



Councillor  
(as addressed)

The next Council Meeting will be held in the Council Chamber, Realm, on Monday 15 February 2021, commencing at 7:30pm and your presence is requested.

Yours faithfully

A handwritten signature in black ink, appearing to be 'Steve Kozlowski', written over a light grey rectangular background.

Steve Kozlowski  
CHIEF EXECUTIVE OFFICER

**Note:**

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

***<https://www.maroondah.vic.gov.au/Live-Council-Meetings>***

***The Public Gallery is currently closed to the Public.***

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## ORDER OF BUSINESS

1. Prayer
2. Acknowledgment of Country
3. Apologies
4. Declaration of Interests
5. Confirmation of Minutes of the Ordinary Council Meeting held on Monday 14 December 2020.
6. Public Questions
7. Officers' Reports
  - Director Corporate Services
    1. Attendance Report 4
    2. Reports of Councillor Briefings 6
    3. Councillor Representation Reports 8
    4. Councillors Quarterly Expense and Reimbursement Report - October to December 2020 10
    5. Financial Report: Six Months Ending December 2020 13
    6. Final Councillor Code of Conduct - LGA 2020 19
    7. Audit & Risk Committee Report 21
    8. Maroondah Foundation Board Member Appointment 24
    9. Draft Maroondah Community Engagement Policy 2021 26
  - Director Operations, Assets & Leisure
    1. Capital Works Report: Second Quarter 2020/2021 Financial Year 30
    2. Jubilee Park Cricket and Community Centre - Application to Sport and Recreation Victoria 36
  - Director Strategy & Community
    1. Council Plan 2017-2021 (Year 4: 2020/21) Priority Action Progress Report - Quarter 2, 2020/21 39
    2. Local Government Performance Reporting Framework - Service Indicator Progress Report - Quarter 2, 2020/21 42
  - Director Development & Amenity
    1. Emergency Management Arrangements - Legislation Changes 45
8. Documents for Sealing
  1. Telstra Lease - Silcock Reserve 48
  2. Letter Under Seal - Recognition of 2021 Australia Day Honours 49

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

**ATTENDANCE REPORT**

**ITEM 1**

**PURPOSE**

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

**STRATEGIC / POLICY ISSUES**

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

Outcome Area: A well governed and empowered community

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

Key Directions 2020 – 2021:

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

**BACKGROUND**

Not Applicable

**ISSUE / DISCUSSION**

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

**FINANCIAL / ECONOMIC ISSUES**

Not Applicable

**ENVIRONMENTAL / AMENITY ISSUES**

Not Applicable

**SOCIAL / COMMUNITY ISSUES**

Not Applicable

**COMMUNITY CONSULTATION**

Not Applicable

**CONCLUSION**

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

**ATTENDANCE REPORT Cont'd**

**ITEM 1**

**ATTACHMENTS**

Not Applicable

**CONFIDENTIALITY**

Not Applicable

**RECOMMENDATION**

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

**REPORTS OF COUNCILLOR BRIEFINGS**

**ITEM 2**

**PURPOSE**

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

**STRATEGIC / POLICY ISSUES**

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

Outcome Area: A well governed and empowered community

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

Key Directions 2020 – 2021:

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

**BACKGROUND**

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

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

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

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

Examples of a Councillor Briefings may include:

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

**REPORTS OF COUNCILLOR BRIEFINGS Cont'd**

**ITEM 2**

**ISSUE / DISCUSSION**

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

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

The 'Public Record' of the Councillor Briefing held on the 14 December 2020 and 1 February 2021 are attached for information.

**FINANCIAL / ECONOMIC ISSUES**

Not Applicable

**ENVIRONMENTAL / AMENITY ISSUES**

Not Applicable

**SOCIAL / COMMUNITY ISSUES**

Not Applicable

**COMMUNITY CONSULTATION**

Not Applicable

**CONCLUSION**

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

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

**ATTACHMENTS**

1.  2020 December 14 - Councillor Briefing Public Record
2.  2021 February 01 - Councillor Briefing Public Record

**CONFIDENTIALITY**

Not Applicable

**RECOMMENDATION**

**THAT COUNCIL RECEIVES AND NOTES THE PUBLIC RECORD OF THE COUNCILLOR BRIEFING HELD ON 14 DECEMBER 2020 AND 1 FEBRUARY 2021**

**COUNCILLOR REPRESENTATION REPORTS**

**ITEM 3**

**PURPOSE**

To receive and note the minutes of the Eastern Transport Coalition Meeting held on the 17 December 2020.

**STRATEGIC / POLICY ISSUES**

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

Outcome Area: A well governed and empowered community

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

Key Directions 2020 – 2021:

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

**BACKGROUND**

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

**ISSUE / DISCUSSION**

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

Crs Graham and Damante are Council's representatives on the Eastern Transport Coalition Committee.

**FINANCIAL / ECONOMIC ISSUES**

Not Applicable

**ENVIRONMENTAL / AMENITY ISSUES**

Not Applicable

**SOCIAL / COMMUNITY ISSUES**

Not Applicable

**COMMUNITY CONSULTATION**

Not Applicable



**COUNCILLOR REPRESENTATION REPORTS Cont'd**

**ITEM 3**

**CONCLUSION**

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

**ATTACHMENTS**

1.  Eastern Transport Coalition Minutes - 17 December 2020

**CONFIDENTIALITY**

Not Applicable

**RECOMMENDATION**

**THAT COUNCIL RECEIVES AND NOTES MINUTES OF THE EASTERN TRANSPORT COALITION MEETING HELD ON THE 17 DECEMBER 2020**

**COUNCILLORS QUARTERLY EXPENSE AND  
REIMBURSEMENT REPORT - OCTOBER TO DECEMBER  
2020**

**ITEM 4**

**PURPOSE**

To provide the regular quarterly report to the community on Councillor expenses.

**STRATEGIC / POLICY ISSUES**

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

Outcome Area: A well governed and empowered community.

Our Vision: In 2040, Maroondah will be an empowered community that is actively engaged in Council decision making through processes that consider the needs and aspirations of all ages and population groups. Council will provide strong and responsive leadership, ensuring transparency, while working with the community to advocate for and 'champion' local needs.

Key Directions 2020 – 2021:

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

**BACKGROUND**

In accordance with Section 40 and 42 of the *Local Government Act 2020* (the Act), Council is required to:

- reimburse a Councillor for expenses reasonably incurred in the performance of their role as a Councillor;
- make available to the Mayor and Councillors the resources and facilities reasonably necessary to enable them to effectively perform their role.

Council is also required to adopt and maintain an Expenses Policy in relation to the reimbursement of expenses for Councillors (Section 41 of the Act). The Policy provides guidance for the payment of reimbursements of expenses and the provision of resources, facilities and other support to the Mayor and Councillors to enable them to perform their duties.

The Council Expenses Policy was adopted by Council on 31 August 2020.

Council also publishes in its Annual Report the details of the expenses for each Councillor and member of a Council Committee paid by the Council. The details of the expenses for the past financial year are set out in the 2019/20 Annual Report.

**ISSUE / DISCUSSION**

This is a standard Governance reporting item in line with legislative requirements and sector Best Practice and an opportunity to be transparent to the Maroondah Community regarding these matters.

**COUNCILLORS QUARTERLY EXPENSE AND REIMBURSEMENT REPORT - OCTOBER TO DECEMBER 2020 Cont'd**

**ITEM 4**

During the October to December 2020 reporting period, Council elections were held on October 24. This report notes former Councillor Samantha Mazzuchelli who ceased her role as Councillor at this time, and Councillor Suzy Stojanovic who commenced on Council, following the formal declaration of the election by the Victorian Electoral Commission on November 5, 2020.

**FINANCIAL / ECONOMIC ISSUES**

A budget of \$102k in the 2020/21 financial year exists for the expenses and reimbursement of Councillors. A budget of \$12k is allocated to the Office of the Mayor for the provision of a vehicle during the Mayoral term (November to November). All expenditure identified is within budget, policy and legislative parameters.

<i>Councillor</i>	<i>TR (\$)</i>	<i>CM (\$)</i>	<i>CC (\$)</i>	<i>IC (\$)</i>	<i>CT (\$)</i>	<i>CCA (\$)</i>	<i>Total 1 October to 31 December 2020 (\$)</i>	<i>YTD 1 July to 31 December 2020 (\$)</i>
Tony Dib OAM JP	0	0	0	381.77	0	0	381.77	713.85
Paul Macdonald	0	0	0	424.19	0	0	424.19	774.75
Kylie Spears Mayor 11 November 2020 to 10 November 2021	0	#1,633.33	0	429.84	0	0	#2,063.17	#2,592.17
Nora Lamont	0	0	0	298.37	0	0	298.37	666.61
Samantha Mazzuchelli 1 October to 24 October 2020	0		0	99.09	0	0	99.09	772.62
Suzy Stojanovic 5 November to 31 December 2020				281.94			281.94	281.94
Mike Symon Mayor 13 November 2019 to 24 October 2020	0	#741.94	0	335.34	0	0	#1,077.28	#5,042.28
Tasa Damante	0	0		305.86	0	0	305.86	809.13
Marijke Graham	0	0	0	449.90	90.00	0	539.90	1,169.78
Rob Steane	0	0	0	411.80	0	0	411.80	776.54
<b>TOTAL</b>	<b>0</b>	<b>#2,375.27</b>	<b>0</b>	<b>3,418.10</b>	<b>90.00</b>	<b>0</b>	<b>5,883.37</b>	<b>13,599.67</b>

Legend: TR-Travel, CM-Car Mileage (# a budget allocation of \$12k is allocated to the Office of the Mayor for the provision of a vehicle during the Mayoral term - November to November), CC-Child Care, IC-Information and Communication expenses, CT- Conferences and Training expenses, CCA-Civic and Community Attendance.

Note: No expenses were paid by Council including reimbursements to members of Council Committees during the year

**ENVIRONMENTAL / AMENITY ISSUES**

Not Applicable

**COUNCILLORS QUARTERLY EXPENSE AND  
REIMBURSEMENT REPORT - OCTOBER TO DECEMBER  
2020 Cont'd**

**ITEM 4**

**SOCIAL / COMMUNITY ISSUES**

Not Applicable

**COMMUNITY CONSULTATION**

Not Applicable

**CONCLUSION**

As this is a routine governance/administrative report demonstrating transparency on these matters to the Maroondah Community, the information is in line with State Government legislative requirements, Maroondah City Council Policy and the figures for which are within budget, the recommendation is right for Council determination.

**ATTACHMENTS**

Not Applicable

**CONFIDENTIALITY**

Not Applicable

**RECOMMENDATION**

**THAT COUNCIL NOTES THE COUNCILLORS EXPENSE AND REIMBURSEMENT  
REPORT FOR OCTOBER TO DECEMBER 2020**

## **PURPOSE**

To present Council with a snapshot of Council's financial performance for the six months ending 31 December 2020. These figures have considered the significant impact to Council services due to the COVID-19 pandemic with associated instructions from the Federal and State Chief Health Officers, Prime Minister and Victorian Premier. Attachment 1 provides the full financial report.

## **STRATEGIC / POLICY ISSUES**

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

Outcome Area: A well governed and empowered community.

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

Key Directions 2020 – 2021:

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

## **BACKGROUND**

In accordance with Section 97 of the Local Government Act 2020, Council is required each quarter to consider the financial performance of the municipality against budget for the year to date (YTD).

This requirement is not a substitute for the more frequent range of detailed financial reports that continue to be provided to Council management and the Audit and Risk Advisory Committee.

The attached financial statements contain an Income Statement (Operating Statement); Balance Sheet; Statement of Cash Flows and a Statement of Capital Works. The Income Statement is presented per accounting standards by nature.

The statements provide comparisons between actual results and the YTD forecast budget.

## **ISSUE / DISCUSSION**

The following is a summary of the financial position for the six months ending 31 December 2020. A detailed report is attached to this document.

**FINANCIAL REPORT: SIX MONTHS ENDING DECEMBER 2020 Cont'd**

**ITEM 5**

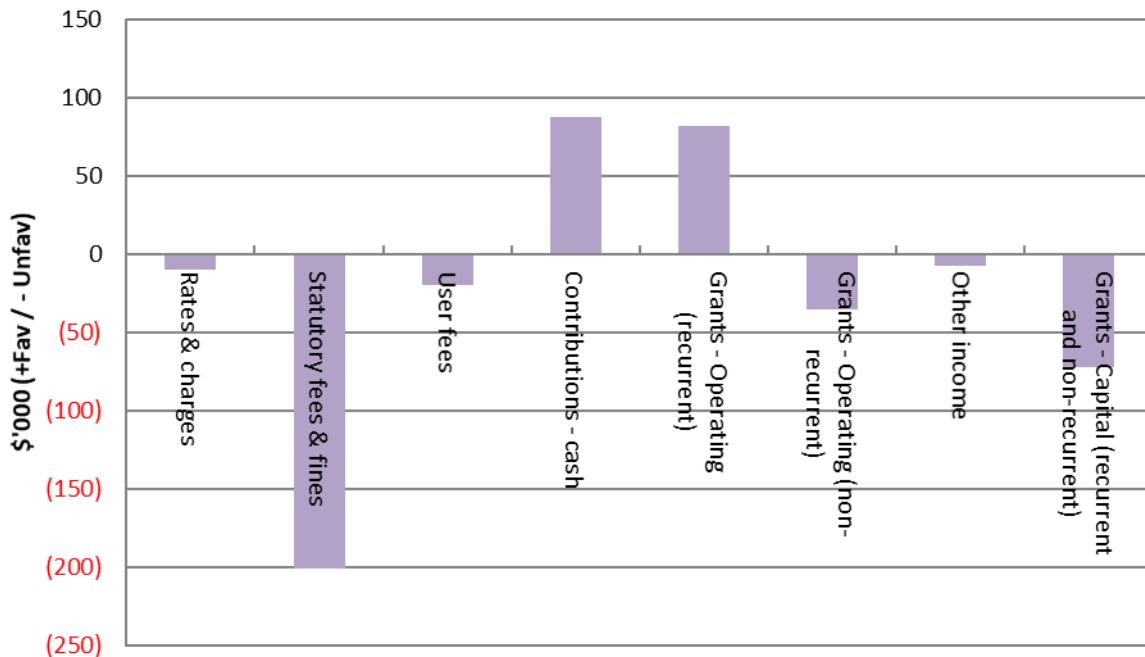
**1. OPERATING PERFORMANCE**

**1.1 Overall Operating Performance**

	YTD Forecast \$'000	YTD Actual \$'000	YTD Var \$'000	Forecast Budget \$'000	Adopted Budget \$'000
<b>Operating</b>					
Income	125,671	124,675	(995)	162,080	147,668
Expenses	64,729	63,358	1,371	148,815	134,265
<b>Underlying surplus (deficit)</b>	<b>60,941</b>	<b>61,317</b>	<b>375</b>	<b>13,265</b>	<b>13,402</b>
<b>Capital</b>					
Grants - capital (recurrent and non-recurrent)	6,517	6,445	(72)	32,637	26,755
<b>Comprehensive result</b>	<b>67,458</b>	<b>67,761</b>	<b>303</b>	<b>45,902</b>	<b>40,157</b>

For the six months ended 31 December 2020, Council has recorded an underlying surplus before capital revenues of \$61.32 million, which is \$375k ahead of the year to date forecast budget. This is primarily related to unexpended funds during the period, as outlined in section 1.3 of the report.

**1.2 Income – YTD Forecast Budget variances**



The table at 1.2 illustrates how each income stream is performing year to date against forecast, by variance. Key variances of note include:

**FINANCIAL REPORT: SIX MONTHS ENDING DECEMBER 2020 Cont'd**

**ITEM 5**

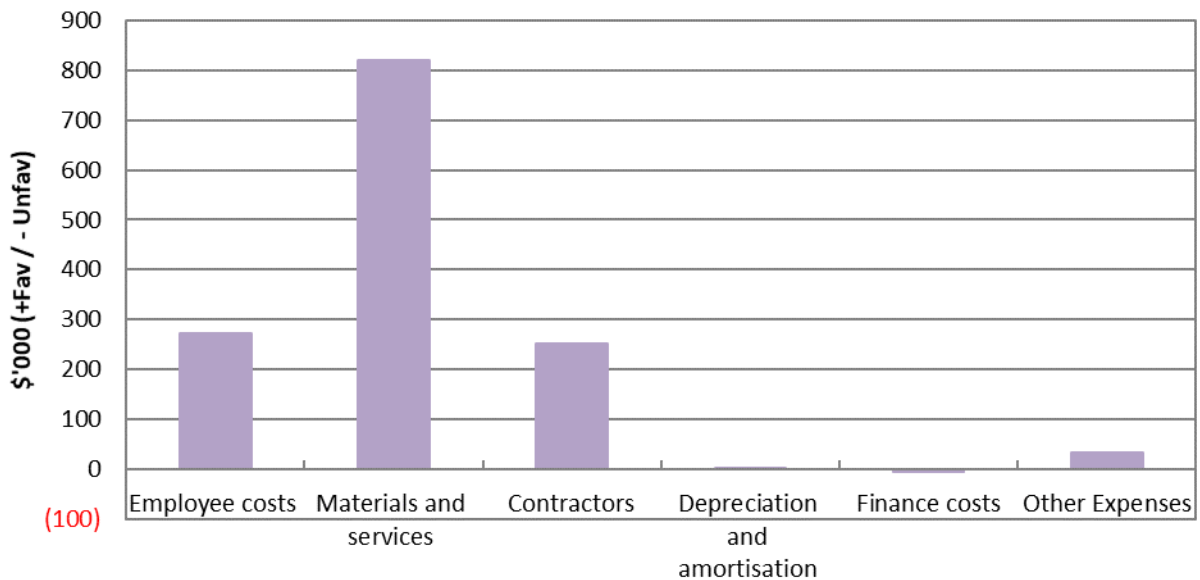
Favourable Variances:

- Cash Contributions \$87k - Variance is mainly due to \$65k Bayswater Business Precinct contribution and \$13k EAGA contribution.
- Capital Grants Recurrent \$81k - Variance is predominantly due to the timing of the grants received in Youth and Children Services \$59k and Maternal Child & Health \$25k.

Unfavourable Variances:

- Statutory Fees & Fines (\$201k) - The timing variance is mainly related to Community Health registration fees (\$177k)

**1.3 Expenses – YTD Forecast Budget variances**



The table at 1.3 illustrates how each expense stream is tracking year to date against forecast, by variance. Key variances of note include:

Favourable Variances:

- Contractors \$253k - Driven by differences in the timing of expenses across the organisation. Areas of Council contributing to this are: Leisure \$78k, Finance & Governance \$73K, Integrated Planning \$57k, Revenue, Property & Customer Services \$34k, Assets \$29k, Community Services \$25k and Operations (\$86k).
- Materials and Services \$819k - Driven by differences in the timing of expenses across the organisation. Areas of Council contributing to this are: Leisure \$209k, Community Services \$198k, Operations \$153k, Integrated Planning \$94k, Finance & Governance \$87k, Workplace, People & Culture \$78k, Communications & Engagement \$61k, Business & Activity Centre \$53k, Health, Local Laws &

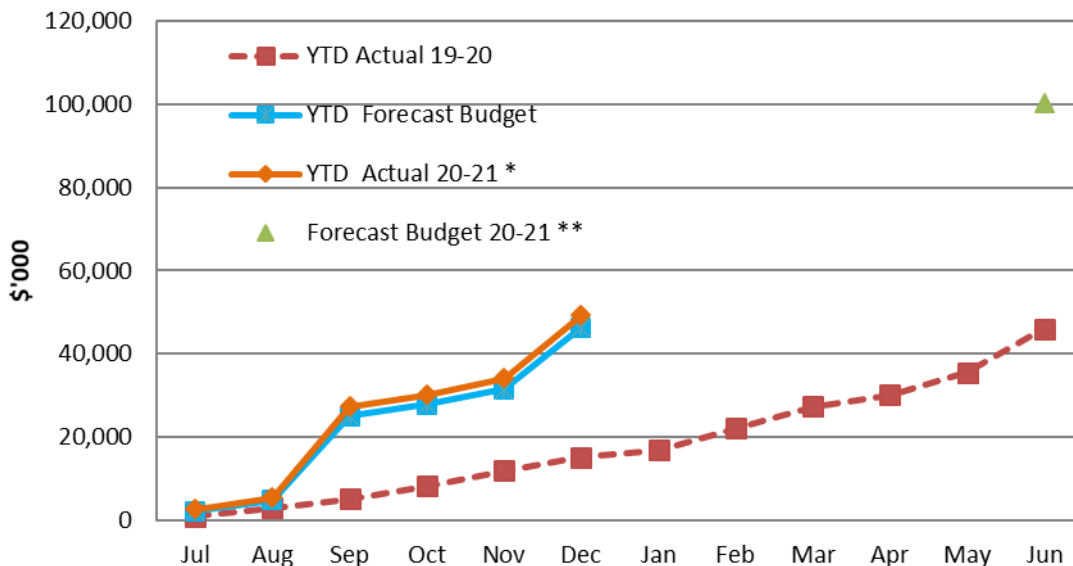
**FINANCIAL REPORT: SIX MONTHS ENDING DECEMBER 2020 Cont'd**

**ITEM 5**

- Emergency \$33k, Revenue, Property & Customer Service \$22k, Chief Executive's Office \$21k and Assets (\$189k).
- Employee Costs \$273k - Driven by differences in the timing of expenses across the organisation. Areas of Council contributing to this are: Community Services \$122k, Leisure \$114k, Finance & Governance \$46k, Health, Local Laws & Emergency Services \$35k, Workplace People & Culture \$25k and Operations (\$103k).

**2. CAPITAL WORKS**

**2.1 CAPITAL WORKS YTD EXPENDITURE CUMULATIVE**



\* YTD Actual expenditure includes Carried Forwards

\*\* Forecast Budget expenditure includes Carried Forwards

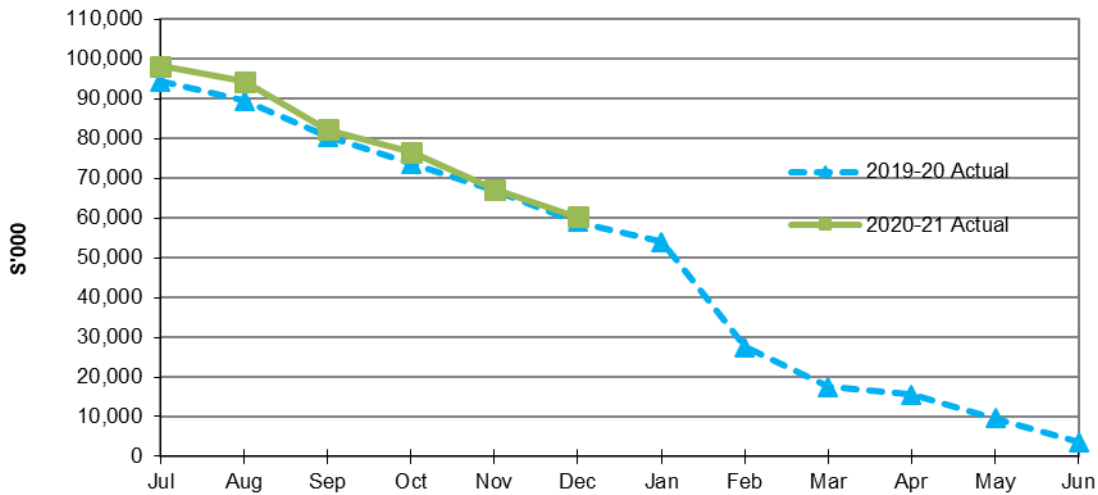
The Forecast Capital Expenditure program for 2020/21 is \$100.396 million. A carry forward amount from 2019/20 of \$2.512 million is included in the forecast for the current period.

The chart above indicates how Council is performing year to date against the forecast, as well as how we are tracking to achieve the period end target of \$46.39 million. Council has spent 49.09% of its forecast at the end of the second quarter.



**3. RATES**

**3.1 ACTUAL RATES OUTSTANDING BALANCE BY MONTH**



The chart above compares the rates outstanding as at 31 December 2020 to the same time last financial period. Our collection rate follows a similar pattern to previous periods, based on rate instalments occurring at set times throughout the financial period. Council has one of the highest debt recovery performances in comparison to other local government authorities.

**FINANCIAL / ECONOMIC ISSUES**

As presented in this report and accompanying financial statements. As per section 97 of the *Local Government Act 2020*, the accompanying financial statements provide a comparison of actual and budgeted results to date with any variances deemed to be material commented on accordingly. On this basis, it is deemed that as at 31 December 2020, a revised budget for the 2020/21 financial year is not required.

**ENVIRONMENTAL / AMENITY ISSUES**

Not Applicable

**SOCIAL / COMMUNITY ISSUES**

Not Applicable

**COMMUNITY CONSULTATION**

Not Applicable

**CONCLUSION**



Council has worked on a revised year end projection with the expectation that we will continue to operate under the current COVID-19 pandemic conditions until 31 December 2020. The 31

**FINANCIAL REPORT: SIX MONTHS ENDING DECEMBER  
2020 Cont'd**

**ITEM 5**

December 2020 YTD results are favourable and provide a solid foundation for achieving Council's 2020/2021 services and advocacy programs.

**ATTACHMENTS**

1.  Quarterly Reporting Council meeting - Dec 2020
2.  Quarterly Finance Report - 31 December 2020 - Appendix Analytics

**CONFIDENTIALITY**

Not Applicable

**RECOMMENDATION**

**THAT COUNCIL RECEIVES AND NOTES THE REPORT ON THE FINANCIAL  
PERFORMANCE AGAINST BUDGET FOR THE SIX MONTHS ENDING 31 DECEMBER  
2020**

## **PURPOSE**

To adopt the 2021 Councillor Code of Conduct in line with State Government legislative requirements as outlined in the Local Government Act 2020 and associated regulations.

## **STRATEGIC / POLICY ISSUES**

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

Outcome Area: A well governed and empowered community

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

Key Directions 2020 – 2021:

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

## **BACKGROUND**

As part of the ongoing roll out of the Local Government Act 2020 (the Act), Council is required to adopt a number of key strategic documents within specified timeframes; one being a revised Councillor Code of Conduct in accordance with section 139 of the Act which is to be adopted by Council by 15 February 2021. Overall, the Act in relation to the Councillor Code of Conduct is raised to Maroondah City Council's 2017 document standard and further specifies details for which Maroondah is already well practiced and seen by Local Government Victoria as a sector exemplar.

A Councillor Code of Conduct, under the Act, must include the Standards of Conduct expected to be observed by Councillors as prescribed in Local Government (Governance and Integrity) Regulations 2020, and may include any other matters which Council considers appropriate. In the interim, Councillors must comply with the existing Councillor Code of Conduct, as adopted by Council on 20 February 2017, pursuant to the provisions of section 76C of the old 1989 Local Government Act.

## **ISSUE / DISCUSSION**

A Final Draft Councillor Code of Conduct has been prepared and is attached for Council's final consideration. The Draft is based upon Council's existing Councillor Code of Conduct, which has been amended to reflect new requirements under the Act and associated Regulations, including incorporation of the prescribed Standards of Conduct. The draft Code of Conduct has also been benchmarked against the Engage Victoria list of topics that the sector considers is best practice to consider and which have been adopted where considered appropriate by a small working group of Maroondah Councillors, the Mayor Cr Spears and Cr Symons. This checklist helped to demonstrate the key elements Local Government Victoria communicated as key guidance for Council's to consider as appropriate for the sector.

**FINAL COUNCILLOR CODE OF CONDUCT - LGA 2020  
Cont'd**

**ITEM 6**

Reference to the relevant Act sections and regulations are also included. Process timeframes for endorsement and adoption of the Draft Code were as follows:

- Councillor Briefing 14 December 2020
- Community Consultation - 15 December 2020 to 17 January 2021. There was no submissions during this time, however, there was 57 unique visits to the page and 30 downloads
- Councillor working group - 9 February 2021, for which minor additions and suggestions to the document were proposed and which were supported by officers and which are included in the attached (FINAL).

**FINANCIAL / ECONOMIC ISSUES**

This work is contained within current budget.

**ENVIRONMENTAL / AMENITY ISSUES**

Not Applicable

**SOCIAL / COMMUNITY ISSUES**

Not Applicable

**COMMUNITY CONSULTATION**

As described above, the Draft Code of Conduct 2021 has been published for Community Consultation with no submissions or feedback received by Council.

**CONCLUSION**

Given that Council has undertaken the update for the Councillor Code of Conduct in line with State Government requirements, sector benchmarking and has reviewed Council's own previous Policy to meet current Governance expectations, Council is clear to adopt the recommendation to meet required timeframes.

**ATTACHMENTS**

1.  Councillor Code of Conduct 15 February 2021

**CONFIDENTIALITY**

Not Applicable

**RECOMMENDATION**

**THAT COUNCIL ADOPT THE 2021 COUNCILLOR CODE OF CONDUCT**

**AUDIT & RISK COMMITTEE REPORT**

**ITEM 7**

**PURPOSE**

To report to Council the outcomes of the Audit and Risk Committee Meeting held on 11 February 2021.

**STRATEGIC / POLICY ISSUES**

Section 53 of the Local Government Act 2020 prescribes that Council must establish an Audit and Risk Committee and that such a Committee will be advisory in nature. The Audit and Risk Committee provides a mechanism for Council to strategically examine various aspects of the Council operations to ensure risk management, legal compliance, financial control, and governance measures are in place, acted upon and continually improved.

**BACKGROUND**

Council's Audit and Risk Committee consists of both Council and external representatives. The Mayor of the day, Councillor Kylie Spears, and Councillor Mike Symon, are Council representatives on the Committee.

The external members are Mr John Watson (Chair), Mr Bruce Potgieter and Mr Michael Ulbrich who are highly regarded and well recognised sector leaders in the Audit and Risk space.

The Audit and Risk Committee Charter requires that this Committee report to Council on the findings and recommendations from its meetings. This report provides a summary of matters under consideration by the Audit and Risk Committee of the meeting held on 11 February 2021. Many items on the Agenda are regular reports such as the CEO's Report which covers State-wide Integrity Agencies activity and Report Findings, MCC's Internal Audit Progress Report, quarterly Finance Report, Risk and Insurance Report, Internal Audits Actions Register, Local Government Act Implementation Update and sector related agencies reports.

**ISSUE / DISCUSSION**

The details associated with some of the regular reports as well as other specific items considered by the Audit and Risk Committee and the Committee's assessment included:

- The Audit Committee discussed the requirements of the new *Local Government Act 2020*, section 54 (5) which requires and Audit and Risk Committee to report formally biannually on its findings and recommendations and that the report is then provided to the Chief Executive Officer for tabling at the next Council Meeting. It was agreed that the report that Council Officers have completed in the past is quite comprehensive, and that this would be tailored so that it would be a report that is presented by the Audit and Risk Committee Chair on the biannual basis. This will take place for the next Audit Committee meeting;
- Internal Audit Tracking Report Summary as well as the Internal Audit Actions Register for the 2<sup>nd</sup> Quarter 31 December 2020. Feedback was that the Committee was satisfied with how the organisation is progressing with implementing internal audit recommendations in a timely manner. Given there were no new internal audits presented, it is likely that new open findings will be presented at the next Audit and Risk Committee meeting;

**AUDIT & RISK COMMITTEE REPORT Cont'd**

**ITEM 7**

- Internal Auditors HLB Mann Judd provided a general update of how the internal audit program is progressing. They also discussed their issues paper, that provides general sector guidance and trends. It was noted by the Committee that they are pleased that both Maroondah and Yarra Ranges Shire Councils are working together to continue to identify opportunities for the first joint internal audit review;
- The Finance Report for the six months ending 31 December 2020 was discussed and the Committee was satisfied with the level of detail provided for the first half of the year under what has been unprecedented, unforeseeable and generally unpredictable in the months ahead, with the impacts of COVID-19 on the organisation relating to Council's facilities capacity to be open and consequently on Council's financial position. These were noted and will continue to be monitored and discussed at future meetings. Feedback provided on the Financial Reporting was that it was well presented and provided all the necessary information for decision making. The Committee particularly found the Executive Summary useful with one minor suggestion to further tailor the Income Statement, to contextualise the restricted components more specifically to assist those in the community who may not be as financially savvy;
- An updated Risk Management and Insurance Report for the period ending 31 December 2020 noting the organisation's current operational and strategic risks and the controls that are currently in place to mitigate those risks outlining that there is only one remaining significant residual risk in the organisation's risk register. One element for further consideration was the development of a strategic risk in relation to pandemic implications so that the organisation can best prepare for these potential challenges across all organisational risk registers going forward;
- Update on the Local Government Act 2020 Implementation noting that good progress in the implementation of the Act is being demonstrated. It was noted that as part of future internal audits, that the scope documents by the Internal Auditors include the capacity to review the organisation's compliance with the new Act, where applicable; and
- The Audit and Risk Committee Chair acknowledged the great work by the relevant Council Officers who assisted the organisation in achieving ISO9001: 2015 Quality Management System Accreditation for Immunisation Services as well as all Management for the high quality of material presented to the Committee reflecting a progressively mature imbedding of Risk Management across all Council's operations well on the way becoming a sector exemplar.

**FINANCIAL / ECONOMIC ISSUES**

Council's current budget provides for the operation of the Audit and Risk Committee, the completion of an Internal Audit Program and associated duties and responsibilities.

**ENVIRONMENTAL / AMENITY ISSUES**

Not Applicable.

**AUDIT & RISK COMMITTEE REPORT Cont'd**

**ITEM 7**

**SOCIAL / COMMUNITY ISSUES**

Not Applicable.

**COMMUNITY CONSULTATION**

Not Applicable.

**CONCLUSION**

This Report provides a summary of the outcomes of the Audit and Risk Committee meeting held on 11 February 2021 as an opportunity to provide transparency to the Maroondah Community and stakeholders that Council has a high level of sophistication in managing its risks.

**ATTACHMENTS**

Not Applicable

**CONFIDENTIALITY**

Not Applicable

**RECOMMENDATION**

**THAT COUNCIL RECEIVES AND NOTES THE REPORT FROM THE AUDIT & RISK COMMITTEE MEETING HELD ON 11 FEBRUARY 2021**

**MAROONDAH FOUNDATION BOARD MEMBER  
APPOINTMENT**

**ITEM 8**

**PURPOSE**

The purpose of this report is to appoint a new Member to The Maroondah Foundation to replace an outgoing member.

**STRATEGIC / POLICY ISSUES**

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

Outcome Area: A well governed and empowered community

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

Key Directions 2020 – 2021:

- 8.9 Create opportunities for shared decision making through active community involvement.
- 8.11 Foster a Council culture of collaboration and partnerships with individuals, community groups, businesses, service providers and other levels of government.
- 8.13 Encourage individuals, groups and organisations to proactively connect with and contribute to their local community.
- 8.14 Work in partnership to deliver services that recognise and are responsive to the interests and needs of the community.

**BACKGROUND**

The Maroondah Foundation was established in May 2015, as a Public Ancillary Trust through which donors, be they individuals, families, businesses, community groups or local governments can fulfil their philanthropic interests. Contributions to The Maroondah Foundation are invested and funds available from these contributions and interest earned on investments can then be distributed to Maroondah charities.

The Constitution of Maroondah Foundation Trustee Limited Item 18 provides for Directors. The current Directors are existing members of the Maroondah City Council, with the expectation that all or a majority of the Directors will be members of Maroondah City Council. Due to the recent retirement of previous Councillor Samantha Mazzuchelli from Council a single vacancy has been created on the Board. It is appropriate to consider the appointment of Cr Suzanne Stojanovic to a position of Director on the Board.



**MAROONDAH FOUNDATION BOARD MEMBER  
APPOINTMENT Cont'd**

**ITEM 8**

**ISSUE / DISCUSSION**

As noted in the Constitution of Maroondah Foundation Trustee Limited (Item 19.1.5), the office of a Director will be vacated if:

*in the case of a Director who was appointed at a time when he or she was a member of Maroondah City Council, the Director ceases to be a member of Maroondah City Council by reason of the expiry of his term of office as a Councillor and in addition is not re-elected.*

Item 18.3 of the Constitution of Maroondah Foundation Trustee Limited states that:

*new or additional Directors of the Company are appointed by the Board with the prior approval of Maroondah City Council.*

Following the election held on 24 October 2020, it is proposed that Cr Suzanne Stojanovic be appointed as a Director of The Maroondah Foundation Trustee Limited filling the vacant position last held by former Councillor Samantha Mazzuchelli.

**FINANCIAL / ECONOMIC ISSUES**

Given that this is a governance matter, there are no financial or economic issues associated with this item.

**SOCIAL / COMMUNITY ISSUES**

Similarly, given that this is a governance matter, there are no social or community issues associated with this item.

**ATTACHMENTS**

Not Applicable

**CONFIDENTIALITY**

Not Applicable

**RECOMMENDATION**

**THAT COUNCIL APPOINTS CR SUZANNE STOJANOVIC AS A DIRECTOR OF THE  
MAROONDAH FOUNDATION TRUSTEE LIMITED**

**DRAFT MAROONDAH COMMUNITY ENGAGEMENT POLICY  
2021**

**ITEM 9**

**PURPOSE**

To consider the adoption of the draft Community Engagement Policy 2021 in accordance with Section 55 of the *Local Government Act 2020* (the Act).

**STRATEGIC / POLICY ISSUES**

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

Outcome Area: A well governed and empowered community

Our Vision: In 2040, Maroondah will be an empowered community that is actively engaged in Council decision making through processes that consider the needs and aspirations of all ages and population groups. Council will provide strong and responsive leadership, ensuring transparency, while working with the community to advocate for and 'champion' local needs.

Key Directions 2020 – 2021:

- 8.8 Ensure that all community members have access to, and are informed on, matters that affect them, including the provision of tailored information for under-represented and hard-to-reach groups
- 8.9 Undertake inclusive engagement and consultation using accessible and tailored approaches to consider the needs and aspirations of different age and population groups
- 8.10 Create opportunities for shared decision making through active community involvement

Priority Action 2020-2021:

Implement the new Local Government Act 2020 following its enactment.

**BACKGROUND**

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

The Act requires Council to adopt a number of key strategic documents, including a Community Engagement Policy, by 1 March 2021.

**ISSUE / DISCUSSION**

The Community Engagement Policy is a formal expression of Council's commitment to engaging the Maroondah community through the use of appropriate, effective and inclusive practices.

**DRAFT MAROONDAH COMMUNITY ENGAGEMENT POLICY                      ITEM 9  
2021 Cont'd**

In March 2020 the new Local Government Act (the Act) was implemented in Victoria. Under Section 55 of the Act, Councils are required to adopt and maintain a Community Engagement Policy on or before 1 March 2021.

Council's previous Community Engagement Policy was adopted by Council in August 2015 after extensive consultation with internal stakeholders and the broader community. This policy was reviewed as part of the VAGO Public Participation and Community Engagement Audit in 2016, with Maroondah acknowledged as having a better practice and toolkit, and meeting all Audit requirements.

Over the past 18 months Council has undertaken an extensive number of community engagement activities across a broad range of projects. Outcomes from each of these consultation activities, and community engagement evaluations, have informed the draft Community Engagement Policy 2021.

Council also hosted an engagement activity at the Maroondah Festival Café Consult precinct in November 2019. Members of the community provided their thoughts on engagement and shared insights on how they would like Council to engage with them.

These results indicated that while traditional engagement methods are still relevant the community is keen to continue to engage with Council through events, SMS, email, online and social media.

In developing this draft Policy, Council considered a broad range of information across a range of jurisdictions, including Local Government Victoria (LGV), International Association of Public Participation (IAP2) and the Victorian Auditor General's Office Public Participation Guidelines.

Council participated in a series of co-design workshops hosted by LGV for the development of the Community Engagement Policy and specifically, to further explore deliberative engagement practice as set out in Section 55 of the Act, which requires Councils to undertake deliberative engagement practices capable of being applied to the development of the Community Vision, Council Plan, Financial Plan and Asset Plan.

Council is committed to engaging with its community in a meaningful, accountable, responsive and equitable way. The draft Policy continues Council's engagement processes and outcomes through encouraging a consistent approach and continual learning through evaluation, and through expanding the range of engagement methods used.

Some of the objectives incorporated in the draft Policy include:

- Clarifying the scope and objectives of the community engagement policy
- Broadening the definition of community engagement to reflect the breadth of related activities, including deliberative engagement
- Strengthening our set of community engagement commitments based on the IAP2 values
- Encouraging a best practice approach to community engagement across all Council's activities

**DRAFT MAROONDAH COMMUNITY ENGAGEMENT POLICY  
2021 Cont'd**

**ITEM 9**

- Providing a definition for deliberative engagement practice and when this may be used
- Simplifying the language to ensure readability and understanding

The draft Community Engagement Policy 2021 is supported by a comprehensive community engagement toolkit that guides Council employees, ensuring the effective application of engagement principles and processes.

**FINANCIAL / ECONOMIC ISSUES**

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

**ENVIRONMENTAL / AMENITY ISSUES**

Not Applicable

**SOCIAL / COMMUNITY ISSUES**

Not Applicable

**COMMUNITY CONSULTATION**

The Draft Community Engagement Policy 2021 was placed on Public Exhibition from 8 December 2020 to 24 January 2021.

Community feedback was invited using a range of Council's communication channels over the period, including the Your Say Maroondah consultation portal, the Maroondah website, Maroondah in focus Summer edition, fortnightly eNewsletter, social media and database emails. Due to the COVID-19 restrictions, face to face methods of engagement could not be implemented.

A total of 49 submission were received with the majority of respondents stating that the Policy was comprehensive and supporting its intent and commitments.

**CONCLUSION**

Council is committed to engaging with its community in a meaningful, accountable, responsive and equitable way. This revised Community Engagement Policy 2021 outlines Council's position, role and commitments to ensure community engagement is integrated into Council activities to support decision making, build relationships and strengthen communities.

As Council has reviewed its existing Policy and practices, benchmarked with the sector and undertaken an extensive seven week public consultation process, it is appropriate for Council to now consider adoption of the draft Community Engagement Policy 2021 in line with legislative obligations.

**ATTACHMENTS**

1.  DRAFT Community Engagement Policy 2021

**DRAFT MAROONDAH COMMUNITY ENGAGEMENT POLICY  
2021 Cont'd**

**ITEM 9**

**CONFIDENTIALITY**

Not Applicable

**RECOMMENDATION**

**THAT COUNCIL ADOPTS THE DRAFT COMMUNITY ENGAGEMENT POLICY 2021,  
PURSUANT TO SECTION 55 OF THE LOCAL GOVERNMENT ACT 2020**

**CAPITAL WORKS REPORT: SECOND QUARTER 2020/2021  
FINANCIAL YEAR**

**ITEM 1**

**PURPOSE**

To present the financial and operational status of major Capital Works programs for the second quarter of the 2020/2021 financial year.

**STRATEGIC / POLICY ISSUES**

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

Outcome Area: A well governed and empowered community

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

Key Directions 2020 – 2021:

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

**BACKGROUND**

Council, as part of its Adopted Budget 2020/2021, allocated \$85.47m to Capital Works projects, including some significant State and Federal grant funding previously received. Council also carried forward \$2.49m from the 2019/20 capital works budget. The total adjusted forecast budget for 2020/21, taking account of additional external funding received, is therefore \$100.39m as of 31 December 2020.

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

Provided in this report is an overview of Capital Expenditure on Council's major program areas for the period 1 July to 31 December 2020.

**CAPITAL WORKS REPORT: SECOND QUARTER 2020/2021  
FINANCIAL YEAR Cont'd**

**ITEM 1**

**ISSUE / DISCUSSION**

The following is a summary of the status of Council's major program areas at the end of the second quarter of the 2020/2021 financial year:

**CAPITAL PERFORMANCE – SIX MONTHS ENDING 31 DECEMBER 2020**

	YTD Forecast Budget \$'000	YTD Actual * \$'000	YTD Bud Var \$'000	Forecast Budget ** \$'000	Amount Carried Forward \$'000	Adopted Budget \$'000
<b>Classification</b>						
Buildings <sup>1</sup>	23,789	25,643	(1,854)	39,079	1,306	36,524
Roads <sup>2</sup>	3,149	3,302	(152)	5,405	575	2,890
Footpaths and Cycleways <sup>3</sup>	1,310	1,314	(4)	2,882	(45)	3,051
Carparks <sup>4</sup>	4,927	5,009	(82)	30,655	385	30,000
Drainage <sup>5</sup>	860	963	(103)	3,408	841	2,576
Waste Management	20	20	0	57	57	0
Other Capital Roads and Drainage <sup>6</sup>	61	59	1	960	451	603
Recreational Leisure and Community Facilities <sup>7</sup>	1,604	1,831	(226)	3,689	(49)	4,212
Parks and Open Space <sup>8</sup>	514	507	7	2,055	696	1,395
Fixtures, Fittings and Furniture	15	22	(7)	126	61	65
Plant, Machinery and Equipment <sup>9</sup>	1,186	930	256	2,324	372	1,952
Computers and Telecommunications <sup>10</sup>	131	112	19	2,185	1,461	678
Property Sales	8,310	8,267	43	8,310	0	0
Building Renewal <sup>11</sup>	495	1,285	(791)	(1,066)	(3,599)	1,520
<b>Total capital works</b>	<b>46,389</b>	<b>49,282</b>	<b>(2,893)</b>	<b>100,396</b>	<b>2,512</b>	<b>85,466</b>

\* YTD Actual expenditure includes Carried Forwards

\*\* Forecast Budget expenditure includes Carried Forwards

**Explanation of variations between forecast budget and adopted budget:**

- **<sup>1</sup> Buildings** – Variation between adopted \$36.52m and forecast \$39.079m budgets is due primarily to:
  - \$1.306m in carried forwards from 19/20 relating to major projects commenced in 19/20 and continuing into 20/21;
  - \$2.0m grant funding for Dorset Sporting Pavilion; and
  - \$300k allocated from energy efficiency funds to works at Karralyka;
- **<sup>2</sup> Roads** – Variation between adopted \$2.890m and forecast \$5.405m budgets is due primarily to:
  - \$575k in carried forwards from 19/20;
  - \$1.2m of future funding brought forward for the Lincoln Road, Roads to Recovery project;

**CAPITAL WORKS REPORT: SECOND QUARTER 2020/2021  
FINANCIAL YEAR Cont'd**

**ITEM 1**

- \$350k contribution from the drainage budget to New Street Road Renewal;
- \$350k grant funding from the Federal Government Local Roads and Community Infrastructure Program for the Laurence Grove project;
- \$245k contribution to McAlpin Reserve Car Park Improvements;
- \$51k grant for Dublin Road/Knaith Road Blackspot funding;
- \$48k from the Footpath replacement program to the New Street renewal project; and
- \$47k transferred to Drainage projects for Landau Drive
- **<sup>3</sup> Footpaths & Cycleways** – Variation between adopted \$3.051m and forecast \$2.882m budgets is due primarily to:
  - Negative carried forward of \$45k from 19/20;
  - \$50k allocated to the Open Space Improvement Program; and
  - \$96k transferred to New Street and Stormwater drainage projects;
- **<sup>4</sup> Carparks** – Variation between adopted \$30m and forecast \$30.655m budget is due primarily to:
  - \$385k in carried forwards from 19/20;
  - \$245k transferred from the Roads' budget to the McAlpin, North Ringwood and HE Parker Reserves Carpark Improvement projects; and
  - \$25k transferred from drainage projects
- **<sup>5</sup> Drainage** – Variation between adopted \$2.576m and forecast \$3.408m budgets is due primarily to:
  - \$841k in carried forwards from 19/20;
  - \$350k transferred to New Street Road Renewal;
  - \$218k transferred from the Golf budget for fairway drainage works;
  - \$96k transferred from Footpaths and Cycleways for New Street and Stormwater renewal projects; and
  - \$47k transferred from the Roads budget for the Landau Drive bank stabilisation project
- **<sup>6</sup> Other Capital Roads and Drainage** – Variation between adopted \$603k and forecast \$960k is due primarily to:
  - \$451k in carried forwards from 19/20; and
  - \$80k transferred to Ringwood East Place Activation project; and
  - \$25k transferred to Croydon South Neighbourhood Activity Centre project.
- **<sup>7</sup> Recreational Leisure and Community Facilities** – Variation between adopted \$4.212m and forecast \$3.689m budgets due primarily to:
  - \$500k grant income for the Cheong Multipurpose Pavilion;
  - \$218k transferred to Golf drainage projects;



**CAPITAL WORKS REPORT: SECOND QUARTER 2020/2021  
FINANCIAL YEAR Cont'd**

**ITEM 1**

- \$125k grant income for Silcock Sportsfield Lighting; and
- \$50k grant income for Silcock Reserve Cricket Nets.
- **<sup>8</sup> Parks and Open Space** – Variation between adopted \$1.395m and forecast \$2.055m budgets is due primarily to:
  - \$696k in carried forwards from 19/20.
- **<sup>9</sup> Plant Machinery and Equipment** – Variation between adopted \$1.952m and forecast \$2.324m budgets is due to:
  - \$372k in carried forwards from 19/20.
- **<sup>10</sup> Computers and Telecommunication** – Variation between adopted \$678k and forecast \$2.185m budgets is primarily due to:
  - \$1.461m in carried forwards from 19/20;
  - \$149k contribution from Buildings into Realm Network Lease Equipment;
  - \$103k transferred to operational accounts for equipment lease; and
  - \$60k transferred to operational accounts for equipment lease.
- **<sup>11</sup> Building Renewal** – Variation between adopted \$1.520m and forecast -\$1.066m budgets is primarily due to:
  - Negative carried forward amount of \$3.599m from 19/20 (i.e., relating to projects that were brought forward and completed in 2019/20 but were funded in 2020/21); and
  - \$1.013m allocated from future years for projects that will be undertaken during 2020/21.

**FINANCIAL / ECONOMIC ISSUES**

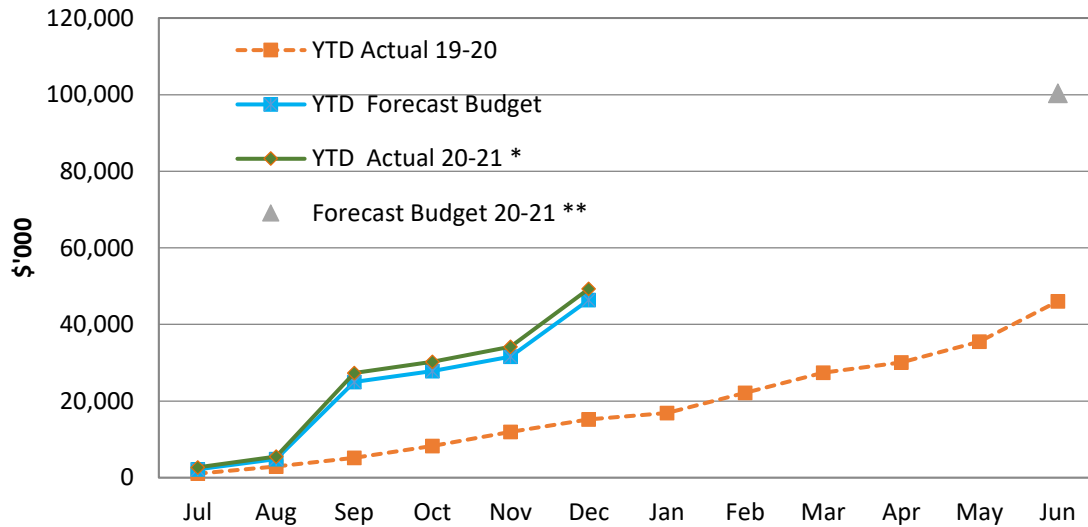
**CARRIED FORWARDS FROM 2019/2020**

Council carried forward an amount of \$2.491m into the 2020/2021 financial year, which primarily related to major projects that were underway at the end of the 2019/2020 financial year.

**CAPITAL WORKS REPORT: SECOND QUARTER 2020/2021  
FINANCIAL YEAR Cont'd**

**ITEM 1**

**CAPITAL WORKS YTD – EXPENDITURE (CUMULATIVE)**



\*YTD Actual expenditure includes Carried Forwards

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

**ENVIRONMENTAL / AMENITY ISSUES**

Not Applicable

**SOCIAL / COMMUNITY ISSUES**

Not Applicable

**COMMUNITY CONSULTATION**

Not Applicable

**CONCLUSION**

Council has a total Capital Works forecast budget for 2020/2021 of \$100.39m, including \$2.491m carried forward from 2019/20 and grant funding from State and Federal Governments. Key variations between adopted and forecast budgets for the period 1 July 2020 to 31 December 2020 are noted within this report.

**ATTACHMENTS**

Not Applicable

**CONFIDENTIALITY**

Not Applicable

**CAPITAL WORKS REPORT: SECOND QUARTER 2020/2021  
FINANCIAL YEAR Cont'd**

**ITEM 1**

**RECOMMENDATION**

**THAT COUNCIL RECEIVES AND NOTES THE REPORT ON THE STATUS OF THE  
CAPITAL WORKS PROGRAM FOR THE PERIOD 1 JULY 2020 TO 31 DECEMBER 2020**

**JUBILEE PARK CRICKET AND COMMUNITY CENTRE -  
APPLICATION TO SPORT AND RECREATION VICTORIA.**

**ITEM 2**

**PURPOSE**

To seek Council endorsement to submit a funding application to Sport and Recreation Victoria to support the development of an indoor cricket training centre as part of stage two of the Jubilee Park Enhancement Plan, and to set aside \$600,000 as a committed contribution towards the project.

**STRATEGIC / POLICY ISSUES**

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

Outcome Area:

This project supports the following outcome areas:

**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 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.

Key Directions 2020 – 2021:

- 1.2 Plan and advocate for the application of community safety principles that facilitate a safe built environment
- 1.9 Promote community wellbeing by supporting and empowering local community groups, sporting clubs and special interest groups across Maroondah

Priority Action 2020-2021:

- Establish a regional cricket hub at Jubilee Park sporting precinct.

**BACKGROUND**

In December 2020, Council was invited to submit a full application to the Victorian Government's round two Economic Stimulus Program, in alignment with Sport & Recreation's Community Cricket Funding Program. Concept designs have been developed and refined in consultation with key stakeholders including Sport & Recreation Victoria, Cricket Victoria and the three tenant clubs of Jubilee Park, Ringwood Cricket Club, Ringwood Football/Netball Club and Ringwood All Abilities Sports Club. The Cricket Training Facility was a key component of stage two of the 2020 Jubilee Park Precinct Enhancement Plan. Stage One includes the rebuild of the Jubilee Park sporting pavilion to provide a facility with inclusive amenities and design features for all genders and abilities, which is currently in progress.

The cricket training facility will provide a dedicated, year-round all-weather training venue that services the training needs of both local and regional cricketers of all levels and abilities,

**JUBILEE PARK CRICKET AND COMMUNITY CENTRE -  
APPLICATION TO SPORT AND RECREATION VICTORIA.**

**ITEM 2**

**Cont'd**

Cricket Victoria coach and player development initiatives and provide a facility which has incorporated the specific design needs of women and girls. The facility will also have multisport functionality to enable the facility to be utilised by the community for other recreational activities.

**ISSUE / DISCUSSION**

The design process for stage one of the facility redevelopment was supported by a concurrent project funded by the Office for Women in Sport. The project, which received two years of funding, was provided to pilot the development of an inclusive, equitable governance model for the female friendly redesign of Jubilee pavilion and to support the tenant clubs to review and refine club policies and processes to support and encourage the inclusion of women and girls.

The stage two cricket training facility will continue to utilise this design model to ensure that the design meets the needs of women and girls, enabling the Jubilee Park venue to become a hub for the development and continued growth of female cricket in the Eastern Region.

**FINANCIAL / ECONOMIC ISSUES**

The stage two cricket training facility is estimated to cost approximately \$3.5m. \$600,000 is proposed to be allocated from Councils Capital Works community facilities and sportsfield improvements budgets for this project, and the application to SRV is proposed to be for the residual, \$2.9m, required to complete the project.

**COMMUNITY CONSULTATION**

The Cricket Training Facility was one of the key draft elements which were tested through a community consultation period in October and November 2019. During the four-week community consultation period, Council ran five on-site drop-in sessions, at various times and locations within the precinct. These sessions gave residents and users the opportunity to express their opinions on the proposed elements. Council advertised this consultation period via their website and social media avenues, as well as on site signage. The community was able to provide their feedback either through a drop-in session, online on the Council Your Say page, or a hard copy survey if that was their preference.

Council received more than 140 individual comments during this period, with a high percentage of support on most elements, including the Indoor Cricket training facility. Based on the feedback received and several further design workshops via zoom with key stakeholders, Council developed a draft Enhancement Plan, which was put out for community consultation via Council's website and Your Say page, with onsite signage, and social media, between June and July 2020. Following the feedback received, Council formally endorsed the Enhancement Plan for Jubilee Park at the Council Meeting on the 27<sup>th</sup> July 2020.

To ensure that the cricket training facility design meets the project aim in relation to the needs and priorities of women and girls, an engagement process was undertaken during December 2020 to engage with women and girls from the Eastern region. An online survey was designed in consultation with key stakeholders and distributed to clubs with women and girls' teams through the Councils in the Melbourne East Region Sport & Recreation Network and contacts

**JUBILEE PARK CRICKET AND COMMUNITY CENTRE -  
APPLICATION TO SPORT AND RECREATION VICTORIA.**

**ITEM 2**

**Cont'd**

known to the Ringwood & District Cricket Association. Council received 158 responses from 18 clubs within the Region.

**CONCLUSION**

Since 2018, Council has been undertaking a comprehensive codesign process with the tenant clubs of Jubilee Park to design a new pavilion and an indoor training facility to further support the inclusion of women and girls in a sporting environment once dominated by men and boys. The proposal is to develop a funding application to Sport and Recreation Victoria to support the development of the indoor cricket training centre as part of stage two of the Jubilee Park Enhancement Plan.

**ATTACHMENTS**

Not Applicable

**CONFIDENTIALITY**

Not Applicable

**RECOMMENDATION**

**THAT COUNCIL ENDORSES THE SUBMISSION OF A FUNDING APPLICATION TO SPORT AND RECREATION VICTORIA TO SUPPORT THE DEVELOPMENT OF AN INDOOR CRICKET TRAINING CENTRE AS PART OF STAGE TWO OF THE JUBILEE PARK ENHANCEMENT PLAN AND SETS ASIDE \$600,000 AS A COMMITTED CONTRIBUTION TOWARDS THE PROJECT**

**COUNCIL PLAN 2017-2021 (YEAR 4: 2020/21) PRIORITY  
ACTION PROGRESS REPORT - QUARTER 2, 2020/21**

**ITEM 1**

**PURPOSE**

To provide an update on progress made towards implementation of Year 4 priority actions identified in the Council Plan 2017-2021, as at 31 December 2020.

**STRATEGIC / POLICY ISSUES**

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

Outcome Area: A well governed and empowered community

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

Key Directions 2020 – 2021:

- 8.1 Provide community inspired governance that is transparent, accessible, inclusive and accountable
- 8.2 Ensure responsible and sustainable management of Maroondah’s resources, assets, infrastructure and natural environment
- 8.3 Nurture a continuous improvement council culture of being collaborative, strategic, sustainable and employing best practice, that positions Maroondah as a leader in local government

Priority Action 2020-2021:

Not Applicable

**BACKGROUND**

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

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

The Council Plan is implemented through service delivery activities and initiatives across Council, and outcomes are measured and reported regularly.

**COUNCIL PLAN 2017-2021 (YEAR 4: 2020/21) PRIORITY  
ACTION PROGRESS REPORT - QUARTER 2, 2020/21 Cont'd**

**ITEM 1**

**ISSUE / DISCUSSION**

Within the Council Plan, there are a range of priority actions identified that work towards delivery of the Maroondah 2040 Community Vision. These actions are updated annually to ensure the Plan continues to be aligned with *Maroondah 2040: Our future together (June 2020 Update)*, the community's long-term vision, and is responsive to community needs and expectations.

The Council Plan is divided into eight future community outcome areas, each with a set of four-year key directions (strategies), four-year priority actions, strategic indicators and supporting strategies and plans. The priority actions identified work towards the achievement of the key directions, and ultimately toward the outcomes and visions outlined in *Maroondah 2040: Our future together (June 2020 Update)*.

The attached report identifies the progress made by Council in delivering the 2020/21 priority actions identified in the *Council Plan 2017-2021*.

As at 31 December 2020, three actions are complete, 59 are in progress and three have been deferred. A number of priority actions are multi-year initiatives scheduled to be completed in future financial years.

**FINANCIAL / ECONOMIC ISSUES**

Three priority actions have been deferred due to the impacts of the coronavirus (COVID-19) pandemic.

**ENVIRONMENTAL / AMENITY ISSUES**

Not Applicable

**SOCIAL / COMMUNITY ISSUES**

Not Applicable

**COMMUNITY CONSULTATION**

Council Plan achievements are reported back to Council and the community through quarterly reporting and through the Maroondah City Council Annual Report at the end of each financial year.

**CONCLUSION**

Council has made excellent progress during the past six months (1 July to 31 December 2020) towards the implementation of a broad range of Council Plan Priority Actions for the 2020/21 financial year.

**ATTACHMENTS**

1.  Council Plan Priority Actions - Year 4 2020-21 - As at 31 December 2020

**CONFIDENTIALITY**

Not Applicable



**COUNCIL PLAN 2017-2021 (YEAR 4: 2020/21) PRIORITY ACTION PROGRESS REPORT - QUARTER 2, 2020/21 Cont'd** **ITEM 1**

**RECOMMENDATION**

**THAT COUNCIL NOTE PROGRESS MADE TOWARDS THE DELIVERY OF 2020/21 PRIORITY ACTIONS IDENTIFIED IN THE COUNCIL PLAN 2017-2021 AS AT 31 DECEMBER 2020**

**LOCAL GOVERNMENT PERFORMANCE REPORTING  
FRAMEWORK - SERVICE INDICATOR PROGRESS REPORT  
- QUARTER 2, 2020/21**

**ITEM 2**

**PURPOSE**

To provide a report of Council's indicators of service performance as measured by the Local Government Performance Reporting Framework (LGPRF) for the 2020/21 financial year to date (1 July 2020 to 31 December 2020).

**STRATEGIC / POLICY ISSUES**

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

Outcome Area: A well governed and empowered community.

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

Key Directions 2020-2021:

- 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
- 8.4 Foster a culture of innovation, cooperation, commitment, communication and continuous improvement that positions Maroondah City Council as a leader in local government

Priority Action 2020-21:

Not Applicable

**BACKGROUND**

The Local Government Performance Reporting Framework (LGPRF) is a mandatory reporting system developed by Local Government Victoria which was introduced in 2014 to ensure all Victorian Councils are measuring and reporting on their performance in a consistent way.

The LGPRF is a Victorian Government initiative aimed at ensuring transparency and accountability of the local government sector performance to ratepayers and the public. The Framework is made up of service performance, financial performance and sustainability measures, along with a governance and management checklist. Together these components build a comprehensive picture of local government performance.

These measures are reported in Council's Annual Report as part of the Report of Operations and Performance Statement sections as required by the *Local Government (Planning and Reporting) Regulations 2020* and associated elements of the *Local Government Act 2020*.

**LOCAL GOVERNMENT PERFORMANCE REPORTING  
FRAMEWORK - SERVICE INDICATOR PROGRESS REPORT  
- QUARTER 2, 2020/21 Cont'd**

**ITEM 2**

End of financial year results are also publicly released on the Victorian Government's 'Know Your Council' website in November each year. This site provides information on the sector and enables users to benchmark the relative performance of Council's on LGPRF indicators.

**ISSUE / DISCUSSION**

Maroondah City Council continues to monitor LGPRF results on a quarterly basis for service performance indicators and annually for financial performance and sustainable capacity indicators.

Service performance indicators are subject to fluctuations and not necessarily reflective of the final year result. Some individual indicators will reflect seasonality or phasing of service delivery so are not indicative of the year result. Indicators relying on the annual Community Satisfaction Survey will be updated during the final quarter of the financial year.

At this stage of the financial year, most service indicators are progressing as expected. Despite the coronavirus (COVID-19) pandemic, it is pleasing to see that most indicators of services are in line with expected results at this stage of the financial year. A number of indicator results have been impacted by COVID19, particularly in relation to the utilisation levels and service costs for aquatic facilities, the number of active borrowers for libraries in Maroondah, and participation in key age and stage Maternal and Child Health (MCH) appointments.

Council will continue to monitor its performance against the LGPRF indicators and report quarterly to ensure accountability and transparency.

**FINANCIAL / ECONOMIC ISSUES**

Not Applicable

**ENVIRONMENTAL / AMENITY ISSUES**

Not Applicable

**SOCIAL / COMMUNITY ISSUES**

Not Applicable

**COMMUNITY CONSULTATION**

End of 2020/21 financial year results will be publicly released in Council's Annual Report 2020/21. It is expected that they will also be placed on the Victorian Government's 'Know Your Council' website in November 2021.

**CONCLUSION**

LGPRF service performance indicators for the 2020/21 financial year to date as at 31 December 2020 are presented in the attached report.

It is important to note that these quarterly results will not necessarily reflect or be predictive of annual performance due to phasing of service delivery across the year and seasonal

**LOCAL GOVERNMENT PERFORMANCE REPORTING  
FRAMEWORK - SERVICE INDICATOR PROGRESS REPORT  
- QUARTER 2, 2020/21 Cont'd**

**ITEM 2**

influences. There are a number of indicators that have been impacted by the COVID-19 pandemic.

Annual results for the full 2020/21 financial year will be published in Council's Annual Report 2020/21 and on the Victorian Government 'Know Your Council' website in November 2021.

**ATTACHMENTS**

1. LGPRF Service Indicator Performance Progress Report 2020/21 - As at 31 December 2020

**CONFIDENTIALITY**

Not Applicable

**RECOMMENDATION**

**THAT COUNCIL NOTES THE LOCAL GOVERNMENT PERFORMANCE REPORTING  
FRAMEWORK SERVICE PERFORMANCE RESULTS FOR FINANCIAL YEAR TO DATE  
AS AT 31 DECEMBER 2020**

**EMERGENCY MANAGEMENT ARRANGEMENTS -  
LEGISLATION CHANGES**

**ITEM 1**

**PURPOSE**

The purpose of this report presents recommendations to Council to align with the reformed emergency management planning arrangements outlined in the *Emergency Management Legislation Act 2018* (EMLA Act).

**STRATEGIC / POLICY ISSUES**

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

Outcome Area: A well governed and empowered community

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

Key Directions 2020 – 2021:

8.6 Work in partnership with key agencies and other levels of government to provide leadership in emergency preparedness, response and recovery processes.

**BACKGROUND**

Municipal level amendments in the *Emergency Management Legislation Act 2018* came into effect on 1 December 2020. The legislation shifts responsibility for proactive municipal emergency management planning from Council to the existing but reformed, multi-agency Municipal Emergency Management Planning Committee (MEMPC). Council will be responsible for convening, chairing and participating in this committee.

While some similarities with the existing MEMPC structure remain, the EMLA Act places the responsibility on the development and continuous review of the Municipal Emergency Management Plan (MEMP) on the MEMPC rather than Council. The adequacy of the new MEMP, will now be reviewed and when finalised endorsed by a Regional Emergency Management Planning Committee (REMPC).

**ISSUE / DISCUSSION**

Throughout 2020, the *Emergency Management Legislation Amendment Act 2018* (EMLA Act 2018) introduced changes to emergency management planning under the existing *Emergency Management Act 2013* (EM Act 2013). This has been a staged process, beginning with State level arrangements, then Regional level and now Municipal level arrangements.

Of significance to Maroondah Council is the *Emergency Management Act 2013* (as amended by the *Emergency Management Legislation Amendment Act 2018* (EMLA Act)) now transfers responsibility for municipal level planning from Council to the newly established Municipal Emergency Management Planning Committee. (The Committee continues to be named the same way).

**EMERGENCY MANAGEMENT ARRANGEMENTS -  
LEGISLATION CHANGES Cont'd**

**ITEM 1**

This is a result of significant feedback from Councils that Municipal Emergency Management Plans should be developed as multi-agency plans. Importantly, it is now the responsibility of the Committee Agencies as a whole, to deliver the emergency management plan, not just the Council.

Councils will convene and chair the committee which recognises the expertise, networks, and ability to coordinate across agencies at this level. However, planning is a shared responsibility of the MEMPC.

Core membership for the MEMPC includes Council, Victoria Police, Country Fire Authority and/or Fire Rescue Victoria, Ambulance Victoria, Victoria State Emergency Service, Australian Red Cross and the Department of Health and/or Department of Families, Fairness and Housing (dependent on machinery of Government changes currently being implemented).

The MEMPCs also require at least one recovery representative, one community/ group representative, and one other representative (for example, industry). Council has multiple community and business representatives on the group, and these existing members on the Maroondah MEMPC have been invited to join the new MEMPC, as well as other stakeholders.

As delegated by the Chief Executive Officer, Maroondah Council's Manager, Health, Local Laws and Emergency Management has been nominated to chair the new MEMPC in accordance with the Act.

**FINANCIAL / ECONOMIC ISSUES**

Not Applicable

**ENVIRONMENTAL / AMENITY ISSUES**

Not Applicable

**SOCIAL / COMMUNITY ISSUES**

Not Applicable

**COMMUNITY CONSULTATION**

The reform process and requirements were discussed and agreed at the most recent meeting of the existing MEMPC on 12 November 2020.

**CONCLUSION**

It is recommended that Council adopts the recommendations to ensure compliance with the Act and *Emergency Management Act 2013*.

**ATTACHMENTS**

Not Applicable

**EMERGENCY MANAGEMENT ARRANGEMENTS -  
LEGISLATION CHANGES Cont'd**

**ITEM 1**

**CONFIDENTIALITY**

Not Applicable

**RECOMMENDATION**

**THAT COUNCIL**

1. **AUTHORISES THE DISESTABLISHMENT OF THE EXISTING MUNICIPAL EMERGENCY MANAGEMENT PLANNING COMMITTEE (MEMPC) ESTABLISHED UNDER S21(3)-(5) OF THE *EMERGENCY MANAGEMENT ACT 1986*, IN RECOGNITION THAT ON 1 DECEMBER 2020 THESE PROVISIONS ARE REPEALED BY S82(2) OF THE *EMERGENCY MANAGEMENT LEGISLATION AMENDMENT ACT 2018* AND REPLACED BY THE PROVISIONS OF S68 OF THE *EMERGENCY MANAGEMENT LEGISLATION AMENDMENT ACT 2018***
2. **AUTHORISES THE CHIEF EXECUTIVE OFFICER TO FACILITATE THE ESTABLISHMENT OF THE NEW MEMPC IN ACCORDANCE WITH THE PROVISIONS OF S68 OF THE *EMERGENCY MANAGEMENT LEGISLATION AMENDMENT ACT 2018* (WHICH INSERTS A NEW 'PART 6-MUNICIPAL EMERGENCY MANAGEMENT PLANNING COMMITTEES' INTO THE *EMERGENCY MANAGEMENT ACT 2013* ON 1 DECEMBER 2020)**
3. **NOTES THAT, UNDER THE TERMS OF REFERENCE PROVIDED AND THE *EMERGENCY MANAGEMENT LEGISLATION AMENDMENT ACT 2018* (WHICH INSERTS S59 AND 59F INTO THE *EMERGENCY MANAGEMENT ACT 2013* ON 1 DECEMBER 2020), COUNCIL'S ROLE IS TO ESTABLISH THE COMMITTEE. ONCE ESTABLISHED, THE COMMITTEE EXISTS SEPARATELY TO COUNCIL AND IS NOT A COMMITTEE OF COUNCIL**

## DOCUMENTS FOR SEALING

### TELSTRA LEASE - SILCOCK RESERVE

ITEM 1

#### BACKGROUND

In March 1993 Council entered a ten (10) year lease with Telstra for approx. 32 square meters at Silcock Reserve, located near the north east exit from the Reserve to Lincoln Road. At that time the Lease provided for two further terms of 5 years each.

On expiry of the Lease on 28 February 2013, Council and Telstra were unable to reach an agreement of terms for a new lease and consequently the lease has been in overhold since that time.

During the overhold period, Telstra in association with Council's solicitors, have established a National Council Telecommunications Lease specifically aimed at leases of/on Council land.

In July 2020 Telstra representatives initiated the renewal of the expired tenure. In September 2020 an updated Rental Determination was obtained by Council contract valuers Westlink Consulting and accepted by Telstra.

The essential terms of the new lease are:

- A term of 9 years expiring on 30 September 2029
- Rental of \$22,000 per annum (exclusive of GST) payable yearly in advance; and
- Annual rental increases of 3%

#### ATTACHMENTS

1.  Telstra Lease - Lincoln Road Croydon - 30 Nov 2020 Council Report

#### CONFIDENTIALITY

Not Applicable

#### RECOMMENDATION

**THAT COUNCIL SIGNS AND SEALS THE COUNCIL TELECOMMUNICATIONS LEASE - TELSTRA FOR PART OF COUNCIL LAND AT SILCOCK RESERVE, 72 LINCOLN ROAD, CROYDON**



## DOCUMENTS FOR SEALING

### LETTER UNDER SEAL - RECOGNITION OF 2021 AUSTRALIA DAY HONOURS

ITEM 2

#### LETTERS UNDER SEAL

Council policy regarding Honours/Recognition of Milestones and Achievements provides that recipients of Australian Honours who reside within the City of Maroondah, also be acknowledged on such recognition by Council and presented with a Letter Under Seal.

The Australian Honours comprise of:

- Order of Australia medal,
- Australian Bravery decorations,
- Military medals for Gallantry and for Distinguished and Conspicuous Service,
- Commemorative medals,
- Meritorious Service and Long Service medals, and
- Public Service Medals

The Honours List is published twice a year, for Australia Day (January) and Queen's Birthday (June).

Council has been made aware of the following recognition given in the 2021 Australia Day Honours List as recently announced by the Governor General:

- Mr Peter Thomas Gurr OAM - awarded the Medal of the Order of Australia (OAM) in the General Division for service to the Community, and to palliative care organisations.
- Mrs Janet Ann Howard OAM - awarded the Medal of the Order of Australia (OAM) in the General Division for service to cricket and the Maroondah Community.
- Ms Norma Kathleen Seip OAM - awarded the Medal of the Order of Australia (OAM) in the General Division for services to the community health sector through various advocacy and advisory roles.
- Mr David James Alexander-Fleming OAM - awarded the Medal of the Order of Australia (OAM) in the General Division for service to the community, particularly through first aid organisations.
- Ms Wilma Veronica Culton - awarded the Public Service Medal (PSM) in recognition for outstanding public services to education in Victoria.

Council notes that due to the continuing restrictions of the Covid-19 pandemic, awards will be presented to recipients at a later date, when the public gallery is open to the public during a Council meeting.

## DOCUMENTS FOR SEALING

**LETTER UNDER SEAL - RECOGNITION OF 2021 AUSTRALIA DAY HONOURS**

**ITEM 2**

### **ATTACHMENTS**

Not Applicable

### **CONFIDENTIALITY**

Not Applicable

### **RECOMMENDATION**

**THAT COUNCIL SIGNS AND SEALS LETTERS OF CONGRATULATIONS IN RECOGNITION OF THE 2021 AUSTRALIA DAY HONOURS AWARDED TO:**

- 1. MR PETER THOMAS GURR - AWARDED THE MEDAL OF THE ORDER OF AUSTRALIA (OAM) IN THE GENERAL DIVISION**
- 2. MRS JANET ANN HOWARD - AWARDED THE MEDAL OF THE ORDER OF AUSTRALIA (OAM) IN THE GENERAL DIVISION**
- 3. MS NORMA KATHLEEN SEIP - AWARDED THE MEDAL OF THE ORDER OF AUSTRALIA (OAM) IN THE GENERAL DIVISION**
- 4. MR DAVID JAMES ALEXANDER-FLEMING - AWARDED THE MEDAL OF THE ORDER OF AUSTRALIA (OAM) IN THE GENERAL DIVISION**
- 5. MS WILMA VERONICA CULTON - AWARDED THE PUBLIC SERVICE MEDAL (PSM)**