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# **Ordinary Meeting of Council Attachments**

**Monday 31 August 2020**

**VIRTUAL MEETING**

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## COUNCILLOR BRIEFING – PUBLIC RECORD

### Assembly Details

Date: Monday 17 August 2020

Time: 6:00pm

Location: Videoconference

### Attendees

#### **Councillors:**

Cr Mike Symon (Mayor)

Cr Marijke Graham (Deputy Mayor)

Cr Tony Dib OAM, JP

Cr Samantha Mazzuchelli

Cr Tasa Damante

Cr Paul Macdonald

Cr Kylie Spears

Cr Nora Lamont

Cr Rob Steane

#### **Council Officers:**

Steve Kozlowski

Marianne Di Giallonardo

Phil Turner

Adam Todorov

Andrew Fuaux

Tessa Anderson

Dale Muir

Andrew Taylor

Nathan Bachmann

Steve McIntosh

John Richardson

Tim Cocks

Kirstie Dench

Grant Meyer

Kirsten Jenkins

Phil Medley

Penny Moore

Brian Tu

Chief Executive Officer

Director Corporate Services

Director Strategy &amp; Community

Director Operations, Assets &amp; Leisure

Director Development &amp; Amenity

Governance Officer

Manager Revenue Property &amp; Customer Service 3

Manager Engineering &amp; Building Services 4

Coordinator Engineering Projects &amp; Drainage 4

Manager Assets 5 &amp; 6

Coordinator Assets Projects &amp; Facilities 5 &amp; 6

Manager Leisure 7

Sport &amp; Recreation Liaison Officer 7

Manager Integrated Planning 8 &amp; 9

Municipal Recovery Manager 8 &amp; 9

Team Leader Council &amp; Community Planning 8 &amp; 9

Community Relief Coordinator 8

Community Development Officer 9

#### **Apologies:**

Councillors:

Nil

Council Officers:

John Richardson

#### **Conflict of Interest Disclosure:**

Councillors:

Cr Marijke Graham - Item 4##, Tender Evaluation Report - Contract 20960 Minor Civil Works.

*Reason: In-Direct Conflict of Interest, as her Father-In-Law works for one of the tenderers and likely wrote the tender, as it forms part of his duties*

Council Officers:

Nil

**Items Discussed:**                      **## Confidential**

1	Council Meeting Agenda
2	Coronavirus (COVID-19) Update
3	Part Road Discontinuance - Pitt Street Ringwood
4##	Tender Evaluation Report - Contract 20960 Minor Civil Works
5##	Karralyka Stage 1A Upgrade Tender Update
6##	Croydon Multilevel Carpark Development Construction Tender Update
7	Transition of Ringwood Athletic Centre from Special Committee of Council Managment to Direct Council Management
8	COVID-19 Community Grants Program - Proposed Allocations
9	Proposed COVID-19 Relief and Recovery Funding Initiatives

**Record completed by:**

Council Officer	Tessa Anderson
Title	Governance Officer



## **MINUTES**

### **Executive Committee Meeting**

**Thursday 20 February 4-6pm**

**REALM Maroondah, Eastland 179 Maroondah Hwy Ringwood (Top Floor)**

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#### **1. ATTENDING**

Cr Josh Fergeus (Chair, Monash), Cr Tony Athanasopoulos (Glen Eira), Cr John Mortimore (Knox), Cr Marijke Graham (Maroondah), Cr Tina Liu (Whitehorse), Cr Mike Clarke (Yarra Ranges), Adam Hall (Boroondara), Simon Holloway (Stonnington), Liz Johnstone (ERG), Scott McKenry (EAGA).

#### **2. APOLOGIES**

#### **3. POST 2020 CLIMATE ACTION REGIONAL SUMMARY**

- See attached slide deck, including guest presentation, Michelle Van Gerrevink, Darebin City Council

#### **4. PROJECT UPDATES**

##### **4.1 Local Government Power Purchasing Agreement (LG PPA)**

- Monash, Maroondah, Glen Eira and Yarra Ranges do not see their commitment to the project changing after the election
- Whitehorse looking for an alternate option via Procurement Australia
- Some partners are wary that the delays present risk to a unique collaboration of 48 councils, there is some urgency to find an alternate option for some councils

##### **4.3 Adaptation collaboration with DELWP**

- Executive Committee members unanimously endorse the Steering Committee's decision to access additional funds from the EAGA Reserve to support the appointment of a full-time officer for the 2020-21FY.

##### **4.5 Joint committee planning session in May**

- Members agree to conducting a review of the MOU in the lead up to its conclusion in June 2021.
- A motion to increase EAGA's annual membership fees to support greater regional action is supported by Executive Committee members
- Given the alignment between members on the development of new climate strategies/plans, councils would like to adopt a regional approach to assessing/delivering community emission reduction opportunities

**ACTIONS:**

- *Adam to circulate initial thoughts on a regional community emissions plan*
- *Members to circulate their suggestions of joint projects for delivery immediately, and in the next annual plan*
- *Scott to work with Steering Committee on 'business case' for increasing EAGA contributions*
- *Scott to distribute Sarah Barker video*

**5. VOTE ON CHAIR**

- Members agree Cr Fergeus should retain the role of Chair and acknowledge his excellent contribution to the Alliance over the past two years

**6. OTHER BUSINESS**

**7. NEXT MEETING**

Thurs 14 May at Boroondara 4-6pm – planning session



**Maroondah Disability Advisory Committee Meeting  
Record of Proceedings**

**Thursday 23 July 2020  
9.30am - 10.30 am, Online Meeting (held using Zoom)**

*These Record of Proceedings are yet to be confirmed. They will be presented to the Committee at the next meeting to be held on 17 September 2020.*

**Attendees:**

Cr Kylie Spears, Madeline Bough (NEAMI), Ellen Clacy (Interchange Outer East), Angela Fitzpatrick, Cara Hudson, Judith Lenthall, Ron Major, Jacob Matthew, Cara Patterson (Vision Aust), Melinda Spencer

**Support:** Phil Medley, Fiona Burridge, Jack Mullholland, Brian Tu,

Guests: Samantha McGuffie (WHE) (Item 2), Robyn Williams (MCC) (Item 2), Marvin Chen (MCC) (Item 3)

**Apologies:** Cr Tony Dib, Michelle Egan (EACH), Amelia Milroy, Jenny Newman

**1. Opening of meeting**

Welcome by Cr Kylie Spears.

**1.1 Apologies**

*Cr Kylie Spears*

Cr Tony Dib

**1.2 Confirmation of the minutes of the last meeting**

Minutes moved by:

Moved: Jacob Matthew

Seconded: Melinda Spencer

**1.3 Conflict of Interest Declaration/Minutes/Business Arising**

No conflict of interest or business arising from last committee meeting was declared.

**1.4 Business arising**

Cr Kylie Spears introduced our newest member of the Committee, Cara Patterson

Cara is the Regional Client Services Manager for Vision Australia in Ringwood. Cara previously worked as a NDIS consultant and has an interest in NDIS and My Aged Care funding.

Cr Kylie Spears also congratulated Jacob Matthew on the launch of his new consultancy website.

**Action:** Fiona to distribute a link to the website with the minutes.

**2. Preventing Violence Against  
Women with a Disability**

*Robyn Williams, Safe and Liveable Communities  
Officer, Maroondah City Council*

*Samantha McGuffie, Manager Prevention of  
Violence Against Women, Women's Health East*

Robyn Williams, Safe and Liveable Communities Officer at Council and Samantha McGuffie from Women's Health East presented to the Committee on the issues around violence against women with a disability.

Maroondah City Council, along with other Councils in the Eastern Region and other not for profit agencies, are partners of the regional strategy, Together For Equality and Respect (TFER). The regional strategy aims to prevent violence against women through the promotion of gender equality.

In addition, Council's Disability Policy and Action Plan highlights an action to deliver a workshop on preventing violence against women with a disability. This action aims to be delivered through an upcoming project held by Women's Health East and partners. The project is currently called 'Margins to the Mainstreams, preventing violence against women with a disability'.

The project aims to raise awareness of violence against women with a disability with the opportunity for involvement in the project. The current scope is to include twelve women with disabilities residing in the eastern region who are interested in skill development and co-design projects that promote the message around gender equality. After the co-design and resource development period, which is expected to be completed in April/May 2021, it is hoped that a grants program will follow to enable funding towards small projects with a focus on gender equality.

Discussion

A question was asked regarding whether hidden disabilities are included as part of the project and if the participants will be paid for their time. The project is open to anyone with a lived experience with a disability. Participants will also be paid a small amount for their time, however, it was noted that it shouldn't be considered as a wage.

In relation to a question on participation, it was confirmed that this project is not designed for women with disabilities who are currently experiencing domestic and family violence but rather women who are keen to raise awareness on this topic. It will be promoted across multiple platforms addressing all accessibility needs. It was suggested that 'Mural' - an online co-design platform could be useful.

It was also mentioned that Victoria Police have GLLO Officer's who are available as a point of contact for the LGBTIQ+ community and provide assistance, advice and recommendations to Victoria Police on the policing needs of the LGBTIQ+ community.

It was noted that the project is still in its early stages and further details will be circulated in the near future. To finish of the discussion, Samantha shared [a video](#) from 1800 RESPECT.

Robyn is happy to chat to people about any further ideas people may have for Maroondah. Robyn can be contacted via email: [robyn.williams@maroondah.vic.gov.au](mailto:robyn.williams@maroondah.vic.gov.au)

**3. Report on Council's DDA Program**

*Marvin Chen, Team Leader Traffic and  
Transportation Engineering*

Marvin provided an update to the Committee about activities associated with Council's DDA (Disability Discrimination Act) Program. The DDA program focusses on disability infrastructure improvement works. Works associated with buildings and facilities are not part of this program. The 2019/20 budget for the DDA program was \$310,000 and it is expected that the budget for 2020/21 will remain unchanged.

Traffic and Transportation Engineering manage all enquiries relating to DDA infrastructure issues, not including access issues of building. Each issue is investigated thoroughly to determine a warranted project. Projects that have been identified will then be cost estimated and integrated into Councils DDA program.

Projects are ranked against other projects to determine their overall priority listing. Projects are ranked on a number of elements, including type treatment proposed (i.e: footpaths, pedestrian refuge), location, number of incidents at the location and community support.

Marvin then provided a snapshot to the Committee on the types of projects achieved from the DDA program in 2019/20. Some projects included:

- Enhanced curb ramp crossings at: Gracedale Avenue and Flora Street in Ringwood East, Flora St and Hender St in Ringwood East, and Glen Park Road in Bayswater North
- Reconstructed pedestrian refuge of Barkly St and Heywood St, Ringwood
- A modified footpath and kerb ramp at Wicklow Ave in Croydon
- A pedestrian refuge at the intersection Braeside Ave and Wilson St, Ringwood East

The 2020/21 DDA program currently comprises of 40 projects including:

- The Mall in Croydon South - DDA ramp and car parking spaces
- The McAlpine Reserve in Ringwood North - DDA ramp



- Lawrence Grove in Ringwood East - DDA car spaces
- Waterloo Street, Heathmont - pedestrian refuge design.

Discussion

It was noted that there are some areas in Croydon Hills that may need to be included as part of the DDA program. It was requested that specific information be forwarded to the Traffic and Transportation Engineering team.

It was asked if broken driveways were included as part of the DDA program. It was noted that driveways are maintained by landowners and are outside of the scope of the DDA program.

If any Committee members have any mobility concerns, they are encouraged to email or speak with Fiona who will liaise with Council's Traffic and Transportation Engineering team. For any community enquiries or issues, concerns should be lodged via email at:

[maroondah@maroondah.vic.gov.au](mailto:maroondah@maroondah.vic.gov.au)

**Action** - Members to email Fiona any areas they would like considered for the DDA program.

**4. Information Share**

Jack Mullholland, Council's Community Access and Inclusion Facilitator, is working with the Department of Health and Human Services to plan for an online information session for carers in September to talk about the Victorian Government Support for Carers Program and Carers Strategy. There will be an opportunity for participants to submit questions to the panel ahead of the session. Details will be circulated to the Committee once confirmed.

**Meeting closed at 10:38am.**

**Next meeting - Thursday 17 September 2020.**



**Maroondah Partners in Community Health & Wellbeing Committee**  
**Tuesday 11 August 2020**  
**9.30am - 11:00am**  
**Zoom**

**MINUTES**

**Present:** Cr Tasa Damante (MCC)  
Cr Samantha Mazzuchelli (MCC)  
Fiona Purcell (OELLEN)  
Peter Feeney (Communities of Wellbeing)  
Laura Riccardi (Women's Health East)  
Jacky Close (OEPCP)  
Kevin Gregg-Rowan (DHHS)  
Rachel Hughes (EMPHN)  
Edwina Ricci (Maroondah PosEd Network)  
Maggie Palmer (EACH)  
Lee Barker (Eastern Volunteers)  
Judy McDougall (MIC)  
Fiona Burrridge (MCC)  
Phil Medley (MCC)  
Brian Tu (MCC)

**Guests** Item 6 - Adam Cooper (MCC)  
Item 7 - Heather Cummings (MCC)

**Apologies:** Edward Marrinan (NEAMI)  
Jennifer Small (DET)  
Jenny Royle (OELLEN)  
Jessica Bishop (MIC)  
Judy McDougall (MIC)  
Vicki Bryce (Uniting Wesley)  
Viv Cunningham Smith (Eastern Volunteers)  
Kirsten Jenkins (MCC)

1. **Welcome & Apologies (inc acknowledgement of Country)** Cr Tasa Damante  
Cr Tasa Damante welcomed all Committee members to the meeting and provided an Acknowledgement of Country. Apologies were noted.
2. **Declaring a Conflict of Interest** Cr Tasa Damante  
Cr Damante reminded members of the purpose of this item and invited members to advise of any conflict of interest. No declarations were made.
3. **Confirmation of the Minutes of the last meeting** Cr Tasa Damante  
The minutes of the last meeting were confirmed. These were accepted as an accurate record of proceedings.

Moved: Fiona Purcell      Seconded: Jacky Close

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#### 4. Women's Sexual and Reproductive Health Strategy

Laura Riccardi  
Women's Health East

Laura Riccardi, Health Promotion Officer at Women's Health East, presented to the Committee on the development of a high-level strategic framework, *Women's Sexual and Reproductive Health in Melbourne's East 2020-2025*.

The Strategy aims to cover the key issues and priority populations for women's sexual and reproductive health (SRH) in the eastern region. It has been developed through considerable consultation via the SRH Strategic Reference Group, focus groups and formal surveys. In addition, data analysis and literature review around SRH was conducted through Women's Health Atlas, and Municipal Health and Wellbeing Plans across the region.

Based on the analysis, a range of themes and issues were identified around SRH including:

- Violence against women
- Menopause, endometriosis, polycystic ovary syndrome and infertility
- Maternal and child health
- Sexually transmitted infections and blood-borne viruses
- Reproductive choices
- Reducing harm from alcohol and drug use
- Adolescent health
- Mental health

Due to competing priorities, specific references to women's SRH in Council's Health and Wellbeing plans are often not included, however, there is a role for Council to incorporate SRH via existing health issues that Council aims to address (i.e: gender equality and violence against women).

The stakeholder consultation and literature review also highlighted priority populations that are particularly vulnerable to poorer SRH. These groups include:

- Young women
- Older women
- Women with disabilities
- Aboriginal Torres Strait Islanders
- Cultural and Linguistically Diverse groups
- LGBTIQ+

In order to address the key SRH issues and reduce inequality, the Strategy has identified key priorities and objectives. The priorities are:

- Strengthen gender equity
- Improve the SRH literacy among service providers
- Increase access to SRH services

Maroondah City Council has already provided a statement of support for the upcoming Strategy and it is hoped that other Councils will continue to engage with SRH through the action planning process. The Strategy will be launched via an online event on Thursday 24 September 10:30am – 12:00pm. Key speakers will be Claire Vissenger, CEO at Family Planning Victoria, and Dr Ruth MacNair, a GP who is an expert in lesbian and bisexual women's health. An Eventbrite link will be circulated to the Committee when available.

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Discussion

- It was asked what role Council should take around SRH. Laura responded that it is understood that Council may not necessarily be equipped with the appropriate resources to focus on SRH. However, it is hoped to integrate SRH into other priority planning of Council. Council may also have a role in supporting community health through upskilling and cross promoting the objectives of the Strategy.
- Women's Health East are keen to be connected with people working in Maternal & Child Health.
- EMPHN were involved in the development process and have provided feedback on the Strategy.
- A query was raised regarding female genital mutilation, the topic is currently not a funded activity in the eastern region. There could be a need for advocacy and creating awareness in this space. It was suggested that it would be important to have a discussion with community leaders from the Horn of Africa first who specialise in this space.

**5. COVID-19 Emergency Recovery**

**Adam Cooper**  
Maroondah City Council

Adam Cooper, Team Leader Youth and Children's Services, is currently in a temporary role as Social Health and Wellbeing Recovery Coordinator in response to the COVID-19 pandemic. Adam presented on Council's work towards emergency recovery during the COVID-19 pandemic. It was highlighted that ongoing successful recovery includes the following principles:

- Understanding community context
- Recognising complexity
- Using community led approaches
- Coordinating all activities
- Communicate effectively
- Acknowledging & building capacity

A range of social and economic impacts were highlighted, Council has been adjusting service delivery and budgets as a response to these impacts. Council has also established a Maroondah COVID-19 Relief and Recovery Planning Framework and is developing an initial Recovery Action plan. Seven draft emerging priorities were identified:

- Emergency relief
- Physical health
- Mental health and wellbeing
- Social isolation
- Job Creation and Pathways
- Support volunteers and local organisations
- Business Support

Council also opened a COVID-19 community survey which seeks to understand the needs and priorities within the community. The survey will also allow Council to determine whether the draft priorities are aligned with community feedback. To date, Council has received over 1,100 responses with a couple of weeks remaining. The survey is being translated into Burmese languages to gain input from these communities.

The next steps for Council's emergency recovery include:

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- Testing the draft priorities
- Holding discussions with partners
- Finalising early recovery planning
- Feedback on the results of the survey to the community and further engagement to be undertaken on priorities

Discussion

- Laura Riccardi noted that the Victorian Government has extended the subsidised mental healthcare plan and suggested Council could promote these sessions, particularly to the migrant and refugee communities.
- Judy McDougall asked what is Council's role in meeting these needs in the community? Adam responded that this is a key challenge for Council as our role sits in service delivery, facilitating partnerships and advocacy. It was suggested to note what Council's role is for each of the key priorities to determine where partner organisations can assist.
- Fiona Purcell advised that the OELLEN are keen to instil hope into younger people and are conscious of the young people having a gap year during these times. There are also concerns around people who are dropping out of school and may find it difficult to access apprenticeships.

**6. Maroondah Children & Families Strategy  
Maroondah Youth Strategy**

**Heather Cummings**  
Maroondah City Council

Heather Cummings, Youth Planning and Policy Officer, presented to the Committee on Council's Children & Families Strategy and Youth Strategy. The existing Youth Strategy covers the age group from 10-25 years, the upcoming Children & Families Strategy will cover ages 0 to 12 years and families.

A summary for both consultation processes were presented. Consultation involved inputs from children, parents and carers, school staff, young people, service providers and general community members. In total, 5,122 participants were involved with most engaged via a community survey.

Summary of issues for children

- Social wellbeing and connection issues (family, friendships, bullying, being alone)
- High emotional wellbeing risk factors
- Mental health and wellbeing
- Self-esteem and self-concept issues
- Physical wellbeing issues
- Declining wellbeing as children transition into adolescence
- Importance of the natural environment and public amenities.

Summary of issues for young people

- Decline in wellbeing through adolescence
- Presence of high emotional wellbeing risk factors (anxiety, stress, depression, anger, managing emotions)
- Many experience mental health challenges
- Social wellbeing issues include: loneliness, peer pressure, friendships, family
- Physical wellbeing issues include: sleep, physical activities, diet, sedentary activities
- School and study problems
- Education and career pathway challenges
- Transitions to secondary school and to adulthood
- Gender diversity and wellbeing.

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Summary of issues for parents and carers

- Low knowledge of services and opportunities/activities
- Need for support and educational opportunities for parents/carers
- Concerns regarding children's education and learning
- Social wellbeing and connection needs
- Time demands and balancing responsibilities as parents/carers
- Childcare challenges, including cost and hours
- Accessibility of services (financial, service hours, language barriers, paths, transport)
- Access to nature and outdoor play spaces.

Service Provider comments

- Challenges for clients - mental health, family violence, financial, lack of information, language barriers
- Service gaps - mental health support, children housing, alcohol and drug services

The Maroondah Children and Families strategic framework includes:

- **Vision:** Maroondah is a connected community where all children and their families thrive.
- **Mission:** To raise the wellbeing of all children and their families in Maroondah through collaboration, advocacy and service delivery
- **Strategic outcomes:**
  - Transformed Service Systems and Spaces
  - Health and Wellbeing
  - Respect and Inclusion
  - Informed and Connected Communities
  - Valuing the Voices of Children
  - Education and Learning for Life

The Maroondah Youth Strategic Framework includes:

- **Vision:** Maroondah's young people are flourishing as part of a healthy and thriving community
- **Mission:** To raise the wellbeing of Maroondah's young people
- **Strategic Outcomes:**
  - Maroondah's young people are prepared
  - Maroondah's young people are healthy
  - Maroondah's young people are connected
  - Maroondah's young people are engaged

Discussion

- Laura Riccardi commented that information and knowledge of services is a key gap. Laura asked whether there were questions in the survey asking about relationships and sexual health. Adam advised that the survey does not include questions around these topics however there may be other questions that could have some connection to those topics.
- Rachel Hughes noted that the EMPHN have a regional plan being implemented and have funded Eastern Health to deliver youth stepped care approach for mental health. It was noted that gender diversity is seen as an issue for the youth age bracket.
- Judy McDougall noted some of the challenges for children in accessing mental health program, with referrals often outstripped available places. There are also challenges in services effectively responding to intersectional and those from cultural backgrounds.

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**7. Information Share**

**All**

- Judy McDougall – MIC have two COVID-19 emergency support funds - one for asylum seekers and people on temporary visas who are struggling with finances and one for all migrants who have lost their income but cannot access Job Keeper/JobSeeker.
- Edwina Ricci – As part of Maroondah PosEd Network - Flourishing Families sessions are being run for parents in local schools via zoom.
- Maggie Palmer - EACH COVID-19 clinics are open on weekends from 10am - 3.30pm. A mobile van is being used for rapid response for hard-to reach communities or outbreak settings.

Council Update

- Liveability, Wellbeing and Resilience Strategy - Engagement and Research work is continuing with consideration of how the Strategy can support the medium to long term community recovery process.
- Council is currently seeking community input through a COVID Engagement Survey - available at: <https://yoursay.maroondah.vic.gov.au/>
- COVID-19 Community Grants Program - The program has a particular focus on supporting emergency relief agencies along with a community wellbeing stream. Allocations will be determined by Council at the end of August.
- A MS Teams online space is being established for this Committee to enable discussions and information sharing outside of standard meetings. More information to follow shortly.

**The meeting closed at 11:05 am.**

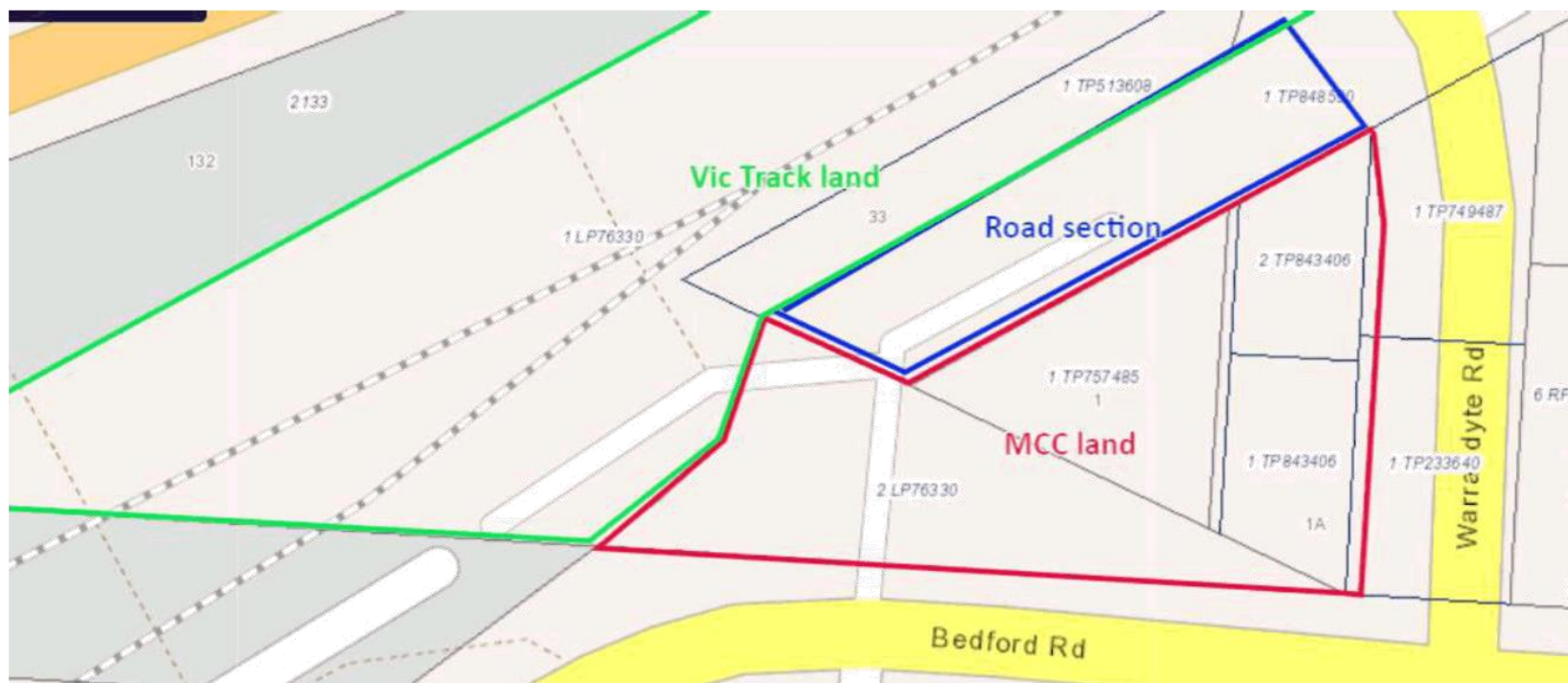
TRIM 18/

<b>TITLE PLAN</b>				<b>EDITION 1</b>	<b>TP965727C</b>
<b>LOCATION OF LAND</b> <b>PARISH:</b> RINGWOOD <b>TOWNSHIP:</b> _____ <b>SECTION:</b> _____ <b>CROWN ALLOTMENT:</b> _____ <b>CROWN PORTION:</b> 17D (PART) <b>TITLE REFERENCE:</b> VOL. 2583 FOL. 506 & VOL. 3041 FOL. 062 <b>LAST PLAN REFERENCE:</b> TP848590H, LOT 1 (LP2216) <b>DEPTH LIMITATION:</b> DOES NOT APPLY.				<b>WARNING:</b> THIS PLAN REPRESENTS AN EXPECTED DIVISION OF LAND; ANY ONE LOT MAY NOT HAVE BEEN CREATED; CHECK THE LOT/PLAN INDEX FOR CURRENT INFORMATION;	
				<b>NOTATIONS</b>	
<b>EASEMENT INFORMATION</b>					THIS PLAN HAS BEEN PREPARED FOR LAND VICTORIA TITLE DIAGRAM PURPOSES.  Date: _____ Assistant Registrar of Titles
<b>Easement Reference</b>	<b>Purpose/ Authority</b>	<b>Width (Metres)</b>	<b>Origin</b>	<b>Land Benefited/ In Favour Of</b>	
E-1	AS PROVIDED FOR IN SEC. 207C L.G.A. 1989.	SEE DIAG.	SEC 207C L.G.A. 1989.	YARRA VALLEY WATER	
E-2	AS PROVIDED FOR IN SEC. 207C L.G.A. 1989.	3-50	SEC 207C L.G.A. 1989.	YARRA VALLEY WATER & MULTINET GAS	
E-3	AS PROVIDED FOR IN SEC. 207C L.G.A. 1989.	4	SEC 207C L.G.A. 1989.	YARRA VALLEY WATER, MULTINET GAS & AUSNET ELECTRICITY SERVICES PTY. LTD.	
E-4	AS PROVIDED FOR IN SEC. 207C L.G.A. 1989.	SEE DIAG.	SEC 207C L.G.A. 1989.	AUSNET ELECTRICITY SERVICES PTY. LTD.	
<b>SCALE</b> 5 0 5 10 15 20 LENGTHS ARE IN METRES		<b>SCALE</b> 1:500		<b>ORIGINAL SHEET SIZE</b> A3	<b>FILE NO:</b> LGD
<b>Miller   Merrigan</b> Land Development Consultants (03) 8720 9600 R (03) 5134 8011 www.millermerrigan.com.au survey@millermerrigan.com.au 5/4 03/06/2020 10/04/2020		<b>SURVEYORS REF</b> 25180S1 VERSION 2 DATE 5/8/2020		<b>DEALING CODE:</b> LGA	<b>SHEET 1 OF 1</b>

TITLEPL.DWG



Schedule 2 - Locality Plan





# Governance Rules 2020

These Governance Rules 2020 are made in accordance with Section 60 of the *Local Government Act 2020*, and were adopted by resolution of Maroondah City Council on .....

**Responsible Service Area: Governance**

e-CLIP record no. ....

Title: Governance Rules		No:	Review date: << Insert text >>
Creation date:	Current version approved: << Insert text >>	Current version no. 1	eCLIP record no. << Insert text >>
Authority dates: Adopted by Council: .....2020		Responsibility: Governance Coordinator	

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## PART 1 – GOVERNANCE FRAMEWORK

### 1. Purpose

These are the Governance Rules of Maroondah City Council, made in accordance with section 60 of the Local Government Act 2020; the purpose of which is to provide for:

- (1) the good governance and order of Council;
- (2) the conduct of Council meetings;
- (3) the conduct of meetings of Delegated Committees;
- (4) the form and availability of meeting records;
- (5) the election of the Mayor and the Deputy Mayor;
- (6) the appointment of an Acting Mayor;
- (7) an Election Period Policy;
- (8) the procedures for the disclosure of a Conflicts of Interest by:
  - (a) a Councillor or a member of a Delegated Committee at a meeting of the Council or a Delegated Committee;
  - (b) a Councillor at a meeting under the auspices of Council that is not a meeting of the Council or a Delegated Committee;
  - (c) a member of Council Officer when providing information in respect of a matter.
- (9) the consideration and making of decisions on any matter being considered by the Council fairly and on the merits;
- (10) the institution of decision-making processes to ensure that any person whose rights will be directly affected by a decision of the Council is entitled to communicate their views and have their interests considered; and
- (11) any other matters prescribed by Regulations made under the Act.

### 2. Role of Council

- (1) The role of Council is to provide good governance for the benefit and wellbeing of the Maroondah community.
- (2) Council will provide good governance through:
  - (a) the performance of its role in accordance with the overarching governance principles and supporting principles of the Act; and
  - (b) the Councillors of the Council performing their roles in accordance with the requirements of the Act.
- (3) In performing its role, Council may:
  - (a) perform any duties or functions or exercise any powers conferred on Council by or under the Act or any other Act; and
  - (b) perform any other functions that Council determines are necessary to enable Council to perform its role.
- (4) If it is necessary to do so for the purpose of performing its role, Council may perform a function outside its municipal district.



### 3. Overarching governance principles and supporting principles

- (1) Council will in the performance of its role give effect to the overarching governance principles, as prescribed in section 9 of the Act.
- (2) The following are the overarching governance principles:
  - (a) Council decisions are to be made and actions taken in accordance with the relevant law;
  - (b) priority is to be given to achieving the best outcomes for the municipal community, including future generations;
  - (c) the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;
  - (d) the municipal community is to be engaged in strategic planning and strategic decision making;
  - (e) innovation and continuous improvement is to be pursued;
  - (f) collaboration with other Councils and Governments and statutory bodies is to be sought;
  - (g) the ongoing financial viability of the Council is to be ensured;
  - (h) regional, state and national plans and policies are to be taken into account in strategic planning and decision making; and
  - (i) the transparency of Council decisions, actions and information is to be ensured.
- (3) In giving effect to the overarching governance principles, Council will take into account the following supporting principles:
  - (a) community engagement principles;
  - (b) public transparency principles;
  - (c) strategic planning principles;
  - (d) financial management principles; and
  - (e) service performance principles.

### 4. Context

These Governance Rules are to be read in the context of and in conjunction with:

- Election Period Policy
- Community Engagement Policy;
- Public Transparency Policy;
- Petitions Policy
- Councillor Code of Conduct;
- Employee Code of Conduct;
- Other relevant policies.



## Governance Rules 2020

**5. Council decision making**

- (1) Council must consider and make decisions on any matter being considered by Council fairly and on the merits.
- (2) Any person whose rights will be directly affected by a decision of the Council is entitled to:
  - (a) communicate their views by written submission;
  - (b) subsequently speak to their submission or to have a person speak on their behalf; and
  - (c) have their interests considered.
- (3) For the purposes of sub-clauses (1) and (2), a decision of Council means the following:
  - (a) a resolution made at a Council meeting;
  - (b) a resolution made at a meeting of a Delegated Committee; or
  - (c) the exercise of a power or the performance of a duty or function of Council by a member of Council Officer or a Community Asset Committee under delegation.

**6. Definitions**

In these Governance Rules, the following words are defined to mean:

Words	Meaning
Act	means the Local Government Act 2020
Agenda	means the notice of a meeting setting out the business to be transacted at the meeting
Authorised Officer	means a Director of Council who is authorised by the Chief Executive Officer or by the Council either generally or in a particular case
Business Days	means a normal working day of the Council, usually Monday to Friday, excluding declared Public Holidays
Chair	means the Chairperson
Chairperson	means the person who chairs a meeting of the Council, a Delegated Committee or a Community Asset Committee, and includes a person acting as Chairperson, a temporary Chairperson or a substitute Chairperson
Chief Executive Officer	means the member of Council appointed to be its Chief Executive Officer, and includes a person acting as Chief Executive Officer
Clause	means a clause of these Governance Rules
Councillor Code of Conduct	means the Councillor Code of Conduct approved under section 139 of the Act
Council Meeting	means a meeting of the Council convened in accordance with these Governance Rules and includes an Ordinary Meeting (scheduled Council Meeting) and a Special Meeting (unscheduled Council Meeting)
Committee Meeting	means a meeting of a Delegated Committee or a Community Asset Committee
Common Seal	means the Common Seal of the Council
Community Asset Committee	means a Community Asset Committee established by Council under section 65 of the Act

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## Governance Rules 2020



Council	Maroondah City Council
Council Officer	means an employee of Council
Councillor	means a person who is an elected member of the Council
Delegated Committee	means a Delegated Committee established by Council under section 63 of the Act
Deputy Mayor	means a Councillor who has been elected to that position by a vote of Councillors
Delegated Committee	means a Delegated Committee established by Council pursuant to, and in accordance with, section 63 of the Act
Division	means a formal count and recording of those FOR and those AGAINST a motion
In-Camera	a term used when a meeting is closed to the public under section 66 of the Act
Formal Motion	means a motion which relates to a procedural matter only and which is not designed to produce any substantive result but used merely as a formal procedural measure
Mayor	means the Mayor of Council and any person appointed by Council to be acting as Mayor, including a Deputy Mayor, if the Mayor is not available.
Meeting	means a Meeting of the Council (including an Ordinary and Special Meeting) or a Delegated Committee Meeting; or Community Asset Committee
Minutes	means the official record of proceedings and decisions of a meeting of the Council, a Delegated Committee or Community Assets Committee
Motion	means a proposal framed in a way that will result in the opinion of Council being expressed, and a Council decision being made, if the proposal is adopted
Motion to Review	means a notice setting out the text of a motion which is proposed to be reviewed at the next relevant meeting
Procedural Motion	means a Motion specified as such in clause 9 of the Governance Rules that relates to a procedural matter only and which is not designed to produce any substantive decision but used merely as a formal procedural measure
Quorum	means presence by a majority of Councillors at a Council Meeting or a majority of Members at a meeting of a Delegated Committee or any other Meeting
Recommendation	means the recommendation made in a report to Council as part of the meeting agenda
Regulations	means any Regulations made under the Act
Resident	means a person who resides within the Maroondah community
Special Council Meeting	means an unscheduled meeting of the Council convened for a particular purpose or matter that cannot be effectively dealt with in the schedule of Ordinary Council meetings set by Council
Suspension of Standing Orders	means the suspension of the meetings provisions of the Governance Rules to facilitate full discussion on an issue without formal constraints
Written	Includes duplicated, lithographed, photocopied, photographed, printed, typed and emailed

## PART 2 – THE MAYOR, DEPUTY MAYOR & ACTING MAYOR

### 7. When is a Mayor to be elected?

In accord with section 26 of the Act:

- (1) A Mayor is to be elected:
  - (a) no later than one month after the date of a general election; or
  - (b) within one month after any vacancy in the office of Mayor occurs.
- (2) Before the election of the Mayor, Council must determine by resolution whether the Mayor is to be elected for a 1 year or a 2 year term.
- (3) If the Mayor is elected for a 1 year term, the next election of the Mayor must be held on a day to be determined by Council that is as close to the end of the 1 year term as is reasonably practicable.
- (4) If the Mayor is to be elected for a 2 year term, the next election of the Mayor must be held on a day to be determined by Council that is as close to the end of the 2 year term as is reasonably practicable.
- (5) The election of a Mayor after the period specified in this clause does not invalidate the election.
- (6) A Councillor elected to fill a vacancy in the office of Mayor caused other than by the expiration of a 1 year or a 2 year term serves the remaining period of the previous Mayor's term.

### 8. Procedures for Election of the Mayor

- (1) The election of the Mayor will be conducted by the Chief Executive Officer in accordance with the provisions of the Act.
- (2) The Chief Executive Officer must invite nominations for the office of Mayor.
- (3) The nomination of a candidate must be moved and seconded and the candidate must consent to their nomination.
- (4) If a person nominated does not consent to the nomination, it must not be accepted by the Chief Executive Officer.
- (5) No Councillor is permitted to speak to the nominations (including candidates) prior to the election result being declared by the Chief Executive Officer.
- (6) If there is only one nomination, the candidate nominated is deemed to be elected.
- (7) If there is more than one nomination, a vote must be taken to elect one of the candidates.
- (8) Voting must be carried out by a show of hands.
- (9) If one candidate receives a Majority of the Votes, that candidate is declared to have been elected.
- (10) If no candidate receives a Majority of the Votes, the candidate with the fewest number of votes is declared to be a defeated candidate. A further vote will then be held for the remaining candidates. This process shall continue until one of the candidates has received a Majority of the Votes. That candidate is then declared to have been elected.
- (11) In the event of two or more candidates having an equality of votes and one of them having to be declared a defeated candidate, the Chief Executive Officer must determine the result by lot.

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- (12) The following provisions apply to the conduct of the lot by the Chief Executive Officer:
- (a) each candidate will draw one lot;
  - (b) the order of drawing lots will be determined by the alphabetical order of the surnames of the candidates who received an equal number of votes, except that, if two or more candidates' surnames are identical, the order will be determined by the alphabetical order of the candidates' first names;
  - (c) as many identical pieces of paper as there are candidates who receive an equal number of votes must be placed in a receptacle;
  - (d) the word 'Defeated' shall be written on one of the pieces of paper;
  - (e) the candidate who draws the paper with the word 'Defeated' written on it must be declared the defeated candidate (in which event a further vote will be held for the remaining candidates and the above process repeated if necessary, unless there is only one candidate remaining, in which case that candidate will be declared duly elected); and
  - (f) the Chief Executive Officer will declare the result of the election and the successful candidate.

(13) Mayor to Take Chair

After the election of the Mayor, the Mayor must take the chair in accordance with section 18 of the Act.

## 9. Procedures for Election of Deputy Mayor

- (1) At the Meeting at which the Mayor is to be elected, Council may resolve to establish the position of Deputy Mayor and elect a Councillor to the position of Deputy Mayor.
- (2) The term of a Deputy Mayor is to be identical to the term of the Mayor as resolved by Council.
- (3) If Council has not resolved to establish the position of Deputy Mayor, any provisions in the Meeting Rules relating to the Deputy Mayor have no effect.
- (4) The procedure used for the election of Mayor will be used to elect the Deputy Mayor, except that:
  - (a) the Mayor will conduct the election of Deputy Mayor; and
  - (b) any references to the office of the Mayor shall be taken as a reference to the Deputy Mayor.

## 10. Procedures for Election of Acting Mayor

- (1) Council must appoint a Councillor to be the Acting Mayor when:
  - (a) Neither the Mayor or any elected Deputy Mayor is unable for any reason to attend a Council meeting or part of a Council meeting; or
  - (b) the Mayor and any elected Deputy Mayor are both incapable of performing the duties of the office of Mayor and Deputy Mayor respectively for any reason, including illness; or
  - (c) the office of Mayor and Deputy Mayor are vacant.
- (2) An appointment under sub-clause (1) must be for a period specified by Council.
- (3) If:
  - (a) an appointment has not been made under sub-clause (1) or has expired; and
  - (b) any of the circumstances specified in sub-clause (1)(a), (b) or (c) apply

Council must appoint a Councillor to be the Acting Mayor for a period specified by Council.

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- (4) An Acting Mayor:
  - (a) must perform the role of the Mayor; and
  - (b) may exercise any of the powers of the Mayor

until the circumstances specified in sub-clause (1) no longer apply or the period of the appointment expires, whichever first occurs.
- (5) If an Acting Mayor has been appointed, unless inconsistent with the context or subject matter, a reference in the Act (except in sections 20 and 23, Division 4 of Part 2 and sections 61(6) and 236(4)) to the Mayor includes a reference to the Acting Mayor

## PART 3 – COUNCIL MEETINGS

### Division 1 – Notices and Agendas

#### 11. Notice of dates and times of meetings

- (1) At the Council Meeting to elect the Mayor and Deputy Mayor, Council must fix the date, time and place of all meetings of Council and Delegated Committees for the following year, which may be amended where the circumstances require.
- (2) In addition to sub-clause (1), the Mayor may by a written notice delivered to the Chief Executive Officer call a meeting of the Council.
- (3) A notice delivered under sub-clause (2) must specify the date and time of the meeting and the business to be transacted.
- (4) Unless all Councillors are present and unanimously resolve to deal with another matter at a meeting called by the Mayor, only the business specified in the notice or resolution is to be transacted.
- (5) Council must provide at least 7 days' notice on Council's website, as a minimum, of meetings of the Council and Delegated Committees unless urgent or extraordinary circumstances prevent Council from doing so in which case, Council must give notice that is practicable for the circumstances which includes advice of the reasons why the 7 days' notice of the meeting could not be given.

#### 12. Council may alter meeting dates

- (1) Council may change the date, time and place of any meeting of Council or Delegated Committee which has been fixed and must provide reasonable notice of the changes to the public.
- (2) Where meeting dates are changed, as a minimum, details are to be published on Council's website.

#### 13. Notice of meeting

- (1) Unless urgent or extraordinary circumstances have necessitated the meeting, a notice of meeting incorporating or accompanied by an agenda of the business to be dealt with must be served on every Councillor at least 4 clear business days before the meeting.
- (2) The notice of meeting for any meeting must state the date, time and place of the meeting and the business to be dealt with and must be sent by post, messenger, email or online portal to each Councillor's place of residence or usual place of business (if applicable) or as otherwise specified by the Councillor.



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- (3) A notice may be handed personally to a Councillor in any location within the time required, or may be delivered to another destination, provided a written authorisation of the relevant Councillor is held by the Chief Executive Officer.
- (4) To enable the processes of governance to be efficiently managed, Councillors should keep the Chief Executive Officer informed of their point(s) of contact from time to time.

**14. Leave of absence**

It will not be necessary for a notice of meeting or agenda to be served on any Councillor who has been granted leave of absence, unless the Councillor has in writing requested the Chief Executive Officer to continue to give notice of any meeting to be held during the period of their absence.

**Division 2 – Open meetings****15. Meetings open to the public**

- (1) A meeting of Council or a Delegated Committee must be kept open to the public unless Council or the Delegated Committee considers it necessary to close the meeting to the public because a circumstance specified in sub-clause (2) applies.
- (2) The circumstances are:
  - (a) the meeting is to consider confidential information; or
  - (b) security reasons; or
  - (c) it is necessary to do so to enable the meeting to proceed in an orderly manner.
- (3) If the circumstance specified in sub-clause (2)(b) or (2)(c) applies, the meeting can only be closed to the public if the Council or Delegated Committee has made arrangements to enable the proceedings of the meeting to be viewed in an electronic form by members of the public as the meeting is being held.
- (4) For the purposes of sub-clause (3), the arrangements may include provision to view the proceedings on the Internet.

**16. Meetings closed to the public (In-Camera)**

- (1) If Council or a Delegated Committee determines to meet In-Camera to consider confidential information, Council or Delegated Committee must record in the minutes of the meeting that are available for public inspection:
  - (a) the ground or grounds for determining to close the meeting to the public by reference to the grounds specified in the definition of **confidential information** in clause 3(1); and
  - (b) an explanation of why the specified ground or grounds applied.

**17. Councillor Code of Conduct**

During the course of any Council meeting, Councillors must comply with the Councillor Code of Conduct.

## Governance Rules 2020



## Division 3 - Quorums

**18. Council meetings**

The quorum required for any Council meeting shall be a simple majority, i.e.  $\frac{1}{2}$  the total number of Councillors, plus 1. This for Maroondah currently is 5 Councillors.

**19. Meetings of Delegated Committees and Community Asset Committees**

The quorum for a meeting of a Delegated Committee or a Community Asset Committee will be determined by Council for each Committee, but in the absence of Council's determination, the quorum required will be not less than a simple majority of members, i.e.  $\frac{1}{2}$  the total number of members, plus 1.

**20. Inability to gain a quorum**

- (1) If after thirty (30) minutes of the scheduled starting time of any meeting or adjournment a quorum cannot be obtained, those Councillors present, or if there are no Councillors present, the Chief Executive Officer, or in his or her absence, an Authorised Officer, may adjourn the meeting for a period not exceeding 7 days from the date of the adjournment.
- (2) If a Council meeting is adjourned, the Chief Executive Officer must ensure that the agenda for such a meeting is identical to the agenda for the meeting which is deemed to have lapsed.
- (3) The Chief Executive Officer must give all Councillors notice of the meeting and every reasonable attempt shall be made to advise the public of the revised meeting date.

**21. Inability to maintain a quorum**

- (1) If during any meeting or any adjournment of the meeting, a quorum cannot be maintained, those Councillors present, or if there are no Councillors present, the Chief Executive Officer, or in his or her absence, an Authorised Officer, may adjourn the meeting for a period not exceeding 7 days from the date of the adjournment.
- (2) If a Council meeting lapses, the unconcluded business must be included in the agenda for the next Ordinary Council meeting.

**22. Inability to maintain a quorum due to disclosed conflicts of interest**

- (1) This clause applies if Council cannot maintain a quorum because of the number of Councillors who have a Conflict of Interest in a decision in regard to a matter.
- (2) Council must consider whether the decision can be made by dealing with the matter in an alternative manner.
- (3) For the purposes of sub-clause (2), an **alternative manner** may include—
  - (a) resolving to split the matter into 2 or more separate parts, so that a quorum can be maintained for each separate part; or
  - (b) making prior decisions on component parts of the matter at a meeting for which a quorum can be maintained, before deciding the overall matter at a meeting for which a quorum can be maintained.

**23. Notice of adjourned meeting**

- (1) The Chief Executive Officer may provide written notice, including by electronic means, of an adjournment; however, where that is not practicable because time does not permit that to occur, then provided a reasonable attempt is made to contact each Councillor, notice by telephone, in person or by some other means will be sufficient.

## Governance Rules 2020



- (2) Notice of an adjournment must also be published on Council's website, as a minimum, as soon as practical.

## Division 4 – Conduct of Business

### 24. Order of Business

- (1) The Order of Business of Council meetings will be determined by the Chief Executive Officer to facilitate and maintain open, efficient and effective processes of government.
- (2) The Chief Executive Officer should endeavour to be consistent in preparing any agenda from meeting to meeting. However, this should not preclude the Chief Executive Officer from altering the order of business to enhance the fluent and open process of government of the Council or to take advantage of opportunities which may arise from time to time.
- (3) In determining the agenda, the Chief Executive Officer should confer with the Mayor and consider:
  - (a) the general attitude of the Council;
  - (b) convenience to the community and interested community groups;
  - (c) the sensitivity of issues;
  - (d) the interest/s of the community and community groups; and
  - (e) any other relevant factor which may impact on the fluent and open processes of the government of the Council.
- (4) As a guide, the Chief Executive Officer should list items, giving priority as follows:
  - (a) **Ordinary Council Meetings** (*Scheduled Council Meetings*)
    - Statement of Livestreaming
    - Prayer
    - Acknowledgment of Country
    - Apologies
    - Declaration of Interests
    - Confirmation of Minutes
    - Public Question Time
    - Officers' Reports
    - Documents for Sealing
    - Motions to Review
    - Late Items / Urgent Business
    - Requests/Leave of Absence
    - ...In-Camera
  - (b) **Special Council Meetings** (*Unscheduled Council Meetings*)
 

The Order of business of an Special Council Meeting will be determined by the Chief Executive Officer and will include:

    - Statement of Livestreaming
    - Prayer
    - Acknowledgment of Country
    - Apologies
    - Declaration of Interests



## Governance Rules 2020

**25. Change to Order of Business**

Once an agenda has been sent to Councillors, the Order of Business for that meeting may only be altered by resolution of Council.

**26. Chief Executive Officer may include items on an agenda**

After conferring with the Mayor, the Chief Executive Officer may include any matter on an agenda which he or she thinks should be considered by the meeting.

**27. Late Items/Urgent Business**

Business which has not been listed on the agenda may only be transacted by resolution agreed to by a majority of the Councillors present and voting. Should there be dissent by the majority of Councillors, Council may resolve to place the matter on the agenda for the following Council Meeting.

**Division 5 – Motions & Debate****28. Form of motion or amendment**

- (1) Any motion or an amendment to a motion must:
  - (a) be moved and seconded;
  - (b) relate to the powers or functions of Council;
  - (c) be in writing, if requested by the Chairperson; and
  - (d) except in the case of urgent business, be relevant to an item of business on the agenda.
- (2) A motion or amendment must not be defamatory or objectionable in language or nature.
- (3) The Chairperson may refuse to accept any motion or amendment which contravenes this clause.
- (4) A motion or amendment cannot be withdrawn without the consent of the meeting.
- (5) A recommendation made in a report that forms part of an agenda item before a meeting has no standing until moved as a motion and seconded.

**29. Moving a motion (except Procedural Motion)**

- (1) The procedure for any motion is:
  - (a) upon the call given by the Chairperson, the mover must state the motion without speaking to it;
  - (b) unless the motion is a Procedural Motion, it must be seconded by a Councillor other than the mover;
  - (c) a motion or amendment which is not seconded, lapses;
  - (d) if the motion is seconded, the Chairperson must request:
    - (i) the mover to address Council on the motion;
    - (ii) the seconder to address Council on the motion (who may, without speaking on the motion, reserve his or her address until later in debate); and
    - (iii) any Councillor opposed, to debate the motion; and
    - (iv) any other Councillors for and against the motion to debate in turn in alternative sequence. When the sequence of alternative speakers is exhausted, any other Councillor that wishes to debate the motion.
- (2) Prior to a motion being moved, the Chairperson may request a member of Council Officer to introduce the report relevant to the item on the agenda being considered by the Meeting.

## Governance Rules 2020

**30. Procedure for proposing a motion**

Any Councillor desirous of proposing a motion or amendment or taking part in discussion thereon shall stand, address the Chairperson, and shall not be interrupted except by the Chairperson or upon a point of order. If a Councillor is interrupted by the Chairperson or upon a point of order, he or she shall resume his or her seat until the Chairperson has ceased speaking, or the point of order has been determined.

**31. Agreed alteration to a motion**

- (1) With the leave of the Chairperson, both the mover and the seconder of a motion may agree to an alteration proposed by another Councillor.
- (2) Any such alteration shall not be regarded as an amendment to the motion.

**32. Adequate debate**

Adequate debate must occur where an issue is contentious in nature. In such cases, every Councillor shall be given an opportunity to speak and requested to do so by the Chairperson.

**33. Sufficient debate**

If several Councillors have addressed the meeting with the same or very similar viewpoints, then the Chairperson will draw the meeting's attention to the fact that sufficient debate has occurred on that viewpoint and seek different opinions.

**34. Right of reply**

- (1) The mover of a motion which has not been amended may, once debate has been exhausted, have a right of reply to matters raised during debate but cannot introduce any new material.
- (2) After the right of reply has been exercised, the mover of a motion shall not introduce new material and, immediately after the right of reply has been taken, the motion must be put to the vote by the Chairperson without any further discussion or debate.

**35. No right of reply for amendments**

No right of reply is available where an amendment is before the Council.

**36. Moving an amendment**

A motion having been moved and seconded may be amended by leaving out, inserting or adding words which must be relevant to the motion and framed so as to complement it as an intelligible and consistent whole.

**36. Who may propose an amendment?**

- (1) An amendment may be proposed or seconded by any Councillor, other than the mover or seconder of the original motion.
- (2) No Councillor may move or second more than one amendment to the same motion.

**38. Who may debate an amendment?**

A Councillor may address the meeting once on any amendment, whether or not they have spoken to the original motion, provided that debate is confined to the terms of the amendment.

**39. How many amendments may be proposed?**

Any number of amendments may be proposed to a motion but only one amendment may be accepted by the Chairperson at any one time. No second or subsequent amendment can be taken into consideration until the previous amendment has been dealt with.

## Governance Rules 2020

**40. An amendment once carried**

If the amendment is adopted it becomes the substantive motion and, as such, shall be put to the vote by the Chairperson, but only after Councillors who did not speak to the motion have exercised their right to do so.

**41. Foreshadowing motions**

- (1) At any time during debate, a Councillor may foreshadow a motion to inform the Council of their intention to move a motion at a later stage in the meeting, but this does not extend any special right to the foreshadowed motion.
- (2) A motion foreshadowed may be prefaced with a statement that, in the event that a particular motion before the meeting is resolved in a certain way, a Councillor intends to move an alternative or additional motion.
- (3) A motion foreshadowed has no procedural standing and is merely a means to assist the flow of the meeting.
- (4) The Chief Executive Officer is not required to record foreshadowed motions in the Minutes until the foreshadowed motion is formally moved.

**42. Withdrawal of motions**

Before any motion is put to the vote, it may be withdrawn by resolution.

**43. Separation of motions**

Where a motion contains more than one part, a Councillor may request the Chairperson to put the motion to the vote in separate parts.

**44. Chairperson may separate motions**

- (1) The Chairperson may decide to put any motion to the vote in separate parts.
- (2) Where a motion contains several parts or is complicated, it may be separated to avoid difficulties, particularly if different Councillors have differing views about the several parts of the motion.

**45. Motions in writing**

- (1) Where a motion is lengthy, complicated or the exact intention of the motion is not clear the Chairperson may require a Councillor to submit their motion in writing.
- (2) The Chairperson may wish to suspend the meeting while the motion is being written or may request the Council to defer the matter until the motion has been written, allowing

**46. Debate must be relevant to the motion**

- (1) Debate must always be relevant to the question before the Chair, and if not, the Chairperson may request the Councillor to confine debate to the subject matter.
- (2) If after being requested to confine debate to the motion before the Chair, the Councillor continues to debate irrelevant matters, the Chairperson may require the Councillor to not speak further in respect of the matter before the Chair.

**47. When a resolution is acted upon**

- (1) The Chief Executive Officer or other Council Officer may initiate action or cause action to be initiated on any Council resolution at any time after the close of the meeting at which it was carried.
- (2) A resolution will be considered as having been acted upon once its details have been formally communicated to a person affected by or reliant on the resolution or where a statutory procedure has been actioned.

## Governance Rules 2020

**48. Suspension and Resumption of Standing Orders**

- (1) The provisions of these Governance Rules may be suspended for a particular purpose by resolution of the Council.
- (2) The suspension of standing orders should be used to enable full discussion of any issue without the constraints of formal meeting procedure.

An appropriate motion would be:

***"That Standing Orders be suspended to enable discussion on ....."***

- (3) Once the discussion has taken place, and before any motion can be put, the Resumption of Standing Orders will be necessary.

An appropriate motion would be: ***"That Standing Orders be resumed."***

**49. No motions may be accepted during the Suspension of Standing Orders**

No motion may be accepted by the Chair or be lawfully dealt with during any Suspension of Standing Orders.

**Division 6 – Points of Order****50. Points of Order**

A Point of Order is an objection that the motion, amendment or statement made is:

- (1) contrary to these Governance Rules or the provisions of Act;
- (2) defamatory or disloyal;
- (3) irrelevant;
- (4) improper;
- (5) obscene; or
- (6) outside Council's legal powers.

**51. Procedure for a Point of Order**

A Councillor may make a point of order by stating, **"Point of Order"**, at which time the Chairperson must suspend the debate and request the Councillor to state the Point of Order as follows:

- (1) identify the Point of Order; and
- (2) the reason for bringing it to the attention of the Chairperson.

**52. Interruption for a Point of Order**

A Councillor who is addressing the meeting must not be interrupted unless called to order when they must remain silent until the Councillor raising the point of order has been heard and the Point of Order determined by the Chairperson.

**53. Valid points of order**

A point of order may be raised in relation to:

- (1) a procedural matter;
- (2) a Councillor who is, or appears to be, out of order; or
- (3) any act of disorder.

## Governance Rules 2020

**54. Chairperson may adjourn to consider**

- (1) The Chairperson may adjourn the meeting to consider a point of order otherwise she or he must rule on it as soon as it is raised.
- (2) All other matters before Council are to be suspended until the point of order is decided.

**55. Consideration of Point of Order**

- (1) If called to order, a Councillor must remain silent until the Point of Order is decided unless they are requested by the Chairperson to provide an explanation.
- (2) The Chairperson may adjourn the meeting to consider a Point of Order otherwise the Chairperson must rule on it as soon as it is raised.
- (3) The Chairperson will decide all Points of Order by stating the provision, rule, practice or precedent which they consider applicable to the point raised without entering into any discussion or comment.

**56. Final ruling on a Point of Order / Disagreeing with the Chairperson's ruling**

- (1) The decision of the Chairperson in respect to a Point of Order raised will not be open for discussion and will be final and conclusive unless the majority of Councillors present move a motion of dissent.
- (2) A motion of dissent on a Point of Order must contain the relevant provision, rule, practice or precedent to be relied upon in substitution for the Chairperson's ruling.
- (3) A motion of dissent in relation to a Point of Order is not a motion of dissent in the Chairperson and the Chairperson must continue to chair the Council Meeting.
- (4) A motion of dissent on a point of order will take precedence over all other business and, if carried, must be acted on instead of the ruling given by the Chairperson.

**Division 7 – Procedural Motions****57. Procedural Motions**

- (1) Unless otherwise prohibited, a procedural motion may be moved at any time and must be dealt with immediately by the Chairperson.
- (2) Procedural motions are not required to be seconded.
- (3) The mover of a procedural motion must not have moved, seconded or spoken to any motion before the Chair or any amendment of it.
- (4) A procedural motion cannot be moved by the Chairperson.
- (5) Unless otherwise provided, debate on a procedural motion is not permitted and the mover does not have a right of reply.
- (6) Unless otherwise provided, a procedural motion cannot be amended.



## Governance Rules 2020

**58. The closure**

- (1) A motion ***“That the motion be now put.”***:
- (a) is a procedural motion which if carried to an original motion, requires that the original motion must be put to the vote immediately, without any further debate, discussion or amendment; and
  - (b) if carried in respect to an amendment, requires that the amendment be put to the vote immediately without any further debate or discussion and allows debate on the original motion to continue; and
  - (c) if lost, allows debate to continue unaffected.
- (2) The Chairperson has the discretion to reject such a motion for closure if the motion upon which it is proposed has not been sufficiently debated.

**59. Adjourning the debate**

A motion ***“That the motion and amendments now before the meeting be adjourned until.....”***:

- (a) is a procedural motion which cannot be moved while another Councillor is speaking or during the election of a Chairperson; and
- (b) may be debated but may only be amended in relation to the time, date and place of the proposed adjournment.

**60. Adjournment of meeting**

A motion ***“That the meeting be adjourned until.....”***

- (a) is a procedural motion which cannot be moved while another Councillor is speaking or during the election of a Chairperson; and
- (b) may be debated but may only be amended in relation to the time, date and place of the proposed adjournment.

**Division 8 – Speaking times****61. Speaking times**

Unless a motion for an extension of time has been carried, the maximum speaking times will be:

- (1) the mover of a motion - 3 minutes;
- (2) the mover of a motion when exercising his or her right of reply - 3 minutes;
- (3) any other Councillor - 3 minutes;

**62. Chairperson’s right to speak**

The Chairperson may address any meeting on any matter under discussion.

**63. Personal explanations**

- (1) A Councillor or Council Officer may, at any Council Meeting and at a time decided by the Chairperson, make a personal explanation for a period not exceeding 2 minutes, on any statement made affecting that Councillor or Council Officer.
- (2) A personal explanation shall be heard in silence and shall not be debated

**64. Extension of speaking times by resolution of Council**

An extension of the speaking time may be granted by resolution of Council but only one extension is permitted for each speaker on any question.

## Governance Rules 2020

**65. When an extension can be proposed**

A motion for extension of speaking time must be proposed either:

- (1) immediately before the speaker commences debate;
- (2) during the speaker's debate; or
- (3) immediately after the speaker has concluded debate.

**66. No extension after next speaker has commenced**

A motion for an extension of speaking time cannot be accepted by the Chairperson if another speaker has commenced their debate.

**67. Length of extension**

- (1) Any extension of speaking time must not exceed 3 minutes.
- (2) Multiple extensions of time may be granted by resolution of Council.

**Division 9 – Voting at meetings****68. How determined**

To determine a matter before a meeting, the Chairperson will first call for those in favour of the motion and then those opposed to the motion and will declare the result to the meeting.

**69. By showing of hands**

In meetings that are required by the Act to be open voting on any matter will be by show of hands.

**70. When a Division is permitted**

- (1) A Division may be requested by any Councillor on any matter.
- (2) The request must be made to the Chairperson either immediately prior to or immediately after the vote has been taken but cannot be requested after the next item of business has commenced.

**71. Procedure for a Division**

- (1) Once a Division has been requested the Chairperson will call for a show of hands by those Councillors voting for the motion and then those Councillors opposed to the motion.
- (2) The Chairperson shall name those Councillors voting for the motion, those Councillors voting against the motion, and any Councillor abstaining from voting, and the names shall be recorded in the Minutes of the meeting.
- (3) Any Councillor abstaining from voting must state their reason for doing so to enable the reason to be recorded in the Minutes of the meeting.

**72. Between the original vote and a Division**

No Councillor is prevented from changing their original vote at the voting on the division, and the voting by Division will determine the Council's resolution on the issue.

**73. No discussion once Motion declared**

Once a vote on a motion has been taken, no further discussion relating to the motion will be allowed unless the discussion is:

- (a) for a Councillor to request that his or her opposition to the motion be recorded in the minutes; or
- (b) where a subsequent notice of motion follows a rescission motion.

## Governance Rules 2020

**74. Addressing the meeting**

- (1) Except for the Chairperson, any Councillor or person who addresses the meeting must stand and direct all remarks through the Chair.
- (2) Despite sub-clause (1), the Chairperson may permit any Councillor or person to remain seated while addressing the Chairperson, for reasons of sickness, infirmity, disability or otherwise at his or her discretion.
- (3) Any person addressing the Chair should refer to the Chairperson as:
  - Madam Mayor; or
  - Mr. Mayor; or
  - Madam Chairperson; or
  - Mr. Chairperson – as the case may be.
- (4) Councillors, other than the Mayor, should be addressed as Cr. ....(surname).
- (5) Council Officers should be addressed as Mrs., Ms., Miss or Mr. ....(surname), or by position title.

**Division 10 – Minutes****75. Keeping Minutes**

- (1) The Chief Executive Officer must ensure that minutes are kept of all meetings of Council, Delegated Committees and Community Asset Committee.
- (2) The minutes of any Council meeting must record:
  - (a) the date, place, time, duration and nature of the meeting;
  - (b) the names of Councillors present, including the ward they represent;
  - (c) apologies and leaves of absence;
  - (d) the names of Council Officers present with their organisational title;
  - (e) the arrival and departure time of Councillors during the course of the meeting;
  - (f) every motion and amendment moved, including the mover and seconder of any motion or amendment;
  - (g) the outcome of every motion that is, whether it was put to the vote and the result of either CARRIED, LOST, WITHDRAWN, LAPSED, AMENDED;
  - (h) procedural motions which should be highlighted;
  - (i) where a valid Division is called, a table of the names of every Councillor and the way their vote was cast; either FOR, AGAINST or ABSTAINED and the Councillor's stated reason for any abstained vote;
  - (j) when requested by a Councillor, a record of their support or opposition for any motion;
  - (k) details of failure to achieve or maintain a quorum and any adjournment whether as a result or otherwise;
  - (l) details of any question directed or taken upon notice;
  - (m) details of any deputations made to the Council;
  - (n) the time and reason for any adjournment of the meeting or suspension of standing orders;



## Governance Rules 2020



- (o) details of failure to achieve or maintain a quorum and any adjournment whether as a result or otherwise;
  - (p) disclosure by a Councillor of a Conflict of Interest and the details associated with that disclosure required by section 130 and 131 of the Act and any disclosure of Conflict of Interest by the Chief Executive Officer required by section 126 of the Act; and
  - (q) any other matter which the Chief Executive Officer thinks should be recorded to clarify the intention of the meeting or the reading the Minutes;
  - (r) closure of the meeting to members of the public and the reasons for such closure.
- (3) In addition, every page of the Minutes should:
- (a) be consecutively page numbered; and
  - (b) contain consecutive item numbers which are clearly headed with a subject, titles and where appropriated sub-title and file references.

**76. Confirmation of Minutes**

- (1) An appropriate motion to confirm the Minutes would be:  
***"That the minutes of the (type of meeting) held on (date of meeting) be confirmed."***
- (2) If some slight alteration is required to the minutes, then the following words could be added:  
***"subject to the following alteration(s)"***
- (3) If the Confirmation of the Minutes is to be postponed, an appropriate motion would be:  
***"That the Confirmation of Minutes be held over until .....;"*** or  
***"That the Confirmation of Minutes be held over and relisted on the next Agenda."***
- (4) The Chairperson of the meeting at which the minutes were confirmed is required to verify the minutes by initialling each page of the minutes and by signature on the final page.
- (5) No discussion or debate on the confirmation of minutes will be permitted except where their accuracy as a record of the proceedings of the meeting to which they relate is questioned.

**77. Objection to Confirmation of Minutes**

If a Councillor is dissatisfied with the accuracy of the minutes, then they must:

- (a) state the item or items with which he or she is dissatisfied; and
- (b) propose a motion clearly outlining the alternative wording to amend the minutes.

**78. Deferral of Confirmation of Minutes**

Council may defer the confirmation of minutes until later in the meeting or until the next meeting as appropriate.

**79. Availability of Minutes**

The Chief Executive Officer will make available confirmed minutes of open meetings of Council and Delegated Committees together with relevant reports on Council's website.

## Governance Rules 2020

**80. Recording of meetings**

- (1) The Chief Executive Officer (or other person authorised by the Chief Executive Officer) may record with appropriate recording equipment the proceedings of a Council meeting.
- (2) Subject to sub-clause (1) a person must not operate any visual or sound recording equipment at any Council meeting without first obtaining the consent of Council or the Chairperson. Such consent may be at any time during the course of such meeting be revoked by Council or the Chairperson.

**Division 11 – Notice to Review****81. Procedure**

- (1) A Councillor may propose a motion to review a decision of Council provided:
  - (a) the decision has not been acted upon; and
  - (b) a notice ('Notice to Review') signed by three Councillors is delivered to the Chief Executive Officer by 10 a.m. on the morning following the Council Meeting, at which the decision was taken. The Notice to Review must outline the:
    - (i) decision proposed to be reviewed; and
    - (ii) Council Meeting and date when the decision was made.
- (2) A decision will be acted upon once its details have been formally communicated to persons affected by, or reliant on, the resolution or where a statutory procedure has been carried out as a result of that decision.
- (3) The failure of a Councillor to receive notice of the Notice to Review shall not in any way invalidate Council considering and resolving upon such Notice to Review.

**82. Must be listed on Agenda**

The Chief Executive Officer must list the Notice to Review, and if more than one, in the order each Notice to Review was received, on the next appropriate agenda.

**83. If not moved**

If a Notice to Review is not moved at the Council meeting for which it is listed, it will lapse.

**84. May be moved by any Councillor**

A Notice to Review listed on a meeting agenda may be moved by any Councillor present but cannot be amended

**85. If lost**

If a Notice to Review is lost, a similar motion cannot be put before the Council for at least 3 months from the date it was last lost, unless the Council resolves that the notice be relisted at a future meeting.

## Governance Rules 2020

**Division 12 – Confidential Information****86. Confidential Information**

- (1) If, after the repeal of section 77(2)(c) of the *Local Government Act 1989*, the *Chief Executive Officer* is of the opinion that information relating to a meeting is confidential information within the meaning of the *Act*, he or she may designate the information as confidential and advise Councillors and/or members of Council staff in writing accordingly.
- (2) Information which has been designated by the *Chief Executive Officer* as *confidential information* within the meaning of the *Act*, and in respect of which advice has been given to Councillors and/or members of Council staff in writing accordingly, will be presumed to be *confidential information*.

**Division 13 – Additional duties of Chairperson****87. Chairperson's duties and discretions**

In addition to other duties and discretions provided in these Governance Rules, the Chairperson has the following duties:

- (1) The Chairperson must not accept any motion question or statement which is determined by the Chairperson to be:
  - (a) derogatory, defamatory, malicious, abusive or objectionable in language or substance; or embarrassing to any Councillor or Council Officer.
  - (b) vague or unclear in intention;
  - (c) outside the powers of Council;
  - (d) irrelevant to the item being considered;
  - (e) purporting to be an amendment but is not; or
- (2) The Chairperson must allow the Chief Executive Officer the opportunity to correct factual errors or incorrect assertions that arise during the Meeting.
- (3) The Chairperson must ensure that silence is preserved in the public gallery during a Meeting.
- (4) The Chairperson must call to order any person if their behaviour is disruptive or unruly during any Meeting.

**88. Chairperson's Ruling**

Where the Meeting Rules do not provide for a procedure for a Meeting, the Chairperson will determine the procedure to be followed.

## Governance Rules 2020

**Division 14 – Councillor Briefings / Informal Meetings of Councillors****89. Process**

If there is a meeting of Councillors that:

- (1) is scheduled or planned for the purpose of discussing the business of Council or briefing Councillors;
- (2) is attended by a majority of Councillors, and at least one Council Officer; and
- (3) is not a Council meeting, Delegated Committee meeting or Community Asset Committee meeting, the Chief Executive Officer must:
  - (a) ensure that a Public Record of the matters discussed at the briefing are reported to the next convenient Council meeting; and
  - (b) recorded in the minutes of that Council meeting.

**Division 15 – Public participation****90. Deputations**

- (1) A Deputation wishing to be heard by Council must make a written request to the Chief Executive Officer not less than 72 hours prior to the latest time for delivery of a notice of a Council Meeting (refer Division 1 - Notices and Agendas).
- (2) A request for a Deputation shall specify the name and address of a person authorised to receive notice on behalf of the Deputation.
- (3) The Chief Executive Officer will arrange for the Deputation to meet with Council, or a group of Councillors, depending on the subject of the matter and the relative importance of the issue.
- (4) If the Deputation is listed for hearing, the Chief Executive Officer shall give to the person specified in the request written notice of the time, date and place of the meeting at which the Deputation will be heard.
- (5) Nothing shall prevent Council from hearing a Deputation at shorter notice, as a matter of urgency.

**91. Question Time**

- (1) There shall be question time at every Ordinary Meeting to enable the public to submit questions to Councillors.
- (2) Up to fifteen (15) minutes will be allowed for the answering of all questions.
- (3) Upon expiration of fifteen (15) minutes, any unanswered questions will be answered the day after the Council Meeting by means of letter OR an extension of time may be granted by resolution of Council for another ten (10) minutes.
- (4) A person must not submit more than two questions to a Council Meeting.
- (5) Where questions are divided into parts, each part will be considered a separate question.

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- (6) Questions will only be accepted in the format of the prescribed form as detailed in Appendix 1 to clause 91 ([insert link to page 37](#)). Public Question Time Forms can be accessed via Council's website ([insert link to webpage](#)) and Customer Service Centres.
- (7) Questions are to be submitted to the Chief Executive Officer at the City Offices no later than 12 noon on the day of the Council Meeting.
- (8) The Chairperson may disallow any question on the ground that it is repetitive of a question already asked, either at the current Council Meeting or previous Council Meeting, objectionable, irrelevant, raises an issue of a confidential nature or is asked to embarrass either a Councillor or Council Officer.
- (9) Council will not deal with a question if the person who submitted the question is not present during question time, in which case he or she will be provided an answer by letter.
- (10) The Chairperson will nominate the appropriate Councillor or Council Officer to answer the question.
- (11)
  - (a) A Councillor or Council Officer may take a question on notice, in which case he or she will provide an answer by letter; and
  - (b) Copies of any letter provided under sub-clause (a) must be provided to all other Councillors.
- (12) A Councillor may, at his or her discretion, seek additional information from the Chief Executive Officer to assist in the answering of a question at the meeting.
- (13) No debate or discussion of questions or answers is permitted.
- (14) Sub-clauses 1 to 13 do not apply during any period when Council has resolved to close the meeting (*meet In-Camera*) in respect of a matter under section 66 of the Act.

## Division 16 – Behaviour at Council Meetings

### 92. Public

- (1) All visitors at a meeting are required to behave in accordance with these Governance Rules, to allow the meeting to proceed without disruption.

In keeping with State & Federal Parliament guidelines, appropriate behaviour includes:

- Being quiet during proceedings
- Not creating a nuisance within the meeting
- Being respectful of the protocols of the meeting
- Not harassing those attending the meeting, including Councillors, Council employees and other visitors
- Not bringing in any placards, posters or materials other than personal effects
- Not displaying any physical violence or verbal abuse to anyone or anything within the meeting
- Not wilfully or recklessly endanger the physical and/or psychological safety of Council employees, workers, contractors or other persons in the workplace
- Not recording meeting proceedings without the consent of the Chair/Chairperson via photography filming or audio, unless consent has been given
- Having mobile devices switched off or on silent
- Not engaging in unlawful conduct



## Governance Rules 2020



- (2) The Chairperson has the discretion to cause the removal of any visitor who disrupts any meeting or fails to comply with any direction from the Chair or conducts themselves in a manner that may constitute an immediate risk to the physical and/or psychological safety of other persons attending the meeting.
- (3) A person must not refuse or neglect to leave a Meeting, or to remove an object or material, when ordered by the Chairperson.
- (4) In causing a person's removal under sub-clause (2) or the removal of an object or material under sub-clause (1), the Chairperson may ask the Chief Executive Officer, an Authorised Officer or a member of Victoria Police to remove the person or the object or material, for acting in breach of these Governance Rules.

**93. Councillors**

- (1) The conduct of Councillors at Meetings is governed by the Act, these Governance Rules and the Councillor Code of Conduct.
- (2) Where a Councillor engages in improper or disorderly conduct or acts in a way that otherwise disrupts a Meeting, or impedes its orderly conduct, Council may, by resolution, suspend that Councillor from a portion of the Meeting or from the balance of the Meeting where the Chairperson has first warned the Councillor to cease that behaviour.
- (3) Where Council suspends a Councillor under sub-clause 2, the Councillor will take no active part in the portion of the Meeting from which she or he has been suspended.
- (4) The Chairperson, or Council by resolution, may order and cause the removal of a Councillor who has been suspended under sub-clause 2 from the Meeting for the duration of the suspension.
- (5) In causing the removal of a Councillor under sub-clause 4, the Chairperson may ask the Chief Executive Officer, an Authorised Officer or a member of Victoria Police to remove the Councillor.
- (6) A Councillor must not refuse or neglect to leave a meeting when ordered to do so under sub-clause (4).

**94. Chairperson May Adjourn Disorderly Meeting**

- (1) The Chairperson may adjourn the Meeting for either a short time, or to resume another day, if the behaviour at the Council table or in the gallery is significantly disrupting the Meeting.
- (2) If the Chairperson adjourns the Meeting to another day, clause 23(1) applies with respect to the provision of notice of the adjourned Meeting

**Division 17 – Curfew****95. Conclusion time of meetings**

- (1) Council Meetings must conclude by 10.00pm, however, this time may be extended by a majority vote of Councillors for up to thirty (30) minutes only, at which time the meeting must be declared closed or adjourned by the Chairman.
- (2) If not adjourned, all items of business not dealt with shall be listed on the agenda of the next Ordinary Meeting.

## Governance Rules 2020

Division 18 – Council *In-Camera*

## 96. In-Camera

Subject to section 66 of the Act, any Councillor may move that a Meeting be closed, i.e. *that Council meet In-Camera*. If such motion is carried, all members of the public and Council Officers as determined by the Chief Executive Officer, shall leave the Council Chamber; however, nothing shall prevent Council from permitting Council Consultants and Advisors or any other person from remaining in the Chamber.

## Division 19 – Petitions

## 97. Petitions Policy

- (1) Petitions are dealt with in accordance with Council's adopted Petitions Policy, which can be accessed on Council's website, via this link [\(insert link\)](#), or hard copy at Council Customer Service Centres.
- (2) The Petitions Policy:
  - (a) governs the way in which petitions are received at Council and outlines the requirements of a valid petition to ensure that the rights of the community to lobby local government are met.
  - (b) seeks to ensure that the community are informed about their rights to Privacy with regard to the personal information provided on a petition
  - (c) relates to all petitions intended to be presented to Council within the context of a Council meeting. Petitions are requests made by five or more petitioners.
- (3) Requests containing less than five signatories, are considered to be joint letters, and these will be dealt with by the relevant Council Officer/s as deemed appropriate by the CEO, for action or response.
- (4) Where Council is undertaking a consultation process with the community inviting comments or submissions to a proposal on public exhibition, any petition which maybe responding to the matter will be dealt with and considered by Council along with all other submissions to the proposal.

## PART 4 – COUNCIL'S COMMON SEAL

## 98. Common Seal

In accordance with section 14(2) of the Act, all matters relating to the security and proper use of Council's Common Seal, are provided for in Council's Local Law No.12 (adopted under the Local Government Act 1989), until such time as repealed and replaced with a Local Law under the provisions of the Local Government Act 2020.

## PART 5 – JOINT COUNCIL MEETINGS

### **Overview Note:**

*Regional collaboration provides benefits to the Maroondah community through collective procurement, increased advocacy and alignment for major projects.*

*While on some matters that are worked on in partnership it's possible for the participating Councils to make their own decisions and determinations, in some circumstances, it may be beneficial to hold Joint Council Meetings as are provided for in section 62 of the Act.*

- (1) Council may resolve to participate in a Joint Council meeting, as provided for in section 62 of the Act.
- (2) If Council has resolved to participate in a Joint Council meeting, the Chief Executive Officer (or delegate) will agree on governance rules with the participating Councils.
- (3) Where the participating Councils agree that Maroondah City Council will chair a Joint Council Meeting, the Mayor of the City of Maroondah will Chair the Joint Council meeting.

## PART 6 – DELEGATED COMMITTEES

### **99. Delegated Committees**

- (1) Council may establish Delegated Committees in accordance with section 63(1) of the Act.
- (2) If Council establishes a Delegated Committee, these Governance Rules will apply to a Delegated Committee Meeting, with any necessary modifications.
- (3) If Council establishes a Delegated Committee, these Rules will apply to the Delegated Committee Meetings with any necessary modifications.
- (4) For the purpose of sub-clause (2):
  - (a) a Council meeting is to be read as a reference to a Delegated Committee Meeting;
  - (b) a Councillor is to be read as a reference to a Member of the Delegated Committee; and
  - (c) a reference to the Mayor is to be read as a reference to the Chairperson of the Delegated Committee
- (5) If Council establishes a Delegated Committee, Council may resolve that a provision of these Governance Rules, including the meeting procedure, shall apply to that Committee



## PART 7 – COMMUNITY ASSET COMMITTEES

### 100. Community Asset Committees

- (1) Council may establish a Community Asset Committee, for the management of a community asset such as a hall or reserve, in accordance with section 65 of the Local Government Act 2020.
- (2) Council may appoint members of the community to a Community Asset Committee.
- (3) A Community Asset Committee must act in accordance with its adopted Charter, any Terms of Reference adopted by Council, or Instrument of Delegation from the Chief Executive Officer\*\*

**\*\* Note:**

*Under the provisions of section 47 of the Act, the Chief Executive Officer may, by Instrument of Delegation, delegate and power, duty or function to a Community Asset Committee, provided such has been conferred upon the CEO by Council.*

- (4) Council, if it establishes a Community Asset Committee, may resolve to apply parts of these Governance Rules to that Committee

## PART 8 – ADVISORY COMMITTEES

### 101. Appointment of Councillors to Advisory and External Committees and Organisations

- (1) This section provides for the appointment of Councillors as members of committees established by the Council, and as Council representatives or delegates on external committees and organisations.
- (2) At the next Ordinary Council Meeting after the Meeting at which the Mayor is elected, or at a Council Meeting held as soon as practicable after that Meeting, Council must:
  - (a) appoint Councillors as members of, or representatives on, Committees established by Council; and
  - (b) appoint Councillors as delegates to External Committees and Organisations;

## Governance Rules 2020



## PART 9 – DISCLOSURE OF CONFLICTS OF INTEREST

## 102. Introduction

The Governance Rules in Part 10 apply only upon Division 1A of Part 4 of the Local Government Act 1989 being repealed.<sup>1</sup>

## 103. Definition

In this Part:

- (1) a 'meeting conducted under the auspices of Council' means a meeting of the kind described in section 131(1) of the Act, and includes a meeting referred to in clause 89, Division 12, of Part 3 of these Governance Rules (whether such a meeting is known as a 'Councillor Briefing' or by some other name); and
- (2) a member of a *Delegated Committee* includes a Councillor.

## 104. Disclosure of a Conflict of Interest at a Council Meeting

A Councillor who has a conflict of interest in a matter being considered at a Council meeting at which he or she:

- (1) is present must disclose that conflict of interest by explaining the nature of the conflict of interest to those present at the *Council meeting* immediately before the matter is considered; or
- (2) intends to be present must disclose that conflict of interest by providing to the Chief Executive Officer before the Council meeting commences a written notice:
  - (a) advising of the conflict of interest;
  - (b) explaining the nature of the conflict of interest; and
  - (c) detailing, if the nature of the conflict of interest involves a Councillor's relationship with or a gift from another person, the:
    - (i) name of the other person;
    - (ii) nature of the relationship with that other person or the date of receipt, value and type of gift received from the other person; and
    - (iii) nature of that other person's interest in the matter,

and then immediately before the matter is considered at the meeting announcing to those present that he or she has a conflict of interest and that a written notice has been given to the *Chief Executive Officer* under this sub-clause.

The Councillor must, in either event, leave the Council meeting immediately after giving the explanation or making the announcement (as the case may be) and not return to the meeting until after the matter has been disposed of.

<sup>1</sup> At the time of making these Rules the date on which Division 1A of Part 4 of the *Local Government Act 1989* is expected to be repealed is 24 October 2020.

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**105. Disclosure of Conflict of Interest at a Delegated Committee Meeting**

A member of a Delegated Committee who has a conflict of interest in a matter being considered at a Delegated Committee meeting at which he or she:

- (1) is present must disclose that conflict of interest by explaining the nature of the conflict of interest to those present at the *Delegated Committee* meeting immediately before the matter is considered; or
- (2) intends to present must disclose that conflict of interest by providing to the Chief Executive Officer before the Delegated Committee meeting commences a written notice:
  - (a) advising of the conflict of interest;
  - (b) explaining the nature of the conflict of interest; and
  - (c) detailing, if the nature of the conflict of interest involves a member of a Delegated Committee's relationship with or a gift from another person the:
    - (i) name of the other person;
    - (ii) nature of the relationship with that other person or the date of receipt, value and type of gift received from the other person; and
  - (d) nature of that other person's interest in the matter,

and then immediately before the matter is considered at the meeting announcing to those present that he or she has a conflict of interest and that a written notice has been given to the Chief Executive Officer under this sub-clause.

The member of a Delegated Committee must, in either event, leave the Delegated Committee meeting immediately after giving the explanation or making the announcement (as the case may be) and not return to the meeting until after the matter has been disposed of.

**106. Disclosure of a Conflict of Interest at a Community Asset Committee Meeting**

A Councillor who has a conflict of interest in a matter being considered at a Community Asset Committee meeting at which he or she:

- (1) is present must disclose that conflict of interest by explaining the nature of the conflict of interest to those present at the Community Asset Committee meeting immediately before the matter is considered; or
- (2) intends to present must disclose that conflict of interest by providing to the Chief Executive Officer before the Community Asset Committee meeting commences a written notice:
  - (a) advising of the conflict of interest;
  - (b) explaining the nature of the conflict of interest; and
  - (c) detailing, if the nature of the conflict of interest involves a member of a Councillor's relationship with or a gift from another person the:
    - (i) name of the other person;
    - (ii) nature of the relationship with that other person or the date of receipt, value and type of gift received from the other person; and

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- (d) nature of that other person's interest in the matter,

and then immediately before the matter is considered at the meeting announcing to those present that he or she has a conflict of interest and that a written notice has been given to the Chief Executive Officer under this sub-clause.

The Councillor must, in either event, leave the *Committee Asset Committee* meeting immediately after giving the explanation or making the announcement (as the case may be) and not return to the meeting until after the matter has been disposed of.

#### 107. Disclosure at a Meeting Conducted Under the Auspices of Council

A Councillor who has a conflict of interest in a matter being considered by a meeting held under the auspices of *Council* at which he or she is present must:

- (1) disclose that conflict of interest by explaining the nature of the conflict of interest to those present at the meeting immediately before the matter is considered;
- (2) absent himself or herself from any discussion of the matter; and
- (3) as soon as practicable after the meeting concludes provide to the *Chief Executive Officer* a written notice recording that the disclosure was made and accurately summarising the explanation given to those present at the meeting.

#### 108. Disclosure by a Council Officer Preparing Reports for Meetings

- (1) A Council Officer who, in his or her capacity as a Council Officer, has a conflict of interest in a matter in respect of which he or she is preparing or contributing to the preparation of a Report for the consideration of a:
  - (a) Council meeting;
  - (b) Delegated Committee meeting;
  - (c) Community Asset Committee meeting
 must, immediately upon becoming aware of the conflict of interest, provide a written notice to the *Chief Executive Officer* disclosing the conflict of interest and explaining the nature of the conflict of interest.
- (2) The *Chief Executive Officer* must ensure that the Report referred to in sub-clause (1) records the fact that a Council Officer disclosed a conflict of interest in the subject-matter of the Report.
- (3) If the Council Officer referred to in sub-clause (1) is the *Chief Executive Officer*:
  - (a) the written notice referred to in sub-clause (1) must be given to the *Mayor*; and
  - (b) the obligation imposed by sub-clause (2) may be discharged by any other Council Officer responsible for the preparation of the Report.

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**109. Disclosure of Conflict of Interest by Council Officers in the Exercise of Delegated Power**

- (1) A Council Officer who has a conflict of interest in a matter requiring a decision to be made by the Council Officer as delegate must, immediately upon becoming aware of the conflict of interest, provide a written notice to the Chief Executive Officer explaining the nature of the conflict of interest.
- (2) If the Council Officer referred to in sub-clause (1) is the Chief Executive Officer the written notice must be given to the Mayor.

**110. Disclosure by a Council Officer in the Exercise of a Statutory Function**

- (1) A Council Officer who has a conflict of interest in a matter requiring a statutory function to be performed under an Act by the Council Officer must, upon becoming aware of the conflict of interest, immediately provide a written notice to the Chief Executive Officer explaining the nature of the conflict of interest.
- (2) If the member of Council Officer referred to in sub-clause (1) is the Chief Executive Officer the written notice must be given to the Mayor.

**111. Retention of Written Notices**

The *Chief Executive Officer* must retain all written notices received under this Part for a period of three years.

## PART 10 – ELECTION PERIOD POLICY

In the lead up to an election the Victorian Local Government sector adopts an election period policy to avoid actions and decisions that may be interpreted as influencing voters or binding an incoming Council.

Specific provisions have been incorporated into the Local Government Act 2020 (the Act) that prohibits Council making major policy decisions or publishing or distributing electoral matter during the election period.

Accordingly, in accordance with the Act, Council has prepared and adopted an Election Period Policy, the content of which forms part of these Governance Rules.

The Policy includes:

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

A copy of this Policy is:

- (4) available for inspection by the public at Council's Customer Service Centres, and
- (5) published on the Council's website - [www.maroondah.vic.gov.au](http://www.maroondah.vic.gov.au)

## PART 11 – MISCELLANEOUS

### Administrative Amendments

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

### Matters not provided for

Where a situation has not been provided for under these Governance Rules, Council may determine the matter by resolution.

## APPENDIX 1 – (PART 3, CLAUSE 91)

### PUBLIC QUESTION TIME FORM COUNCIL MEETING

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PRIVACY ISSUES <sup>1</sup> I willingly opt for my personal information to appear in the Council minutes. *Please tick appropriate box.*

Name ☐ Yes ☐ NoAddress ☐ Yes ☐ No

READ QUESTION I willingly opt to be able to state my question before Council. *Please tick appropriate box.*

State Question ☐ Yes ☐ No

ORGANISATION REPRESENTED: \_\_\_\_\_  
(If applicable)

CONTACT TELEPHONE: \_\_\_\_\_

DATE OF COUNCIL MEETING: \_\_\_\_\_

QUESTION (One question per form)

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SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

1. Note: Council is committed to the privacy principles as prescribed by Privacy and Data Protection Act 2014. It is your option as to whether your name and or address (street only not number) appears within the Council minutes.



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## APPENDIX 2 – PROCEDURAL MOTIONS TABLE (PART 3, CLAUSE 57)

Procedural Motion	Form (Wording of the Motion)	Mover	When Motion Prohibited	Effect if Carried	Effect if Lost	Debate Permitted on Motion
<b>Adjournment of debate</b>	<i>"That the motion and amendments now before the meeting be adjourned until....."</i>	<ul style="list-style-type: none"> <li>Must not have moved or seconded the original motion or otherwise spoken to the original motion or any amendment of it</li> <li>Cannot be moved by the <i>Chairperson</i></li> </ul>	<ul style="list-style-type: none"> <li>During the election of a <i>Chairperson</i></li> <li>When another Councillor is speaking</li> </ul>	Motion and amendment is postponed to the stated time and/or date	Debate continues unaffected	Yes - but may only be amended in relation to the time, date and place of the proposed adjournment
<b>Adjournment of meeting</b>	<i>"That the meeting be adjourned until....."</i>	<ul style="list-style-type: none"> <li>Must not have moved or seconded the original motion or otherwise spoken to the original motion or any amendment of it</li> <li>Cannot be moved by the <i>Chairperson</i></li> </ul>	<ul style="list-style-type: none"> <li>During the election of a <i>Chairperson</i>;</li> <li>When another Councillor is speaking</li> </ul>	Motion and any amendment postponed but may be resumed at any later meeting if on the agenda	Debate continues unaffected	Yes - but may only be amended in relation to the time, date and place of the proposed adjournment.
<b>The closure</b>	<i>"That the motion be now put"</i>	<ul style="list-style-type: none"> <li>Must not have moved or seconded the original motion or otherwise spoken to the original motion or any amendment of it</li> <li>Cannot be moved by the <i>Chairperson</i></li> </ul>	<ul style="list-style-type: none"> <li>During nominations for a <i>Chairperson</i></li> </ul>	<ul style="list-style-type: none"> <li>If carried to an original motion, requires that the original motion must be put to the vote immediately, without any further debate, discussion or amendment</li> <li>If carried to an amendment, requires that the amendment be put to the vote immediately without any further debate or discussion and allows debate on the original motion to continue</li> </ul>	Debate continues unaffected	No



# DRAFT Election Period Policy 2020

Responsible Service Area: Governance

Adoption Date: ..... 2020

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

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Election Period Policy 2020



## 1. Introduction

- 1.1 In the lead up to an election the Victorian Local Government sector adopts an election period policy to avoid actions and decisions that may be interpreted as influencing voters or binding an incoming Council.
- 1.2 Specific provisions have been incorporated into the Local Government Act 2020 (the Act) that prohibit Council making major policy decisions or publishing or distributing electoral matter during the election period.
- 1.3 This policy forms part of the Governance Rules for Maroondah City Council.

## 2. Purpose

- 2.1 Maroondah City Council is committed to the principle of fair and democratic elections and therefore adopts and endorses the practices detailed within this policy in addition to legislative requirements.
- 2.2 The Election Period Policy has been developed in order to ensure that general elections for Maroondah City Council to be held on Saturday 24 October 2020 are conducted in a manner that is fair and equitable to all candidates and is publicly perceived as such.
- 2.3 It is an established democratic principle that elected bodies should not unnecessarily bind an incoming government during a caretaker period. The Council therefore commits to this principle in that it will make every endeavour to avoid making decisions that inappropriately bind the incoming Council.

## 3. Objective

To ensure:

- 3.1 compliance with the provisions of the Local Government Act 2020 dealing with the election period during the lead up to local government elections;
- 3.2 Council does not make inappropriate decisions or use resources inappropriately during the election period;
- 3.3 there are limits on public consultation and the scheduling of Council events; and
- 3.4 access to information held by Council is made equally available and accessible to candidates during the election.

## 4. Relationship to the Maroondah 2040 Community Vision

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

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

## 5. Alignment with Council's mission and values

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

## 6. Definitions

Term	Meaning
Act	means the Local Government Act 2020
Candidate	refers to any person, including current Councillors, who has nominated as a candidate for an election under section 256 of the Act.
Council	means Maroondah City Council
Chief Executive Officer	includes an Acting Chief Executive Officer
Election Period s3(1)	means the period before an election day that: (a) starts at the time that nominations close on nomination day; and (b) ends at 6 p.m. on election day.
Electoral Material s3(1)	means an advertisement, handbill, pamphlet or notice that contains Electoral Matter, but does not include an advertisement in a newspaper that is only announcing the holding of a meeting.
Electoral Matter s3(1A)  s3(1B)	means ' <i>matter</i> ' intended or likely to affect voting but not including any electoral material produced by or on behalf of the election manager for the purposes of conducting an election.  ' <i>Matter</i> ' is to be taken to be intended or likely to affect voting if it contains an express or implicit reference to, or comment on: (a) the election; or (b) a candidate in the election; or (c) an issue submitted to, or otherwise before, voters in connection with the election
Significant Decision	means a Council decision which: (a) relates to the appointment or remuneration of the Chief Executive Officer but not to the appointment or remuneration of an Acting Chief Executive Officer; or (b) 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; or (c) the Council considers could be reasonably deferred until the next Council is in place; or (d) the Council considers should not be made during an Election Period (as set out in this policy).

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Council Decision	For the purposes of clause 3 of this policy, means: (a) a resolution made at a Council meeting; (b) a resolution made at a meeting of a delegated committee; or (c) the exercise of a power or the performance of a duty or function of Council by a member of Council employees (which includes the Chief Executive Officer) or a Community Asset Committee under delegation.
Prohibited Decision	as defined in section 69(2) of the Act
Special Council Meeting	means an unscheduled meeting of Council

## 7. Election Period

- 7.1 The Election Period commences 12:01am, Tuesday 22 September 2020 and continues for a period of 32 days through until 6pm, Saturday 24 October 2020
- 7.2 During the election period the Council will be deemed to be in '*election period – caretaker mode*'.
- 7.3 The Chief Executive Officer will ensure that all employees are informed of the requirements of this policy.

## 8. Decision Making

### 8.1 Significant Decisions

This policy nominates significant decisions as decisions which Council considers should not generally be made. These are decisions which:

- (1) significantly affect the municipality; or
- (2) unreasonably bind the incoming Council.

To this end Council **will not hold a Council Meeting** during the Election Period, however, scope exists for Council to hold a **Special Council Meeting**, but only in the most urgent or extraordinary circumstances or for any statutory processes that may arise.

- (3) The Council, special committees and delegates must not make any Significant Decisions during the Election Period.
- (4) Council decisions which would enable the use of Council's resources in a way that is intended to influence, or is likely to influence, voting at the election are prohibited during the Election Period for a general election and a by-election.
- (5) Agendas for Special Council Meetings held during the Election Period must contain a certification by the Chief Executive Officer that no agenda item involves the making of a Significant Decision.
- (6) A Significant Decision which relates to the appointment or remuneration of the Chief Executive Officer; or commits Council to expenditure exceeded one per cent of its income

## Election Period Policy 2020



from general rates, municipal charges and service rates and charges in the preceding financial year, is invalid if it is made during the Election Period.

- (7) Any person who suffers any loss or damage as a result of acting in good faith based on a Significant Decision which is invalid under section 8.6 is entitled to compensation from Council for that loss or damage.

### 8.2 Prohibited Decisions

Prohibited decisions are specified in section 69(2) of the Act, and decisions made in contravention of this section during the election period are invalid.

Prohibited decisions include decisions under section 69(2)(d) of the Act - decisions which Council considers should not be made during the Election Period.

*Refer Appendix 1 - table illustration as to what constitutes Prohibited Decisions.*

## 9. Public Consultation

- 9.1 Public consultation means a process that involves inviting individuals, groups or organisations or the community generally to comment on an issue or proposed action or proposed policy, and which includes discussion of that matter with the public.
- 9.2 Public consultations will cease to be initiated as from 1 July 2020 in the lead up to and during the Election Period.
- 9.3 An exemption to the requirements of Clause 9.2 (above) relate to statutory public consultation required under the *Planning and Environment Act 1987* or matters that continue to be subject to section 223 of the Local Government Act 1989, but only where the matter **could not be avoided** during the Election Period.
- 9.4 **Consultations under statutory provisions outlined in Clause 9.3 shall only proceed after express agreement by the relevant Director in consultation with the Chief Executive Officer and then if it relates solely to the normal day-to-day business of Council.**

## 10. Council Resources

- 10.1 It is an established democratic principle that public resources must not be used in a manner that would influence the way people vote in elections. **Council therefore commits to this principle in that it will ensure Council resources are not used inappropriately during a Council election.**
- 10.2 Council will ensure that due propriety is observed in the use of all Council resources, and Council employees are required to exercise appropriate discretion in that regard. In any circumstances where the use of Council resources might be construed as being related to a candidate's election campaign, advice is to be sought from the relevant Director.
- 10.3 Council resources, including offices, support staff, hospitality services, equipment and stationery will be **used exclusively for normal Council business** during the Election Period, and shall not be used in connection with any electioneering activity.



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- 10.4 Reimbursements of Councillors' out-of-pocket expenses during the Election Period will only apply to costs that have been incurred in the performance of normal Council duties, and not for expenses that could be perceived as supporting or being connected with a candidate's election campaign.
- 10.5 No Council events, logos, letterheads, or other Maroondah City Council branding should be used, or linked in any way, by a candidate for use in their election campaign.
- 10.6 The Chief Executive Officer or any staff should not be asked to undertake any tasks connected directly or indirectly with electioneering.
- 10.7 Photos, images or videos taken by, or provided by Council, **are not** to be used by any candidate for the purposes of electioneering or in support of their election campaign. This applies equally to:
- (a) Images and videos on Council websites or social media that may be able to be copied. *Refer also to clause 13.9*
  - (b) Posts and comments on social media that may be able to be forwarded and commented on.
- 10.8 No election material or active campaigning is to be conducted at Council sponsored events or be displayed in any Council building, or on Council infrastructure.
- 10.9 Budget allocations for Councillors seminars/training/conferences and Civic and Community events are to be **allocated on a pro rata basis** between the commencement of the financial year and the election date, i.e. pro rata basis of 4 months out of 12-month period.
- 10.10 The Council will also ensure other Maroondah resources are not used inappropriately in ways that may influence voting in an election or provide an undue advantage for a candidate. This includes financial, human and material resources.
- (a) Council employees will not undertake an activity that may affect voting in the election;
  - (b) Council employees will not authorise, use or allocate a Council resource for any purpose that may influence voting in the election; and
  - (c) Council employees that feel they are/may be placed in a compromising situation by a request from a Councillor should politely **refer the Councillor to the Chief Executive Officer for clarification**.
- (i) Requests from Councillors during the Election Period should be directed in the first instance to either the Chief Executive Officer and/or the appropriate Director.
- 10.11 Prior to the Election Period the **Chief Executive Officer** will ensure that all Council employees are advised regarding the application and scope of this policy and procedures.
- 10.12 Any Council employee who considers that a particular use of Council resources may influence voting in an election or provide an undue advantage for a candidate shall immediately advise their Director **before** authorising, using or allocating the resource.
- The Director **in consultation with the Chief Executive Officer** will decide if the use of Council resources is appropriate or not.
- 10.13 In applying these principles, Council understands that the following will be normal practice during Election Period:
- (a) Public Council events will not be organised during the election (caretaker) period;
  - (b) If totally unavoidable or unexpected, an event will **only be** conducted with the express permission of the **Chief Executive Officer**;

Election Period Policy 2020



- (c) Speeches for Councillors will only be prepared by Council employees in relation to events that are part of the normal services or operation of the Council. Such speeches will not be circulated or available for publication;
- (d) Media services, including media releases, will not be provided for Councillors during the caretaker period;
- (e) Media releases will not mention or quote any Councillor(s) during the caretaker period;
- (f) No Council newsletters will be printed or distributed by Council during the caretaker period;
- (g) Neither the Council logo nor Council stationery will be used by candidates in any way that relates to the election; and
- (h) Social Media – *refer clause 16*.

10.14 Equipment and facilities provided to Councillors for the purpose of conducting normal Council business **should not** be used for campaigning purposes.

- (a) Where it is impractical for Councillors to discontinue use of these during the Election Period, Councillors will keep a log of usage and reimburse the Council for expenses incurred.
- (b) It is strongly suggested that Councillors consider the specific ways to administer this procedure. For instance, Councillors may decide to use a private mobile phone for all election enquiries and publicise such number on election literature.

## 11. Information

- 11.1 Council recognises that all election candidates have rights to information from the Council administration. However, it is important that sitting Councillors continue to receive information that is necessary to fulfil their elected roles.

Neither sitting Councillors nor candidates will receive information or advice from Council Officers that might be perceived to support election campaigns, and there shall be complete transparency in the provision of all information and advice during the election caretaker period.

*Refer to clause 11.3*

- 11.2 Information and or any briefing material prepared for Councillors during the Election Period will relate only to factual matters or to existing Council services to assist Councillors in conducting normal day-to-day activities.

Such information will be sent/transmitted to Councillors only by the appropriate Director and or Chief Executive Officer.

- 11.3 An **Information Register** will be maintained by Governance commencing on the opening of nominations on Thursday 17 September 2020.

This Register will be a public document (available on Council's website) that records all requests for information of a non-election nature **by all candidates**, and the responses/documentation provided to those requests.

Details to be included within the Register include not only the request and response but also the name of the candidate making the request and the date request is made.

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- 11.4 **Responses to candidate's requests (as per clause 11.3) will be provided by Directors or the Chief Executive Officer.** Directors will be required to discuss the request and the proposed response with the Chief Executive Officer prior to the response being provided.  
Only information that can be reasonably accessed will be released.
- 11.5 The Act prescribes serious penalties for any Councillor who inappropriately makes use of their position or information obtained in the role of Councillor, to gain an advantage.
- 11.6 Any **Freedom of Information (Fol) applications** lodged during the Election Period on matters regarding current Councillors will be dealt with where possible outside of the Election Period.  
*Note: the Fol Act specifies a 42-day period in providing a response to an Fol application.*

## 12. Communication

- 12.1 Council communication **will not be used in any way** that might influence the outcome of a Council election.
- 12.2 During the Election Period, no employee will initiate any public statement that relates to an election issue. **Public statements are not only formal media releases but also verbal comments at meetings, functions and events where attending as part of their Council role.**
- 12.3 Any requests from Councillors for media advice or assistance during the Election Period will be channelled through the Chief Executive Officer.
- 12.4 In response to media enquiries the Chief Executive Officer, Directors or the Manager Communications & Engagement **will only** provide a response and such information should relate to current services and operations.
- 12.5 In the Election Period no media releases will be issued quoting or featuring any Councillor.
- 12.6 During the Election Period, Council initiated communications shall be restricted to the communication of normal Council activities.
- 12.7 No media advice or assistance will be provided to Councillors in relation to election campaign matters.
- 12.8 No publicity will be provided that involves specific Councillors.
- 12.9 Councillors should not use their position as an elected representative or their access to Council employees and other Council resources or information in support of an election campaign. **This includes photos, images or videos created or provided by Council** for past Council activities.
- 12.10 Contact with the local media will be restricted to the communication of normal Council activities and responding to questions not involving the election or possible election outcomes.

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- 12.11 Publicity of Council events (if any during the Election Period) will be restricted to the communication of factual material and will not feature, mention, quote or contain any photo/video of any Councillor.
- 12.13 Councillor participation at Council sponsored events (if any during the Election Period) should not be used to gain attention in support of an election campaign. Council sponsored events includes launches, events, and any other public forum outside of the normal Council meeting cycle.

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### 13. Council Publications

13.1 Section 304 of the Act prohibits a Councillor or Council employee to use Council resources:

- (a) To print, publish or distribute; or
- (b) To cause, permit or authorise to be printed, published or distributed on behalf of, or purporting to be on behalf of Council;

any electoral material, unless the electoral material only contains information about the election process or is otherwise with, or under, any Act or regulation

Failing to comply with this section of the Act carries an offence of up to 60 penalty units.

13.2 **Council must not print, publish or distribute a publication during the Election Period unless it has been certified in writing by the Chief Executive Officer.**

*Refer clause 13.16 - Procedure for certifying publications*

13.3 The Chief Executive Officer **must not certify** a publication that contains electoral matter.

13.4 The certification by the Chief Executive Officer must be in writing and cannot be delegated. Certification wording – over the Chief Executive Officers signature - should be as follows **“Certified by the Chief Executive Officer in accordance with Council’s Election Period Policy”**.

13.5 For the purposes of this Policy, Council publications include:

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

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

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

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



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- 13.7 The controls within the Policy **applies to all websites under the auspices of Council. i.e. new pages on the website or new material will require certification by the CEO.**
- 13.8 **Websites.** Council has a diverse range of websites that promote services, day-to-day activities, events and all manner of things Maroondah.
- (a) **Websites for the sake of this policy are divided into 2 categories**
- (i) **Council Matters**
- Maroondah City Council main website;
  - Your Say Maroondah;
  - BizMaroondah; and
  - Youth.
- (ii) **Operational**
- Maroondah Leisure; and
  - Karralyka.
- (b) All websites categorised under **Council Matters will require** certification by the Chief Executive Officer of any page change.
- 13.9 **All social media messaging on all Council auspiced platforms (e.g. Facebook, Twitter, Instagram, Linked In and YouTube) will require certification by the Chief Executive Officer. Refer clause 16 for further guidance.**
- 13.10 **In line with State and Australian governments, where possible Council should avoid all publication activity during the Election Period except where it is essential for the conduct of Council operations.**
- 13.11 A number of Council publications with references to either current Councillors or candidates, **both online and on public display will be withdrawn from view** during the Election Period.
- 13.12 During the Election Period Council's website will not contain material which is precluded by this Policy or the statutory requirements relating to publications. Any references to the election will only relate to the election process e.g. *date of election*.
- 13.13 Profiles of current Mayor and Councillors will be removed from Council's websites during the Election Period but retain their contact details for their day-to-day role as Councillor i.e. names, photos and mobile numbers and email addresses **only**.
- 13.14 Any new material published on Council's website during the Election Period must be subject to the certification process - (refer clause 13.16). Council meeting agendas, minutes and the annual report are **considered exempt from such certification**.
- 13.15 Council pursuant to the provisions of the Local Government Act is required to produce an annual report, and the *Annual Report 2019-2020* will be published during the Election Period.
- The *Annual Report* will not contain any material that could be regarded as overt electioneering or that inappropriately promotes individual Councillors but will fulfil its statutory obligations on reporting matters.



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**13.16 Procedure for certifying publications:**

All publications are sent to the Manager Communications & Engagement (including job advertisements that are normally sent to Workplace People and Culture), who is responsible for:

- (a) checking that no election material is present unless it is factual election process information, and
- (b) maintaining the record of certification and certified documents.

Councillors are however, able to publish campaign material on their own behalf, but cannot purport for that material to be originating from, or authorised by, Maroondah City Council - *Refer clause 10*

**14. Assistance to Candidates**

- 14.1 Council affirms that all candidates for the Council election will be treated equally.

For the purposes of this Policy any Councillor – whether standing for Council or not – will be regarded as a candidate

- 14.2 Any assistance and advice to be provided to candidates as part of the conduct of the Council election will be provided equally to all candidates.
- 14.3 All election related enquiries from candidates, including sitting Councillors, will be directed to the Returning Officer.

**15. Caretaker Statement - Unscheduled Council Meeting Reports**

- 15.1 As Council **will not** hold a Council Meeting during the Election Period, this section only applies to reports for a **Special Council Meeting**, if such a meeting is called.
- 15.2 In order to facilitate compliance with its commitment to ensuring appropriate decision-making during elections, Council adopts the following procedure, as outlined in clauses 15.3 & 15.4.
- 15.3 During the Election Period, the Chief Executive Officer will ensure a Caretaker Statement is included in every agenda submitted to the Council or to a delegated committee of Council for a decision.
- 15.4 The Caretaker Statement will appear at the start of the agenda and will state that:

*The recommended decisions in all reports on this agenda are not prohibited decisions as defined in clause 4 of the Election Period Policy.*

## 16. Social Media Activity - Election Period

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

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

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

## 17. Administrative Amendments

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

## 18. Policy Distribution

A copy of this policy will be, as soon as possible after it is adopted by Council:

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

## 19. Disclaimer

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

Individuals should seek their own independent advice if they are unsure about any aspect of the Local Government Act 2020 and associated regulations in relation to the Election Period.

**Election Period Policy 2020**



**Appendix1**

**Table illustrating what constitutes a Prohibited Decision**

Proposed Council Decision	Is it allowed?	Source
Employment or remuneration of a Chief Executive Officer under section 45, other than a decision to appoint an acting Chief Executive Officer.	No *	This is prohibited by s69(2)(a) of the Act
Committing the Council to expenditure exceeding 1% of Council's income from general rates, municipal charges and service rates and charges in the preceding financial year.	No *	This is prohibited by s69(2)(b) of the Act
A decision which Council considers could be reasonably deferred until the next Council is in place.	No	This is prohibited by s69(2)(c) of the Act
Significant decisions, being decisions that significantly affect the municipality or unreasonably bind the incoming Council, such as: <ul style="list-style-type: none"> <li>• decisions community grants,</li> <li>• direct funding to community organisations,</li> <li>• major planning and development decisions, and</li> <li>• changes to the strategic objectives or strategies in the Council Plan.</li> </ul>	Generally, No.	This is prohibited by s69(2)(d) of the Act
A decision that would enable the use of Council's resources in a way that is intended to influence, or is likely to influence, voting at an election.	No	This is prohibited by s69(3) of the Act

\* In accordance with s69 of the Act, any person who suffers any loss or damage as a result of acting in good faith on a Council decision that is a matter under this proposed policy decision is entitled to compensation from the Council for that loss or damage.



# Public Transparency Policy 2020

Responsible Service Area: Governance

Adoption Date: ..... 2020

Policy Title: Public Transparency Policy		Policy No:	Policy type: Council Policy
Policy creation date:	Current version approved: << Insert text >>	Current version no. 1	Policy review date: << Insert text >>
Policy authority dates: Adopted by Council: .....2020	Child policy/policies: Nil	Policy responsibility: Governance Coordinator	eCLIP record no. << Insert text >>

## Public Transparency Policy 2020



## 1. Purpose

This purpose of this Policy is to:

- 1.1 give effect to the Public Transparency Principles pursuant to section 58 of the Local Government Act 2020 (the Act);
- 1.2 support Council in its ongoing drive for good governance;
- 1.3 describe the ways in which Council Information will be made publicly available;
- 1.4 specify which Council Information will be made publicly available; and
- 1.5 describe the categories of Council Information that may be unavailable to the public.

This Policy is adopted under section 57 of the Act.

## 2. Relationship to the Maroondah 2040 Community Vision

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

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

## 3. Alignment with Council's Mission and Values

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

## 4. Objectives

The objective of this Policy is to formalise Council's support for transparency in its decision-making processes and availability of Council Information and to achieve the purpose stated in Part 1 of this Policy.

## 5. Scope

This Policy applies to Councillors and Council employees, who are responsible for giving effect to the public transparency principles in their day-to-day roles with Council.

Council acknowledges that members of the community have the right to participate in public affairs, without discrimination. Council is committed to transparency in its decision-making, including by facilitating information needed to collaborate, cooperate and make decisions effectively.

Council will champion the public transparency principles through leadership and decision-making in accordance with the Act and Governance Rules.

## Public Transparency Policy 2020



## 6. Definitions

**For the purposes of this policy, Council adopts the following definitions:**

Act	means the Local Government Act 2020
Chief Executive Officer	includes an Acting Chief Executive Officer
Closed Meeting	means a Meeting that is closed to members of the public in order to consider a confidential matter regarding issues of a legal, contractual or personnel nature and other issues deemed not in the public interest
Community	means the residents and ratepayers of, and visitors to, the Municipal District and may, depending on the context, refer to all of those people or to particular subsets of those people
Confidential Information	means confidential information as defined in section 3(1) of the Act
Council Information	means all documents and other information held by Council. Includes records as defined under the Public Records Act, which means any record of information, however recorded, created, or received by a Public Officer in the course of their duties
Council	means Maroondah City Council
Councillor	means a Councillor, as defined in Section 3 of the Act
Council Employees	means the Chief Executive Officer and employees of Council appointed by the Chief Executive Officer.
Council Meeting	means a meeting of the Council, as defined in Section 61(1) of the Local Government Act 2020
Council Website	means Council's website at <a href="http://www.maroondah.vic.gov.au">www.maroondah.vic.gov.au</a>
Good Governance	as defined in section 8(2) of the Act
Governance Rules	means the governance rules adopted by Council under section 60 of the Act, as amended from time to time
Health Information	means health information as defined in section 3(1) of the Health Records Act 2001
Municipal District	means the municipal district of the City of Maroondah
Personal Information	means personal information as defined in section 3(1) of the Privacy and Data Protection Act 2014
Policy	means a formal statement of principle which regulates Council's activities, defines roles and responsibilities within Council, and provides guidance to assist staff in carrying out Council functions in line with Council values and relevant legal obligations
Public Transparency Principles	means the public transparency principles set out in section 58 of the Act and reproduced in Part 8 of this Policy
Requestor	means a person making a request to access Council Information under and in accordance with this Policy



## 7. Responsibility for this Policy

- 7.1 The Chief Executive Officer is responsible for the application and operation of this Policy.
- 7.2 The Chief Executive Officer may, from time to time, authorise another Officer or Officers to fulfil any of the Chief Executive Officer's functions and duties under this Policy.
- 7.3 Where another Officer is, or other Officers are, authorised under clause 7.2, any reference in this Policy to the Chief Executive Officer is to be read as a reference to that Officer or those Officers.

## 8. Public Transparency Principles

- 8.1 The Public Transparency Principles are set out in section 58 of the Act as follows:
  - 8.1.1 Council decision-making processes must be transparent, except when Council is dealing with information that is confidential by virtue of the Act or any other Act.
  - 8.1.2 Council Information must be publicly available, unless:
    - (a) the information is confidential by virtue of the Act or any other Act; or
    - (b) public availability of the information would be contrary to the public interest.
  - 8.1.3 Council Information must be understandable and accessible to members of the Municipal District.
  - 8.1.4 Public awareness of the availability of Council Information must be facilitated.
- 8.2 Council will give effect to and implement the Public Transparency Principles in accordance with this Policy.

## 9. Council decision-making processes

- 9.1 Council decision-making processes will be transparent and open to the Community so that the Community is provided with an opportunity for meaningful engagement with Council and its decision-making processes.
- 9.2 Without limiting the generality of clause 9.1, Council's decision-making processes will:
  - 9.2.1 be conducted in accordance with the Act and the Governance Rules;
  - 9.2.2 unless considering Confidential Information, be conducted in a forum that is open to, and accessible by, the Community; and
  - 9.2.3 be informed by the:
    - (a) views of those members of the Community whose rights and interests will be directly affected by the decision; and
    - (b) responses, if any, to any process of community engagement conducted by Council in respect of the decision.
- 9.3 Further details regarding Council's decision-making process can be found in Part 1 of the Governance Rules.

## **10. Availability of Council information**

- 10.1 All Council Information will be made available to the public, unless the:
  - 10.1.1 Council information is Confidential Information; or
  - 10.1.2 release of the Council Information is assessed by the Chief Executive Officer as being contrary to the public interest.
- 10.2 A list of the categories of Council Information which will generally, subject to this Policy, be made available either on the Council website, at the Council Offices or on request is set out at Appendix 1 to this Policy.

## **11. Publications**

Council publishes a range of newsletters, reports and handbooks for residents, businesses and visitors to the Municipal District. These publications are available on the Council Website, at the Council Offices or on request to Council.

## **12. Accessibility of Council information**

- 12.1 Council information will be made available on the Council website, at the Council Offices and/or on request.
- 12.2 Council will, to the extent possible, facilitate access to Council Information by:
  - 12.2.1 making Council Information available in accordance with this Policy;
  - 12.2.2 endeavouring to make Council Information accessible electronically and in hard copy, where requested; and
  - 12.2.3 endeavouring to convert Council Information to different accessible formats where necessary for members of the Community for whom:
    - (a) English is their second language; or
    - (b) disability requires an alternative means of access to be provided.
- 12.3 Where a request is made for access to Council Information that is not on the Council Website or otherwise available at the Council Offices, the Chief Executive Officer will:
  - 12.3.1 review the request;
  - 12.3.2 assess, and may refuse to provide the information if the request is deemed to be frivolous, vexatious, repetitive, involves confidential information or the information's release would be contrary to the public interest, and
  - 12.3.3 notify the Requestor of the outcome of that assessment.
- 12.4 If the Council Information requested is assessed under clause 12.2 as not being Confidential Information, or its release is assessed as not being contrary to the public interest, the Council Information will be provided to the Requestor.

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- 12.5 The Council Information will be provided to the Requestor by email unless the:
- 12.5.1 Requestor seeks access in a different form, including by reference to the matters stated in clause 12.2.3, in which case the Council Information will be provided in that form, unless it is impracticable to do so; or
  - 12.5.2 Chief Executive Officer, having regard to the nature of the Council Information requested, determines that the Council Information should be provided in a different form, such as by inspection.
- 12.6 Council will provide such support to the Requestor as it considers reasonable to ensure that the Council Information provided is understood by them.
- 12.7 If, under clause 12.2, the Council Information requested is assessed as being Confidential Information, or its release is assessed as being contrary to the public interest, the Requestor will be advised:
- 12.7.1 that the request has been denied;
  - 12.7.2 of the reasons for the request being denied; and
  - 12.7.3 of alternative mechanisms by which they may seek access to the Council Information (e.g. by making a request under the Freedom of Information Act 1982) - refer also clause 17.
- 12.8 Any request for access to Council Information by way of an alternative mechanism under clause 12.7.3 will be assessed according to the process applicable to it.
- 12.9 Where:
- 12.9.1 Council Information requested is assessed under clause 12.2 as being Confidential Information, or its release is assessed as being contrary to the public interest; but
  - 12.9.2 it is practicable for that Council Information to be provided with deletions so that it is suitable for release to the Requestor; and
  - 12.9.3 the Chief Executive Officer believes that the Requestor would want the Council Information in that format,
- .....the Council Information will be provided in that format.

### 13. Council information that is Not Available

Some Council information may not be made publicly available. This will occur if the information is Confidential Information, or its release would be contrary to the public interest.

13.1 Confidential Information

- 13.1.1 What constitutes Confidential information is set out in section 3(1) of the Act and includes information within the following categories:

**Public Transparency Policy 2020**



Type	Description
Council business information	Information that would prejudice Council's position in commercial negotiations if prematurely released.
Security information	Information that is likely to endanger the security of Council property or the safety of any person if released.
Land use planning information	Information that is likely to encourage speculation in land values if prematurely released.
Law enforcement information	Information which would be reasonably likely to prejudice the investigation into an alleged breach of the law or the fair trial or hearing of any person if released.
Legal privileged information	Information to which legal professional privilege or client legal privilege applies.
Personal information	Information which would result in the unreasonable disclosure of information about any person or their personal affairs if released.
Private commercial information	Information provided by a business, commercial or financial undertaking that relates to trade secrets or that, if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.
Confidential meeting information	Records of Council and Delegated Committee meetings that are closed to the public to consider confidential information.
Internal arbitration information	Information provided to, or produced by, an arbiter for the purpose of an internal arbitration process, other than the findings and the reasons.
Councillor Conduct Panel information	Information: <ul style="list-style-type: none"> <li>provided to, or produced by a Principal Councillor Conduct Registrar, for the purposes of an application to form a Councillor Conduct Panel; or</li> <li>provided to, or produced by, a Councillor Conduct Panel for the purposes of conducting a hearing, other than a decision or reasons for a decision; or</li> <li>comprising any part of a statement of reasons or other document under the control of a Councillor Conduct Panel that the Councillor Conduct Panel determines contains confidential information.</li> </ul>
Confidential information under the 1989 Act	Information that was confidential information for the purposes of section 77 of the Local Government Act 1989.

13.1.2 In the interests of transparency, Council may, by resolution, determine to release information to the public even though it is Confidential Information.

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13.1.3 A decision under clause 13.1.2 will generally only be made if Council, on the advice of the Chief Executive Officer, is satisfied that releasing the Confidential Information would not:

- (a) be inconsistent with any legal or contractual obligation;
- (b) cause disadvantage to any person, including Council; and
- (c) otherwise be contrary to the public interest.

13.2 Contrary to the Public Interest

13.2.1 Council information will not be made publicly available if doing so would be contrary to the public interest.

13.2.2 When assessing whether making certain Council Information publicly available would be contrary to the public interest, the Chief Executive Officer will have regard to, among other things:

- (a) the sensitivity of the Council Information;
- (b) whether the Council information comprises a draft, or otherwise is no longer current; and
- (c) any adverse effect that releasing the Council information would have on the effectiveness of Council's decision-making processes.

13.2.3 Without limiting clause 13.2.2, factors that might lead to a decision that the release of Council information is contrary to the public interest might include whether release would be likely to:

- (a) disclose Personal Information or Health Information;
- (b) disclose information or opinions of a preliminary nature such that they might:
  - (i) mislead the Community with respect to Council's position on a matter; or
  - (ii) have a substantial adverse effect on the economy of the Municipal District;
- (c) prejudice discussions or negotiations between Council and any other party, in relation to a contract, legal proceedings or any other matter;
- (d) impair or otherwise impact on:
  - (i) Council's ability to obtain information in future that is similar in nature to the Council Information;
  - (ii) negotiations with respect to employment arrangements for Officers; or
  - (iii) defence, prosecution and settlement of legal proceedings; or
- (e) impact on the reasonable allocation of Council's resources, including in responding to requests for Council Information that are assessed by the Chief Executive Officer as being frivolous, vexatious or repetitious in nature.

## 14. Public awareness of availability of Council information

Council will ensure public awareness of this Policy and the availability of Council Information by:

- 14.1 publishing this Policy on Council's Website;
- 14.2 making this Policy available for public inspection at Council's offices;
- 14.3 converting this Policy to such accessible formats, having regard to clause 12.2.3, as the Chief Executive Officer determines; and
- 14.4 ensuring that all Officers:
  - 14.4.1 are aware of this Policy and its effect; and
  - 14.4.2 direct members of the Community to this Policy when access to Council Information is sought.

## 15. Human Rights Charter

This Policy has been assessed against the Charter of Human Rights and Responsibilities Act 2006 as being consistent with that Act and, in particular, as promoting the rights of members of the Community:

- 15.1 not to have their privacy interfered with (section 13); and
- 15.2 take part in public life (section 18), by having the opportunity to:
  - 15.2.1 participate in the conduct of Council's affairs; and
  - 15.2.2 have access to Council and Council Information.

## 16. Non-compliance with this Policy

- 16.1 If a Requestor is not satisfied with Council's application of this Policy and wishes to question a decision about the release of information, they can report the matter to Council's Risk and Integrity Officer/Freedom of Information Officer on 1300 882 233, OR [foi@maroondah.vic.gov.au](mailto:foi@maroondah.vic.gov.au) for further advice, such as whether there is another way to obtain the information.
- 16.2 If not satisfied with Council's response, the concerns can be raised directly with the Victorian Ombudsman's office by making a complaint:
  - 16.2.1 online at <https://www.ombudsman.vic.gov.au/complaints>; or
  - 16.2.2 by telephone - 03 9613 6222.

## 17. Other ways to access information

The Freedom of Information Act 1982 (Fol Act) provides a means of accessing information that Council holds, provided that such information is not deemed to be of a confidential nature, which are exempt from the provisions the Fol Act. However, Council is committed to, where possible, proactive and informal release of information in accordance with the Freedom of Information Professional Standards issued by the Victorian Information Commissioner - refer [www.ovic.vic.gov.au](http://www.ovic.vic.gov.au)



## **18. Application of this Policy**

- 18.1 This Policy applies to all Council Information, except Council Information which is made available, or is otherwise accessible, under another Act (other than an Act which refers to this Policy).
- 18.2 Without limiting the generality of clause 18.1, this Policy does not apply to Council Information which is:
  - 18.2.1 required to be made available under the Planning and Environment Act 1987;
  - 18.2.2 required to be made available under the Building Act 1993; or
  - 18.2.3 otherwise required to be made available on payment of a fee or charge.

## **19. Administrative updates**

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this policy document.

Where an update does not materially alter this document, such a change may be made administratively, as authorised by the Chief Executive Officer.

However, any change or update which materially alters this document must be by resolution of Council.

## **20. Monitoring, Evaluation and Review**

Council will review this Policy periodically to ensure that it continues to reflect the expectations of the Community with respect to the availability and accessibility of Council Information.

## Appendix 1 - Council information

For the purposes of clause 10 of this Policy, the following Council information will generally, and subject to this Policy, be made available either on the Council website or at the Council Offices, on request by a member of the Community:

**Council information**, some of which is available on Council's website, includes, but is not limited to:

- Council Meeting Agendas;
- Statutory Registers required by the Act; and
- Council Policies.

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# Maroondah City Council - Audit & Risk Advisory Committee Charter

Date adopted: TBC

Responsible Service Area: Finance & Governance

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## Policy Control Schedule

Policy Title: Audit & Risk Advisory Committee Charter		Policy type:
Current version approved:	Current version number: 2.0	Policy review date: September 2022
Parent policy: NA	Child policy/policies: NA	Policy responsibility: Manager Finance & Governance

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

Page 1 of 8

## **Audit & Risk Advisory Committee Charter**



### **1. Purpose**

Maroondah City Council has established an Audit & Risk Advisory Committee (the Committee) pursuant to Section 53 of the Local Government Act 2020 (the Act) to support Council in discharging its oversight responsibilities related 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. It acts in this capacity by monitoring, reviewing, endorsing and advising on the above matters as set out in this Charter. This Charter has been developed in accordance with Section 54 of the Act.

The appointment of independent members to the Committee as outlined in this Charter enables the Committee to provide advice to Council on matters related to its responsibilities based on broader skills and experience than might otherwise be the case and in so doing bring additional benefits to Council.

The Committee has no executive authority and no delegated financial responsibilities and is therefore independent of management.

### **2. Objectives & Authority**

The Committee is directly responsible to Council for discharging its responsibilities as set out in this Charter. The Committee has no delegated authority from Council unless specifically provided by Council from time to time and any such authority shall be temporary and may only relate to specific matters as directed by Council. The Committee has the authority to:

- Endorse key documents and reports that must be approved by Council, including annual financial reports, annual performance statements, relevant/specific new or revised policies and other documents that assist in maintaining a strong internal control environment;
- Provide input and guidance in relation to the internal and external audit plans, including internal audit plans with an outlook of greater than one year;
- Provide advice and make recommendations to Council on matters within its areas of responsibility;
- Retain counsel of relevant independent experts where it considers that is necessary in order to execute its responsibilities, subject to prior agreement with the Chief Executive Officer;
- Seek any relevant information it requires from Council, Council Officers (who are expected to co-operate with the Committee's requests) and external parties;
- Request that a Councillor Officer attend a meeting; and
- Formally meeting with Council Officers, internal and external auditors as necessary.

The Committee will, through the Chief Executive Officer, have access to appropriate management support to enable it to discharge its responsibilities effectively.

## Audit & Risk Advisory Committee Charter



### 3. Audit Committee Composition, Meetings & Structure

#### 3.1 Membership & Tenure

The Committee will consist of five members appointed by Council, three of whom must be independent members. Council employees cannot be members of the Committee. Details of membership and tenure are set out below:

##### *Independent Members:*

- 3.1.1 Independent members will be appointed for three-year terms;
- 3.1.2 Independent members may be reappointed for additional three-year terms subject to satisfactory performance, that is, a maximum of nine years or at the discretion of Council;
- 3.1.3 Independent members must collectively have expertise in financial management and reporting and risk management and experience in public sector management;
- 3.1.4 Independent members terms of appointment will be set so that as far as possible only one member retires at a time to minimise the loss of knowledge of Council's business that may occur on change of membership; and
- 3.1.5 Remuneration will be paid to independent members as approved by Council from time to time.

##### *Councillor Members:*

- 3.1.6 Two Councillor members (one of which is the Mayor) will be appointed to the Committee by Council annually; and
- 3.1.7 At least one Councillor must be in attendance at each meeting.

##### *Chairperson:*

- 3.1.8 The Chairperson of the Committee must be an independent member;
- 3.1.9 The Committee will appoint the Chairperson; and
- 3.1.10 If the Chairperson is unable to attend a meeting, the members in attendance at the meeting will appoint a Chairperson for that meeting from among the attending members.

##### *Quorum for Meetings:*

- 3.1.11 A quorum shall comprise at least one Councillor member and two independent members

##### *Other attendees:*

- 3.1.12 Officers in regular attendance at Committee meetings are:
  - Chief Executive Officer
  - Directors
  - Manager Finance & Governance
  - Risk, Information & Integrity Coordinator
  - Other officers as required
  - The Executive Assistant to the CEO and Corporate Service Director (minute taker)
  - Contracted Internal Audit Partner

## **Audit & Risk Advisory Committee Charter**



### **3.2 Meetings**

- 3.2.1 The Audit & Risk Advisory Committee will meet at least four times a year, with the Chairman having authority to convene additional meetings, as circumstances require in consultation with the Chief Executive Officer;
- 3.2.2 A fifth meeting is normally convened in August of each year to review the annual financial statements;
- 3.2.3 All Audit & Risk Advisory Committee members are expected to attend each meeting, in person or through teleconference or video conference;
- 3.2.4 A quorum for meetings of the Committee will be three members, with a minimum of one Councillor member being present;
- 3.2.5 The Chief Executive Officer will facilitate the meetings of the Audit & Risk Advisory Committee and invite members of management, auditors or others to attend meetings to provide pertinent information, as necessary;
- 3.2.6 Meeting agendas will be prepared and provided at least one week in advance to members, along with appropriate briefing materials;
- 3.2.7 The Chairperson will approve the agenda prior to it being sent to Committee members;
- 3.2.8 Members of the Audit & Risk Advisory Committee will be required to identify and declare actual or perceived conflicts of interest;
- 3.2.9 Meetings will be closed to the public due to the sensitive nature of the material considered by the Committee; and
- 3.2.10 Minutes will be prepared and agreed at the following meeting, followed by the Chairman signing them.

### **3.3 Audit Committee Annual Plan**

Determine an annual plan of expected reports to be received, internal and external auditor plans to be considered, and the measures needed to address the other items listed in this Charter. Request presentations by Council Directors on the activities for which they are responsible. Provide this plan to Council annually as part of the reporting on the Committee's activities.

## **4. Responsibilities**

The Committee will carry out the following responsibilities.

### **4.1 Financial & Performance Reporting**

- 4.1.1 Review significant accounting and external reporting issues, including complex or unusual transactions, transactions and balances in areas where judgement is required, changes to accounting policies, recent accounting, professional and regulatory pronouncements and legislative changes, and understand their effect on the annual financial report and the audit thereof;
- 4.1.2 Review the annual financial report and annual performance statement and consider whether they are complete, consistent with information known to Committee members, reflect appropriate accounting treatments and adequately disclose Council's financial performance and position;
- 4.1.3 Review with management and the external auditors the results of the audit, including any difficulties encountered by the auditors and how they were resolved;
- 4.1.4 Recommend the adoption of the annual financial report and annual performance statement to Council; and
- 4.1.5 Review the appropriateness of the format and content of periodic management financial reports and performance statements to Council as required.



## **Audit & Risk Advisory Committee Charter**



### 4.2 Internal Control Environment

- 4.2.1 Review the adequacy and effectiveness of key policies, systems and controls for providing a sound internal control environment. This should be done on a rotational basis over a three to four-year period;
- 4.2.2 Determine whether systems and controls are reviewed regularly and updated where required;
- 4.2.3 Monitor significant changes to systems and controls to assess those changes and the impacts on Council's risk profile;
- 4.2.4 Ensure that a programme is in place to test compliance with systems and controls; and
- 4.2.5 Assess whether the control environment is consistent with Council's Governance Principles.

### 4.3 Risk Management

- 4.3.1 Review the effectiveness of Council's risk management framework on a rotational basis over a three to four-year period;
- 4.3.2 Review Council's risk appetite statement and the degree of alignment with Council's risk profile;
- 4.3.3 Review Council's risk profile and the changes occurring in the profile from meeting to meeting; and
- 4.3.4 Review Council's treatment plans for significant risks, including the timeliness of mitigating actions and progress against those plans.

### 4.4 Business Continuity

- 4.4.1 Review the approach to business continuity planning arrangements, including whether business continuity and disaster recovery plans have been regularly updated and tested.

### 4.5 Fraud Prevention Systems and Controls

- 4.5.1 Review Council's Fraud Prevention policies and controls, including the Fraud Control Plan and fraud awareness programmes at least every two years;
- 4.5.2 As part of Council's quarterly risk report, the committee will receive a declaration and report on actual or suspected instances of fraud or corruption including analysis of the underlying control failures and action taken to address each event; and
- 4.5.3 Review reports by management about the actions taken by Council to report such matters to the appropriate integrity bodies.

### 4.6 Internal Audit

- 4.6.1 Review the Internal Audit Charter to determine that it provides an appropriate functional and organisational framework to enable Council's internal audit function to operate effectively and without limitations;
- 4.6.2 Review and approve the three-year strategic internal audit plan, the annual internal audit plan and any significant changes to them;
- 4.6.3 Review and approve proposed scopes for each review in the annual internal audit plan;
- 4.6.4 Review reports on internal audit reviews, including recommendations for improvement arising from those reviews;
- 4.6.5 Monitor action by management on internal audit findings and recommendations;

## **Audit & Risk Advisory Committee Charter**



- 4.6.6 Review the effectiveness of the internal audit function and ensure that it has appropriate authority within Council and has no unjustified limitations on its work;
- 4.6.7 Ensure that the Committee is aware of and appropriately represented regarding any proposed changes to the appointment of the internal audit service provider, including being appropriately briefed on the need for any proposed change; and
- 4.6.8 Recommend to Council, if necessary, the termination of the internal audit contractor.

### **4.7 External Audit**

- 4.7.1 Annually review and endorse the external audit scope and plan proposed by the external auditor;
- 4.7.2 Discuss with the external auditor any audit issues encountered in the normal course of audit work, including any restriction on scope of work or access to information;
- 4.7.3 Ensure that significant findings and recommendations made by the external auditor, and management's responses to them, are appropriate and are acted upon in a timely manner; and
- 4.7.4 Consider the findings and recommendations of any relevant performance audits undertaken by VAGO and monitor Council's responses to them.

### **4.8 Compliance Management**

- 4.8.1 Review the systems and processes implemented by Council for monitoring compliance with relevant legislation and regulations and the results of management's follow up of any instances of non-compliance;
- 4.8.2 Review the processes for communicating Council's Employee Code of Conduct to employees and contractors and for monitoring compliance with the Code;
- 4.8.3 Obtain briefings on any significant compliance matters; and
- 4.8.4 Receive reports from management on the findings of any examinations by regulatory or integrity agencies (whether related to investigations at Council or other agencies), such as the Ombudsman, IBAC, Victoria Government Inspectorate, etc. and monitor Council's responses.

### **4.9 Reporting Responsibilities**

- 4.9.1 Report quarterly to Council about Audit & Risk Advisory Committee activities, issues and related recommendations through circulation of minutes and annual report. Additional updates may be appropriate should issues of concern arise;
- 4.9.2 Monitor that open communication between the internal auditor, the external auditors and Council occurs;
- 4.9.3 Consider the findings and recommendations of relevant Performance Audits undertaken by the Victorian Auditor-General and to ensure Council implements relevant recommendations; and
- 4.9.4 The Chairperson will prepare a report to Council through the Chief Executive Officer on the Committee's activities twice per annum. One of these reports will be prepared after the meeting at which the annual financial report and the annual performance statement have been considered and recommended to Council for adoption, such report indicating how the Committee has discharged its responsibilities as set out in this Charter for the previous year.

## **Audit & Risk Advisory Committee Charter**



### **5. Performance Evaluation**

The Committee shall undertake a process to evaluate its performance annually and report the outcomes of the evaluation process to Council through the Chief Executive Officer, including recommendations for any opportunities for improvement. The evaluation will include feedback from both Committee members and senior officers who have regular interactions with the Committee.

### **6. Committee Member Regulatory Obligations**

Committee members are expected to be aware of their obligations under Section 53 of the Act. These obligations relate to misuse of position as a member of the Committee (Section 123), confidential information (Section 125) and conflict of interest (Sections 126 to 131). Details about these obligations are included in Appendix A to this Charter.

## Audit &amp; Risk Advisory Committee Charter



## 7.0 Supporting documents

## Appendix A

## Committee Member Regulatory Obligations

## Guidance to Members

LGA Section	LGA Requirement
<b>Misuse of Position</b>	
<b>123(1)</b>	A Committee member must not intentionally misuse their position to: <ul style="list-style-type: none"> <li>a) Gain or attempt to gain, directly or indirectly, an advantage for themselves or for any other person; or</li> <li>b) Cause, or attempt to cause, detriment to the Council or another person</li> </ul>
<b>123(3)</b>	Circumstances involving misuse of a position by a member of the Committee include: <ul style="list-style-type: none"> <li>a) Making improper use of information acquired as a result of being a member of the Committee; or</li> <li>b) Disclosing information that is confidential information; or</li> <li>c) Directing or improperly influencing, or seeking to direct or improperly influence, a member of Council staff; or</li> <li>d) Exercising or performing, or purporting to exercise or perform, a power, duty or function that the person is not authorised to exercise or perform; or</li> <li>e) Using public funds or resources in a manner that is improper or unauthorised; or</li> <li>f) Participating in a decision on a matter in which the member has a conflict of interest.</li> </ul>
<b>Confidential Information</b>	
<b>125</b>	A member of the Committee must not intentionally or recklessly disclose information that the member knows, or should reasonably know, is confidential information. There are some exemptions to this requirement, the key one being that if the information disclosed by the member has been determined by Council to be publicly available.
<b>Conflicts of Interest</b>	
<b>126</b>	A member of the Committee has a conflict of interest if the member has: <ul style="list-style-type: none"> <li>a) A general conflict of interest as described in Section 127; or</li> <li>b) A material conflict of interest as described in Section 128.</li> </ul>
<b>127</b>	A member of the Committee has a general conflict of interest in a matter if an impartial, fair-minded person would consider that the members private interests could result in that member acting in a manner that is contrary to their public duty as a member of the Committee.
<b>128</b>	A member of the Committee has a material conflict of interest in a matter if an affected person would gain a benefit or suffer a loss depending on the outcome of the matter.

**Please Note**

*The above guidance is not verbatim from the Act and does not include all details as explained in Part 6, Division 1 of the Act. For a full understanding of the requirements of the Act in relation to the matters summarised above, members are expected to make themselves fully aware of the requirements of the Act.*



# Council Expenses Policy

Responsible Service Area: Communications and Engagement

e-CLIP record no. 20/190171

Title: DRAFT Council Expenses Policy		No: 7	Review date: August 2024
Creation date: Draft created July 2020	Current version approved: Endorsed April 29, 2019	Current version no. 6	
Authority dates: Adopted by Council: ...TBC		Responsibility: Communications and Engagement	eCLIP record no. 20/190171

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DRAFT

## Purpose

Council must adopt and maintain an Expenses Policy pursuant to section 41 of the *Local Government Act 2020* (the Act).

This policy supports councillors and members of delegated committees to perform their role, as defined under the Act. It provides guidance on:

- Mayor, Deputy Mayor and Councillor allowances
- the provision of facilities and support to enable them to effectively perform their role
- the reimbursement of expenses that are reasonably incurred in the performance of their role.

The policy is intended to ensure that councillors and members of delegated committees are supported to perform their duties without disadvantage.

## Relationship to the Maroondah 2040 Community Vision

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

<b>Community Outcome:</b>	A well governed and empowered community
<b>Key Directions:</b>	8.1 Provide enhanced governance that is transparent, accessible, inclusive and accountable  8.2 Ensure responsible and sustainable management of Maroondah's resources, assets, infrastructure and natural environment

## Alignment with Council's Mission and Values

The Policy supports Council's Mission to work in partnership with the community, business and other spheres of government by providing facilities and support for the Mayor, Deputy Mayor and Councillors to meet their civic and community obligations.

The Policy supports Council's Mission to be a dynamic and innovative leader by offering the opportunity for the Mayor, Deputy Mayor and Councillors to undertake professional development. In this regard it also supports Council's core Values

The operation of this Policy is aligned with the Councillor Code of Conduct (February 2017), Item 6 Use of Council Resources – including funds/property.

## Objectives

The policy gives effect to the Entitlements Principles as outlined in Division 6 of the Act.

- To outline the resources and facilities provided, and the expenses to be reimbursed or paid by Council for the Mayor, Deputy Mayor and Councillors.
- To outline the approval process for reimbursement of expenses incurred by the Mayor, Deputy Mayor and Councillors while undertaking their duties.
- To outline the reporting requirements

## Scope

The Policy applies to the Mayor, Deputy Mayor and Councillors of Maroondah City Council and to members of delegated committees.

It identifies the provision of resources and facilities; the reimbursement of expenses incurred while undertaking the prescribed Duties of Council or a delegated committee; as well as clarifying the approval process.

Councillor duties and activities considered under this policy to be necessary or appropriate for the purposes of achieving the Objectives of Council are prescribed as:

- Attending Ordinary and Special Council meetings, Advisory Committee meetings, formal briefing sessions (Councillor Briefings) and civic or ceremonial functions convened by the Council, the Mayor or the Chief Executive Officer.
- Attending meetings or workshops scheduled by the Council, the Mayor or the Chief Executive Officer.
- Attending a meeting or function as the nominated representative of Council or the Mayor.
- Attending meetings of community groups, organisations and statutory authorities to which the Councillor has been appointed as the Council delegate or the nominated representative of the Council.
- Attending site inspections associated with Planning Consultative Meetings.
- Attending conferences as an attendee and/or speaker as Council's nominated representative or delegate and which:
  - Are consistent with the Council's Objectives; and
  - Will cover or present material with application/importance/relevance to current or future issues faced by the Council; and
  - Are within the Councillor's annual budget allocation for Professional Development

## Definitions

For the purposes of this policy, Council adopts the following definitions:

Act	Local Government Act 2020
Attendance Allowance	an amount determined by Council for use by each Councillor to meet the cost of attending community events and functions, including the cost of attending Maroondah Leisure facilities and Karralyka.
Carer	Means a carer in a care relationship within the meaning of section 4 of the <i>Carers Recognition Act 2012</i>
Childcare	Means commercial provision of care services of a dependent child up to, but not including, 16 years of age.
Council	means a Council, as defined in Section 3 of the Local Government Act 2020.
Council Meeting	means a meeting of the Council convened in accordance with these Governance Rules and includes an Ordinary Meeting (scheduled Council Meeting) and a Special Meeting (unscheduled Council Meeting)
Councillor	means a Councillor, as defined in Section 3 of the Local Government Act 2020.
Delegated committee	Delegated committees are defined under section 63 of the Local Government Act 2020
Domestic Partner	Means a Domestic Partner, as defined in Section 3 of the Local Government Act 2020.
Mayor and Deputy Mayor Allowance and Councillor Allowance	an amount determined by the Victorian Independent Remuneration Tribunal under the <i>Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019</i>
Meeting	means a Meeting of the Council (including an Ordinary and Special Meeting) or a Delegated Committee Meeting; or Community Asset Committee
Policy	Means a formal statement of principle which regulates Council's activities, defines roles and responsibilities within Council, and provides guidance to assist staff in carrying out Council functions in line with Council values and relevant legal obligations.
Professional Development Allowance	an amount determined by Council for use by each Councillor to undertake professional development
Special Council Meeting	means an unscheduled meeting of the Council convened for a particular purpose or matter that cannot be effectively dealt with in the schedule of Ordinary Council meetings set by Council
Spouse	Means a Spouse, as defined in Section 3 of the Local Government Act 2020.

## Policy

### 1. Expense Reimbursements

Councillors and members of delegated committees are entitled, under section 40 of the Act, to reimbursement of expenses reasonably incurred in the performance of their duties.

This policy ensures that the reimbursement of these expenses is in accordance with the Act and meets the Act's principles of public transparency; achieving the best outcomes for the municipal community; and ensuring the ongoing financial viability of the council.

Councillors and members of delegated committees will be reimbursed for out-of-pocket expenses that are:

- bona fide expenses **and**
- have been reasonably incurred in the performance of the role of councillor **and**
- are reasonably necessary for the councillor and member of a delegated committee to perform this role.

#### 1.1 Carer and dependent-related expenses

Council will reimburse the cost of childcare or carer expenses incurred whilst performing the prescribed Duties of a Councillor or member of a delegated committee. (s41 of the Act).

Reimbursement is subject to the following conditions:

- 1.1.1 Each childcare and or carer expense claimed shall be substantiated by a receipt from the caregiver showing the dates and times care was provided and accompanied by a written statement from the Councillor explaining why the care was needed on each occasion;
- 1.1.2 Child care and/or carer costs are not eligible for reimbursement if the paid care was provided by a person who resides with the councillor or delegated committee member; has any financial or pecuniary interest with the councillor or delegated committee member; or has a relationship with the councillor, delegated committee member or their partner (eg: partner, mother/father, sister/brother or sister in law/brother in law);
- 1.1.3 Claims for reimbursement of child care and or carer expenses must be submitted within 3 months of the date from which they are incurred.

#### 1.2 Travel

Council offers the following arrangements to assist Councillors when undertaking Council business and performing the prescribed Duties of a Councillor or to a member of a delegated committee.

Council will reimburse upon request, for travel expenses incurred in undertaking the prescribed Duties of a Councillor or as a member of a delegated committee; as follows:

- 1.2.1 For travel by car, an expense allowance be paid, based on the rate set out in the Victorian Local Government Award 2015 – Section 15.2 – Vehicle Allowance (currently \$0.78 per kilometre as varied from time to time).

- 1.2.2 For travel by motorcycle, an expense allowance be paid, based on the rate set out in the Victorian Local Government Award 2015 – Section 15.2 – Vehicle Allowance (currently \$0.26 per kilometre as varied from time to time).
- 1.2.3 Car parking fees will be reimbursed on the basis of original receipts and relevant details regarding the purpose, date and time of the meeting or function. The most value for money parking options should be sought.
- 1.2.4 Costs associated with tolls, including the use of day passes or those transactions incurred as part of existing personal e-tag accounts. Copies of relevant supporting documentation must be provided.
- 1.2.5 Public transport fares will be reimbursed upon production of receipt/ticket or a Myki card will be made available for Councillors business use only. Councillors are encouraged to use public transport for meetings and conferences to and within the Melbourne Central Business District, where practical and safe to do so.
- 1.2.6 Travel should be undertaken by the shortest route possible.
- 1.2.7 A record of private vehicle use must be maintained by the Councillor and submitted on a 3 monthly basis. This record must contain details of Council business, date, destination, number of kilometres, parking costs and tolls.
- 1.2.8 Claims for reimbursement of travel must be submitted within 3 months of the month from which they are incurred.
- 1.2.9 Councillors undertaking private travel arrangements in conjunction with any travel for the purpose of their Duties as a Councillor must ensure that all costs incurred for private purposes are clearly delineated and that appropriate records including pre-departure itineraries are maintained.
- 1.2.10 Where any private travel and associated costs are included in a package ticket or arrangement, the Councillor must meet, or reimburse Council, the private proportion prior to departure.
- 1.2.11 Fines and Infringements will not be borne by Council. Councillors will be responsible for the payment of their own fines and infringements

## **2. Professional development**

This policy acknowledges the obligation on Councillors to be properly informed on all matters pertaining to Council services and the issues of importance to the Maroondah community.

This policy supports this obligation by offering the opportunity to undertake appropriate professional development (conferences, seminars, workshops and training sessions) and memberships of relevant Professional Associations (e.g. ALGWA, MAV, AICD or similar) that may be of benefit to the individual Councillor and Council as a whole.

Councillors undertaking professional development shall have expenses for transport, accommodation, registration fees, meals and refreshments relating to their attendance paid by Council within the parameters of the Council Budget.



- 2.0.1 Each Councillor has a budget amount of \$9,550 per annum, as per December 2019 indexation. This amount is indexed annually in line with any adjustments to the Councillor Allowance, to meet professional development expenses.
- 2.0.2 For the 2020/21 financial year this amount will be pro-rata due to the term of a Councillor coinciding with a part of a financial year, eg: beginning of financial year to date of election in 2020
- 2.0.3 For the 2024/25 financial year this amount will be pro-rata due to the term of a Councillor coinciding with a part of a financial year, eg: date of election to the end of financial year.

## **2.1 As Of Right Approval**

Attendances and memberships are approved as a matter of right for professional development purposes **within Australia**, subject to the cost falling within the annual budget amount allocated for each Councillor.

## **2.2 Council Approval**

Attendance for **all other professional development events, ie: outside of Australia**, is subject to Council approval, at an ordinary meeting of Council, based upon the following:

- 2.2.1 The Councillor wishing to attend such an event submitting a business case to Council for attendance – with such to include the benefits to be gained from attendance; total costs and Council funds required.

## **2.3 Attendance by spouse or partner**

The cost of attendance by a spouse or partner at professional development events is permitted, subject to the following:

- 2.3.1 Within Australia having available budget within the Professional Development Allowance ie: comes within the ambit of the annual budgeted amount allocated to the individual Councillor;
- 2.3.2 Beyond Australia *ie overseas* – seeking approval of Council via a separate business case for the attendance of the Spouse or Partner; and
- 2.3.3 Other than Council approval being granted in accordance with clauses 2.3.1 & 2.3.2, as above, the attendance of a Spouse or Partner will be at the total expense of the Councillor.

## **2.4 Accommodation/meals/refreshments**

- 2.4.1 Accommodation shall be organised at the Hotel used for the Conference/ Workshop/Training Session or where a package of Hotels is provided, at any one of those Hotels having regard to cost and standard or if both of the above are not applicable or available, then at a Hotel/ Motel close to the Conference venue at a similar rate and standard.

2.4.2 Councillors wishing to make alternative Hotel/Motel arrangements shall personally incur/bear all costs over and above that of the accommodation referred to in clause 2.4.1

2.4.3 Reasonable expenses for meals and refreshments will be reimbursed for attending Conferences/Professional Development Workshops/Training Sessions where overnight accommodation is required, upon production of receipts.

## **2.5 Travel**

2.5.1 Councillors wishing to make their own travel arrangements shall have the amount equivalent to the cost of the most economic, reasonable form of transport, reimbursed by Council.

2.5.2 For travel by car, an expense allowance be paid, based on the rate set out in the Victorian Local Government Award 2015 – Section 15.2 – Vehicle Allowance, up to a maximum level equivalent to the cost of a standard economy class return air fare. Car parking charges and toll road usage fees will be reimbursed as per Clause 1.2.3 and Clause 1.2.4.

2.5.3 Councillors travelling on Council business who are required to fly or use any other means of regular public transport, will be eligible only for economy class travel.

2.5.4 Taxi, Uber and Hire vehicles

2.5.4.1 Councillors are entitled to use a taxi, Uber or Hire vehicle from their home to the airport, and from the airport and hotel at their destination to the Conference/Workshop/Training Session venue and return.

2.5.4.2 Taxi or Uber fares (other than those incurred in travelling to and from the airport) or costs associated with a hire vehicle may be reimbursed. The report to Council as required by Clause 2.7 shall include justification of such use, ie:

- inspections relevant to the Conference
- inspections requested by Council
- economic advantage in hiring a vehicle

2.5.5 Claims for reimbursement of travel must be submitted within 3 months of the date from which they are incurred.

## **2.6 Other expenses**

All other expenses incurred as a result of attending professional development conferences, workshops, and/or training sessions shall be the responsibility of the Councillor.

**2.7 Councillor reporting requirements**

Attendance at any professional development event held outside of Victoria will be the subject of a report to Council. The report is to be written; tabled at a Council meeting within 3 months of the professional development event; and may be a joint report if more than one Councillor attended.

A template Professional Development Report form is available for use by Councillors on the Councillor Hub or on request from the Councillor Support Officer.

Such report should include:

- 2.7.1 Details of course topic, content, location, date and duration;
- 2.7.2 Relevance of Conference/Workshop/Training Session to Council's business and Councillor's personal development requirements;
- 2.7.3 Total costs covering course, course material, travel, accommodation and any other expenses for the Councillor; and
- 2.7.4 Benefits from attendance.

**2.8 Quarterly report**

The Director Corporate Services will submit a report to Council on a quarterly basis, summarising Councillor attendances under the professional development framework of this policy.

**3. Attendance at functions and events**

This policy acknowledges that Councillors, in the normal course of their duties, will be invited or required to attend various community functions and events.

The cost of attending these functions or events (including the cost for the spouse or partner of a Councillor) will be met from each Councillor's respective Councillor Attendance budget.

3.0.1 Each Councillor has a budgeted amount of \$2,210 per annum; the Mayor has a budget amount of \$4,245 per annum; and the Deputy Mayor has an amount of \$3,180. These amounts are as per December 2019 indexation and are indexed annually in line with any adjustments to the Councillor Allowance to meet the costs associated with attending functions or events.

3.0.2 For the 2020/21 financial year this amount will be pro-rated due to the term of a Councillor coinciding with a part of a financial year, eg: beginning of financial year to date of election in 2020.

3.0.3 For the 2024/25 financial year this amount will be pro-rated due to the term of a Councillor coinciding with a part of a financial year, eg: date of election to the end of financial year.

**3.1 Attendance by spouse or partner**

The cost of attendance by a spouse or partner at community functions and events is permitted, subject to the following:

3.1.1 Having available budget ie comes within the ambit of the amount allocated in the Councillor Attendance budget to the individual Councillor;

3.1.2 Other than clause 3.3.1 above, the attendance of a spouse or partner will be at the total expense of the Councillor.

**4. Facilities/equipment**

This Policy acknowledges that the demands made upon a Councillor's time can be significant and that Council business can therefore be conducted more efficiently if access is provided to necessary facilities. In respect to the facilities/equipment provided (refer 4.1 and 4.2):

- The facilities/equipment provided is for Councillor use and must not be used for electioneering purposes.
- Councillors must ensure the integrity and configuration of equipment provided is maintained at all times.
- Minimal non-Council use of equipment, such as laptops and mobile phones, that has no direct cost for Council, is allowable.
- Specific items of a personal nature that can be separately costed, eg long distance personal calls from a mobile phone, will be the responsibility of the Councillor.
- Councillors must ensure the protection and safe keeping of all equipment issued.
- All equipment, software and Intellectual Property issued or used shall remain the property of Council.

**4.1 Communication**

Councillors will be provided with a personal computer, printer (incorporating the capability to scan and copy), and mobile phone:

- 4.1.1 All connection fees will be met by Council.
- 4.1.2 Rental Fees and all Council business call charges will be met by Council.
- 4.1.3 The cost of consumables associated with the computer and printer shall be met by Council.

**4.2 Stationery/Equipment**

Councillors will be provided with:

- Business Cards;
- Name badges;
- Jacket;
- Umbrella; and
- other items of clothing and stationery as required to perform the duties of a Councillor.

## 5. Other expenditure

### 5.1 Maroondah Leisure facilities and Karralyka

Councillors will have access to any of the Maroondah Leisure facilities and Karralyka. The actual use by Councillors, their guests and immediate family is to be charged for each instance to their respective Councillor Attendance budget.

The costs of attending Maroondah Leisure facilities and Karralyka (including the cost for the guests and immediate family of a Councillor) will be reported in Council's Annual Report.

### 5.2 Expenditure General

Any expenditure not specified in the policy as expenditure for which a Councillor is entitled to be reimbursed or paid, shall be the responsibility of the Councillor.

### 5.3 Allowance – Taxation

Given that the Councillor Allowance is treated by the Australian Taxation Office as assessable income in the individual's hands, Councillors are encouraged to consider whether this other expenditure is deductible for taxation purposes as an expense necessarily and solely incurred in the carrying out of their Council duties.

Prevailing taxation laws and substantiation requirements should be recognised and considered when maintaining records for deduction purposes.

**Note:** Councillors should seek their own professional advice in respect to financial/taxation matters.

## 6. Indexation

The budgeted amounts to meet the cost and/or reimbursement of Professional Development and Attendance at functions and events, as described in Items 2 and 3, will be indexed annually in line with any adjustments to the Councillor Allowance, as determined by the Victorian Independent Remuneration Tribunal under the *Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019*.

## **7. Making a claim for reimbursement**

7.1 All claims for reimbursement must be made on the approved expense reimbursement form, available from the Councillor Hub or the Councillor Support Officer.

7.1.1 Original receipts must be attached for all claims (credit card receipts will not be accepted)

7.1.2 Where the provider of the goods or service is registered for GST a tax invoice must be obtained and provided (without this the GST component of the cost cannot be reimbursed)

7.1.3 Claims must be lodged with Councillor Support Officer within 3 months of the date from which they activity occurred

7.2 Reimbursements will be provided by electronic funds transfer.

## **8. Reporting requirements**

The Director Corporate Services will submit a quarterly report of all councillor and delegated committee member expenses to Council and to the Council's Audit and Risk Committee (s40 (2)). The report will summarise the quarterly and year to date figures for:

- Travel;
- Car Mileage;
- Childcare/Carer;
- Information and Communication expenses
- Professional Development (including conferences and training);
- Civic and Community Attendance.

This report will be available on Council's website and included in the Annual Report in accordance with the Public Transparency Principles and Section 58 of the Act.

## **9. Administrative updates**

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this policy document.

Where an update does not materially alter this document, such a change may be made administratively, as authorised by the Chief Executive Officer.

However, any change or update which materially alters this document must be by resolution of Council.



## 10. Related Policies & Legislation

### Internal:

- Maroondah 2040 – Our future together
- Council Plan 2017 - 2021
- Councillors' Information Manual – November 2016
- Councillor Code of Conduct – February 2017
- Governance Rules
- Public Transparency Policy
- Information Privacy Policy

### External:

- *Local Government Act 2020*
- *Victorian Local Government Award 2015 – Section 15.2 – Vehicle Allowance*
- *Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019.*
- *Carers Recognition Act 2012*
- *Charter of Human Rights and Responsibilities Act 2006*
- *Freedom of Information Act 1982*
- *Privacy and Data Protection Act 2014*
- *Equal Opportunity Act 2010*
- *Gender Equity Bill 2020*

## 11. Monitoring, Evaluation & Review

Council commits to monitoring processes, information sharing and decision making to understand the overall level of success in the Policy's implementation.

A periodic review of this policy will be undertaken to ensure any changes required to strengthen or update the policy are made in a timely manner.

The next review of this policy is scheduled for August 2024.



# Petitions Policy

## 2020

Responsible Service Area: Governance

Adoption Date: ..... 2020

Policy Title: Petitions Policy		Policy No: 1	Policy type: Council Policy
Policy creation date:	Current version approved: << Insert text >>	Current version no. 1	Policy review date: << Insert text >>
Policy authority dates: Adopted by Council: .....2020	Child policy/policies: Nil	Policy responsibility: Governance Coordinator	eCLIP record no. << Insert text >>

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## Petitions Policy 2020



## 1. Purpose

This policy governs the way in which petitions are received at Council and outlines the requirements of a valid petition to ensure that the rights of the community to lobby local government are met. This policy also seeks to ensure that the community are informed about their rights to Privacy with regard to the personal information provided on a petition.

## 2. Relationship to the Maroondah 2040 Community Vision

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

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

## 3. Alignment with Council's Mission and Values

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

## 4. Definitions

CEO	means Chief Executive Officer of Maroondah City Council as defined in Section 3 of the Local Government Act 2020
Council	means a Council, as defined in Section 3 of the Local Government Act 2020
Councillor	means a Councillor, as defined in Section 3 of the Local Government Act 2020
Council Officer/s	means the Chief Executive Officer and employees of Council appointed by the Chief Executive Officer
Council Meeting	means a meeting of the Council
e-Petition	means a digital, online or electronic petition.
Petition	means a request made of Council by five or more signatories using the correct form outlined in this policy.

## 5. Scope

This policy relates to all petitions intended to be presented to Council within the context of a Council meeting. Petitions are requests made by five or more petitioners.

Requests containing less than five signatories, are considered to be joint letters, and these will be dealt with by the relevant Council Officer/s as deemed appropriate by the CEO, for action or response.

Where Council is undertaking a consultation process with the community inviting comments or submissions to a proposal on public exhibition, any petition which maybe responding to the matter will be dealt with and considered by Council along with all other submissions to the proposal.

1.

## 6. Context

The ability for residents to petition Council to act on a request is a fundamental and important part of local democracy. To facilitate this, Council sets out this procedure by which petitions may be presented and provides information to the community on how petitions will be handled and acted upon in a consistent and procedurally fair manner.

This policy also addresses the aspect of privacy in the provision of personal details at the point of collection, and outlines Council's responsibility to be open and transparent in making material (including petitions) available to the public on request.

## 7. Policy Operation

From time to time, petitions are presented to Council making requests or putting forward particular points of view. Council has no specific format requirement for a petition, provided that each page of the petition contains the 'request for action' being made of Council, together with a Name, Address, and Signature.

You can use Council's petition template to prepare a petition - refer Attachment 1.

### 7.1 Submitting a Petition to Council

Petitions should be forwarded by mail to Maroondah City Council, PO Box 200, Ringwood 3134, or delivered in person to any sitting Councillor or Customer Service Centre.

Petitions can be raised and dealt with by Council in the following manner:

- ***When hand delivered or lodged with Council via Australia Post.***  
Petition is registered into Council's corporate recordkeeping system, and then listed as an item of business on the next Council Meeting Agenda under the appropriate Directorate. If there is insufficient time to prepare a full report on the subject matter, the report will simply note the contents of the petition and direct that a further report on the matter be prepared.
- ***When lodged directly with a Councillor***  
Councillor refers petition to Council Officers, which is registered into Council's corporate recordkeeping system, then listed under the appropriate Directorate as an item of business on the next Council Meeting agenda. If insufficient time to prepare a full report on the subject matter, the report would simply note the contents of the petition and contain a recommendation which would receive the petition and direct that a further report on the matter be prepared.
- ***As Urgent Business at a Council Meeting***  
Where a Councillor seeks leave, in accordance with Council's Governance Rules relating to the Council Meeting Procedure, to table a petition as an item of Urgent Business (which requires a majority resolution of Council). Council would normally note the contents of the petition and direct that a further report on the matter be prepared.

Council Officers will deal with the petition organiser/lead petitioner or other nominated person as appropriate to clarify any of the issues raised in the petition.

The petitioner organiser/lead petitioner will be advised on receipt of the petition and will be provided with the outcome of the request contained in the petition within a reasonable time-frame.

2.

## Petitions Policy 2020



## 7.2 Writing a Petition

A template petition is found in [Attachment A](#) of this policy.

## 7.3 Requirements/Guidelines for Assessing a Valid Petition

A petition will only be considered by Council if it meets all of the following requirements:

1. Must be signed by 5 or more people
2. Must be legible and in permanent writing (i.e. no pencil)
3. Must be addressed to the Mayor and Councillors, containing a '*request for action*' being made of Council
4. First page must contain the name and contact details of the petition organiser/ lead petitioner, plus the '*request for action*' being made of Council
5. Must repeat the '*request for action*' being made of Council on each subsequent page of the petition
6. Must contain the names, Maroondah residential/property addresses and signatures of all persons who signed the petition
7. All signatures must be original signatures; not photocopied or scanned
8. Must not relate to matters outside the powers of Council
9. Must not be derogatory, defamatory or objectional in language or nature
10. Must not contain false or misleading information
11. Each page of a petition, including signatories to the petition, must be on an original piece of paper and not pasted, stapled, or otherwise affixed to any other piece of paper
12. The date the Petition is lodged with Council must appear at the bottom of each page

### NOTE

- Where a petition has been signed by less than 5 people, it will be considered a joint letter and forwarded to the appropriate Council Officer/s as deemed appropriate by the CEO, for action or response.
- A person may not sign a petition on behalf of anyone else, except in cases of incapacity or sickness.
- Council will give more consideration to those Petitions whereby 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
  - Persons who reside outside the municipality who are members of clubs or organisations within Maroondah who may be petitioning Council on a particular issue.
- Although initial copies of petitions can be conveyed by email, the original document must also be sighted and received by Council in a hardcopy format.

3.



## Petitions Policy 2020



- To assist in the preparation of a petition, the Petition Template as attached to this policy can be used - refer Attachment A.
- The requirements/guidelines for assessing a valid petition as set out in clause 7.3, shall appear on the reverse side of the Petition Template.
- Exceptions:  
Petitions relating to Town Planning issues or matters for which Council is engaging with the community, shall be dealt with along with all other submissions either supporting or objecting to the application/proposal - (refer separate process as per Clause 9).

## 8. e-Petitions

At the discretion of Council e-Petitions (*online/electronic petitions*) may be accepted. However, Council prefers and gives more consideration to e-Petitions that include details of the 'request for action' being made of Council on every page, the name, residential address and email address of petitioners.

Council will give more consideration to those e-Petitions whereby the majority of petitioners reside within the municipality of Maroondah, rather residents outside the municipality who may not have an understanding of the issues; with the exception to:

- Non-resident ratepayers, and
- Persons who reside outside the municipality who are members of clubs or organisations within Maroondah who may be petitioning Council on a particular issue.

Council recognises that some of the popular electronic petition products do not provide the level of detail preferred by the Council and encourages residents initiating electronic petitions to explore petition platforms that provide more detail. Examples include iPetitions, Petition Buzz and Go Petition.

## 9. Exceptions

### 9.1 Petitions relating to Town Planning issues

Where a matter relates to a Town Planning Application, or an Amendment to the Maroondah Planning Scheme, residents/citizens should ensure that they submit the petition in accordance with the timeframes and other requirements that would apply under the Planning and Environment Act and which would be detailed in the public notices regarding the application.

As the petition is either supporting or objecting to a Town Planning issue, it will be dealt with along with other submissions to the application.

### 9.2 Petitions relating to community engagement initiated by Council

Where the issue relates to any other matter for which Council is engaging with the community, the petition will be dealt with along with all other submissions to the proposal.

4.

## 10. Your Privacy

Personal information such as petition signatures, names and addresses will not be included in the report presented to Council. The report will only provide a summary of the petition, the number of signatures provided and a recommendation to Council.

To comply with the Privacy and Data Protection Act 2014, personal information provided as part of the petition will only be used for the primary purpose for which it was provided – that is, to consider the petition.

However, as part of Council's operations, any document incorporated into a Council Meeting Agenda must be made available for public inspection, including any petitions. This means that any personal details, including names, addresses and signatories will be publicly available. *Note: excludes documents considered In-Camera.*

To view a petition considered at a Council Meeting please contact Council's Governance Team.

Council will not provide copies of any petitions or allow use of a camera or mobile phone to photograph same.

## 11. How to Petition the Victorian or Australian Parliament

The following sites provide information about petitioning Victorian or Australian governments:

- [Petition to House of Representatives](#)
- [Petition to Senate](#)
- [Petition to Victorian Parliament](#)

## 12. Administrative Updates

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this policy document.

Where an update does not materially alter this document, such a change may be made administratively, as authorised by the Chief Executive Officer.

However, any change or update which materially alters this document must be by resolution of Council.

## 13. Review

The next review of this document is scheduled for completion by 1 January 2023.

## Petitions Policy 2020

ATTACHMENT A - PETITION TEMPLATE**PETITION****To: Mayor & Councillors of Maroondah City Council**

Details of petition organiser/lead petitioner:  
*(this person will be the main point of contact between petitioners and Council)*

Name:	Address:	Signature:
Phone Contact:	Email Address	

We, the undersigned petition Maroondah City Council to:  
*(insert statement of what the petition is seeking from Council)*

.....

.....

.....

In support of this petition we submit the following:  
*(insert any supporting information)*

.....

.....

.....

.....

.....

NAME <i>(Print)</i>	ADDRESS <i>(Maroondah Residential/Property Address)</i>	SIGNATURE <i>(Petitioners must sign)</i>

Date: Petition lodged this \_\_\_\_ day of \_\_\_\_ 20\_\_

Please note all additional pages **must include** the full text of the petition and the date lodged

By signing this petition, you acknowledge that your details will be made public and may be viewed in accordance with Council's Petitions Policy.

6.

## Petitions Policy 2020



## PETITION

To: Mayor & Councillors of Maroondah City Council

We, the undersigned petition Maroondah City Council to:  
(insert statement of what the petition is seeking from Council)

.....

.....

.....

In support of this petition we submit the following:  
(insert any supporting information)

.....

.....

.....

.....

.....

NAME (Print)	ADDRESS (Maroondah Residential/Property Address)	SIGNATURE (Petitioners must sign)

Date: Petition lodged this \_\_\_\_ day of \_\_\_\_ 20\_\_

By signing this petition, you acknowledge that your details will be made public and may be viewed in accordance with Council's Petitions Policy.

7.

Maddocks Delegations and Authorisations

***S6 Instrument of Delegation***



**Instrument of Delegation**

**to**

**Council Officers**

**(Road Management Act 2004 & Regulations)**



## Instrument of Delegation

In exercise of the powers conferred by the legislation referred to in the attached Schedule, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. declares that:
  - 2.1 this Instrument of Delegation is authorised by a resolution of Council passed on 31 August 2020; and
  - 2.2 the delegation:
    - 2.2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
    - 2.2.2 remains in force until varied or revoked;
    - 2.2.3 is subject to any conditions and limitations set out in sub-paragraph 2.3, and the Schedule; and
    - 2.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
  - 2.3 the delegate must not determine the issue, take the action or do the act or thing:
    - 2.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
    - 2.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a policy, or strategy adopted by Council;
    - 2.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
    - 2.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee.

THE COMMON SEAL of MAROONDAH )  
CITY COUNCIL was affixed hereto on 31 )  
August 2020, in accordance with the )  
resolution of Council made on 31 August )  
2020, in the presence of: )

..... Councillor

..... Chief Executive Officer





# SCHEDULE



## INDEX

ACT / REGULATION	PAGE NO
ROAD MANAGEMENT ACT 2004 .....	1
ROAD MANAGEMENT (GENERAL) REGULATIONS 2016 .....	21
ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2015 .....	22



ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 11(1)	Power to declare a road by publishing a notice in the Government Gazette	Manager Revenue, Property & Customer Service Director Corporate Services	Obtain consent in circumstances specified in s 11(2)
s 11(8)	Power to name a road or change the name of a road by publishing notice in Government Gazette	Manager Revenue, Property & Customer Service Director Corporate Services	
s 11(9)(b)	Duty to advise Registrar	Manager Revenue, Property & Customer Service Director Corporate Services	
s 11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	Manager Revenue, Property & Customer Service Director Corporate Services	Subject to s 11(10A)
s 11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	Manager Revenue, Property & Customer Service Director Corporate Services	Where Council is the coordinating road authority
s 12(2)	Power to discontinue road or part of a road	Manager Revenue, Property & Customer Service Director Corporate Services	Where Council is the coordinating road authority



<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 12(4)	Power to publish, and provide copy, notice of proposed discontinuance	Manager Revenue, Property & Customer Service Director Corporate Services	Power of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
s 12(5)	Duty to consider written submissions received within 28 days of notice	Manager Revenue, Property & Customer Service Director Corporate Services	Duty of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
s 12(6)	Function of hearing a person in support of their written submission	Manager Revenue, Property & Customer Service Director Corporate Services	Function of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
s 12(7)	Duty to fix day, time and place of meeting under s 12(6) and to give notice	Manager Revenue, Property & Customer Service Director Corporate Services	Duty of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
s 12(10)	Duty to notify of decision made	Manager Revenue, Property & Customer Service Director Corporate Services	Duty of coordinating road authority where it is the discontinuing body Does not apply where an exemption is specified by the regulations or given by the Minister
s 13(1)	Power to fix a boundary of a road by publishing notice in Government Gazette	Manager Revenue, Property & Customer Service Director Corporate Services	Power of coordinating road authority and obtain consent under s 13(3) and s 13(4) as appropriate



<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 14(4)	Function of receiving notice from the Head, Transport for Victoria	Manager Assets Director Operations, Assets & Leisure	
s 14(7)	Power to appeal against decision of the Head, Transport for Victoria	Manager Assets Director Operations, Assets & Leisure	
s 15(1)	Power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport	Manager Assets Director Operations, Assets & Leisure	
s 15(1A)	Power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	Manager Assets Director Operations, Assets & Leisure	
s 15(2)	Duty to include details of arrangement in public roads register	Manager Assets Director Operations, Assets & Leisure	
s 16(7)	Power to enter into an arrangement under s 15	Manager Assets Director Operations, Assets & Leisure	



<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 16(8)	Duty to enter details of determination in public roads register	Manager Assets Director Operations, Assets & Leisure	
s 17(2)	Duty to register public road in public roads register	Manager Assets Director Operations, Assets & Leisure	Where Council is the coordinating road authority
s 17(3)	Power to decide that a road is reasonably required for general public use	Manager Assets Director Operations, Assets & Leisure	Where Council is the coordinating road authority
s 17(3)	Duty to register a road reasonably required for general public use in public roads register	Manager Assets Director Operations, Assets & Leisure	Where Council is the coordinating road authority
s 17(4)	Power to decide that a road is no longer reasonably required for general public use	Manager Assets Director Operations, Assets & Leisure	Where Council is the coordinating road authority
s 17(4)	Duty to remove road no longer reasonably required for general public use from public roads register	Manager Assets Director Operations, Assets & Leisure	Where Council is the coordinating road authority
s 18(1)	Power to designate ancillary area	Manager Assets Director Operations, Assets & Leisure	Where Council is the coordinating road authority, and obtain consent in circumstances specified in s 18(2)



<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 18(3)	Duty to record designation in public roads register	Manager Assets Director Operations, Assets & Leisure	Where Council is the coordinating road authority
s 19(1)	Duty to keep register of public roads in respect of which it is the coordinating road authority	Manager Assets Director Operations, Assets & Leisure	
s 19(4)	Duty to specify details of discontinuance in public roads register	Manager Assets Director Operations, Assets & Leisure	
s 19(5)	Duty to ensure public roads register is available for public inspection	Manager Assets Director Operations, Assets & Leisure	
s 21	Function of replying to request for information or advice	Manager Assets Director Operations, Assets & Leisure	Obtain consent in circumstances specified in s 11(2)
s 22(2)	Function of commenting on proposed direction	Manager Assets Director Operations, Assets & Leisure	
s 22(4)	Duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report.	Manager Assets Director Operations, Assets & Leisure	





ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 22(5)	Duty to give effect to a direction under s 22	Manager Assets Director Operations, Assets & Leisure	
s 40(1)	Duty to inspect, maintain and repair a public road.	Manager Assets Manager Operations Director Operations, Assets & Leisure	
s 40(5)	Power to inspect, maintain and repair a road which is not a public road	Manager Assets Manager Operations Director Operations, Assets & Leisure	
s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	Manager Assets Manager Operations Manager Engineering & Building Services Director Operations, Assets & Leisure	
s 42(1)	Power to declare a public road as a controlled access road	Manager Assets Director Operations, Assets & Leisure	Power of coordinating road authority and sch 2 also applies



<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 42(2)	Power to amend or revoke declaration by notice published in Government Gazette	Manager Assets Director Operations, Assets & Leisure	Power of coordinating road authority and sch 2 also applies
s 42A(3)	Duty to consult with VicRoads before road is specified	Manager Assets Director Operations, Assets & Leisure	Where Council is the coordinating road authority If road is a municipal road or part thereof
s 42A(4)	Power to approve Minister's decision to specify a road as a specified freight road	Manager Assets Director Operations, Assets & Leisure	Where Council is the coordinating road authority If road is a municipal road or part thereof and where road is to be specified a freight road
s 48EA	Duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	Manager Assets Director Operations, Assets & Leisure	Where Council is the responsible road authority, infrastructure manager or works manager
s 48M(3)	Function of consulting with the relevant authority for purposes of developing guidelines under s 48M	Manager Engineering & Building Services Director Development and Amenity	
s 49	Power to develop and publish a road management plan	Manager Assets Director Operations, Assets & Leisure	



<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 51	Power to determine standards by incorporating the standards in a road management plan	Manager Assets Director Operations, Assets & Leisure	
s 53(2)	Power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	Manager Assets Director Operations, Assets & Leisure	
s 54(2)	Duty to give notice of proposal to make a road management plan	Manager Assets Director Operations, Assets & Leisure	
s 54(5)	Duty to conduct a review of road management plan at prescribed intervals	Manager Assets Director Operations, Assets & Leisure	
s 54(6)	Power to amend road management plan	Manager Assets Director Operations, Assets & Leisure	
s 54(7)	Duty to incorporate the amendments into the road management plan	Manager Assets Director Operations, Assets & Leisure	
s 55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper	Manager Assets Director Operations, Assets & Leisure	



<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 63(1)	Power to consent to conduct of works on road	Manager Engineering & Building Services Director Development and Amenity	Where Council is the coordinating road authority
s 63(2)(e)	Power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	Manager Engineering & Building Services Manager Operations Director Development and Amenity	Where Council is the infrastructure manager
s 64(1)	Duty to comply with cl 13 of sch 7	Manager Engineering & Building Services Director Development and Amenity	Where Council is the infrastructure manager or works manager
s 66(1)	Power to consent to structure etc	Manager Engineering & Building Services Manager Health, Local Laws and Emergency Management Coordinator Local Laws Team Leader Local Laws Team Leader Parking Service Local Laws Officer Director Development and Amenity	Where Council is the coordinating road authority



ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 67(2)	Function of receiving the name & address of the person responsible for distributing the sign or bill	Manager Engineering & Building Services Manager Health, Local Laws and Emergency Management Coordinator Local Laws Team Leader Local Laws Team Leader Parking Service Local Laws Officer Manager Operations	Where Council is the coordinating road authority
s 67(3)	Power to request information	Manager Engineering & Building Services Manager Health, Local Laws and Emergency Management Coordinator Local Laws Team Leader Local Laws Team Leader Parking Service Local Laws Officer Manager Operations	Where Council is the coordinating road authority



<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 68(2)	Power to request information	Manager Engineering & Building Services Manager Health, Local Laws and Emergency Management Coordinator Local Laws Team Leader Local Laws Team Leader Parking Service Local Laws Officer Manager Operations	Where Council is the coordinating road authority
s 71(3)	Power to appoint an authorised officer	Director Development and Amenity Director Operations, Assets & Leisure	
s 72	Duty to issue an identity card to each authorised officer	Manager Assets	
s 85	Function of receiving report from authorised officer	Manager Engineering & Building Services Manager Operations Manager Assets	



ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 86	Duty to keep register re s 85 matters	Manager Engineering & Building Services Manager Operations Manager Assets	
s 87(1)	Function of receiving complaints	Manager Engineering & Building Services Manager Operations Manager Assets	
s 87(2)	Duty to investigate complaint and provide report	Manager Engineering & Building Services Manager Operations Manager Assets Director Development and Amenity Director Operations, Assets & Leisure	
s 112(2)	Power to recover damages in court	Manager Engineering & Building Services Manager Operations Manager Assets	





<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 116	Power to cause or carry out inspection	Manager Engineering & Building Services Manager Operations Manager Assets	
s 119(2)	Function of consulting with the Head, Transport for Victoria	Manager Assets Manager Engineering & Building Services	
s 120(1)	Power to exercise road management functions on an arterial road (with the consent of the Head, Transport for Victoria)	Manager Assets Manager Operations	
s 120(2)	Duty to seek consent of the Head, Transport for Victoria to exercise road management functions before exercising power in s 120(1)	Manager Assets Manager Operations Director Operations, Assets & Leisure	
s 121(1)	Power to enter into an agreement in respect of works	Manager Engineering & Building Services Manager Operations Director Development and Amenity	



ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 122(1)	Power to charge and recover fees	Coordinator Development Engineering Manager Engineering & Building Services Manager Operations Director Development and Amenity	
s 123(1)	Power to charge for any service	Manager Engineering & Building Services Manager Operations Director Development and Amenity	
sch 2 cl 2(1)	Power to make a decision in respect of controlled access roads	Manager Assets Manager Operations Manager Engineering & Building Services Director Operations, Assets & Leisure	



ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
sch 2 cl 3(1)	Duty to make policy about controlled access roads	Manager Assets Manager Operations Manager Engineering & Building Services Director Operations, Assets & Leisure	
sch 2 cl 3(2)	Power to amend, revoke or substitute policy about controlled access roads	Manager Assets Manager Operations Manager Engineering & Building Services Director Operations, Assets & Leisure	
sch 2 cl 4	Function of receiving details of proposal from the Head, Transport for Victoria	Manager Assets Manager Operations Manager Engineering & Building Services Director Operations, Assets & Leisure	



<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
sch 2 cl 5	Duty to publish notice of declaration	Manager Assets Manager Operations Manager Engineering & Building Services Director Operations, Assets & Leisure	
sch 7 cl 7(1)	Duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	Manager Engineering & Building Services Manager Operations	Where Council is the infrastructure manager or works manager
sch 7 cl 8(1)	Duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	Manager Engineering & Building Services Manager Operations	Where Council is the infrastructure manager or works manager
sch 7 cl 9(1)	Duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	Manager Engineering & Building Services Manager Operations	Where Council is the infrastructure manager or works manager responsible for non-road infrastructure



<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
sch 7 cl 9(2)	Duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	Manager Engineering & Building Services Manager Operations	Where Council is the infrastructure manager or works manager
sch 7 cl 10(2)	Where Sch 7 cl 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	Manager Engineering & Building Services Manager Operations	Where Council is the infrastructure manager or works manager
sch 7 cl 12(2)	Power to direct infrastructure manager or works manager to conduct reinstatement works	Manager Engineering & Building Services Manager Operations	Where Council is the coordinating road authority
sch 7 cl 12(3)	Power to take measures to ensure reinstatement works are completed	Manager Engineering & Building Services Manager Operations	Where Council is the coordinating road authority
sch 7 cl 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	Manager Engineering & Building Services Manager Operations	Where Council is the coordinating road authority
sch 7 cl 12(5)	Power to recover costs	Manager Engineering & Building Services Manager Operations	Where Council is the coordinating road authority



<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
sch 7 cl 13(1)	Duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to sch 7 cl 13(2)	Manager Engineering & Building Services Manager Operations	Where Council is the works manager
sch 7 cl 13(2)	Power to vary notice period	Manager Engineering & Building Services Manager Operations	Where Council is the coordinating road authority
sch 7 cl 13(3)	Duty to ensure works manager has complied with obligation to give notice under sch 7 cl 13(1)	Manager Engineering & Building Services Manager Operations	Where Council is the infrastructure manager
sch 7 cl 16(1)	Power to consent to proposed works	Coordinator Development Engineering Manager Engineering & Building Services	Where Council is the coordinating road authority
sch 7 cl 16(4)	Duty to consult	Coordinator Development Engineering Manager Engineering & Building Services	Where Council is the coordinating road authority, responsible authority or infrastructure manager
sch 7 cl 16(5)	Power to consent to proposed works	Coordinator Development Engineering Manager Engineering & Building Services	Where Council is the coordinating road authority



<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
sch 7 cl 16(6)	Power to set reasonable conditions on consent	Coordinator Development Engineering Manager Engineering & Building Services	Where Council is the coordinating road authority
sch 7 cl 16(8)	Power to include consents and conditions	Coordinator Development Engineering Manager Engineering & Building Services	Where Council is the coordinating road authority
sch 7 cl 17(2)	Power to refuse to give consent and duty to give reasons for refusal	Coordinator Development Engineering Manager Engineering & Building Services Director Development and Amenity	Where Council is the coordinating road authority
sch 7 cl 18(1)	Power to enter into an agreement	Manager Assets Manager Engineering & Building Services Director Development and Amenity	Where Council is the coordinating road authority





<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
sch 7 cl 19(1)	Power to give notice requiring rectification of works	Manager Assets Manager Engineering & Building Services Director Development and Amenity	Where Council is the coordinating road authority
sch 7 cl 19(2) & (3)	Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	Manager Assets Manager Operations Manager Engineering & Building Services Director Development and Amenity	Where Council is the coordinating road authority
sch 7 cl 20(1)	Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	Manager Engineering & Building Services Director Development and Amenity	Where Council is the coordinating road authority
sch 7A cl 2	Power to cause street lights to be installed on roads	Manager Engineering & Building Services Director Development and Amenity	Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road



<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
sch 7A cl 3(1)(d)	Duty to pay installation and operation costs of street lighting - where road is not an arterial road	Manager Engineering & Building Services Manager Operations Director Operations, Assets & Leisure	Where Council is the responsible road authority
sch 7A cl 3(1)(e)	Duty to pay installation and operation costs of street lighting – where road is a service road on an arterial road and adjacent areas	Manager Engineering & Building Services Manager Operations Director Operations, Assets & Leisure	Where Council is the responsible road authority
sch 7A cl (3)(1)(f)	Duty to pay installation and percentage of operation costs of street lighting – for arterial roads in accordance with cls 3(2) and 4	Manager Engineering & Building Services Manager Operations Director Operations, Assets & Leisure	Duty of Council as responsible road authority that installed the light (re: installation costs) and where Council is relevant municipal council (re: operating costs)



<b>ROAD MANAGEMENT (GENERAL) REGULATIONS 2016</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r 8(1)	Duty to conduct reviews of road management plan	Manager Assets Manager Operations Director Operations, Assets & Leisure	
r 9(2)	Duty to produce written report of review of road management plan and make report available	Manager Assets Manager Operations Director Operations, Assets & Leisure	
r 9(3)	Duty to give notice where road management review is completed and no amendments will be made (or no amendments for which notice is required)	Manager Assets Manager Operations Director Operations, Assets & Leisure	Where Council is the coordinating road authority
r 10	Duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under s 41 of the Act	Manager Assets Manager Operations Manager Engineering & Building Services	
r 13(1)	Duty to publish notice of amendments to road management plan	Manager Assets Director Operations, Assets & Leisure	Where Council is the coordinating road authority



<b>ROAD MANAGEMENT (GENERAL) REGULATIONS 2016</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r 13(3)	Duty to record on road management plan the substance and date of effect of amendment	Manager Assets Director Operations, Assets & Leisure	
r 16(3)	Power to issue permit	Coordinator Development Engineering Manager Operations Manager Engineering & Building Services	Where Council is the coordinating road authority
r 18(1)	Power to give written consent re damage to road	Coordinator Development Engineering Manager Operations Manager Engineering & Building Services	Where Council is the coordinating road authority
r 23(2)	Power to make submission to Tribunal	Coordinator Development Engineering Manager Operations Manager Engineering & Building Services	Where Council is the coordinating road authority



<b>ROAD MANAGEMENT (GENERAL) REGULATIONS 2016</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r 23(4)	Power to charge a fee for application under s 66(1) Road Management Act	Coordinator Development Engineering Manager Operations Manager Engineering & Building Services	Where Council is the coordinating road authority
r 25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	Manager Operations	Where Council is the responsible road authority
r 25(2)	Power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3))	Manager Operations	Where Council is the responsible road authority
r 25(5)	Power to recover in the Magistrates' Court, expenses from person responsible	Manager Operations Manager Engineering & Building Services	



ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 15	Power to exempt a person from requirement under cl 13(1) of sch 7 of the Act to give notice as to the completion of those works	Coordinator Development Engineering  Manager Operations  Manager Engineering & Building Services	Where Council is the coordinating road authority and where consent given under s 63(1) of the Act
r 22(2)	Power to waive whole or part of fee in certain circumstances	Coordinator Development Engineering  Manager Operations  Manager Engineering & Building Services	Where Council is the coordinating road authority

Maddocks Delegations and Authorisations

***S6 Instrument of Delegation***



**Instrument of Delegation**  
**to**  
**Council Officers**  
**(Community Health)**





## Instrument of Delegation

In exercise of the powers conferred by the legislation referred to in the attached Schedule, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. declares that:
  - 2.1 this Instrument of Delegation is authorised by a Resolution of Council passed on 31 August 2020; and
  - 2.2 the delegation:
    - 2.2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
    - 2.2.2 remains in force until varied or revoked;
    - 2.2.3 is subject to any conditions and limitations set out in sub-paragraph 2.3, and the Schedule; and
    - 2.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
  - 2.3 the delegate must not determine the issue, take the action or do the act or thing:
    - 2.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council; or
    - 2.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a policy, or strategy adopted by Council; or
    - 2.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
    - 2.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee.

THE COMMON SEAL of MAROONDAH )  
CITY COUNCIL was affixed hereto on 31 )  
August 2020, in accordance with the )  
resolution of Council made on 31 August )  
2020, in the presence of: )

..... Councillor

..... Chief Executive Officer



# SCHEDULE



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FOOD ACT 1984			
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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition	Coordinator Community Health Team Leader Environmental Health	If s 19(1) applies
s 19(2)(b)	Power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	Coordinator Community Health Team Leader Environmental Health	If s 19(1) applies
s 19(3)	Power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process	Coordinator Community Health Team Leader Environmental Health	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
s 19(4)(a)	Power to direct that an order made under s 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, and (ii) inform the public by notice in a published newspaper or otherwise	Coordinator Community Health Team Leader Environmental Health	If s 19(1) applies
s 19(6)(a)	Duty to revoke any order under s 19 if satisfied that an order has been complied with	Coordinator Community Health Team Leader Environmental Health	If s 19(1) applies
s 19(6)(b)	Duty to give written notice of revocation under s 19(6)(a) if satisfied that an order has been complied with	Coordinator Community Health Team Leader Environmental Health	If s 19(1) applies
s 19AA(2)	Power to direct, by written order, that a person must take any of the actions described in (a)-(c).	Coordinator Community Health Team Leader Environmental Health	Where Council is the registration authority



FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19AA(4)(c)	Power to direct, in an order made under s 19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	Coordinator Community Health Team Leader Environmental Health	Note: the power to direct the matters under s 19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution
s 19AA(7)	Duty to revoke order issued under s 19AA and give written notice of revocation, if satisfied that that order has been complied with	Coordinator Community Health Team Leader Environmental Health	Where Council is the registration authority
s 19CB(4)(b)	Power to request copy of records	Coordinator Community Health Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 19E(1)(d)	Power to request a copy of the food safety program	Coordinator Community Health Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 19GB	Power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	Coordinator Community Health Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 19M(4)(a) & (5)	Power to conduct a food safety audit and take actions where deficiencies are identified	Coordinator Community Health Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority



FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19NA(1)	Power to request food safety audit reports	Coordinator Community Health Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 19U(3)	Power to waive and vary the costs of a food safety audit if there are special circumstances	Coordinator Community Health	
s 19UA	Power to charge fees for conducting a food safety assessment or inspection	Coordinator Community Health	Except for an assessment required by a declaration under s 19C or an inspection under ss 38B(1)(c) or 39
s 19W	Power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	Coordinator Community Health Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 19W(3)(a)	Power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	Coordinator Community Health Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 19W(3)(b)	Power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	Coordinator Community Health Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority



FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
---	Power to register, renew or transfer registration	Coordinator Community Health	Where Council is the registration authority Refusal to grant/renew/transfer registration must be ratified by Council or the CEO (see s 58A(2))
s 38AA(5)	Power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	Coordinator Community Health Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38AB(4)	Power to fix a fee for the receipt of a notification under s 38AA in accordance with a declaration under s 38AB(1)	Coordinator Community Health	Where Council is the registration authority
s 38A(4)	Power to request a copy of a completed food safety program template	Coordinator Community Health Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38B(1)(a)	Duty to assess the application and determine which class of food premises under s 19C the food premises belongs	Coordinator Community Health Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38B(1)(b)	Duty to ensure proprietor has complied with requirements of s 38A	Coordinator Community Health Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority



FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 38B(2)	Duty to be satisfied of the matters in s 38B(2)(a)-(b)	Coordinator Community Health Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38D(1)	Duty to ensure compliance with the applicable provisions of s 38C and inspect the premises if required by s 39	Coordinator Community Health Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38D(2)	Duty to be satisfied of the matters in s 38D(2)(a)-(d)	Coordinator Community Health Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38D(3)	Power to request copies of any audit reports	Coordinator Community Health Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38E(2)	Power to register the food premises on a conditional basis	Coordinator Community Health	Where Council is the registration authority; not exceeding the prescribed time limit defined under s 38E(5)
s 38E(4)	Duty to register the food premises when conditions are satisfied	Coordinator Community Health Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority





FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 38F(3)(b)	Power to require proprietor to comply with requirements of this Act	Coordinator Community Health	Where Council is the registration authority
s 39A	Power to register, renew or transfer food premises despite minor defects	Coordinator Community Health	Where Council is the registration authority Only if satisfied of matters in s 39A(2)(a)-(c)
s 40(2)	Power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the <i>Public Health and Wellbeing Act 2008</i>	Coordinator Community Health Team Leader Environmental Health Environmental Health Officer	
s 40C(2)	Power to grant or renew the registration of food premises for a period of less than 1 year	Coordinator Community Health	Where Council is the registration authority
s 40D(1)	Power to suspend or revoke the registration of food premises	Coordinator Community Health	Where Council is the registration authority
s 43F(6)	Duty to be satisfied that registration requirements under Division 3 have been met prior to registering, transferring or renewing registration of a component of a food business	Coordinator Community Health Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 43F(7)	Power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	Coordinator Community Health	Where Council is the registration authority



FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46(5)	Power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	Coordinator Community Health Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority

Maddocks Delegations and Authorisations

***S6 Instrument of Delegation***



**Instrument of Delegation**  
**to**  
**Council Officers**  
**(Local Laws)**



## Instrument of Delegation

In exercise of the powers conferred by the legislation referred to in the attached Schedule, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. declares that:
  - 2.1 this Instrument of Delegation is authorised by a Resolution of Council passed on 31 August 2020; and
  - 2.2 the delegation:
    - 2.2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
    - 2.2.2 remains in force until varied or revoked;
    - 2.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and
    - 2.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
  - 2.3 the delegate must not determine the issue, take the action or do the act or thing:
    - 2.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council; or
    - 2.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a policy, or strategy adopted by Council; or
    - 2.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
    - 2.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee.

THE COMMON SEAL of MAROONDAH )  
CITY COUNCIL was affixed hereto on 31 )  
August 2020, in accordance with the )  
resolution of Council made on 31 August )  
2020, in the presence of: )

..... Councillor

..... Chief Executive Officer



# SCHEDULE

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DOMESTIC ANIMALS ACT 1994			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
s 41A(1)	Power to declare a dog to be a menacing dog	Coordinator Local Laws Team Leader Local Laws	Council may delegate this power to a Council authorised officer

Maddocks Delegations and Authorisations

***S6 Instrument of Delegation***



**Instrument of Delegation**  
**to**  
**Council Officers**  
**(Planning)**



## Instrument of Delegation

In exercise of the powers conferred by the legislation referred to in the attached Schedule, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the Council Officer/s holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. refers to the table of definitions in the Schedule
3. declares that:
  - 3.1 this Instrument of Delegation is authorised by a Resolution of Council passed on 31 August 2020; and
  - 3.2 the delegation:
    - 3.2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
    - 3.2.2 remains in force until varied or revoked;
    - 3.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and
    - 3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
  - 3.3 the delegate must not determine the issue, take the action or do the act or thing:
    - 3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council; or
    - 3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a policy, or strategy adopted by Council; or
    - 3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
    - 3.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another Council Officer or delegated committee.

THE COMMON SEAL of MAROONDAH )  
CITY COUNCIL was affixed hereto on 31 )  
August 2020, in accordance with the )  
resolution of Council made on 31 August )  
2020, in the presence of: )

..... Councillor

..... Chief Executive Officer





# SCHEDULE



## DEFINITIONS

<b>All</b> - means	<ul style="list-style-type: none"> <li>▪ Director Development and Amenity</li> <li>▪ Director Strategy and Community</li> <li>▪ Manager Statutory Planning</li> <li>▪ Manager Integrated Planning</li> <li>▪ Coordinator Statutory Planning</li> <li>▪ Team Leader Strategic Planning &amp; Sustainability</li> <li>▪ Team Leader Statutory Planning</li> <li>▪ Team Leader Environmental Planning</li> <li>▪ Senior Statutory Planner</li> <li>▪ Statutory Planner</li> <li>▪ Strategic Planner</li> <li>▪ Subdivision Officer</li> <li>▪ Planning Compliance Officer</li> <li>▪ Environmental Planner</li> <li>▪ Planning Administration Officer</li> </ul>
<b>All Planners</b> - means	<ul style="list-style-type: none"> <li>▪ Director Development and Amenity</li> <li>▪ Director Strategy and Community</li> <li>▪ Manager Statutory Planning</li> <li>▪ Manager Integrated Planning</li> <li>▪ Coordinator Statutory Planning</li> <li>▪ Team Leader Strategic Planning &amp; Sustainability</li> <li>▪ Team Leader Statutory Planning</li> <li>▪ Team Leader Environmental Planning</li> <li>▪ Senior Statutory Planner</li> <li>▪ Statutory Planner</li> <li>▪ Strategic Planner</li> <li>▪ Subdivision Officer</li> <li>▪ Planning Compliance Officer</li> <li>▪ Environmental Planner</li> </ul>
<b>Senior</b> - means	<ul style="list-style-type: none"> <li>▪ Director Development and Amenity</li> <li>▪ Director Strategy and Community</li> <li>▪ Manager Statutory Planning</li> <li>▪ Manager Integrated Planning</li> <li>▪ Coordinator Statutory Planning</li> <li>▪ Team Leader Strategic Planning &amp; Sustainability</li> <li>▪ Team Leader Statutory Planning</li> <li>▪ Team Leader Environmental Planning</li> </ul>



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 4B	Power to prepare an amendment to the Victorian Planning Provisions	Senior	If authorised by the Minister. The delegate must not be the author or Recommending Officer
s 4G	Function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister	All	
s 4H	Duty to make amendment to Victorian Planning Provisions available	All	
s 4I	Duty to keep Victorian Planning Provisions and other documents available	All	
s 8A(2)	Power to prepare amendment to the planning scheme where the Minister has given consent under s 8A	Senior	The delegate must not be the author or Recommending Officer
s 8A(3)	Power to apply to Minister to prepare an amendment to the planning scheme	Senior	The delegate must not be the author or Recommending Officer
s 8A(5)	Function of receiving notice of the Minister's decision	All	
s 8A(7)	Power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days	Senior	The delegate must not be the author or Recommending Officer



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 8B(2)	Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	Senior	The delegate must not be the author or Recommending Officer
s 12(3)	Power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons	Senior	The delegate must not be the author or Recommending Officer
s 12A(1)	Duty to prepare a municipal strategic statement (including power to prepare a municipal strategic statement under s 19 of the <i>Planning and Environment (Planning Schemes) Act 1996</i> )	All Planners	
s 12B(1)	Duty to review planning scheme	All Planners	
s 12B(2)	Duty to review planning scheme at direction of Minister	All Planners	
s 12B(5)	Duty to report findings of review of planning scheme to Minister without delay	All Planners	
s 14	duties of a Responsible Authority as set out in s 14(a) to (d)	All Planners	
s 17(1)	Duty of giving copy amendment to the planning scheme	All	
s 17(2)	Duty of giving copy s 173 agreement	All	
s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	All	
s 18	Duty to make amendment etc. available	All	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19	Power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under s 19 to a planning scheme	Senior	The delegate must not be the author or Recommending Officer
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	All	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority.
s 20(1)	Power to apply to Minister for exemption from the requirements of s 19	Senior	The delegate must not be the author or Recommending Officer
s 21(2)	Duty to make submissions available	All	
s 21A(4)	Duty to publish notice	All Planners	
s 22	Duty to consider all submissions	All Planners	Except submissions which request a change to the items in s.22(5)(a) and (b)
s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	All Planners	
s 23(2)	Power to refer to a panel submission which do not require a change to the amendment	All Planners	
s 24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)	All Planners	
s 26(1)	Power to make report available for inspection	All Planners	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 26(2)	Duty to keep report of panel available for inspection	All	
s 27(2)	Power to apply for exemption if panel's report not received	Senior	The delegate must not be the author or Recommending Officer
s 28	Duty to notify the Minister if abandoning an amendment	All Planners	Note: the power to make a decision to abandon an amendment cannot be delegated
s 30(4)(a)	Duty to say if amendment has lapsed	All Planners	
s 30(4)(b)	Duty to provide information in writing upon request	All Planners	
s 32(2)	Duty to give more notice if required	All Planners	
s 33(1)	Duty to give more notice of changes to an amendment	All Planners	
s 36(2)	Duty to give notice of approval of amendment	All Planners	
s 38(5)	Duty to give notice of revocation of an amendment	All Planners	
s 39	Function of being a party to a proceeding commenced under s 39 and duty to comply with determination by VCAT	All Planners	
s 40(1)	Function of lodging copy of approved amendment	All Planners	
s 41	Duty to make approved amendment available	All	
s 42	Duty to make copy of planning scheme available	All	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46AAA	Duty to prepare an amendment to a planning scheme that relates to Yarra River land that is not inconsistent with anything in a Yarra Strategic Plan which is expressed to be binding on the responsible public entity	Senior	Where Council is a responsible public entity and is a planning authority <i>Note: this provision is not yet in force and will commence on the day on which the initial Yarra Strategic Plan comes into operation. It will affect a limited number of councils</i>
s 46AW	Function of being consulted by the Minister	Senior	Where Council is a responsible public entity
s 46AX	Function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy Power to endorse the draft Statement of Planning Policy	All Planners	Where Council is a responsible public entity
s 46AZC(2)	Duty not to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity	Senior	Where Council is a responsible public entity The delegate must not be the author or Recommending Officer
s 46AZK	Duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area	All Planners	Where Council is a responsible public entity





PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GI(2)(b)(i)	Power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction	Senior	Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency  The Delegate must not be the author or Recommending Officer.
s 46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans	All Planners	
s 46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	All Planners	
s 46GN(1)	Duty to arrange for estimates of values of inner public purpose land	All Planners	
s 46GO(1)	Duty to give notice to owners of certain inner public purpose land	All Planners	
s 46GP	Function of receiving a notice under s 46GO	All Planners	Where Council is the collecting agency
s 46GQ	Function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land	All Planners	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s 46GO	All Planners	
s 46GR(2)	Power to consider a late submission Duty to consider a late submission if directed to do so by the Minister	Senior	
s 46GS(1)	Power to accept or reject the estimate of the value of the inner public purpose land in a submission made under s 46GQ	Senior	The Delegate must not be the author or Recommending Officer.
s 46GS(2)	Duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general	Senior	The Delegate must not be the author or Recommending Officer.
s 46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	Senior	
s 46GT(4)	Function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner public purpose land	All Planners	
s 46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s 46GT(5)	All	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GU	Duty not to adopt an amendment under s 29 to an infrastructure contributions plan that specifies a land credit amount or a land equalisation amount that relates to a parcel of land in the ICP plan area of the plan unless the criteria in s 46GU(1)(a) and (b) are met	Senior	The Delegate must not be the author or Recommending Officer.
s 46GV(3)	Function of receiving the monetary component and any land equalisation amount of the infrastructure contribution Power to specify the manner in which the payment is to be made	Senior	Where Council is the collecting agency
s 46GV(3)(b)	Power to enter into an agreement with the applicant	All Planners	Where Council is the collecting agency
s 46GV(4)(a)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	All Planners	Where Council is the development agency
s 46GV(4)(b)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	All Planners	Where Council is the collecting agency
s 46GV(7)	Duty to impose the requirements set out in s 46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area	All Planners	
s 46GV(9)	Power to require the payment of a monetary component or the provision of the land component of an infrastructure contribution to be secured to Council's satisfaction	Senior	Where Council is the collecting agency The delegate must not be the author or Recommending Officer



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GX(1)	Power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable	Senior	Where Council is the collecting agency The delegate must not be the author or Recommending Officer
s 46GX(2)	Duty, before accepting the provision of works, services or facilities by an applicant under s 46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan	All Planners	Where Council is the collecting agency
s 46GY(1)	Duty to keep proper and separate accounts and records	All	Where Council is the collecting agency
s 46GY(2)	Duty to keep the accounts and records in accordance with the <i>Local Government Act 2020</i>	All	Where Council is the collecting agency
s 46GZ(2)(a)	Duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs	Senior	Where Council is the collecting agency under an approved infrastructure contributions plan this duty does not apply where Council is that planning authority
s 46GZ(2)(a)	Function of receiving the monetary component	Senior	Where the Council is the planning authority this duty does not apply where Council is also the collecting agency



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZ(2)(b)	Duty to forward any part of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in the plan as responsible for those works, services or facilities	Senior	Where Council is the collecting agency under an approved infrastructure contributions plan this provision does not apply where Council is also the relevant development agency
s 46GZ(2)(b)	Function of receiving the monetary component	Senior	Where Council is the development agency under an approved infrastructure contributions plan this provision does not apply where Council is also the collecting agency
s 46GZ(4)	Duty to use any land equalisation amounts to pay land credit amounts under s 46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s 46GZ(5)	Senior	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(5)	Duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency	Senior	Where Council is the collecting agency under an approved infrastructure contributions plan this provision does not apply where Council is also the relevant development agency



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	Senior	Where Council is the development agency specified in the approved infrastructure contributions plan this provision does not apply where Council is also the collecting agency
s 46GZ(7)	Duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s 46GW	Senior	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(9)	Duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land	Senior	If any inner public purpose land is vested in Council under the <i>Subdivision Act 1988</i> or acquired by Council before the time it is required to be provided to Council under s.46GV(4) Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency
s 46GZ(9)	Function of receiving the fee simple in the land	Senior	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZA(1)	Duty to keep proper and separate accounts and records	All Planners	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZA(2)	Duty to keep the accounts and records in accordance with the <i>Local Government Act 2020</i>	All Planners	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZB(3)	Duty to follow the steps set out in s 46GZB(3)(a) – (c)	All Planners	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZB(4)	Duty, in accordance with requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA	All Planners	If the VPA is the collecting agency under an approved infrastructure contributions plan where Council is a development agency under an approved infrastructure contributions plan
s 46GZD(2)	Duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZD(2)(a) and (b)	All Planners	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZD(3)	Duty to follow the steps set out in s 46GZD(3)(a) and (b)	All Planners	Where Council is the collecting agency under an approved infrastructure contributions plan



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZD(5)	Duty to make payments under s 46GZD(3) in accordance with ss 46GZD(5)(a) and 46GZD(5)(b)	Senior	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZE(2)	Duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires	Senior	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency
s 46GZE(2)	Function of receiving the unexpended land equalisation amount	Senior	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency
s 46GZE(3)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZE(3)(a) and (b)	Senior	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(2)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land	Senior	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZF(3)	Duty, if land is sold under s 46GZF(2)(b), to follow the steps in s 46GZF(3)(a) and (b)	Senior	Where Council is the development agency under an approved infrastructure contributions plan





PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZF(3)	s 46GZF(3)(a) function of receiving proceeds of sale	Senior	Where Council is the collection agency under an approved infrastructure contributions plan This provision does not apply where Council is also the development agency
s 46GZF(4)	Duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s 46GZF(5)	Senior	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(6)	Duty to make the payments under s 46GZF(4) in accordance with s 46GZF(6)(a) and (b)	Senior	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZH	Power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction	Senior	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZI	Duty to prepare and give a report to the Minister at the times required by the Minister	Senior	Where Council is a collecting agency or development agency
s 46GZK	Power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council	All Planners	Where Council is a collecting agency or development agency
s 46LB(3)	Duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s 46LB (2)	Senior	
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	All Planners	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	All Planners	
s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	Senior	The delegate must not be the author or Recommending Officer
s 46O(1)(a) & (2)(a)	Power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit	Senior	The delegate must not be the author or Recommending Officer
s 46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	Senior	The delegate must not be the author or Recommending Officer
s 46P(1)	Power to require payment of amount of levy under s 46N or s 46O to be satisfactorily secured	Senior	The delegate must not be the author or Recommending Officer
s 46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	Senior	The delegate must not be the author or Recommending Officer
s 46Q(1)	Duty to keep proper accounts of levies paid	All Planners	
s 46Q(1A)	Duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency	Senior	
s 46Q(2)	Duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc	All Planners	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	Senior	Only applies when levy is paid to Council as a 'development agency'
s 46Q(4)(c)	Duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal council as a development agency for plan preparation costs incurred by the Council or for the provision by the Council of works, services or facilities in an area under s 46Q(4)(a)	Senior	Must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister
s 46Q(4)(d)	Duty to submit to the Minister an amendment to the approved development contributions plan	Senior	Must be done in accordance with Part 3
s 46Q(4)(e)	Duty to expend that amount on other works etc.	Senior	With the consent of, and in the manner approved by, the Minister
s 46QC	Power to recover any amount of levy payable under Part 3B	Senior	The delegate must not be the author or Recommending Officer
s 46QD	Duty to prepare report and give a report to the Minister	Senior	Where Council is a collecting agency or development agency
s 46V(3)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available	All	
s 46Y	Duty to carry out works in conformity with the approved strategy plan	All Planners	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 47	Power to decide that an application for a planning permit does not comply with that Act	Senior	The Delegate must not be the author or Recommending Officer
s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	All Planners	
s 49(2)	Duty to make register available for inspection	All	
s 50(4)	Duty to amend application	All Planners	
s 50(5)	Power to refuse to amend application	Senior	The Delegate must not be the author or Recommending Officer
s 50(6)	Duty to make note of amendment to application in register	All	
s 50A(1)	Power to make amendment to application	All Planners	
s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	All Planners	
s 50A(4)	Duty to note amendment to application in register	All	
s 51	Duty to make copy of application available for inspection	All	
s 52(1)(a)	Duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	All Planners	
s 52(1)(b)	Duty to give notice of the application to other municipal council Where appropriate	All Planners	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	All Planners	
s 52(1)(ca)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	All Planners	Notice requirements under s.52(1)(a), (b), (c) and (d) are exempt. Other notice requirements apply.
s 52(1)(cb)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	All Planners	Notice requirements under s.52(1)(a), (b), (c) and (d) are exempt. Other notice requirements apply.
s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally affected	All Planners	
s 52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	All Planners	Notice requirements under s.52(1)(a), (b), (c) and (d) are exempt. Other notice requirements apply.
s 52(3)	Power to give any further notice of an application Where appropriate	All Planners	
s 53(1)	Power to require the applicant to give notice under s 52(1) to persons specified by it	All Planners	Notice requirements under s.52(1)(a), (b), (c) and (d) are exempt. Other notice requirements apply.
s 53(1A)	Power to require the applicant to give the notice under s 52(1AA)	All Planners	Notice requirements under s.52(1)(a), (b), (c) and (d) are exempt. Other notice requirements apply.
s 54(1)	Power to require the applicant to provide more information	All Planners	Note: delegates cannot require an applicant to provide more information than what is listed in new Clause 59 of the planning scheme.



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 54(1A)	Duty to give notice in writing of information required under s 54(1)	All Planners	Note: delegates cannot require an applicant to provide more information than what is listed in new Clause 59 of the planning scheme.
s 54(1B)	Duty to specify the lapse date for an application	All Planners	
s 54A(3)	Power to decide to extend time or refuse to extend time to give required information	All Planners	
s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under s 54A(3)	All Planners	
s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	All	
s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	Senior	The Delegate must not be the author or Recommending Officer
s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go	All Planners	
s 57(5)	Duty to make available for inspection copy of all objections	All	
s 57A(4)	Duty to amend application in accordance with applicant's request, subject to s 57A(5)	All	
s 57A(5)	Power to refuse to amend application	Senior	The Delegate must not be the author or Recommending Officer



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 57A(6)	Duty to note amendments to application in register	All	
s 57B(1)	Duty to determine whether and to whom notice should be given	All Planners	
s 57B(2)	Duty to consider certain matters in determining whether notice should be given	All Planners	
s 57C(1)	Duty to give copy of amended application to referral authority	All	
s 58	Duty to consider every application for a permit	All Planners	
s 58A	Power to request advice from the Planning Application Committee	Senior	
s 60	Duty to consider certain matters	All Planners	
s 60(1A)	Duty to consider certain matters	All Planners	Note: VicSmart applications are exempt from the requirements of s.60(1)(b), (c), (e) and (f).
s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	All Planners	
s 61(1)	Power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application	Senior	The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	All Planners	
s 61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	Senior	The Delegate must not be the author or Recommending Officer
s 61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister's consent	Senior	
s 61(3)(b)	Duty to refuse to grant the permit without the Minister's consent	Senior	
s 61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	Senior	
s 62(1)	Duty to include certain conditions in deciding to grant a permit	All Planners	
s 62(2)	Power to include other conditions	All Planners	The Delegate must not be the author or Recommending Officer
s 62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	All Planners	
s 62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	Senior	The Delegate must not be the author or Recommending Officer





PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 62(5)(b)	Power to include a permit condition that specified works be provided on or to the land or paid for in accordance with s 173 agreement	Senior	
s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	Senior	
s 62(6)(a)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with ss 46N(1), 46GV(7) or 62(5)	All Planners	
s 62(6)(b)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s 62(1)(a)	All Planners	
s 63	Duty to issue the permit Where made a decision in favour of the application (if no one has objected)	All Planners	
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	All	This provision applies also to a decision to grant an amendment to a permit - see section 75
s 64(3)	Duty not to issue a permit until after the specified period	All	This provision applies also to a decision to grant an amendment to a permit - see section 75
s 64(5)	Duty to give each objector a copy of an exempt decision	All	Note: VicSmart applications are exempt from requirements of s.64(1), (2) and (3). This provision applies also to a decision to grant an amendment to a permit - see section 75



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 64A	Duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	All Planners	This provision applies also to a decision to grant an amendment to a permit - see section 75A
s 65(1)	Duty to give notice of refusal to grant permit to applicant and person who objected under s 57	All	
s 66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities	All	
s.66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	All	If the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority
s.66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	All	If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit
s 66(6)	Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under s 64 or 65	All	If the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 69(1)	Function of receiving application for extension of time of permit	All Planners	
s 69(1A)	Function of receiving application for extension of time to complete development	All Planners	
s 69(2)	Power to extend time	Senior	
s 70	Duty to make copy permit available for inspection	All	
s 71(1)	Power to correct certain mistakes	All	
s 71(2)	Duty to note corrections in register	All	
s 73	Power to decide to grant amendment subject to conditions	Senior	
s 74	Duty to issue amended permit to applicant if no objectors	All Planners	
s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	All Planners	
s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	All	
s.76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	All	If the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	All	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit
s 76A(6)	Duty to give a recommending referral authority a copy of any amended permit which Council decides to grant, and a copy of any notice given under s 64 or 76	All	If the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit
s 76D	Duty to comply with direction of Minister to issue amended permit	All Planners	
s 83	Function of being respondent to an appeal	All Planners	
s 83B	Duty to give or publish notice of application for review	All Planners	
s 84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	Senior	
s 84(2)	Duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	All Planners	
s 84(3)	Duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	All Planners	
s 84(6)	Duty to issue permit on receipt of advice within 3 working days	All Planners	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 84AB	Power to agree to confining a review by the Tribunal	All Planners	
s 86	Duty to issue a permit at order of Tribunal within 3 working days	All Planners	
s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	Senior	The Delegate must not be the author or Recommending Officer
s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	All Planners	
s 91(2)	Duty to comply with the directions of VCAT	All	
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	All	
s 92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s 90	All Planners	
s 93(2)	Duty to give notice of VCAT order to stop development	All	
s 95(3)	Function of referring certain applications to the Minister	Senior	
s 95(4)	Duty to comply with an order or direction	All	
s 96(1)	Duty to obtain a permit from the Minister to use and develop its land	Senior	The Delegate must not be the author or Recommending Officer
s 96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	Senior	The Delegate must not be the author or Recommending Officer



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	Senior	The Delegate must not be the author or Recommending Officer
s 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C	All Planners	The Delegate must not be the author or Recommending Officer
s 96F	Duty to consider the panel's report under s 96E	All Planners	
s 96G(1)	Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under s 23 of the <i>Planning and Environment (Planning Schemes) Act 1996</i> )	Senior	The Delegate must not be the author or Recommending Officer
s 96H(3)	Power to give notice in compliance with Minister's direction	All Planners	The Delegate must not be the author or Recommending Officer
s 96J	Power to issue permit as directed by the Minister	All Planners	The Delegate must not be the author or Recommending Officer
s 96K	Duty to comply with direction of the Minister to give notice of refusal	All Planners	
s 96Z	Duty to keep levy certificates given to it under ss 47 or 96A for no less than 5 years from receipt of the certificate	All Planners	
s 97C	Power to request Minister to decide the application	Senior	The Delegate must not be the author or Recommending Officer



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	All	
s 97G(3)	Function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister	All Planners	
s 97G(6)	Duty to make a copy of permits issued under s 97F available for inspection	All	
s 97L	Duty to include Ministerial decisions in a register kept under s 49	All	
s 97MH	Duty to provide information or assistance to the Planning Application Committee	All Planners	
s 97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	Senior	
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	Senior	
s 97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	All Planners	
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	All Planners	
s 97Q(4)	Duty to comply with directions of VCAT	All	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	All	
s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances	All Planners	
s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	All Planners	
s 101	Function of receiving claim for expenses in conjunction with claim	All Planners	
s 103	Power to reject a claim for compensation in certain circumstances	Senior	
s 107(1)	Function of receiving claim for compensation	All Planners	
s 107(3)	Power to agree to extend time for making claim	Senior	
s 114(1)	Power to apply to the VCAT for an enforcement order	Senior	
s 117(1)(a)	Function of making a submission to the VCAT Where objections are received	All Planners	
s 120(1)	Power to apply for an interim enforcement order where s114 application has been made	Senior	
s 123(1)	Power to carry out work required by enforcement order and recover costs	Senior	





PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)	Senior	Except Crown Land The Delegate must not be the author or Recommending Officer
s 129	Function of recovering penalties	All	
s 130(5)	Power to allow person served with an infringement notice further time	Senior	
s 149A(1)	Power to refer a matter to the VCAT for determination	Senior	
s 149A(1A)	Power to apply to VCAT for the determination of a matter relating to the interpretation of a s 173 agreement	Senior	
s 156	Duty to pay fees and allowances (including a payment to the Crown under s 156(2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under s 156(2B) power to ask for contribution under s 156(3) and power to abandon amendment or part of it under s 156(4)	Senior	Where Council is the relevant planning authority
s 171(2)(f)	Power to carry out studies and commission reports	Senior	
s 171(2)(g)	Power to grant and reserve easements	Senior	
s 172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	Senior	Where Council is a development agency specified in an approved infrastructure contributions plan



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 172D(1)	Power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s 46GV(4)	Senior	Where Council is a collecting agency specified in an approved infrastructure contributions plan
s 172D(2)	Power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s 46GV(4)	Senior	Where Council is the development agency specified in an approved infrastructure contributions plan
s 173(1)	Power to enter into agreement covering matters set out in s 174	Senior	The Delegate must not be the author or Recommending Officer
s 173(1A)	Power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing	Senior	Where Council is the relevant responsible authority
---	Power to decide whether something is to the satisfaction of Council, where an agreement made under s 173 of the <i>Planning and Environment Act 1987</i> requires something to be to the satisfaction of Council or Responsible Authority	Senior	The Delegate must not be the author or Recommending Officer
---	Power to give consent on behalf of Council, where an agreement made under s 173 of the <i>Planning and Environment Act 1987</i> requires that something may not be done without the consent of Council or Responsible Authority	Senior	The Delegate must not be the author or Recommending Officer
s 177(2)	Power to end a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	Senior	The Delegate must not be the author or Recommending Officer



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178	Power to amend a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	Senior	The Delegate must not be the author or Recommending Officer
s 178A(1)	Function of receiving application to amend or end an agreement	All Planners	
s 178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s 178A(1)	All Planners	
s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	All Planners	
s 178A(5)	Power to propose to amend or end an agreement	Senior	The Delegate must not be the author or Recommending Officer
s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	All Planners	
s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	All Planners	
s 178C(2)	Duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	All Planners	
s 178C(4)	Function of determining how to give notice under s 178C(2)	All Planners	
s 178E(1)	Duty not to make decision until after 14 days after notice has been given	All Planners	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	Senior	If no objections are made under s.178D Must consider matters in s.178B The Delegate must not be the author or Recommending Officer
s 178E(2)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	Senior	If no objections are made under s.178D Must consider matters in s.178B The Delegate must not be the author or Recommending Officer
s 178E(2)(c)	Power to refuse to amend or end the agreement	Senior	If no objections are made under s.178D Must consider matters in s.178B The Delegate must not be the author or Recommending Officer
s 178E(3)(a)	Power to amend or end the agreement in accordance with the proposal	Senior	After considering objections, submissions and matters in s.178B The Delegate must not be the author or Recommending Officer



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178E(3)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	Senior	After considering objections, submissions and matters in s.178B The Delegate must not be the author or Recommending Officer
s 178E(3)(c)	Power to amend or end the agreement in a manner that is substantively different from the proposal	Senior	After considering objections, submissions and matters in s.178B The Delegate must not be the author or Recommending Officer
s 178E(3)(d)	Power to refuse to amend or end the agreement	Senior	After considering objections, submissions and matters in s.178B The Delegate must not be the author or Recommending Officer
s 178F(1)	Duty to give notice of its decision under s 178E(3)(a) or (b)	All Planners	
s 178F(2)	Duty to give notice of its decision under s 178E(2)(c) or (3)(d)	All Planners	
s 178F(4)	Duty not to proceed to amend or end an agreement under s 178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	All Planners	
s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	Senior	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178H	Power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	Senior	The Delegate must not be the author or Recommending Officer
s 178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	All Planners	
s 179(2)	Duty to make available for inspection copy agreement	All Planners	
s 181	Duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	All Planners	
s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	All Planners	
s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	All Planners	
s 182	Power to enforce an agreement	All Planners	The Delegate must not be the author or Recommending Officer
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	All Planners	
s 184F(1)	Power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision	All	The Delegate must not be the author or Recommending Officer



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 184F(2)	Duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement	All Planners	
s 184F(3)	Duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement	All Planners	
s 184F(5)	Function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision	All Planners	
s 184G(2)	Duty to comply with a direction of the Tribunal	All Planners	
s 184G(3)	Duty to give notice as directed by the Tribunal	All Planners	
s 198(1)	Function to receive application for planning certificate	All	
s 199(1)	Duty to give planning certificate to applicant	All	
s 201(1)	Function of receiving application for declaration of underlying zoning	All Planners	
s 201(3)	Duty to make declaration	Senior	
-	Power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council	Senior	The Delegate must not be the author or Recommending Officer



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
	Power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council	Senior	The Delegate must not be the author or Recommending Officer
	Power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	Senior	The Delegate must not be the author or Recommending Officer
-	Power to give written authorisation in accordance with a provision of a planning scheme	Senior	The Delegate must not be the author or Recommending Officer
s 201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district	All Planners	
s 201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible	All Planners	





PLANNING AND ENVIRONMENT REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
r 6	Function of receiving notice, under s 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	All Planners	Where Council is not the planning authority and the amendment affects land within its municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority.
r 21	Power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under s 54 of the Act	All Planners	
r 25(a)	Duty to make copy of matter considered under s 60(1A)(g) available for inspection free of charge	All	Where Council is the responsible authority
r 25(b))	Function of receiving a copy of any document considered under s 60(1A)(g) by the responsible authority and duty to make the document available for inspection free of charge	All Planners	Where Council is not the responsible authority, but the relevant land is within Council's municipal district
r 42	Function of receiving notice under s 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	All Planners	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority.



PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
r 19	Power to waive or rebate a fee relating to an amendment of a planning scheme	All Planners	The Delegate must not be the author or Recommending Officer.
r20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	All Planners	The Delegate must not be the author or Recommending Officer.
r 21	Duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r19 or 20	All Planners	

## **Clause 22.15 - Environmentally Sustainable Development**

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**Maroondah Planning Scheme**

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**22.15 ENVIRONMENTALLY SUSTAINABLE DEVELOPMENT**

This policy applies throughout the City of Maroondah to residential and non-residential development, excluding subdivisions in accordance with the thresholds detailed in this Policy.

**22.15-1 Policy Basis**

Maroondah City Council is committed to creating an environmentally sustainable and liveable city. Critical to achieving this commitment is for development to meet appropriate environmentally sustainable design standards. This policy aims to integrate environmental sustainability principles for new developments and redevelopment of existing infrastructure.

This policy provides a framework for early consideration of environmental sustainability at the building design stage to achieve the following efficiencies and benefits:

- Easier compliance with building requirements through passive design;
- Reduction of costs over the life of the building;
- Improved amenity and liveability;
- More environmentally sustainable urban form; and
- Integrated water management.

If environmentally sustainable design is not considered at the time of planning approval, the ability to achieve environmentally sustainable development (ESD) may be compromised by the time these matters are considered as part of a building approval. In addition, there may be difficulties or extra costs associated with retro-fitting the development to implement environmentally sustainable design principles.

This policy does not prescribe performance outcomes. The policy enables the provision of information and provides decision guidelines which will assist in the assessment of whether development meets environmentally sustainable development objectives.

**22.15-2 Objective and Strategies**

To achieve best practice in environmentally sustainable development from the design stage through to construction and operation.

The strategy is to facilitate development that minimises environmental impacts and encourage environmentally sustainable development that:

- Is consistent with the type and scale of the development.
- Responds to site opportunities and constraints.
- Uses a combination of methods, processes and locally available technology that demonstrably minimise environmental impacts.
- Adopts best practice sustainable design. In the context of this policy best practice is defined as a combination of commercially proven techniques, methodologies and systems, appropriate to the scale of development and site-specific opportunities and constraints, which are demonstrated and locally available and have already led to optimum ESD outcomes. Best practice in the built environment encompasses the full life of the build.

***Energy performance***

- Reduce both energy use and energy peak demand through design measures, such as, building orientation, shading to glazed surfaces, optimising glazing to exposed surfaces and inclusion of or space allocation for renewable technologies.

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**Maroondah Planning Scheme**

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***Integrated water management***

- Reduce total operating potable water use through appropriate design measures such as water efficient fixtures, appliances, equipment, irrigation and landscaping.
- Encourage the appropriate use of alternative water sources (including greywater, rainwater and stormwater).
- Incorporate water sensitive urban design to improve the quality of stormwater runoff and reduce impacts on water systems and water bodies.

***Indoor environment quality***

- Achieve a healthy indoor environment quality, including thermal performance and access to fresh air and daylight, prioritising passive design over mechanical heating, ventilation, cooling and lighting.
- Reduce indoor air pollutants by encouraging use of non-toxic materials.
- Minimise noise levels and noise transfer within and between buildings and associated external areas.

***Transport***

- Design development to minimise car dependency and promote the use of walking, cycling and public transport, in that order.
- Promote the use of low emissions vehicle technologies and supporting infrastructure.

***Waste management***

- Promote waste avoidance, reuse and recycling during the design, construction and operation stages of development.
- Encourage use of durable and reusable building materials.
- Ensure sufficient space is allocated for future change in waste management needs, including (where possible) composting and green waste facilities.

***Urban ecology***

- Protect and enhance biodiversity by incorporating natural habitats and planting indigenous vegetation.
- Reduce urban heat island effects through landscape design, water sensitive urban design and the retention and provision of canopy trees.
- Encourage the provision of space for productive gardens, particularly in larger residential developments.

**22.15-3 Policy**

It is policy that applications for the types of development listed in **Table 1** be accompanied by information which demonstrates how relevant policy objectives will be achieved.

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**Maroondah Planning Scheme**

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**22.15-4 Application Requirements**

An application must be accompanied by either a Sustainable Design Assessment or a Sustainability Management Plan as specified in **Table 1**, as appropriate.

A Sustainable Design Assessment (SDA) should:

- Provide a simple assessment of the development. It may use relevant tools from the examples listed in the table or an alternative assessment approach to the satisfaction of the responsible authority; and
- Identify environmentally sustainable development measures proposed in response to policy objectives, having regard to the site's opportunities and constraints.

A Sustainability Management Plan (SMP) should:

- Provide a detailed assessment of the development. It may use relevant tools from the examples listed in the table or an alternative assessment approach to the satisfaction of the responsible authority;
- Identify achievable environmental performance outcomes having regard to the objectives of this policy (as appropriate);
- Demonstrate that the building has the design potential to achieve the relevant environmental performance outcomes, having regard to the site's opportunities and constraints; and
- Demonstrate the means by which the performance outcomes can be achieved.

A Green Travel Plan (GTP) should outline onsite initiatives and offsite services to encourage residents and staff of larger developments to use sustainable transport options (such as walking, cycling, public transport and car sharing). It should be tailored to the development type and should highlight:

- Parking facilities for bicycles, motor bikes, small cars, electric cars and onsite and nearby car share systems;
- End of trip facilities for staff, including the location of showers and personal lockers
- Bicycle and walking maps;
- Nearby public transport stops;
- Timetables for public transport services;
- Availability of free or substituted public transport tickets through the employer or relevant Owners Corporation;
- Nearby recreation areas;
- An organisation's car-pooling scheme.

Various assessment tools have been listed in **Table 1** which may be used to assess how the proposed development addresses the objectives of this policy, as appropriate.

**Maroondah Planning Scheme**

**Table 1 – ESD Application Requirements**

<b>Type of development</b>	<b>Application Requirements</b>	<b>Example of relevant tools</b>
<b>Residential / Mixed Use with residential component</b>		
3 to 9 dwellings; or Alterations and additions creating 500m <sup>2</sup> or more of additional gross floor area (excluding outbuildings).	Sustainable Design Assessment (SDA)	BESS STORM MUSIC
Development of 10 or more dwellings, Development or alterations and additions with a gross floor area of more than 1000m <sup>2</sup>	Sustainability Management Plan (SMP) Green Travel Plan (GTP)	BESS Green Star MUSIC STORM
<b>Non-residential and accommodation</b>		
Development of a non-residential building with a gross floor area between 500m <sup>2</sup> and 1000m <sup>2</sup> ; or alterations and additions of 500 m <sup>2</sup> to 1000m <sup>2</sup> .	Sustainable Design Assessment (SDA) Green Travel Plan (GTP)	BESS MUSIC STORM
Development of a non-residential or accommodation building with a gross floor area of more than 1000m <sup>2</sup> ; or alterations and additions more than 1000m <sup>2</sup> .	Sustainability Management Plan (SMP) Green Travel Plan (GTP)	Green Star BESS MUSIC STORM

**22.15-5 Decision Guidelines**

In determining an application, the responsible authority will consider as appropriate:

- The extent to which the development meets the objectives and requirements of this policy from the design stage through to construction and operation.
- Whether the proposed environmentally sustainable development performance standards are functional and effective to minimise environmental impact.
- Whether the proposed environmentally sustainable development initiatives are reasonable having regard to the type and scale of the development and any site constraints.
- Whether an appropriate assessment method has been used.
- Whether an ESD plan or framework has previously been approved by the responsible authority (whether under planning control or otherwise)

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**Maroondah Planning Scheme**

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**22.15-6 Reference Documents**

- Consider as relevant the following tools to support a Sustainable Design Assessment or Sustainable Management Plan:
- *Sustainable Design Assessment in the Planning Process* (IMAP, 2015)
- *Built Environment Sustainability Scorecard 'BESS'* (Council Alliance for a Sustainable Built Environment 'CASBE', 2015)
- *Green Star* (Green Building Council of Australia)
- *Model for Urban Stormwater Improvement Conceptualisation 'MUSIC'* (Melbourne Water)
- *Nationwide House Energy Rating Scheme 'NatHERS'* (Department of Climate Change and Energy Efficiency)
- *Stormwater Treatment Objective - Relative Measure 'STORM'* (Melbourne Water)
- *Urban Stormwater Best Practice Environmental Management Guidelines* (Victorian Stormwater Committee, 1999)
- *Waste Management and Recycling in Multi-Unit Developments - Better Practice Guide* (Sustainability Victoria, 2018).

**22.15-7 Commencement**

This policy does not apply to a planning permit application lodged before the gazettal date of this clause.

**22.15-8 Expiry**

This policy will expire if it is superseded by a comparable provision in the Victoria Planning Provisions.



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# Maroondah Neighbourhood Character Study Review

## Recommendations Report

Draft Document: April 2019



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## Introduction

The implementation recommendations for the Maroondah Neighbourhood Character Study Review represents the fourth and penultimate stage of the project, and will ultimately form Chapter 4 of the final report.

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### Stage 1: Inception

Outputs: Background Review document (appended to final report)

### Stage 2: Residential Character Assessment

Outputs: Residential Character Assessment report, including Overview and Neighbourhood Areas Audit (Chapters 1 & 2 of final report)

### Stage 3: Identification of Community Values

Output: Community Values report (Chapter 3 of final report)

### Stage 4: Implementation Recommendations

Output: Recommendations report (Chapter 4 of final report)

### Stage 5: Final Report & Road Map

Output: Maroondah Neighbourhood Character Study 2019

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The focus for the implementation of the study is through the Maroondah Planning Scheme. Successful implementation of the proposed planning scheme policy and controls will legally bind Council, the Victorian Civil and Administrative Tribunal (VCAT) and planning permit applicants to consider the strong residential character of Maroondah that has been identified through this process.

The following documents are appended to this report:

*Appendix A: Recommendations Summary Table*

*Appendix B: Detailed Residential Zoning Maps*

*Appendix C: Draft NCO Schedules*

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Maroondah NCS Review Draft Recommendations

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## Executive summary

In Maroondah's residential areas, the findings of the Neighbourhood Character Study Review are proposed to be implemented through the introduction of eleven (11) new schedules to the Neighbourhood Residential Zone, and two (2) new schedules to the General Residential Zone, as follows:

### Neighbourhood Residential Zone

- NRZ1 Croydon Hills Estate, Birt's Hill & Jumping Creek Valley
- NRZ2 Wicklow Hills Ridgeline
- NRZ3 Wicklow Hills Lower Slopes
- NRZ4 Loughnan's Hill
- NRZ5 Jubilee Park
- NRZ6 Ruskin Park
- NRZ7 Warranwood Ridgeline & Slopes
- NRZ8 Croydon Ridge & Southern Hills
- NRZ9 Croydon Golf Links Estate
- NRZ10 Bushland Fringes
- NRZ11 Sites of Biological Significance

### General Residential Zone

- GRZ1 Garden Suburban
- GRZ2 Bush Garden Slopes

In Maroondah's designated Major Activity Centres and Neighbourhood Activity Centres, the following additional residential zones and schedules are recommended:

### Residential Growth Zone

- RGZ1 Ringwood MAC Residential Growth Precinct
- RGZ2 Croydon MAC Residential Growth Precinct
- RGZ3 Ringwood East NAC Residential Growth Precinct
- RGZ4 Ringwood East NAC Strategic Residential Growth Precinct
- RGZ5 Heathmont NAC Residential Growth Precinct

### General Residential Zone

- GRZ3 Ringwood East NAC Neighbourhood Consolidation Precinct
- GRZ4 Ringwood East NAC Residential Regeneration Precinct

- GRZ5 Heathmont NAC Bush Residential Growth Precinct
- GRZ6 Heathmont NAC Special Residential Precinct

*An overview map of the proposed residential zones and schedules follows this executive summary.*

*A set of more detailed residential zoning maps is included as Appendix B.*

The following implementation recommendations are also proposed:

### Rezone from GRZ to NRZ

- The north-eastern extent of the Loughnan-Warranwood Ridgeline, generally between Oban Road, Mullum Mullum Creek, the Jumping Creek Valley and Wonga Road. And the application of SLO3 to this area. It is acknowledged that the replacement of SLO4 with SLO3 may require additional, more detailed landscape assessment work, but it is recommended nonetheless.
- A western section of the hill slope that forms part of the Wicklow Hills Ridgeline, between Mt Dandenong Road, the northern side of Mirabel Avenue and the eastern side of Velma Grove. As above, the extension of the SLO3 to this area, and the removal of SLO4.

### Rezone from LDRZ to NRZ

- The two 'semi-rural' fringe areas adjacent to the municipal boundary, generally south of Williams Road and south of Gibson Road.

### Rezone from NRZ to GRZ

- A small precinct to the west of Warrandyte Road, generally around Rouseglen Court.
- A small precinct generally around Ellamatta Rise.

### NCO1 Alto Avenue & Wicklow Hills

- Re-write to ensure that the schedule is consistent with the requirements of VC148, and that the statement of neighbourhood character, objectives and decision guidelines capture the essence of the significance of the precinct, and are useful and applicable to any proposed development.

### NCO2 Croydon Hills Estate

- Re-write as above and include permit requirements.

### NCO3 Jubilee Park

- Proceed with implementation.

**SLO3 Wicklow Hills Ridge & Loughnan Waranwood Ridge  
Landscape Protection Area**

- Strengthen schedule, ensuring consistency with VC148. In the absence of a full landscape assessment study, simply retain and revise, without creating implications that require additional justification. Complete revision of schedule as part of the Vegetation Planning Policy Review project.

- As part of the translation of the LPPF to the PPF, delete existing local policy 22.02, as this will be replaced by detailed schedules to each residential zone.

*A summary table of proposed residential zone recommendations is included as Appendix A.*

**SLO4 Landscape Canopy Protection**

- Retain and strengthen schedule, as above. Potentially extend SLO4 to the northernmost part of the proposed GRZ2 Bush Garden Slopes, based on logic and consistency with the proposed Schedule 2 to the GRZ (in the absence of a full landscape assessment study).

**Ringwood East & Heathmont Neighbourhood Activity  
Centres**

- Implement the findings of the structure plans that have been prepared for the centres, through use of the residential zones outlined above.

**Ringwood Metropolitan Activity Centre**

- Retain the RGZ1 for those areas of the MAC targeted for growth. Implement additional/alternative residential zones (and update DDO3) as part of the masterplanning and UDG process.

**Croydon Major Activity Centre**

- Undertake a review of the current structure plan, including residential areas within the centre. Consider use of the RGZ2 for those areas of the MAC targeted for growth (currently GRZ2), either before, or as part of the new structure planning process.

**(Current) Local Planning Policy Framework**

- In future, the Municipal Planning Strategy (MPS) together with local policies in the Planning Policy Framework (PPF) will replace the current Local Planning Policy Framework (LPPF).
- It is recommended that the current MSS be reviewed and updated in relation to residential character, as part of its translation to the new MPS. The MPS should be a succinct expression of the overarching strategic policy directions of a municipality. It should highlight the planning issues that are important to the municipality and provide context for the local policies in the PPF.

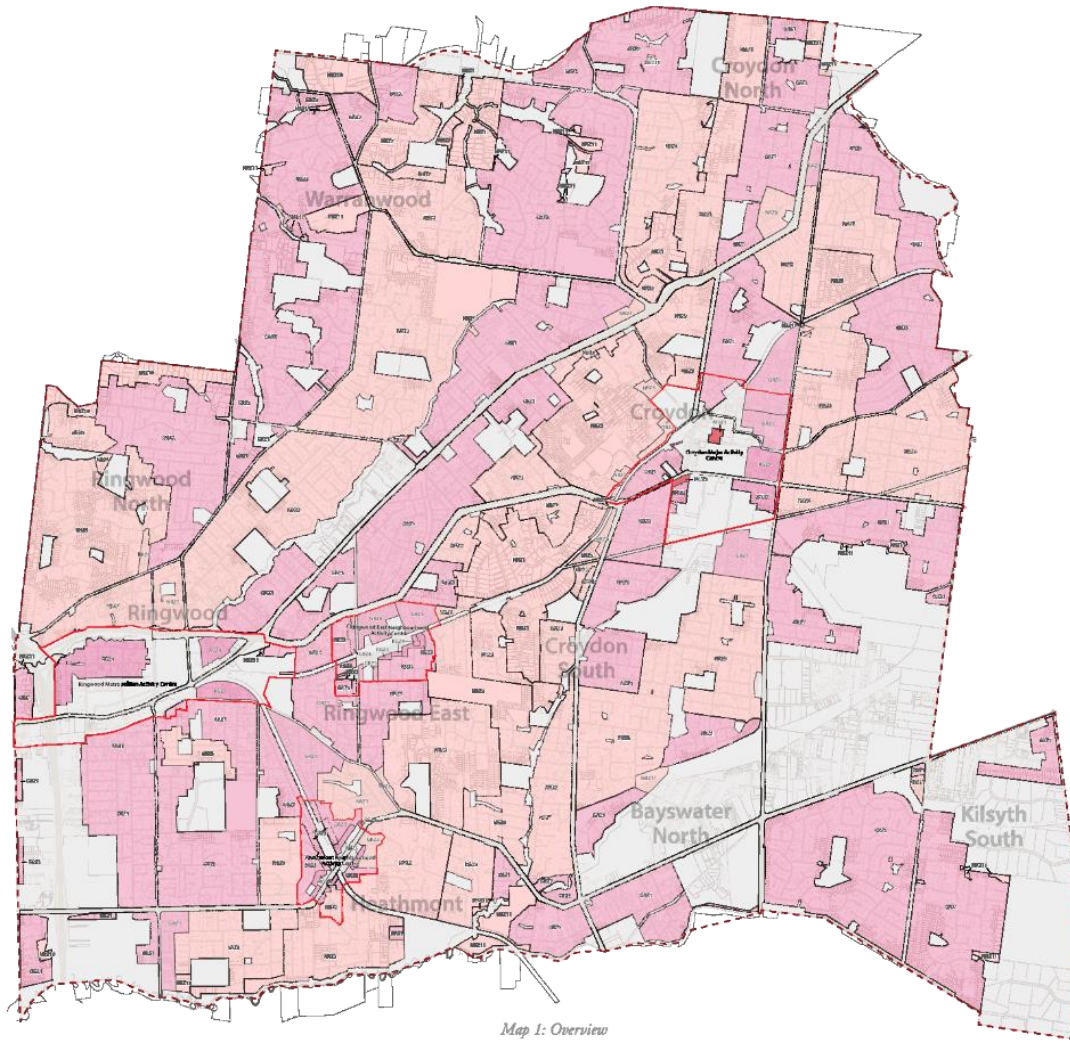


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# Proposed Residential Zones

Maroondah City Council 2018 Neighbourhood Character Study



Map 1: Overview

- |  |  |  |
|--|--|--|
| --- Municipal boundary                         | NRZ7 Neighbourhood Residential Zone Schedule 7   | GRZ5 General Residential Zone Schedule 5 |
| --- Zone boundary                              | NRZ8 Neighbourhood Residential Zone Schedule 8   | GRZ6 General Residential Zone Schedule 6 |
| --- Activity Centre boundary                   | NRZ9 Neighbourhood Residential Zone Schedule 9   | RGZ1 Residential Growth Zone Schedule 1  |
| NRZ1 Neighbourhood Residential Zone Schedule 1 | NRZ10 Neighbourhood Residential Zone Schedule 10 | RGZ2 Residential Growth Zone Schedule 2  |
| NRZ2 Neighbourhood Residential Zone Schedule 2 | NRZ11 Neighbourhood Residential Zone Schedule 11 | RGZ3 Residential Growth Zone Schedule 3  |
| NRZ3 Neighbourhood Residential Zone Schedule 3 | GRZ1 General Residential Zone Schedule 1         | RGZ4 Residential Growth Zone Schedule 4  |
| NRZ4 Neighbourhood Residential Zone Schedule 4 | GRZ2 General Residential Zone Schedule 2         | RGZ5 Residential Growth Zone Schedule 5  |
| NRZ5 Neighbourhood Residential Zone Schedule 5 | GRZ3 General Residential Zone Schedule 3         | MUZ1 Mixed Use Zone Schedule 1           |
| NRZ6 Neighbourhood Residential Zone Schedule 6 | GRZ4 General Residential Zone Schedule 4         | Other                                    |

Scale = Metre



## Rationale & justification

### Character essence

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 two key landscape features of the Wicklow Hills Ridgeline and the Loughnan-Warranwood Ridgeline, including Loughnan's Hill, are covered in a near-continuous tree canopy, and provide a vegetated backdrop to most residential areas in Maroondah, as well as wildlife and visual links to the Dandenong Ranges to the east.

In these elevated and undulating residential neighbourhoods, it is very important that the strong landscape character is protected, and that vegetation and the tree canopy cover remain the dominant visual elements.

A visual balance between built form and vegetation/garden space should be maintained in all other 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 therefore the key considerations in the management of residential character within Maroondah, and depending on the identified characteristics and objectives for a particular area, the emphasis on each of these elements (in the following recommendations) varies across the neighbourhoods.

### Site coverage & permeability

A recent technical study commissioned by Council, *Maroondah Canopy & Landscape Analysis 2011 to 2016* (June 2018), identified significant increases to hard surfacing on private land across the municipality (117 hectares), and a significant decrease in grass/bare earth (a decrease of 104 hectares over five years).

This supports fieldwork observations and community feedback that new development tends to involve site clearing, an increase in hard surfacing in areas of open space i.e. decking, paving, concrete, and minimal garden areas with small, low-maintenance plants e.g. native and non-native grasses etc. This is combined with the observation that the minimum Rescode permeability requirement of 20% is accommodated in 'left-over' space between buildings e.g. adjacent to driveways, where substantial vegetation such as large trees cannot be sustained.

Of particular note is the following conclusion from the aforementioned technical report:

*"One of the most consistent and significant findings in this research was the increase in hard surfaces and the decrease in grass/bare earth and shrubs. This suggests that the intensity of land use in Maroondah is*

*shifting to the provision of constructed environments and tree centered ecosystem services at the expense of lawns, garden areas and open land."*

It is also worth noting that while VC110 introduced a 'minimum garden area' requirement for the residential zones, this requirement relates more to the provision of outdoor space than permeability (and the ability to sustain vegetation). While a 'garden area' does not include driveways, car parking areas or roofed buildings, it does include non-permeable land such as decked and paved areas, swimming pools and tennis courts.

As established in the *Ruskin Park Character Assessment* (February 2018) and recently supported in the Amendment C107 Panel Report, the prevalence of vegetation in Maroondah is important both as a ratio to built form (this relates to site coverage and permeability) and as the dominant element in elevation, when viewed from the street (this relates to building height, which is discussed later in this section).

That is, the ability to retain and require canopy trees relates to the space available to plant and sustain them, which in turn relates to the ratio of building footprint (and hard surfacing) to permeable site. The key planning elements that influence this are site coverage, building setbacks, permeability and landscaping requirements, all of which are standards that can be varied through a schedule to the NRZ or the GRZ.

Therefore, in areas where the protection and sustenance of vegetation and large canopy trees should be prioritised and a large minimum lot size already applies (e.g. Wicklow Hills Ridgeline, Loughnan-Warranwood Ridgeline, Loughnan's Hill, Jumping Creek Valley, Birt's Hill, Croydon Golf Links Estate and Bushland Fringes), a maximum site coverage of 40%, and a minimum permeability of 50% are proposed.

These key changes to the requirements of Clauses 54 and 55 involve formalising what is currently an 'incentive' in SLO3, i.e. the requirement for a planning permit application if the proposed site coverage is over 40%. A site coverage requirement can now be mandated through a schedule to the zone, and 40% is considered an already accepted and justifiable number.

A minimum permeability requirement has been recommended to support the site coverage maximum, as each is integral to the ultimate success of achieving enough space to protect, plant and sustain vegetation. In the case of these significant and highly visible bushland areas, that are also sites of biological significance (and covered by VPO1), a minimum permeability requirement of 50% is considered appropriate and justifiable. This reflects the status quo of many properties in these neighbourhoods, and will ensure the

<sup>1</sup> Kaspar, J., *Maroondah Canopy & Landscape Analysis 2011 to 2016*, June 2018, p. 5

continuity of the visual dominance of vegetation, especially large canopy trees.

For comparative (and future justification) purposes it should be noted that the permeability requirement has been varied in adjacent more 'suburban' municipalities to the west e.g. Monash NRZ1, NRZ2, NRZ3, NRZ4 30%, and Whitehorse NRZ1 and NRZ2 40%.

In other areas of strong landscape character in Maroondah, where vegetation and the tree canopy cover should still visually dominate, but where elevation or visibility are lower, no minimum lot size is in place, and/or where topography is less dramatic (e.g. Wicklow Hills Lower Slopes, Waranwood Ridgeline & Slopes and Croydon Ridge & Southern Hills), a slightly higher maximum site coverage of 50%, and a lower minimum permeability of 40% is proposed.

It should be noted though, that the SLO3 still applies to these areas, triggering a planning permit for buildings with a site coverage over 40%. This scenario encourages a 'preferred' site coverage of 40%, but allows a maximum of 50% with closer scrutiny of the proposed development as a whole.

In other areas of landscape character such as Ruskin Park, where a balance between the provision of vegetation and built form is desired, a maximum site coverage of 50%, and a minimum permeability of 30% is proposed. While these recommendations were not pursued by Council as part of Amendment C107, they were discussed and supported in the Panel Report for future implementation. This also provides a good indication of the likely success of increased permeability in areas of very strong landscape character:

*"While the Panel considers it somewhat optimistic, that without the additional variations proposed to the NRZ schedule by Ms Scott (which she considered would support the development of canopy trees of 9 metres or more), that the proposed NRZ6 would enable canopy vegetation to dominate over two storey buildings. It will however enable existing and replacement vegetation to become stronger visual elements within a neighbourhood comprising one and two storey dwellings.*

*The Panel supports Council's intention to make further changes to the NRZ6 to fine tune it with appropriate variations consistent with Ms Scott's evidence as part of the next phase of implementing the Maroondah Housing Strategy and 2018 Character Study Review."*<sup>2</sup>

In the two GRZ areas of the municipality, permeability is proposed to be increased to 35% in the Bush Garden Slopes, and to 30% in the Garden Suburban areas. These increases in permeability will not affect the ability to accommodate growth in these areas, as the site coverage and building height requirements remain unchanged.

## Landscaping

Genuine, specific and mandated requirements for the provision of landscaping with any new development (in all residential areas) is also recommended. Again, this can be altered through varying the requirements of Clauses 54 and 55 through a schedule to the NRZ or the GRZ.

The requirement for landscaping is a response to fieldwork observations, the findings of recent technical studies associated with the Vegetation Policy Review project, especially the recent *Biodiversity in Maroondah* analysis (draft, October 2018), and community feedback regarding the trend in recent developments to only accommodate small, low maintenance gardens, and no significant or substantial canopy trees.

Very similar (or the same) vegetation requirements are in place in Knox (GRZ2 Neighbourhood Areas), and were discussed in the Panel Report for Monash Amendment C125, where linking the requirement to plant canopy trees to site width was considered a "pragmatic" and appropriate approach.

It is recommended that native vegetation (as defined in the VPPs), and preferably vegetation that is indigenous to the local area, is required in areas of high landscape and biodiversity value (Wicklow Hills Ridgeline, Jumping Creek Valley, Birt's Hill and Loughnan-Waranwood Ridgeline, including Loughnan's Hill). Native vegetation is required elsewhere, with the exception of the Garden Suburban areas, where a mix of species, colour and textures of vegetation contributes to the established garden character.

As well as affirming the residential character 'essence' of Maroondah, these greening initiatives (including the site coverage and permeability requirements) serve multiple objectives that relate to livability, sense of place, environmental outcomes and resilience as the climate changes. They include:

- reducing the visual impact of development and enhancing residential amenity;
- supporting biodiversity and providing habitat for fauna;
- improving water quality and mitigating extreme rainfall events;
- moderating the urban heat island effect;
- improving air quality and environmental outcomes;
- improving health and wellbeing; and,
- increasing property values.

<sup>2</sup> Planning Panels Victoria, Panel Report: Maroondah Planning Scheme Amendment C107 Ruskin Park Neighbourhood Residential Zone, 28 February 2019, p. 28



## 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 treatments etc.) is strong and consistent in many areas.

Recommendations regarding built form responses are included in the proposed schedules to the residential zones, in the form of variations to Clauses 54 and 55, and the provision of objectives and decision guidelines.

In well established and historic areas, and/or areas of consistent built form character, it is a requirement that new dwellings and extensions to dwellings are sited and designed to respect the prevailing architectural character and landscape setting, including size, materiality and detailing. While demolition cannot be prevented unless the Heritage Overlay is in place, it is discouraged in areas of homogenous architectural styles, including neighbourhoods that contain many fine examples of Modernist architecture from the 1950s and 1960s. In areas such as this, a decision guideline requiring consideration of the extent to which any building to be partially demolished, extended or otherwise modified, contributes to the preferred neighbourhood character of the area, has been included.

In areas of particularly special neighbourhood character, the NCO is already in place (e.g. Alto Avenue and the Croydon Hills Estate) or is proposed (e.g. Jubilee Park). Existing NCO schedules have been re-written, strengthened and made consistent with VC148 as part of this study.

In elevated and/or undulating areas of high visibility and strong landscape character, guidance is also provided on the siting and design of buildings i.e. minimising cut and fill, and the use of materials that best immerse the dwelling in its landscape context.

The visual dominance of vegetation and canopy trees also relates to the height of buildings. That is, particularly in areas of strong landscape character, such as the ridgelines, it is not only important that buildings are surrounded by vegetation, but that built form sits below the established tree canopy height. This maintains a skyline dominated by leafy, green treetops as opposed to roof tops, and strengthens the visual links to the nearby Dandenong Ranges. This fact reinforces the retention of the NRZ in ridgeline neighbourhoods, and supports its application to the northernmost part of the Loughnan-Warranwood Ridgeline. The default maximum mandatory building height is one of the few differences between the NRZ and the GRZ.

## Local planning policy framework

The recommendations to tailor the schedules to the residential zones and introduce site coverage, permeability and landscaping requirements, together with objectives and decision guidelines, is consistent with the current Maroondah Planning Scheme LPPF, which states (Clause 21.10):

*"Maroondah has a high quality natural environment which characterises a significant portion of the municipality. Protection and enhancement of the natural environment through the encouragement of sustainable development is a key strategy of Maroondah City Council..."*

*"Maroondah is physically dominated by two geographical features locally referred to as the Wicklow Hills Ridge and the Loughnan Warranwood Ridge. In the context of the municipality as a residential suburb, these two natural features are primarily characterised by low-density subdivision, developed with a variety of housing choices and covered by an extensive canopy of native and exotic vegetation."*

This section of the MSS provides the high-level objectives, strategies and actions relating to the protection and management of vegetation and residential character across Maroondah (other parts of which are discussed in the *Background Review* section of the final report). The gazettal of VC148 and the eventual translation of the current MSS into the new Municipal Planning Strategy (MPS) provide the opportunity for review of the content of these, and other, clauses.

Also described in the *Background Review* is the current local policy 22.02 relating to residential neighbourhood character. This policy was prepared before *Planning Practice Note 8* was released, and prior to the introduction of the new residential zones. As such, it is overly lengthy and provides minimal specific guidance on exercising discretion. The introduction of the proposed new residential zone schedules will make the majority of this local policy redundant, and it is therefore recommended that it be reviewed and cut back to focus on specific neighbourhood character issues that are not covered elsewhere in the planning scheme. These issues include:

- The number of dwellings on a lot not exceeding the number of lots the land could be subdivided into
- Limiting crossovers to one per site and outlining crossover widths
- Discouraging front fences in areas of open front gardens, and encouraging passive surveillance of the street
- Discouraging gates to driveways

Associated with the local policy review should be the strengthening of the new MPS and PPF, as required by VC148, in relation to landscape and neighbourhood character.

### Commercial areas

Residential neighbourhoods within designated commercial areas are most appropriately assessed as part of a masterplanning or structure planning process, which has occurred for the Heathmont NAC and the East Ringwood NAC. It is recommended that the findings of the structure plans and associated urban design analyses in relation to residential precincts within these centres be implemented as part of this study.

A masterplanning process is underway for the Ringwood MAC, and it is recommended that the residential areas within the designated commercial area be assessed in more detail as part of that process.

The existing structure plan for the Croydon MAC requires review and updating, and it is most appropriate that the residential areas within the commercial centre be assessed within that context, and as part of that process. In the interim (or if the structure plan review does not occur in the short term), Council has the option of translating the 'housing opportunity areas' within the Croydon MAC to the RGZ.

## **Summarised description: residential zones**

A summarised description of the residential areas (including those in commercial centres), and the key intentions for each of the neighbourhoods, is provided below. More detail is available on each of the residential areas from p. 11 onwards.

### **Residential areas**

#### **Neighbourhood Residential Zone 1**

##### **Croydon Hills Estate, Birt's Hill & Jumping Creek Valley**

Some of the most heavily vegetated, biologically significant (VPO1), and elevated parts of the municipality where the largest lots, least site coverage and highest permeability is recommended to ensure that indigenous vegetation and biodiversity is prioritised.

#### **Neighbourhood Residential Zone 2**

##### **Wicklow Hills Ridgeline**

The highest parts of the significant and centrally located Wicklow Hills Ridgeline, where a dominance of native (preferably indigenous) vegetation and visually recessive built form should prevail.

#### **Neighbourhood Residential Zone 3**

##### **Wicklow Hills Lower Slopes**

Dotted around the base, or between the hills of the ridgeline, these areas should contribute to the visual dominance of native (preferably indigenous) vegetation, and the strong landscape character of the whole ridge.

#### **Neighbourhood Residential Zone 4**

##### **Loughnan's Hill**

A highly visible and locally iconic landscape feature, where dwellings should be tucked into the native (preferably indigenous) bushland landscape, and where large lots and increased permeability support the predominance of vegetation.

#### **Neighbourhood Residential Zone 5**

##### **Jubilee Park**

An older, established part of residential Ringwood with an historic, strong and cohesive neighbourhood character, where low scale homes set in spacious and established gardens are encouraged.

#### **Neighbourhood Residential Zone 6**

##### **Ruskin Park**

An undulating residential neighbourhood located between the Wicklow Hills Ridgeline and the Dandenongs, where a balance

between built form and vegetation (both in elevation and site percentage) is the objective.

#### **Neighbourhood Residential Zone 7**

##### **Warranwood Ridgeline & Slopes**

The high points and south and east facing slopes of the Warranwood Ridgeline terminating at the Mullum Mullum Creek, where vegetation should predominate visually, and built form should be sited and designed to be responsive to the topography.

#### **Neighbourhood Residential Zone 8**

##### **Croydon Ridge & Southern Hills**

The residential areas of the 'secondary' ridgeline to the north-east of Croydon, and the hills to the south, where a balance between vegetation and the architectural mix of built form should be maintained.

#### **Neighbourhood Residential Zone 9**

##### **Croydon Golf Links Estate**

An small area of historically large housing lots and some historic homes, with a 'country town' character, where large canopy trees and established gardens should be protected and where high quality architecture should respond appropriately to its context.

#### **Neighbourhood Residential Zone 10**

##### **Bushland Fringes**

Two semi-rural, previously un-sewered areas on the outskirts of the municipality with large lots and sprawling homes, where an increase in native vegetation coverage is desired.

#### **Neighbourhood Residential Zone 10**

##### **Sites of Biological Significance**

A collection of small sites of environmental significance (currently zoned NRZ4), the future zoning of which will be resolved as part of the Vegetation Planning Policy Review project.

#### **General Residential 1**

##### **Garden Suburban**

Maroondah's flat to gently undulating, and mostly well established residential areas, with a mix of built form types and styles, where vegetation and canopy trees of mixed species is the unifying character element.

General Residential 2

**Bush Garden Slopes**

The more recently established, undulating to hilly residential areas in the north-western areas of the municipality, where a native bush garden character prevails, and dwellings should be more site responsive due to the steep and visible nature of the landscape.

**Ringwood East Neighbourhood Activity Centre**

General Residential Zone 1

**Garden Suburban**

The areas included in the 'neighbourhood protection precinct' should be incorporated into proposed GRZ1.

General Residential Zone 3

**Ringwood East NAC Neighbourhood Consolidation Precinct**

Areas suitable for a greater intensity of development than the 'garden suburban' areas, with an emphasis on canopy tree protection and two storey development, with a recessive third storey.

General Residential Zone 4

**Ringwood East NAC Residential Regeneration Precinct**

An area of high quality medium density redevelopment and consolidation, including two to three storey townhouse forms, with integrated vegetation and good permeability.

Residential Growth Zone 3

**Ringwood East NAC Residential Growth Precinct**

A precinct of more 'urban' infill development, closer to the commercial core, and up to three storeys.

Residential Growth Zone 4

**Ringwood East NAC Strategic Residential Growth Precinct**

A clearly defined area of urban infill of up to four storeys, to relieve development pressure in other areas.

**Heathmont Neighbourhood Activity Centre**

General Residential Zone 1, Neighbourhood Residential Zone 2 & Neighbourhood Residential Zone 3

**Garden Suburban, Wicklow Hills Ridgeline & Wicklow Hills Lower Slopes**

The 'neighbourhood protection' areas should be incorporated into the appropriate locational area i.e. GRZ1, NRZ2 or NRZ3.

General Residential Zone 5

**Heathmont NAC Bush Residential Precinct**

A greater intensity of development suited to these areas, with an emphasis on the bush residential character.

Residential Growth Zone 5

**Heathmont NAC Residential Growth Precinct**

Transition to a more 'urban' form of infill in these areas, with townhouses, maisonette or duplex type development.

General Residential Zone 6

**Heathmont NAC Special Residential Precinct**

A strategic site suitable for cluster housing or an alternative type of housing, with an emphasis on communal indigenous and productive landscape.

## Neighbourhood Residential Zone 1

### Croydon Hills Estate, Birt's Hill & Jumping Creek Valley

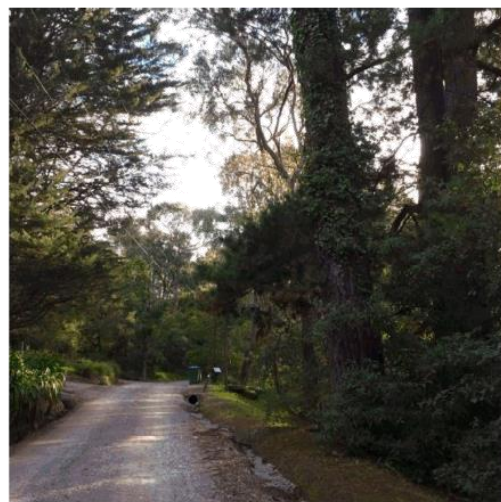
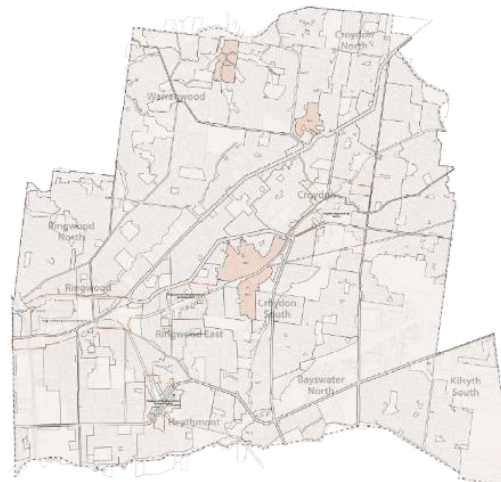
Proposed NRZ1 includes the majority of former NA6 Birt's Hill / Jumping Creek Valley and NA18 Burley Griffin.

Croydon Hills Estate, Birt's Hill and Jumping Creek Valley comprise some of the most heavily vegetated, hilly and most elevated (in the case of Croydon Hills Estate and Birt's Hill) residential areas in the municipality. Very large blocks contain extensive bushland contiguous with native reserves in some locations, and many dwellings are not visible from the street, or from a distance. Both Birt's Hill and the Croydon Hills Estate area form part of the significant landscape feature of the Wicklow Hills Ridgeline, which provides a canopy covered visual backdrop to surrounding suburbs.

The Croydon Hills Estate area was commissioned by the Rev. Cheok Hong Cheong and was designed by Walter Burley Griffin in 1921, based on the principles of garden city planning. Stage 1 of the estate (south of the railway line) was the only part ever laid out to Griffin's design. This area is covered by NCO2.

These areas have been determined to have undergone minimal change, due largely to the generous lot sizes, and existing planning scheme provisions, including the NRZ1 (with a minimum lot size of 2,000sqm), as well as the DDO1, VPO1 and SLO3 (with 40% site coverage, and other, 'incentives').

*A further description of neighbourhood character elements, landscape character, views and changes observed since 2005 is available in the Residential Character Assessment report.*





## Neighbourhood Residential Zone 1

### Proposed planning scheme provisions & controls

#### Neighbourhood and landscape character objectives:

- To protect the landscape significance and native bushland of some of the most visually and environmentally sensitive residential areas in Maroondah.
- To minimise the visual impact of built form, and ensure that views towards these areas are dominated by vegetation and a continuous canopy of large, primarily native, trees.
- To ensure that development demonstrates a high standard of design and responds to the identified character and significance of the surrounding landscape.
- To encourage low scale and site responsive development that sits unobtrusively within the landscape, and utilises materials and colours that best immerse the building within its context.
- To protect and increase the locally indigenous vegetation cover by requiring permeable land for planting and sustaining indigenous vegetation, particularly large canopy trees.

#### Minimum subdivision area

2,000sqm

#### Requirements of Clause 54 & Clause 55

As existing, plus the following:

**Site coverage:** 40%

**Permeability:** 50%

**Landscaping:** Provision of a minimum of one canopy tree per 175 square metres of the site area, that will reach a minimum mature height that equals the height of the proposed development, including:

- a minimum of one canopy tree within each area of secluded private open space; and
- a minimum of one canopy tree within the front setback per 5 metres of width of the site (excluding the width of one driveway).

Each tree should be surrounded by 20 square metres permeable surface with a minimum radius of 3 metres. Up to 50% of the permeable surface may be shared with another tree.

The species of canopy trees should be indigenous to the local area.

#### Maximum building height

None specified (i.e. 9m and 2 storeys, but SLO3 provides a permit trigger for buildings over 8m)

#### Application requirements

The following application requirements apply to an application for a permit under Clause 32.09, in addition to those specified in Clause 32.09 and elsewhere in the scheme and must accompany an application, as appropriate, to the satisfaction of the responsible authority:

A landscape plan drawn to scale that clearly demonstrates the requirements of Clause 55.03-8 Standard B13, as outlined in this Schedule, including:

- Site boundaries, road frontage(s) and proposed and retained buildings.
- The location of existing trees and vegetation to be retained, and those to be removed.
- Details of any tree protection methods required.
- The location of proposed additional canopy trees and other vegetation.
- Notes regarding proposed mulch and soil types and quantities, subsoil preparation and any specific maintenance required.
- A schedule to the landscape plan listing plants by their botanical names, common names, quantities proposed, and height and width at maturity.

#### Decision guidelines

The following decision guidelines apply to an application for a permit under Clause 32.09, in addition to those specified in Clause 32.09 and elsewhere in the scheme, which must be considered, as appropriate, by the responsible authority:

- The extent to which the management and/or integration of vegetation and canopy trees on the development site contributes to the preferred landscape and neighbourhood character of the area.
- The scale of the buildings or works and the visual impact on the surrounding environment, including its relationship to the existing tree canopy height.
- The extent to which the buildings and works are designed and sited to minimise contrast with the surrounds, and reduce distant visibility.
- The visual impact of the building or works on the landscape significance of the Wicklow Hills Ridgeline.

## Neighbourhood Residential Zone 1

### Overlays

NCO2: Retain and re-draft (refer to Appendix C)

SLO3: Retain and strengthen, ensuring consistency

VPO1: Retain and strengthen as part of Maroondah Vegetation Policy Review

DDO1: Ensure consistency

### Additional / specific justification for proposed controls

The planning scheme provisions and controls that currently apply to these areas will remain largely unchanged. The zone, minimum subdivision area and maximum building height will remain the same.

The key proposed change involves formalising what is currently an 'incentive' in the SLO3, i.e. the requirement for a planning permit application if the proposed site coverage is over 40%. A site coverage requirement can now be mandated through a schedule to the zone, and 40% is considered an already accepted and justifiable number.

The requirement for a certain amount of permeability should work in tandem with the site coverage maximum, and each is integral to the ultimate success of achieving enough space to protect, plant and sustain vegetation. Rescode requires a minimum of 20% permeability in 'average' Melbourne neighbourhoods. This has been varied in adjacent more 'suburban' municipalities to the west e.g. Monash NRZ1, NRZ2, NRZ3, NRZ4 30%, and Whitehorse NRZ1 and NRZ2 40%.

In the case of these significant and highly visible bushland areas, that are also environmentally sensitive, a minimum permeability requirement of 50% is considered appropriate and justifiable. This reflects the status quo of many properties in these neighbourhoods, and will ensure the continuity of the visual dominance of vegetation, especially large canopy trees.

The use of maximum site coverage and generous permeability provisions together, will assist in maintaining and strengthening the strong landscape character sought for these areas, and the whole municipality. Minimising the extent of hard surfaced areas will also reduce the detrimental visual impact of development, including large single dwellings, on neighbourhood character. Other permeability (and resultant vegetation) benefits include increased biodiversity, improved air and water quality, reduced storm-water runoff and increased property values.

The inclusion of landscaping requirements in the schedule puts into practice the site coverage and permeability percentages. And it is considered appropriate, particularly in these important sites of biodiversity significance, that indigenous species be stipulated.

Maroondah NCS Review Draft Recommendations



Dwelling immersed in bushland, Ruthven Way



High levels of permeability & bushland spilling into the roadway in the Croydon Hills Estate area

## Neighbourhood Residential Zone 2

### Wicklow Hills Ridgeline

Proposed NRZ2 takes in the majority of the former neighbourhood areas atop the Wicklow Hills Ridgeline, including NA8 Warricn, NA10 Wicklow Ridgeline, NA19 Ringwood Lake (minimal), NA20 Wombolano and NA16 Heathmont Gardens.

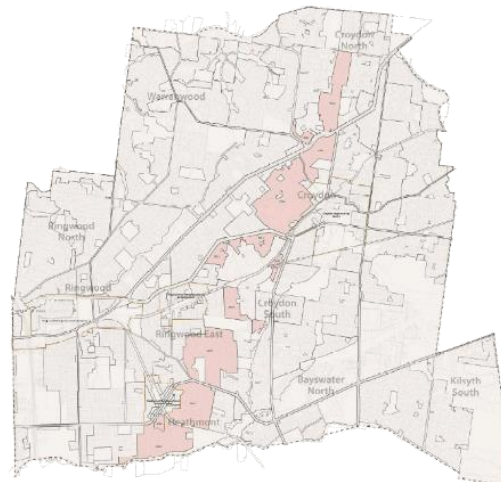
These residential areas form the highest parts of the significant and centrally located Wicklow Hills Ridgeline. While the steep and rolling hills of the ridge are developed for residential use, they remain heavily vegetated and comprise a tree canopy covered, locally significant landscape feature, which is ever present visually.

These neighbourhood areas are highly visible due to their elevation, and are characterised by a near continuous canopy cover, interspersed with dwellings. Rooftops are only visible from the higher slopes, as the large and established canopy trees tower over the majority of the dwellings. Built form varies in architectural style and materials across the ridge, from the historic Alto Avenue, which is covered by NCO1 and was developed in the 1920s, through to the many notable architect designed Modernist homes in the undulating streets and courts of Heathmont.

The neighbourhoods of the ridgeline have undergone minimal change, due largely to the generous lot sizes, and existing planning scheme provisions, including the NRZ1 (with a minimum lot size of 2,000sqm), as well as the DDO2 and SLO3 (with 40% site coverage, and other, 'incentives').

It is of the utmost importance to protect the landscape character of the highest parts of the Wicklow Hills Ridgeline, and to retain the visual dominance of vegetation on its high points and steep hillsides.

*A further description of neighbourhood character elements, landscape character, views and changes observed since 2005 is available in the Residential Character Assessment report.*





## Neighbourhood Residential Zone 2

### Proposed planning scheme provisions & controls

#### Neighbourhood and landscape character objectives:

- To protect the neighbourhood and landscape character of the most elevated and visible parts of the Wicklow Hills Ridgeline.
- To ensure that a continuous tree canopy cover defines the character of the ridgeline, and that dwellings are not a visually dominant element.
- To ensure that views towards the Wicklow Hills Ridgeline are dominated by a leafy, green cover of mostly native vegetation.
- To ensure that new dwellings and extensions are sited and designed to respect the prevailing architectural character and landscape setting, including size, materiality and detailing.
- To maintain the visual dominance of the tree canopy cover by requiring an adequate amount of permeable land for protecting and planting native, and preferably indigenous, vegetation.

#### Minimum subdivision area

864sqm

#### Requirements of Clause 54 & Clause 55

As existing, plus the following:

**Site coverage:** 40%

**Permeability:** 50%

**Landscaping:** Provision of a minimum of one canopy tree per 175 square metres of the site area, that will reach a minimum mature height that equals the height of the proposed development, including:

- a minimum of one canopy tree within each area of secluded private open space; and
- a minimum of one canopy tree within the front setback per 5 metres of width of the site (excluding the width of one driveway).

Each tree should be surrounded by 20 square metres permeable surface with a minimum radius of 3 metres. Up to 50% of the permeable surface may be shared with another tree.

The species of canopy trees should be native, preferably indigenous, to the local area.

#### Maximum building height

None specified (i.e. 9m and 2 storeys, but SLO3 provides a permit trigger for buildings over 8m)

#### Application requirements

The following application requirements apply to an application for a permit under Clause 32.09, in addition to those specified in Clause 32.09 and elsewhere in the scheme and must accompany an application, as appropriate, to the satisfaction of the responsible authority:

A landscape plan drawn to scale that clearly demonstrates the requirements of Clause 55.03-8 Standard B13, as outlined in this Schedule, including:

- Site boundaries, road frontage(s) and proposed and retained buildings.
- The location of existing trees and vegetation to be retained, and those to be removed.
- Details of any tree protection methods required.
- The location of proposed additional canopy trees and other vegetation.
- Notes regarding proposed mulch and soil types and quantities, subsoil preparation and any specific maintenance required.
- A schedule to the landscape plan listing plants by their botanical names, common names, quantities proposed, and height and width at maturity.

#### Decision guidelines

The following decision guidelines apply to an application for a permit under Clause 32.09, in addition to those specified in Clause 32.09 and elsewhere in the scheme, which must be considered, as appropriate, by the responsible authority:

- The extent to which the proposed buildings or works meet the neighbourhood and landscape character objectives of this clause.
- The extent to which any building to be partially demolished, extended or otherwise modified, contributes to the preferred neighbourhood character of the area.
- The extent to which the management and/or integration of vegetation and canopy trees on the development site contributes to the preferred landscape and neighbourhood character of the area.
- The scale of the buildings or works and the visual impact on the surrounding environment, including its relationship to the existing tree canopy height.

## Neighbourhood Residential Zone 2

Decision guidelines continued

- The visual impact of the building or works on the landscape significance of the Wicklow Hills Ridgeline.

Overlays

NCO1: Retain and strengthen (refer to Appendix C)

SLO3: Retain and strengthen, ensuring consistency

DDO2: Ensure consistency

Additional / specific justification for proposed controls

The planning scheme provisions and controls that currently apply to the majority of proposed NRZ2 will remain largely unchanged. The zone, minimum subdivision area and maximum building height will remain the same. As with the proposed NRZ1, the key change involves formalising the 40% site coverage 'incentive', and introducing a 50% minimum permeability requirement, due to the landscape significance of the ridgeline and the elevated nature of these residential areas. As per the NRZ1 areas, a landscaping requirement has also been proposed, with canopy trees required to be native, and preferably indigenous, to the local area.

The proposal to rezone the small area bounded generally by Mirabel Avenue, Mt Dandenong Road and Velma Grove from GRZ1 to NRZ2, and to remove SLO4 from this location and replace it with SLO3, is based on the following:

- The topography of the area forms part of the western side of the Wicklow Hills Ridgeline, and is elevated and steep in parts.
- Due to its landform, the area is highly visible from the western parts of the municipality, including the Maroondah Highway and Mt Dandenong Road.
- The curvilinear nature of the streets, which follow the topography in the northern section, is further evidence of this landscape character.
- The area exhibits the same landscape and residential characteristics as the residential areas immediately adjacent (to the east).
- The curvilinear nature of the streets and subdivision layout is unique within Maroondah, and forms part of the historic 'Lovely Views Estate'. This area is located just north of the Walter Burley Griffin designed Croydon Hills (Garden Suburb) Estate, and is adjacent to the Cecil Circuit area, all of which were conceived during the 1920s.

The proposed rezoning does not include the Ringwood Hospital, nor the immediately surrounding streets, which are largely used for ancillary uses e.g. consulting suites, accommodation etc.



Well vegetated properties in the proposed rezoning area, near the intersection of Valda Avenue and Evon Avenue



Elevated topography on the western side of Velma Grove, near Valda Avenue

### Neighbourhood Residential Zone 3

#### Wicklow Hills Lower Slopes

Proposed NRZ3 includes parts (some very small) of the former neighbourhood areas located on the lower reaches of the Wicklow Hills Ridgeline, including NA5 Croydon Hills, NA8 Warrien, NA3 Nyora, NA10 Wicklow Ridgeline, NA18 Burley Griffin, NA13 Bungalook, NA19 Ringwood Lake, NA20 Wombolano, NA16 Heathmont Gardens and NA17 Jubilee Park.

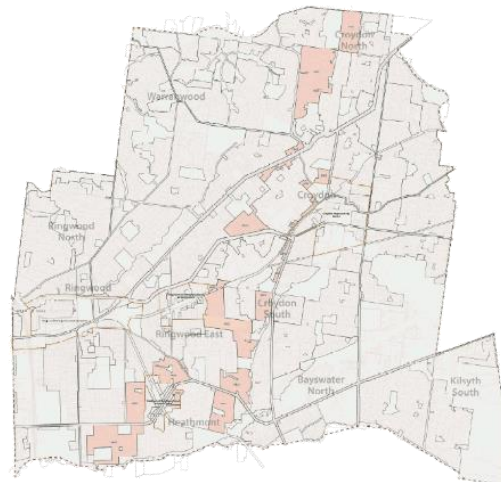
The Wicklow Hills Lower Slopes neighbourhoods are dotted around the base, or between the hills of the ridgeline.

Topographically, they are the lower, undulating areas of the ridgeline, transitioning to the flatter or more gently undulating landscapes either side.

Logically, the lower slopes areas span the full extent of the ridgeline, from the spacious, 1980s 'garden court' areas in the north, to the more established gridded streets and manicured gardens of Ringwood and Heathmont (with architectural styles from the 50s, 60s and 70s), near the Heathmont Railway Station, in the south. Other NRZ3 areas sit at the base of the ridgeline, adjacent to main roads, or adjacent to Bungalook and Tarralla Creeks, where native vegetation spills into the residential neighbourhoods.

While the topography is less dramatic on these lower slopes, they still form an important part of the ridge and its landscape character, and are covered by the SLO3. As such, the natural landscape and tree canopy cover remain important, and built form should not visually dominate. The planting of native, preferably indigenous, vegetation should also be encouraged, to maintain the cohesiveness and strong landscape character of the ridgeline overall.

*A further description of neighbourhood character elements, landscape character, views and changes observed since 2005 is available in the Residential Character Assessment report.*





### Neighbourhood Residential Zone 3

#### Proposed planning scheme provisions & controls

##### Neighbourhood and landscape character objectives:

- To protect the neighbourhood and landscape character of the lower slopes of the Wicklow Hills Ridgeline.
- To protect the tree canopy cover that defines the character of the ridgeline as a whole, and to ensure that dwellings are not a visually dominant element.
- To ensure that views towards the Wicklow Hills Ridgeline, including the lower slopes, are dominated by a leafy, green canopy cover.
- To ensure that new dwellings and extensions are sited and designed to respect the prevailing architectural character and landscape setting, including size, materiality and detailing.
- To maintain the visual dominance of the tree canopy cover by requiring an adequate amount of permeable land for protecting and planting native, and preferably indigenous, vegetation.

##### Minimum subdivision area

N/A

##### Requirements of Clause 54 & Clause 55

As existing, plus the following:

**Site coverage:** 50%

**Permeability:** 40%

**Landscaping:** Provision of a minimum of one canopy tree per 175 square metres of the site area, that will reach a minimum mature height that equals the height of the proposed development, including:

- a minimum of one canopy tree within each area of secluded private open space; and
- a minimum of one canopy tree within the front setback per 5 metres of width of the site (excluding the width of one driveway).

Each tree should be surrounded by 20 square metres permeable surface with a minimum radius of 3 metres. Up to 50% of the permeable surface may be shared with another tree.

The species of canopy trees should be native, preferably indigenous, to the local area.

##### Maximum building height

None specified (i.e. 9m and 2 storeys, but SLO3 provides a permit trigger for buildings over 8m)

##### Application requirements

The following application requirements apply to an application for a permit under Clause 32.09, in addition to those specified in Clause 32.09 and elsewhere in the scheme and must accompany an application, as appropriate, to the satisfaction of the responsible authority:

A landscape plan drawn to scale that clearly demonstrates the requirements of Clause 55.03-8 Standard B13, as outlined in this Schedule, including:

- Site boundaries, road frontage(s) and proposed and retained buildings.
- The location of existing trees and vegetation to be retained, and those to be removed.
- Details of any tree protection methods required.
- The location of proposed additional canopy trees and other vegetation.
- Notes regarding proposed mulch and soil types and quantities, subsoil preparation and any specific maintenance required.
- A schedule to the landscape plan listing plants by their botanical names, common names, quantities proposed, and height and width at maturity.

##### Decision guidelines

The following decision guidelines apply to an application for a permit under Clause 32.09, in addition to those specified in Clause 32.09 and elsewhere in the scheme, which must be considered, as appropriate, by the responsible authority:

- The extent to which the management and/or integration of vegetation and canopy trees on the development site contributes to the preferred neighbourhood character of the area.
- The extent to which any building to be partially demolished, extended or otherwise modified, contributes to the preferred neighbourhood character of the area.
- The scale of the buildings or works and the visual impact on the surrounding environment, including its relationship to the existing tree canopy height.
- The visual impact of the building or works on the landscape significance of the Wicklow Hills Ridgeline overall, including the lower slopes.

### Neighbourhood Residential Zone 3

#### Overlays

SLO3: Retain and strengthen, ensuring consistency

#### Additional / specific justification for proposed controls

As per the other two NRZ areas that form part of the locally iconic Wicklow Hills Ridgeline, the planning scheme controls and provisions that currently apply will remain largely unchanged. The zone and maximum building height will remain the same (there is currently no minimum lot size or DDO that applies to these areas). Again, the key change involves legislating a maximum site coverage (50% in this case), and introducing a 40% minimum permeability requirement.

These slightly 'lesser' site coverage and permeability requirements reflect the location of the proposed NRZ3 areas, on the lower, less visible slopes of the ridgeline. However, as with the other Wicklow Hills residential areas, a landscaping requirement will be stipulated, again requiring native, and preferably indigenous, local species. This is considered appropriate for all areas covered by the SLO3. It should also be noted that the SLO3 will still provide a permit trigger for development proposals with a site coverage of 40% or more.



Older, low scale dwelling in a more established streetscape, Hume Street

## Neighbourhood Residential Zone 4

### Loughnan's Hill

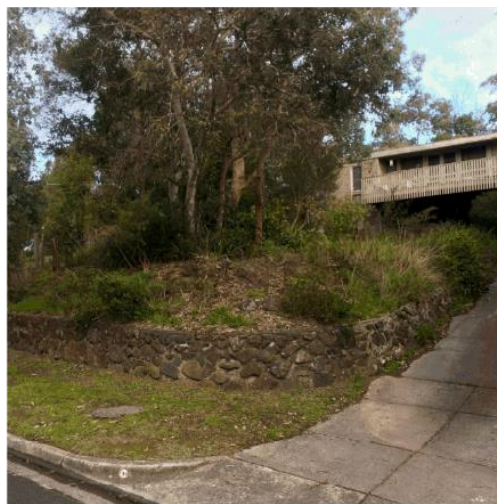
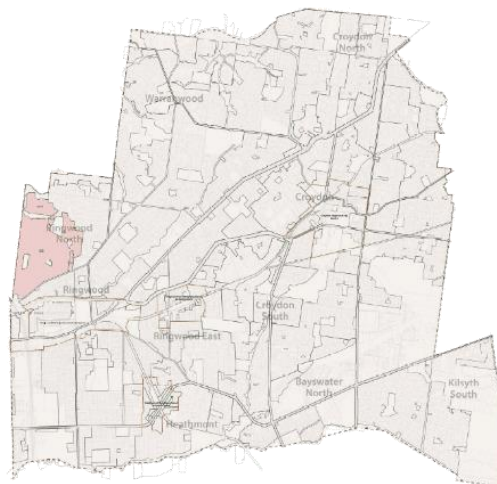
Proposed NRZ4 comprises the majority of former NA2 Loughnan's Hill.

Loughnan's Hill is a locally iconic landscape feature and high point located at the south-western end of the Loughnan-Warranwood Ridgeline. With a maximum elevation of approximately 192m, it is the second highest topographical point in the municipality, and is highly visible.

Much like the highest parts of the Wicklow Hills Ridgeline, the Loughnan's Hill area contains large lots that are able to sustain significant stands of vegetation and canopy trees. It is a spacious residential neighbourhood of mixed architectural character, from 1950s and 1960s dwellings, through to more recent two storey development, with a mix of building materials.

It is the established native trees, however, both on private land and within large bushland reserves, which are the defining character element within Loughnan's Hill. When viewed from a distance, the landscape feature appears as a heavily treed, green and leafy topographic rise, dotted with rooftops.

*A further description of neighbourhood character elements, landscape character, views and changes observed since 2005 is available in the Residential Character Assessment report.*



## Neighbourhood Residential Zone 4

### Proposed planning scheme provisions & controls

#### Neighbourhood and landscape character objectives:

- To protect the landscape significance and native bushland character of Loughnan's Hill.
- To minimise the visual impact of built form, and ensure that views towards Loughnan's Hill are dominated by vegetation and a continuous canopy of large, primarily native, trees.
- To ensure that development demonstrates a high standard of design and responds to its topographic context with appropriate siting and size, and minimal cut and fill.
- To encourage low scale and site responsive development that sits unobtrusively within the landscape, and utilises natural materials and muted tones that best immerse the building within its setting.
- To protect and increase the native, and preferably indigenous, vegetation cover by requiring permeable land for planting and sustaining vegetation, particularly large canopy trees.

#### Minimum subdivision area

864sqm

#### Requirements of Clause 54 & Clause 55

As existing, plus the following:

**Site coverage:** 40%

**Permeability:** 50%

**Landscaping:** Provision of a minimum of one canopy tree per 175 square metres of the site area, that will reach a minimum mature height that equals the height of the proposed development, including:

- a minimum of one canopy tree within each area of secluded private open space; and
- a minimum of one canopy tree within the front setback per 5 metres of width of the site (excluding the width of one driveway).

Each tree should be surrounded by 20 square metres permeable surface with a minimum radius of 3 metres. Up to 50% of the permeable surface may be shared with another tree.

The species of canopy trees should be native, preferably indigenous, to the local area.

#### Maximum building height

None specified (i.e. 9m and 2 storeys, but SLO3 provides a permit trigger for buildings over 8m)

#### Application requirements

The following application requirements apply to an application for a permit under Clause 32.09, in addition to those specified in Clause 32.09 and elsewhere in the scheme and must accompany an application, as appropriate, to the satisfaction of the responsible authority:

A landscape plan drawn to scale that clearly demonstrates the requirements of Clause 55.03-8 Standard B13, as outlined in this Schedule, including:

- Site boundaries, road frontage(s) and proposed and retained buildings.
- The location of existing trees and vegetation to be retained, and those to be removed.
- Details of any tree protection methods required.
- The location of proposed additional canopy trees and other vegetation.
- Notes regarding proposed mulch and soil types and quantities, subsoil preparation and any specific maintenance required.
- A schedule to the landscape plan listing plants by their botanical names, common names, quantities proposed, and height and width at maturity.

#### Decision guidelines

The following decision guidelines apply to an application for a permit under Clause 32.09, in addition to those specified in Clause 32.09 and elsewhere in the scheme, which must be considered, as appropriate, by the responsible authority:

- The extent to which the management and/or integration of vegetation and canopy trees on the development site contributes to the preferred neighbourhood character of the area.
- The extent to which the proposed buildings or works meet the neighbourhood and landscape character objectives of this clause.
- The scale of the buildings or works and the visual impact on the surrounding environment, including its relationship to the existing tree canopy height.
- The visual impact of the building or works on the landscape significance of Loughnan's Hill.



## Neighbourhood Residential Zone 4

### Overlays

SLO3: Retain and strengthen, ensuring consistency

DDO2: Ensure consistency

### Additional / specific justification for proposed controls

The planning scheme provisions and controls that currently apply to Loughnan's Hill are the same as for the NRZ2 (Wicklow Hills Ridgeline) areas, and will also remain largely unchanged. The zone, minimum subdivision area and maximum building height will be retained. As with the proposed NRZ1 and NRZ2, the key change involves formalising the 40% site coverage 'incentive', and introducing a 50% minimum permeability requirement, due to the landscape significance of Loughnan's Hill and the elevated and highly visible nature of this area. As per the residential area of the Wicklow Hills Ridgeline, a landscaping requirement has also been proposed, with canopy trees required to be native, and preferably indigenous, to the local area.

While this schedule is similar in many ways to that proposed for NRZ2, it has been separated out as a locally significant landscape feature and unique residential area, with the opportunity to tailor landscape and neighbourhood character objectives and decision guidelines.



Rooftops sitting below the tree canopy on Loughnan's Hill



## Neighbourhood Residential Zone 5

### Jubilee Park

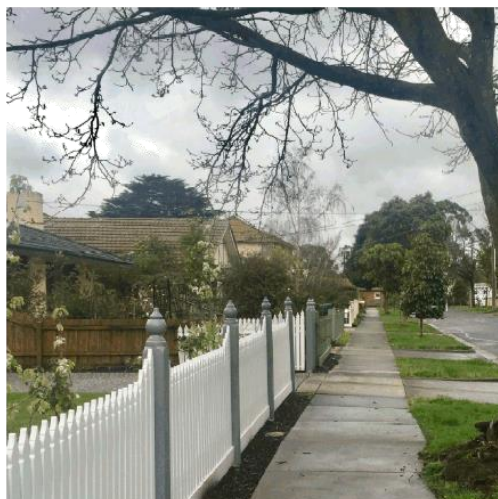
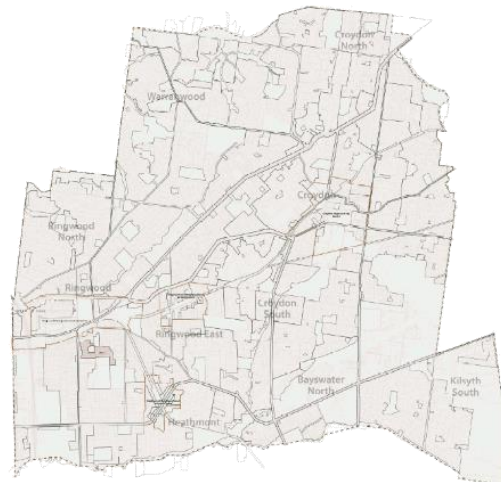
Proposed NRZ5 comprises the 'historic core' of the former very large neighbourhood area NA17 Jubilee Park.

This old and established residential area is in close proximity to the Ringwood Metropolitan Activity Centre, and displays an homogenous neighbourhood character, with consistent building setbacks, low front fences and established gardens. The traditional gridded subdivision layouts are some of the oldest in the municipality, dating from the 1920s, and many of the dwellings in this unique residential pocket are of heritage significance.

The architectural character of the homes includes California Bungalows, Edwardian dwellings, and inter war (including interwar Moderne) and post war homes, many of timber construction with pitched or gabled, tiled roofs. A number of the historic bungalow homes feature decorative front porches with brick piers and rendered columns, and other details such as leadlight bay windows and timber shingles on gable ends.

Due to its 'inner urban' location, the area is experiencing increasing development pressure, and the strong and historic neighbourhood character is at risk of being eroded.

*A further description of neighbourhood character elements, landscape character, views and changes observed since 2005 is available in the Residential Character Assessment report.*



## Neighbourhood Residential Zone 5

### Proposed planning scheme provisions & controls

#### Neighbourhood character objectives:

- To ensure that the spacious and modest residential character of Jubilee Park is respected and enhanced.
- To ensure low scale building forms, consistent with the neighbourhood character of the area.
- To ensure that all dwellings, their settings and front fences make a positive contribution to the public domain and pedestrian environment.
- To maintain a sense of spaciousness around dwellings, when viewed from the street.
- To ensure that front setbacks are not dominated by garages, carports or vehicular access.

#### Minimum subdivision area

N/A

#### Requirements of Clause 54 & Clause 55

As existing, plus the following:

**Permeability:** 30%

**Landscaping:** Provision of a minimum of one canopy tree per 175 square metres of the site area, that will reach a minimum mature height that equals the height of the proposed development, including:

- a minimum of one canopy tree within each area of secluded private open space; and
- a minimum of one canopy tree within the front setback per 5 metres of width of the site (excluding the width of one driveway).

Each tree should be surrounded by 20 square metres permeable surface with a minimum radius of 3 metres. Up to 50% of the permeable surface may be shared with another tree.

#### Maximum building height

None specified

#### Application requirements

The following application requirements apply to an application for a permit under Clause 32.09, in addition to those specified in Clause 32.09 and elsewhere in the scheme and must accompany an application, as appropriate, to the satisfaction of the responsible authority:

A landscape plan drawn to scale that clearly demonstrates the requirements of Clause 55.03-8 Standard B13, as outlined in this Schedule, including:

- Site boundaries, road frontage(s) and proposed and retained buildings.
- The location of existing trees and vegetation to be retained, and those to be removed.
- Details of any tree protection methods required.
- The location of proposed additional canopy trees and other vegetation.
- Notes regarding proposed mulch and soil types and quantities, subsoil preparation and any specific maintenance required.
- A schedule to the landscape plan listing plants by their botanical names, common names, quantities proposed, and height and width at maturity.

#### Decision guidelines

The following decision guidelines apply to an application for a permit under Clause 32.09, in addition to those specified in Clause 32.09 and elsewhere in the scheme, which must be considered, as appropriate, by the responsible authority:

- The extent to which the proposed buildings or works meet the neighbourhood character objectives of this clause.
- The extent to which any building to be partially demolished, extended or otherwise modified, contributes to the preferred neighbourhood character of the area.

#### Overlays

NCO3 / HO (various): proposed as part of Amendment C116 for properties of neighbourhood character or heritage significance.

SLO4: Retain and strengthen, ensuring consistency

#### Additional / specific justification for proposed controls

Detailed justification for the rezoning of this precinct to NRZ, and the discreet application of the NCO to a small number of properties is provided in the report *Jubilee Park Heritage and Neighbourhood Character Study* (March, 2017), Context in collaboration with Claire Scott Planning.

## Neighbourhood Residential Zone 6

### Ruskin Park

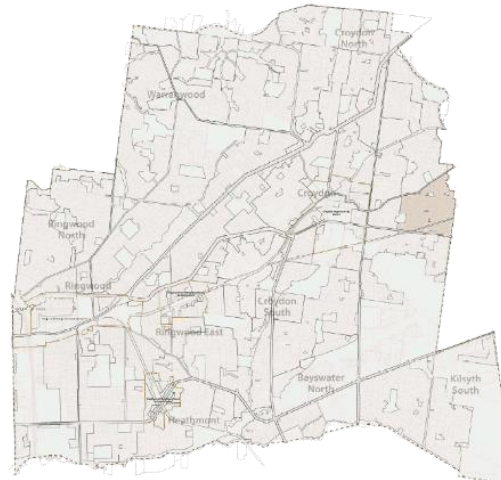
Proposed NRZ6 includes the northern, hillier parts of former NA12, also called Ruskin Park.

This neighbourhood is located within an undulating landscape, and is characterised by the widespread presence of vegetation, particularly large canopy trees (both native and exotic), and a sense of proximity to the Dandenongs. Views to the Ranges are available from the higher points in Ruskin Park.

The subdivision pattern is a modified grid, with some through streets, as well as cul de sacs. Lot sizes are large and unencumbered, ranging from approximately 700 square metres to 1,200 square metres. This partly accounts for the occurrence of infill and other residential redevelopment, with many examples of four to five units being constructed on single sites, and 8 or more units on larger or amalgamated sites.

The streets throughout Ruskin Park have a spacious and informal feel due to the wide grassy nature strips, and a mixture of front boundary treatments, including low and open fencing, or no fencing. Large, established street trees of mixed species are prevalent, and front gardens are generally grassy and/or well vegetated.

The area contains a mix of dwelling styles, including many simple Post War timber houses, brick veneer homes from later periods, and contemporary infill development. There are also a limited number of Pre War and bungalow style timber dwellings. Historically, houses have had generous front, side and rear boundary setbacks, allowing ample space for gardens and large trees. More recent development has tended to be constructed closer to the property boundaries, with side driveways often providing access to rear units.



Older dwellings in the precinct tend to be single storey, but there are now many examples of two storey homes. The majority of houses have tiled, low-pitched roofs. Overall, built form is low scale and sits well below the established tree canopy height, which provides a textured, green backdrop to the rooftops and dominates skyline views. Throughout Ruskin Park there is a balance between vegetation and built form, and in some areas, vegetation remains the most visually dominant feature of the landscape.

*A further description of neighbourhood character elements, landscape character, views and changes observed since 2005 is available in the Residential Character Assessment report.*





## Neighbourhood Residential Zone 6

### Proposed planning scheme provisions & controls

#### Neighbourhood and landscape character objectives:

- To protect and increase the vegetation cover, particularly the existence of large canopy trees.
- To enhance visual links from Ruskin Park to the heavily vegetated Dandenong Ranges.
- To ensure that vegetation and canopy trees remain the dominant visual feature of the landscape.
- To ensure that there is a balance between the provision of vegetation and built form, by requiring an adequate amount of permeable land for planting and sustaining vegetation.
- To ensure that the skyline is dominated by tree canopies as opposed to rooftops and built form.

#### Minimum subdivision area

N/A

#### Requirements of Clause 54 & Clause 55

As existing, plus the following:

**Site coverage:** 50%

**Permeability:** 30%

**Landscaping:** Provision of a minimum of one canopy tree per 175 square metres of the site area, that will reach a minimum mature height that equals the height of the proposed development, including:

- a minimum of one canopy tree within each area of secluded private open space; and
- a minimum of one canopy tree within the front setback per 5 metres of width of the site (excluding the width of one driveway).

Each tree should be surrounded by 20 square metres permeable surface with a minimum radius of 3 metres. Up to 50% of the permeable surface may be shared with another tree.

#### Maximum building height

None specified (i.e. 9m and 2 storeys)

#### Application requirements

The following application requirements apply to an application for a permit under Clause 32.09, in addition to those specified in Clause 32.09 and elsewhere in the scheme and must accompany an

application, as appropriate, to the satisfaction of the responsible authority:

A landscape plan drawn to scale that clearly demonstrates the requirements of Clause 55.03-8 Standard B13, as outlined in this Schedule, including:

- Site boundaries, road frontage(s) and proposed and retained buildings.
- The location of existing trees and vegetation to be retained, and those to be removed.
- Details of any tree protection methods required.
- The location of proposed additional canopy trees and other vegetation.
- Notes regarding proposed mulch and soil types and quantities, subsoil preparation and any specific maintenance required.
- A schedule to the landscape plan listing plants by their botanical names, common names, quantities proposed, and height and width at maturity.

#### Decision guidelines

The following decision guidelines apply to an application for a permit under Clause 32.09, in addition to those specified in Clause 32.09 and elsewhere in the scheme, which must be considered, as appropriate, by the responsible authority:

- The extent to which the management and/or integration of vegetation and canopy trees on the development site contributes to the preferred neighbourhood character of the area.
- The scale of the buildings or works and the visual impact on the surrounding environment, including its relationship to the existing tree canopy height.
- The extent to which the proposed buildings or works meet the neighbourhood and landscape character objectives of this clause.

*Note that two additional guidelines are proposed, differing from the original Ruskin Park character assessment report.*

#### Overlays

SI.O4: Retain and strengthen, ensuring consistency

#### Additional / specific justification for proposed controls

Detailed justification for the rezoning of this residential area to NRZ is provided in the report *Ruskin Park Character Assessment & Advice* (February, 2018), Claire Scott Planning.

## Neighbourhood Residential Zone 7

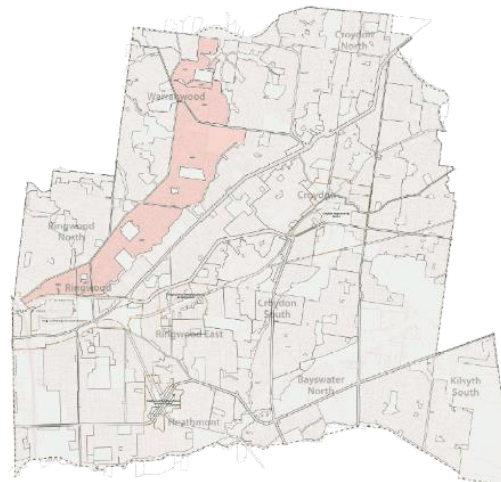
### Warranwood Ridgeline & Slopes

Proposed NRZ7 takes in the majority of former NA1 Mullum Mullum Creek, together with the east facing slopes of former NA4 Quambee Gardens. The southern and eastern parts of the former NA6 Jumping Creek Valley are also included.

This residential area comprises the east facing and highly visible hilly slopes between the Mullum Mullum Creek, and the locally iconic Warranwood Ridgeline. The natural landscape and tree canopy cover is the defining character element of this area, and despite some redevelopment, renovation and canopy tree removal, overall there remains a visual balance between the provision of vegetation and built form. An exception to this is the south facing, southernmost part of this neighbourhood, located above the Ringwood Bypass. This area is highly visible from the centre of Ringwood, and has experienced some site consolidation, multi-unit development and associated clearing of vegetation.

The architectural character of this area is mixed, and includes housing from the 1950s and 1960s in the southern parts, closer to the Ringwood Activity Centre. North of Oban Road, the street layout is exclusively curvilinear cul-de-sacs, reflective of the areas development from the 1980s onwards. Here streets and lots are spacious and support established gardens and canopy trees in the public domain. The northernmost part of this neighbourhood, adjacent to Jumping Creek, is more undulating and informal, with indigenous bushland reserves contiguous with private native gardens.

*A further description of neighbourhood character elements, landscape character, views and changes observed since 2005 is available in the Residential Character Assessment report.*



## Neighbourhood Residential Zone 7

### Proposed planning scheme provisions & controls

#### Neighbourhood and landscape character objectives:

- To protect the neighbourhood and landscape character of the highly visible Waranwood Ridgeline and adjacent slopes.
- To ensure that a continuous, predominantly native, tree canopy cover defines the character of the ridgeline and slopes, including views towards them, and that dwellings are not a visually dominant element in the landscape.
- To ensure that development demonstrates a high standard of design and responds to its topographic context with appropriate siting and size, and minimal cut and fill.
- To encourage low scale and site responsive development that sits unobtrusively within the landscape, and utilises natural materials and muted tones that best immerse the building within its setting.
- To maintain the visual dominance of the tree canopy cover by requiring an adequate amount of permeable land for protecting and planting native, preferably indigenous, vegetation.

#### Minimum subdivision area

N/A

#### Requirements of Clause 54 & Clause 55

As existing, plus the following:

**Site coverage:** 50%

**Permeability:** 40%

**Landscaping:** Provision of a minimum of one canopy tree per 175 square metres of the site area, that will reach a minimum mature height that equals the height of the proposed development, including:

- a minimum of one canopy tree within each area of secluded private open space; and
- a minimum of one canopy tree within the front setback per 5 metres of width of the site (excluding the width of one driveway).

Each tree should be surrounded by 20 square metres permeable surface with a minimum radius of 3 metres. Up to 50% of the permeable surface may be shared with another tree.

The species of canopy trees should be native, preferably indigenous, to the local area.

#### Maximum building height

None specified (i.e. 9m and 2 storeys, but SLO3 provides a permit trigger for buildings over 8m)

#### Application requirements

The following application requirements apply to an application for a permit under Clause 32.09, in addition to those specified in Clause 32.09 and elsewhere in the scheme and must accompany an application, as appropriate, to the satisfaction of the responsible authority:

A landscape plan drawn to scale that clearly demonstrates the requirements of Clause 55.03-8 Standard B13, as outlined in this Schedule, including:

- Site boundaries, road frontage(s) and proposed and retained buildings.
- The location of existing trees and vegetation to be retained, and those to be removed.
- Details of any tree protection methods required.
- The location of proposed additional canopy trees and other vegetation.
- Notes regarding proposed mulch and soil types and quantities, subsoil preparation and any specific maintenance required.
- A schedule to the landscape plan listing plants by their botanical names, common names, quantities proposed, and height and width at maturity.



## Neighbourhood Residential Zone 7

### Decision guidelines

The following decision guidelines apply to an application for a permit under Clause 32.09, in addition to those specified in Clause 32.09 and elsewhere in the scheme, which must be considered, as appropriate, by the responsible authority:

- The extent to which the management and/or integration of vegetation and canopy trees on the development site contributes to the preferred landscape and neighbourhood character of the area.
- The extent to which any building to be partially demolished, extended or otherwise modified, contributes to the preferred neighbourhood character of the area.
- The scale of the buildings or works and the visual impact on the surrounding environment, including its relationship to the existing tree canopy height.
- The visual impact of the building or works on the landscape significance of the Waranwood Ridgeline and slopes, and the Jumping Creek Valley environs.



Looking across the northernmost section of the Waranwood Ridgeline, from Towerhill Drive

### Overlays

SLO3: Retain and strengthen, ensuring consistency. Also extend application of SLO3 to the whole landscape area i.e. north of Oban Road.

### Additional / specific justification for proposed controls

The side slopes of this ridgeline have been treated in much the same way as proposed NRZ3, which also currently has the same applicable planning scheme controls and provisions. For the current NRZ/SLO3 areas within this neighbourhood, the existing planning controls will remain largely unchanged.

The zone and maximum building height will remain the same (there is currently no minimum lot size or DDO that applies to these areas), and again, the key change involves legislating a maximum site coverage (50% in this case), and introducing a 40% minimum permeability requirement.

A landscaping requirement will also be stipulated, again requiring native, and preferably indigenous, local species. This is considered appropriate for all areas covered by the SLO3. It should also be noted that the SLO3 will still provide a permit trigger for development proposals with a site coverage of 40% or more.



View of the heavily treed ridgeline, looking north-westerly from Strathfield Parade

## Neighbourhood Residential Zone 7

### Additional / specific justification for proposed controls continued

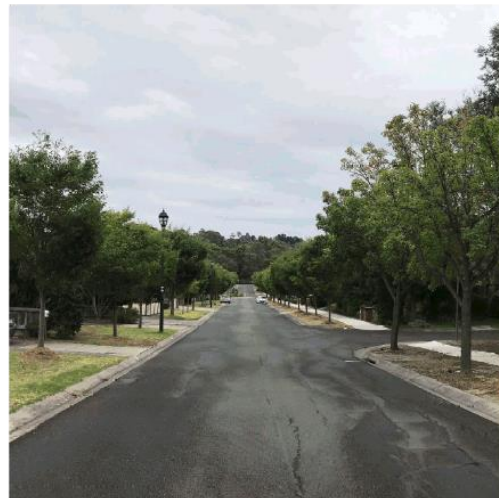
The proposed rezoning of the northern part of the Warranwood Ridge and its east-facing slopes (north of Oban Road, and generally between the Jumping Creek Valley, Mullum Mullum Creek, and Wonga Road), and the application of the SLO3 to this area, is based on the following:

- Visually and topographically, this area is an important part of the Warranwood Ridge landform, with elevations up to 175m above sea level.
- The highest points of the ridgeline and its eastern slopes are visible from across Maroondah, including from almost the full extent of the Maroondah Highway within the municipality, and from much of the landscape up to and including the Wicklow Hills Ridgeline.
- Due to its visibility and steep landform, and the objective to maintain a visual dominance of vegetation, it is most appropriate that the maximum building height in this area be capped at 9m and 2 storeys, as opposed to 11m and 3 storeys.
- It is also important that any proposed development responds to the topography, steps down the slope and minimises cut and fill, as stipulated in the provisions of SLO3.
- It is important that the locally significant Warranwood Ridgeline reads as a whole landscape unit, and that development north of Oban Road is not subject to different planning controls that may detract from its significance, or result in a change of character, particularly in relation to vegetation coverage when viewed from a distance.

Fieldwork in order to confirm the above assertions has been undertaken, and the proposed area to be rezoned has been assessed from many vantage points including, but not limited to, the Maroondah Highway; Wonga Road; east of Mullum Mullum creek for its entire length in this area; numerous roads that run perpendicular to the Maroondah Highway and terminate generally at the Mullum Mullum creek; and, many elevated streets within the neighbourhood such as Towerhill Drive and Wyndarra Court (refer to accompanying photos).



North-easterly view across the ridgeline from Wyndarra Court



Long range view, looking north westerly towards the ridgeline from Strathfield Parade



## Neighbourhood Residential Zone 8

### Croydon Ridge & Southern Hills

Proposed NRZ8 includes NA24 The Range, and parts of former NA8 Warrion, NA9 Croydon Parks, NA12 Ruskin Park, NA11 Eastfields and NA13 Bungalook.

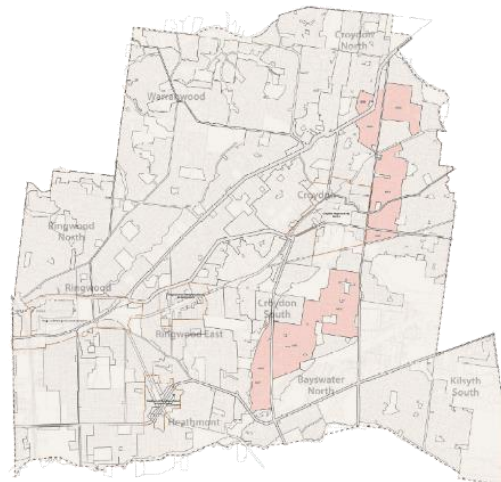
The Croydon Ridge and Southern Hills neighbourhoods are located on a series of hills and rises to the east and south of the Croydon Activity Centre. The elevated nature of this 'secondary ridge' and hills means that there are views available from these areas eastwards to the Dandenong Ranges. These neighbourhoods are also in the foreground and middle ground of views towards the ranges from the more elevated Wicklow Hills Ridgeline.

A mix of housing occurs throughout proposed NRZ8, ranging from 1950s, 1960s, 1970s and 1980s architecture, through to more contemporary townhouse developments, including the former Croydon District Golf Course in the north (The Range), a major residential redevelopment, with a buildings and works exemption included in SLO3 (provided site coverage does not exceed 60%).

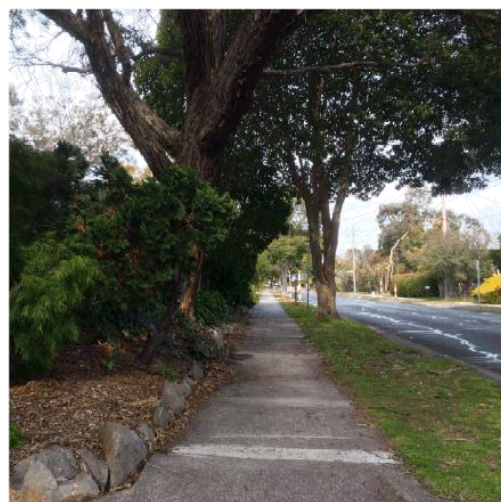
A number of traditional gridded streets close to the centre of Croydon have a strong and homogenous neighbourhood character, with older low-scale timber homes, and some examples of bungalows, set in established gardens e.g. Alwyn Street.

Overall, whether exotic trees in formal gardens, or native vegetation adjacent to creeks and in bushland reserves, the greenery and tree canopy cover again define the neighbourhood and landscape character of these areas. Across the Croydon Ridge and Southern Hills, there is a balance between built form and vegetation, with the exception of The Range, where dwellings and hard surfacing dominate.

*A further description of neighbourhood character elements, landscape character, views and changes observed since 2005 is available in the Residential Character Assessment report.*



Maroondah NCS Review Draft Recommendations



## Neighbourhood Residential Zone 8

### Proposed planning scheme provisions & controls

#### Neighbourhood and landscape character objectives:

- To protect the landscape and neighbourhood character of the Croydon Ridge and Southern Hills.
- To ensure that there is a visual balance between built form and vegetation across the Croydon Ridge and Southern Hills neighbourhoods, particularly when viewed from a distance.
- To ensure that new dwellings and extensions are sited and designed to respect the prevailing architectural character and landscape setting, including size, materiality and detailing of built form.
- To maintain a sense of spaciousness around dwellings, and to ensure that front setbacks are not dominated by garages, carports or vehicular access.
- To protect and increase the native (preferably indigenous) vegetation cover by requiring permeable land for planting and sustaining vegetation, particularly large canopy trees.

#### Minimum subdivision area

N/A

#### Requirements of Clause 54 & Clause 55

As existing, plus the following:

**Site coverage:** 50%

**Permeability:** 40%

**Landscaping:** Provision of a minimum of one canopy tree per 175 square metres of the site area, that will reach a minimum mature height that equals the height of the proposed development, including:

- a minimum of one canopy tree within each area of secluded private open space; and
- a minimum of one canopy tree within the front setback per 5 metres of width of the site (excluding the width of one driveway).

Each tree should be surrounded by 20 square metres permeable surface with a minimum radius of 3 metres. Up to 50% of the permeable surface may be shared with another tree.

The species of canopy trees should be native to the local area.

**Front fence height:** Streets in a Road Zone, Category 1 – 1.5m

#### Maximum building height

None specified (i.e. 9m and 2 storeys, but SLO3 provides a permit trigger for buildings over 8m)

#### Application requirements

The following application requirements apply to an application for a permit under Clause 32.09, in addition to those specified in Clause 32.09 and elsewhere in the scheme and must accompany an application, as appropriate, to the satisfaction of the responsible authority:

A landscape plan drawn to scale that clearly demonstrates the requirements of Clause 55.03-8 Standard B13, as outlined in this Schedule, including:

- Site boundaries, road frontage(s) and proposed and retained buildings.
- The location of existing trees and vegetation to be retained, and those to be removed.
- Details of any tree protection methods required.
- The location of proposed additional canopy trees and other vegetation.
- Notes regarding proposed mulch and soil types and quantities, subsoil preparation and any specific maintenance required.
- A schedule to the landscape plan listing plants by their botanical names, common names, quantities proposed, and height and width at maturity.

#### Decision guidelines

The following decision guidelines apply to an application for a permit under Clause 32.09, in addition to those specified in Clause 32.09 and elsewhere in the scheme, which must be considered, as appropriate, by the responsible authority:

- The extent to which the management and/or integration of vegetation and canopy trees on the development site contributes to the preferred landscape and neighbourhood character of the area.
- The extent to which any building to be partially demolished, extended or otherwise modified, contributes to the preferred neighbourhood character of the area.
- The scale of the buildings or works and the visual impact on the surrounding environment, including its relationship to the existing tree canopy height.
- The extent to which the development maintains the balance between built form and vegetation within the Croydon Ridge and Secondary Hills neighbourhoods.

## Neighbourhood Residential Zone 8

### Overlays

SLO3: Retain and strengthen, ensuring consistency. Review the buildings and works exemption that currently applies to The Range.

VPO1 (to The Range): Assess the purpose and applicability as part of the Maroondah Vegetation Policy Review.

### Additional / specific justification for proposed controls

The planning scheme provisions and controls that currently apply to this NRZ/SLO3 area will remain largely unchanged. The zone, minimum subdivision area and maximum building height will be retained. Again, the key change involves legislating a maximum site coverage (50% in this case), and introducing a 40% minimum permeability requirement.

These slightly 'lesser' site coverage and permeability requirements reflect the 'secondary' nature of these landscape features, and lower elevation and prominence. The same principle and numerical standards have been applied to the lower, less visible slopes of the Wicklow Hills Ridgeline, and the east facing slopes of the Warranwood Ridge.

As with other residential areas with a strong landscape character (and subject to the SLO3), a landscaping requirement will be stipulated, again requiring native, and preferably indigenous, local species. The SLO3 will also still provide a permit trigger for development proposals with a site coverage of 40% or more.

Feedback from Council's statutory planners has revealed that the variation to Clauses 54 and 55 in relation to front fence height in some areas requires tailoring to avoid numerous (reasonable) dispensation requests. It is considered appropriate, and consistent with neighbourhood character, that the height of front fences abutting a Road Zone Category 1 in this neighbourhood be increased to 1.5m.



Simple, timber, Post-war dwelling in Newell Street



Older, historic home in Frederick Street, illustrating the diversity of architectural styles



## Neighbourhood Residential Zone 9

### Croydon Golf Links Estate

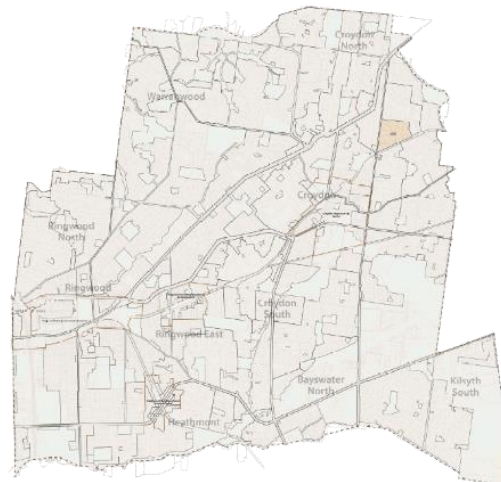
Proposed NRZ9 is the former NA21 of the same name, with no boundary changes.

Croydon Golf Links Estate is a small, well-established residential neighbourhood, which is located at the northern end of the Croydon Ridge. It has been separated out from the adjacent residential areas due to its large block sizes (min. lot size 864sqm), and homogenous 'country road ambience', a result of the retention of informal road verges with no kerb and channeling, and the strong and established landscape character of the area. The minimum lot size and other planning scheme provisions are currently as per proposed NRZ2 (Wicklow Hills Ridgeline), providing further justification for its separation from adjacent neighbourhoods.

Contrary to the 2005 *Neighbourhood Character Study*, the dwelling materiality of the precinct has always been mixed, including older historic homes (covered by the HO), include Tudor style dwellings and 'Edna Walling inspired' vertical timber homes, and the use of brick, concrete block, and weatherboard throughout. Replacement dwellings and infill housing also represents a broad spectrum of architectural styles, including some excellent 1970s and 1980s architect designed houses.

As described, a strong landscape character exists in the public but also the private domain, with large lots providing permeable space for the planting and retention of canopy trees. Some recent re-development has resulted in the clearing of lots and the loss of vegetation, however. This is perhaps more visually obvious than elsewhere due to the consistency and homogenous nature of this established residential pocket.

*A further description of neighbourhood character elements, landscape character, views and changes observed since 2005 is available in the Residential Character Assessment report.*



## Neighbourhood Residential Zone 9

### Proposed planning scheme provisions & controls

#### Neighbourhood and landscape character objectives:

- To protect the strong landscape and 'country road' character of the Croydon Golf Links Estate.
- To ensure that a continuous tree canopy cover defines the character of the landscape and views towards the neighbourhood, and that dwellings are set in spacious gardens.
- To maintain generous setbacks around dwellings, and to ensure that front setbacks are not dominated by garages, carports or vehicular access.
- To ensure that new dwellings and extensions are sited and designed to respect the prevailing architectural character and landscape setting, including size, materiality and detailing.
- To maintain the visual dominance of the tree canopy cover by requiring an adequate amount of permeable land for protecting and planting native, and preferably indigenous, vegetation.

#### Minimum subdivision area

864sqm

#### Requirements of Clause 54 & Clause 55

As existing, plus the following:

**Site coverage:** 40%

**Permeability:** 50%

**Landscaping:** Provision of a minimum of one canopy tree per 175 square metres of the site area, that will reach a minimum mature height that equals the height of the proposed development, including:

- a minimum of one canopy tree within each area of secluded private open space; and
- a minimum of one canopy tree within the front setback per 5 metres of width of the site (excluding the width of one driveway).

Each tree should be surrounded by 20 square metres permeable surface with a minimum radius of 3 metres. Up to 50% of the permeable surface may be shared with another tree.

The species of canopy trees should preferably be native to the local area.

#### Maximum building height

None specified (i.e. 9m and 2 storeys, but SLO3 provides a permit trigger for buildings over 8m)

#### Application requirements

The following application requirements apply to an application for a permit under Clause 32.09, in addition to those specified in Clause 32.09 and elsewhere in the scheme and must accompany an application, as appropriate, to the satisfaction of the responsible authority:

A landscape plan drawn to scale that clearly demonstrates the requirements of Clause 55.03-8 Standard B13, as outlined in this Schedule, including:

- Site boundaries, road frontage(s) and proposed and retained buildings.
- The location of existing trees and vegetation to be retained, and those to be removed.
- Details of any tree protection methods required.
- The location of proposed additional canopy trees and other vegetation.
- Notes regarding proposed mulch and soil types and quantities, subsoil preparation and any specific maintenance required.
- A schedule to the landscape plan listing plants by their botanical names, common names, quantities proposed, and height and width at maturity.

#### Decision guidelines

The following decision guidelines apply to an application for a permit under Clause 32.09, in addition to those specified in Clause 32.09 and elsewhere in the scheme, which must be considered, as appropriate, by the responsible authority:

- The extent to which the proposed buildings or works meet the neighbourhood and landscape character objectives of this clause.
- The extent to which any building to be partially demolished, extended or otherwise modified, contributes to the preferred neighbourhood character of the area.
- The extent to which the management and/or integration of vegetation and canopy trees on the development site contributes to the preferred landscape and neighbourhood character of the area.

## Neighbourhood Residential Zone 9

### Decision guidelines continued

- The scale of the buildings or works and the visual impact on the surrounding environment, including its relationship to the existing tree canopy height.
- The visual impact of the building or works on the landscape significance of the Croydon Golf Links Estate.

### Overlays

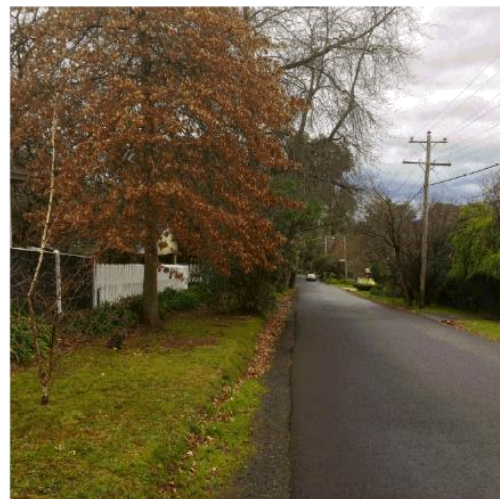
SLO3: Retain and strengthen, ensuring consistency

DDO2: Ensure consistency

### Additional / specific justification for proposed controls

Again, the strongest and well-established planning scheme controls that currently apply to proposed NRZ9 (i.e. zone, minimum subdivision area and maximum building height) will remain largely unchanged. As with similar areas, such as proposed NRZ1 and NRZ2, the key change involves formalising the 40% site coverage 'incentive', and introducing a 50% minimum permeability requirement. This is considered well-justified due to the strong landscape character of the estate, and the elevated and sloping nature of the area. As per the aforementioned NRZ1 and NRZ2 areas, a landscaping requirement has also been proposed, with canopy trees required to be native to the local area.

The Croydon Golf Links Estate is also home to some excellent examples of architecture through the eras, and some fine heritage properties. Consideration of the built form qualities throughout the precinct has therefore also been reflected in the proposed objectives and decision guidelines.



Well vegetated and informal road verges within the neighbourhood



An historic home within the precinct, one example of the diversity of architectural styles in the area



## Neighbourhood Residential Zone 10

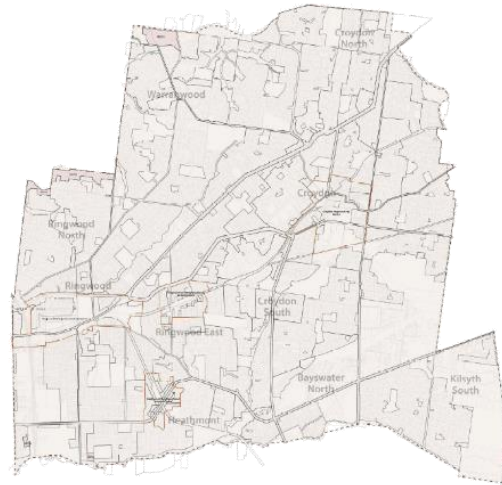
### Bushland Fringes

Proposed NRZ10 comprises the two former NA7 Maroondah Fringes areas, which since the original *Neighbourhood Character Study* was prepared in 2005 have been connected to reticulated sewerage, and further developed.

These small residential areas have a distinctly semi-rural feel, being located on the northern edge of the municipality, close to the Yarra Valley. The current minimum lot size is 0.2 hectares (2,000sqm) which results in a low-density character, with sprawling ranch-style or period reproduction homes, set within gated land holdings.

Many of the housing blocks have been cleared, but remnant stands of native vegetation exist throughout the area. The large lot sizes have the potential to support additional native vegetation, preferably indigenous species, to link to corridors of bushland further north.

*A further description of neighbourhood character elements, landscape character, views and changes observed since 2005 is available in the Residential Character Assessment report.*



## Neighbourhood Residential Zone 10

### Proposed planning scheme provisions & controls

#### Neighbourhood and landscape character objectives:

- To retain the spacious character of the Bushland Fringes residential areas, and to strengthen the indigenous vegetation cover.
- To minimise the visual impact of built form, and ensure that views within and to the Bushland Fringes areas are dominated by vegetation and a continuous canopy of large, preferably indigenous, trees.
- To ensure that development demonstrates a high standard of design and responds to its topographic context with appropriate siting and size, and minimal cut and fill.
- To encourage low scale and site responsive development that sits unobtrusively within the landscape, and utilises natural materials and muted tones that best immerse the building within its bushland setting.
- To maintain the visual dominance of the tree canopy cover by requiring an adequate amount of permeable land for protecting and planting native, and preferably indigenous, vegetation.

#### Minimum subdivision area

2,000sqm

#### Requirements of Clause 54 & Clause 55

As per other NRZ areas, plus:

**Site coverage:** 40%

**Permeability:** 50%

**Landscaping:** Provision of a minimum of one canopy tree per 175 square metres of the site area, that will reach a minimum mature height that equals the height of the proposed development, including:

- a minimum of one canopy tree within each area of secluded private open space; and
- a minimum of one canopy tree within the front setback per 5 metres of width of the site (excluding the width of one driveway).

Each tree should be surrounded by 20 square metres permeable surface with a minimum radius of 3 metres. Up to 50% of the permeable surface may be shared with another tree.

The species of canopy trees should be native, preferably indigenous, to the local area.

#### Maximum building height

None specified (i.e. 9m and 2 storeys, but SLO3 provides a permit trigger for buildings over 8m)

#### Application requirements

The following application requirements apply to an application for a permit under Clause 32.09, in addition to those specified in Clause 32.09 and elsewhere in the scheme and must accompany an application, as appropriate, to the satisfaction of the responsible authority:

A landscape plan drawn to scale that clearly demonstrates the requirements of Clause 55.03-8 Standard B13, as outlined in this Schedule, including:

- Site boundaries, road frontage(s) and proposed and retained buildings.
- The location of existing trees and vegetation to be retained, and those to be removed.
- Details of any tree protection methods required.
- The location of proposed additional canopy trees and other vegetation.
- Notes regarding proposed mulch and soil types and quantities, subsoil preparation and any specific maintenance required.
- A schedule to the landscape plan listing plants by their botanical names, common names, quantities proposed, and height and width at maturity.

#### Decision guidelines

The following decision guidelines apply to an application for a permit under Clause 32.09, in addition to those specified in Clause 32.09 and elsewhere in the scheme, which must be considered, as appropriate, by the responsible authority:

- The extent to which the proposed buildings or works meet the neighbourhood and landscape character objectives of this clause.
- The extent to which the management and/or integration of vegetation and canopy trees on the development site contributes to an increased coverage of indigenous bushland across the area.
- The scale of the buildings or works and the visual impact on the surrounding environment, including its relationship to the existing tree canopy height.



## Neighbourhood Residential Zone 10

### Decision guidelines continued

- The extent to which the buildings and works are designed and sited to minimise contrast with the surrounds, and reduce distant visibility.

### Overlays

SLO3: Retain (and apply to whole NR10) and strengthen, ensuring consistency

SLO4: Remove

VPO1: Retain and strengthen as part of Maroondah Vegetation Policy Review

### Additional / specific justification for proposed controls

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.*

In addition, the schedule to the LDRZ only allows subdivision requirements and outbuilding permit requirements to be included, as opposed to the level of detail and tailoring that can be included in a schedule to the NRZ.

Given the semi-rural bushland character of the areas, and the objective to increase native (and preferably indigenous) vegetation cover, retention of the 2,000sqm minimum lot size is considered appropriate. Together with this, the introduction of site coverage (40%), permeability (50%) and landscaping requirements are also considered justifiable.

The maximum building height requirements of the NRZ are also considered more appropriate than those of the GRZ, and the retention and extension of the SLO3 is also consistent with the objectives of the proposed schedule.

It should be noted that the key difference under the proposed NRZ, is that animal boarding, animal training and horse stables are prohibited uses (whereas under the LDRZ, they are Section 2 uses).



A key objective in these semi-rural areas is an increase in native vegetation and permeability

## Neighbourhood Residential Zone 11

### Site of Biological Significance

This collection of approximately 18 small sites is scattered across the municipality, within numerous former neighbourhood areas.

The properties are currently zoned NRZ4 Sites of Biological Significance, and they operate in the same way as NRZ3 zoned land in Maroondah, with the same provisions and controls, and no minimum lot size.

A number of the sites accommodate schools or community centres such as the Melbourne Rudolph Steiner School, the Village School and the Yarraunga Community Centre. All the sites are associated with significant remnant vegetation and/or a waterway or other natural feature.

The VPO1 also applies to the properties.

*A further description of neighbourhood character elements, landscape character, views and changes observed since 2005 is available in the Residential Character Assessment report.*

### Proposed planning scheme provisions & controls

Neighbourhood and landscape character objectives:

- To be considered as part of the Vegetation Planning Policy Review project.

Minimum subdivision area

N/A

Requirements of Clause 54 & Clause 55

As existing, plus the following:

**Site coverage:** To be determined.

**Permeability:** To be determined.

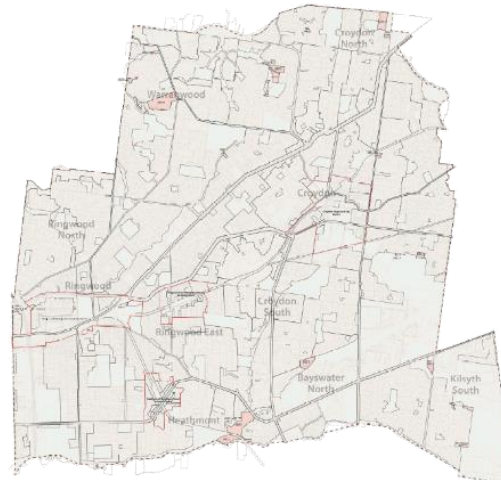
**Landscaping:**

To be determined.

The species of canopy trees should be indigenous to the local area.

Maximum building height

None specified (i.e. 9m and 2 storeys, but SLO3 provides a permit trigger for buildings over 8m)



### Application requirements

The following application requirements apply to an application for a permit under Clause 32.09, in addition to those specified in Clause 32.09 and elsewhere in the scheme and must accompany an application, as appropriate, to the satisfaction of the responsible authority:

- To be determined.

### Decision guidelines

The following decision guidelines apply to an application for a permit under Clause 32.09, in addition to those specified in Clause 32.09 and elsewhere in the scheme, which must be considered, as appropriate, by the responsible authority:

- To be considered as part of the Vegetation Planning Policy Review project.

### Overlays

SLO3 or SLO4: Retain and strengthen, ensuring consistency

VPO1: Review as part of the Vegetation Planning Policy Review project.

### Additional / specific justification for proposed controls

The NRZ is consistently applied across Maroondah to areas or sites of landscape, vegetation or biological significance, hence the application of the NRZ4 to these sites, regardless of use.

For ease of administration, they have been kept together, and given a separate schedule.

Their future zoning and/or the contents of any schedule(s) will be considered as part of the Vegetation Planning Policy Review project.

## General Residential Zone 1

### Garden Suburban

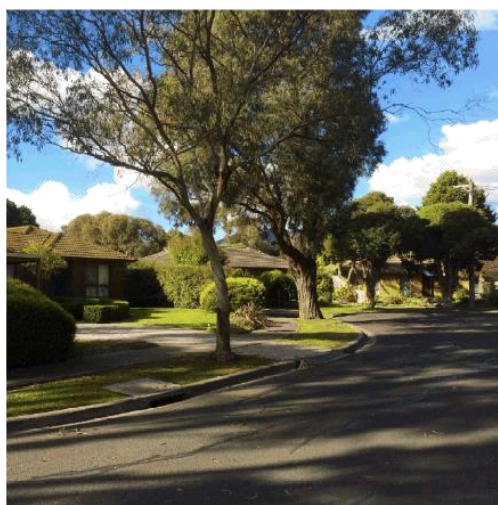
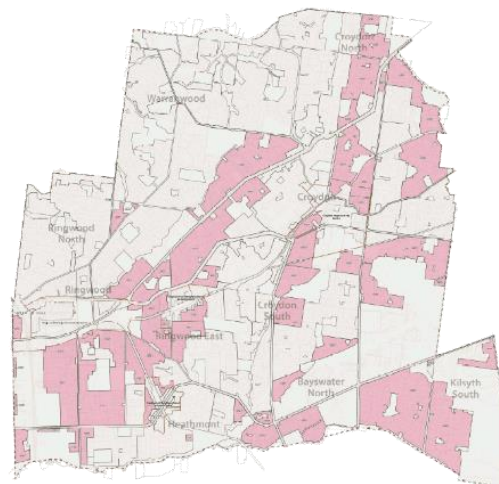
Proposed GRZ1 comprises many of the existing GRZ1 zoned areas, with the exception of the Waranwood Hills in the north-western area of the municipality. GRZ1 includes the established suburban areas of Ringwood, Ringwood East and Croydon, together with the more recently developed residential areas of Kilsyth South.

These 'garden suburban' neighbourhoods are located on the flat to gently undulating land of the municipality, around the two key activity centres of Ringwood and Croydon, and between or adjacent to the prominent ridgelines that cleave Maroondah.

Street layout in most of these areas is a traditional grid or modified grid, reflecting the established nature of these residential neighbourhoods. Architectural styles are mixed, and include dwellings representing all eras from the 1950s onwards. As described, the GRZ1 neighbourhoods on the outskirts of Maroondah are more recently developed, with curvilinear streets, and cul-de-sacs, and predominantly brick and tile homes from the 1980s and 1990s. Infill, redevelopment and renovation have occurred across the city, and are often associated with a loss of vegetation.

Again, the unifying element across the Garden Suburban areas of Maroondah is vegetation, including large, established trees. This canopy of greenery includes public bushland reserves and street trees of mixed species, as well as private gardens of both formal and informal character. Vegetation is the key element to a strong and unified neighbourhood character across Maroondah, hence the focus on site coverage, permeability and landscaping requirements in the recommendations of this study.

*A further description of neighbourhood character elements, landscape character, views and changes observed since 2005 is available in the Residential Character Assessment report.*



Maroondah NCS Review Draft Recommendations

## General Residential Zone 1

### Proposed planning scheme provisions & controls

#### Neighbourhood character objectives:

- To ensure that established gardens of all varieties, and a continuous tree canopy cover, defines the overall character of Maroondah's Garden Suburban areas.
- To maintain generous setbacks around dwellings, and to ensure that front setbacks are not dominated by garages, carports or vehicular access.
- To ensure that all dwellings, their settings and front fences make a positive contribution to the public domain and pedestrian environment.
- To ensure that new dwellings and extensions are sited and designed to respect the prevailing architectural character and landscape setting, including size, materiality and detailing.
- To protect and increase the tree canopy cover by requiring an adequate amount of permeable land for protecting and planting vegetation.

#### Minimum subdivision area

N/A

#### Requirements of Clause 54 & Clause 55

As existing, plus the following:

**Permeability:** 30%

**Landscaping:** Provision of a minimum of one canopy tree per 175 square metres of the site area, that will reach a minimum mature height that equals the height of the proposed development, including:

- a minimum of one canopy tree within each area of secluded private open space; and
- a minimum of one canopy tree within the front setback per 5 metres of width of the site (excluding the width of one driveway).

Each tree should be surrounded by 20 square metres permeable surface with a minimum radius of 3 metres. Up to 50% of the permeable surface may be shared with another tree.

**Front fence height:** Streets in a Road Zone, Category 1 – 1.5m

#### Maximum building height

None specified (i.e. 11m & 3 storeys)

### Application requirements

The following application requirements apply to an application for a permit under Clause 32.09, in addition to those specified in Clause 32.09 and elsewhere in the scheme and must accompany an application, as appropriate, to the satisfaction of the responsible authority:

A landscape plan drawn to scale that clearly demonstrates the requirements of Clause 55.03-8 Standard B13, as outlined in this Schedule, including:

- Site boundaries, road frontage(s) and proposed and retained buildings.
- The location of existing trees and vegetation to be retained, and those to be removed.
- Details of any tree protection methods required.
- The location of proposed additional canopy trees and other vegetation.
- Notes regarding proposed mulch and soil types and quantities, subsoil preparation and any specific maintenance required.
- A schedule to the landscape plan listing plants by their botanical names, common names, quantities proposed, and height and width at maturity.

### Decision guidelines

The following decision guidelines apply to an application for a permit under Clause 32.09, in addition to those specified in Clause 32.09 and elsewhere in the scheme, which must be considered, as appropriate, by the responsible authority:

- The extent to which the proposed buildings or works meet the neighbourhood character objectives of this clause.
- The extent to which the management and/or integration of vegetation and canopy trees on the development site contributes to the garden suburban character.
- The extent to which any building to be partially demolished, extended or otherwise modified, contributes to the preferred neighbourhood character of the area.

### Overlays

SLO4: Retain and strengthen, ensuring consistency



## General Residential Zone 1

### Additional / specific justification for proposed controls

The majority of the planning scheme controls and provisions that apply to the existing GRZ1 areas in Maroondah will remain in place for the proposed GRZ1 Garden Suburban areas.

The Recode default standards will still apply to most elements of built form, and the Clauses 54 and 55 variations that are existing in Maroondah relating to side and rear boundary setbacks, front fences and open space will remain in the planning scheme.

These are supported by the minimum garden area requirement (in the GRZ head clause), plus the introduction of additional variations to Clauses 54 and 55 relating to permeability (30%) and landscaping.

Given the strong landscape character throughout Maroondah, and the fact that all residential areas are defined by their vegetation and canopy tree cover, these additional requirements are considered reasonable and justifiable. Site coverage has not been altered from the requirement of the zone, and therefore development and housing growth can continue at the same rate and density, while permeability and vegetation is retained, and increased.

Feedback from Council's statutory planners has revealed that the variation to Clauses 54 and 55 in relation to front fence height in some areas requires tailoring to avoid numerous (reasonable) dispensation requests. It is considered appropriate, and consistent with neighbourhood character, that the height of front fences abutting a Road Zone Category 1 in this neighbourhood be increased to 1.5m.



A significant canopy tree within the front setback of an older 1960s dwelling



Substantial native trees contribute to a strong landscape and neighbourhood character in this streetscape



A diversity of architectural styles and garden types exists across the established residential areas of Maroondah

## General Residential Zone 2

### Bush Garden Slopes

Proposed GRZ2 comprises the hilly and undulating suburban areas in the north-western area of the municipality, generally around the Waranwood Hills, to the west and north of the Waranwood Ridgeline, and either side of Jumping Creek Valley. It includes parts of former NA2 Loughnan's Hill, NA1 Mullum Mullum Creek, NA4 Qnambee Gardens, NA5 Croydon Hills and NA6 Jumping Creek Valley.

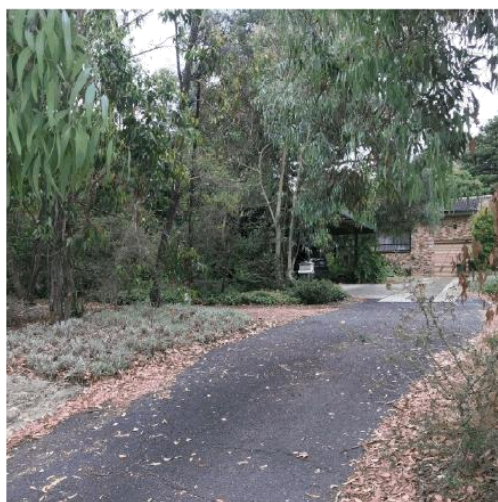
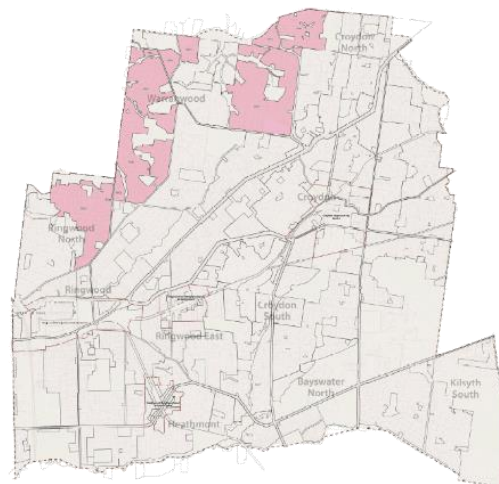
The landscape of these areas ranges from hilly and undulating, to quite steep in parts. It is elevated, and therefore able to be seen from other areas of the municipality. It also supports large areas of remnant bushland in public reserves, and has a strong visual and landscape connection to the Yarra Valley to the north.

The Bush Garden Slopes neighbourhoods are sited some distance from the historic cores (Ringwood and Croydon) of Maroondah, and were therefore developed later, from the 1980s onwards. Some examples of older housing exist however, closer to Loughnan's Hill. The curvilinear streets and cul-de-sacs are reflective of both the era of subdivision and the topography.

Gardens vary in character, but the majority are bushy and informal, a style that is well suited to the predominantly native street trees and bushland reserves.

These residential areas vary from the proposed GRZ1 'garden suburban' neighbourhoods in their outer location, hilly topography, elevation, architectural era (and materiality) and informal, 'bush garden' character. The current balance between vegetation and built form should be maintained, and the native garden / native canopy tree coverage, increased.

*A further description of neighbourhood character elements, landscape character, views and changes observed since 2005 is available in the Residential Character Assessment report.*



Maroondah NCS Review Draft Recommendations





## General Residential Zone 2

### Proposed planning scheme provisions & controls

#### Neighbourhood character objectives:

- To ensure that there is a visual balance between built form and vegetation across the Bush Garden Slopes neighbourhoods, particularly when viewed from a distance.
- To ensure that development demonstrates a high standard of design and responds to its topographic context (particularly on sloping sites) with appropriate siting and size, and minimal cut and fill.
- To ensure that new dwellings and extensions are sited and designed to respect the prevailing architectural character and landscape setting, including size, materiality and detailing of built form.
- To maintain a sense of spaciousness around dwellings, and to ensure that front setbacks are not dominated by garages, carports or vehicular access.
- To protect and increase the native vegetation cover by requiring permeable land for planting and sustaining vegetation, particularly large canopy trees.

#### Minimum subdivision area

N/A

#### Requirements of Clause 54 & Clause 55

As existing, plus the following:

**Permeability:** 35%

**Landscaping:** Provision of a minimum of one canopy tree per 175 square metres of the site area, that will reach a minimum mature height that equals the height of the proposed development, including:

- a minimum of one canopy tree within each area of secluded private open space; and
- a minimum of one canopy tree within the front setback per 5 metres of width of the site (excluding the width of one driveway).

Each tree should be surrounded by 20 square metres permeable surface with a minimum radius of 3 metres. Up to 50% of the permeable surface may be shared with another tree.

The species of canopy trees should be native to the local area.

#### Maximum building height

None specified (i.e. 11m & 3 storeys)

#### Application requirements

The following application requirements apply to an application for a permit under Clause 32.09, in addition to those specified in Clause 32.09 and elsewhere in the scheme and must accompany an application, as appropriate, to the satisfaction of the responsible authority:

A landscape plan drawn to scale that clearly demonstrates the requirements of Clause 55.03-8 Standard B13, as outlined in this Schedule, including:

- Site boundaries, road frontage(s) and proposed and retained buildings.
- The location of existing trees and vegetation to be retained, and those to be removed.
- Details of any tree protection methods required.
- The location of proposed additional canopy trees and other vegetation.
- Notes regarding proposed mulch and soil types and quantities, subsoil preparation and any specific maintenance required.
- A schedule to the landscape plan listing plants by their botanical names, common names, quantities proposed, and height and width at maturity.

#### Decision guidelines

The following decision guidelines apply to an application for a permit under Clause 32.09, in addition to those specified in Clause 32.09 and elsewhere in the scheme, which must be considered, as appropriate, by the responsible authority:

- The extent to which the proposed buildings or works meet the neighbourhood character objectives of this clause.
- The extent to which the management and/or integration of vegetation and canopy trees on the development site contributes to the predominantly native bush garden character.
- The extent to which any building to be partially demolished, extended or otherwise modified, contributes to the preferred neighbourhood character of the area.

#### Overlays

SLO4: Retain and strengthen, ensuring consistency. Extend SLO4 to cover all of GRZ2, including northern area to the north and south of Yarra Road.

## General Residential Zone 2

### Additional / specific justification for proposed controls

As per proposed GRZ1, the majority of the planning scheme provisions that apply to the proposed GRZ2 will remain in place. Again, the Recode default standards will still apply, and the Clauses 54 and 55 variations existing in Maroondah relating to side and rear boundary setbacks, front fences and open space will be retained.

The above standards are already supported by the minimum garden area requirement (in the GRZ head clause), plus the proposed introduction of additional variations to Clauses 54 and 55 relating to permeability (35%) and landscaping. The permeability requirement for these areas is proposed to be slightly higher than the proposed GRZ1 Garden Suburban areas, due to the hilly, elevated and visible nature of the 'bush garden slopes' neighbourhoods. And native vegetation is specified in the landscaping requirements to strengthen and support the existing 'bush garden slopes' character.

As with other residential areas in Maroondah, the strong landscape character of these neighbourhoods, and the objectives to maintain the balance between vegetation and built form, and to increase the native vegetation cover, justify the additional permeability and landscaping requirements. Site coverage has not been altered from the requirement of the zone, and therefore development and housing growth can continue at the same rate and density, while permeability and native vegetation is retained, and increased.



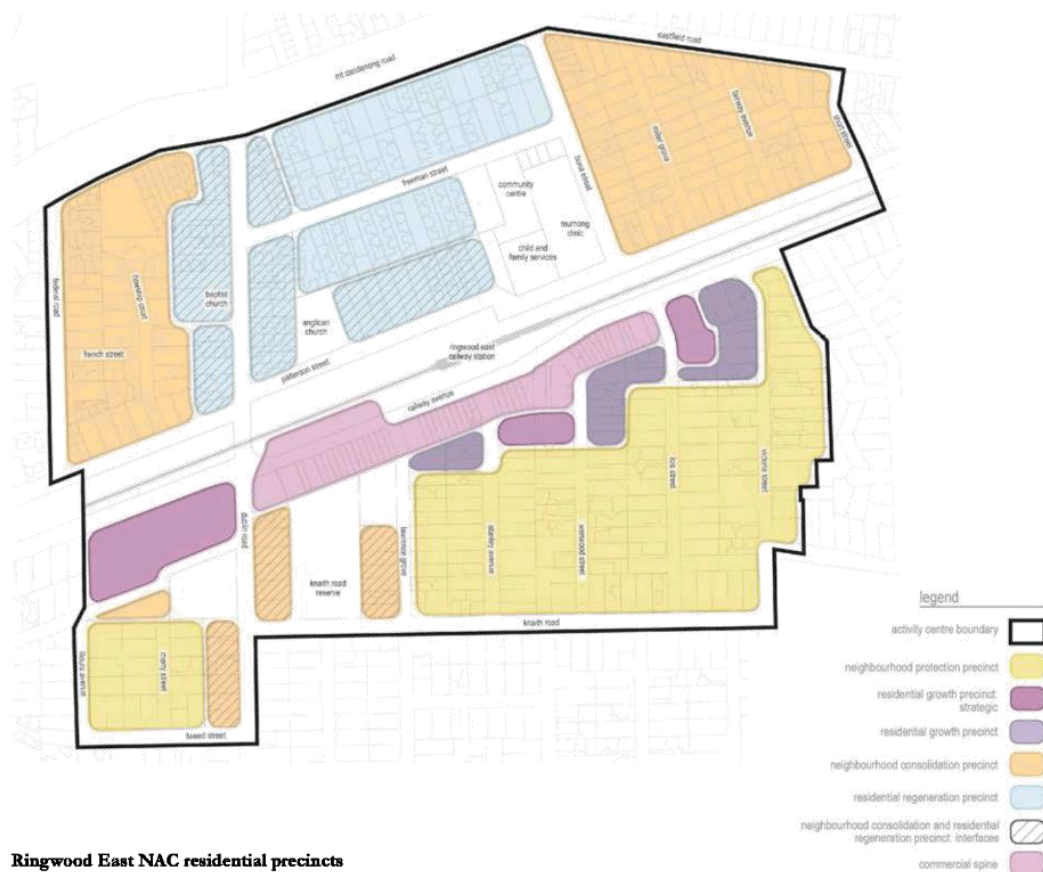
Informal gardens with a greater number of native trees are a characteristic of the area



Undulating topography provides views to other canopy covered and elevated neighbourhoods nearby



Unfortunately the amendment process coincided with the deliberation and approval of VC110, implementing the reformed residential zones, and the residential areas within the Ringwood East NAC were removed from DDO6. Amendment C96 as it applied to the commercial areas of the Ringwood East NAC was approved and gazetted in October 2018, without the need for a Panel hearing.



### Ringwood East NAC residential precincts

**Source: Maroondah City Council**

## Ringwood East NAC residential areas

### Neighbourhood Protection Precinct

Proposed: GRZ1

The preferred outcomes for the 'neighbourhood protection' areas, which are located to the south of the commercial core, are articulated in the structure plan as:

- *Protection and enhancement of the existing strong landscape character*
- *Low rise built forms set within a generous landscape setting*
- *Consistent front setbacks*
- *Generous rear setbacks and retention of rear yard canopy vegetation*
- *Redevelopment only in keeping with existing identified character elements of the area*

With the following anticipated controls:

- *Buildings should be traditional detached forms*
- *Maximum building height allowance under Rascote not exceeded, with heights of 1-2 storeys preferred*
- *Minimum setbacks from street frontage to avoid overly dominant forms and allow for front landscaping*
- *Maintenance of existing side and rear setback control modifications to Clause 54 & 55 within Maroondah's Planning Scheme*
- *Maintenance of existing private open space control modifications to Clause 54 & 55 within Maroondah's Planning Scheme*
- *Introduction of increased requirements for site permeability to reduce areas of hard surface*
- *New requirements for the planting of canopy trees, provision of additional landscaping and recognition of the tree protection zones of trees on adjoining lots*
- *Preference for materials and finishes which are harmonious with the landscape*



Existing dwelling, Howship Court, within the Ringwood East NAC

### Proposed planning scheme provisions & controls

It is recommended that the Neighbourhood Protection Precinct be included in proposed GRZ1. This recommendation is entirely consistent with the analysis and anticipated controls outlined in the structure plan, including increased requirements for site permeability and landscaping, and retaining the current maximum building height and variations to Clauses 54 and 55.

The detailed planning scheme provisions and controls associated with GRZ1 are outlined on the preceding pages of this report.

## Ringwood East NAC residential areas

### Neighbourhood Consolidation Precinct

Proposed: GRZ3

The preferred outcomes for these areas, which are located to the north of the railway line, are articulated in the structure plan as:

- *Areas suitable for a greater intensity of development than 'protection' areas*
- *Emphasis on the 'neighbourhood' elements, in particular the provision of canopy vegetation within the private realm*
- *Modest building heights with additional height above 2 storeys balanced by a reduction in building footprint*
- *Building form to be townhouse style, not apartment forms, with significant breaks in the forms to reduce bulk*

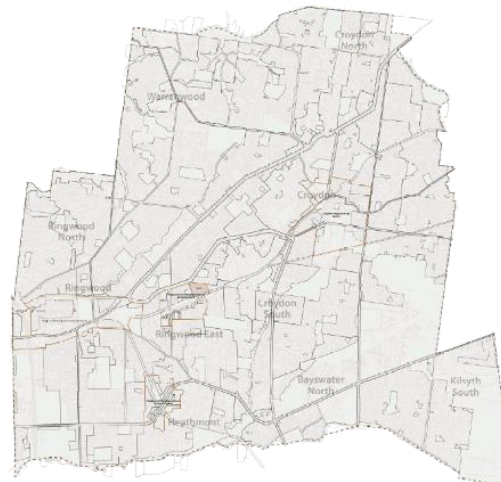
And the following anticipated controls are also included in the structure plan:

- *No policy support for apartment forms*
- *Support for 2 storey building height with third storeys only supported if they are highly recessive or accommodated in roof forms*
- *Reduced front setback requirements allowable if offset by meaningful landscaping within front setback*
- *Reduction in side setback requirements to allow taller forms and support townhouse style development*
- *Requirements for significant breaks in building form along side elevations to offset reduced setback requirements*
- *New requirements for the planting of canopy trees, provision of additional landscaping and recognition of the tree protection zones of trees on adjoining lots*

### Proposed planning scheme provisions & controls

It is recommended that the Neighbourhood Consolidation Precinct be zoned GRZ3. The objectives and decision guidelines to be included in schedule 3 to the GRZ should be based on the preferred outcomes and rationale (summarised) in the structure plan. In addition, the following should apply:

- Max. height 11m & 3 storeys
- Clauses 54 & 55 variations - retain POS & rear setback variations; remove other variations
- Reduced front & side setback requirements
- Landscaping requirements
- Retain SLO4



Howship Court, in the 'neighbourhood consolidation' precinct



## Ringwood East NAC residential areas

### Residential Regeneration Precinct

Proposed: GRZ4

The preferred outcomes for the Residential Regeneration Precinct areas are articulated in the structure plan as:

- *Delivery of a carefully managed model of residential regeneration which maintains the medium density character of this area while not promoting overdevelopment*
- *Support redevelopment and consolidation of sites within these areas where this improves the housing stock and permeability and provides better integration with its surroundings*
- *Using new development to set benchmarks for built form outcomes in preference to reference to existing development*
- *New development forms which address existing issues in relation to 'gun barrel' driveways and presentation to the street frontage*

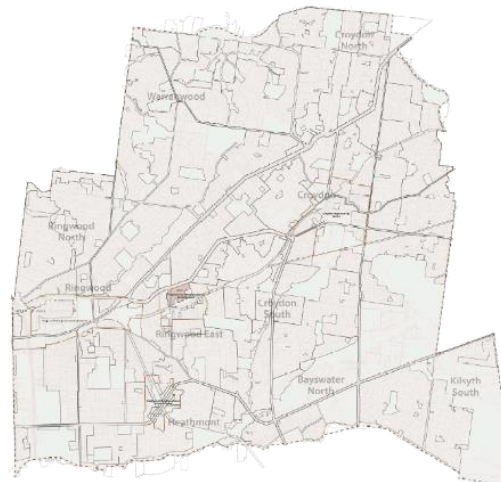
And the anticipated controls:

- *Support for 2-3 storey townhouse forms*
- *A relaxation of the side and rear setbacks, in recognition of the existing footprints of dwellings in the precinct*
- *Smaller requirements for public (sic. private?) open space allowable if other approaches in design provide improvements to the public realm*
- *Requirements for significant breaks in building form along side elevations*
- *Support for development which consolidate lots and/or opens up new north/south public pedestrian connections*

### Proposed planning scheme provisions & controls

It is recommended that the Residential Regeneration Precinct be zoned GRZ4. Again, the objectives and decision guidelines to be included in schedule 4 to the GRZ should be based on the preferred outcomes and rationale (summarised) in the structure plan. In addition, the following should apply:

- Max. height 11m & 3 storeys
- Clauses 54 & 55 variations - remove all existing variations
- Reduced front & side setback requirements
- Landscaping requirements
- Retain SLO4



Freeman Street, within the 'residential regeneration' precinct

## Ringwood East NAC residential areas

### Residential Growth Precinct

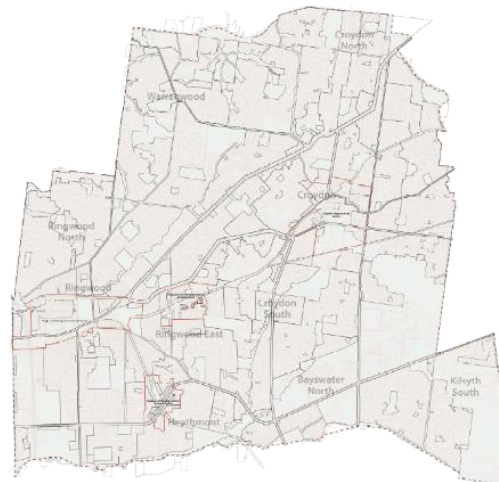
Proposed: RGZ3

The preferred outcomes for the Residential Growth Precinct are articulated in the structure plan as:

- *A transition to a more 'urban' form of infill development in recognition of the proximity to the commercial strip*
- *No further apartment style buildings but medium density development in the form of townhouses*
- *Less of an emphasis on canopy vegetation but will still maintain a 'green' 'village' feel*
- *An improved pedestrian realm*

And the anticipated controls for these areas, which are located between the commercial core and the established residential areas to the south, are:

- *Support building heights of up to 3 storeys with a preference for 3rd storeys to be recessed*
- *Reduced front setbacks allowed provided low- medium level indigenous vegetation is provided within the setback*
- *Reduction of side and rear setback control modifications to Clause 54 and 55 of the Maroondah Planning Scheme*
- *Reduction of private open space control modifications to Clause 54 and 55 of the Maroondah Planning Scheme*
- *Requirements to integrate basement, undercroft or other forms of integrated parking where possible to reduce the visual dominance*
- *Encourage street activation at the ground floor level through integration of home offices and no (or low level) fencing*
- *Ensure sufficient setbacks are provided when adjoining 'neighbourhood protection' areas to introduce screening vegetation*



### Proposed planning scheme provisions & controls

It is recommended that the Residential Growth Precinct be zoned RGZ3, and that the objectives and decision guidelines to be included in schedule 3 to the RGZ are based on the preferred outcomes and rationale (summarised) in the structure plan. In addition, the following should apply:

- Max. height 11m & 3 storeys
- Clauses 54 & 55 variations – remove all
- Reduced front setback requirements
- Reduced side & rear setback requirements
- Landscaping requirements

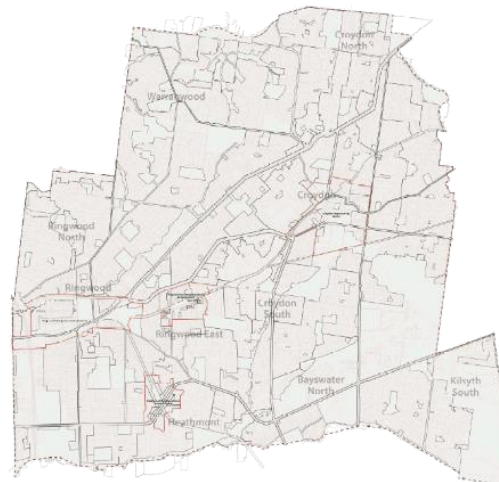
## Ringwood East NAC residential areas

### Strategic Residential Growth Precinct

Proposed: RGZ4

The preferred outcomes for the Strategic Residential Growth Precinct are articulated as:

- *A transition to a more 'urban' form of infill development in recognition of the proximity to the commercial strip*
- *A clearly defined area suitable for this style of development to direct pressure away from other areas*
- *Sites which can achieve additional height without significant adverse impacts are recognised to maximise their benefit.*
- *Sites identified as capable of carrying additional height still respond to the landscape character of their surrounds*



And the anticipated controls for these areas are outlined in the structure plan as follows:

- *These sites can support buildings heights of up to 4 storeys*
- *Buildings must be modulated and include significant articulation to avoid overly bulky forms*
- *Buildings must achieve a high level of design quality in accordance with their strategic designation*
- *Materials and landscaping elements should be fully integrated with the design and strongly encourage finishes to respond to any colour palette developed for the centre*
- *On the ADF site, development must comprise a number of separate building forms within a campus style landscape setting*

### Proposed planning scheme provisions & controls

It is recommended that the Strategic Residential Growth Precinct be zoned RGZ4. The objectives and decision guidelines in schedule 4 to the RGZ should be based on the preferred outcomes and rationale (summarised) in the structure plan. In addition, the following should apply:

- Max. height 13.5m & 4 storeys
- Clauses 54 & 55 variations - remove all existing variations
- Reduced front setback requirements
- Reduced side & rear setback requirements
- Landscaping requirements

### Heathmont Neighbourhood Activity Centre (NAC) residential areas

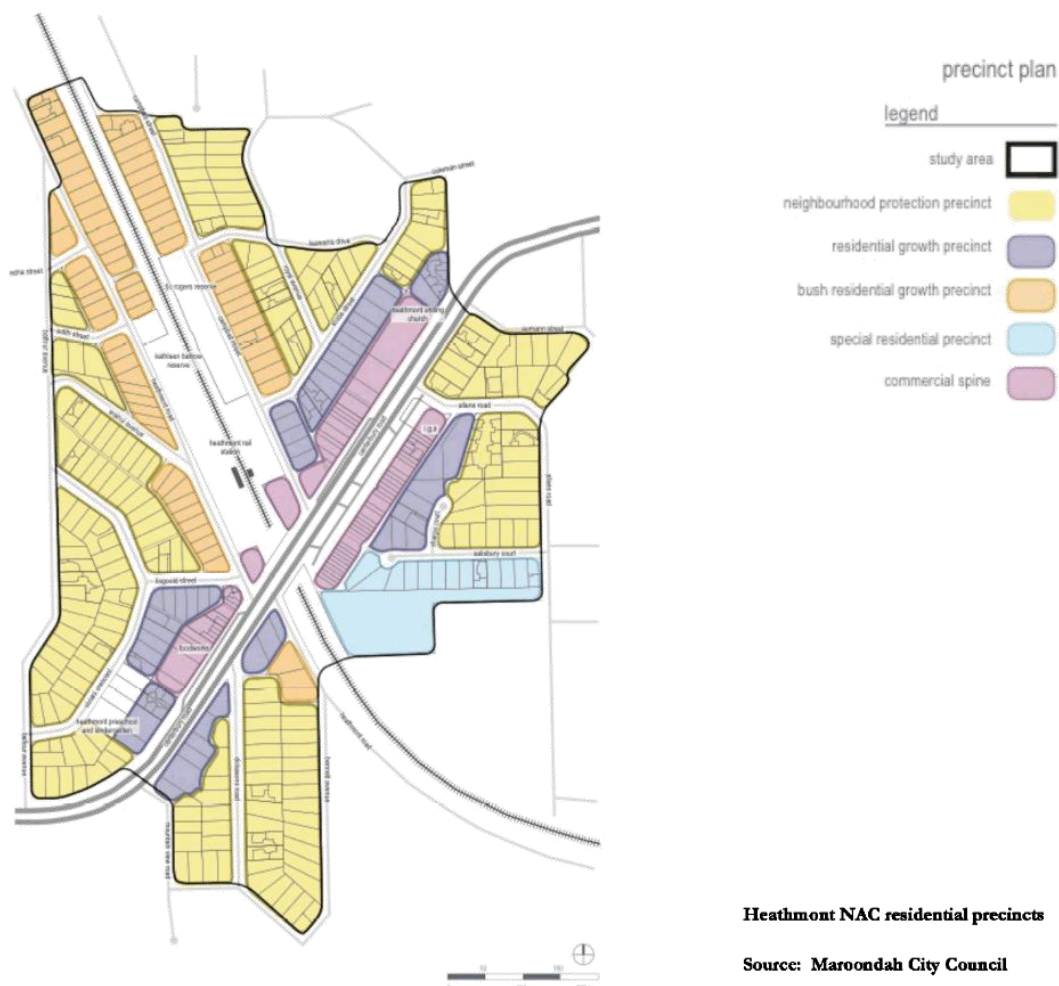
The *Heathmont Neighbourhood Activity Centre Structure Plan* was also prepared by Hansen for the Maroondah City Council in 2013.

Subsequently, Council proceeded with Amendment C97 to implement the structure plan findings by amending the Local Planning Policy Framework Clauses 21 and 22, applying DDO8 to the NAC, rezoning three properties and correcting several mapping anomalies.

Unfortunately (as with Amendment C96), the amendment process coincided with the deliberation and approval of VC110, implementing the reformed residential zones, and the residential areas within the Heathmont NAC were removed from DDO8. Amendment C97 as it applied to the commercial areas of the Heathmont NAC were approved and gazetted in October 2018.

This Neighbourhood Character Study Review provides the opportunity to re-visit this work and implement alternative residential zones and/or new schedules to existing residential zones within the Heathmont NAC.

The various residential precincts that were identified in the structure planning process are shown on the map below. They are discussed in more detail on the following pages.





## Heathmont NAC residential areas

### Neighbourhood Protection Precinct

Proposed: GRZ1, NRZ2 & NRZ3

The preferred outcomes for these areas are articulated in the structure plan as:

- *Protection and enhancement of the existing valued bush character and canopy tree cover*
- *Low rise, detached buildings nestled into the topography*
- *Site buildings on the basis of landscape preservation and topography constraints over specific requirements for consistent setbacks*
- *Generous rear setbacks and retention of rear yard canopy vegetation*
- *Use of carports or undercroft parking where possible to reduce the visual dominance of parking and allow visual connections to the landscaped backdrop*
- *Support contemporary architecture with simplified roof forms*
- *Avoidance of boxy, heavy, overly suburban or heritage replica villa unit or single dwelling development*

With the following anticipated controls:

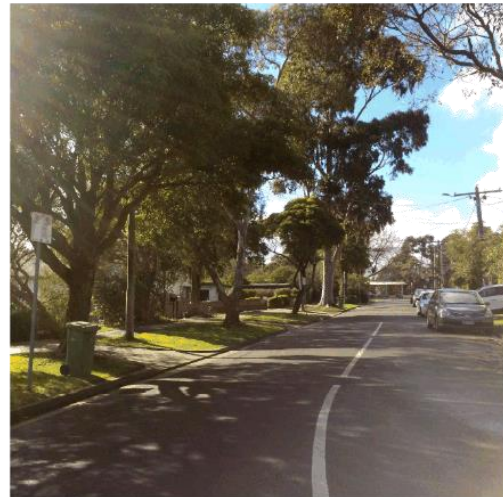
- *Retain existing Design and Development Overlay (DDO3) and Significant Landscape Overlay (SLO3 and SLO4) controls*
- *Buildings should be traditional detached forms. Limit policy support for attached row or villa unit development*
- *No policy support for apartment forms*
- *Maximum building height allowed under Rcode and SLO3 not exceeded, with heights of 1-2 storeys supported*
- *Generous setbacks from street frontage to avoid overly dominant forms and allow landscaping within the front setback*
- *Maintenance of existing side and rear setback control modifications to Clause 54 and 55 within Maroondah's Planning Scheme. Consider allowing reduced building setbacks only where this results in an improved tree protection or future landscape outcome*
- *Maintenance of existing private open space control modifications to Clause 54 and 55 within Maroondah's Planning Scheme*
- *Introduction of increased requirements for site permeability to reduce areas of hard surface*
- *New requirements for the protection of existing trees (in areas other than SLO4), planting of native canopy trees, provision of additional landscaping and recognition of tree protection zones of trees on adjoining lots*
- *Maintenance of single vehicle crossovers to each lot*

- *Preference for materials and finishes which are harmonious with the bush setting (e.g. muted colours, natural materials and finishes)*

#### Proposed planning scheme provisions & controls

It is recommended that the Neighbourhood Protection Precinct areas be included as part of proposed GRZ1 (north of Canterbury Road); proposed NRZ2 (south of Canterbury Road and the railway line); and proposed NRZ3 (south of Canterbury Road and north of the railway line). These recommendations are entirely consistent with the analysis and anticipated controls outlined in the structure plan, including increased requirements for site permeability and landscaping, and retaining the current maximum building height and variations to Clauses 54 and 55.

The detailed planning scheme provisions and controls associated with GRZ1, NRZ2 and NRZ3 are outlined on the preceding pages of this report.



Lisgoold Street, on the western side of the NAC

## Heathmont NAC residential areas

### Bush Residential

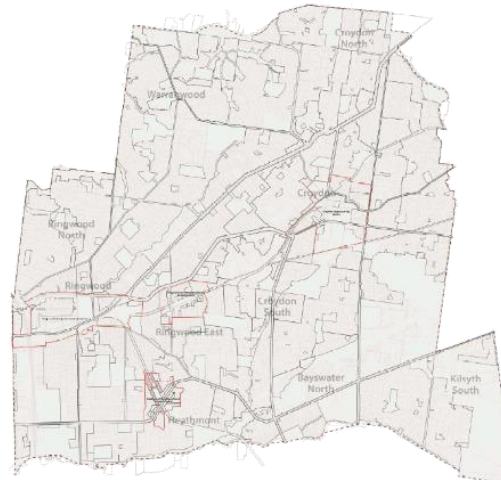
Proposed: GRZ5

The preferred outcomes for these residential areas located adjacent to the railway corridor are:

- *A greater intensity of development than 'neighbourhood protection precincts'*
- *Emphasis on the 'bush residential character' elements, in particular the protection and enhancement of native canopy tree cover from a habitat and visual perspective (as opposed to major centres such as Ringwood and Croydon)*
- *Modest medium density infill development*
- *Building form to be townhouse style, maisonette or duplex type development, with significant landscape breaks between buildings provided to reduce visual bulk*
- *Development to harmonise with the native bush setting of the 'green axis'*
- *Moderate front setbacks in conjunction with an increased density of informal native landscape treatment*
- *Avoidance of boxy, heavy, overly suburban or heritage replica villa unit development*

And the following anticipated controls:

- *Retain existing Significant Landscape Overlay (SLO3 and SLO4) controls*
- *Review existing Design and Development Overlay (DDO3) (sic.)*
- *No policy support for apartment forms*
- *Support for 2 storey forms with 3rd storeys only considered on sloping sites where they can be accommodated into the fall of the land or roof forms and are highly recessive*
- *Reduced front setback requirements allowable if offset by meaningful landscaping (e.g. at least 2 medium or large native or canopy trees) within front setback*
- *Maintenance of rear and side setback requirements to maximise landscape potential*
- *Requirements for significant breaks in building form along side elevations*
- *New requirements for the protection of existing trees (in areas other than SLO4), planting of native canopy trees, provision of additional landscaping and recognition of tree protection zones of trees on adjoining lots*



- *Preference for materials and finishes which are harmonious with the bush setting (e.g. muted colours, natural materials)*
- *Require any basement car parks to be well set back from the boundaries to allow deep root planting in the front and rear of properties*
- *Encourage use of lightweight roof forms, balconies, pergolas and use of external or open circulation where possible to lighten the appearance of built form*

#### Proposed planning scheme provisions & controls

It is recommended that the Bush Residential Growth areas be zoned GRZ5. While it is referred to as a 'residential growth' area in the structure plan, the proposed controls are entirely consistent with the GRZ, not the RGZ. As such it may be appropriate to re-name the zone schedule to 'Bush Residential'. The objectives and decision guidelines to be included in schedule 5 to the GRZ should be based on the preferred outcomes and rationale (summarised) in the structure plan. In addition, the following should apply:

- Max. height 11m & 3 storeys
- Clauses 54 & 55 variations - retain
- Reduced front setback requirement (associated with meaningful landscaping)
- Additional landscaping requirements
- Retain SLO3 & SLO4
- Remove DDO2 (incorrectly referred to as DDO3 in structure plan)

### Heathmont NAC residential areas

### Residential Growth Precinct

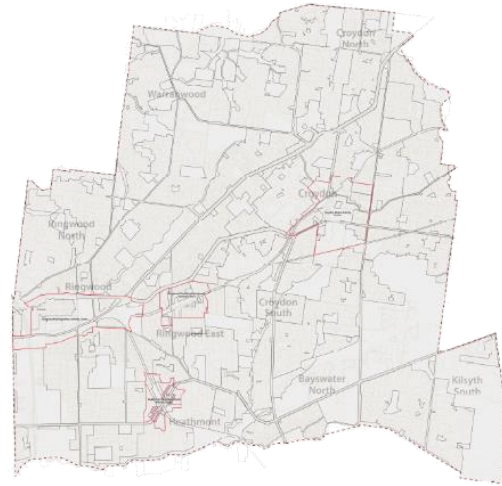
Proposed: RGZ5

The preferred outcomes for the Residential Growth Precinct, which directly abuts the commercially zoned areas in the centre, are:

- *A transition to a more 'urban' form of infill development in recognition of the proximity to the commercial spine*
- *Modest medium density infill development*
- *No apartment style buildings but a more intensive form of townhouse, maisonette or duplex type development*
- *A form of development anticipated that is different to the 'bush residential growth' precinct*
- *Less of an emphasis on native canopy vegetation but will still maintain a bush feel through the provision of additional canopy vegetation at interfaces with 'neighbourhood protection precincts'*
- *An improved streetscape character and pedestrian realm*

And the following anticipated controls are outlined:

- *Retain existing Significant Landscape Overlay 4 (SLO4) controls*
- *Remove existing Design and Development Overlay (DDO3) and Significant Landscape Overlay 3 (SLO3) controls*
- *No policy support for apartment forms*
- *Support building heights of 2 to 3 storeys with a preference for 3rd storeys to be recessed and / or integrated into roof forms*
- *3rd storey elements should use lighter weight materials with a muted materials and colours palette in order to distinguish from a 2 storey base*
- *Reduced front setbacks allowed provided low- medium level indigenous vegetation is provided within the setback*
- *Reduction of existing side and rear setback control modifications to Clause 54 and 55 of the Marnondah Planning Scheme*
- *Requirements to integrate basement or undercroft parking where possible to reduce the visual dominance*
- *Encourage street activation at the ground floor level through integration of home offices or living areas fronting the street, with emphasis on soft landscape and boundary treatments to encourage animation of the front setback rather than barriers which limit public realm interaction.*
- *Ensure sufficient setbacks are provided where adjoining 'neighbourhood protection precinct' areas to introduce screening vegetation and provide for canopy trees*



### Proposed planning scheme provisions & controls

It is recommended that the Residential Growth Precinct areas be zoned RGZ5. The objectives and decision guidelines to be included in schedule 5 to the RGZ should be based on the preferred outcomes and rationale (summarised) in the structure plan. In addition, the following should apply:

- Max. height 11m & 3 storeys
- Clauses 54 & 55 variations - remove all
- Reduced front setback requirements
- Reduced side & rear setback requirements
- Landscaping requirements
- Remove SLO3 & DDO2

## Heathmont NAC residential areas

### Special Residential Precinct

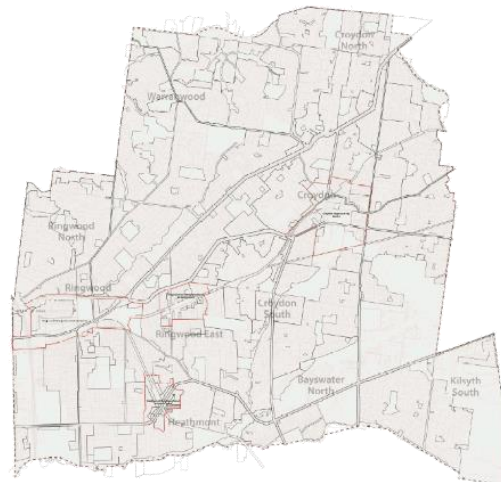
Proposed: GRZ6

The preferred outcomes for the Special Residential Precinct are:

- *Investigation of potential staged redevelopment opportunities employing a cluster housing or alternative housing typology model, with an emphasis on communal indigenous and productive landscape, preservation of existing environmental assets and a strong emphasis on ecologically sustainable development*
- *Establishment of affiliated uses which would support the community including space for local community halls, markets, gallery space and home offices*
- *Dwellings with a smaller footprint and higher building heights to maximise preservation of trees and provide for planting of new vegetation*
- *Emphasis on high quality contemporary architecture in a communal landscape setting*
- *Increased pedestrian permeability*

And the following anticipated controls are outlined in the structure plan:

- *Retain existing Significant Landscape Overlay 4 (SLO4) controls*
- *Review the DDO3 minimum allotment control to allow more flexible site development which emphasises tree protection*
- *Consider application of a DPO type control, requiring a masterplan for the precinct in order to encourage co-ordinated development outcome between Uambi and properties to the north fronting Salisbury Court*
- *No policy support for typical suburban subdivision and housing types*
- *Strongly discourage vacant lot subdivision unless a masterplan for total site development has been prepared*
- *Preferred allotment sizes and building heights should be kept loose, with an emphasis on creative urban design responses to the landscape setting*
- *Ensure any fencing does not impact on the landscape character of Uambi and adjoining bushland and movement of fauna*



### Proposed planning scheme provisions & controls

It is recommended that the Special Residential Precinct be zoned GRZ6. The objectives and decision guidelines to be included in schedule 6 to the GRZ should be based on the preferred outcomes and rationale (summarised) in the structure plan. In addition, the following should apply:

- Max. height 11m & 3 storeys
- Clauses 54 & 55 variations – retain all prior to DPO being prepared for the site
- Landscaping requirements
- Remove DDO2

An alternative solution to the above more proactive/strategic solution is to simply retain the existing zoning and include the precinct in proposed NRZ2.



## Ringwood Metropolitan Activity Centre

The *Ringwood Metropolitan Activity Centre (MAC) Masterplan* (2018) was adopted by Council in November 2018, and Council will be proceeding with an amendment to implement its findings in the near future.

The vision outlined in the 2018 masterplan document is as follows:

*Ringwood is the major urban destination in Melbourne's outer east. It will contain a vibrant city centre, with an active local economy and contemporary lifestyle options. The vibrant centre boasts integrated and sustainable retail, commercial, leisure, civic and residential activities set in a natural landscape connected through an advanced road and rail network.*

There are three residential precincts within the MAC boundary zoned RGZ1, as well as two GRZ1 residential areas (south of Ringwood Station, and on the eastern edge, near Ringwood Lake).

As part of the recent masterplanning process, urban design guidelines were also prepared for the centre. The *Ringwood MAC Urban Design Guidelines* (2018) document provides a framework for each precinct identified within the MAC (including the residential areas), and includes guidance on building height, typology and interface treatments. The designated precincts are illustrated on the map below, and a summary of the vision and key development guidelines for each, is provided below.

*A further description of neighbourhood character elements, landscape character, views and changes observed since 2005 is available in the Residential Character Assessment report.*



Ringwood Metropolitan Activity Centre

Study Boundary

## Ringwood Metropolitan Activity Centre

### North Western Precinct

Current (residential) zoning: RGZ1 + DDO3, SLO4

The North Western Precinct is located between Mullum Mullum Creek / the Ringwood Bypass and the commercial core of the MAC. The vision for this area as outlined in the guidelines document as:

- *Moderate residential infill in an established landscape setting.*

And the key development guidelines are to:

- *Ensure high quality infill apartment development to complement and enhance the role of the Ringwood MAC.*
- *Ensure the consolidation and development of sites occurs in a progressive manner and does not result in creation of small, isolated holdings of land of limited development potential.*
- *Encourage consistent built form response and ensure visual dominance of upper levels are minimised when viewed from the street.*
- *Ensure a high standard of residential amenity for future residents and neighbouring properties.*
- *Ensure retention of front setback for landscaping opportunity, contributing to the streetscape character and amenity within the public realm.*
- *Limit the number of vehicle crossovers to maintain the integrity and continuity of residential streetscapes.*
- *Ensure new developments provide an outlook towards Mullum Mullum Creek, and provide passive surveillance to the adjacent parkland.*
- *Ensure the front setback of a residential building provides for visual and physical transition between the streetscape and the development.*
- *Ensure all setbacks be planted with substantial tree cover to 'soften' the impact of new buildings on the streetscape.*

### Eastern Precinct

Current (residential) zoning: GRZ1 or RGZ1 + SLO4

The Eastern Precinct is located near Ringwood Lake on the eastern side of the MAC, and includes the GRZ1 pockets to the east of the lake, as well as the RGZ1 area, closer to the commercial centre. It is envisaged as an institutional mixed use area, with the following vision:

- *A consolidated mid rise precinct contributing to the boulevard character of Maroondah Highway with integrated community and*

*institutional opportunities between Warrandyte Road and Bardia Street.*

The key development guidelines (relevant to residential use) for the Eastern Precinct are to:

- *Ensure high quality infill apartment development on residential land to complement and enhance the role of the Ringwood MAC.*
- *Ensure a high standard of residential amenity for future residents and neighbouring properties.*
- *Encourage consistent built form response and ensure visual dominance of upper levels are minimised when viewed from the street along residential streets.*
- *Ensure retention of front setback for landscaping opportunity, contributing to the streetscape character and amenity along residential streets.*

## Ringwood Metropolitan Activity Centre

### Pitt Street Precinct

Current (residential) zoning: RGZ1 (with two small parcels of GRZ1) + SLO4

The Pitt Street Precinct is located on the south-eastern side of the MAC and is separated from the 'garden suburban' areas of Ringwood by Bedford Road. The vision for this area is:

- *Moderate residential infill in an established suburban landscape setting.*

And the key development guidelines include to:

- *Ensure high quality infill medium density housing development to complement and enhance the role of the Ringwood MAC.*
- *Encourage consistent built form response and ensure visual dominance of upper levels are minimised when viewed from the street.*
- *Ensure a high standard of residential amenity for future residents and neighbouring properties.*
- *Reduce the presence of car parking and ramps in residential areas through encouraging basement design.*
- *Ensure retention of front setbacks for landscaping opportunities, contributing to the streetscape character and amenity within the public realm.*
- *Encourage the repurposing of existing heritage buildings and integration with new development.*
- *Ensure the treed character of the area is retained and discourage the loss of existing canopy trees.*
- *Ensure the front setback of a residential building provides for visual and physical transition between the streetscape and the development.*
- *Ensure front setbacks be planted with substantial tree cover to 'soften' the impact of new buildings on the streetscape.*
- *Ensure new developments provide an outlook and provide passive surveillance to adjacent open space.*

### Ringwood Station Precinct

Current (residential) zoning: GRZ1 + SLO4

The Ringwood Station Precinct includes a residentially zoned area to the south of Station Street, with residential use noted as a 'secondary role' to the primary transport/civic focus. The vision for this whole precinct, as outlined in the guidelines document, is:

- *Future transit oriented development opportunities around Ringwood Station and a key entry into the Ringwood MAC.*

The key development guidelines that relate to residential use are to:

- *Encourage a range of transit, retail, commercial, civic and residential land uses, including higher density housing, that maximise the existing public transport infrastructure and provide for activity in the Ringwood Station Precinct across a range of hours.*
- *Ensure future development fronting Station Street contribute to improving pedestrian amenity and activation at street level.*

The Ringwood MAC Urban Design Guidelines document also includes information and guidance on 'interface' areas, such as this, that exist between the commercial centre and the more established and historic residential areas to the south. In relation to housing development along Station Street, the southern interface of this area is noted as 'residential transition'.

The objectives for this scenario are outlined as follows:

- *To support increased development opportunity within a MAC context with regards to amenity requirement for existing and future occupants (residents/ workers).*
- *To ensure a legible transition is provided between residential and commercial precincts.*
- *To provide transition from feature form sites to surrounds, particularly residential areas.*
- *To encourage street level activation along commercial streets with servicing and car parking located away from the primary frontage.*
- *To avoid repetitive stepped forms.*
- *To minimise amenity impact on adjoining dwellings.*

And the proposed interface design response:

- *4 storey (14.5m) building base/podium.*
- *3m setback at ground level.*
- *Setback behind street wall/podium:*
- *5m setback above 4 storey (14.5m).*
- *Greater than 5m above 4 storey (14.5m) on Feature Form sites to minimise visual bulk impact.*



## Ringwood Metropolitan Activity Centre

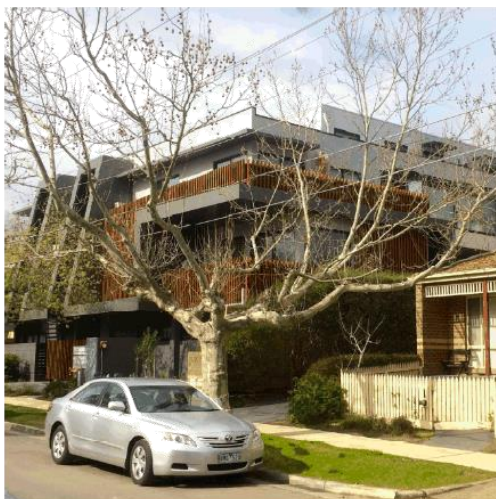
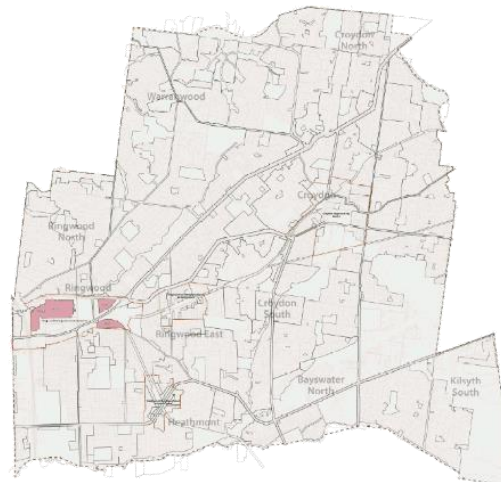
### Proposed planning scheme provisions & controls

It is recommended that the contents of the *Ringwood MAC Masterplan*, together with the *Ringwood MAC Urban Design Guidelines* are implemented in Maroondah Planning Scheme via a separate amendment process, including the residential areas within the MAC.

The fieldwork and assessments undertaken as part of this study support the recommendations in the masterplan and design guidelines documents.

It is considered that the RGZ is the most appropriate residential zone for strategic residential growth areas within the MAC. Separate, more detailed schedules may be required, however.

Consideration should also be given to the rezoning of the current GRZ1 areas that are located within the MAC to RGZ (or MUZ), again with separate, tailored schedules based on the contents of the urban design guidelines document and masterplanning work.



## Croydon Major Activity Centre

The *Croydon Town Centre Structure Plan* was prepared some time ago in 2006, and is pending review.

The structure plan identified three residential precincts within the MAC as 'housing opportunity areas' and these are currently zoned GRZ2, with an increased maximum building height of 13.5m and 4 storeys. The remaining residential areas are noted in the structure plan as 'incremental change residential' and are zoned GRZ1, with the same provisions that apply elsewhere in Maroondah.

The Croydon town centre has undergone a high level of change since its designation as a MAC, and includes a mix of residential built form, including older single dwellings and units, and contemporary apartment buildings of up to 4 storeys. The centre still exhibits a treed character in some areas, due in part to the retention of the SLO4, however the more recent higher-density development has resulted in tree loss and an increase in hard surfacing generally.

*A further description of neighbourhood character elements, landscape character, views and changes observed since 2005 is available in Section 2 of this report.*

### Proposed planning scheme provisions & controls

Given that a review of the *Croydon Town Centre Structure Plan* is a high priority for Council Officers and is likely to occur in the near future, it is recommended that a detailed analysis of the Croydon MAC residential areas occur as part of that process.

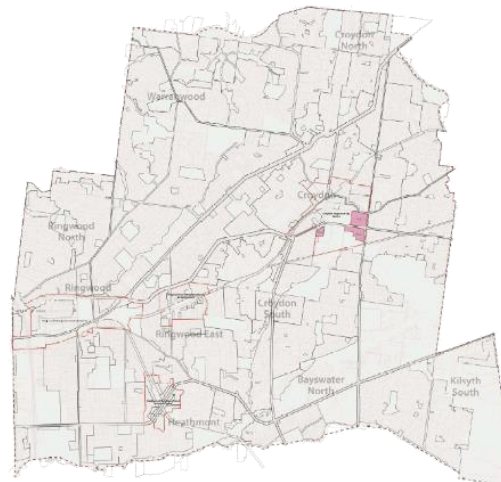
In the event that the review of the current structure plan is deferred, it is recommended that the current GRZ2 areas be rezoned to RGZ2, and that the existing GRZ1 areas remain, but incorporate the proposed new Schedule 1.

### RGZ2 Croydon MAC Residential Growth Precinct

A rezoning to RGZ2 would involve transfer of the current contents of Schedule 2 to the GRZ into the more appropriate RGZ, with the addition of design objectives, for example:

#### Design objectives:

- To facilitate quality medium density housing, including apartment buildings, of a high architectural standard to support and enhance the role of the Croydon MAC.
- To ensure that the front setback of residential buildings provides for a visual and physical connection to the streetscape, and that the dominance of upper levels is minimised when viewed from the street.



- To reduce the presence and visual impact of car parking and vehicular access in residential areas by encouraging basement design.
- To ensure that the front setback is utilised for landscaping opportunities, including substantial canopy trees, and contributes to the streetscape character and amenity of the public realm.
- To ensure that new development provides an outlook and passive surveillance opportunities to the street and other public areas.

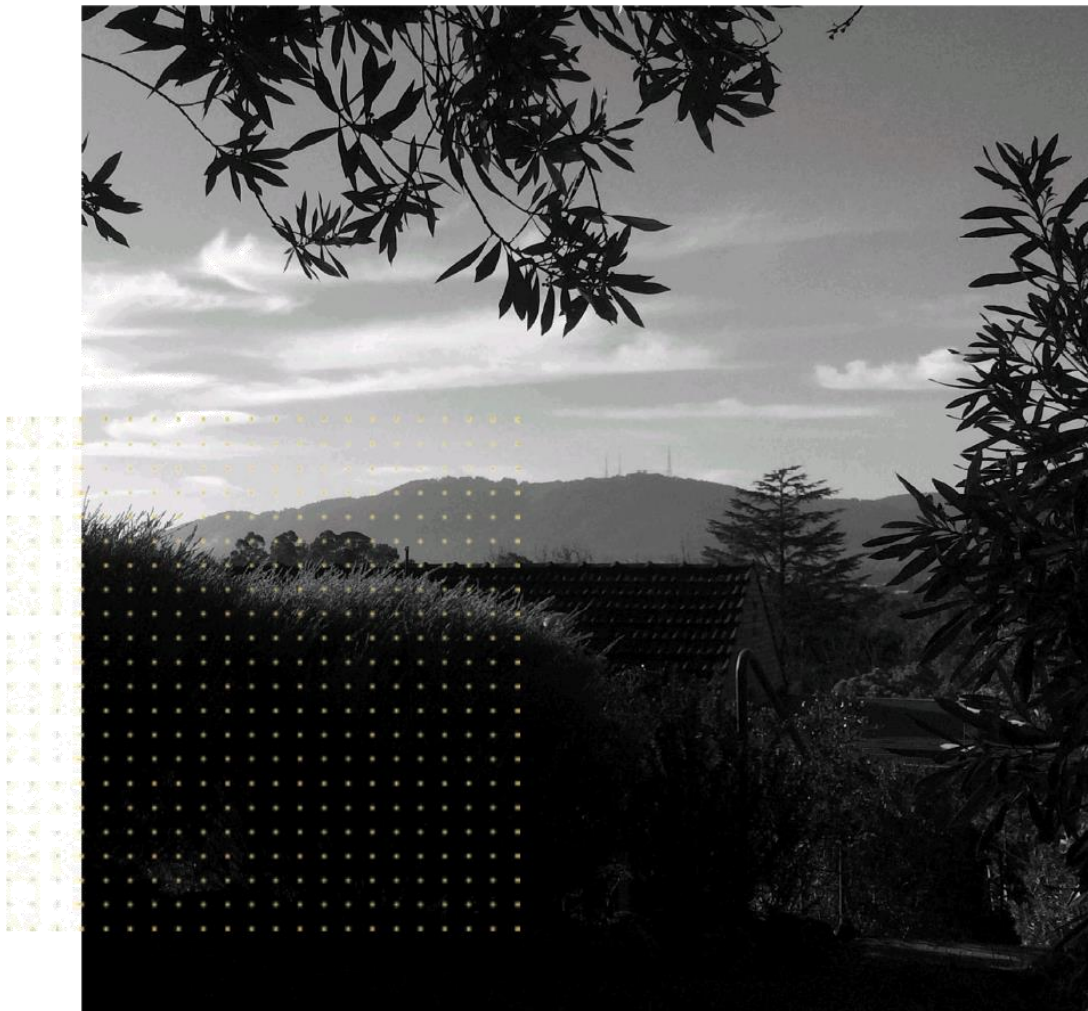
*As outlined, ideally, design objectives for the higher density areas of the Croydon MAC would be developed as part of the structure plan review process. However, the above objectives are considered appropriate and justifiable, if the process was delayed.*

In addition, the following could apply:

- Maximum building height 13.5m & 4 storeys
- Reduced front setback requirements
- Reduced side & rear setback requirements
- Landscaping requirements
- SLO4: Retain and strengthen, ensuring consistency
- Front fence height 1.5m (streets in a Road Zone, Category 1)

## Appendix A

# Recommendations Summary Table



Recommendations summary table

Proposed zone & schedule	Proposed name	Current zone & overlays	Current controls	Proposed controls
NRZ1	Croydon Hills Estate, Birt's Hill & Jumping Creek Valley	NRZ1  NCO2 (Croydon Hills Estate)  SLO3  DDO1  VPO1	<ul style="list-style-type: none"> <li>Max. height 9m &amp; 2 storeys</li> <li>Min. lot size 2,000sqm</li> <li>Side &amp; rear setback variations</li> <li>Private open space variations</li> <li>Front fence variations</li> <li>NCO2 buildings and works (with exemptions)</li> <li>VPO1 native vegetation removal</li> <li>SLO3 5+m tree removal (and other 'incentives')</li> </ul>	<ul style="list-style-type: none"> <li>New neighbourhood and landscape character objectives</li> <li>Max. height 9m &amp; 2 storeys</li> <li>Min. lot size 2,000sqm</li> <li>Retain existing variations</li> <li>Site coverage 40%</li> <li>Permeability 50%</li> <li>Landscaping requirements (indigenous)</li> <li>New application requirements</li> <li>New decision guidelines</li> <li>NCO2 re-write, including permit triggers for outbuildings and demolition</li> <li>SLO3 strengthen</li> </ul>
NRZ2	Wicklow Hills Ridgeline	NRZ2  NCO1 (Alto Avenue & Wicklow Hills)  SLO3  DDO2  Inclusion of area bounded generally by Mirabel Avenue, Mt Dandenong Road and Velma Grove currently GRZ1 & SLO4	<ul style="list-style-type: none"> <li>Max. height 9m &amp; 2 storeys*</li> <li>Min. lot size 864sqm*</li> <li>Side &amp; rear setback variations</li> <li>Private open space variations</li> <li>Front fence variations</li> <li>SLO3 5+m tree removal (and other 'incentives')</li> </ul> <p>*Except the Velma Grove area</p>	<ul style="list-style-type: none"> <li>New neighbourhood and landscape character objectives</li> <li>Max. height 9m &amp; 2 storeys</li> <li>Min. lot size 864sqm</li> <li>Retain existing variations</li> <li>Site coverage 40%</li> <li>Permeability 50%</li> <li>Landscaping requirements (native, preferably indigenous)</li> <li>New application requirements</li> <li>New decision guidelines</li> <li>NCO1 strengthen objectives &amp; decision guidelines</li> <li>SLO3 strengthen</li> </ul>

NRZ3	Wicklow Hills Lower Slopes	NRZ3	<ul style="list-style-type: none"> <li>Max. height 9m &amp; 2 storeys</li> <li>Side &amp; rear setback variations</li> <li>Open space variations</li> <li>Front fence variations</li> <li>SLO3 5+m tree removal (and other 'incentives')</li> </ul>	<ul style="list-style-type: none"> <li>New neighbourhood and landscape character objectives</li> <li>Max. height 9m &amp; 2 storeys</li> <li>Retain existing variations</li> <li>Site coverage 50%</li> <li>Permeability 40%</li> <li>Landscaping requirements (native, preferably indigenous)</li> <li>New application requirements</li> <li>New decision guidelines</li> <li>SLO3 strengthen</li> </ul>
		SLO3		
NRZ4	Loughnan's Hill	NRZ2	<ul style="list-style-type: none"> <li>Max. height 9m &amp; 2 storeys</li> <li>Min. lot size 864sqm</li> <li>Side &amp; rear setback variations</li> <li>Private open space variations</li> <li>Front fence variations</li> <li>SLO3 5+m tree removal (and other 'incentives')</li> </ul>	<ul style="list-style-type: none"> <li>New neighbourhood and landscape character objectives</li> <li>Max. height 9m &amp; 2 storeys</li> <li>Min. lot size 864sqm</li> <li>Retain existing variations</li> <li>Site coverage 40%</li> <li>Permeability 50%</li> <li>Landscaping requirements (native, preferably indigenous)</li> <li>New application requirements</li> <li>New decision guidelines</li> <li>SLO3 strengthen</li> </ul>
		SLO3		
NRZ5	Jubilee Park	GRZ1	<ul style="list-style-type: none"> <li>Max. height 11m &amp; 3 storeys</li> <li>Side &amp; rear setback variations</li> <li>Private open space variations</li> <li>Front fence variations</li> <li>SLO4 5m+ tree removal</li> </ul>	<ul style="list-style-type: none"> <li>New neighbourhood character objectives</li> <li>Max. height 9m &amp; 2 storeys</li> <li>Retain existing variations</li> <li>Permeability 30%</li> <li>Landscaping requirements</li> <li>New application requirements</li> <li>New decision guidelines</li> <li>NCO3 / HO (various)</li> <li>SLO4 review &amp; strengthen</li> </ul>
		SLO4		

Maroondah Neighbourhood Character Study

Recommendations summary table

NRZ6	Ruskin Park	GRZ1	<ul style="list-style-type: none"> <li>Max. height 11m &amp; 3 storeys</li> <li>Side &amp; rear setback variations</li> <li>Private open space variations</li> <li>Front fence variations</li> <li>SLO4 5m+ tree removal</li> </ul>	<ul style="list-style-type: none"> <li>New neighbourhood and landscape character objectives</li> <li>Max. height 9m &amp; 2 storeys</li> <li>Retain existing variations</li> <li>Site coverage 50%</li> <li>Permeability 30%</li> <li>Landscaping requirements</li> <li>New application requirements</li> <li>New decision guidelines</li> <li>SLO4 strengthen</li> </ul>
		SLO4		
NRZ7	Warrenwood Ridgeline & Slopes	NRZ3	<ul style="list-style-type: none"> <li>Max. height 9m &amp; 2 storeys*</li> <li>Side &amp; rear setback variations</li> <li>Private open space variations</li> <li>Front fence variations*</li> </ul>	<ul style="list-style-type: none"> <li>New neighbourhood and landscape character objectives</li> <li>Max. height 9m &amp; 2 storeys</li> <li>Retain existing variations</li> <li>Site coverage 50%</li> <li>Permeability 40%</li> <li>Landscaping requirements (native, preferably indigenous)</li> <li>New application requirements</li> <li>New decision guidelines</li> <li>SLO3 (strengthened) to whole landscape area</li> </ul>
		SLO3		
		Northern part of Warrenwood Ridgeline, extending from Oban Road to the Jumping Creek Valley, and sloping down to Mullum Mullum Creek, currently GRZ1 & SLO4	<p>*Except current GRZ1 area, with max. height 11m &amp; 3 storeys, and SLO4 5m+ tree removal</p>	
NRZ8	Croydon Ridge & Southern Hills	NRZ3	<ul style="list-style-type: none"> <li>Max. height 9m &amp; 2 storeys</li> <li>Side &amp; rear setback variations</li> <li>Private open space variations</li> <li>Front fence variations</li> <li>SLO3 5m+ tree removal (and other 'incentives')</li> </ul>	<ul style="list-style-type: none"> <li>New neighbourhood and landscape character objectives</li> <li>Max. height 9m &amp; 2 storeys</li> <li>Retain existing variations</li> <li>Site coverage 50%</li> <li>Permeability 40%</li> <li>Landscaping requirements (preferably native)</li> <li>Front fence 1.5m fronting RDZ1</li> <li>New application requirements</li> <li>New decision guidelines</li> </ul>
		SLO3		
		VPO1 (former Croydon District Golf Course)		

Recommendations summary table

Maroondah Neighbourhood Character Study



			<ul style="list-style-type: none"> <li>SLO3 strengthen; review VPO1</li> </ul>
NRZ9	Croydon Golf Links Estate	NRZ2  SLO3	<ul style="list-style-type: none"> <li>Max. height 9m &amp; 2 storeys</li> <li>Min. lot size 864sqm</li> <li>Side &amp; rear setback variations</li> <li>Private open space variations</li> <li>Front fence variations</li> <li>SLO3 5+m tree removal (and other 'incentives')</li> <li>New neighbourhood and landscape character objectives</li> <li>Max. height 9m &amp; 2 storeys</li> <li>Min. lot size 864sqm</li> <li>Retain existing variations</li> <li>Site coverage 40%</li> <li>Permeability 50%</li> <li>Landscaping requirements (preferably native)</li> <li>New application requirements</li> <li>New decision guidelines</li> <li>SLO3 strengthen</li> </ul>
NRZ10	Bushland Fringes	LDRZ  SLO3 or SLO4  VPO1 (part)	<ul style="list-style-type: none"> <li>Min. lot size 0.2 hectare</li> <li>Side &amp; rear setback variations</li> <li>Private open space variations</li> <li>Front fence variations</li> <li>SLO3 5+m tree removal (and other 'incentives')</li> <li>SLO4 5m+ tree removal</li> <li>VPO1 (part) native vegetation removal</li> <li>New neighbourhood and landscape character objectives</li> <li>Max. height 9m &amp; 2 storeys</li> <li>Min. lot size 2,000sqm</li> <li>Side &amp; rear setback variations</li> <li>Open space variations</li> <li>Front fence variations</li> <li>Site coverage 40%</li> <li>Permeability 50%</li> <li>Landscaping requirements (preferably native)</li> <li>New application requirements</li> <li>New decision guidelines</li> <li>Note animal boarding, animal training and horse stables now prohibited uses</li> <li>SLO3 strengthen</li> <li>SLO4 strengthen</li> </ul>

Maroondah Neighbourhood Character Study

Recommendations summary table



NRZ11	Sites of Biological Significance	NRZ4	<i>To be fully resolved through the Vegetation Planning Policy Review</i>	
			Max. height 9m & 2 storeys Side & rear setback variations Private open space variations Front fence variations SLO3 5+1m tree removal (and other 'incentives')	SLO4 5m+ tree removal VPO1 (part) native vegetation removal
GRZ1	Garden Suburban	GRZ1	Max. height 11m & 3 storeys Side & rear setback variations Private open space variations Front fence variations SLO4 5m+ tree removal	New neighbourhood character objectives Max. height 11m & 3 storeys Retain existing variations Permeability 30% Landscaping requirements Front fence 1.5m fronting RDZ1 New application requirements New decision guidelines SLO4 strengthen
		SLO4		
GRZ2	Bush Garden Slopes	GRZ1	Max. height 11m & 3 storeys Side & rear setback variations Private open space variations Front fence variations SLO4 5m+ tree removal	New neighbourhood character objectives Max. height 11m & 3 storeys Retain existing variations Permeability 35% Landscaping requirements (preferably native) New application requirements New decision guidelines SLO4 strengthen & apply to whole area
		DDO7 Northern Gateway Area		

Recommendations summary table

Maroondah Neighbourhood Character Study

GRZ3	Ringwood East NAC Neighbourhood Consolidation Precinct	GRZ1  SLO4	<ul style="list-style-type: none"> <li>• Max. height 11m &amp; 3 storeys</li> <li>• Side &amp; rear setback variations</li> <li>• Private open space variations</li> <li>• Front fence variations</li> <li>• SLO4 5m+ tree removal</li> </ul>	<ul style="list-style-type: none"> <li>➤ New neighbourhood character objectives</li> <li>• Max. height 11m &amp; 3 storeys</li> <li>• Retain POS &amp; rear setback variations</li> <li>➤ Remove other variations</li> <li>➤ Reduced front &amp; side setback requirements</li> <li>➤ Landscaping requirements</li> <li>➤ New application requirements</li> <li>➤ New decision guidelines</li> <li>• Retain SLO4</li> </ul>
GRZ4	Ringwood East NAC Residential Regeneration Precinct	GRZ1  SLO4	<ul style="list-style-type: none"> <li>• Max. height 11m &amp; 3 storeys</li> <li>• Side &amp; rear setback variations</li> <li>• Private open space variations</li> <li>• Front fence variations</li> <li>• SLO4 5m+ tree removal</li> </ul>	<ul style="list-style-type: none"> <li>➤ New neighbourhood character objectives</li> <li>• Max. height 11m &amp; 3 storeys</li> <li>➤ Remove all existing variations</li> <li>➤ Reduced front &amp; side setback requirements</li> <li>➤ Landscaping requirements</li> <li>➤ New application requirements</li> <li>➤ New decision guidelines</li> <li>• Retain SLO4</li> </ul>
GRZ5	Heathmont NAC Bush Residential Precinct	GRZ1 or NRZ2 (three sites south of Canterbury Road)  SLO4 or SLO3 (three sites)  DDO2 (three sites)	<ul style="list-style-type: none"> <li>• Max. height 11m &amp; 3 storeys</li> <li>• Min. lot size 864sqm (three sites)</li> <li>• Side &amp; rear setback variations</li> <li>• Private open space variations</li> <li>• Front fence variations</li> <li>• SLO4 5m+ tree removal</li> <li>• SLO3 5m+ tree removal (and other 'incentives' – three sites)</li> </ul>	<ul style="list-style-type: none"> <li>➤ New neighbourhood character objectives</li> <li>• Max. height 11m &amp; 3 storeys</li> <li>• Retain POS &amp; side and rear setbacks variations</li> <li>➤ Reduced front setback</li> <li>➤ Landscaping requirements</li> <li>➤ New application requirements</li> <li>➤ New decision guidelines</li> <li>➤ Retain SLO4 (whole precinct)</li> <li>➤ Remove DDO2</li> </ul>

Recommendations summary table

Maroondah Neighbourhood Character Study

GRZ6	Heathmont NAC Uambi Special Residential Precinct	NRZ2 or NRZ3  SLO3 or SLO4  DDO2  VPO1	<ul style="list-style-type: none"> <li>Max. height 11m &amp; 3 storeys</li> <li>Min. lot size 864sqm (part)</li> <li>Side &amp; rear setback variations</li> <li>Private open space variations</li> <li>Front fence variations</li> <li>SLO4 5m+ tree removal (part)</li> <li>SLO3 5m+ tree removal (and other 'incentives' – part)</li> <li>VPO1 (part) native vegetation removal</li> </ul>	<ul style="list-style-type: none"> <li>New neighbourhood character objectives</li> <li>Max. height 11m &amp; 3 storeys</li> <li>Retain existing variations (all) prior to DPO being prepared for the site</li> <li>Landscaping requirements</li> <li>New application requirements</li> <li>New decision guidelines</li> <li>Retain SLO4 (whole site)</li> <li>Remove DDO2</li> </ul>
RGZ1	Ringwood MAC Residential Growth Precinct  * Note GRZ1 areas within the MAC (Station Precinct & part of Eastern Precinct) should be revised/updated as part of MAC masterplan (& UDGs) implementation.	RGZ1  DDO3	<ul style="list-style-type: none"> <li>Max. height 13.5m (with variations possible)</li> <li>Min. street setback 3m</li> <li>Front fence height (1.2m or 0.9m)</li> <li>DDO3 (various built form requirements)</li> </ul>	<ul style="list-style-type: none"> <li>New design objectives</li> <li>Max. height 13.5m (no change)</li> <li>Retain existing variations</li> <li>Opportunity for creative landscaping requirements</li> <li>New application requirements</li> <li>New decision guidelines</li> <li>Update DDO3</li> </ul>
RGZ2	Croydon MAC Residential Growth Precinct  * Note Croydon Town Centre Structure Plan requires review and residential areas within the MAC boundaries should be assessed in detail as part of that process. The proposal to rezone to RGZ may occur as part of this process, or at a later time as part of the MAC structure planning process. Regardless, it is considered the most appropriate zone for the central residential growth areas of the MAC.	GRZ2  SLO4  DDO10	<ul style="list-style-type: none"> <li>Max. height 13.5m &amp; 4 storeys</li> <li>Side &amp; rear setback variations</li> <li>Private open space variations</li> <li>Front fence variations</li> <li>SLO4 5m+ tree removal</li> <li>DDO10 (various built form requirements)</li> </ul>	<ul style="list-style-type: none"> <li>New design objectives</li> <li>Max. height 13.5m &amp; 4 storeys</li> <li>Clauses 54 &amp; 55 variations should be determined by the MAC structure planning process</li> <li>Opportunity for creative landscaping requirements</li> <li>Front fence 1.5m fronting RDZ1</li> <li>New application requirements</li> <li>New decision guidelines</li> <li>Retain SLO4</li> </ul>

Recommendations summary table

Maroondah Neighbourhood Character Study

RGZ3	Ringwood East NAC Residential Growth Precinct	GRZ1	<ul style="list-style-type: none"> <li>• Max. height 11m &amp; 3 storeys</li> <li>• Side &amp; rear setback variations</li> <li>• Private open space variations</li> <li>• Front fence variations</li> <li>• SLO4 5m+ tree removal</li> </ul>	<ul style="list-style-type: none"> <li>➤ New design objectives</li> <li>• Max. height 11m &amp; 3 storeys</li> <li>➤ Remove all existing variations</li> <li>➤ Reduced front setback requirements</li> <li>➤ Reduced side &amp; rear setback requirements</li> <li>➤ Landscaping requirements</li> <li>➤ New application requirements</li> <li>➤ New decision guidelines</li> <li>• Retain SLO4</li> </ul>
		SLO4		
RGZ4	Ringwood East NAC Strategic Residential Growth Precinct	GRZ1	<ul style="list-style-type: none"> <li>• Max. height 11m &amp; 3 storeys</li> <li>• Side &amp; rear setback variations</li> <li>• Private open space variations</li> <li>• Front fence variations</li> <li>• SLO4 5m+ tree removal</li> </ul>	<ul style="list-style-type: none"> <li>➤ New design objectives</li> <li>➤ Max. height 13.5m &amp; 4 storeys</li> <li>➤ Remove all existing variations</li> <li>➤ Reduced front setback requirements</li> <li>➤ Reduced side &amp; rear setback requirements</li> <li>➤ Landscaping requirements</li> <li>➤ New application requirements</li> <li>➤ New decision guidelines</li> <li>• Retain SLO4</li> </ul>
		SLO4		

Recommendations summary table

Maroondah Neighbourhood Character Study

RGZ5	Heathmont NAC Residential Growth Precinct	GRZ1 or NRZ2 or NRZ3  SLO4 or SLO3  DDO2	<ul style="list-style-type: none"> <li>Max. height 9m &amp; 2 storeys (south of Canterbury Road)</li> </ul>	<ul style="list-style-type: none"> <li>Max. height 11m &amp; 3 storeys</li> </ul>	New design objectives
			<ul style="list-style-type: none"> <li>11m &amp; 3 storeys elsewhere</li> </ul>	<ul style="list-style-type: none"> <li>Remove all existing variations</li> </ul>	
			<ul style="list-style-type: none"> <li>Min. lot size 864sqm (south of Canterbury &amp; Heathmont Roads)</li> </ul>	<ul style="list-style-type: none"> <li>Reduced front setback requirements</li> </ul>	
			<ul style="list-style-type: none"> <li>Side &amp; rear setback variations</li> </ul>	<ul style="list-style-type: none"> <li>Reduced side &amp; rear setback requirements</li> </ul>	
			<ul style="list-style-type: none"> <li>Private open space variations</li> </ul>	<ul style="list-style-type: none"> <li>Landscaping requirements</li> </ul>	
			<ul style="list-style-type: none"> <li>Front fence variations</li> </ul>	<ul style="list-style-type: none"> <li>New application requirements</li> </ul>	
			<ul style="list-style-type: none"> <li>SLO3 5+m tree removal (and other 'incentives' – south of Canterbury Road)</li> </ul>	<ul style="list-style-type: none"> <li>New decision guidelines</li> </ul>	
			<ul style="list-style-type: none"> <li>SLO4 5m+ tree removal elsewhere</li> </ul>	<ul style="list-style-type: none"> <li>Remove SLO3 &amp; DDO2</li> </ul>	
				<ul style="list-style-type: none"> <li>Retain SLO4</li> </ul>	

**Legend**

NRZ = Neighbourhood Residential Zone

GRZ = General Residential Zone

RGZ = Residential Growth Zone

SLO = Significant Landscape Overlay

DDO = Design and Development Overlay

VPO = Vegetation Protection Overlay

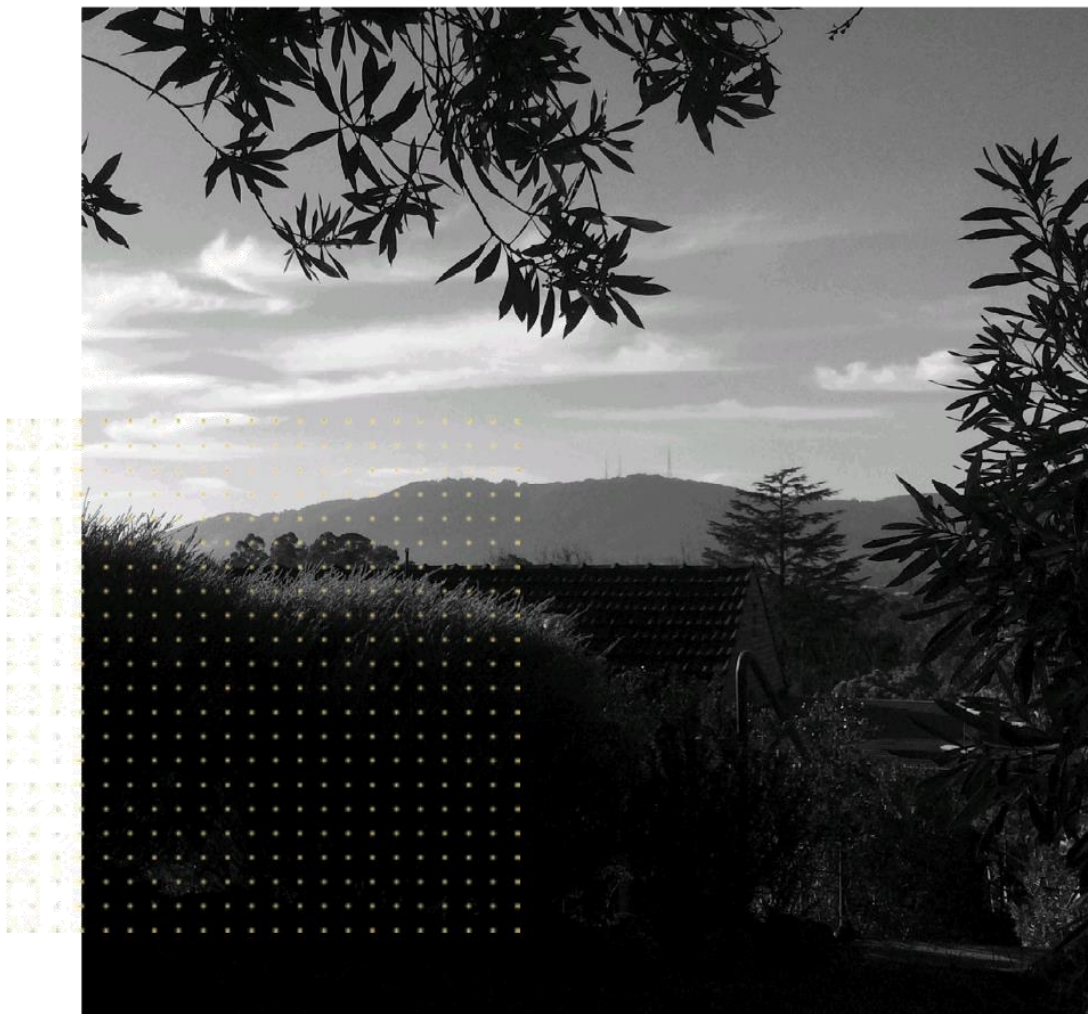
- Existing provision or control
- New provision or control

Maroondah Neighbourhood Character Study

Recommendations summary table

## Appendix B:

# Residential Zoning Maps

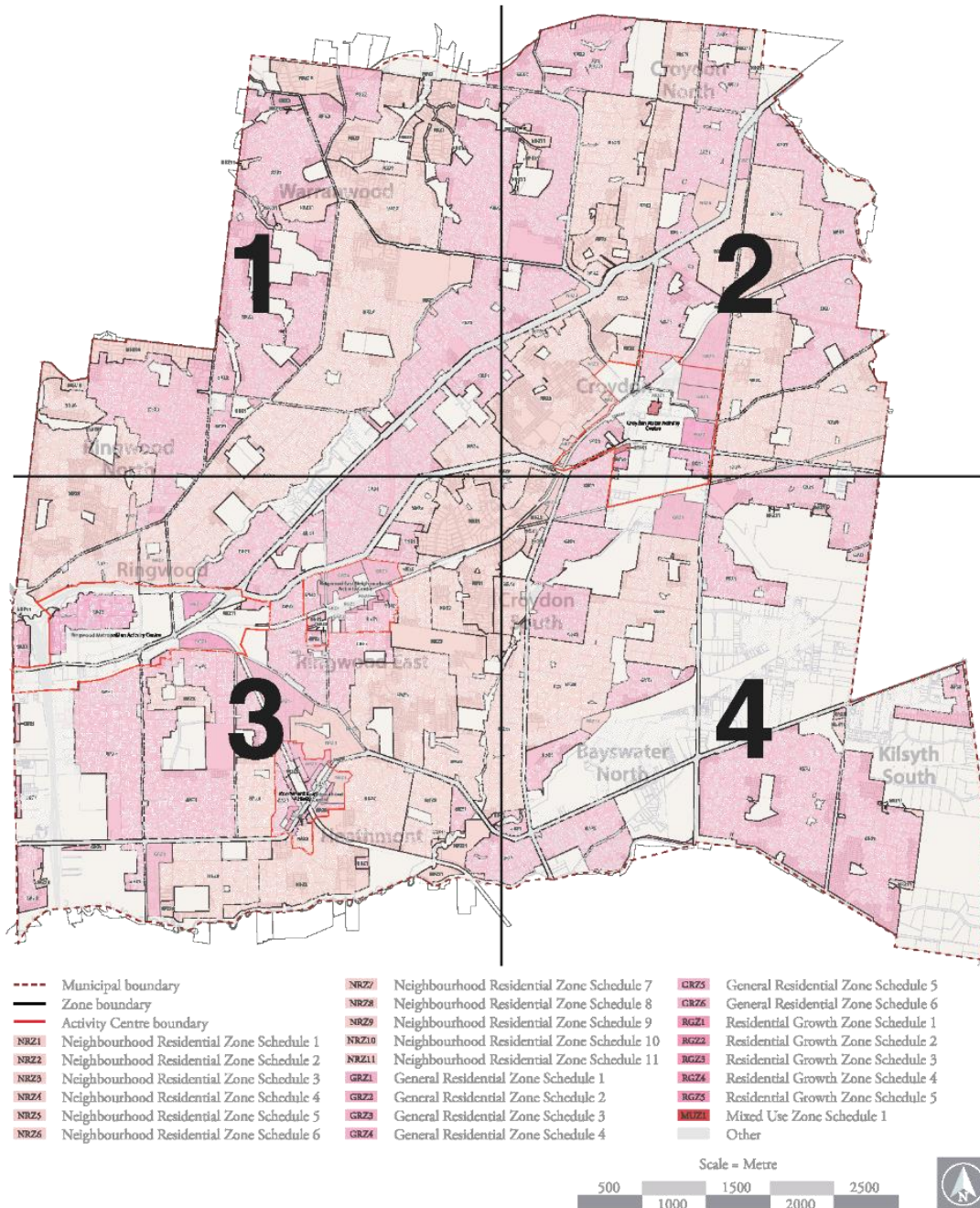


Claire Scott Planning



# Proposed Residential Zones

Maroondah City Council 2018 Neighbourhood Character Study



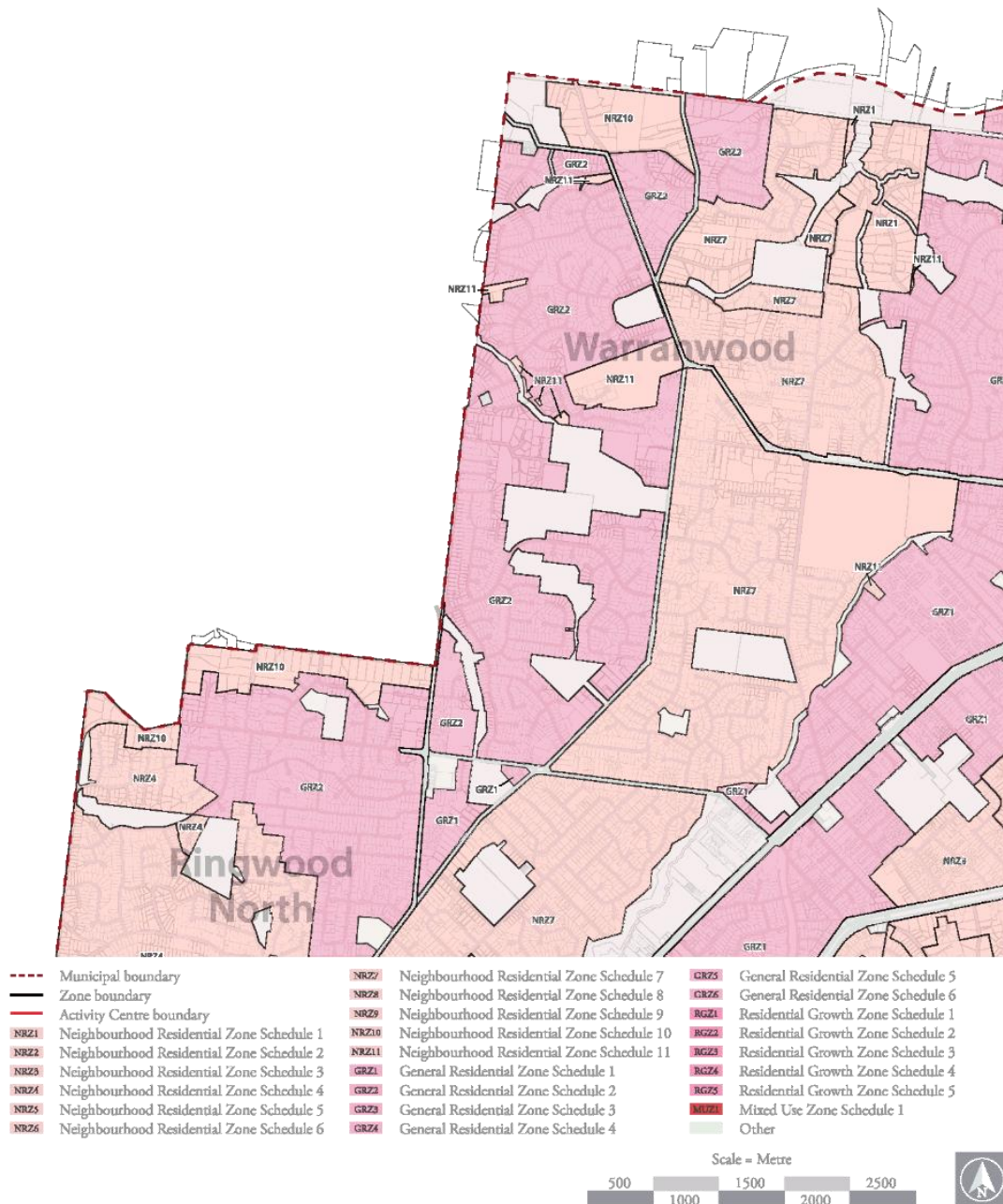


Claire Scott Planning



# Proposed Residential Zones

Maroondah City Council 2018 Neighbourhood Character Study

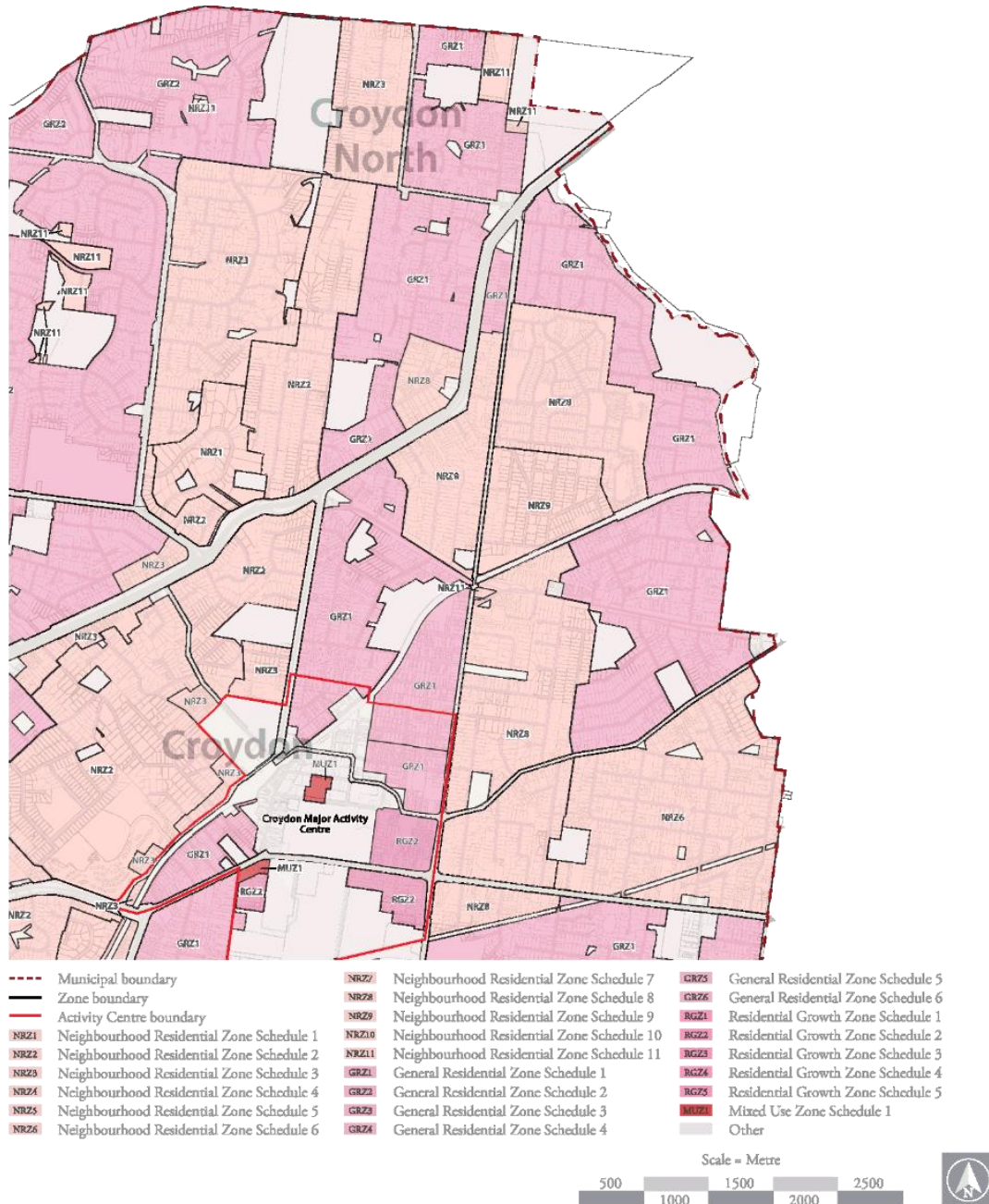


Claire Scott Planning



# Proposed Residential Zones

Maroondah City Council 2018 Neighbourhood Character Study



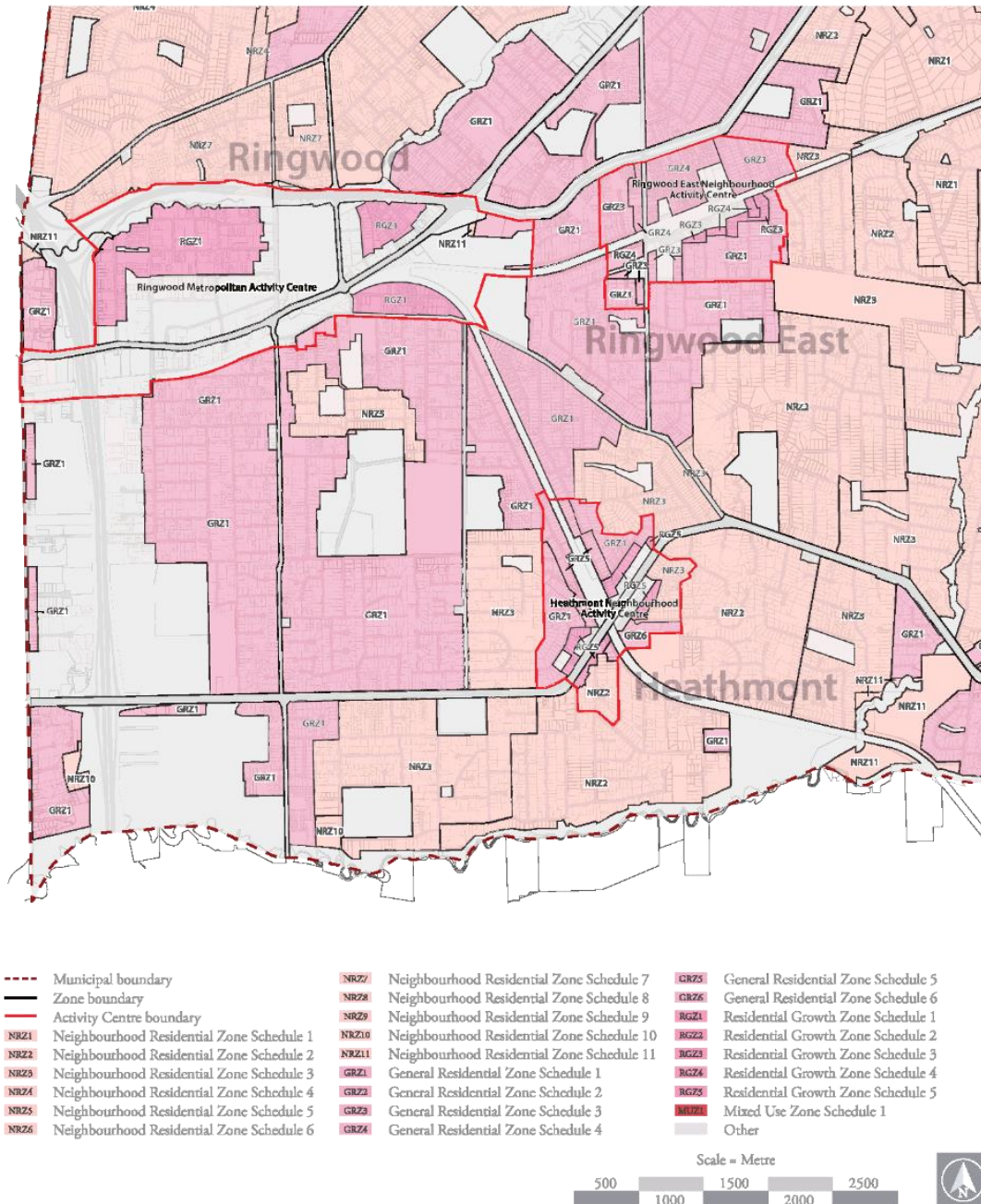


Claire Scott Planning



# Proposed Residential Zones

Maroondah City Council 2018 Neighbourhood Character Study

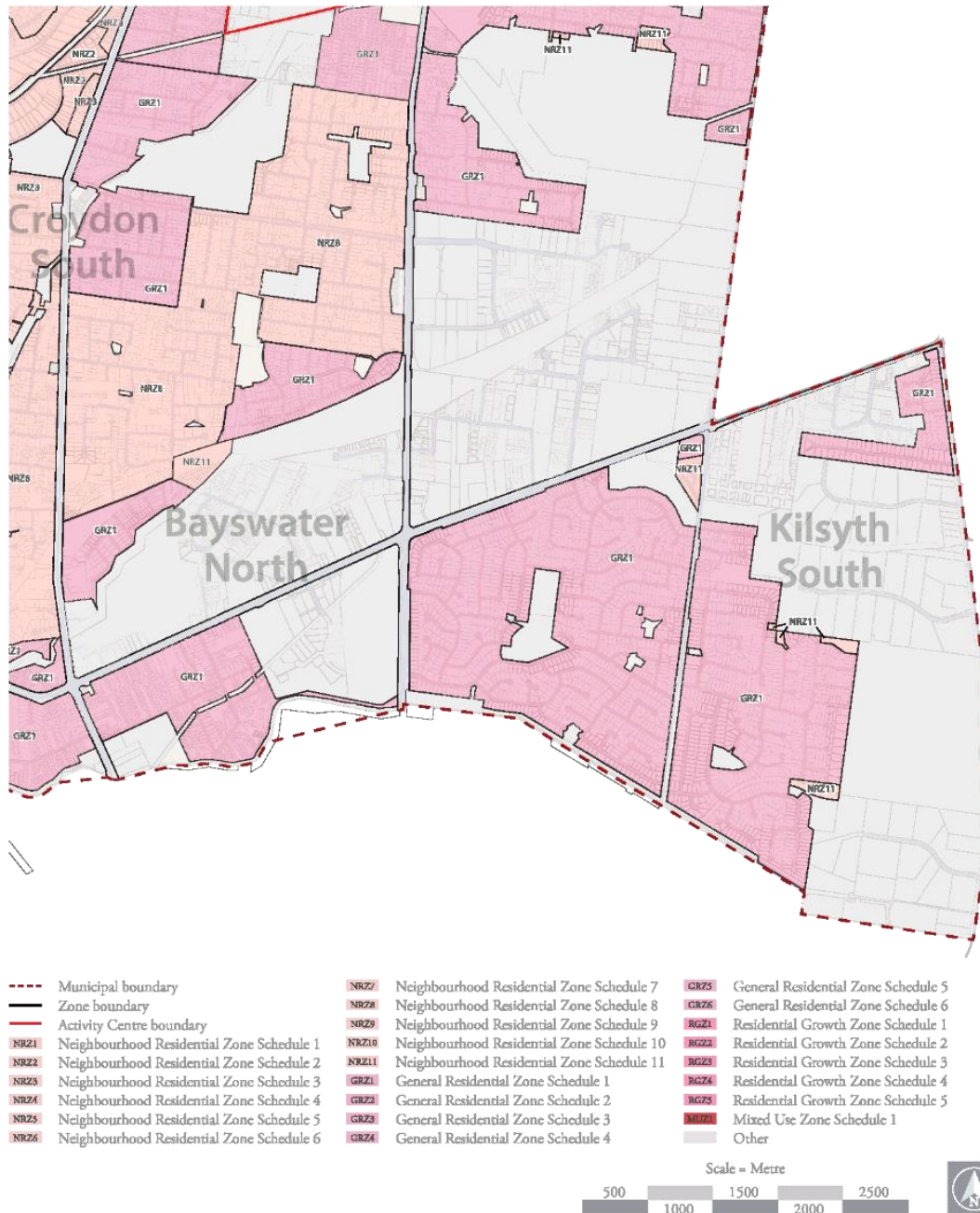


Claire Scott Planning



# Proposed Residential Zones

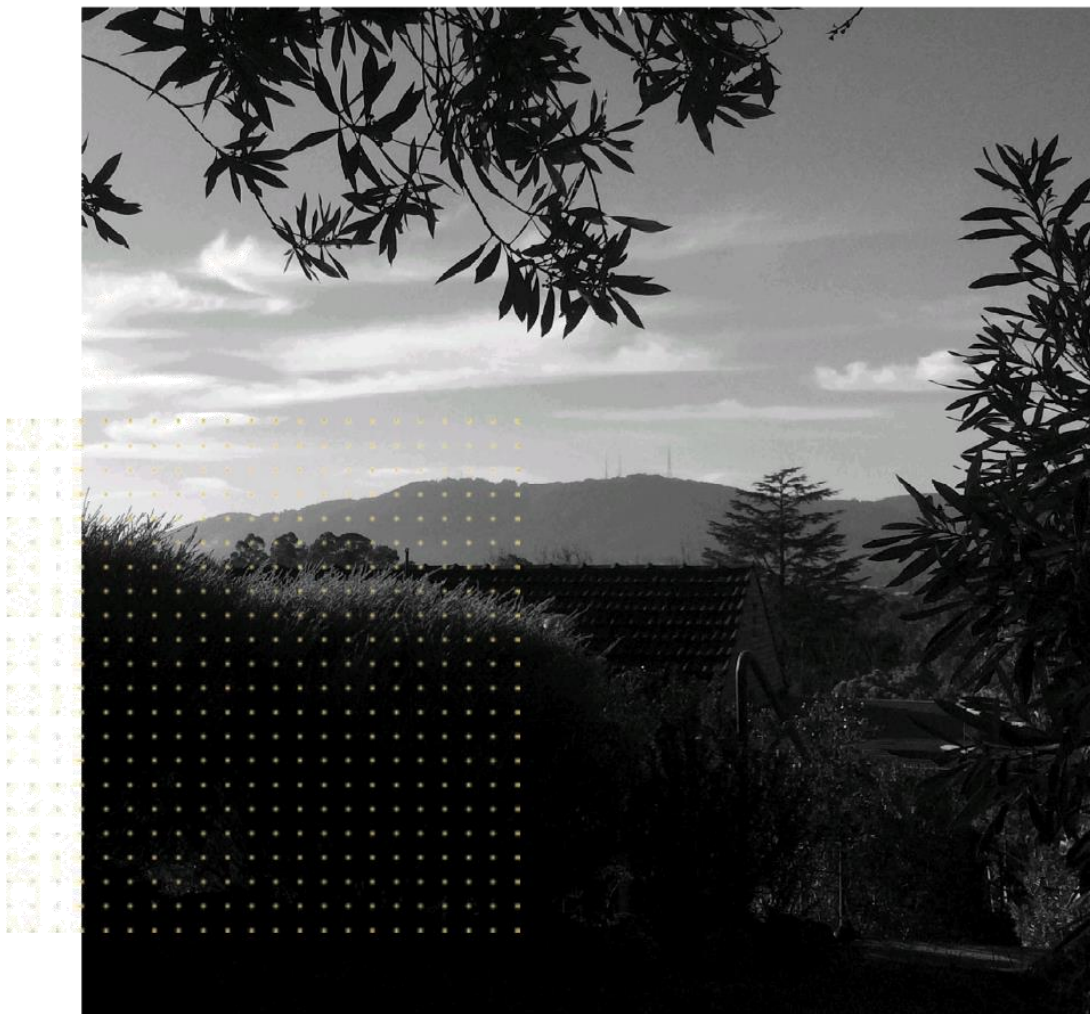
Maroondah City Council 2018 Neighbourhood Character Study





## Appendix C:

# Draft NCO Schedules



MAROONDAH PLANNING SCHEME

4-720-  
C-

**SCHEDULE 1 TO CLAUSE 43.05 NEIGHBOURHOOD CHARACTER  
OVERLAY**

Shown on the planning scheme map as **NCO1**.

**ALTO AVENUE, WICKLOW HILLS ESTATE**

**1.0 Statement of neighbourhood character**

4-720-  
C-

Alto Avenue, Croydon, is a significant residential precinct situated in the heavily vegetated hills, vales and ridgelines of the Wicklow Hills Estate. The apex of the ridgeline is the highest point between Melbourne and the Dandenongs, and 'Alto' derives its name from the Estate's altitude of 207 metres above sea level. The area was subdivided as R.F. Kelly's 'Wicklow Hills Estate' in 1920.

Alto Avenue displays a strong neighbourhood character, comprising 1920's bungalows set in established gardens, highlighting family life between the world wars. It is representative of a housing estate built in Croydon before the electrification of the Melbourne to Lilydale railway line in 1925. Typically, the dwellings are timber bungalows with pitched, gable ended roofs of terra-cotta Marseilles tiles. Many have chimneys and partially enclosed verandahs, consistent with the architectural era, and are set within mature gardens of large canopy trees, with hedging or low fences at the front boundaries.

The consistency of the built form, large blocks and spacious garden settings creates a sense of cohesion and uniformity within the historic streetscape. The hilly topography plays an important role in this area being part of a significant and well vegetated landscape feature that is visible from across Maroondah. Outviews from the high points of Alto Avenue are also significant and expansive, with the silhouette of Mount Dandenong visible above the rooftops and tree canopies.

**2.0 Neighbourhood character objective**

4-720-  
C-

- To ensure that the consistent neighbourhood and landscape character of Alto Avenue and the Wicklow Hills Estate is retained and enhanced, without promoting replication.
- To encourage the retention of the historic bungalow dwellings.
- To ensure that alterations and extensions to existing dwellings are an appropriate scale relative to the scale of surrounding homes, and complement the predominant use of timber throughout the area.
- To maintain generous setbacks that allow for mature, dense gardens with large canopy trees, and the retention of panoramic outviews.
- To encourage low front boundary treatments so that existing dwellings and their gardens remain visible from the street.

**3.0 Permit requirement**

4-720-  
C-

A permit is required to:

- Construct an outdoor swimming pool associated with a dwelling.
- Construct or extend an outbuilding normal to a dwelling.
- Demolish or remove a building.
- Remove, destroy or lop trees.

**4.0 Modification to Clause 54 and Clause 55 standards**

4-720-  
C-

Standard	Modified requirement
None specified	None specified

MAROONDAH PLANNING SCHEME

**5.0 Decision guidelines**

~~4.20~~  
C-

The following decision guidelines apply to an application for a permit under Clause 43.05 in addition to those specified in Clause 43.05 and elsewhere in the scheme which must be considered, as appropriate, by the responsible authority:

- The extent to which any buildings and works contribute to the landscape and neighbourhood character of Alto Avenue and the Wicklow Hills Estate.
- The extent to which any demolition and replacement development meets the objectives of this clause in relation to siting, height, form and materiality, without historical mimicry.
- In the case of partial demolition, the extent to which the three dimensional form of the existing dwelling is maintained to avoid facadism.
- The extent to which any new dwelling or dwelling extension reflects the roof form of adjacent properties, or the existing dwelling.
- The visual impact of the dwelling on the streetscape, including its maintenance of generous setbacks from all boundaries, and the extent to which upper level dwelling extensions are recessed and articulated.
- The selection of building materials and the contribution the materials will make to the preferred neighbourhood character of the precinct.
- Whether any new dwelling or outbuilding is sited to maintain a spacious garden setting, capable of supporting mature canopy trees.
- The extent to which any buildings or works are sited so as to protect internal views to existing dwellings, and outviews to the Dandenongs.
- To extent to which any buildings or works, including front fences, make a positive contribution to the public domain and pedestrian environment.
- Whether car parking structures are recessive, located behind the front façade of the dwelling and do not dominate the site or streetscape.



MAROONDAH PLANNING SCHEME

1-120-  
C-

**SCHEDULE 2 TO CLAUSE 43.05 NEIGHBOURHOOD CHARACTER  
OVERLAY**

Shown on the planning scheme map as **NCO2**.

**CROYDON HILLS ESTATE (STAGE 1)**

**1.0**

**Statement of neighbourhood character**

1-120-  
C-

The Croydon Hills Estate area was commissioned by the Rev. Cheok Hong Cheong and was designed by Walter Burley Griffin in 1921, based on the principles of garden city planning. Stage 1 of the estate (south of the railway line) was the only part ever laid out to Griffin's design, and the lot layout has remained substantially unchanged since its development.

The Burley Griffin subdivision pattern is particularly unique due to its high level of planning around the O'Shannassy pipeline easement, where a park boulevard was intended to be built. Other neighbourhood character attributes include the large lot sizes (some of the largest in the municipality), the elevation of the area atop the Wicklow Hills Ridgeline, and the low scale homes nestled into established bushland gardens. The estate is strongly defined by its natural landscape character, where generous lots support a substantial amount of dense vegetation and large canopy trees. This contributes to the near continuous vegetation coverage of the ridgeline, and its status as a locally significant and highly visible landscape feature.

The area is also important because it is one of four commissions in Melbourne by the Rev. Cheok Hong Cheong. Born in Canton, China, Rev. Cheok Hong Cheong played an active role in the welfare of Chinese in Australia. Cheong Park was formed in 1948 when 50% of the triangular land in the Croydon Hills Estate was donated by the Cheong family to the Shire.

The development of this estate was highly regarded as a fine example of garden city planning and embraced the idea of a neighbourhood as a physical and social planning unit. Griffin took into account the topography of the Wicklow Hills Ridgeline and its native vegetation, and also provided public open space within the estate to cater for community needs.

**2.0**

**Neighbourhood character objective**

1-120-  
C-

- To ensure that the neighbourhood and landscape character of Croydon Hills Estate (Stage 1) and its historic subdivision pattern is protected and enhanced.
- To encourage low scale and site responsive development that sits unobtrusively within the landscape, and utilises materials and colours that best immerse the building within its bushland garden context.
- To maintain generous setbacks from all boundaries that allow for mature, predominantly native gardens with large canopy trees, and the retention of panoramic outviews.
- To ensure that development demonstrates a high standard of design, and is sited and well landscaped so that it does not visually dominate streetscape views.
- To minimise the visual impact of built form, and ensure that views within the estate, and towards the Wicklow Hills Ridgeline, are of a continuous cover of predominantly native vegetation.

**3.0**

**Permit requirement**

1-120-  
C-

A permit is required to:

- Construct an outdoor swimming pool associated with a dwelling.
- Construct or extend an outbuilding normal to a dwelling.

MAROONDAH PLANNING SCHEME

- Demolish or remove a building.
- Remove, destroy or lop trees.

**4.0 Modification to Clause 54 and Clause 55 standards**

~~4.0~~  
C-

Standard	Modified requirement
None specified	None specified

**5.0 Decision guidelines**

~~5.0~~  
C-

The following decision guidelines apply to an application for a permit under Clause 43.05 in addition to those specified in Clause 43.05 and elsewhere in the scheme which must be considered, as appropriate, by the responsible authority:

- The extent to which any buildings and works contribute to the landscape and neighbourhood character of Croydon Hills Estate (Stage 1) and the design intentions of Walter Burley Griffin.
- The scale of the buildings or works and the visual impact on the surrounding environment, including its relationship to the existing tree canopy height.
- The extent to which the buildings and works are designed and sited to minimise contrast with the surrounds, and reduce distant visibility.
- The visual impact of the building or works on the landscape significance of the Wicklow Hills Ridgeline.
- The visual impact of the buildings or works on the streetscape, including the maintenance of generous setbacks from all boundaries, and the extent to which upper level dwelling extensions are recessed and articulated.
- The extent to which any demolition and replacement development meets the objectives of this clause in relation to siting, height, form and external finishes.
- Whether any new dwelling or outbuilding is sited to maintain a spacious bushland garden setting, capable of supporting mature canopy trees.
- To extent to which any buildings or works, including front fences, make a positive contribution to the public domain and pedestrian environment.
- Whether car parking structures are recessive, located behind the front façade of the dwelling and do not dominate the site or streetscape.

**NEIGHBOURHOOD CHARACTER STUDY REVIEW- RECOMMENDATIONS REPORT:  
CONSULTATION FEEDBACK**

<b>Submission No.</b>	<b>Property affected</b>	<b>Issues raised in submissions (summarised)</b>	<b>Officers comments and recommendations</b>
<b>1</b>	15 Lynwood Avenue Ringwood East 3135	<ul style="list-style-type: none"> <li>Renovation undertaken at the property was more costly but better suited to the character of the area.</li> <li>Measures to retain canopy need to identify the type of development that should be encouraged.</li> <li>Seeks advice on removal of dead canopy tree and replacement trees.</li> </ul>	<p>Property located in proposed NRZ2 Wicklow Hills Ridgeline.</p> <p>Type of development to be encouraged is outlined in proposed schedule and includes objectives, min. lot size, site coverage, permeability, landscaping, height (in zone head clause) requirements, and decision guidelines.</p> <p>Preferred tree species is native, preferably indigenous to the local area.</p>
<b>2</b>	32 Towerhill Drive Ringwood 3134	<ul style="list-style-type: none"> <li>Proposed change will have a negative effect on the value of the property.</li> <li>Limiting to two storey will impact on the development potential and development value.</li> </ul>	<p>Property located in proposed NRZ7 Warranwood Ridgeline &amp; Slopes.</p> <p>Rezoning is proposed from GRZ to NRZ due to east facing and highly visible slopes between the Warranwood Ridgeline and Mullum Mullum Creek.</p> <p>Three storey development that visually breaks the top of the ridgeline or protrudes above the tree canopy height is not the preferred development type in this area.</p> <p>Perceived impact on property value has been found by Planning Panels not to be a valid planning consideration.</p>
<b>3</b>	Croydon area	<ul style="list-style-type: none"> <li>Residents still want backyards and trees.</li> <li>Council needs to listen to residents and deter developments that involve clearing of sites and prevent inappropriate housing</li> </ul>	<p>Indicates support for recommendations.</p> <p>Retention of 'backyards and trees' is indeed the intention, particularly through the proposed site coverage, permeability and landscaping requirements.</p>

Submission No.	Property affected	Issues raised in submissions (summarised)	Officers comments and recommendations
		development replacing existing housing.	
4	5 Kaneira Avenue Croydon 3136	<ul style="list-style-type: none"> <li>The proposed 50% site coverage and 40% permeability standards for NRZ8 are unreasonable and unjustified.</li> <li>The SLO3 already requires a 40% permit trigger.</li> <li>The statement in the report that the changes are slighter lesser is not honest. Indicated that double the permeability requirement to 40% will result in an unreasonable imposition on the design of any dwelling.</li> <li>The use of a permeability requirement to accommodate a particular landscaping outcome is not consistent with the purpose of standard A6/B9.</li> <li>The review does not set out any basis for the proposed increase in the permeability standard that relates to stormwater drainage or on-site infiltration.</li> </ul>	<p>Property located in proposed NRZ8 Croydon Ridge &amp; Southern Hills.</p> <p>The planning scheme provisions and controls that currently apply to this NRZ/SLO3 area will remain largely unchanged. The zone, minimum subdivision area and maximum building height will be retained. Again, the key change involves legislating a maximum site coverage (50% in this case), and introducing a 40% minimum permeability requirement.</p> <p>These slightly 'lesser' site coverage and permeability requirements reflect the 'secondary' nature of these landscape features, and lower elevation and prominence. The same principle and numerical standards have been applied to the lower, less visible slopes of the Wicklow Hills Ridgeline, and the east facing slopes of the Warranwood Ridge.</p> <p>The 'slightly lesser' reference is in comparison to other proposed NRZ areas.</p> <p>Permeability is integral to landscaping and vice versa, and is entirely consistent with Standard A6/B9, the objectives of which are -</p> <p><i>To reduce the impact of increased stormwater run-off on the drainage system.</i></p> <p><i>To facilitate on-site stormwater infiltration.</i></p> <p>The proposed standards are based on a review of neighbourhood and landscape character and are supported by the tree canopy analysis and biodiversity studies.</p>

Submission No.	Property affected	Issues raised in submissions (summarised)	Officers comments and recommendations
			Further justification could be provided through an analysis of existing building site coverage and permeability averages in the proposed NRZ8 area.
5	1a Ford Street Ringwood 3134	<ul style="list-style-type: none"> <li>Upset about the direction Ringwood Council has taken in the past few years. It is too late to place significant emphasis on maintaining canopy trees as there has been so much destruction of the natural landscape and vegetation cover.</li> <li>Overdevelopment has resulted in traffic chaos, lack of street parking, wall to wall unit developments and the high- rise blocks.</li> <li>Now faced with uninspiring boxes of varying heights.</li> <li>The only way to retain what is left of the green and leafy suburb is to halt the developers.</li> </ul>	<p>Property located in proposed GRZ1 Garden Suburban, very close to the Ringwood MAC, which may explain the nature of the feedback.</p> <p>The Rescode default standards will still apply to most elements of built form, and the Clauses 54 and 55 variations that are existing in Maroondah relating to side and rear boundary setbacks, front fences and open space will remain in the planning scheme.</p> <p>These are supported by the minimum garden area requirement (in the GRZ head clause), plus the introduction of additional variations to Clauses 54 and 55 relating to permeability (30%) and landscaping.</p> <p>Given the strong landscape character throughout Maroondah, and the fact that all residential areas are defined by their vegetation and canopy tree cover, these additional requirements are considered reasonable and justifiable. Site coverage has not been altered from the requirement of the zone, and therefore development and housing growth can continue at the same rate and density, while permeability and vegetation is retained, and increased.</p> <p>It is never too late to place more emphasis on the maintenance and planting of canopy trees, and that is partly the intention of the recommendations of this study. However, Maroondah has</p>

Submission No.	Property affected	Issues raised in submissions (summarised)	Officers comments and recommendations
			an obligation to accommodate housing growth, and development cannot be 'halted.' An increase to the minimum permeability standards beyond what is proposed, is considered difficult to justify in locations such as Ford Street.
6	320 Canterbury Road Heathmont 3135	<ul style="list-style-type: none"> <li>▪ Congratulates Council on the project</li> <li>▪ Comment on properties adjoining Road Zone Category 1. As there is no service land on this section of Canterbury Road and Wantirna Road, and the downhill slope contributes to the noise close to the intersection. The Recommendations Report proposes to increase the fence height to 1.5m for GRZ properties adjoining Road Zone Category 1.</li> <li>▪ Suggested that properties with no service lane should have the fence height increase to 1.8m.</li> <li>▪ Suggests the speed limit in areas with no service lane should be reduced to 60km/hr.</li> <li>▪ A 50% to 60% permeability should be mandated and driveway should be constructed from permeable concrete.</li> </ul>	<p>Property located in proposed GRZ1 Garden Suburban.</p> <p>Front fence height –</p> <p>Rescode maximum front fence height for sites adjacent to Road Zone, Category 1, is 2 metres.</p> <p>1.5 metres is proposed for these main roads, up from 1.2 metres (currently in GRZ schedules).</p> <p>An increase to 1.8 metres is the difference between a woman of average height (161.8cm) being able to see over the fence, and not.</p> <p>In residential areas, the objective is for there to be a relationship between the garden settings of dwellings and the street/footpath, and for frontages not to be blocked with high, solid fencing. Visibility to front doors of dwellings and the front gardens is also preferred from a security point of view.</p> <p>Recommend retaining proposed increase to 1.5 metres.</p> <p>In relation to permeability, an increase to 30% is proposed, and an increase beyond this is considered difficult to justify in the GRZ1 areas. Unsure what is meant my 'permeable concrete'.</p>
7		Attachment to submission 6	

<b>Submission No.</b>	<b>Property affected</b>	<b>Issues raised in submissions (summarised)</b>	<b>Officers comments and recommendations</b>
<b>8</b>	1/76-78 Mount View Parade Croydon 3136	<ul style="list-style-type: none"> <li>Supports the retention of canopy trees.</li> <li>Enjoys living in a leafy suburbs, and the native life.</li> <li>Greater tree canopy will assist the effects of climate change.</li> </ul>	<p>Property located in proposed GRZ1 Garden Suburban (north of Ruskin Park).</p> <p>Support for the proposed NCS Review and recommendations noted.</p>
<b>9</b>	8 Cass Avenue Croydon 3136	<ul style="list-style-type: none"> <li>It is important to preserve the character of this estate.</li> <li>The main issue is that Council is allowing new homes to sit much further to the front of the block and allowing mostly double storeys which dominate the streetscape.</li> <li>New developments have less room for replacement of canopy trees.</li> <li>Issue with developers clearing site and no evidence of enforcement actions taken.</li> <li>Query as to how to protect existing trees.</li> </ul>	<p>Property located in proposed NRZ9 Croydon Golf Links Estate.</p> <p>Rescode Standards A3/B6 set out the front setback requirements, and these (i.e. the average of adjoining lots etc.) are considered appropriate.</p> <p>The proposed schedule to NRZ9, which is specific to the Golf Links Estate, is intended to alleviate other concerns raised in this submission relating to neighbourhood and landscape character. The main changes include increased site coverage and permeability requirements. No additional inclusions in the proposed schedule are considered necessary or justifiable.</p> <p>Enforcement measures are not covered by this NCS Review, and relate to Council resourcing, local laws and fines imposed by the Act.</p>
<b>10</b>	41 Neuparth Road Croydon North 3136	<ul style="list-style-type: none"> <li>Risk that overdevelopment will ruin the character of the green and leafy neighbourhoods.</li> <li>Request that there be a limit to the number of lots that could be created.</li> <li>Restrict apartment complexes to areas next to shopping districts.</li> <li>Need for formulas to determine the population density to ensure appropriate community happiness, well being and use of infrastructure.</li> </ul>	<p>Property located in proposed NRZ3 Wicklow Hills Lower Slopes.</p> <p>It is intended that the character of the described 'green and leafy neighbourhoods' will be protected and strengthened through the new schedule to the zone, including objectives, site coverage, permeability and landscaping requirements, and decision guidelines.</p> <p>Higher density development is indeed directed towards existing MACs and NACs.</p> <p>Population projections, the accommodation of additional residents and the social impacts are not the core subject of</p>



Submission No.	Property affected	Issues raised in submissions (summarised)	Officers comments and recommendations
			analysis of this study, but are related, and are more fully explored in Council's housing strategy.
11	Croydon	<ul style="list-style-type: none"> <li>Advice of intention to notify schools and kindergardens of the review and note the focus on the landscaping and vegetation cover, renewed residential zones, building guidelines.</li> </ul>	Noted.
12	9 Louisa Street Croydon 3136	<ul style="list-style-type: none"> <li>Congratulates Council and officers involved in the study.</li> <li>As resident of the Ruskin Park area, wishes to note the overwhelming support for the improved local planning protections in the area.</li> <li>Support the proposed changes.</li> <li>Some specific concerns: <ul style="list-style-type: none"> <li>Agrees with the objectives and proposes two objectives for the Ruskin Park area: Firstly, ensuring that development is complimentary in style and sizes with the existing stock. Secondly the need to main the current setback patterns allowing space between new building for gardens.</li> <li>Minimum subdivision area</li> <li>Permeability: recommends for permeability to be increased to 35% or 40% or additionally that all hard</li> </ul> </li> </ul>	<p>Located in NRZ6 Ruskin Park (re-zoning to NRZ recently supported by Panel).</p> <p>Additional issues raised through the proposed two new objectives are adequately covered in new decision guidelines, and existing variations to Rescode in relation to side and rear setbacks. Including reference to 'existing stock' is not recommended as it is somewhat varied, with older plus new, contemporary homes existing in the neighbourhood.</p> <p>An increase in permeability to 35% or 40% is reasonable and possible, and could be further justified with an analysis of existing permeability levels.</p> <p>In relation to the height of canopy trees, the proposed schedule includes the following:</p> <p><i>Provision of a minimum of one canopy tree per 175 square metres of the site area, that will reach a <u>minimum</u> mature height that equals the height of the proposed development, including:</i></p> <ul style="list-style-type: none"> <li><i>a minimum of one canopy tree within each area of secluded private open space; and</i></li> </ul>

Submission No.	Property affected	Issues raised in submissions (summarised)	Officers comments and recommendations
		<p>surfaces areas be built of permeable materials.</p> <ul style="list-style-type: none"> <li>Landscaping. Supports the requirements for a minimum number of trees.</li> <li>Strongly objects to the definition of a canopy tree. The height requirement for it to equal the height of the proposed development is not sufficient for a tree to be considered a canopy tree. Suggested that a canopy tree is one that grows substantially taller than the highest point of the roof, frames the new building when mature and provides passive cooling of the building and surrounds.</li> <li>Proposed rewording: the provision of one canopy tree per 175sqm metres of the site area, that will reach a minimum mature height that substantially exceeds the height of the proposed development.</li> <li>Query whether the existing guidelines under Clause 22.02-4 are in addition to the proposed guidelines or do they replace the existing</li> </ul>	<ul style="list-style-type: none"> <li><i>a minimum of one canopy tree within the front setback per 5 metres of width of the site (excluding the width of one driveway).</i></li> </ul> <p><i>Each tree should be surrounded by 20 square metres permeable surface with a minimum radius of 3 metres. Up to 50% of the permeable surface may be shared with another tree.</i></p> <p>However, canopy trees that exceed the height of the proposed development is considered an appropriate and justifiable addition/change. 'Exceed' rather than 'substantially exceed' is recommended.</p> <p>The following decision guideline is already included in the proposed schedule:</p> <ul style="list-style-type: none"> <li><i>The extent to which the proposed buildings or works meet the neighbourhood and landscape character objectives of this clause.</i></li> </ul>

Submission No.	Property affected	Issues raised in submissions (summarised)	Officers comments and recommendations
		<p>guidelines. If they do replace the existing guidelines it recommends a new criteria: the extent to which the proposed buildings or works meets and provides a positive contribution to the neighbourhood and landscape character objectives of this clause.</p> <ul style="list-style-type: none"> <li>Strongly agrees with retaining and strengthening the existing Significant Landscape Overlay.</li> </ul>	
13	Unsworth Road Ringwood North	<ul style="list-style-type: none"> <li>▪ Congratulates Maroondah Council for undertaken the study.</li> <li>▪ Agrees with the recommendations of the report</li> <li>▪ Proposes that the area along Unsworth Road Ringwood North be part of the proposed Loughnan's Hill Neighbourhood Residential Zone 4 for the following reasons: <ul style="list-style-type: none"> <li>○ "Rothsaye" an original homestead of historical significance with an intact garden in this street.</li> <li>○ Subdivision surrounding Rothsaye are still low density and have</li> </ul> </li> </ul>	<p>Property located in proposed GRZ2 Bush Garden Slopes.</p> <p>Proposed schedule includes permeability increase to 35%, landscaping requirements, objectives and decision guidelines.</p> <p>GIS mapping indicates that this street does not form part of Loughnan's Hill topographically.</p> <p>Aerial photography indicates that while well vegetated, it is not as blanketed in vegetation as the Loughnan's Hill neighbourhood.</p> <p>Also, lot sizes are larger at Loughnan's Hill and include a min. lot size of 864 square metres.</p> <p>For these reasons, it is not practical or justifiable to include this area in proposed NRZ4 Loughnan's Hill.</p>

<b>Submission No.</b>	<b>Property affected</b>	<b>Issues raised in submissions (summarised)</b>	<b>Officers comments and recommendations</b>
		<p>established canopy trees that must be preserved.</p> <ul style="list-style-type: none"> <li>Higher density development is occurring in the street, so there is a need to maintain a balance with neighbourhood character.</li> <li>There is a significant number of large properties with canopy trees that must be protected.</li> </ul>	<p>However, an increase in permeability may be warranted, pending further discussion and analysis i.e. GRZ1 35%, GRZ2 40% and NRZ6 40%.</p>
<b>14</b>	96 Plymouth Road Ringwood 3134	<ul style="list-style-type: none"> <li>Council should stand firm in its tree controls and restrictions on removal of canopy trees.</li> <li>Where trees are removed replacement trees should be planted.</li> <li>Development should be sited and designed according to the existing trees on site.</li> <li>Significant clearance of trees along Kalinda Plymouth and Wonga Road.</li> </ul>	<p>Property located in proposed NRZ7 (proposed to be rezoned from GRZ to NRZ).</p> <p>Issues raised are in support of proposed recommendations, and it is intended to address precisely the points raised through the new schedules to the residential zones.</p>
<b>15</b>	8 Unsworth Road Ringwood North 3134	<ul style="list-style-type: none"> <li>Concerned about the proposal to rezone the area from Neighbourhood area 2 Loughnan's Hill to General Residential 2.</li> <li>Trend with developers clearing land and removal of canopy trees prior to building. The fines for illegally removing trees are negligible.</li> </ul>	<p>Property located in GRZ2 Bush Garden Slopes.</p> <p>This submission indicates a misunderstanding of the proposed recommendations.</p> <p>No rezoning is proposed in this area. It is currently zoned GRZ, and will remain so. The maximum building height is already 11m and 3 storeys and will remain so.</p>

Submission No.	Property affected	Issues raised in submissions (summarised)	Officers comments and recommendations
		<ul style="list-style-type: none"> <li>Note the lack of Council's resources to enforce the planting of approved landscaping.</li> <li>The new study proposes to increase the maximum building height from 9m to 11 metres or 3 storeys. This is totally out of character.</li> <li>Proposes that Unsworth Road and nearby areas with older homes and established gardens remain part of the Loughnan's Hill area and retain the maximum building height to 2 storeys and 9m.</li> </ul>	<p>The proposed new schedule to the GRZ2 will, however, introduce new objectives, landscaping and permeability requirements, and decision guidelines.</p> <p>It is assumed that the misunderstanding contained in this submission arises from the existing NCS, which includes Unsworth Road in the same Neighbourhood Area as Loughnan's Hill. This is not an effective or practical grouping, as the zones and their provisions differ.</p> <p>An increase to the permeability minimum to 40% may be warranted.</p>
16	34 Dickasons Road Heathmont 3135	<ul style="list-style-type: none"> <li>Noted that there is no footpath in Heathmont, especially Bennet Avenue, Orchid Street and Dickasons Road. Please include a pedestrian plan for Heathmont.</li> </ul>	<p>The following response has been provided by Council Officers:</p> <p>The strategic priority and footpath capital works construction is informed by the Principal Pedestrian Network (PPN). The PPN is the identified pedestrian avenues that connect communities to their closest neighbourhood activity centre and transport services. It is a prime initiative to achieve 20-minute neighbourhood objectives. Engineering services has a program of works schedule that can be viewed on the map.</p> <p><a href="http://www.maroondah.vic.gov.au/Development/Roads-footpaths-and-drains/Roads-and-footpaths/New-footpaths-and-the-Principal-Pedestrian-Network?BestBetMatch=principal%20pedestrian%20network 343173ea-20f9-4fce-8807-781204829566 50efa68a-f050-4cce-8be5-2c37125c123alen-AU">http://www.maroondah.vic.gov.au/Development/Roads-footpaths-and-drains/Roads-and-footpaths/New-footpaths-and-the-Principal-Pedestrian-Network?BestBetMatch=principal%20pedestrian%20network 343173ea-20f9-4fce-8807-781204829566 50efa68a-f050-4cce-8be5-2c37125c123alen-AU</a></p> <p>There is no pedestrian plan for Heathmont beyond what has been identified in the Structure Plan.</p>

<b>Submission No.</b>	<b>Property affected</b>	<b>Issues raised in submissions (summarised)</b>	<b>Officers comments and recommendations</b>
<b>17</b>	Carlyle Street Croydon 3136	<ul style="list-style-type: none"> <li>Would like to see Ruskin Park remain the same building conditions.</li> </ul>	<p>Property located in proposed NRZ6 Ruskin Park.</p> <p>The proposed rezoning has already been supported by Planning Panels, and the proposed changes to the requirements of Clauses 54 and 55 were supported in principle in the Panel Report.</p> <p>The proposed rezoning and new schedule to the NRZ are considered well justified and appropriate to the neighbourhood and landscape area of this part of Maroondah.</p>
<b>18</b>	320 Canterbury Road Heathmont 3135	Pro forma content as per submission No.6	<p>Property located in proposed GRZ1 Garden Suburban.</p> <p>Front fence height –</p> <p>Rescode maximum front fence height for sites adjacent to Road Zone, Category 1, is 2 metres.</p> <p>1.5 metres is proposed for these main roads, up from 1.2 metres (currently in GRZ schedules).</p> <p>An increase to 1.8 metres is the difference between a woman of average height (161.8cm) being able to see over the fence, and not.</p> <p>In residential areas, the objective is for there to be a relationship between the garden settings of dwellings and the street/footpath, and for frontages not to be blocked with high, solid fencing. Visibility to front doors of dwellings and the front gardens is also preferred from a security point of view.</p> <p>Recommend retaining proposed increase to 1.5 metres.</p> <p>In relation to permeability, an increase to 30% is proposed, and an increase beyond this is considered difficult to justify in the GRZ1 areas. Unsure what is meant by 'permeable concrete'.</p>

<b>Submission No.</b>	<b>Property affected</b>	<b>Issues raised in submissions (summarised)</b>	<b>Officers comments and recommendations</b>
<b>19</b>	6 John Street Ringwood North 3134	<ul style="list-style-type: none"> <li>North Ringwood is characterised for its large lots. The proposed zoning especially the three storey development will destroy the fabric and appeal of the area.</li> <li>Agrees with the proposed zoning and objectives for canopy trees and landscaping but there is no consideration for the increased population in the area.</li> <li>There is a strong argument to maintain the character and heritage of the area especially John Street.</li> <li>Noted that there is no such word as permeability in the context used.</li> </ul>	<p>Property located in proposed GRZ2 Bush Garden Slopes.</p> <p>As per submissions from residents in Unsworth Road, this submission indicates a misunderstanding of the proposed recommendations.</p> <p>No rezoning is proposed in this area. It is currently zoned GRZ, and will remain so. The maximum building height is already 11m and 3 storeys and will remain so.</p> <p>The proposed new schedule to the GRZ2 will, however, introduce new objectives, landscaping and permeability requirements, and decision guidelines.</p> <p>It is assumed that the misunderstanding contained in this submission arises from the existing NCS, which includes Unsworth Road in the same Neighbourhood Area as Loughnan's Hill. This is not an effective or practical grouping, as the zones and their provisions differ.</p> <p>An increase to the permeability minimum to 40% may be warranted.</p>
<b>20</b>	320 Canterbury Road Heathmont 3135	<p>Submission with same grounds as submission 6.</p> <ul style="list-style-type: none"> <li>The recommendation report proposes to increase the fence height to 1.5m in high for GRZ properties adjoining Road Zone Category 1.</li> <li>Suggested that properties with no service lane should have the fence high increase to 1.8m.</li> <li>Suggests the speed limit in areas with no service lane should be reduced to 60km/hr.</li> </ul>	<p>Property located in proposed GRZ1 Garden Suburban.</p> <p>Front fence height –</p> <p>Rescode maximum front fence height for sites adjacent to Road Zone, Category 1, is 2 metres. This is varied in the Maroondah Planning Scheme.</p> <p>1.5 metres is proposed for these main roads, up from 1.2 metres (currently in GRZ schedules).</p>



Submission No.	Property affected	Issues raised in submissions (summarised)	Officers comments and recommendations
		<ul style="list-style-type: none"> <li>A 50% to 60% permeability should be mandated and driveway should be constructed from permeable concrete.</li> </ul>	<p>An increase to 1.8 metres is the difference between a woman of average height (161.8cm) being able to see over the fence, and not.</p> <p>In residential areas, the objective is for there to be a relationship between the garden settings of dwellings and the street/footpath, and for frontages not to be blocked with high, solid fencing. Visibility to front doors of dwellings and the front gardens is also preferred from a security point of view.</p> <p>Recommend retaining proposed increase to 1.5 metres.</p> <p>In relation to permeability, an increase to 30% is proposed, and an increase beyond this is considered difficult to justify in the GRZ1 areas. Unsure what is meant by 'permeable concrete'.</p>
21	15 Rosebank Avenue Ringwood North 3134	<ul style="list-style-type: none"> <li>Objects to three storey development in Ringwood.</li> </ul>	<p>Property located in proposed GRZ2 Bush Garden Slopes.</p> <p>As per submissions from residents in Unsworth Road, this submission indicates a misunderstanding of the proposed recommendations.</p> <p>No rezoning is proposed in this area. It is currently zoned GRZ, and will remain so. The maximum building height is already 11m and 3 storeys and will remain so.</p> <p>The proposed new schedule to the GRZ2 will, however, introduce new objectives, landscaping and permeability requirements, and decision guidelines.</p> <p>It is assumed that the misunderstanding contained in this submission arises from the existing NCS, which includes this street in the same Neighbourhood Area as Loughnan's Hill. This is not an effective or practical grouping, as the zones and their provisions differ.</p>

Submission No.	Property affected	Issues raised in submissions (summarised)	Officers comments and recommendations
			An increase to the permeability minimum to 40% may be warranted.
22	12-14 Unsworth Road Ringwood North 3134	<ul style="list-style-type: none"> <li>Opposes three storey development in Ringwood</li> <li>Support being part of the Loughnan's Hills Zone</li> </ul>	<p>As above.</p> <p>No rezoning is proposed.</p>
23	25 Through Road Ringwood North 3134	<ul style="list-style-type: none"> <li>Oppose any change in the Loughnan's Hill zoning</li> </ul>	As above.
24	25 Through Road Ringwood North 3134	<ul style="list-style-type: none"> <li>Oppose any change in the Loughnan's Hill zoning</li> </ul>	As above.
25	Unit 1, 20 Through Road Ringwood North 3134	<ul style="list-style-type: none"> <li>Oppose any change in the Loughnan's Hill zoning</li> </ul>	As above.
26	17 Haig Street Ringwood 3134	<ul style="list-style-type: none"> <li>Proposal to change the current zoning will be regrettable, inappropriate and detrimental to the suburb.</li> </ul>	<p>Property located in proposed NRZ5 Jubilee Park.</p> <p>Recently the subject of proposed Amendment C116, where the NCO and HO were supported by Planning Panels and adopted by Council, but the rezoning to NRZ was not supported by Panels.</p>
27	Croydon Golf Links Estate	<ul style="list-style-type: none"> <li>Representative from resident groups note that group is encouraged by the updated description of the neighbourhood character elements and the specific zone for Croydon Golf Links Estate; and the objectives.</li> <li>Commented that the decision guidelines for new development</li> </ul>	<p>Submission relates to proposed NRZ9.</p> <p>Strong and well-established planning scheme controls currently apply to the Croydon Golf Links Estate (i.e. zone, minimum subdivision area and maximum building height) and will remain largely unchanged. As with similar areas, such as proposed NRZ1 and NRZ2, the key change involves formalising the 40% site coverage 'incentive', and introducing a 50% minimum permeability requirement. This is considered well-justified due to the strong landscape character of the estate, and the elevated</p>

Submission No.	Property affected	Issues raised in submissions (summarised)	Officers comments and recommendations
		<p>should be strengthened particularly in relation to the built form of new buildings. A number of suggestions were made:</p> <ul style="list-style-type: none"> <li>○ buildings to be sympathetic with the prevailing streetscape</li> <li>○ Limited continuous wall length or tall sheer facades</li> <li>○ Adequate setbacks especially for upper floors in two storey buildings</li> <li>○ Avoid flat roofing especially where angle roofing is the predominant form</li> <li>○ Design to fit in with the slope of the land, limit excessive cut and fill.</li> </ul>	<p>and sloping nature of the area. A landscaping requirement has also been proposed, preferably with canopy trees native to the local area.</p> <p>The Croydon Golf Links Estate is also home to some excellent examples of architecture through the eras, and some fine heritage properties. Consideration of the built form qualities throughout the precinct has therefore also been reflected in the proposed objectives i.e.</p> <ul style="list-style-type: none"> <li>• <i>To maintain generous setbacks around dwellings, and to ensure that front setbacks are not dominated by garages, carports or vehicular access.</i></li> <li>• <i>To ensure that new dwellings and extensions are sited and designed to respect the prevailing architectural character and landscape setting, including size, materiality and detailing.</i></li> </ul> <p>And decision guidelines -</p> <ul style="list-style-type: none"> <li>• <i>The extent to which the proposed buildings or works meet the neighbourhood and landscape character objectives of this clause.</i></li> <li>• <i>The scale of the buildings or works and the visual impact on the surrounding environment, including its relationship to the existing tree canopy height.</i></li> <li>• <i>The visual impact of the building or works on the landscape significance of the Croydon Golf Links Estate.</i></li> </ul>

Submission No.	Property affected	Issues raised in submissions (summarised)	Officers comments and recommendations
			It is considered reasonable and possible to update the objectives and decision guidelines to include the suggestions outlined in the submission. A copy of the full submission is requested.
28	8-9 Kelvin Court Ringwood North 3134	<ul style="list-style-type: none"> <li>Queried the recommendations for GRZ2 and the statement that the SLO4 will be strengthened. Clarification as to whether the SLO3 for the site will be removed and replaced by SLO4.</li> <li>Support the application of the GRZ2 to the subject land and surrounding properties.</li> <li>In relation to proposed rezoning requested by owner/applicant for this site requests that a specific site amendment be progressed for the site to rezoned the land to GRZ2.</li> </ul>	<p>Property located in proposed GRZ2.</p> <p>Currently zoned LDRZ, but is now connected to reticulated sewerage and is located in an 'isolated' LDRZ pocket, between GRZ and NRZ (which is also proposed to be rezoned to GRZ).</p> <p>Exiting SLO3 will be removed and replaced with SLO4. Report has been updated to clarify this.</p> <p>As part of the implementation of the NCS Review Council will consider whether it supports the site specific amendment. Council direction is sought as to whether officers should proceed with this amendment as part of the overall NCS Review implementation or as a stand alone applicant proposed amendment.</p>
29	Unit 24, 12-14 Unsworth Road Ringwood North 3134	<ul style="list-style-type: none"> <li>Objects to the three-storey development in Ringwood North.</li> </ul>	<p>Property located in proposed GRZ2 Bush Garden Slopes.</p> <p>No rezoning is proposed in this area. It is currently zoned GRZ, and will remain so. The maximum building height is already 11m and 3 storeys and will remain so.</p> <p>The proposed new schedule to the GRZ2 will, however, introduce new objectives, landscaping and permeability requirements, and decision guidelines.</p> <p>It is assumed that the misunderstanding contained in this submission arises from the existing NCS, which includes Unsworth Road in the same Neighbourhood Area as Loughnan's Hill. This is not an effective or practical grouping, as the zones and their provisions differ.</p>

Submission No.	Property affected	Issues raised in submissions (summarised)	Officers comments and recommendations
			An increase to the permeability minimum to 40% may be warranted.
30	2/10 Unsworth Road Ringwood North 3134	<ul style="list-style-type: none"> <li>Objects to three storey development in Ringwood North as these is very inappropriate for the area.</li> </ul>	As above.
31	2 Velma Grove Ringwood East 3135	<ul style="list-style-type: none"> <li>Objects to the proposal to rezone the land from GRZ1 to NRZ2 as there is no justifiable basis to include this property in a Ridgeline protection area.</li> <li>The proposal is an attempt to restrict the development potential of existing GRZ properties.</li> <li>The proposal will have a negative impact on the property values.</li> <li>Proposal will result in impacts to the metropolitan planning objectives.</li> </ul>	<p>Property is located on the western side of the Wicklow Hills Ridgeline and is proposed to be rezoned from GRZ to NRZ2 as outlined in the submission. Justification for this rezoning includes -</p> <ul style="list-style-type: none"> <li>The topography of the area forms part of the western side of the Wicklow Hills Ridgeline, and is elevated and steep in parts.</li> <li>Due to its landform, the area is highly visible from the western parts of the municipality, including the Maroondah Highway and Mt Dandenong Road. Hence, two storey development is considered more appropriate than three storey forms.</li> <li>The curvilinear nature of the streets, which follow the topography in the northern section, is further evidence of this landscape character.</li> <li>The area exhibits the same landscape and residential characteristics as the residential areas immediately adjacent (to the east).</li> <li>The curvilinear nature of the streets and subdivision layout is unique within Maroondah, and forms part of the</li> </ul>

Submission No.	Property affected	Issues raised in submissions (summarised)	Officers comments and recommendations
			<p>historic 'Lovely Views Estate'. This area is located just north of the Walter Burley Griffin designed Croydon Hills (Garden Suburb) Estate, and is adjacent to the Cecil Circuit area, all of which were conceived during the 1920s.</p> <p>Perceived impact on property value has been found by Planning Panels not to be a valid planning consideration.</p> <p>It is considered that the proposed rezoning is consistent with the objectives for planning in Victoria.</p>
32	10 Cross Street Ringwood North 3134	<ul style="list-style-type: none"> <li>Objects to the three storey development in the area as part of the Loughnan's Hill zone.</li> </ul>	<p>Property located in proposed GRZ2 Bush Garden Slopes.</p> <p>No rezoning is proposed in this area. It is currently zoned GRZ, and will remain so. The maximum building height is already 11m and 3 storeys and will remain so.</p> <p>The proposed new schedule to the GRZ3 will, however, introduce new objectives, landscaping and permeability requirements, and decision guidelines.</p> <p>It is assumed that the misunderstanding contained in this submission arises from the existing NCS, which includes Unsworth Road in the same Neighbourhood Area as Loughnan's Hill. This is not an effective or practical grouping, as the zones and their provisions differ.</p> <p>However, an increase to the permeability minimum to 40% may be warranted.</p>
33	Unsworth Road Ringwood North	<ul style="list-style-type: none"> <li>Duplicate of submission 13.</li> </ul>	As above.
34	2 Velma Grove Ringwood East 3135	<ul style="list-style-type: none"> <li>Duplicate of submission 31</li> </ul>	As above.



<b>Submission No.</b>	<b>Property affected</b>	<b>Issues raised in submissions (summarised)</b>	<b>Officers comments and recommendations</b>
<b>35</b>	4/9 Carlyle Street Croydon 3136	<ul style="list-style-type: none"> <li>Supports the recommendations of the report, in particular for NRZ6.</li> </ul>	Property located in NRZ6 Ruskin Park, where rezoning has been recommended for approval by Panel, and additional requirements are proposed to be implemented through an updated schedule to NRZ6.
<b>36</b>	6a Carlyle Street Croydon 3136	<ul style="list-style-type: none"> <li>New canopy trees need to be compatible with other trees already growing in the area.</li> <li>Trees must be capable of growing up to 12 m in height.</li> <li>Existing canopy trees must be given priority.</li> </ul>	<p>Property located in NRZ6 Ruskin Park.</p> <p>Proposed landscaping requirements stipulate that canopy trees must grow to a minimum of the height of the proposed development. However, this and other submissions suggest that canopy trees should be required to exceed the height of dwellings. This is considered a valid and justifiable addition/change to the proposed landscaping requirements.</p> <p>Protection of existing canopy trees is currently prioritised through the SLO, and is now supported through the objectives and decision guidelines of the proposed residential schedules.</p>
<b>37</b>	12 Louisa Street Croydon 3136	<ul style="list-style-type: none"> <li>Supports the recommendations for the Ruskin Park area.</li> </ul>	<p>Noted.</p> <p>Property located in NRZ6 Ruskin Park, where rezoning has been recommended for approval by Panel, and additional requirements are proposed to be implemented through an updated schedule to NRZ6.</p>
<b>38</b>	62 Pascoe Avenue Kilsyth 3137	<ul style="list-style-type: none"> <li>Supports the intent of the review.</li> <li>Definition of canopy trees must be varied to refer to trees being substantially higher than the built form, to reduce the heat island effect and protect the biodiversity of the neighbourhood.</li> </ul>	<p>Property located in NRZ6 Ruskin Park.</p> <p>Proposed landscaping requirements stipulate that canopy trees must grow to a minimum of the height of the proposed development. However, this and other submissions suggest that canopy trees should be required to exceed the height of dwellings. This is considered a valid and justifiable addition/change to the proposed landscaping requirements.</p>
<b>39</b>	7 Montgomery Court Kilsyth 3137	<ul style="list-style-type: none"> <li>Many of the changes occurring in the Ruskin Park area are destroying the character of the area.</li> <li>Rapid loss of upper canopy trees.</li> </ul>	<p>Noted.</p> <p>Property located in NRZ6 Ruskin Park, where rezoning has been recommended for approval by Panel, and additional</p>



Submission No.	Property affected	Issues raised in submissions (summarised)	Officers comments and recommendations
		<ul style="list-style-type: none"> <li>Supports the recommendations of the Ruskin Park area.</li> </ul>	requirements are proposed to be implemented through an updated schedule to NRZ6.
40	Unit 1, 10 Derwent Street Ringwood North 3134	<ul style="list-style-type: none"> <li>Objects to 3 storey development in Tamar Street. Included original objection of the development in Tamar Street, Due to slope of land, vegetation in Tamar Street is very visible and development will be visually obtrusive. Refers to design guidelines for Loughnan's Hill to avoid visually dominant and articulated elevations.</li> </ul>	<p>Property located in proposed GRZ2 Bush Garden Slopes.</p> <p>No rezoning is proposed in this area. It is currently zoned GRZ, and will remain so. The maximum building height is already 11m and 3 storeys and will remain so.</p> <p>The proposed new schedule to the GRZ2 will, however, introduce new objectives, landscaping and permeability requirements, and decision guidelines.</p> <p>As per other submissions from this pocket in Ringwood North (near Loughnan's Hill), it is assumed that the misunderstanding arises from the existing NCS, which includes Derwent Street in the same Neighbourhood Area as Loughnan's Hill. This is not an effective or practical grouping, as the zones and their provisions differ.</p> <p>However, an increase to the permeability minimum to 40% may be warranted.</p>
41	26 View Street Croydon 3136	<ul style="list-style-type: none"> <li>Support the recommendations of the Ruskin Park area and proposed changes especially protection of canopy trees and rezoning of the land.</li> </ul>	<p>Noted.</p> <p>Property located in NRZ6 Ruskin Park, where rezoning has been recommended for approval by Panel, and additional requirements are proposed to be implemented through an updated schedule to NRZ6.</p>
42	49a Pascoe Avenue Croydon 3136	<p>Support the recommendations for the Ruskin Park area.</p> <p>Support the comments on submission 12</p> <ul style="list-style-type: none"> <li>Neighbourhood and Landscape character objectives.</li> <li>Minimum subdivision area</li> </ul>	Noted. As above.

Submission No.	Property affected	Issues raised in submissions (summarised)	Officers comments and recommendations
		<ul style="list-style-type: none"> <li>o Permeability</li> <li>o Landscaping.</li> <li>o Decision guidelines</li> <li>o Significant Landscape Overlay.</li> </ul>	
43	Silverley Road Croydon 3136	<ul style="list-style-type: none"> <li>▪ Supports the recommendations of the Ruskin Park area.</li> <li>▪ Notes some specific concerns:</li> <li>▪ New buildings being too close to the fence line.</li> <li>▪ Would like to see Ruskin Park with a minimum subdivision area.</li> <li>▪ Support increase permeability.</li> <li>▪ Concern about canopy trees and unnecessary removal of vegetation.</li> <li>▪ Comments on decision guidelines, suggestion that proposed building works should provide a positive contribution to the landscape and neighbourhood character objectives.</li> <li>▪ Strongly agrees with strengthening the existing SLO4</li> <li>▪ Suggested that each side of Silverley Road be rezoned the same rather than having a different zone as is proposed now,</li> </ul>	<p>Property located at the western boundary of NRZ6 Ruskin Park, with the opposite side of the street NRZ8 (Croydon Ridge &amp; Southern Hills).</p> <p>It is considered that the existing setback variations, combined with the proposed site coverage and permeability requirements, will address many of the concerns outlined in the submission, including those prompting the suggestion of a minimum lot size requirement.</p> <p>Additional vegetation requirements and strengthening SLO4 will address the protection and management of vegetation, including substantial canopy trees.</p> <p>Proposed decision guidelines already reference the neighbourhood and landscape character objectives.</p> <p>Both sides of Silverley Road are zoned NRZ.</p> <p>Proposed NRZ8 differs from NRZ6 in requiring 40% permeability, and in its objectives and decision guidelines, which reflect the more elevated, secondary ridge.</p>
44	10 Kirtain Drive Croydon 3136	<ul style="list-style-type: none"> <li>▪ Concern as to the level of change and the level of new development taking place.</li> <li>▪ Suggests that there be an upper limit on the number of dwellings so that the character of the area is not drastically changed.</li> </ul>	<p>Property located in proposed GRZ1 Garden Suburban.</p> <p>Proposed schedule introduces objectives and decision guidelines relating to gardens, tree canopy cover, generous setbacks, respecting neighbourhood character, permeability and the size materiality and detailing of dwellings.</p>

<b>Submission No.</b>	<b>Property affected</b>	<b>Issues raised in submissions (summarised)</b>	<b>Officers comments and recommendations</b>
		<ul style="list-style-type: none"> <li>Submission attached a copy of an objection to a proposal: highlights that new town house developments are not in keeping with the existing houses and open space areas are disappearing.</li> <li>Concern with traffic congestion. Suggests an upper limit to number of dwellings.</li> </ul>	The requirement for a maximum of two dwellings in the NRZ was removed following the residential zones review, and is not possible to stipulate.
<b>45</b>	47 Jarvis Avenue Croydon 3136	<ul style="list-style-type: none"> <li>Supports the recommendations for the Ruskin Park area especially in relation to the retention of the existing trees.</li> <li>Suggests that the list of canopy trees for developers be reviewed.</li> <li>Need to ensure that sufficient area is provided for each tree to grow to its full potential.</li> <li>That three units per lot be discouraged.</li> <li>That new developments be designed to fit in with the existing neighbourhood.</li> </ul>	<p>Property located in NRZ6 Ruskin Park.</p> <p>Landscaping requirements proposed through the schedule include minimum areas in square metres for canopy trees.</p> <p>In addition, the objectives and decision guidelines are based on protecting and strengthening the positive neighbourhood and landscape character attributes of the neighbourhood.</p> <p>A cap on dwelling numbers cannot be implemented and is dependent on lot size.</p>
<b>46</b>	50a Pascoe Avenue Croydon 3136	<ul style="list-style-type: none"> <li>Thanks Council for the work on this project</li> <li>Supports the proposed changes to Ruskin Park area</li> <li>Agrees with the proposed objectives but suggests two further objectives: <ul style="list-style-type: none"> <li>Ensuring development is complementary to existing dwellings in style and sizes.</li> </ul> </li> </ul>	<p>Located in NRZ6 Ruskin Park.</p> <p>Additional issues raised through the proposed two new objectives are adequately covered in new decision guidelines, and existing variations to Recode in relation to side and rear setbacks.</p> <p>An increase in permeability to 40% is reasonable and possible, and could be further justified with an analysis of existing permeability levels.</p>

Submission No.	Property affected	Issues raised in submissions (summarised)	Officers comments and recommendations
		<ul style="list-style-type: none"> <li>○ Maintain the current setbacks patterns</li> <li>▪ Minimum subdivision area</li> <li>▪ Permeability although problematic current lack of guidance results in poor outcomes. Recommends for permeability to be increased to 40% or additionally that hard surfaces consist of partly permeable materials.</li> <li>▪ Landscaping: the proposal to have a minimum number of trees based on site area is a positive development.</li> <li>▪ Recommends that the definition of canopy tree be varied. Supports a definition that "provision of a canopy tree per 175 sqm of the site area that will reach a minimum mature height that substantially exceeds the height of the proposed development."</li> <li>▪ Query whether the guidelines proposed in clause 22.02-4 are proposed to be replaced, if so recommends the proposed changes: the extent to which the proposed buildings or works meet and provide a positive contribution to the neighbourhood and landscape character clause objectives.</li> <li>▪ Support retaining the existing SLO4.</li> </ul>	<p>In relation to the height of canopy trees, the inclusion of the requirement that canopy trees exceed the height of the proposed development is considered an appropriate and justifiable addition/change. 'Exceed' rather than 'substantially exceed' is recommended.</p> <p>Clause 22.02 in the planning scheme will be replaced by the more specific and applicable residential zone schedules.</p> <p>The following decision guideline is already included in the proposed schedule:</p> <ul style="list-style-type: none"> <li>• <i>The extent to which the proposed buildings or works meet the neighbourhood and landscape character objectives of this clause.</i></li> </ul> <p>Mt Dandenong Road and Hull Road are the only Category 1 roads at the periphery of the Ruskin Park neighbourhood.</p> <p>Rescode maximum front fence height for sites adjacent to Road Zone, Category 1, is 2 metres. This is varied in the Maroondah Planning Scheme.</p> <p>1.5 metres is proposed for these main roads, up from 1.2 metres (currently in GRZ schedules).</p> <p>An increase to 1.8 metres is the difference between a woman of average height (161.8cm) being able to see over the fence, and not.</p> <p>In residential areas, the objective is for there to be a relationship between the garden settings of dwellings and the street/footpath, and for frontages not to be blocked with high, solid fencing. Visibility to front doors of dwellings and the front gardens is also preferred from a security point of view.</p>

Submission No.	Property affected	Issues raised in submissions (summarised)	Officers comments and recommendations
		<ul style="list-style-type: none"> <li>In relation to the proposed 1.5m fence height for properties facing main road, suggested 2m fence height with landscaping to manage road noise.</li> </ul>	Recommend retaining proposed increase to 1.5 metres.
47	60 Warrien Road Croydon North 3136	<ul style="list-style-type: none"> <li>Long term resident. Loves the character of the area and the spacious backyards.</li> <li>Suggestion for important elements: canopy trees both indigenous and overseas provide a green canopy. Mentioned that Canberra is a good example where indigenous and overseas trees are successfully combined.</li> <li>Maroondah Council should consider a program of monitoring trees and introducing understorey canopy trees.</li> <li>Concern about the recent trend of removal of canopy trees. The practice needs to be monitored and the rate of removal slowed.</li> <li>1950's and 1970's houses are disappearing and almost all vegetation cleared and replaced with concrete driveways and double storey cement sheet eyesore. This erosion of neighbourhood character needs to be recognised and halted.</li> <li>The current practice of land speculation and subdivision needs to change and suggests that Council needs to form a</li> </ul>	<p>Property located on the eastern side of Warrien Road, in proposed GRZ1 Garden Suburban.</p> <p>Canopy trees are protected and managed through the SLO4, which will be strengthened.</p> <p>In addition, landscaping requirements will be introduced through the proposed schedule, and an increase to minimum permeability to 30%.</p> <p>An increase to 35% may, however, be appropriate and justifiable.</p> <p>It is understood that Council is undertaking a heritage study, including Modernist homes in the municipality.</p> <p>The Burley Griffin area is covered by the NCO (proposed to be strengthened), together with new objectives, requirements and decision guidelines through the proposed schedule to the NRZ.</p> <p>Other issues raised in this submission are outside the scope of the NCS Review, or are initiatives for Council to consider.</p>

Submission No.	Property affected	Issues raised in submissions (summarised)	Officers comments and recommendations
		<p>subcommittee to evaluate buildings and landscape design for proposed structures.</p> <ul style="list-style-type: none"> <li>▪ Limitations on land subdivision should include a limitation on hard surface areas, so that hard surfaces should not exceed 50% of the land surface and 50% planted with gardens and trees,</li> <li>▪ Council should put more pressure on the State government to curtail VCAT's ability to overturn Council's decisions,</li> <li>▪ Suggestion for Council to create a reservation along Croydon Road to ensure that the road can never be widened, and the vegetation removed.</li> <li>▪ Ensure the preservation of Walter Burley Griffin subdivision in Croydon South, including the parklands.</li> </ul>	
48	59-61 Long View Road Croydon South 3136	<ul style="list-style-type: none"> <li>▪ Appreciate all the work in this project</li> <li>▪ Lives in a NRZ1 and fully supports the 2000sqm minimum lot size as it is important that the ridgelines continue to contribute to the overall landscape in this municipality.</li> <li>▪ Supports the proposed changes</li> <li>▪ Expressed the view that in the more closely developed areas, the minimum permeability and landscaping requirements will</li> </ul>	<p>Property located in proposed NRZ1 Croydon Hills Estate.</p> <p>Submission is supportive of all proposed recommendations.</p>

Submission No.	Property affected	Issues raised in submissions (summarised)	Officers comments and recommendations
		result in better and more thoughtful development designs.	
49	Unsworth Road Rigwood North and Wandarra Way Waranwood	<ul style="list-style-type: none"> <li>▪ Dismayed at the apparent rezoning of both areas to allow a new maximum height of 11m and 3 storeys.</li> <li>▪ The proposed changes to the additional building height would detract from the leafy ambience of the areas.</li> <li>▪ Requests to maintain the height restrictions of new buildings in areas of natural significance adjacent to Loughnan's Hill and Waranwood Reserve to 9m and 3 storeys.</li> </ul>	<p>Property located in proposed GRZ2 Bush Garden Slopes.</p> <p>No rezoning is proposed in this area. It is currently zoned GRZ, and will remain so. The maximum building height is already 11m and 3 storeys and will remain so.</p> <p>The proposed new schedule to the GRZ2 will, however, introduce new objectives, landscaping and permeability requirements, and decision guidelines.</p> <p>It is assumed that the misunderstanding contained in this submission arises from the existing NCS, which includes Unsworth Road in the same Neighbourhood Area as Loughnan's Hill. This is not an effective or practical grouping, as the zones and their provisions differ.</p> <p>An increase to the permeability minimum to 40% may be warranted.</p>
50	2/9 Carlyle Street Croydon 3136	<ul style="list-style-type: none"> <li>▪ Agrees with the proposed change in Ruskin Park to NRZ6</li> <li>▪ The prevalence of vegetation in Maroondah is important both as a ratio to built form (relating to site coverage and permeability) and as a dominant element in elevation when viewed from the street. The ability to retain and require canopy trees relates to the space available to plant and sustain them and the ratio of building footprint to permeable site.</li> </ul>	<p>Property located in NRZ6 Ruskin Park.</p> <p>Noted.</p>



<b>Submission No.</b>	<b>Property affected</b>	<b>Issues raised in submissions (summarised)</b>	<b>Officers comments and recommendations</b>
<b>51</b>	16 Notlen Street Ringwood 3134	No further details were provided in submissions	No submission details provided.
<b>52</b>	17 Pascoe Avenue Croydon 3136	<ul style="list-style-type: none"> <li>▪ Grateful to Council for the work in the Ruskin Park area, as fortunate to live in area with old canopy trees.</li> <li>▪ Supports the rezoning of the land from GRZ to NRZ and the additional recommendations in the review.</li> </ul>	Property located in NRZ6 Ruskin Park.  Noted.
<b>53</b>	Loughnan's Hill Ringwood North  (Possibly Unsworth Road)	<ul style="list-style-type: none"> <li>▪ Objects to the proposed changes in Ringwood North</li> <li>▪ Extension to height restrictions will lead to greater population density</li> <li>▪ Infrastructure is current under enormous stress</li> <li>▪ Issues are evidence in Unsworth Road: <ul style="list-style-type: none"> <li>○ Street parking has resulted in a single lane roadway</li> <li>○ Parking by construction workers</li> <li>○ Absence of footpath pedestrian have to share the road.</li> <li>○ Push for development has resulted in suboptimal outcome for the community</li> <li>○ High density residents often defying basis requirements and causing inconvenience to surrounding rate payers.</li> </ul> </li> </ul>	<p>Property located in proposed GRZ2 Bush Garden Slopes.</p> <p>No rezoning is proposed in this area. It is currently zoned GRZ, and will remain so. The maximum building height is already 11m and 3 storeys and will remain so.</p> <p>The proposed new schedule to the GRZ2 will, however, introduce new objectives, landscaping and permeability requirements, and decision guidelines.</p> <p>It is assumed that the misunderstanding contained in this submission arises from the existing NCS, which includes Unsworth Road in the same Neighbourhood Area as Loughnan's Hill. This is not an effective or practical grouping, as the zones and their provisions differ.</p> <p>An increase to the permeability minimum to 40% may be warranted.</p>

Submission No.	Property affected	Issues raised in submissions (summarised)	Officers comments and recommendations
		<ul style="list-style-type: none"> <li>○ Absence of strict monitoring of parking an erosion of rights and entitlements.</li> <li>▪ Council needs to consider the various impacts of development decisions that directly impact on the nature of the environment and quality of lifestyle.</li> <li>▪ Council has the responsibility to communicate its plan for the next decade to meet the needs of the old, the current and the future.</li> </ul>	
54	South of Croydon-Walter Burley Griffin area	<ul style="list-style-type: none"> <li>▪ Need to rectify the status of two areas, namely Long View Road and Orchard Drive. These streets were designed by the same team under the auspices of Burley Griffin. The curvy linear layout of the streets follow the contours of the land along the ridge. The block sizes and no fences.</li> <li>▪ Fences are starting to appear in Long View Road which is not the preferred character and the property fronts should be left open to create the garden feel.</li> <li>▪ In Orchard Drive properties have been omitted from the same overlays and protection resulting in applications for dual occupancy.</li> <li>▪ The subdivisions are eroding the areas in terms of being a whole</li> </ul>	<p>Streets referred to in the submission are located in proposed NRZ1 Croydon Hills.</p> <p>Long View Road and Orchard Drive are both included in proposed NRZ1, with the most stringent requirements proposed for the area in relation to building site coverage and permeability.</p> <p>On the contrary to the submission, all properties in Orchard Drive are already covered by the NCO2, but it is agreed that the contents of the overlay schedule require strengthening (a draft NCO2 schedule has been prepared as part of this project).</p> <p>Retention of canopy trees will be addressed through the strengthened SL03, and proposed NRZ1 schedule, including landscaping requirements.</p> <p>The heritage status of the two streets mentioned and their relationship to the wider Burley Griffin designed subdivision. Heritage significance of individual properties is currently being</p>

Submission No.	Property affected	Issues raised in submissions (summarised)	Officers comments and recommendations
		<p>subdivision from the 1920's with large lot sizes.</p> <ul style="list-style-type: none"> <li>Also eroding the ability to retain canopy trees at the rear of the property where some of the oldest and best trees are located.</li> <li>The Character Review is the right time to rectify the status of these two areas that have not been included in the Burley Griffin heritage area.</li> </ul>	<p>assessed under the Heritage Study Review. Amendment C42 provides the justification to introduce the NCO provisions.</p> <p>The issue of front boundary treatments (i.e. no front fences) in this neighbourhood is a valid one, and should be confirmed with an additional site visit and potentially an addition to the schedule for the relevant street(s).</p>
55	Longview Road Croydon	Additional photographic information provided for Long View Road vistas.	Noted.
56	4/9 Carlyle Street Croydon 3136	<ul style="list-style-type: none"> <li>Query as to the proposed zoning for Rustic Rise and whether it will be covered by an ESO.</li> <li>Query that the proposed NRZ2 does not have a VOP1 and should possibly be included especially if the area is not going to have an ESO.</li> </ul>	<p>The following feedback has been provided by Council Officers -</p> <p>"Rustic Rise Croydon is in NRZ2 Inclusion of a ESO will be considered as part of the Vegetation review."</p>
57	4/9 Carlyle Street Croydon 3136	<ul style="list-style-type: none"> <li>Additional submission</li> <li>Supports the recommendation for the 24 residential zones.</li> <li>The proposed zone boundaries and classifications better reflect the varying characters of the topography and vegetation.</li> <li>Lives in Ruskin Park and interested in learning how the recommendations will affect the character of the area.</li> <li>Supports the landscaping provisions</li> </ul>	<p>The property is located in NRZ6 Ruskin Park.</p> <p>The submission is largely in support of the proposed recommendations, with some additional landscaping suggestions.</p> <p>An increase to the permeability minimum to 40% may be warranted.</p> <p>Proposed landscaping requirements could be amended to include that the species of canopy trees should be native to the local area.</p>

Submission No.	Property affected	Issues raised in submissions (summarised)	Officers comments and recommendations
		<ul style="list-style-type: none"> <li>Considers that the permeability proposed for NRZ6 should be 40% not 30%.</li> <li>Suggest additional provisions: suitable canopy trees varieties must be compatible with varieties widely grown in the municipality and capable of reaching a height of 12 metres within 5 years 9.0 m maximum building height and visible canopy height of 3 metres)</li> <li>Priority be given to the retention of existing canopy trees.</li> <li>If an existing canopy tree covers at least of 25% of the Secluded Open Space of an adjacent unit, the requirement for a canopy tree to be planted in that adjacent unit may be waived.</li> </ul>	<p>A further change referred to previously in this summary table is to require the height of canopy trees to exceed the proposed height of the development.</p> <p>Council's arborist and statutory planners should be consulted regarding the last dot point raised in the submission.</p>
58	Heathmont	<ul style="list-style-type: none"> <li>Submission from Heathmont History Group</li> <li>Query on the status of the Heathmont Neighbourhood Activity Centre Structure Plan.</li> <li>Main concern with the Study is the lack of emphasis on the heritage which is an essential component of neighbourhood character and community values.</li> <li>Commented that change is often necessary and desirable but so is continuity especially in reinforcing an maintaining the local cohesion.</li> <li>Comment that there are other factors of neighbourhood</li> </ul>	<p>The brief for the NCS Review was clearly set out, and has agreed objectives, tasks, methodology etc. Heritage, while part of character, is a separate and specific area of expertise.</p> <p>The same comment applies to demography and public transport. These are contextual and relevant topics but do not form part of the 'nuts and bolts' of a NCS Review.</p> <p>Numbered Character Areas are not included in this study. It may be that the submitter has reviewed the existing study (2003).</p>

Submission No.	Property affected	Issues raised in submissions (summarised)	Officers comments and recommendations
		<p>character which should receive more attention such as demography, public transport...</p> <ul style="list-style-type: none"> <li>Comments in relation to character areas 16 and 17, not sure how the aspirations vary e.g. traffic and parking for 16 but not 17.</li> <li>Questions the use of the name Heathmont Gardens in the Neighbourhood Character area 16.</li> </ul>	
59	7 Bedford Court Heathmont	<ul style="list-style-type: none"> <li>Would like to maintain the green aspect of the Bedford Road ridge line.</li> <li>Opposes inappropriate development that dominates the visual landscape. Also opposes multi unit development and the loss of permeable ground.</li> <li>Need to be an united front rather than having to oppose various inappropriate developments on an individual case by case basis when it's proceeds to VCAT.</li> <li>Hope that our vision for greening Maroondah is shared by our democratically elected Council and not overruled by the autocratic VCAT.</li> </ul>	<p>Property is located in proposed NRZ3 Wicklow Hills Lower Slopes.</p> <p>As per the other two NRZ areas that form part of the locally iconic Wicklow Hills Ridgeline, the planning scheme controls and provisions that currently apply will remain largely unchanged. The zone and maximum building height will remain the same (there is currently no minimum lot size or DDO that applies to these areas). Again, the key change involves legislating a maximum site coverage (50% in this case), and introducing a 40% minimum permeability requirement.</p> <p>These slightly 'lesser' site coverage and permeability requirements reflect the location of the proposed NRZ3 areas, on the lower, less visible slopes of the ridgeline. However, as with the other Wicklow Hills residential areas, a landscaping requirement will be stipulated, again requiring native, and preferably indigenous, local species. This is considered appropriate for all areas covered by the SLO3. It should also be noted that the SLO3 will still provide a permit trigger for development proposals with a site coverage of 40% or more.</p>

<b>Submission No.</b>	<b>Property affected</b>	<b>Issues raised in submissions (summarised)</b>	<b>Officers comments and recommendations</b>
			It is considered that these recommendations, and those elsewhere in the NCS Review, will provide Council, developers, the community and VCAT with a greater level of clarity and certainty in relation to expectations and the shared vision for Maroondah.





## Our Achievements 2016-2020 Council Term





Safe, healthy &amp; active



## A safe, healthy and active community



### Snapshot of achievements 2016-2020

- Designed and constructed the \$16.5m Maroondah Nets multi-sports complex.
- Completed construction of the \$2.7 million Coopersmith Pavilion at East Ringwood Reserve, incorporating a home for Chin Community Victoria.
- Completed construction of the \$1.7m Tony Lethbridge Athletics Pavilion and \$1.0m refurbishment of the A.C Robertson Athletics Track at Proclamation Park in Ringwood
- Completed construction of the \$1.3m Croydon Park Pavilion, and the \$4.25m HE Parker Sporting Pavilion in Heathmont.
- Reconstructed sportsfields at Belmont Park in Croydon South, Jubilee Park and Mullum Mullum Reserve in Ringwood, Quambee Reserve in Ringwood North, and Springfield Park in Croydon.
- Designed, constructed and fully-funded Eastfield Dog Park in Croydon.
- Undertook a comprehensive Sports Demand Analysis to capture the current participation rates and future demand for sports in Maroondah.
- Undertook a strategic review of golf in Maroondah, including a new *Maroondah Golf Strategy*.
- Established the Maroondah Night Run and Walking Football and Netball programs.
- Participated in the Victorian Government's *This Girl Can* project, empowering over 1,160 women to be active.
- Worked in partnership to deliver a series of mental health events including the annual Ripple Effect event in Ringwood, the StressLess and look after your mental wellbeing community event in 2019, and well attended men's health events in 2019 and 2020.
- Established an online immunisation booking system.
- Developed and implemented a new *Maroondah Health and Wellbeing Plan 2017-2021*
- Developed and implemented a new *Youth Strategy* and associated action plans.
- Developed a new *Children and Families Strategy* and associated action plans.



- Banned smoking at Ringwood and Croydon Town Squares following extensive community consultation.
- Upgraded the CCTV network in Croydon Town Centre, and installed seven CCTV cameras in Ringwood East, and an additional five CCTV cameras in Ringwood.
- Worked in partnership to advocate to the Victorian Government on alcohol density through a South East Melbourne Councils' Alliance.
- Worked with partners of Together for Equality and Respect to prevent violence against women in Maroondah, including participation in the annual 16 Days of Activism campaign.
- Partnered with the community to support the One Million Stars to End Violence campaign, creating more than 30,000 stars.
- Developed the *Maroondah Gambling Policy 2018* and commenced work on an associated planning scheme amendment.
- Launched a new website for the Maroondah Hoarding & Squalor Network, providing a model for other councils and community groups to create their own local support networks.
- Developed a new Municipal Emergency Management Plan 2020-2023.
- Commenced development of a new *Maroondah Liveability and Wellbeing Strategy 2021-2031*.
- Commenced establishment of a regional cricket hub at the Jubilee Park sporting precinct in Ringwood.
- Commenced construction of the \$3.5m Silcock Sporting Pavilion redevelopment in Croydon.
- Commenced planning for the construction of sporting/multipurpose pavilion redevelopments at Proclamation Park in Ringwood, and Springfield and Ainslie Parks in Croydon.



Prosperous & learning



## A prosperous and learning community



### Snapshot of achievements 2016-2020

- 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.
- Delivered annual Maroondah BizWeek events, workshops and mentoring sessions to the business community.
- Provided support to small businesses during the COVID-19 pandemic, including connecting businesses with business, legal, financial and mental health support services.
- Worked with the Eastern Regional Group of Councils (ERG) on a range of regional priorities identified in the *ERG Strategic Plan 2018-2020*.
- Commenced a strategic review of shopping centres in Maroondah.
- Continued to facilitate development within the Ringwood Metropolitan Activity Centre and Croydon Major Activity Centre.
- Implemented carparking improvements in the Ringwood Metropolitan Activity Centre and Croydon Major Activity Centre.
- Continued working in partnership to implement the Bayswater Business Precinct Strategy, including launching a website (BBP Connect) and a new local employment initiative (BBP Jobs).



- Continued working in partnership to deliver the Women on the Go program, focusing on women, their businesses, and their health and wellbeing.
- Upgraded the Kallay Street shopping centre in Croydon.
- Completed pedestrian and vehicle access improvement works at Heathmont Village Shopping Centre.
- Improved carparking in the Heathmont and Ringwood East neighbourhood centres.
- Introduced the annual Maroondah Kindergarten Expo.
- Co-ordinated the Maroondah Plus 10 Schools Project to deliver positive education to students from 27 Maroondah schools.
- Continued the annual Student Wellbeing Action Teams (SWAT) program helping young people to uncover their strengths and use their new skills to lead a wellbeing project in their own school.
- Continued the L2P program, enabling learner drivers who do not have easy access to either a car or supervisor with a full license to gain the required 120 hours of driving experience.
- Hosted a Creative Melbourne 2017 forum at Realm.
- Hosted the 2018 Australian Local Government Women's Association Victoria Conference at Realm.
- Commenced implementation of the Better Business Approvals Project.



Vibrant & culturally rich



## A vibrant and culturally rich community



### Snapshot of achievements 2016-2020

- 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; Mullum Mullum the Owl by William Eicholtz; a sculpture of yellow-tailed black cockatoos by Rob Bast; and the Spotted Marsh Frog, by Ian Bracegirdle.
- Awarded the R & M McGivern Prize 2019 to Nadine Christensen for her work, Hang in there, 2018.
- Engaged local young people to create public art murals in the Croydon Town Centre.
- Developed a masterplan for Wyreena Community Arts Centre.
- Brought the Spiegeltent to Maroondah in 2018 and 2019.
- Staged innovative and engaging arts events in the Ringwood Arts Precinct including, Circus Connecticut, Bamboo Village, Eye of our Ancestors, Sounding Stories, and interactive 'Word Me Up' arts incubator.



- Commenced design of the \$15 million Karralyka redevelopment.
- Developed a wide range of exhibitions, public art murals, performances, songwriting and recording projects with Indigenous artists and the local community
- Developed an *Arts and Cultural Development Strategy 2020-2025*.
- Established a new Maroondah Arts Advisory Committee.
- Continued the annual and highly successful Karralyka Theatre Season, and live streamed performances during the COVID-19 pandemic.
- Celebrated 40 years of Karralyka providing live theatre and community events for the Maroondah community.



Clean, green & sustainable



## A clean, green and sustainable community



### Snapshot of achievements 2016-2020

- 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*.
- Developed and implemented the *Domestic Wastewater Management Strategy 2017-2021*.
- Implemented the Eastern Organics Contract (developed through collective procurement) to divert Melbourne's organic waste from landfill.
- Joined the Compost Revolution in 2017, supporting Maroondah residents to recycle food scraps and do their bit for the environment.
- Worked in partnership to daylight sections of the Dandenong Creek.
- Rehabilitated the waterways at Yanggai Barrage in Waranwood.





- Completed desilting works at Ringwood Lake and Settlers Orchard Reserve in Croydon Hills.
- Continued Council's annual planting program.
- Continued to rollout the installation of energy efficient streetlights across Maroondah.
- 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.
- Participated in the Solar Savers program supporting local low-income households to install solar with no upfront costs.
- Introduced an *Environmentally Sustainable Development Policy* into the Maroondah Planning Scheme.
- Endorsed an Environmental Upgrade Agreement to encourage local businesses to take steps to be more environmentally sustainable.
- Commenced working in partnership to re-naturalise the Tarralla Creek corridor.

Accessible & connected



## An accessible and connected community



### Snapshot of achievements 2016-2020

- Worked in partnership to support the Heatherdale Station Level Crossing Removal.
- Worked in partnership to improve the intersection at Maroondah Highway and Dorset Road, Croydon North.
- Upgraded Lincoln Road, east of Dorset Road, Croydon.
- Installed new traffic signals at the intersections of Bedford Road and Great Ryrie Street in Ringwood, Dublin Road and Knaith Road in Ringwood East, and Wonga Road and Tortice Drive in Ringwood North.
- Completed renewal work in New Street and Caroline Street in Ringwood, Dublin Road and Knaith Road in Ringwood East, and Heathmont Road in Heathmont.
- Completed construction of a new carpark at Eastfield Shopping Centre in Croydon South.
- Completed improvement works at the Hughes Park carpark in Croydon North and East Ringwood Reserve and Knaith Road Reserve carparks in Ringwood East.
- Accelerated Council's footpath construction program.





- Completed pedestrian safety upgrades in the Croydon Major Activity Centre.
- Completed shared path improvements along the Dandenong and Tarralla Creek shared trails, Mullum Mullum Trail and Heathmont Rail Trail.
- Installed a pedestrian and cyclist footbridge across the Mullum Mullum Creek at Glen Cairn Avenue in Ringwood.
- Developed a Maroondah Carparking Framework, incorporating a parking policy, and updates to parking strategies and permit systems.
- Continued to advocate to the Victorian and Australian Governments for the provision of new and upgraded major transportation infrastructure in Maroondah.
- Advocated to the Victorian Government for the removal of the level crossing at Coolstore Road in Croydon.
- Developed the *Maroondah Road Management Plan 2017-2021*.
- Commenced planning for multi-level commuter carparks in Croydon; Ringwood; Heathmont; and at Heatherdale Station.

Attractive, thriving & well built



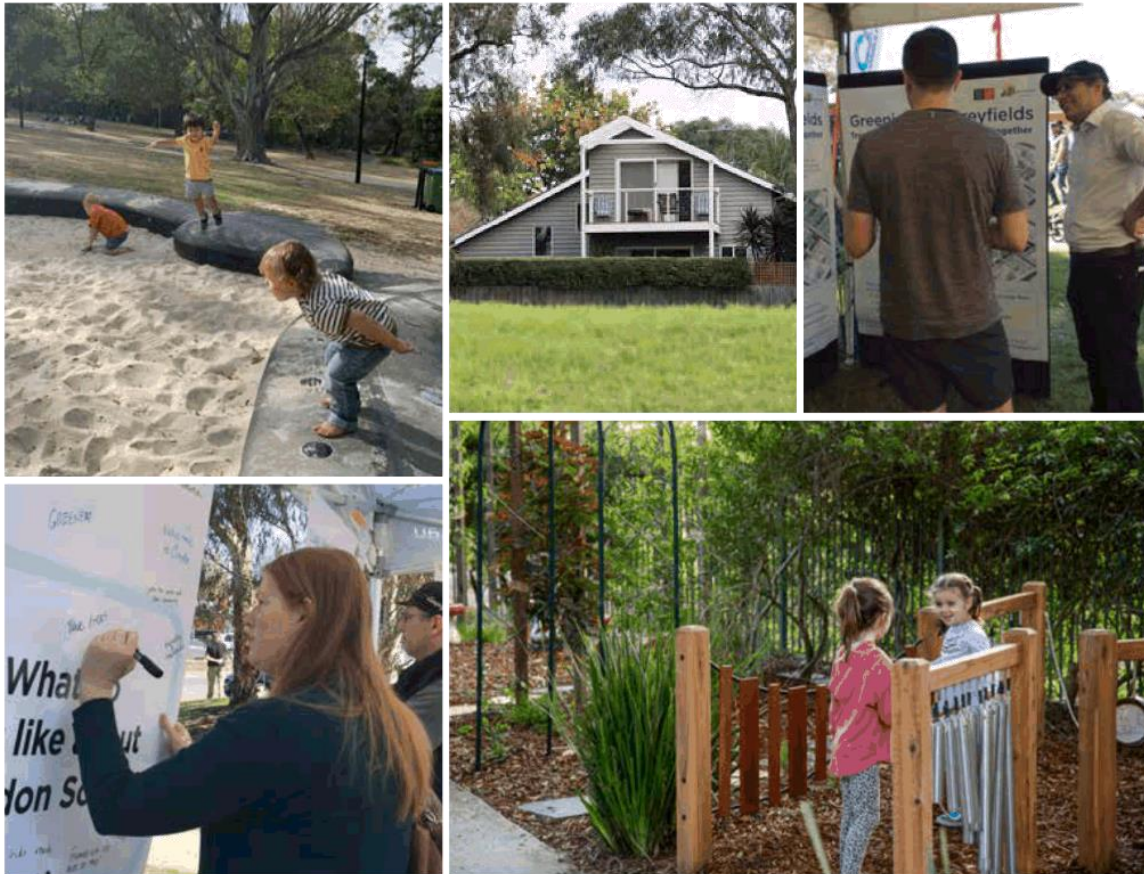
## An attractive, thriving and well built community



### Snapshot of achievements 2016-2020

- Designed and completed the \$1m upgrade of the playspace at Ringwood Lake Park, and a new nature playspace at Dorset Recreation Reserve.
- Completed improvement works at Lipscombe Park, Brentwood Park and Kurbaroo Kindergartens, and Knaith Road Childcare Centre.
- Upgraded the Croydon and Ringwood North Maternal and Child Health Centres.
- Completed redevelopment of the Bill Wilkins Lodge, and improvement works at the Ballet Studio, both located at Bedford Park in Ringwood.
- Completed a municipal wide review of Council's neighbourhood character and heritage controls and recommended changes to the Maroondah Planning Scheme.
- Implemented actions from the *Maroondah Housing Strategy 2016*.
- Developed the *Maroondah Affordable and Social Housing Policy 2018*.
- Developed the *Maroondah Public Lighting Policy*.
- Continued to work in partnership to implement the Greening the Greyfields Project to facilitate a sustainable approach to urban redevelopment.
- Delivered a 20-Minute Neighbourhoods Pilot Project in Croydon South.





- Introduced a new in-house building permit service for Maroondah properties.
- Completed flood mitigation works in the Acacia Court catchment in Ringwood, Power Street catchment in Croydon North, and Scenic Avenue catchment in Ringwood East.
- Continued to upgrade drainage within the Ringwood Metropolitan Activity Centre, central Croydon and Golf Links Estate in Croydon.
- Developed and commenced implementation of a Flood Mapping Communication Plan
- Commenced the development of open space enhancement plans for Eastfield Park and Dorset Recreation Reserve, in consultation with the community.
- Commenced development of a new Croydon Structure Plan (including urban design guidelines).
- Developed a masterplan and commenced planning for the staged development of the Croydon Community Wellbeing Precinct.

Inclusive & diverse



## An inclusive and diverse community



### Snapshot of achievements 2016-2020

- Established a new hub for Chin Community Victoria at the Coopersmith Pavilion at East Ringwood Reserve.
- Developed the *Maroondah Innovate Reconciliation Action Plan 2018-2020*.
- Expanded the Glen Park Community Shed, enabling a broader range of programs.
- Monitored the Federal National Disability Insurance Scheme and My Aged Care reform agenda and implemented transitional arrangements for relevant areas of Council service delivery.
- Implemented additional female changing facilities at local sporting venues and developed a Female Participation Strategy for physical activity.
- Completed the *Maroondah Disability Policy and Action Plan 2014-2018*, and developed and commenced implementation of a new *Disability Policy and Action Plan 2019-2021*.
- Commenced the Pathways for Carers program, proving a vital outlet for carers of people with a disability or mental health issue.
- Continued the rollout of Changing Places facilities in Maroondah, with new facilities included at Croydon Town Square.
- Celebrated 20 years of the Maroondah Carers' Support Group, a partnership that gives carers an opportunity to share their experiences, form friendships, and take a break from their caring role.
- Developed the *Gender Equity Policy 2018* and implemented initiatives to work towards gender equality.





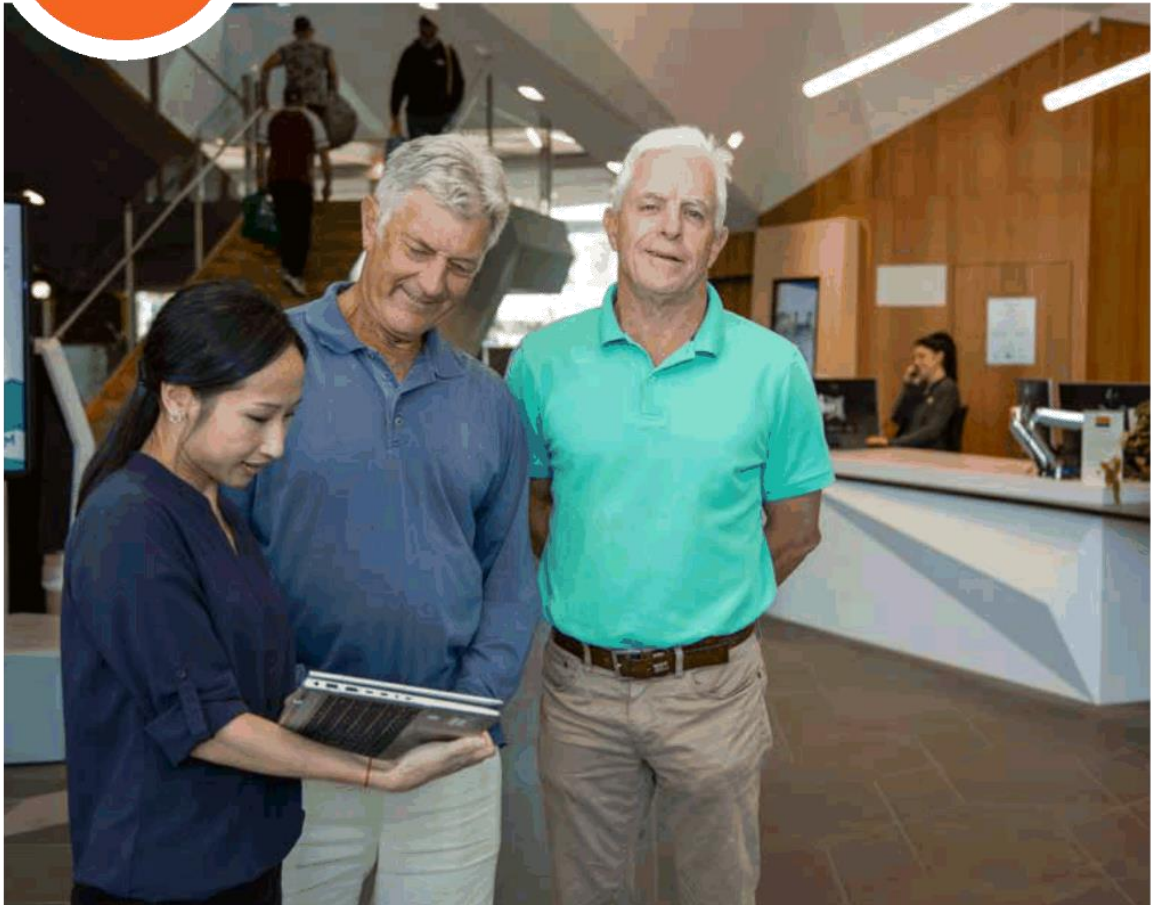
- Worked in partnership to develop Beyond Sparkles and Superheroes - a booklist promoting gender equality and celebrating children's individuality.
- Worked in partnership on the *Our Codes, Our Clubs* project, supporting sporting clubs in Jubilee Park to be equitable.
- Commenced a new annual Emergency Relief Grants Scheme to support local service providers that assist vulnerable households and community members.
- Provided 274 community grants, totalling almost \$550,000 to eligible projects that enhance community wellbeing and increase participation, address a community need, provide advice or support to a group in need, or support the development of arts and cultural content in Maroondah.
- Introduced a special one-off Community Grants Funding Program to support the Maroondah community in responding to the COVID-19 pandemic.
- Celebrated volunteers assisting with Council services at annual events, and introduced the annual Bill Wilkins Award to recognise the outstanding contribution made by volunteers in the Maroondah community.
- Commenced new supported playgroup programs catering for vulnerable families and culturally and linguistically diverse communities.
- Commenced development of a new *Active and Healthy Ageing Strategy*.



Well governed & empowered



## A well governed and empowered community



### Snapshot of achievements 2016-2020

- Developed a new *Customer Service Strategy*.
- Integrated the Croydon customer service centre into Croydon Library.
- Launched Council's new website featuring an improved look, layout and functionality, optimisation for mobile and desktop devices, new accessibility features, and an online consultation hub.
- Progressed Council's innovative digital services transformation, implementing online services and additional payment options for customers.
- Implemented new customer contact channels, including live chat and short message service (SMS).
- Expanded online services for Statutory Planning.
- Developed and implemented the *Council Plan 2017-2021*.
- Completed an interim review of *Maroondah 2040: Our future together*.
- Developed and implemented the *Domestic Animal Management Plan 2017-2021*.
- Developed and implemented a Community Engagement Toolkit.



- Enhanced Council's community consultation portal - Your Say Maroondah
- Developed and commenced implementation of a COVID-19 community emergency relief referral process.
- Developed and commenced implementation of a COVID-19 Recovery Plan (including social and economic recovery initiatives).
- Continued to implement actions from the *Workforce, People and Culture Plan 2016-2020*.
- Completed an update of Council's administrative facilities at Realm in Ringwood Town Square.
- Commenced implementation of the new *Local Government Act 2020*.
- 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.



## Our Achievements 2016 - 2020

## Sector and industry recognition and awards



- Active & Healthy Ageing Initiative Winner of the inaugural 2016 Age-Friendly Victoria Award, part of the Victorian Senior of the Year Awards program
- Biodiversity Monitoring in Melbourne's East project, Eastern Alliance for Greenhouse Action Winner of the 2016 Premier's Sustainability Award
- MABELS Project - A collaborative response to family violence in the East Winner of the 2016 Early Years Awards - Creating Collaborative Community Partnerships
- MABELS Project (Mothers and Babies Engaging and Living Safely) Finalist in the 2017 LGPro Awards for Excellence - Community Partnerships Initiative
- Wyreena Community Arts Centre Playspace Winner in the 2017 Parks and Leisure Australia (PLA) (Victoria/Tasmania) Playspace Award (under \$0.5m)
- Active & Health Aging Initiative IT Clinic Finalist in the 2017 LGPro Awards for Excellence - Service Delivery Initiative
- Jan Caton, Aquahub Aquatic Educator Winner of the 2017 AUSTSWIM Victoria Awards - WETS Aqua Instructor Award
- Vicki Tsitos, Aquanation Health and Fitness Team Member Winner of the 2017 Aquatic and Recreation Victoria Industry (ARV) Awards - Personal Trainer Award
- Community Engagement Framework Finalist in the 2017 LGPro Corporate Planners Network Award
- Student Wellbeing Action Teams (SWAT) Finalist in the 2018 LGPro Awards for Excellence - Community Partnerships Initiative
- Physical Activity Strategy Finalist in the 2018 Parks and Leisure Australia (PLA) (Victoria/Tasmania) Strategic Planning Award
- The Coopersmith Pavilion, East Ringwood Finalist in the 2018 Parks and Leisure Australia (PLA) (Victoria/Tasmania) Community Facility of the Year Award
- Shane Dawson, School Crossing Supervisor Winner Region 3 of the 2018 Victorian School Crossing Supervisor of the Year Awards



- Pathway for Carers Finalist in the 2018 Victorian Disability Awards and Winner of the 2018 LGPro Aged and Disability Services Award for Outstanding Program/Project (non grant based)
- Active and Healthy Ageing Pet Therapy Pilot Project Finalist in the 2018 LGPro Aged and Disability Services Award for Outstanding Program/Project (non grant based)
- Hoarding and Squalor Network/website Winner of the 2019 LGPro Awards for Excellence - Community Partnerships Initiative and Finalist in the 2019 LGProfessionals Australia Partnerships and Collaboration Award
- Ringwood Lake Park Playspace Finalist in the 2019 LGPro Awards for Excellence - Community Assets and Infrastructure Initiative - \$2 million and under and Finalist in the 2019 Parks and Leisure Australia (PLA) (Victoria/Tasmania) Playspace Award (over \$0.5m)
- BizHub Coworking Space Finalist in the 2019 LGPro Awards for Excellence - Special Projects Initiative
- Community Run Club Finalist in the 2019 Parks and Leisure Australia (PLA) (Victoria/Tasmania) Community Based Initiative of the Year Award
- Council's Immunisation Service Quality Management System awarded ISO9001:2015 Accreditation and Continuous Improvement Award
- Maroondah Positive Education Finalist in the 2020 LGPro Awards for Excellence - Community Partnerships Initiative
- Buried in Treasures Program Winner in the 2019 LGPro Active Ageing & Wellbeing Award for Outstanding Program/Project (non grant based)
- Youth Strategy Finalist in the 2019 LGPro Corporate Planners Network Award
- Maroondah Nets Finalist in the Parks and Leisure Australia Community Facility of the Year Award (Victoria/Tasmania)

**To contact Council**


- phone 1300 88 22 33 or (03) 9298 4598
- SMS 0480 020 200
- visit our website at [www.maroondah.vic.gov.au](http://www.maroondah.vic.gov.au)
- email [maroondah@maroondah.vic.gov.au](mailto:maroondah@maroondah.vic.gov.au)

**Translating and Interpreter Service**

13 14 50

**National Relay Service (NRS)**

13 36 77

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



mcc156-Aug20





## Our Achievements 2019/20 Financial Year







*Inside cover: The Backyard is an exciting outdoor space in the Ringwood arts precinct within the Ringwood Metropolitan Activity Centre.*

# Our highlights

## Message from the Councillors

We are pleased to present a summary of our achievements for the 2019/20 financial year to the Maroondah community.

While we reflect on the past year, it is important to recognise the work that has been done to create a positive future for Maroondah. We have successfully completed the third year of the four-year Council Plan and delivered the Council Plan 2017-2021 to reflect Year 4 initiatives, based on the community directions in the recently revised and updated *Maroondah 2040 - Our future together*, and the range of community consultation activities undertaken.

Other strategic and long-term planning has taken place to guide the development of a new Children and Families Strategy; Youth Strategy; Arts and Cultural Development Strategy; Maroondah Golf Strategy; and a new Liveability and Wellbeing Strategy, which will provide longer-term direction and the key priorities to improve the health and wellbeing of the Maroondah community.

We have continued to plan for the future of our two Activity Centres, with the implementation of the Ringwood Metropolitan Activity Centre (MAC) Masterplan and significant work in the Croydon Activity Centre.

The *Ringwood Metropolitan Activity Centre Masterplan 2018* was adopted by Council in November 2018 replacing the 2004 Ringwood Transit City Masterplan. Council prepared *Amendment C130* to implement the objectives and strategies of the Masterplan and submitted this to the Minister for Planning for authorisation. The process for inclusion of C130 in the Maroondah Planning Scheme progressed over the past 12 months, with community consultation during February to April 2020 and a Planning Panel hearing scheduled for July.

Council has continued to work with key stakeholders, user groups, and the community on the development of the Croydon Community Wellbeing Precinct Masterplan. This long term project will bring together a range of community services, programs and activities for people of all ages and abilities within a parkland setting in the Croydon Activity Centre.

Council also continued its advocacy to the Victorian Government and the Australian Government to seek funding opportunities for a range of significant projects that will benefit the Maroondah community.



(L-R) BACK: Cr Tony Dib OAM JP; Cr Samantha Mazzuchelli; Cr Paul Macdonald; Cr Nora Lamont; Cr Rob Steane;  
(L-R) FRONT: Cr Tasa Damante; Cr Marijke Graham; Cr Mike Symon; and Cr Kylie Spears

Council's 2019/20 Budget and Long Term Financial Strategy (LTFS) continued to be based on sound financial management, as well as an understanding of the rising cost of living facing ratepayers. The LTFS outlines Council's projected financial position for the next 10 years and provides a guide to the community, Council and management in their analysis of options and decision making about the future directions and operations of Council.

The COVID-19 pandemic was declared on 11 March 2020, with a profound impact on our community. Council has continued to provide the majority of its services during the various stages of the pandemic and the government restrictions between March and June 2020. However, the restrictions required the closure of our leisure facilities, including Karralyka, Aquanation, Aquahub, our stadiums and golf courses, resulting in a loss of approximately \$10 million in user fees and a redirection of in excess of \$5 million of expenditure to COVID-19 response in the 2019/20 year.

While we continue to manage the COVID-19 impacts, we are very proud of the work that has been achieved by the organisation, in partnership with the Councillors and the community. The significant achievements of the past year should be celebrated and are detailed throughout this report.

We commend it as a record of the extent of what has been accomplished to ensure our City, and the Maroondah community, continues to be active, prosperous, vibrant, sustainable, accessible, thriving, inclusive and empowered.



## Our Achievements 2019/20

## Our City

The City of Maroondah covers a land area of 61.4 square kilometres in Melbourne's outer east, 22 kilometres from the Central Business District (CBD). The area is a substantially developed peri-urban residential municipality, with an estimated population of 118,558 residents and 46,324 households with an average of 2.55 people per household.

The first settlers to the area were the Indigenous Australians of the Kulin nation approximately 40,000 years ago. European settlement commenced in the 1830s with the land used for farming and orchards. In recent years, Maroondah has developed into a thriving regional centre with a similar age structure to the State's average. There is a diverse mix of living styles from large acreage to apartment style residential development.

Maroondah has the strategic advantage of being located at the north-eastern junction of the Eastern Freeway - EastLink corridor.

There are two train lines and a large number of bus routes linking the City with other regions. The City of Maroondah includes the suburbs of Bayswater North, Croydon, Croydon Hills, Croydon North, Croydon South, Heathmont, Kilsyth South, Ringwood, Ringwood East, Ringwood North and Waranwood.



Location of the City of Maroondah

## Acknowledgment of Country

We, in the spirit of Reconciliation, acknowledge the Traditional Custodians of the land now known as the City of Maroondah, where Indigenous Australians have performed age old ceremonies. We acknowledge and respect their unique ability to care for Country and their deep spiritual connection to it. We pay our respects to their Elders, past, present and emerging.



Maroondah is well known for its leafy streets, broad areas of open space, bushland reserves, parks and playgrounds. Sustainable transport links include on-road cycling paths and shared path links to the Mullum Mullum Creek Trail, EastLink Trail, Tarralla Creek Trail and Dandenong Creek Trail.

Over 9,000 businesses operate within the City providing employment for over 44,000 people. The largest industry employers are the manufacturing, retail trade and health care sectors. The Bayswater Business Precinct is a regional economic hub where many national and international firms have established their headquarters.

Maroondah also has major retail centres in Croydon and Ringwood, and a further 35 neighbourhood shopping centres throughout the municipality.

The City hosts a regional health precinct including a major public hospital and a large private hospital, educational facilities that cater from early childhood learning to tertiary level, two libraries, arts and cultural centres, an art gallery and a range of community centres. Maroondah is also home to a range of first-class sporting facilities including Aquanation and Maroondah Nets.

## Our Vision

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



## Our future community outcomes

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



### A safe, healthy and active community

In 2040, Maroondah will be a safe, healthy and active community where all people have the opportunity to experience enhanced levels of social, emotional and physical wellbeing.



### An accessible and connected community

In 2040, Maroondah will be accessible for all ages and abilities with walkable neighbourhoods, sustainable transport options, and a safe integrated transport network.



### A prosperous and learning community

In 2040, Maroondah will be a thriving regional centre of economic activity and education, where the sustainable growth of local businesses is supported, and diverse lifelong learning opportunities are accessible for all community members.



### An attractive, thriving and well built community

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.



### A vibrant and culturally rich community

In 2040, Maroondah will be a vibrant and creative community recognised for celebration of the arts, cultural expression and diverse entertainment options.



### An inclusive and diverse community

In 2040, Maroondah will be an inclusive and equitable community where all people are valued, supported and socially connected, and diversity is embraced and celebrated.



### A clean, green and sustainable community

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



### A well governed and empowered community

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.





*The Walking Football program continued at Maroondah Nets, in partnership with Knox City Council and U3A Croydon and Knox.*

## A safe, healthy and active community

In 2040, Maroondah will be a safe, healthy and active community where all people have the opportunity to experience enhanced levels of social, emotional and physical wellbeing.

### Our highlights in 2019/20

#### We undertook the redevelopment of pavilions across Maroondah



Council was successful in advocating for Victorian Government funding for redevelopment of a number of sporting pavilions. Improvements included: large multi-purpose spaces; new umpire, trainer and first aid rooms; improved public toilets; additional female change facilities and accessible spectator areas. The redevelopment of HE Parker Sporting Pavilion in Heathmont (\$4.25M) is in the final stages of construction, while the Silcock Sporting Pavilion (\$3.5M) redevelopment in Croydon is expected to be completed in mid-2021. A number of projects have entered the design phase including Proclamation Park Sporting Pavilion (\$3.25M), Jubilee Sporting Pavilion (\$3.5M), and Springfield Sporting Pavilion (\$5M).

#### We worked to improve mental health outcomes for residents



Council has fostered a number of partnerships to improve the mental health outcomes for Maroondah residents over the past year. Over 300 community members attended a mental health event *Stressless and look after your mental wellbeing* in October 2019, which featured Matthew Johnstone, author, illustrator and former creative director of The Black Dog Institute. The event was delivered in partnership with EACH, Eastern Regional Libraries and Neami National. In June 2020, over 400 men attended an online Men's Health event, delivered as a partnership between seven Councils featuring former AFL footballer Tom Boyd.

## We delivered the Be Kind Maroondah campaign



The Be Kind Maroondah campaign was launched during the COVID-19 pandemic to keep the community connected during social isolation and encourage kindness and goodwill. Several initiatives were undertaken within three major themes; Be Kind to yourself; Be Kind to others; and Be Kind to business. Information and resources were made available on Council website and people were encouraged to share kindness stories. A knitting project encouraged people to donate knitted items to those sleeping rough or in financial need, and Grade 5 and 6 students wrote letters to older residents to help combat social isolation.

## We are undertaking a strategic review of golf in Maroondah



Council has undertaken a strategic review of golf in Maroondah to ensure the sport is sustainable in the future. A stage one report and community consultation identified both challenges and opportunities for the future of golf in Maroondah. The findings have informed the development of a *Maroondah Golf Strategy*. Key elements being considered include: more golf offerings to appeal to a broader audience including mini golf, a driving range and an enhanced pavilion; and responding to sports and recreation opportunities.

## We helped young people flourish through Maroondah's Positive Education Network



Council continued to work in partnership to deliver the Maroondah Positive Education Network to increase the wellbeing and educational outcomes of students in Maroondah through the implementation of targeted wellbeing initiatives. As part of the project, Council delivered presentations and workshops to over 1000 students and 33 teachers and school staff from Maroondah completed the Professional Certificate in Positive Education. The Network was profiled at the 6th World Congress for Positive Education during July 2019 and the Maroondah Positive Education Project was highly commended in the community partnerships category of the 2019 LGPro Awards for Excellence in February 2020.

## We helped residents stay active through the Walking Football and Netball programs



Council, together with Melbourne East Netball Association, commenced a new Walking Netball Program at Maroondah Nets. Walking Netball brings together a variety of low-intensity cardio, strength, flexibility and balance into a fun game. The game has been designed so anyone can play, regardless of age, ability or fitness level. Council also continued to deliver the Walking Football program in partnership with Knox City Council and U3A Croydon and Knox. Targeted at participants aged over 50, the program has successfully helped senior residents stay physically and socially active.



## Our Achievements 2019/20

*Council continued to support local small businesses*

## A prosperous and learning community

In 2040, Maroondah will be a thriving regional centre of economic activity and education, where the sustainable growth of local businesses is supported, and diverse lifelong learning opportunities are accessible for all community members.

### Our highlights in 2019/20

#### We supported small business in Maroondah through BizHub



In response to the COVID-19 pandemic, Council mobilised quickly to establish a triage service for our small to medium enterprises in Maroondah. This service linked businesses to a range of professional advice including business, legal, financial and mental health support services. Businesses were surveyed on the impact of the pandemic on their operations, with the results informing Council's actions. Hundreds of local businesses were contacted by phone directly and offered support. The 'We're still open' and 'Be kind to business' campaigns were launched for local shopping centres, offering support for businesses who were still trading, including installation of social distancing decals on footpaths.

#### We continued to develop the BizHub coworking space



Council continued to develop and promote the BizHub coworking space, surveying members to gain insights into improving the services offered such as mentoring, workshops and business support. Located at Realm, BizHub provides a flexible working space for local businesses on a permanent or a casual basis. The COVID-19 pandemic saw the temporary closure of the space and the introduction of an online platform, Slack, as a means of keeping the co-workers connected through online peer-to-peer mentoring, collaboration and education.

## We worked in partnership to implement the Bayswater Business Precinct Strategy



Council is working in partnership with Knox and Yarra Ranges councils to develop an overarching strategic framework for the revitalisation of the Bayswater Business Precinct (BBP) to attract future investment, maximise business performance and generate employment growth for the region. In June 2020, the partnership launched *BBP Connect*, a Business to Business (B2B) social platform, along with a complimentary *BBP Jobs* platform to connect local jobseekers, businesses and training and education providers. The project has been successful in gaining funding from the Regional Development Authority and is working in partnership with the Victorian Government to develop a transformation strategy. The design for the widening of Canterbury Road, a key component of Victoria's principal freight network, is progressing with funding from the Victorian Government and Australian Government.

## We continued to facilitate development within the Ringwood Metropolitan Activity Centre and Croydon Major Activity Centre



The ongoing partnership between Council, businesses and the community within Maroondah's key activity centres is creating an engaging, community-focused program which positions the Ringwood Metropolitan Activity Centre (RMAC) and the Croydon Major Activity Centre as two of Melbourne's premier urban destinations. Improvements to the amenity of Maroondah Highway have continued through graffiti removal, an innovative public art program and a partnership approach between Council and property owners in the RMAC. Work has also commenced on the development of an upgraded Maroondah Highway boulevard and a masterplan for the future development of Staley Gardens in Ringwood. To further drive investment in the Ringwood and Croydon activity centres, proactive discussions have been held with major landowners, Swinburne University, privately owned shopping centres and developers to explore opportunities for partnerships and future development.

## We are undertaking a strategic review of shopping centres



Council is undertaking a strategic review of Maroondah's neighbourhood and local shopping centres. Boundaries have been mapped for 31 centres, business owners confirmed, and a comprehensive audit of above ground infrastructure undertaken. While completion of the *Strategic Shopping Centres Review* has been delayed due to the impact of COVID-19, recommendations have been made on infrastructure renewal for several local centres in 2019/20.





## A vibrant and culturally rich community

In 2040, Maroondah will be a vibrant and creative community recognised for celebration of the arts, cultural expression and diverse entertainment options.

### Our highlights in 2019/20

#### We completed an Arts and Cultural Development Strategy



Council adopted a new *Arts and Cultural Development Strategy 2020-2025* following a review of the previous strategy (2014-2018) and the completion of community and stakeholder consultation. The updated strategy aims to build on established strengths, achievements and directions of the previous strategy, as well as guide new priorities for a culturally rich and vibrant Maroondah. The strategy includes key directions for the next five years and guiding principles to underpin this work; an outline of how the arts will be integrated across key functions of Council; the role of Council and key stakeholders in arts and cultural development, facilities and assets; and includes Council's commitment to support, monitor and evaluate the strategy.

#### We hosted Karralyka performances online during COVID-19



Despite the cancellation and postponement of some events and performances due to the COVID-19 pandemic, Karralyka offered live-streaming of certain performances for residents to enjoy from home. Toe Tapping Tuesday's offered free live-streamed performances by well-known performers and up-and-coming talent.

## We commenced design for the \$15m redevelopment of Karralyka



Council commenced design for the redevelopment of Karralyka which is expected to be undertaken over the next few years. Karralyka is a key regional arts facility, owned and managed by Council. Currently the centre can cater for functions with 20 to 500 guests and the theatre's tiered seating can cater for 430 people. Council has undertaken a Feasibility Study which determined that the venue needed a major redevelopment to ensure it can continue to meet the community needs and expectations into the future. The proposed redevelopment includes: a new entrance and foyer; outdoor paved terraced area leading from the function rooms; accessibility improvements; an additional function room; and a new video-conferencing boardroom.

## We commissioned new public art for the community



Maroondah's public spaces are home to numerous artworks that enhance the public realm, provide pause for thought and enrich people's experience of those spaces. The latest installation was completed in November 2019. Ian Bracegirdle's Spotted Marsh Frog is located in the Tarralla Creek Wetlands perched in the reeds of its marshland habitat. The provision of public art around Maroondah is guided by Council's Public Art Policy, which demonstrates Council's commitment to public art in Maroondah and responds to the community's desire for traditional and contemporary art forms in public settings.

## We celebrated indigenous arts and culture



Council has continued to work in close partnership with Indigenous artists, community and cultural groups. Highlights during 2019/20 included: the introduction of Ringwood Urban Art Tour which includes a range of Indigenous public art; inspiring traditional arts and crafts community workshops with Aunty Daphne Milward and Aunty Irene Norman; and an "Indigenous perspectives on the Anthropocene" exhibition at Maroondah Federation Estate Gallery, in association with the 2019 R&M McGivern Art Prize. A number of Reconciliation Week celebrations moved to an online format.

## We celebrated Karralyka's 40th birthday



Karralyka celebrated 40 years of hosting arts and cultural events with a birthday event held on the outdoor lawn on 23 February 2020. Hosted by the Mullum Ward Councillors, residents enjoyed guest appearances, entertainment, music, food trucks and free cake. Entertainment was provided on the main stage by MC Dave O'Neil, ABC's Lah Lah's Big Live Band, Chart Topping 80's Band, and The Code One band. Children enjoyed a magic fairy show, a reptile experience, free face painting, interactive games, rides and music for the whole family.



Our Achievements 2019/20



*Council continued its focus on sustainability and enhancing the natural environment*

## A clean, green and sustainable community

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

### Our highlights in 2019/20

#### We adopted the Maroondah Vegetation Strategy



The *Maroondah Vegetation Strategy 2020-2030* was formally adopted by Council in March 2020. The strategy sets out priority actions and key directions including increasing the extensive canopy of trees connecting bush and urban environments, providing shade, cooling, pleasant and tranquil green spaces, water absorption, and habitat elements. The strategy also sets out a plan for a well-connected network of indigenous trees, shrubs and understorey plants providing a wide range of habitat elements for local fauna such as food, shelter, and opportunities to move through the landscape.

#### We undertook renewal works on the Dandenong Creek shared trail



In April 2020, Council completed renewal works for the Dandenong Creek shared trail, from Colchester Road to Dorset Road. This included the removal of the existing asphalt footpath, the construction of a wider concrete footpath and minor alterations to the alignment of the path to improve offset to vegetation. The trail is used for a number of activities including bushwalking, dog walking, cycling and picnics.

## We endorsed the Environmental Upgrade Agreement



Council has been working towards becoming a carbon neutral organisation that is building resilience to the effects of climate change. In October 2019, Council endorsed proceeding with Environmental Upgrade Finance (EUF), a financing mechanism enabling Maroondah building owners to better access finance (lower rates and longer terms) for environmental upgrades to existing non-residential buildings. An EUF is a three-party agreement between a building owner (borrower), a financial institution (lender) and a Local Government Authority. An Environmental Upgrade Agreement is used to levy an Environmental Upgrade Charge on the property which is payable back to the lender through the rates system.

## We introduced an environmentally sustainable development policy into the Maroondah Planning Scheme



Council commenced a new environmentally sustainable design function to provide advice to the community, developers and planning officers to incorporate sustainable design initiatives into both residential and commercial developments. A draft policy is currently under preparation with the intention to expand requirements to all areas of the municipality, not just the Ringwood Metropolitan Activity Centre. It is anticipated that Council will seek authorisation from Minister for Planning for public exhibition of this policy in 2020.

## We developed a Domestic Wastewater Management Strategy Action Plan



Council developed an Action Plan to continue implementation of the Domestic Wastewater Management Strategy over the next two years. Some of the actions in the Action Plan include developing a guide to maintaining domestic waste water systems, running a de-sludge maintenance reminder program, developing a New Owners Kit for new owners of unsewered properties, and updating mapping overlays with the Community Sewerage Program.

## We continued the annual planting program and garden bed refurbishment program



Maroondah's streets, parks and bushland reserves continue to benefit from Council's annual planting program. Among the new plantings are 1,200 street trees; 7,500 seedlings, understory plantings and grasses in our parks and reserves; around 25,000 indigenous plants and trees in our bushland reserves; 1,500 plants in park areas; 1,800 plants in neighbourhood shopping centres; 800 plants at Ringwood Lake Park, and 3,400 plants at the Maroondah Nets in Heathmont. During 2019/20, Council has also undertaken a garden bed refurbishment program to refresh garden beds at Croydon Town Park, McAdam Square, McAlpin Reserve, Merrindale Shopping Centre, in addition to Maroondah's gateway signage locations and a range of neighbourhood shopping centres.



Our Achievements 2019/20



*The Candlebark Walk walking trail is one of many signed walking circuits throughout Maroondah*



## An accessible and connected community

In 2040, Maroondah will be accessible for all ages and abilities with walkable neighbourhoods, sustainable transport options, and a safe integrated transport network.

### Our highlights in 2019/20

We commenced the design of multi-level car parks in Croydon, Ringwood, Heathmont and at Heatherdale Station



Council commenced design for multi-level car parks in Croydon and Ringwood following the Australian Government announcement of \$30 million in funding. The carpark in Croydon will be constructed on Council owned land in Devon Street, with construction due to commence in early 2021. The design will see the removal of the existing carpark layout, to be replaced with a multi-level carpark that will be built to current standards and will include improved disability parking and access. The Ringwood carpark will be constructed on Council owned land at 1 and 1A Bedford Road, Ringwood. The timing for construction to commence is early 2021. An additional \$15 million in Australian Government funding has been allocated for new carparks in Heathmont and Heatherdale, with construction due to commence in 2021/22.

## We have accelerated Council's footpath construction program



Council continued its footpath construction program to provide improved pedestrian safety and promote connection and activity within local communities. Works to build a new footpath are prioritised by pedestrian demand, type of road, location relative to community facilities, and proximity to public transport. During 2019/20 the footpath construction works were undertaken in Armstrong Road in Heathmont; Barkly Street in Ringwood; Macey Grove in Ringwood North; Rosebank Avenue in Ringwood North; Terrigal Close in Ringwood North; Marwarra Street in Ringwood East; and Windsor Road in Croydon. The total value of works completed was \$789,000, and the total length of footpath constructed was 3.49 kilometres.

## We are implementing the Maroondah Carparking Framework Action Plan



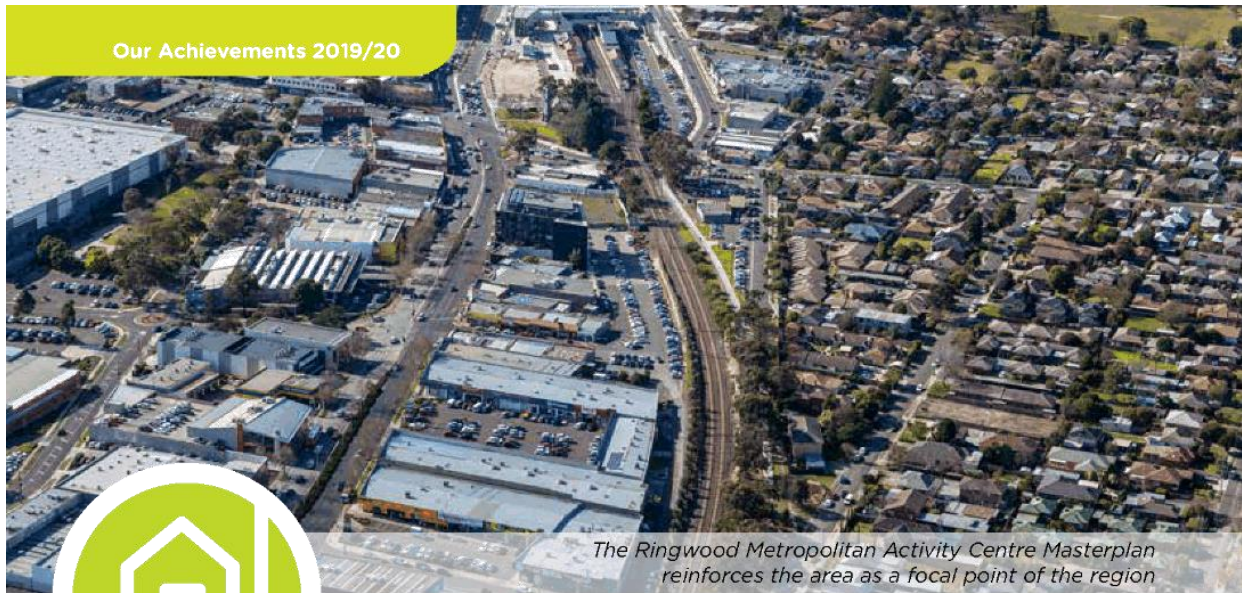
Following community consultation for the revision of the *Maroondah 2040 Community Vision*, Council developed the *Maroondah Parking Framework*. The framework takes into account the views and priorities expressed by our community and outlines how Council manages and plans for future parking needs. Council is undertaking a series of key actions to support the framework. These will include: parking guidelines for specific land use areas; enhancing traffic safety; increasing the use of sustainable transport modes; developing a Maroondah car share policy; adopting a best practice approach to dealing with parking complaints and safety concerns; reviewing the parking management strategy around Maroondah Hospital; and addressing overflow parking issues across the municipality.

## We completed the Lincoln Road upgrade in Croydon



Council completed the second stage of the Lincoln Road upgrade works from Dornoch Court to Dorset Road in Croydon in April 2020. The works included reconstruction and widening of the road, kerb and channel, drainage upgrades, bicycle lanes, installation of street lighting, pedestrian operated signals at Mount View Parade and improvements to the service roads.





## An attractive, thriving and well built community

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.

### Our highlights in 2019/20

We implemented the new Ringwood Activity Centre Masterplan into planning processes



Council formally adopted the updated Ringwood Metropolitan Activity Centre (RMAC) Masterplan at its meeting on 26 November 2018. The masterplan seeks to reinforce the RMAC as the principal retail, commercial, community, entertainment and employment focal point of the region. The masterplan does not seek to make changes to the current land use patterns but rather enhance and improve the existing planning controls to encourage appropriate development. Work is now underway to prepare a planning scheme amendment to incorporate the masterplan into the *Maroondah Planning Scheme*. Public exhibition of the associated planning scheme amendment (C130) was undertaken in early 2020. A report on the submissions received and the next steps in the process will be considered by Council in mid-2020.

## We progressed the Croydon Community Wellbeing Precinct Masterplan



The Croydon Community Wellbeing Precinct redevelopment project is progressing with the Australian Government committing \$2 million towards the construction of the first community hub. The transformation of the existing Civic Precinct into the Croydon Community Wellbeing Precinct will focus on delivering enhanced community spaces and functionality in relation to wellbeing facilities, family and children facilities, sport and recreation facilities, and open space, improving accessibility and connectivity for the community. Following initial engagement, a draft masterplan for the precinct was released for community input in June 2020.

## We worked in partnership to implement the Tarralla Creek Connects project



Council worked in partnership with Melbourne Water, Yarra Valley Water and the Department of Environment, Land, Water and Planning on the project design and construction of the Tarralla Creek Connects project. The project aims to enhance life and liveability by working with the community to transform a two kilometre section of Tarralla Creek, from Eastfield to Dorset Road, into a fun and friendly open space and waterway. Design development in partnership with Melbourne Water is progressing with the first stage of construction to commence in 2020/21.

## We commenced preparation of the new Croydon Structure Plan



The *Croydon Structure Plan* was adopted by Council in 2006 and has successfully influenced the function and form of this Major Activity Centre. In 2019/20, Council commenced a series of background studies on the issues facing Croydon, both now and over the next 10 years. The findings of these reports and associated community engagement will inform development of a revised *Croydon Structure Plan* in late 2020.

## We undertook a municipal wide review of Council's neighbourhood character and heritage controls



Over the past 12 months, Council has undertaken a review of neighbourhood character changes and a survey of potential buildings of heritage significance. Community consultation on the neighbourhood character recommendations has also been completed. Heritage controls for the Jubilee Park Precinct (Amendment C116) were considered by an independent Planning Panel and adopted by Council in November 2019 and subsequently sent to the Minister for Planning for final approval. A municipal wide study of places of heritage significance will be completed in mid-2020.





## An inclusive and diverse community

In 2040, Maroondah will be an inclusive and equitable community where all people are valued, supported and socially connected, and diversity is embraced and celebrated.

### Our highlights in 2019/20

#### We commenced development of a Children and Families Strategy



A new *Children and Families Strategy* is under development to outline Council's commitment to creating a connected community where all children and their families thrive. The strategy seeks to raise the wellbeing of Maroondah's children and their families; utilise a strong evidence base to help Council meet the needs and aspirations of Maroondah's children and their families; actively engage children and families in the development of the strategy and its action plans; and guide and focus Council's work with and for children and families into the future. The draft *Children and Families Strategy* and action plans have been informed by extensive community consultation, service reviews, service infrastructure needs analysis over the past two years. The draft strategy was placed on public exhibition in June 2020 with action plans for both the *Children and Families Strategy* and *Youth Strategy* due for completion in the first half of 2020/21.

## We progressed the implementation of additional female changing facilities at local sporting venues



Council undertook an investigation into the need for additional female changing facilities at sporting venues across Maroondah. Construction has commenced at HE Parker Pavilion in Heathmont and Quambee Pavilion in Warranwood. Further works at Griff Hunt Pavilion in Croydon North; Cheong Pavilion in Croydon South; Ainslie Pavilion in Croydon; Proclamation Pavilion in Ringwood; Springfield Pavilion in Croydon have commenced design and will commence within the next financial year.

## We developed a booklist to help break down gender stereotypes



Council worked in partnership with a range of organisations to develop Stories Beyond Stereotypes, a list of books for children aged 7 to 12 years featuring real and imaginary characters who are unconstrained by gender stereotypes. The booklist was launched at Realm in October 2019 with author Alex Lee Miles as the guest speaker. Books are available for community members to loan through local libraries. Project partners included Eastern Regional Libraries, Knox City Council, Yarra Ranges Council, Women's Health East, EACH, EDVOS, Inspiro, and Level Playground.

## We provided support for older people, vulnerable residents and linguistically and culturally diverse groups during COVID-19



Council ensured the continuation of essential support services for older and vulnerable residents. Council worked in partnership with support providers, agencies and volunteers to provide food relief to disadvantaged people, as demand for food increased. Council also partnered with Winter Shelter to provide bathroom and shower services to people experiencing homelessness. Information on COVID-19 restrictions was provided on Council's website in a range of different languages.

## We are implementing the Maroondah Disability Policy and Action Plan



A range of actions were undertaken by Council in 2019/20 in relation to reviewing Council's practices including; supporting vulnerable persons in emergency situations; initiatives to increase the participation of women with disabilities in regular exercise; seeking targeted input from the Disability Advisory Committee on key capital projects and service delivery changes; implementing the Disability Discrimination Act Improvement program to resolve known accessibility issues; partnering with Eastern Volunteers to strengthen the Eastern Disability Action Group; and working in partnership to implement an Opening Doors community leadership program in the Outer East.





Our Achievements 2019/20

*Council continued to provide innovative customer service experiences*

## A well governed and empowered community

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.

### Our highlights in 2019/20

We reviewed Maroondah 2040 'Our future together'



Council has finalised a refresh of the Maroondah 2040 Community Vision following background research and extensive community engagement undertaken over the past 18 months. The vision highlights future outcome areas along with key policy directions for Council and community to focus on. The refreshed vision provides a catalyst for Council and partners to work together in meeting the needs and aspirations of the Maroondah community looking ahead to the year 2040.

## We implemented a COVID-19 relief and recovery response framework



The COVID-19 pandemic significantly impacted the Maroondah community in 2020 resulting in a broad range of social, health and economic challenges. The framework aims to ensure a community-led recovery through: the provision of up-to-date community information and engagement; coordination of personal support; referrals for emergency shelter, food, material aid relief and counselling; recovery initiatives that build on community strengths and needs; monitoring of the social and economic impacts of COVID-19; support for local business and economic activity; and ensuring the continuation of Council service delivery.

## We engaged the community on a range of projects



Council's commitment to community engagement is reflected in our *Community Engagement Policy* and toolkit, which was endorsed by Council in 2015. The policy adheres to the International Association of Public Participation (IAP2) principles which is the benchmark for the engagement sector. Over the past 12 months, Council has sought community input on 47 projects ranging from enhancement plans, infrastructure projects, strategy and policy development. Council has commenced a review of its Community Engagement Framework and Policy to ensure it reflects best practice as part of the *Local Government Act 2020* Implementation Plan.

## We implemented the new Local Government Act



The new *Local Government Act 2020* received Royal Assent on 24 March 2020, and is being implemented in four transitional stages, until 1 July 2021. The new Act aims to improve local government democracy, accountability and Council operations by introducing a set of overarching guiding principles. The first phase of reforms took effect on 6 April 2020, which put in place these governance principles that provide the foundational framework for the new Act. The new Act requires Council to adopt specific policies within set timeframes.

## We continued to work on Innovation and customer service delivery models, including online services



New customer contact centre technology has been installed enabling Council to trial live chat, short message service (SMS), email and outbound contact campaigns. The online web chat facility has been enhanced to include the use of artificial intelligence in lieu of providing direct contact for the provision of services with standard or predictable responses. These improved multi-channel capabilities have assisted Council to effectively respond to increased customer service demand following the closure of the Customer Service Centres due to COVID-19 restrictions.

**To contact Council**


- phone 1300 88 22 33 or (03) 9298 4598
- SMS 0480 020 200
- visit our website at [www.maroondah.vic.gov.au](http://www.maroondah.vic.gov.au)
- email [maroondah@maroondah.vic.gov.au](mailto:maroondah@maroondah.vic.gov.au)

**Translating and Interpreter Service**

13 14 50

**National Relay Service (NRS)**

13 36 77

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-  Maroondah City Council
-  @CityofMaroondah
-  CityofMaroondah



mcc156-Aug20

COVID-19 Emergency Relief Grants Scheme		
Organisation	Initiative	Allocated Amount
Hope City Mission Inc	Central hub for COVID19 emergency relief	\$30,000.00
Kiosk Soup Kitchen, Croydon	Weekly meals service	\$2,210.00
The Freedom Initiative (TFI)	Embracing Community Diversity for Karen community	\$5,000.00
Empower Australia	Food relief centre in Ringwood	\$3,120.00
Croydon Uniting Church Helping Hand	Material aid voucher program	\$8,000.00
Adventist Development and Relief Agency (ADRA)	Vive Cafe Community Meals Hub and coordination of material aid delivery service	\$10,000.00
Winter Shelter	Takeaway meals service, Homeless Shower Program and Food Distribution to Burmese community	\$6,355.00
St Vincent de Paul Croydon	Material aid and school supplies voucher program	\$6,000.00
Chin Community Victoria	Translation services and online communications to Falam Chin community	\$5,000.00



<b>COVID-19 Community Wellbeing Grants Scheme</b>		
<b>Organisation</b>	<b>Initiative</b>	<b>Allocated Amount</b>
Crossroads Christian Fellowship	Community Conversation Corner	\$2,000.00
Biala Ringwood	COVID-19 Biala Ringwood Program	\$910.00
Heaven's Joy Australia Incorporated	Delivery of retreats, home visits, food and meals	\$2,500.00
Ringwood Church of Christ	Virtual Playgroup	\$3,726.00
Belgravia Foundation	All the Feels Therapeutic Art Program	\$1,929.00
Different Journeys	Social connectedness beyond COVID	\$3,678.00
Eastern Community Legal Centre	Maroondah In Language	\$5,000.00
Communities of Wellbeing	WHIM - Wellbeing HOPE-leaders in Maroondah	\$5,000.00
St John Ambulance Australia	Keeping Hearts Beating Post COVID-19	\$1,425.00
Rotary Club of Croydon	Wellbeing support for apprenticeships who are out of work	\$4,700.00
Australian Chin Community	Community wellbeing support to Hakha Chin community in response to COVID-19	\$5,000.00
Migrant Information Centre	Support for Chinese community to be informed during COVID19	\$1,960.00
Janssen Spirituality Centre	Love Dialogue Videos	\$2,100.00
Croydon Hills Baptist Church	Karen Women's Day Out	\$1,250.00