



Councillor
(as addressed)

The next Council Meeting will be a virtual meeting, on Monday 21 September 2020, commencing at 7:30pm and your presence is requested.

Yours faithfully

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

Steve Kozlowski
CHIEF EXECUTIVE OFFICER

Note:

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

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

The Public Gallery is currently closed to the Public.

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ORDER OF BUSINESS

1. Prayer
2. Acknowledgment of Country
3. Apologies
4. Declaration of Interests
5. Confirmation of Minutes of the Ordinary Council Meeting held on Monday 31 August 2020.
6. Public Questions
7. Officers' Reports
 - Director Corporate Services
 1. Attendance Report 3
 2. Reports of Councillor Briefings 5
 3. Councillor Representation Reports 8
 4. Local Government Women's Charter 21 - Annual Update 10
 5. Audit & Risk Committee Report 16
 - Director Strategy & Community
 1. Maroondah City Council Annual Report 2019/20 19
8. Documents for Sealing
9. Motions to Review
10. Late Item
11. Requests / Leave of Absence
12. In Camera
 - Director Corporate Services
 1. Tender Evaluation Report - Contract CT6071 - Internal Audit Services
 - Director Operations, Assets & Leisure
 1. Tender Evaluation Report - Contract 20974 Design & Construction of Springfield Pavilion
 2. Tender Evaluation Report - Contract 20976 RO Spencer Multipurpose Pavilion Redevelopment
 - Director Development & Amenity
 1. Tender Evaluation Report - Contract 20962 New Street, Ringwood - Road Rehabilitation & Drainage Upgrades

ATTENDANCE REPORT

ITEM 1

PURPOSE

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

STRATEGIC / POLICY ISSUES

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

Outcome Area: A well governed and empowered community

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

Key Directions 2020 – 2021:

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

BACKGROUND

Not Applicable

ISSUE / DISCUSSION

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

FINANCIAL / ECONOMIC ISSUES

Not Applicable

ENVIRONMENTAL / AMENITY ISSUES

Not Applicable

SOCIAL / COMMUNITY ISSUES

Not Applicable

COMMUNITY CONSULTATION

Not Applicable

CONCLUSION

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

ATTENDANCE REPORT Cont'd

ITEM 1

ATTACHMENTS

Not Applicable

CONFIDENTIALITY

Not Applicable

RECOMMENDATION

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

REPORTS OF COUNCILLOR BRIEFINGS

ITEM 2

PURPOSE

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

STRATEGIC / POLICY ISSUES

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

Outcome Area: A well governed and empowered community

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

Key Directions 2020 – 2021:

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

BACKGROUND

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

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

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

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

Examples of a Councillor Briefings may include:

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

REPORTS OF COUNCILLOR BRIEFINGS Cont'd**ITEM 2****ISSUE / DISCUSSION**

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

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

The 'Public Record' of the Councillor Briefing held on 31 August 2020 and the 7 September 2020 is attached for information.

NOTE

As a result of current working arrangements due to COVID-19, Councillor Briefings are again presently being held via Zoom Teleconferencing.

FINANCIAL / ECONOMIC ISSUES

Not Applicable

ENVIRONMENTAL / AMENITY ISSUES

Not Applicable

SOCIAL / COMMUNITY ISSUES

Not Applicable

COMMUNITY CONSULTATION

Not Applicable

CONCLUSION

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

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

REPORTS OF COUNCILLOR BRIEFINGS Cont'd**ITEM 2****ATTACHMENTS**

1. 2020 August 31 - Councillor Briefing Public Record
2. 2020 September 07 - Councillor Briefing Public Record

CONFIDENTIALITY

Not Applicable

RECOMMENDATION

THAT COUNCIL RECEIVES AND NOTES THE PUBLIC RECORD OF THE COUNCILLOR BRIEFING HELD ON 31 AUGUST 2020 AND THE 7 SEPTEMBER 2020

COUNCILLOR REPRESENTATION REPORTS

ITEM 3

PURPOSE

To receive and note the following meeting minutes.

- Maroondah Environment Advisory Committee Meeting held on the 11 August 2020
- Eastern Transport Coalition Meeting held on the 20 August 2020

STRATEGIC / POLICY ISSUES

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

Outcome Area: A well governed and empowered community

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

Key Directions 2020 – 2021:

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

BACKGROUND

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

ISSUE / DISCUSSION

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

Cr Mazzuchelli, Cr Graham and Cr Macdonald as Council's representatives on the Maroondah Environment Advisory Committee.

Cs Damante as Council's representative with Cr Graham as the substitute representative on the Eastern Transport Coalition.

FINANCIAL / ECONOMIC ISSUES

Not Applicable

ENVIRONMENTAL / AMENITY ISSUES

Not Applicable

COUNCILLOR REPRESENTATION REPORTS Cont'd**ITEM 3****SOCIAL / COMMUNITY ISSUES**

Not Applicable

COMMUNITY CONSULTATION

Not Applicable

CONCLUSION

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

ATTACHMENTS

1. Maroondah Environment Advisory Committee Meeting Minutes - 11 August 2020
2. Eastern Transport Coalition Meeting Minutes - 20 August 2020

CONFIDENTIALITY

Not Applicable

RECOMMENDATION

THAT COUNCIL RECEIVES AND NOTES MINUTES OF THE FOLLOWING COMMITTEES:

1. **MAROONDAH ENVIRONMENT ADVISORY COMMITTEE MEETING HELD ON THE 11 AUGUST 2020**
2. **EASTERN TRANSPORT COALITION MEETING HELD ON THE 20 AUGUST 2020**

**LOCAL GOVERNMENT WOMEN'S CHARTER 21 - ANNUAL
UPDATE**

ITEM 4

PURPOSE

To provide an update on Maroondah City Council's participation in the Victorian Local Government Australia (VLGA) Women's Charter; and to acknowledge activities that have taken place in Maroondah over the past twelve months which support the Charter principles.

STRATEGIC / POLICY ISSUES

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

Outcome Area: A well governed and empowered community

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

Key Directions 2020 – 2021:

The organisation has a significant amount of activity relating to increasing female participation across all its operations.

- 1.6 Actively promote health and wellbeing principles and initiatives within the community
- 2.15 Facilitate and encourage the provision of world class life-long learning opportunities in Maroondah, from early learning through to adult and tertiary levels
- 2.20 Encourage life-long learning opportunities that support mature age and retired people to participate in the workforce, learn new skills and build community connections
- 2.23 Facilitate connections between education providers, businesses and the broader community to support employment pathways, intergenerational connections and knowledge transfer
- 7.1 Ensure accessibility and social inclusion principles are considered in the planning, delivery and evaluation of facilities and services
- 7.4 Support community members to age in place, live in accessible neighbourhoods and remain socially connected
- 7.8 Supports all ages and population groups to be valued, connected and empowered within their local community through the provision and coordination of accessible services, programming and facilities
- 7.9 Promote the value, expertise and contribution of mature aged workers and encourage intergenerational mentoring and skill transfer
- 7.10 Promote and create opportunities for community connectedness, learning, mentoring and social interactions for people from all life-stages and cultural background

**LOCAL GOVERNMENT WOMEN'S CHARTER 21 - ANNUAL
UPDATE Cont'd**

ITEM 4

- 8.1 Provide enhanced governance that is transparent, accessible, inclusive and accountable
- 8.3 Provide community inspired leadership in democratic governance
- 8.8 Undertake inclusive engagement and consultation using accessible and tailored approaches to consider the needs and aspirations of different age and population groups

Priority Action 2020-2021:

- Work with partners of Together for Equality and Respect (TFER): A Strategy to Prevent Violence Against Women in Melbourne's East to prevent violence against women in Maroondah, including participation in the "16 days of activism" campaign.
- Investigate and implement additional female changing facilities at local sporting venues

BACKGROUND

The Local Government Women's Charter recognises the need for increased women's participation in Local Government and promotes the principles of:

- **gender equity:** advocating the equal right of women and men to be local government representatives;
- **diversity of representation:** encouraging the inclusion of different experiences and perspectives in local government and community decision making;
- **recognising and supporting the active citizenship of women:** increasing the numbers and participation of women in decision making so that our community demographics are more accurately reflected in local government.

Council at its meeting in August 2010 endorsed the Victorian Local Government Women's Charter and, at the time, nominated both Councillors Lamont and Thomas as Charter Champions along with the Director Corporate Services. Council undertook a range of activities in the lead up to the 2012 Council elections to attract greater interest in civic affairs and increase participation in the number of female candidates for the 2012 elections.

In 2018, the VLGA received funding from the Department of Health and Human Services (DHHS) Community Primary Prevention Partnerships program to work with Councils to reactivate the Charter in their local government area, with a 12 month project entitled "WomensCharter21". In November 2018, Council appointed Councillors Damante, Graham, Lamont, Mazzuchelli and Spears as Women's Charter Champions in conjunction with the Director Corporate Services and provided a report on activities over the previous 12 months that supported the Charter principles.

**LOCAL GOVERNMENT WOMEN'S CHARTER 21 - ANNUAL
UPDATE Cont'd****ITEM 4****ISSUE / DISCUSSION**

The Local Government Women's Charter is in its 22nd year of existence and is adopted by 72 out of 79 Victorian Councils.

Since endorsing the VLGA Women's Charter in August 2010, Council has undertaken a range of programs and projects to support the three key principles: gender equity; diversity; and active citizenship. A list of activities over the past 12 months is provided below:

Gender Equity

- Over the past financial year, Council has continued to implement its Gender Equity Policy that was adopted in May 2018. The Policy contains commitments around building leadership and internal capacity; creating organisational cultural change around inclusion; applying a gender lens to Council activities, documents and social media and ensuring equitable employment opportunities for employees along with flexible work options. These commitments were embedded in the latest Maroondah City Council Enterprise Bargaining Agreement 2018-2021 approved by the Fair Work Commission on 26 April 2019.
- Council is one of 30+ partners participating in Together for Equality and Respect, the regional plan for preventing violence against women project in Melbourne's East. This includes regular attendance at Community of Practice forums; looking at practice in sporting clubs, gender equity in culturally and linguistically diverse communities and women in leadership. The Regional Action Plan for the 2017-2021 period continued to be implemented during 2019/20.
- For the past five years, Council has participated in '16 Days of Activism Against Gender Based Violence'. Held annually during November, the 2019 campaign has involved the placement of seven billboards in strategic locations around the municipality with messages relating to violence against women and family violence. In addition to this, fence boundary banners and footpath stencilling was placed at four high profile sporting ovals for the 16 days featuring the 2019 tag line Respect Matters - Call It Out.
- In March 2020, Council delivered a Women's Safety Online event at Realm involving a presentation from the Office of the eSafety Commissioner.
- In partnership with the Maroondah Liquor Accord, Council continued implementation of the Ask for Angela campaign in local licensed venues. Ask for Angela is an international campaign to promote safety in licensed venues. If a patron feels unsafe, they can discretely use the simple code word which alerts venue staff that the person requires assistance. The campaign in Maroondah is being delivered in partnership with Victoria Police, EDVOS - a specialist family violence service in Melbourne's Eastern Metropolitan Region, and Eastern Centre Against Sexual Assault (ECASA).
- The MABELS (Mothers And Babies Engaging and Living Safely) program continued over the past 12 months. This program continues to support families experiencing family violence.

**LOCAL GOVERNMENT WOMEN'S CHARTER 21 - ANNUAL
UPDATE Cont'd**

ITEM 4

- Council's Maternal and Child Health service has developed strong partnerships to improve the mental wellbeing of children and their families through improved referral pathways. Key partners include Eastern Access Community Health (EACH); Eastern Health Mental Health Services; Eastern Community Legal Centre (ECLC); Eastern Health Perinatal Emotional Health Service (PEHS) for women experiencing emotional health issues, including postnatal depression and trauma impacting mental health during the first 12 months post birth; and Child and Youth Mental Health Services. Maternal and Child Health have seen an increase in mental health and family violence issues during COVID-19 restrictions and expect to see an increase in referrals as restrictions are lifted.

Diversity of Representation

- Council holds a gender balance at the Councillor level. The 2016 Maroondah election saw 13 women run for Council, resulting in 4 women elected to a 9 seat Council. With the countback in July 2018, Council once again has a majority 5 women in elected positions which is the second time this has occurred at Maroondah (previously the 2012-2016 Council term).
- Councillor Kylie Spears was elected President of the Victorian Branch of the Australian Local Government Women's Association, an organisation that assists in furthering women's participation, knowledge and understanding of the function of Local Government.
- Councillors have participated in the ALGWA Victoria Branch 2020 Stand for Council campaign, including video interviews and social media messaging.

Recognising and Supporting the Active Citizenship of Women

- Council has commenced implementation of the two year Equally Active Strategy which supports Council's commitment to advancing gender equity in sport and recreation and implement initiatives to address the needs of specific cohorts which have low participation in physical activity.
- Council has continued to work in partnership with neighbouring Councils, to promote and support the use of a gender equity assessment tool. The tool is designed to assist sporting clubs to review current their club culture and operations and to develop a Gender Equity Action Plan to create a more inclusive environment.
- Council has been leading a Victorian Government funded initiative with the tenant clubs of RO Spencer Pavilion at Jubilee Park. The project works with internal stakeholders and tenant clubs to develop an inclusive and equitable governance model for the inclusive redesign of the pavilion. Concurrent to this process, the clubs have undertaken a series of facilitated workshops to create a reference group to represent the diverse needs of their members and to create a safe space to explore gender equity issues, club culture and opportunities for change. Council has since secured additional funding to refine the project model and extend the project to additional clubs. Due to the COVID-19 pandemic, the project has been extended to December 2020.

**LOCAL GOVERNMENT WOMEN'S CHARTER 21 - ANNUAL
UPDATE Cont'd****ITEM 4**

- Council has completed, or is currently undertaking, a number of capital works projects to increase or modify existing change room facilities and sporting pavilions to meet the needs of women and girls. New facilities include the completion of the HE Parker Reserve sporting pavilion; Quambee Reserve pavilion; and commencement of the Silcock Reserve pavilion and Griff Hunt Pavilion. Further works at Cheong Pavilion in Croydon South; Ainslie Pavilion in Croydon; Proclamation Pavilion in Ringwood; Springfield Pavilion in Croydon have commenced design with construction to during in 2020/21. Council was successful in receiving \$4 million in funding (\$2 million from the Australian Government and \$2 million from the Victorian Government) for a new pavilion at Dorset Recreation Reserve. The funding will be used to develop a new multi-purpose pavilion that will be home to the Croydon City Arrows, supporting the Club in developing their highly successful women's program.
- Maroondah Golf is continuing to encourage greater female participation in the game and has conducted a number of ladies' golf clinics along with an agreement in the Golf Coaching Licence that a minimum of 1 ladies clinic per month is to be held.
- Council has recently adopted the Maroondah Golf Strategy 2020-2030 with a Key Focus Area being Greater Inclusion for Underrepresented Groups, which identifies strategies to increase female participation in the game.
- As part of International Women's Day in March 2020, Council held its annual breakfast event to celebrate the contribution that women make to workplaces, families and communities. The event provided an opportunity for 320 friends and family members to get together in a positive, supportive and celebratory environment. This year's theme was #EachforEqual and featured Hilde Hinton, inspirational speaker, author, and big sister of the Love Your Sister founders Samuel and Connie Johnson.
- Council hosted its annual Women on the Go business event. The event was an opportunity for 70 local women to learn and be inspired by the stories of two successful local business women. It also provided an opportunity for the businesses to network and build important contacts.

FINANCIAL / ECONOMIC ISSUES

Advocacy and Council programs identified in this report are contained within the current budget.

ENVIRONMENTAL / AMENITY ISSUES

Not Applicable

SOCIAL / COMMUNITY ISSUES

This report recognises the positive work undertaken across the municipality by Council and its many partners in ensuring women in Maroondah are able to develop to their full potential and participate equally across all aspects of family, community and business life.

**LOCAL GOVERNMENT WOMEN'S CHARTER 21 - ANNUAL
UPDATE Cont'd****ITEM 4****COMMUNITY CONSULTATION**

Maroondah 2040 - Our future together, Council's community vision, underwent a review over the past 18 months, with extensive community consultation during this time. The revised Maroondah 2040 community vision was adopted in June 2020, providing a range of outcomes and key directions to enhance female friendly opportunities and diversity across a range of outcomes areas.

CONCLUSION

The WomensCharter21 continues to provide and support opportunities for Council to encourage greater participation of women to enhance diversity and representation for Local Government and the community.

ATTACHMENTS

Not Applicable

CONFIDENTIALITY

Not Applicable

RECOMMENDATION

THAT COUNCIL NOTES THE OVERVIEW OF ACTIONS IN SUPPORT OF THE THREE WOMEN'S CHARTER KEY PRINCIPLES OF GENDER EQUITY, DIVERSITY AND ACTIVE CITIZENSHIP THAT COUNCIL HAS UNDERTAKEN OVER THE PAST 12 MONTH PERIOD

AUDIT & RISK COMMITTEE REPORT

ITEM 5

PURPOSE

To report to Council on the outcomes of the Audit and Risk Committee Meeting held on 17 September 2020.

STRATEGIC / POLICY ISSUES

Maroondah City Council has established an Audit & Risk Committee (the Committee) pursuant to Section 53 of the *Local Government Act 2020 (the Act)*.

The Committee will support Council in discharging its oversight responsibilities related to financial reporting, risk management, fraud prevention, maintenance of sound systems of internal control, assurance activities including internal and external audit and Council's performance regarding legislative and regulatory compliance. It acts in this capacity by monitoring, reviewing, endorsing and advising on the above matters as set out in this Charter. This Charter has been developed in accordance with Section 54 of the Act.

BACKGROUND

Council's Audit and Risk 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 all highly skilled, experienced and reputable in audit and risk matters in the Victorian Local Government Sector.

The Audit and Risk Committee Charter requires that this Committee report to Council on the findings and recommendations from its meetings. This report provides a summary of matters under consideration by the Audit and Risk Committee of the meeting held on 17 September 2020.

Many items on the Agenda are regular reports such as the CEO's Report including State-wide Integrity Agencies activity and Report Findings, Maroondah City Council's (MCC) Internal Audit Progress 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 the CEO, Directors and all Service Area Managers across all services attend demonstrating ongoing active management of all Council's risks.

ISSUE / DISCUSSION

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

- Feedback on the Internal Audit Tracking Report Summary as well as the Internal Audit Actions Register was generally positive, and it was communicated that the progress Council is making in any identified audit recommendations was overall pleasing, given that this has been managed during the COVID19 Crisis.

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

- 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 Management and employees.
- Internal Audit Reports presented at the meeting were the following:
 - Statutory Planning Processes Report - The Auditor spoke positively of Council's systems and processes and the due diligence taken to ensure appropriate levels of responsibilities were identified, acknowledging Council was already in the process of implementing most of the recommendations;
 - Management of Tree Maintenance Report - The Auditor commented that Management should be very proud of the maturity in this space and likely to be one of the sector exemplars currently with only a couple of areas requiring strengthening; and
 - Information Management Audit Report - The Auditor commented that the organisation was performing strongly in this space. Only mostly areas of improvement in relation to reporting tracking of progress on the Information Management Strategy. Otherwise, when benchmarked against the sector, Council's performance was quite positive.
- The Risk Management and Insurance Report was mainly focused on the organisation's response to the COVID-19 crisis. It was noted that Council's high level of risk maturity ensured there could be more focus on Business Continuity Planning during this period together with the daily Crisis Meetings by senior Management, weekly Management Coordination and ongoing accurate digital communication across all channels to the Community. The report went on to communicate at a high level the impacts COVID-19 has had on all services throughout Council and the responses undertaken during the crisis. As well as this, documented the actions taken by the COVID Crisis group throughout the crisis.

FINANCIAL / ECONOMIC ISSUES

Council's budget provides for the operation of the Audit and Risk Committee and for the completion of an Internal Audit Program in line with legislative compliance and Best Practice Management Standards.

ENVIRONMENTAL / AMENITY ISSUES

Not Applicable.

SOCIAL / COMMUNITY ISSUES

Not Applicable.

COMMUNITY CONSULTATION

Not Applicable.

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

This report provides a summary of the outcomes of the Audit and Risk Committee meeting held on 17 September 2020 as an opportunity to provide transparency to the Maroondah Community and stakeholders.

ATTACHMENTS

Not Applicable

CONFIDENTIALITY

Not Applicable

RECOMMENDATION

THAT COUNCIL RECEIVES AND NOTES THE REPORT FROM THE AUDIT & RISK COMMITTEE MEETING HELD ON 17 SEPTEMBER 2020

PURPOSE

To consider the Maroondah City Council Annual Report 2019/20 prior to submission to the Minister for Local Government and release to the community.

STRATEGIC / POLICY ISSUES

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

Outcome Area: A well governed and empowered community

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

Key Directions 2020 – 2021:

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

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

Priority Action 2020-2021:

Not applicable

BACKGROUND

The Annual Report provides a comprehensive report on Council operations to meet its commitment of open, responsive, consultative and accountable government. Within this report, Council meets all its statutory obligations under *the Local Government Act 1989* (the Act 1989) and the *Local Government Act 2020* (the Act 2020).

The Annual Report is Council's highest-level comprehensive report to the community outlining how it has met its annual objectives as articulated in the Council Plan and Annual Budget. For Council's report on operations for the 2019/20 financial year, these objectives are derived from Maroondah 2040: Our future together and Council's long-term financial plan.

The primary objective of the Annual Report is to inform the Maroondah community and stakeholders of Council's performance during 2019/20 against the objectives and priorities outlined in the Council Plan 2017-2021 (Year 3: 2019/20). Council's achievements, challenges and future directions are considered under each community outcome area.

**MAROONDAH CITY COUNCIL ANNUAL REPORT 2019/20
Cont'd**

ITEM 1

Key features of the Annual Report as required by Section 131 of *the Act 1989*, include the following matters:

- A report of Council's operations during the financial year
- Audited financial statements for the financial year
- Performance Statement prepared under section 132 of *the Act 1989*
- VAGO report on the Performance Statement prepared under section 133 of *the Act 1989*
- Inclusion of relevant performance indicator results and checklist items from the Local Government Performance Reporting Framework as required by *the Act 1989*.

Council is also required to provide a range of other statutory information through this report. This information can be found within the Corporate Governance and Statutory Information sections of the report.

This Council Report presents the full Annual Report 2019/20, incorporating audited financial statements with unqualified certification on the standard statements and performance statement provided by the Victorian Auditor General's Office (VAGO).

The Annual Report comprises two sections - Part A: The Report of Operations and Part B: Annual Financial Report. These two parts combined provide a comprehensive view of Council's performance in 2019/20.

ISSUE / DISCUSSION

Pursuant to section 131(6) of *the Act 1989*, Council is required to prepare and submit an Annual Report to the Minister within three months of the end of each financial year.

Subject to Council endorsement, the Annual Report 2019/20 will be submitted to the Minister for Local Government and the document will be placed on public exhibition. Statutory advertising is to be undertaken as required by *the Act 1989*. The Annual Report will be made available on the Council website.

Council at its meeting on 17 August 2020 approved in principle the 2019/20 financial statements as required by *the Act 1989*. These have been signed unqualified by the Victorian Auditor General with statements included in this Annual Report 2019/20.

Section 134 of *the Act 1989* also requires Council to hold a meeting to formally consider the report within one month of submission to the Minister and such meeting is to be advertised. The report will be formally considered at the Council Meeting to be held on 12 October 2020 at 6.00 pm.

FINANCIAL / ECONOMIC ISSUES

The cost of printing Council's Annual Report 2019/20 is met within the current budget. A small number of Annual Report copies will be printed on recycled stock to meet statutory, administrative and community needs. The Annual Report will also be made available on Council's website for download.

MAROONDAH CITY COUNCIL ANNUAL REPORT 2019/20
Cont'd

ITEM 1

ENVIRONMENTAL / AMENITY ISSUES

Not Applicable

SOCIAL / COMMUNITY ISSUES

Not Applicable

COMMUNITY CONSULTATION

Pursuant to section 133 of *the Act 1989*:

- After the Annual Report 2019/20 has been submitted to the Minister, Council must give public notice that the Annual Report has been prepared and can be inspected on the Council's website.

This consultation process will follow Council's consideration of the Maroondah City Council Annual Report 2019/20.

Pursuant to section 134 of *the Act 1989*, Council must:

- Consider the Annual Report at a meeting of the Council
- Advertise the report at least 14 days before the meeting is held
- Note where the Annual Report can be obtained
- Keep the Council meeting open to the public while the Annual Report is discussed

In accordance with these provisions of *the Act 1989*, an Ordinary Council Meeting to formally consider the Maroondah City Council Annual Report 2019/20 will be held on 12 October 2020. A public notice will be placed in The Age newspaper providing formal notice of this meeting. Copies of the endorsed Annual Report 2019/20 will be made available to the public for inspection on Council's website.

CONCLUSION

The Maroondah City Council Annual Report 2019/20 confirms that Council has made significant advances towards achieving the community vision articulated in *Maroondah 2040: Our future together* whilst maintaining responsible and sustainable management of Maroondah's resources, assets, infrastructure and the natural environment. The report also outlines how Council has continued to meet its legislative responsibilities under the *Local Government Act 1989*.

MAROONDAH CITY COUNCIL ANNUAL REPORT 2019/20
Cont'd

ITEM 1

ATTACHMENTS

1. Annual Report 2019-2020 v11_FINAL

CONFIDENTIALITY

Not Applicable

RECOMMENDATION

THAT COUNCIL:

1. **NOTES THE PREPARATION OF THE MAROONDAH CITY COUNCIL ANNUAL REPORT 2019/20**
2. **ENDORSES THE MAROONDAH CITY COUNCIL ANNUAL REPORT 2019/20 FOR SUBMISSION TO THE MINISTER FOR LOCAL GOVERNMENT**
3. **ENSURES COPIES OF THE ANNUAL REPORT 2019/20 ARE MADE AVAILABLE FOR PUBLIC INSPECTION FROM 23 SEPTEMBER 2020 ON COUNCIL'S WEBSITE**