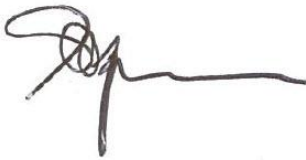


Councillor
(as addressed)

The next Council Meeting will be held in the Council Chamber on Monday 25 November 2024, commencing at 7:30pm and your presence is requested.

Yours faithfully



Steve Kozlowski
CHIEF EXECUTIVE OFFICER

Note:

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

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

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

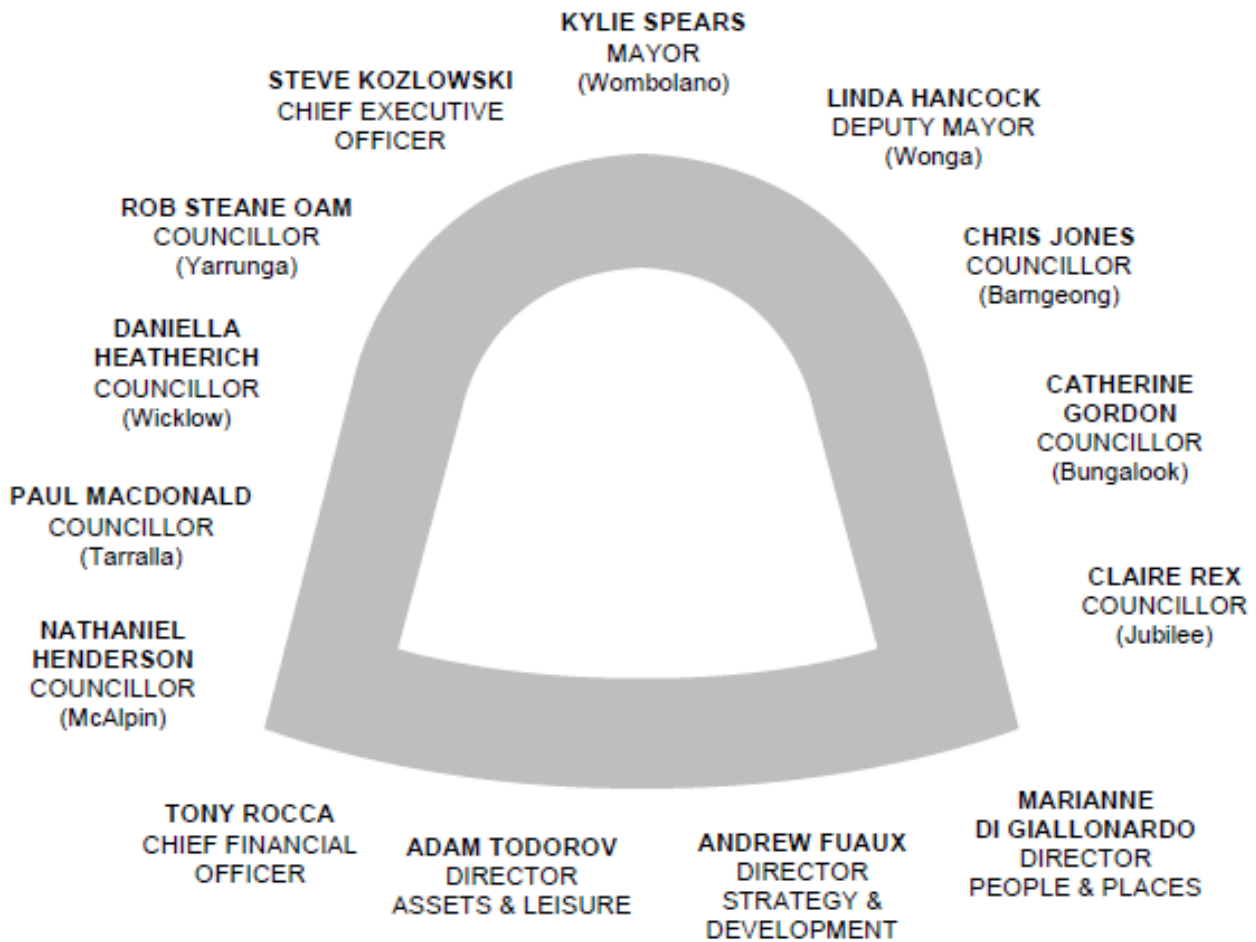


COUNCIL CHAMBER
IS FITTED WITH A HEARING AID
INDUCTION LOOP

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

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

Council Chamber Seating



Public Gallery



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 16 September 2024, Monday 14 October 2024 and the Statutory Council Meeting held on Wednesday 20 November 2024.
6. Public Questions
7. Officers' Reports
 - Chief Financial Officer
 1. Attendance Report 4
 2. Reports of Councillor Briefings 6
 3. Councillor Induction Program 2024/25 9
 4. Financial Report: Three Months ending September 2024 14
 5. Local Government Performance Reporting Framework - Service Performance Indicator Report - Quarter 1, 2024/25 17
 6. Council Plan 2021-2025 (Year 4: 2024/25) Priority Action Progress Report - Quarter 1, 2024/25 19
8. Documents for Sealing
9. Motions to Review
10. Late Items
11. Requests for Leave of Absence

ATTENDANCE REPORT

ITEM 1

PURPOSE

To provide an opportunity for Councillors to report on Council activities undertaken and forthcoming ward activities.

STRATEGIC / POLICY ISSUES

The following directions contained in Maroondah 2040: Our Future Together and the Council Plan 2021-2025 (Year 4: 2024-2025) provide the strategic framework that underpins the purpose of this report.

Outcome Area: A well governed and empowered community.

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

Key Directions 2021 – 2025:

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

BACKGROUND

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

PURPOSE

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

STRATEGIC / POLICY ISSUES

The following directions contained in Maroondah 2040: Our Future Together and the Council Plan 2021-2025 (Year 4: 2024-2025) provide the strategic framework that underpins the purpose of this report.

Outcome Area: A well governed and empowered community.

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

Key Directions 2021 – 2025:

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

BACKGROUND

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

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

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

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

Examples of a Councillor Briefings may include:

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

REPORTS OF COUNCILLOR BRIEFINGS Cont'd

ITEM 2

ISSUE / DISCUSSION

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

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

The 'Public Record' of the Councillor Briefings held on the 16 September 2024, 18 November 2024 and 19 November 2024 are attached for information.

FINANCIAL / ECONOMIC ISSUES

Not applicable

ENVIRONMENTAL / AMENITY ISSUES

Not applicable

SOCIAL / COMMUNITY ISSUES

Not applicable

COMMUNITY CONSULTATION




Not applicable

CONCLUSION

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

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

ATTACHMENTS

1.  2024 September 16 - Councillor Briefing Public Record
2.  2024 November 18 - Councillor Briefing Public Record
3.  2024 November 19 - Councillor Briefing Public Record

CONFIDENTIALITY

Not applicable

CHIEF FINANCIAL OFFICER – TONY ROCCA

REPORTS OF COUNCILLOR BRIEFINGS Cont'd

ITEM 2

RECOMMENDATION

THAT COUNCIL RECEIVES AND NOTES THE PUBLIC RECORD OF THE COUNCILLOR BRIEFINGS HELD ON 16 SEPTEMBER 2024, 18 NOVEMBER 2024 AND 19 NOVEMBER 2024

PURPOSE

To consider the adoption of the Councillor Induction Program 2024/25 in accordance with section 32 of the *Local Government Act 2020* (the Act).

The *Local Government Amendment (Governance and Integrity) Act 2024* was gazetted by Parliament in June 2024. This Act amends the *Local Government Act 2020* to improve council accountability, governance, and integrity.

STRATEGIC / POLICY ISSUES

The following directions contained in Maroondah 2040: Our Future Together and the Council Plan 2021-2025 (Year 4: 2024/2025) provide the strategic framework that underpins the purpose of this report.

Outcome Area: A well governed and empowered community.

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

Key Directions 2024 – 2025:

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

BACKGROUND

In accordance with Section 32 of the *Local Government Act 2020*, elected Councillors must complete induction training within four months after the day they take the oath or affirmation of office.

Councillors were sworn in on Monday 11 November 2024.

In accordance with Section 27A of the *Local Government Act 2020*, the Mayor and Deputy must also complete induction training specific to the role within one month of being elected to the role.

The Mayor and Deputy Mayor were elected at the 20 November 2024 Council Meeting.

The prescribed matters for inclusion in Mandatory Induction for Councillors are outlined within the *Local Government (Governance and Integrity) Regulations 2020*, as amended in October 2024.

The prescribed matters are:

- working together in a Council
- decision making, integrity and accountability
- community representation

- strategic planning and financial management
- conduct
- land use planning, and
- any other matters which the Chief Executive Officer has determined should be addressed.

The prescribed matters for inclusion in Mandatory Induction for Mayor and Deputy Mayor are outlined within the *Local Government (Governance and Integrity) Regulations 2020*, as amended in October 2024.

The prescribed matters are:

- roles and responsibilities;
- chairing meetings;
- engagement and advocacy;
- leadership;
- any other matter relating to the role of the Mayor which the Chief Executive Officer has determined should be addressed.

ISSUE / DISCUSSION

To enable Councillors to meet the prescribed obligations under the Act and the Regulations, a Councillor Induction Program has been developed. In addition Mayor and Deputy Mayor training has been scheduled.

The Councillor Mandatory Induction program is made up of seven (7) activities, to be undertaken in person:

1. Working together in a Council

- Putting the Code of Conduct into practice
- Working better together

2. Legal Essentials

- the role of a Councillor, a mayor and a deputy mayor;
- the role of the chief executive officer;
- any practices, protocols or policies in relation to the interaction between council staff and Councillors;
- the overarching governance principles and the supporting principles;
- the standards of conduct;
- misconduct, serious misconduct and gross misconduct;
- the internal arbitration process and the Councillor conduct process.

3a Council decision making and governance

- Council decision making and delegations
- Operation of Council Meetings and Briefings
- Governance Rules
- Local Law - Meeting procedures and use of common seal
- Committee representation and regional partnerships
- Councillor Hub content, including meeting agendas and minutes

3b Understanding and responding to community needs

- Broad overview of the Maroondah municipality
- Demographic profile of Maroondah City Council Key social, environment and economic issues
- Key community organisations, sectors and communities of interest
- Community Engagement Policy
- Systems and protocols for managing community interactions and complaints

3c Introduction to strategic planning

- Council's integrated planning framework
- Development of Maroondah 2050
- Development of Council Plan 2025 - 20229
- Risk management framework

3d Councillor conduct, accountability and integrity

- Model Councillor Code of Conduct
- Conflict of interest and personal interest returns
- Public transparency and confidentiality
- Council expenses, gifts and donations

4. Financial Management principles

- Financial Plan (Long Term Financial Strategy)
- Annual Budget
- Revenue and Rating Plan
- Asset Plan

5. Diversity and Inclusion program

- engagement and reconciliation with the Traditional Land Owners
- giving effect to gender equality, diversity and inclusiveness

6 Land Use Planning

- the structure of a planning scheme
- the relationship between planning regulation and other legislation regulating the use and development of land
- the difference between Council as the planning authority and Council as the responsible authority
- bias (real and apprehended) in a planning context
- the difference between policies and controls
- the difference between mandatory and discretionary provisions

7 Sexual Harassment

- Understanding, responding to, and preventing sexual harassment

The Mayor and Deputy Mayor training is made up of one (1) activity, in addition to the above, and consists of the Municipal Association of Victoria Mayor and Deputy Mayor training program, scheduled for 12 and 13 December 2024.

FINANCIAL / ECONOMIC ISSUES

This program will be met within Council's current budget.

ENVIRONMENTAL / AMENITY ISSUES

Not applicable

SOCIAL / COMMUNITY ISSUES

Not applicable

COMMUNITY CONSULTATION

Not applicable

CONCLUSION

The Councillor Induction Program 2024/25 aligns with Victorian Government legislation, has been benchmarked with the sector through Local Government Victoria and meets the prescribed requirements of the Act and the Regulations. It is therefore appropriate for Council to now consider adoption of the Councillor Induction Program 2024/25 to meet the Victorian Government legislated timeframe requirements.

ATTACHMENTS

Not applicable

CONFIDENTIALITY

Not applicable

CHIEF FINANCIAL OFFICER – TONY ROCCA

COUNCILLOR INDUCTION PROGRAM 2024/25 Cont'd

ITEM 3

RECOMMENDATION

THAT COUNCIL ENDORSES THE COUNCILLOR INDUCTION PROGRAM 2024/25 AS OUTLINED WITHIN THIS REPORT PURSUANT TO SECTIONS 27A AND 32 OF THE LOCAL GOVERNMENT ACT 2020 AND THE LOCAL GOVERNMENT (GOVERNANCE & INTEGRITY) REGULATIONS 2020 AS AMENDED IN OCTOBER 2024

**FINANCIAL REPORT: THREE MONTHS ENDING
SEPTEMBER 2024**

ITEM 4

PURPOSE

To present Council with a snapshot of Council's financial performance for the three months ending 30 September 2024. Attachment 1 provides the full Maroondah City Council financial report.

STRATEGIC / POLICY ISSUES

The following directions contained in Maroondah 2040: Our Future Together and the Council Plan 2021-2025 (Year 4: 2024-2025) provide the strategic framework that underpins the purpose of this report.

Outcome Area: A well governed and empowered community.

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

Key Directions 2021 – 2025:

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

BACKGROUND

In accordance with Section 97 of the Local Government Act 2020, Council is required each quarter to consider the financial performance of the municipality against budget for the year to date (YTD).

The quarter ending 30 September 2024 Financial Report was presented to Audit and Risk Committee on Wednesday, 6 November 2024 and was fully supported.

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 in line with required accounting standards.

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

**FINANCIAL REPORT: THREE MONTHS ENDING
SEPTEMBER 2024 Cont'd**

DISCUSSION

The following is a summary of the financial position for the three months ending 30 September 2024. A detailed report is attached to this document.

	YTD Forecast Budget \$'000	YTD Actual Results \$'000	YTD Forecast Variance \$'000	Annual Forecast \$'000	Adopted Budget \$'000	Adopted To Forecast \$'000
Operating						
Income	130,473	130,964	491	174,381	172,836	1,545
Expenses	45,307	44,519	788	171,562	169,638	(1,924)
Underlying surplus (deficit)	85,166	86,445	1,279	2,819	3,198	(379)
Capital						
Contributions - Capital	158	245	87	1,452	226	1,226
Grants - capital (recurrent and non-recurrent)	5,979	5,979	0	26,642	26,708	(66)
Comprehensive result	91,303	92,669	1,366	30,913	30,132	781

For the three months ended 30 September 2024, Council has recorded an underlying surplus before capital revenues of \$86.44 million, which is \$1.28 million ahead the year-to-date forecast budget. This is largely due to timing variances outlined in the attached report.

The annual forecast underlying surplus of \$2.82 million is inclusive of restricted items such as public open space and waste management revenue collected during the year. The unfavourable variance of \$379k to the adopted budget is mainly due to non-cash items such as depreciation and amortisation which are dependent on timing of capital works. Increases in employee costs and materials and services expenditure are largely related to and offset by carry forward grant funding.

FINANCIAL / ECONOMIC ISSUES

These are as presented in this Report and accompanying Financial Statements. As per section 97 of the Local Government Act 2020, the accompanying financial statements provide a comparison of actual and budgeted results to date with any variances deemed to be material commented on accordingly. On this basis, it is deemed that as at 30 September 2024, a revised budget for the 2024/25 financial year is not required.

ENVIRONMENTAL / AMENITY ISSUES

Not applicable

SOCIAL / COMMUNITY ISSUES

Not applicable

**FINANCIAL REPORT: THREE MONTHS ENDING
SEPTEMBER 2024 Cont'd**

ITEM 4


COMMUNITY CONSULTATION

Not applicable

CONCLUSION

The 30 September 2024 YTD results are positive and serve as a solid basis for Council to achieve its services and advocacy programs for the 2024/2025 financial year. However, it is important to note that there are economic risks, such as high inflation and general uncertainty in global markets due to conflicts, which can impact the financial performance of the Council. These risks can affect the costs of inputs required for Council's programs and services, particularly its capital works program. Nevertheless, Council remains committed to identifying opportunities to reduce costs, increase income, and optimise the utilisation of existing resources. These efforts are crucial in ensuring the Council's long-term financial sustainability.

ATTACHMENTS

1.  Quarterly Financial Report Appendix - Sep 2024
2.  Quarterly Reports Analytics Appendix - 30 Sep 2024

CONFIDENTIALITY

Not applicable

RECOMMENDATION

THAT COUNCIL RECEIVES AND NOTES THE REPORT ON THE FINANCIAL PERFORMANCE AGAINST BUDGET FOR THE THREE MONTHS ENDING 30 SEPTEMBER 2024

**LOCAL GOVERNMENT PERFORMANCE REPORTING
FRAMEWORK - SERVICE PERFORMANCE INDICATOR
REPORT - QUARTER 1, 2024/25**

ITEM 5

PURPOSE

To provide a Report of Councils' indicators of service performance, as measured by the Local Government Performance Reporting Framework (LGPRF) to the end of quarter 1 of the 2024/25 financial year (30 September 2024).

STRATEGIC / POLICY ISSUES

The following directions contained in Maroondah 2040: Our Future Together and the Maroondah Council Plan 2021-2025 (Year 4: 2024-2025) provide the strategic framework that underpins this Report.

Outcome Area: A well governed and empowered community

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

Key Directions 2021 – 2025:

- 8.1 Provide community inspired governance that is transparent, accessible, inclusive and accountable.
- 8.2 Ensure responsible and sustainable management of Maroondah's resources, assets, infrastructure and natural environment.
- 8.4 Work in partnership to deliver innovative, accessible and evidence informed services that are people focused, proactive, integrated and responsive.

BACKGROUND

The LGPRF is a mandatory reporting process 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
- a governance and management checklist.

Together these components build a comprehensive picture of local government performance.

The LGPRF outcomes are reported in Council's Annual Report in the Report of Operations and Performance Statement sections, as required by the *Local Government (Planning and Reporting) Regulations 2020* and associated elements of the *Local Government Act 2020*.

**LOCAL GOVERNMENT PERFORMANCE REPORTING
FRAMEWORK - SERVICE PERFORMANCE INDICATOR
REPORT - QUARTER 1, 2024/25 Cont'd**

ITEM 5

End of financial year results for LGPRF indicators are also publicly released by the Victorian Government, enabling benchmarking of the relative performance of Council.

ISSUE / DISCUSSION

The LGPRF service performance indicator results are monitored on a quarterly basis, whilst financial performance and sustainable capacity measures are reported annually.

Many service performance indicators are subject to fluctuations across the year, which reflect seasonality, or phasing of service delivery. As a result, quarterly data is not always indicative of the end of financial year result.

FINANCIAL / ECONOMIC ISSUES

As identified within the report.

ENVIRONMENTAL / AMENITY ISSUES

Not applicable

SOCIAL / COMMUNITY ISSUES

Not applicable


COMMUNITY CONSULTATION

End of financial year results for 2024/25 will be released in Council's Annual Report 2024/25. They will also be submitted for publication to the Victorian Government. Council will continue to monitor its performance against the LGPRF indicators and report quarterly to ensure accountability and transparency to the community.

CONCLUSION

LGPRF service performance results for the first quarter of the 2024/25 financial year (to the 30 September 2024) are presented in the attached report.

ATTACHMENTS

1. Local Government Performance Reporting Framework - Service Performance Report -  Q1, 2024-25

CONFIDENTIALITY

Not applicable

RECOMMENDATION

**THAT COUNCIL NOTES THE LOCAL GOVERNMENT PERFORMANCE REPORTING
FRAMEWORK SERVICE PERFORMANCE QUARTERLY RESULTS FOR THE 2024/25
FINANCIAL YEAR AS AT 30 SEPTEMBER 2024**

**COUNCIL PLAN 2021-2025 (YEAR 4: 2024/25) PRIORITY
ACTION PROGRESS REPORT - QUARTER 1, 2024/25**

ITEM 6

PURPOSE

To provide an update on progress made towards the implementation of Year 4 priority actions identified in the Council Plan 2021-2025, as at 30 September 2024.

STRATEGIC / POLICY ISSUES

The following directions contained in *Maroondah 2040: Our Future Together* and the Council Plan 2021-2025 (Year 4: 2024-2025) provide the strategic framework that underpins the purpose of this Report.

Outcome Area: A well governed and empowered community

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

Key Directions 2024 – 2025:

- 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.
- 8.3 Nurture a continuous improvement council culture of being collaborative, strategic, sustainable and employing best practice, that positions Maroondah as a leader in local government.

BACKGROUND

The *Council Plan 2021-2025* is Council’s key medium-term strategic document. It sets the key directions and priority actions which guide Council’s work, in working towards achieving the community’s long-term vision, outlined in *Maroondah 2040: Our future together*.

The Council Plan plays a vital role in shaping Maroondah over a four-year period. It identifies both the challenges and opportunities for our community at both a local and regional level within the context of the Maroondah community’s long-term vision, *Maroondah 2040: Our future together*. It also informs Council’s decision-making regarding resources and priorities in response to identified community priorities and aspirations.

The Council Plan is implemented through service delivery activities and initiatives across Council, and the outcomes are measured and reported on regularly.

ISSUE / DISCUSSION

Within the Council Plan, there are a range of priority actions identified that work towards the delivery of the Maroondah 2040 Community Vision. These actions are updated annually to ensure the Council Plan continues to align with *Maroondah 2040: Our future together*, as well as being responsive to community expectations.

COUNCIL PLAN 2021-2025 (YEAR 4: 2024/25) PRIORITY ACTION PROGRESS REPORT - QUARTER 1, 2024/25 Cont'd

ITEM 6

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 identified priority actions work towards the achievement of the key directions, and ultimately toward the outcomes outlined in *Maroondah 2040: Our future together*.

The attached report identifies the progress made by Council in delivering Council Plan priority actions for the 2024/25 financial year. Several priority actions are multi-year initiatives scheduled to be completed in future financial years.

FINANCIAL / ECONOMIC ISSUES

Not applicable

ENVIRONMENTAL / AMENITY ISSUES

Not applicable

SOCIAL / COMMUNITY ISSUES

Not applicable

COMMUNITY CONSULTATION

Council Plan achievements are reported to Council and the community through a quarterly reporting process, and the Maroondah City Council Annual Report, at the end of each financial year.

CONCLUSION

Council has made excellent progress during the past three (3) months (1 July 2024 to 30 September 2024) toward the implementation of a broad range of Council Plan Priority Actions for the 2024/25 financial year.

ATTACHMENTS

1.  Council Plan Priority Action Progress Report - Q1 2024/25

CONFIDENTIALITY

Not applicable

RECOMMENDATION

THAT COUNCIL NOTES THE PROGRESS MADE TOWARDS THE DELIVERY OF THE 2024/25 PRIORITY ACTIONS IDENTIFIED IN THE COUNCIL PLAN 2021-2025, AS AT 30 SEPTEMBER 2024