



Councillor
(as addressed)

The next Council Meeting will be held in the Council Chamber, Realm, on Monday 26 April 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:

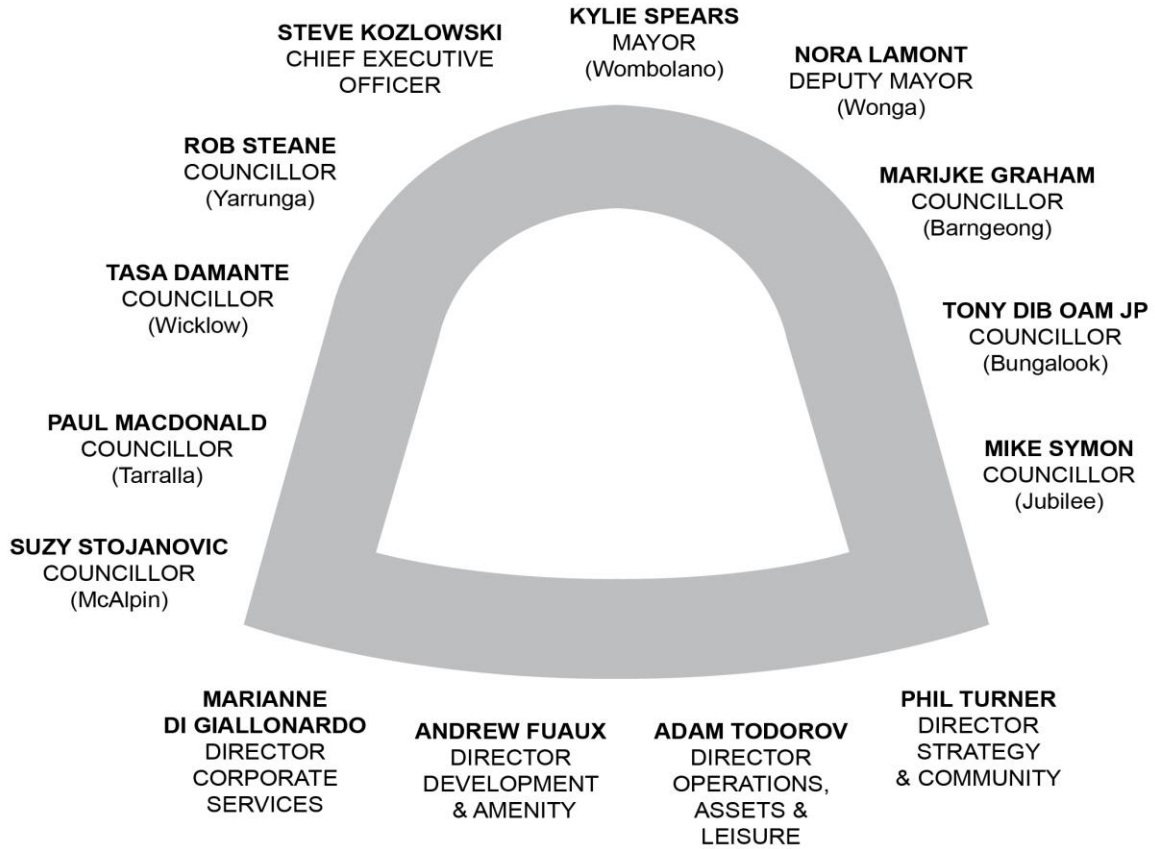
***This meeting is being streamed live on the internet and recorded.
Every care is taken to maintain privacy and attendees are advised they may be recorded.***

This meeting of Council can be viewed on Council's website via:

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

Realm	179 Maroondah Hwy, Ringwood, 3134
Postal	PO Box 156, Ringwood 3134 DX 38068, Ringwood
Telephone	1300 88 22 33 Translating and Interpreting Service (TIS): 131 450 National Relay Service (NRS): 133 677
Facsimile	(03) 9298 4345
Email	maroondah@maroondah.vic.gov.au
Web	www.maroondah.vic.gov.au
Service Centres	Croydon: Civic Square, Croydon 3136 Realm: 179 Maroondah Hwy, Ringwood 3134

Council Chamber Seating



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 22 March 2021.
6. Public Questions
7. Officers' Reports
 - Director Corporate Services
 1. Attendance Report 5
 2. Reports of Councillor Briefings 7
 3. Councillor Representation Reports 9
 4. Proposed Local Law No. 15 - Common Seal and Conduct at Meetings 11
 5. Councillor Gift Policy 14
 6. Councillor Induction Program 2020/21 17
 7. Councillors Quarterly Expense and Reimbursement Report - January to March 2021 20
 8. Waste, Litter & Resource Recovery Strategy 2020 -2030 23
 9. Eastern Regional Libraries Corporation Report 27
 - Director Operations, Assets & Leisure
 1. Road Management Plan 2021 - Public Exhibition 40
 - Director Strategy & Community
 1. Solar Savers Program: Declaration of Special Charge Scheme for Solar Savers Households 43
 2. Maroondah's Disability Advisory Committee 2020 Achievements Report 53
8. Documents for Sealing
 1. Deed Of Variation Lease Bedford Park 57
9. Motions to Review
10. Late Item
11. Requests / Leave of Absence

12. In Camera

Director Corporate Services

1. Cloud Migration Service Agreement (through MAV Procurement Contract NPN 1.18)

Director Operations, Assets & Leisure

1. Tender Evaluation Report - Contract 20984 Design & Construction of Dorset Multipurpose Pavilion

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 Realm, 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 Realm, 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 22 March 2021 and 12 April 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.  2021 March 22 - Councillor Briefing Public Record
2.  2021 April 12 - Councillor Briefing Public Record

CONFIDENTIALITY

Not Applicable

RECOMMENDATION

THAT COUNCIL RECEIVES AND NOTES THE PUBLIC RECORD OF THE FOLLOWING COUNCILLOR BRIEFINGS HELD ON THE 22 MARCH 2021 AND 12 APRIL 2021

COUNCILLOR REPRESENTATION REPORTS

ITEM 3

PURPOSE

To receive and note the meeting minutes of the Eastern Transport Coalition meeting held on the 18 March 2021

STRATEGIC / POLICY ISSUES

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

Outcome Area: A well governed and empowered community

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

Key Directions 2020 – 2021:

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

BACKGROUND

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

ISSUE / DISCUSSION

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

Cr Graham is Council's representative with Cr Damante as Substitute Representative 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 Meeting Minutes - 18 March 2021

CONFIDENTIALITY

Not Applicable

RECOMMENDATION

THAT COUNCIL RECEIVES AND NOTES MINUTES OF THE EASTERN TRANSPORT COALITION MEETING HELD ON 18 MARCH 2021

PROPOSED LOCAL LAW NO. 15 - COMMON SEAL AND CONDUCT AT MEETINGS

ITEM 4

PURPOSE

To consider the making of proposed Local Law No. 15 - Common Seal and Conduct at Meetings.

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

Council has an existing Local Law titled Meetings Procedure and Use of Common Seal Local Law No. 12 which encompasses procedures for the conduct of Council and Committee meetings and election of Mayor. These meeting procedures in their current form are no longer required as the Governance Rules made in accordance with Section 60 of the Local Government Act 2020, and adopted by Council at its meeting on 31 August 2020, supersede the meeting procedures set out in this Local Law.

A revised Local Law is now presented for Council's consideration which encompasses the use of Council's Common Seal and sets out offences and penalties associated with the misuse of the Common Seal and particular provisions of the Governance Rules.

This proposed Local Law will be known as Local Law No. 15 - Common Seal and Conduct at Meetings.

ISSUE / DISCUSSION

This proposed Local Law governs the use of Council's Common Seal and prohibits unauthorised use of the seal and outlines any offences.

Council's Common Seal is used to seal any document that must be attested to and is sealed and signed by one Councillor and the Chief Executive Officer.

The offences outlined in the Local Law are in relation to:

- misuse of Council's Common Seal, and

PROPOSED LOCAL LAW NO. 15 - COMMON SEAL AND CONDUCT AT MEETINGS Cont'd

ITEM 4

- various Council Meeting related matters including petitions, recording of meetings, meeting behaviour, display of placards and posters and obstruction of meeting processes, which in the past have been provided for in a policy adopted by Council on 16 December 2019, entitled '*Council Meeting Policy 2019*', which will no longer be required and is proposed to be withdrawn.

The draft Local Law and Community Impact Statement has been prepared in line with Local Government Victoria's Guidelines for making Local Laws - *refer Attachments 1 & 2*.

FINANCIAL / ECONOMIC ISSUES

All costs associated with the making of this Local Law is contained within the current budget.

ENVIRONMENTAL / AMENITY ISSUES

Not Applicable

SOCIAL / COMMUNITY ISSUES

This Local Law continues Council's long held tradition of ensuring the highest levels of governance integrity are in place for the benefit of the community.

COMMUNITY CONSULTATION



The proposed Local Law will be made available for public consultation in accordance with section 73 of the Local Government Act 2020.

CONCLUSION

Section 14(1)(b) of LGA 2020 requires that a Council have a Common Seal. Furthermore, Section 14(2)(c) requires that the Common Seal be used in accordance with any applicable Local Law.

Section 71 of LGA 2020 provides the power to make the proposed Local Law.

ATTACHMENTS

1. Draft Local Law No. 15 - Common Seal and Conduct at Meetings

2. Community Impact Statement - Draft Local Law 15 - Common Seal and Conduct of
 Meetings

CONFIDENTIALITY

Not Applicable

**PROPOSED LOCAL LAW NO. 15 - COMMON SEAL AND
CONDUCT AT MEETINGS Cont'd**

ITEM 4

RECOMMENDATION

THAT COUNCIL, IN THE EXERCISE OF THE POWERS CONFERRED BY DIVISION 3 OF THE LOCAL GOVERNMENT ACT 2020 AND SECTION 14(2C) OF THE LOCAL GOVERNMENT ACT 2020:

- 1. GIVES PUBLIC NOTICE OF ITS INTENTION TO MAKE LOCAL LAW NO. 15 - COMMON SEAL AND CONDUCT AT MEETINGS, IN ACCORDANCE WITH SECTION 73(3) OF THE LOCAL GOVERNMENT ACT 2020 - (REFER ATTACHMENT 1 TO THIS REPORT)**
- 2. INVITES WRITTEN SUBMISSIONS IN RELATION TO THE PROPOSED LOCAL LAW IN ACCORDANCE WITH SECTION 55 OF THE LOCAL GOVERNMENT ACT 2020**
- 3. ENDORSES THE LOCAL LAW COMMUNITY IMPACT STATEMENT TO ACCOMPANY PROPOSED LOCAL LAW NO. 15 FOR THE PURPOSES OF COMMUNITY CONSULTATION - (REFER ATTACHMENT 2 TO THIS REPORT)**
- 4. WITHDRAW THE COUNCIL MEETING POLICY 2019 AS IT HAS NOW BEEN SUPERSEDED BY THE GOVERNANCE RULES AND THIS NEWLY PROPOSED LOCAL LAW 15**

COUNCILLOR GIFT POLICY

ITEM 5

PURPOSE

To adopt the 2021 Councillor Gift Policy 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 Gift Policy in accordance with section 138(1) of the Act which is to be adopted by Council. In addition, Council does have an existing Gifts and Benefits Policy which is not stand alone and is incorporated into Appendix 1 to the recently adopted Councillor Code of Conduct. This Appendix 1 of the Councillor Code of Conduct will become redundant once the attached Councillor Gift Policy to this Report is adopted.

ISSUE / DISCUSSION

A Councillor Gift Policy has been prepared and is attached for Council's final consideration. This is based on the gifts and benefits provisions contained within Appendix 1 of Council's existing Councillor Code of Conduct, which have been amended and expanded to reflect new requirements under the Act and its associated Regulations and sector benchmarking led by the State Governments own, Local Government Victoria. The Councillor Gift Policy was reviewed by management, has been released for public consultation and feedback and considered by all Councillors.

FINANCIAL / ECONOMIC ISSUES

Council's current budget accommodates the work associated with this item.

ENVIRONMENTAL / AMENITY ISSUES

Not Applicable

COUNCILLOR GIFT POLICY Cont'd

ITEM 5

SOCIAL / COMMUNITY ISSUES

In line with Council's overall governance obligations, this item continues Council's ongoing adherence to exemplar level governance practice standards.

COMMUNITY CONSULTATION

As described above, the Councillor Gift policy has been published for Community Consultation.

Four submissions were received.

Submitter 1's key points included:

- There needs provision for a Duty of Disclosure,
- There needs to be an onus on individual Councillors to report any breaches of this Policy to an independent body who will investigate further,
- If a Councillor becomes aware of a breach, and fails to report it, they should face disciplinary action, and
- Disciplinary action should be swift and strong. Two breaches in any time period should result in full public disclosure and resignation, and/or criminal action if an investigation finds malice and intent.

Response: No change to the existing draft document.

It is considered that there are existing provisions contained in a variety of laws and legislation including (but not limited to); the Local Government Act 2020, Independent Broad-Based Anti-Corruption Commission Act 2011, Public Interest Disclosures Act 2012 and the Crimes Act 1958 to deal with the points raised by the submitter. By way of further explanation, Council does not have authority or jurisdiction to define such conduct as 'criminal'. That authority rests with the State Government covered by the above named legislation and associated processes.

Submitter 2's key point is:

- That the Councillor Gift Policy provisions be extended to cover Council employees.

Response: No change to the existing draft document.

Council has a long standing, regularly reviewed employee Gift Policy. This Policy was last revised and adopted in April 2019 and is applicable to all Council employees.

Submitter 3's key point is:

- Councillors should not be in receipt of any gifts as acknowledgement/thanks for their professional work as Councillors unless it is a very small gift for making a speech or attending a function voluntarily. In this case it should be under the value of \$50 and may be an item like a pot plant, bottle of wine etc. No monetary gift should ever be accepted in any circumstances.

Response: No change to the existing draft document.

COUNCILLOR GIFT POLICY Cont'd

ITEM 5

The proposed Councillor Gift Policy covers off on the points being raised, except there is no provision to explicitly decline a monetary gift under the threshold (\$500).

Submitter 4's key point is;

- Personal gifts over \$50 must be declared and cannot be kept for personal use. Gifts should be either used for Council purposes or donated to charity organisation decided by the Council.

Response: No change to the existing draft document.

The proposed Councillor Gift Policy covers off on the points being raised. The threshold of \$500 value, has been set by State Government as part of the regulations provided it does not create a conflict of interest. In terms of legislative hierarchy, State Government legislation and regulations take precedence for local government actions and decision-making. As mentioned in the Policy, Council has increased its integrity standard compared to State Government regulation and sector benchmarking to above \$50 for listings in the associated Gift Register ensuring complete transparency to the Maroondah Community.

CONCLUSION

The Councillor Gift Policy has been reviewed, discussed, sector benchmarked and documented, released for public consultation and comment and finalised in accordance with the new Local Government Act 2020 and the Local Government (Governance and Integrity) Regulations 2020. All prescribed timeframes and actions have been achieved by Council and now Council is able to adopt the new Councillor Gift Policy to meet the requirements of section 138 of the Local Government Act 2020.

ATTACHMENTS

1.  Councillor Gift Policy - March 2021

CONFIDENTIALITY

Not Applicable

RECOMMENDATION

THAT COUNCIL ADOPTS THE 2021 COUNCILLOR GIFT POLICY, PURSUANT TO SECTION 138 OF THE LOCAL GOVERNMENT ACT 2020

PURPOSE

To note the completion of the Councillor Induction Program 2020/21 in accordance with section 32 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:

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

BACKGROUND

The Act, which received Royal Assent on 24 March 2020, is being progressively implemented from 6 April 2020 through until 1 July 2021. It requires Council to adopt and complete a Councillor Induction Program which meets the prescribed requirements of the Act and meets the *Local Government (Governance & Integrity) Regulations 2020* (the Regulations).

The Regulations state:

(1) For the purposes of section 32(5) of the Act, the prescribed manner for conducting Councillor induction training is

- (a) in person; or
- (b) by electronic means.

(2) For the purposes of section 32(5) of the Act, the prescribed matters to be addressed in Councillor induction training are the following

- (a) the role of a Councillor, a Mayor and a Deputy Mayor;
- (b) the role of a Chief Executive Officer;
- (c) any practices, protocols or policies in relation to the interaction between members of Council staff and Councillors;
- (d) the overarching governance principles and the supporting principles;
- (e) the standards of conduct;
- (f) misconduct, serious misconduct and gross misconduct;
- (g) the internal arbitration process and the Councillor Conduct Panel process under Divisions 5 and 7 of Part 6 of the Act;
- (h) engagement and reconciliation with the traditional owners of land in the municipal district of the Council;
- (i) giving effect to gender equality, diversity and inclusiveness;

COUNCILLOR INDUCTION PROGRAM 2020/21 Cont'd

ITEM 6

(j) any other matters relating to governance and integrity which the Chief Executive Officer has determined should be addressed.

ISSUE / DISCUSSION

To enable Councillors to meet the prescribed obligations under the Act and the Regulations, a Councillor Induction Program was developed and adopted at the November 30, 2020 Council Meeting. The program was made up of four (4) activities, to be undertaken either electronically or in person:

1. Legal Essentials
 - the role of a Councillor, a mayor and a deputy mayor;
 - the role of the chief executive officer;
 - any practices, protocols or policies in relation to the interaction between council staff and Councillors;
 - the overarching governance principles and the supporting principles;
 - the standards of conduct;
 - misconduct, serious misconduct and gross misconduct;
 - the internal arbitration process and the Councillor conduct process.
2. Working together to deliver program
 - Putting the Code of Conduct in to practice
3. Strategic Planning and Financial Management principles
 - Development of Council Plan
 - 10-year capital works program
 - Long Term Financial Strategy
4. Diversity and Inclusion program
 - engagement and reconciliation with the Traditional Land Owners
 - giving effect to gender equality, diversity and inclusiveness

The Councillor Induction Program 2020/21 aligned with Victorian Government legislation, was benchmarked with the sector through Local Government Victoria and met the prescribed requirements of the Act and the Regulations.

The Induction Program must be completed in accordance with S32 (1) - within 6 months after the day the Councillor takes the Oath or Affirmation of Office. The Oath or Affirmation of Office was taken by all Councillors on November 5, 2020. As such, all Councillors are required to complete the Councillor Induction Program by May 5, 2021.

FINANCIAL / ECONOMIC ISSUES

This program was met within Council's current budget.

ENVIRONMENTAL / AMENITY ISSUES

Not applicable

SOCIAL / COMMUNITY ISSUES

This item ensures Council maintains its exemplary integrity and governance standards ensuring the highest levels of transparency to the Maroondah community.


COMMUNITY CONSULTATION

Not applicable

CONCLUSION

The Councillor Induction Program 2020/21 has been completed by all Councillors within the Victorian Government legislated timeframe requirements and Councillors have made a written declaration as per Section 32 (3).

ATTACHMENTS

1.  Completion of Councillor Induction Training

CONFIDENTIALITY

Not Applicable

RECOMMENDATION

THAT COUNCIL NOTES THE COMPLETION OF THE COUNCILLOR INDUCTION PROGRAM 2020/21 AS OUTLINED WITHIN THIS REPORT PURSUANT TO SECTION 32 OF THE LOCAL GOVERNMENT ACT 2020 AND THE LOCAL GOVERNMENT (GOVERNANCE & INTEGRITY) REGULATIONS 2020, TO MEET THE LEGISLATED TIMEFRAME

COUNCILLORS QUARTERLY EXPENSE AND REIMBURSEMENT REPORT - JANUARY TO MARCH 2021

ITEM 7

PURPOSE

To provide the regular quarterly report to the community on Councillor expenses ensuring exemplar transparency and accountability to the Maroondah Community in line with Council Policy, sector Best Practice and State Government legislation.

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.

DIRECTOR CORPORATE SERVICES – MARIANNE DI GIALONARDO

COUNCILLORS QUARTERLY EXPENSE AND REIMBURSEMENT REPORT - JANUARY TO MARCH 2021
Cont'd

ITEM 7

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.

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 January to 31 March 2021 (\$)</i>	<i>YTD 1 July 2020 to 31 March 2021 (\$)</i>
Tony Dib OAM JP	0	0	0	186.34	0	22.00	208.34	922.19
Paul Macdonald	852.80	112.60	0	256.59	0	240.22	1,462.21	2,236.96
Kylie Spears Mayor 11 November 2020 to 10 November 2021	0	#3,000.00	0	285.87	489.55	335.14	#4,110.56	#6,702.73
Nora Lamont	0	0	0	238.94	0	79.57	318.51	985.12
Samantha Mazzuchelli 1 October to 24 October 2020	0	0	0	0	0	0	0	772.62
Suzy Stojanovic 5 November to 31 March 2021	0	0	0	138.78	267.58	184.76	591.12	873.06
Mike Symon Mayor 13 November 2019 to 24 October 2020	485.18	0	0	236.77	856.64	309.14	#1,887.73	#6,930.01
Tasa Damante	0	0	120.00	238.94	0	229.57	588.51	1,397.64
Marijke Graham	0	0	0	204.65	650.00	22.00	876.65	2,046.43
Rob Steane	879.88	0	0	242.37	0	159.14	1,281.39	2,057.93
TOTAL	2,217.86	#3,112.60	120.00	2,029.25	2,263.77	1,581.54	#11,352.02	24,924.69

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

COUNCILLORS QUARTERLY EXPENSE AND REIMBURSEMENT REPORT - JANUARY TO MARCH 2021

ITEM 7

Cont'd

ENVIRONMENTAL / AMENITY ISSUES

Not Applicable

SOCIAL / COMMUNITY ISSUES

This report provides the opportunity to report formally to the Community on Councillor Expenses associated with the role of Councillor in their role in working for the Maroondah Community.

COMMUNITY CONSULTATION

Not required given the governance nature of this item.

CONCLUSION

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

ATTACHMENTS

Not Applicable

CONFIDENTIALITY

Not Applicable

RECOMMENDATION

THAT COUNCIL NOTES THE COUNCILLORS EXPENSE AND REIMBURSEMENT REPORT FOR JANUARY TO MARCH 2021

WASTE, LITTER & RESOURCE RECOVERY STRATEGY 2020 -2030

ITEM 8

PURPOSE

To provide Council with a final version of the Waste, Litter & Resource Recovery Strategy 2020 - 2030 for adoption.

STRATEGIC / POLICY ISSUES

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

Outcome Area: A clean, green and sustainable community

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

Key Directions 2020 – 2021:

- 4.1 Create and foster a culture within our community that is committed to the sustainable use of natural resources.
- 4.2 Provide leadership and build community capacity to reuse, recycle and repurpose resources to minimise consumption and waste.

Priority Action 2020-2021:

Implementation of a 10 Year Waste Management Strategy.

BACKGROUND

With the level of change and uncertainty occurring in the waste management sector, it was considered better practice that Maroondah consult and aim to implement a longer-term waste strategy that will assist Council in adapting and responding to an ever-changing waste and resource recovery environment as well as State and Federal Government legislation, regulation and policy obligations and directions.

The Waste, Litter & Resource Recovery Strategy 2020 -2030 (as a Draft Strategy) has been published for community feedback on Council's YourSay engagement platform and made available at Realm and Croydon Library Customer Service Centres. The adoption of this comprehensive Strategy is a first for Maroondah City Council in the Waste Management space and leading edge for the sector and will assist Council continuously adapting and responding to Community needs, expectations and aspirations and everchanging waste trends.

ISSUE / DISCUSSION

Outcomes of Public Consultation:

Promotion of the consultation reached an estimated 16,000 community members directly, and many more indirectly through word of mouth.

WASTE, LITTER & RESOURCE RECOVERY STRATEGY 2020 -2030 Cont'd **ITEM 8**

Council received 33 survey responses via the feedback survey on the YourSay platform and 3 written responses. This number of responses is deemed appropriate given the far reaching and intensive consultation already undertaken to scope and inform the Draft Strategy over the past 12 - 18 month period.

Overall, considering all feedback, the community appears very supportive of the Draft Strategy with many comments stating it meets their aspirations, that its well considered and very detailed which greatly assists certainty. The aspect the community appears to highly value is the introduction of the Food Organics and Garden Organics (FOGO) service (13 community members). This aligns to the recently announced National FOGO scheme which is the subject of discussions by Federal and State Government Environment Ministers.

The second-most common response received to Maroondah's Draft Waste, Litter and Resource Recovery Strategy 2020 - 2030, when asked what they like best, related to their support for the overall plan (12 community members). The majority of feedback received regarding what could be improved related to bringing forward timeframes which is possible as government funding and resources allow.

The community overwhelmingly supported the Draft Strategy outcome areas (81% support), targets (66% support), and priority actions (80%). The targets which had the least agreeance (but still high support), received six responses that were not in support. The reasons provided included: the timeframes were too long (3 comments); that soft plastics recovery could be a further target (2 comments); and that more needed to be done about e-waste (1 comment). These have been taken on board as outlined below under the Community Consultation table.

FINANCIAL / ECONOMIC ISSUES

All outcomes and priorities within the Strategy are either budgeted or anticipated within Council's Long-Term Financial Strategy some of which are subject to external grant funding from State or Federal Government being made available as anticipated.

ENVIRONMENTAL / AMENITY ISSUES

Environmental matters will be continuously monitored and reported throughout the life of the Strategy.

SOCIAL / COMMUNITY ISSUES

Social and community issues will be considered during the implementation of the Strategy, monitored and reported throughout the life of the Strategy. This will include identifying community views on priority actions.

COMMUNITY CONSULTATION

As discussed in part above under Issue/Discussion section of the report, as a result of the consultation period, some changes were considered and adopted. These changes are detailed in the table following:

WASTE, LITTER & RESOURCE RECOVERY STRATEGY 2020 -2030 Cont'd


ITEM 8

Item	Detail
Change the bin lid standardisation timeframes	<p>The garden organics bin lid change is planned to occur as stated in Strategy (2023), the recycling bin lid is planned to occur in 2027 (from 2023), the landfill bin is planned to be changed over at their end of life. The reasoning behind these changes are:</p> <ul style="list-style-type: none"> ○ There's community concern that the project is wasteful if not considered as part of end of life considerations on current bins some of which are in very good condition; ○ This will reduce financial impacts (reduced cost for landfill bins. Deferring recycling bin lid means financial cost are not born same time as FOGO for residents); ○ Unable to heat-stamp/sticker new recycling bin lids until after the glass service is introduced; and ○ Working on a conservative assumption should State Government move to a minimal financial support position.
New action: to undertake a feasibility study	Move to a best practice model for encouraging uptake of reusable nappies to reduce nappy waste to landfill.
Reusable nappy and sanitary products	Separate out reusable nappy and sanitary products into their own actions for clarity. Bring forward nappy rebates to years 1-3.
New action: further promote the use of soft plastic recycling	Further promote the use of soft plastic recycling service at supermarkets, and the value of producer responsibility models in line with product stewardship principles.

CONCLUSION

The Maroondah Waste, Litter and Resource Recovery Strategy 2020 - 2030 provides the roadmap for Council and the community to guide the Maroondah Community towards a clean, green and sustainable community and the achievement of the broader Maroondah 2040 Community Vision in the Waste, Litter and Resource Recovery Management space.

ATTACHMENTS

1.  FINAL Waste, Litter and Resource Recovery Strategy 2020 - 2030

CONFIDENTIALITY

Not Applicable

**WASTE, LITTER & RESOURCE RECOVERY STRATEGY 2020
-2030 Cont'd**

ITEM 8

RECOMMENDATION

**THAT COUNCIL ADOPT THE MAROONDAH WASTE, LITTER AND RESOURCE
RECOVERY STRATEGY 2020 - 2030**

PURPOSE

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

STRATEGIC / POLICY ISSUES

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

Outcome Areas - all eight (8) of Council Outcome Areas are covered with Council's library service:

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

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

Key Directions 2017-2021:

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

BACKGROUND

Maroondah City Council's library services are provided by the Eastern Regional Libraries Corporation (ERLC). As part of a Regional Library Agreement, ERLC provides library services

**EASTERN REGIONAL LIBRARIES CORPORATION REPORT
Cont'd**

ITEM 9

also to Knox City and Yarra Ranges Councils. The estimated population of its Member Councils (approximately 438,874) makes ERLC the largest public library service in Victoria.

Maroondah City Council's Councillor representatives on the ERLC Board are the Mayor Cr Spears and Cr Damante. Cr Lamont is Council's substitute representative. Cr Damante is also the Deputy Chair for the ERLC Board for the 21/22 year period.

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

- Memberships - 148,249
- Library Visits – 1,340,029
- Website Visits - 3,833,403
- Turnover Rate (Physical Items) - each item in our collection goes out an average of 7.7 times per year. The average for Victoria is 5.4.
- Loans — 3,253,518 - 699,921 of these are eLoans
- Lowest Cost per physical Loan - \$5.37

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

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

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

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

- cost library service per capita is \$30.96 (6th lowest in the State) compared to the State average of \$39.19;
- cost library service per visit is \$10.23 (10th lowest in the Sate) compared to the State average of \$11.82; and
- Employees EFT per '000 population is 0.20 compared to the State average of 0.28.

ISSUE / DISCUSSION

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

During the temporary relocation of the Ringwood Library to Warrandyte Road, Ringwood Library lost its position at the highest ranked library branch in the Region for almost every service area. Since the opening of Realm, it has resumed its No 1 position in most service

**EASTERN REGIONAL LIBRARIES CORPORATION REPORT
Cont'd**

ITEM 9

areas. Croydon library which gained some 'business' from the relocated library has maintained its very strong position in relation to the Region. Only Knox Library, which is based in a major Westfield Shopping Centre, comes between either Realm and Croydon being the No 1 or 2 library branch for the Region in almost all service areas.

COVID Impact

Like many other Council services, Maroondah libraries have been greatly impacted by the pandemic. Croydon and Realm were closed from April 2020 to November 2020 to the public.

While many other library services shut up shop, or just phoned their members, ERLC employees continued to work in their branches and in addition to talking to many members also offered postal services for Maroondah members.

ERLC Board

Despite the impact of COVID on our operations, the ERLC Board has been busy and in its three meetings YTD the following were adopted:

- Quarterly Corporate Management Reports
- Annual Financial Report 2020
- Annual Report 2020
- 'Additional Library Membership Rules During A Pandemic' adopted
- Computer Hardware Tender
- Library Collections Tender

Statistics Year to Date [YTD]

The statistics are based on 2020/21 YTD statistics and 2019/20 for the full year to 30 June 2020. In relation to all other branches in the region, Realm and Croydon rank as follows.

Memberships: Realm is ranked No 1 – 58,034, and Croydon No 3 – 31,128
Maroondah memberships have increased by 12.84% compared to 2019/20.

		Members	Variance	%
	YTD '21	2019/20		
Croydon	31,128	29,453	1,675	5.69%
Realm	58,034	49,566	8,468	17.08%
Maroondah Total	89,162	79,019	10,143	12.84%

EASTERN REGIONAL LIBRARIES CORPORATION REPORT
Cont'd

ITEM 9

Visits: Realm (No 1) and Croydon (No 2) with visits having decreased by 83.35% compared to 2019/20. The decrease can be attributed to the impact of the pandemic.

		Visits	Variance	%
	YTD '21	2019/20		
Croydon	37,178	179,245	-142,067	-79.26%
Realm	39,981	284,179	-244,198	-85.93%
Maroondah Total	77,159	463,424	-386,265	-83.35%

Loans: Croydon is ranked No 1 – 146,768 and Realm No 3 – 83,429

Loans overall have decreased 77.07% as compared to 2019/20. Again, the decrease can be attributed to the impact of the pandemic. eLibrary loans grew by over 19%, which is a reflection of greater usage while Maroondah residents' activities are restricted due to the pandemic.

		Loans	Variance	%
	YTD '21	2019/20		
Croydon	146,748	462,031	-315,283	-68.23%
Realm	83,429	325,762	-242,333	-74.39%
Maroondah Total	229,997	1,003,281	-773,284	-77.07%

Public Enquiries: Croydon is ranked No 1 – 13,033 and Realm No 3 – 4,539.

Enquiries overall have decreased by 67.44% compared to 2019/20. Again, the decrease can be attributed to the impact of the pandemic.

		Info. queries	Variance	%
	YTD '21	2019/20		
Croydon	13,033	27,527	-14,494	-52.65%
Realm	4,539	26,310	-21,771	-82.75%
Maroondah Total	17,572	53,973	-36,401	-67.44%

Public PCs Sessions: Realm is ranked No 2 — 3,873 and Croydon No 3 — 3,501

Overall PC sessions are down by 90.36% compared to 2019/20. Again, the decrease can be attributed to the impact of the pandemic.

		Internet PC sessions	Variance	%
	YTD '21	2019/20		
Croydon	3,501	27,628	-24,127	-87.33%
Realm	3,873	47,939	-44,066	-91.92%
Maroondah Total	7,374	75,567	-68,283	-90.36%

WiFi Sessions: Realm ranks 1 (12,892) and Croydon (5,027) ranks No 5 in the region after Rowville, Belgrave and Knox. Overall sessions are down by 83.52% compared to 2019/20. Again, the decrease can be attributed to the impact of the pandemic.

**EASTERN REGIONAL LIBRARIES CORPORATION REPORT
Cont'd**

ITEM 9

	YTD '21	WiFi Clients	Variance	%
		2019/20		
Croydon	5,027	23,189	-18,162	-78.32%
Realm	12,892	85,537	-72,645	-84.93%
Maroondah Total	17,919	108,726	-90,807	-83.52%

INITIATIVES

Fine Free

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

The imposition of overdue fines tends to discourage members (particularly families) from using the library and in some circumstances not to return the borrowed items. Reports show the removal of fines, particularly for children, has seen increased use of services and items returned.

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

Valentine's Promotion – Library Lovers Day

February 14, Valentine's Day is also ALIA's Library Lover's Day – a time to share the love of books reading and your local library. Competing with roses, chocolates and champagne is a big ask, but this year we approached it in the spirit of eco-friendliness and waste minimisation. Pre-loved library books that have been stockpiling through 2020, were gift wrapped and offered up for free with a tantalising descriptive handle. Until the circuit breaker lockdown they were flying out the door.

SOCIAL MEDIA

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

As life evolved to COVID normal and the community was able to venture further from their homes, we were still able to maintain a slow but steady increase of followers across our platforms.

- ✓ Facebook 7,708 likes (+ 281) - 8,519 followers (+ 298)
- ✓ Instagram 2,230 followers (+ 132)
- ✓ Twitter 1,529 followers (+20)

eNewsletter

Our eNewsletter is currently delivered to 82,506 subscribers each month.

Website

There were 105k unique visits YTD - 55.4% of visitors were new.

**EASTERN REGIONAL LIBRARIES CORPORATION REPORT
Cont'd**

ITEM 9

Facebook Live

While in-library events remained off the cards we continued to schedule a variety of pre-recorded videos for broadcast on Facebook Live, all of which were well received. Some of the highlights included:

- ✓ **Children's Book Week:** Videos and photos featuring a employees recommendation every day during Book Week, A large number of employees enthusiastically participated!
- ✓ **We've Missed You:** a Libraries Change Lives project featuring comments by library members telling us what they missed about the library during the lockdown.
- ✓ **What's for Tea with Tracey:** This popular weekly series continued to deliver budget friendly recipes in Tracey's down-to-earth style.
- ✓ **Cooking for Kids with Sharni:** Sharni brought an international flavour to her cooking show this season and introduced Indigenous, Chinese, and Italian flavours to the kids
- ✓ **Boredom busters:** fun craft sessions hosted by our Children's Librarians.
- ✓ **National Aboriginal & Torres Strait Islander Children's Day:** To celebrate National Aboriginal & Torres Strait Islander Children's Day on the 4th of August ERLC had a very special storytime with Ricky Baldwin, Australian Indigenous Basketball Vice President and Head Coach of the AIB All-Stars Women's National Team.
- ✓ **A Very Merry Book Chat:** Viewers joined Ajne and Maria from Ferntree Gully Library for Christmas themed Bookchat.
- ✓ **Christmas Advent Competition:** a daily book giveaway for the month of December where library members answered a question about the library for a chance to win a book.

PROGRAMS & EVENTS - CHILDREN

Storytimes

Before the pandemic Storytime was popular at Realm and Croydon Library. Over 20,000 children/parents attended 412 various children's activities in 2019/20. Just some of these programs and events include:

With the introduction of fulltime children's librarians at Croydon and Realm weekly storytimes sessions are now as follows:

		Croydon*	Realm**
Tinytots	0 – 12 months	2	2
Toddlers**	1 – 3 years	2	2
Preschoolers	3 – 5 years	2	3
Family	1 - 5 years	2	2
Family Saturday	1 - 5 years	1	1

* Croydon's Toddler's storytime is also presented through Auslan once a month.

** Storytimes are so popular at Realm that a booking system has had to be introduced.

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

**EASTERN REGIONAL LIBRARIES CORPORATION REPORT
Cont'd**

ITEM 9

Resumption of face- to -face storytimes

With the easing of restrictions storytimes (with limited numbers) resumed at Croydon and Realm. With the assistance of the Council's customer service team at Realm, storytimes are being held on the ground floor as access to the lifts is greatly restricted. This has proved to be highly successful from both the parents' point of view (no accessing lifts with prams, etc.) and raising the profile of storytimes in the broader community by being visible to Town Square.

Chinese Language Storytime

At the start of Term 3 2018, a Chinese language storytime was introduced at Realm. The storytime is delivered by two experienced storytellers through their company 'A Little Chinese Adventure'. During COVID restrictions, Chinese Storytime has been provided live on Facebook.

July School Holiday program

We ran our first digital School Holiday Program during the July School Holidays with an event every day. The programming was a mix of filmed events on Facebook, live activities through Zoom, some purchased content from other providers, an environmentally-themed activity with and a backyard scavenger hunt with our own employees member Jasminder, her dog Foxy (in her backyard). The Facebook videos received hundreds of views and many people expressed gratitude for providing kids with something to do in what turned out to be an extended holiday. Interestingly, using technology has been a bonus in some cases:

'My son loved it and wants to do it again! It was a great opportunity for him to step past feeling shy and speak up in a group setting.'

Activity Packs

Usually, during school holidays each library would set up an activity table with a variety of craft projects and worksheets that children can use when they visit the library. With restrictions on visitor numbers and no in-house School Holiday Program, we decided to offer Activity Packs via post. Our Children's Librarians made a selection of age-appropriate activities that could be mailed to interested children. ERL promoted the packs on social media and received over 500 requests within 24 hours! Employees worked feverishly to meet demand and eventually got the workload under control. It seems that children still love to receive mail delivered the old fashioned way!

'My three year old was so excited to get mail from her local library (which we enjoy visiting frequently). Thank you to all involved.'

Healthy Rivers: Healthy Bay With Prime SCI!

Science Education, Swinburne University of Technology

The team from Swinburne Science delivered some interactive environmental science via Zoom in two sessions focussed on our local waterways: Dandenong Creek and the Yarra River. Both events were booked out and it seems like the kids learned something about water pollution.

"Storytimes Live' on Facebook

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

**EASTERN REGIONAL LIBRARIES CORPORATION REPORT
Cont'd**

ITEM 9

While kids have been stuck at home and their parents self-isolating, ERL has able to deliver just what they needed to retain at least some sense of normalcy in their lives and to provide some daily entertainment for the children.

Each weekday at 11 am, a member of our Children's Services team, or a guest presenter, hosted a live storytime featuring stories, songs, rhymes and often a craft activity. The session is moderated by our Virtual Team who are on hand to say hello to the parents and children in real time!

Storytime Live sessions have proved very popular and we have a regular audience tuning in daily, while others have been enjoying the "catch-up" sessions on our website. Continuing our model of guest storytellers we have had the following dignitaries:

- ✓ Cr Kylie Spears, Maroondah Council
- ✓ Cr Tasa Damante, Maroondah Council
- ✓ Cr Nicole Seymour, Mayor of Knox
- ✓ The Hon. Jackson Taylor, Member for Bayswater
- ✓ The Hon Kim Wells, Member for Rowville
- ✓ The Hon. Nick Wakeling, Member for Ferntree Gully
- ✓ Greg Box, Manager Arts, Culture & Heritage, Yarra Ranges Council

Share some of their favourite children's books on Facebook storytime.

In celebration of National Aboriginal and Torres Strait Islander Day ERL was fortunate to have Ricky Baldwin share "Bundgil Creation Story" with Facebook audiences.

PROGRAMS & EVENTS - ADULT

Bookclub Program

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

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

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

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

During the lockdown period, we have also posted out Bookclub sets to over 500 Bookclub members encouraging them to stay connected and to continue to hold their meetings via Zoom.

**EASTERN REGIONAL LIBRARIES CORPORATION REPORT
Cont'd**

ITEM 9

ZOOM

Author talks & Events online

NaNoWriMo

November is National Novel Writing Month and the Melbourne NaNoWriMo team approached ERLC to hold writing workshops over Zoom to replace the face-to-face sessions they had previously held at the Knox library. The event spread over two months – October for plotting and November for writing. As the organisers said:

“We think that Nano is more important than ever, especially for Melbournites under lockdown; that creative outlet and the support of the online novelling community, not to mention the support of one’s local librarians, is going to be sorely needed in times to come.”

The sessions started slowly, but quickly built to capacity.

Self-Care with Annette Subharni

Life coach Annette Subharni from New Pathways delivered an interactive session on Zoom discussing the questions – What is self-care and how can it work for me?

Participants were asked to actively engage with the program including some physical activity and some reflective journaling.

Mark Brandi

The author of ‘Wimmera’ and ‘The Rip’ was to have been the first speaker in 2020 Books and Bites series at Croydon. Mark was keen to participate online and we were able to host him via Zoom in October. Mark shared stories of his writing journey and we were able to see him in his writing space along with his canine writing companion (who contributed the occasional snore). Sue Pitt, the Croydon branch manager, posed some probing questions and even got Mark to reveal details of his next book.

Karen Turner and the journey to publishing

The author of three published romance novels set in wartime England, Karen Turner was a self-published author who found a publisher overseas. From her home in Castlemaine, she shared her writing journey and the pros and cons of doing it yourself versus being picked up by a commercial publisher. Scheduled to appear at the end of the NaNoWriMo program Karen was an encouraging voice for all would-be authors.

Sue Ingleton

Sue Ingleton’s book *‘Making trouble: tongued with fire’* tells the story of two extraordinary women who left the confines of their English lives and made a new role for themselves running Melbourne’s first ladies-only gymnasium. Their fortunes in colonial Australia waxed and waned but Sue’s animated delivery combined with the long and circuitous road to the book’s publication made for an entertaining afternoon.

One participant commented that she had only discovered the library since trying to help her son with his home-schooling; as a result she found herself at her first ever author talk.

TECHNOLOGY & INFRASTRUCTURE

Network Infrastructure Update

ERL’s core network infrastructure was updated in-line with the expiring lease agreement for the existing hardware. This included managed network switches, uninterrupted power supply

**EASTERN REGIONAL LIBRARIES CORPORATION REPORT
Cont'd**

ITEM 9

units and re-cabling works where required. This infrastructure update will allow Eastern Regional Libraries to deliver more innovative technologies into the future.

New Public and Employees PCs

After a successful tender process, new Dell computers, monitors and laptops were installed throughout Eastern Regional Library Branches and Reading Rooms. Most of the public and employees workstations were replaced with All-In-One (AIO) computers and Team Leader workstations were replaced with laptop devices to allow remote working abilities.

The performance of the new hardware is significantly higher than our previous models and has the capability to increase performance for future needs by adding extra modules. These new computers will deliver a better user experience for our members and employees.

New Library Management System (LMS)

After a joint tender with Yarra Plenty Regional Library Corporation, CIVICA was appointed the preferred LMS supplier for their product Spydus. This is a fully integrated LMS with an inbuilt business intelligence system, Yellowfin.

New Library Website

ERL unveiled the new Your Library based branding and launched the new website and the App on the same day as the new LMS. The new website theme is designed to be more action oriented and based on common tasks and information requests based on Google Analytics data.

Bringing all library resources and information into a searchable and easily discoverable site while maintaining a modern look has been a challenging process and ERL will continue to monitor and improve it to meet the demand. The website now includes much loved library events/programs within the site, making it easier for the community to discover them.

The website was designed to be accessible friendly and complies with Web Content Accessibility Guidelines (WCAG) 2.0.

Your Library Mobile Devices App

Your Library App was also launched with a similar theme and it's available on both iOS and Android platforms. ERL chose the market leading Solus Library App because it met most of the requirements and they agreed to integrate the library events into the App.

In addition to usual library app features, Your Library App allows members to check-out library items using mobile devices, eliminating the need to queue in library self-check stations or needing employees assistance. This also proved to be a safe/hygienic option to check-out items during the COVID-19 pandemic.

Library Business Intelligence & Reporting

As part of the implementation of the new LMS, ERL signed up with Civica Spydus to provide a dynamic reporting and business intelligence solution through its partner and another local solution provider Yellowfin.

This provides ERL with access to 100+ pre-built LMS specific reports and the flexibility to export and create our own reports with other data sources.

ERL's vision is to create a single data warehouse, where we can analyse and present meaningful reports across the service. Yellowfin will provide a flexible platform where we can gather the data and create accurate & replicable reports intuitively.

**EASTERN REGIONAL LIBRARIES CORPORATION REPORT
Cont'd**

ITEM 9

COLLECTIONS 2020/21

Approximately 76% of Maroondah’s collection is under 5 years old. The other 24% is mainly Family and Local History, Reference Collection and classic publications that are still in good order and fit for lending.

On average each physical item in Maroondah for 2020/21 YTD has been borrowed 2.29 times, compared to 9.15 for the full year 2019/20. The reason for the decrease was the impact of COVID 19. It is expected that the average will continue to improve now that branches have reopened to the public.

ITEM	2020/21 Year to December 2020	2019/20 Full Year
LB1. Physical Library collection usage.	2.29	9.15
Numerator - Number of physical library collection item loans	210,596	791,341
Denominator - Number of physical library collection items	91,895	86,442
LB2. Recently purchased library collection	75.86%	69.81%
Numerator - Number of library collection items purchased in the last 5 years	89,483	74,645
Denominator - Number of library collection items	117,951	106,925

"Click and Collect"

ERLC’s employees took to the new service delivery models with gusto and facilitated over 18,000 loans through "Click and Collect", and 'posted' over 52,000 items and 540 Activity Packs through "Click for Home Delivery". Over 40% of these are attributable to Maroondah members.

Eastland Valet Service

Eastland Valet Service was delivering bags of library books straight to the car boot. ERLC was approached by the shopping centre via the Realm employees to participate in their drive-through parcel delivery service. Hundreds of members chose to collect their library books this way.

Digital Library Statistics Major Platforms - Year to Date

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

**EASTERN REGIONAL LIBRARIES CORPORATION REPORT
Cont'd****ITEM 9****Digital Library Statistics Major Platforms - Year to Date**

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

eResources	YTD FEB 21	2019/20	Variance
BorrowBox	44,733	65,384	-20,651
Kanopy	32,554	39,766	-7,212
OverDrive	417,470	524,077	-106,607
RBDigital - eAudiobooks	3,480	6,596	-3,116
Zinio - eMagazines	59,412	65,721	-6,309
Total	557,649	701,544	-143,895

New Online Resources**LOTE Online for kids**

A brand new online resource was introduced to the growing ERL eResources collection in January. This unique resource allows kids to read or listen to books in LOTE (Languages Other Than English).

With over 600 titles in 25+ languages this bilingual collection offers a great way to learn another language or reconnect with origins for the CALD communities.

Overdrive - more content in one place

Overdrive's acquisition of RB media's library business RB Digital meant all the great exclusive content from Wavesound Australia and W.F. Howes UK are now available in the Overdrive's Libby App.

Over 2000 exclusive titles purchased by ERL were transferred from RB Digital to Overdrive in this transition. The popular Zinio eMagazines in the RB Digital platform were transferred across to Overdrive by the end of February. This provides a great opportunity for our members to explore and discover more content within the familiar Libby App.

FINANCIAL / ECONOMIC ISSUES

The Maroondah City Council contributes in the order of \$2.7 m to ERLC for library services at Croydon and Realm per annum.

ENVIRONMENTAL / AMENITY ISSUES

Not applicable.

SOCIAL / COMMUNITY ISSUES

As outlined under the Strategic/Policy Issues heading above, the library service is a very significant universal service for all members of the Maroondah community. Council continues to ensure increases in productivity and efficiencies occur without impacting quality of service to enhance the Maroondah residents' library experience.

**EASTERN REGIONAL LIBRARIES CORPORATION REPORT
Cont'd**

ITEM 9

COMMUNITY CONSULTATION

Not applicable given this is a standard governance reporting item ensuring transparency to the Maroondah community.

CONCLUSION

Council's Library service provided by the Eastern Regional Library Service provides a highly valued universal service to the Maroondah Community at both Realm and Croydon sites as outlined. This highlights report of 2020/21 year to date demonstrates high membership, visits, loans, public enquiries, public pc activities, Wi-Fi (albeit some decreases as compared to 2019/20 because of the pandemic), adult, children and youth program attendance and program events continue to be well received and attended either in person or online by the Maroondah community. These figures are some of the highest for the region and demonstrates Council's continued investment in this service is reaping significant benefits and rewards for the community.

ATTACHMENTS

Not Applicable

CONFIDENTIALITY

Not Applicable

RECOMMENDATION

THAT COUNCIL NOTES THE EASTERN REGIONAL LIBRARIES CORPORATION REPORT

PURPOSE

The purpose of this report is to seek endorsement for the public exhibition of the draft Road Management Plan which has been developed pursuant to the Road Management Act 2004 and Road Management (General) Regulations 2016.

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:

An accessible and connected community; and

A well governed and empowered community.

Our Vision:

In 2040, Maroondah will be accessible for all ages and abilities with walkable neighbourhoods, sustainable transport options, and a safe integrated transport network.

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:

- 5.5 Improve the efficiency of Maroondah’s road network through effective asset management, maintenance and renewal works.
- 8.2 Ensure responsible and sustainable management of Maroondah’s resources, assets, infrastructure and natural environment.
- 8.7 Embrace emerging technology and the digital economy in the delivery of services, enhancement of assets, and engagement of the community.

BACKGROUND

Council’s Road Management Plan (RMP) sets reasonable standards in relation to the performance of road management functions for the maintenance of its public roads and associated road infrastructure.

The Road Management Act 2004 (the Act), allows Council, as a road authority, to amend its RMP in accordance with the Road Management (General) Regulation 2016 (the Regulation). The Regulation states that the RMP must be reviewed within the period of 6 months after each general election or by the next 30 June, whichever is later.

The Regulation requires notice to be given when amendments to the RMP relate to construction, inspection, maintenance or repair.

**ROAD MANAGEMENT PLAN 2021 - PUBLIC EXHIBITION
Cont'd**

ITEM 1

The RMP has been reviewed and amended following consultation with relevant internal service areas, and includes minor proposed changes, specifically in relation to updated maps, tables, and some improvements to intervention (service) levels.

ISSUE / DISCUSSION

The review process

Council's Asset Management team undertook an internal review of the RMP with representatives from the Engineering Services, Operations and Risk Management teams. The primary focus of the review was to assess the appropriateness of the established levels of service, taking account of what is considered reasonable, affordable, and achievable.

Issues identified during review process

The issues associated with the current RMP that were identified during the internal consultation include:

- The need to simplify and clarify wording, terminology, references and formatting within the RMP;
- The need for further clarity in relation to defect identification and severity; and
- Ensuring that the defect severities and response times stated in the RMP reflect achievable targets, taking account of resource levels.

RMP changes

In general, the changes proposed to the RMP include:

- Updates to better reflect Council's current policies and practices;
- Updates to the maps, images, and figures; and
- Improvements / clarification of some definitions, intervention levels or response times.

The attached change register provides further detail of the changes proposed.

FINANCIAL / ECONOMIC ISSUES

In reviewing the levels of service within the RMP, consideration was given to what is reasonable, affordable and achievable, taking account of current and future budgetary constraints.

ENVIRONMENTAL / AMENITY ISSUES

The proposed amendments to the RMP have been prepared with consideration to the amenity and safety of road and associated road infrastructure. It is a desired outcome that the amenity provided within the road environment be to the highest level that is reasonable, affordable and achievable.

**ROAD MANAGEMENT PLAN 2021 - PUBLIC EXHIBITION
Cont'd**

ITEM 1

SOCIAL / COMMUNITY ISSUES

The social and community issues considered when undertaking this review focus around the desire for all modes of transport being utilised in as safe an environment as practical for the benefit of the community.



COMMUNITY CONSULTATION

In accordance with Road Management Act 2004 and Road Management (General) Regulation 2016 (the Regulation), a notice to review and amend the Road Management Plan is proposed to be published in the Government Gazette. The Road Management Plan is also proposed to be exhibited for a period of 28 days.

CONCLUSION

The RMP review process has been undertaken in accordance with the Act and Regulation, taking account of what is reasonable, affordable, and achievable. These proposed amendments will result in improvements to the understanding and workability of the RMP whilst increasing the levels of community safety.

ATTACHMENTS

1.  Road Management Plan 2021-2025 (Full Version)
2.  Road Management Plan 2021 - Change Register

CONFIDENTIALITY

Not Applicable

RECOMMENDATION

THAT THE DRAFT ROAD MANAGEMENT PLAN BE PLACED ON EXHIBITION FOR A PERIOD OF 28 DAYS, FROM THE 29 APRIL 2021

SOLAR SAVERS PROGRAM: DECLARATION OF SPECIAL CHARGE SCHEME FOR SOLAR SAVERS HOUSEHOLDS

ITEM 1

PURPOSE

This report recommends that Council declare a Special Charge Scheme under Section 163 of the *Local Government Act 1989* (the Act) for the purposes of defraying expenses relating to the provision of solar energy systems on residential properties participating in the Solar Saver Scheme.

STRATEGIC / POLICY ISSUES

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

Outcome Area: A safe, healthy and active community.

Our Vision: 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.

Key Directions 2020 – 2021:

- 1.6 Promote the health and wellbeing of the community through accessible and affordable initiatives and services that respond to community needs

Outcome Area: A clean, green and sustainable community.

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

Key Directions 2020 – 2021:

- 4.1 Create and foster a culture within our community that is committed to the sustainable use of natural resources
- 4.8 Mitigate and adapt to the risk, effects and impacts of climate change and be responsive and adaptive to new environmental opportunities and threats as they occur
- 4.9 Strive to become carbon neutral council and build the capacity of our community to make more sustainable choices

BACKGROUND

Council is making solar power more accessible to low income households through the Solar Saver program. Council has committed through the *Maroondah 2040 Community Vision*, not only to reduce emissions, but to support those most vulnerable to climate change impacts and increasing energy costs.

Council included \$100,000 funding for the Solar Savers project in its 2020/21 budget. The total cost of the works is calculated at \$95,019.80 of which property owners will contribute the entirety over a 8-year period (payback period). Through an open tender process led by MAV Procurement, Eko Energy was appointed to provide quotes and supply and install the solar

**SOLAR SAVERS PROGRAM: DECLARATION OF SPECIAL
CHARGE SCHEME FOR SOLAR SAVERS HOUSEHOLDS
Cont'd**

ITEM 1

energy systems for the 2020/21 Solar Savers Program.

The program was promoted to households in receipt of pensioner rate rebates and health care card holders.

To ensure that participating homes were aware of and agreed to the quoted system, price and the proposed special charge scheme, an agreement between Council and participants was developed (see **Attachment 1 - Template Householder Agreement**). This agreement has been signed by the owner of each of the 21 households included in the proposed special charge scheme.

Solar systems have been sized to maximise the financial benefits to participating households with system sizes ranging from 3kW up to 6.7kW. It is estimated that the average participating households will save \$100 above their rate repayments in electricity bills over the first year based on current electricity pricing. After 8 years households are expected to save in the order of \$400 - \$500 per year on electricity bills (although this will vary from household to household).

Through the process, Council's Solar Savers team has also been conducting initial screening to ensure householder eligibility for the State Government's Solar Victoria solar panel rebate and will assist with rebate applications. The rebate of \$1,850 for solar panel installation is factored into the total cost of the system for eligible households through the supplier quote process.

On 22 March 2021, Council resolved to give notice of its intention to declare a special charge for the purpose of defraying any expense incurred by Council in relation to the provision of solar energy systems on residential properties participating in the Solar Saver Scheme.

Council resolved to advise of its intention to declare a Special Charge, to publish a public notice and to request and to hear submissions under Section 223 of the Act. Section 223 requires that Council publish a public notice specifying the date by which submissions are to be made, being a date, which is not less than 28 days after the date on which the public notice is published. Section 223 also entitles any person making a submission to request a hearing by Council of their submission.

Public notice was posted in the 23 March 2021 edition of the Age Newspaper. The public notice advised of the proposed declaration and invited submissions under Section 223 of the Act by 5.00PM on 19 April 2021. Copies of the proposed declaration were also sent to the participating households, available for public inspection at the Croydon and Ringwood Customer Service Centres, and on Council's YourSay website.

- No formal submissions or objections were received.
- One call was received to clarify details of the Scheme.

**SOLAR SAVERS PROGRAM: DECLARATION OF SPECIAL
CHARGE SCHEME FOR SOLAR SAVERS HOUSEHOLDS
Cont'd**

ITEM 1

ISSUE / DISCUSSION

Under Section 163 of the *Local Government Act 1989*, Council is empowered to declare a special charge for the purposes of defraying any expenses in relation to the performance of a function or the exercise of a power of Council, if Council considers that the performance of the function or the exercise of the power is, or will be, of special benefit to the persons required to pay the special rate or special charge.

In this case, the installation of solar energy systems on properties as part of the Solar Saver Scheme arises out of Council's functions of advocating and promoting proposals which are in the best interests of the community and ensuring the peace, order and good government of Council's municipal district and promotes the social, economic and environmental viability and sustainability of the municipal district. Each participating property has signed a Householder Agreement with Council to participate in the Scheme, which includes the overall cost and rate repayments which would be paid by the property should the Scheme be approved (see **Attachment 2 - Apportionment of costs**).

In September 2004, the Minister for Local Government issued a guideline for the preparation of special charge schemes. The guideline specifically deals with the calculation of the maximum total amount that a council may levy as a special charge.

The guideline requires that Council identify the following:

- A. Purpose of the works
- B. Ensure coherence
- C. Calculate total cost
- D. Identify special beneficiaries
- E. Determine the properties to include
- F. Estimate total special benefits
- G. Estimate community benefits
- H. Calculate the benefit ratio
- I. Calculate the maximum total levy

A. Purpose of the Works

The purpose of the works is to supply and install solar energy systems on properties to reduce energy costs and encourage and increase the use of renewable energy in the City of Maroondah.

B. Ensure Coherence

The proposed works have a natural coherence with the proposed beneficiaries, as the properties proposed to be included in the Scheme are receiving solar energy systems to the value of their participation.

**SOLAR SAVERS PROGRAM: DECLARATION OF SPECIAL
CHARGE SCHEME FOR SOLAR SAVERS HOUSEHOLDS
Cont'd**

ITEM 1

C. Calculate the Total Cost

The proposed solar system installation includes the following items:

- Assessment and administration costs
- Supply and installation of solar energy systems

For the purposes of Section 163(1) of the Act, the total cost of the works is calculated at \$95,019.80 based on signed quotations.

The expenses in the estimate of works are consistent with the allowable expenses listed in Section 163(6) of the Act.

D. Identify the Special Beneficiaries

Council is required to identify those properties that would receive a special benefit from the proposed works. A special benefit is considered to be received by a property if the proposed works or services will provide a benefit that is additional to or greater than the benefit to other properties.

The Ministerial Guideline notes that a special benefit is considered to exist if it could reasonably be expected to benefit the owners or occupiers of the property. It is not necessary for the benefit to be actually used by the particular owners or occupiers of a specified property at a particular time in order for a special benefit to be attributed to the property.

Property owners participating in the Solar Saver scheme are considered to receive special benefit from the proposed supply and installation of solar PV systems by means of:

- Reduced energy costs over the life of the solar PV system
- Ownership of the solar PV system after the special charge repayments are paid in full
- Increased property value

The proposed properties taking part in the Scheme, the owners of which have signed a Householder Agreement with Council to participate in the Scheme, are listed in **Attachment 2**.

E. Determine Properties to Include

Once the properties that receive special benefit are identified, Council must decide which properties to include in the Scheme. If a property will receive a special benefit but is not included in the Scheme, the calculation of the benefit ratio will result in Council paying the share of costs related to the special benefits for that property.

It is accepted that only those properties at which the solar energy systems are installed will receive a special benefit from the Scheme. Accordingly, it is proposed to include only those residential properties whose owners have signed Householder Agreements in the scheme. Council will not, then, be required to pay a share of costs related to special benefits for any property that is not included in the Scheme.

SOLAR SAVERS PROGRAM: DECLARATION OF SPECIAL CHARGE SCHEME FOR SOLAR SAVERS HOUSEHOLDS
Cont'd

ITEM 1

F. Estimate Total Special Benefits

As per the Ministerial Guideline for Special Rates and Charges, total special benefits are defined according to the formula below:

$$TSB = TSB_{(in)} + TSB_{(out)}$$

- **TSB** is the estimated total special benefit for all properties that have been identified to receive a special benefit
- **TSB_(in)** is the estimated total special benefit for those properties that are included in the Scheme
- **TSB_(out)** is the estimated total special benefit for those properties with an identified special benefit that are not included in the Scheme

For the purposes of the proposed Scheme, total special benefits have been calculated as follows:

- **TSB_(in)** – The estimated total special benefit is based on the quoted cost of the solar PV system to be installed (which has been included in the Householder Agreement signed by the property owner). It is expected that the benefit in reduced energy costs will exceed this special benefit.
- **TSB_(out)** – This is not applicable as all participating properties are included.

G. Estimate Community Benefits

Whilst the reduction of energy use, greenhouse emissions and increase of renewable energy is considered a community benefit there are no direct quantifiable costs.

- **TCB** – Total Community Benefit is assessed to be 0 benefit units

H. Calculate the Benefit Ratio

The benefit ratio is calculated as:

$$R = \frac{TSB_{(in)}}{TSB_{(in)} + TSB_{(out)} + TCB}$$

Where:

$$TSB_{(in)} = \$95,019.80$$

$$TSB_{(out)} = 0$$

$$TCB = 0$$

$$R = 1$$

I. Calculate the Maximum Total Levy

In order to calculate the maximum total levy **S**, the following formula is used:

$$S = R \times C$$

SOLAR SAVERS PROGRAM: DECLARATION OF SPECIAL CHARGE SCHEME FOR SOLAR SAVERS HOUSEHOLDS
Cont'd

ITEM 1

Where **R** is the benefit ratio and **C** is the cost of all works

Therefore, **S** = 1*\$49,787.09= **\$95,019.80**

Note there is no community benefit amount payable by Council.

Apportionment of Costs

Once the maximum levy amount has been calculated, it is necessary to establish an appropriate way to distribute these costs to all affected landowners.

As the properties have all received individual quotations based on the solar system and work required, it is proposed to apportion the costs based on these quotes. It is noted that the householders have been notified and signed agreements on the basis of these costs for the purpose of declaring this Scheme.

Disclosure of interest

The *Local Government Act* 1989 requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any direct or indirect interest in a matter to which the advice relates.

The author of the report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

FINANCIAL / ECONOMIC ISSUES

Council will pay \$95,019.80 for the supply and installation of the solar PV systems on the properties listed in **Attachment 2**. In accordance with their respective Householder Agreements, property owners will pay for the cost of the solar energy system by equal installments apportioned over an 8-year period, commencing from 31 August 2021.

Council is expected to receive \$11,888.73 in special charge repayments annually for the Scheme over the 8-year period. It should be noted that the special charge scheme is effectively an interest free loan to the households.

Payments to Council by property owners for works via special charge schemes are GST exempt.

Should the property be sold during the 8-year period in which the special charge scheme applies, the amount outstanding on the special charge scheme at the time of sale will be fully paid.

ENVIRONMENTAL / AMENITY ISSUES

This project is consistent with Maroondah City Council's strategic directions. The adopted project aims include to:

- Assist low income households to save money, reduce emissions and stay cool in heatwaves

SOLAR SAVERS PROGRAM: DECLARATION OF SPECIAL CHARGE SCHEME FOR SOLAR SAVERS HOUSEHOLDS

ITEM 1

Cont'd

- Build capability and capacity within Victorian councils to use special rates charges to provide a stable underpinning finance model
- Catalyse private sector investment within a community sector traditionally viewed as high risk to investors
- Capture economies of scale and implementation efficiencies through a shared service delivery model
- Address market failures restricting low income and vulnerable households from installing solar systems.

SOCIAL / COMMUNITY ISSUES

Council has committed through the *Maroondah 2040* Community Vision not only to reduce emissions, but to help build the resilience of the community to be able to respond to environmental threats and opportunities. This project was specifically aimed at low income households, who are more vulnerable to increasing energy costs.

COMMUNITY CONSULTATION

The program was promoted on Council's website, on social media channels through a targeted mailout to 800 households with pensioner cards. The mailout was taken from newly listed pensioners since the Solar Savers pilot program in 2017. During the pilot program, 5,000 residents were offered the opportunity to participate in the program and those who may have missed out on the pilot were also contacted to see if they were interested in participating this round.

The public notice period was from the 23 March 2021 to 19 April 2021. The public notice was published in the 23 March 2021 edition of The Age newspaper, copies of the proposed declaration were also sent to the participating households, available for public inspection at the Croydon and Ringwood Customer Service Centres, and on Council's YourSay website.

- No formal submissions or objections were received.
- One call was received to clarify details of the Scheme.

30 homes received home visits to provide quotations for the Solar Savers program. 21 participating households have all signed agreements to participate in the program based on quoted prices with installation scheduled to be completed by the end of June 2021.



CONCLUSION

Based on the written agreement of all Solar Saver households and the lack of receipt of a single submission or objection to the proposed declaration, it is recommended that Council declare a special charge scheme for the purposes of defraying expenses from the provision of solar energy systems on residential properties participating in the Solar Saver Scheme.

**SOLAR SAVERS PROGRAM: DECLARATION OF SPECIAL
CHARGE SCHEME FOR SOLAR SAVERS HOUSEHOLDS
Cont'd**

ITEM 1

ATTACHMENTS

1.  Template Household Agreement
2.  Apportionment of costs

CONFIDENTIALITY

Not Applicable

RECOMMENDATION

THAT

1. **COUNCIL HAVING COMPLIED WITH THE REQUIREMENTS OF SECTIONS 163A, 163B AND 223 OF THE LOCAL GOVERNMENT ACT 1989 (“ACT”), AND OTHERWISE ACCORDING TO LAW, HEREBY DECLARES A SPECIAL CHARGE (“SPECIAL CHARGE”) UNDER SECTION 163 OF THE ACT AS FOLLOWS:**
 - i. **A SPECIAL CHARGE IS DECLARED FOR THE PERIOD COMMENCING ON THE DAY ON WHICH COUNCIL ISSUES A NOTICE LEVYING PAYMENT OF THE SPECIAL RATE AND CONCLUDING ON THE EIGHT YEAR ANNIVERSARY OF THAT DAY.**
 - ii. **THE SPECIAL CHARGE BE DECLARED FOR THE PURPOSE OF DEFRAYING ANY EXPENSE INCURRED BY COUNCIL IN RELATION TO THE PROVISION OF SOLAR ENERGY SYSTEMS ON RESIDENTIAL PROPERTIES PARTICIPATING IN THE SOLAR SAVER SCHEME, WHICH PROJECT:**
 - **COUNCIL CONSIDERS IS OR WILL BE A SPECIAL BENEFIT TO THOSE PERSONS REQUIRED TO PAY THE SPECIAL CHARGE (AND WHO ARE DESCRIBED IN SUCCEEDING PARTS OF THIS RESOLUTION); AND**
 - **ARISES OUT OF COUNCIL'S FUNCTIONS OF ADVOCATING AND PROMOTING PROPOSALS WHICH ARE IN THE BEST INTERESTS OF THE COMMUNITY AND ENSURING THE PEACE, ORDER AND GOOD GOVERNMENT OF COUNCIL'S MUNICIPAL DISTRICT.**
 - iii. **THE TOTAL:**
 - **COST OF PERFORMING THE FUNCTION DESCRIBED IN PARAGRAPH 1(B) OF THIS RESOLUTION BE RECORDED AS \$95,019.80; AND**
 - **AMOUNT FOR THE SPECIAL CHARGE TO BE LEVIED BE RECORDED AS \$95,019.80, OR SUCH OTHER AMOUNT AS IS LAWFULLY LEVIED AS A CONSEQUENCE OF THIS RESOLUTION.**

SOLAR SAVERS PROGRAM: DECLARATION OF SPECIAL CHARGE SCHEME FOR SOLAR SAVERS HOUSEHOLDS

ITEM 1

Cont'd

- iv. **THE SPECIAL CHARGE BE DECLARED IN RELATION TO ALL RATEABLE LAND DESCRIBED IN THE TABLE INCLUDED AS ATTACHMENT 2 TO THIS REPORT, IN THE AMOUNT SPECIFIED IN THE TABLE AS APPLYING TO EACH PIECE OF RATEABLE LAND.**
 - v. **THE FOLLOWING BE SPECIFIED AS THE CRITERIA WHICH FORM THE BASIS OF THE SPECIAL CHARGE SO DECLARED:**
 - vi. **OWNERSHIP OF ANY LAND DESCRIBED IN PARAGRAPH 1(IV) OF THIS RESOLUTION.**
 - vii. **THE FOLLOWING BE SPECIFIED AS THE MANNER IN WHICH THE SPECIAL CHARGE SO DECLARED WILL BE ASSESSED AND LEVIED:**
 - **A SPECIAL CHARGE CALCULATED BY REFERENCE TO THE SIZE OF THE SOLAR ENERGY SYSTEM BEING INSTALLED AND THE PARTICULAR COSTS OF INSTALLATION AT EACH PROPERTY PARTICIPATING IN THE SOLAR SAVER SCHEME, IN RESPECT OF WHICH A HOUSEHOLDER AGREEMENT HAS BEEN EXECUTED, TOTALLING \$95,019.80, BEING THE TOTAL COST OF THE SCHEME TO COUNCIL;**
 - **TO BE LEVIED EACH YEAR FOR A PERIOD OF 8 YEARS.**
 - viii. **HAVING REGARD TO THE PRECEDING PARAGRAPHS OF THIS RESOLUTION AND SUBJECT TO SECTION 166(1) OF THE ACT, IT BE RECORDED THAT THE OWNERS OF THE LAND DESCRIBED IN PARAGRAPH 1(IV) OF THIS RESOLUTION WILL PAY THE SPECIAL CHARGE IN THE AMOUNT SET OUT IN PARAGRAPH 1(VII) OF THIS RESOLUTION IN THE FOLLOWING MANNER:**
 - **PAYMENT ANNUALLY BY A LUMP SUM ON OR BEFORE ONE MONTH FOLLOWING THE ISSUE BY COUNCIL OF A NOTICE LEVYING PAYMENT UNDER SECTION 163(4) OF THE ACT; OR**
 - **PAYMENT ANNUALLY BY FOUR INSTALMENTS TO BE PAID BY THE DATES WHICH ARE FIXED BY COUNCIL IN A NOTICE LEVYING PAYMENT UNDER SECTION 163(4) OF THE ACT.**
- 2. COUNCIL CONSIDERS THAT THERE WILL BE A SPECIAL BENEFIT TO THE PERSONS REQUIRED TO PAY THE SPECIAL CHARGE BECAUSE THERE WILL BE A BENEFIT TO THOSE PERSONS THAT IS OVER AND ABOVE, OR GREATER THAN, THE BENEFIT THAT IS AVAILABLE TO PERSONS WHO ARE NOT SUBJECT TO THE PROPOSED SPECIAL CHARGE, AS A RESULT OF THE EXPENDITURE PROPOSED BY THE SPECIAL CHARGE, IN THAT THE PROPERTIES WILL HAVE THE BENEFIT OF A SOLAR ENERGY SYSTEM BEING INSTALLED**

SOLAR SAVERS PROGRAM: DECLARATION OF SPECIAL CHARGE SCHEME FOR SOLAR SAVERS HOUSEHOLDS

ITEM 1

Cont'd

- 3. COUNCIL, FOR THE PURPOSES OF HAVING DETERMINED THE TOTAL AMOUNT OF THE SPECIAL CHARGE TO BE LEVIED:**
 - i. CONSIDERS AND FORMALLY RECORDS THAT ONLY THOSE RATEABLE PROPERTIES INCLUDED IN THE SOLAR SAVER SCHEME AS PROPOSED WILL DERIVE A SPECIAL BENEFIT FROM THE IMPOSITION OF THE SPECIAL CHARGE, AND THERE ARE NO COMMUNITY BENEFITS TO BE PAID BY COUNCIL; AND**
 - ii. FORMALLY DETERMINES FOR THE PURPOSES OF SECTION 163(2)(A), (2A) AND (2B) OF THE ACT THAT THE ESTIMATED PROPORTION OF THE TOTAL BENEFITS OF THE SPECIAL CHARGE TO WHICH THE PERFORMANCE OF THE FUNCTION OR THE EXERCISE OF THE POWER RELATES (INCLUDING ALL SPECIAL BENEFITS AND COMMUNITY BENEFITS) THAT WILL ACCRUE AS SPECIAL BENEFITS TO THE PERSONS WHO ARE LIABLE TO PAY THE SPECIAL CHARGE IS 100%.**
- 4. COUNCIL DIRECTS THAT NOTICE BE GIVEN TO ALL OWNERS AND OCCUPIERS OF PROPERTIES INCLUDED IN THE SCHEME AND ALL PERSONS WHO HAVE LODGED A SUBMISSION AND/OR AN OBJECTION IN WRITING OF THE DECISION OF COUNCIL TO DECLARE AND LEVY THE SPECIAL CHARGE, AND THE REASONS FOR THE DECISION. FOR THE PURPOSES OF THIS PARAGRAPH, THE REASONS FOR THE DECISION OF COUNCIL TO DECLARE THE SPECIAL RATE ARE THAT –**
 - i. THERE IS NO OBJECTION TO THE SCHEME AND IT IS OTHERWISE CONSIDERED THAT THERE IS A BROAD LEVEL OF SUPPORT FOR THE SPECIAL CHARGE FROM ALL PROPERTY OWNERS AND OCCUPIERS;**
 - ii. COUNCIL CONSIDERS THAT IT IS ACTING IN ACCORDANCE WITH THE FUNCTIONS AND POWERS CONFERRED ON IT UNDER THE LOCAL GOVERNMENT ACT 1989, HAVING REGARD TO ITS ROLE, PURPOSES AND OBJECTIVES UNDER THE ACT, PARTICULARLY IN RELATION TO ITS FUNCTIONS OF ADVOCATING AND PROMOTING PROPOSALS WHICH ARE IN THE BEST INTERESTS OF THE COMMUNITY AND ENSURING THE PEACE, ORDER AND GOOD GOVERNMENT OF COUNCIL'S MUNICIPAL DISTRICT.**
 - iii. ALL PERSONS WHO ARE LIABLE OR REQUIRED TO PAY THE SPECIAL CHARGE AND THE PROPERTIES RESPECTIVELY OWNED OR OCCUPIED BY THEM WILL RECEIVE A SPECIAL BENEFIT OF A SOLAR ENERGY SYSTEM BEING INSTALLED AT THE PROPERTY.**
- 5. WHERE A HOUSEHOLDER WISHES TO WITHDRAW FROM THE SCHEME, COUNCIL AGREES TO SUCH WITHDRAWAL WHERE THE HOUSEHOLDER HAS GIVEN WRITTEN NOTICE OF THEIR DESIRE TO WITHDRAW FROM THE SCHEME BEFORE COUNCIL HAS INCURRED ANY EXPENDITURE IN RELATION TO THE HOUSEHOLDER'S SOLAR PV SYSTEM**

**MAROONDAH'S DISABILITY ADVISORY COMMITTEE 2020
ACHIEVEMENTS REPORT**

ITEM 2

PURPOSE

The purpose of this report is to update Council on the activities of the Maroondah Disability Advisory Committee during the 2020 calendar 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 Areas:

An inclusive and diverse community

Our Vision:

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

Key Directions:

- 5.1 Ensure public buildings are accessible to people of all ages and abilities and promote high levels of accessibility in commercial premises.
- 5.3 Ensure events and festivals are accessible for people of all ages and abilities.
- 7.1 Ensure accessibility and social inclusion principles are considered in the planning, delivery and evaluation of facilities and services.
- 7.2 Encourage programs and initiatives that raise awareness of accessibility issues and deliver improved access to facilities and services for all ages and abilities.

BACKGROUND

The Maroondah Disability Advisory Committee (the Committee) was established in 2010. Since that time, it has provided important linkages between Council, people with disabilities and their carers. Through advice and advocacy, the Committee promotes social inclusion and participation of people with a disability in the community.

The Committee consists of up to 14 members. This comprises of a maximum of six positions for people with a disability, two positions for carers of people with a disability (including one carer of a child), a minimum of three service providers, two Councillors and at least one Council Officer.

The Committee acts in an advisory capacity to Council and has no delegated authority to make decisions. Meetings were held bi-monthly, except in January & December, and are conducted in accordance with Council's meeting procedures.

**MAROONDAH'S DISABILITY ADVISORY COMMITTEE 2020
ACHIEVEMENTS REPORT Cont'd**

ITEM 2

The chair of the Committee is a Councillor as appointed by Council. The Committee chairperson for 2020 was Cr Kylie Spears. The other delegated Council representative during 2020 was Cr Tony Dib.

In 2020, the Maroondah Disability Advisory Committee meetings were affected by the COVID-19 pandemic. The Committee met in person for the usual two-hour March meeting with online meetings held in June, July and September for a one-hour duration.

No meeting was held in November due to the Council elections.

The Maroondah Disability Advisory Committee successfully actioned the following objectives consistent with its Terms of Reference.

Objective 1

Provide advice to the Council on policy, programs, service development, research initiatives and planning issues in relation to people with disabilities at a strategic and operational level.

- During regular Committee meetings, consultation was undertaken on the following Council projects:
 - Croydon Structure Plan
 - Revised Maroondah 2040 Community Vision
 - Draft Children's and Families Strategy.
- Several members attended the public consultation forum for the Victorian Disability Plan 2021-2024.
- Feedback was provided on footpath and kerbs in Maroondah with accessibility concerns.
- Participation in Council's COVID-19 pandemic survey and assistance with distribution to our community.
- Participation in the development of Council's draft Maroondah Vegetation Strategy.
- An opportunity to participate in the Eastern Disability Advocacy Group online forum - Stay Safe, Well and Active in September.
- Information provided on a survey being undertaken by Melbourne Disability Institute (University of Melbourne) for adults with mobility limitation (including people with disability and older Australians).
- A discussion regarding safe playgrounds in Maroondah for children with autism.
- An update provided on Council's COVID-19 Relief and Recovery efforts.
- Discussion on the National Disability Insurance Scheme (NDIS) and the challenges it has presented during COVID-19.
- Information circulated regarding the Australian Disability and Indigenous People's Education Fund which provides small grants for students with disabilities studying in Australia.

**MAROONDAH'S DISABILITY ADVISORY COMMITTEE 2020
ACHIEVEMENTS REPORT Cont'd**

ITEM 2

Objective 2

Provide advice and guidance in relation to strategies for effective consultation and collaboration in Council activities with a diverse range of stakeholders reflective of the Maroondah community.

- An overview of the proposed Victorian Accessibility Parking Permit Scheme and local implementation was provided to the Committee, with committee members providing feedback on the approach.
- Participated in a consultation session of Women's Health East *Margins to Mainstream* project and feedback given on encouraging women with disabilities to participate.

Objective 3

Provide advice to Council on the development and review of the Disability Policy and Action Plan.

- The Committee reviewed implementation progress for 2019/20 actions in the Disability Policy and Action Plan 2019-2021.
- Consultation with the Committee on a proposed *Disability Skills Development & Work Place Pilot program*.

Objective 4

Promote the positive image of people with a disability within the municipality of Maroondah.

- A committee member participated in an online Croydon Safety walk run by Women's Health East to help create more safe and inclusive public spaces for women.
- The 2019 Disability Advisory Committee Achievements Report was presented at the Council meeting on 18 March 2020.
- One member of the Committee has been the Chrisalis Foundation Ambassador for 2019/2020.
- One Committee member is on the Victorian Government Carer Advisory Committee
- A committee member is part of the Victorian Government Lilydale Level Crossing Removal group
- Photos of Committee members out and about in Maroondah have been used in numerous Council publications.
- Participation in the Be Kind Maroondah sharing of kindness stories during the pandemic
- Several current/past members have been recognised this year on:
 - Victorian Honour Roll of Women 2020
 - Order of Australia nomination

**MAROONDAH'S DISABILITY ADVISORY COMMITTEE 2020
ACHIEVEMENTS REPORT Cont'd**

ITEM 2

CONCLUSION

Over the past twelve months, the Maroondah Disability Advisory Committee has provided invaluable information, advice and advocacy to Council and the community on a range of disability matters. It has contributed to the Maroondah community being a more accessible and inclusive place for people of all ages and abilities.

ATTACHMENTS

Not Applicable

CONFIDENTIALITY

Not Applicable

RECOMMENDATION

**THAT COUNCIL ACKNOWLEDGES THE ACHIEVEMENTS OF THE MAROONDAH
DISABILITY ADVISORY COMMITTEE DURING THE 2020 CALENDAR YEAR**

DOCUMENTS FOR SEALING

DEED OF VARIATION LEASE BEDFORD PARK

ITEM 1

BACKGROUND

In March 2003 Maroondah City Council entered a lease with Crown Castle Australia Pty Limited for part property known as Bedford Park, Bedford Road, Ringwood East. The lease is due to expire on 14 March 2023.

Over the course of this lease Crown Castle has changed its name to Axicom Pty Limited.

Axicom began a review of their sites and in October 2020, with this lease due to expire in 2023, expressed their interest and sought Councils interest to renew the lease when it expires.

The review revealed the company name on the lease was incorrect. It also revealed that the compounding effect of the escalator over the long term lease has resulted in the annual rental exceeding all current market evidence of similar sites.

Utilising this opportunity to secure the possibility of a future lease between Axicom Pty Limited and Maroondah City Council, we agreed to the reduction in the escalator, from 5% to 3% for the remaining two years of the lease.

The Deed of renewal and variation of lease updates the name on the lease, rectifies dates and reduces the escalator accordingly.

ATTACHMENTS

1.  Deed of Variation - Supporting Map - Bedford Park

CONFIDENTIALITY

Not Applicable

RECOMMENDATION

THAT COUNCIL SIGNS AND SEALS THE DEED OF RENEWAL & VARIATION OF LEASE BETWEEN AXICOM PTY LIMITED AND MAROONDAH CITY COUNCIL FOR THE PART PROPERTY KNOWN AS BEDFORD PARK, BEDFORD ROAD, RINGWOOD EAST