



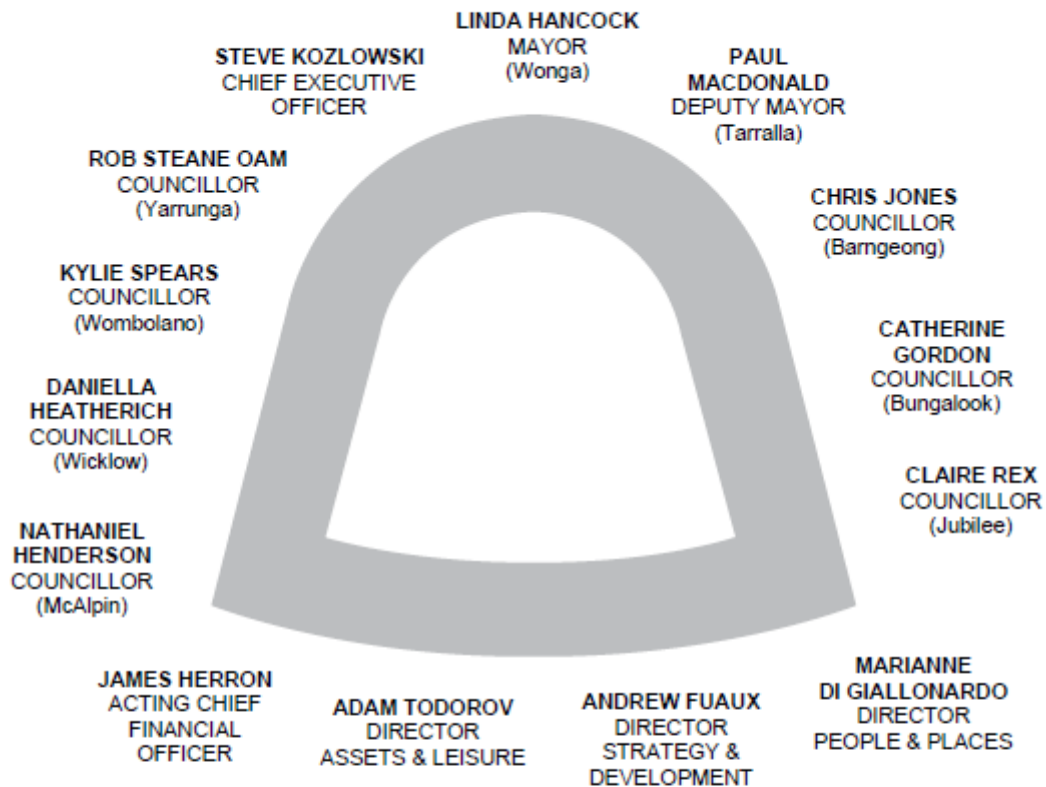
# Council Meeting Agenda

Monday 15 December 2025

Commencing at 7:30pm

Realm - Council Chamber  
Level 2, 179 Maroondah Highway  
Ringwood

## Council Chamber Seating



## Public Gallery



### **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**



## **ORDER OF BUSINESS**

1. Prayer and Councillor Pledge
2. Acknowledgment of Country
3. Apologies
4. Declaration of Interests
5. Confirmation of Minutes of the Ordinary Council Meeting held on Monday 24 November 2025.
6. Public Questions
7. Officers' Reports
  - Chief Financial Officer
    1. Attendance Report 4
    2. Reports of Councillor Briefings 6
    3. Councillor Representation Reports 8
    4. Council Representation 2025/26 10
    5. Councillor Expenses Policy 2025 16
    6. Residential/Commercial Development Opportunity - 19-21 Devon Street Croydon 19
    7. Audit and Risk Committee - Further Term Appointment for Current Member 24
  - Director Assets & Leisure
    1. Community Facilities Hire Policy Update 26
8. Documents for Sealing
  1. Letter Under Seal - 2025 Bill Wilkins Volunteer Award 29
  2. Lease Agreement for 1A Bedford Road with Drom Bakery Pty Ltd 30
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 since the last Ordinary Meeting of Council and forthcoming ward activities.

### **STRATEGIC / POLICY ISSUES**

The following directions contained in *Maroondah 2050 - Our Future Together* and the *Council Plan 2025-2029* provide the strategic framework that underpins the purpose of this report.

Outcome Area: A well governed and empowered community.

Our Community's Aspiration: Council continues to be a transparent, accountable, and future-focused leader that collaborates locally and regionally and actively champions local needs. Everyone in Maroondah is informed about matters that affect them and are provided with opportunities to meaningfully engage regarding Council decision making.

Key Directions 2025 – 2029:

- 5.1 Ensure transparent and accountable governance, including balanced and sustainable decision making that is evidence informed and is in the best interests of the community.

### **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 since the last Ordinary Meeting of Council on 24 November 2025 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 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 2050 - Our Future Together* and the *Council Plan 2025-2029* provide the strategic framework that underpins the purpose of this report.

Outcome Area: A well governed and empowered community.

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Key Directions 2025 – 2029:

- 5.1 Ensure transparent and accountable governance, including balanced and sustainable decision making that is evidence informed and is in the best interests of the community.

### 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 24 November 2025 and 1 December 2025 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, be noted.

**ATTACHMENTS**

1.  2025 November 24 - Councillor Briefing Public Record
2.  2025 December 01 - Councillor Briefing Public Record

**CONFIDENTIALITY**

Not applicable

**RECOMMENDATION**

**THAT COUNCIL RECEIVES AND NOTES THE PUBLIC RECORD OF THE COUNCILLOR BRIEFINGS HELD ON 24 NOVEMBER 2025 AND 1 DECEMBER 2025**

## **COUNCILLOR REPRESENTATION REPORTS**

## **ITEM 3**

### **PURPOSE**

To receive and note meeting minutes from the following organisations, boards and/or advisory committees where Council is represented:

- Maroondah Business Advisory Committee held on 8 October 2025

### **STRATEGIC / POLICY ISSUES**

The following directions contained in *Maroondah 2050 - Our Future Together* and the *Council Plan 2025-2029* provide the strategic framework that underpins the purpose of this report.

Outcome Area: A well governed and empowered community.

Our Community's Aspiration: Council continues to be a transparent, accountable, and future-focused leader that collaborates locally and regionally and actively champions local needs. Everyone in Maroondah is informed about matters that affect them and are provided with opportunities to meaningfully engage regarding Council decision making.

Key Directions 2025 – 2029:

- 5.1 Ensure transparent and accountable governance, including balanced and sustainable decision making that is evidence informed and is in the best interests of the community.

### **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, boards and advisory committees where Council is represented.

### **ISSUE / DISCUSSION**

Council is represented on numerous internal and external bodies.

Internal advisory committees have been initiated by Council and are serviced administratively. They typically consider in-depth issues that are related to Council policy or activities.

External bodies operate under their own charter and determine their own procedures, policies and practices. In these instances, Council involvement is to participate and influence the activities of those external organisations, boards and committees where those activities are in the interests of Maroondah residents.

Representation on these internal and external bodies is reviewed on an annual basis at the commencement of the new Mayoral term.

Council representatives for the bodies providing reports for this item are noted below:

Crs Henderson, Spears and Steane are Council's Representatives on the Maroondah Business Advisory Committee.



**COUNCILLOR REPRESENTATION REPORTS Cont'd****ITEM 3****FINANCIAL / ECONOMIC ISSUES**

Not applicable

**ENVIRONMENTAL / AMENITY ISSUES**

Not applicable

**SOCIAL / COMMUNITY ISSUES**

Not applicable

**COMMUNITY CONSULTATION**

Not applicable

**CONCLUSION**

It is appropriate that Councillors and the community are formally updated on the actions and activities of the various organisations, boards and advisory committees where Council is represented. Recent meeting minutes from a number of these bodies are tabled for noting.

**ATTACHMENTS**

1.  2025 October 08 - Maroondah Business Advisory Committee Meeting Minutes

**CONFIDENTIALITY**

Not applicable

**RECOMMENDATION**

**THAT COUNCIL RECEIVES AND NOTES MINUTES OF THE MAROONDAH BUSINESS ADVISORY COMMITTEE HELD ON 8 OCTOBER 2025**

**PURPOSE**

To formally appoint Council representation to internal and external organisations for the period December 2025 to December 2026.

**STRATEGIC / POLICY ISSUES**

The following directions contained in *Maroondah 2050 - Our Future Together* and the *Council Plan 2025-2029* provide the strategic framework that underpins the purpose of this report.

Outcome Area: A well governed and empowered community.

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Key Directions 2025 – 2029:

- 5.1 Ensure transparent and accountable governance, including balanced and sustainable decision making that is evidence informed and is in the best interests of the community.

**BACKGROUND**

Council on an annual basis appoints Council delegates to internal and external organisations. These appointments provide clear communication and delegate identification for Councillors, the community and the organisations or bodies/advisory groups to which a Councillor is a delegate.

There are two types of bodies requiring formal Council representation, either internal or external. Internal bodies/advisory groups have been initiated by Council and are serviced administratively. They typically consider and provide advice on issues that are related to Council policy or activities.

External bodies are outside the control of Council as they operate under their own charter and determine their own procedures, policies and practices. In these instances, Council involvement is to participate, influence and advocate for the Maroondah community on the activities of those external groups where those activities are in the Maroondah public's interest.

**ISSUE / DISCUSSION**

Convention indicates that where the Mayor is a member of an internal Committee of Council, they automatically act as the Chair, unless they relinquish that role, other than the Audit and Risk Committee which is required to have an Independent Chair.

Additionally, in accordance with good governance practice where the Mayor is not a specific member of a Committee – they may exercise the option to attend any Committee in an ex-officio capacity.

The Internal Advisory Committees are to contribute towards reference panels, and assist with consultation, whether towards the Council Plan, Budget and provide representation of community-based issues that should be considered when making decisions.

**Internal Advisory Committees:**

<b>Internal Advisory Committee</b>	<b>Brief Description</b>	<b>Councillor Rep #</b>
Maroondah Arts Advisory Committee	The role of the Maroondah Arts Advisory Committee is to provide advice and expertise that assists Council in realising the community's vision for a creative and prosperous Maroondah as outlined in Maroondah 2050 and key Council cultural policies and strategies.	Three
Maroondah Business Advisory Committee	The role of the Maroondah Business Advisory Committee is to provide a framework for the collaborative sharing of local business intelligence, and sector specific opportunities and challenges, that will shape and enhance the future role of Council to impact positively on local businesses.	Three
Maroondah Community Health and Wellbeing Committee	The role of the Maroondah Community Health and Wellbeing Advisory Committee is to provide advice to Council and inform service delivery, advocacy and partnerships on a range of community health and wellbeing matters.	Three
Maroondah Disability Advisory Committee	The role of the Maroondah Disability Advisory Committee is to provide advice to Council and inform service delivery, advocacy and partnerships on a range of matters relating to people with a disability, their carers and families.	Three
Maroondah Environment Advisory Committee	The role of the Maroondah Environment Advisory Committee is to establish a collaborative partnership between Council and key community stakeholders, to inform and advise Council on environmental sustainability issues.	Three
Maroondah Liveability, Safety and Amenity Committee	The role of the Maroondah Liveability, Safety and Amenity Advisory Committee is to provide advice to Council and inform service delivery, advocacy and partnerships on a range of community liveability, safety and amenity matters.	Three

**COUNCIL REPRESENTATION 2025/26 Cont'd****ITEM 4**

Other Internal Committees that are statutory in nature but do not consist of Community Members, are the following:

<b>Other Internal Committee</b>	<b>Brief Description</b>	<b>Councillor Rep #</b>
Maroondah Audit and Risk Committee	The role of the Audit and Risk Committee in line with the Local Government Act 2020 is to oversee, monitor and report upon the effectiveness of Council in carrying out its responsibilities for accountable financial management, good corporate governance, maintaining a system of internal control and risk management, and fostering an ethical environment.	Mayor and Councillor representative plus designated substitute

**External Bodies with Council Representation**

Council also is represented by Councillors and Council employees on a range of External Committees and networks at Local, State and National levels. In these instances, Council involvement is to participate, advocate and influence the activities of these external groups on behalf of the Maroondah community.

**External Committees and Networks:**

<b>Committee</b>	<b>Local/Regional/ State/National</b>	<b>Brief Description</b>	<b>Councillor Rep #</b>
Eastern Regional Group – Mayors and CEO's	Regional	The Eastern Regional Group (ERG) collaborates on common issues facing Council for its five representative Councils, comprising of - Knox, Manningham, Maroondah, Whitehorse and Yarra Ranges.	Mayor, Councillor representative, CEO, plus designated substitute
Eastern Alliance for Greenhouse Action	Regional	The Eastern Alliance for Greenhouse Action (EAGA) is a formal collaboration of eight Councils in Melbourne's east, working together on regional programs that reduce greenhouse gas emissions and facilitate regional adaptation.	One, plus designated substitute
Your Library Limited	Regional	Your Library Limited is a co-operative venture of three outer eastern metropolitan councils – Knox, Maroondah and Yarra Ranges. The Corporation Board provides leadership for the good governance of Your Library and consists of two appointed Councillors from each of the member Councils. The Board meet quarterly during the year to discuss library issues and receive reports from library management. There is also an Audit and Risk Committee to which Board Members are able to nominate which meets a couple of times a year.	Two, plus designated substitute

**COUNCIL REPRESENTATION 2025/26 Cont'd****ITEM 4**

<b>Committee</b>	<b>Local/Regional/ State/National</b>	<b>Brief Description</b>	<b>Councillor Rep #</b>
METEC ( <i>Metropolitan Training Education Centre Inc.</i> )	Regional	Metropolitan Training Education Centre Inc (METEC) Driver Training is a not-for-profit road safety organisation dedicated to improving road safety. Located in Colchester Road in Bayswater North, a board representative from Council has been in place in recent years.	One, plus designated substitute
Municipal Association of Victoria State Council	State	The State Council operates as the governing body of the Municipal Association of Victoria (MAV). It is made up of single representatives from all member councils who formulate, debate, and vote on the operations of the MAV.	One, plus designated substitute

**FINANCIAL / ECONOMIC ISSUES**

Not applicable

**ENVIRONMENTAL / AMENITY ISSUES**

Not applicable

**SOCIAL / COMMUNITY ISSUES**

Not applicable

**COMMUNITY CONSULTATION**

Not applicable

**CONCLUSION**

Council annually considers the appointment of delegates to Advisory Committees, External Committees and Networks to develop, review, advocate and support the needs and aspirations of the Maroondah community as outlined in the Maroondah 2050 Community Vision and Council Plan.

**ATTACHMENTS**

Not applicable

**CONFIDENTIALITY**

Not applicable

**COUNCIL REPRESENTATION 2025/26 Cont'd**

**ITEM 4**

**RECOMMENDATION**

**THAT WITH RESPECT TO COMMITTEES/BODIES/ADVISORY GROUPS REQUIRING A FORMAL COUNCIL DELEGATE, COUNCIL**

- 1. NOTES THAT THE MAYOR IS ABLE, AS EX-OFFICIO, TO ATTEND ANY OF THE BODIES/ADVISORY GROUPS WHERE THEY ARE NOT A SPECIFIC MEMBER AS A DELEGATE; AND**

- 2. MAKES THE FOLLOWING APPOINTMENTS:**

**Maroondah Arts Advisory Committee**

**CRS. \_\_\_\_\_, \_\_\_\_\_ AND \_\_\_\_\_ AS COUNCIL'S REPRESENTATIVES ON THE MAROONDAH ARTS ADVISORY COMMITTEE.**

**Maroondah Business Advisory Committee**

**CRS. \_\_\_\_\_, \_\_\_\_\_ AND \_\_\_\_\_ AS COUNCIL'S REPRESENTATIVES ON THE MAROONDAH BUSINESS ADVISORY COMMITTEE.**

**Maroondah Community Health and Wellbeing Committee**

**CRS. \_\_\_\_\_, \_\_\_\_\_ AND \_\_\_\_\_ AS COUNCIL'S REPRESENTATIVES ON THE MAROONDAH COMMUNITY HEALTH AND WELLBEING COMMITTEE.**

**Maroondah Disability Advisory Committee**

**CRS. \_\_\_\_\_, \_\_\_\_\_ AND \_\_\_\_\_ AS COUNCIL'S REPRESENTATIVES ON THE MAROONDAH DISABILITY ADVISORY COMMITTEE.**

**Maroondah Environment Advisory Committee**

**CRS. \_\_\_\_\_, \_\_\_\_\_ AND \_\_\_\_\_ AS COUNCIL'S REPRESENTATIVES ON THE MAROONDAH ENVIRONMENT ADVISORY COMMITTEE.**

**Maroondah Liveability, Safety and Amenity Committee**

**CRS. \_\_\_\_\_, \_\_\_\_\_ AND \_\_\_\_\_ AS COUNCIL'S REPRESENTATIVES ON THE MAROONDAH LIVEABILITY, SAFETY AND AMENITY COMMITTEE.**

**Maroondah Audit and Risk Committee**

**THE MAYOR AND CR. \_\_\_\_\_ AS COUNCIL'S REPRESENTATIVES WITH CR. \_\_\_\_\_ AS SUBSTITUTE REPRESENTATIVE ON THE AUDIT AND RISK COMMITTEE.**

**COUNCIL REPRESENTATION 2025/26 Cont'd****ITEM 4****Eastern Regional Group – Mayors and CEO's**

THE MAYOR, CR. \_\_\_\_\_, THE CHIEF EXECUTIVE OFFICER AS COUNCIL'S REPRESENTATIVES WITH CR. \_\_\_\_\_ AS SUBSTITUTE REPRESENTATIVE TO THE EASTERN REGIONAL GROUP – MAYORS AND CEO'S.

**Eastern Alliance for Greenhouse Action**

CR. \_\_\_\_\_ AS COUNCIL'S REPRESENTATIVE WITH CR. \_\_\_\_\_ AS SUBSTITUTE REPRESENTATIVE TO THE EASTERN ALLIANCE FOR GREENHOUSE ACTION.

**Your Library Limited**

CRS. \_\_\_\_\_ AND \_\_\_\_\_ AS COUNCIL'S REPRESENTATIVES WITH CR. \_\_\_\_\_. AS SUBSTITUTE REPRESENTATIVE TO YOUR LIBRARY LIMITED.

**METEC (Metropolitan Training Education Centre Inc.)**

CR. \_\_\_\_\_ AS COUNCIL'S REPRESENTATIVE WITH CR. \_\_\_\_\_ AS SUBSTITUTE REPRESENTATIVE TO METEC.

**Municipal Association of Victoria – State Council**

CR. \_\_\_\_\_ AS COUNCIL'S REPRESENTATIVE WITH CR. \_\_\_\_\_ AS SUBSTITUTE REPRESENTATIVE TO THE MUNICIPAL ASSOCIATION OF VICTORIA.

## **COUNCILLOR EXPENSES POLICY 2025**

**ITEM 5**

### **PURPOSE**

To consider the adoption of the draft Councillor Expenses Policy 2025 in accordance with section 41 of the Local Government Act (the Act).

### **STRATEGIC / POLICY ISSUES**

The following directions contained in *Maroondah 2050 - Our Future Together* and the *Council Plan 2025-2029* provide the strategic framework that underpins the purpose of this report.

Outcome Area: A well governed and empowered community.

Our Community's Aspiration: Council continues to be a transparent, accountable, and future-focused leader that collaborates both locally and regionally, and actively champions local needs. Everyone in Maroondah is informed about matters that affect them and are provided with opportunities to meaningfully engage regarding Council decision making.

Key Directions 2025 – 2029:

- 5.1 Ensure transparent and accountable governance, including balanced and sustainable decision making that is evidence informed and is in the best interests of the community.
- 5.2 Prioritise responsible, sustainable and timely management of Maroondah's financial resources, assets, infrastructure and the natural environment.

### **BACKGROUND**

The Local Government Act 2020, Section 41 requires Council to adopt and maintain a Council Expenses Policy.

A policy adopted by a Council under this section must -

- a) specify procedures to be followed in applying for reimbursement and in reimbursing expenses; and
- b) comply with any requirements prescribed by the regulations in relation to the reimbursement of expenses; and
- c) provide for the reimbursement of child care costs where the provision of child care is reasonably required for a Councillor or member of a delegated committee to perform their role; and
- d) have particular regard to expenses incurred by a Councillor who is a carer in a care relationship within the meaning of Section 4 of the Carers Recognition Act 2012.

The policy must provide guidance on -

- 1. Mayor, Deputy Mayor and Councillor allowances
- 2. The provision of facilities, equipment and support to enable Councillors to effectively perform their role
- 3. The reimbursement of expenses to Councillors that are reasonably incurred in the performance of their role.



**COUNCILLOR EXPENSES POLICY 2025 Cont'd****ITEM 5**

Section 40 of the Act, stipulates that -

- A Council must reimburse a Councillor or a member of a delegated committee for out-of-pocket expenses which the Council is satisfied—
  - are bona fide expenses; and
  - have been reasonably incurred in the performance of the role of Councillor or member of a delegated committee; and
  - are reasonably necessary for the Councillor or member of a delegated committee to perform that role.
- A Council must provide details of all reimbursements under this section to the Audit and Risk Committee.

Section 42 of the Act stipulates that -

- A Council must make available to the Mayor and the Councillors the resources and facilities reasonably necessary to enable them to effectively perform their role.
- A Council must consider the support that may be required by a Mayor, Deputy Mayor or Councillor because of a disability; and have particular regard to the support that may be required by a Councillor who is a carer in a care relationship within the meaning of section 4 of the Carers Recognition Act 2012.

**ISSUE / DISCUSSION**

Pursuant to the Act, a Council Expenses Policy was prepared, benchmarked and adopted in August 2020, with an administrative update completed in November 2023.

A review of the policy has been undertaken to ensure it:

- references recent Council adopted documents -
  - Model Councillor Code of Conduct
  - Maroondah 2050
  - Council Plan 2025-2029
- Reflects Local Government Victoria reporting categories
- Notes relevant current legislation and related policies

**FINANCIAL / ECONOMIC ISSUES**

The Councillor Expenses Policy 2025 supports Councillors and members of delegated committees to perform their role, as defined under the Local Government Act 2020, by ensuring that expenses reasonably incurred in the performance of their role are reimbursed.

The policy also provides guidance on entitlements, processes for reimbursement and reporting requirements.

**COUNCILLOR EXPENSES POLICY 2025 Cont'd****ITEM 5****ENVIRONMENTAL / AMENITY ISSUES**

Not applicable

**SOCIAL / COMMUNITY ISSUES**

Not applicable


**COMMUNITY CONSULTATION**

Not applicable

**CONCLUSION**

The Council Expenses Policy has been reviewed and updated to ensure it continues to meet the requirements of the Act; Local Government Victoria requirements and guidance; current legislation; and Council adopted policies and documents.

**ATTACHMENTS**

1.  DRAFT Council Expenses Policy 2025 - December 15 2025 Council Meeting

**CONFIDENTIALITY**

Not applicable

**RECOMMENDATION**

**THAT COUNCIL ADOPTS THE COUNCILLOR EXPENSES POLICY 2025, PURSUANT TO SECTION 41 OF THE LOCAL GOVERNMENT ACT 2020**

**RESIDENTIAL/COMMERCIAL DEVELOPMENT  
OPPORTUNITY - 19-21 DEVON STREET CROYDON**

**ITEM 6**

**PURPOSE**

This report seeks Council's authority to commence statutory procedures under the Local Government Act 2020 (the Act) to commence an Expression of Interest (EOI) process for 19–21 Devon Street, Croydon (the Property) - with the opportunity to create a residential/commercial development, increasing housing and aligning with the Croydon Structure Plan adopted outcomes.

**STRATEGIC / POLICY ISSUES**

The following directions contained in *Maroondah 2050: Our Future Together* and the *Council Plan 2025-2029* provide the strategic framework that underpins the purpose of this report.

Outcome Area: A well governed and empowered community

Our Community's Aspiration: Council continues to be a transparent, accountable and future-focused leader that collaborates locally and regionally and actively champions local needs. Everyone in Maroondah is informed about matters that affect them and provided with opportunities to meaningfully engage regarding Council decision making.

Key Directions 2025 – 2029:

- 5.1 Ensure transparent and accountable governance, including balanced and sustainable decision making that is evidence informed and is in the best interests of the community.
- 5.2 Prioritise responsible, sustainable and timely management of Maroondah's financial resources, assets, infrastructure and the natural environment.
- 5.6 Deliver services to the Maroondah community that are people-focused, proactive, integrated and responsive.

Croydon Structure Plan 2025: Adopted by Council in July 2025 – which identifies this site within the Croydon Major Activity Centre. The Plan encourages redevelopment that supports economic growth, housing diversity, employment generation, and improved urban amenity.

The Property's location offers significant potential to contribute to this vision, either through redevelopment following sale or through a long-term lease arrangement that activates the precinct and aligns with Council's place-making objectives.

**BACKGROUND**

The site at 19-21 Devon Street (the Property), Croydon has been assessed against Council's service and strategic requirements and determined ideally placed to provide greater housing and commercial opportunities in the heart of the Croydon Major Activity Centre. This aligns with the recently adopted Croydon Structure Plan.

Council must comply with sections 114 and 115 of the Act prior to selling or leasing land, including appropriate community engagement and a formal Council resolution once statutory processes have been completed.

**RESIDENTIAL/COMMERCIAL DEVELOPMENT  
OPPORTUNITY - 19-21 DEVON STREET CROYDON Cont'd**

**ITEM 6**

**ISSUE / DISCUSSION**

Assessment and Process

Internal consultation across key service areas confirms that:

- The Property is not required for any current or future operational, infrastructure, or community use.
- There are no encumbrances or drainage infrastructure preventing disposal, and any minor service easements will be managed through the title.

Given its strategic location within the Croydon Major Activity Centre and its potential for high-value redevelopment, it is proposed that Council proceed to test market interest through an Expression of Interest (EOI) process. This will:

- Ensure transparency and competitiveness.
- Provide Council with information on potential end uses aligned with the Croydon Structure Plan; and
- Enable flexibility in considering either sale or long-term lease proposals.

Decision Criteria

Following the EOI process:

- Council would consider the sale where offers exceed the independently assessed market value; or
- A lease would be entered into where it delivers a net annual rental return that is broadly equivalent to or greater than the yield expected from the sale proceeds of the property, after considering market conditions and risk profile.

To determine the preferred outcome, leasing would only be pursued where the projected net annual return, adjusted for market escalation, provides an equivalent or superior financial outcome to an outright sale based on the independently assessed market valuation. This would generally require a sustained annual lease return consistent with or exceeding prevailing commercial investment yields for comparable properties within the Croydon Major Activity Centre.

Following completion of the statutory engagement process and evaluation of market responses, it is proposed the Chief Executive Officer be authorised to finalise a lease outcome that best satisfies the above criteria and thresholds. Or where sale is the recommended option, that this be presented at a future Council meeting for consideration.

Valuation

An independent valuation to determine the market value of the land has been undertaken.

Given the Property's proximity to the Croydon Town Centre, it presents a relatively unique opportunity.

**RESIDENTIAL/COMMERCIAL DEVELOPMENT  
OPPORTUNITY - 19-21 DEVON STREET CROYDON Cont'd**

**ITEM 6**

The market value will help in the assessment criteria outcomes and recommendation, once the EOI process ends.

**Level Crossing Removal Acquisition**

The Property has recently been affected by the Level Crossing Removal Project, with an easement placed along the northern boundary and a small portion of land in the north-west corner acquired to facilitate pedestrian paths. Council is awaiting gazettal of the final subdivision plan. Any sale or lease process would proceed once this is finalised, ensuring accurate title and land area details. The draft plan below provided by the Level Crossing Removal Project Authority shows the portion expected to be divested for the shared user path in the coming months. The exact land area to be divested will not be finalised until the gazettal:



**RESIDENTIAL/COMMERCIAL DEVELOPMENT  
OPPORTUNITY - 19-21 DEVON STREET CROYDON Cont'd****ITEM 6****COMMUNITY ENGAGEMENT**

In accordance with sections 114 and 115 of the Act and Council's Community Engagement Policy, Council would undertake statutory engagement prior to selling or leasing the land. This would include:

1. Public notice of Council's intention to sell or lease the land, displayed on Council's website for a minimum of four weeks.
2. Invitation for written submissions from the community in accordance with Council's Community Engagement Policy; and
3. Consideration of submissions by the Chief Executive Officer (or delegate) who will ensure all feedback is appropriately reviewed and addressed before finalising any outcomes.
4. If objections are received or a sale is the recommended option, they will be presented to Council for determination.

Where engagement identifies no objections, all Council-approved thresholds and statutory requirements are met and the recommended option is to lease, the Chief Executive Officer would be authorised to proceed to finalise the lease of the land.

If objections regarding the development are received and/or the recommended option is to sell, the matter will be referred to Council for further consideration. In such cases, a summary report outlining objections received, the independent assessment of their relevance, and a recommendation will be presented to Council for final resolution.

**CONCLUSION**

The Property provides an opportunity for Council to realise strategic and financial benefits consistent with the Croydon Structure Plan and Maroondah 2050 objectives and deliver a residential/commercial development through an EOI process.

It is therefore proposed that Council commence statutory procedures to sell or lease 19-21 Devenon Street, Croydon, subject to all statutory requirements being met and authorising the Chief Executive Officer to finalise the lease of the property consistent with the terms outlined within this report or return to Council where the recommended action is to sell the property.

**ATTACHMENTS**

Not applicable

**CONFIDENTIALITY**

Not applicable

**RESIDENTIAL/COMMERCIAL DEVELOPMENT  
OPPORTUNITY - 19-21 DEVON STREET CROYDON Cont'd**

**ITEM 6**

**RECOMMENDATION**

**THAT COUNCIL**

- 1. AUTHORISES COMMENCEMENT OF STATUTORY PROCEDURES UNDER SECTIONS 114 AND/OR 115 OF THE *LOCAL GOVERNMENT ACT 2020* FOR THE PROPOSED SALE OR LEASE OF THE LAND AT 19-21 DEVON STREET, CROYDON**
- 2. NOTES THAT AN INDEPENDENT MARKET VALUATION HAS BEEN OBTAINED**
- 3. ENDORSES USE OF AN EXPRESSIONS OF INTEREST PROCESS TO TEST MARKET DEMAND AND ASSESS PROPOSALS AGAINST COUNCIL'S SALE AND LEASE DECISION CRITERIA**
- 4. AUTHORISES THE CHIEF EXECUTIVE OFFICER (OR DELEGATE) TO UNDERTAKE ALL NECESSARY ADMINISTRATIVE STEPS TO ENABLE COUNCIL TO CARRY OUT ITS FUNCTIONS UNDER THE ACT IN RELATION TO THIS MATTER**
- 5. AUTHORISES THE CHIEF EXECUTIVE OFFICER (OR DELEGATE), WHERE NO OBJECTIONS ARE RECEIVED, TO FINALISE AND EXECUTE A LEASE OF THE LAND, SUBJECT TO**
  - COMPLETION OF ALL STATUTORY PROCEDURES**
  - THE LEASE PROPOSAL MEETING OR EXCEEDING COUNCIL'S MINIMUM COMMERCIAL RETURN THRESHOLD, DEFINED AS A SUSTAINED ANNUAL NET RENTAL CONSISTENT WITH PREVAILING MARKET YIELDS FOR A PROPERTY OF EQUIVALENT CAPITAL VALUE WITHIN THE CROYDON MAJOR ACTIVITY CENTRE**
- 6. REQUIRES THAT WHERE OBJECTIONS ARE RECEIVED IN RELATION TO THE MATTER AND/OR THE RECOMMENDED OPTION IS TO SELL THE PROPERTY, THESE BE REFERRED TO A PANEL OF COUNCILLORS COMPRISING THE MAYOR, DEPUTY MAYOR AND WARD COUNCILLOR FOR CONSIDERATION AND REPORT TO COUNCIL**

**AUDIT AND RISK COMMITTEE - FURTHER TERM  
APPOINTMENT FOR CURRENT MEMBER**

**ITEM 7**

**PURPOSE**

To reappoint a current independent member to Council's Audit and Risk Committee for a further term in line with Council's Charter for this Committee

**STRATEGIC / POLICY ISSUES**

The following directions contained in Maroondah 2050: Our Future Together and the Council plan 2025-2029 (Year 1: 2025-2026) provide the strategic framework that underpins the purpose in this report.

Outcome Area: A well governed and empowered community.

Our Community's Aspiration: Council continues to be a transparent, accountable, and future-focused leader that collaborates locally and regionally, and actively champions local needs. Everyone in Maroondah is informed about matters that affect them and provided with opportunities to meaningfully engage regarding Council decision making.

Key Directions 2025-2029

- 5.1 Ensure transparent and accountable governance, including balanced and sustainable decision making that is evidence informed and is in the best interests of the community.

**BACKGROUND**

Council's Audit and Risk Committee Charter requires Council to appoint an Audit and Risk Committee which consists of at least five members – three independent members, the Mayor and one Councillor.

The Audit and Risk Committee Charter requires appointments to be made on a three-year basis, with a maximum of three terms per member allowed to be served or more at the discretion of Council. This Charter has been recently reviewed in line with the Local Government Act 2020 and benchmarked as sector best practice.

**ISSUE / DISCUSSION**

Given Mr Ulbrick's extensive sector experience including roles such as these as well as his exemplary performance over the past three years, Council is able to provide him a further term. This provides Council with consistency in skills, knowledge and understanding in this significant governance role for the organisation and the Maroondah Community.

**FINANCIAL / ECONOMIC ISSUES**

Council's budget provides for the operation of the Audit and Risk Committee to undertake the full duties and responsibilities of this Committee in line with the Local Government Act 2020 and best practice governance including a strong Internal Audit Program benchmarked to the sector and exemplary contemporary administrative practices nation-wide.



**AUDIT AND RISK COMMITTEE - FURTHER TERM  
APPOINTMENT FOR CURRENT MEMBER Cont'd**

**ITEM 7**

**ENVIRONMENTAL / AMENITY ISSUES**

Not applicable

**SOCIAL / COMMUNITY ISSUES**

Not applicable

**COMMUNITY CONSULTATION**

Not applicable

**CONCLUSION**

Given Mr. Ulbrick's vast sector experience in Audit Committee roles as well as his exemplary performance to date, Council is well placed to reappoint him for a further three-year term in line with Council's Audit and Risk Committee Charter.

**ATTACHMENTS**

Not applicable

**CONFIDENTIALITY**

Not applicable

**RECOMMENDATION**

**THAT MR. MICHAEL ULBRICK BE APPOINTED AS AN INDEPENDENT COMMITTEE MEMBER OF THE MAROONDAH CITY COUNCIL AUDIT AND RISK COMMITTEE FOR A FURTHER THREE-YEAR TERM**

**COMMUNITY FACILITIES HIRE POLICY UPDATE**

**ITEM 1**

**PURPOSE**

To seek Council endorsement of the updated Community Facilities Hire Policy, following the completion of a review.

**STRATEGIC / POLICY ISSUES**

The following directions contained in *Maroondah 2050 - Our Future Together and the Council Plan 2025-2029* provide the strategic framework that underpins the purpose of this report.

Outcome Area: A healthy, inclusive and connected community

Our Community's Aspiration: Everyone in Maroondah feels valued, welcome and respected, and has opportunities to thrive regardless of their background, identity or circumstances. Community members experiencing vulnerability, marginalisation or disadvantage have access to the support they need. Opportunities for social connection, and to enhance health and wellbeing, are encouraged.

Key Directions 2025 – 2029:

- 1.1 Provide inclusive and accessible leisure and sporting facilities and programs for undertaking physical activity.
- 1.15 Support community groups, clubs and organisations as providers of opportunities for belonging, connection and participation.

**BACKGROUND**

Maroondah City Council ('Council') owns an extensive network of sports pavilions, halls, meeting rooms and various facilities for use by the local community.

These facilities play a key role in the delivery of a wide range of leisure, social, cultural and educational activities which encourage active community participation, and make a valuable contribution to the general health and wellbeing of the local community.

Effective structures for the management of these facilities are integral to their long term sustainability and as a result, Council has developed policies and procedures to ensure that Council owned facilities are managed and used in a safe, accessible and equitable manner.

Council's licence and lease occupancy agreements enable the occupier to hire the facility, on behalf of Council to local community organisations, groups and individuals on a regular or casual basis. The majority of Facility Managers/Bookings Officers are volunteers, with the exception of Community House employees and the Karralyka Centre, Maroondah Federation Estate, Wyreena Community Arts Centre, Maroondah Leisure Facilities and some Council meeting rooms, where bookings and hire agreements are managed directly by Council staff.

The Community Facilities Hire Policy (Policy) provides an overarching framework containing the rationale and principles to enable consistent processes for hiring Council owned facilities. The policy and supporting documentation is targeted to the staff member or volunteer responsible for undertaking the bookings processes.

**COMMUNITY FACILITIES HIRE POLICY UPDATE Cont'd****ITEM 1**

To ensure consistent hire processes across a varied range of facilities, the Community Facilities Hire Policy ("Policy"), contains the rational and principles that underpin the minimum processes required to be undertaken when hiring Council owned facilities.

The Policy is supported by the Community Facilities Hire Handbook, which contains the minimum processes and procedures for hiring Council owned and includes a standard Hire Agreement Form and General Conditions of Hire.

**ISSUE / DISCUSSION**

The Policy states Council's commitment to ensuring a consistent and transparent approach is undertaken when hiring Council facilities to the community, and considers the needs of the intended hirer, other facility users and the wider Maroondah community.

The development and implementation of the Policy and associated Community Facilities Hire Handbook will also ensure that the facilities are managed in an efficient and appropriate manner to ensure the safety of all users and the local community.

The Policy extends to the Council owned facilities that are available for hire to the community as detailed below:

- Council owned /managed Community Halls and Community meeting rooms
- Community Centres/Houses
- Early Childhood Centres
- Senior Citizens Centres
- Sporting Pavilions
- Scout and Guide Halls
- Maroondah Federation Estate
- Council's Major Leisure Facilities Aquahub, Aquanation, The Rings, Maroondah Nets, Maroondah Edge (new addition), Croydon Memorial Pool, Dorset and Ringwood Public Golf Courses
- Karralyka
- Wyreena Community Arts Centre
- Croydon Community Wellbeing Hub Cultural & Community (new addition)
- REALM community meeting rooms (new addition)

**Exclusions**

This Policy excludes commercial property.

**COMMUNITY FACILITIES HIRE POLICY UPDATE Cont'd****ITEM 1****FINANCIAL / ECONOMIC ISSUES**

The Policy aligns with the Community Facilities Pricing Policy which contains principles for fair and reasonable pricing for occupancy and use of Community Facilities by the community.

**ENVIRONMENTAL / AMENITY ISSUES**

Not applicable

**SOCIAL / COMMUNITY ISSUES**

The Community Facilities Hire Policy contains principles that will guide hire processes for individual facilities to ensure equity and consistency from one Council facility to another. Given the diversity of venues, users and hiring circumstances within the scope of the policy, the document outlines broad principles and minimum processes that are required to be undertaken when a Council owned Community Facility is used by any person or organisation who is not under an existing occupancy agreement with Council.

**COMMUNITY CONSULTATION**

Council Officers have undertaken an internal review of the Community Facilities Hire Policy with relevant key internal stakeholders from the Leisure, Community Services, Risk, Business and Precincts and City Futures teams.

**CONCLUSION**

The Community Facilities Hire Policy provides an overarching framework containing the rationale and principles to enable consistent processes for hiring Council owned facilities.

**ATTACHMENTS**

1.  Draft Community Facilities Hire Policy - October 2025

**CONFIDENTIALITY**

Not applicable

**RECOMMENDATION**

**THAT COUNCIL ENDORSES THE COMMUNITY FACILITIES HIRE POLICY**

<b>DOCUMENTS FOR SEALING</b>
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**LETTER UNDER SEAL - 2025 BILL WILKINS VOLUNTEER AWARD****ITEM 1****BACKGROUND**

Council's Honours, Recognition of Milestones and Achievements Policy provides a framework for the recognition of significant milestone events achieved by Councillors, community organisations and residents within the City of Maroondah, and Council employees.

Naomi Walsh was awarded the 2025 Bill Wilkins Volunteer Award on Wednesday 3 December 2025 in line with the Policy. Due to the confidential nature and tight timeframes involved at this time of year, Naomi Walsh has been presented with a Letter Under Seal to acknowledge their significant contribution to the Maroondah Community.

**ATTACHMENTS**

Not applicable

**CONFIDENTIALITY**

Not applicable

**RECOMMENDATION**

**THAT COUNCIL NOTES THAT A LETTER UNDER SEAL HAS BEEN PRESENTED TO NAOMI WALSH TO ACKNOWLEDGE THEM AS THE RECIPIENT OF THE 2025 BILL WILKINS VOLUNTEER AWARD**

## **DOCUMENTS FOR SEALING**

### **LEASE AGREEMENT FOR 1A BEDFORD ROAD WITH DROM BAKERY PTY LTD**

**ITEM 2**

## **DOCUMENTS FOR SEALING**

### **BACKGROUND**

The former Blood Brothers site at 1 Bedford Road, Ringwood has been redeveloped to include a multi-level carpark and a commercially lettable space. A new address, 1A Bedford Road, Ringwood, has been created for the tenancy area. Council has negotiated a commercial lease for the premises with Drom Bakery Pty Ltd, including five dedicated car parking spaces.

The proposed lease has a five (5) year initial term, with a further term of four (4) years, at an annual rental of \$44,000 plus GST, payable monthly in advance. Rent will increase by 3% per annum, except in the third year where a market rent review will apply. Terms as per below table:

Term:	5 years with a further term of 4 years
Annual Rental:	\$44,000 plus GST
Annual Increases:	Fixed increase of 3%, except for a Market Rent Review in Year 3

### **LEASE NEGOTIATIONS AND MARKET RENT ASSESSMENT**

As part of the lease process, Council obtained independent advice from a property industry expert confirming that the proposed rental structure is consistent with current market rates for comparable commercial premises within the local area. Particularly given the prospective tenant is going to invest in the capital required to fit-out the building.

Annual increases of 3%, combined with a mid-term market rent review, are designed to ensure that rental income remains generally aligned to market conditions and provides certainty to both parties over the lease term.

### **TENANT IDENTIFICATION AND PRECINCT ACTIVATION**

To support the activation of this newly created space, the Business & Precincts Team engaged its local business network to identify suitable commercial operators with capability to commence trading within appropriate timeframes.

Through this process, Drom Bakery Pty Ltd was identified as an interested and suitable tenant, with a compatible business model and capacity to establish and operate a food service offering from the premises.

The lease supports the broader intent of activating Council-owned commercial space efficiently and sustainably, improving local amenity, increasing visitation to the area, and contributing to economic activity within the Ringwood activity centre.

## **DOCUMENTS FOR SEALING**

### **FINANCIAL AND RISK MANAGEMENT PROVISIONS**

The lease includes a range of standard commercial provisions designed to protect Council's financial and operational interests, including:

- The tenant being responsible for outgoings, including rates, utilities and other charges.
- Requirements for the tenant to maintain insurance, including \$20 million public liability insurance noting Council's interest.
- Obligations on the tenant to undertake maintenance, repairs and reinstatement of the premises upon vacating.

These provisions reflect contemporary commercial leasing practice and help to manage Council's financial exposure and operational risk during the lease term.

### **ATTACHMENTS**

1.  Lease - 1A Bedford Road, Ringwood

### **CONFIDENTIALITY**

Not applicable

### **RECOMMENDATION**

**THAT COUNCIL SIGNS AND SEALS THE LEASE WITH DROM BAKERY PTY LTD FOR THE OCCUPATION OF 1A BEDFORD ROAD, RINGWOOD**