



Councillor
(as addressed)

The next Council Meeting will be held virtually, on Monday 16 August 2021, commencing at 7:30pm and your presence is requested.

Yours faithfully

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

Steve Kozlowski
CHIEF EXECUTIVE OFFICER

Note:

This meeting is being streamed live on the internet and recorded.

The Public Gallery is currently closed to the public.

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

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

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ORDER OF BUSINESS

1. Prayer
2. Acknowledgment of Country
3. Apologies
4. Declaration of Interests
5. Confirmation of Minutes of the Ordinary Council Meeting held on Monday 19 July 2021.
6. Public Questions
7. Officers' Reports
 - Director Corporate Services
 1. Attendance Report 4
 2. Reports of Councillor Briefings 6
 3. Councillor Representation Reports 8
 4. Councillors Quarterly Expense and Reimbursement Report - April to June 2021 11
 5. Approval in Principle of 2020/21 Annual Financial Report and Annual Performance Statement 14
 - Director Operations, Assets & Leisure
 1. Capital Works Report: Final Quarter 2020/2021 Financial Year 20
 - Director Strategy & Community
 1. Community Facilities Lease Agreement:
 - North Ringood Senior Citizens Club
 - East Ringwood Senior Citizens Club
 - Enjoying Planned Retirement Incorporated26
8. Documents for Sealing
9. Motions to Review
10. Late Item
11. Requests / Leave of Absence
12. In Camera
 - Director Corporate Services
 1. Tender Evaluation Report – Contract 20989 Cleaning Services for Realm

Director Operations, Assets & Leisure

1. Tender Evaluation Report - Contract 20995 Provision of Plumbing Services
2. Tender Evaluation Report - Contract 20994 Provision of Electrical Services

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 2021-2025 (Year 1: 2021-2022) 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 2021 – 2025:

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 2021-2025 (Year 1: 2021-2022) 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 2021 – 2025:

- 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 19 July 2021 and 2 August 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 July 19 - Councillor Briefing Public Record
2.  2021 August 02 - Councillor Briefing Public Record

CONFIDENTIALITY

Not Applicable

RECOMMENDATION

THAT COUNCIL RECEIVES AND NOTES THE PUBLIC RECORD OF THE FOLLOWING COUNCILLOR BRIEFINGS HELD ON THE 19 JULY 2021 AND 2 AUGUST 2021

COUNCILLOR REPRESENTATION REPORTS

ITEM 3

PURPOSE

To receive and note the meeting minutes of the following committees:

- Maroondah Liveability, Safety and Amenity Advisory Committee meeting held on the 26 July 2021
- Eastern Transport Coalition (ETC) meeting held on the 15 July 2021
- Maroondah Community Health and Wellbeing Advisory Committee meeting held on the 13 July 2021
- Maroondah Access, Inclusion and Equity Advisory Committee meeting held on the 12 July 2021
- Maroondah Arts Advisory Committee meeting held on the 9 June 2021

STRATEGIC / POLICY ISSUES

The following directions contained in Maroondah 2040: Our Future Together and the Council Plan 2021-2025 (Year 1: 2021-2022) 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 2021 – 2025:

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

BACKGROUND

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

ISSUE / DISCUSSION

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

Crs Damante, Lamont and Steane are Council's representatives on the Maroondah Liveability, Safety and Amenity Advisory Committee (MLSAAC).

Cr Graham is Council's Representative along with Cr Damante as Substitute Representative on the Eastern Transport Coalition.

COUNCILLOR REPRESENTATION REPORTS Cont'd

ITEM 3

Crs Damante, Dib and Stojanovic are Council's representatives on the Maroondah Community Health and Wellbeing Advisory Committee (MCHWAC).

Crs Graham, Lamont and Stojanovic are Council's representatives on the Maroondah Access, Inclusion and Equity Advisory Committee (MAIEAC).

Crs Symon, Stojanovic and Macdonald are Council's representatives on the Maroondah Arts Advisory Committee (MAAC).

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 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. Maroondah Liveability Safety and Amenity Committee Meeting Minutes - 26 July 2021

2. Eastern Transport Coalition Meeting Minutes - 15 July 2021

3. Maroondah Community Health and Wellbeing Committee Meeting Minutes - 13 July 2021

4. Maroondah Access Inclusion and Equity Advisory Committee Meeting Minutes - 12 July 2021

5. Maroondah Arts Advisory Committee Meeting Minutes - 9 June 2021


CONFIDENTIALITY

Not Applicable

RECOMMENDATION

THAT COUNCIL RECEIVES AND NOTES MINUTES OF THE FOLLOWING COMMITTEES

- 1. MAROONDAH LIVEABILITY, SAFETY AND AMENITY ADVISORY COMMITTEE MEETING HELD ON THE 26 JULY 2021**
- 2. EASTERN TRANSPORT COALITION MEETING HELD ON THE 15 JULY 2021**
- 3. MAROONDAH COMMUNITY HEALTH AND WELLBEING ADVISORY COMMITTEE MEETING HELD ON THE 13 JULY 2021**
- 4. MAROONDAH ACCESS, INCLUSION AND EQUITY ADVISORY COMMITTEE MEETING HELD ON THE 12 JULY 2021**
- 5. MAROONDAH ARTS ADVISORY COMMITTEE MEETING HELD ON THE 9 JUNE 2021**

COUNCILLORS QUARTERLY EXPENSE AND REIMBURSEMENT REPORT - APRIL TO JUNE 2021

ITEM 4

PURPOSE

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

STRATEGIC / POLICY ISSUES

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

Outcome Area: A well governed and empowered community.

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

Key Directions 2020 – 2021:

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

BACKGROUND

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

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

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

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

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

ISSUE / DISCUSSION

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

DIRECTOR CORPORATE SERVICES – MARIANNE DI GIALONARDO

COUNCILLORS QUARTERLY EXPENSE AND REIMBURSEMENT REPORT - APRIL TO JUNE 2021 Cont'd

ITEM 4

FINANCIAL / ECONOMIC ISSUES

A budget of \$102,000 in the 2020/2021 financial year exists for the expenses and reimbursement of Councillors. A budget of \$12,000 is allocated to the Office of the Mayor for the provision of a vehicle during the Mayoral term (November to November).

<i>Councillor</i>	<i>TR (\$)</i>	<i>CM (\$)</i>	<i>CC (\$)</i>	<i>IC (\$)</i>	<i>CT (\$)</i>	<i>CCA (\$)</i>	<i>Total April to June 2021 (\$)</i>	<i>YTD July 2020 to June 2021 (\$)</i>
Tony Dib OAM JP	0	0	0	350.19	0	13.64	363.83	\$1,286.02
Paul Macdonald	399.27	0	0	344.49	2,686.44	57.57	3,487.77	\$5,724.73
Kylie Spears Mayor November 11, 2020 to November 10, 2021	1,193.05	3,000#	0	462.41	3,535.24	157.41	8,348.11	\$15,050.84#
Nora Lamont	0	0	0	350.19	77.27	57.57	485.03	\$1,470.15
Samantha Mazzuchelli 1 October to 24 October 2020	0	0	0	0	0	0	0	\$772.62
Suzy Stojanovic 5 November to 30 June 2021	0	0	225.00	243.35	427.27	0	895.62	\$1,768.68
Mike Symon Mayor November 13, 2019 to November 11, 2020	576.86	398.51	0	304.29	1,810.42	85.22	3,175.30	\$10,105.31#
Tasa Damante	0	0	206.45	350.19	277.27	0	833.91	\$2,231.55
Marijke Graham	525.24	0	80.39	383.55	5,505.00	115.00	6,609.18	\$8,655.61
Rob Steane	730.15	205.64	0	306.32	2,420.91	573.57	4,236.59	\$6,294.52
TOTAL	3,424.57	3,604.15	511.84	3,094.98	16,739.82	1059.98	28,435.34	\$53,360.03

Legend: TR-Travel, CM-Car Mileage (# a budget allocation of \$12,000 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:

1. No expenses were paid by Council including reimbursements to members of Council Committees during the year and
2. Figures are provisional end of financial year results and are subject to finalisation as part of the external audit processes for the 2020/21 Statements in the Annual Report.

ENVIRONMENTAL / AMENITY ISSUES

Not Applicable

SOCIAL / COMMUNITY ISSUES

Not Applicable

**COUNCILLORS QUARTERLY EXPENSE AND
REIMBURSEMENT REPORT - APRIL TO JUNE 2021 Cont'd**

ITEM 4

COMMUNITY CONSULTATION

Not Applicable

CONCLUSION

Council as a whole and Councillors as individuals continue being diligent with their Councillor Allowances as these annual figures demonstrate and which are well within budget.

ATTACHMENTS

Not Applicable

CONFIDENTIALITY

Not Applicable

RECOMMENDATION

**THAT COUNCIL NOTES THE COUNCILLORS EXPENSE AND REIMBURSEMENT
REPORT FOR APRIL TO JUNE 2021**

APPROVAL IN PRINCIPLE OF 2020/21 ANNUAL FINANCIAL REPORT AND ANNUAL PERFORMANCE STATEMENT **ITEM 5**

PURPOSE

To give approval in principle to the Annual Financial Report, and the Annual Performance Statement (collectively known as the Documents) for the year ended 30 June 2021; to authorise two Councillors to sign the Forms of Certification for the Documents and to authorise the Principal Accounting Officer to make any non-significant changes as well as any changes proposed by the Audit and Risk Committee to the Documents prior to certification.

STRATEGIC / POLICY ISSUES

The following directions contained in Maroondah 2040: Our Future Together and the Council Plan 2021-2025 (Year 1: 2021-2022) provide the strategic framework that underpins the purpose of this Report.

Outcome Area: A well governed and empowered community

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

Key Directions 2021 – 2025:

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

BACKGROUND

Approval in Principle

Section 98 (1) of the Local Government Act 2020 (the 2020 Act) requires Council to prepare an Annual Report in respect of each financial year. Section 132 (2) of the Local Government Act 1989 (the 1989 Act) and Section 99 (2) of the 2020 Act provides Council, after passing a Resolution giving its Approval In Principle to the Performance Statement and Financial Statements, must submit the Statements to the Auditor for reporting on the Audit. Additionally, once this Resolution is passed, the Statements will also be considered by Council's Audit and Risk Committee on the 19 August 2021. It is recommended that Council:

- Receive and note the Annual Finance Report and Performance Statement including Closing Report
- Record its approval 'In Principle' to the Annual Financial Report and Financial Statement (the statements) for the year ended 30 June 2021; and that subject to any suggestions from the Audit and Risk Committee and the review of the final version of the Financial Report and the Performance Statement, Council authorise the:
 - Chief Executive Officer to send the statements to the Auditor-General;
 - Chief Executive Officer, the Mayor and a Councillor to certify the final version of the Statements;
 - Manager Finance and Governance to implement any non-material changes to the Statements as recommended by the Auditor-General and provide a summary of

APPROVAL IN PRINCIPLE OF 2020/21 ANNUAL FINANCIAL REPORT AND ANNUAL PERFORMANCE STATEMENT Cont'd **ITEM 5**

any such changes to the Audit and Risk Committee at its next meeting. Any material changes will be discussed with the Chair of the Audit and Risk Committee prior to being presented to Council.

The next actions in respect of the finalisation of the Documents and the production of the Annual Report are:

- Submission of the 'Approved in Principle' Documents to the Auditor-General
- Notification to Council of any amendments of significance agreed with the Auditor-General's auditing contractors
- The certification of the Documents (as amended if required) by two designated Councillors; and
- Issue of the Auditor-General's report on the Documents.

Certification and Changes

Under Sections 132 (5) of the 1989 Act and section 99 (3) of the 2020 Act, Council must ensure that the performance statement and the financial statements, in their final form after any changes recommended or agreed by the auditors have been made, are certified in accordance with the regulations by:

- 2 Councillors authorised by the Council for the purposes of section 132 of the 1989 Act and section 99 of the 2020 Act; and
- Any other persons prescribed by the regulations for the purposes of section 99 (3) of the Act. This is as per the Local Government (Planning and Reporting) Regulations 2020 section 13 (1) notes the prescribed persons being:
 - (a) The Chief Executive Officer; and
 - (b) The Principal Accounting Officer

ISSUE / DISCUSSION

Annual Financial Report - Year Ending 2020/21

The Financial Statements for 2020/21, which have been prepared based on the Australian equivalents to International Financial Reporting Standards (AIFRS), disclose a surplus for the period of \$42.32m compared to an Adopted Budget outcome of \$40.15m. This result, however, is not reflective of Council's underlying and unrestricted surplus, which was only \$285k for the 2020/21 financial year which is further explained below. The COVID Pandemic had a significant impact on Council's financial outcomes for the 2020/21 period, however, the organisation adapted to minimise these impacts throughout the year. Key items of discussion have been noted below:

APPROVAL IN PRINCIPLE OF 2020/21 ANNUAL FINANCIAL REPORT AND ANNUAL PERFORMANCE STATEMENT Cont'd **ITEM 5**

- User Fees:

Unfavourable (\$6.07m) when compared to adopted budget. The impact of the COVID-19 pandemic on Council has been profound. During the various stages of the pandemic, the required closure of Leisure Facilities including Karralyka, Aquanation, Aquahub, Ringwood Golf, Dorset Golf, The Rings and Maroondah Nets.

- Contributions – Monetary:

Favourable \$5.48m. The improved position in contributions was largely due to Public Open Space funds. These funds have special requirements on the way they can be spent. The outcomes in this area, do conceal the overall impact in Council's surplus, as it is the discretionary income decrease that has the largest impact in how Council can utilise those dollars.

- Employee Costs:

Favourable \$1.65m. The impact of the COVID-19 pandemic on Council has been profound as outlined above. During the various stages of the pandemic, the required closure of Leisure Facilities including Karralyka, Aquanation, Aquahub, Ringwood Golf, Dorset Golf, The Rings and Maroondah Nets. Additionally, Council redeployed employees where possible, to mitigate expenditure and offset it against lost income.

- Land Acquisition - Statement of Capital Works:

The favourable variance of \$8.31m is in relation to a land swap transaction where Council acquired a piece of land through that process. This was not anticipated/budgeted to occur during the year, with the opportunity presenting during the year to undertake a land exchange with the Department of Education and Training.

Underlying and Unrestricted Surplus

Although Council is reporting a surplus in 2020/21 that is more than \$30m greater than what it was in 2019/20, at \$42.32m, there is a large proportion of that surplus that is either non-cash related items, capital in nature or restricted in nature. In order to establish Council's actual over and above performance against the adopted budget 2020/21, it is integral that the underlying surplus is considered (not reported on from a financial perspective). The underlying surplus is income and expenditure, not including capital grants, non-monetary contributions and other expenses (such as assets written-off).

Council's underlying surplus for the 2020/21 period is \$20.71m, however, when you remove restricted elements from that surplus, i.e. dollars that are specifically designated for a purpose such as waste management and public open space, Council's overall underlying and unrestricted surplus over and above adopted budget is only \$285k for the 2020/21 year. As per the below table:

APPROVAL IN PRINCIPLE OF 2020/21 ANNUAL FINANCIAL REPORT AND ANNUAL PERFORMANCE STATEMENT Cont'd **ITEM 5**

Item	Variance to Proposed Budget (\$'000)
Underlying Surplus	\$7,117
Restricted Allocations	\$6,832
Underlying Unrestricted Surplus	\$285

After allowing for the financial effect of the above movements and adjustments, Council has performed extremely well in relation to actual achievements against its 2020/21 Adopted Budget. In addition, the levels of assets and liabilities as recorded in the Balance Sheet are substantially in line with the projections contained in Council's Annual Budget and Long-Term Financial Strategy ensuring ongoing financial sustainability to provide the services required by the Maroondah Community.

FINANCIAL / ECONOMIC ISSUES

The Audit, scrutiny and certification of the Documents are an integral part of overall financial stewardship and control. The results of that Audit and scrutiny reveal that the financial status of Council as at 30 June 2021 is healthy and provides a solid foundation for the achievement of targets in its Adopted Budget for 2021/2022.

ENVIRONMENTAL / AMENITY ISSUES

This Annual Financial Report, Performance Statements and associated documents provide for the environmental and amenity stability and enhancement for the Maroondah Community as outlined in an extensive list of Frameworks, Planning Scheme, Policies, Strategies and Action Plans ensuring the environmental and amenity issues for the Community are managed, maintained and enhanced in line with Community needs, expectations and aspirations.

SOCIAL / COMMUNITY ISSUES

When subsequently published in Council's Annual Report, the Annual Performance Statement will provide the community with details of a wide range of service performance and financial performance measurements arising from the Local Government Performance Reporting Framework and which have been audited. Additional indicators within this framework are also included in Council's Annual Report. These are the significant drivers publicly articulated demonstrating the high standard of the organisations service and advocacy delivery for the Maroondah Community's needs, expectations and aspirations in line with the Maroondah 2040 and the Council Plan Directions.

FINAL ANNUAL REPORT

The Documents will form a major component of Council's 2020/21 Annual Report. Under Section 133 of the 1989 Act, Council must give public notice that:

- The Annual Report has been prepared;

APPROVAL IN PRINCIPLE OF 2020/21 ANNUAL FINANCIAL REPORT AND ANNUAL PERFORMANCE STATEMENT Cont'd **ITEM 5**

- The report of the Auditor under Section 9 of the Audit Act 1994 has been received; and
- These documents can be inspected at the Council Offices during normal working hours.



In accordance with the Section 133 of the 1989 Act and in due course, a formal Public Notice will be placed in 'The Age' newspaper and the local press and copies of the Annual Report will be made available for public inspection at all Council's Service Centres, Libraries, on the homepage as well as pointers to these primary locations across all Council's social communication channels as appropriate.

Section 134 of the 1989 Act provides that the Annual Report must be considered at a meeting of Council. The Act also stipulates that the meeting must be advertised, must be held within one month of submission of the Report to the Minister, and must be kept open to the public while the Report is discussed.

CONCLUSION

Council can duly consider the Approval In Principle and subsequent certification of the Documents with the knowledge that the Documents as tabled have been the subject of both Audit by the Auditor-General's contractor and will be considered by Council's Audit and Risk Committee scheduled for 19 August 2021.

ATTACHMENTS

1.  Financial Statements (Draft) 2020/21 - In principle approval - August 2021
2.  Performance Statement (Draft) 2020/21 - In principle approval - August 2021

CONFIDENTIALITY

Not Applicable

RECOMMENDATION

THAT COUNCIL

1. **APPROVES IN PRINCIPLE THE 2020/21 ANNUAL FINANCIAL REPORT AND ANNUAL PERFORMANCE STATEMENT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 132 OF THE LOCAL GOVERNMENT ACT 1989 AND SECTION 99 OF THE LOCAL GOVERNMENT ACT 2020**
2. **AUTHORISES THE MAYOR COUNCILLOR SPEARS AND COUNCILLOR SYMON AS AUDIT AND RISK COMMITTEE MEMBERS, TO SIGN THE CERTIFICATION OF THE 2020/21 ANNUAL FINANCIAL REPORT AND THE ANNUAL PERFORMANCE STATEMENT IN ACCORDANCE WITH SECTION 132(5) OF THE LOCAL GOVERNMENT ACT 1989 AND SECTION 99 OF THE LOCAL GOVERNMENT ACT 2020**

APPROVAL IN PRINCIPLE OF 2020/21 ANNUAL FINANCIAL REPORT AND ANNUAL PERFORMANCE STATEMENT Cont'd **ITEM 5**

- 3. AUTHORISES THE CHIEF EXECUTIVE OFFICER TO SEND THE FINANCIAL STATEMENTS TO THE AUDITOR GENERAL AS WELL AS CERTIFY THE FINAL VERSION OF THE FINANCIAL STATEMENTS**
- 4. AUTHORISES MR ANTONIO ROCCA AS PRINCIPAL ACCOUNTING OFFICER TO MAKE, WITHOUT FURTHER FORMAL NOTIFICATION TO COUNCIL, NON-MATERIAL CHANGES TO THE 2020/21 ANNUAL FINANCIAL REPORT AND ANNUAL PERFORMANCE STATEMENT WHICH HAVE PREVIOUSLY BEEN APPROVED IN PRINCIPLE BY COUNCIL IN ACCORDANCE WITH SECTION 132(5) OF THE LOCAL GOVERNMENT ACT 1989 AND SECTION 99 OF THE LOCAL GOVERNMENT ACT 2020**

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

ITEM 1

PURPOSE

To present the financial and operational status of major Capital Works programs at the end of the 2020/2021 financial year.

STRATEGIC / POLICY ISSUES

The following directions contained in Maroondah 2040: Our Future Together and the Council Plan 2021-2025 (Year 1: 2021-2025) 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 2021 – 2025:

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

BACKGROUND

Council, as part of its Adopted Budget 2020/2021, allocated \$85.47m to Capital Works projects, including significant State and Federal grant funding previously received. Council also carried forward \$2.5m from the 2019/20 capital works budget. The total adjusted forecast budget for 2020/21, taking account of additional external funding received, was therefore \$90.46m as of 30 June 2021.

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

Provided in this report is an overview of Capital Expenditure on Council's major program areas for the period 1 July 2020 to 30 June 2021.

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

ITEM 1

ISSUE / DISCUSSION

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

CAPITAL PERFORMANCE – 12 MONTHS ENDING 30 JUNE 2021

Classification	YTD Forecast Budget \$'000	YTD Actual * \$'000	YTD Bud Var \$'000	Forecast Budget ** \$'000	Amount Carried Forward \$'000	Adopted Budget \$'000
Buildings ¹	41,071	37,371	3,700	41,071	1,406	36,524
Roads ²	5,937	5,430	507	5,937	575	2,890
Footpaths and Cycleways ³	2,428	1,978	450	2,428	(45)	3,051
Carparks ⁴	18,210	17,619	590	18,210	385	30,000
Drainage ⁵	3,300	2,336	964	3,300	741	2,576
Waste Management	57	20	37	57	57	0
Other Capital Roads and Drainage ⁶	888	250	638	888	451	603
Recreational Leisure and Community Facilities ⁷	3,140	3,294	(154)	3,140	(49)	4,212
Parks and Open Space ⁸	2,373	801	1,572	2,373	696	1,395
Fixtures, Fittings and Furniture	121	45	76	121	61	65
Plant, Machinery and Equipment ⁹	2,324	1,484	840	2,324	372	1,952
Computers and Telecommunications ¹⁰	2,143	419	1,725	2,143	1,461	678
Property Sales	8,310	8,281	29	8,310	0	0
Building Renewal ¹¹	(294)	1,841	(2,136)	(294)	(3,599)	1,520
Total capital works	90,458	81,444	9,014	90,458	2,512	85,466

* YTD Actual expenditure includes Carried Forwards

** Forecast Budget expenditure includes Carried Forwards

Explanation of variations between forecast budget and adopted budget:

- **¹ Buildings** – Variation between adopted \$36.52m and forecast \$41.07m budgets is due primarily to:
 - \$1.31m in carried forwards from 19/20 relating to major projects commenced in 19/20 and continuing into 20/21;
 - \$2m grant funding for Dorset Sporting Pavilion;
 - \$900k grant funding for Tarralla Children's Co-located Facility;
 - \$557k allocated from Recreational Leisure and Community Facilities for the Dorset Recreation Reserve Redevelopment;
 - \$300k allocated from energy efficiency funds to works at Karralyka; and
 - \$190k grant funding for Pinemont Kindergarten Upgrade

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

ITEM 1

- **² Roads** – Variation between adopted \$2.89m and forecast \$5.94m budgets is due primarily to:
 - \$575k in carried forwards from 19/20;
 - \$1.2m of future funding brought forward for the Lincoln Road Roads to Recovery project;
 - \$350k contribution from the drainage budget to New Street Road Renewal;
 - \$350k grant funding from the Federal Government Local Roads and Community Infrastructure Program for the Laurence Grove project;
 - \$245k contribution to McAlpin Reserve Car Park Improvements;
 - \$51k grant for Dublin Road/Knaith Road Blackspot funding;
 - \$48k from the Footpath replacement program to the New Street renewal project; and
 - \$47k transferred to Drainage projects for Landau Drive.
- **³ Footpaths & Cycleways** – Variation between adopted \$3.05m and forecast \$2.43m budgets is due primarily to:
 - Negative carried forward of \$45k from 19/20;
 - \$230k allocated to Open Space Improvement Program;
 - \$120k allocated to various Open Space projects;
 - \$96k transferred to New Street and Stormwater drainage projects;
 - \$50k allocated to the Open Space Improvement Program; and
 - \$20k transferred from Roads budget for disability footpath access.
- **⁴ Carparks** – Variation between adopted \$30m and forecast \$18.2m budget is due primarily to:
 - \$385k in carried forwards from 19/20;
 - \$375k received from Department of Transport for Railway Avenue carpark works;
 - \$245k transferred from the Roads budget to the McAlpin, North Ringwood and HE Parker Reserves Carpark Improvement projects;
 - \$25k transferred from drainage projects; and
 - The timing associated with the Heathmont and Ringwood Activity Centre Carpark projects
- **⁵ Drainage** – Variation between adopted \$2.58m and forecast \$3.3m budgets is due primarily to:
 - \$841k in carried forwards from 19/20;
 - \$350k transferred to New Street Road Renewal;
 - \$218k transferred from the Golf budget for fairway drainage works;

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

ITEM 1

- \$96k transferred from Footpaths and Cycleways for New Street and Stormwater renewal projects; and
- \$47k transferred from the Roads budget for the Landau Drive bank stabilisation project.
- **⁶ Other Capital Roads and Drainage** – Variation between adopted \$603k and forecast \$888k is due primarily to:
 - \$451k in carried forwards from 19/20;
 - \$150k transferred to Community Facilities Improvement Program;
 - \$80k transferred to Ringwood East Place Activation project;
 - \$70k from Footpath Construction Program; and
 - \$25k transferred to Croydon South Neighbourhood Activity Centre project.
- **⁷ Recreational Leisure and Community Facilities** – Variation between adopted \$4.21m and forecast \$3.14m budgets due primarily to:
 - \$557k transferred to the Dorset Recreation Reserve Redevelopment project;
 - \$500k grant income for the Cheong Multipurpose Pavilion Redevelopment;
 - \$218k transferred to Golf drainage projects;
 - \$125k grant income for Silcock Sportsfield Lighting; and
 - \$50k grant income for Silcock Reserve Cricket Nets.
- **⁸ Parks and Open Space.** – Variation between adopted \$1.39m and forecast \$2.37m budgets is due primarily to:
 - \$696k in carried forwards from 19/20;
 - \$300k grant for McAlpin Reserve improvements; and
 - \$300k grant for Yarrunga Reserve Improvements.
 - \$231k transferred from Shared Bike Path Improvement Program; and
 - \$120k transferred from Footpaths and Cycleways.
- **⁹ Plant Machinery and Equipment** – Variation between adopted \$1.95m and forecast \$2.32m budgets is due to:
 - \$372k in carried forwards from 19/20.
- **¹⁰ Computers and Telecommunication** – Variation between adopted \$678k and forecast \$2.14m budgets is primarily due to:
 - \$1.46m in carried forwards from 19/20;
 - \$149k contribution from Buildings into Realm Network Lease Equipment;
 - \$103k transferred to operational accounts for equipment lease;
 - \$60k transferred to operational accounts for equipment lease; and
 - \$55k transferred to Operational accounts for software maintenance.

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

ITEM 1

- ¹¹ **Building Renewal** – Variation between adopted \$1.520m and forecast -\$294k budgets is primarily due to:
 - Negative carried forward amount of \$3.60m from 19/20 (i.e., relating to projects that were brought forward and completed in 2019/20 but were funded in 2020/21); and
 - \$1.01m allocated from future years for projects that will be undertaken during 2020/21

FINANCIAL / ECONOMIC ISSUES

CARRIED FORWARDS FROM 2019/2020

Council carried forward an amount of \$2.5m into the 2020/2021 financial year, which primarily related to major projects that were underway at the end of the 2019/2020 financial year.

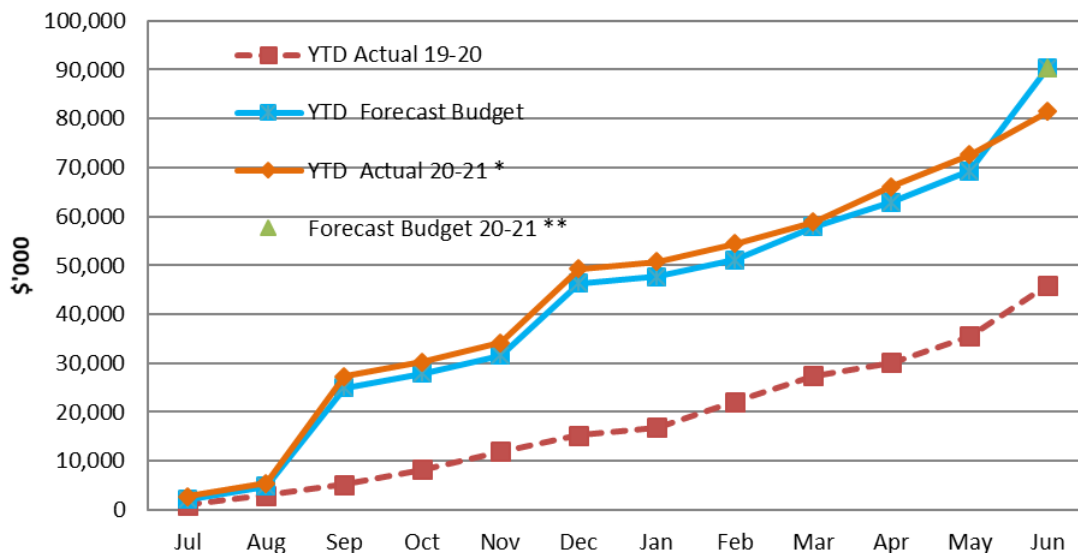
FINAL EXPENDITURE FOR 2020/2021

Council spent \$81.5m in 2020/2021 on a wide range of capital projects that will provide significant benefit to the community.

CARRY FORWARDS INTO 2021/2022

Council has carried forward \$9.01m into the 2021/2022 financial year.

CAPITAL WORKS YTD – EXPENDITURE (CUMULATIVE)



*YTD Actual expenditure includes Carried Forwards

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

ENVIRONMENTAL / AMENITY ISSUES

Not Applicable

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

ITEM 1

SOCIAL / COMMUNITY ISSUES

Not Applicable

COMMUNITY CONSULTATION

Not Applicable

CONCLUSION

Council had a total Capital Works forecast budget for 2020/2021 of \$90.46m, including \$2.5m carried forward from 2019/20 and grant funding from State and Federal Governments, and spent \$81.4m on a range of projects that will provide significant benefit to the community. Key variations between adopted and forecast budgets for the period 1 July 2020 to 30 June 2021 are noted within this report.

ATTACHMENTS

Not Applicable

CONFIDENTIALITY

Not Applicable

RECOMMENDATION

**THAT COUNCIL RECEIVES AND NOTES THE REPORT ON THE STATUS OF THE
CAPITAL WORKS PROGRAM FOR THE PERIOD 1 JULY 2020 TO 30 JUNE 2021**

**COMMUNITY FACILITIES LEASE AGREEMENT:
- NORTH RINGOOD SENIOR CITIZENS CLUB
- EAST RINGWOOD SENIOR CITIZENS CLUB
- ENJOYING PLANNED RETIREMENT INCORPORATED**

ITEM 1

PURPOSE

To seek Council approval of lease agreements between:

- Maroondah City Council and North Ringwood Senior Citizens Club
- Maroondah City Council and East Ringwood Senior Citizens Club
- Enjoying Planned Retirement Incorporated

The report also seeks to authorise the signing and sealing of the relevant documentation.

STRATEGIC / POLICY ISSUES

The following directions contained in Maroondah 2040: Our Future Together and the Council Plan 2021-2025 (Year 1: 2021-2022) 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 2021 – 2025:

- 1.9 Promote community wellbeing by supporting and empowering local community groups, sporting clubs and special interest groups across Maroondah.

BACKGROUND

There are three Senior Citizens Clubs and Enjoying Planned Retirement Inc. in the municipality which are located on Council land and occupying Council-owned premises. Lease negotiations for the three tenants commenced in 2020. Occupancy agreement renewal between Council and Croydon Senior Citizens Club has been deferred until completion of the transition to Croydon Hub B, anticipated early 2022.

ISSUE / DISCUSSION

Council seeks to enter into a Community Facilities Lease Agreement with North Ringwood Senior Citizens Club, East Ringwood Senior Citizens Club and Enjoying Planned Retirement Incorporated. Through lease agreements made between Council and the lessees, the lessees will be granted use and occupation of the premises for a term of 3 years with an option for a further two by three years at annual rentals calculated in accordance with the principles of the Community Facilities Pricing Policy and determined under the category of Senior Citizen Centres.

**COMMUNITY FACILITIES LEASE AGREEMENT:
- NORTH RINGOOD SENIOR CITIZENS CLUB
- EAST RINGWOOD SENIOR CITIZENS CLUB
- ENJOYING PLANNED RETIREMENT INCORPORATED
Cont'd**

ITEM 1

Officers recommend that Council approves the lease agreements upon the terms and conditions as set out in the leases, the principal terms of which are:

- Term - Three years with the option for two by three year further terms
- Maintenance - in accordance with the Community Facilities Standard Maintenance Schedule
- Public Liability Insurance of \$20m

FINANCIAL / ECONOMIC ISSUES

Council's Community Facilities Pricing Policy provides an overarching framework to guide Council and ensures a consistent and transparent approach to the pricing of facilities. Under the category of Senior Citizen Centres, the Policy outlines the subsidised rental fee, reflective of these organisations contributions to the social fabric of the community.

ENVIRONMENTAL / AMENITY ISSUES

Not applicable.

SOCIAL / COMMUNITY ISSUES

The implementation of the standard Community Facilities Lease Agreement ensures the clear and equitable delineation of maintenance responsibilities for all tenants occupying Council owned and/or managed community facilities, consistent with the Community Facilities Pricing Policy, and supports a sustainable approach to the provision of facilities to support community groups.

COMMUNITY CONSULTATION

Consultation and negotiation of the development of each individual lease was undertaken between Council Officers and each tenant group.

Section 115 of the Local Government Act 2020 is only applicable if lease agreements are for 10 years or greater.

CONCLUSION

The lease agreements provide a mutually beneficial arrangement between Council and:

- North Ringwood Senior Citizens' Club
- East Ringwood Senior Citizen's Club
- Enjoying Planned Retirement Incorporated




**COMMUNITY FACILITIES LEASE AGREEMENT:
- NORTH RINGOOD SENIOR CITIZENS CLUB
- EAST RINGWOOD SENIOR CITIZENS CLUB
- ENJOYING PLANNED RETIREMENT INCORPORATED
Cont'd**

ITEM 1

For the continued use and management of the:

- North Ringwood Senior Citizens Centre
- East Ringwood Senior Citizens Centre
- Annex attached to North Ringwood Senior Citizens Centre - Enjoying Planned Retirement.

ATTACHMENTS

1. Community Facilities Lease Standard - Ringwood North Senior Citizens Club - April 2021 
2. Community Facilities Lease Standard - Ringwood East Senior Citizens Club - April 2021 
3. Community Facilities Lease Standard - Enjoying Planned Retirement - April 2021 

CONFIDENTIALITY

Not Applicable

RECOMMENDATION

THAT COUNCIL

1. **GRANTS A COMMUNITY FACILITY LEASE TO:**
 - i. **NORTH RINGWOOD SENIOR CITIZENS CLUB**
 - ii. **EAST RINGWOOD SENIOR CITIZENS CLUB**
 - iii. **ENJOYING PLANNED RETIREMENT INCORPORATED**
2. **SIGNS AND SEALS ALL REQUIRED DOCUMENTATION AS APPROPRIATE**