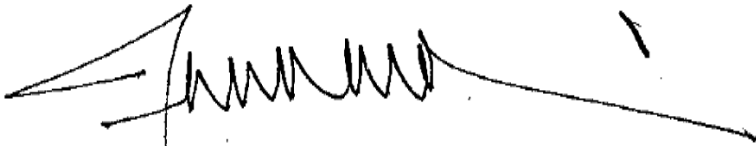


16 September 2010

Councillor
(as addressed)

The next Council Meeting will be held in the Council Chamber, Braeside Avenue, Ringwood on Monday 20 September 2010, commencing at 7.30pm and your presence is requested.

Yours faithfully



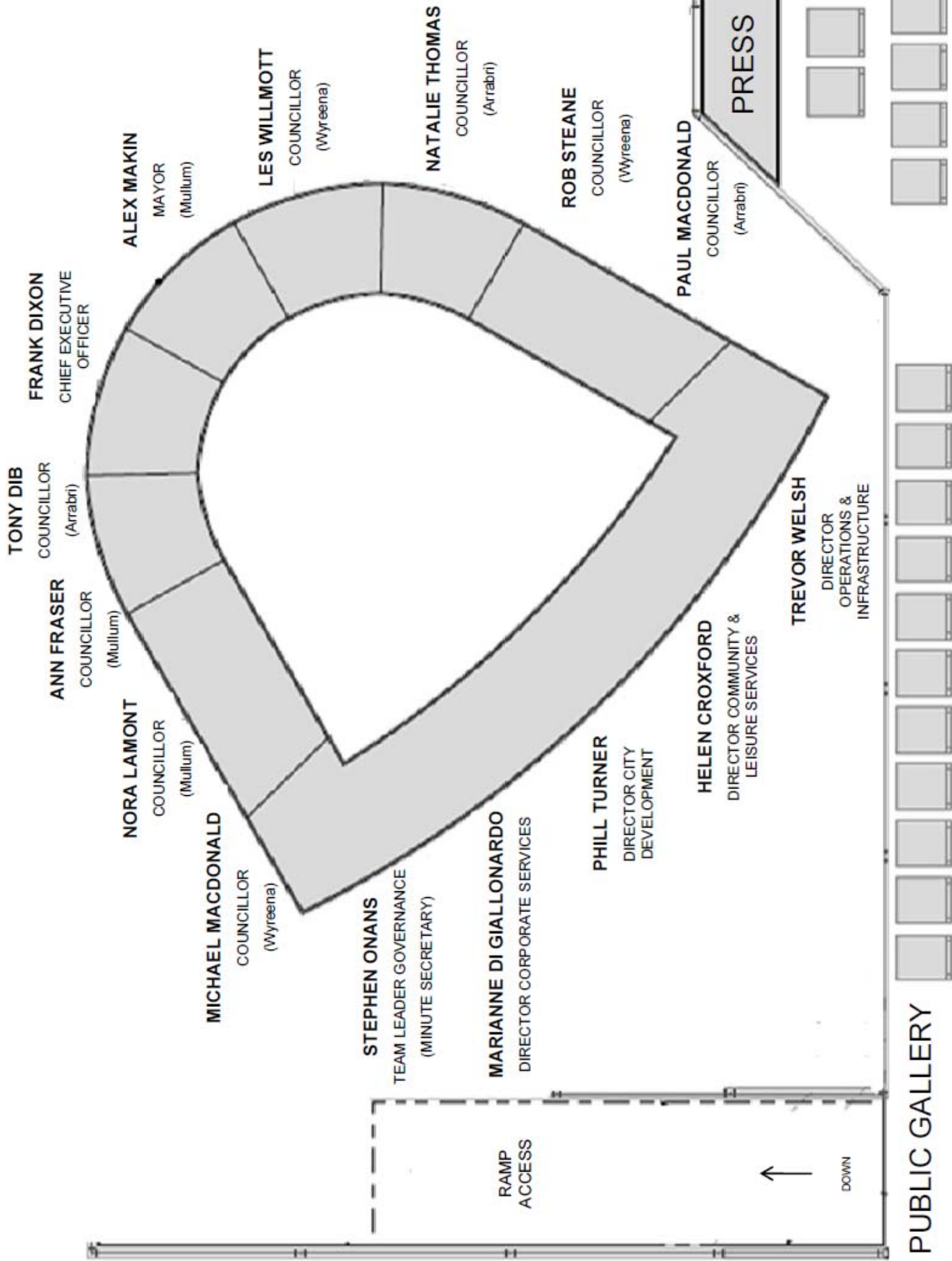
Trevor Welsh
ACTING CHIEF EXECUTIVE OFFICER

NOTE: Dinner will precede the Council Meeting at 6.00pm



Correspondence: City Offices, Braeside Avenue, Ringwood (PO Box 156, Ringwood 3134)
DX 38068 Ringwood Telephone: 1300 88 22 33 Fax: (03) 9298 4345

Service Centres: Croydon: Civic Square Ringwood: Level 2, Shop G104, Eastland



AGENDA

1. Prayer
2. Acknowledgement of Country
3. Apologies
4. Declaration of Interests
5. Confirmation of Minutes of the Ordinary Council Meeting held on Monday 16 August 2010
6. Deputation – Women's Health East
7. Public Question Time
8. Officers' Reports

Director Community & Leisure

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**WYREENA COMMUNITY ARTS CENTRE
COMMITTEE OF MANAGEMENT – REVOKING OF
DEED OF DELEGATION**

ITEM 1

PURPOSE

To seek approval for the revocation of the existing Deed of Delegation for the Wyreena Community Arts Centre Committee of Management “the Committee”.

STRATEGIC / POLICY ISSUES

A Committee of Management Review was undertaken by Council’s Leisure Services Department.

BACKGROUND

By a Deed of Delegation dated 1 September 1997 Council appointed the Committee to exercise Council’s duties in relation to the care and management of Wyreena Community Arts Centre “Wyreena” in accordance with clearly defined powers and subject to specified exceptions, conditions and limitations. Sections 86 of the Local Government Act 1989 make provision for Council to establish Special Committees with delegated powers to manage and/or control resources or facilities.

Wyreena is owned and operated by Maroondah City Council and offers Arts and Healthy Lifestyle programs, an exhibition program space in the Wyreena Gallery, a Café and is home to a number of permanent and casual user groups.

The Committee comprises a ward Councillor, Officers, local residents, user groups and tutors/artists involved at Wyreena.

ISSUE/DISCUSSION

The Committee was originally established when Wyreena was opened in 1978. In the early years the Committee provided advice and input into developing the vision and direction of Wyreena. Since this time Wyreena has developed into a thriving Community Arts Centre that is managed by Council and forms part of Council’s Arts & Cultural Services Team. The need for a Committee of Management to assist in the operation of the Centre is no longer relevant with Council Officers employed to manage the facility.

The Deed of Delegation requires the Committee to meet once a month to provide an opportunity for the Wyreena Coordinator to update the Committee on the current issues and events at Wyreena. The minimum quorum as required under the Deed of Delegation to conduct a meeting is seven members. Over the past five years the Committee has not met this requirement on a regular basis with the current Committee comprising a membership of four. There have been no new individuals expressing interest in joining the Committee in recent years despite advertising prior to the commencement of the Committee of Management Review.

It is proposed that Council Officers will now establish User Group meetings that will be held four times a year to discuss facility issues that are relevant to the current user groups. Council Officers will also investigate the introduction of a forum for interested members of the community to be involved at Wyreena.

**WYREENA COMMUNITY ARTS CENTRE
COMMITTEE OF MANAGEMENT – REVOKING OF
DEED OF DELEGATION**

ITEM 1

FINANCIAL IMPLICATIONS

There are no financial implications as the Committee had no financial responsibilities.

ENVIRONMENTAL/AMENITY ISSUES

Council Officers will continue to manage the environmental and amenity issues related to Wyreena.

SOCIAL / COMMUNITY ISSUES

Council Officers will continue to plan programs and events at Wyreena that encourages participation and enjoyment of Arts and Healthy lifestyle activities for the Maroondah Community.

COMMUNITY CONSULTATION

Council Officers have met with representatives of the Committee to discuss these changes. The Committee is supportive of this approach.

CONCLUSION

The Wyreena Community Arts Centre Committee of Management initially provided significant support and advice in establishing Wyreena in the formative years. The roles and responsibilities that are defined in the current Deed of Delegation are now undertaken by Council staff with the Committee acting as an advisory body only. The Committee has been unable to obtain a regular quorum over the past two years with a current membership of four.

The establishment of User Group meetings will provide an opportunity for representatives from the various user groups at Wyreena to meet and discuss facility issues. Council Officers will also investigate the introduction of a forum for interested members of the community to be involved at Wyreena.

CONFIDENTIALITY

Not Applicable.

RECOMMENDATION

THAT COUNCIL

- 1. REVOKES THE EXISTING DEED OF DELEGATION EXECUTED BY COUNCIL UNDER THE PROVISION OF SECTION 86 OF THE LOCAL GOVERNMENT ACT 1989 ESTABLISHING THE WYREENA COMMUNITY ARTS CENTRE COMMITTEE OF MANAGEMENT; AND**
- 2. ADVISES THE CURRENT COMMITTEE OF MANAGEMENT.**

GRAYSWOOD RESERVE SKATE PARK PETITION

ITEM 2

PURPOSE

The purpose of this report is for Council to receive a petition bearing 46 signatures requesting an improved skate facility be developed at Grayswood Reserve, Watermoor Avenue, Kilsyth South.

STRATEGIC / POLICY ISSUES

The following directions contained in the Council Plan 2010-2014 provide the strategic framework that underpins the purpose and recommendations in this report.

Strategic Objective – Leisure and Culture:

Maroondah will ensure maximum opportunities for choice, involvement in and access to quality, cultural and leisure experiences and encourage the community to adopt healthy lifestyles. One of the strategies is to “provide and promote accessible, affordable, flexible, and where appropriate integrated multipurpose facilities and services, catering for the current and changing needs of the community”. Two of the Key Actions for 2010/2011 are to “continue to implement the Croydon Parklands Future Directions Plan” and “implement year six of the Open Space Strategy Action Plan”.

Council’s Skate and BMX Plan (2006) outlines the provision and management of facilities for these activities.

BACKGROUND

On the 17 August 2010 Council received a petition with 46 signatures requesting that the current skate track located in Grayswood Reserve, Kilsyth South be re-developed into a larger more challenging facility with a bowl, ramps and other features for skateboarding, BMX and scooter riding. The current facility was originally built over 10 years ago as a narrow concrete trail suitable only for skateboarders and in-line skaters. As part of the Grayswood Reserve Landscape Plan (2003) the trail was modified in 2006 to provide a much larger area with rails for skaters (see aerial photograph below).



GRAYSWOOD RESERVE SKATE PARK PETITION

ITEM 2

ISSUE / DISCUSSION

The current skate trail at Grayswood Reserve provides a facility for beginner level skateboarders, BMX and scooter riders only, due to its size and limited features. Council intends that the facility remain a low level, local facility to cater for users in the immediate neighbourhood, estimated at 200 per annum. The location and size of the reserve would not make it suitable for the development of a larger facility as this would attract large numbers of users in a residential area. The lack of public toilets and proximity to homes are also key issues.

Demand for skate park facilities across Maroondah and greater Melbourne has been steadily growing with a noticeable increase in the use of scooters, particularly by younger children. Council is currently undertaking a consultation and design process for the relocation of the Croydon Skate Park to Croydon Park to provide a new Youth Space. It is envisaged that this facility will provide advanced skateboarding, BMX and scootering opportunities as well as a range of other compatible activities.

It is envisaged that subject to Federal Government funding the design and construction of the new facility will be completed by June 2011. Croydon Park is located 6.3km from Grayswood Reserve and is well served by public transport.

FINANCIAL / ECONOMIC ISSUES

The cost of redeveloping the skate facility at Grayswood Reserve is estimated to be in excess of \$150,000 depending on design. The estimated cost of the new Croydon Youth Space is \$650,000.

ENVIRONMENTAL / AMENITY ISSUES

Any expansion of the current skate track at Grayswood Reserve would potentially impact on local residents with private property boundaries being only 38 metres from the current track. The lack of public toilets in the reserve would be a limiting factor if it were to attract users from outside the local neighbourhood. A larger facility is also likely to attract more vandalism and litter which would have an impact on the amenity of the area.

SOCIAL / COMMUNITY ISSUES

Council recognises that the provision of recreational facilities for young people, in particular for skateboarding, BMX and scootering is important. Council believes that the current and proposed facilities across Maroondah are adequate, particularly with the development of the BMX dirt jumps at Canterbury Gardens Reserve in Allamban Drive and the proposed redevelopment of the Croydon Skate Park.

COMMUNITY CONSULTATION

Not applicable

GRAYSWOOD RESERVE SKATE PARK PETITION

ITEM 2

CONCLUSION

The current skate facility in Grayswood Reserve was designed for beginner level skateboarders, BMX and scooter riders and are considered adequate and appropriate for its location and the local community needs. The current and proposed provision and geographic location of skate and BMX facilities across Maroondah is also deemed to be of a reasonable level.

CONFIDENTIALITY

Not applicable

RECOMMENDATION

THAT COUNCIL

- 1. RECEIVES AND NOTES THE PETITION,**
- 2. ADVISES THAT WHILST IT UNDERSTANDS THE ISSUES RAISED BY THE PETITIONERS, IT IS UNABLE TO SUPPORT THE PROPOSAL TO REDEVELOP THE GRAYSWOOD SKATE PARK FOR THE REASONS AS CONTAINED WITHIN THIS REPORT; AND**
- 3. CONSULTS WITH THE LEAD PETITIONER AND OTHER SIGNATORIES IN REGARD TO THE DESIGN AND DEVELOPMENT OF THE CROYDON YOUTH SPACE.**

MAROONDAH RECONCILIATION ACTION PLAN

ITEM 3

PURPOSE

To report to Council on the achievements of the Maroondah Reconciliation Action Plan 2009/2010.

STRATEGIC/POLICY ISSUES

Maroondah Council's Reconciliation Policy Statement 2008 was developed to assist in the reconciliation process within the Maroondah community and to build stronger partnerships with the Indigenous community.

Maroondah Council's Reconciliation Policy Statement 2008 contributes to the realisation of Council's vision for Maroondah, which is stated in the municipal planning document *Maroondah 2025: A Community Planning Together*.

"the community and Council clearly recognise the need to acknowledge the contributions of Indigenous Australians to both our past and future. Accordingly, Maroondah will actively encourage opportunities that support recognition of Indigenous Australians by acknowledging the strength of their culture and its importance to our history, our National pride and our future development."

BACKGROUND

In July 2008 Maroondah City Council endorsed the Reconciliation Policy Statement 2008. An action of the Policy, identified under Key Policy Statement 4 - Governance, requires Council to develop an annual Action Plan that identifies the initiatives of each service area as relevant to the Key Policy Statements. The implementation of the Action Plan is the responsibility of the relevant service areas within Council and the Arts and Cultural Services team currently facilitates this process, collating the information and reporting back to Council.

ISSUE / DISCUSSION

The Reconciliation Action Plan 2009/10 included 101 actions from 7 different departments across 14 service areas with 63 of these actions ongoing.

A copy of the action plan is attached to this report on pages 12 to 36.

Key Achievements within the Action Plan include:

1. Council Protocols developed for the Acknowledgement of Traditional Owners and Welcome to Country.
2. An Indigenous Cultural Awareness training session for Councillors and senior management across the Eastern Metropolitan Region (EMR) was hosted at Maroondah Federation Estate.
3. The Maroondah Art Gallery received funding from NETS Victoria (National Exhibitions Touring Support Scheme) to tour an exhibition of artworks, *The Meaning of Life*, by Indigenous artists Lin Onus and Shaike Snir to 7 venues throughout metropolitan and regional Victoria.
4. A painting by Indigenous artist Ray Ken (Anagu Pitjantjatjara Lands, South Australia) was purchased through Council's Mayoral Art Acquisition Fund.

MAROONDAH RECONCILIATION ACTION PLAN

ITEM 3

5. 19 council staff and 24 community members attended an Indigenous Cultural Training Workshop during Reconciliation Week.
6. 175 school students attended cultural art workshops during Reconciliation Week.
7. Council participated in the annual Indigenous Healing Expo promoting a range of Council services and healthy food.
8. Council participated as an active member of the Closing the Gap Project Management Group and also participated in the DHS Aboriginal Youth Planning Forum.
9. Council was represented on the EMR Indigenous Planners Network.
10. The Aboriginal flag is permanently displayed in main hall at EV's Youth Centre.

FINANCIAL / ECONOMIC ISSUES

Key Policy Statement 2 Economic Development and Employment encourages Council to consult with the Indigenous community to develop socially responsible practices that facilitate the development of education, employment and business opportunities for Indigenous people within the wider and business communities.

SOCIAL / COMMUNITY ISSUES

Key Policy Statement 1 Cultural Heritage and Community Education encourages Council to work in partnership to provide a culturally responsive and respectful environment that enriches the entire community's quality of life. Council will achieve this by actively managing innovative approaches to educate the wider community providing a greater knowledge and appreciation of Indigenous people, culture, traditions and history.

Key Policy Statement 3 Health and Wellbeing encourages Council to acknowledge that health and wellbeing in the Indigenous community is a holistic concept and, as such, incorporates respect for culture, land, spirit and identity as well as access to appropriate mainstream services. Council is committed to collaboratively working with Indigenous residents to ensure an optimal state of health, safety and wellbeing.

COMMUNITY CONSULTATION

Council will continue to work with the local Indigenous community to create opportunities for self-determination, self-management and access to both Indigenous and mainstream services.

Council will actively seek to engage the Indigenous community's involvement in ongoing participation, consultation and decision-making processes for relevant activities, projects and programs.

CONCLUSION

Maroondah City Council through the actions undertaken within the Reconciliation Action Plan 2009/10 has assisted in the reconciliation process within the Maroondah community and has provided an opportunity to build strong partnerships with the Indigenous community.

MAROONDAH RECONCILIATION ACTION PLAN

ITEM 3

CONFIDENTIALITY

Not applicable.

RECOMMENDATION

THAT COUNCIL RECEIVES AND NOTES THIS REPORT.

MAROONDAH RECONCILIATION ACTION PLAN

ITEM 3

Reconciliation Policy Statement

ACTION PLAN

Results for March 2009 – June 2010

Key Policy Statement 1: Cultural Heritage and Community Education

Council will work in partnership to provide a culturally responsive and respectful environment that enriches the entire community's quality of life. Council will achieve this by actively managing innovative approaches to educate the wider community. This will provide a greater knowledge and appreciation of Indigenous people, culture, traditions and history.

Strategy	Action	Responsible Department & Partners	Timeline	Key Performance Indicator	Achieved		Comments (If action achieved comment on KPI, if not achieved comment)
					Y	N	
Council will maximise opportunities to initiate, deliver and support events and programs to celebrate and promote awareness of Aboriginal history and Indigenous culture past and present.	Undertake an exhibition of Indigenous art at the Maroondah Art Gallery.	Arts & Culture	Annually	Seek opportunities for Indigenous artists to be involved in annual exhibition program	Y		<i>Lin Onus- The Meaning of Life</i> was launched at the Maroondah Art Gallery (MAG). MAG organised a travelling exhibition of artworks by Lin Onus and Shaikhe Snir.
	Purchase Indigenous art for MCC collection.	Arts & Culture	Ongoing	Purchase of Indigenous art considered annually	Y		A painting by Indigenous artist Ray Ken has been purchased for the Maroondah Art Collection.
	Wyreena Community Arts Centre will promote opportunities to Indigenous artists to participate in the Wyreena Gallery program.	Arts & Culture	Ongoing	Seek opportunities for Indigenous artists to be involved in annual exhibition program		N	We have not specifically targeted Indigenous artists to exhibit in the past 12 months and have not been approached by an interested Indigenous artists.

MAROONDAH RECONCILIATION ACTION PLAN

ITEM 3

Strategy	Action	Responsible Department & Partners	Timeline	Key Performance Indicator	Achieved		Comments (If action achieved comment on KPI, if not achieved comment)
					Y	N	
	Coordinate and implement an annual event/program in celebration of Reconciliation Week.	Arts & Culture, Local Indigenous Groups, Local Reconciliation Groups, Schools	Annually	Participation in the program from Indigenous performers/ artists/ speakers and Maroondah's community groups Traditional welcome to country and smoking ceremony held	Y		Implemented program for Reconciliation Week 2010 which included launch (welcome to country/smoking ceremony), launch of Indigenous artwork purchased through the Mayoral Acquisition Fund, student workshops with Indigenous artists/educators) where approx 175 school students from 3 schools (Sacred Heart, Our Lady of Perpetual Health, Warranwood PS) participated, and a documentary screening night with Maroondah Movement for Reconciliation (MMR).
	Coordinate an Indigenous community art project within local schools.	Arts & Culture, Schools	May 2009	Roving art exhibition of completed artworks within community locations	Y		Completed during Reconciliation Week, May 2009 – The Crossing Cultures Experience.
	Support event/programs initiated by the wider community, eg Indigenous projects supported by the Community Grants Scheme.	Arts & Culture, Other Council departments as required	Ongoing	Projects received appropriate Council support, eg advice and contacts	Y		Provided planning advice and free room hire to MMR to run an Indigenous documentary screening as part of Reconciliation Week, May 2010.
	Leisure Services will ensure that the Community Grants Funding Program application pack is sent to the Mullum Mullum Indigenous Gathering Place and the Local Indigenous Network	Leisure Services	April 2009	Mail out complete	Y		Completed and placed on mailing list for 2010/2011.

MAROONDAH RECONCILIATION ACTION PLAN

ITEM 3

Strategy	Action	Responsible Department & Partners	Timeline	Key Performance Indicator	Achieved		Comments (If action achieved comment on KPI, if not achieved comment)
					Y	N	
	EV's 100 th Anniversary event to incorporate elements that will celebrate and promote awareness of Maroondah's Aboriginal history.	Youth Services	Oct 2009	Event held	Y		Event held with Welcome to Country and speech by Indigenous elder
	Participate in the annual Indigenous Healing Expo.	Community Planning & Development	Ongoing	Participated	Y		Strategy extracted from Community Wellbeing Plan 2009-2013. Under this Plan Council has agreed to an ongoing commitment to this event until 2013. At the 2009 event a range of Council information and promotion of healthy food was provided.
	Development of relationship with HACC Aboriginal Liaison Officer (HALO).	Aged & Disability Services	Ongoing	Relationship developed	Y		Team Leader attends regular bi monthly meetings with HALO undertaking joint HACC assessments.
	Utilisation of Customer Service Centres for promotion and awareness.	Customer Service & Public Affairs	Ongoing	Customer Service Centres utilised	Y		Public Affairs provides posters to Customer Service Centres and libraries to promote Reconciliation Week activities.
	Inform Council's Arts Planning and Policy Officer of any services that affect Aboriginal history and or culture.	Operations	Ongoing	Informed APPO when necessary		N	No new services initiated in this period

MAROONDAH RECONCILIATION ACTION PLAN

ITEM 3

Strategy	Action	Responsible Department & Partners	Timeline	Key Performance Indicator	Achieved		Comments (If action achieved comment on KPI, if not achieved comment)
					Y	N	
	Make contact with Indigenous groups in regards to planting programs and significant sites.	Operations	12 months	<ul style="list-style-type: none"> Sites identified Plants in ground No. of participants Ongoing interest 	Y		Maroondah Movement for Reconciliation and Mullum Mullum Indigenous Gathering Place.
	Media releases, articles in Focus & Messenger, SmartNet, SmartBytes as needed (incl Reconciliation Week activities). Cr Support	Public Affairs	Ongoing		Y		Reconciliation Week promoted with media releases, article in May issue of Focus, Council's website, media invitation to activities and photography. Cr Support coordinated Councillor/Mayor attendance.
Physical Environment							
Council will identify, protect and respect sites of Indigenous cultural significance.	Check with appropriate authorities as per Aboriginal Heritage Act 2006 to determine if a Cultural Heritage Management Plan is required prior to undertaking any major works in public open space.	Open Space	Ongoing	Appropriate authorities contacted.	Y		Checks completed as required.
	Investigate opportunities for a trail connection to the William Barak memorial.	Open Space	2011	Investigations undertaken and reported to Manager LCY for discussion.		N	To be undertaken in 2011 as part of the Hughes Park Landscape Plan.

MAROONDAH RECONCILIATION ACTION PLAN

ITEM 3

Strategy	Action	Responsible Department & Partners	Timeline	Key Performance Indicator	Achieved		Comments (If action achieved comment on KPI, if not achieved comment)
	Implement site management plan to maintain the site in accordance with policy, procedures and protocol.	Operations	Ongoing	Achieve maintenance requirements as per set procedures and guidelines	Y		During revegetation projects a search is undertaken for significant Indigenous sites.
	Appropriate permission will be sought for access to culturally significant land.	Engineering & Infrastructure	Ongoing	Permit applied for when necessary	Y		Georges Rd drainage project involved obtaining Indigenous cultural approval
	Inform Council's Arts Planning and Policy Officer of any services that affect Aboriginal history and or culture.	Operations	Ongoing	APPO informed where necessary		N	Not required in any projects this year.
	Operations (Parks) to identify ICS's (scar trees) and sites of notable importance.	Operations & Strategic Planning	Ongoing	Documented		N	No new trees were identified.
Council will fulfil an educative role to increase the understanding and awareness of Indigenous heritage within the wider community.	A public program to accompany exhibition.	Arts & Culture	Annually	1 Public Program undertaken as part of Indigenous exhibition			There have been numerous curators talks organised at the various touring venues to accompany the exhibition <i>Lin Onus – The Meaning of Life</i> .
	Wyreena will provide written information to the public on the background profile of exhibiting artists.	Arts & Culture	Ongoing	Profiles made available to public		N	There have been no opportunities to exhibit an Indigenous artist in the past 12 months.

MAROONDAH RECONCILIATION ACTION PLAN

ITEM 3

Strategy	Action	Responsible Department & Partners	Timeline	Key Performance Indicator	Achieved		Comments (If action achieved comment on KPI, if not achieved comment)
					Y	N	
	Wyreena will invite exhibiting artists to participate in 'meet the artist' afternoons for schools and community groups.	Arts & Culture	Ongoing	Response from the artist and community		N	There have been no opportunities to exhibit an Indigenous artist in the past 12 months.
	Implement education based activities within Reconciliation Week event/program	Arts & Culture, Local Indigenous Groups, Local Reconciliation Groups, Schools	Ongoing	Participation in the program from Indigenous performers/ artists/ speakers and Maroondah's community groups Traditional welcome to country and smoking ceremony held	Y		Implemented educational based activities utilising Indigenous artists/educators as part of Reconciliation Week 2010 which saw approx 175 school students participate. A documentary was screened by MMR as part of Reconciliation Week 2010 as a means of educating the community.
	Where appropriate seek out opportunities to provide Indigenous heritage education at Leisure Services' community events including the Maroondah Festival.	Leisure Services	Ongoing	Inclusion of Indigenous education at least one other event in addition to the Maroondah Festival explored	Y		Currently exploring Indigenous education component for the Relay for Life event.
	EV's 100 th Anniversary event to incorporate elements that will aim to increase the community's understanding and awareness of Maroondah's Indigenous heritage.	Youth Services	Oct 2009	Event held	Y		Event held with Welcome to Country and speech by Indigenous Elder.

MAROONDAH RECONCILIATION ACTION PLAN

ITEM 3

Strategy	Action	Responsible Department & Partners	Timeline	Key Performance Indicator	Achieved		Comments (If action achieved comment on KPI, if not achieved comment)
					Y	N	
	Inform Council's Arts Planning and Policy Officer of any services that affect Aboriginal history and or culture.	Operations	Ongoing			N	Was not required this year.
	Continue to find existing Indigenous heritage sites within Maroondah.	Operations Open Space	Ongoing	Education programs organised		N	No new sites identified.
	Media releases, articles in Focus as needed.	Public Affairs	Quarterly		Y		Provided promotion on activities initiated by other Council areas.
Council will support community organizations to enhance cultural spaces within the municipality to be inclusive and user friendly.	Enhance sites of notable Indigenous importance by implementing other strategies discussed.	Open Space CALD Operations	Ongoing	Sites identified enhanced.		N	No new sites identified.
Connection with the Land							
Council will seek opportunities to promote understanding in the wider community of Indigenous people as traditional owners and custodians of the land.	Acknowledgment of traditional owners at exhibition openings.	Arts & Culture	Ongoing	Acknowledgement expressed at each exhibition opening	Y		Council Protocols have been developed and presented to CMT around the Acknowledgement of Traditional Landowners and Welcome to Country. The Mayor formally acknowledges the traditional owners of the land in an Acknowledgement of Country at the beginning of every exhibition.

MAROONDAH RECONCILIATION ACTION PLAN

ITEM 3

Strategy	Action	Responsible Department & Partners	Timeline	Key Performance Indicator	Achieved		Comments (If action achieved comment on KPI, if not achieved comment)
	EV's Youth Centre available to display young indigenous artists' artwork.	Youth Services	2010	Availability communicated to young Indigenous artists		N	Youth Services are not currently promoting EV's Youth Centre as a venue for displaying community artwork.
	Aboriginal flag displayed at EV's Youth Centre.	Youth Services	Ongoing	Aboriginal flag continuing to be displayed	Y		Aboriginal flag is displayed in main hall at EV's Youth Centre.
	Investigate the appropriate way for the acknowledgement of the traditional owners of the land at Community Services forums.	Community Services	Ongoing	Minuted acknowledgement	Y		With the recent development of Acknowledgment to Country protocols by LCY, Community Services is now aware of the correct protocols.
	Maintain site to agreed standard.	Operations	Ongoing	Sites maintained	Y		The Barak memorial at Brushy Creek had plantings and mulch work undertaken.
	This is to be done through significant sites, plantings, heritage sites and Indigenous community and groups.	Operations Open Space CALD	Ongoing		Y		Ongoing maintenance of current sites.

MAROONDAH RECONCILIATION ACTION PLAN

ITEM 3

Key Policy Statement 2: Economic Development and Employment

Council will consult with the Indigenous community to develop socially responsible practices that facilitate the development of education, employment and business opportunities for Indigenous people within the wider and business communities.

Strategy	Action	Responsible Department & Partners	Timeline	Key Performance Indicator	Achieved		Comments (If action achieved comment on KPI, if not achieved comment)
					Y	N	
Business Development							
Council will support business opportunities that will strengthen Indigenous participation in the economy.	Meet with Mullum Mullum Gathering Place management to discuss future links for training and employment.	Economic Development	Annual	1 meeting per year		N	Difficult to meet due to changes in management of the Gathering Place, continuing communication.
Employment Pathways							
Council will endeavour to form partnerships with Indigenous organizations and education and training providers that will assist Indigenous participation in the local labour force.	Youth Services can offer information, support and referral to Indigenous young people.	Youth Services	Ongoing	Information, support and referral services offered to Indigenous young people	Y		Information, support and referral services are available to all young people 12-25 in Maroondah – offer promoted via website, schools, agencies, etc.
	Investigate need for Indigenous support workers for HACC program and work with HALO and service provider to assist the participation in labour force.	Community Services, Calvary Silver Circle, HALO	Ongoing	Employment through service provider of indigenous workers		N	Some discussions held with Calvary Silver Circle management, however no outcomes as yet.
	Meet with Mullum Mullum Indigenous Gathering Place management to discuss future links for training and employment.	Economic Development	Annual	1 meeting per year		N	Difficult to meet due to changes in management of the Gathering Place.

MAROONDAH RECONCILIATION ACTION PLAN

ITEM 3

Strategy	Action	Responsible Department & Partners	Timeline	Key Performance Indicator	Achieved		Comments (If action achieved comment on KPI, if not achieved comment)
	Proactive attraction of Indigenous employees to work for Council – promotion of certain positions through Indigenous network forums.	Human Resources	Dec 2009	Contact of Indigenous forum for at least 2 positions		N	Attempts to place an Indigenous employee into a mechanics position at the Depot failed due to no Indigenous employee being available.
	Investigate employment programs and traineeships.	Operations Other Council areas	Ongoing		Y		Did investigate but without success.
Increase Knowledge							
Council will support Indigenous led initiatives and advocate for improved education and employment opportunities for Indigenous people to promote improved lifestyle options and health and wellbeing outcomes	Ongoing investigation and advocacy into the education and employment opportunities for Indigenous people.	CALD working group	Ongoing	Minuted activities		N	Community Planning convenes the CALD working group. The main purpose of this group is information sharing to support new or existing projects, advocate for cultural awareness and for CALD and refugee services, and to promote CALD issues in planning and policy development. This action has not been addressed by the group and does not align with the group's terms of reference (the group does not have the capacity to undertake investigative work and while members may have partnerships with the appropriate sectors- the group does not).
	Proactively advocate for employing people from diverse backgrounds.	Human Resources	Ongoing	Interview of all applicants from an Aboriginal background	Y		This was covered in the EO training. It is difficult to identify people from diverse backgrounds based on the job application.

MAROONDAH RECONCILIATION ACTION PLAN

ITEM 3

Strategy	Action	Responsible Department & Partners	Timeline	Key Performance Indicator	Achieved		Comments (If action achieved comment on KPI, if not achieved comment)
					Y	N	
	Allocation of selected open space for educational purposes.	Operations	Ongoing			N	No new spaces allocated.
	Investigate employment programs and traineeships and mentor programs with Indigenous Elders.	Operations Other council areas	Ongoing		Y		Tried but not successful. Council will need to allocate funding specially for this action.

MAROONDAH RECONCILIATION ACTION PLAN

ITEM 3

Key Policy Statement 3: Health and Wellbeing

Council acknowledges that health and wellbeing in the Indigenous community is a holistic concept and, as such, incorporates respect for culture, land, spirit and identity as well as access to appropriate mainstream services. Council is committed to collaboratively working with Indigenous residents to ensure an optimal state of health, safety and wellbeing.

Council promotes culturally responsive services in order to achieve a safer community, support healthy lifestyles, enhance community connections and economic opportunities.

Strategy	Action	Responsible Department & Partners	Timeline	Key Performance Indicator	Achieved		Comments (If action achieved comment on KPI, if not achieved comment)
					Y	N	
Holistic Approach							
The vision for Maroondah, as stated in <i>Maroondah 2025: A Community Planning Together</i> and the <i>Council Plan</i> , is based on a social model of health that acknowledges the impact of the cultural, social, economic, environmental and built/physical dimensions impacting on the overall wellbeing of the community.	Distribute information on culturally inclusive and respectful practices through existing Youth Networks coordinated by Youth Services.	Youth Services	Ongoing	Information distributed through Youth Networks	Y		Relevant information distributed through Maroondah Youth Service Providers Network and Maroondah Student Wellbeing Network
	Youth Services to develop Youth Consultation Strategy.	Youth Services	2010	Strategy developed		N	Youth Engagement Strategy due to be developed by December 2010.
	Youth Services to identify & address service gaps and arising needs in the youth sector through local needs analysis.	Youth Services	Ongoing	Gaps and needs identified through needs analysis		N	2010 School Focused Youth Service Needs Analysis is underway. Local needs analysis will also take place via Youth Engagement Strategy, due to be developed by December 2010.

MAROONDAH RECONCILIATION ACTION PLAN

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Strategy	Action	Responsible Department & Partners	Timeline	Key Performance Indicator	Achieved		Comments (If action achieved comment on KPI, if not achieved comment)
					Y	N	
	In consultation with the local Indigenous community and stakeholders identify and develop an annual Indigenous Health and Wellbeing Plan.	Community Planning & Development	Nov 2009	Annual plan developed		N	Strategy extracted from Community Wellbeing Plan 2009-2013. Timeframe under this Plan is 'short term' (1-2years). Plan's development is on target to meet this timeframe. Proposal for consultation tabled at Local Indigenous Network meeting/ ongoing participation in key regional planning events to build relationships and identify opportunities for collaborative planning (e.g. Closing the Gap Project Management Group)
	Consultations for Early Years Plan.	ECS	Nov 2009	Documented responses, development of plan	Y		Completed June 2010.
Local government plays a key role in creating the environment for communities to prosper and enjoy improved health and wellbeing. Acting at the local level, councils can directly influence factors like culturally inclusive and respectful practices, municipal strategic planning, social support, community participation, inclusiveness, open space usage and access.	Consult, develop and launch Reconciliation Policy Statement.	Arts & Culture	May 2009	Policy launched and made available to public	Y		The Reconciliation Policy Statement 2008 was successfully launched during Reconciliation Week 2009. Copies are available by contacting Customer Service.
	Facilitate development of Council Reconciliation Action Plan.	Arts & Culture	Sept 2009	Action Plan developed	Y		A Reconciliation Action Plan was developed covering the period March 2009 to June 2010.
	Monitor and report to Council annually on Reconciliation Action Plan.	Arts & Culture, other relevant service areas	June 2010 Ongoing	Monitored annually and reported back to Council	Y		The Reconciliation Action Plan is currently under review and will be reported back to Council in September 2010.
	Review Reconciliation Policy Statement.	Arts & Culture, Community Planning	2012	Policy Statement reviewed, updated and endorsed by Council		N	Due for review in 2012. 2010/2011 Action Plan – Council will be amending electronic formats of the current Reconciliation Policy Statement to reflect the wording of "Acknowledgment of Country" on page 1, and including this amendment within the 2012 review/ updated.

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Strategy	Action	Responsible Department & Partners	Timeline	Key Performance Indicator	Achieved		Comments (If action achieved comment on KPI, if not achieved comment)
					Y	N	
	Service Delivery of all Community Services areas to influence factors like culturally inclusive etc.	Community Services	Ongoing	Participation of Indigenous people in community services activities	Y		Ongoing
Service Delivery							
Council will work towards providing and supporting facilities that are culturally sensitive to the needs of the Indigenous community.	Indigenous art to be displayed throughout Council facilities.	Arts & Culture	Ongoing	Indigenous art alternated throughout Council public spaces	Y		As part of the Reconciliation Week Celebrations a display of Indigenous art was held at Federation including a recent acquisition purchased through the Mayoral Acquisition Fund. Indigenous artwork has been displayed at Karralyka and Braeside Customer Service.
	All Youth Services staff to undertake cross-cultural training to ensure EV's Youth Centre is a facility that is culturally sensitive to the needs of the Indigenous community.	Youth Services	Ongoing	Staff to undertake training as available	Y		Youth Services Team Leader attended Indigenous Cultural Awareness Training.
	Displaying posters, books, images that are culturally sensitive to the Indigenous community.	Maternal Child Health Centres A&D Service ECS	Ongoing	Posters, books, images that are culturally sensitive to the Indigenous community displayed	Y		Additional posters and books purchased for Maternal Child Health and Early Childhood Services.
Council commits to the provision of high quality, accessible, appropriate and cost effective services.	High quality, accessible, appropriate and cost effective services provided through the provision of Maroondah Federation Estate and Wyreena Community Arts Centre.	Arts & Culture	Ongoing	Provision of facilities that are accessible and affordable	Y		Arts & Cultural Services offered a wide range of high quality, accessible and affordable services including approx 120 art classes, 22 art exhibitions, and a range of free cultural events.

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Strategy	Action	Responsible Department & Partners	Timeline	Key Performance Indicator	Achieved		Comments (If action achieved comment on KPI, if not achieved comment)
					Y	N	
	Youth Services to provide high quality free & low-cost programs to young people in Maroondah.	Youth Services	Ongoing	Provision of programs	Y		A range of high quality free and/or low cost programs for young people are run by Youth Services in Maroondah each year.
	Review and implementation of appropriate services to the Indigenous community.	Community Services, HALO	Ongoing	Ongoing and increased involvement of Indigenous people in community services	Y		Ongoing.
	Manage the site identified to required standards.	Operations	Ongoing	Meet set objectives for site management	Y		The Barak memorial at Brushy Creek had plantings and mulch work undertaken.
	Maintain and embellish Mullum Mullum Cultural and Heritage Trail	Operations	Ongoing		Y		Ongoing.
Community Strengthening							
Council will foster positive relationships between Indigenous and non-Indigenous communities.	Maroondah Art Gallery will feature Indigenous and non-Indigenous art	Arts & Culture	Ongoing	At least 1 exhibition annually	Y		MAG organised a travelling exhibition of artworks by Lin Onus and Shaiké Snir. <i>Lin Onus- The Meaning of Life</i> was launched at MAG.
	Indigenous and non-Indigenous communities consulted and engaged for Reconciliation Week event/program	Arts & Culture, Local Indigenous Groups, Local Reconciliation Group, Schools	Ongoing	Consultation/ engagement undertaken and event/program implemented	Y		Mullum Mullum Indigenous Gathering Place (MMIGP), MMR and Aunty Doreen Garvey-Wandin were consulted about the program and invited to participate. MMR and Aunty Doreen were actively involved in the 2010 program.

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Strategy	Action	Responsible Department & Partners	Timeline	Key Performance Indicator	Achieved		Comments (If action achieved comment on KPI, if not achieved comment)
					Y	N	
	Youth Services to support networking and relationship building between organisations through existing Youth Networks coordinated by Youth Services.	Youth Services	Ongoing	Youth Networks coordinated by Youth Services	Y		Successful delivery of two key local Youth Networks co-ordinated by Youth Services - Maroondah Youth Service Providers Network, and Maroondah Student Wellbeing Network
	Youth Services to provide opportunities for relationship building between communities through provision of youth programs and services.	Youth Services	Ongoing	Programs and services provided by Youth Services	Y		Youth programs and services run by Youth Services are open to all communities, and so can provide opportunities for relationship building between communities
Council will work towards providing environments that enable the Indigenous community to meet together and develop social connections and networks.	No actions against this strategy.						
Council will identify Indigenous community needs through open and active communication, consultation and engagement. Health, safety and wellbeing priorities will be established in collaboration with the community.	Leisure Services to meet with the Mullum Mullum Indigenous Gathering Place to discuss preferred methods of communication and the physical activity needs of the local Indigenous community.	Leisure Services	Jan 2010	Meeting to be minuted for use in future planning.		N	Initial meeting held with Community Development Worker. However, the worker has since left organisation. Meeting scheduled for first quarter of 2010/11 as part of Leisure Services Strategic Plan Year 1 Actions.

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Strategy	Action	Responsible Department & Partners	Timeline	Key Performance Indicator	Achieved		Comments (If action achieved comment on KPI, if not achieved comment)
					Y	N	
	Youth Services to develop Youth Consultation Strategy.	Youth Services	2010	Strategy developed		N	Youth Engagement Strategy due to be developed by December 2010
	Youth Services to identify & address service gaps and arising needs in the youth sector through local needs analysis.	Youth Services	Ongoing	Gaps and needs identified through needs analysis		N	2010 School Focused Youth Service Needs Analysis is underway. Local needs analysis will take place via Youth Engagement Strategy, due to be developed by December 2010.
	Relationship with HALO	Community Services	Ongoing	Documented responses, development of plans, ongoing and increased involvement of Indigenous people in community services.	Y		Ongoing
	Community Wellbeing Plan development				Y		Consultation with the Indigenous community was not undertaken during the development of the Community Wellbeing Plan 2009-2013. (This is discussed in the Plan on page 17.) To address the lack of consultation the Plan states that Council will establish health, safety and wellbeing priorities in consultation with the Indigenous community. These priorities were to inform the development of an annual health and wellbeing action plan. When the Community Wellbeing Plan 2009-2013 was developed the approach on page 17 was included in response to the Health and Wellbeing Policy Statement within the Reconciliation Policy Statement.

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Strategy	Action	Responsible Department & Partners	Timeline	Key Performance Indicator	Achieved		Comments (If action achieved comment on KPI, if not achieved comment)
					Y	N	
							The aim was to undertake consultations with the community to develop an Indigenous health and wellbeing action plan. As this Reconciliation Policy Statement Action Plan includes an action plan under the heading health and wellbeing, the consultation framework and approach to develop an annual Indigenous Health and Wellbeing Plan is under review.
	Early Years Plan Development				Y		Ongoing.
	Partnership between MCH & MMIGP				Y		Ongoing.
Council will develop partnerships with other local councils and relevant organisations in Eastern Metropolitan Region to facilitate the sharing of information and resources in relation to the Indigenous community.	Representation on the EMR Indigenous Planners Network (local council)	Arts & Culture	Ongoing	Regular attendance at monthly meetings	Y		6 meetings attending during the past 12 months.
	Regular liaison with local reconciliation group/s.	Arts & Culture	Ongoing	Meet at least twice annually Receive minutes from groups meetings	Y		Several meetings were held with MMR to discuss Reconciliation Week 2010. Agendas and minutes are received from MMR's meetings.
	Liaise with Mullum Mullum Indigenous Gathering Place.	Arts & Culture	Ongoing	Liaise with MMIGP at least twice per year	Y		Phone liaison has occurred on numerous occasions, particularly in relation to Reconciliation Week but, due to a number of staff changes during 09/10, it has been difficult to meet in person.

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Strategy	Action	Responsible Department & Partners	Timeline	Key Performance Indicator	Achieved		Comments (If action achieved comment on KPI, if not achieved comment)
					Y	N	
	Youth Services to facilitate the sharing of information and resources in relation to the Indigenous community through existing Youth Networks coordinated by Youth Services.	Youth Services	Ongoing	Youth Networks coordinated by Youth Services	Y		Relevant information distributed through Maroondah Youth Service Providers Network and Maroondah Student Wellbeing Network.
	Representation on: HALO Steering Committee Early Years Reference Group MCHN Coordinators Group	Community Services	Ongoing	Ongoing representation on groups, minuted outcomes	Y		Ongoing representation.

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Key Policy Statement 4: Governance

Council will underpin its services to the community with the principles and practices of good governance including participative decision-making processes and culturally sensitive staff; delivered by an organisation that highly values its partners, citizens, employees and customers.

Strategy	Action	Responsible Department & Partners	Timeline	Key Performance Indicator	Achieved		Comments (If action achieved comment on KPI, if not achieved comment)
					Y	N	
Acknowledgement							
Council acknowledges that Indigenous Australians were the first people on this land and will publicly acknowledge the contribution of the traditional landowners, the Wurundjeri people.	Acknowledgement protocol read out at beginning of events during Reconciliation Week.	Arts & Culture, Mayor / Councillors	Annually	Acknowledgement included in Mayor's speech	Y		Acknowledgement was included in Mayor's speech and at the movie screening.
	Development of internal Council protocol on Acknowledgement to Country	Governance / Leisure Culture & Youth	Dec 2009	Protocol adopted	Y		Protocol endorsed. 2010/2011 Action Plan – Council resolved at the meeting on 16 August 2010, to amend Local Law No 9 in relation to inserting an Acknowledgement of Country within the Order of Business for every Council Meeting and Special Meeting.
	Information to be placed in SmartNet explaining: <ul style="list-style-type: none"> How/when to use acknowledgement When & where / who ensures acknowledgement included in speeches and for what events. 	Public Affairs	Dec 2009	Information available on SmartNet	Y		PA worked with Arts & Culture to have the protocols placed on SmartNet from 4 June and promoted to staff through weekly e-newsletter SmartBytes.

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Strategy	Action	Responsible Department & Partners	Timeline	Key Performance Indicator	Achieved		Comments (If action achieved comment on KPI, if not achieved comment)
					Y	N	
Organisational Development							
Council will provide Councillors and staff with educational and training opportunities on reconciliation issues and cross-cultural training to increase awareness and promote inclusive practices, relevant to local need and where possible using local resources.	Assist with the provision of training for senior staff of EMR Councils on 2 July at Maroondah Federation Estate, organised through the EMR Indigenous Planners Network	Arts & Culture, EMR Indigenous Planners Network	July 2009	Staff training attended by senior staff	Y		Training complete. 6 of the 7 EMR Council's were represented with approx 18 Councillor's and Senior staff in attendance.
	Advocate for a new initiative in 2010/11 budget process for annual cross cultural staff/Councillor training.	Leisure, Culture & Youth	March 2010	New initiative presented to Council	Y		No new initiatives adopted in 2009/10 budget. Achieved through cross-cultural training during Reconciliation Week.
	All Youth Services staff to undertake cross-cultural training.	Youth Services	Ongoing	Staff undertake training as available	Y		Youth Services staff attend cross-cultural training as available/ appropriate, including Indigenous Cultural Awareness Training.
	Partnership with HALO to provide specific training to Council staff in regards to Indigenous community needs and issues.	Community Services	Ongoing	Completion of training program		N	Due to change over of HALO officer and time constraints this training has not been implemented
	Biannual training on EEO principles across all employees within Council.	Human Resources	June 2010	Training of all employees by June 2010	Y		Completed in May/June 2010.

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Strategy	Action	Responsible Department & Partners	Timeline	Key Performance Indicator	Achieved		Comments (If action achieved comment on KPI, if not achieved comment)
					Y	N	
Advocacy							
Council will positively and actively advocate on behalf of Indigenous residents on all matters that are the responsibility of local government.	Advocate on behalf of Indigenous residents on matters that relate to community services activities within local government and the broader service system as necessary.	Community Services	Ongoing	Documentation regarding advocacy.	Y		Community Planning participated as an active member of the Closing the Gap Project Management Group and also participated in the DHS Aboriginal Youth Planning Forum. (Documentation developed as a product of these is held by the convening State Dept. Maroondah Council's participation will be identified in the final public documents.)
Indigenous Representation							
Indigenous people have a great deal to contribute to their own communities and to the broader community in which they live. Making this possible, Council will listen to Indigenous community's views and create opportunities for self-determination, self-management and access to both Indigenous and mainstream services.	Consultation on development of Community Wellbeing Plan, Early Years Plan.	Community Services	Nov 2009	Completion of plans with input from Indigenous community members	Y		Consultation with Indigenous community members completed

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Strategy	Action	Responsible Department & Partners	Timeline	Key Performance Indicator	Achieved		Comments (If action achieved comment on KPI, if not achieved comment)
					Y	N	
Council will actively seek to engage the Indigenous community's involvement in ongoing participation, consultation and decision-making processes for relevant activities, projects and programs.	Engage Indigenous community for consultation during Reconciliation Week event planning and encourage participation in event.	Arts & Culture	Ongoing	Consultation undertaken & participation sought	Y		Consultation was undertaken with Aunty Doreen Garvey-Wandin and MMIGP. Both were invited to participate in the 2010 Reconciliation Week program.
	Youth Services to develop Youth Consultation Strategy.	Youth Services	2010	Strategy developed.		N	Youth Engagement Strategy due to be developed by December 2010
	Consultation on development of Community Wellbeing Plan, Early Years Plan.	Community Services	Nov 2009	Completion of plans with input from Indigenous community	Y		Consultation with Indigenous community members completed.
Action Plan							
Council will develop an annual Action Plan that identifies the initiatives of each service area as relevant to the Key Policy Statements. The implementation of the Action Plan is the responsibility of the relevant service areas within Council.	Oversee the development of the Reconciliation Action Plan.	Arts & Culture, Other relevant service areas	Sept 2009	Action plan developed	Y		An across Council Action Plan was developed for March 2009 to June 2010. Development of the 2010/11 Action Plan is currently under way.

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Strategy	Action	Responsible Department & Partners	Timeline	Key Performance Indicator	Achieved		Comments (If action achieved comment on KPI, if not achieved comment)
					Y	N	
	Facilitate the annual reporting of the Reconciliation Action Plan.	Arts & Culture, Other relevant service areas	Ongoing	Information collated and reported back to Council	Y		Information is currently being gathered and will be reported back to Council in September.
	Develop annual action plan for Arts and Cultural Services.	Arts & Culture	Ongoing	Actions developed and included in broader Council Action Plan	Y		Arts and Cultural actions were included in the overall Plan.
	Implementation of community services actions.	Community Services	April 2010	Completion of actions	Y		Outstanding action re training program for staff in collaboration with HALO.
Human Resource Practices							
Council employment practices will provide leadership and direction to assist the Indigenous community to receive equitable employment that will help to strengthen Indigenous participation in the economy and lead to improved social and economic outcomes.	Promotion of EO principles in all aspects of employment. Reinforcement of EO principles in Recruitment and Selection training.	Human Resources	2009	Educating employees on EO principles as part of the HR101 program	Y		The principles of Equal opportunity is clearly stated in all position descriptions. EO is clearly articulated in our Recruitment and Selection policy.

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Strategy	Action	Responsible Department & Partners	Timeline	Key Performance Indicator	Achieved		Comments (If action achieved comment on KPI, if not achieved comment)
					Y	N	
Maroondah City Council is wholly committed to the principles of Equal Opportunity and with staff help will provide a work environment that is free from discrimination and harassment in all its forms. Maroondah City Council will not tolerate behaviour that constitutes illegal discrimination, harassment or bullying.	Monitoring and implementation of Council EO policy and other state and federal legislation.	Community Services	Ongoing	Adherence to policies and legislation	Y		Adherence to policies and legislation promoted and implemented.
	Biannual training in EEO. Facilitation of an EO Consultative Committee and EO Contract officer process.	Human Resources	Ongoing	4 EO Consultative Committee Meetings annually. Contact officer in each designated work groups	Y		Training completed in May/June 2010. All employees, contact officers and managers have been trained. EO Consultative committee is held twice per year.
	Investigate opportunity for cross-cultural training session to be offered on annual basis to staff and councillors.	Leisure Culture and Youth / Human Resources	Dec 2009	Options investigated and discussed with LCY & HR Managers	Y		Approx 19 council staff and 24 community members attended Indigenous awareness training offered by Arts and Cultural Services during Reconciliation Week.

**DRAFT COMMUNITY FACILITIES OCCUPANCY
POLICY AND PRICING POLICY**

ITEM 4

PURPOSE

The purpose of this report is to provide Council with a draft Community Facilities Occupancy Policy and a draft Community Facilities Pricing Policy and to seek endorsement for public exhibition of the draft Policies.

STRATEGIC / POLICY ISSUES

The development of the draft Policies has been actioned in accordance with the recommendations of the Council Plan 2010 – 2014 and the Leisure Services Strategic Plan 2009 – 2013. The Leisure Services Strategic Plan - Action Plan includes the strategy to “ensure the fair and equitable allocation of resources” in the first year of the action Plan by the “development and implementation of the Community Facilities Pricing Policy”

The Community Facilities Occupancy Policy and the Community Facilities Pricing Policy have been developed concurrently and are directly aligned to provide an overarching framework for the community use of Council owned or managed facilities. Community organisations who request use of a Council owned or managed facility will be initially assessed against the Community Facilities Occupancy Policy for suitability to determine the type of arrangement and length of tenure prior to referral to the Community Facilities Pricing Policy to determine the rate of rental.

BACKGROUND

Maroondah City Council “Council” owns and manages an extensive network of more than 100 sports fields, pavilions, halls, meeting rooms and other facilities on behalf of the community. Council encourages the use of these facilities by supporting and subsidising the many groups that use them.

Council currently has two existing Policies for the occupancy and pricing of community facilities. These are the *Occupancy of Council Facilities Policy 1996* “Occupancy Policy” which pertains to the arrangement and pricing of Leased or Licenced use of Council owned or managed facilities and the *Fees & Charges Policy for Seasonal and Casual Use of Council Facilities 1999* “Fees and Charges Policy” which specifically relates to facilities under Council’s seasonal allocation program.

The purpose of the Occupancy Policy was to provide a framework to determine the type of agreement, the length of tenure and the annual rental for community organisations using Council owned or managed facilities. In the past fourteen years Council has entered into 61 Lease or Licence agreements with a variety of community organisations using a standard Lease or Licence agreement. Since this time there have been changes to legislation, increased emphasis on risk management and occupational health and safety requirements and changes to the use of Council facilities by community organisations.

The purpose of the Fees and Charges Policy was to allow seasonal users of Council facilities to better understand the allocation of Council facilities, to clearly identify Council’s responsibilities and the responsibilities of users groups and to provide a framework that is both equitable and easily administered. The Fees and Charges Policy provided information on fees and charges, Council and Club responsibilities for use and management of the

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facilities and conditions of use. The fees and charges were calculated to recover a proportion of Council's annual maintenance expenditure with fees and charges determined by the quality of the facility and the intensity of the maintenance schedule applied to that facility.

Since the initial endorsement of the Fees & Charges Policy in 1999 fees and charges for seasonal use of grounds and pavilions have not increased with the exception of GST. During the 11 years since endorsement maintenance and staff costs have risen substantially. In 1999 the Fees and Charges Policy sought to recover an estimated 30% of facility maintenance costs, however with charges having not increased during this time the current average cost recovery for grounds is 3% and for pavilions is 15%.

In 2008 a review of the Fees and Charges Policy identified the need to broaden the scope of the Policy to include all Council owned or managed facilities with the exclusion of Major Leisure Facilities, the Karralyka Centre and commercial properties. During the commencement of the Fees and Charges Policy redevelopment it was further identified that the synergies between the occupancy of facilities and pricing of facilities warranted the need for the two existing policies to be reviewed concurrently.

ISSUE / DISCUSSION

The purpose of the Community Facilities Occupancy Policy is to provide a clear framework with principles that guide the process for determining appropriate occupancy agreements for Council owned or managed community facilities and to ensure a consistent and transparent approach to the approval of agreements. The Policy includes an assessment process which determines the type of agreement and length of tenure for community organisations requesting use of Council facilities, standard documentation eg standard Lease and Licence and user groups resource guides.

The Policy states that the length of a Lease or Licence should generally be no greater than five (5) years with a five (5) year option unless there is significant financial contribution from the organisation or other significant factors. Organisations that are new to Maroondah or are Maroondah organisations that have previously been allocated use of Council's facilities under seasonal allocation, regular or casual hire will be considered for an allocation (Lease or Licence) of no greater than two (2) years with a two (2) year option.

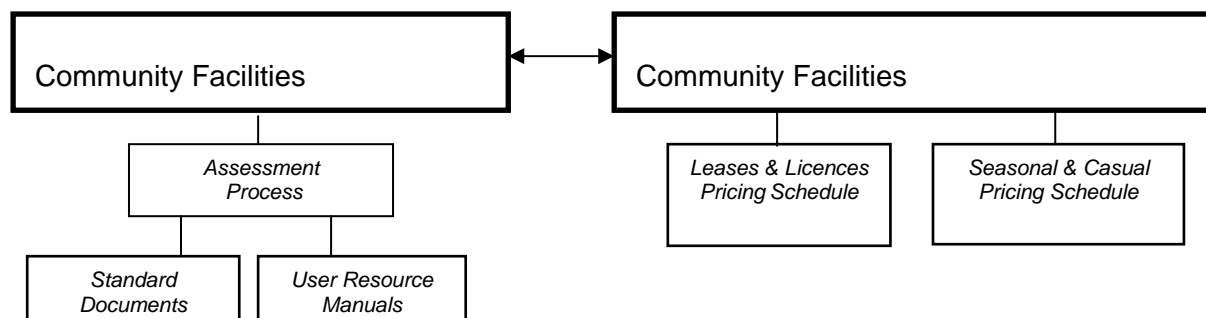
The purpose of the Community Facilities Pricing Policy is to provide an overarching framework containing principles that guide the pricing of Council owned or managed community facilities and to ensure a consistent and transparent approach to the pricing of such facilities. It is the aim of the Policy that users of community facilities will understand what they are paying for, why they are paying and are confident that other user groups in similar situations are also contributing in a consistent manner. The Policy includes a Lease and Licence Pricing Schedule and a Seasonal and Casual Pricing Schedule.

The draft Policies are attached to this report on pages 42 to 72.

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The structure of the Policy frameworks is illustrated below:



Within the Lease and Licence Pricing Schedule community organisations are categorised into the following four groups:

1. Groups Traditionally Supported by Council
2. Scouts and Guides
3. Groups that are responsible for specialised maintenance
4. Miscellaneous Community Groups Occupying Council Owned Facilities

The annual rental fee for each group is determined separately depending on the type of organisation using the facility, the maintenance responsibilities, the quality of the facility, capital contributions provided by Council and the community organisation and whether the organisation has exclusive use of the facility.

Within the Seasonal and Casual Pricing Schedule Council has set the seasonal charges for the next four years commencing from the 2011 winter season. Charges have been set for the following categories:

1. Seasonal sports grounds
2. School use of sports grounds
3. Commercial and private use of sports grounds
4. Community service not for profit use of sports grounds
5. Turf wickets
6. Town park athletics track
7. Seasonal sports pavilion

FINANCIAL / ECONOMIC ISSUES

Council subsidises the use of facilities to support community organisations to encourage their use. All seasonal and casual charges are calculated to recover a proportion of Council's annual maintenance expenditure. Both charges are related to the quality of the facility and the intensity of the maintenance schedule applied to that facility.

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ENVIRONMENTAL / AMENITY ISSUES

The draft Community Facilities Occupancy Policy outlines the 4 step assessment process which will be undertaken by the relevant Council Departments and/or delegated management body when considering requests for the use of Council owned or managed community facilities. This process ensures that consideration is given to the suitability of the facility for the intended use, the needs of the intended occupant and those of the wider Maroondah Community.

SOCIAL / COMMUNITY ISSUES

The Community Facilities Pricing Policy contains principles that guide the pricing of Council owned or managed community facilities and ensures a consistent and transparent approach to the pricing of such facilities. It is the aim of the Policy that users of community facilities will understand what they are paying for, why they are paying and are confident that other user groups in similar situations are also contributing in a consistent manner. The principles also highlight Council's commitment to ensuring priority is afforded to Maroondah based organisations and that junior, veteran and disability specific programs are provided with additional fee reduction to support and encourage participation.

COMMUNITY CONSULTATION

During the development of the Policies extensive benchmarking of surrounding Councils and consultation with key Council Officers and all Councillors has been undertaken.

The next stage of the community consultation process will include:

1. Public exhibition of the draft Policies at all Council Service Centres, local libraries and on the Council web page.
2. Advertisements in the local papers calling for comments or feedback from the community on the draft Policies.
3. Direct email correspondence to all seasonal and current casual users of Council's Community Facilities
4. A series of focus groups for relevant peak sporting associations and /or Leased facility clusters such as kindergartens and tennis clubs.

The opportunity to make a submission will be available until Tuesday 26 October 2010. Following consideration of feedback, the draft policies will be amended as appropriate and Council endorsement sought.

CONCLUSION

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

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equitable. The two aligning Policies provide the rationale and principles that will underpin Council's allocation and pricing for the use of Council owned or managed facilities.

CONFIDENTIALITY

Not applicable


RECOMMENDATION

THAT COUNCIL

- 1. ENDORSES THE PUBLIC EXHIBITION OF THE DRAFT COMMUNITY FACILITIES OCCUPANCY POLICY AND THE DRAFT COMMUNITY FACILITIES PRICING POLICY THROUGH ADVERTISING IN THE LOCAL NEWSPAPERS AND DISPLAYS OF THE DOCUMENT AT ALL CUSTOMER SERVICE OUTLETS, LOCAL LIBRARIES AND THE MAROONDAH WEBSITE; AND**
- 2. NOTIFIES ALL KEY STAKEHOLDERS OF THE EXHIBITION OF THE DRAFT COMMUNITY FACILITIES OCCUPANCY POLICY AND THE DRAFT COMMUNITY FACILITIES PRICING POLICY.**

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	<p align="center">Community Facilities Occupancy Policy</p>
<p>Leisure, Culture & Youth Services</p>	<p align="center">Policy Number: LCY 10-01</p>
<p>1. Introduction</p> <p>Maroondah City Council (Council) owns or manages an extensive network of sports fields, pavilions, open space, halls, meeting rooms and other facilities on behalf of the community. Council views the sustainable use of these facilities as integral to the Maroondah community having equitable access to a wide range of leisure, cultural and educational opportunities and to enhancing the sense of community within Maroondah. Council encourages the use of these facilities by supporting and subsidising the many groups that use them.</p> <p>It is Council's intention that when it allocates a community facility for use, the allocation will be reasonable, transparent and equitable. This Policy framework contains the rationale and principles that will underpin the development of agreements for occupancy of Council owned or managed land and buildings.</p>	
<p>2. Purpose</p> <p>The Community Facilities Occupancy Policy ('the Policy') provides an overarching framework containing principles that will guide the process for determining appropriate occupancy agreements for Council owned or managed community facilities. The Policy states Council's commitment to ensuring a consistent and transparent approach to the approval of occupancy agreements of such facilities and that consideration is given to the needs of both the intended occupant and the wider Maroondah Community.</p> <p>The Policy directly aligns with Council's Community Facilities Pricing Policy. All applications for use of a Council owned or managed facility are initially assessed against the Community Facilities Occupancy Policy to determine suitability, type of arrangement and length of tenure. Once this process has been undertaken then applications are referred to the Community Facilities Pricing Policy to determine the rate of rental.</p> <div data-bbox="261 1413 1273 1648" style="text-align: center;"> <pre> graph TD A[Community Facilities Occupancy Policy] <--> B[Community Facilities Pricing Policy] A --> C[Assessment Process] C --> D[Standard Documents] C --> E[User Resource Manuals] B --> F[Leases & Licences Pricing Schedule] B --> G[Seasonal & Casual Pricing Schedule] </pre> </div>	
<p>3. Objectives</p> <p>The objectives of the Policy are:</p> <ol style="list-style-type: none"> 1. To establish principles and criteria for the determination of appropriate occupancy arrangements. 2. To enhance opportunities to participate in community life through the planning and distribution of subsidised leased, licensed and seasonal facilities and community meeting space with appropriate concessions that encourage greater participation. 3. To ensure accountability to the community through an equitable and transparent occupancy structure. 	

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4. Strategic Context

This Policy is aligned with, and is supported by, the following Council documents within the context of Council's Planning, Resource Allocation & Review Framework.

Community Facilities Pricing Policy

The Pricing Policy directly aligns with the Community Facilities Occupancy Policy and is utilised concurrently to assess requests for occupancy of Council Land. The Occupancy Policy component determines the category of the facility, the level of subsidy for the organisation and the correlating fees and charges.

Council Plan 2009 - 2013

The Council Plan sets out strategies for the next four years and takes into account what Council needs to undertake in these four years to achieve the long-term vision described in *Maroondah 2025 - A Community Planning Together*. The Council Plan is reviewed every year to ensure it reflects changing times and needs.

Leisure Services Strategic Plan 2009 - 2013

The Plan identifies key issues and considerations that have influenced or have the potential to influence the planning and provision of leisure within Maroondah. Recommendations included the action to review and redevelop the Community Facilities Pricing Policy to ensure the fair and equitable allocation of resources.

Open Space Strategy 2005

The Open Space Strategy guides the planning, development and management of public parks, reserves and open space in Maroondah. The Plan advocates for the careful planning and consideration of all requests for use of open space to ensure its preservation.

Disability Policy and Action Plan 2008-2012

The aim of the Disability Policy and Action Plan is to facilitate the inclusion, empowerment and independence of people with disabilities in Maroondah consistent with, and acknowledging legislative requirements and Council direction.

Community Engagement Policy 2008

The Community Engagement Policy recognises Council's commitment to engaging the Maroondah community in decision making processes and establishes a consistent framework for participatory practices.

Community Wellbeing Plan 2009-2013

The Plan has been developed with the purpose of providing direction and guidelines for working towards an optimal state of health, safety and wellbeing for the Maroondah community.

5. Definitions

Terms within the Policy requiring definition or explanation are:

Casual Use

Casual use permits allow persons or organisations to use parkland, buildings, meeting rooms and sporting facilities within the Municipality for casual use, one-off or specific occasions.

Regular Hire

Any group, individual or organisation that hires a community meeting space on an ongoing basis for a specified minimum number of bookings.

Deed of Delegation

Council's delegation of power and authority to a Committee of Management under the provisions of Section 86 of the Local Government Act 1989. These Special Committees of Management manage Council owned facilities on behalf of Council

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Lease

A lease is a contract under which a tenant (or lessee) is granted exclusive possession of property for an agreed period, usually in return for rent.

Licence

A licence is a form of permission to enter and use land or land/facility for an agreed purpose for a stated period. The licensee does not have exclusive use of the land allowing Council to allocate other user groups or allow general public to use the facility at other times.

Season Allocation

Allocation of Council facilities to sporting clubs for either the Summer or Winter playing season each year.

Commercial

An organisation, including incorporated body, co-operative society, partnership or sole trader conducting activities for the purposes of deriving a financial return to the proprietors or shareholders.

Community

A not for profit organisation that exists exclusively for charitable purposes or as an amateur sporting group, arts, craft or other special interest group established for the benefit of the community of the Maroondah City Council. Primarily voluntary staff and/or committee.

Community Service Not for profit

An organisation which provides services to the Maroondah Community, consisting of primarily paid staff and returns all profits into the operation of the organisation to carry out its purposes.

6. SCOPE

The Policy extends to all Council-owned facilities and grounds as detailed below:

- Council Owned Community Halls
- Community Centres
- Kindergartens
- Senior Citizens Centres
- Sporting Pavilions
- Sports Grounds and sporting activity surfaces
- Scout and Guide Halls
- Facilities managed by Council Committees of Management
- Maroondah Federation Estate

Leases and Licences may relate to land or land and facilities owned by Council, managed by Council on behalf of another government department where Council has been appointed the Committee of Management.

Leases that have a component of commercial activity are also covered by the Policy where the group holding the lease is a registered not for profit community organisation.

Exclusions

This Policy does not include the Karralyka Centre or facilities managed by Maroondah Leisure (eg Croydon Leisure Centre, Maroondah Indoor Sports Centre, Croydon Memorial Pool, Ringwood Aquatic Centre, Dorset and Ringwood Public Golf Courses). The Policy also excludes commercial property.

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<p>7. PRINCIPLES</p> <p>The principles set out below will be used by Council to underpin the development of agreements for occupancy of Council own or managed land and buildings within the scope of this policy.</p> <p>1. Appropriate Occupancy arrangements will reflect the best fit for the needs of facility, the needs of the intended occupant and those of the wider Maroondah Community.</p> <p>2. Transparent The allocation of facilities and associated responsibilities will be documented in a manner that users and the community can understand (eg how and why the arrangement was determined.)</p> <p>3. Fair and Equitable In the development of occupancy agreements the type of arrangement and tenure of such facilities will be consistent with other users of the same or similar facilities where those users are in similar circumstances.</p> <p>4. Promote Participation Occupancy arrangements will reflect Council's commitment to supporting and promoting the participation of population groups that are usually under-represented in civic and community life.</p> <p>5. Maximise usage Occupancy agreements, where possible, will promote shared use of facilities and increased levels of usage</p> <p>6. Local Priority Priority will be given to Maroondah based community organisations and/or organisations that demonstrate direct benefit to Maroondah residents.</p>	
<p>8. POLICY REVIEW</p> <p>The Policy will be reviewed every four years and will be monitored in relation to priorities identified in the Council Plan.</p>	
<p>Policy Authorised:</p>	<p>Endorsement2010</p>
<p>Expiry Date (if any):</p>	

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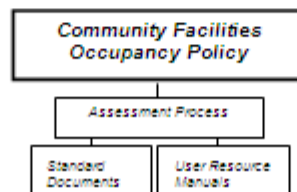


**COMMUNITY FACILITIES
OCCUPANCY ASSESSMENT PROCESS**

1 INTRODUCTION

This document for the assessment of applications to occupy Council owned and managed facilities is aligned to the Maroondah City Council *Community Facilities Occupancy Policy*.

The *Community Facilities Occupancy Policy* provides an overarching framework containing principles that will guide the process for determining appropriate occupancy agreements for Council owned and managed community facilities.



It is recommended that this Process be read in conjunction with the following Council documents:

- a) *Community Facilities Occupancy Policy*, and associated standard documents
- b) *Community Facilities Pricing Policy* and associated pricing schedules

These documents can be downloaded from Council's website www.maroondah.vic.gov.au

2 SCOPE

The Policy extends to all Council-owned and managed facilities and grounds as detailed below:

- Council owned Community Halls
- Community Centres
- Kindergartens
- Senior Citizens Centres
- Sporting Pavilions
- Sports Grounds and sporting activity surfaces
- Scout and Guide Halls
- Facilities managed by Council Committees of Management
- Maroondah Federation Estate

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3 TYPES OF OCCUPANCY ARRANGEMENTS

The type of occupancy arrangement determines the level of access afforded to the occupant. Five broad categories of agreements apply to the occupancy of Maroondah City Council owned and managed community facilities. These are lease, licence, Deed of Delegation, regular hire, seasonal allocation and casual use.

Leases

A lease is a contract under which a tenant (or lessee) is granted exclusive possession of property for an agreed period, usually in return for rent.

Licences

A licence is a form of permission to enter and use land for an agreed purpose for a stated period. The licensee does not have exclusive use of the land allowing Council to allocate other user groups or allow general public to use the facility at other times.

Deed of Delegation

Maroondah City Council's delegation of power and authority to a Committee of Management under the provisions of Section 86 of the Local Government Act 1989. These Special Committees of Management manage Council owned facilities on behalf of Council

Seasonal Allocation

Allocation of Council facilities to sporting clubs for either the Summer or Winter playing season each year.

Regular Hire

Any group, individual or organisation that hires a community meeting space on an ongoing basis for a specified minimum number of bookings.

Casual Use

Casual use permits allow persons or organisations to use parkland, buildings, meeting rooms and sporting facilities within the Municipality for casual use, one-off or specific occasions.

Maximising Access

One of 6 key principles outlined in Council's Community Facilities Occupancy Policy states that:

'Occupancy agreements will, where possible, promote shared use of facilities and increased levels of usage'.

Council aims to maximise access to and use of community facilities and will grant non exclusive occupancy arrangements wherever possible.

4. APPLICATION PROCESS

Given the variety of Council owned and managed community facilities and different management structures in place, the process of application varies depending on the facility requested and the desired level of usage (refer to table over page for details of application process). It is however a requirement that, prior to use, all users, regardless of length of tenure, must demonstrate or purchase public liability insurance cover and enter into a written agreement with Council or delegated facility manager.

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Type of Occupancy	Application Process	Associated Application Documentation
Casual and Regular use – Community Meeting Spaces	Application must be made to specific facility management body. Initial contact is generally made by phone. Numbers are available on Council's website "Halls for Hire" section.	*Hall Hire/ Booking form &/or agreement
Casual & Seasonal Use of Open Space and Sports Facilities	Applicants must complete and submit an application form and certificate of PLI cover.	* Application for Casual Use of Open Space * Application to use Council Facilities
Licence	Applicants must submit a request in writing to Council for consideration	Expression of Interest Form
Lease	Applicants must submit a request in writing to Council for consideration	Expression of Interest Form
Deed of Delegation	Interested residents must submit a request in writing to Council for consideration	Expression of Interest Form

5 COMMUNITY FACILITIES OCCUPANCY ASSESSMENT PROCESS

For applicants wishing to occupy Council owned and managed facilities the following 4 step process will be undertaken by relevant Council Departments and/or delegated management body.

- Step 1** → Applicants are assessed against the occupancy considerations (refer to section 6)
- Step 2** → If approved the appropriate occupancy arrangement is determined (refer appendix 1)
- Step 3** → The length of tenure is determined
- Step 4** → The applicant is referred to the Community Facilities Pricing Policy to determine the appropriate rate of rental.

6 ASSESSMENT PROCESS

STEP 1 - NEEDS ASSESSMENT

All applications for use of Council owned or managed facilities will be considered against the following 5 key questions.

1. *Who is the applicant?*
2. *What are the needs of the organisation / applicant?*
3. *Is the organisation's function / proposed activity suited to the proposed facility?*
4. *What are the needs of the other tenants, neighbouring residents & the wider community?*
5. *Is this the Best Fit? - Should Occupancy be granted?*

STEP 2 – TYPE OF OCCUPANCY ARRANGEMENT

Once it is determined that the facility is available and appropriate for use by the applicant then the *Occupancy Classification Matrix* will be utilised to determine the appropriate type of occupancy arrangement. The matrix describes the level of access which the occupant is entitled to. Access levels vary from once off hire, to long term lease agreements which offer exclusive access.

Refer to *Appendix 1 Community Facilities Occupancy Policy – Occupancy Classification Matrix*

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STEP 3 – LENGTH OF TENURE

The *Occupancy Classification Matrix* also outlines the tenure options available within each category of occupancy. Tenure refers to the length of the agreement and approved use between Council or the facility management body and the organisation.

The length of occupancy will be negotiated taking into account the particular circumstances of the facility and organisation using information obtained in Step 1.

The length of a lease or licence should generally be no greater than five (5) years with a five (5) year option unless there is significant financial contribution from the organisation or other significant factors. Organisations that are new to Maroondah or are Maroondah organisations that have previously been allocated use of Council's facilities under seasonal allocation, regular or casual hire will be considered for an allocation (Lease or Licence) of no greater than two (2) years with a two (2) year option.

STEP 4 – FEES & CHARGES

The *Community Facilities Pricing Policy* and 2 associated schedules, Leases and Licences Pricing Schedule and Seasonal and Casual Pricing Schedule, determine the appropriate fees and charges.

7 HIRE AGREEMENTS & CONDITIONS OF USE DOCUMENTATION

All groups and organisations requiring use of Council owned or managed community facilities must complete a hire agreement, signed and dated by both the facility management body and user prior to use.

Standard agreement documentation has been developed as part of the Community Facilities Occupancy Policy. The standard documents include:

- Standard Licence Agreement
- Standard Lease Agreement
- Casual Hire Agreement template
- Seasonal Hire Agreement
- Deed of Delegation
- Deed of Surrender of a Lease or Licence
- Deed of Variation of a Lease or Licence
- Deed of Renewal of a Lease or Licence

In addition, a range of user information has been developed for users of all Council owned or managed facilities. The documentation may be specific to a certain facility or general information pertaining to all users. For example the *Seasonal User Guide* outlines the usage requirements and maintenance responsibilities for all groups who enter into a Seasonal Occupancy Agreement with Council, whereas the *Maroondah Federation Estate Facility Hire Application Package* details procedures and responsibilities specific to occupancy of Maroondah Federation Estate.

8 REVIEW

The *Community Facilities Occupancy Assessment Process* and *Occupancy Classification Matrix* will be reviewed every 4 years in conjunction with the *Community Facilities Occupancy Policy* and aligned *Community Facilities Pricing Policy*.

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Appendix 1 - COMMUNITY FACILITIES OCCUPANCY POLICY - OCCUPANCY CLASSIFICATION MATRIX

<i>Community</i>	A not for profit-organisation that exists exclusively for charitable purposes or as an amateur sporting group, arts, craft or other special interest group established for the benefit of the community of the Maroondah City Council. Primarily voluntary staff and/or committee.
Community Service Not for Profit	An organisation which provides services to the Maroondah Community, consisting of primarily paid staff and returns all profits into the operation of the organisation to carry out its purposes.
Commercial	An organisation, including incorporated body, co-operative society, partnership or sole trader conducting activities for the purposes of deriving a financial return to the proprietors or shareholders.

OCCUPANCY TYPE	LEVEL OF ACCESS	TENURE AVAILABLE	CLASSIFICATION TRAITS
Casual Hire	<ul style="list-style-type: none"> - Exclusive access to the space for booked time period. (ie not exclusive use of whole facility) - Temporary loan of keys - No maintenance or utility responsibilities 	<ul style="list-style-type: none"> - Once off use - Sporadic bookings - Hall hire <10 bookings 	<ul style="list-style-type: none"> - Individual or organisation - <i>Public Liability Coverage - Council cover available for casual hall hire.</i> - Maroondah based and non Maroondah based groups
Regular Hire	<ul style="list-style-type: none"> - Exclusive access to the space for booked time period. - Long term key allocation - No maintenance or utility responsibilities 	<ul style="list-style-type: none"> - Maximum annual allocation for specified period ie weekly, monthly, bimonthly. 	<ul style="list-style-type: none"> - Individual or Organisation - Public Liability Coverage - Council cover available for casual hall hire - Weekly hire - >10 consecutive weeks - Fortnightly hire ->10 consecutive fortnights - Monthly hire -> 10 consecutive months.
Seasonal Allocation	<ul style="list-style-type: none"> - Exclusive access to the facility at specified times for the allocated season. - Keys allocated for the season <ul style="list-style-type: none"> - Facility may be accessed by Council Officers & allocated to other uses in available times. - Partial maintenance & utility responsibilities - Additional usage must be applied for separately (ie pre season training, finals) 	<ul style="list-style-type: none"> - Winter season – 6 mth regular season - Summer season – 6 Months 	<ul style="list-style-type: none"> - For mainly Sporting facilities - Incorporated Organisation - Own Public Liability Insurance Coverage - Demonstrated direct benefit to local Community - No outstanding debt to Council - No notices or outstanding maintenance requirements
Licence	<ul style="list-style-type: none"> - Exclusive access for specified days & hours. 	<ul style="list-style-type: none"> - 2 year term with option for 	<ul style="list-style-type: none"> - Incorporated Organisation


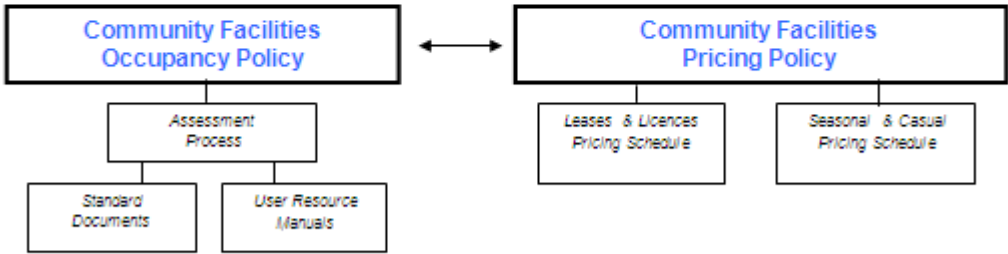
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OCCUPANCY TYPE	LEVEL OF ACCESS	TENURE AVAILABLE	CLASSIFICATION TRAITS
	<ul style="list-style-type: none"> - A number of licencees can occupy one facility - Keys allocated for the term of the licence <ul style="list-style-type: none"> - Facility may be accessed by Council Officers & allocated to other uses in available times. - Partial maintenance & utility responsibilities 	<ul style="list-style-type: none"> further 2 years (new users) - 5 year term with option for further 5 years (current) UNDER REVIEW 	<ul style="list-style-type: none"> - Own Public Liability Insurance Coverage - Demonstrate direct benefit to Maroondah Residents - No outstanding debt to Council
Lease	<ul style="list-style-type: none"> - Exclusive access - Keys allocated on a permanent basis (for period of agreement) - Council must obtain permission to enter the premises - Agreed maintenance responsibilities 	<ul style="list-style-type: none"> - 5 year term with option for further 5 years (current) UNDER REVIEW 	<ul style="list-style-type: none"> - Incorporated Organisation - Own Public Liability Insurance Coverage - May have made significant capital contribution to the facility. - Demonstrate direct benefit to Maroondah Residents - Specific permanent storage &/or set up requirements - Purpose built facility for specific function - Protection & preservation of assets - No outstanding debt to Council
Deed of Delegation	<ul style="list-style-type: none"> - Non exclusive access. - Keys allocated on a permanent basis - Facility may be allocated by Council or Committee - Partial maintenance and reporting responsibilities 	<ul style="list-style-type: none"> - Deed of delegation is renewed every 5 years 	<ul style="list-style-type: none"> - Committee under Council delegation authority - 8 -12 local residents or user group representatives who demonstrate the ability to effectively manage the facility and legal reporting requirements on behalf of Council.

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	<p align="center">Community Facilities Pricing Policy</p>
<p>Leisure, Culture & Youth Services</p>	<p align="center">Policy Number: LCY 10-02</p>
<p>1. Introduction</p> <p>Maroondah City Council (Council) owns or manages an extensive network of sports fields, pavilions, open space, halls, meeting rooms and other facilities on behalf of the community. Council views the sustainable use of these facilities as integral to the Maroondah community having equitable access to a wide range of leisure, cultural and educational opportunities and to enhancing the sense of community within Maroondah. Council encourages the use of these facilities by supporting and subsidising the many groups that use them.</p> <p>It is Council's intention that when it charges a user for the use of a community facility the charge will be reasonable, transparent and equitable. This Policy framework contains the rationale and principles that will underpin Council's pricing of community facilities.</p>	
<p>2. Purpose</p> <p>The Community Facilities Pricing Policy ('the Policy') provides an overarching framework containing principles that guide the pricing of Council owned or managed community facilities and ensures a consistent and transparent approach to the pricing of such facilities. It is the aim of the Policy that users of community facilities will understand what they are paying for, why they are paying and are confident that other user groups in similar situations are also contributing in a consistent manner.</p> <p>The Policy provides the basis and principles from which more detailed schedules have been developed:</p> <ul style="list-style-type: none"> • <i>Seasonal and Casual Pricing Schedule</i> • <i>Leases and Licences Pricing Schedule</i> <p>The specific detail about how fees for user groups will be determined is contained within these more detailed documents.</p> <p>The Pricing Policy directly aligns with Council's Community Facilities Occupancy Policy. All applications for use of a Council owned or managed facility are initially assessed against the Community Facilities Occupancy Policy for suitability, type of arrangement and length of tenure, then applications are referred to the Community Facilities Pricing Policy to determine the rate of rental.</p> <div data-bbox="261 1637 1273 1890" style="border: 1px solid black; padding: 10px; margin-top: 20px;">  <pre> graph TD A[Community Facilities Occupancy Policy] <--> B[Community Facilities Pricing Policy] A --> C[Assessment Process] C --> D[Standard Documents] C --> E[User Resource Manuals] B --> F[Leases & Licences Pricing Schedule] B --> G[Seasonal & Casual Pricing Schedule] </pre> </div>	

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3. Objectives

The objectives of the Policy are:

1. To establish principles for the determination of fees and charges.
2. To determine subsidy levels for Leased, Licensed and seasonal use of Council owned Community facilities.
3. To ensure accountability to the community through an equitable and transparent pricing structure.

4. Strategic Context

This Policy is aligned with, and is supported by, the following Council documents within the context of Council's Planning, Resource Allocation & Review Framework.:

Community Facilities Occupancy Policy

The Occupancy Policy directly aligns with the Community Facilities Pricing Policy and are utilised concurrently to assess requests for occupancy of Council Land. The Occupancy Policy component determines whether the request is approved, the type of agreement and length of tenure.

Council Plan 2009 - 2013

The Council Plan sets out strategies for the next four years and takes into account what Council needs to undertake in these four years to achieve the long-term vision described in *Maroondah 2025 - A Community Planning Together*. The Council Plan is reviewed every year to ensure it reflects changing times and needs.

Leisure Services Strategic Plan 2009 - 2013

The Plan identifies key issues and considerations that have influenced or have the potential to influence the planning and provision of leisure within Maroondah. Recommendations include the review and redevelopment of the Community Facilities Pricing Policy to ensure the fair and equitable allocation of resources.

Open Space Strategy 2005

The Open Space Strategy guides the planning, development and management of public parks, reserves and open space in Maroondah. The strategy identifies core service levels for the function and catchment level of open space and outlines future development opportunities which may potentially impact on the categorisation of facilities.

Disability Policy and Action Plan 2008- 2012

The aim of the Disability Policy and Action Plan is to facilitate the inclusion, empowerment and independence of people with disabilities in Maroondah and has informed Council's decision regarding fees subsidies for specific populations.

Community Engagement Policy 2008

The Community Engagement Policy recognises Council's commitment to engaging the Maroondah community in decision making processes and establishes a consistent framework for participatory practices.

Community Wellbeing Plan 2009-2013

The Plan has been developed with the purpose of providing direction and guidelines for working towards an optimal state of health, safety and wellbeing for the Maroondah community.

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5. Definitions

Terms within the Policy requiring definition or explanation are:

Casual Use

Casual use permits allow persons or organisations to use parkland, buildings, meeting rooms and sporting facilities within the Municipality for casual use, one-off or specific occasions.

Regular Hire

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A lease is a contract under which a tenant (or lessee) is granted exclusive possession of property for an agreed period, usually in return for rent.

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Season Allocation

Allocation of Council facilities to sporting clubs for either the Summer or Winter playing season each year.

Commercial

An organisation, including incorporated body, co-operative society, partnership or sole trader conducting activities for the purposes of deriving a financial return to the proprietors or shareholders.

Community

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An organisation which provides services to the Maroondah Community, consisting of primarily paid staff and returns all profits into the operation of the organisation to carry out its purposes.

6. SCOPE

The Policy extends to all Council-owned facilities and grounds as detailed below:

- Council Owned Community Halls
- Community Centres
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- Scout and Guide Halls
- Facilities managed by Council Special Committees of Management
- Maroondah Federation Estate

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Leases and Licences may relate to land or land and facilities owned by Council, managed by Council on behalf of another government department where Council has been appointed the Committee of Management eg VicRoads or Crown Land.

Leases that have a component of commercial activity are also covered by the Policy where the group holding the lease is a registered not for profit community organisation.

Exclusions

This Policy does not include the Karralyka Centre or facilities managed by Maroondah Leisure (eg Croydon Leisure Centre, Maroondah Indoor Sports Centre, Croydon Memorial Pool, Ringwood Aquatic Centre, Dorset and Ringwood Public Golf Courses). The Policy also excludes commercial property.

7. PRINCIPLES

The principles set out below will be used by Council to determine the fees to be charged for the use of the Council facilities to which this Policy applies.

1. Reasonable Contribution / Commensurable

Fees will be set at levels that reflect a reasonable contribution toward the cost to Council of maintaining a facility and set at a level that properly managed user groups can afford.

2. Transparent

Fees will be documented in a manner that users and the community can understand eg how the fees have been calculated and why the level of fee imposed has been charged.

3. Fair and Equitable

Users of Council facilities will be charged usage fees that are consistent with the usage fees charged to other users of the same or similar facilities where those users are in similar circumstances

4. Different Rates & Charges for Different Users & Standards of Facility

A scale of different charges will apply to commercial, government, community and private users.

5. Promoting Participation

Fees charged will reflect Council's commitment to supporting and promoting the participation of population groups that are usually under-represented in civic and community life.

6. Annual Increase

All pricing within this Policy will increase annually to ensure that users continue to make a reasonable contribution to the maintenance and renewal of Council Community Facilities.

8. POLICY REVIEW

The Policy will be reviewed every four years and will be monitored in relation to priorities identified in the Council Plan.

Policy Authorised:

Endorsement2010

Expiry Date (if any):

**DRAFT COMMUNITY FACILITIES OCCUPANCY
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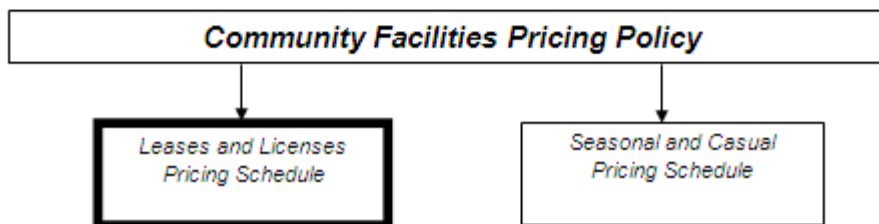


LEASES & LICENCES PRICING SCHEDULE

1 INTRODUCTION

This document for the leasing and licensing of Council owned and managed facilities is aligned with the Maroondah City Council *Community Facilities Pricing Policy* and the *Community Facilities Occupancy Policy*.

The *Community Facilities Pricing Policy* provides an overarching framework containing principles that guide the pricing of Council owned and managed community facilities and ensures a consistent and transparent approach to the pricing of such facilities.



It is recommended that this Schedule be read in conjunction with the following Council documents:

- *Community Facilities Pricing Policy*
- *Community Facilities Occupancy Policy*
- *Community Facilities Occupancy Assessment Process*
- *Lease & Licence User Guide*
- *Standard Lease & Licence Agreements*

These documents can be downloaded from Council's website www.maroondah.vic.gov.au

2 SCOPE

The Policy extends to all Council owned and managed facilities as detailed below:

- Council Owned Community Halls
- Community Centres
- Kindergartens
- Senior Citizens Centres
- Sporting Pavilions
- Sports Grounds and sporting activity surfaces
- Scout and Guide Halls
- Facilities managed by Council Special Committees of Management
- Maroondah Federation Estate

DRAFT COMMUNITY FACILITIES OCCUPANCY POLICY AND PRICING POLICY

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3 UNDERSTANDING LEASES AND LICENCES

Council subsidises the use of community facilities to encourage their use and to support community organisations. A lease or licence gives community organisations security of tenure over a fixed period, thus eliminating the need to apply annually for winter or summer seasonal allocation.

Refer to the Community Facilities Occupancy Policy and associated "Assessment Process" and "Standard Documentation" for information on the application process, standard documentation and the regulations and requirements for organisation leasing or licensing Council owned or managed community facilities.

For a list of Council owned community facilities under lease or licence, please see Appendix 1.

4 DEFINITIONS

Terms within this Schedule requiring definition or explanation are:

Lease

A lease is a contract under which a tenant (or lessee) is granted exclusive possession of property for an agreed period, usually in return for rent.

Licence

A licence is a form of permission to enter and use land and/or facility for an agreed purpose for a stated period. The licensee does not have exclusive use of the land allowing Council to allocated other users groups or allow the general public to use the facilities at other times.

5 APPLICATION PROCESS

Existing or intending users of Council facilities will be required to complete an Expression of Interest form. This form can be downloaded from Council's website www.maroonDAH.vic.gov.au

6 RENTAL FEES

For simplicity and consistency, rentals are determined on the basis of their relevance to the following principles from the Community Facilities Pricing Policy:

Fair and Equitable

Users of Council facilities will be charged fees that are consistent with the fees charged to other users of the same or similar facilities where those users are in similar circumstances

Promoting Participation

Fees charged will reflect Council's commitment to supporting and promoting the participation of population groups that are usually under-represented in civic and community life.

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7.1 Groups Traditionally Supported by Council

Council has an historical relationship with community groups listed in the table below and wishes to acknowledge the support and service these organisations contribute to the social fabric of the community by way of subsidised rentals. The following rental reflects the cost to Council of administering the Lease or Licence.

Category	Annual Rental <i>including GST</i>
Kindergartens Community Centres Senior Citizen Centres Community Child Care Centres Croydon RSL Maroondah Citizens Advice Bureau	\$220

7.2 Scouts and Guides

Council enters into Lease agreements for Scout and Guide buildings for the land only. The Scout and Guides own the buildings and the improvements upon the land and are able to remove the buildings and improvements at the end of the Lease. The Scouts and Guides are responsible for full maintenance of the buildings and improvements.

Category	Annual Rental <i>including GST</i>
Scouts and Guides	\$220

7.3 Groups that are responsible for specialised maintenance

There are a number of community groups in Maroondah that are responsible for the specialised maintenance of areas within their Leased or Licensed facility i.e. tennis courts, bowling greens, croquet rinks, horse jumps and horse ménages. Council will charge a rental fee for each specialised sporting area (refer table below) and a pavilion rental which is 50% of the total rental for the specialised sporting area.

Category	Annual Rental <i>including GST</i>
Tennis Clubs Bowling Clubs Croquet Club Horse and Pony Clubs	\$120 per court \$240 per green \$240 per rink \$240 per ménage

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7.4 Other Community Groups Occupying Council-Owned Facilities

For community groups that are not covered within clauses 7.1 to 7.3 the rental will be determined based on the quality of the facility, capital contributions provided by Council and the community organisation, the type of organisation using the facility and whether the organisation has exclusive use of the facility. As a minimum community groups will pay double a category A pavilion charge as detailed in section 8.3 of the Seasonal and Casual Pricing Schedule.

Quality of the Facility

The base rental for charging community groups occupying Council-owned facilities will be determined according to the quality of the facility with higher quality facilities being charged at a higher base rental than lower quality facilities.

Once the base rental is set the following factors will be considered when calculating the rental fee:

Capital contribution towards building improvement:

Capital contributions over \$100,000 including in kind made by the community group in the last 10 years will reduce the base rental by 25%.

Council Capital Contribution:

Capital contributions over \$100,000 made by Council in the last 10 years will increase the base rental by 25%.

Exclusivity

Where groups have exclusive use of the facility the base rental will be increased by 50%.

Community Group Classification

For community groups that cater solely for juniors, veterans or for people with a disability the base rental will be reduced by 50%.

7.5 Miscellaneous

Community groups that occupy Council buildings and/or land that are unique, have needs that are significantly different or have provided significant resources will towards the development of the facility need to negotiate the terms and conditions of their Lease with Council Officers.

8 STANDARD LEASE

The standard Lease and Licence agreements can be downloaded on Council's website www.maroondah.vic.gov.au

9 REVIEW

The overarching Community Facilities Pricing Policy and the Leases and Licences Pricing Schedule will be reviewed every four years and will be monitored in relation to priorities identified in the Council Plan.

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Appendix 1

**COUNCIL OWNED AND MANAGED COMMUNITY FACILITIES UNDER LEASE OR LICENCE
2010**

TENNIS CLUBS - LEASE

1. Bayswater North Tennis Club
2. Burnt Bridge Tennis Club
3. Croydon North Tennis Club
4. Croydon Tennis Club
5. East Ringwood Tennis Club
6. Gracedale Tennis Club
7. Heathmont Park Reserve Tennis Club
8. East Croydon Tennis Club
9. North Ringwood Tennis Club
10. Parkwood Tennis Club
11. Ringwood Tennis Club

KINDERGARTENS - LEASE

1. Arrabri
2. Barngoon
3. Bayswater North
4. Brentwood Park
5. Croydon Central
6. Croydon Gums
7. Croydon North
8. Ellie V. Pullen
9. Greenwood Park
10. Heathmont
11. Heathmont East
12. Kurbaroo
13. Lipscombe Park
14. Maroondah
15. North Ringwood
16. Norwood
17. Oban
18. Pinemont
19. Pinjarra
20. Taralla

SENIOR CITIZEN CENTRES

1. Croydon
2. East Ringwood
3. North Ringwood

COMMUNITY CENTRES

1. Central Ringwood Community Centre
2. Glen Park Community Centre
3. Yarrunga Community Centre

CHILD CARE CENTRES

1. Knaith Road Child Care Centre
2. North Ringwood Community Child Care Cent

MISCELLANEOUS - LEASES

1. Croydon & District Dog Obedience Club
2. Croydon RSL
3. Croydon Bowling Club
4. Croydon U3A
5. Croydon Football Club
6. Croydon Cricket Club
7. German Shepherd Dog Club
8. Maroondah Montessori Pre School
9. Maroondah Soccer and Darts Club
10. Maroondah Citizens Advice Bureau
11. Ringwood Ballet
12. Ringwood Bowls Club
13. Ringwood Croquet Club
14. Ringwood Horse and Pony Club
15. Springfield Sporting Development Group

MISCELLANEOUS - LICENCES

1. E.R.N.I
2. Reverse Art Truck
3. Ringwood Golf Club
4. Ringwood Swimming Club

SCOUTS AND GUIDES- LEASES

1. Croydon Hills District Guides
2. Heathmont/Ringwood District Guides
3. South Croydon District Guides

4. 1st Croydon Hills Scout Group
5. 1st Maroondah Scout Group
6. 2nd Maroondah Scout Group
7. 3rd Croydon Scout Group
8. 3rd Ringwood Scout Group
9. 4th Ringwood Scout Group
10. 7th Ringwood Scout Group
11. Bedford Park Scout Hall

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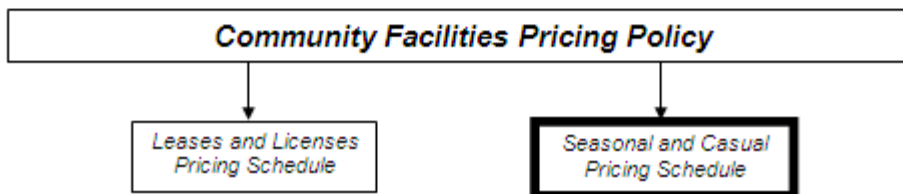


SEASONAL AND CASUAL PRICING SCHEDULE

1 INTRODUCTION

This document for the pricing of Council sporting facilities and pavilions is aligned with the Maroondah City Council *Community Facilities Pricing Policy* and the *Sporting Facilities User Guide*.

The *Community Facilities Pricing Policy* provides an overarching framework containing principles that guide the pricing for the use of Council-owned community facilities and ensures a consistent and transparent approach to the pricing of such facilities.



It is recommended that this Schedule be read in conjunction with the following Council documents:

- *Community Facilities Pricing Policy*
- *Sporting Facilities User Guide*

These documents can be downloaded from Council's website www.maroondah.vic.gov.au

2 SCOPE

This Schedule applies to the following facilities owned by Maroondah City Council:

- Sports Grounds/Fields
- Pavilions
- Turf Wickets
- Athletics Tracks

These facilities are itemised in Appendix 3.

**DRAFT COMMUNITY FACILITIES OCCUPANCY
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3 UNDERSTANDING SEASONAL AND CASUAL CHARGES

Council subsidises the use of facilities to support community organisations and to encourage their use. All charges (seasonal, casual, school and commercial) are calculated to recover a proportion of Maroondah City Council's annual maintenance expenditure.

There is a seasonal charge for sports grounds and a seasonal charge for pavilions. Both charges are related to the quality of the facility and the intensity of the maintenance schedule applied to that facility. Council has set the seasonal charges for the next four years commencing from the 2011 winter season. A Tenant Club will either be charged the set fee for the allocated ground and pavilion as detailed in this schedule or the previous fee charged for the same ground or pavilion, whichever is the greater.

All charges within the schedule include Goods and Services Tax (GST).

4 MAINTENANCE DEFINITION / SCOPE

Detailed below are the activities undertaken by Council in maintaining Council owned and managed community facilities:

1. Sports Ground Maintenance:-

Sports ground maintenance is defined as those re-current maintenance costs which are required to ensure that the standard of the sports ground is maintained.

These costs relate to:-

- Grass cutting
- Mowing
- Weeding
- Drainage and sprinkler management
- Fertilising and over sowing
- Levelling of surface
- Soil management – verti draining and slicing
- Materials and labour
- Water

2. Pavilion Maintenance:-

Pavilion maintenance is defined as those maintenance costs which are required for the day to day management / maintenance of Council Pavilions.

These costs relate to all building maintenance, which includes: -

- Structural (building movement, building frame etc)
- External (ie painting, plumbing, doors etc)
- Cyclic inspection – emergency lights, exit signs and fire extinguishers
- Vandalism and graffiti removal
- Sewerage and storm water drains
- Services (hot water and gas)
- Capital renewal

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5 SPORTS GROUNDS

5.1 Sports Ground Classifications

Sports grounds are classified into one of three categories (A, B and C) with 'A' being the highest quality ground with the more intensive maintenance schedule (charged at the highest rate) and 'C' being the lowest standard ground with a less intensive maintenance schedule (charged at a lower rate). Each category will correspond to a set charge for use.

The criteria under which sports grounds are rated are detailed in section 5.2 (below) and include:

- a. The cost involved in maintaining a sporting surface to the standard required for the sport.
- b. The presence of irrigation and/or underground drainage system.
- c. The standard of support structures (eg fencing, training lights, coaches boxes, etc)
- d. The schedule of maintenance intervention

5.2 Sports Ground Categories

Category A

- Training lights
- Extensive underground drainage system
- Automatic irrigation system
- Synthetic or turf wicket
- Highly maintained playing surface
- High quality support structures (eg coaches boxes, scoreboards, dugouts)

Category B

- Training lights
- Limited drainage system
- Irrigation system
- Synthetic wicket
- Good quality playing surface
- Good support structure (eg coaches boxes, scoreboards, dugouts)

Category C

- Minimal training lights
- Minimal or no drainage/irrigation system
- Synthetic wicket
- Reasonable quality playing surface
- Reasonable support structures (eg coaches boxes, scoreboards, dugouts)

Note: Facilities that meet the majority of the listed criteria will be placed within that category

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5.3 Seasonal Sports Ground Charges

A Tenant Club will either be charged the set fee for the allocated ground as detailed below or the previous fee charged for the same ground, whichever is the greater. Charges indicated below reflect the charge per season (summer or winter) including GST.

Type of Use	Category A Ground				Category B Ground				Category C Ground			
	2011/12	2012/13	2013/14	2014/15	2011/12	2012/13	2013/14	2014/15	2011/12	2012/13	2013/14	2014/15
Full Seasonal Charge (Full use fee)	\$1320	\$1430	\$1650	\$1780	\$825	\$990	\$1100	\$1320	\$550	\$605	\$680	\$715
Juniors - Different ground to seniors (50% Fee reduction)	\$660	\$715	\$825	\$880	\$412	\$495	\$550	\$660	\$275	\$302	\$330	\$357
Veterans (50% Fee reduction)	\$660	\$715	\$825	\$880	\$412	\$495	\$550	\$660	\$275	\$302	\$330	\$357
Disability Programs (50% Fee reduction)	\$660	\$715	\$825	\$880	\$412	\$495	\$550	\$660	\$275	\$302	\$330	\$357
Match or Training Only (50% Fee reduction)	\$660	\$715	\$825	\$880	\$412	\$495	\$550	\$660	\$275	\$302	\$330	\$357

Training Only Seasonal Charge

This charge is for grounds or facilities used solely for training, for a maximum of 2 training sessions (up to 3 hours per session) per week during a season.

Match Only Seasonal Charge

This charge is for grounds used solely for games either on a Saturday only or a Sunday only (i.e. one use per week).

NOTE: In the event that Council reallocates a ground e.g. due to ground renovation being carried out, the lower charge will apply. For example, if a Tenant Club is usually allocated an A ground but is re-allocated a C ground, a charge for the C ground will apply. Alternatively, if a Tenant Club is usually allocated a C ground and is reallocated to an A ground – the C ground charge will apply.

Finals Match Charge

Finals matches are at no charge to the Tenant Club if they involve Maroondah Clubs. The following charges apply to finals matches that do not involve Maroondah Clubs. For details and conditions relating to finals matches, please refer to the *Sporting Facilities User Guide*

Type of use	Category A Ground				Category B Ground				Category C Ground			
	2011/12	2012/13	2013/14	2014/15	2011/12	2012/13	2013/14	2014/15	2011/12	2012/13	2013/14	2014/15
Non Maroondah Clubs Match Charge (20% of full fee)	\$264	\$286	\$330	\$352	\$165	\$198	\$220	\$264	\$110	\$121	\$132	\$143

DRAFT COMMUNITY FACILITIES OCCUPANCY POLICY AND PRICING POLICY

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5.4 School Use of Sports Grounds

The application process and use of sports grounds by schools is subject to the conditions outlined in the *Sporting Facilities User Guide*. Schools will be charged the subsidised rates in the table below, based on recovery of a percentage of annual maintenance costs. The same charges apply to both government and non-government schools.

Schools wishing to apply for use of a sports ground will need to complete an *Application to Use Council Facilities Casual Use by School/Association* form. This form can be downloaded from Council's website www.maroondah.vic.gov.au

Type of Use	Category A Ground				Category B Ground				Category C Ground			
	2011/12	2012/13	2013/14	2014/15	2011/12	2012/13	2013/14	2014/15	2011/12	2012/13	2013/14	2014/15
PRIMARY SCHOOLS												
Maroondah Prim. Schools Casual use	No charge				No charge				No charge			
SECONDARY SCHOOLS												
Maroondah Sec. Schools Casual use and limited use	\$66	\$71	\$82	\$88	\$41	\$49	\$55	\$66	\$27	\$30	\$33	\$36
Maroondah Sec. Schools Weekly term bookings	\$330	\$357	\$412	\$440	\$206	\$247	\$275	\$330	\$137	\$151	\$165	\$178
Maroondah Interschol Tournaments All day use-multiple schools	\$132	\$143	\$165	\$176	\$82	\$99	\$110	\$132	\$55	\$60	\$66	\$71
EXTERNAL PRIMARY AND SECONDARY SCHOOLS												
External Schools outside of the municipality*	\$132	\$143	\$165	\$176	\$82	\$99	\$110	\$132	\$55	\$60	\$66	\$71

*No round robins/ tournaments permitted for schools outside the municipality

5.5 Commercial and Private Use of Sports Grounds

The commercial and private use of sports grounds is subject to the application process and conditions outlined in the *Sporting Facilities User Guide*.

Commercial and private users wishing to use a sports ground will need to complete an *Application to Use Council Facilities Casual Use* form. This form can be downloaded from Council's website www.maroondah.vic.gov.au

For the purpose of hiring sports facilities in Maroondah, a commercial user or private user is considered to be an organisation, including incorporated body, co-operative society, partnership or sole trader conducting activities for the purpose of deriving a financial return to the proprietors or shareholders. The commercial rate will also apply to an individual hiring a sports ground for personal use.

Type of use	Category A Ground				Category B Ground				Category C Ground			
	2011/12	2012/13	2013/14	2014/15	2011/12	2012/13	2013/14	2014/15	2011/12	2012/13	2013/14	2014/15
Commercial/Private Casual use Single session (20% of full seasonal fee)	\$264	\$288	\$330	\$352	\$165	\$198	\$220	\$264	\$110	\$121	\$132	\$143
Personal Training Seasonal booking (Full seasonal fee)	\$1320	\$1430	\$1650	\$1760	\$825	\$990	\$1100	\$1320	\$550	\$605	\$660	\$715

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5.6 Community Service Not For Profit Use of Sports Grounds

For the purpose of hiring sports facilities in Maroondah, an organisation which provides services to the Maroondah community, consisting of primarily paid staff and returns all profits into the operation of the organisation to carry out its purposes

Community Service Not For Profit users wishing to apply for use of a sports ground will need to complete an *Application to Use Council Facilities Casual Use*. This form can be downloaded from Council's website www.maroondah.vic.gov.au

Type of use	Category A Ground				Category B Ground				Category C Ground			
	2011/12	2012/13	2013/14	2014/15	2011/12	2012/13	2013/14	2014/15	2011/12	2012/13	2013/14	2014/15
One off/casual use Single session (10% of full fee)	\$132	\$143	\$155	\$175	\$82.50	\$99	\$110	\$132	\$55	\$60.50	\$66	\$71.50
Full Seasonal Charge Summer or winter season	\$1320	\$1430	\$1550	\$1750	\$825	\$990	\$1100	\$1320	\$550	\$605	\$660	\$715

6 TURF WICKETS

Council subsidises up to 80% of the cost of preparation of turf wickets for each Tenant Club requiring such facilities. The following turf wickets will therefore incur a pre-determined charge in addition to the seasonal allocation charge for that ground.

Ground	Turf Wicket	Practice Wicket	Seasonal Charge			
			2011/12	2012/13	2013/14	2014/15
Croydon Park	✓	✓	\$5060	\$5566	\$5519	\$5325
Jubilee Park # 1 Oval	✓	✓	\$5504	\$6054	\$6329	\$6880
Fred Geale Oval	✓		\$3145	\$3450	\$3515	\$3932

The following turf wickets are maintained by the Tenant Club allocated the ground for the season, and therefore the maintenance costs are borne by the Club.

- H.E. Parker Reserve # 1
- Jubilee Park # 2 Oval
- Proclamation Park # 1

Any additional requirement of turf wickets, outside the normal allocation, may incur an additional fee. Council will prepare match and practice wickets for the semi finals and finals of yearly competition at no charge to the Tenant Club if they involve Maroondah clubs. The following allocation conditions will also apply:

- The Country Week event will be considered as a Club event, therefore no cost will be applied for turf wicket preparation (note, Clubs **must** apply for additional matches associated with Country Week and similar, Charity Matches etc, as these matches are not within allocated hours of tenancy);
- For visiting internationals, state teams or exhibition matches a fee of \$110.00 (including GST) will apply for centre wicket preparation. The cost will be \$200.00 (including GST) if practice wickets are also required.

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7 ATHLETICS TRACKS

Council owns and maintains 2 athletics tracks that are equipped to meet the needs of users by providing an all weather surface, marked tracks, spectator seating and pavilions. AC Robertson Athletics Field is managed on behalf of Council by the AC Robertson Field Special Committee of Management. The Committee sets and administers the charges for the facility in line with the industry benchmark. Please refer to the Committee's Bookings Officer for current rates.

Town Park Athletics Track

Town Park Athletics Track is managed directly by Council. The following fees apply for the use of the Track:

Type of use	Casual Charge			
	2011/12	2012/13	2013/14	2014/15
Casual Use - Maroondah based organisations	\$30/hr	\$32	\$34	\$36
Casual Use - Organisations based outside municipality	\$45/hr	\$48	\$51	\$54
Full Day Casual Use - Single Maroondah organisation	\$110	\$117	\$124	\$131
Full Day Casual Use - Single Non Maroondah organisation	\$165	\$175	\$186	\$197
Interscholar Carnival - Maroondah organisations	\$150	\$159	\$169	\$179
Interscholar Carnival - Non Maroondah organisations	\$225	\$239	\$253	\$268

For seasonal usage of the Town Park Athletics Track please refer to the seasonal charge for category C ground - Section 5.3

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8 PAVILIONS

8.1 Pavilion Classifications

Pavilions are classified according to their quality and facilities, with 'A' being the highest quality pavilion with the most amenities (charged at the highest rate) and 'C' being the lowest quality pavilion with minimal amenities. Each category will correspond to a set fee for use.

The criteria under which pavilions are classified are detailed in section 8.2 (below) and include:

- a. The cost involved in maintaining the pavilion to an appropriate standard
- b. The number and standard of amenities (eg change rooms, kiosk, office space, etc)
- c. The capacity to raise income (eg social rooms, kiosk, bar facilities, etc).

8.2 Pavilion Categories

Category A

- Large multi-purpose area
- Change facilities
- Kitchen / kiosk facilities
- Full bar facilities
- Toilets
- Additional support facilities/infrastructure (ie first aid room, office space, gymnasium)

Category B

- Small / medium multi purpose area
- Change facilities
- Kitchen / kiosk facilities
- Limited/restricted bar facilities
- Toilets
- Limited additional support facilities/infrastructure (ie first aid room, office space, etc)

Category C

- Small hall / room
- Limited change facilities
- Limited kitchen / kiosk facilities
- Toilets
- Limited or no additional support facilities/infrastructure

Note: Facilities that meet the majority of the listed criteria will be placed within that category.

8.3 Seasonal Pavilion Charges

A Tenant Club will either be charged the set fee for the allocated pavilion as detailed below or the previous fee charged for the same pavilion, whichever is the greater. Charges indicated below are the seasonal charges (summer or winter)

Type of use	Category A Pavilion				Category B Pavilion				Category C Pavilion			
	2011/12	2012/13	2013/14	2014/15	2011/12	2012/13	2013/14	2014/15	2011/12	2012/13	2013/14	2014/15
Full Seasonal Charge Summer or winter Season	\$935	\$1100	\$1320	\$1430	\$550	\$560	\$825	\$880	\$440	\$440	\$440	\$495
Juniors, Veterans Disability Programs, Match/Training Only (50% Fee reduction)	\$467	\$550	\$660	\$715	\$275	\$330	\$412	\$440	\$220	\$220	\$220	\$247

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9 REVIEW

Facilities and sports ground categories are re-assessed on an annual basis as the standard of a facility may be improved through Council's Capital Works Program. Facilities that receive significant improvement works may be upgraded to a higher category. Regular tenant groups of these facilities will be given advanced warning of an upgrade to allow them time to incorporate any fee increases into their seasonal budget and business planning.

Council also reserves the right to increase fees if required.

The overarching Community Facilities Pricing Policy and the Seasonal and Casual Pricing Schedule will be reviewed every four years and will be monitored in relation to priorities identified in the Council Plan.

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*Appendix 1
Sports Grounds and Categories in Maroondah*

Facility	Cat A	Cat B	Cat C	Turf Wickets
Ainslie Park			✓	
Arrabri Reserve			✓	
Barnggeong Reserve # 1 Oval			✓	
Barnggeong Reserve # 2 Oval			✓	
Barnggeong Reserve # 3 Oval			✓	
Barnggeong Reserve Baseball # 1 Field			✓	
Barnggeong Reserve Baseball # 2 Field			✓	
Belmont Park			✓	
Cheong Park		✓		
Croydon Park	✓			✓
Dorset Reserve (east & west ovals)			✓	
Dorset Reserve (southern pitches)			✓	
Dorset Soccer Ground	✓			
East Ringwood Reserve #1 Oval	✓			
East Ringwood Reserve #2 Oval			✓	
Eastfield Park (Bensons Oval)			✓	
Fred Geale Oval	✓			✓
Glen Park			✓	
Gracedale Park			✓	
Greenwood Park			✓	
Griff Hunt Reserve # 1 Oval / Rugby Pitch	✓			
Griff Hunt Reserve # 2 Oval / Rugby Pitch	✓			
HE Parker Reserve # 1 Oval		✓		✓*
HE Parker Reserve # 2 Oval			✓	
Heathmont Reserve	✓			
Hughes Park	✓			
Jubilee Park # 1 Oval	✓			✓
Jubilee Park # 2 Oval		✓		✓*
Lipscombe Park			✓	
Manson Reserve # 1 Oval (fenced)		✓		
Manson Reserve #2 Oval (dog club side)			✓	
Manson Reserve # 3 (soccer pitches)			✓	
Mullum Mullum Reserve # 1 Oval	✓			
Mullum Mullum Reserve # 2 Oval			✓	
North Ringwood Reserve		✓		
Peter Verges Reserve			✓	
Proclamation Park (Baseball # 1 Field)		✓		
Proclamation Park (Baseball # 2 Field)			✓	
Proclamation Park (Cricket # 1 Field)			✓	
Proclamation Park (Cricket # 2 Field)			✓	
Quambee Reserve # 1 Oval	✓			
Quambee Reserve # 2 Oval		✓		
Quambee Reserve # 3 Oval			✓	
Richard Silcock Reserve (northern)	✓			
Richard Silcock Reserve (southern)		✓		
Springfield Park Gridiron / Soccer Pitch			✓	
Town Park Interior of Athletics Track			✓	
Ringwood Soccer Pitch (Jubilee Park)	✓			

*NS Turf wickets marked with an asterisk * are maintained by the clubs allocated this ground*

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Appendix 2

Pavilions and Categories in Maroondah

Location	Cat A	Cat B	Cat C
Ainslie Park		✓	
Barneong Reserve – Baseball Club Facility		✓	
Barneong Reserve – Football Club Facility			✓
Belmont Park		✓	
Cheong Park	✓		
Croydon Park	✓		
Dorset Soccer	✓		
East Ringwood Reserve		✓	
Eastfield Park (Bensons Pavilion)		✓	
Eastfield Park – Pony Club Facility			✓
Glen Park		✓	
Griff Hunt		✓	
HE Parker – Pavilion		✓	
HE Parker - Netball Facility		✓	
Heathmont Reserve (AJ Lavis)		✓	
Hughes Park - Pavilion	✓		
Jubilee Park (RO Spencer)	✓		
Jubilee Park # 2		✓	
Manson Reserve – Pavilion		✓	
Mullum Mullum Reserve (WO Pratt)	✓		
Nth Ringwood Reserve	✓		
Proclamation Park – Athletics Rooms		✓	
Proclamation Park – Baseball Rooms			✓
Quambee Reserve	✓		
Silcock Reserve – Soccer/Cricket		✓	
Silcock Reserve – Dog Club	✓		
Springfield Park	✓		
Town Park (Fred Geale Oval Pavilion)			✓
Town Park (Athletics Clubrooms)		✓	
Ringwood Soccer Pitch (Jubilee Park)	✓		

**DRAFT COMMUNITY FACILITIES OCCUPANCY
POLICY AND PRICING POLICY**

ITEM 4

Appendix 3

MAROONDAH CITY COUNCIL SPORTING FACILITIES

SPORTS FIELDS

Ainslie Park
 Arrabri Reserve
 Barngoon Reserve # 1 Oval
 Barngoon Reserve # 2 Oval
 Barngoon Reserve # 3 Oval
 Barngoon Reserve Baseball # 1 Field
 Barngoon Reserve Baseball # 2 Field
 Belmont Park
 Cheong Park
 Croydon Park
 Dorset Reserve (east & west ovals)
 Dorset Reserve (southern pitches)
 Dorset Soccer Pitch
 East Ringwood Reserve # 1 Oval
 East Ringwood Reserve # 2 Oval
 Eastfield Park (Bensons Oval)
 Fred Geale Oval
 Glen Park
 Gracedale Park
 Greenwood Park
 Griff Hunt Reserve # 1 Oval/Rugby Pitch
 Griff Hunt Reserve # 2 Oval/Rugby Pitch
 HE Parker Reserve # 1 Oval
 HE Parker Reserve # 2 Oval
 Heathmont Reserve
 Hughes Park
 Jubilee Park # 1 Oval
 Jubilee Park # 2 Oval
 Lipscombe Park
 Manson Reserve # 1 Oval (fenced)
 Manson Reserve # 2 Oval (dog club side)
 Manson Reserve # 3 (soccer pitches)
 Mullum Mullum Reserve # 1 Oval
 Mullum Mullum Reserve # 2 Oval
 Nth Ringwood Reserve
 Peter Verges Reserve
 Proclamation Park (Baseball # 1 Field)
 Proclamation Park (Baseball # 2 Field)
 Proclamation Park (Cricket # 1 Field)
 Proclamation Park (Cricket # 2 Field)
 Quambee Reserve # 1 Oval
 Quambee Reserve # 2 Oval
 Quambee Reserve # 3 Oval
 Richard Silcock Reserve (northern)
 Richard Silcock Reserve (southern)
 Springfield Park Gridiron / Soccer Pitch
 Town Park - Interior of Athletics Track
 Ringwood Soccer Pitch (Jubilee Park)

SPORTING PAVILIONS

Ainslie Park
 Barngoon Reserve – Baseball Club Facility
 Barngoon Reserve – Football Club Facility
 Belmont Park
 Cheong Park
 Croydon Park
 Dorset Soccer
 East Ringwood Reserve
 Eastfield Park (Bensons Pavilion)
 Eastfield Park – Pony Club Facility
 Glen Park
 Griff Hunt
 HE Parker – Pavilion
 HE Parker - Netball Facility
 Heathmont Reserve (AJ Lavis)
 Hughes Park - Pavilion
 Jubilee Park (RO Spencer)
 Jubilee Park # 2
 Manson Reserve – Pavilion
 Mullum Mullum Reserve (WO Pratt)
 Nth Ringwood Reserve
 Proclamation Park – Athletics Rooms
 Proclamation Park – Baseball Rooms
 Quambee Reserve
 Silcock Reserve – Soccer/Cricket
 Silcock Reserve – Dog Club
 Springfield Park
 Town Park (Fred Geale Oval Pavilion)
 Town Park (Athletics Clubrooms)
 Ringwood Soccer Pitch (Jubilee Park)

TURF WICKETS *(maintained by Council)*

Croydon Park
 Jubilee Park # 1
 Fred Geale Oval

ATHLETICS TRACKS

Town Park Athletics Track
 AC Robertson Sports Field

ATTENDANCE REPORTS

ITEM 1

PURPOSE

To provide an opportunity for Councillors to report on those Committees to which they were formally appointed at the meeting of Council held on 14 December 2009.

STRATEGIC / POLICY ISSUES

The following directions contained in the Council Plan 2010-2014 provide the strategic framework that underpins the purpose and recommendation in this report:

Strategic Objective – Maroonah will underpin its services to the community with the principles and practice of good governance, sustainable and responsible financial management, participative decision making processes and an organisational culture that highly values its partners, citizens, employees and customers.

Strategy 3 – Ensure open, accessible and accountable local government provided through the application of good governance practices and utilising appropriate human and physical resources.

BACKGROUND

Not Applicable

ISSUE / DISCUSSION

It is intended that the Mayor and Councillors be given the opportunity to present a verbal or written report to the open meeting of Council, updating Council on the actions of such a Board or Organisation.

FINANCIAL / ECONOMIC ISSUES

Not Applicable

ENVIRONMENTAL / AMENITY ISSUES

Not Applicable

SOCIAL / COMMUNITY ISSUES

Not Applicable

COMMUNITY CONSULTATION

Not Applicable

ATTENDANCE REPORTS

ITEM 1

CONCLUSION

Council is represented on numerous Boards and Organisations and it is important that Council and the Community be advised of the actions and activities of same.

CONFIDENTIALITY

Not Applicable

RECOMMENDATION

THAT COUNCIL RECEIVES AND NOTES THE DELEGATES' REPORTS AS PRESENTED BY COUNCILLORS.

WARD REPORTS

ITEM 2

PURPOSE

To provide an opportunity for Councillors to give a verbal report on upcoming community activities/events within their Wards.

STRATEGIC / POLICY ISSUES

The following directions contained in the Council Plan 2010-2014 provide the strategic framework that underpins the purpose and recommendation in this report:

Strategic Objective – Maroondah will underpin its services to the community with the principles and practice of good governance, sustainable and responsible financial management, participative decision making processes and an organisational culture that highly values its partners, citizens, employees and customers.

Strategy 3 – Ensure open, accessible and accountable local government provided through the application of good governance practices and utilising appropriate human and physical resources.

BACKGROUND

Not Applicable

ISSUE / DISCUSSION

Councillors are elected to represent their communities at the local level and undertake a broad range of duties and tasks within their respective wards, many of which are not directly related to Council meetings.

It is appropriate that Councillors have the opportunity to draw attention to forthcoming community activities/events occurring within their Wards.

FINANCIAL / ECONOMIC ISSUES

Not Applicable

ENVIRONMENTAL / AMENITY ISSUES

Not Applicable

SOCIAL / COMMUNITY ISSUES

Not Applicable

COMMUNITY CONSULTATION

Not Applicable

WARD REPORTS

ITEM 2

CONCLUSION

It is important that Councillors are able to draw attention to upcoming community activities/events within their Wards.

CONFIDENTIALITY

Not Applicable

RECOMMENDATION

THAT COUNCIL RECEIVES AND NOTES THE WARD REPORTS AS PRESENTED BY COUNCILLORS.

REPORTS OF ASSEMBLY OF COUNCILLORS

ITEM 3

PURPOSE

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

STRATEGIC / POLICY ISSUES

The following directions contained in the Council Plan 2010-2014 provide the strategic framework that underpins the purpose and recommendation in this report:

Strategic Objective – Maroondah will underpin its services to the community with the principles and practice of good governance, sustainable and responsible financial management, participative decision making processes and an organisational culture that highly values its partners, citizens, employees and customers.

Strategy 3 – Ensure open, accessible and accountable local government provided through the application of good governance practices and utilising appropriate human and physical resources.

BACKGROUND

An Assembly of Councillors, as defined under the Local Government Act 1989 [s.76AA], is a planned or scheduled meeting, comprising at least 3 Councillors and 1 member of Council staff, that considers matters that are intended or likely to be:

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

Examples of an Assembly of Councillors may include:

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

ISSUE / DISCUSSION

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

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

REPORTS OF ASSEMBLY OF COUNCILLORS

ITEM 3

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

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

The 'Public Record' of the Assembly of Councillors briefings held on 16 August and 6 September 2010 are attached for information – refer Appendixes on pages 79 to 81.

The items contained therein were noted.

FINANCIAL / ECONOMIC ISSUES

Not Applicable

ENVIRONMENTAL / AMENITY ISSUES

Not Applicable

SOCIAL / COMMUNITY ISSUES

Not Applicable

COMMUNITY CONSULTATION

Not Applicable

CONCLUSION

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

It is appropriate that the 'Public Record' of those Assembly of Councillors briefings which are attended by all Councillors and generally held on Monday evenings at the City Offices Ringwood, usually two weeks prior to the formal Council Meeting, be noted at a formal meeting of Council.

CONFIDENTIALITY

Not Applicable

RECOMMENDATION

THAT COUNCIL RECEIVES AND NOTES THE PUBLIC RECORD OF THE ASSEMBLY OF COUNCILLORS BRIEFING/S HELD ON 16 AUGUST AND 6 SEPTEMBER 2010.

REPORTS OF ASSEMBLY OF COUNCILLORS

ITEM 3

APPENDIX 1

ASSEMBLY OF COUNCILLORS – PUBLIC RECORD

Assembly Details:

Date: 16-Aug-2010 Time: 6pm Location: Room 4

Attendees:

Councillors:		
Cr Tony Dib	Cr Michael Macdonald	Cr Rob Steane
Cr Ann Fraser	Cr Paul Macdonald	Cr Natalie Thomas
Cr Nora Lamont	Cr Alex Makin	Cr Les Willmott
Council Officers:		
Frank Dixon	Chief Executive Officer	
Marianne Di Giallonardo	Director Corporate Services	
Trevor Welsh	Director Operations & Infrastructure	
Helen Croxford	Director Community & Leisure Services	
Phil Turner	Director City Development	
Stephen Onans	Team Leader Governance	
Bernadette Harris	Manager Community Services (Item 4)	
Tim Cocks	A/Manager Leisure Culture & Youth (Item 5)	
Jeanette Ingram	Team Leader Leisure Services (Item 5)	
Others:		
Joseph Cullen	Chief Executive Officer, Eastern Regional Libraries Corporation	

Apologies:

Councillors:	Nil
Councillor Officers:	Nil

Conflict of Interest Disclosure:

Councillors:	Nil
Councillor Officers:	Nil

Items for Discussion:

Confidential Item

##	
1	Eastern Regional Libraries
2	Common Law & Natural Justice
3	Councillor Discussion of Items on Council Agenda
4	Food Services Revis OHS Report
5	Community Pricing & Occupancy Policies

Record completed by:

Council Officer:	Stephen Onans
Title:	Team Leader Governance

REPORTS OF ASSEMBLY OF COUNCILLORS

ITEM 3

APPENDIX 2

ASSEMBLY OF COUNCILLORS – PUBLIC RECORD

Assembly Details:

Date: 6-Sep-2010

Time: 6pm

Location: Room 4

Attendees:

Councillors:		
Cr Tony Dib	Cr Michael Macdonald	Cr Rob Steane
Cr Ann Fraser	Cr Paul Macdonald	Cr Natalie Thomas
Cr Nora Lamont	Cr Alex Makin	
Council Officers:		
Frank Dixon	Chief Executive Officer	
Marianne Di Giallonardo	Director Corporate Services	
Trevor Welsh	Director Operations & Infrastructure	
Helen Croxford	Director Community & Leisure Services	
Phil Turner	Director City Development	
Stephen Onans	Team Leader Governance	
Wendy King	Manager Resident Services (Items 1 & 2)	
Debra Styles	Team Leader Local Laws (Items 1 & 2)	
Bernadette Harris	Manager Community Services (Item 3)	
Judy Chalkley	A/Team Leader Aged & Disability (Item 3)	
Tim Cocks	A/Manager Leisure Culture & Youth (Item 4)	

Apologies:

Councillors:	Cr Les Willmott
Councillor Officers:	Nil

Conflict of Interest Disclosure:

Councillors:	Nil
Councillor Officers:	Nil

Items for Discussion:

Confidential Item

##	
1	Dogs in Public Places - Consultation Plan
2	## Local Law CAD Coin Operated Supermarket Trolleys
3	## Food Services Review OHS Report
4	## Community Pricing & Occupancy Policies
5	Hewish Road Planning Applications
6	MAV State Council Motions
7	Reconciliation Policy Action Plan Update

REPORTS OF ASSEMBLY OF COUNCILLORS

ITEM 3

APPENDIX 2 (Cont'd)

8	Ringwood Secondary Colege Sporting Facilities
9	Community Assistance Fund
10 ##	Peer Review - RAC Feasibility Study
11 ##	Ringwood CAD Update
12	Cheong Park
13	Metropolitan Transport Forum
14	Integrated Service Centre DVD
15	Council Planning Weekend
16 ##	Frank - Discussions with Mayor & Councillors

Record completed by:

Council Officer:	Stephen Onans
Title:	Team Leader Governance

GOVERNANCE INITIATIVES

ITEM 4

PURPOSE

To provide an update on the progressive implementation of Governance initiatives aimed at improving and enhancing the transparency of processes associated with the conduct of Council Meetings.

STRATEGIC / POLICY ISSUES

The following directions contained in the Council Plan 2010-2014 provide the strategic framework that underpins the purpose and recommendation in this report:

Strategic Objective – Maroonah will underpin its services to the community with the principles and practice of good governance, sustainable and responsible financial management, participative decision making processes and an organizational culture that highly values its partners, citizens, employees and customers.

Strategy 3 – Ensure open, accessible and accountable local government provided through the application of good governance practices and utilising appropriate human and physical resources.

BACKGROUND

At a Councillor Assembly conducted earlier this year on 31 May 2010 a number of issues were raised by Councillors for further consideration with a view to enhancing governance processes.

ISSUE / DISCUSSION

Council Officers have been progressively implementing a number of initiatives which are listed for notation as follows:

- Amendments to Council's Meetings Procedure & Use of Common Seal Local Law No. 7 (as reflected in LL9 and adopted by Council on 16 August 2010), which provides:
 - greater flexibility aimed primarily at enhancing debate provisions, by permitting any Councillor to speak on a matter irrespective of what views have previously been expressed by other Councillors
 - updated procedures for declaration of conflicts of interest
 - incorporation of 'Acknowledgement of Country' in the Order of Business of Ordinary Meetings and Special Meetings of Council.
 - extension of Public Question Time (if necessary) to ensure that all questions lodged are answered; option for submitter to 'read out' question/s, and availability of Councillors and Directors to further discuss issues with submitters after the meeting at supper
 - recording in Council Meeting Minutes which Councillors speak to which items
- Receiving of Deputations at Council Meetings from local organisations (when requested) as a means by which Council can receive information.

GOVERNANCE INITIATIVES

ITEM 4

- Provision of 2 additional standard reporting items on the Council Meeting Agenda, i.e.
 - Ward Reports – which enables Councillors to provide a verbal report on upcoming community activities/events within their Wards
 - Reports of Assembly of Councillors briefings – which provides an opportunity to present the ‘Public Records of those Assembly of Councillors briefings which are attended by all Councillors and generally held on Monday evenings at the City Offices Ringwood; usually 2 weeks prior to the Council Meeting, and to note the issues discussed
- Improvements to Council Chamber layout, including disability access
- Powerpoint Presentation – enhanced Council Report presentations for attendees in the public gallery during Council Meetings
- Council Meeting Agendas are now made available to the public via the web by midday on the Thursday preceding the meeting

FINANCIAL / ECONOMIC ISSUES

The resources for these initiatives are contained within budget.

ENVIRONMENTAL / AMENITY ISSUES

Not Applicable

SOCIAL / COMMUNITY ISSUES

These initiatives provide greater transparency for the community relative to Council decision-making.

COMMUNITY CONSULTATION

These initiatives are in line with Council’s community consultation processes.

CONCLUSION

These initiatives provide enhanced transparency for the community and demonstrate Council’s openness in decision-making.

CONFIDENTIALITY

Not Applicable

RECOMMENDATION

THAT COUNCIL RECEIVES AND NOTES THE INITIATIVES CONTAINED IN THIS REPORT, AIMED AT ENHANCING THE TRANSPARENCY OF PROCESSES IN ITS DECISION-MAKING.

DRAFT LOCAL LAW NO. 10 (AMENDING LOCAL LAW NO. 8, CLAUSE 32 - SHOPPING TROLLEYS)

ITEM 5

PURPOSE

To amend Local Law No. 8 Clause 32 to clarify the use of coin operated mechanisms fitted to supermarket trolleys.

STRATEGIC / POLICY ISSUES

Clause 32 of Local Law No. 8 responds to the following Council strategies:

- Foster the development of a community that is liveable, sustainable and safe, allowing people to achieve maximum wellbeing
- Provide a coordinated and integrated approach to the development of viable and competitive commercial centres

BACKGROUND

In 2009, Council's Local Law No. 5 sunsetted. Prior to the sunsetting of this Local Law, a comprehensive review was carried out and Local Law No. 8 was adopted and commenced on 1 January 2010. Included in the new Local Law was a Clause requiring retailers with more than 25 supermarket trolleys in the Ringwood Central Activities District (CAD) to fit coin operated locking mechanisms.

ISSUE / DISCUSSION

During the review process issues were identified in relation to abandoned trolleys in the Ringwood CAD and included:

- Trolleys not returned and causing obstruction & traffic hazards in car parks
- Trolleys dumped in creeks
- Trolleys left in surrounding streets
- The use of trolley handles as weapons

These issues were raised through the Ringwood Partners in Safety Committee which comprises representatives from Council, Victoria Police, Department Planning and Community Development, Eastland Centre Management and the Community.

Since the new Local Law has taken effect, all major retailers in the Ringwood CAD have fitted and are using coin operated trolley locks effectively with the exception of the Coles Eastland and Ringwood Square Stores.

Coles has trolley locks fitted but is refusing to lock trolleys as they claim that Council's Local Law only stipulates that trolley locks must be fitted not that they must be used.

During the review process, Coles proposed an electronic wheel locking system which would not allow trolleys to be taken beyond the boundaries of Eastland Shopping Centre. This proposal was taken to the Ringwood Partners in Safety Committee. This Committee did not recommend that Council accept the proposed alternative for the following reasons:

DRAFT LOCAL LAW NO. 10 (AMENDING LOCAL LAW NO. 8, CLAUSE 32 - SHOPPING TROLLEYS)

ITEM 5

- This system still did not ensure the return of trolleys to a designated area and so would not alleviate the issues experienced in car parking areas.
- Some people would need to use the trolleys beyond the immediate area of Eastland, particularly at Xmas when overflow car parks are often accessed.
- There were doubts as to the systems capabilities to 'monitor' all exits, as there are a significant number of entries/exits to Eastland
- There were concerns about where the boundaries would be placed - many of the boundaries would not necessarily have been on land owned by Eastland (such as the footpaths surrounding the building), and issues around installing the equipment on Council (or other) land.
- Concerns were expressed that trolleys would just be 'left' at boundaries by frustrated shoppers which could cause more of an obstacle for people with visual impairment, prams, scooters etc.
- The potential for trolleys to be thrown onto roadways when wheel locks became engaged.

Other retailers also expressed their concern that if Coles were allowed to use this system, they would be placed at a commercial disadvantage if their customers were required to use a coin operated trolley and Coles' customers were not.

Coles were advised that their proposal had not been accepted and were also granted an extension of time to have trolley locks fitted.

Since Coles' refusal to lock trolleys, complaints have been received from other retailers who are complying with the Local Law in relation to their concerns that Coles is in fact getting a commercial advantage by not locking trolleys. Eastland Centre Management has also reported that the locking system where it is being used is effective in encouraging people to return trolleys to designated bays. Council Officers also report that trolleys left loose in the centre are generally Coles' trolleys.

Council Officers have sought legal advice as Coles have advised that it will not lock trolleys and will challenge any infringements or prosecution that Council may instigate. Council's solicitors advise that this could result in protracted and potentially costly process; they have advised that the most expedient way to deal with the matter is to amend the current Local Law Clause 32 to remove any ambiguity.

Accordingly, Draft Local Law No. 10 has been prepared for the purpose of amending Clause 32 of Local Law No. 8 and is attached – refer pages 88 to 94.

Timelines for the process of amending are as follows:

- Advertise exhibition period via public notice - week commencing 13 September
- Write to affected retailers advising of proposed change
- Public exhibition of proposed Local Law No. 10 - 20 September 2010 to 18 October 2010 inclusive
- Public Hearing of Submissions - 10 November 2010
- Assembly of Councillors - 6 December 2010
- Council Meeting - 13 December 2010

DRAFT LOCAL LAW NO. 10 (AMENDING LOCAL LAW NO. 8, CLAUSE 32 - SHOPPING TROLLEYS)

ITEM 5

FINANCIAL / ECONOMIC ISSUES

Not applicable.

ENVIRONMENTAL / AMENITY ISSUES

It is likely that the issues raised in relation to abandoned trolley will only continue to grow as the Ringwood CAD developments commence as there will be higher density living and more temptation for people not to return trolleys.

SOCIAL / COMMUNITY ISSUES

Not applicable.

COMMUNITY CONSULTATION

During the statutory consultation phase, there were no formal submissions received in relation to this Clause 32. The submission from Coles in relation to electronic wheel locks was not received until after the new Local Law took effect.

For the proposed amendment, all major retailers in the Ringwood CAD would need to be informed of the process and invited to submit, the proposed amendment will also be placed on public display for a minimum 28 days.

CONCLUSION

Clause 32 of Local Law No. 8 has a primary aim to maintain amenity and safety for the Maroondah Community. An amendment to this clause will ensure this aim can be achieved.

Local Laws have a unique way of being amended. It is necessary for Council to pass an amending Local Law to amend clause 32 of Local Law No. 8 and such cannot be achieved just by a Council resolution. Council should therefore institute the process for implementing a proposed Local Law No. 10 to amend clause 32 of Local Law No 8.

Draft Local Law No 10 is attached on pages 88 to 94.

CONFIDENTIALITY

Not applicable.

RECOMMENDATION

THAT WITH RESPECT TO A PROPOSED AMENDMENT OF CLAUSE 32 OF LOCAL LAW NO. 8 COUNCIL RESOLVES TO:

- 1. GIVE NOTICE OF ITS INTENTION TO MAKE A LOCAL LAW TO BE KNOWN AS LOCAL LAW NO. 10 TO AMEND LOCAL LAW NO. 8 CLAUSE 32,**
- 2. AMEND LOCAL LAW NO. 8 CLAUSE 32 IN LINE WITH DRAFT WORDING SUPPLIED BY COUNCIL SOLICITORS MADDOCKS, AS CONTAINED IN DRAFT LOCAL LAW NO. 10 AS ATTACHED TO THIS REPORT,**

**DRAFT LOCAL LAW NO. 10 (AMENDING LOCAL
LAW NO. 8, CLAUSE 32 - SHOPPING TROLLEYS)**

ITEM 5

- 3. AUTHORISES OFFICERS TO COMPLY WITH THE PROVISIONS OF THE LOCAL GOVERNMENT ACT 1989 TO MAKE SUCH A LOCAL LAW INCLUDING ADVERTISING AND PUBLIC CONSULTATION PROCESSES; AND**
- 4. APPOINT A COMMITTEE COMPRISING COUNCILLORS ALEX MAKIN, ANN FRASER AND NORA LAMONT TO HEAR ANY PERSONS WISHING TO BE HEARD IN SUPPORT OF THEIR WRITTEN SUBMISSION, AT A MEETING TO BE HELD IN THE COUNCIL CHAMBER ON 10 NOVEMBER AT 7.00PM.**



LOCAL LAW NO. 10

General (Amendment) Local Law

History of Maroondah City Council’s Local Laws

Revoked Local Laws

No.	Title	Date made	Date revoked	Period operative	Status
1	Environment Local Law	11/12/1995	14/12/1999	12/12/1995 to 31/12/1999	Revoked
2	Municipal Places	11/12/1995	14/12/1999	12/12/1995 to 31/12/1999	Revoked
3	Meetings Procedure and Use of Common Seal	12/2/1997	17/10/2006	17/3/1997 to 31/12/2006	Revoked
4	Administration and Enforcement of Council's Local Laws	14/12/1999	16/11/2009	1/1/2000 to 31/12/2009	Revoked
5	Public Safety and Amenity	14/12/1999	16/11/2009	1/1/2000 to 31/12/2009	Revoked
6	Use of Roads and Other Council Property	14/12/1999	16/11/2009	1/1/2000 to 31/12/2009	Revoked

CURRENT LOCAL LAWS

No.	Title	Date made	Date revoked	Period operative	Status
7	Meetings Procedure and Use of Common Seal	17/10/2006		1/1/2007 to 31/12/2016	Operative
8	General Local Law	16/11/2009		1/1/2010 to 31/12/2019	Operative
9	To Amend Meetings Procedure and Use of Common Seal Local Law	16/08/2010		1/9/2010 to 31/12/2016	Operative
10	General (Amendment) Local Law	Proposed 13/12/2010		Proposed 27/12/ 2010	Proposed

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DRAFT - 07/09/2010

PART A – INTRODUCTORY

1. TITLE

This Local Law is the MAROONDAH CITY COUNCIL “Local Law No. 10 – General (Amendment) Local Law” and is referred to below as “this Local Law”.

2. OBJECTIVES OF THIS LOCAL LAW

The objectives of this Local Law are to:

- 2.1 provide for and assure equitable, orderly and enjoyable use by people of community facilities, including roads;
- 2.2 support provision by *Council* of a safe, clean and healthy environment in areas under its control and management;
- 2.3 amend Local Law No. 8 by making certain *Retailers* responsible for ensuring that *Coin mechanisms* on *Shopping Trolleys* are operated in accordance with their design; and
- 2.4 provide generally for the peace, order and good government of the *Municipal District*.

3. ENABLING POWER AND COMMENCEMENT

- 3.1 This Local Law is made under section 111 of the *Act*.
- 3.2 This Local Law comes into operation on 27 December 2010.

4. DATE THIS LOCAL LAW CEASES OPERATION

Unless this Local Law is revoked sooner, its operation will cease on 31 December 2019.

5. SCOPE AND STATUS OF THIS LOCAL LAW

This Local Law operates in the Ringwood Central Activities District, being that area bounded by EastLink to the west, Ringwood Bypass to the north, Maroondah Highway to the south to the point where Maroondah Highway intersects with the Ringwood Bypass to the east.

6. DEFINITIONS

- 6.1 In this Local Law, unless inconsistent with the context:

'Act' means the *Local Government Act 1989*;

'Council' means Maroondah City Council;

'Municipal District' means the area proclaimed under the *Act* to be under the local government of *Council*; and

'Principal Local Law' means Local Law No. 8 General Local Law made by *Council*.

- 6.2 Where a word or phrase has a particular meaning, other grammatical forms of that word or phrase have the same meaning.

DRAFT - 07/09/2010

PART B – AMENDMENTS TO PRINCIPAL LOCAL LAW

7. AMENDMENTS TO DEFINITIONS

In clause 6.1 of the *Principal Local Law*, delete the definition of 'Coin mechanism' and substitute:

'Coin Mechanism' means a coin operated lock that releases with the insertion of an Australian Currency one dollar (\$1.00) or two dollar (\$2.00) coin or equivalent authorised token of the same size;

8. INSERTION OF NEW CLAUSE 32.1

Clause 32.1 of the *Principal Local Law* is deleted and the following is inserted in its place:

Subject to *Clause 32.2*, a *Retailer* must ensure that any *Shopping Trolley* which the *Retailer*:

32.1.1 makes available for use has attached to it a *Coin Mechanism*;
and

32.1.2 has made available for use has been used in a manner which caused the coin operated lock on the *Coin Mechanism* to:

32.1.2.1 be released by the customer or a person accompanying the customer before the *Shopping Trolley* departed an area designated by the *Retailer* for the storage of *Shopping Trolleys*; and

32.1.2.2 again become operative upon the return of the *Shopping Trolley* to the area designated by the *Retailer* for the storage of *Shopping Trolleys*.

PENALTY: MAXIMUM TWENTY (20) PENALTY UNITS

ANNUAL REPORT 2009-2010

ITEM 6

PURPOSE

To consider the Annual Report 2009-2010 in accordance with State Government legislation prior to tabling with the Minister for Local Government by 30 September 2010.

STRATEGIC / POLICY ISSUES

Maroondah meets all its statutory obligations for its Annual Report under the Local Government Act 1989 and also provides a comprehensive report on Council operations to meet its commitment of open, responsive and consultative government. This report reflects this obligation.

The Annual Report is Council's highest-level comprehensive report to the community outlining how the Council has met its annual objectives as articulated in the proceeding years Council Plan and Budget. These objectives are yearly points in time, which are derived from Maroondah 2025: A Community Planning Together and Council's long-term financial plan.

The central objective of the 2009-2010 Annual Report is to inform the Maroondah community and stakeholders of Council's performance in 2009-2010 against the objectives and priorities outlined in the 2009 - 2013 Council Plan.

The report is linked to each of the eight thematic areas of Council operation. Each thematic area is given a thorough report with indicators and a report against Council priorities.

BACKGROUND

Under Section 131 of the Local Government 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. Section 134 of the Local Government Act requires Council to hold a meeting to consider the report within one month of submission to the Minister.

This meeting is required to be an open meeting and 14 days notice of the meeting must be given.

ISSUE / DISCUSSION

Council endorse the Annual Report for submission to the Minister by 30 September 2010.

The necessary statutory advertising is to be undertaken and, as required by the Local Government Act 1989, copies of the report made available from Customer Service at the Municipal Offices and the Croydon and Eastland Ringwood Customer Service centres as well as Council's home page.

ANNUAL REPORT 2009-2010

ITEM 6

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

- A report of Council's operations during the financial year.
- Audited standard statements for the financial year.
- Audited financial statements for the financial year.
- Performance Statement prepared under Section 132.
- Report on the Performance Statement prepared under Section 133.

In addition, the report contains a statement of compliance as required by Victorian Government Policy on National Compliance.

FINANCIAL / ECONOMIC ISSUES

The cost of printing the 2009-2010 Annual Report is met within the current budget. Maroondah has moved away from printing large numbers of documents to save paper and costs. A relatively small number of Annual Reports are now printed on recycled stock to meet statutory, administrative and community needs. The document will be on the Maroondah Council web page for downloading.

ENVIRONMENTAL / AMENITY ISSUES

These are articulated in the Annual Report.

SOCIAL / COMMUNITY ISSUES

These are also articulated in the Annual Report.

COMMUNITY CONSULTATION

Under Section 134 of the Act, Council must give public notice that the:

- Annual Report has been prepared; and
- Place from which copies of the annual report can be obtained before the meeting on Monday 18 October 2010.

In accordance with these provisions of the Act, a Public Notice will be published in The Age newspaper on Saturday 25 September 2010 and in the Maroondah Leader and Journal newspapers on Tuesday 28 September 2010.

Copies of the endorsed Annual Report will be made available to the public for inspection at the City Offices, Council's Customer Service Centres, and Council's website from Monday 27 September 2010.

CONCLUSION

The Annual Report 2009-2010 confirms that Council has made significant advances towards achieving the community's strategic vision in terms of community service, environmental enhancement, economic development, infrastructure development and civic administration and leadership, in addition to its obligations under Section 131 of the Local Government Act 1989.

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CONFIDENTIALITY

Not applicable.

RECOMMENDATION

THAT COUNCIL

- 1. NOTES THE COMPLETION OF THE 2009-2010 ANNUAL REPORT DOCUMENT AND PROCESS,**
- 2. NOTES THE AUDITOR'S UNQUALIFIED REPORTS ON THE FINANCIAL STATEMENTS, STANDARD STATEMENTS AND PERFORMANCE STATEMENTS; AND**
- 3. ENSURES COPIES OF THE REPORT REMAIN AVAILABLE FOR INSPECTION BY ANY INTERESTED PERSON AT THE MUNICIPAL, RINGWOOD EASTLAND AND CROYDON OFFICES OF THE COUNCIL AND IS PLACED ON COUNCIL'S INTERNET SITE.**

**MUNICIPAL ASSOCIATION OF VICTORIAN
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PURPOSE

To consider four Maroondah motions for submission to the Municipal Association of Victoria (MAV) Annual State Council Meeting to be held on Friday 22 October 2010 and to note an additional five motions being tabled by the Eastern Group of Councils.

STRATEGIC / POLICY ISSUES

Council's Vision, as articulated in the Council Plan, is to be a vibrant city with an active community, a strong local economy and a diverse cultural life in a prosperous and sustainable environment. A significant component of achieving this vision is to advocate to the State Government regarding the needs and aspirations of the Maroondah Community.

BACKGROUND

The Municipal Association of Victoria Annual State Council Meeting will be held on Friday 22 October 2010. The four proposed Maroondah motions and five combined motions from Eastern Region Councils are viewed as being of significance across the Victorian Local Government sector and therefore of importance for debate and consideration by the State Council Meeting. One of the Eastern Region Councils priority areas, street lighting, is already the focus of a campaign by the MAV and hence is not requiring a further MAV State Council motion.

The Municipal Association of Victoria together with local members of parliament provides significant advocacy to the State Government on behalf of Maroondah residents and ratepayers.

The Eastern Group of Councils comprises Banyule, Boroondara, Greater Dandenong, Knox, Manningham, Maroondah, Monash, Nillumbik and Whitehorse and Yarra Ranges. These Councils combined cover 1.34 million people, which is 25% of Melbourne's Metropolitan population.

ISSUE / DISCUSSION

The motion and rationale for each of the four motions is identified below:

Pensioner Rate Concession

Motion:- That the Municipal Association of Victoria Annual State Council continues its advocacy role on the matter of the State Government increasing pensioner rates concessions more in line with the real cost of living.

Rationale:- In 1982/83 the then State Government introduced a Municipal Rates Concession ("the concession") for aged pensioners and veterans, being 50% of rates/charges, up to a maximum of \$135. At that time, even in the metropolitan area, many recipients would have received a 50% concession as many rates/charges bills would have been less than \$270.

From 1982/83 to 2003/04 the same level of concession remained unchanged despite continuing advocacy by Victorian councils and other stakeholder organisations.

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However, on 28 April 2004, the Minister for Local Government announced that the concession would be increased for the 2004/05 financial year, up to a maximum of \$160 on a ratepayer's principal place of residence. A commitment was also given for future indexation of the concession in line with CPI.

Since that time, pensioners progressively find it difficult to make ends meet, as well as self funded retirees, relative to recent declines in the share market as a result of the Global Financial Crisis.

Advice received from the Department of Human Services in April 2010, indicates that in respect to 2010/11, the maximum municipal rate concession cap will be \$187.60. This represents a 1.8% increase in the concession rate, which is based on the State Government's consumer price index (CPI) and is still well behind the escalating costs of living for pensioners.

The following table shows the level of rebate since 2003/04:

Year	Median Valuation	Median Rates & Charges	Maximum Pension Rebate Amount	% Increase in Rebate	Rebate as a % of Rates	Advertised Rate Increase
2003/2004	\$205,000	\$749.15	\$135.00	0.00%	18.02%	9.80%
2004/2005	\$269,000	\$820.45	\$160.00	18.51%	19.50%	5.41%
2005/2006	\$269,000	\$871.60	\$163.60	2.25%	18.77%	6.20%
2006/2007	\$285,000	\$911.70	\$168.00	2.68%	18.43%	6.90%
2007/2008	\$285,000	\$970.40	\$172.90	2.91%	17.82%	7.40%
2008/2009	\$340,000	\$1,004.75	\$178.60	3.29%	17.78%	3.80%
2009/2010	\$340,000	\$1,059.40	\$184.30	3.06%	17.40%	5.90%
2010/2011	\$385,000	\$1,157.50	\$187.60	1.79%	16.21%	9.80%

The issue of diminishing Pensioner Rates Concession relative to the cost of living has been raised with the State Government through the MAV State Council on a number of occasions. The matter was last raised at the MAV State Council in May 2009, at which time the following motion was supported, which effectively was seeking an increase in the concession rate over and above CPI:

'That the Municipal Association of Victoria lobby the Minister for Local Government to conduct a review of the pensioner rate concession with a view to increase the concession amount'.

This motion was adopted, resulting in the following actions:

- Form a Working Group to inform the MAV Management Committee on rates affordability policies by August 2009;
- Develop an endorsed policy position on rates affordability, including pensioner rate concessions; and
- Write to the Minister for Community Services seeking a review of the level of the pensioner rate concessions within the context of the broader rates affordability issues.

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The current status of this matter, as advised by the MAV, indicates that this issue is still progressing, and that:

- A Working Group has been formed and is currently considering all matters relating to rates affordability and pensioners;
- A policy position on rates affordability, including pensioner rate is being developed within the context of the working group; and
- The MAV will write to the Minister for Community Services seeking a review of the level of the pensioner rate concessions following completion of the working group on rates affordability.

The Pensioner Rates Concession has no effect on local government finances, any increase in the concession means that payment from the State Government to Council increases by such amount, with a corresponding decrease then occurring in the amount payable by the actual ratepayer.

Adverse Possession

Motion:- That the Municipal Association of Victoria Annual State Council calls on the State Government to allocate a higher priority to preliminary discussions that have been held to amend legislation to protect all land vested in Councils from adverse possession claims.

Rationale:- The MAV State Council last year at its meeting held in October 2009 resolved:-

That the Municipal Association of Victoria State Council calls on the State Government to amend section 7b of the Limitation of Actions Act 1958 to exempt all Council land from claims of adverse possession {in the same manner the State Government has protected all Crown Land, all Victorian Rail Track Land, all Melbourne Water Land and all Water Authority Land under the Act}. This will ensure important community land such as roads, reserves and open space that has vested in Councils but where Councils do not have the resources to become the registered proprietor are also protected from claims of adverse possession.

The MAV have undertaken preliminary discussions with Local Government Victoria and has been encouraged by preparedness to consider options for resolution of the issue.

The aforementioned actions are highly encouraging towards resolving this issue but it is considered it also should extend to all Council land, ie not just that land where Council is registered on title, should be exempt from adverse possession

Police Numbers

Motion:- That the Municipal Association of Victoria Annual State Council advocates to the State Government to ensure its commitment to recently announced increases in police numbers towards making communities a safer place to live is fully implemented.

Rationale:- The State Government and the Victoria Police Chief Commissioner announced in July this year a \$6 million dollar campaign to attract 1,700 recruits over the next 5 years.

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The campaign named Extraordinary Career was the first stage of a \$673 million pledge by the Government increase frontline Police numbers and facilities.

Council and the community are highly concerned about increasing violence within the community. An area that appears to sporadically attract violence are train stations and their immediate surrounds. A prerequisite for an efficient and reliable public transport system is that of safety. Additional Police numbers are therefore a must to provide a higher level of safety for the community.

The announcement by the State Government is most welcome and the advocacy is seen as a means of ensuring that the commitment is fully implemented.

One Stop Shop Customer Service – Information Technology

Motion:- That the Municipal Association of Victoria convene a working party comprising of Councillors and Information Technology Officers to explore the technological opportunities to provide a one stop shop customer service approach for local government communities.

Rationale:- High expectations of the community towards the provision of a seamless one stop approach to customer service focus is seeing increasing pressures on the local government sector to meet these expectations.

Factors fuelling these expectations include: lifestyle changes moving to a 24/7 lifestyle with pressure on services to keep pace and advances in technologies enabling a full range of services to be provided at a one stop shop. Communities are not precious about which tier of government or which Council Departments provide the services they require, when they require them. They simply wish to be able to access a full range of services without being referred from one location to another.

The motion seeks to explore the possibilities that are available to the sector to provided seamless high quality customer service to the community.

Eastern Region Councils Priorities

At a recent Eastern Mayors and CEO's Forum t was agreed to advocate to the State Government on a series of funding issues pertinent to the member municipalities and as they also have relevance across the sector they will be submitted for consideration to the MAV Annual State Council Meeting by Banyule City Council. Issues are; public transport, the early years (childhood development, kindergartens etc), school crossing supervision, libraries; and land use planning. The details regarding these issues have been circulated separately to Councillors and are available for public inspection. Maroondah as part of the forum should be in a position to support these motions.

FINANCIAL / ECONOMIC ISSUES

Refer to rationale as highlighted under Issue / Discussion.

ENVIRONMENTAL / AMENITY ISSUES

Refer to rationale as highlighted under Issue / Discussion.

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SOCIAL / COMMUNITY ISSUES

Refer to rationale as highlighted under Issue / Discussion.

COMMUNITY CONSULTATION

Council, through various forums, consultations and strategies, has engaged the Maroondah community regarding these various issues. This report further demonstrates Council's preparedness to advocate to the State Government on behalf of Maroondah residents.

CONCLUSION

The proposed motions have a state-wide significance throughout the Local Government sector and therefore should be discussed at the Annual State Council Meeting.

CONFIDENTIALITY

Not applicable

RECOMMENDATION

THAT COUNCIL

1. SUBMITS THE FOLLOWING 4 MOTIONS FOR CONSIDERATION AND DEBATE AT THE MUNICIPAL ASSOCIATION OF VICTORIA ANNUAL STATE COUNCIL MEETING:

▪ **PENSIONER RATES CONCESSION**

Motion:- THAT THE MUNICIPAL ASSOCIATION OF VICTORIA ANNUAL STATE COUNCIL CONTINUES ITS ADVOCACY ROLE ON THE MATTER OF THE STATE GOVERNMENT INCREASING PENSIONER RATES CONCESSIONS MORE IN LINE WITH THE REAL COST OF LIVING.

▪ **ADVERSE POSSESSION**

Motion:- THAT THE MUNICIPAL ASSOCIATION OF VICTORIA ANNUAL STATE COUNCIL CALLS ON THE STATE GOVERNMENT TO ALLOCATE A HIGHER PRIORITY TO PRELIMINARY DISCUSSIONS THAT HAVE BEEN HELD TO AMEND LEGISLATION TO PROTECT ALL LAND VESTED IN COUNCILS FROM ADVERSE POSSESSION CLAIMS.

▪ **POLICE NUMBERS**

Motion:- THAT THE MUNICIPAL ASSOCIATION OF VICTORIA ANNUAL STATE COUNCIL ADVOCATES TO THE STATE GOVERNMENT TO ENSURE ITS COMMITMENT TO RECENTLY ANNOUNCED INCREASES IN POLICE NUMBERS TOWARDS MAKING COMMUNITIES A SAFER PLACE TO LIVE IS FULLY IMPLEMENTED.

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▪ **ONE STOP SHOP CUSTOMER SERVICE - INFORMATION TECHNOLOGY**

Motion:- THAT THE MUNICIPAL ASSOCIATION OF VICTORIA CONVENE A WORKING PARTY COMPRISING OF COUNCILLORS AND INFORMATION TECHNOLOGY OFFICERS TO EXPLORE THE TECHNOLOGICAL OPPORTUNITIES TO PROVIDE A ONE STOP SHOP CUSTOMER SERVICE APPROACH FOR LOCAL GOVERNMENT COMMUNITIES.

- 2. SUPPORTS THE MOTIONS TO BE SUBMITTED ON BEHALF OF THE EASTERN REGION COUNCILS RELATING TO PUBLIC TRANSPORT; THE EARLY YEARS; STREET LIGHTING; SCHOOL CROSSING SUPERVISION; LIBRARIES; AND LAND USE PLANNING.**

DOCUMENTS FOR SEALING

SECTION 173 AGREEMENT FOR 28 KARDINIA CRESCENT, WARRANWOOD

BACKGROUND

Council issued planning permit M/2007/84 for two (2) lot subdivision of an existing property known as 28 Kardinia Crescent, Warranwood on 6 June 2007.

Condition 3 of the planning permit required the owner to enter into a Section 173 Agreement to provide for the following:

Within two months from the re-commencement of works subsequent to the issue of this permit, or at any other time as the Responsible Authority may approve in writing, the owner shall enter into and register on title an agreement pursuant to Section 173 of the Planning and Environment Act 1987 with the Responsible Authority. The agreement will provide that:

- The owner of the land shall be responsible for all works and maintenance required on Lot 2 under the Offset Management Plan for a period of 10 years from the commencement date of the Offset Management Plan.
- Upon satisfying the requirements of the Offset Management Plan, the owner of the land shall conserve in perpetuity the condition of the nominated offset area on Lot 2 as defined in the Offset Management Plan.
- The Responsible Authority shall be responsible for all works and maintenance required on within the Council reserve under the Offset Management Plan for a period of 10 years from the commencement date of the Offset Management Plan.
- The costs of all offset activities to be carried out by Responsible Authority within the Council reserve shall be born by the owner of the land. A one-off payment equal to the costs of fulfilling the requirements of the Offset Management Plan within the Council reserve for a period of ten years, shall be made to the Responsible Authority prior to commencement of the Offset Management Plan.
- The owner of the land shall meet all costs associated with the preparation and registration of this agreement.

The submitted agreement satisfies the provisions of the planning permit and it is recommended that Council sign and seal the agreement.

If the agreement is sealed, it will then be lodged at Land Victoria by Council's solicitor for eventual registration of the agreement on the property parent title.

DOCUMENTS FOR SEALING

SECTION 173 AGREEMENT FOR 5 FINLAYSON STREET, RINGWOOD EAST

BACKGROUND

Council issued planning permit M/2009/457 for two (2) lot subdivision of an existing property known as 5 Finlayson Street, Ringwood East on 14 October 2009.

Condition 2 of the planning permit required the owner to enter into a Section 173 Agreement to provide for the following:

Prior to the issue of a Statement of Compliance for the subdivision permitted under this permit, the Owner of the land must complete to floor level, the unit development that is proposed to be subdivided or, enter into, and register on title, an agreement with the Responsible Authority under Section 173 of the Planning and Environment Act 1987, which among other things provides that:

- *except with the consent of the Responsible Authority, the development of any lot created by the subdivision of the land must be in accordance with the development authorised by planning permit M/2008/187 issued by Council and the various conditions included in that planning permit and the development depicted in the plans from time to time endorsed pursuant to that permit;*
- *in determining whether or not to give its consent, the Responsible Authority may consider any proposal against the provisions of any relevant design guide for medium density housing ;*
- *the cost of the preparation or review of the agreement and its registration on the title to the land must be borne by the owner of the land.*

The submitted agreement satisfies the provisions of the planning permit and it is recommended that Council sign and seal the agreement.

If the agreement is sealed, it will then be lodged at Land Victoria by Council's solicitor for eventual registration of the agreement on the property parent title.

SECTION 173 AGREEMENT FOR 12 RUNYAN COURT, RINGWOOD NORTH

BACKGROUND

Council issued planning permit M/2010/138 for two (2) lot subdivision of an existing property known as 12 Runyan Court, Ringwood North on 30 April 2010.

Condition 2 of the planning permit required the owner to enter into a Section 173 Agreement to provide for the following:

Prior to the issue of a Statement of Compliance for the subdivision permitted under this permit, the Owner of the land must complete to floor level, the unit development that is proposed to be subdivided or, enter into, and register on title, an agreement with the Responsible Authority under Section 173 of the Planning and Environment Act 1987, which among other things provides that:

DOCUMENTS FOR SEALING

- *except with the consent of the Responsible Authority, the development of any lot created by the subdivision of the land must be in accordance with the development authorised by planning permit M/2008/782 issued by Council and the various conditions included in that planning permit and the development depicted in the plans from time to time endorsed pursuant to that permit;*
- *in determining whether or not to give its consent, the Responsible Authority may consider any proposal against the provisions of any relevant design guide for medium density housing ;*
- *the cost of the preparation or review of the agreement and its registration on the title to the land must be borne by the owner of the land.*

The submitted agreement satisfies the provisions of the planning permit and it is recommended that Council sign and seal the agreement.

If the agreement is sealed, it will then be lodged at Land Victoria by Council's solicitor for eventual registration of the agreement on the property parent title

RECOMMENDATION

THAT COUNCIL SIGNS AND SEALS

1. **THE SECTION 173 AGREEMENT SUBMITTED BY BRIAN MICHAEL BARROW AND VALERIE JOY BARROW IN RELATION TO LAND AT 28 KARDINIA CRESCENT WARRANWOOD,**
2. **THE SECTION 173 AGREEMENT SUBMITTED BY CAROLYN DIANNE COWLING IN RELATION TO LAND AT 5 FINLAYSON STREET, RINGWOOD EAST; AND**
3. **THE SECTION 173 AGREEMENT SUBMITTED BY STEVEN ANDREW FRY IN RELATION TO LAND AT 12 RUNYAN COURT, RINGWOOD NORTH.**