified characteristics and objectives for a particular area, the emphasis on each of these elements varies across neighbourhoods.

Site coverage and permeability

Minimum permeability requirements have been recommended to support the site coverage maximum, as each is integral to the ultimate success of achieving enough space to protect plants and sustain vegetation. The proposed requirements would vary the Rescode requirements under the Victorian Planning Provisions.

Built form

While the natural landscape and tree canopy cover is considered most important in protecting and managing the neighbourhood character of Maroondah, residential architecture and the composition of streetscapes (i.e. front setbacks, fencing treatment) is strong and consistent within many areas. Recommendations regarding built form responses are included in the proposed schedules to the residential zone.

Recommended changes to the Maroondah Planning Scheme

The findings of the Neighbourhood Character Study Review are proposed to be implemented into the Maroondah Planning Scheme through the introduction of eleven new schedules to the Neighbourhood Residential Zone and two new schedules to the General Residential Zones. These are outlined below:

Neighbourhood Residential Zone

- Neighbourhood Residential Zone (NRZ1) Croydon Hills Estate, Birt's Hill & Jumping Creek Valley
- Neighbourhood Residential Zone (NRZ2) Wicklow Hills Ridgeline
- Neighbourhood Residential Zone (NRZ3) Wicklow Hills Lower Slopes
- Neighbourhood Residential Zone (NRZ4) Loughnan's Hill
- Neighbourhood Residential Zone (NRZ5) Jubilee Park
- Neighbourhood Residential Zone (NRZ6) Ruskin Park
- Neighbourhood Residential Zone (NRZ7) Warranwood Ridgeline and Slopes
- Neighbourhood Residential Zone (NRZ8) Croydon Ridge and Southern Hills
- Neighbourhood Residential Zone (NRZ9) Croydon Golf Links Estate

**MAROONDAH NEIGHBOURHOOD CHARACTER STUDY
REVIEW RECOMMENDATIONS REPORT Cont'd**

ITEM 2

- Neighbourhood Residential Zone (NRZ10) Bushland Fringes
- Neighbourhood Residential Zone (NRZ11) Sites of Biological Significance

General Residential Zone

- General Residential Zone 1 Garden Suburban
- General Residential Zone 2 Bush Garden Slopes

Additional Residential Zones were recommended for Maroondah's designated Major Activity Centres and Neighbourhood Activity Centres as follows:

Residential Growth Zone

- Residential Growth Zone Schedule 2 (RGZ2) Croydon MAC Residential Growth Precinct
- Residential Growth Zone Schedule 3 (RGZ3) Ringwood East NAC Residential Growth Precinct
- Residential Growth Zone Schedule 4 (RGZ4) Ringwood East NAC Strategic Residential Growth Precinct
- Residential Growth Zone Schedule 5 (RGZ5) Heathmont NAC Residential Growth Precinct

General Residential Zone

- General Residential Zone Schedule 3 (GRZ3) Ringwood East NAC Neighbourhood Consolidation Precinct
- General Residential Zone Schedule 4 (GRZ4) Ringwood East NAC Residential Regeneration Precinct
- General Residential Zone Schedule 5 (GRZ5) Heathmont NAC Bush Residential Growth precinct
- General Residential Zone Schedule 6 (GRZ6) Heathmont NAC Special Residential Precinct

The Report also includes several further implementation recommendations as follows:

- Rezoning from General Residential Zone to Neighbourhood Residential Zone: the north eastern extent of Loughnan-Warranwood Ridgelines. This is an area where the protection and sustenance of vegetation and large canopy trees should be prioritised, and a large minimum lot size already applies.
- Rezoning from General Residential Zone to Neighbourhood Residential Zone the western section of the hill slope that forms part of the Wicklow Hills Ridgelines. This is

**MAROONDAH NEIGHBOURHOOD CHARACTER STUDY
REVIEW RECOMMENDATIONS REPORT Cont'd**

ITEM 2

an area where the protection and sustenance of vegetation and large canopy trees should be prioritised and a minimum lot size already applies.

- Rezone from Low Density Residential Zone (LDRZ) two semi-rural areas adjacent to the municipal boundary to Neighbourhood Residential Zone generally south of Williams Road, Ringwood North and south of Gibson Road, Warranwood. The current LDRZ zoning of these residential areas is no longer appropriate given the key objective of the zone: “to provide for low-density residential development on lots which, in the absence of reticulated sewerage, can treat and retain all wastewater.”
- Rezone from Neighbourhood Residential Zone to General Residential Zone two small precincts. In particular, a small precinct to the west of Warrandyte Road, generally around Rouseglen Court, Ringwood North, and a small precinct generally around Ellamatta Rise, Ringwood North.
- Update the current provisions of the Neighbourhood Character Overlay 1 for Alto Avenue and Wicklow Hills; and Neighbourhood Character Overlay NCO2 - Croydon Hills Estate.
- Neighbourhood Character Overlay 3 (NCO3) Jubilee Park, proceed with its implementation (subject to Amendment C116).
- Strengthen Schedule 3 and 4 to the Significant Landscape Overlay as it applies to Wicklow Hills Ridge and Loughnan Warranwood Ridge Landscape Protection area and the northern part of the proposed General Residential Zone 2 Bush Garden Slopes.
- Implement the findings of the Ringwood East and Heathmont Neighbourhood Activity Centres.

Further work associated with implementing the Recommendations Report

Strategic Justification of proposed controls

The Neighbourhood Character Study Review provides the analysis and strategic justification for the proposed introduction of schedules to the zones and particular provisions relating to landscaping, site coverage and permeability.

In support of this, further work is being undertaken by officers in order to address the formulation of landscaping standards and variations to ResCode, in particular, considering the following issues:

- Further articulate the limitations of the current provisions and justification as to why they require modifications. The extent of justification in considering proposed variations to ResCode was considered in the Panel Report for Monash Amendment C125, 6 December 2016. In that instance, the Panel noted the issue: “*Whether the proposed variations to the State-wide residential development standards were justifiable, workable and flexible enough to deliver the outcomes intended by the State and local policy and the housing strategy in that municipality.*”
- The likely impact on the amount of residential land potentially available for redevelopment in order to accommodate housing supply. In particular, an analysis of areas proposed to be rezoned from General Residential to Neighbourhood Residential

**MAROONDAH NEIGHBOURHOOD CHARACTER STUDY
REVIEW RECOMMENDATIONS REPORT Cont'd**

ITEM 2

Zone (areas of NRZ7 and NRZ8). The Advisory Committee Report on *Managing Residential Development Advisory Committee Residential Zone Review*, 14 July 2016 noted that “the potential impacts on zone schedules on housing diversity (and affordability) should be considered when applying the residential zones and / or variations to the zones schedule, as well as during the planning scheme review process.”

- Review of the current landscaping standards and requirements for the provision and retention of canopy trees further ensuring consistency with the objectives of Maroondah’s Vegetation Review. The Neighbourhood Character Study Review identified the need to update of the *Arboricultural report on open space requirements for provision and retention of canopy trees in Maroondah*, Clive Sorrel May 2002. This work had been completed resulting in the preparation of two Draft documents: *Maroondah Minimum Standards for Canopy Trees Provisions*, June 2020; and *Maroondah Deep Soil area and Species Tables for Canopy Trees provision* June 2020.
- Implications of State Government Practice Notes PPN 90 Planning for Housing, December 2019 and PPN 91 *Using the Residential Zones*, December 2019. These highlight a number of requirements:
 - “The neighbourhood character strategy should demonstrate that housing objectives have not been prejudiced when determining areas for the protection of existing neighbourhood character.”
 - The preferred neighbourhood character statement can be specified in a Schedule to the Residential Zone to implement the preferred neighbourhood character. Applying the right residential zone must be derived from the municipal wide strategic framework plan or residential development framework plan contained in a Municipal Planning Strategy (MPS).”
 - Council officers have commenced translating the Local Planning Policy Framework (LPPF) content into the Maroondah Planning Scheme. The translation will require a review of the LPPF content, however key local issues and strategic directions will be retained.

Timing and Amendment Process

It is proposed that officers will continue to complete the additional work outlined above required to justify the revised standards to landscaping and ResCode variations in the coming months. Once this is completed the proposed scheme provisions and accompanying planning scheme amendment documentation will be presented to Council in 2021 prior to seeking authorisation from the Minister for Planning.

FINANCIAL / ECONOMIC ISSUES

The Neighbourhood Character Study Review has been funded within the existing Council budget.

MAROONDAH NEIGHBOURHOOD CHARACTER STUDY REVIEW RECOMMENDATIONS REPORT Cont'd

ITEM 2

ENVIRONMENTAL / AMENITY ISSUES

The Neighbourhood Character Study Review serves multiple objectives that relate to liveability, sense of place, and the natural environment. The proposed recommendations of the Review will strengthen the provisions of the Maroondah Planning Scheme to achieve outcomes including:

- Reduced visual impact of development
- Enhanced support for biodiversity and the provision of habitat for fauna
- Improved water quality and mitigation of extreme rainfall events
- Moderation of the urban heat island effect
- Improved air quality and environmental outcomes
- Improved community health and wellbeing.

SOCIAL / COMMUNITY ISSUES

Implementing the recommendations arising from the Neighbourhood Character Study Review will have positive long term social and community impacts. This will provide further certainty for residents and developers regarding the preferred neighbourhood character for particular areas. The consultation stage of the Review has helped to shape how valued neighbourhood character elements can be protected through the recommended planning controls.

The Review leaves Council well placed to respond to policy directions to provide additional housing supply in the municipality combined with ensuring valued elements of neighbourhood character are protected.

COMMUNITY CONSULTATION

Consultation on the Recommendations Report

The Draft Neighbourhood Character Study Review Implementation Report - Stage 4 of the Neighbourhood Character Study Review was advertised to key stakeholders and the general community. Consultation took place between 13 May 2019 and 7 June 2019 via the following:

- Provision of an update and feedback platform as part of the Your Say Maroondah City Council website
- Two community information sessions
- Notices in the Maroondah Leader Newspaper
- Provision of hard copies in Council service centres, libraries and community centres.

CONCLUSION

The Neighbourhood Character Study Review Recommendations Report defines the preferred housing and neighbourhood character outcomes for areas across Maroondah. It has a strong

**MAROONDAH NEIGHBOURHOOD CHARACTER STUDY
REVIEW RECOMMENDATIONS REPORT Cont'd****ITEM 2**

emphasis on protecting and enhancing the natural environment through the encouragement of sympathetic development. Following the completion of the further strategic work identified in this Council Report, Council will be in a position to advance associated planning scheme amendments. The Report has been the subject of strong community engagement and support and it is now recommended that its recommendations be adopted by Council in principle.

ATTACHMENTS

1. Maroondah Neighbourhood Character Study Review 2019 STAGE 4 REVISED RECOMMENDATIONS REPORT D4 APRIL 2019 (May minor correction)
2. Neighbourhood Character Study Review- Council Report Stage 5 Attachment 2 Consideration of Community Feedback

CONFIDENTIALITY

Not Applicable

RECOMMENDATION**THAT COUNCIL**

1. **NOTES THE SUBMISSIONS RECEIVED FOLLOWING THE CONSULTATION PERIOD FOR THE NEIGHBOURHOOD CHARACTER STUDY REVIEW RECOMMENDATIONS REPORT AND THANKS SUBMITTERS FOR THEIR CONTRIBUTIONS**
2. **NOTES THE NEIGHBOURHOOD CHARACTER STUDY REVIEW RECOMMENDATIONS REPORT AND ADOPTS ITS RECOMMENDATIONS IN PRINCIPLE**

OUR ACHIEVEMENTS 2016-2020 COUNCIL TERM**ITEM 3****PURPOSE**

To highlight some of the achievements of Maroondah City Council during the 2016-2020 period.

STRATEGIC / POLICY ISSUES

The following directions contained in *Maroondah 2040: Our Future Together* and the Council Plan 2017-2021 (Year 4: 2020-2021) provide the strategic framework that underpins the purpose of this report.

Outcome Area: A well governed and empowered community

Our Vision: In 2040, Maroondah will be an empowered community actively engaged in local decision making, led by an innovative community inspired Council that collaborates regionally and proactively champions local needs.

Key Directions 2020 – 2021:

- 8.1 Provide community inspired governance that is transparent, accessible, inclusive and accountable.
- 8.2 Ensure responsible and sustainable management of Maroondah's resources, assets, infrastructure and natural environment.

BACKGROUND

Over the 2016-2020 Council Term, Maroondah City Council has delivered a wide range of projects and services which are summarised in the attached *Our Achievements 2016-2020 Council Term* document.

ISSUE / DISCUSSION

The *Our Achievements 2016-2020 Council Term* document has been compiled with a focus on Council's achievements over the past four years as highlighted in the annual *Our Achievements* documents.

Among these achievements, Maroondah City Council during this period has:

- Designed and constructed the \$16.5m Maroondah Nets multi-sports complex, and completed construction of the \$1.7m Tony Lethbridge Athletics Pavilion in Ringwood, \$1.3m Croydon Park Pavilion, and the \$4.25m HE Parker Sporting Pavilion in Heathmont
- Banned smoking at Ringwood and Croydon Town Squares following extensive community consultation
- Developed and implemented a new *Maroondah Health and Wellbeing Plan 2017-2021*, and commenced development of a new *Maroondah Liveability and Wellbeing Strategy 2021-2031*

OUR ACHIEVEMENTS 2016-2020 COUNCIL TERM
Cont'd

ITEM 3

- Updated the Ringwood Metropolitan Activity Centre Masterplan and prepared changes to the Maroondah Planning Scheme
- Promoted and expanded membership of the BizHub co-working space at Realm, and provided support to small businesses during the COVID-19 pandemic
- Designed and constructed the \$2m Croydon Town Square connecting Main Street to Croydon station and bus interchange
- Installed a range of new public art pieces, including: *GlowB Cubby* at Wyreena Playspace; William Eicholtz's *Mullum Mullum the Owl* at Mullum Mullum Creek Trail near Acacia Court, Ringwood; Rob Bast's sculpture of a pair of yellow-tailed black cockatoos at Longview Road, Croydon South; and Ian Bracegirdle's *Spotted Marsh Frog*, at Town Park, Croydon
- Staged innovative and engaging arts events in the Ringwood Arts Precinct and brought the Spiegeltent to Maroondah in 2018 and 2019
- Continued the annual and highly successful Karralyka Theatre Season, and hosted Karralyka events and performances online during the COVID-19 pandemic
- Developed and implemented the *Climate Change Risk and Adaptation Strategy*
- Undertook the municipal-wide Maroondah Vegetation Review, including a community symposium informing the *Maroondah Vegetation Strategy 2020-2030*
- Introduced an *Environmentally Sustainable Development Policy* into the Maroondah Planning Scheme
- Completed sustainability improvements at Aquahub and Realm, including new LED internal lighting and energy efficient boilers at Aquahub; and the installation of solar panels at Realm
- Worked in partnership to support the Heatherdale Station Level Crossing removal, and improved the intersection at Maroondah Highway and Dorset Road, Croydon North
- Accelerated Council's footpath construction program and completed shared path improvements along the Dandenong and Tarralla Creek shared trails, Mullum Mullum Trail and Heathmont Rail Trail
- Commenced planning for multi-level commuter carparks in Croydon; Ringwood; Heathmont; and at Heatherdale Station
- Designed and completed the \$1m upgrade of the playspace at Ringwood Lake Park
- Upgraded the Croydon and Ringwood North Maternal and Child Health Centres, and completed improvement works at Lipscombe Park, Brentwood Park and Kurboroo Kindergartens, and Knaith Road Childcare Centre
- Continued to upgrade drainage within the Ringwood Metropolitan Activity Centre, central Croydon and Golf Links Estate in Croydon

OUR ACHIEVEMENTS 2016-2020 COUNCIL TERM
Cont'd

ITEM 3

- Developed a masterplan and commenced planning for the staged development of the Croydon Community Wellbeing Precinct
- Developed the *Maroondah Innovate Reconciliation Action Plan 2018-2020*
- Commenced the award winning Pathways for Carers program, proving a vital outlet for carers of people with a disability or mental health issue
- Provided 274 community grants, totalling almost \$550,000, through the Community Grants Funding Program, and introduced a special one-off Community Grants Funding Program to support the Maroondah community in responding to the COVID-19 pandemic
- Successfully advocated to the Victorian Government in the lead up to the State election in November 2018, and to the Australian Government in the leadup to the Federal election in May 2019, securing more than \$180 million in funding for a range of significant projects that will benefit the Maroondah community
- Completed an interim review of *Maroondah 2040: Our future together*
- Developed and commenced implementation of a COVID-19 community emergency relief referral process, and COVID-19 Recovery Plan
- Received a range of sector and industry awards and recognition

In accordance with Council's *Election Period (Caretaker) Policy 2020*, the *Our Achievements 2016-2020 Council Term* document will be removed from Council's website for the duration of the forthcoming Council Election period.

FINANCIAL / ECONOMIC ISSUES

Not applicable

ENVIRONMENTAL / AMENITY ISSUES

Not applicable

SOCIAL / COMMUNITY ISSUES

Not applicable

COMMUNITY CONSULTATION

Not applicable

CONCLUSION

Over the 2016-2020 Council Term, Maroondah City Council has delivered some significant advances towards achieving the community vision articulated in *Maroondah 2040: Our future together*.

**OUR ACHIEVEMENTS 2016-2020 COUNCIL TERM
Cont'd**

ITEM 3

ATTACHMENTS

1. Our Achievements - Council Term 2016-2020

CONFIDENTIALITY

Not Applicable

RECOMMENDATION

THAT COUNCIL NOTES THE *OUR ACHIEVEMENTS 2016-2020 COUNCIL TERM* DOCUMENT THAT RECOGNISES SOME OF THE KEY ACHIEVEMENTS OF MAROONDAH CITY COUNCIL OVER THE PAST FOUR YEARS

OUR ACHIEVEMENTS 2019/20 FINANCIAL YEAR

ITEM 4

PURPOSE

To note some of the achievements of Maroondah City Council during the 2019/20 financial year.

STRATEGIC / POLICY ISSUES

The following directions contained in *Maroondah 2040: Our Future Together* and the Council Plan 2017-2021 (Year 4: 2020-2021) provide the strategic framework that underpins the purpose of this report.

Outcome Area: A well governed and empowered community

Our Vision: In 2040, Maroondah will be an empowered community actively engaged in local decision making, led by an innovative community inspired Council that collaborates regionally and proactively champions local needs.

Key Directions 2020 – 2021:

- 8.1 Provide community inspired governance that is transparent, accessible, inclusive and accountable.
- 8.2 Ensure responsible and sustainable management of Maroondah's resources, assets, infrastructure and natural environment.

BACKGROUND

The Annual Report contains a report of Council's operations for the past financial year as required by the relevant sections of the former and new *Local Government Act*.

Similar to previous years, a summary document of Council's achievements over the 2019/20 financial year has been prepared to support the Annual Report 2019/20. The *Our Achievements 2019/20 Financial Year* summary report is designed to engage community members in the activities of Council and be used to support Council's advocacy activities.

ISSUE / DISCUSSION

Over the 2019/20 financial year, Maroondah City Council has delivered a wide range of projects and services which are summarised in the attached *Our Achievements 2019/20 Financial Year* document.

Among these achievements, Maroondah City Council during this period:

- Completed construction of the \$4.25m HE Parker Sporting Pavilion in Heathmont
- Undertook a strategic review of golf in Maroondah, including a new Maroondah Golf Strategy
- Delivered the Be Kind Maroondah campaign
- Promoted and expanded membership of the BizHub Co-Working Space at Realm, and provided support to small businesses during the COVID-19 pandemic

OUR ACHIEVEMENTS 2019/20 FINANCIAL YEAR Cont'd**ITEM 4**

- Worked in partnership to implement the Bayswater Business Precinct Strategy, including launch of the *BBP Connect* social platform and *BBP Jobs* platform
- Adopted a new *Arts and Cultural Development Strategy 2020-2025*
- Hosted Karralyka performances online during the COVID-19 pandemic
- Adopted the *Maroondah Vegetation Strategy 2020-2030*
- Undertook renewal works on the Dandenong Creek shared trail and constructed 3.49 kilometres of new footpaths
- Commenced the design of multi-level carparks in Croydon, Ringwood, Heathmont and at Heatherdale Station
- Completed the Lincoln Road upgrade in Croydon
- Implemented the new Ringwood Activity Centre Masterplan into planning processes
- Progressed the Croydon Community Wellbeing Precinct Masterplan
- Worked in partnership to implement the Tarralla Creek Connects project
- Commenced development of a Children and Families Strategy
- Progressed the implementation of additional female changing facilities, constructing new facilities at HE Parker Pavilion in Heathmont and Quambee Pavilion in Waranwood
- Provided support for older people, vulnerable residents and linguistically and culturally diverse groups during COVID-19
- Reviewed Maroondah 2040 'Our future together'
- Implemented a COVID-19 relief and recovery response framework
- Implemented the new *Local Government Act 2020*

Council is required by the *Local Government Act* to produce and put on public display, a copy of its Annual Report. The 2019/20 Annual Report will be published and made available to the community during the election period. In accordance with Council's *Election Period (Caretaker) Policy 2020*, the *Our Achievements 2019/20 Financial Year* document will not be available on Council's website during the election period.

FINANCIAL / ECONOMIC ISSUES

Not applicable

ENVIRONMENTAL / AMENITY ISSUES

Not applicable

OUR ACHIEVEMENTS 2019/20 FINANCIAL YEAR Cont'd**ITEM 4****SOCIAL / COMMUNITY ISSUES**

Not applicable

COMMUNITY CONSULTATION

Not applicable

CONCLUSION

Over the 2019/20 financial year, Maroondah City Council has delivered a wide range of projects and services which are summarised in the attached *Our Achievements 2019/20 Financial Year* document.

ATTACHMENTS

1. Our Achievements - 2019/20 Financial Year

CONFIDENTIALITY

Not Applicable

RECOMMENDATION

THAT COUNCIL NOTES THE *OUR ACHIEVEMENTS 2019/20 FINANCIAL YEAR* DOCUMENT THAT RECOGNISES KEY ACHIEVEMENTS OF COUNCIL DURING THE 2019/20 FINANCIAL YEAR

COVID-19 COMMUNITY GRANTS FUNDING PROGRAM**ITEM 5****PURPOSE**

To consider the recommended allocations of financial assistance to be provided through Council's COVID-19 Community Grants Funding Program to nominated community organisations during the 2020/21 financial year.

STRATEGIC / POLICY ISSUES

The following directions contained in Maroondah 2040: Our Future Together and the Council Plan 2017-2021 (Year 4: 2020-2021) provide the strategic framework that underpins the purpose of this report.

Outcome Area: A safe, healthy and active community.

Our Vision: 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.

Key Directions 2020 – 2021:

- 1.5 Promote the health and wellbeing of the community through accessible and affordable initiatives and services that respond to community needs
- 1.7 Work in partnership to address and promote awareness of mental health and embrace a prevention focus that builds the resilience of the community
- 1.8 Promote community wellbeing by supporting and empowering local community groups, sporting clubs and special interest groups across Maroondah
- 7.1 Support people of all ages, abilities and backgrounds to be connected, valued and empowered within their local community through accessible and inclusive services, programming and facilities
- 7.3 Work in partnership to break cycles of poverty and socio-economic disadvantage, particularly within marginalised and vulnerable communities
- 8.6 Work in partnership with key agencies and other levels of government to provide leadership in emergency preparedness, response and recovery processes

Priority Action 2020 - 2021:

Develop and implement a COVID-19 Recovery Plan (including social and economic recovery initiatives), following community consultation and engagement.

BACKGROUND

The COVID-19 Community Grants Funding Program has been established by Council to provide support for the Maroondah community in responding to and overcoming the COVID-19 pandemic. The Program offers two one-off grant schemes to provide support to incorporated, not-for-profit community groups that aims to address the immediate and long-term impacts of the COVID-19 pandemic.

The COVID-19 Emergency Relief Grants Scheme offers assistance for incorporated, not-for-profit community groups to deliver emergency relief programs and services directly in

COVID-19 COMMUNITY GRANTS FUNDING PROGRAM Cont'd

ITEM 5

response to COVID-19. The focus of this funding is to provide assistance for service providers and community organisations that directly assist vulnerable people, those significantly impacted by COVID-19 with immediate basic needs, psychosocial support, and those experiencing homelessness.

The COVID-19 Community Wellbeing Grants Scheme offers assistance of up to \$5,000 to not-for-profit organisations and community groups to develop and deliver programs and projects accessible to the broader Maroondah community that directly enhance social inclusion and wellbeing arising from COVID-19.

For the COVID-19 Community Grants Funding Program, a total of 23 eligible applications were received across two schemes requesting a total of \$133,892.

Eligible applications were reviewed and rated according to the criteria below.

The Assessment Criteria for the COVID-19 Emergency Relief Grants Scheme is as follows:

Community empowerment

Projects /services which increase inclusive access, encourage volunteering, strengthen pathways to employment and assist with the development of life skills such as budgeting, nutrition etc

Community wellbeing

New initiatives or the expansion of an existing service that will directly address identified needs of vulnerable community members and contribute to improved wellbeing.

Community assistance

Provision of assistance in the form of material / food aid plus offer support and advocacy to vulnerable members in the community.

The Assessment Criteria for the COVID-19 Community Wellbeing Grants Scheme is as follows:

Community building

New or tailored initiatives that will increase participation, encourage volunteering, or increase learning and skill development to meet community needs arising from the COVID-19 pandemic.

Community benefit

New or tailored initiatives that will contribute to improved mental health, social inclusion and community wellbeing within the Maroondah community arising from the COVID-19 pandemic.

Community support

New or tailored initiatives that will provide help, advice or support to members of the Maroondah community with specific needs arising from the COVID-19 pandemic.

COVID-19 COMMUNITY GRANTS FUNDING PROGRAM Cont'd

ITEM 5

ISSUE / DISCUSSION

Applications for the COVID-19 Emergency Relief Grants Scheme and the COVID-19 Wellbeing Grants Scheme were assessed. Following this process, a total of 23 eligible applications were recommended for funding across both schemes with a proposed overall allocation of \$116,863.

- Nine applications were recommended for funding as part of the COVID-19 Emergency Relief Grants Scheme with a proposed overall allocation of \$75,685
- 14 applications were recommended for funding as part of the COVID-19 Community Wellbeing Grants Scheme with a proposed overall allocation of \$41,178

All successful applicants for the COVID-19 Community Grants Funding Program will be required to enter into a funding and service agreement with Council. The funding agreements detail specific responsibilities, obligations and any identified reciprocal arrangements.

FINANCIAL / ECONOMIC ISSUES

A total of 23 eligible applications for the COVID-19 Community Grants Funding Program were received requesting a total of \$133,892.

The total recommended funding allocation recommended for the COVID-19 Community Grants Funding Program is \$116,863.

ENVIRONMENTAL / AMENITY ISSUES

Not Applicable

SOCIAL / COMMUNITY ISSUES

Financial assistance provided by Council through the COVID-19 Community Grants Funding Program will provide support for the Maroondah community in responding to and overcoming the COVID-19 pandemic. The program will deliver emergency relief programs, services and aid directly in response to COVID-19. The program will also facilitate the development and delivery of programs and projects that directly enhance social inclusion and wellbeing arising from COVID-19.

COMMUNITY CONSULTATION

The COVID-19 Community Grants Funding Program was promoted through Council's website and social media channels, along with direct communication to emergency relief agencies. As part of the application process, prospective applicants were asked to discuss their application with a relevant Council officer to determine eligibility.

CONCLUSION

The applications recommended for funding and the level of allocated funding under the COVID-19 Emergency Relief Grants Scheme are detailed in **Attachment 1**.

The applications recommended for funding and the level of allocated funding under the COVID-19 Community Wellbeing Grants Scheme are detailed in **Attachment 2**.

**COVID-19 COMMUNITY GRANTS FUNDING PROGRAM
Cont'd**

ITEM 5

All applicants will be informed in writing of the outcome of their grant submission.

ATTACHMENTS

1. COVID-19 Emergency Relief Scheme - Summary of recommended funding allocation
2. COVID-19 Community Wellbeing Scheme - Summary of recommended funding allocation

CONFIDENTIALITY

Not Applicable

RECOMMENDATION

THAT COUNCIL

1. **APPROVES THE RECOMMENDED FUNDING ALLOCATION TO COMMUNITY ORGANISATIONS THROUGH COUNCIL'S COVID-19 COMMUNITY GRANTS FUNDING PROGRAM TALLING \$116,863 AS OUTLINED IN THE ATTACHMENTS TO THIS COUNCIL REPORT**
2. **ADVISES ALL ORGANISATIONS OF THE OUTCOME OF THEIR GRANT APPLICATION**