



Councillor  
(as addressed)

The next Council Meeting will be held in the Council Chamber, Braeside Avenue, Ringwood, on Monday 17 February 2020, 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

**Note:**

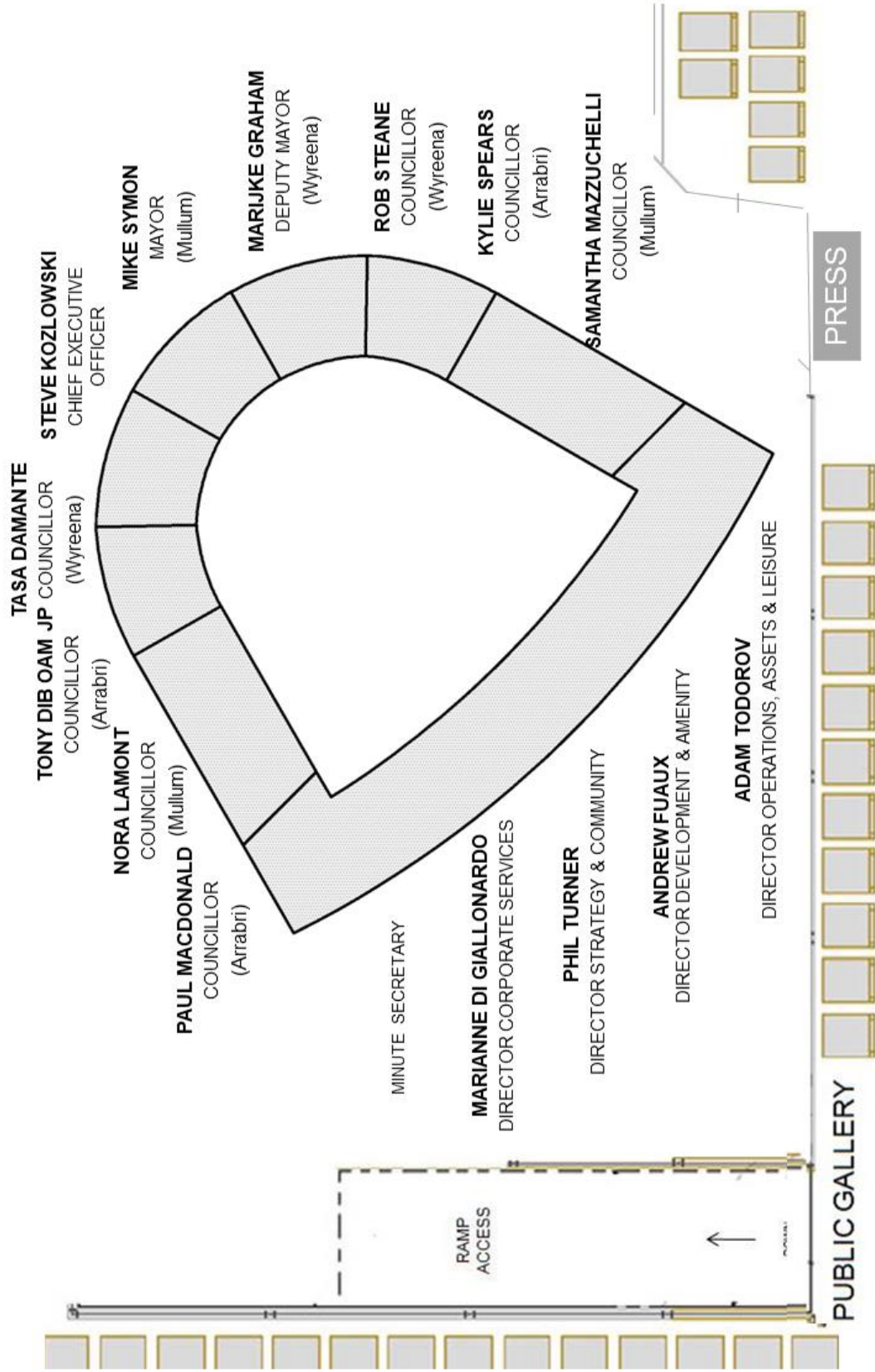
***This meeting is being streamed live on the internet and recorded.  
Every care is taken to maintain privacy and attendees are advised they may be recorded.***



COUNCIL CHAMBER  
IS FITTED WITH A HEARING AID  
INDUCTION LOOP

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

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## **ORDER OF BUSINESS**

1. Prayer
2. Acknowledgment of Country
3. Apologies
4. Declaration of Interests
5. Confirmation of Minutes of the Ordinary Council Meeting held on Tuesday 31 December 2019.
6. Public Questions
7. Officers' Reports
  - Director Corporate Services
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    3. Election Period (Caretaker) Policy 2020 10
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    5. Audit & Risk Advisory Committee Report 19
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  - Director Operations, Assets & Leisure
    1. Community Assistance Fund 25
    2. Capital Works Report 2019/2020 - Period Ending 31 December 2019 28
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  - Director Strategy & Community
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    3. C128maro Proposed Heritage Overlay at 3-5 Wonga Road  
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9. Motions to Review

- 10. Late Item
- 11. Requests / Leave of Absence
- 12. In Camera

Confidential Director Corporate Services

- 1. Instruments of Appointment and Authorisation

Director Operations, Assets & Leisure

- 1. Tender Evaluation Report - Contract 20919 Silcock Pavilion Redevelopment
- 2. Tender Evaluation Report - Contract 2206/0638 - Retail Energy

## **ATTENDANCE REPORT**

**ITEM 1**

### **PURPOSE**

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

### **STRATEGIC / POLICY ISSUES**

The following directions contained in Maroondah 2040: Our Future Together and the Council Plan 2017-2021 (Year 3: 2019-2020) 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 2019 – 2020:

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 2017-2021 (Year 3: 2019-2020) 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 2019 – 2020:

- 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 16 December 2019 and 3 February 2020 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.  2019 December 16 - Assembly of Councillors Public Record
2.  2020 February 03 - 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 16 DECEMBER 2019 AND 3 FEBRUARY 2020**

**ELECTION PERIOD (CARETAKER) POLICY 2020**

**ITEM 3**

**PURPOSE**

To formally review and adopt an Election Period Policy (*formerly known as Caretaker Period Policy*) defining the requirements for Maroondah City Council in the lead up to the October 2020 Council elections, in accord with the legislative requirements set out in section 93B of the Local Government Act 1989 (the Act).

**STRATEGIC / POLICY ISSUES**

The following directions contained in Maroondah 2040: Our Future Together and the Council Plan 2017-2021 (Year 3: 2019-2020) 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 2019 – 2020:

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

**BACKGROUND**

The purpose of the Policy is to ensure that the ordinary business of Council can continue and be conducted during the period before an election in an environment that is responsible, transparent and fair to all candidates.

The election period is 32 days from morning (12:01am) on Tuesday 22 September 2020 to 6pm on Saturday 24 October 2020 (election day). The election period is a mandatory requirement for all Victorian Councils to observe and dovetails local government election periods in the same manner as those for State and Federal levels of government.

**ISSUE / DISCUSSION**

The Act requires the Council to adopt and maintain an Election Period Policy. Section 93B of the Act states that the Policy must include:

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

In the lead up to the 2016 elections, Council at its meeting on 15 February 2016 adopted an Election Period Policy. A review has now been undertaken of this Policy in advance of the 2020 Council elections, having regard to recommendations made by the Local Government

**ELECTION PERIOD (CARETAKER) POLICY 2020 Cont'd**

**ITEM 3**

Inspectorate following their review of Election Period Policies of all Victorian Councils, undertaken in April in 2016.

The intent of the Policy as attached is to ensure that the elections for Maroondah are conducted in a manner that is fair and equitable and are publicly transparent. It draws upon not only statutory requirements, but also well-established democratic principles and good governance practices to ensure that there is clarity in processes and equity for all Council candidates.

The Policy governs a wide variety of issues including major policy decisions, public consultations processes, use of Council resources, access to information, communication including the content of media releases, content of Council publications, and assistance to candidates for the forthcoming elections.

An Information Register to record all requests for information made by candidates and copies of all responses by the organisation also forms part of the Policy. Such register is to be a publicly accessible document and will be placed on Council's website. It conforms to the requirements of s 93B of the Act, to ensure information is equally available and accessible to candidates during the election period.

In short, the Policy primarily restricts Maroondah City Council to day-to-day normal business activities for the election period of 32 days, which is slightly less than 5 weeks.

**NOTE:**

The Policy reflects current legislative requirements and any subsequent changes arising from the Government's current review of the Act will be reflected in due course. In the interests of transparency, should the Policy need to be updated to reflect new legislation, it will be brought back to a future Council Meeting for adoption.

**FINANCIAL / ECONOMIC ISSUES**

There are no significant financial implications arising from the recommendations in this report. Any costs associated with the requirement to provide each Councillor a copy of the policy as soon as is practicable after it has been adopted, or to provide copies for inspection by the public, will be met from within the current adopted budget.

**ENVIRONMENTAL / AMENITY ISSUES**

Not Applicable

**SOCIAL / COMMUNITY ISSUES**

This Policy ensures equity between all candidates standing for Council.

**COMMUNITY CONSULTATION**

Not Applicable - Community consultation is not required to be undertaken in respect of the adoption of the Election Period Policy since it is a legislated governance matter.

**ELECTION PERIOD (CARETAKER) POLICY 2020 Cont'd**

**ITEM 3**

**CONCLUSION**


Council is required by law to adopt and maintain an Election Period Policy, which must include certain prescribed information. Any failure to adhere to the requirements of s93B of the Act would see Council in breach of its legal duty and potentially compromise upcoming Council election outcomes.

The Policy enables Council employees, current MCC Councillors and Candidates to understand both the legislative requirements and their obligations. The additional guidance provided is intended to mitigate the likelihood of any breaches of the Act.

Given the Maroondah community's desire to have strong, democratic, equitable, fair and transparent leadership, the Policy provides clarity to everyone relative to the associated processes during this period.

It is therefore appropriate that Council adopts this Policy as part of its good governance practices to ensure compliance with the legislative requirements set out in s93B of the Act.

**ATTACHMENTS**

1.  Election Period (Caretaker) Policy 2020

**CONFIDENTIALITY**

Not Applicable

**RECOMMENDATION**

**THAT COUNCIL**

1. **ADOPTS THE ELECTION PERIOD (CARETAKER) POLICY 2020, AS ATTACHED TO THIS REPORT, IN ACCORDANCE WITH THE REQUIREMENTS OF SECTION 93B OF THE LOCAL GOVERNMENT ACT 1989 (THE ACT)**
2. **AUTHORISES THE CHIEF EXECUTIVE OFFICER TO:**
  - i. **ARRANGE FOR A COPY OF THE POLICY TO BE PROVIDED TO EACH COUNCILLOR, IN ACCORDANCE WITH SECTION 93B(4)(A) OF THE ACT**
  - ii. **MAKE THE POLICY AVAILABLE FOR INSPECTION BY THE PUBLIC, IN ACCORDANCE WITH SECTION 93B(4)(B) OF THE ACT AND**
  - iii. **PUBLISH THE POLICY ON COUNCIL'S WEBSITE IN ACCORDANCE WITH SECTION 93B(4)(C) OF THE ACT**

**FINANCIAL REPORT: SIX MONTHS ENDING DECEMBER 2019**

**ITEM 4**

**PURPOSE**

To present Council with a snapshot of Council's financial performance for the six months ending 31 December 2019. Attachment 1 provides the full financial report.

**STRATEGIC / POLICY ISSUES**

The following directions contained in Maroondah 2040: Our Future Together and the Council Plan 2017-2021 (Year 3: 2019-2020) provide the strategic framework that underpins the purpose of this report.

Outcome Area: A well governed and empowered community.

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

Key Directions 2017 – 2021:

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

**BACKGROUND**

In accordance with Sections 136, 137 and 138 of the Local Government Act 1989, Council is required each quarter to consider the financial performance of the municipality against budget for the year to date (YTD).

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

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

The statements have been prepared on the basis of accrual accounting (i.e. including significant accruals) and non-consolidation (i.e. excludes the results of the Eastern Regional Library Corporation and Section 86 Committees of Management).

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

**ISSUE / DISCUSSION**

The following is a summary of the financial position for the six months ending 31 December 2019. A detailed report is attached to this document.

FINANCIAL REPORT: SIX MONTHS ENDING DECEMBER 2019 Cont'd

ITEM 4

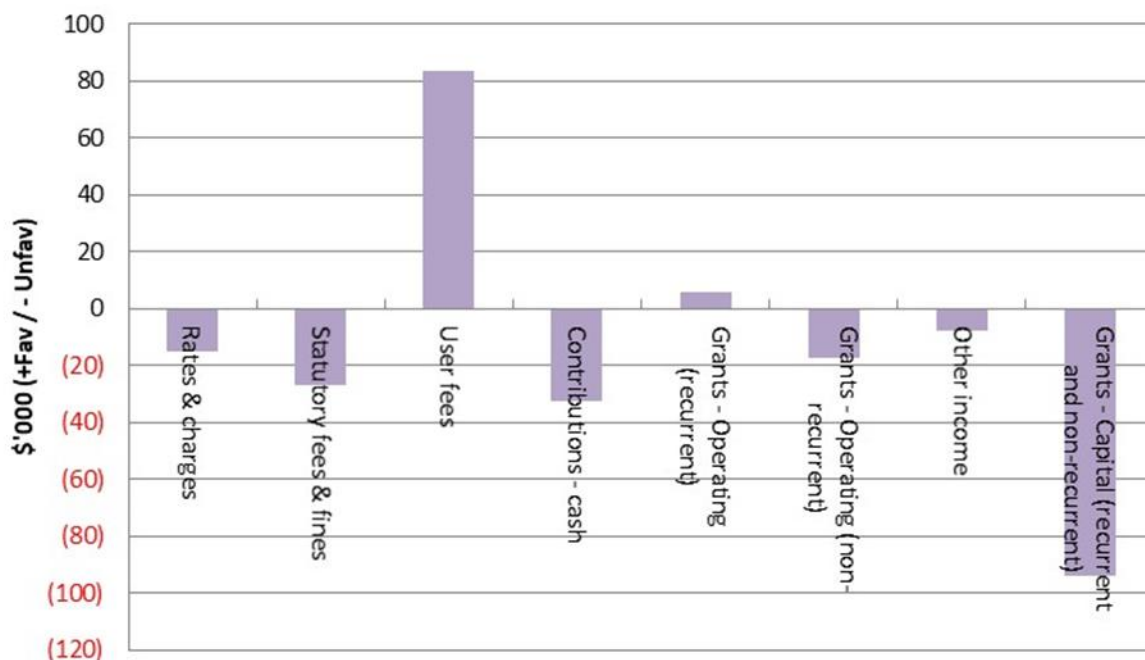
1. OPERATING PERFORMANCE

1.1 Overall Operating Performance

	YTD Forecast \$'000	YTD Actual \$'000	YTD Var \$'000	Forecast Budget \$'000	Adopted Budget \$'000
<b>Operating</b>					
Income	116,134	116,363	229	141,531	137,752
Expenses	69,273	68,261	1,012	136,091	133,403
<b>Underlying Surplus (Deficit)</b>	<b>46,861</b>	<b>48,102</b>	<b>1,241</b>	<b>5,440</b>	<b>4,349</b>
<b>Capital</b>					
Grants - Capital (recurrent and non-recurrent)	1,639	1,545	(94)	4,044	522
<b>Comprehensive result</b>	<b>48,500</b>	<b>49,647</b>	<b>1,146</b>	<b>9,484</b>	<b>4,871</b>

For the six months ended 31 December 2019, Council has recorded an underlying surplus before capital revenues of \$48.10 million, which is \$1.24 million ahead of the year to date forecast budget. This is primarily related to unexpended funds during the period, as outlined in section 1.3 of the report.

1.2 Income – YTD Forecast Budget variances



**FINANCIAL REPORT: SIX MONTHS ENDING DECEMBER 2019 Cont'd**

**ITEM 4**

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

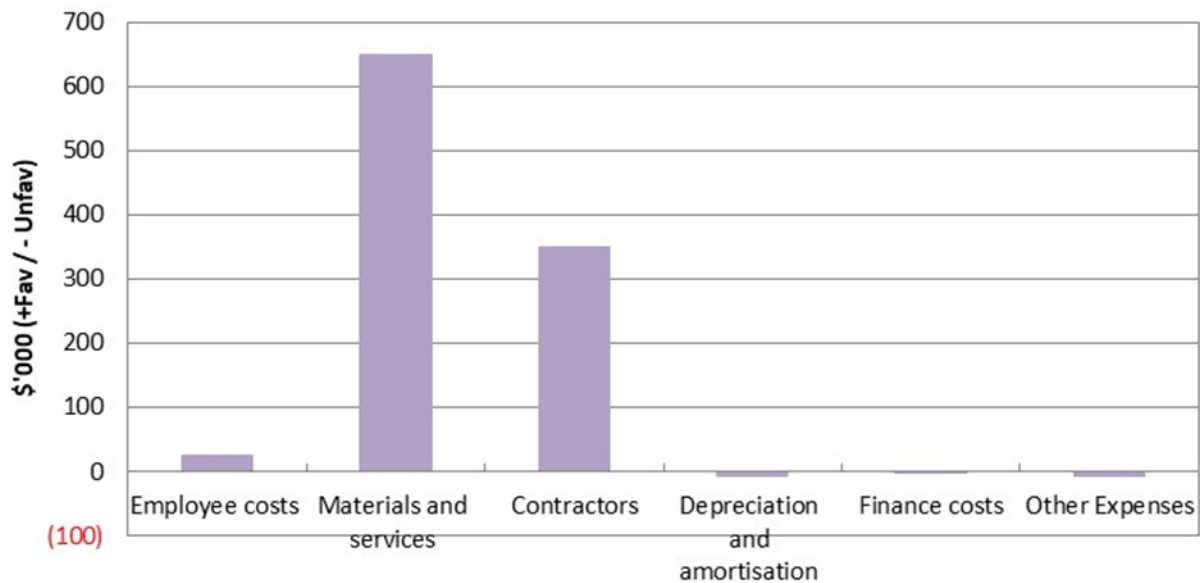
**Favourable Variances:**

- User Fees \$84k – variance predominantly due to higher than anticipated income across Council leisure facilities

**Unfavourable Variances:**

- Capital Grants (\$94k) - due to the timing of grant amounts received for Jubilee Park Tennis lighting (\$70k) and Lipscombe Park Kindergarten (\$31k)

**1.3 Expenses – YTD Forecast Budget variances**



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

**Favourable Variances:**

- Contractors \$351k – Driven by differences in the timing of expenses across the organisation. Areas of Council contributing to this are Operations \$86k, Integrated Planning \$85k, Finance & Governance \$72k, Workplace, People & Culture \$37k, Leisure \$27k, Engineering & Building Services \$21k & Business & Activity Centre Development (\$23k)
- Materials and Services \$651k – Driven by differences in the timing of expenses across the organisation. Areas of Council contributing to this are: Leisure \$409k, Community Services \$156k, Integrated Planning \$94k, Communications & Engagement \$45k,

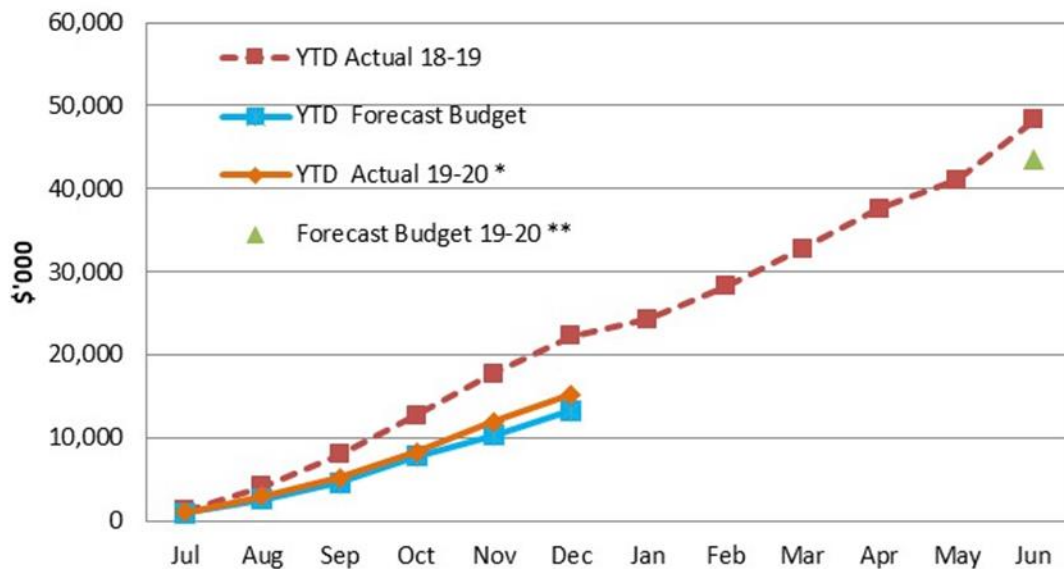
**FINANCIAL REPORT: SIX MONTHS ENDING DECEMBER 2019 Cont'd**

**ITEM 4**

Workplace, People & Culture \$41k, Information Technology \$33k, Health, Local Laws & Emergency Management \$28k, Operations (\$112k), Business & Activity Centre Development (\$32k) & Revenue, Property & Customer Service (\$25k)

**2. CAPITAL WORKS**

**2.1 CAPITAL WORKS YTD EXPENDITURE CUMULATIVE**



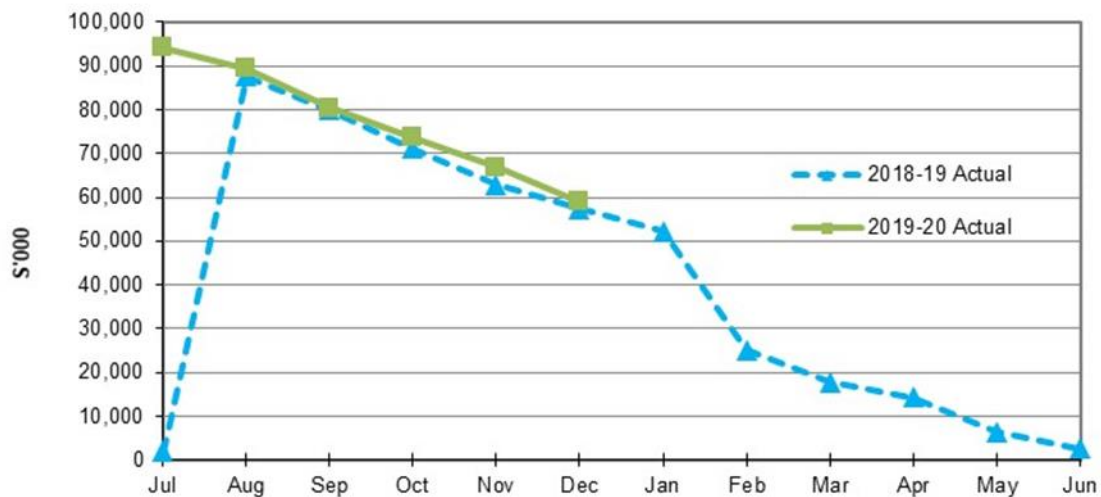
\* YTD Actual expenditure includes Carried Forwards

\*\* Forecast Budget expenditure includes Carried Forwards

The Forecast Capital Expenditure program for 2019/20 is \$43.439 million. A carry forward amount from 2018/19 of \$9.447 million is included in the forecast for the current period.

The chart above indicates how Council is performing year to date against the forecast, as well as how we are tracking to achieve the period end target of \$43.439 million. Council has spent 35.06% of its forecast at the end of the first quarter and plans to meet target by period end.



**FINANCIAL REPORT: SIX MONTHS ENDING DECEMBER 2019 Cont'd****ITEM 4****3. RATES****3.1 ACTUAL RATES OUTSTANDING BALANCE BY MONTH**

The chart above compares the rates outstanding as at 31 December 2019 to the same time last financial period. Our collection rate follows a similar pattern to previous periods, based on rate instalments occurring at set times throughout the financial period. Note that this graph accounts for rates being struck in July this period compared to August last period. Council has one of the highest debt recovery performances in comparison to other local government authorities.

**FINANCIAL / ECONOMIC ISSUES**

As presented in this report and accompanying financial statements.

**ENVIRONMENTAL / AMENITY ISSUES**

Not Applicable

**SOCIAL / COMMUNITY ISSUES**

Not Applicable

**COMMUNITY CONSULTATION**

Not Applicable



**CONCLUSION**

The 31 December 2019 YTD results are favourable and provide a solid foundation for achieving Council's 2019/2020 services and advocacy programs.

**FINANCIAL REPORT: SIX MONTHS ENDING DECEMBER  
2019 Cont'd**

**ITEM 4**

**ATTACHMENTS**

1.  Quarterly Reporting Council Meeting - Dec 2019
2.  Quarterly Finance Report - 31 December 2019 - Appendix Analytics - Final

**CONFIDENTIALITY**

Not Applicable

**RECOMMENDATION**

**THAT COUNCIL RECEIVES AND NOTES THE REPORT ON THE FINANCIAL  
PERFORMANCE AGAINST BUDGET FOR THE SIX MONTHS ENDING 31 DECEMBER  
2019**

**AUDIT & RISK ADVISORY COMMITTEE REPORT****ITEM 5****PURPOSE**

To report to Council on the outcomes of the Audit and Risk Advisory Committee Meeting held on 6 February 2020.

**STRATEGIC / POLICY ISSUES**

The Local Government Act 1989 prescribes that Council must establish an Audit and Risk Advisory Committee and that such a Committee will be advisory in nature. The Audit and Risk Advisory Committee provides a mechanism for Council to strategically examine various aspects of the Council operations to ensure risk management, legal compliance, financial control, and governance measures are in place.

**BACKGROUND**

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

The external members are Mr John Watson (chair), Mr Bruce Potgieter and Mr Michael Ulbrick.

The Audit and Risk Advisory Committee Charter requires that this Committee report to Council on the findings and recommendations from its meetings. This report provides a summary of matters under consideration by the Audit and Risk Advisory Committee of the meeting held on 6 February 2020. Many items on the Agenda are regular reports such as the CEO's Report including State-wide Integrity Agencies activity and Report Findings, MCC's Internal Audit Progress Report, Quarterly Finance Report, Quarterly Risk and Insurance Report, Internal Audits Actions Register, sector related agencies Report and MCC's Minutes from the Risk Management Advisory Committee at which all Service Area Senior Officers across all services attend demonstrating active management of all Council's risks.

**ISSUE / DISCUSSION**

The details associated with the some of the regular reports considered by the Audit and Risk Advisory Committee and the Committees assessment included:

- Internal Audit Tracking Report Summary as well as the Internal Audit Actions Register for the 2<sup>nd</sup> Quarter 31 December 2019. Feedback was generally positive, and it was communicated that the progress Council is making in any identified audit recommendations was overall pleasing;
- It was also made clear that there have been no obstructions to the internal audit program and that the internal auditors gained the appropriate support from Council Officers.
- Internal Audit Reports presented at the meeting were the following:
  - Parks Playground Maintenance Review: no high-level risks identified. The Internal Auditors spoke well of the Council Officers and the due diligence taken to ensure appropriate levels of responsibilities were identified; and

**AUDIT & RISK ADVISORY COMMITTEE REPORT Cont'd****ITEM 5**

- Rostering Timesheets Review - There was only the one high-risk level finding identified. Management has already taken some steps in remediating this issue.
- The Finance Report for the six months ending 31 December 2019 was discussed and the Committee was satisfied with the results and the way in which the report presented at the end of the second quarter. As well as this, the executive summary and flash report to the finance update was welcomed and supported by the Committee. Additionally, the Committee was supportive of the work undertaken as part of the budgetary mid-year reviews, into both the 2019/20 forecasts and 2020/21 draft budget items;
- An updated risk management and insurance report for the period ending 31 December 2019 – presenting the organisations current operational and strategic risks and the controls that are currently in place to mitigate those risks. The report noted a decrease in several significant-level residual risks as well as the introduction of an organisational risk of Cyber Security;
- A presentation was undertaken for the Committee's benefit, to better understand and establish a risk lens on the implementation of the 2019 Swimming Pool Regulations in which Council is taking a significant professional leadership role; and
- Once again, the Committee congratulated the organisation in its high-level of org-wide attention and integration of Risk Management and it is looking forward to the organisation continuing to enhance itself in this space, in displaying best practice principles.

**FINANCIAL / ECONOMIC ISSUES**

Council's budget provides for the operation of the Audit and Risk Advisory Committee and for the completion of an Internal Audit Program.

**ENVIRONMENTAL / AMENITY ISSUES**

Not applicable.

**SOCIAL / COMMUNITY ISSUES**

Not applicable.

**COMMUNITY CONSULTATION**

Not applicable.

**CONCLUSION**

This report provides a summary of the outcomes of the Audit and Risk Advisory Committee meeting held on 6 February 2020 as an opportunity to provide transparency to the Maroondah Community and stakeholders.

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

**ITEM 5**

**ATTACHMENTS**

Not Applicable

**CONFIDENTIALITY**

Not Applicable

**RECOMMENDATION**

**THAT COUNCIL RECEIVES AND NOTES THE REPORT FROM THE AUDIT & RISK  
ADVISORY COMMITTEE MEETING HELD ON 6 FEBRUARY 2020**

**COUNCILLORS QUARTERLY EXPENSE AND  
REIMBURSEMENT REPORT - OCTOBER TO DECEMBER  
2019**

**ITEM 6**

**PURPOSE**

To provide a report to the community on Councillor expenses.

**STRATEGIC / POLICY ISSUES**

The following directions contained in Maroondah 2040: Our Future Together and the Council Plan 2017-2021 (Year 3: 2019-2020) provide the strategic framework that underpins the purpose of this report.

Outcome Area: A well governed and empowered community.

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

Key Directions 2019 – 2020:

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

**BACKGROUND**

In accordance with Section 75 of the Local Government Act 1989, Council is required to reimburse a Councillor for expenses incurred whilst performing his or her duties as a Councillor. Council is also required to adopt and maintain a Policy in relation to the reimbursement of expenses for Councillors. The Policy provides guidance for the payment of reimbursements of expenses and the provision of resources, facilities and other support to the Mayor and Councillors to enable them to discharge their duties.

The Councillor Expenses, Support and Reimbursement Policy was adopted by Council on 29 April 2019.

Council also publishes in its Annual Report the details of the expenses, including reimbursement of expenses for each Councillor and member of a Council Committee paid by the Council. The details of the expenses for the past financial year are set out in the 2018/19 Annual Report.

**ISSUE / DISCUSSION**

This is a standard Governance reporting item.

**FINANCIAL / ECONOMIC ISSUES**

A budget of \$102,000 in the 2019/2020 financial year exists for the expenses and reimbursement of Councillors. A budget of \$12,000 is allocated to the Office of the Mayor for the provision of a vehicle for the November 2018 – November 2019 Mayoral term.

# DIRECTOR CORPORATE SERVICES – MARIANNE DI GIALONARDO

## COUNCILLORS QUARTERLY EXPENSE AND REIMBURSEMENT REPORT - OCTOBER TO DECEMBER 2019 Cont'd

## ITEM 6

<i>Councillor</i>	<i>TR (\$)</i>	<i>CM (\$)</i>	<i>CC (\$)</i>	<i>IC (\$)</i>	<i>CT (\$)</i>	<i>CCA (\$)</i>	<i>Total Oct to Dec 2019 (\$)</i>	<i>YTD July to December 2019</i>
Tony Dib OAM JP	0	0	0	297.78	0	0	297.78	670.95
Paul Macdonald	688.50	0	0	197.83	363.64	540.86	1790.83	4015.88
Kylie Spears	0	0	0	196.60	1942.55	268.13	2407.28	3353.20
Nora Lamont	833.55	0	0	103.99	1571.19	68.13	2576.86	6294.24
Samantha Mazzuchelli	0	0	0	322.59	77.27	0	399.86	555.76
Mike Symon Mayor November 13, to December 31, 2019	315.92	1829.53#	0	150.67	762.44	326.67	3385.23#	7949.70#
Tasa Damante	12.00	0	1270.84	175.68	322.73	100.00	1881.25	3106.12
Marijke Graham	16.50	0	251.02	127.53	1590.46	268.13	2253.64	3580.61
Rob Steane Mayor 1 October to November 13 2019	0	1433.33#	0	182.05	1686.18	200.00	3501.56#	11313.69#
<b>TOTAL</b>	<b>1866.47</b>	<b>3262.86</b>	<b>1521.86</b>	<b>1754.72</b>	<b>8316.46</b>	<b>1771.92</b>	<b>18494.29</b>	<b>40840.15</b>

Legend: TR-Travel, CM-Car Mileage (# a budget allocation of \$12,000 is allocated to the Office of the Mayor for the provision of a vehicle for the Nov 18 – Nov 19 Mayoral term), CC-Child Care, IC-Information and Communication expenses, CT- Conferences and Training expenses, CCA-Civic and Community Attendance.

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

Note: Figures are provisional end of financial year results and are subject to finalisation as part of the external audit processes for the 2019/20 Statements in the Annual Report.

### ENVIRONMENTAL / AMENITY ISSUES

Not Applicable

### SOCIAL / COMMUNITY ISSUES

Not Applicable

**COUNCILLORS QUARTERLY EXPENSE AND  
REIMBURSEMENT REPORT - OCTOBER TO DECEMBER  
2019 Cont'd**

**ITEM 6**

**COMMUNITY CONSULTATION**

Not Applicable

**CONCLUSION**

Not Applicable

**ATTACHMENTS**

Not Applicable

**CONFIDENTIALITY**

Not Applicable

**RECOMMENDATION**

**THAT COUNCIL NOTES THE COUNCILLORS EXPENSE AND REIMBURSEMENT  
REPORT FOR OCTOBER TO DECEMBER 2019**



**COMMUNITY ASSISTANCE FUND**

**ITEM 1**

**PURPOSE**

To provide Council with a summary of the Community Assistance Fund for the six-month period 1 July 2019 – 31 December 2019.

**STRATEGIC / POLICY ISSUES**

The following directions contained in the Maroondah 2040: Our Future Together and the Council Plan 2017-2021 (Year 3: 2019-2020) provide the strategic framework that underpins the purpose of this report:

Outcome Area: Safe, healthy and active community

Vision Statement: 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 2019 - 2020

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

**BACKGROUND**

The Community Assistance Fund provides financial support, being 25% of costs to a maximum value of \$350, to assist individuals to meet new challenges and strive to exceed excellence in their chosen sport, profession or arts interest.

The Community Assistance Fund also aims to provide financial assistance to not for profit local community groups, to a maximum of \$1,000 to assist in meeting unexpected expenses which are unable to be deferred to Council's Community Grants Scheme for consideration.

The Community Assistance Fund also provides for in-kind support to assist community organisations to meet costs associated with participation in community activities such as fund raising and charity days.

All grant applications are assessed according to set criteria and funding recommendations based on a funding matrix and are approved following discussion at monthly Assembly of Council meetings.

The Community Assistance Fund is the only scheme available offering funding opportunities for individual Maroondah residents.

**ISSUE / DISCUSSION**

During the funding period 1 July 2019 – 31 December 2019, nine (9) individual applications received funding. One (1) in-kind application was also approved.

Community Assistance Fund applications have been received from a range of ages and disciplines which demonstrates diversity of interests in Maroondah and the high level of achievement being reached in the Maroondah community.

**COMMUNITY ASSISTANCE FUND Cont'd****ITEM 1**

The following is a summary of successful Community Assistance Fund applicants for the period 1 July 2019 to 31 December 2019.

**Individuals**

<b>Resident of:</b>	<b>Purpose of Funding</b>
Ringwood North	Selected to compete at the School Sport Australia Athletics Nationals held in Darwin
Ringwood North	Selected to compete at ITF World Team and World Individual Championships (Tennis) held in Croatia
Ringwood	Selected to compete at the Christian Football Federation Australia Nationals Tournament held in Queensland
Ringwood North	Selected to compete at the Christian Football Federation Australia Nationals Tournament held in Queensland
Ringwood	Selected to compete at the Christian Football Federation Australia Nationals Tournament held in Queensland
Croydon	Selected to compete at the Christian Football Federation Australia Nationals Tournament held in Queensland
Vermont	Selected to compete at the Football Federation Australia 2019 National Youth Championships held in NSW
Croydon	Selected to participate at the World Cheerleading Championships being held in Orlando Florida
Croydon	Selected to participate at the World Cheerleading Championships being held in Orlando Florida

**Organisations**

<b>Organisation</b>	<b>Purpose of Funding</b>	<b>\$ Value</b>
Nil		

**In-Kind**

<b>Organisation</b>	<b>Activity Description</b>	<b>In-Kind Support</b>	<b>\$ Value</b>
Rotary Club of Croydon & Montrose Inc	Charity Golf Day	Use of Dorset Golf Course	5,000

**FINANCIAL / ECONOMIC ISSUES**

The budget for the 2019/2020 Community Assistance Fund was set at \$15,000 with \$2,950 expended for the 6-month period 1 July 2019 to 31 December 2019 for individuals and organisations.

The in-kind value for the period between 1 July 2019 and 31 December 2019 is \$5,000.

**ENVIRONMENTAL / AMENITY ISSUES**

Not Applicable

**SOCIAL / COMMUNITY ISSUES**

The Community Assistance Fund has been developed to provide a financial contribution to assist community groups with urgent or unforeseen costs and to assist individuals to meet costs associated with participation in community activities such as sporting competitions, self-

**COMMUNITY ASSISTANCE FUND Cont'd****ITEM 1**

development initiatives or arts interests. The in-kind component is to assist community organisations meet costs associated with participation in community activities such as fund raising, charity days etc.

**COMMUNITY CONSULTATION**

Not Applicable

**CONCLUSION**

The report provides details to Council pertaining to the Community Assistance Fund Grant scheme 1 July 2019 – 31 December 2019 and provides a list of individuals and organisations who received financial support through this funding program.

**ATTACHMENTS**

Not Applicable

**CONFIDENTIALITY**

Not Applicable

**RECOMMENDATION****THAT COUNCIL RECEIVES AND NOTES THIS REPORT**

**CAPITAL WORKS REPORT 2019/2020 - PERIOD ENDING 31  
DECEMBER 2019**

**ITEM 2**

**PURPOSE**

To present the financial status of Council's Capital Works Program for the period 1 July 2019 to 31 December 2019.

**STRATEGIC / POLICY ISSUES**

The following directions contained in Maroondah 2040: Our Future Together and the Council Plan 2017-2021 (Year 3: 2019-2020) 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 2019 – 2020

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

**BACKGROUND**

Council, as part of its Adopted Budget 2019/20, allocated \$28.764m to Capital Works projects, including some State and Federal grant funding. Council expects to receive an additional \$244k in grant funding and has carried forward \$9.447m from the 2018/19 capital works budget.

Based on the anticipated timing of some of the major projects, an additional amount of \$5.23m has been brought forward from future years and allocated to the 2019/20 capital works program. The total adjusted forecast budget for 2019/20 is therefore \$43.439m.

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

Provided in this report is an overview of Capital Expenditure on Council's major project areas for the period 1 July 2019 to 31 December 2019.

**CAPITAL WORKS REPORT 2019/2020 - PERIOD ENDING 31  
DECEMBER 2019 Cont'd**

**ITEM 2**

**ISSUE / DISCUSSION**

The following is a summary of the status of Council's capital projects financial position for the second quarter of the 2019/20 financial year.

**CAPITAL PERFORMANCE – 6 MONTHS ENDING 31 DECEMBER 2019**

	YTD Forecast Budget \$'000	YTD Actual * \$'000	YTD Bud Var \$'000	Forecast Budget ** \$'000	Amount Carried Forward \$'000	Adopted Budget \$'000
<b>Classification</b>						
Buildings <sup>1</sup>	3,645	5,237	(1,592)	16,061	7,478	6,695
Roads <sup>2</sup>	1,452	1,782	(330)	4,394	(14)	3,562
Footpaths and Cycleways <sup>3</sup>	2,180	2,150	31	3,075	(471)	3,540
Carparks <sup>4</sup>	550	662	(113)	3,549	69	480
Drainage <sup>5</sup>	939	1,030	(91)	2,990	1,017	2,685
Waste Management	33	22	10	103	53	50
Other Capital Roads and Drainage <sup>6</sup>	65	2	63	1,335	395	745
Recreational Leisure and Community Facilities <sup>7</sup>	1,580	1,425	154	4,379	1,198	2,285
Parks and Open Space <sup>8</sup>	508	307	201	1,450	275	1,240
Fixtures, Fittings and Furniture	57	43	14	92	42	80
Plant, Machinery and Equipment <sup>9</sup>	1,582	1,533	49	3,248	222	3,422
Computers and Telecommunications <sup>10</sup>	205	195	9	1,683	1,230	950
Property Sales	0	47	(47)	0	0	0
Building Renewal <sup>11</sup>	492	796	(305)	1,081	(2,048)	3,030
<b>Total capital works</b>	<b>13,285</b>	<b>15,232</b>	<b>(1,946)</b>	<b>43,439</b>	<b>9,447</b>	<b>28,764</b>

\*YTD Actual expenditure includes Carried Forwards

\*\*Forecast Budget expenditure includes Carried Forwards

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

- <sup>1</sup> Buildings** – Variation between adopted \$6.69m and forecast \$16.06m budgets is due primarily to:
  - \$7.47m in carried forwards from 18/19 relating to major projects commenced in 18/19 and continuing into 19/20;
  - \$2.25m allocated to Realm Extension project;
  - \$250k transferred to the Other Capital Roads & Drainage Program; and
  - \$100k of the total \$500k grant for the Ainslie Park Redevelopment.
- <sup>2</sup> Roads** – Variation between adopted \$3.56m and forecast \$4.39m budgets is due primarily to:
  - \$740k that was reallocated from the Stormwater Drainage Program to complement road works

**CAPITAL WORKS REPORT 2019/2020 - PERIOD ENDING 31  
DECEMBER 2019 Cont'd**

**ITEM 2**

- **<sup>3</sup> Footpaths & Cycleways** – Variation between adopted \$3.54m and forecast \$3.07m budgets is due primarily to:
  - Negative carried forward of \$471k from 18/19 (ie relating to projects that were undertaken in 2018/19 but being funded in 2019/20); and
  - \$30k contribution from the Bus Shelter program.
- **<sup>4</sup> Carparks** – Variation between adopted \$480k and forecast \$3.549m budget is due primarily to:
  - \$69k in carried forwards from 18/19; and
  - \$3.0m brought forward from 2020/21 for the Ringwood Multi Level Carpark.
- **<sup>5</sup> Drainage** – Variation between adopted \$2.68m and forecast \$2.99m budgets is due primarily to:
  - \$1.0m in carried forwards from 18/19; and
  - \$740k that was allocated to the Roads Program.
- **<sup>6</sup> Other Capital Roads and Drainage** – Variation between adopted \$745k and forecast \$1.33m is due primarily to:
  - \$395k in carried forwards from 18/19;
  - \$250k transferred from the Building Program;
  - \$30k transferred to the Footpath Construction Program; and
  - \$25k transferred to the New Street LATM project.
- **<sup>7</sup> Recreational Leisure and Community Facilities** – Variation between adopted \$2.28m and forecast \$4.38m budgets due primarily to:
  - \$1.19m in carried forwards from 18/19;
  - \$396k allocated from the Plant, Machinery & Equipment Program;
  - \$250k allocated to Aquahub pool renewal;
  - \$91k contribution for Jubilee Park Tennis Lighting;
  - \$40k allocated to Gateway Signage Renewal;
  - \$36k allocated to Bedford Park Advisory Committee from operational accounts;
  - \$25k allocated to Major Playground Repairs;
  - \$25k allocated to Sports Surface Improvement Program; and
  - \$15k grant for Griff Hunt Sportsfield Lighting.
- **<sup>8</sup> Parks and Open Space** – Variation between adopted \$1.24m and forecast \$1.45m budgets is due primarily to:
  - \$275k in carried forwards from 18/19
  - \$40k transferred to Gateway Signage; and
  - \$25k transferred to Major Playground Repairs.

**CAPITAL WORKS REPORT 2019/2020 - PERIOD ENDING 31 DECEMBER 2019 Cont'd**

**ITEM 2**

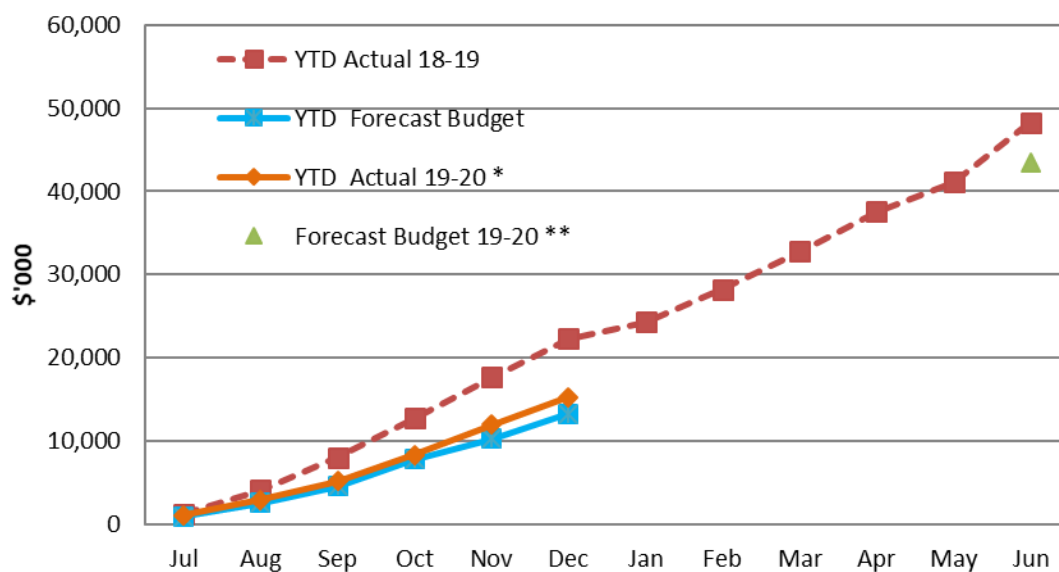
- <sup>9</sup> **Plant Machinery and Equipment** – Variation between adopted \$3.42m and forecast \$3.24m budgets is due primarily to:
  - \$222k in carried forwards from 18/19; and
  - \$396k that was allocated to the Recreation, Leisure and Community Facilities program.
- <sup>10</sup> **Computers and Telecommunication** – Variation between adopted \$950k and forecast \$1.68m budgets is primarily due to:
  - \$1.23m in carried forwards from 18/19; and
  - \$470k transferred to IT operational accounts (for the Desktop as a Service).
- <sup>11</sup> **Building Renewal** – Variation between adopted \$3.03m and forecast \$1.08m budgets is primarily due to:
  - Negative carried forward of \$2.04m from 18/19 (ie relating to projects that were undertaken in 2018/19 but being funded in 2019/20); and
  - \$98k allocated to Community Facilities Improvement Program.

**FINANCIAL / ECONOMIC ISSUES**

**CARRIED FORWARDS FROM 2018/2019**

Council carried forward an amount of \$9.447m into the 2019/2020 financial year, which primarily related to major projects that were underway at the end of the 2018/19 financial year.

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



\* YTD Actual expenditure includes Carried Forwards

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

**CAPITAL WORKS REPORT 2019/2020 - PERIOD ENDING 31  
DECEMBER 2019 Cont'd****ITEM 2****ENVIRONMENTAL / AMENITY ISSUES**

Not Applicable

**SOCIAL / COMMUNITY ISSUES**

Not Applicable

**COMMUNITY CONSULTATION**

Not Applicable

**CONCLUSION**

At 31 December 2019, Council has a total Capital Works forecast budget for 2019/2020 of \$43.439m. This includes \$9.447m that was carried forward from 2018/19, an additional \$244k anticipated in grant funding, and \$5.23m that was brought forward from future years and allocated to the 2019/20 capital works program for major projects.

Key variations between adopted and forecast budgets for the period 1 July 2019 to 31 December 2019 are noted within this report.

**ATTACHMENTS**

Not Applicable

**CONFIDENTIALITY**

Not Applicable

**RECOMMENDATION**

**THAT COUNCIL RECEIVES AND NOTES THE REPORT ON THE STATUS OF CAPITAL  
WORKS PROJECTS FOR THE PERIOD 1 JULY 2019 TO 31 DECEMBER 2019**



**COMMUNITY FACILITIES OCCUPANCY AND PRICING  
POLICIES**

**ITEM 3**

**PURPOSE**

The purpose of this report is to provide Council with the revised Community Facilities Occupancy Policy and Community Facilities Pricing Policy and to seek endorsement of these Policies.

**STRATEGIC / POLICY ISSUES**

The following directions contained in Maroondah 2040: Our Future Together and the Council Plan 2017-2021 (Year 3: 2019-2020) provide the strategic framework that underpins the purpose of this report.

Outcome Area: A safe healthy and active community

Key Directions 2019 – 2020:

**1. A healthy community - Pricing**

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. A learning community - Occupancy**

2.1 Facilitate and encourage places, spaces and programming that provide for a third place of community connection beyond home and work

**6. A thriving and well built community - Occupancy**

6.15 Coordinate and advocate for the increased utilisation, longevity and availability of fit-for-purpose public, private and not-for-profit buildings and spaces that can act as key places for neighbourhood connection

**BACKGROUND**

Maroondah City Council (Council) owns and manages an extensive network of sports fields, pavilions, open space, halls, meeting rooms and other facilities on behalf of the community. Those facilities that are utilised by not for profit community organisations by agreement on a casual or regular basis are defined as Community Facilities.

It is Council's intention that when it permits use of Council owned Community Facilities the type of agreements afforded and the charge for use will be reasonable, transparent and equitable. Council has an existing Community Facilities Pricing Policy and Community Facilities Occupancy Policy which were endorsed in March 2015. These Policies provide an overarching framework that contains principles that guide the consistent approval for use of, and the pricing of, Council owned and managed community facilities. In essence, the principles refer to occupancy decisions being appropriate, transparent, fair and equitable, and the promotion of enhanced participation. Furthermore, pricing will increase annually to ensure that users continue to make a reasonable contribution to the maintenance and renewal of Council Community Facilities.

**COMMUNITY FACILITIES OCCUPANCY AND PRICING  
POLICIES Cont'd****ITEM 3**

The Occupancy Policy outlines the process for determining appropriate occupancy agreements and identifies that consideration is given to the needs of both the intended occupant and the wider Maroondah Community.

The Pricing Policy aims to ensure that users of community facilities understand what they are paying for, why they are paying and are confident that other user groups in similar situations are also contributing in a consistent manner. In reviewing the pricing schedules, Council has undertaken comprehensive benchmarking against four (4) neighbouring municipalities and undertaken a thorough review of all maintenance costs associated with maintaining sportsfields and sporting pavilions.

**ISSUE / DISCUSSION**

The approval for all use of Council-owned Community Facilities is governed by Council's Community Facilities Occupancy Policy, and the fees and charges associated with this usage is then determined using one of three aligned pricing policies. Karralyka facilities and services are covered under the separate Karralyka Pricing Policy, the Maroondah Leisure Facilities are covered under the separate Maroondah Leisure Pricing Policy and all other community facilities are under the Community Facilities Pricing Policy.

In reviewing the schedules, Council has undertaken an extensive benchmarking exercise against our four neighbouring municipalities which has assisted in informing decision making for the recommended rates.

A thorough internal review was also undertaken to establish an accurate base maintenance figure reflective of the cost for maintaining Maroondah pavilions and sportsfields. A base figure was calculated for each category of pavilion and sportsfield which was then used to determine the majority of Community Facilities pricing. Since the development of the last pricing schedule, the Leisure service area has taken over the management of Council's sportsfields. This change has seen the introduction of new efficiencies and has provided the ability to drill down into costings directly related to the maintenance, providing greater accuracy of expenditure.

A key recommendation for the Pricing Policy was a refinement of category attributes and the introduction of an AA pavilion and sportsfield category. This has been introduced to reflect the disparity in size and scope of facilities within the current category A due to recent ground & pavilion redevelopments (which is in response to the needs of the specific clubs and the broader community).

The proposed policy changes are itemised below:

Policy	Proposed Policy Change	Reasoning
Occupancy Policy	It is proposed to include Karralyka and Maroondah Leisure Facilities within the scope of the policy.	All facilities should sit under the one Occupancy Policy for consistency. They will retain separate Pricing Policies.
Occupancy Policy	No new Section 86 Deeds of Delegation (Special Committees of Council)	Due to increasing legislative reporting obligations and highlighted risks with volunteer management of community facilities.

**COMMUNITY FACILITIES OCCUPANCY AND PRICING POLICIES Cont'd****ITEM 3**

Occupancy Policy	Extension of the policy term from four years to five years.	To align the review of policies with the term of the new Council rather than the end of term.
Pricing Policy	Introduction of an AA category for Pavilion & Sportfields	Due to the size and infrastructure of the newly developed pavilions and sportsfields, a new AA category has been introduced.
Pricing Policy	Introduction of a pricing structure for events on Council Land	Commercial events that are being held on Council land need to be charged at a commercial rate, in accordance with the size and scale of their event.
Pricing Policy	Introduction of pricing structure for Commercial Fitness Providers utilising Council land for group training of more than 4 participants.	There were no issues identified during the trial period and therefore has been included in the draft Seasonal and Casual Pricing Schedule.
Seasonal & Casual Pricing Schedule	Extension of the policy term from four years to five years	To align the review of policies with the term of the new Council and allow clubs to better plan budgets.
Seasonal & Casual Pricing Schedule	Introduction of a commercial usage open space pricing structure	Due to the growing number of inquiries, commercial use of open space for group fitness training was trialled in 2018/2019. This has now been formally incorporated into the schedule.

**FINANCIAL / ECONOMIC ISSUES**

Council subsidises the use of facilities to support community organisations to encourage their use. All seasonal and casual charges are calculated to recover a proportion of Council's annual maintenance expenditure. Both charges are related to the quality of the facility and the intensity of the maintenance schedule applied to that facility. Price increases as a result of the review were based on extensive benchmarking of surrounding Council's and Maroondah's current annual maintenance expenditure.

**ENVIRONMENTAL / AMENITY ISSUES**

Not Applicable

**SOCIAL / COMMUNITY ISSUES**

The Community Facilities Occupancy Policy supports Maroondah City Council's mission to work in partnership with the community to foster quality, accessible and sustainable lifestyles for the community by ensuring that usage of Council's community facilities is the best fit for the facility, existing tenants and neighbouring residents.

The Community Facilities Pricing Policy contains principles that guide the pricing of Council owned or managed community facilities and ensures a consistent and transparent approach to the pricing of such facilities. The principles highlight Council's commitment to ensuring priority is afforded to Maroondah based organisations and that junior, veteran and disability

**COMMUNITY FACILITIES OCCUPANCY AND PRICING  
POLICIES Cont'd****ITEM 3**

specific programs are provided with additional fee reduction to support and encourage participation.

**COMMUNITY CONSULTATION**

Method	Date	Description	Stakeholder Groups/ Audience
Email	15 <sup>th</sup> Oct	Email was sent informing internal stakeholders of intended changes to peppercorn lease (Groups Traditionally Supported by Council)	Internal lease managers
Sports Associations Briefing Session	25 <sup>th</sup> Oct	Briefing with Cricket Victoria and Eastern Football League to explain the rational for the Policy changes and new pricing and to gain support for positive advocacy with the clubs.	State or Regional Sports Associations
Maroondah Clubs Briefing Session Maroondah Federation Estate	30 <sup>th</sup> Oct	Clubs attended a detailed presentation supported by tailored individual documents detailing fee increase estimates based on their 2019 allocation.	Community Clubs with regular casual, seasonal or lease occupancy agreements.
Briefing Meeting	6 <sup>th</sup> Nov	Presentation and discussion forum with Maroondah Tennis Clubs.	Local Tennis clubs and their State Association
1:1 meetings	November	1:1 meetings were offered over the four week consultation period for any clubs & schools.	Community Clubs with regular casual, seasonal or lease occupancy agreements.

**CONCLUSION**

Council views the sustainable use of community facilities as integral to the Maroondah community having equitable access to a wide range of leisure, cultural and educational opportunities and to enhancing the sense of community within Maroondah. Council encourages the use of these facilities by supporting and subsidising the many groups that use them. It is Council's intention that when it allocates a community facility for use, the type of occupancy agreement and subsequent charge will be reasonable, transparent and equitable, and that the Community Facilities Occupancy Policy and the Community Facilities Pricing Policy guide this process.

**COMMUNITY FACILITIES OCCUPANCY AND PRICING  
POLICIES Cont'd**

**ITEM 3**

**ATTACHMENTS**

1. Community Facilities Occupancy Policy 2019  

2. Appendix 1 - Community Facilities Occupancy Policy - Occupancy Classification Matrix 2019  

3. Community Facilities Pricing Policy 2019  

4. Lease & Licence Pricing Schedule 2019 - Draft  

5. Seasonal & Casual Pricing Schedule 2019 - Draft  


**CONFIDENTIALITY**

Not Applicable

**RECOMMENDATION**

**THAT**

1. **THAT COUNCIL ENDORSES THE REVISED COMMUNITY FACILITIES OCCUPANCY POLICY AND COMMUNITY FACILITIES PRICING POLICY AND THE SUPPORTING LEASES AND LICENCES PRICING SCHEDULE AND SEASONAL AND CASUAL PRICING SCHEDULE AS ATTACHED TO THIS REPORT**

**PETITIONS - MAROONDAH GOLF STRATEGIC REVIEW**

**ITEM 4**

**PURPOSE**

The purpose of this report is for Council to receive four (4) petitions containing 76, 207, 371 and 67 signatures respectively from the residents of homes adjoining Dorset Golf course, members of Dorset Golf, and casual golf players, requesting that Council consider maintaining Dorset Golf Course as an 18-hole golf course.

**STRATEGIC / POLICY ISSUES**

The following directions contained in Maroondah 2040: Our Future Together and the Council Plan 2017-2021 (Year 3: 2019-2020) provide the strategic framework that underpins the purpose of this report.

Outcome Area: A safe, healthy and active community

Our Vision: In 2040, Maroondah will be 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.

Key Directions 2019 – 2020:

- 1.19 Provide a range of integrated recreation and leisure facilities that meet the needs of all ages and abilities.

**BACKGROUND**

Council received the petitions on 23 January 2020. Collectively the petitions contain 721 signatures requesting Council to consider maintaining Dorset Golf Course as an 18-hole golf course.

The prayer of the petition is as follows:

*"We respectfully request that the City of Maroondah reconsider their proposal about reducing the Dorset Golf Course from an 18-hole course to a short-format golf course.  
We, the undersigned, do not want this proposal to go ahead and we believe the Dorset Golf Course should remain an 18-hole golf course."*

**ISSUE / DISCUSSION**

Council has undertaken extensive community consultation from early November 2019 to the end of January 2020, as part of the Maroondah Golf Strategic Review. The objectives of this consultation phase were to seek feedback in relation to the Strategic Review - Stage one report.

Council has not made any decisions on the recommendations of the Stage one report, including the introduction of contemporary elements or changes at either course.

**FINANCIAL / ECONOMIC ISSUES**

Not Applicable

**PETITIONS - MAROONDAH GOLF STRATEGIC REVIEW**  
**Cont'd**

**ITEM 4**

**ENVIRONMENTAL / AMENITY ISSUES**

Not Applicable

**SOCIAL / COMMUNITY ISSUES**

Not Applicable

**COMMUNITY CONSULTATION**

As detailed earlier in the report extensive consultation has been undertaken with feedback received from the golfing community, residents, visitors, and local sporting groups. Council values the views of the community, and the consultation outcomes will be presented to Councillors towards the end of February for their review and consideration.

**CONCLUSION**

It is recommended that Council receives and notes the petitions. It is proposed that over the coming weeks the feedback that has been received from the community which includes these petitions be analysed and a consultation report be prepared highlighting key themes, concerns and recommendations emerging from the feedback and a further report be presented to Council at a future meeting once the investigation is complete.

**ATTACHMENTS**

Not Applicable

**CONFIDENTIALITY**

Not Applicable

**RECOMMENDATION**

**THAT THE PETITIONS BE RECEIVED AND FURTHER CONSIDERED AS PART OF THE  
MAROONDAH GOLF STRATEGIC REVIEW**

**MAROONDAH HEALTH & WELLBEING PLAN - YEAR 2  
REPORT**

**ITEM 1**

**PURPOSE**

To present the *Maroondah Health and Wellbeing Plan 2017-2021 - Year 2 Report*, to highlight progress made towards the implementation of actions from this Plan.

**STRATEGIC / POLICY ISSUES**

The following directions contained in Maroondah 2040: Our Future Together and the Council Plan 2017-2021 (Year 3: 2019-2020) provide the strategic framework that underpins the purpose of this report.

Outcome Area: A Safe Healthy and Active Community

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

In 2040, Maroondah will be an inclusive community where social connections are strong across generations and diversity is embraced and celebrated.

Key Directions 2019 – 2020:

- 1.1 Work in partnership to address community safety issues, with a focus on activity centres, public spaces, roads and public transport
- 1.3 Promote and facilitate safer cultures relating to issues of alcohol, drugs, tobacco, gambling, child abuse and family violence
- 1.5 Facilitate the provision of affordable, accessible and responsive services, resources and initiatives that support the physical and mental health and wellbeing of the community
- 1.6 Actively promote health and wellbeing principles and initiatives within the community
- 1.11 Work in partnership to address and promote awareness of mental health issues within the community
- 1.15 Advocate and promote the increased provision of affordable housing options in accessible locations
- 7.4 Support community members to age in place, live in accessible neighbourhoods and remain socially connected
- 7.10 Promote and create opportunities for community connectedness, learning, mentoring and social interactions for people from all life-stages and cultural backgrounds
- 7.12 Work in partnership to support culturally and linguistically diverse communities, including refugees and new arrivals in Maroondah
- 7.15 Acknowledge, recognise and value our indigenous heritage and communities

Priority Action 2019 - 2020:

Not Applicable



**MAROONDAH HEALTH & WELLBEING PLAN - YEAR 2  
REPORT Cont'd**

**ITEM 1**

**BACKGROUND**

The Maroondah Health and Wellbeing Plan 2017-2021 is one of Council's key strategic documents that plays an important role in delivering on health and wellbeing outcomes identified in the Maroondah 2040 Community Vision.

The actions contained within the Maroondah Health and Wellbeing Plan 2017-2021 have been captured across five outcome areas:

1. Healthy and well,
2. Safe and secure,
3. Capacity to participate,
4. Connected to culture and community, and
5. Liveable.

The Maroondah Health and Wellbeing Plan 2017-2021 is a statutory plan that is prepared in accordance with the requirements set out in the *Public Health and Wellbeing Act 2008*. This Act requires Council to prepare a community health and wellbeing plan every four years, within twelve months of a general Council election.

**ISSUE / DISCUSSION**

The Maroondah Health and Wellbeing Plan 2017-2021 - Year 2 Report has been developed to report to the community on the first year of the Plan. The Report shows a broad range of actions have been successfully implemented or commenced. Subsequent reports on the implementation of the Plan will occur on an annual basis.

The Year 2 Report highlights a range of projects from across Council, including:

- A successful application for funding from the National Drug Foundation to work on messaging promoting safe, inclusive and healthy sporting environments
- Designation of Ringwood and Croydon Town Squares as smoke-free zones
- Continued work on suicide prevention and new mental health initiatives
- Establishment of the Maroondah Positive Education Network
- Development of a Food Safety Risk Management Framework
- Adoption of the Maroondah Affordable and Social Housing Policy
- Adoption of the Maroondah Gambling Policy
- Continued support for local businesses
- The Maroondah Community Houses completing their Strategic Plan and successfully applying for Adult, Community and Further Education (ACFE) funding

**MAROONDAH HEALTH & WELLBEING PLAN - YEAR 2  
REPORT Cont'd**

**ITEM 1**

- An evaluation of the Active and Healthy Ageing initiatives for the 2015-2020 period
- Council participation in the Outer East Regional Integrated Aboriginal Service Planning Project with Knox and Yarra Ranges Councils.

**FINANCIAL / ECONOMIC ISSUES**

Not Applicable

**ENVIRONMENTAL / AMENITY ISSUES**

Not Applicable

**SOCIAL / COMMUNITY ISSUES**

The initiatives in the Maroondah Health and Wellbeing Plan 2017-2021 strive to improve health and wellbeing for all Maroondah residents. A range of social issues are addressed in the Plan and are reflected in the Report. These social issues include: alcohol, tobacco and gambling prevention, prevention of violence against women, promoting inclusivity, diversity and accessibility, social and affordable housing, as well as physical and mental health.

**COMMUNITY CONSULTATION**

A comprehensive consultation program was undertaken to inform the direction of the Maroondah Health and Wellbeing Plan 2017-2021. This included extensive consultation with the Maroondah Partners in Community Health Wellbeing Committee.

By way of this Year 2 Report, Council will report to the Maroondah community and its partners on the implementation of the second year of the Maroondah Health and Wellbeing Plan 2017-2021. This Report will also be made available on Council's website.

**CONCLUSION**

The attached report identifies that a broad range of year two actions within the Maroondah Health and Wellbeing Plan 2017-2021 have been successfully implemented or commenced.

**ATTACHMENTS**

1.  Maroondah Health and Wellbeing Plan 2017-2021 - Year 2 Report

**CONFIDENTIALITY**

Not Applicable

**RECOMMENDATION**

**THAT COUNCIL NOTES PROGRESS MADE IN IMPLEMENTING YEAR 2 ACTIONS  
FROM THE MAROONDAH HEALTH AND WELLBEING PLAN 2017-2021**

**LOCAL GOVERNMENT PERFORMANCE REPORTING  
FRAMEWORK - SERVICE INDICATOR PROGRESS REPORT  
- QUARTER 2, 2019/20**

**ITEM 2**

**PURPOSE**

To provide a report of Council's performance as measured by the Local Government Performance Reporting Framework (LGPRF) service performance indicators for the 2019/20 financial year to date (1 July 2019 to 31 December 2019).

**STRATEGIC / POLICY ISSUES**

The following directions contained in Maroondah 2040: Our future together and the Council Plan 2017-2021 (Year 3: 2019-2020) provide the strategic framework that underpins the purpose of this report.

Outcome Area: A well governed and empowered community.

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

Key Directions 2019 – 2020:

- 8.1 Provide enhanced governance that is transparent, accessible, inclusive and accountable
- 8.2 Ensure responsible and sustainable management of Maroondah's resources, assets, infrastructure and natural environment
- 8.4 Foster a culture of innovation, cooperation, commitment, communication and continuous improvement that positions Maroondah City Council as a leader in local government

Priority Action 2019-2020:

Not Applicable

**BACKGROUND**

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

The LGPRF is a Victorian Government initiative aimed at ensuring transparency and accountability of the local government sector performance to ratepayers and the public.

The framework is made up of service performance, financial performance and sustainability measures, along with a governance and management checklist. Together these components build a comprehensive picture of local government performance.

These measures are reported in Council's Annual Report as part of the Report of Operations and Performance Statement sections as required by the Local Government (Planning and Reporting) Regulations 2014 and associated elements of the Local Government Act 1989.

**LOCAL GOVERNMENT PERFORMANCE REPORTING  
FRAMEWORK - SERVICE INDICATOR PROGRESS REPORT  
- QUARTER 2, 2019/20 Cont'd**

**ITEM 2**

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

**ISSUE / DISCUSSION**

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

Service performance indicators are subject to fluctuations and not necessarily reflective of the final year result. Some individual indicators will reflect seasonality or phasing of service delivery so are not indicative of the year result. Indicators relying on the annual Community Satisfaction Survey will be updated during the final quarter of the financial year. Due to circumstances beyond Council's control, statutory planning data for the quarter was not available at the time of reporting.

For the 2019/20 financial year, the Victorian Government has introduced changes to some LGPRF service measures to provide:

- Greater clarification
- Improved quality of reporting
- Closer alignment with Council practices and processes

These changes have been applied to indicators related to: Animal Management, Aquatic Facilities, Governance, Libraries, Maternal and Child Health, Statutory Planning and Waste Collection. Each service area responsible for providing LGPRF data has adjusted their reporting to align with the new measures.

At this stage of the financial year, service indicators are progressing as expected. Council will continue to monitor its performance against the LGPRF indicators and report quarterly to ensure accountability and transparency.

**FINANCIAL / ECONOMIC ISSUES**

Not Applicable

**ENVIRONMENTAL / AMENITY ISSUES**

Not Applicable

**SOCIAL / COMMUNITY ISSUES**

Not Applicable

**COMMUNITY CONSULTATION**

End of 2019/20 financial year results will be publicly released in Council's Annual Report in September 2020. It is expected that they will also be placed on the Victorian Government's 'Know Your Council' website in November 2020.

**LOCAL GOVERNMENT PERFORMANCE REPORTING  
FRAMEWORK - SERVICE INDICATOR PROGRESS REPORT  
- QUARTER 2, 2019/20 Cont'd**


**ITEM 2**

**CONCLUSION**

LGPRF service performance indicators for the 2019/20 financial year to date as at 31 December 2019 are presented in the attached report. It is important to note that these quarterly results will not necessarily reflect or be predictive of annual performance due to phasing of service delivery across the year and seasonal influences.

Annual results for the full 2019/20 financial year will be published in Council's Annual Report 2019/20 and on the Victorian Government 'Know Your Council' website in November 2020.

**ATTACHMENTS**

1.  LGPRF Service Performance Progress Report - Q2 2019/20

**CONFIDENTIALITY**

Not Applicable

**RECOMMENDATION**

**THAT COUNCIL NOTES THE LOCAL GOVERNMENT PERFORMANCE REPORTING  
FRAMEWORK SERVICE PERFORMANCE INDICATOR YEAR TO DATE RESULTS FOR  
QUARTER 2 OF THE 2019/20 FINANCIAL YEAR**

**C128MARO PROPOSED HERITAGE OVERLAY AT 3-5  
WONGA ROAD RINGWOOD NORTH: ADOPTION**

**ITEM 3**

**PURPOSE**

The purpose of this report is to consider the adoption of Amendment C128maro to the Maroondah Planning Scheme.

**STRATEGIC / POLICY ISSUES**

The following directions contained in Maroondah 2040: Our Future Together and the Council Plan 2017-2021 (Year 3: 2019-2020) provide the strategic framework that underpins the purpose of this report.

Outcome Area: An attractive, thriving and well-built community.

Our Vision: In 2040, Maroondah will be 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 and services that meet community needs.

Key Directions 2019 – 2020:

6.10 Develop and implement an urban form that enhances the desirable attributes in Maroondah to protect and value ridgelines, vegetation, neighbourhood character, local history and cultural heritage.

Priority Action 2019-2020:

One of the Council Plan priority actions 2017-2020 is to undertake a municipal wide review of Council's neighbourhood character and heritage controls.

**BACKGROUND**

The Site

The site at 3-5 Wonga Road is located north of 1 Wonga Road with frontages to Warrandyte Road and Wonga Road. It has an overall area of approximately 2,581 sqm. It is currently occupied by a 1942 single storey weatherboard dwelling and outbuildings.

The property at 1 Wonga Road Ringwood North has an overall area of approximately 1,345 sqm and contains a double storey house and stone wall along both road frontages and an outbuilding. A number of large trees are located throughout the property.

Current Planning Controls

The land subject to the Amendment is zoned General Residential Zone -Schedule 1 (General Residential Areas (GRZ1). The land is also affected by a Significant Landscape Overlay-Schedule 4 Landscape Canopy Protection (SLO4). Pursuant to Clause 3.0 of SLO4, a planning permit is required to remove, destroy or lop vegetation. This does not apply to:

- A tree less than 5m in height that has a single trunk circumference of less than 0.5m at a height of one metre above ground level;

**C128MARO PROPOSED HERITAGE OVERLAY AT 3-5 WONGA ROAD RINGWOOD NORTH: ADOPTION Cont'd**

**ITEM 3**

- The pruning of a tree for regeneration or ornamental shaping;
- A tree which is dead or dying or has become dangerous as declared by a suitably qualified person;
- A tree within 3m of an existing dwelling (including outbuildings); and
- The removal of specified listed species from land less than 2000 square metres in area.



Subject Area

**ISSUE / DISCUSSION**

Pre-Amendment heritage Assessments

In late 2016, Council sought preliminary views from its heritage advisor, Ms Willys Keeble, on the potential heritage significance of the property. Subsequently as part of the initial work for the municipal wide Heritage Study Review, research identified 3-5 Wonga Road as a place of potential heritage significance.

In response to a planning permit application that sought demolition of the dwelling at 3-5 Wonga Road Ringwood North, and the immediate risk to the protection to the existing dwelling and garden, Council pursued a detailed assessment on the heritage significance of the place.



**C128MARO PROPOSED HERITAGE OVERLAY AT 3-5  
WONGA ROAD RINGWOOD NORTH: ADOPTION Cont'd**

**ITEM 3**

This resulted in the preparation of a Statement of Significance for 3-5 Wonga Road Ringwood North.

On 14 December 2018 Council issued a Notice of Decision to refuse an application to develop 3-5 Wonga Road as a child care centre including the demolition of the dwelling.

Interim Heritage Controls

On 18 December 2018 Council wrote to the Minister for Planning requesting to exercise his powers under section 20(4) of the *Planning and Environment Act 1987* (the Act) to apply an interim heritage overlay to 3-5 Wonga Road Ringwood North for a period of one year. This request was approved on 29 April 2019 as part of Amendment C127. This Amendment was gazetted on 16 May 2019 applying interim heritage protection to 3-5 Wonga Road, Ringwood North. The interim protection to 3-5 Wonga road is set to expire on 31 March 2020.

Permanent Controls Scheme Amendment process

*Authorisation Stage*

- On 1 March 2019 Council sought under *Maroondah Instrument of Delegation* to prepare Amendment C128maro to Maroondah Planning Scheme to apply permanent heritage controls to No. 1 and No. 3-5 Wonga Road Ringwood North.
- Amendment C128maro was granted conditional authorisation on 19 March 2019. The conditions relating to authorisation were as follows:

*"Before submitting the Amendment for exhibition that Council:*

- *Explore whether the heritage overlay is necessary to be applied to the whole of the site at 1 Wonga Road Ringwood North or whether it should apply to the "Thallo" gateway and drive.*
- *That Council investigate whether the statement of significance can be further reduced in size."*

Subject to Ministerial Direction 15 4 (1) (a) a planning authority must give notice of an amendment within 40 days of receiving authorisation to prepare the amendment. A request for an exemption to this Ministerial Direction was sent by Council to the Minister for Planning on 13 May 2019.

*Public Notification Stage*

- The Amendment was exhibited between 2 July 2019 and 28 August 2019 in accordance with Section 19 of the *Planning and Environment Act 1987*. The overall advertising period included an extended period from 8 August 2019 to 28 August 2019.
- Notice of the Amendment was given by:
  - Sending written notification on 2 July 2019 to all owners and occupiers of land affected by the proposed Amendment. Further letters advising of the extension in the advertising period were sent on 8 August 2019.
  - Letters to the prescribed Ministers and statutory authorities.



**C128MARO PROPOSED HERITAGE OVERLAY AT 3-5  
WONGA ROAD RINGWOOD NORTH: ADOPTION Cont'd**

**ITEM 3**

- Publishing a notice of the Amendment in the Victorian Government Gazette on 4 July 2019.
- Publishing a notice of the Amendment on 2 July 2019 in the Maroondah Leader
- Making copies of the Amendment available for inspection at Council's service centres and libraries and the Department of Environment, Land, Water and Planning (DELWP). Online copies of the documents were also made available on the Department's and Council's websites.

Two submissions were received during the public exhibition period. One from the owner of 3-5 Wonga Road and the second from Vic Roads. Vic Roads did not raise any concerns about the proposal. The submission from the owner of 3-5 Wonga Road objected to the proposed Amendment.

The Amendment as exhibited proposed to amend Planning Scheme Map No.1 to apply HO146 to part of 1 Wonga Road and 3-5 Wonga Road on a permanent basis including to:

- Amend Schedule to Clause 43.1 Heritage Overlay-HO146, to delete reference to the interim control and replace it with the document 'Statement of Significance HO146, 3-5 Wonga Road, and 1 Wonga Road Ringwood North 22 June 2019'.
- Include tree controls for 6 trees: Claret Ash (Tree 10), Deodar Cedar (Tree 14), Cork Oak (Tree 16), Coast Redwood (Tree 17), Variegated Elm (Tree 22), and Kurrajong (Tree 23); and
- Amend the Schedule to Clause 72.04- Documents Incorporated in this Planning Scheme to replace the 'Interim Control Document' with document 'Statement of Significance HO146, 3-5 Wonga Road and 1 Wonga Road, Ringwood North 22 June 2019.'

*Consideration of Submissions*

- Following exhibition, Council's Delegate considered the submissions received and resolved to refer the submissions to an independent Panel under Section 23 (1) (b) of the Act.
- A Panel was appointed on 4 October 2019.
- Subsequent to the two letters sent to the owner of 1 Wonga Road during the advertising period, and noting that no submissions were made during this time from this party, further correspondence was sent to this property advising of the Panel proceedings. Subsequently, a late submission was received from the owner of 1 Wonga Road on 6 November 2019. This late submission was then referred to the Independent Panel. The initial submission from the owner of 1 Wonga Road supported the Amendment as exhibited. It also provided additional information as follows:
  - Supported the historical significance of the larger holding.
  - Noting that the gates at the southern end of 1 Wonga Road are the same iron work as the original sign giving the name of the property Thaloo.
  - That many of the features from the time that land was used only as a garden (without a house) by a Ringwood Councillor remain.

**C128MARO PROPOSED HERITAGE OVERLAY AT 3-5  
WONGA ROAD RINGWOOD NORTH: ADOPTION Cont'd**

**ITEM 3**

Post Exhibition changes to the Amendment

- Following Council's Delegates consideration of the submissions received, the owner of 3-5 Wonga Road provided on 28 October 2019 further historical information in a report from heritage consultants Lovell Chen "Memorandum to Council" dated 26 July 2019". This additional information from the owner of 3-5 Wonga Road was reviewed by Council's consultant heritage expert.
- Further discussions took place with the owner of 3-5 Wonga Road and its heritage consultant to address the issues raised in the Memorandum to Council on a 'without prejudice basis'. Council subsequently obtained further advice from a heritage landscape expert. An experts meeting was held that resulted in Council revising its position in relation to the Amendment and supporting a revised Amendment.
- The revised Amendment was agreed by Council and the objector at 3-5 Wonga Road. The details of these changes were relayed to the owner of 1 Wonga Road and this resulted in an opposing submission from the owner of 1 Wonga Road. The owner of 1 Wonga Road sought the retention of the overlay to that part of his property as exhibited as well as the application of heritage tree controls to all six trees on 3-5 Wonga Road, as had also been exhibited.
- The post exhibition changes as incorporated in the revised Amendment were as follows;
  - Amend the Planning Scheme Map No.1 to remove the HO146 from 1 Wonga Road, Ringwood North.
  - Amend the Schedule to Clause 43.01 Heritage Overlay-HO146, to:
    - Replace the document 'Statement of Significance HO146, 3-5 Wonga Road and 1 Wonga Road Ringwood North 22 June 2019, with 'Statement of Significance HO146, 3-5 Wonga Road, Ringwood North 18 November 2019.'
  - Amend the reference to the tree controls to apply to 3 trees: Tree 14 Deodar, Tree 16 Cork Oak and Tree 17 Coast Redwood (only).
  - Amend the Schedule to Clause 72.04- Documents incorporated in this Planning Scheme to replace the existing document "Statement of Significance HO146 3-5 Wonga Road, and 1 Wonga Road Ringwood North 22 June 2019" with document 'Statement of Significance HO146, 3-5 Wonga Road, Ringwood North 18 November 2019' and
  - Amend the citation accordingly.

See **Attachments 1** (Map changes) and **Attachment 2** (Explanatory Report). The amended citation is included in **Attachment 3**.

Following exhibition, the submissions were referred to an independent Panel. At the Panel Hearing Council submitted that no party was in opposition to the inclusion of a heritage overlay to 3-5 Wonga Road Ringwood North.

The modifications to the exhibited Statement of Significance as supported by Council at the hearing in the revised Amendment included:

**C128MARO PROPOSED HERITAGE OVERLAY AT 3-5  
WONGA ROAD RINGWOOD NORTH: ADOPTION Cont'd**

**ITEM 3**

- Identifying only the 1942 part of the house as significant as the 1960s and 1970 extensions were not undertaken by the original owners. All outbuildings were also excluded.
- Reducing the number of significant trees from six to three based on the likelihood of association with the original garden design and conditions.

The revised statement of significance is included in **Attachment 4**.

A copy of the Panel report is included in **Attachment 5** of this report.

The following provides a summary of the key Panel recommendations in relation to the proposed permanent Heritage Overlay.

The Panel was satisfied that the inclusion of the property in the heritage overlay which was assessed by no less than four heritage experts as of significance to the municipality is appropriate. The Panel considered that this accords with both the State and Local Policy context of the Maroondah Planning Scheme. The Panel was satisfied that the format of the revised Statement of Significance was in accordance with the *Planning Practice Note 1: Applying the Heritage Overlay*.

The Panel accepted the revised historical account of the development and occupancy of 1 and 3-5 Wonga Road as put forward by the two heritage experts, namely Ms Gray's evidence appearing for the owners 3-5 Wonga Road and supported by Mr Reeves appearing for Council. It also noted that the section of the revised Statement of Significance entitled 'brief History and Description' should be supplemented by the further information supplied by Mr Townshend concerning the date of construction and designer of 'Thaloo 11'.

The Panel accepted the expert evidence that the property at 3-5 Wonga Road is of architectural, aesthetic and historical significance to the City of Maroondah as set out in the revised Statement of Significance agreed between Council and the owner of 3-5 Wonga Road.

The Panel further considered two issues arising from the late submission by the owner of 1 Wonga Road Ringwood North and response to the revised Amendment. These issues were noted by the Panel as:

- Which trees on 3-5 Wonga Road should be identified for heritage protection under Clause 43.01 in the Statement of Significance?
- Should the proposed overlay be applied to the gates, pillars and driveway retaining walls on 1 Wonga Road?

Heritage protection for Trees at 3-5 Wonga Road Ringwood North

The exhibited Amendment proposed to apply heritage tree controls to the following six (6) trees in 3-5 Wonga Road as remnant of the original garden established there in the 1920s and 1930s:

- Tree 10 Claret Ash

**C128MARO PROPOSED HERITAGE OVERLAY AT 3-5  
WONGA ROAD RINGWOOD NORTH: ADOPTION Cont'd**

**ITEM 3**

- Tree 14 Deodar
- Tree 16 Cork Oak
- Tree 17 Coast Redwood
- Tree 22 Variegated Elm
- Tree 23 Kurrajong

The post exhibition information provided by the owner of 3-5 Wonga Road proposed that only two trees (Tree 14 and 17) should be subject to the heritage tree controls. In considering the objection, Council sought comments from a heritage landscape expert, and this led to an agreement between Council and the owner of 3-5 Wonga Road Ringwood North resulting in a revised statement of significance which identified heritage tree controls to trees 14, 16 and 17.

In its submission to the Panel Council noted that the application to heritage tree controls to these three trees is pursued on the basis that they are of aesthetic and historical significance as remnants of the original c1942 garden at 3-5 Wonga Road. The revised statement of significance identifies these trees as being original and aesthetically notable elements of the garden. Council further proposed to remove the originally proposed heritage protection to the other three trees, namely Claret Ash (Tree 10), Variegated Elm (Tree 22) and Kurrajong (Tree 23). Council agreed with the evidence from Mr Cook of Lovell Chen that trees (10; 22; and 23) are of later origin or uncertain age or do not clearly expressed the association with the pre and c1942 garden. Council further noted it was satisfied that the conclusions reached by Lovell Chen are correct and that the tree controls should not apply to Trees 10, 22 and 23. It was further submitted by Council that the Significant Landscape Overlay-Schedule 4 (SLO4) applies to 3-5 Wonga Road and a permit would be required for the removal of trees 10, 22 and 23.

The Panel considered the submissions and evidence supported tree controls only for the three trees now proposed to be included in the revised statement of significance. The Panel further noted that the trees on the subject properties have been subject to scrutiny by arborist and heritage landscape experts. The submission from the owner of 1 Wonga Road raised some doubts about the assessment but, were not conclusive.

The Panel further noted that the submissions from the owner of 1 Wonga Road were more generally directed to establishing that the landscaping remnants were more extensive and linked across the two properties affected by the exhibited Amendment. The Panel commented that without clear identification of shrub varieties originally used and now present, the Panel did not consider that this can be determined. The Panel further commented that this matter goes beyond the scope of the exhibited Amendment and might be revisited as part of the proposed research related to a possible heritage precinct for the 'Golden Mile' section of Wonga Road. Any garden remnant at 7 Wonga Road and 144 Warrandyte Road might be further investigated.

The Panel concluded that it is appropriate as part of this Amendment to specify only trees 14, 16 and 17 as trees warranting heritage protection.

Issue whether the gates, pillars and driveway retaining walls on 1 Wonga Road

**C128MARO PROPOSED HERITAGE OVERLAY AT 3-5  
WONGA ROAD RINGWOOD NORTH: ADOPTION Cont'd**

**ITEM 3**

The Panel commented on the different views by the heritage experts and the current owner of 1 Wonga Road Ringwood North as to whether the entry gates and supporting pillars for 1 Wonga Road, or at least their location date from the 1920's or 1940's, or instead from 1963 when the southern tip of the property was acquired by the then County Roads Board for road intersection works.

It is relevant to note that Amendment C127 which introduced the interim controls did not apply to 1 Wonga Road Ringwood North. This was because the intent of the Amendment was to address the imminent risk of demolition of the dwelling at 3-5 Wonga Road Ringwood North.

The exhibited Amendment C128maro included the 'Thaloo' stone gatepost with wrought iron name place, gate entrance at 1 Wonga Road and the 13-metre-long stoned walled driveway.

The historical evidence submitted by heritage consultants (Lovell Chen) on behalf of the owner of 3-5 Wonga Road post exhibition demonstrated that the fence and gates at 1 Wonga Road appear to date to 1961-1962 corresponding with the time that there was an acquisition of part of the property for road widening.

The Panel report notes that Ms Gray at Lovell Chen indicated in her evidence that she was of the opinion that the gates and pillars and retaining wall along the driveway appear to date from 1961-1962 at the time the southern tip was acquired and used for intersection works. She also suggested that it was possible that they were recycled from a pre-1963 arrangement but this has not been confirmed. Ms Gray also noted that the name 'Thaloo' was displayed in wrought iron mounted on a gatepost, but given the name had been transferred to 'Thaloo II' the iron name on the gatepost could not be confirmed as relating to the 1942 house. Ms Gray indicated that the element had been included in the exhibited Amendment on the basis that they were associated with the 1920 pleasure garden which had been maintained by the Turners as occupants of the 1942 house. She followed that this was now known to be incorrect hence they should be removed from the Amendment.

The Panel agreed with Council and the owner of 3-5 Wonga Road that the evidence available cast doubts on whether the gates and pillars now at the southern end of the property or at least their location are original to the 1920s (or the 1940s) garden and that they are likely to have been rebuilt at this time. The Panel further commented that the aerial photographs submitted by the owner of 1 Wonga Road would possibly contradict this but that there was inconclusive evidence to determine the origins of the entry gates.

The Panel concluded that it remains unclear at this stage whether the gates and pillars are associated with the 1920s (or 1942) garden as contended by the owner of 1 Wonga Road and had first been believed by Council's heritage experts or are the replacement gates and stonework constructed in the 1960s. The Panel agreed that considering the inconclusive evidence it would be inappropriate to include them in the heritage overlay as was exhibited.

The Panel further noted that it considers that the origins of the current entry gates and pillars and the history of 1 Wonga Road more generally, should be further investigated as part of the current wider heritage study of the area which might see the precinct defined along the part of the 'Golden Mile' section of Wonga Road. The gates and pillars as they now present to the Wonga Road/Warrandyte Road intersection are a certainly prominent landscape feature at the commencement of the 'Golden Mile'. The Panel concluded that the Heritage overlay should not apply to 1 Wonga Road Ringwood North.

**C128MARO PROPOSED HERITAGE OVERLAY AT 3-5  
WONGA ROAD RINGWOOD NORTH: ADOPTION Cont'd**

**ITEM 3**

In summary, the Panel recommended that Amendment C128maro be adopted as exhibited subject to:

- Deletion of the proposed application of the heritage overlay to 1 Wonga Road
- Changes to the mapping and Clause 43.01 Schedule
- Replacing the proposed Statement of Significance of 22 June 2019 with *Statement of Significance* HO146, 3-5 Wonga Road Ringwood North, 18 November 2019, with the following changes:
  - In the section headed: Why is it significant? Correct the reference to the number of trees of historic significance to three
  - In the section headed 'Brief history and description' include the date of construction for the dwelling at 1 Wonga Road as post 1948 and the designer as Meldrum and Noad, architects.

The revised Scheme provisions as supported by the Panel are provided in **Attachments 6 and 7** to this report.

**FINANCIAL / ECONOMIC ISSUES**

Costs associated with Amendment C128maron are covered within Council's operational budget.

**ENVIRONMENTAL / AMENITY ISSUES**

Amendment C128maro will ensure that the building and garden at 3-5 Wonga Road Ringwood North identified as having local heritage significance will be protected and that any future redevelopment will have regard to the significant heritage aspects of the site.

The Amendment will not have a significant adverse effect on the environment. The likely long-term social effects of the Amendment will be positive. This is because the aim of the Amendment is to conserve buildings that are of social and historical significance.

**SOCIAL / COMMUNITY ISSUES**

The Amendment is consistent with the Municipal Strategic Statement (MSS), and supports Clause 21.04 which recognises that Maroondah's heritage is crucial to the development of a vibrant and confident community.

**COMMUNITY CONSULTATION**

Notice of the Amendment was given by:

- Sending written notification directly to all owners and occupiers of the properties identified as likely to be materially affected by the Amendment in accordance with the requirements of the Act.

**C128MARO PROPOSED HERITAGE OVERLAY AT 3-5  
WONGA ROAD RINGWOOD NORTH: ADOPTION Cont'd**

**ITEM 3**

- Sending letters to Prescribed Ministers.
- Publishing a notice of the Amendment in the Government Gazette.
- Publishing a notice of the Amendment in Maroondah Leader newspaper.
- Copies of the Amendment were available for inspection during office hours at the offices of Council's customer service centres and libraries and DELWP and online on both DELWP and Council website.

**CONCLUSION**

Amendment C128maro to the Maroondah Planning Scheme responds to Council's obligations under the *Planning and Environment Act 1987* Section1(d) to: "*conserve places that are of scientific, aesthetic, architectural or historical interest or otherwise of special cultural value.*"

The Panel upheld that the proposed heritage overlay affecting the property at 3-5 Wonga Road Ringwood North was justified. The Panel further noted that the proposed Amendment to the Maroondah Planning Scheme accords with both the State and local policy context of the Maroondah Planning Scheme.








The Panel indicated that it generally supports the revised version of the Amendment put forward at the hearing by Council and by the owner of 3-5 Wonga Road Ringwood North. The Panel accepted the expert's view that the property at 3-5 Wonga Road is of architectural, aesthetic and historical significance to the City of Maroondah as set out. It concluded that the exhibited Amendment should be modified in accordance with the agreement reached between Council and the owner of 3-5 Wonga Road.

It is therefore recommended that Council resolve to adopt the Amendment in accordance with the Panel Report and refer Amendment C128maro to the Minister for Planning for final approval.

**C128MARO PROPOSED HERITAGE OVERLAY AT 3-5  
WONGA ROAD RINGWOOD NORTH: ADOPTION Cont'd**

**ITEM 3**

**ATTACHMENTS**

1.  Maroondah C128maro 001hoMap01 Adoption
2.  Maroondah C128maro Adoption Explanatory Report
3.  Maroondah C128maro Adoption Citation
4.  Maroondah C128maro Adoption Statement of Significance
5.  Amendment C128maro Panel Report- Internal use only until further notice
6.  Maroondah C128maro Adoption Amendment Documents Clause 43.01 and 72.04
7.  Maroondah C128maro Adoption Instruction Sheet

**CONFIDENTIALITY**

Not Applicable

**RECOMMENDATION**

**THAT COUNCIL:**

1. **HAVING PREPARED AND EXHIBITED AMENDMENT C128MARO TO THE MAROONDAH PLANNING SCHEME UNDER SECTION 19 OF THE PLANNING AND ENVIRONMENT ACT 1987; AND**
2. **HAVING CONSIDERED ALL SUBMISSIONS TO AMENDMENT C128MARO UNDER SECTION 22 OF THE PLANNING AND ENVIRONMENT ACT 1987; AND**
3. **HAVING CONSIDERED THE REPORT AND RECOMMENDATIONS OF THE INDEPENDENT PANEL FOR AMENDMENT C128MARO UNDER SECTION 27 OF THE PLANNING AND ENVIRONMENT ACT 1987; RESOLVES TO**
  - i. **ADOPT AMENDMENT C128MARO TO THE MAROONDAH PLANNING SCHEME IN ACCORDANCE WITH SECTION 29 OF THE PLANNING AND ENVIRONMENT ACT 1987 AS CONTAINED IN ATTACHMENTS 1; 2; 3; 4; 6 AND 7.**
  - ii. **SUBMIT AMENDMENT C128MARO TO THE MAROONDAH PLANNING SCHEME, TOGETHER WITH THE PRESCRIBED INFORMATION, TO THE MINISTER FOR PLANNING IN ACCORDANCE WITH SECTION 31 OF THE PLANNING AND ENVIRONMENT ACT 1987**
  - iii. **AS PART OF ITS SUBMISSION REQUESTING APPROVAL OF AMENDMENT C128MARO ADVISE THE MINISTER FOR PLANNING THAT COUNCIL HAS ACCEPTED ALL OF THE PANEL'S RECOMMENDATIONS**
  - iv. **ADVISES ALL SUBMITTERS TO AMENDMENT C128MARO THAT COUNCIL HAS ADOPTED THE AMENDMENT**
  - v. **AMENDS THE EXHIBITED AMENDMENT IN ACCORDANCE WITH THE PANEL RECOMMENDATIONS, IN PARTICULAR, THAT THE FOLLOWING CHANGES TO THE PROPOSED CONTROLS BE INCORPORATED INTO THE AMENDMENT:**



**C128MARO PROPOSED HERITAGE OVERLAY AT 3-5  
WONGA ROAD RINGWOOD NORTH: ADOPTION Cont'd**

**ITEM 3**

- **DELETION OF THE PROPOSED APPLICATION OF THE HERITAGE OVERLAY TO 1 WONGA ROAD;**
  - **CHANGES TO THE MAPPING AND CLAUSE 43.01 SCHEDULE;**
  - **REPLACING THE PROPOSED STATEMENT OF SIGNIFICANCE OF 22 JUNE 2019 WITH THE STATEMENT OF SIGNIFICANCE HO146, 3-5 WONGA ROAD RINGWOOD NORTH, 18 NOVEMBER 2019, WITH THE FOLLOWING CHANGES:**
  - **IN THE SECTION HEADED “WHY IS IT SIGNIFICANT?”, CORRECT THE REFERENCE TO THE NUMBER OF TREES OF HISTORIC SIGNIFICANCE TO THREE;**
  - **IN THE SECTION HEADED ‘BRIEF HISTORY AND DESCRIPTION’ INCLUDE THE DATE OF CONSTRUCTION FOR THE DWELLING AT 1 WONGA ROAD AS POST 1948 AND THE DESIGNER AS MELDRUM AND NOAD ARCHITECTS.**
- vi. UPON RESOLVING TO ADOPT AMENDMENT C128MARO, PROCEEDS TO UNDERTAKE THE FOLLOWING:**
- **INVESTIGATE FURTHER THE ORIGINS OF THE CURRENT ENTRY GATES AND PILLARS AND THE HISTORY OF 1 WONGA ROAD RINGWOOD NORTH MORE GENERALLY AS PART OF THE CURRENT WIDER HERITAGE REVIEW INVOLVING A POSSIBLE HERITAGE PRECINCT ALONG THE ‘GOLDEN MILE’ SECTION OF WONGA ROAD RINGWOOD NORTH.**

**COUNCIL PLAN 2017-2021 (YEAR 3: 2019/20) PRIORITY  
ACTION PROGRESS REPORT - QUARTER 2, 2019/20**

**ITEM 4**

**PURPOSE**

To provide an update on progress made towards implementation of Year 3 priority actions identified in the Council Plan 2017-2021, as at 31 December 2019.

**STRATEGIC / POLICY ISSUES**

The following directions contained in Maroondah 2040: Our future together and the Council Plan 2017-2021 (Year 3: 2019-2020) provide the strategic framework that underpins the purpose of this report.

Outcome Area: A well governed and empowered community

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

Key Directions 2019 – 2020:

- 8.1 Provide enhanced governance that is transparent, accessible, inclusive and accountable
- 8.2 Ensure responsible and sustainable management of Maroondah's resources, assets, infrastructure and natural environment
- 8.4 Foster a Council culture of innovation, cooperation, commitment, communication and continuous improvement that positions Maroondah as a leader in local government

Priority Action 2019-2020:

Not Applicable

**BACKGROUND**

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

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

The Council Plan is implemented through a service delivery planning process, and outcomes are measured and reported regularly. Achievements are reported back to Council and the community through the Maroondah City Council Annual Report at the end of each financial year.

**COUNCIL PLAN 2017-2021 (YEAR 3: 2019/20) PRIORITY  
ACTION PROGRESS REPORT - QUARTER 2, 2019/20 Cont'd****ITEM 4****ISSUE / DISCUSSION**

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

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

The attached report identifies the progress made by Council in delivering the 2019/20 priority actions identified in the *Council Plan 2017-2021*.

As at 31 December 2019, four actions are complete, 54 are in progress and one is yet to commence. A number of priority actions are multi-year initiatives scheduled to be completed in future financial years.

Reports on priority action progress are provided to Council on a quarterly basis throughout the financial year. At the end of the financial year, a final progress report on Council's achievements relating to these Council Plan priority actions will be included in the Annual Report 2019/20.

**FINANCIAL / ECONOMIC ISSUES**

Not Applicable

**ENVIRONMENTAL / AMENITY ISSUES**

Not Applicable

**SOCIAL / COMMUNITY ISSUES**

Not Applicable

**COMMUNITY CONSULTATION**

Not Applicable

**CONCLUSION**

Not Applicable

**COUNCIL PLAN 2017-2021 (YEAR 3: 2019/20) PRIORITY  
ACTION PROGRESS REPORT - QUARTER 2, 2019/20 Cont'd**

**ITEM 4**

**ATTACHMENTS**

1.  Council Plan 2017-2021 - Priority Actions Quarterly Report - 31 December 2019

**CONFIDENTIALITY**

Not Applicable

**RECOMMENDATION**

**THAT COUNCIL NOTES PROGRESS MADE TOWARDS THE DELIVERY OF 2019/20  
PRIORITY ACTIONS IDENTIFIED IN THE COUNCIL PLAN 2017-2021**

**MUNICIPAL EMERGENCY MANAGEMENT PLAN 2020 - 2023**

**ITEM 1**

**PURPOSE**

The purpose of this report is to seek endorsement by Council of Maroondah City Council's Municipal Emergency Management Plan (MEMP) 2020 - 2023 which has been developed pursuant to section 20(1) of the *Emergency Management Act 1986*.

**STRATEGIC / POLICY ISSUES**

The following directions contained in Maroondah 2040: Our Future Together and the Council Plan 2017-2021 (Year 3: 2019-2020) provide the strategic framework that underpins the purpose of this report.

Outcome Area: A well governed and empowered community.

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

Key Directions 2019 – 2020:

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

**BACKGROUND**

The *Emergency Management Act 1986* (the Act), Section 20 (1) requires municipal Councils to prepare and maintain a Municipal Emergency Management Plan (MEMP). The MEMP contains provisions which identify resources available for use in the municipal district for emergency prevention, response and recovery.

Responsibility for the MEMP sits with Health, Local Laws and Emergency Management service area of Council. The ongoing review and enactment of the MEMP is facilitated through the Municipal Emergency Management Planning Committee (MEMPC).

Maroondah's MEMPC membership consists of Council officers with senior emergency management responsibilities, emergency response and recovery agencies and local community groups involved in emergency management issues. A full list of the MEMPC membership that has contributed to the development of the Plan is located in the MEMP at Attachment 1.

Section 21A of the Act requires that at least once every 3 years an audit is undertaken by the Chief Officer, Operations of the Victorian State Emergency Service (VicSES) to assess whether Maroondah City Council's MEMP complies with the guidelines issued by the Minister.

The MEMP is audited by the Victorian State Emergency Service (VicSES) in consultation with the Department of Health and Human Services (DHHS) and Victoria Police (VICPOL).

**MUNICIPAL EMERGENCY MANAGEMENT PLAN 2020 - 2023  
Cont'd****ITEM 1**

The audit is designed to assist municipalities to reach a common minimum standard in their emergency management planning activities. The MEMP must be compliant with both the *Emergency Management Act* and the most current version of the *Emergency Management Manual Victoria* (EMMV). Although Part 6 of the EMMV is the most relevant part of the MEMP audit process, all parts should be considered when drafting the MEMP.

Maroondah's MEMP was last audited by the SES in 2017 and fully complied with the audit process. Council received a Certificate of Audit that is valid until 21 April 2020. The audit assessment is due to take place on 12 March 2020.

**ISSUE / DISCUSSION**

In accordance with the *Emergency Management Act*, there are a number of legislative responsibilities in relation to the emergency management process that must be included in the MEMP. These include:

- The MEMP must be developed based a process that systematically identifies hazards, determines risk and prioritises actions to reduce the likelihood and effects of an emergency.
- The Community Emergency Risk Assessment (CERA) process facilitated by VicSES for the MEMPC priorities the top 8 risks in the municipal area:
  - Extreme temperatures - heatwave
  - Flood Storm and Extreme Weather
  - Bushfire - Large/small
  - Road Transport Incident - Large commercial vehicle
  - Disturbance - Shooting, Seige
  - Service Disruption - Gas and Electricity >12 hours
  - Fire - Residential
  - Human Epidemic/ Pandemic
- Of these 8 risks the following hazard specific sub plans have been developed, reviewed and endorsed by the relevant sub-committees/working groups:
  - Flood and Storm Emergency Plan
  - Fire Management Plan
  - Pandemic Influenza Plan
  - Heatwave Operations Plan
- Local coordination for emergency relief activities including opening and operating an Emergency Relief Centre, provision of information, temporary accommodation and personal support services are outlined in the Maroondah Emergency Relief sub-Plan.
- Local coordination of emergency recovery activities including clean-up of affected areas, community engagement, public health, rebuilding, social, economic and natural environment activities are outlined in the Maroondah Emergency Recovery sub-Plan.

## **MUNICIPAL EMERGENCY MANAGEMENT PLAN 2020 - 2023 Cont'd**

**ITEM 1**

### **FINANCIAL / ECONOMIC ISSUES**

In accordance with the MEMP, financial accounting for municipal resources utilised in emergencies must be authorised by the Municipal Emergency Resource Officer (MERO) or the Municipal Recovery Manager (MRM) and shall be in accordance with the normal financial arrangements of Council.

Depending on the magnitude of the emergency, Government financial assistance may be available for response and recovery activities. Council officers work closely with the Department of Treasury and Finance to recoup these costs.

Maroondah Council is also a signatory to the 'Protocol for Inter-Council Emergency Management Resource Sharing' coordinated by the Municipal Association of Victoria (MAV). The protocol provides an agreed position between Councils for the provision of assistance between Councils for response and recovery activities.

### **SOCIAL / COMMUNITY ISSUES**

The Municipal Emergency Management Planning process aims to achieve community focussed outcomes during emergencies. Previous emergency history, such as Black Saturday has shown that all agencies, level of government and community working together are required to reduce the likelihood, effect and consequences of emergencies on communities.

### **COMMUNITY CONSULTATION**

The MEMP is always accessible on Council's website and at Councils customer service centres. Residents are invited to contribute and provide feedback about the Plan at any time. However, in addition to this, at the Council meeting on 21 October 2019, Council endorsed the MEMP to be put out for community consultation from 1 November - 30 November 2019. The consultation prompted two questions regarding climate change and vegetation fuel reduction, but no formal feedback was received relating to the MEMP.

There are 18 local, state and regional agencies and organisations represented on the MEMPC who have contributed to the development and review of the MEMP and the relevant sub-plans.

### **CONCLUSION**

Maroondah City Council is obliged to develop and maintain a Municipal Emergency Management Plan (MEMP) in accordance with the *Emergency Management Act 1986*. The Plan is audited for compliance every 3 years and the next audit is due on 12 March 2020. A requirement of the audit is that Council endorse the Municipal Emergency Management Plan.

**MUNICIPAL EMERGENCY MANAGEMENT PLAN 2020 - 2023  
Cont'd**

**ITEM 1**

**ATTACHMENTS**

1.  Plan - (Draft) Municipal Emergency Management Plan 2020-2023

**CONFIDENTIALITY**

Not Applicable

**RECOMMENDATION**

**THAT COUNCIL ENDORSES THE MAROONDAH CITY COUNCIL MUNICIPAL  
EMERGENCY MANAGEMENT PLAN (2020-2023)**