



Councillor
(as addressed)

The next Council Meeting will be held in the Council Chamber, Braeside Avenue, Ringwood, on Monday 27 March 2017, 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 stroke extending to the right.

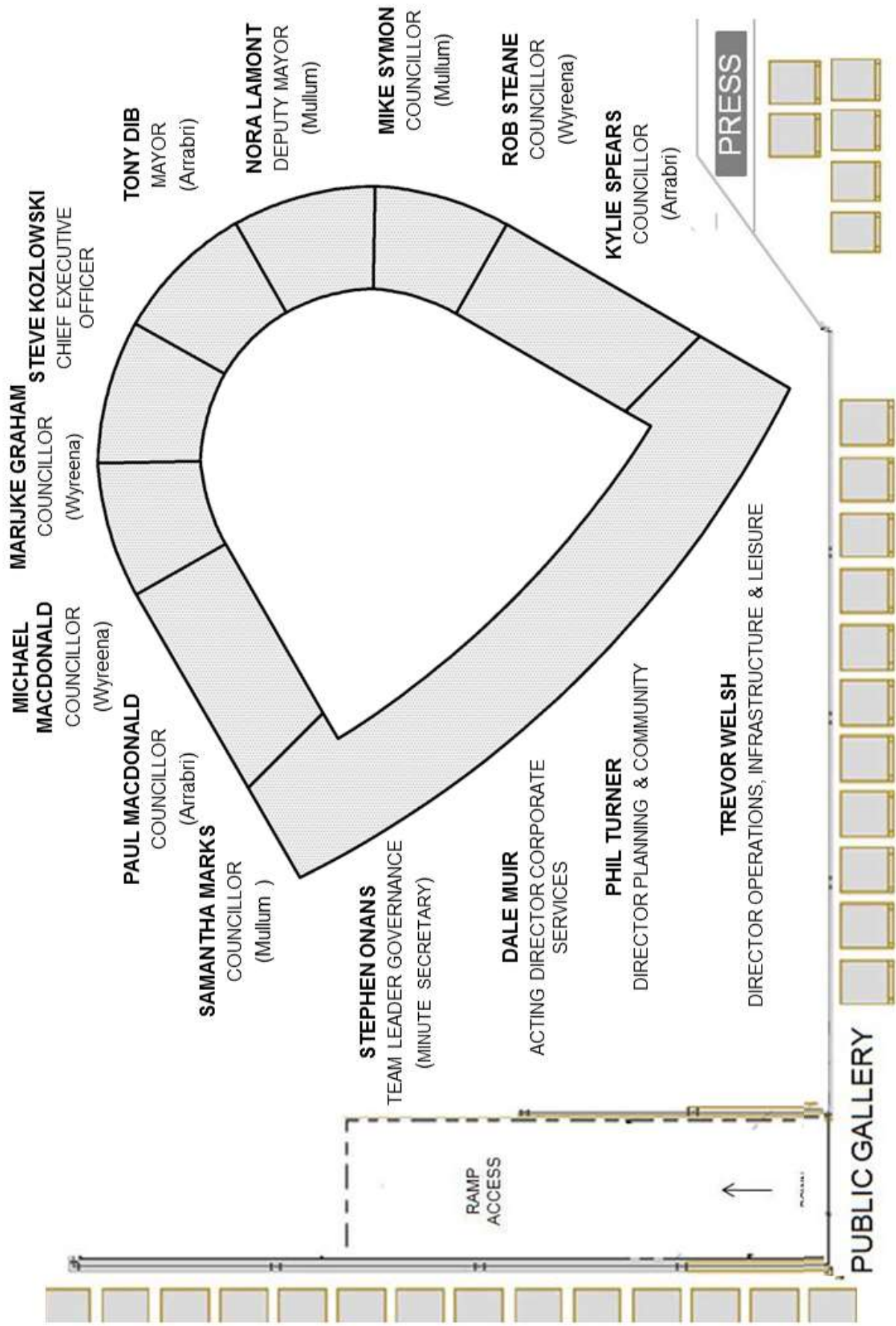
Steve Kozlowski
CHIEF EXECUTIVE OFFICER



COUNCIL CHAMBER
IS FITTED WITH A HEARING AID
INDUCTION LOOP

**SWITCH HEARING AID TO 'T' FOR
RECEPTION**

City Offices	Braeside Avenue, 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
	Ringwood: 1 Civic Place, Ringwood



ORDER OF BUSINESS

1. Prayer
2. Acknowledgment of Country
3. Apologies
4. Declaration of Interests
5. Confirmation of Minutes of the Special Council Meeting and Ordinary Council Meeting held on Monday 20 February 2017.
6. Public Questions
7. Officers' Reports
 - Acting Director Corporate Services
 1. Attendance Report 5
 2. Reports of Assembly of Councillors 7
 3. Notice of Intention to Cause a General Valuation to be made 14
 4. Eastern Regional Libraries Corporation November 2016 - January 2017 Report on the Provision of Library Services 16
 5. Council Policy - Councillor Expenses, Support and Reimbursement Policy 26
 - Director Operations, Infrastructure & Leisure
 1. Community Facilities Lease - German Shepherd Dog Club - Eastern Branch 41
 - Director Planning & Community
 1. Active & Healthy Ageing Initiative - Year 1 (2015/2016) Age-friendly Journey Report 45
8. Documents for Sealing
 1. Letters Under Seal - Immediate Past Councillors 118
 2. Letters Under Seal - Retirement Director Operations, Infrastructure and Leisure 119
9. Motions to Review
10. Late Item
11. Requests / Leave of Absence
12. In Camera
 - Director Operations, Infrastructure and Leisure
 1. Tender Evaluation Report - Contract 20819 Design Services for HE Parker Multi Sports Complex

2. Tender Evaluation Report - Contract 20815 Depot Waste Collection Services
3. Tender Evaluation Report - Contract 20814 Dublin Road Reconstruction

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 2013-2017 (Year 4: 2016-2017) 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 2013 – 2017:

- 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 ASSEMBLY OF COUNCILLORS

ITEM 2

PURPOSE

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

STRATEGIC / POLICY ISSUES

The following directions contained in Maroondah 2040: Our Future Together and the Council Plan 2013-2017 (Year 4: 2016-2017) 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 2014 – 2015:

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

BACKGROUND

An Assembly of Councillors, as defined under the Local Government Act 1989 [s.3], is a planned or scheduled meeting, comprising at least five (5) Councillors and one (1) member of Council staff, that considers 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 an Assembly of Councillors may include:

- Councillor Briefings (which are attended by all Councillors and generally held on Monday evenings),
- On-site inspections,
- Consultative Meetings with residents, developers, consultants,
- Panel Hearings conducted under s223 of the Act,
- Meetings with local organisations, Government Departments, statutory authorities, and local politicians

ISSUE / DISCUSSION

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, Assembly of Councillors briefings are conducted.

REPORTS OF ASSEMBLY OF COUNCILLORS Cont'd

ITEM 2

Assemblies 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.

The intent of this report is to present the 'Public Record' of those Assembly of Councillors briefings which are attended by all Councillors and generally held on Monday evenings, and to note the items discussed. This information is already available to the public upon request in accordance with the Local Government Act [s.80A].

This report and attachments formally table the information items previously covered by Councillors.

The 'Public Record' of the Assembly of Councillors briefings held on 20 February 2017, 6 March 2017, 18 & 19 March 2017 is attached for information.

The items contained therein were noted.

FINANCIAL / ECONOMIC ISSUES

Not Applicable

ENVIRONMENTAL / AMENITY ISSUES

Not Applicable

SOCIAL / COMMUNITY ISSUES

Not Applicable

COMMUNITY CONSULTATION

Not Applicable

CONCLUSION

Assembly of Councillors 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 Assemblies, 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 Assembly of Councillors briefings which are attended by all Councillors and generally held on Monday evenings at the City Offices Ringwood, usually two weeks prior to the formal Council Meeting, be noted at a formal meeting of Council.

REPORTS OF ASSEMBLY OF COUNCILLORS Cont'd

ITEM 2

ATTACHMENTS

1. [↓](#) 2017 February 20 - Assembly of Councillors Public Record
2. [↓](#) 2017 March 06 - Assembly of Councillors Public Record
3. [↓](#) 2017 March 18 & 19 - Assembly of Councillors Public Record

CONFIDENTIALITY

Not Applicable

RECOMMENDATION

THAT COUNCIL RECEIVES AND NOTES THE PUBLIC RECORD OF THE ASSEMBLY OF COUNCILLORS BRIEFINGS HELD ON 20 FEBRUARY 2017, 6 MARCH 2017, 18 & 19 MARCH 2017



ASSEMBLY OF COUNCILLORS – PUBLIC RECORD

Assembly Details:

Date: Monday 20 February 2017 Time: 6:00pm

Location: Meeting Room 4,
Braeside Avenue, Ringwood

Attendees:

Councillors

Cr Marijke Graham	Cr Kylie Spears
Cr Samantha Marks	Cr Rob Steane
Cr Nora Lamont	Cr Mike Symon

Council Officers:

Steve Kozlowski	Chief Executive Officer	
Marianne Di Giallonardo	Director Corporate Services	
Phil Turner	Director Planning & Community	
Trevor Welsh	Director Operations, Infrastructure & Leisure	
Wendy King	Manager Community Services	Items 2 & 3
Adam Cooper	Team Leader Youth Services	Item 2
Rachelle Jones	Youth Program Worker	Item 2
Debra Styles	Program Manager Aged & Disability Services	Item 3
Grant Meyer	Manager Integrated Planning	Item 4
Stephen Onans	Team Leader Governance	

Apologies:

Councillors:

Cr Tony Dib, JP Cr Michael Macdonald Cr Paul Macdonald
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Council Officers:

Nil

Conflict of Interest Disclosure:

Councillors:

Nil

Council Officers:

Nil

Items Discussed:

Confidential

1	Council Meeting Agenda
2	Maroondah Equal Sports
3	Active and Healthy Ageing Initiative Year 1 Progress Report
4	Resilient Melbourne

Record completed by:

Council Officer

Stephen Onans

Title

Team Leader Governance



ASSEMBLY OF COUNCILLORS – PUBLIC RECORD

Assembly Details:

Date: Monday 6 March 2017 Time: 6:00pm

Location: Meeting Room 4,
Braeside Avenue, Ringwood

Attendees:

Councillors

Cr Tony Dib, JP (left 8.40pm)	Cr Michael Macdonald	Cr Kylie Spears
Cr Marijke Graham	Cr Paul Macdonald	Cr Rob Steane
Cr Nora Lamont		Cr Mike Symon

Council Officers:

Steve Kozlowski	Chief Executive Officer	
Marianne Di Giallonardo	Director Corporate Services	
Phil Turner	Director Planning & Community	
Trevor Welsh	Director Operations, Infrastructure & Leisure	
Dale Muir	Manager Revenue, Property & Customer Service	Items 3 & 4
Adam Todorov	Manager Assets	Item 5
Tim Cocks	Manager Leisure	Item 5
Steve McIntosh	Team Leader Facilities	Item 5
Wendy King	Manager Community Services	Item 6
Debra Styles	Program Manager Aged & Disability Services	Item 6
Andrew Taylor	Manager Engineering & Building Services	Item 7
Sherryn Dunshea	Manager Communications & Marketing	Item 9
Stephen Onans	Team Leader Governance	

Others:

Peter Watkinson, Director PB Watkinson Consulting	Item 1
Craig Jenz, Managing Director	Item 1
David Plunkett, Chief Executive, Eastern Health	Item 2
Zoltan Kokai, Executive Director, Technology and Capital Projects Eastern Health	Item 2
Siva Sivathasan, Manager, South East Metropolitan Projects, Department of Health and Human Services	Item 2

Apologies:

Councillors:	Cr Samantha Marks (leave of absence)
Council Officers:	Nil

Conflict of Interest Disclosure:

Councillors:	Cr Kylie Spears – Item 5: HE Parker Multi Sports Complex Update Reason: Cr Spears is President of Melbourne East Netball Association; primary intended tenant of the stadium.
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Council Officers:

Nil

Items Discussed:**## Confidential**

1	Braeside Avenue Crown Land Swap Proposal
2	Eastern Health Presentation regarding Maroondah Hospital Masterplan
3	Property Matter - Wilana Street, Ringwood
4	Notice of Intention to Cause a General Valuation
5	HE Parker Multi Sports Complex Update
6	Community Services Update
7	Footpath Construction Program Implementation Plan
8	Draft Council Plan Priority Actions 2017-2021
9	Draft Councillor Expenses and Entitlements Policy 2017
10	Community Assistance Fund

Record completed by:

Council Officer

Stephen Onans

Title

Team Leader Governance



ASSEMBLY OF COUNCILLORS – PUBLIC RECORD

Assembly Details:

Date:
Saturday 18 March 2017 &
Sunday 19 March 2017
(part thereof)

Time:
9:00am – 5:0pm &
9-00am – 11:30am.

Location:
RACV Resort Cape Schanck

Attendees:

Councillors

Cr Tony Dib, JP
Cr Marijke Graham
Cr Nora Lamont

Cr Michael Macdonald
Cr Paul Macdonald

Cr Kylie Spears
Cr Rob Steane
Cr Mike Symon

Council Officers:

Steve Kozlowski
Marianne Di Giallonardo
Phil Turner
Trevor Welsh
Adam Todorov
Grant Meyer

Chief Executive Officer
Director Corporate Services
Director Planning & Community
Director Operations, Infrastructure & Leisure
Manager Assets
Manager Integrated Planning

Items 6 & 7

Apologies:

Councillors:

Cr Samantha Marks (Leave of Absence)

Council Officers:

Nil

Conflict of Interest Disclosure:

Councillors:

Nil

Council Officers:

Nil

Items Discussed:

Confidential

1	Long Term Outlook
2	Proposed Operational Outcomes
3	Rating Strategy
4	Draft Council Plan 2017-2020
5	Pipeline Projects & Priorities
6	Community Wellbeing Issues
7	Other Issues

Record completed by:

Council Officer

Marianne Di Giallonardo

Title

Director Corporate Services

**NOTICE OF INTENTION TO CAUSE A GENERAL VALUATION
TO BE MADE**

ITEM 3

PURPOSE

To recommend that Council give notice of intention to cause the making of a general valuation for the year 2018, in line with local authorities obligations under the Valuation of Land Act (1960) and formally appoint Mr. Tim Frain Senior Valuer and the Westlink Corporation to undertake the valuation..

STRATEGIC / POLICY ISSUES

The following directions contained in Maroondah 2040: Our Future Together and the Council Plan 2013-2017 (Year 4: 2016-2017) provide the strategic framework that underpins the purpose of this report.

Outcome Area: A well governed and empowered community

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

Key Directions 2013 – 2017:

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

8.2 Ensure responsible and sustainable management of Maroondah's resources, assets, infrastructure and natural environment

8.3 Provide community inspired leadership in democratic governance

BACKGROUND

Council is required pursuant to Section 6 (1) of the Valuation of Land Act (1960) to resolve to cause a general valuation to be made. Council has a valuations company contracted to undertake its valuations activities and responsibilities.

ISSUE / DISCUSSION

The proposed general valuation is part of the State Government's requirement for two-yearly valuations of all property in the municipality for rating and taxing purposes.

FINANCIAL / ECONOMIC ISSUES

Council budget includes provision for these works and for fee income for use of the valuations by the State Revenue Office.

ENVIRONMENTAL / AMENITY ISSUES

Not Applicable

**NOTICE OF INTENTION TO CAUSE A GENERAL VALUATION
TO BE MADE Cont'd**

ITEM 3

SOCIAL / COMMUNITY ISSUES

Not applicable

COMMUNITY CONSULTATION

The objection process for individual property valuations is available as is an appeal process against the rate.

CONCLUSION

Council should give notice of intention to cause the making of a general valuation for the year 2018 as part of Council's legal obligations.

ATTACHMENTS

Not Applicable

CONFIDENTIALITY

Not Applicable

RECOMMENDATION

THAT COUNCIL

- 1. GIVES NOTICE OF ITS INTENTION TO CAUSE A GENERAL VALUATION TO BE MADE, PURSUANT TO SECTION 6 (1) OF THE VALUATION OF LAND ACT (1960)**
- 2. IN ACCORDANCE WITH SECTION 13DA OF THE VALUATION OF LAND ACT (1960) APPOINTS MR TIM FRAIN, SITE MANAGER/SENIOR VALUER AND THE COMPANY WESTLINK CORPORATION PTY LTD. TO MAKE THE YEAR 2018 REVALUATION**

**EASTERN REGIONAL LIBRARIES CORPORATION
NOVEMBER 2016 - JANUARY 2017 REPORT ON THE
PROVISION OF LIBRARY SERVICES**

ITEM 4

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 following directions contained in Maroondah 2040: Our Future Together and the Council Plan 2013-2017 (Year 4: 2016-2017) provide the strategic framework that underpins the purpose of this report.

Outcome Areas:

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

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

Key Directions 2013 — 2017:

- 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.
- 2.15 Facilitate and encourage the provision of world-class life-long learning opportunities in Maroondah, from early learning through to adult and tertiary levels.
- 2.17 Facilitate and encourage places, spaces and programming that provide for a third place of community connection beyond home and work.
- 3.5 Support and celebrate the unique cultures of emerging communities in Maroondah.

**EASTERN REGIONAL LIBRARIES CORPORATION
NOVEMBER 2016 - JANUARY 2017 REPORT ON THE
PROVISION OF LIBRARY SERVICES Cont'd**

ITEM 4

BACKGROUND

Maroondah City Council's library services are provided by the Eastern Regional Libraries Corporation (ERLC).

As part of a Regional Library Agreement, ERLC provides library services also to Knox City and Yarra Ranges Councils.

The estimated population of its Member Councils (approximately 410,000) makes ERLC the largest public library service in Victoria.

Based on the results of the annual survey of Victorian Public Libraries (of which there are 46) ERLC is also number 1 based on per annum:

- Library Visits - 1,969,577
- Turnover Rate (Physical Items) - each item in our collection goes out an average of 9 times per year. The average for Victoria is 5.3
- Loans — 3,494,893 - when you add together the number of loans of physical items (3,187,534) with the number of loans of Items (307,359)

The independent annual Syndicate Survey for 2015/16 shows that 57% of users rate ERLC's service as between 9 and 10 (where 10 is very satisfied). The overall rating was 8.42 out of 10 for the key areas of courtesy, helpfulness, knowledge, reference and information services, up on the 8.24 of 2014/15.

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 \$31.89 compared to the State average of \$38.68;
- cost library service per visit is \$5.09 compared to the State average of \$6.11; and
- number of Equivalent Full Time (EFT) staff is 0.24 compared to the State average of 0.31

ISSUE / DISCUSSION

Overall Maroondah library services are experiencing considerable growth. The major reason for this growth is the opening of the 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 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 all service areas.

**EASTERN REGIONAL LIBRARIES CORPORATION
NOVEMBER 2016 - JANUARY 2017 REPORT ON THE
PROVISION OF LIBRARY SERVICES Cont'd**

ITEM 4

Based on ERLC regional Year to Date (YTD) statistics, Realm and Croydon rank as follows.

Memberships YTD: Realm is ranked No 1 - 29,279, and Croydon No 3 - 24,092.

	16/17	15/16
Croydon	24,092	22,460
Realm	29,279	26,467
Total	53,371	48,927

Visits YTD: Realm (No 1) and Croydon (No 2) are the busiest branches in the region.

	Realm	Croydon	16/17	15/16
July	42,777	29,984	72,761	39,426
August	42,233	29,445	71,678	38,135
September	39,840	25,732	65,572	36,706
October	43,631	28,231	71,862	30,538
November	39,610	27,210	66,820	66,448
December	28,947	20,800	49,747	56,059
January	39,989	23,237	63,226	63,630
Total	277,027	184,639	461,666	330,942

Loans YTD: Croydon is ranked No 1 - 315,990 and Realm No 3 – 217,817.

	16/17	15/16
Realm	217,817	204,357
Croydon	315,990	319,823
Total	533,807	524,180

Public Enquiries: Croydon is ranked No 2 – 20,187 and Realm No 3 – 18,136.

	Realm	Croydon	16/17	15/16
July	2,485	3,618	6,103	4,959
August	2,718	3,008	5,726	4,445
September	2,702	2,780	5,482	4,267
October	2,937	2,586	5,523	3,976
November	2,467	2,836	5,303	5,042
December	2,235	2,415	4,650	4,605
January	2,592	2,944	5,536	6,198
Total	18,136	20,187	38,323	33,492

**EASTERN REGIONAL LIBRARIES CORPORATION
NOVEMBER 2016 - JANUARY 2017 REPORT ON THE
PROVISION OF LIBRARY SERVICES Cont'd**

ITEM 4

Public PCs Sessions: Realm is ranked No 1 — 21,750 and Croydon No 3 — 16,210.

	Realm		Croydon		16/17	15/16
	WP/Int	15 Min	WP/Int	10 Min		
July	2,860	165	2,115	532	5,672	4,812
August	3,064	177	2,134	461	5,836	4,693
September	2,803	197	2,030	421	5,451	4,749
October	3,015	128	2,034	440	5,617	4,018
November	2,968	147	1,865	359	5,339	4,096
December	2,685	167	1,605	257	4,714	4,265
January	3,122	252	1,676	281	5,331	5,032
Total	20,517	1,233	13,459	2,751	37,960	31,665

WiFi Sessions: Realm has very quickly become the No 1 branch in the region for WiFi sessions. Compared to 2015 when the library was located at Warrandyte Road, the number of WiFi session has more than quadrupled.

Croydon ranks No 3 in the region after Knox Shopping Centre.

	Croydon	Realm	Croydon	Realm
	2016	2016	2015	2015
July	1,703	4,806	1,570	1,428
August	1,497	5,372	1,659	1,237
September	1,703	4,806	1,482	1,333
October	1,502	6,860	2,025	564
November	1,006	4,180	1,599	2,950
December	831	3,054	1,659	2,579
January	995	3,543	1,273	3,550
Total	9,237	32,621	11,267	13,641

Adult Programs Attendances YTD: Realm is ranked No 2 - 1,759 and Croydon at No 3 - 1,038.

Programs which run at either or both locations are:

- Author Talks/Workshops
- Book chat/Book club
- Family History
- Monthly Clubs
- Friendship Groups
- External Visits
- Military History

**EASTERN REGIONAL LIBRARIES CORPORATION
NOVEMBER 2016 - JANUARY 2017 REPORT ON THE
PROVISION OF LIBRARY SERVICES Cont'd**

ITEM 4

Children's & Youth Programs Attendances: Realm is ranked No. 1 — 7,314 and Croydon at No. 2 — 7,274

Programs for Adults/Juniors, Schools and Children which run at either or both locations include:

- Pre-school activities
- After School club
- Tiny Tots
- Toddlertime
- Holiday programs
- Teenage activities
- Other group visits to library
- Saturday story times
- Festivals
- External visits (to schools etc.)
- School visits to Library
- Pre-school visits to library

Programs & Events

As can be seen from the statistics Maroondah libraries have proved to be very popular for adult, children's and youth programs and events. Over 2,700 adults and 8,600 children (accompanied by 5,900 adults) have attended various activities to date this year. Just some of these programs and events include:

Children's and Youth Programs & Events

Storytimes

Storytime is popular at Realm and Croydon Library. 8,600 children (accompanied by 5,900 adults) have attended various activities to date this year.

**EASTERN REGIONAL LIBRARIES CORPORATION
NOVEMBER 2016 - JANUARY 2017 REPORT ON THE
PROVISION OF LIBRARY SERVICES Cont'd****ITEM 4**

Weekly Storytimes sessions are as follows:

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

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

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

International Games Day

Once again International Games Day at Croydon Library was a big hit with those eager to try out new games! Nintendo again provided games consuls which proved to very popular. Board games were a big hit as were the large games of chess and snakes and ladders. A terrific event that is not only looked forward to every year, but continues to grow in popularity.

1000 Books before School

ERLC is a partner in this initiative of the State Library. Every book that a child completes, or actively listens to, counts – this includes stories read at Storytime sessions, daycare, playgroup, kindergarten, as well as the same book over and over again.

The program finishes once the child reaches 1000 books, or starts school.

Adult Programs & Events**Bookchats**

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

Bookclub Program

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

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

The Bookclub fee for 2017 is \$350 per Bookclub. This entitles the group to receive a Bookclub set, delivered to the branch of their choice, each month with a loan period of six weeks.

**EASTERN REGIONAL LIBRARIES CORPORATION
NOVEMBER 2016 - JANUARY 2017 REPORT ON THE
PROVISION OF LIBRARY SERVICES Cont'd**

ITEM 4

Genie Exchanges

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

Retirement Planning for the over 50s ~ Croydon

A session was held on the various options available as the first step towards living a lifestyle of choice and independence upon retirement. Valuable insights included: how and when you can access your super; how to minimise your tax; the different types of pension available; how to ensure your family will be financially secure after you are gone; how to boost your retirement savings by restructuring your finances.

Celebrate Seniors Week

A session was held on exploring different genres and speculative fiction titles - from the International Booker prize short list to great bestselling translated works. Participants heard about the Green Carnation Prize that introduced some LGBT titles to enthrall and open eyes. Great podcasts, booktube favourites and some great comfort reads were also recommended.

It Began with the Watermelon

Author Julia Drury-Catton chatted about the renovation of her house in Greece and how her book "It began with the Watermelon" resulted from the experience.

Dementia Resource Library

The Brotherhood of St Laurence Dementia Resource Library has relocated to Realm from the end of November.

This will give families dealing with issues around dementia greater access to materials that will hopefully improve the quality of life for those suffering from dementia.

For a small fee residential aged care centres and individuals will have access to the resources.

Maroondah Festival

Paul Jamieson got the library jumping with another of his fantastic concerts at Croydon. Just over 100 children, parents and grandparents danced and sang along to Paul's toe tapping music.

iPads were set up to show some of the library's great resources such as e book collections, Story Box, some of the free good quality children's apps. Lots of Fun!

Eastern Health Family Fun Day

ERLC together with Monash Library Service conducted storytimes at the Eastern Health Family Day in Ringwood East in November. This was the second year that the two library services participated in this enjoyable family day, focusing on mental health.

**EASTERN REGIONAL LIBRARIES CORPORATION
NOVEMBER 2016 - JANUARY 2017 REPORT ON THE
PROVISION OF LIBRARY SERVICES Cont'd**

ITEM 4

One Million Stars

One Million Stars to End Violence is a peaceful global weaving project that engages communities in a conversation about ending all forms of violence.

On the first Thursday of each month, an external partner would host a meeting of like-minded craft enthusiasts in Realm and instruct them in a new and beautiful project.

Examples include Brazilian embroidery, star weaving, 3D crochet, and participating in the 'One Million Stars' project.

Literacy

Free2B Literacy Network

ERLC together with Mountain District Learning Centre and Outer Eastern Literacy developed the Free2B Network to focus on issues around Adult Literacy in the outer east.

Several programs were developed including the distribution of the Free2B bag, containing a DVD and information about how to find some help with literacy.

ERLC has established a Literacy Team to provide not only help with literacy and numeracy but also help with Digital Literacy.

ERLC's Digital Literacy Officer presented information on the ERLC Literacy Strategy and on some of our literacy programs at the State Library Forum on Adult Literacy. ERLC is one of the Case Study libraries in the State Library publication, Reading and Literacy for All.

Digital Literacy

In 2016 our Digital Literacy Officer hosted over 120 events (46 in Maroondah) with content for every single demographic. Sessions took place throughout our region at branches, community houses, schools and retirement villages. Session included Cybersafety / eBay / PayPal.

Sessions are regularly fully booked and are considered by many to be a lifeline in an age of constant technological change.

STEM / STEAM

Recognising the importance of 'digital literacy' to our communities in the 'new age of STEAM' ERLC is introducing three new programs: *Code Robots at Libraries* is designed to introduce kids aged between 7 and 13 to programming; *Let's Code - Do Not Push* invites kids aged 10 - 14 to code using a computer and an Arduino device; and *Beginners Coding* introduces attendees to the basics of programming, helps them choose their language, then details the resources they'll need to get started. A second session is based on PHP and will have attendees write their first program, with help from our Digital Literacy Officer. All these programs will be run at Croydon and Realm over the coming six months.

**EASTERN REGIONAL LIBRARIES CORPORATION
NOVEMBER 2016 - JANUARY 2017 REPORT ON THE
PROVISION OF LIBRARY SERVICES Cont'd**

ITEM 4

Information Technology

PCs, Network & the Cloud

In the last quarter of 2016 ERLC implemented an equipment renewal that updated computers, network equipment and server hosting.

All public and staff computers in Croydon and Realm were replaced with “all in one” DELL computers that have an integrated screen. This has helped provide a tidier environment for the public computers. The “KIDS” computers are touch screen which allows children to interact without needing a mouse or keyboard.

The network equipment was also refreshed with Cisco switches and WatchGuard firewalls. The management of these has been outsourced. This will help reduce the IT support workload.

In October ERLC email was migrated from a Kerio mail server to Office 365. This has meant a mail server has been decommissioned. It has also meant that staff working at library branches can store documents in the cloud. This has allowed the decommissioning of branch file servers.

ERLC virtual servers were all migrated to a ‘cloud’ hosting environment. The hosting, and backup, are in Data Centres in Australia. There is a third back up in the Scoresby head office.

This has allowed the decommissioning of 3 physical servers, network storage, network switches and a reduction in UPS size. The “server” room at head office has downsized from 2 cabinets to 1. The remaining cabinet is mostly network equipment.

ERLC Website Project

The library team is on the home stretch regarding ERLC’s vibrant new website. The team has worked closely with a consultant to produce a website that is accessible, responsive and packed with the content our community needs. The project will be based on the WordPress platform.

eSmart Libraries

eSmart Libraries helps public libraries better integrate cyber safety and wellbeing practices and promote the safe use of online technology in their communities.

eSmart, an initiative of the Alannah & Madeline Foundation, uses a cultural change approach to improve cyber safety, increase digital literacy and reduce cyber bullying across Australia.

Thanks to a very hard working eSmart team, ERLC has now become a fully accredited eSmart Library Service.

**EASTERN REGIONAL LIBRARIES CORPORATION
NOVEMBER 2016 - JANUARY 2017 REPORT ON THE
PROVISION OF LIBRARY SERVICES Cont'd**

ITEM 4

FINANCIAL / ECONOMIC ISSUES

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

ENVIRONMENTAL / AMENITY ISSUES

Not applicable

SOCIAL / COMMUNITY ISSUES

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

COMMUNITY CONSULTATION

Not applicable.

CONCLUSION

Council's Library service provided by the Eastern Regional Library Service provides a highly valued universal service to the Maroondah Community at both Realm and Croydon sites as well as outline the first seven months reporting in the 16/17 year demonstrates high membership, visits, loans, public enquiries, public pc activities, Wi-Fi, adult, children and youth program attendance and program events continue to be well received and attended by the Maroondah community. These figures are some of the highest for the region and demonstrates Council's continued investment in this service is reaping significant benefits and rewards for the community.

ATTACHMENTS

Not Applicable

CONFIDENTIALITY

Not Applicable

RECOMMENDATION

**THAT COUNCIL NOTES THE EASTERN REGIONAL LIBRARIES CORPORATION
REPORT NOVEMBER 2016 – JANUARY 2017**

**COUNCIL POLICY - COUNCILLOR EXPENSES, SUPPORT
AND REIMBURSEMENT POLICY**

ITEM 5

PURPOSE

To update the Councillor Expenses, Support and Reimbursement Policy to ensure it meets the current legislative framework; acknowledges the current review of the Local Government Act 1989; and provides clear guidelines, accountability and transparency.

STRATEGIC / POLICY ISSUES

The following directions contained in Maroondah 2040: Our Future Together and the Council Plan 2013-2017 (Year 4: 2016-2017) 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:

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

8.2 Ensure responsible and sustainable management of Maroondah's resources, assets, infrastructure and natural environment

BACKGROUND

Council initially adopted a policy on expenses and entitlements on 18 August 1997 and has subsequently revised such policy on 17 April 2000 and further on 18 September 2006 and 27 June, 2011.

The legislative framework for such a policy is provided by:

- Local Government Act 1989 - Sections 74 and 75 (Version incorporating amendments as at 1 September 2016)
- Recognition and Support, the Victorian Government's Policy Statement on Local Government Mayoral and Councillor Allowances and Resources, April 2008
- Victorian Government's Information Guide on Mayor and Councillor Entitlements – Reimbursement of Expenses and Provision of Resources and Facilities Support for Victorian Mayors and Councillors November 2008.

It is viewed as appropriate and timely that the policy is reviewed with the new term of Council.

**COUNCIL POLICY - COUNCILLOR EXPENSES, SUPPORT
AND REIMBURSEMENT POLICY Cont'd**

ITEM 5

ISSUE / DISCUSSION

The Councillor Expenses and Entitlements Policy was last updated in 2011.

It is timely that it be reviewed and updated given:

- the legislative changes that have occurred in this timeframe
- the increased scrutiny of expenses and entitlements of other levels of government to ensure clarity and transparency
- community expectations regarding Council's spending to ensure that the policy fits "the pub test"

The Policy applies to the Mayor and Councillors and identifies the provision of resources and facilities, and the reimbursement of expenses incurred while undertaking the prescribed Duties of Council, as well as clarifying the approval process.

This Policy meets the current legislative framework, acknowledges the current review of the Local Government Act 1989, and will be subject to review to take in to account the anticipated changes to the Local Government Act 1989.

FINANCIAL / ECONOMIC ISSUES

To reflect the costs of professional development and attendance at community events since the last update in 2011, the amount allocated to:

- Councillors for professional development has been increased from \$8,000 to \$9,000 (an increase of \$9,000 in total)
- The Mayor for attendance at community events has been increased from \$3,000 to \$4,000 (an increase of \$1,000)

In acknowledging the position of Deputy Mayor, an amount for attendance at community events has been established at \$3,000 (an increase of \$1,000)

These items will be adjusted and budgeted for in the 2017/18 Budget.

ENVIRONMENTAL / AMENITY ISSUES

Not Applicable

SOCIAL / COMMUNITY ISSUES

Not Applicable

**COUNCIL POLICY - COUNCILLOR EXPENSES, SUPPORT
AND REIMBURSEMENT POLICY Cont'd**

ITEM 5

COMMUNITY CONSULTATION

A report will be provided to Council on a quarterly basis summarising:

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

This report will be available on Council's website and included in the Annual Report to meet the Local Government Amendment (Performance Reporting and Accountability) Act 2014, which is now consolidated in the Local Government Act 1989 as amended.

CONCLUSION

That Council adopts the proposed Councillor Expenses, Support and Reimbursement Policy – March 2017, as part of good governance practice, as it provides consistency, transparency and accountability on the matters covered, in line with current legislative frameworks, and Victorian Government expectations.

ATTACHMENTS

1. [Download](#) Councillor Expenses, Support and Reimbursement Policy March 2017

CONFIDENTIALITY

Not Applicable

RECOMMENDATION

**THAT COUNCIL ADOPTS THE COUNCILLOR EXPENSES, SUPPORT AND
REIMBURSEMENT POLICY DATED MARCH 2017, AS ATTACHED TO THIS REPORT**



Councillor Expenses, Support and Reimbursement Policy

CRS-003

Purpose

To provide guidance on Mayor and Councillor allowances, the reimbursement of expenses, and the provision of facilities and support for Councillors in accordance with Section 74 and 75 of the Local Government Act 1989 Act ("the Act"), which requires Council to review, adopt and maintain a policy in relation to Councillor allowances and the reimbursement of expenses.

Context

In accordance with Section 74 of the Local Government Act 1989 an allowance is payable to the Mayor and Councillors, as determined by the Minister for Local Government and in consultation with the community.

The Victorian Government's Policy Statement on Local Government Mayoral and Councillor Allowances and Resources – April 2008, views Councillor allowances not as a form of salary but as some recognition of the contributions made by those elected to voluntary, part time roles in the community.

In accordance with Section 75B of the Local Government Act 1989 Councils must adopt and maintain a policy in relation to the reimbursement of expenses for Councillors.

The Victorian Government's Information Guide on Mayor and Councillor Entitlements – Reimbursement of Expenses and Provision of Resources and Facilities Support for Victorian Mayors and Councillors November 2008 states "any provision of other 'general expenses/allowances' unrelated to actual expenses incurred or to annual allowances provided by the Act, and which could be designed to supplement Councillors' annual allowances entitlements under the Local Government Act 1989 is not permitted."

Scope

The Policy applies to the Mayor and Councillors of Maroondah City Council and identifies the provision of resources and facilities, and the reimbursement of expenses incurred while undertaking the prescribed Duties of Council, as well as clarifying the approval process.

This Policy meets the current legislative framework, acknowledges the current review of the Local Government Act 1989, and will be subject to review to take in to account the anticipated changes to the Local Government Act 1989.

Objectives

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



Councillor Expenses, Support and Reimbursement Policy

CRS-003

Policy principles

In accordance with section 75B of the Local Government Act 1989:

- 1) A Council must adopt and maintain a policy in relation to the reimbursement of expenses for Councillors and members of Council committees
- 2) A policy adopted by Council under this section must be consistent with:
 - a. the prescribed types of Councillor out-of-pocket expenses that must be reimbursed if the expenses are reasonable and bona fide; and
 - b. the prescribed procedures to be followed by Councils in relation to the reimbursement of out-of-pocket expenses.
- 3) A Council must keep a copy of the policy adopted and maintained under this section available for inspection at the office of the Council.

The overriding principle to be addressed in the development of a Council expenses reimbursement policy is that the details and range of benefits provided to Councillors by the Council should be clearly stated and be fully transparent and acceptable to the local community.

In accordance with Section 75 of the Local Government Act 1989:

- 1) A Council must reimburse a Councillor for expenses if the Councillor –
 - a. applies in writing to the Council for reimbursement of expenses; and
 - b. establishes in the application to Council that the expenses were reasonable bona fide Councillor out-of-pocket expense incurred while performing the duties of a Councillor.
- 2) In this section, "duties as a Councillor" means duties performed by a Councillor that are necessary or appropriate for the purposes of achieving the objectives of a Council having regard to any relevant Act, regulations, Ministerial guidelines or Council policies.

Councillor expenses are those expenses necessarily incurred by Councillors, or on behalf of Councillors, for the purpose of conducting the Duties of a Councillor, as prescribed in this policy.

Expenses incurred by Councillors relevant to their professional, business or private roles will not be reimbursed.

In accordance with Section 75C of the Local Government Act 1989:

A Council must make available for the Mayor and the Councillors the minimum resources and facilities prescribed for the purposes of this section.



Councillor Expenses, Support and Reimbursement Policy

CRS-003

Policy position

The Policy is intended to identify Councillor allowances, resources and facilities, and to clarify the approval process for reimbursement of expenses incurred by Councillors (and their partners) whilst undertaking their duties.

The Victorian Government's Policy Statement on Local Government Mayoral and Councillor Allowances and Resources – April 2008 prescribes a "minimum toolkit" for Mayor and Councillor resources/facilities and reimbursement of expenses. Maroondah City Council provides the following:

Resources/Facilities

- Administrative support for the Mayor and Councillors
- Office for the Mayor
- Councillor Lounge for Councillors to conduct business
- Vehicle for Mayor or annualised cash allowance of \$8,000
- Computer for Councillors – iPad or equivalent
- iPhone or equivalent
- Business Cards and access to Council stationery
- Access to printer/scanner/copier unit

Reimbursement

- Travel – including reimbursement of public transport costs
- Phone – reimbursement of relevant call costs
- Internet
- Child care/family care

Relationship to the Maroondah 2040 Community Vision

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

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

Alignment with Council's Mission and Values

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

The Policy supports Council's Mission to be an effective and dynamic leader by offering the opportunity for the Mayor and Councillors to undertake professional development. In this regard it also supports Council's four core Values of Co-operation, Commitment, Communication and Continuous Improvement and Innovation,



Councillor Expenses, Support and Reimbursement Policy

CRS-003

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

Related legislation

- Local Government Act 1989 - Sections 74 and 75 (Version incorporating amendments as at 1 September 2016)
- *Recognition and Support*, the Victorian Government's Policy Statement on Local Government Mayoral and Councillor Allowances and Resources, April 2008
- Victorian Government's *Information Guide on Mayor and Councillor Entitlements – Reimbursement of Expenses and Provision of Resources and Facilities Support for Victorian Mayors and Councillors* November 2008.
- Local Government Amendment (Performance Reporting and Accountability) Act 2014
- Victorian Local Government Award 2015 – Section 15.2 – Vehicle Allowance

Related policies, strategies, procedures and guidelines

- Maroondah 2040 – Our future together
- Council Plan 2013-2017 Year 4:2016/17
- Councillors' Information Manual – November 2016
- Councillor Code of Conduct – February 2017

Policy implementation

1 Expense Reimbursements

1.1 Child Care/Family Care

Council will reimburse the cost of child care and or family care expenses incurred by Councillors for the care of their immediate family whilst performing the prescribed Duties of a Councillor:

Reimbursement is subject to the following conditions:

- 1.1.1 Each child care and or family care expense claimed shall be substantiated by a receipt from the caregiver showing the dates and times care was provided and accompanied by a written statement from the Councillor explaining why the care was needed on each occasion;
- 1.1.2 Child care/family care costs are not eligible for reimbursement if the paid care was provided by a person who is immediate family (eg. partner, mother/father, sister/brother or sister in law/brother in law) or someone who normally or regularly lives with the Councillor;
- 1.1.3 Claims for reimbursement of child care and or family care expenses must be submitted within 3 months of the date from which they are incurred; and
- 1.1.4 For the purposes of this policy, a child shall be defined as up to, but not including, 16 years of age.



Councillor Expenses, Support and Reimbursement Policy

CRS-003

1.2 Travel

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

Council will reimburse Councillors, upon request, for travel expenses incurred in undertaking prescribed Duties of a Councillor; as follows:

- 1.2.1 For travel by car, an expense allowance be paid, based on the rate set out in the Victorian Local Government Award 2015 – Section 15.2 – Vehicle Allowance (\$0.78 per kilometre).
- 1.2.2 For travel by motorcycle, an expense allowance be paid, based on the rate set out in the Victorian Local Government Award 2015 – Section 15.2 – Vehicle Allowance (\$0.26 per kilometre).
- 1.2.3 Car parking fees will be reimbursed on the basis of original receipts or log book entries and relevant details regarding the purpose, date and time of the meeting or function. The most value for money parking options should be sought.
- 1.2.4 Costs associated with tolls, including the use of day passes or those transactions incurred as part of existing personal e-tag accounts. Copies of relevant supporting documentation must be provided.
- 1.2.5 Public transport fares will be reimbursed upon production of receipt/ticket or a Myki card will be made available for Councillors business use only. Councillors are encouraged to use public transport for meetings and conferences to and within the Melbourne Central Business District.
- 1.2.6 Travel must be undertaken by the shortest route possible.
- 1.2.7 A record of private vehicle use must be maintained by the Councillor and submitted on a 3 monthly basis. This record must contain details of Council business, date, destination, number of kilometres, parking costs and tolls.
- 1.2.8 Claims for reimbursement of travel must be submitted within 3 months of the date from which they are incurred.
- 1.2.9 Councillors undertaking private travel arrangements in conjunction with any travel for the purpose of their Duties as a Councillor must ensure that all costs incurred for private purposes are clearly delineated and that appropriate records including pre-departure itineraries are maintained.
- 1.2.10 Where any private travel and associated costs are included in a package ticket or arrangement, the Councillor must meet, or reimburse Council, the private proportion prior to departure.
- 1.2.11 Fines and Infringements will not be borne by Council. Councillors will be responsible for the payment of their own fines and infringements.



Councillor Expenses, Support and Reimbursement Policy

CRS-003

2 Professional development

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

This policy supports this obligation by offering the opportunity to undertake appropriate professional development (conferences, seminars, workshops and training sessions) that may be of benefit to the individual Councillor and Council as a whole.

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

- 2.0.1 Each Councillor has an additional budgeted amount of \$9,000 per annum, indexed in line with any adjustments to the Councillor Allowance, to meet professional development expenses.
- 2.0.2 For the 2016/17 financial year this amount has been pro-rated due to the term of a Councillor coinciding with a part of a financial year, eg. date of election to the end of financial year. The pro-rata amount for this period is \$5,335.
- 2.0.3 For the 2020/21 financial year this amount will be pro-rated due to the term of a Councillor coinciding with a part of a financial year, eg. beginning of financial year to date of election in 2020.

2.1 As Of Right Approval

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

2.2 Council Approval

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

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

2.3 Attendance by Partner

The cost of attendance by partners at professional development events is permitted, subject to the following:

- 2.3.1 Within Australia having available budget within the Professional Development Allowance ie comes within the ambit of the annual budgeted amount allocated to the individual Councillor;
- 2.3.2 Beyond Australia *ie overseas* – seeking approval of Council via a separate business case for the attendance of the partner; and



Councillor Expenses, Support and Reimbursement Policy

CRS-003

- 2.3.3 Other than Council approval being granted in accordance with clauses 2.3.1 & 2.3.2, as above, the attendance of a partner will be at the total expense of the Councillor.

2.4 Accommodation/meals/refreshments

- 2.4.1 Accommodation shall be organised at the Hotel used for the Conference/ Workshop/Training Session OR where a package of Hotels is provided, at any one of those Hotels having regard to cost and standard OR if both of the above are not applicable or available, then at a Hotel/ Motel close to the Conference venue at a similar rate and standard.
- 2.4.2 Councillors wishing to make alternative Hotel/Motel arrangements shall personally incur/bear all costs over and above that of the accommodation referred to in clause 2.4.1
- 2.4.3 Reasonable expenses for meals and refreshments will be reimbursed for attending Conferences/Professional Development Workshops/Training Sessions where overnight accommodation is required, upon production of receipts.

2.5 Travel

- 2.5.1 Councillors wishing to make their own travel arrangements shall have the amount equivalent to the cost of the most economic, reasonable form of transport, reimbursed by Council.
- 2.5.2 For travel by car, an expense allowance be paid, based on the rate set out in the Victorian Local Government Award 2015 – Section 15.2 – Vehicle Allowance, up to a maximum level equivalent to the cost of a standard economy class return air fare. Car parking charges and toll road usage fees will be reimbursed as per Clause 1.2.3 and Clause 1.2.4.
- 2.5.3 Councillors travelling on Council business who are required to fly or use any other means of regular public transport, will be eligible only for economy class travel.
- 2.5.4 Taxi
- Councillors are entitled to use a taxi from their home to the airport and return, and from the airport and hotel at their destination to the Conference/ Workshop/Training Session venue and return.
 - Taxi fares (other than those incurred in travelling to and from the airport) or costs associated with a hire vehicle may be reimbursed. The report to Council as required by Clause 2.7 shall include justification of such use, ie.
 - inspections relevant to the Conference
 - inspections requested by Council
 - economic advantage in hiring a vehicle
- 2.5.5 Claims for reimbursement of travel must be submitted within 3 months of the date from which they are incurred.

2.6 Other expenses

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



Councillor Expenses, Support and Reimbursement Policy

CRS-003

2.7 Councillor reporting requirements

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

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

Such report should include:-

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

2.8 Quarterly report

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

3 Attendance at functions and events

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

The cost of attending these functions or events (including the cost for the partner of a Councillor) will be met from each Councillor's respective Councillor Attendance budget and reported in Council's Annual Report to meet the Local Government Amendment (Performance Reporting and Accountability) Act 2014, which is now consolidated in the Local Government Act 1989 as amended.

- 3.0.1 Each Councillor has an additional budgeted amount of \$2,000, per annum, indexed in line with any adjustments to the Councillor Allowance to meet the costs associated with attending functions or events. The Mayor has a budgeted amount of \$4,000 per annum and Deputy Mayor an amount of \$3,000.
- 3.0.2 For the 2016/17 financial year this amount has been pro-rated due to the term of a Councillor coinciding with a part of a financial year, eg. date of election to the end of financial year. The pro-rata amount for this period is \$1,335. The pro-rata amount for this period for the Mayor is \$2,000.
- 3.0.3 For the 2020/21 financial year this amount will be pro-rated due to the term of a Councillor coinciding with a part of a financial year, eg: beginning of financial year to date of election in 2020.



Councillor Expenses, Support and Reimbursement Policy

CRS-003

3.1 Attendance by Partner

The cost of attendance by partners at community functions and events is permitted, subject to the following:

- 3.3.1 Having available budget ie comes within the ambit of the amount allocated in the Councillor Attendance budget to the individual Councillor;
- 3.3.2 Other than clause 3.3.1 above, the attendance of a partner will be at the total expense of the Councillor.

4 Facilities/equipment

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

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

4.1 Communication

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

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

4.2 Stationery/Equipment

Councillors will be provided with:

- Business Cards;
- Name badges;
- Jacket;
- Umbrella; and
- Briefcase (if required).
- other stationery as required to perform the duties of a Councillor.



Councillor Expenses, Support and Reimbursement Policy

CRS-003

5 Other expenditure

5.1 Maroondah Leisure facilities and Karralyka

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

The costs of attending Maroondah Leisure facilities and Karralyka (including the cost for the guests and immediate family of a Councillor) will be reported in Council's Annual Report to meet the Local Government Amendment (Performance Reporting and Accountability) Act 2014, which is now consolidated in the Local Government Act 1989 as amended.

5.2 Expenditure General

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

5.3 Allowance – Taxation

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

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

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

6 Indexation

The additional budgeted amounts to meet the reimbursement of Professional Development and Attendance at functions and events, as described in Items 2 and 3, will be indexed in line with any adjustments to the Councillor Allowance, as determined by the Minister for Local Government, under Section 74 of the Local Government Act 1989.



Councillor Expenses, Support and Reimbursement Policy

CRS-003

7 Reporting requirements

In line with Council's legal obligations, the Director Corporate Services will submit a report to Council on a quarterly basis summarising:

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

This report will be available on Council's website and included in the Annual Report to meet the Local Government Amendment (Performance Reporting and Accountability) Act 2014, which is now consolidated in the Local Government Act 1989 as amended.

8 Definitions

Mayor Allowance and Councillor Allowance – an amount determined by the Minister for Local Government under Section 74 of the Local Government Act 1989

Professional Development Allowance – an amount determined by Council for use by each Councillor to undertake professional development

Attendance Allowance – an amount determined by Council for use by each Councillor to meet the cost of attending community events and functions, including the cost of attending Maroondah Leisure facilities and Karralyka.

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

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



Councillor Expenses, Support and Reimbursement Policy

CRS-003

Policy Control Schedule

Policy Title: Councillor Expenses, Support and Reimbursement Policy		Policy No: CRS-003	Policy type: Councillors
Policy creation date: DRAFT March 6, 2017	Current version approved: Councillor Expenses/Entitlement Policy 27 June 2011	Current version number:	Policy review date:
Parent policy:	Child policy/policies:	Policy responsibility: Manager Communications & Marketing	TRIM record number:

All printed copies of this procedure are uncontrolled. Please check SmartNet for the most recent version of this policy.

DRAFT

**COMMUNITY FACILITIES LEASE - GERMAN SHEPHERD
DOG CLUB - EASTERN BRANCH**

ITEM 1

PURPOSE

To seek Council approval of a Lease agreement between Maroondah City Council and German Shepherd Dog Club Eastern Branch (Lessee) and to authorise the signing and sealing of the relevant documentation.

STRATEGIC / POLICY ISSUES

The following directions contained in the Maroondah 2040: Our Future Together and the Council Plan 2013-2017 (Year 4: 2016-2017) provide the strategic framework that underpins the purpose in this report:

Outcome Area: Safe, healthy and active community

Our Vision: In 2040 Maroondah will be a safe, healthy and active community with local opportunities provided for people of all ages and abilities to have high levels of social, emotional and physical wellbeing.

Key Directions 2016 – 2017

- 1.21 Support and empower local community groups, sporting clubs and special interest groups across Maroondah

BACKGROUND

The German Shepherd Dog Club Eastern Branch entered into a 10x10x10 year lease with the former City of Ringwood in December 1992 prior to construction of the premises. The lease was prepared by Maddock, Lonie & Chisholm Solicitors and refers at length to the lessees's construction of the building on the premises. When the lease was due for renewal for the final term of the lease, Council approached the club to consider moving across to the standard Community Facilities lease which was in the process of development.

Lease negotiations commenced in 2013 but were put on hold due to illness of a key committee member with discussions resuming in mid-2016. The Club has agreed to move to the new standard Lease format and is now ready to progress to endorsement of the draft Lease. The term for the Lease will align with the existing lease end date of 2022.

ISSUE / DISCUSSION

Council seeks to enter into a Community Facilities Lease Agreement with the German Shepherd Dog Club Eastern Branch. By Lease agreements made between Council and the Lessee, the Lessee will be granted use and occupation of the premises for a term of three (3) years with the option for a further term of three (3) years at annual rentals calculated in accordance with the principles of the Community Facilities Pricing Policy and determined under the category of Other Community Groups Occupying Council-Owned Facilities.

**COMMUNITY FACILITIES LEASE - GERMAN SHEPHERD
DOG CLUB - EASTERN BRANCH Cont'd**

ITEM 1

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

- Term – Three (3) years with the option for a further term of three (3) years.
- Maintenance – in accordance with the Community Facilities Standard Maintenance Schedule.
- Public Liability insurance of \$20M and glass replacement insurance.

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 Other Community Groups Occupying Council-Owned Facilities, the Policy outlines the factors to be considered when calculating the rental fee.

The rental is determined based on the quality of the facility, capital contributions provided by Council and the community organisation, the type of organisation using the facility and whether the organisation has exclusive use of the facility.

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 community based sport and recreation.

COMMUNITY CONSULTATION

The development of the Lease agreement for the German Shepherd Dog Club premises was developed with representatives of the German Shepherd Dog Club and Sport & Recreation.

CONCLUSION

The Lease agreement provides a mutually beneficial arrangement between Council and German Shepherd Dog Club for the continued use and management of the premises.

ATTACHMENTS

1. [↓](#) Community Facility Lease Agreement German Shepherd Dog Club - Particulars

CONFIDENTIALITY

Not Applicable

**COMMUNITY FACILITIES LEASE - GERMAN SHEPHERD
DOG CLUB - EASTERN BRANCH Cont'd**

ITEM 1

RECOMMENDATION

THAT COUNCIL

- 1. GRANTS A LEASE TO THE GERMAN SHEPHERD DOG CLUB EASTERN BRANCH FOR AN INITIAL THREE YEAR PERIOD WITH THE OPTION FOR A FURTHER TERM OF THREE (3) YEARS IN ACCORDANCE WITH COUNCIL'S STANDARD LEASE AGREEMENT AND THE CLUB TO BE CHARGED IN ACCORDANCE WITH COUNCIL'S COMMUNITY FACILITIES PRICING POLICY**
- 2. SIGNS AND SEALS ALL REQUIRED DOCUMENTATION AS APPROPRIATE**

Particulars

Item 1.	Council: (Clause 1)	Maroondah City Council of Braeside Avenue, Ringwood 3134
Item 2.	Tenant: (Clause 1)	German Shepherd Dog Club of Victoria Inc. Association Number A0018463W ABN 78 395 029 707 P.O. Box 5805 WANTIRNA SOUTH 3152
Item 3.	Land: (Clause 1)	The land contained in certificate of title volume 9300 folio 032 and known as J.W. Manson Reserve, Selkirk Avenue, Wantirna
Item 4.	Premises: (Clause 1)	That part of the Land shown bounded in red on the plan in Annexure B
Item 5.	Commencement Date: (Clause 1)	1 July 2016
Item 6.	Term: (Clause 1)	3 years
Item 7.	Further Term(s): (Clause 1 & 3.2)	3 years
Item 8.	First and Last dates for exercising the Option for the Further Term: (Clause 3.2.1)	Not applicable
Item 9.	Rent: (Clause 1 & 3)	Year 1: \$667 inc GST Year 2: \$698 inc GST Year 3: \$734 inc GST The Rent is payable * annually in advance commencing on the Commencement Date, and then on each anniversary of the Commencement Date during the Term and any Further Term.
Item 10.	Rent During Further Term: (Clause 1 and 5)	To be determined by Council if the option is exercised
Item 11.	Security Deposit: (Clause 1 & 8.1)	\$1,000 plus GST
Item 12.	Community Use: (Clause 1 & 14.1)	Any purpose consistent with the objectives of the Constitution of the Lessee.
Item 13.	Hours of Use (Clause 14.4)	Not Applicable
Item 14.	Special Conditions: (Clause 1 & 21.6)	The Special Conditions in section two of Annexure A form part of this Lease.
Item 15.	Changes to Council's standard terms: (Clause 22.6)	The following standard clauses have been amended (as set out in section one of Annexure A): <ul style="list-style-type: none"> Clause 14.4

**ACTIVE & HEALTHY AGEING INITIATIVE - YEAR 1
(2015/2016) AGE-FRIENDLY JOURNEY REPORT**

ITEM 1

PURPOSE

The purpose of this report is to present the *Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015-2020 Year 1 (2015-2016) Age-friendly Journey Report* for Council to note and endorse.

STRATEGIC / POLICY ISSUES

The following directions contained in Maroondah 2040: Our Future Together and the Council Plan 2013-2017 (Year 4: 2016-2017) provide the strategic framework that underpins the purpose of this report.

Outcome Area: An inclusive and diverse community

Our Vision: In the year 2040, Maroondah is an inclusive community where social connections are strong across generations and diversity is embraced and celebrated.

Key Directions 2013 – 2017:

7.8 Support all ages and population groups to be valued, connected, supported, and empowered within their local community through the provision and coordination of accessible services, programming, and facilities.

BACKGROUND

An age-friendly city is defined by the World Health Organisation (WHO) as an inclusive and accessible urban environment that promotes active ageing. The age-friendly initiative was created to make it easier for older people to age actively, to live in security, enjoy good health and continue to fully participate in society. According to the WHO Global Age-friendly Cities framework there are 8 domains that influence the health and quality of older people in the community. These are:

- Community Support and Health Services
- Transportation
- Communication and Information
- Housing
- Social Participation
- Respect and Social Inclusion
- Outdoor Spaces and Buildings
- Civic Participation and Employment

Local governments that plan and take action to accommodate the changing needs of older residents can ensure that their communities remain attractive places to live with features that

**ACTIVE & HEALTHY AGEING INITIATIVE - YEAR 1
(2015/2016) AGE-FRIENDLY JOURNEY REPORT Cont'd**

ITEM 1

not only benefit an ageing population but support the health, safety and participation of all residents of all ages.

A core aspect of age-friendly work is that it must include older people as active participants in the process.

On 1 December 2014, Maroondah was accepted as a member of the WHO Global Network of Age-friendly Cities and Communities (GNAFCC) in recognition of Council's commitment to becoming age-friendly. In June 2016, the WHO recognised Maroondah's age-friendly progress and renewed our membership to the global network.

ISSUE / DISCUSSION

The Active & Healthy Ageing Initiative has been developed as the tool to guide Maroondah's journey to becoming and remaining an age-friendly city. The initiative explores the 8 age-friendly domains listed above and through extensive consultation with the community identified the priority areas for Maroondah with a particular focus on Maroondah's population aged 45+ years. As part of Council's commitment in adopting the Active & Healthy Ageing Initiative and continually engaging with the community, an annual progress report is provided to inform them of Maroondah's age-friendly journey.

FINANCIAL / ECONOMIC ISSUES

Not Applicable

ENVIRONMENTAL / AMENITY ISSUES

Not Applicable

SOCIAL / COMMUNITY ISSUES

By 2030, over one quarter of Australia's population will be aged over 60. By 2020, over 40% of Maroondah's population will be aged over 45 years. Maroondah's current population aged over 60 is higher than the metropolitan average and has the highest proportion of people aged over 85 in the Eastern Region. The proportion of older people living alone and at risk of social isolation is increasing significantly.

Extensive community consultation with older people in Maroondah during the 2013 and 2014 Seniors Expo events, Maroondah Festival Café Consult 2013 and 2014, the 2040 forums and the extensive 4 months Active & Healthy Ageing Initiative customised consultation process have all indicated that our ageing population wish to continue to reside in the Maroondah community, remaining as independent as possible and living within their own homes. Our ageing population wants to age healthily, continue to learn and remain connected to family and friends. They wish to be treated with respect and contribute to community life as they age.

Older people in Maroondah have identified that they are seeking opportunities to remain physically active and socially connected, to have a choice of accessible, local services and businesses and to be able to access relevant and timely information. Decreased mobility and confidence as people age requires that consideration is given to the accessibility, safety and security of Outdoor Spaces and Buildings.

**ACTIVE & HEALTHY AGEING INITIATIVE - YEAR 1
(2015/2016) AGE-FRIENDLY JOURNEY REPORT Cont'd**

ITEM 1

COMMUNITY CONSULTATION

As part of Council's unique approach to the community consultation and engagement process, community leaders, older residents, Council employees and the Councillors were nominated to become part of Maroondah's pioneering Age-friendly Champions program. Discussions with the age cohort in the Maroondah community, led by the Champions team, have also informed Council's Active & Healthy Ageing Initiative.

In line with the Age-friendly Cities requirements, the age cohort 45+ have contributed to the development of the Active & Healthy Ageing Initiative. The initiative was also endorsed by the Council on the Ageing (COTA) Victoria, the peak advocacy body for seniors and approved by the World Health Organisation with regards to adopting a framework which appropriately meets the age-friendly cities criteria and reflects true collaboration with, and involvement by the ageing population in determining Maroondah's priority areas.

In implementing the age-friendly initiatives as outlined in Council's Active & Healthy Ageing Initiative, relevant stakeholder engagement and participation has been incorporated and ongoing community feedback and evaluation has also been sought where applicable.

CONCLUSION

There is a growing recognition and commitment from Federal, State and Local Governments and Community Service organisations to proactively plan for and prioritise actions with will meet the growing and evolving needs of Australia's ageing population. Maroondah's Active & Healthy Ageing Initiative drives age-friendly concepts and actions to enable our ageing population to continue to contribute significantly to their communities, their families, the economy and society.

Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015-2020 Year 1 (2015-2016) Age-friendly Journey Report is presented to Council to note and endorse.

ATTACHMENTS

1. [Active & Healthy Ageing Initiative Year 1 2015-2016 Age-friendly Journey Report](#)

CONFIDENTIALITY

Not Applicable

RECOMMENDATION

THAT COUNCIL ENDORSES THE ACTIVE & HEALTHY AGEING INITIATIVE – TOWARDS AN AGE-FRIENDLY MAROONDAH 2015-2020 YEAR 1 (2015-2016) AGE-FRIENDLY JOURNEY REPORT



Age-friendly Journey Report Year 1: 2015/2016



The *Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015-2020* consists of 107 age-friendly initiatives developed in collaboration with the community and Council to guide Maroondah's journey to create inclusive and accessible places for our ageing population across the 8 age-friendly domains as developed by the World Health Organisation.



Maroondah City Council endorsed the *Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020* on 21 September 2015 after extensive consultation with the community. The initiative provides the framework to adapt to the changing needs and expectations of the community as they age in our municipality. It explores the features of an age-friendly city and has identified priority areas and initiatives specific to Maroondah over the first five years (2015 – 2020) against each of the age-friendly domains as developed by the World Health Organisation (WHO).

An age-friendly champions program was developed during the consultation period and was supported by a workshop delivered in partnership with the Council on the Ageing (COTA).

During the consultation phase, the World Health Organisation (WHO) acknowledged Maroondah City Council and their age-friendly journey by accepting our municipality in their Global Network of Age-friendly Cities and Communities. Our membership to the network is dependent on our age-friendly efforts and during the first year of the initiative, our efforts were applauded with the WHO accepting our renewal into the global membership.

Council also appointed a dedicated coordinator to develop and implement the initiative until 30 June 2019.

The inaugural *Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020* was officially launched to the community on 8 October 2015 at a free, celebration luncheon during Seniors Week.

Maroondah City Council further consolidated its commitment to the creation of an age-friendly community by signing the State Government's Age-friendly declaration Statement of Support and Partner Endorsement.

During the first year of the implementation of the initiative, Maroondah also put forward an application for the inaugural State Government Age-friendly Victoria Award and the result of this application will be published in Year 2 of the Active & Healthy Ageing Initiative report.

Following is the first year progress report of the 107+ age-friendly initiatives.

Council thanks our community for contributing towards an age-friendly Maroondah.

Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016



Priority One Initiatives: Community Support & Health Services

Health and support services are vital to maintaining health and independence in the community. In most collaborating cities, the supply, organisation and financing of many health and social services are decided by the state or national government rather than the city. Nevertheless, health and social services are delivered within a city by local people in local establishments, and community-based for-profit and voluntary groups play an important role in delivering support and care.

World Health Organisation – Global Age-friendly Cities: A Guide (2007:66)

Maroondah 2040: A safe, healthy and active community

Maroondah is a safe, healthy and active community with local opportunities provided for people of all ages and abilities to have high levels of social, emotional and physical wellbeing.

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 



Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016

	Initiatives	Accomplishments	Status
CSHS1.1	Consider the opportunity of incorporating dog walkers to Council's Volunteer Register for vulnerable persons and the socially isolated to create another point of contact and regular visits for the age cohort who are unable to leave their home to walk their pet.	Referrals for pet companionship are now referred to our local service provider Do Care (Wesley Mission Victoria)	Completed 2015-2016
CSHS1.2	Explore the opportunity to extend the distribution of the Community Health Newsletter and relevant health support programs to the community groups catering to the 45+ age group including, but not limited to, environmental issues, community events and Council's emergency management procedures & resources.	The Active & Healthy Ageing Initiative has now been included on Community Health's database and will be distributed to networks as it specifically relates to the age cohort.	Completed 2015-2016

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 



Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016

	Initiatives	Accomplishments	Status
CSHS1.3	Ongoing relationship building and community strengthening of Emergency Management service providers and committee participation to support vulnerable persons in the community.	<ul style="list-style-type: none"> • Council Support of the Vulnerable Persons Coordinator • Assistance for vulnerable persons with emergency planning by linking them with appropriate service providers. • Support of the Maroondah Police Seniors Register. Current membership is 600 members. Welfare checks conducted as directed by the Maroondah community. • Quarterly Municipal Emergency Management Planning Committee meetings. • Staff participation in Emergency Relief Centre Management planning. • Council participates in regional emergency exercises and training to strengthen relationships with emergency management agencies • Maroondah, Knox and Yarra Ranges Shire Councils work collaboratively together to plan for, respond to and provide relief and recovery services after an emergency on a regional scale. 	Ongoing

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 



Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016

	Initiatives	Accomplishments	Status
CSHS1.4	Investigate the feasibility of developing an education awareness program for Council staff to become better informed about introducing opportunities of support for vulnerable people and/or people at risk of social isolation and create report back mechanisms to Council to assist with their future wellbeing.	Feasibility investigation to commence during the 2017/2018 period	Not Yet Commenced
CSHS1.5	Community Planning & Development to commence research into the feasibility of convening a local health & wellbeing service providers network and if viable include as an action within the Maroondah Community Wellbeing Plan - Action Plan 2016/17.	Scoping project regarding the investigation of establishing a Maroondah Health & Wellbeing Integrated Community Network to provide opportunity for strategic and operational discussion to identify trends, gaps and opportunities to commence during the 2017/2018 period.	Not Yet Commenced

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 



Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016

	Initiatives	Accomplishments	Status
CSHS1.6	Ongoing internal consultations will be conducted regarding climate change to inform the municipality's emergency planning with regards to older and vulnerable persons in the municipality.	<ul style="list-style-type: none"> Council commenced the development of the climate change adaptation project during the 2015/16 period. Council will release a Consultation Report subsequent to the Climate Risk and Adaptation Strategy Discussion Paper during the 2016/2017 period. The Discussion Paper draws together a range of research and data concerning climate adaptation in Maroondah, and the views of the community will be presented in the Consultation Report. The Climate Risk and Adaptation Strategy is a risk management response document and is expected to be released during the 2017/2018 period. Council continues to work towards greater consideration of the operational risks that climate change poses and the extent and breadth for how the responsibilities for these risks are allocated across each service area. The Eastern Alliance for Greenhouse Action (EAGA), of which Maroondah is a member, received \$60,700 from Local Government Victoria to develop phase 2 of the Solar Rates Business Case. Objectives of the research included investigating delivery and finance models for a large scale solar Photovoltaics (PV) rates program in Victoria aimed at low income and vulnerable households. The final report with recommendations 	Ongoing

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 



Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016

		<p>can be viewed online: https://eaga.com.au/projects/solar-rates/</p> <p>This research will inform the roll out of the Solar Rates for Low Income Households project from 2017-2019, which is made possible through funds secured from the State Government's New Energy Jobs Fund (\$0.76 million). Please see the EAGA website for details: https://eaga.com.au/projects/solar-pv-for-low-income-households/</p> <ul style="list-style-type: none"> • Council's Vulnerable Persons Coordinator coordinates extreme weather conditions protocols for response. • Council's Communications & Marketing Service Area use all media channels to support communications to older and vulnerable persons in the municipality. • Written information on heat wave management and fire prevention sent to 1500 aged & disability services resident clients. 	
CSHS1.7	Customer Service to work with Aged & Disability Services to be provided and informed about information relating specifically to carers groups within Maroondah to inform customers.	<ul style="list-style-type: none"> • Customer Service team have developed an on-line knowledge management system within an existing software program that has enabled one consistent portal of information. • Aged & Disability Services provide ongoing information and updates 	Ongoing

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 



Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016

	Initiatives	Accomplishments	Status
CSHS1.8	Customer Service to provide Home and Community Care (HACC) brochures and/or age-friendly information when sending out disabled parking permits where applicable.	New materials to be developed in line with the Commonwealth's Aged Care Reform and the State's roll out of the National Disability Insurance Scheme. A review is scheduled for the 2019/2020 period.	Not Yet Commenced
CSHS1.9	Investigate whether age-friendly information can be in other Council mail outs to maximise hard-copy resources.	Customer Service will be investigating the feasibility of a post service feedback mechanism scheduled for 2017/2018 period. Feedback received from the community through the customer enquiry portal will instigate the specific information required to be sent out so that there is minimal wastage and only relevant information is provided.	Not Yet Commenced
CSHS1.10	Explore Council's sponsorship of a rescued animal to visit residential aged care facilities (pet therapy).	An expression of interest is scheduled for the 2018/2019 period	Not Yet Commenced

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 



Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016

	Initiatives	Accomplishments	Status
CSHS1.11	Develop a communications strategy specifically targeted for the 45+ age cohort to disseminate information regarding the activities and options at all Maroondah Leisure facilities.	<ul style="list-style-type: none"> Monthly meetings between Maroondah Leisure and the Active & Healthy Ageing Initiative commenced to develop better programming and outcomes for the community and to support the development of the strategy. A Maroondah Leisure Active Adults Strategy has been developed and will need to be integrated with the overall Maroondah Leisure Marketing Strategy A partnership between Maroondah Leisure and the Active & Healthy Ageing Initiative trialled a free tai chi at Town Square and free personal training sessions at Cheong Park during March 2016. 	Launched

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 



Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016

	Initiatives	Accomplishments	Status
CSHS1.12	Introduction of the Grey Medallion Pilot program which aims to provide life skills in the water for people aged 55+.	<ul style="list-style-type: none"> • Presentation of the program to the Maroondah Healthy Ageing Network with peer to peer feedback regarding the inaugural session which was very successful. • Initial program conducted at Aquahub. Follow up session at Croydon Memorial Pool was cancelled due to limited numbers. • Currently, insufficient interest to repeat. 	Launched
CSHS1.13	Examine the possibility to advocate for the reintroduction of a community swimming bus for the new facility, Aquanation, and assess feasibility to seek Vic Health funding to support this initiative.	Council procured an additional bus with a hoist using capital grant funding issued by the Department of Health & Human Services. This has fulfilled the community transport requirement for this initiative to be launched in the 2016/2017 period.	Not Yet Commenced

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 



Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016

	Initiatives	Accomplishments	Status
CSHS1.14	Council Volunteer Coordinator will provide ongoing support through the development of a Council Volunteer Program which includes a volunteer pack with all relevant information including a volunteer handbook and induction program to the Maroondah community including those aged 45+ to access Council's volunteer opportunities.	Volunteer pack developed and launched. On site induction is conducted with every volunteer by the relevant supervisor. Ongoing initiative.	Completed 2015/2016
CSHS1.15	Develop information regarding intergenerational care of young children 0-12 to be distributed to intergenerational carers. Investigate opportunities to develop a carers' pack that can assist carers aged 45+ with the care of children aged 0-12.	This initiative has been reviewed and will be deferred until the 2018/2019 period. The original initiative has now been amended.	Not Yet Commenced

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 



Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016

	Initiatives	Accomplishments	Status
CSHS1.16	<p>Use Children's Services database to distribute information regarding services and resources for people aged 45+ (parents, grandparents and ageing carers).</p> <p>Connect parents, grandparents and ageing carers of children to relevant information regarding active and healthy ageing initiatives through existing database distribution mechanism.</p>	<p>Original initiative has been amended as indicated.</p> <p>When relevant information is available Children's Services will distribute.</p>	Ongoing
CSHS1.17	<p>Increase feedback reporting mechanism from Maternal & Child Health Home visits back to Aged & Disability Services to inform of intergenerational care being provided particularly in low socio-economic families.</p>	<p>Where applicable when both service areas conduct home visits information is exchanged to support the community within their home. Maternal & Child Health nurses actively promoted services for grandparents and other older carers for young children by identifying those carers during home visits or at other key ages and stages appointments where grandparents are in attendance.</p>	Ongoing

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 

Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016



	Initiatives	Accomplishments	Status
CSHS1.18	Develop information regarding intergenerational care of newborns - 5 years old to be distributed to intergenerational carers.	<p>The Maternal & Child Health (MCH) team have developed a booklet for grandparents and other older carers of infants and young children, including foster carers, to inform and educate them on age appropriate resources and activities for children. The booklet will include a section on self-care and resources to support older carers</p> <p>Grandparents and foster carers are now frequently attending MCH education classes including the MCH Early Parenting Program, toddler behaviour talks, sleep and settling talks, healthy introduction to solids talks, and a variety of education sessions for parents of Burmese families, Culturally & Linguistically Diverse (CALD) and Aboriginal & Torres Strait Islanders (ATSI) families and Non-English Speaking Parent (NESP) families.</p> <p>The booklet will become available during the 2016/2017 period</p>	Launched

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 

Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016



	Initiatives	Accomplishments	Status
CSHS1.19	Maximise resources by including Maternal & Child Health (MCH) Nurses in training opportunities for dealing with the ageing population of different Culturally & Linguistically Diverse (CALD) backgrounds and provide HACC packs to ageing carers for their reference.	MCH nurses attended professional development training opportunities as supported by the Australian Nursing and Midwifery Federation, the Department of Education and Training, the Migrant Information Centre including Culturally & Linguistically Diverse (CALD) training and Family Partnership training to maintain their current MCH registration with the Australian Health Practitioner Regulation Agency (AHPRA) Shared training opportunities were also provided by Royal District Nursing Service (RDNS) and EACH Social and Community Health.	Ongoing
CSHS1.20	Research and investigate the possibility of establishing and facilitating a voluntary Adopt-a-Grandparent scheme to support families with no intergenerational contact and/or support to enhance health and wellbeing of parents and children and the older person.	This initiative will require additional funds due to its expansive nature to support a position to coordinate the scheme and determine supply and demand. Possible funding opportunities to be investigated in the 2019/2020 period. The Maternal & Child Health team are actively working with Dads Group Inc to provide support services to older dads and grandfathers.	Not Yet Commenced

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 



Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016

	Initiatives	Accomplishments	Status
CSHS1.21	Investigate extending current Council programs to incorporate an intergenerational component.	<p>Most Council programs aim to include all ages where practicable.</p> <p>The following programs were delivered during the 2015/2016 period:</p> <ul style="list-style-type: none"> • Maroondah Festival –Housing Strategy, Greening the Grey Fields and Sustainability participatory exhibitions • Maroondah Carols • Earth Hour - an event aimed to facilitate learning and knowledge sharing about climate change through people meeting and interacting with others. 50% of participants who completed the event's evaluation survey were aged between 50 and 70+ (33% aged 50-69; 17% aged 70+). • Walk to School Day - grandparents walking students to school • Ride to Work Day - working and retired seniors constitute a proportion of the attendance. • I.T. Clinic – free one to one I.T. intergenerational training in partnership with Ringwood Secondary College • Early Parenting Program at Kerrabee • Reconciliation Week activities • Children's Week events 	Ongoing

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 



Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016

	Initiatives	Accomplishments	Status
CSHS1.22	Explore opportunities to create intergenerational programs with Mothers' groups and the HACC Planned Activity Groups at Council's Social Inclusion and Wellbeing Centre (Kerrabee).	Scoping intergenerational projects will be investigated in the 2017/2018 period.	Not Yet Commenced
CSHS1.23	Council to continue to advocate to the Federal Government regarding the HACC program to achieve optimal outcomes for consumers aged 65+.	Aged & Disability Services have taken opportunities to advocate for clients and provide input as we transition to the Commonwealth Home Support Program (CHSP) which has replaced the State funded Home and Community Care (HACC) program. CHSP is accessed through the My Aged Care portal and became effective as of 1 July 2016. Visit http://www.myagedcare.gov.au/ for further information.	Ongoing

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 



Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016

	Initiatives	Accomplishments	Status
CSHS1.24	Explore opportunities to maximise current resources of Council's Occupational Therapist service provision to allow consumers to manage independently in their home and to support them to age in place.	<p>A couple of programs regarding sewing and tai chi were delivered in partnership with EACH but places were limited to HACC eligible participants only as per the funding arrangements. Funding available until 2018/2019.</p> <p>A joint initiative with Council's Occupational Therapist service and the Active & Healthy Ageing Initiative will pilot a gardening forum in the 2016/2017 period.</p>	Launched

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 



Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016

	Initiatives	Accomplishments	Status
CSHS1.25	Examine the possibility of increasing the diversity of volunteer options within Council and the municipality.	<p>Council now has an ongoing expression of interest on-line mechanism. Increases in volunteering opportunities have been recorded amongst younger people and from schools.</p> <p>With funding changes and full transition to the Commonwealth Home Support Program by 1 July 2019, more information will become available to identify the gaps and what further volunteer opportunities will be required.</p> <p>Intergenerational opportunities will be investigated with Youth Services.</p>	Ongoing
CSHS1.26	Continue advocacy role to work with Primary Care Partnerships to promote and deliver preventative health programs.	<ul style="list-style-type: none"> • Training of staff to deliver the “Eating for One” program • Participation in the Health Literacy forum • Funding of 2 x staff to participate in the Health Literacy Development Course delivered by the Centre for Culture, Ethnicity and Health 	Ongoing

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 

Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016



	Initiatives	Accomplishments	Status
CSHS1.27	Seek feedback on the possibility of presenting relevant age-friendly information to community stakeholders on a regular and/or rotational basis.	The Active & Healthy Ageing Initiative presents to community groups as requested.	Ongoing
CSHS1.28	Build and strengthen relationships with service providers and agencies who provide services to the ageing population and collaboratively determine best approaches for information exchange and resource sharing.	<ul style="list-style-type: none"> Participation in the Maroondah Network meetings Aged & Disability Services participate in a number of agency network groups to improve information exchange and resource sharing for better health outcomes to the Maroondah community including but not limited to: My Aged Care, National Disability Insurance Scheme, Mental Health, Respite & Carers. 	Ongoing

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 

Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016



	Initiatives	Accomplishments	Status
CSHS1.29	Promote programs and services catering for carers through various communication channels.	<ul style="list-style-type: none"> • Pathway to Carers Walking groups • Marveloo facilities at major Council run events • Award winning Changing Places toilet facilities at Ringwood Lake • Information is distributed via media releases through a range of channels, including website, social media, Leader newspaper, Eastern FM and other Council resources. • Annual report provided to Carers' Victoria • Support and coordination of the Maroondah Carers' Group and the dementia specific Akuna Carers' group in partnership with EACH and Donwood Aged Care. • Advocacy for improved disability access parking at Eastland resulted in free, unlimited parking for those with a disability parking permit. • Work with Eastland also resulted in additional disability parking spaces and improved access for community buses 	Ongoing

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 



Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016

	Initiatives	Accomplishments	Status
CSHS1.30	Council's website upgrade to ensure accessibility compliance for online communication as outlined in the Web Content Accessibility Guidelines.	Continual monitoring of compliance to existing website. Investigation into a new website infrastructure has commenced which will meet the guidelines and will aim to meet the changing and evolving needs of the demographic.	Ongoing
CSHS1.31	Council will continue to provide regular updates and communications regarding seasonal messaging as it relates to health and wellbeing of the age cohort, particularly vulnerable persons and/or the socially isolated (e.g. heatwave notifications).	<ul style="list-style-type: none"> During the summer season, information on Health Alerts is available via a number of communication channels: website, letter to HACC recipients, Vulnerable Persons Register, the Maroondah Police Seniors Register. Alerts use a range of channels as appropriate for the time and date. Access and distribution of the brochure issued by the Department of Health & Human Services: "How to Cope and Stay Safe in Extreme Heat". Bushfire Safety and Evacuation Plans are reviewed annually Council's Immunisation Service provides seasonal awareness programs in relation to free annual Flu shots for people over the age of 65 	Ongoing

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 



Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016

		<ul style="list-style-type: none"> • Council's Immunisation team provides awareness programs through the Community Health newsletter and Council 's website for current vaccine programs. For example: <ul style="list-style-type: none"> - Free Shingles vaccine available for people aged 71 years of age and over - Whooping cough vaccine recommended for grandparents (available for fee payment at any Council Immunisation session) Please visit http://www.maroondah.vic.gov.au/PublImmSess.aspx for details of times and locations of public immunisation sessions or call Council's Immunisation Services team on 1300 88 22 33. • Information about what community members should do in an emergency and what Council provides is regularly advertised through Council's website, newspapers, social media and other avenues. 	
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Completed  Launched  Ongoing  Suspended  Not Yet Commenced 

Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016



Community Support & Health Services – Additional Achievements

1. Aquahub commenced a specific class for individuals participating in Arthritis Vic warm water rehabilitation classes on 12/11/2015. Due to changes in Arthritis Vic funding arrangements, the classes which were being delivered at Aquahub had to be cancelled. Due to successful negotiations between the group, Aquahub and the AHAI, Council was able to ensure that the group who did not want to move from Aquahub were able to continue with their classes as a result of Aquahub sourcing a qualified instructor to develop a program to address the needs of this group. They were able to keep the classes very affordable and at the same time slot that the group were used to.
2. Council developed and launched its Physical Activity Strategy which incorporates the inclusion of the 45+ age cohort and the minimum requirements for optimum health outcomes.

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 

Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016



Priority Two Initiatives: Transportation

Transportation, including accessible and affordable public transport, is a key factor influencing active ageing.....In particular, being able to move about the city determines social and civic participation and access to community and health services.

World Health Organisation – Global Age-friendly Cities: A Guide (2007:20)

Maroondah 2040: An accessible and connected community

Maroondah is an accessible community for all ages and abilities with walkable neighbourhoods, effective on and off-road transport networks, and access to a range of sustainable transport options.

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 



Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016

	Initiatives	Accomplishments	Status
T2.1	Investigate the possibility of creating a flyer and information on Council's website regarding Maroondah's parking restrictions in and around Maroondah's activity hubs (e.g. train stations, shopping centres) to distribute to the community.	Main Street, Croydon precinct currently has a mobility map. Will need to obtain feedback from the community regarding demand for other precincts. Scheduled for the 2019/2020 period	Not Yet Commenced
T2.2	An internal Bus Network Review will be conducted and the findings presented to private bus operators (Trans Dev and Ventura) which will include buses, trains and telebuses. The aim of the review is to first understand the needs of the community and then use this information to lobby to the private public transport operators.	Stage 1 has been completed. This involved the completion of an analysis of Maroondah's current and future demographics, land use and network functionality to inform an evidence-based position paper. Stage 2 is scheduled to be completed in the 2016/2017 period and will involve the development of a position paper and the development of an appropriate engagement strategy to present to relevant government departments and transport authorities.	Launched

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 



Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016

	Initiatives	Accomplishments	Status
T2.3	Council will continue to participate in the Eastern Transport Coalition and advocate for the public transport needs of the community and strengthen its relationships with private operators	The Eastern Transport Coalition focus has been the development of the Regional Transport Priorities Plan based on the priority pillars of connectivity, liveability, sustainability and productivity and efficiency. A key area of interest is improvements to urban walkability and road permeability to aid right of access to bus stops. The Regional Transport Priorities Plan will be incorporated into the Eastern Transport Coalition's Advocacy Strategy which will be carried forward to the next State election.	Ongoing
T2.4	Strategic land use around public transport hubs will be investigated which will consider the needs of an ageing population.	<ul style="list-style-type: none"> • Explored within the revised Ringwood Master Plan. Visit: http://www.maroondah.vic.gov.au/DevelopingMaroondah.aspx • Considered in the Housing Strategy. Visit: http://www.maroondah.vic.gov.au/MaroondahHousingStrategy.aspx • Council developed a discussion paper which identified opportunities within the Planning Scheme to encourage better mobility outcomes by introducing exemplary transit-oriented outcomes within the built form. This discussion paper will serve to inform future work with Engineering Services and Statutory Planning to exercise greater impact within the planning permit process for better ease of human movement. 	Launched

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 



Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016

	Initiatives	Accomplishments	Status
T2.5	Strategic Planning and Sustainability to partner with the Active and Healthy Ageing Initiative to exchange information regarding public transport issues relevant to the ageing population.	<ul style="list-style-type: none"> • Vic Roads Cycling Laws Review working group • Internal bus network review • Night Public Transport • Heathmont Mobility Review working group • RACV Community Transport Forum • Heatherdale Road grade separation updates and public transport disruptions. 	Ongoing
T2.6	An upgrade of all existing bus shelters to be rolled out so that they comply with the Disability Discrimination Act (DDA).	Bus shelters are an Adshel asset and are maintained by Adshel. The Active & Healthy Ageing Initiative has developed an Improved Outdoor Spaces Program which asks the community for a number of nominations including bus shelters on an annual basis. These nominations are then presented to Adshel for their consideration.	Completed
T2.7	Commence roll out of an integrated pedestrian network to all bus stops.	All bus stop pads and connecting pathways have been completed. The Improved Outdoor Spaces annual program considers nominations put forward by the community for both constructed and unconstructed pathways.	Ongoing

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 

Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016



	Initiatives	Accomplishments	Status
T2.8	Research possible grant funding opportunities to install Parkiteer facilities. Parkiteer is leading the way in free and secure bike parking at railway stations and public transport hubs.	<p>Parkiteers at Heathmont and Ringwood East will be one of the five submissions to the Safe Cycling and Pedestrian Fund once monies are made available by State Government.</p> <p>By the end of the 2015/2016 period, there was still no further announcement from Transport for Victoria regarding the funding direction.</p> <p>Transport for Victoria is a future statutory authority responsible for the planning, coordination and operation of the transport system gaining responsibilities from Public Transport Victoria and Vic Roads. For further information, visit: http://economicdevelopment.vic.gov.au/transport/about-transport/transport-for-victoria#about</p>	Not Yet Commenced

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 



Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016

	Initiatives	Accomplishments	Status
T2.9	Develop Council's Integrated Transport Strategy. This strategy along with Council Structure Plans will outline better accessibility and mobility for the municipality. This information will enable Council to seek funding (when available) as it will show Council's statement of intent for future developments within the municipality. This will also assist with improving Maroondah's walkability which will align with Plan Melbourne's vision for a 20 minute city whereby every home will be within 20 minutes travel time of jobs, shops, cafes, schools, parks and community facilities.	Scheduled for 2017/2018 period Plan Melbourne Refresh released by State Government in 2015/2016 period.	Not Yet Commenced

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 

Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016



	Initiatives	Accomplishments	Status
T2.10	Strategic Planning and Sustainability to collaborate with the Active & Healthy Ageing Initiative to inform the walkability project.	<ul style="list-style-type: none"> The Active & Healthy Ageing Initiative partners regularly with Strategic Planning & Sustainability, Assets and Engineering Services to respond to walkability exercises as put forward by the community. The Maroondah Digital Transport map scheduled to become accessible on-line in the 2016/2017 period. The Maroondah Digital Transport map is a new project that will develop an interactive, digital municipal map of Maroondah focusing on transport integration. It will show all the different transport assets on one map, for example, train, bus, cycling routes and footpaths. Its purpose is to inform and encourage local residents to conduct more local trips by active or public transport. 	Ongoing
T2.11	Council will continue to advocate to Public Transport Victoria regarding the location of nominated new bus shelters as per community feedback.	A combination of feedback from the community and Council's proactive Improved Outdoor Spaces program drive nominations that are then provided to Adshel by the end of each financial year.	Ongoing

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 



Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016

	Initiatives	Accomplishments	Status
T2.12	Advocate on behalf of the community to review the existing standards for disability parking.	The Building Code of Australia (Federal) determines and sets the standard.	Ongoing
T2.13	Provision of Council's Social Support Program (Community Transport) for frail aged persons to support social participation.	<ul style="list-style-type: none"> • Council procured a 3rd bus with a hoist using capital grant funding issued by the Department of Health & Human Services to support this program. This additional 12 seater bus has enabled Council to expand some of its seniors programs such as more seniors being able to attend the monthly outings, shopping and library programs. The extra transportation option has also been able to reduce the pick up and travel times for the planned activity group clients utilising the bus. • Fortnightly shopping bus • Weekly library bus • Monthly outing • Commonwealth Home Support Program / Home & Community Care Planned Activity Group pick up and drop off to Kerrabee. 	Ongoing

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 



Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016

	Initiatives	Accomplishments	Status
T2.14	Investigate transport funding opportunities as they arise to address transport issues for the ageing population in Maroondah.	<ul style="list-style-type: none"> Council was successful in obtaining funds to purchase another community bus to allow for increased social support opportunities. Funding opportunities will be investigated for the Heathmont Mobility Map, the Ringwood Transport Guide and for 5 individual submissions for priority walking and cycling projects from the Safer Cyclists and Pedestrians Fund Aged & Disability Services continues advocacy through the Commonwealth for the Commonwealth Home Support Programme (CHSP) funding for individuals requiring assisted transport options. 	Ongoing
T2.15	Consider the age-friendly principles of Transportation as outlined by the World Health Organisation when reviewing the Road Management Plan	<p>The Road Management Plan is Council's response to the Road Management Act. It outlines when and how Council inspects its road and road related assets, and specifies the relevant intervention levels for trip hazards and other defects.</p> <p>The review that was undertaken in 2015/2016 period incorporated an age-friendly lens, based on considerations provided by the community.</p>	Completed

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 



Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016

Priority Three Initiatives: Communication & Information

...Staying connected with events and people and getting timely, practical information to manage life and meet personal needs is vital for active ageing...the central concern is to have relevant information that is readily accessible to older people with varying capacities and resources.

World Health Organisation – Global Age-friendly Cities: A Guide (2007:60)

Maroondah 2040: Well governed and empowered

Maroondah is 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 provides strong and responsive leadership, ensures transparency, while working with the community to advocate for and 'champion' local needs.

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 



Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016

	Initiatives	Accomplishments	Status
CI3.1	Community Planning & Development to include an action item regarding seeking to enhance the communication of health promotion messaging to the Maroondah community, within the development of the Maroondah Community Wellbeing Plan - Action Plan 2016/17.	<p>Action item to be investigated in the 2017/2018 period regarding liaising with relevant service areas and external stakeholders to identify opportunities for enhancing health co-ordination, promotion & literacy outcomes internally & externally, with a whole of population health planning approach and focus on reducing inequities between specific population and disadvantaged groups.</p> <p>Projects will be scoped during the 2017/2018 period and feasibility determined over the next 4 year cycle of the Municipal Health and Wellbeing Plan</p>	Not Yet Commenced
CI3.2	Collaborate with community houses, U3As and other service providers to identify opportunities for promotion of support for accessing and using computers and the internet to empower the ageing population to find the information they seek.	Opportunities promoted through the age-friendly champions network and the Maroondah Healthy Ageing Network and advertised through the quarterly Chatterbox newsletter as well as all other Council communication channels.	Ongoing

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 



Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016

	Initiatives	Accomplishments	Status
CI3.3	Review Customer Service information display units at service centres to ensure accessibility of information for the ageing population.	Scheduled for 2017/2018 period	Not Yet Commenced
CI3.4	Investigate the possibility of increasing information access points in Council facilities where the ageing population regularly visit (e.g. Karralyka, Dorset Golf, Ringwood Golf, Aquahub and new facilities Aquanation and REALM).	Scheduled for 2017/2018 period	Not Yet Commenced
CI3.5	Collaborate with relevant Council service areas to explore the possibility of creating and distributing pre-made information packs specifically for the 45+ age group at Customer Service centres.	Scheduled for 2017/2018 period	Not Yet Commenced

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 



Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016

	Initiatives	Accomplishments	Status
CI3.6	Explore the potential for Customer Service to conduct outreach to Senior Citizens' Centres to distribute Council information.	Demand from the Senior Citizen Centres will need to be investigated in the first instance. Informational interviewing to commence in the 2017/2018 period.	Not Yet Commenced
CI3.7	Investigate the feasibility of Customer Service Staff providing on-line assistance with electronic forms for the ageing population at Customer Service centres.	To be reviewed in 2020/2021. Electronic forms and community information on-line have not yet been enabled to be accessible electronically.	Suspended
CI3.8	Look into the assessment of community locations to create in situ pop up booths to increase face-to-face communication opportunities where the ageing population frequents.	Assessment scheduled for the 2018/2019 period	Not Yet Commenced

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 



Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016

	Initiatives	Accomplishments	Status
CI3.9	Research whether the possibility of the concierge model of customer service can be extended beyond Realm so that the ageing population can be provided one-to-one assistance and training using ipad and/or other technologies.	To be reviewed during the 2020/2021 period.	Not Yet Commenced
CI3.10	Examine the possibility of having the local radio playing at customer service centres to help disseminate local Maroondah news.	Preliminary investigations proved that this was not practicable and news items would not be exclusively Maroondah based.	Suspended
CI3.11	Partner with other Council service areas and volunteer organisations to assist with rate notices and outreach payment opportunities for vulnerable members of our community.	Investigations to commence in 2017/2018 period. Currently, Council has a financial hardship policy to assist residents. Council also provides residents the opportunity to pay their bills through the Federal Government's Centrelink facility whereby bills and expenses are paid by regular deductions from Centrelink payments.	Not Yet Commenced

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 



Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016

	Initiatives	Accomplishments	Status
CI3.12	Discuss the possibility of including age-friendly information with Rates notices and Home & Community Care (HACC) / Food Services (Meals on Wheels) invoices to increase communication distribution channels.	Relevant information sent to HACC / Commonwealth Home Support Program. Further investigations to be conducted in 2016/2017.	Ongoing
CI3.13	Build stronger links with community service providers to increase community strengthening and knowledge sharing about support services for the ageing population.	Ongoing network participation during the aged care reform and the National Disability Insurance Scheme transition periods.	Ongoing

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 



Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016

	Initiatives	Accomplishments	Status
CI3.14	Explore linkages with relevant service providers to be able to increase outreach scope to vulnerable persons in the municipality.	<p>Project to be scoped in 2017/2018 period</p> <p>Council currently has strong relationships with emergency service providers such as Red Cross, Victorian Council of Churches, Victorian State Emergency Service, Metropolitan Fire Brigade and Country Fire Authority through the Municipal Emergency Management Planning Committee</p> <p>Council currently works closely with service providers who work with people with hoarding tendencies through the Maroondah Hoarding and Squalor Network.</p>	Not Yet Commenced

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 



Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016

	Initiatives	Accomplishments	Status
CI3.15	Develop education and awareness social media campaign of the introduction of the roll out of the My Aged Care website as part of the Federal Government's Aged Care Reforms.	Currently occurring informally, until the Commonwealth provides a formal education and training program for both agencies and clients.	Not Yet Commenced
CI3.16	Participate in relevant Expos and Forums as they arise to increase promotion of Council's HACC services.	<ul style="list-style-type: none"> • Homelessness & CALD forum at Knox • Autism expo at Karralyka led by Council • Seniors Wellbeing Expo at Karralyka funded and coordinated by Council • NDIS Information Sessions at Maroondah Federation Estate part funded and coordinated by Council 	Ongoing
CI3.17	Work with Council service areas to create a consolidated database specific for the age group 45+.	Nominated officers responsible for various databases have been identified and are sent communications as relevant to their demographic.	Ongoing

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 



Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016

	Initiatives	Accomplishments	Status
CI3.18	Promote opportunities for community groups to share their individual activities, events and training opportunities in Council's <i>What's On</i> section. This is available on Council's website and is distributed in hard copy to a number of locations across Maroondah.	<p>All Active & Healthy Ageing Initiatives are listed here as they arise. All community groups are also encouraged to list their own activities on this directory. Please visit: http://directories.maroondah.vic.gov.au/CA256E7F0018F79E/vwNavigator?OpenForm</p> <p>Council also has regular messaging on home page and other banners. Regular media releases, mail outs and social media updates are also used.</p>	Ongoing
CI3.19	Deliver and promote the various free learning opportunities for new technologies to the age group aged 45+ to increase their knowledge and confidence to access information	<ul style="list-style-type: none"> • Eastern Regional Libraries provide free computer access and assistance. • The Active & Healthy Ageing Initiative trialled the Room 105 pilot project in partnership with Ringwood Secondary College which provided one-to-one I.T. training in an intergenerational setting. This pilot project delivered 80 hours of consultations over a 4 week period. This proved such a successful project, that a monthly program called the I.T. (Intergenerational Training) Clinic continued beyond the pilot phase. 	Ongoing

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 



**Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016**

Communication & Information – Additional Achievements

1. Quarterly updates provided at the Maroondah Healthy Ageing Network meetings as well as regular communications through the email database.
2. The Active & Healthy Ageing Initiative partnered with Maroondah Leisure to fund and deliver a Keeping Safe & Mobile Session (a Road Safe Seminar for older drivers) on 13/05/2016 in conjunction with Maroondah Leisure (blog on Maroondah Leisure page, sent out to MHAN, Age-friendly Champions & Community members) – information session on driving safety as you age.
3. Opportunities provided to age-friendly champions to participate in the State Government's Plan Melbourne Refresh consultation discussions.
4. Promotion and communication of the World Elder Abuse Awareness Day
5. Promoted the Victorian Senior of the Year Award to all community groups and used all Council communication channels to encourage Maroondah residents to apply.
6. Application for Inaugural Age Friendly Victoria Award submitted as part of the 2016 Victorian Senior of the Year Awards



Completed  Launched  Ongoing  Suspended  Not Yet Commenced 

Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016



Priority Four Initiatives: Housing

Housing is essential to safety and well-being. There is a link between appropriate housing and access to community and social services in influencing the independence and quality of life of older people. It is clear that housing and support that allow older people to age comfortably and safely within the community to which they belong are universally valued.

World Health Organisation – Global Age-friendly Cities: A Guide (2007:30)

Maroondah 2040: Attractive, thriving and well built

Maroondah is an attractive community with high quality residential and commercial areas incorporating infrastructure that meets the needs and aspirations of all ages and abilities. A diverse range of housing options are available and thriving activity centres provide a broad range of facilities to meet community needs

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 

Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016



	Initiatives	Accomplishments	Status
H4.1	Council's future Land Use Policy will be explored to take into account the ageing population's needs.	This has been documented in Council's Housing Strategy 2016 Visit: http://www.maroondah.vic.gov.au/MaroondahHousingStrategy.aspx	Ongoing
H4.2	Council will continue to actively participate and advocate for affordable housing through their participation in the Eastern Affordable Housing Alliance.	Council continues to be an active participant in the Eastern Affordable Housing Alliance. Council's Housing Strategy 2016 determines the best mechanisms available to Council to influence affordable housing.	Ongoing

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 



Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016

	Initiatives	Accomplishments	Status
H4.3	A collaborative project between Council and Swinburne University will investigate the end of life cycle of existing stock in conjunction with the housing strategy to research land consolidation activities.	Refer to the “Greening the Greyfields” project referred to on page 34 of Council’s Housing Strategy 2016. This project aims to resolve overdevelopment of smaller lots by promoting sustainable housing regeneration in the middle suburbs. However, rather than working at the lot-by-lot level, the project aims to promote collaborative redevelopment precincts; where landowners work together, and with the local government, to design better housing outcomes for their land.	Ongoing
H4.4	Promote the Council on the Ageing's (COTA's) Home Maintenance Services which provide registered COTA members with secure and competitively prices and guaranteed service for small and large jobs around the home.	COTA is currently reviewing this service. Awaiting further advice from COTA Australia	Suspended

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 

Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016



	Initiatives	Accomplishments	Status
H4.5	Encourage COTA to collaborate with the Real Estate Institute of Victoria (REIV) to facilitate possible housing market information exchange to the ageing population.	<ul style="list-style-type: none"> COTA in conjunction with the Housing for the Aged Action Group Inc hosted a House Well-Age Well forum during the 2015/2016 period where Maroondah had representation through the Active & Healthy Ageing Initiative. Outcomes from this forum will be used to advocate to the Victorian Government on the housing needs of an ageing population and to support and lobby for the development of an Older Persons Housing Strategy, COTA have indicated that they will produce Housing fact sheets in the future. 	Launched

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 

Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016



Priority Five Initiatives: Social Participation

Social participation and social support are strongly connected to good health and well-being throughout life.....the capacity to participate in formal and informal social life depends not only on the offer of activities, but also on having adequate access to transportation and facilities and on getting information about activities.

World Health Organisation – Global Age-friendly Cities: A Guide (2007:38)

Maroondah 2040: A safe, healthy and active community

Maroondah is a safe, healthy and active community with local opportunities provided for people of all ages and abilities to have high levels of social, emotional and physical wellbeing.

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 

Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016



	Initiatives	Accomplishments	Status
SP5.1	Examine the possibility of including other transport-related options to increase social participation opportunities when sending out disabled parking permits (e.g. Seniors Transport Guide, Multi Purpose Taxi Program, etc).	A review is scheduled for 2017/2018 period.	Not Yet Commenced
SP5.2	An Eastern Regional Community Facilities Strategy will be prepared to pool resources on a regional scale based on evidence to apply for funding that serves the whole region to be able to rationalise resources to increase community access.	This is a regional partnership between Maroondah, Boroondara, Knox, Manningham, Monash, Whitehorse and Yarra Ranges which identifies regional needs and applies for relevant funding for facilities. The Melbourne East Regional Sport & Recreation Strategy was developed and was endorsed by all Councils in June 2016. Please visit for more information: http://www.maroondah.vic.gov.au/RegionalSportRecStrategy.aspx	Completed

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 



Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016

	Initiatives	Accomplishments	Status
SP5.3	Council will continue to facilitate regular social outings for the members of the Maroondah Carers' Group and the Akuna Carers' Group.	Both groups meet monthly and go on an excursion every quarter.	Ongoing
SP5.4	Ongoing advocacy to internal Council service areas regarding access to Council facilities for organised social participation activities for the ageing population.	<ul style="list-style-type: none"> • Maroondah Healthy Ageing Network relocated to the new meeting rooms at Realm. • Re-location of the Parkinson's Support Group to Maroondah Federation Estate • The <i>Chin Community Victoria</i> will now be based in the new multipurpose pavilion which is under construction in Ringwood East • U3A classes are housed in 6 existing Council buildings throughout Maroondah and during this period, Council established purpose-built facilities for their use at Kevin Pratt Pavilion and at Parkwood Community House and Hub. • Maintenance and support of all 3 Senior Citizen Centres (Croydon, Ringwood East and Ringwood North). • Re-location of the North Ringwood Community House, Maroondah Toy Library, Ringwood Men's Shed, 	Ongoing

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 

Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016



		<p>Penumbra, Ringwood U3A and the Ringwood Historical Society to the Parkwood Community House and Hub.</p> <ul style="list-style-type: none"> • Karralyka employed a consultant to review the theatre facility, and they came back with recommendations to renovate the theatre to become more accessible, with the proposed addition of extra accessible seating in the theatre and accessible bathrooms. Recommendations were presented to the previous Council. The period 2016/2017 is a Council election year and the proposal will require further discussion once the new Council has been elected and inducted. It is the new Council that will need to respond to the recommendations within the review. • Council facilitated the relocation and hire agreement lease for the <i>Australia Chin Community</i> for their use at the Hughes Park Tennis Club for sporting activities such as tennis, volleyball and Sepak takraw. • Council coordinated and facilitated a long term lease for the Croydon Community Garden and assisted with their incorporation and governance structure which has assisted with their financial and social sustainability. 	
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Completed  Launched  Ongoing  Suspended  Not Yet Commenced 

Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016



	Initiatives	Accomplishments	Status
SP5.5	Continue to review communication methods to ensure they are appropriate for an ageing population.	Age-friendly lens applied to the website workshop planning session when corporate website was being reviewed during the 2015/2016 period.	Ongoing
SP5.6	Review opportunities to introduce the Maroondah Healthy Ageing Network's <i>Chatterbox</i> newsletter to community venues where the ageing population regularly frequents.	To be reviewed as part of the Maroondah Healthy Ageing's Vision and Purpose.	Not Yet Commenced

Social Participation – Additional Achievements

1. Council funded a facilitated workshop for the Maroondah Healthy Ageing Network to develop a vision and sustainable long term plan for the network. The network was also supported to create a leadership committee group whereby the roles and responsibilities could be shared with more people to share their skills and contribute to the network's sustainability.

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 

Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016



Priority Six Initiatives: Respect & Social Inclusion

Respect and social inclusion of older people depend on more than societal change: factors such as culture, gender, health status and economic status play a large role. The extent to which older people participate in the social, civic and economic life of the city is also closely linked to their experience of inclusion.

World Health Organisation – Global Age-friendly Cities: A Guide (2007:45)

Maroondah 2040: Inclusive and diverse

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

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 

Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016



	Initiatives	Accomplishments	Status
RSI6.1	Investigate feasibility of creating intergenerational initiatives that link the ageing population with schools to support wellbeing and knowledge interchange.	<ul style="list-style-type: none"> Room 105 pilot project launched in partnership with Ringwood Secondary College. This was a 4 week intergenerational one-to-one IT training program. This has now resulted in a sustainable, monthly, free I.T. (Intergenerational Training) Clinic. Presentation of the Active & Healthy Ageing Initiative at the Student Wellbeing Network A couple of leads for more intergenerational exchanges have commenced for the 2016/2017 period. 	Launched
RSI6.2	Facilitate opportunities for young people and older people to learn from each other through exchanges of skills, knowledge and ideas.	Relevant partners need to be identified and projects need to be scoped in the first instance. Scheduled for 2017/2018 period.	Not Yet Commenced
RSI6.3	Support opportunities for intergenerational creative performances.	Relevant partners need to be identified and projects need to be scoped in the first instance. Scheduled for 2018/2019 period.	Not Yet Commenced

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 

Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016



	Initiatives	Accomplishments	Status
RSI6.4	Facilitate opportunities for intergenerational social connections through Council-run community events and activities.	<ul style="list-style-type: none"> • Remembrance Day services • Youth Voice for Peace • All ages Council events: Maroondah Festival, Australia Day, Maroondah Carols. • Social Inclusion and Wellbeing Program provided transport to the Seniors Wellbeing Expo, Celebration Luncheon and Welsh Choir. • Council's Planned Activity Group (PAG) runs a minimum of 2 intergenerational days per annum with Council's Youth Department. Young people attend the Kerrabee Centre and present games & entertainers and socialize with the group and these are very popular with the seniors who attend the PAG. • Council introduced the Maroondah Runners Club which is a free, weekly, intergenerational club that meets at Croydon Town Park and participants are provided a running coach at no cost to people of all ages and abilities. • The physical activity events offered by Council, <i>Run Maroondah</i> and <i>Tri-Maroondah</i> offer a \$10.00 discount to participants with a seniors card. 	Ongoing

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 

Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016



	Initiatives	Accomplishments	Status
RSI6.5	Explore the development of an initiative that connects socially isolated individuals from younger and older generations, in order to improve their wellbeing and community connectedness.	Scheduled for 2019/2020 period.	Not Yet Commenced
RSI6.6	Trial a Music and Memory program for people living with dementia.	Project scope was redefined when the Music & Memory (TM) program was commercialised and program could only be delivered by the Arts Health Institute in Newcastle, NSW with costs that could not be absorbed by the partners. As a result, the Active & Healthy Ageing Initiative partnered with Swinburne University's VCAL program to trial an intergenerational musical memories pilot project with residents in an aged care facility. Phase 1 (Recruitment Process) and Phase 2 (Program Development) were completed within the 2015/2016 period. Phase 3 (Implementation) will occur in the 2016/2017 period.	Launched

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 

Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016



	Initiatives	Accomplishments	Status
RSI6.7	Examine expanding the placement opportunities for students at Swinburne University studying Certificate IV in Mental Health with Council's Supported Residential Services (SRS) program participants aged 45+.	Council has supported two Swinburne University Certificate 4 in Mental Health students undertake placements at Kerrabee for both the Planned Activity Groups and the Supported Residential Service (SRS) program during the 2015/2016 period. Council's Social Inclusion and Wellbeing Program at Kerrabee has also hosted a number of student placements from secondary colleges, universities and TAFE as part of community service requirements within their Certificate 4 and Diploma studies.	Launched
RSI6.8	Prepare and circulate an expression of interest for an intergenerational working group within Council to look at a range of intergenerational initiatives in consultation with the Maroondah community aged 45+.	Community Services forums occur quarterly for information sharing and ideas generation.	Launched

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 



Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016

	Initiatives	Accomplishments	Status
RSI6.9	Promote intergenerational learning, knowledge exchange and creative collaboration through arts projects within Maroondah	<ul style="list-style-type: none"> Interactive exhibitions in ArtSpace@Realm: Sound of Drawing and In Touch. Support of the Maroondah Music Network Ongoing opportunities to be investigated and scoped 	Ongoing
RSI6.10	Provide opportunities for older artists to present their work in Maroondah cultural facilities	Opportunities provided to older artists to present their work at the Maroondah Access Gallery and the Wyreena Arts Lounge.	Ongoing

Respect & Social Inclusion – Additional Achievements

1. Vision Australia working with Aquanation to assist people with a vision impairment
2. Positive images of Living Longer, Living Stronger participants exercising in the gym on TV screens at Aquahub

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 

Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016



Priority Seven Initiatives: Outdoor Spaces & Buildings

The outside environment and public buildings have a major impact on the mobility, independence and quality of life of older people and affect their ability to “age in place”.

World Health Organisation – Global Age-friendly Cities: A Guide (2007:12)

Maroondah 2040: Clean, green an sustainable

Maroondah is 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 is resilient and has the knowledge, capacity and resources to make sustainable lifestyle choices.

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 

Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016



	Initiatives	Accomplishments	Status
OSB7.1	Investigation of fenced dog parks which may assist people with mobility issues to exercise their dogs through provision of a safe environment where accessible parking, picnic facilities, toilets, shelter and bins will be supplied.	Following a review of Council's parks and reserves, Eastfield Park was identified as an appropriate and preferred location for a fenced dog park in Maroondah. Council received significant positive feedback on the concept of a fenced dog park and has now developed a draft layout plan for Eastfield Park. Survey was sent to the age-friendly champions, the Maroondah Healthy Ageing Network and community groups for input. Please visit for more information: http://www.maroondah.vic.gov.au/EastfieldDogPark.aspx	Launched
OSB7.2	Areas that are over represented and/or have a high proportion of the ageing population will be considered and scored higher when ranking projects to influence prioritisation of works.	See Additional Accomplishments: Improved Outdoor Spaces Program for further details. A mapping exercise based on current software packages is also scheduled for 2019/2020 period. When this data capture has been completed post the 2019/2020 period, the information will then be incorporated into the applicable capital works program.	Ongoing

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 



Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016

	Initiatives	Accomplishments	Status
OSB7.3	Review accessible parking and accessible theatre seating at Karralyka.	<ul style="list-style-type: none"> Engineering & Building Services have completed review Design of accessible parking and associated footpaths completed Included in Council's capital works schedule for future funding allocation Karralyka employed a consultant to review the theatre facility, and they came back with recommendations to renovate the theatre to become more accessible, with the proposed addition of extra accessible seating in the theatre and accessible bathrooms. Recommendations were presented to the previous council and were shelved, until the new council was inducted. The recommendation is for renovation in 2019/2020. 	Launched
OSB7.4	Through Council's Physical Activity Strategy, the issue of safety and accessibility within the municipality's outdoor spaces will be investigated and addressed to support the safety of the ageing population.	<ul style="list-style-type: none"> Audit on Council facilities is done every 6 months through Sports & Recreation and programming developed based on assessment of outdoor space Audit on outdoor spaces conducted by Open Space 	Ongoing

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 

Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016



	Initiatives	Accomplishments	Status
OSB7.5	The feasibility of physical activity precincts will be explored to develop accessible physical activity stations in Maroondah's outdoor spaces and the provision of free gym instructors during the summer season to support the 45+ age group to use the equipment.	<ul style="list-style-type: none"> New outdoor gym stations were installed at Glen Park Community Centre, Arrabri Community Centre and Cheong Park. A new outdoor gym station is also scheduled to be installed near Jubilee Park in the 2016/2017 period. Trial of Free Tai Chi at Town Square and free Personal Training at Cheong park (see OSB7.6) 	Launched
OSB7.6	Formulate initiatives that will utilise and maximise Council's public open space to engage residents aged 45+ who do not access facility-based programs.	<ul style="list-style-type: none"> Joint funding with Maroondah Leisure initiated a free fitness in the park series during March 2016. A four week trial of Tai Chi was offered at Ringwood Town Square (as per consultation feedback) and a four week trial of personal training at Cheong Park was offered to use the physical activity stations and target fitness goals. Another trial is scheduled for the 2017/2018 period contingent upon survey feedback results from the age cohort. 	Launched

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 



Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016

	Initiatives	Accomplishments	Status
OSB7.7	Continual review of Council's reserve pathways. Community feedback from the 45+ age group regarding Council's reserve pathways will influence the priority ranking in pathway improvement works.	See Additional Achievements: Improved Outdoor Spaces Program for further details. Programmed pathway maintenance is conducted bi-annually by Operations and Council also responds reactively to community feedback. Asset surveillance staff also provide feedback based on their programmed inspections. Bi-annual inspections are also conducted in each reserve.	Ongoing
OSB7.8	Ongoing collaboration between Council's Tree & Park Maintenance & Open Space service areas for the assessment of location of seating in parks and reserves to accommodate an ageing population.	See Additional Achievements: Improved Outdoor Spaces Program for further details.	Ongoing

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 



Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016

	Initiatives	Accomplishments	Status
OSB7.9	Research the feasibility of increasing the tree data capture parameters to include obstruction of Council road signs.	Research feasibility completed. Tree data capture and Road Management Plan parameters for inspections now include visibility of Council road signs. Cyclic inspections will be conducted as per proactive inspection time frames.	Completed
OSB7.10	Investigate opportunities to increase resources to assist with developing a proactive community engagement process in relation to specific needs for park infrastructure within the ageing population.	See Additional Achievements: Improved Outdoor Spaces Program for further details.	Launched

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 

Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016



Outdoor Spaces & Buildings – Additional Achievements

1. The Active & Healthy Ageing Initiative trialled an improved outdoor spaces program which proactively engaged the community to provide nominations regarding all pathways, bench seats, bus shelters, pedestrian crossings and public toilets. An internal working group was formed to review and assess the nominations and then these results were reported back to the community. As a result of this initial trial, 23 new age-friendly seats were installed in areas nominated by the community. This trial proved so successful that it will be conducted annually as an age-friendly initiative and will form part of the prioritization of Council's annual capital works program. If you have any queries or would like to know how you can participate in future, do not hesitate to contact the Active & Healthy Ageing Coordinator, Mary Katsikis, on 9294 5790 or via email mary.katsikis@maroondah.vic.gov.au

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 

Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016



Priority Eight Initiatives: Civic Participation & Employment

Older people do not stop contributing to their communities on retirement. Many continue to provide unpaid and voluntary work for their families and communities. An age-friendly community provides options for older people to continue to contribute to their communities, through paid employment or voluntary work if they so choose and to be engaged in the political process.

World Health Organisation – Global Age-friendly Cities: A Guide (2007:51)

Maroondah 2040: Prosperous and learning

Maroondah is a thriving centre of economic activity and opportunity within the eastern region where the sustainability and growth of local businesses is supported. All community members, groups, education providers and local businesses have access to a wide range of quality learning resources and facilities.

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 



Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016

	Initiatives	Accomplishments	Status
CPE8.1	Coordinate and facilitate the annual Volunteers Recognition Night and the Community Volunteer Luncheon which recognises and celebrates the contribution of our volunteers aged 45+.	<ul style="list-style-type: none"> Annual Council Volunteers recognition night conducted annually Annual Community Volunteers Luncheon conducted annually 	Ongoing
CPE8.2	Development of specific task descriptions for all volunteer positions so that volunteers can make more informed decisions about their volunteering options at Council.	<p>Task position descriptions have been developed. Expression of Interests for volunteer opportunities are promoted on an ongoing basis. And specific volunteering options are advertised separately and include position descriptions. Please visit:</p> <p>http://www.maroondah.vic.gov.au/Careers.aspx</p>	Completed 2015/2016

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 



Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016

	Initiatives	Accomplishments	Status
CPE8.3	Council will look into updating its existing web page to provide more detailed volunteering opportunities at Council. Expression of Interest volunteer positions will also be trialled to gauge the level of interest for upcoming or potential volunteering roles as they arise.	Volunteering opportunities now appear on Council's Careers web page: Visit: http://www.maroondah.vic.gov.au/Careers.aspx	Ongoing
CPE8.4	Maroondah City Council is committed to developing a Phased Retirement Strategy to support the transition of its ageing workforce.	Development of Council's Future Framework has commenced which includes four key components: 1. Talent Management 2. Career Transition 3. Knowledge Transfer 4. Succession Planning Completion of this framework is scheduled for the 2016/2017 period with the implementation phase scheduled for the 2017/2018 period.	Launched

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 



Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016

	Initiatives	Accomplishments	Status
CPE8.5	Maroondah City Council provides opportunities for apprenticeships and traineeships to persons aged 45+ as another employment option.	Apprenticeship and traineeship policy developed and endorsed by Council.	Completed 2015/2016
CPE8.6	Council will investigate opportunities to develop and strengthen existing partnerships with employment support groups and agencies to attract candidates aged 45+.	This opportunity will be explored as part of Council's Learning & Development Plan.	Not Yet Commenced
CPE8.7	Explore capacity building initiatives between Eastern Volunteers and Council to create better linkages between volunteers, local employers and future job opportunities for the ageing population.	This initiative has now been transferred to Council's Human Resources team to lead from Business & Development. This will be explored as part of Council's Volunteer Plan during the period of 2018/2019.	Not Yet Commenced

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 

Active & Healthy Ageing Initiative – Towards an Age-friendly Maroondah 2015 – 2020
Year 1 – 1 July 2015 – 30 June 2016



	Initiatives	Accomplishments	Status
CPE8.8	Research potential messaging and channels to support and highlight the contribution and traits of older workers.	Business & Development have a Memorandum of Understanding (MOU) with Swinburne University to run 'seniorpreneurship' sessions at Realm which are aimed at the 50+ age cohort with an interest in starting a business, changing careers and/or starting a social enterprise. The inaugural session is scheduled for the 2016/2017 period.	Launched
CPE8.9	Support and assist future initiatives that support the skills development and recognition of the Maroondah workforce aged 45+.	Business & Development will be hosting a number of sessions aimed at supporting the 45+ workforce during the 2016/2017 period. These sessions will include topics such as superannuation, investment and financial planning.	Ongoing
CPE8.10	Continue to use positive examples of the ageing population in imagery and stories and demonstrate the valuable contribution they have made in the community.	Council continues to promote positive imagery/stories across all our publications and collateral, where possible. This includes photography, website, posters, media releases, social media and video content. The quarterly Chatterbox newsletter prepared by the Maroondah Healthy Ageing Network and funded by Council is also another communication channel.	Ongoing

Completed  Launched  Ongoing  Suspended  Not Yet Commenced 

DOCUMENTS FOR SEALING

LETTERS UNDER SEAL - IMMEDIATE PAST COUNCILLORS

ITEM 1

BACKGROUND

As a follow-up to the last Council Elections held in October 2016, it is appropriate that Council formally recognises the contributions made to the local community by former Councillors Natalie Thomas (*who did not seek re-election*) Christina Gleeson, Liam Fitzgerald, Mary-Ann Lowe and Les Willmott (*who were not re-elected*).

Ms Natalie Thomas represented the Arrabri Ward for a term of 10 years 11 months, from November 2005 to October 2016, serving as Mayor in 2015/16.

Ms Christina Gleeson represented the Arrabri Ward for a term of 4 years, from October 2012 to October 2016.

Mr Liam Fitzgerald represented the Wyreena Ward for a term of 4 years, from October 2012 to October 2016.

Ms Mary-Ann Lowe represented the Mullum Ward for a term of 2 years, from October 2014 to October 2016 after a being elected at a Countback election.

Mr Les Willmott represented the Wyreena Ward for a term of 19 years and 7 months from March 1997 to October 2016, serving as Mayor in 1997/98*, 2003/04, 2005/06, and 2013/14. **(Inaugural Mayor of Maroondah),*

Note: Prior to Amalgamations in 1994, Mr Willmott also served 9 years and 1 month as a Councillor of the former City of Croydon from November 1983 to August 1986, August 1988 to December 1994, serving as Mayor in 1989/90, 1991/92, 1993/94, August to December 1994 (due to Amalgamation).

In keeping with Council's past practice, it is appropriate that Letters Under Seal be presented to the former Councillors, together with a plaque depicting Council's Coat of Arms, in recognition of their past service as Councillors of the City of Maroondah.

ATTACHMENTS

Not Applicable

CONFIDENTIALITY

Not Applicable

RECOMMENDATION

THAT COUNCIL SIGNS AND SEALS LETTERS TO BE PRESENTED TO MS NATALIE THOMAS, MS CHRISTINA GLEESON, MR LIAM FITZGERALD, MS MARY-ANN LOWE AND MR LES WILLMOTT, TOGETHER WITH A PLAQUE DEPICTING COUNCIL'S COAT OF ARMS, IN RECOGNITION OF THEIR PAST SERVICE AS COUNCILLORS OF THE CITY OF MAROONDAH

DOCUMENTS FOR SEALING

LETTERS UNDER SEAL - RETIREMENT DIRECTOR OPERATIONS, INFRASTRUCTURE AND LEISURE

ITEM 2

BACKGROUND

Mr Trevor Welsh, Director Operations, Infrastructure and Leisure provided advice to Council of his intention to retire in January 2017. It is appropriate that Council formally recognises the contributions made to the Maroondah community and the wider local government sector by Mr Welsh.

Mr Trevor Welsh commenced with Maroondah City Council in February 1999 as Manager Planning and Environment Services, with responsibility for Strategic and Statutory Planning, Public Health and Local Laws, and later for Building Services. In 2004 he became the Director of City Development and in 2008 he became Director Operations and Infrastructure, adding Leisure Services in 2015.

In keeping with Council practice, it is appropriate that a Letter under Seal be presented to Mr Welsh, together with a plaque depicting Council's Coat of Arms, in recognition of his 18 years service to the City of Maroondah.

ATTACHMENTS

Not Applicable

CONFIDENTIALITY

Not Applicable

RECOMMENDATION

THAT COUNCIL SIGNS AND SEALS A LETTER TO BE PRESENTED TO MR TREVOR WELSH, TOGETHER WITH A PLAQUE DEPICTING COUNCIL'S COAT OF ARMS, IN RECOGNITION OF HIS 18 YEARS SERVICE TO THE CITY OF MAROONDAH