



City of
Whittlesea

MINUTES

OF SCHEDULED COUNCIL MEETING

HELD ON

TUESDAY 17 NOVEMBER 2020

AT 3.00PM

VIA ZOOM

COUNCIL

LYDIA WILSON

CHAIR OF COUNCIL

THE HON. BRUCE BILLSON

ADMINISTRATOR

PEITA DUNCAN

ADMINISTRATOR

On 19 June 2020 the Acting Minister for Local Government, Daniel Andrews appointed the Panel of Administrators for the City of Whittlesea and appointed Lydia Wilson as Chair of the Panel. The Panel of Administrators comprises of Ms Lydia Wilson, The Honourable Bruce Billson and Ms Peita Duncan and they will undertake the duties of the Council of the City of Whittlesea until the October 2024 Local Government Election.

SENIOR OFFICERS

CRAIG LLOYD

CHIEF EXECUTIVE OFFICER

KRISTI HIGH

EXECUTIVE MANAGER CORPORATE AFFAIRS

KATE MCCAUGHEY

DIRECTOR COMMUNITY WELLBEING

AMY MONTALTI

DIRECTOR CORPORATE SERVICES & PERFORMANCE

JUSTIN O'MEARA

DIRECTOR PLANNING & DEVELOPMENT

MICHAEL TONTA

MANAGER GOVERNANCE

DEBBIE WOOD

DIRECTOR INFRASTRUCTURE & ENVIRONMENT

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In these Minutes, Resolutions adopted by Council are indicated in bold text.

1. OPENING PRAYER

The Chief Executive Officer opened the meeting with a prayer at 3.00pm.

1.1 WELCOME AND INTRODUCTIONS

The Chair of Council, Lydia Wilson welcomed everyone to the Council meeting and advised it is being livestreamed.

Lydia Wilson, Chair of Council introduced herself and her colleagues:

Ms Peita Duncan, Administrator

The Hon Bruce Billson, Administrator

Lydia also introduced and welcomed our new Chief Executive Officer, Mr Craig Lloyd who commenced in this role on 12 October.

The Chief Executive Officer, Craig Lloyd then introduced the following Officers:

Executive Manager Corporate Affairs, Ms Kristi High;

Director Community Wellbeing, Ms Kate McCaughey;

Director Corporate Services and Performance, Ms Amy Montalti;

Director Planning and Development, Mr Justin O'Meara;

Manager Governance, Mr Michael Tonta; and

Director Infrastructure and Environment, Ms Debbie Wood.

1.2 STATEMENT BY THE CHIEF EXECUTIVE OFFICER

The Chief Executive Officer, Craig Lloyd read the following statement:

“Due to the COVID-19 pandemic and the State Government directives around working from home, this Council Meeting is being held entirely online via livestream.

The meeting is being conducted in accordance with the provisions of the *Local Government Act 2020* and the Minister for Local Government’s Good Practice Guideline MGPG-1 for Virtual Meetings.

If at any stage during the meeting a technical issue prevents all Administrators from participating in the livestream, the meeting will be adjourned until the matter is resolved.

I would like to now pass over to the Chair, Lydia Wilson.”

1.3 ACKNOWLEDGMENT OF TRADITIONAL OWNERS STATEMENT

The Chair, Lydia Wilson read the following statement:

“On behalf of the City of Whittlesea I recognise the rich Aboriginal heritage of this country and acknowledge the Wurundjeri Willum Clan as the Traditional Owners of this place.

I would also like to personally acknowledge Elders past, present and emerging.”

1.4 AWARD RECEIVED FOR SMART CITY ACHIEVEMENT OF THE YEAR

The Chair, Lydia Wilson provided the meeting with the following update regarding an award received by the City of Whittlesea.

“I am very proud to announce that we recently won the Smart City Achievement of the Year at the MAV Technology Awards for Excellence.

The Smart Cities program uses data to improve how public spaces are managed including building and outdoor spaces.

Congratulations to all of the staff involved in this innovative project from across Council and our partners – La Trobe University, RMIT University, and Banyule, Mitchell, Moreland and Nillumbik councils.

And thank you to the Australian Government Smart Cities and Suburbs Program, which funded the project.”

1.5 STAFF ACKNOWLEDGEMENT – MANAGER GOVERNANCE, MICHAEL TONTA

The Chair, Lydia Wilson thanked the outgoing Manager Governance, Michael Tonta with the following acknowledgement:

“I would like to formally note that this is the last Council meeting of our Manager Governance, Michael Tonta, who has resigned from the City of Whittlesea to take on a fantastic new leadership role at the City of Melbourne.

This actually takes effect at the end of today, hence we really appreciate Michael that you squeezed in one last Council Meeting.

Michael joined the City of Whittlesea in July 2005, he has served the City of Whittlesea with dedication and commitment for 15 years. That would mean more than 150 Ordinary Council Meetings not to mention the number of Special Council Meetings, induction programs and Council briefings, he clearly has a passion for all things governance and all things heritage. There are few people in this sector who understand governance better than Michael and he is often called upon to speak at forums and participate in panel sessions given his wisdom and knowledge in this area.

In thinking about the best words to describe Michael the following came to mind immediately:

- Dedicated;
- Tenacious;
- Unflappable;
- Professional;
- Impartial; and
- Confidential.

All the traits that the very best Governance leaders should have. He has provided a significant amount of support to successive CEOs, executives and former Councillors.

I must sincerely thank him on behalf of my fellow Administrators for his enormous ongoing support throughout our time at the City of Whittlesea.

Michael, best wishes for the future and we know you will have continued success.”

MICHAEL TONTA'S RESPONSE

The Manager Governance, Michael Tonta responded with the following:

"I would like to say what an extraordinary honour and privilege it has been to serve both our organisation and community for the past 15½ years.

I would like to also acknowledge the Governance team who support me to ensure that our corporate and Council meetings and briefings and other governance activities are undertaken effectively.

They mostly work in the background and help to support our Council perform as an effective government. Thank you.

Once again I want to say what an honour and privilege it has been to support the organisation and community over the past 15 plus years and to work with such a talented team of people.

I wish you every success for the future."

1.6 PRESENT**Members:**

Ms Lydia Wilson	Chair of Council
The Hon. Bruce Billson	Administrator
Ms Peita Duncan	Administrator

Officers:

Mr Craig Lloyd	Chief Executive Officer
Ms Kristi High	Executive Manager Corporate Affairs
Ms Kate McCaughey	Director Community Wellbeing
Ms Amy Montalti	Director Corporate Services & Performance
Mr Justin O'Meara	Director Planning & Development
Mr Michael Tonta	Manager Governance
Ms Debbie Wood	Director Infrastructure & Environment

2. APOLOGIES

NIL

3. DECLARATIONS OF INTEREST

NIL

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

COUNCIL RESOLUTION

MOVED: *Administrator Duncan*

SECONDED: *Administrator Billson*

THAT the following Minutes of the preceding meetings, as circulated, be confirmed:

Scheduled Meeting of Council held 6 October 2020.

CARRIED

5. QUESTIONS, PETITIONS AND JOINT LETTERS

5.1 QUESTIONS TO ADMINISTRATORS

NIL

The answers provided verbally by the Chief Executive Officer at the meeting in response to questions asked by members of the public are preliminary answers provided on a without prejudice basis. A formal written response to each question is sent following the Council meeting which contains Council official position on the matter.

5.2 PETITIONS**5.2.1 REQUEST TO COUNCIL REGARDING RECONSIDERATION OF THE CHANGES TO THE CLOSURE OF MASONS ROAD, MERNDA**

Administrator Wilson tabled a petition from 112 residents requesting Council consider the following:

'We the undersigned, residents and ratepayers of Whittlesea City Council, request the Council to reconsider the changes to Masons Road closure due to safety and inconvenience concerns of residents of Masons Road and nearby streets. We support the speed humps, however, the road closure of Masons Road along with the detour we do not support. We would also support the road being closed or restricted to one way as it was during the trial in 2020. However, residential access to Masons Road from Pearsons Road needs to remain open to homeowners.'

COUNCIL RESOLUTION

MOVED: Administrator Wilson

SECONDED: Administrator Billson

THAT Council resolve to receive the petition regarding reconsideration of the changes to the closure of Masons Road, Mernda and to consider the petition alongside the Masons Road consultation outcomes and traffic management recommendation report at the 7 December 2020 Scheduled Council meeting.

CARRIED

5.3 JOINT LETTERS**5.3.1 REQUEST TO COUNCIL TO NOT REMOVE THE TREES ALONG CONRON GROVE, DOREEN**

Administrator Duncan tabled a joint letter from 3 residents was received requesting Council consider the following:

'We, the undersigned do not agree for Council to have trees removed from Conron Grove, Doreen.'

COUNCIL RESOLUTION

MOVED: *Administrator Duncan*
SECONDED: *Administrator Billson*

THAT Council resolve to receive the joint letter from 3 residents of Conron Grove, Doreen and note that all street trees earmarked for removal as part of the recent 2020/21 Street Tree Renewal Program consultation process have been removed and that the trees requested to be retained (including all signatories of this joint letter) have been retained. Noting also that Council Officers will continue to work with residents of Conron Grove, Doreen throughout the new street tree installation process scheduled for April 2021.

CARRIED

5.3.2 REQUEST TO COUNCIL TO INSTALL SPEED HUMPS ON WINGSPAN AVENUE, SOUTH MORANG

Administrator Billson tabled a joint letter from 10 residents was received requesting Council consider the following:

'We the undersigned residents of Wingspan Avenue, South Morang Victoria 3752 request speed humps to be installed on our street.'

COUNCIL RESOLUTION

MOVED: *Administrator Billson*
SECONDED: *Administrator Wilson*

THAT Council resolve to receive the joint letter from 10 residents of Wingspan Avenue, South Morang and refer the issue outlined in the joint letter to Officers to contact the head signatory and affected residents to attempt to resolve the issue and partner with the Victorian police to address the hoon-like behaviour.

CARRIED

6. OFFICERS' REPORTS

Chief Executive Officer Explanatory Note

Under the Governance Rules 2020, Administrators are to be provided an opportunity to speak regarding each of the reports contained within the Agenda, without the need to indicate opposition for the purpose of debate.

6.1 EXECUTIVE SERVICES

6.1.1 FOR NOTING - COVID-19 UPDATE ON KEY ISSUES - NOVEMBER 2020

Responsible Officer: Chief Executive Officer

Author: Chief Executive Officer

The COVID-19 Update was provided verbally by the Chief Executive Officer at the meeting. The contents of the report were circulated to Council prior to the meeting and is as follows:

Context

COVID-19 restrictions began to ease across metropolitan Melbourne throughout October with the announcement of step two in the Victorian Government's Roadmap to Recovery on 28 September.

Schools reopened progressively and the number of coronavirus cases state-wide continued to drop. October 26 was the first day of zero new cases recorded since the second wave began.

Restrictions eased further at the end of October and again at the start of November, providing opportunities for businesses to reopen and residents to welcome visitors to their home and meet outdoors in slightly larger numbers.

A northern metro region community outbreak during October impacted neighbouring councils and peaked at 42 cases. However, the City of Whittlesea remained stable with just two active cases remaining by the month's end.

Local testing sites at Northern Health reported strong testing levels during October as a result of the Northern Metro outbreak.

One case was identified at Goodstart Early Learning in Bundoora but even after extensive testing no further cases were identified.

Council began the process to reopen some services and facilities in line with Victorian Government restrictions.

Whittlesea Swim Centre opening its doors for the summer season on Thursday 29 October and the community was pleased to see Hanson's Wollert Landfill reopen quickly.

Many activities and events continued online with highlights including Children's Week, Senior's Month and the Super Kids Festival.

COUNCIL SUPPORT

Council focused on planning service changes in accordance with Victoria Government announcements and on continuing to coordinate and support response and relief activities.

These included:

- Supporting drive-thru testing sites at Mernda, Epping and the Northern Hospital;
- Supporting pop-up testing sites in Bundoora, the Stables in Mill Park and Epping Soccer Stadium;
- Supporting families in isolation following the Northern outbreak through the State Government's Isolation Relocation Support program;
- Providing financial and in-kind support to local services under the \$500,000 Emergency Relief Fund to help them to provide emergency food relief and essential items to vulnerable community members;

- Distributing almost \$450,000 to local businesses experiencing financial hardship through the Business Assistance Grants Program;
- Reopening local public facilities and resuming essential in person services;
- Assisting businesses to plan for and adapt to changes to restrictions under the State Roadmap; and
- Providing financial and practical support to community members through hardship applications, grants, information and referrals for emergency relief.

COMMUNITY IMPACTS

On jobs and our economy

According to ABS data, job loss figures stabilised in Victoria during October with a loss of 0.4% jobs recorded across the state. The Victorian unemployment rate also fell slightly from 7.1% to 6.7% during September. However, the North East Melbourne region's unemployment rate rose to 8.7% in September, up from 7.6% in August and 4.5% in March.

More than 15,000 City of Whittlesea residents received JobSeeker or Youth Allowance payments in September (more than double the number in March) and almost 10,000 job seekers are currently registered with local JobActive and Transition to Work offices.

Local emergency relief services also report increasing community financial hardship. After the Federal Government's Coronavirus supplement was reduced on September 25, Whittlesea Community Connections saw a sharp increase in community members seeking financial support. In the three weeks from 14 September to 9 October, outgoing referrals from Whittlesea Community Connections' Financial Assistance Program increased from 23 to 84 to 111.

New postcode-level modelling supports these reports. Compared with June, where the financial impact on most postcodes in City of Whittlesea was categorised as 'medium', October modelling indicates that the financial impact on all postcodes in the City of Whittlesea falls in the 'High' to 'Extreme' range.

This suggests that City of Whittlesea residents are likely to have experienced significant loss of income and employment during the second Victorian lockdown. They are also likely to have low levels of savings and discretionary income available to cover unexpected expenses, putting them at high risk of financial hardship.

In October, 23 food or health and beauty premises closed permanently. This is the highest number of closures in a month since March and is considerably higher than the number of permanent closures in September (13) and August (15).

While retail, hospitality and entertainment sectors were able to reopen in mid-October under the modified State Roadmap, density restrictions remain in place, limiting the number of patrons that can be accommodated and impacting revenue for many businesses.

On our vulnerable community

Local services continue to report demand for emergency food relief, essential items and mental health support.

Vulnerable groups continue to be at particular risk of food insecurity and financial hardship, including people on low incomes, international students, those in unstable accommodation and those who were already unemployed or have lost employment during the pandemic.

Other key issues facing our vulnerable communities include social isolation, mental health, housing insecurity and family violence.

COUNCIL RESPONSE**Services**

Council continued to deliver services with appropriate modifications in place throughout October.

In line with the State Roadmap, sessional kindergarten resumed on 5 October and local laws and parking school patrols recommenced on 12 October.

Other services and facilities that resumed throughout October following State Government announcements included the youth mental health program, BMX and skate parks, public tennis courts, Growling Frog Gold Course, public barbeques, Whittlesea Swim Centre and Neighbourhood Houses for essential support groups. Construction works also recommenced with COVID Safe Plans in place.

Customer service centres at the Civic Centre and Westfield Plenty Valley reopened to the public on November 4 with limited staff, density quotients and strict cleaning protocols in place.

Other Council services that will resume throughout November with appropriate modifications include libraries, TRACC, parking enforcement, Epping Animal Welfare Facility, community activity centres and sports pavilions. Face to face maternal and child health appointments will increase throughout November.

Essential community-facing services like Home Support and Delivered Meals continue to be maintained and supported by redeployed Council staff.

Council offices remain closed and most staff continue to work from home. A new COVID Safe Plan has been adopted outlining the key timelines, principles and protocols to support the safe reopening of Council offices in the coming months.

Emergency relief

Council continued to provide financial and in-kind support to local non-government organisations and community support groups in response to ongoing need for emergency food relief and other essential items.

Four new financial and six in-kind requests were received from eight non-government organisations in October.

The four financial requests were funded under Council's \$500,000 Emergency Relief Fund, totalling \$9,672.50.

All current funding arrangements with local providers are due to conclude at the end of November, so a new round of requests is anticipated toward the end of the month.

Since 6 April 2020, 20 local organisations have received financial support under the Emergency Relief Fund, totalling \$320,918.68.

In-kind support provided to organisations during October included:

- Coordinating local relief agencies to provide free meals for international students;
- Supporting local agencies to establish a coordinated process for collecting and distributing items for Christmas hampers;
- Arranging a support letter for a local provider's application for a State Government emergency food relief grant; and
- Strengthening referrals pathways between local health and emergency relief providers.

In total, Council has received 174 requests for support from 49 organisations since 6 April 2020.

Creating jobs

Council has continued to employ roles funded through Working For Victoria at Council and into local frontline service providers. In October, 55 people were employed, including 16 within Council departments (127 in total), and 39 within local service providers (109 in total). A further 48 roles are in recruitment.

Business support

Supporting our local business community to recover from the impacts of the pandemic continues to be a priority.

During October, Council funded 103 business experiencing financial hardship under the Business Relief and Resilience Program, totalling \$450,396.58.

The average grant value funded was \$4,366. Around half of successful applications were for business adaptation projects, including transitioning business online and adapting spaces and practices to be COVID safe. Other successful applications were related to improving business continuity and revitalising spaces.

Council also received \$500,000 under the State Government 'Outdoor dining and entertainment package'. This funding will be used to support local businesses and shopping precincts to transition to outdoor dining and ensure locations are safe and practical.

Council has also supported local businesses through:

- Establishing 'Whittlesea Localised', an online Business Directory to promote local businesses, opportunities and good news stories;
- Promoting local businesses through the 'Still Here 4 U' campaign and sharing other good news stories through print and social media;
- Waiving fees for new and existing footpath trading permit holders until September 2021; and
- Supporting businesses to expand footpath trading area into neighbouring properties, if feasible and permitted.

Many local businesses also continue to receive support under Stage 1 of the \$90,000 Business Support Package launched in April. This included a three-month Business Development Program, dedicated business support line, mentoring and local promotional campaigns.

Economic stimulus grants

Council was awarded \$100,000 under the State Government's Neighbourhood Activity Community Renewal Fund, which will be used to upgrade the Rochdale Square Neighbourhood Centre.

Council awaits the outcome of approximately ten grant applications to support infrastructure projects that will create local jobs and help our community recover from the pandemic.

The return of bond monies was expedited for business owners who have implemented landscaping in accordance with approved plans. 25 bonds were returned in October, totalling \$132,000 (133 bonds in total since 6 May, totalling \$520,447).

Financial support

In October, Council received an additional 9 hardship applications via the COVID-19 Hardship Policy. A total of 171 applications have been received since 6 April, and 132 have been approved.

A \$50,000 Sports Club Emergency Grants program remains open for clubs to apply for up to \$1,000 to cover out-of-pocket expenses. Four clubs received funding during October. To date, 20 applications have been approved, totalling \$27,094.34.

Fifty percent of fees for summer sports clubs have also been waived.

The second round of the Whittlesea Creative Communities Fund was released in October. This \$20,000 fund supports creative practitioners to create projects focused on community connection.

Community connection

Council continued to roll out new projects through October that connect the community through arts, culture and creativity.

The Super Kids Festival took place in seven local parks from 24 October to 1 November to celebrate Children's Week 2020. This annual festival was modified to ensure compliance with COVID restrictions and included a diverse and COVID-safe program of roaming performers, art installations and a treasure quest for children to explore the natural environment.

Rehearsals are underway for a virtual community choir performance that will be livestreamed as part of Council's Christmas carol event. According to participants, the online format has enabled many residents to take part who were not able to attend rehearsals in person in previous years. The event will be live streamed on the Whittlesea Arts website and social media on 11 December.

Council also supported the annual City of Whittlesea Artist Studio Trail to move online this year. 13 new artists, who preferred the online format over the face-to-face event held previously, joined the Studio Trail. The launch was attended by more than 40 community members.

The new City of Whittlesea Arts website continues to showcase Council's public and visual art collections, promote our local creative community and provide opportunities for networking and collaboration. During October, the website had almost 5,000 unique visitors.

To assist our young people to remain connected and supported during this crisis, Council is delivering a package of health and wellbeing workshops, videos and resources to school students, as well as an 8-week Transition to Adulthood Program during Term 4.

Council is also supporting our older adults to stay healthy, active and connected through a series of online programs targeting digital literacy, mental and physical health and social connection. A senior's online exercise program has attracted around 2,500 participants per month.

New support groups have been established to support members of our culturally and linguistically diverse communities, including an Arabic Community Support Group, African Community Support Group and Asylum Seeker Social Support Group. Council is working with Study Melbourne and local tertiary institutions to support local international students.

Public health

Following outbreaks of COVID-19 in Preston and Bundoora in late October, Council supported five families in isolation under the State Government's Isolation Relocation Support program. This approach is part of the State Government's regional response strategy, which aims to ensure that families in isolation are proactively contacted and if necessary, linked with local emergency relief agencies.

Council also continued to support local drive through testing sites in Mernda, Epping and the Northern Hospital, as well as pop-up sites in Bundoora, the Stables in Mill Park and Epping Soccer Stadium. Testing rates continued to decline throughout October, consistent with other testing sites across Melbourne. Though, testing rates temporarily increased in late October following the outbreak in Melbourne's north.

Under the DHHS program to provide masks to vulnerable people, Council continues to distribute masks to eligible residents through community-facing staff and Whittlesea Community Connections.

COMMUNICATIONS

Council continues to use all communication mediums to share DHHS and Council information including print, radio, digital and social media.

Online events continue to be popular on the Whittlesea Unites Facebook page with highlights including music for pre-schoolers regular sessions, exercise classes for older adults, Seniors Ready to Rock events and the online Studio Arts Trail.

Communication support continues for local business with promotion of the Business Assistance Grants and footpath trading opportunities.

Once restrictions eased further at the end of October our communications focussed on supporting local businesses such as retail, cafes, restaurants and the hair and beauty industry.

The Summer edition of *Local Scoop* has a strong business support focus and will be delivered to households from 30 November.

CONCLUSION

Council thanks the community for continuing to adhere to State Government restrictions to reduce the spread of COVID-19. Numbers of new cases and active cases have continued to fall with just two active cases at month's end.

We hope to see further restrictions eased next week and again before Christmas in response to what is now 17 days of zero new cases (as at 16 November).

Council will continue to respond to our community's needs as we head into the Christmas period with relief and support as needed and as we move to COVID Normal, we'll develop our recovery plan working together with the community and local businesses.

COUNCIL RESOLUTION

MOVED: *Administrator Wilson*
SECONDED: *Administrator Billson*

THAT Council resolve that the report of the Chief Executive Officer be received.

CARRIED

6.1.2 FOR NOTING - ASSEMBLIES OF ADMINISTRATORS - 17 NOVEMBER 2020

Responsible Officer: Chief Executive Officer

Author: Governance Officer

RECOMMENDATION SUMMARY

That Council note the record of the Assemblies of Administrators meetings in the table set out in the report.

BRIEF OVERVIEW

The Council is required to note at a Council Meeting that meetings involving Administrators have taken place and topics discussed. This report provides details involving the Panel of Administrators within the last month.

RATIONALE FOR RECOMMENDATION

It was a requirement up until the 24 October 2020 of the *Local Government Act 1989* for Assemblies of Councillors (Administrators) records to be reported to Council. This report will continue to be presented to each monthly Council meeting in accordance with Chapter 6 of the Governance Rules as Informal Meetings of Administrators.

IMPACTS OF RECOMMENDATION

Records relating to the Assemblies of Administrators will be reported until 24 October 2020. From this time Informal Meetings of Administrators will be presented at each Council meeting in accordance with Chapter 6 of the Governance Rules.

WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS

No impacts are expected. On rare occasions an item considered at a meeting receives a media enquiry. If requests for more information are received, these will be managed by our communications team in consultation with the Chair of Administrators.

REPORT**BACKGROUND**

The *Local Government Act 1989* required records relating to the Assemblies of Councillors (Administrators) to be reported to an ordinary Council meeting and recorded in the minutes of that meeting. This legislative requirement was repealed on 24 October 2020. From this time records relating to the Informal Meetings of Administrators will be presented at each Council meeting in accordance with Chapter 6 of the Governance Rules.

The *Local Government (Whittlesea City Council) Act 2020* dismissed all Councillors from the City of Whittlesea effective Saturday 21 March 2020. Ms Lydia Wilson was appointed Interim Administrator for a three-month period commencing on 21 March 2020.

On 19 June 2020, the Panel of Administrators for the City of Whittlesea were appointed. The Panel of Administrators comprises of Chair Ms Lydia Wilson, the Hon Bruce Billson and Ms Peita Duncan.

Ms Lydia Wilson, the Hon Bruce Billson and Ms Peita Duncan will carry out the role, responsibilities and functions of a Councillor as set out in Section 231(1)(a) of the *Local Government Act 2020* until their appointment ends following the October 2024 Local Government Elections.

A meeting is an assembly of Administrators if it considers matters that are likely to be the subject of a Council decision or the exercise of a Council delegation and the meeting is:

- A planned or scheduled meeting that includes an Administrator and a member of Council staff; or
- An advisory committee of Council where an Administrator is present.

Records are kept regarding an assembly of Administrators which lists an Administrator and members of Council staff attending, the matters discussed, disclosures of conflict of interest and whether an Administrator left the meeting after making a disclosure.

In accordance with Rule 1 (Chapter 6) of the *Governance Rules 2020* an Informal Meeting of Administrators is a meeting of at least one Administrator that is:

- scheduled or planned for the purpose of discussing the business of Council or briefing Administrators;
- attended by at least one Officer; and
- not a Council Meeting, Delegated Committee Meeting or Community Asset Committee Meeting.

The Chief Executive Officer must ensure that a summary of the matters discussed at the meeting are tabled at the next Council Meeting and recorded in the minutes of that Meeting.

PROPOSAL

Assemblies of Administrators records not previously reported to Council are detailed in the following table:

Assembly Details	Administrator attendee	Officer attendees	Matters discussed
Administrator Briefing 15 September 2020	Lydia Wilson (Chair) The Hon Bruce Billson (Administrator) Peita Duncan (Administrator)	ACEO CIPC CSPED DCRS DCS DCTP DPPE EMCA MCBP MG MSPED SAA SSP TLCIP TLHP TLSP	<ol style="list-style-type: none"> 1. Advocacy Workshop – Gambling, Mental Health, Suicide Prevention & Family Violence. 2. Wollert East Community Centre, Partnership Delivery with the VSBA. 3. Approval of 25 Hunters Road and 80 McArthurs Road, South Morang Development Plan. 4. General Business: COVID-19 Update. <p style="text-align: right;"><i>Nil disclosures</i></p>
Administrator Briefing 22 September 2020	Lydia Wilson (Chair) The Hon Bruce Billson (Administrator) Peita Duncan (Administrator)	CSPED DCS DCTP DPPE EMCA MG MRPFM MSPED	<ol style="list-style-type: none"> 1. Council Properties Review. 2. Epping Cemetery Overview & History. 3. Governance Update – Public Question Time Policy and the Procedural Matters Local Law. 4. General Business: <ol style="list-style-type: none"> a. COVID-19 Update. b. Administrator Protocols. c. Conflict of Interest Changes. 5. Riverlee Development. <i>External attendees for this item: Richard Johnstone, Project Director of Riverlee David Lee, Development Director of Riverlee.</i> <p style="text-align: right;"><i>Nil disclosures</i></p>
Administrator Briefing 29 September 2020	Lydia Wilson (Chair) The Hon Bruce Billson (Administrator) Peita Duncan (Administrator)	ACEO AMCDT CSPED DCRS DCS DCTP DPPE EMCA EOSP MCP MG MSPED SAA SWSO TLBM ULDE	<ol style="list-style-type: none"> 1. Advocacy Workshop – Sustainable Environment. <i>Consideration of items numbered 2, 3 and 4 were deferred to a future meeting in order to allow for the upcoming new Chief Executive Officer, Mr Craig Lloyd to be present:</i> 2. Community Engagement Policy. 3. Integrated Community Engagement. 4. Sporting and Community Pavilion Guidelines and Sports Lighting Policy Update. 5. Yan Yean Road Stage 2 Upgrade Project. 6. General Business: <ol style="list-style-type: none"> a. COVID-19 Update. b. Council Meeting 6 October 2020. <p style="text-align: right;"><i>Nil disclosures</i></p>

Assembly Details	Administrator attendee	Officer attendees	Matters discussed
Administrator Briefing 6 October 2020	Lydia Wilson (Chair) The Hon Bruce Billson (Administrator) Peita Duncan (Administrator)	ACEO DCRS DCS DCTP DPPE EMCA MG MLCF TLMLF TLP	1. Discussion on Item 6.5.1 from 6 October 2020 Council Meeting Agenda – Management & Operation of Mill Park Leisure Centre & Whittlesea Swim Centre – Tender Evaluation. 2. General Business: a. COVID-19 Update. b. Legal Matters Update. <i>The Hon Bruce Billson declared a conflicting personal interest in relation to item 1. No other declarations of interest were made at this meeting.</i>
Administrator Briefing 20 October 2020	Lydia Wilson (Chair) The Hon Bruce Billson (Administrator) Peita Duncan (Administrator)	CEO DCRS DCS DCTP DPPE EMCA MG MCAP MPUD TLPRD	1. Legal Update – Changes to Conflict of Interest Provisions. <i>External attendee for this item: Kate Oliver, Partner at Maddocks Lawyers.</i> 2. Confidential item: Street Tree Renewal Program Laurimar 1C. 3. General Business: a. COVID-19 Update. <i>Nil disclosures</i>
Administrator Briefing 27 October 2020	Lydia Wilson (Chair) The Hon Bruce Billson (Administrator) Peita Duncan (Administrator)	CEO DCRS DCS DCTP DPPE EMCA MG CIPC EOSFP EOSP MCBP PBUM TLSP SERA WFVO	1. Child Safe Training. 2. Child Safe Policy and Code. 3. Wollert East CAC Tender Evaluation. 4. Integrated Water Management Strategy. 5. Pandemic Response Registration Fee Waivers for Business. 6. General Business: a. COVID-19 Update (including Business Grants). <i>Nil disclosures</i>

The table below represents an Index of Officer titles:

Initials	Title of Officer	Initials	Title of Officer
ACEO	Acting Chief Executive Officer – Joe Carbone	MRPFM	Manager Rates, Property & Facilities Management – Gino Mitrione
AMCDT	Acting Manager City Design & Transport – Michael Butler	MSPED	Manager Strategic Planning & Economic Development – George Saisanas
CEO	Chief Executive Officer – Craig Lloyd	PBUM	Pandemic Business Unit Manager – Neville Kurth
CIPC	Community Infrastructure Project Coordinator – Jillian Bambach	SAA	Senior Advocacy Advisor – Michele Purtle
CSPED	Coordinator Strategic Planning & Economic Development – Liam Wilkinson	SERA	Senior Employee Relations Advisor – Anna Micallef
DCRS	Director Corporate Services – Amy Montalti	SSP	Senior Strategic Planner – Fiona Ryan
DCS	Director Community Services – Belgin Besim	SWSO	Senior Waste Services Officer – Simone Chetwynd-Brown
DCTP	Director City Transport & Presentation – Ben Harries	TLBM	Team Leader Biodiversity Management – James Booth
DPPE	Director Partnerships, Planning & Engagement – Julian Edwards	TLCIP	Team Leader Community Infrastructure Planning – David Mazzotta
EMCA	Executive Manager Corporate Affairs – Kristi High	TLHP	Team Leader Health Planning – Philippa McLean
EOSFP	Executive Officer Sustainability Flagship Project – Karen Rosenberg	TLMLF	Team Leader Major Leisure Facilities – Jacinda Hunt
EOSP	Executive Officer Sustainability Planning – Felicity Ayres	TLP	Team Leader Procurement – Tom Masters
MCAP	Manager Corporate Accountability & Performance – Frank Joyce	TLPRD	Team Leader Public Realm Development – Adrian Napoleone
MCP	Manager City Presentation – Anthony Kyrkou	TLSP	Team Leader Sustainability Policy Program – Fleur Anderson
MCBP	Manager Community Building & Planning – Joanne Kyrkilis	TLSPP	Team Leader Social Policy & Planning – Carmen Faelis
MG	Manager Governance – Michael Tonta	ULDE	Unit Leader Development Engineer – Arashdeep Singh
MLCF	Manager Leisure & Community Facilities – Benjamin Waterhouse	WFVO	Working For Victoria Officer (Child Safe Implementation) – Jenna James
MPUD	Manager Parks & Urban Design – Susan Hecker		

CONSULTATION

Consultation has taken place with Council Officer representatives of each of the meetings and committees that qualify as an Assembly of Administrators.

FINANCIAL IMPLICATIONS

There are no financial implications as a result of this report.

POLICY STRATEGY AND LEGISLATION

Section 9(2)(i) of the *Local Government Act 2020* provides that Council must in the performance of its role give effect to the overarching governance principles which includes that the transparency of Council's decisions, actions and information is to be ensured.

Up until 24 October 2020, section 80A of the *Local Government Act 1989* required that the Chief Executive Officer must ensure that the written record of an assembly of Administrators is, as soon as practicable:

- (a) reported at an ordinary meeting of the Council; and
- (b) incorporated in the minutes of that Council meeting.

Records of meetings that are attended by Administrators will continue to be presented at Council meetings in accordance with Chapter 6 of the Governance Rules as Informal Meetings of Administrators.

LINK TO STRATEGIC RISKS

Strategic Risk Governance - Ineffective governance of Council's operations and activities resulting in either a legislative or policy breach

In accordance with Chapter 6 of the Governance Rules Informal Meetings of Administrators will be presented at each monthly Council meeting.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Goal	Enabling the vision
Key Direction	Making it happen

The provision of this report is in line with Whittlesea 2040 and the Council Plan by ensuring Council monitors and evaluates all of its operations.

DECLARATIONS OF CONFLICTS OF INTEREST

Under Section 130 of the *Local Government Act 2020* and Chapter 5.7 of the *Governance Rules 2020* officers providing advice to Council must disclose any interests, including the type of interest.

The Responsible Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

CONCLUSION

It is recommended that the report containing details of the business transacted at recent Assemblies of Administrators meetings be noted.

RECOMMENDATION

THAT Council note the record of the Assemblies of Administrators meetings to the period ending 23 October 2020 and the Informal Meeting of Administrators that took place on 27 October 2020 as set out in the table in the report.

COUNCIL RESOLUTION

MOVED: *Administrator Wilson*

SECONDED: *Administrator Duncan*

THAT Council resolve to adopt the Recommendation.

CARRIED

The VSBA tender evaluation panel advised that:

- 3 tenders were received; and
- the recommended tender will be provided once the Minister has signed the VSBA tender evaluation report on Monday 16th November. This will be provided to Administrators as a confidential attachment.

The VSBA coordinated the tender evaluation assessment. Council was advised of the successful tenderer and was able to engage in an options analysis to obtain the final tender cost. As the tender amount was within budget, the total project will proceed without reducing any scope.

RATIONALE FOR RECOMMENDATION

The tender amount is in line with Council's Independent Quantity Surveyor estimate and provides the best value for money. The VSBA will deliver this project as per the Development Agreement, ensuring Council meets its delivery timeline of October 2021. This delivery timeline will enable Council to be open for kindergarten in January 2022, in line with the school opening and thereby meeting projected local demand for kindergarten provision.

IMPACTS OF RECOMMENDATION

The delivery of the Community Centre as part of the Inclusive Hub primary school model will bring much needed services to Wollert East in a timely manner. Through co-locating with DET on their site, the Wollert East community will benefit from improved integrated community services as well as a financially better outcome for City of Whittlesea ratepayers. This includes retaining ownership of the land originally allocated for the Community Centre in the Precinct Structure Plan.

Early delivery of a community facility in a new residential development like Wollert East has the benefits of:

- Addressing the well-known and well-documented negative outcomes that come from social isolation experienced by residents of growth areas in a preventative way.
- The facility and the spaces, programs and café, will offer opportunities for social connection.
- Schools are also places of community connection and with this facility being on-site, it will be a natural progression for people to continue conversations, connection, and activities in the community centre.
- Being on the school site will provide parents with children in both school and kinder, an easy one-stop-shop rather than having to get back in the car and drive elsewhere.
- A further benefit is the early and targeted service and program provision including MCH, Early Childhood and other ancillary services (like an autism service). These types of services support the community so that issues don't emerge and become entrenched. When not supported in this way, the negative effects become very costly and difficult to redress.

WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS

The Development Agreement is the legal contract that provides certainty to Council regarding delivery, costs and mutual obligations. As part of this contract Council and the VSBA will hold monthly project working group meetings to discuss progress of the project.

Council has provided detailed input into the Community Centres specifications and will have an ongoing role in the delivery.

A communications plan has been developed in partnership with the VSBA, DET and Council. Our combined communications strategy will ensure the community are kept informed of the progress of delivery of the facility and the services it will offer.

Sustainable operating models across not only this centre, but all Council Community Centres will continue to be explored to ensure the appropriate balance is achieved between cross subsidising and contributing to capital and operating costs, as well as supporting service providers who provide much needed community services.

REPORT**BACKGROUND**

Land was set aside for a community facility within the high-level planning framework, the Epping North East Structure Plan. Following investigations into the site, it was confirmed that it would not be suitable for a community facility. To ensure service provision for the community, the City of Whittlesea has been working with the Department of Education and Training (DET) since July 2019 to integrate a future Council community centre. Council officers were able to negotiate the purchase of more land by DET for the delivery of the primary and secondary school, inclusive of co-location of a Council community facility, without cost to Council other than via a \$1 per annum peppercorn lease. DET have further invested in this community facility by bundling the architectural and detailed design expenses together with the school design process, saving Council significant costs.

The Community Centre will be comprised of a three-room kindergarten, 2 Maternal and Child Health offices, program space, consult suites, a large community hall with an integrated community meeting room and a semi-commercial kitchen, within the P-12 'Inclusive' government school facilities in Wollert East.

Partnership agreements were entered into with the Minister for Education relating to the delivery of this project, subject to the tender costs, which have now been received.

Tender submissions were reviewed by the Victorian Schools Building Authority (VSBA) in consultation with Council officers. The total project cost of \$8,403,576 is more cost effective than the independent detailed cost estimates provided by both Council 's and the VSBA's Quantity Surveyors. Previous cost estimates were \$8,928,101 and \$8,701,020 respectively. A building blocks grant of \$2.75 million was recently received for this project. The grant, combined with the budget allocation of \$7 million, provides a total budget of \$9.75 million.

This innovative delivery mode has not only delivered cost savings to council but has ensured services can be provided in a way that supports the unique needs for our growth communities. The inclusive hub will not only deliver kindergarten, MCH and community spaces for connection, it will also provide access to autism services for the region.

This report provides details of the procurement process for the construction of the Wollert East Community Centre. The tender evaluation was performed by the VSBA, as per the Development Agreement. Tenders for the contract closed on 9 September 2020. The tender price and additional Council costs are detailed in the confidential attachment.

The attachment also provides additional details to ensure a holistic picture of capital and operating cost considerations.

EVALUATION

The procurement process is in accordance with the *Project Development and Construction Management Act 1994 (Vic)* (PDCMA), the Ministerial Directions for Public Construction in Victoria (Directions) and the associated Instructions and Guidance, and the VSBA's Project Management Framework. These are referred to in aggregate as the 'relevant procurement requirements.'

The VSBA engaged CourtHeath Consulting as an independent probity advisor for the project; CourtHeath has been consulted on the procurement process followed and attended all key meetings throughout the tendering and evaluation process.

In accordance with the Directions, a public 'Forward Notice' providing details of the upcoming procurement was published on the Buying For Victoria website from 20 May 2020 until 17 June 2020.

The Forward Notice invited contractors pre-qualified on the Department of Treasury and Finance's Construction Supplier Register (CSR) to register their interest in tendering for the project, by completing and returning a 'Confirmation Letter'

Following the closure of the Forward Notice and receipt of Letters of Confirmation, the VSBA, in its absolute discretion, determined a list of tenderers to be invited to participate in a 'Selective Tender' process for the project (as defined in the Directions), based on its assessment of each Tenderer's:

- Experience;
- Capability; and
- Past performance on similar projects.

Three CSR pre-qualified tenderers were invited to submit a tender. The tender period opened on 2 July 2020 and closed on 9 September 2020. The Selective Tender process complies with the relevant procurement guidelines.

A briefing session for tenderers was held on 9 July 2020. Non-mandatory site visits, which were attended by all tenderers, were held between 13-17 July 2020. 'Interactive Tender Meetings' were held with tenderers, in the presence of CourtHeath as the project's probity advisors, between 22-27 July, and between 11-14 August.

Following the receipt of tenders, the evaluation process was conducted in accordance with the attached Evaluation Plan.

Following the completion of the evaluation process, the tender evaluation panel made a recommendation to the Project Sponsor (being the Executive Director, Delivery, VSBA) for the appointment of the preferred contractor. Upon the Project Sponsor's approval, the VSBA entered into a 'Letter of Intent' with the preferred contractor, and contract documents were prepared for execution by the Minister for Education (being the relevant Financial Approver). The Letter of Intent enables the preferred contractor to commence limited works within the financial delegation of the Project Sponsor in the interim period until the contract documents are executed by the Minister for Education.

No member of the VSBA Tender Evaluation Panel, nor Council staff associated with this project declared any conflict of interest in relation to this tender evaluation.

The evaluation outcome is provided in the confidential attachment.

IMPLICATIONS

Sufficient funding for this contract is available in the New Works program budget for the Wollert East Community Centre. Capital cost funding is detailed as follows, additional project cost are provided in the confidential section:

Budget	Funding Source	Cost
Construction Cost		\$7,253,964
Developer contributions	\$ 4,235,653.00	
Building Blocks Grant	\$ 2,750,000.00	
Approved Council capital	\$ 2,764,347.00	
Total Project Cost		\$8,430,576
Total budget available	\$ 9,750,000.00	

The above table indicates that Council's initial capital allocation of \$2.76M will be reduced significantly to around \$1.4M.

In addition to the above budget, through partnering with DET Council will retain ownership of the land allocated for the Community Centre in the Precinct Structure Plan. DET's investment in this facility included the purchase of adequate land to accommodate a future community facility, without cost to Council other than via a \$1 per annum peppercorn lease.

Operational cost considerations

The Wollert East Community Centre was developed under the existing Community Centre operational model, the standard for which includes the provision of 2 X Maternal and Child Health offices, a Community Centre Coordinator, consult suites and meeting rooms/hall for generating fees.

The fees and charges generated contribute to the operating costs of the facility. Council leases the kindergarten and meeting spaces to approved service providers and community groups. Details of this standard model and opportunities to explore offsetting and generating further income from Community Centres will continue to be explored and presented back to Council. Sustainable operating models are important and need to be considered across all Council facilities to achieve an appropriate balance between cross subsidising and contributing to capital and operating costs, as well as supporting service providers who provide much needed community services.

LINK TO STRATEGIC RISKS

Strategic Risk *Service Delivery - Inability to plan for and provide critical community services and infrastructure impacting on community wellbeing*

If Council is not able to deliver the Community Centre by January 2022, Council will not meet the demand for 3 and 4-year-old kindergarten in the Wollert East area. It is also not guaranteed that Council will have access to DET land should it decide not to proceed with the project. A Not-For-Profit paediatric autism service provider is ready to commence work at the centre subject to an appropriate public Expression of Interest process. They have reported that there are approximately 1500 children 'on the spectrum' within the Wollert - Epping-Mernda areas, many of whom will benefit immensely from access to this much needed service. Current service provision for autism services for Wollert are based in the City of Darebin. The provision of an autism service in Wollert East will provide City of Whittlesea residents with a local option and eliminate the need for them to travel vast distances to specialist appointments, often during peak hours.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Goal **Liveable neighbourhoods**

Key Direction **Well-designed neighbourhoods and vibrant town centres**

Our community's access to services and facilities is an adopted measure by which Council assesses its achievement of delivering well-designed neighbourhoods and vibrant town centres.

Through the delivery of the Wollert East community centre Council will be able to facilitate a socially cohesive community, that is connected and able to access services that will enable educational opportunities for all.

DECLARATIONS OF CONFLICTS OF INTEREST

Under Section 130 of the *Local Government Act 2020* and Chapter 5.7 of the *Governance Rules 2020*, officers providing advice to Council are required to disclose any conflict of interest they have in a matter and explain the nature of the conflict.

The Responsible Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

CONCLUSION

The Development Agreement and confirmed tender costs provides Council with certainty that the VSBA will deliver the Wollert East Community Centre in a cost-effective, high quality and collaborative manner. The partnership is considered the best value for Council and it will deliver the facility to the required standards.

RECOMMENDATION

THAT Council resolve to:

1. **Accept the outcome of VSBA tender assessment and reimburse VSBA the sum of \$7,253,964 (GST will not apply):**

Number: 2020-94

Title: Wollert East Community Centre

Term: 17 November 2020 to 27 February 2023 (includes defects and liabilities period)

In milestone payments be made in accordance with the Development Agreement, which ensures the works undertaken are completed and verified, before payment is processed as follows:

- **Milestone 1: Sign the Funding Agreement (10%)**
 - **Milestone 2: Construction start e.g. slab laid or equivalent (40%)**
 - **Milestone 3: Construction complete (50%)**
2. **Approve the funding arrangements detailed in the confidential attachment.**
 3. **Acknowledge receipt of the \$2.75M *Building Blocks* capacity grant funding from the State Government.**
 4. **Explore operating models of community centres that balance user contributions and cross subsidisation with community need service provision.**

COUNCIL RESOLUTION

MOVED: Administrator Wilson

SECONDED: Administrator Billson

THAT Council resolve to adopt the Recommendation.

CARRIED

6.3 COMMUNITY WELLBEING

ITEM 6.3.1 FOR DECISION - PANDEMIC RESPONSE REGISTRATION FEE WAIVERS FOR BUSINESSES

Attachments: 1 **Review of registered premises impact of Covid-19 restrictions** [↓](#)

Responsible Officer: **Director Community Wellbeing**

Author: **Team Leader Health Services**

RECOMMENDATION SUMMARY

That Council endorse 2021 registration fee waivers for 1,180 local businesses registered under the Food Act 1984 and the Public Health and Wellbeing Act 2008 that have been significantly impacted by the State Government COVID-19 restrictions during 2020 (Attachment 1).

The Chief Executive Officer (CEO) be authorised to review any appeals made to Council from registered businesses that have been identified as not significantly affected by the COVID-19 restrictions.

BRIEF OVERVIEW

This fee waiver proposal builds on Councils existing Pandemic Business Relief and Resilience Program to provide further support to registered businesses as part of Council's Pandemic Action Plan. It is recommended that Council approve a renewal of registration fee waiver for Food Act and Public Health and Wellbeing Act registered businesses, most affected by the State Government COVID-19 restrictions. This will directly support 1,180 registered businesses in the municipality.

RATIONALE FOR RECOMMENDATION

The majority of registered businesses have been impacted by the COVID-19 restrictions. All businesses have paid annual registration fees to Council for the calendar year 2020 and most have been unable to operate or have had significantly reduced operations. The rationale for this proposal is to provide a fee waiver for 2021 in recognition of the financial hardship experienced by registered businesses most affected by the COVID-19 restrictions. This fee waiver will only impact the current financial year and is considered a proportionate response by Council given the unprecedented nature of this public health and economic emergency.

IMPACTS OF RECOMMENDATION

The impact of this proposal will be financial support to the most COVID-19 affected registered business as they will not be required to pay their 2021 renewal of registration fee. This will result in a \$506,958 reduction in registration fees in the 2020/21 financial year. This will build on Council's existing Business Relief and Resilience Program.

WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS

The endorsement of the proposed economic support package will be communicated to all affected businesses. Based on feedback already received from businesses, it is anticipated

that this package will be favourably received as many have expressed concern about their financial viability and have suggested via surveys that fee waivers are an appropriate response from Council to support businesses to recover from this Pandemic . Council's Communication and Economic Development Teams will also ensure that Council's commitment to supporting economic recovery and local businesses is effectively communicated.

Businesses types that have been identified as not significantly affected by the COVID-19 restrictions can request a review by the Chief Executive Officer to determine if the registration fee will be waived or partially waived.

REPORT**BACKGROUND**

Council annually registers food businesses under the *Food Act 1984* as well as beauty therapy, skin penetration (i.e. tattooist, body piercing) and prescribed accommodation (i.e. hotels/motels, rooming houses) businesses under the *Public Health and Wellbeing (PHW) Act 2008*. The income from these fees offset the costs of Council's inspection and surveillance programs for the calendar year. Council sets registration fees as part of the annual budget process and can waive fees if warranted.

Due to the impact on businesses from Stage 3 and subsequently Stage 4 restrictions, Council consideration of registration fee waivers for affected businesses was identified as a potential action in Council's Pandemic Action Plan.

The Environmental Health Team undertook a review of the effects of COVID-19 restrictions on registered businesses (refer Attachment 1). Based on an assessment of each of the business types across the various stages of restrictions it has been estimated that approximately 93% of registered businesses have been significantly affected by COVID-19 restrictions over the last six months.

The assessment also found that a limited number of registered business types had continued to operate relatively unhindered by the restrictions. These are as follows:

- Food Act – Supermarkets, Aged Care Facility kitchens, Fruit & Veg Storage, Pack & Disposal and Internet Food Retailer.
- PHW Act - Prescribed Accommodation (Rooming Houses)

The total number of premises within these business types is 84; these premises do not receive a fee waiver for 2021. Businesses can appeal to the Chief Executive Officer to request a review if warranted.

PROPOSAL

It is proposed that Council consider this economic support package and fully waive renewal of registration fees for 2021 for the 1,180 identified registered businesses.

It is further recommended that the identified business types above that have not been significantly affected by the COVID-19 restrictions do not receive a fee waiver for 2021. Furthermore, that the Chief Executive Officer be authorised to review any appeal from these businesses.

CONSULTATION

The Economic Development Team has been extensively consulting with businesses during the pandemic regarding the effects of the COVID-19 restrictions. Surveys and anecdotal evidence confirm that the hospitality and beauty services industry were among sectors that were extremely impacted, and many have remained closed since May 2020. A survey conducted with businesses revealed that businesses support fee waivers as an appropriate action for Council to take to support businesses during and after the Pandemic.

The level of enquiries to the Environmental Health Team has also been steadily rising as businesses are aware that 2021 renewal notices will be sent out in November 2020.

Benchmarking has been conducted with other North/West Councils and it has been identified that 10 Councils will be waiving the 2021 renewal fees for registered businesses as follows:

- 100% (6 Councils – Banyule, Darebin, Hobson’s Bay, Hume, Melton & Yarra)
- 50% (3 Councils – Maribyrnong, Moonee Valley & Wyndham)
- 30% (1 Council – Nillumbik)

CRITICAL DATES

A decision on registration fee waivers is required in November 2020, as renewal of registration notifications will be sent out to businesses in late November to enable them to legally operate in the 2021 calendar year.

FINANCIAL IMPLICATIONS

The table below represents the projected loss of revenue expected as a result of waiving renewal of registration fees. This calculation is based on the number of registered businesses as of 1 October 2020.

	Number of Businesses to receive the renewal fee waiver	Total Cost
Food Act Businesses	993	\$485,711
PHW Businesses	187	\$21,247
Total	1,180	\$506,958

POLICY STRATEGY AND LEGISLATION

The *Food Act 1984* and *Public Health and Wellbeing Act 2008* authorise Council to approve, register and renew the registration of designated business types. The annual renewal of registration fees subsidises the operating costs of the inspection and surveillance programs. These fees are set by Council and reflect operational costs to undertake the required legislative functions. Council does have the discretion to waive fees.

Council has a Food Safety Management Policy which takes a risk-based approach to surveillance of food premises. Fees for the various types of food businesses are based on risk classifications which inform the frequency of annual surveillance.

LINK TO STRATEGIC RISKS

Strategic Risk *Financial Sustainability - Inability to meet current and future expenditure*

Waiver of renewal of registration fees for 2021 will significantly impact the income of the Food and Public Health surveillance programs with a combined reduction of \$506,958. This reduction of income will only impact financially on the current financial year and is considered a proportionate response by Council given the unprecedented nature of this public health and economic emergency.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Goal	Strong local economy
Key Direction	Successful, innovative local businesses

This proposal will assist many of the small businesses hardest hit by COVID-19 restrictions to recover through the difficult initial stages of re-establishing their businesses in the new COVID normal. The waiver of the 2021 registration fee will result in one less cost that the business will have to meet as they move to recover to a new COVID normal in 2021.

DECLARATIONS OF CONFLICTS OF INTEREST

Under Section 130 of the *Local Government Act 2020* and Chapter 5.7 of the *Governance Rules 2020*, officers providing advice to Council are required to disclose any conflict of interest they have in a matter and explain the nature of the conflict.

The Responsible Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

CONCLUSION

Most registered businesses have been impacted by the State Government Stage 3 and Stage 4 restrictions. There are still more challenges ahead for many of these businesses and no clear dates have been set for when there will be a 'COVID normal'.

By providing a registration fee waiver Council will be assisting local businesses to begin the road to recovery and will support the many struggling small businesses to continue to operate into 2021.

RECOMMENDATION

THAT Council resolve to:

- 1. Waive registration fees for the 2021 calendar year for 1,180 local businesses under the Food Act 1984 and the Public Health and Wellbeing Act 2008, that have been significantly impacted by the State Government COVID-19 restrictions during 2020.**
- 2. Authorise the Chief Executive Officer to review any appeals made to Council from registered businesses that have been identified as not significantly affected by the COVID-19 restrictions.**

COUNCIL RESOLUTION

MOVED: *Administrator Billson*
SECONDED: *Administrator Duncan*

THAT Council resolve to adopt the Recommendation.

CARRIED

Attachment 1

Food Act Premises Type COVID-19 Impact Review

Premises Type	No. of Premises	COVID-19 Restriction Impact	Impact Comment
Asian Grocery	6	Yes	Stage 4 / 1 st & 2 nd Step (5km)
Bakery	57	Yes	Stage 4 / 1 st & 2 nd Step (5km)
Café	137	Yes	Stage 3 & 4 / 1 st & 2 nd Step No customer seating allowed, can only operate as take away food / (5km) / Curfew 3 rd Step Outdoor dining / restricted indoor dining
Cakes	51	Yes	Stage 4 / 1 st & 2 nd Step (5km)
Canteens	7	Yes	Stage 3 & 4 / 1 st & 2 nd Step No customer seating allowed, can only operate as take away food 3 rd Step Outdoor dining / restricted indoor dining
Aged Care kitchen	19	No	Food catering services providing meals to clients is still operating without restriction.
Care Facility (Children)	54	Yes	Stage 4 Closure of childcare facilities.
Care Facility (Hospital)	3	Yes	Restriction of visitors throughout this period would affect food premises at hospitals
Caterer	12	Yes	Due to restrictions on gatherings caterers would not be able to operate normally.
Coffee & Nuts	1	Yes	Stage 4 / 1 st & 2 nd Step (5km)
Confectionary	9	Yes	Stage 4 / 1 st & 2 nd Step (5km)
Convenience Store	71	Yes	Stage 4 / 1 st & 2 nd Step (5km) / Curfew
Delicatessen	8	Yes	Stage 4 / 1 st & 2 nd Step (5km) / Curfew
Distribution of Drinks	2	Yes	Stage 4 / 1 st & 2 nd Step 50% staffing
Dried Fruit & Nut	2	Yes	Stage 4 / 1 st & 2 nd Step 50% staffing
Egg Distribution	4	Yes	Stage 4 / 1 st & 2 nd Step 50% staffing
Falafel	1	Yes	Stage 4 / 1 st & 2 nd Step 50% staffing

Premises Type	No. of Premises	COVID-19 Restriction Impact	Impact Comment
Food Distribution / Warehouse	12	Yes	Stage 4 / 1 st & 2 nd Step 50% staffing
Food Importer	1	Yes	Stage 4 / 1 st & 2 nd Step 50% staffing
Food Manufacturer	65	Yes	Stage 4 / 1 st & 2 nd Step 50% staffing
Fruit & Vegetables	19	Yes	Stage 4 / 1 st & 2 nd Step (5km)
Fruit & Veg Storage, Pack & Dispatch	5	No	No COVID-19 operating restriction
Ice Cream	4	Yes	Stage 4 / 1 st & 2 nd Step (5km) / Curfew
General Grocery	11	Yes	Stage 4 / 1 st & 2 nd Step (5km) / Curfew
Hotels	10	Yes	Stage 3 & 4 / 1 st & 2 nd Step No customer seating allowed, can only operate as take away food / (5km) / Curfew 3 rd Step Outdoor dining / restricted indoor dining
Internet Food Retailer	1	No	No COVID-19 operating restriction
Juice Bar	4	Yes	Stage 4 / 1 st & 2 nd Step (5km) / Curfew / Closed in Food Courts
Kiosk	17	Yes	Stage 4 / 1 st & 2 nd Step (5km) / Curfew / Closed in Food Courts
Kitchen	18	Yes	Stage 4 / 1 st & 2 nd Step (5km) / Curfew
Mushrooms	1	Yes	Stage 4 / 1 st & 2 nd Step 50% staffing
Out of School Programs (Commercial)	18	Yes	Stage 3 & 4 / 1 st & 2 nd Step School closures on and off throughout 2020
Pizza Restaurant	20	Yes	Stage 3 & 4 / 1 st & 2 nd Step No customer seating allowed, can only operate as take away food / (5km) / Curfew 3 rd Step Outdoor dining / restricted indoor dining
Reception Centres	9	Yes	Stage 3 & 4 / 1 st & 2 nd Step Premises directed to close
Restaurant	103	Yes	Stage 3 & 4 / 1 st & 2 nd Step

Premises Type	No. of Premises	COVID-19 Restriction Impact	Impact Comment
			No customer seating allowed, can only operate as take away food / (5km) / Curfew 3 rd Step Outdoor dining / restricted indoor dining
School Canteen	16	Yes	Stage 3 & 4 / 1 st & 2 nd Step School closures on and off throughout 2020
Sporting Clubs (12 months)	11	Yes	Stage 3 & 4 / 1 st & 2 nd Step Club closures for most of 2020
Sporting Club (Summer Season)	11	Yes	Summer sports completed their season prior to the first COVID-19 restrictions. Likely to be affected next Summer.
Sporting Club (Winter Season)	14	Yes	Winter sports have been affected by COVID-19 restrictions and no competition will be held in 2020.
Supermarkets	27	Limited impact	Stage 4 / 1 st & 2 nd Step (5km) / Curfew / 50% staff reduction Although there were restrictions many businesses experienced higher volumes of customers, most had limited impact
Take Away Food	201	Yes	Stage 4 / 1 st & 2 nd Step (5km) / Curfew / Closed in Food Courts
Tea & Coffee	1	Yes	Stage 4 / 1 st & 2 nd Step Premises closed was a car wash
Winery	2	Yes	Stage 4 / 1 st & 2 nd Step Premises closed to public

Public Health & Wellbeing Act Premises Type COVID-19 Impact Review

Premises Type	No. of Premises	COVID-19 Restrictions Impacted	Impact Comment
General PHW <ul style="list-style-type: none"> • Beauty Therapy • Skin Penetration • Make up 	184	Yes	Stage 3 & 4 / 1 st & 2 nd Step Premises directed to close
Prescribed Accommodation (motels)	3	Yes	Stage 3 & 4 / 1 st & 2 nd Step Premises severely restricted in operations
Prescribed Accommodation (rooming houses)	32	No	No COVID-19 operating restriction

ITEM 6.3.2 FOR DECISION - CHILD SAFE POLICY AND CODE

Attachments: 1 **Child Safe Policy** [↓](#)
 2 **Child Safe Code** [↓](#)

Responsible Officer: **Director Community Wellbeing**

Author: **Senior Employee Relations Advisor**

RECOMMENDATION SUMMARY

That Council resolve to adopt the Child Safe Policy and Child Safe Code as set out in Attachments 1 and 2.

BRIEF OVERVIEW

It is proposed to adopt the Child Safe Policy and Child Safe Code in accordance with Council's responsibilities under the Child Safe Standards and Reportable Conduct Scheme. The proposed Policy and Code would replace the 2019 City of Whittlesea (CoW) Child Safe Policy that currently does not apply to Administrators.

RATIONALE FOR RECOMMENDATION

An internal audit of Child Safety at CoW was undertaken in early 2020 (the Child Safe Audit) and its recommendations were adopted by the Audit and Risk Committee. In accordance with the Child Safe Audit action items, it is now proposed that the 2019 CoW Child Safe Policy be replaced by the new Child Safe Policy (which extends coverage to Administrators), and that a new Child Safe Code be established.

IMPACTS OF RECOMMENDATION

Adoption of the Child Safe Policy and Child Safe Code will meet Council's regulatory obligations, accomplish the audit action items relating to the Policy and demonstrate CoW's commitment to Child Safety.

WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS

The Child Safe Policy would be promoted externally and internally through a detailed communications plan which is being developed in line with the Child Safe Audit recommendations.

REPORT

BACKGROUND

In February 2019, the Executive Leadership Team (ELT) endorsed the 2019 City of Whittlesea Child Safe Policy, which sets out staff's responsibilities under the Child Safe Standards and the Reportable Conduct Scheme.

Child Safe Standards	A compulsory framework for child safety that is comprised of three overarching principles and seven broad standards. These have been designed to drive cultural change in organisations, so that protecting children from harm is embedded in the everyday thinking and practice of leaders, staff and volunteers.
Reportable Conduct Scheme	A compulsory reporting regime , that requires organisations to respond to allegations of child abuse made against their workers and volunteers, and to notify the Commission for Children and Young People of any such allegations. Only a specific subset of child safe incidents, which meet certain criteria, will be reportable under this scheme.

The Child Safe Standards

On 1 January 2016 the Child Safe Standards (CSS) were introduced in Victoria. These are minimum standards to protect the safety of children in organisations, and apply to all organisations providing services for children, including CoW. Under this legislation and the criminal law, CoW is required to actively manage child safety issues. CoW and its staff and contractors have significant obligations to protect children from harm. The law requires CoW to implement the following Child Safe Standards:

1. Strategies to embed an organisational culture of child safety, through effective leadership arrangements.
2. A child safe policy or statement of commitment to child safety.
3. A code of conduct that establishes clear expectations for appropriate behaviour with children.
4. Screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel.
5. Processes for responding to and reporting suspected child abuse.
6. Strategies to identify and reduce or remove risks of child abuse.
7. Strategies to promote the participation and empowerment of children.

The Reportable Conduct Scheme

From 1 January 2019, CoW is also required to comply with the Reportable Conduct Scheme (RCS). This is a notification scheme, which requires reporting of any child abuse allegations against employees, contractors, volunteers and office holders to the Commission for Children and Young People (Commission). The RCS sits alongside the other reporting processes such as Child Protection, the criminal law (Police) and mandatory reporting. It does not replace the need to report allegations, such as criminal conduct and family violence, to the Police or Child Protection.

The RCS requires CoW to:

- Have in place systems to prevent child abuse;
- Ensure allegations can be brought to the attention of appropriate persons for investigation and response as soon as possible if child abuse is alleged; and
- Ensure the Commission is notified and given updates on CoW's response to an allegation.

The Chief Executive Officer (CEO) is legally accountable for ensuring that Council is compliant with the Child Safe Standards and Reportable Conduct Scheme.

The 2019 CoW Child Safe Policy currently sets out Council's approach to child safety and reporting, and ensure Council is legally compliant with the CSS and the RCS. This Policy is supplemented by internal reporting procedures which are currently under review.

PROPOSAL

On 30 October 2019, ELT endorsed the 2019 CoW Child Safe Policy that currently applies at CoW. That Policy does not include Councillors or Administrators in the scope.

The 2019 CoW Child Safe Policy was reviewed in detail by the Child Safe Audit, and minor changes were recommended to meet best practice in this area. These included better supporting Councillors (or in CoW's case, Administrators) to meet their Child Safe obligations, and ensuring our commitment to child safety is strongly and broadly communicated to our organisation internally as well as the public. Extension of the scope of the Policy to Administrators is considered necessary to achieve this objective, and additionally, public endorsement of the Policy at a Council meeting conveys CoW's strong public commitment to Child Safety.

The proposed Child Safe Policy is at **Attachment 1**. It includes a review date of 17 November 2022 to ensure the Policy is a "living document".

A proposed Child Safe Code has also been created to support the proposed Child Safe Policy, by explicitly establishing safe behaviour with and around children for all people associated with Council (**Attachment 2**).

The changes to the Policy and the establishment of the Code are consistent with Council's commitment to being a Child Safe workplace, with the outcomes of the Child Safe Audit which have been accepted by the Audit and Risk Committee and ELT, and take further steps towards Council achieving best practice in Child Safety.

CONSULTATION

Several rounds of consultation have taken place with key internal CoW stakeholders, as well as with the unions. The approaches taken by, and experiences of, other Victorian Councils have also been drawn upon, to design an approach that best satisfies the requirements of the audit and models a best practice approach to Child Safety.

CRITICAL DATES

High priority action items arising from the Child Safe Audit have an initial (Council Officer nominated) target date of 30 October 2020 (noting this is less than the 6-month target date proposed by the auditors, which is 28 November 2020).

FINANCIAL IMPLICATIONS

Proactive child safety risk management will lead to reduced investigation costs, increased productivity and morale, and lower litigation exposure.

POLICY STRATEGY AND LEGISLATION

The proposed Child Safe Policy is established in accordance with the requirements of the Child Safe Standards and Reportable Conduct Scheme which are established under the *Child Wellbeing and Safety Act 2005*.

There are a significant number of CoW policy and strategy documents linked to the proposed Policy and Code, which are listed under Key Linkages in the proposed Policy.

LINK TO STRATEGIC RISKS

Strategic Risk *Health, Safety and Welfare - Failure of safety and risk management systems resulting in serious injury or harm to staff or member of public*

Failure to manage child safety could result in catastrophic harm to one or more members of our community.

Strategic Risk *Governance - Ineffective governance of Council's operations and activities resulting in either a legislative or policy breach*

Failure to comply with the CSS or RCS will result in a legislative breach with potential civil or criminal penalties for CoW or the CEO.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Goal	Connected community
Key Direction	A healthy and safe community

'Wellbeing' is one of five key focus areas in CoW's People Plan and is also one of CoW's five values. This report addresses the framework for how we will proactively manage child safety at CoW and in our community, to create an environment that promotes the wellbeing of staff and the children in our care and the wider community.

DECLARATIONS OF CONFLICTS OF INTEREST

Under Section 130 of the *Local Government Act 2020* and Chapter 5.7 of the *Governance Rules 2020*, officers providing advice to Council are required to disclose any conflict of interest they have in a matter and explain the nature of the conflict.

The Responsible Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

CONCLUSION

The implementation of recommendations from the Child Safe Audit, including the adoption of the proposed Child Safe Policy and the establishment of the new Child Safe Code, will ensure CoW is compliant with child safety legislation and best practice.

RECOMMENDATION

THAT Council resolve to adopt the Child Safe Policy and Child Safe Code as set out in Attachments 1 and 2.

COUNCIL RESOLUTION

MOVED: *Administrator Wilson*
SECONDED: *Administrator Duncan*

THAT Council resolve to adopt the Recommendation.

CARRIED



Child Safe Policy

If there is immediate danger to a child or young person, urgently call the Police on 000 for advice

Policy statement

The City of Whittlesea (CoW) is committed to ensuring the safety of children and young people. All children and young people who access services provided by CoW (including anyone acting on behalf of CoW) have the right to feel and to be safe. The wellbeing of the children and young people in our care will always be our first priority and we have a zero-tolerance approach to child abuse. We aim to create a child safe and child-friendly environment where children and young people feel safe and are able to fully participate.

The City of Whittlesea is committed to the principles of cultural safety and inclusion of children and young people who are Aboriginal, from refugee or migrant backgrounds, who are same-sex attracted or gender diverse, and/or have a disability, and we recognise that these principles support the safety of all children.

Purpose

The Child Safe Policy will create a safe environment for children and young people, by:

- Expressing CoW's commitment to child safety, and zero tolerance of child abuse;
- Establishing processes to address child safety concerns in a proactive and inclusive way, including robust staff training and reporting processes;
- Encouraging participation of children and their families in making CoW a child safe organisation; and
- Ensuring CoW decisions and actions consider child safety and inclusion.

Principles

The Child Safe Policy is informed by the following City of Whittlesea Community Building Principles:

Equity, access and inclusion

We support the development of a safe and inclusive community, and promote respect for diverse values, abilities, beliefs, cultural practices and ways of living. Council ensures that the distribution of our services and resources is a transparent and socially inclusive process that delivers equitable outcomes. As a Child Safe organisation, we seek to include the voices of children and young people in our organisational activities and actively seek to understand what makes them feel safe. All children and young people have the fundamental right to develop, reach their full potential, feel safe and supported in the community in which they live, grow,

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play and learn. Further, they have the right to equitable access to services and supportive environments regardless of their gender identity, sexual orientation, race, ethnicity, religion or ability.

Community and civic participation

We are committed to delivering accessible information, facilities, programs and services that encourage all people to build social connections and participate in community life. We work to ensure citizens are informed and consulted by governments about the decisions that affect their lives and are able to fully participate in decision making processes. We value the voices of children and young people and will act on concerns raised by them or their families in regard to their safety.

Collaboration and partnerships

We support, coordinate or lead community building efforts in a spirit of partnership and collaboration with relevant stakeholders including residents, community groups, community service organisations, developers, schools and all levels of government to achieve positive community outcomes for children, young people and their families.

Context/Rationale

Over the past decade, there has been significant research into child abuse in organisations, including the Victorian Government's Betrayal of Trust Inquiry, and the Royal Commission into Institutional Responses to Child Sexual Abuse. This research has resulted in the implementation of wide-ranging initiatives that aim to reduce the risk of children being exposed to or experiencing harm.

On 1 January 2016 the Child Safe Standards were introduced in Victoria. These are minimum standards to protect the safety of children in organisations, and apply to all organisations providing services for children, including CoW. Under this legislation and the criminal law, CoW is required to actively manage child safety issues. CoW and its Administrators, employees and other representatives have significant obligations to protect children from harm. The law requires CoW to implement the following Child Safe Standards:

1. Strategies to embed an organisational culture of child safety, through effective leadership arrangements.
2. A child safe policy or statement of commitment to child safety.
3. A code of conduct that establishes clear expectations for appropriate behaviour with children.
4. Screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel.
5. Processes for responding to and reporting suspected child abuse.
6. Strategies to identify and reduce or remove risks of child abuse.
7. Strategies to promote the participation and empowerment of children.

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From 1 January 2019, CoW is also required to comply with the Reportable Conduct Scheme (RCS). This is a notification scheme, which requires reporting of any child abuse allegations against employees, direct contractors, volunteers and office holders to the Commission for Children and Young People (CCYP). The RCS sits alongside the other reporting processes such as Child Protection, the criminal law (Police) and mandatory reporting. It does not replace the need to report allegations, such as criminal conduct and family violence, to the Police or Child Protection. The RCS requires CoW to:

- Have in place systems to prevent child abuse;
- Ensure any allegations of child abuse can be brought to the attention of appropriate persons for investigation and response as soon as possible; and
- Ensure the CCYP is notified and given updates on CoW's response to an allegation.

Together, the Child Safe Standards and Reportable Conduct Scheme aim to drive cultural change so that protecting children from abuse is part of everyday thinking and practice.

Scope

Council is responsible for internal compliance and community advocacy in the area of child safety. This policy is designed to ensure Council complies with its child safety obligations, as well as having a positive community impact by promoting and leading the implementation of child safe practices.

This policy applies to CoW:

- "Administrators"; and
- "Employees and other representatives", which includes:
 - Full-time, part-time and casual employees
 - Workers performing work for CoW under any other type of arrangement, including work experience or study placements, agency staff and workers on temporary contracts, whether employed or appointed directly by CoW or by a third party
 - Employees on exchange/secondment to or from other organisations
 - Volunteers
 - "Contractors" which includes any person, entity or service provider that delivers services to or on behalf of CoW.

This policy applies to CoW Administrators and employees and other representatives, whether they work in direct contact with children and young people or not. This policy also covers Administrators, employees and representatives, all of the time (both during work hours and outside of work hours).

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Key linkages

All City of Whittlesea policies comply with the *Victorian Charter of Human Rights and Responsibilities*.

This policy enables the achievement of Whittlesea 2040 Goal 1: Connected Community - 1.2 A healthy and safe community, as the health, wellbeing and safety of our children is fundamental to making our community a better place for all.

This policy is also linked with the following documents and legislation:

International

- *United Nations Convention on the Rights of the Child*, 1989
- *Child Friendly Cities Charter*, adopted 2016

Victorian

- *Child Wellbeing and Safety Act 2005*
- *Children Youth and Families Act 2005*
- *Public Records Act 1973*
- *Family Violence Protection Act 2008*
- *A Guide for Creating Child Safe Organisations*, Commission for Children and Young People, Dec 2015
- *Inquiry into the Handling of Child Abuse by Religious and Other Non Government Organisations (Betrayal of Trust)*, Family and Community Development Committee, Nov 2013.

City of Whittlesea

- *Child Safe procedures*
- *Child Safe Code*
- *Code of Conduct for Staff and Others*
- *Working with Children Check Policy*
- *Recruitment and Selection Policy*
- *Police Checks Policy*
- *Volunteers Policy*
- *Disciplinary Policy & Procedures*

This policy will help guide Council's work delivered through the:

- *Multicultural Action Plan 2020-2024*

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- *YouthPlan2030+*
- *Early Years Policy*
- *Middle Years Strategy*
- *Equal and Safe Strategy*
- *Aboriginal Inclusion Charter 2016*
- *Victorian Child Friendly Cities and Communities Charter*

Procedures and implementation

CoW is committed to promoting Council’s commitment to Child Safety, empowerment of children and the Victorian Child Friendly Cities and Communities Charter to Administrators, employees and other representatives, the general public and all other stakeholders. This policy will be made available to the public in various accessible formats as part of this commitment.

CoW takes child safety seriously. Failure to comply with this policy may constitute a serious breach of CoW’s Values and Behaviours and Code of Conduct and may result in disciplinary action, up to and including termination of employment.

This policy will be implemented through the following mechanisms:

Key contacts

The CoW Child Safe key contacts are the Director Community Wellbeing, the Team Leader Human Resources and the nominated Child Safe Officer/s. These officers may be contacted with any queries or concerns regarding child safety.

They may be contacted at childsafety@whittlesea.vic.gov.au or by contacting Customer Service on (03) 9217 2170 and requesting to speak to the relevant officer.

The contact details for these officers will also be made publicly available on the CoW website and documented in CoW’s Child Safe procedures.

Responsibility

The following responsibilities are assigned under this policy:

Administrators are responsible for promoting and modelling organisational and community child safe practices in their role, for considering the safety and inclusion of children and young people when making relevant decisions, and for reporting and responding to child safety issues, including reporting any child safety issues to the Chief Executive Officer (CEO).

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The CEO is accountable for ensuring that CoW is compliant with the Child Safe Standards and Reportable Conduct Scheme, including by establishing CoW Child Safe procedures and a Child Safe Code that give effect to the intent of this policy.

This policy’s application to CoW employees and other representatives is implemented and monitored by CoW’s senior leadership group, the Executive Leadership Team (ELT).

The Director Community Wellbeing has responsibility for ensuring CoW is compliant with the Reportable Conduct Scheme.

Directors are responsible for monitoring compliance with this policy and associated procedures within their Directorate.

People & Capability is responsible for reviewing and monitoring implementation of this policy and associated Child Safe procedures, and for providing specialist advice regarding the Child Safe Standards and Reportable Conduct Scheme.

CoW’s nominated Child Safe Officer/s is responsible for the implementation of this policy and associated Child Safe procedures, provision of specialist advice regarding child safe matters, assisting Administrators, employees and other representatives to make reports of child abuse/harm, the coordination and support of the Child Safe Working Group and any other duties that arise in relation to Child Safety and the Reportable Conduct Scheme.

The Child Safe Working Group is responsible for:

- Leading the implementation of the Child Safe Standards,
- Reporting to ELT on Child Safety;
- Reviewing incident statistics regarding Child Safety;
- Monitoring training delivery;
- Establishing a plan for future action;
- Linking with external and internal stakeholders;
- Communicating information about the Standards to Administrators, employees and other representatives;
- Monitoring and evaluating child safe reporting at CoW, ensuring compliance and promoting continuous improvement; and
- Monitoring CoW compliance with this policy and the Child Safe Standards.

Supervisors and Managers are responsible for monitoring employees and other representatives’ compliance with this policy in their work, educating and training them appropriately in child safe practices related to their role, and assisting them with reporting of child safe matters.

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Employees and other representatives are responsible for complying with their responsibilities under this policy and associated Child Safe procedures, assisting management with the implementation of this policy and for reporting and responding to child safety issues.

Contract Managers are responsible for monitoring contractor compliance with their responsibilities under this policy and CoW procurement requirements.

Contractors are responsible for ensuring they have appropriate and compatible child safety policies and processes in place that meet all legislative requirements and CoW procurement requirements, and for ensuring that any child safety issues that arise during their service provision to or on behalf of CoW are reported to the CoW officer responsible for the contract.

Diversity and cultural safety

CoW will promote the cultural safety of Aboriginal and culturally and/or linguistically diverse children, and the safety of children with a disability. CoW will provide an environment that is safe for children of all backgrounds, where there is no challenge to, or denial of, who they are or what they need. This environment promotes shared respect, shared meaning and shared knowledge and experience; learning, living and working together with dignity; and truly listening.

To achieve this, we support:

- The cultural safety, participation and empowerment of Aboriginal children and their families;
- The cultural safety, participation and empowerment of children from culturally and/ or linguistically diverse backgrounds and their families;
- Children with disability and their families and act to promote their participation;
- Same-sex attracted, intersex and gender diverse children and families and act to promote their participation.

To achieve this, we:

- Seek to recruit appropriate employees and other representatives, and contractors from culturally and/or linguistically diverse backgrounds;
- Provide a physical environment that actively celebrates diverse cultures and recognises cultural difference; and
- Commit to ensuring our facilities promote inclusion of children of all abilities.

Training

CoW will support Administrators, employees and other representatives to understand their obligations with respect to child safety, at the commencement of their role or engagement,

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and thereafter through annual refreshing of this knowledge with appropriate documentation and/or training that is tailored to and appropriate for the nature of their role.

Risk management

CoW recognises the importance of a risk management approach to minimising the potential for child abuse or harm to occur and use this to inform our policies, procedures and activity planning. CoW has a Risk Management Policy and Framework under which it undertakes a systematic approach to identifying events that could prevent, delay or enhance the achievement of strategic and operational objectives. Child safety risks will be considered in the context of this Framework, including that:

- All existing and new activities and facilities must be assessed for risks of child abuse including environmental risks (e.g. areas that might obscure a line of sight) and vulnerability risks (such as activities that may foster personal relationships with children who have an increased risk of being exploited, such as children who are highly vulnerable and dependent on others for their personal care needs);
- All identified risks of child abuse are actively reduced by designing and implementing appropriate preventative measures;
- Administrators, employees and other representatives are made aware of their responsibility for identifying risks of child abuse and their obligation to work with management on reducing those risks;
- Families and children are made aware of how to report identified risks of child abuse or concerns about child safety;
- Compliance with this policy and the Child Safe Standards will be routinely monitored and continuously improved, including through internal and external auditing and review. Individual breaches will be treated seriously and may be subject to disciplinary action; and
- Risk management plans are living documents that are updated as required, referred to regularly and reviewed periodically.

Recruiting employees and other representatives (excluding contractors)

CoW applies best practice standards in the recruitment and screening of employees and other representatives (excluding contractors who are dealt with separately below). Child safety requirements will be addressed in the recruitment process through strategies including:

- Requiring National Police Checks (when required by the Police Checks Policy), Working with Children Checks (when required by the Working with Children Check Policy) and appropriate training and qualifications;
- Placing a statement regarding CoW's commitment to child safety in all job advertisements and position descriptions;
- Ensuring that robust referee checks are performed for shortlisted candidates;

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- Where a position includes responsibility for children or is a position of leadership, ensuring interview and referee questions address child safety and experience and previous engagement with children, and gauge the applicant’s attitudes and values toward children; and
- Providing successful applicants with the following;
 - Child Safe Policy and relevant organisational procedures;
 - Child Safe Code;
 - City of Whittlesea Code of Conduct for staff and others; and
- Requiring successful applicants to undertake CoW’s Child Safe Training as part of induction, with a refresher course to be undertaken annually.

Contractors & Service Providers

CoW will ensure that the Child Safe Policy, any associated relevant Child Safe procedures, the Child Safe Code and any appropriate training is provided to contractors and service providers engaged to provide services to or on behalf of CoW.

CoW will also ensure that Child Safe requirements are part of CoW’s procurement processes when procuring services that either interact or have potential to interact with children or young people.

CoW recognises that depending on the nature of a contractor’s or service provider’s engagement, they may fall under CoW’s responsibility with respect to the Reportable Conduct Scheme (for further information, refer to CoW’s Child Safe procedures). Should a situation arise where this is in question, specialist advice will be sought from the CCYP.

Reporting

CoW has significant reporting obligations under the Child Safe Standards and the Reportable Conduct Scheme. CoW will establish robust reporting processes to ensure all child safety matters are systematically recorded and assessed. Any incidents of suspected child abuse will be dealt with promptly, seriously and appropriately.

This policy and the Child Safe Standards and Reportable Conduct Scheme do not change criminal law obligations (see Criminal offences and the Charter of Human Rights and Responsibilities), or mandatory/other reporting responsibilities imposed by law on certain professionals and community members, such as registered nurses. Further information about mandatory reporting can be found in the *Children, Youth and Families Act 2005* (Vic).

In addition to the obligations set out in this policy, individuals must ensure they are compliant with their obligations under the law and any professional standards applying to them.

Please see attached *Reporting Quick Reference Guide*.

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Record-keeping obligations

The *Limitation of Actions Act 1958* (Vic) was amended in 2015, removing all limitation periods that apply to civil actions for damages founded on child sexual abuse. This means that Victorian public sector offices cannot destroy any records which are reasonably likely to be needed for civil action legal proceedings, for at least the life of the child and possibly longer.

When an allegation of child sexual abuse is made, full and accurate records will be created to document all aspects of the allegation and investigation. These records, in addition to any records generally pertaining to CoW activities which are reasonably likely to be needed for current or future legal proceedings pertaining to child abuse, will be kept indefinitely by CoW. This includes any civil or criminal proceeding or any inquiry in which evidence may be given before a court or person acting judicially (such as a Royal Commission or Board of Inquiry).

These records will be properly managed, protected and retained over time and such records shall be subject to processes managed by Records Management, to ensure these requirements are met. Records pertaining to allegations of abuse shall be treated as highly confidential and shall only be accessed or disclosed as necessary for the organisation to execute its duties under this policy and any applicable law.

Where necessary authorised staff may share information with other government authorities and organisations, under the Family Violence Information Sharing Scheme and the Child Information Sharing Scheme, to promote children's wellbeing and safety. This helps CoW to assess and manage family violence risk, and to create a more integrated system that responds to the needs of children, families and the wider community.

Criminal offences and the Charter of Human Rights and Responsibilities

CoW and its staff and contractors will strictly comply with their legal responsibilities, including the following criminal law and human rights requirements.

Failure to Disclose offence: Any adult who forms a reasonable belief that a sexual offence has been committed by an adult against a child under 16 has an obligation to report that information to police. Failure to disclose the information to police without reasonable excuse is a criminal offence.

Failure to Protect offence: It is a criminal offence to fail to protect a child under the age of 16 from a risk of sexual abuse. The offence applies where there is a substantial risk that a child under the age of 16 under the care, supervision or authority of a relevant organisation will become a victim of a sexual offence committed by an adult associated with that organisation. A person in a position of authority in the organisation will commit the offence if they know of the risk of abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so.

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Charter of Human Rights and Responsibilities: The *Charter of Human Rights and Responsibilities Act 2006* (Vic) provides that every child has the right, without discrimination, to such protection as is in his or her best interests and is needed by him or her by reason of being a child.

In addition to these legal responsibilities, all children and young people will be supported to assert their right to be safe, and free from harm or fear.

Commitment to regular review

CoW is committed to regular review of its Child Safe Policy as an important part of creating a child safe and child-friendly environment. This policy will be reviewed by 17 November 2022.

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Reporting Quick Reference Guide

Who can report?	Administrator, employee, volunteer, contractor, parent, child / young person, general public, any other person
What to report?	Any child safety concerns, including: disclosure of abuse or harm, allegation, suspicion or observation, breach of Child Safe Policy or Code, environmental safety issues
How?	Call 000 if a child is in immediate danger

Who has the concern	Who should be contacted for advice
Member of the public, child, parent	<ul style="list-style-type: none"> Any Council officer, who will then make a Council incident report; or Director Community Wellbeing, Team Leader Human Resources or a Child Safe Officer on childsafety@whittlesea.vic.gov.au or (03) 9217 2170 (call will be directed via Customer Service); or Commission for Children and Young People on 1300 782 978 (if the concern relates to conduct of the CEO).
Employee, volunteer, contractor, student	<ul style="list-style-type: none"> Supervisor, who will then make a Council incident report; or The child safe key contacts on childsafety@whittlesea.vic.gov.au or (03) 9217 2170.
CEO	<ul style="list-style-type: none"> Director Community Wellbeing, Team Leader Human Resources or a Child Safe Officer.
Administrator	<ul style="list-style-type: none"> CEO; or Commission for Children and Young People on 1300 782 978 (if the concern relates to conduct of the CEO).

W2040 Key Direction

Date of Adoption

Directorate Responsible

A healthy and safe community

Corporate Services and Performance



Child Safe Code

If there is immediate danger to a child or young person, urgently call the Police on 000 for advice

All Administrators, employees and other representatives at City of Whittlesea (CoW) are required to observe child safe principles and to meet organisational expectations of appropriate behaviour towards and in the company of children, in accordance with this Child Safe Code and the Child Safe Policy.

This Child Safe Code is a Corporate document established under the Child Safe Policy and is also incorporated into the Code of Conduct for Staff and Others.

All Administrators, employees and other representatives at CoW are responsible for supporting the safety, participation, wellbeing and empowerment of children by:

- Adhering to the Child Safe Policy and actively supporting Council's commitment to child safety at all times.
- Promotion of the cultural safety of Aboriginal and culturally and/or linguistically diverse children; and the safety of children with a disability.
- Being vigilant, proactive and taking all reasonable steps to protect children from harm, including grooming and abuse.
- Treating all children with respect, equality and dignity.
- Ensuring wherever practicable all individual or groups of children are supervised by more than one adult at once.
- Listening to and treating the safety concerns of children seriously, particularly if they tell you that they or another child has been harmed, or is at risk of being harmed.
- Placing the importance of child safety above the interests of Council as an organisation or its staff.
- Providing welcoming, safe and accessible environments that protect children from violence, bullying, teasing, threatening, and discriminatory remarks.
- Reporting any suspected or disclosed child abuse or child safety issue to either the Police in an emergency or your supervisor / the Child Safe Officer in a non-emergency situation.
- Ensuring the immediate safety of a child, when a report of suspected child abuse is made to you.
- Managing dual relationships (a situation where you have prior relationship with a child/family who you are then required to work with) appropriately, and disclosing these to your supervisor as soon as possible.
- Upholding the rights and best interests of children in all planning and decision-making.

Date of Adoption	Date of Review	Directorate Responsible	Department Responsible
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- Being a positive role model for children, for example by supporting children to learn protective behaviours, empowering children to speak up if they have concerns for their safety or wellbeing.
- Ensuring children are aware of their rights and have access to this information.
- Providing opportunities that reflect the diverse needs of children and empower them to fully participate in the community, including our services and programs.
- Recognising children as active citizens, agents in their own lives and encouraging them to ‘have a say’ on issues that directly affect them.
- Adhering to risk mitigation strategies and safe work practices (identified by and relevant to your work area) when interacting with children.
- Completing relevant training and other professional development activities as required.
- Treating all concerns or allegations of child abuse seriously, and responding in accordance with the procedures outlined in the Child Safe Policy.
- Ensuring the immediate safety of a child if an allegation of abuse is made/abuse has occurred.
- Reporting any breach of the Code or Child Safe Policy by any person associated with Council, to your Supervisor (or next level Manager where the concern involves your Supervisor) or the Child Safe Officer immediately.
- Adhering to appropriate ‘safe touch’ behaviours with children that are considered appropriate to your role, or where otherwise necessary (i.e. comforting a child in distress, administering first aid).
 - Appropriate safe touch with a child should at all times:
 - Be appropriate to the developmental needs of the child.
 - Be strictly in line with the types of child contact necessary to perform your duties.
 - Be open, non-secretive and culturally sensitive.
 - It is important to be attuned to the child’s cues and what they are comfortable with.
 - Where possible or age appropriate, you must seek consent; for example, ask a child in distress if it is ok to give them a hug; when performing first aid or duties of a personal nature tell the child where you need to touch them, why, and ask if it is ok.
 - Where a parent/guardian is present and the child is incapable of giving consent (for example very young children being examined in a medical context), the parent/guardian should be informed of the intention to touch the child, the purpose of this and any implications of not proceeding, and consent should be obtained from the parent before proceeding.

Administrators, employees and other representatives will not:

- Develop a ‘special’ relationship with a child to the exclusion of others or show favouritism, i.e. by offering a child gifts or special treatment.

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- Exhibit behaviours with children which may be construed as unnecessarily physical.
- Hit, physically assault, restrain, or engage in inappropriately rough play with a child, except in circumstances where the child is in immediate danger or is posing an immediate threat to others, in which case appropriate physical intervention may be used to maintain the safety of the child and others.
- Speak to a child in an angry, intimidating or threatening manner.
- Place a child at risk of abuse (for example, leaving the child with an unknown adult).
- Engage in open discussions of a mature or adult nature with or in the presence of children.
- Condone or make self-disclosures about past or present participation in illegal or unsafe behaviours when speaking to or in the presence of a child.
- Smoke tobacco in the presence of children.
- Consume alcohol or take illicit drugs, or be substance-affected when working with children.
- Provide children with gifts / free items that are not in line with program / service.
- Purchase alcohol, cigarettes, sexually explicit material or illegal substances on behalf of a child.
- Touch intimate areas or have any other physical contact with a child (i.e. kiss, hold, cuddle) not deemed to be appropriate to your role, or necessary safe touch.
- Do things of a personal nature (i.e. toileting or changing clothes) that you could reasonably expect a child to do for themselves, unless performing personal care duties or a medical assessment or examination as part of your role, or in unavoidable situations (i.e. preventing an accident or administering first aid).
- Use inappropriate, discriminatory, prejudicial, oppressive, harassing, abusive, sexually explicit, demeaning or culturally insensitive language when speaking to, or in the presence of a child.
- Discriminate against any child on the basis of age, gender, race, culture, religion, disability, vulnerability, sexuality or other protected attributes, or express personal views on such attributes when speaking to or in the presence of a child.
- Establish a personal relationship with a child and/or their family that you have met through work.
- Solicit, conduct or accept requests from children and/or their families for private services (i.e. babysitting, non-authorized home visits, or private lessons) delivered outside of your work.
- Provide personal contact details (i.e. phone number, home address, email/social media addresses) to children and the parents of children you interact with at work.
- Provide transport to children that is not in line with service provision. (eg. Allowing or asking children to ride on tractors, lawnmowers, trucks, or in a worker’s personal vehicle)

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- Use social media/online platforms to contact or befriend a child, or have online contact with a child that is not transparent to Council and part of an approved program or activity.
- Use or publish unauthorised images of children.
- Use personal devices to take images of children, unless:
 - this would be deemed appropriate to the role and is explicitly authorised by a CoW procedure or supervisor (for example a nurse taking a photo of a child’s health condition to forward to another medical professional); or
 - in an emergency situation; or
 - where documenting evidence regarding suspected abuse or a risk to child safety and it is not practicable to obtain authorisation in advance.
- Ignore or disregard any suspected or disclosed child abuse.
- Put a child at risk of abuse or harm either through negligence or inaction.

Definitions

Accessible: refers to the design of products, devices, services, or environments so as to be usable by all people especially Aboriginal, from culturally and/ or linguistically diverse backgrounds, with disability and same-sex attracted, intersex and gender diverse children.

Allegation: a claim that someone has done something illegal or wrong.

Child: A person who is under the age of 18 years.

Child Abuse: Child abuse comes in many forms including physical, sexual, emotional or psychological, grooming and neglect.

- **Physical abuse** is the non-accidental infliction of physical injury or harm of a child. Visible signs and examples of physical abuse may include; Bruises, welts, burns, fractures, multiple new and old injuries, bald patches on the head.
- **Sexual abuse** is when a person uses power or authority over a child to involve them in sexual activity and does not always involve physical contact or force. Visible signs and examples of sexual abuse may include injury to the genital/rectal areas, breast, thighs, discomfort during toileting.
- **Emotional or psychological** harm occurs when a child is repeatedly rejected, isolated or frightened by threats or by witnessing family violence. Visible signs and examples of emotional or psychological abuse may include; language delays, stuttering, delays in emotional, mental or physical development.
- **Grooming** is when a person engages in predatory conduct to prepare a child for sexual activity at a later time. Visible signs and examples of grooming may include; giving gifts, special attention, close physical contact, exposure to sexual content.
- **Neglect** is the failure to provide for the development and wellbeing of the child. It can be an isolated incident or an ongoing pattern. Visible signs and examples of neglect

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may include; a child being inappropriately dressed for weather, hungry, tired, listless, not having adequate shelter.

- **Family violence** against a child or a child's parent is child abuse, and can include physical violence or threats, verbal abuse, emotional and psychological abuse, sexual abuse and financial and social abuse.

Cultural Safety: An environment that is safe for children of all backgrounds, where there is no challenge to, or denial of, who they are or what they need. This environment promotes shared respect, shared meaning and shared knowledge and experience; learning, living and working together with dignity; and truly listening.

Key contacts

The CoW Child Safe key contacts are the Director Community Wellbeing, the Team Leader Human Resources and the nominated Child Safe Officer/s. These officers may be contacted with any queries or concerns regarding child safety.

They may be contacted at childsafety@whittlesea.vic.gov.au or by contacting Customer Service on (03) 9217 2170 and requesting to speak to the relevant officer.

The contact details for these officers will also be made publicly available on the CoW website and documented in CoW's Child Safe procedures.

Date of Adoption	Date of Review	Directorate Responsible	Department Responsible
	17 November 2022	Corporate Services and Performance	People & Capability

6.4 INFRASTRUCTURE AND ENVIRONMENT

6.4.1 FOR DECISION - LALOR STREETScape IMPROVEMENT WORKS (STAGE 2) CONTRACT 2019-131 - CONTRACT VARIATION REPORT

Attachments:**1 Details of Variation - Confidential**

This Attachment has been designated as confidential information under section 66(5) of the Local Government Act 2020 on the grounds that it contains details relating to private commercial information, being information provided by a business, commercial or financial undertaking that— (i) relates to trade secrets; or (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage. The attachment contains variation amounts submitted by the Contractor and provided to Council in confidence. The release of this information could reasonably be expected to prejudice the commercial position of the persons who supplied the information or to confer a commercial advantage on a third party.

2 Lalor Central Walkway Link [↓](#)**Responsible Officer: Director Infrastructure and Environment****Author: Senior Contracts Executive**

RECOMMENDATION SUMMARY

That Council resolve, in relation to Contract No. 2019-131, for the Lalor Streetscape Improvement Works (Stage 2) to:

1. Approve a variation of \$514,675.74 (excluding GST) making a revised contract sum of \$2,811,341.55 (excluding GST), to enable the works to commence in November 2020 to meet the milestone condition of the State Government Economic Stimulus Grant provided towards this project.
2. Approve the funding arrangements detailed in the confidential attachment.
3. Note that the recent \$500,000 financial contribution to this project from the State Government's Suburban Revitalisation Program is a valuable contribution to enable the revitalisation works in this shopping centre to be completed. This contribution will be formally acknowledged with the installation of a plaque at the end of the works.

BRIEF OVERVIEW

A contract was awarded to Evergreen Civil Pty Ltd in March 2020 to undertake improvement works in the shopping centre (stage 2). A contract variation is now required for Evergreen Civil Pty Ltd to undertake the additional improvement works to complete the project. The additional works include a new raised pedestrian link and separate turning lanes in May Road between the Lalor shops and the Lalor Library, to improve safety and traffic circulation.

RATIONALE FOR RECOMMENDATION

This variation is essential to meet the funding condition for the works to commence in November 2020. This commencement date is an essential condition of the State Government's Suburban Revitalisation Grant. Evergreen Civil Pty Ltd is currently undertaking stage 2 improvement works and it is not possible to accommodate another contractor in this area to undertake the additional works, for safety and logistic reasons.

IMPACTS OF RECOMMENDATION

Approval of the contract variation will enable Evergreen Civil Pty Ltd to commence the additional works within the milestone condition of the State Government Suburban Revitalisation Grant.

WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS

Regular communication with local traders and the local community will continue, as is the case with the current works at this site in Lalor to minimise the impact on businesses during the construction period.

REPORT**BACKGROUND**

The streetscape improvement works to the Lalor Activity Centre on Station Street, Lalor is a key initiative in delivering the Lalor Master Plan that was endorsed by Council in 2012.

A contract was awarded to Evergreen Civil Pty Ltd on 3 March 2020 to undertake improvement works in the shopping centre (stage 2). This involved streetscape improvements to approximately 50% of the Activity centre along Station Street and David Street, including a new public toilet amenity in David Street. In addition, the Station Street/David Street roundabout will be reconstructed to improve road safety. These works are expected to be completed in early 2021.

Council has recently received funding from the State Government Suburban Revitalisation Program to deliver a raised pedestrian link in May Road between the Lalor shops and the Lalor Library. This will include a new public space in the centre of May Road with seating, trees and garden beds. In addition, separate vehicle turning lanes will be provided on either side of the pedestrian link to allow cars to safely circulate around the car park. Refer attachment. These funds are an important contribution towards improving local access and amenity as well as generating employment in a post-COVID environment.

Consultation and engagement of the local community has been ongoing throughout this project and will continue for the next stage of improvement works, with direct engagement of the Lalor Trader Association, mail out to local traders and residents and use of social media. This will be guided by the Victorian Small Business Engagement Guideline.

The existing contract has been performed satisfactory to date and is expected to be completed in early 2021. A contract variation is required for Evergreen Civil Pty Ltd to undertake these additional improvement works as it is not possible to accommodate another contractor in this area to undertake the additional works for safety and logistic reasons.

VARIATION

A variation of \$514,675.74 is now required to undertake additional works that have been funded from the State Government Suburban Revitalisation Program, as part of their \$2.7 billion Building Works Economic Stimulus Package.

The additional works will be undertaken in accordance with the scheduled rates as part of the current contract. These prices were benchmarked against current market rates and were assessed as competitive. Further details of the requested variation are provided in the confidential attachment.

FINANCIAL IMPLICATIONS

Sufficient funding for this contract is available in the New Works (Capital) budget for the Lalor and Thomastown Streetscape Improvement Program together with the additional State Government funding provided as part of the Suburban Revitalisation Program.

LINK TO STRATEGIC RISKS

Strategic Risk *Contractor Management - Failure to manage contractors to deliver agreed outcomes*

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN**Goal****Connected community****Key Direction****A socially cohesive community**

The additional improvement works primarily focus on creating new public spaces for the community to use and improve the traffic circulation within the shopping centre.

DECLARATIONS OF CONFLICTS OF INTEREST

Under Section 130 of the *Local Government Act 2020* and Chapter 5.7 of the *Governance Rules 2020*, officers providing advice to Council are required to disclose any conflict of interest they have in a matter and explain the nature of the conflict.

The Responsible Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

CONCLUSION

Variation of the contract is sought in accordance with the contract's terms and conditions and Council's applicable policy and procedures.

RECOMMENDATION

THAT Council resolve, in relation to Contract No. 2019-131, for the Lalor Streetscape Improvement Works (Stage 2) to:

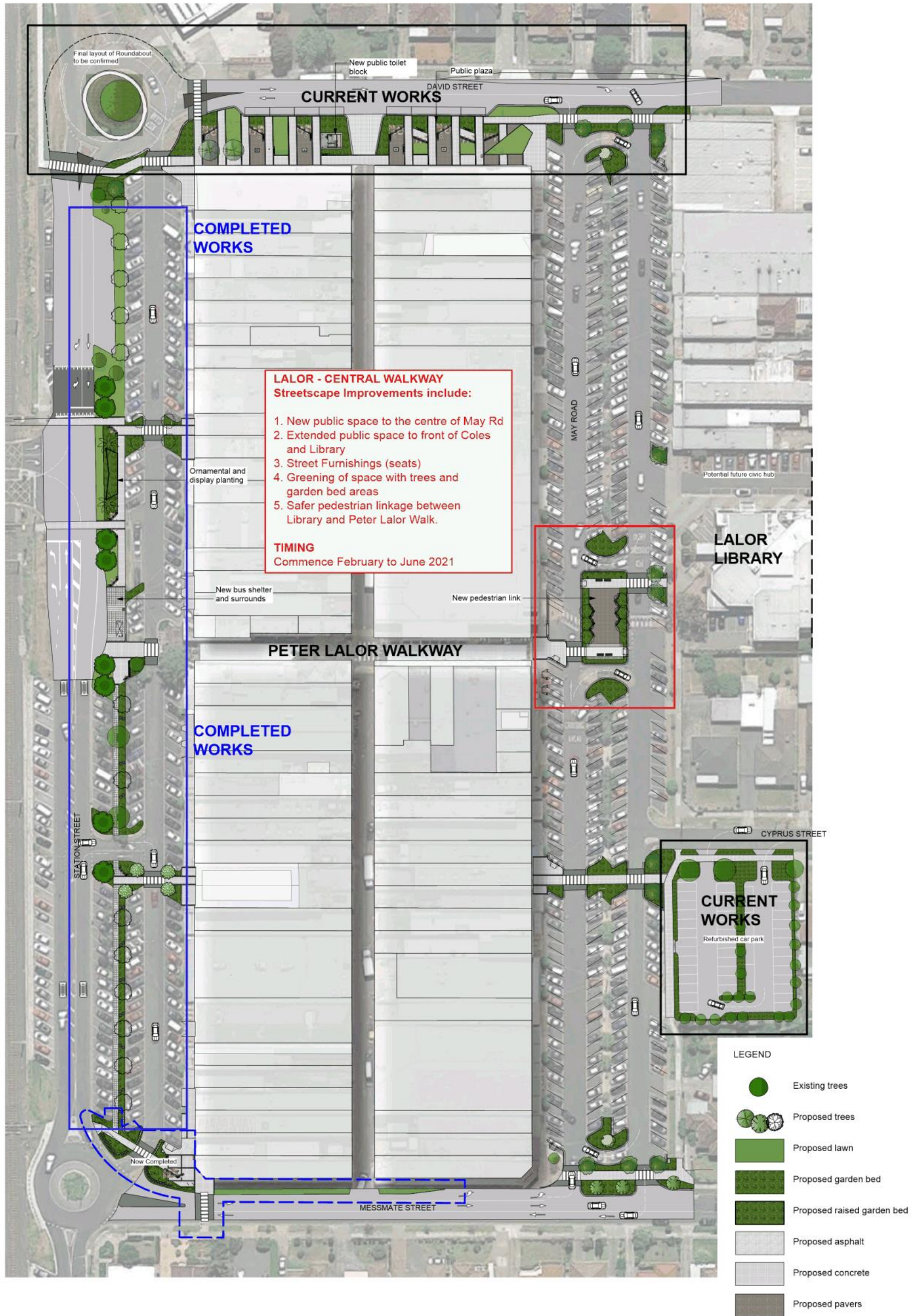
- 1. Approve a variation of \$514,675.74 (excluding GST) making a revised contract sum of \$2,811,341.55 (excluding GST) to enable the works to commence in November 2020 to meet the milestone condition of the State Government Economic Stimulus Grant towards this project.**
- 2. Approve the funding arrangements detailed in the confidential attachment.**
- 3. Note that the recent \$500,000 financial contribution to this project from the State Government's Suburban Revitalisation Program is a valuable contribution to enable the revitalisation works in this shopping centre to be completed. This contribution will be formally acknowledged with the installation of a plaque at the end of the works.**

COUNCIL RESOLUTION

MOVED: *Administrator Billson*
SECONDED: *Administrator Wilson*

THAT Council resolve to adopt the Recommendation.

CARRIED



6.4.2 FOR DECISION - THOMASTOWN STREETSCAPE IMPROVEMENT WORKS (STAGE 2) CONTRACT 2020-82 - TENDER EVALUATION REPORT**Attachments:****1 Detailed Evaluation - Confidential**

This Attachment has been designated as confidential information under section 66(5) of the Local Government Act 2020 on the grounds that it contains details relating to private commercial information, being information provided by a business, commercial or financial undertaking that— (i) relates to trade secrets; or (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage. The attachment contains tender amounts submitted by tenderers and tender evaluation scoring prepared by Council officers. It also contains details of credit and reference checks about the tenderers provided to Council in confidence. The release of this information could reasonably be expected to prejudice the commercial position of the persons who supplied the information or to confer a commercial advantage on a third party.

2 Site Plan - 1 of 2 [↓](#)**3 Site Plan - 2 of 2 [↓](#)****Responsible Officer: Director Infrastructure and Environment****Author: Senior Contracts Executive****RECOMMENDATION SUMMARY**

That Council resolve to:

1. Accept the tender submitted by GP Bluestone Pty Ltd for the sum of \$1,342,030 (excluding GST) for the following contract:

Number: 2020-82

Title: Thomastown Streetscape Improvement Works (Stage 2)

subject to the following conditions:

- Tenderer to provide proof of currency of insurance cover as required in the tender documents.
 - Price variations to be in accordance with the provisions as set out in the tender documents.
 - Tenderer to provide contract security as required in the tender documents.
2. Approve the funding arrangements detailed in the confidential attachment.
 3. Note that the recent \$500,000 financial contribution to this project from the State Government's Suburban Revitalisation Program is a valuable contribution to enable the revitalisation works in this shopping centre to be completed. This contribution will be formally acknowledged with the installation of a plaque at the end of the works.

BRIEF OVERVIEW

Tenders were publicly advertised for the second stage of the works that includes streetscape improvements to the northern end of the centre, commencing at Highlands Road and finishing at Pleasant Road. Road crossing thresholds will be constructed for improved safety and footpaths replaced in selected areas. The War Memorial public space will also be upgraded. This is the final component of work to complete this project.

The tender evaluation panel advises that:

1. seven tenders were received; and
2. the recommended tender was the highest ranked and is considered best value because it has demonstrated that it has the highest ability to deliver this project in accordance with Council's specified requirements.

RATIONALE FOR RECOMMENDATION

This recommendation is in line with Thomastown Master Plan that was endorsed by Council in 2012. Council has secured a funding grant from the State Government Economic Stimulus Program for these works, which require the works to commence works in November 2020. The recommended tenderer demonstrated the highest capability and capacity to deliver this project with minimal impact on Council and the community.

IMPACTS OF RECOMMENDATION

Approval of the contract award will enable the project to commence in November 2020, which is within the required timeframe of the Economic Stimulus Grant from the State Government.

WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS

Regular communication with local traders and the local community will continue to minimise impact of the works, as is the case with the current stage 1 works.

REPORT

BACKGROUND

The streetscape improvement works to the Thomastown Activity Centre on High Street, Thomastown is a key initiative in delivering the Thomastown Master Plan that was endorsed by Council in 2012.

The first stage of works involved streetscape improvements to approximately 50% of the Activity centre stretching from Spring Street to Highlands Road, which has been completed. A new public toilet amenity facility was also constructed in Central Avenue (this stage of work was partly funded by a separate State Government grant). In addition, new signalised pedestrian operated signals are currently being installed at the northern end of the centre and is expected to be completed in November 2020. Refer Attachment 2 for a site plan.

Council has received funding from the Suburban Revitalisation Program (State Government) to assist in delivering the final stage of this project (stage 2). These funds are an important contribution towards improving local access and amenity as well as generating employment in a post-COVID environment. This contract for the second stage of the works, involves streetscape improvements to the northern end of the centre commencing at Highlands Road and finishing at Pleasant Road. In addition, this contract will also deliver a new upgraded War Memorial public space located at the southern end of the Activity Centre opposite the new school forecourt space. The War Memorial was originally established by the Thomastown Primary School to commemorate fallen World War 2 soldiers that attended the school. The Thomastown Primary School, Epping RSL and the Reservoir RSL were all consulted regarding the proposed improvement works and have all provided support to the project.

Consultation and engagement of the local community has been ongoing throughout this project and will continue for this next stage of improvement works, with direct engagement of the Thomastown Trader Association, mail out to local traders and residents and use of social media. This will be guided by the Victorian Small Business Engagement Guideline.

The stage 2 works represent the last of the streetscape upgrades to the Thomastown Activity Centre with construction expected to be completed by August 2021.

Tenders for the contract closed on 9 September 2020. The tendered prices and a summary of the evaluation are detailed in the confidential attachment.

EVALUATION

No member of the Tender Evaluation Panel declared any conflict of interest in relation to this tender evaluation.

A Tender Probity & Evaluation Plan was designed specifically for this tender process and it was authorised prior to this tender being advertised. All tenders received were evaluated in accordance with that plan and was reviewed by the Procurement Unit. The evaluation involved scoring of conforming and competitive tenders according to these pre-determined criteria and weightings:

Criteria	Weighting
Price	50%
Capability	23%
Capacity	20%
Impact	7%

The weightings reflect the relative importance of each element to this particular contract. They were determined as being most appropriate after considering numerous factors including (but not restricted to) the time, quality, risk and contract management requirements which were likely to have the most impact on the achievement of best value.

Only tenders that were conforming and competitive were fully scored. Tender submissions that were evaluated as non-conforming or not sufficiently competitive were set aside from further evaluation. In cases where this occurred, the reasons for that outcome are detailed in the confidential attachment.

The evaluation outcome was as follows:

TENDERER	CONFORMING	COMPETITIVE	SCORE	RANK
Tenderer A GP Bluestone Pty Ltd	Yes	Yes	91.2	1
Tenderer B	Yes	Yes	89.6	2
Tenderer C	Yes	Yes	80.7	3
Tenderer D	Yes	Yes	80.1	4
Tenderer E	Yes	Yes	78.4	5
Tenderer F	No	NA	NA	NA
Tenderer G	Yes	No	NA	NA

Refer to the confidential attachment for further details of the evaluation of all tenders.

FINANCIAL IMPLICATIONS

Sufficient funding for this contract is available in the New Works Program budget for the Thomastown Streetscape Improvement Program.

LINK TO STRATEGIC RISKS

Strategic Risk *Contractor Management - Failure to manage contractors to deliver agreed outcomes*

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Goal Connected community

Key Direction Liveable Neighbourhoods

Improved streetscape is required to meet the population growth and the needs of the diverse Thomastown community.

DECLARATIONS OF CONFLICTS OF INTEREST

Under Section 130 of the *Local Government Act 2020* and Chapter 5.7 of the *Governance Rules 2020*, officers providing advice to Council are required to disclose any conflict of interest they have in a matter and explain the nature of the conflict.

The Responsible Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

CONCLUSION

The tender from GP Bluestone Pty Ltd was determined to be best value and it is considered that this company can perform the contract to the required standards.

RECOMMENDATION

THAT Council resolve to:

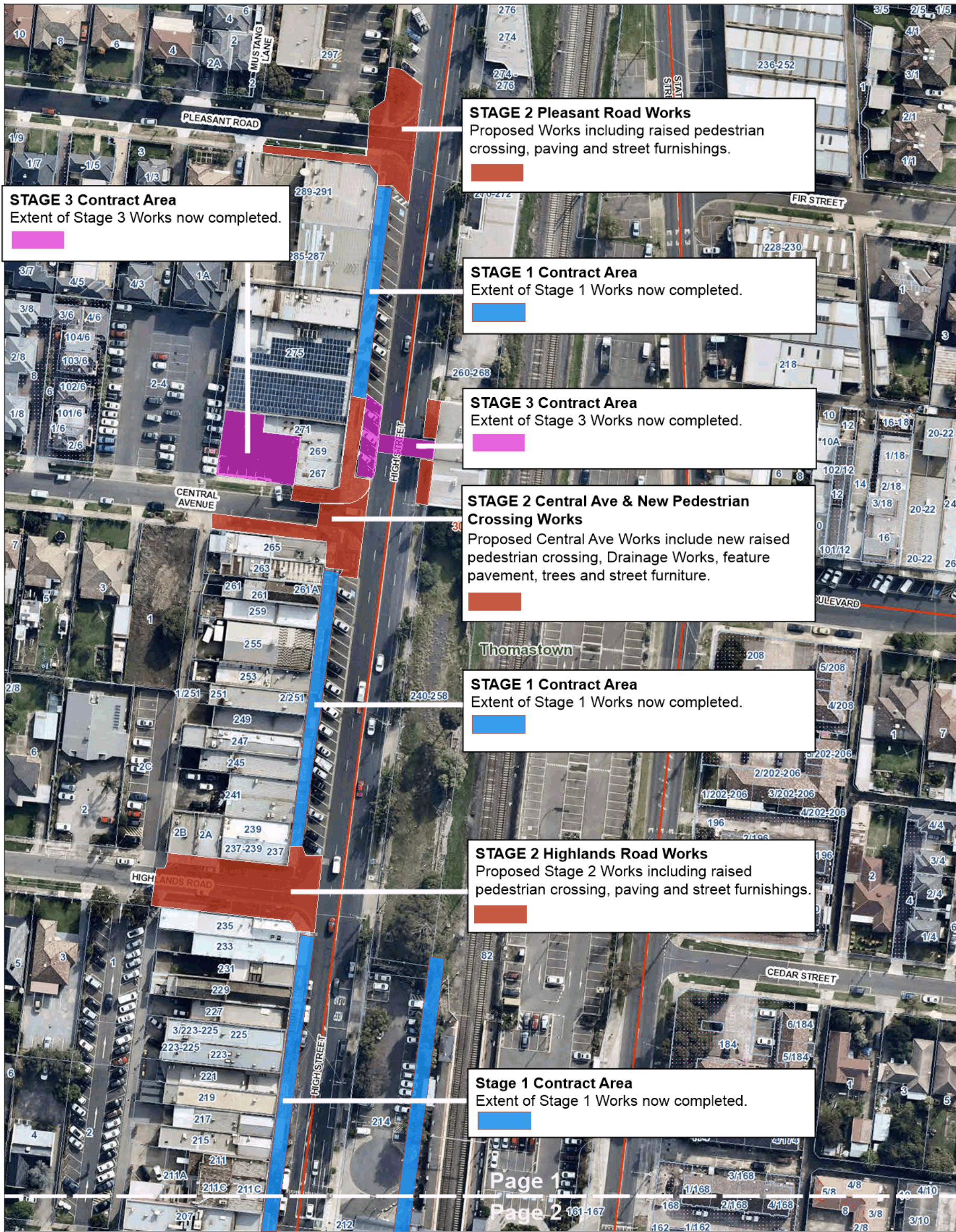
1. **Accept the tender submitted by GP Bluestone Pty Ltd for the sum of \$1,342,030 (excluding GST) for the following contract:**
Number: 2020-82
Title: Thomastown Streetscape Improvement Works (Stage 2)
subject to the following conditions:
 - a) **Tenderer to provide proof of currency of insurance cover as required in the tender documents.**
 - b) **Price variations to be in accordance with the provisions as set out in the tender documents.**
 - c) **Tenderer to provide contract security as required in the tender documents.**
2. **Approve the funding arrangements detailed in the confidential attachment.**
3. **Note that the recent \$500,000 financial contribution to this project from the State Government's Suburban Revitalisation Program is a valuable contribution to enable the revitalisation works in this shopping centre to be completed. This contribution will be formally acknowledged with the installation of a plaque at the end of the works.**

COUNCIL RESOLUTION

MOVED: *Administrator Duncan*
SECONDED: *Administrator Billson*

THAT Council resolve to adopt the Recommendation.

CARRIED



THOMASTOWN STREETSCAPE IMPROVEMENT WORKS
STAGE 2 Proposed Works

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Map Scale: 1 : 1000
Date: 29/05/2020
Produced By: jad



THOMASTOWN STREETScape IMPROVEMENT WORKS

STAGE 2 Proposed Works

Page 2

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Map Scale: 1 : 1000
Date: 04/11/2020
Produced By: jad

6.5 CORPORATE SERVICES AND PERFORMANCE

6.5.1 FOR NOTING - PANEL CONTRACT EXPENDITURE DISTRIBUTION REPORT

- Attachments:**
- 1 **Explanatory Notes** [↓](#)
 - 2 **Panel Contract Expenditure Tables - Confidential**
This Attachment has been designated as confidential information under section 66(5) of the Local Government Act 2020 on the grounds that it contains details relating to private commercial information, being information provided by a business, commercial or financial undertaking that— (i) relates to trade secrets; or (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage. In particular the attachment contains information regarding expenditure and contract amounts.

Responsible Officer: Director Corporate Services and Performance

Author: Contracts Officer

RECOMMENDATION SUMMARY

That Council note the report.

BRIEF OVERVIEW

A report is presented biannually detailing the comparative distribution of expenditure to contractors engaged to deliver works, goods and services under current panel contract arrangements.

- At Council's request, these reports have been presented since 20 March 2012.
- The attached tables and supporting material explain the various methods of work order allocation and provide commentary on each panellist.
- The data indicates that panel contract expenditure is currently being allocated according to processes which enable fairness, transparency and best value.

RATIONALE FOR RECOMMENDATION

The report is provided to Council in the interests of open and transparent governance.

IMPACTS OF RECOMMENDATION

Council can be assured that panel contracts are managed effectively and in a manner that achieves best value.

WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS

The Procurement Services team will continue to monitor expenditure and biannually report on panel contract expenditure distribution to Council.

REPORT**INTRODUCTION**

Council undertakes tender processes to establish contracts for the provision of works, goods and services. In accordance with approved procedures, the tenders received are evaluated against four standard criteria: price, capability, capacity and impact.

Depending on the nature of the contract, Council will either award it to a single company or appoint a panel of contractors to meet the organisation's needs. Panel contractors are usually selected due to their capacity or specialty.

Schedule of Rates (SoR) panel contracts are established to expedite the engagement of contractors where works or services are needed repeatedly over a period and where the total value of the contract is unknown at the time it is established. This enables achievement of better value by:

- Leveraging economies of scale
- Minimising administration
- Ensuring efficient, responsive and continuous service.

The expenditure data for this report was prepared on 17 September 2020 for active SoR panel contracts in use throughout the organisation. Expenditure to every contractor on these panels is addressed in the attachments.

BACKGROUND

Expenditure is drawn from budgets which have previously been approved by Council. Efficiency is achieved because the terms and conditions of SoR contracts are only established once at the beginning of the contract and apply throughout the whole contract term (generally a period of three to five years).

In accordance with the Council's Procurement Policy, the allocation and variation of individual orders made under panel contracts may be approved by the CEO or under delegated authority.

Some key points to note include:

1. The even distribution of spend across panel members is not an objective of the order allocation process. If more than one panel member can satisfy the stated requirements then an evaluation is conducted to identify which contractor is available, has the most appropriate skills and resources, etc. and ultimately offers best value.

This means that the value of work allocated to individual contractors over the life of the contract may vary substantially.

2. The approved Procurement Procedures require that individual SoR contract orders for significant projects:
 - Are limited to a maximum value of:
 - \$750,000 including GST for civil works, or
 - \$150,000 including GST for all other works, goods and services.
 - Will predominantly consist of items that are listed in the contract schedules. Non-scheduled items will only constitute a maximum of 20% of the total order value.

PROPOSAL

Explanatory Notes (Attachment 1) and Panel Contract Expenditure Tables (confidential Attachment 2) are provided to inform Council. The tables detail payments made under all current panel contracts from the contract commencement date through to 17 September 2020. It is proposed that Council reviews and notes this information.

CONSULTATION

Contract Managers responsible for each contract were consulted for comment in relation to the expenditure. Relevant commentary is included in confidential Attachment 2.

FINANCIAL IMPLICATIONS

Expenditure under panel contracts is drawn from operational budgets which have previously been approved by Council. The estimated total expenditure under each panel contract is also approved by Council (or an appropriate Delegate) when the contract is awarded and again whenever it is extended or varied.

POLICY STRATEGY AND LEGISLATION

Regular financial monitoring and reporting of panel contract expenditure is consistent with section 2.2.4 of Council's Procurement Policy (Responsible Financial Management) and the Public Transparency Policy 2020 adopted on 1 September 2020.

Wherever required, the panel contracts were established in accordance with the requirements of section 186 of the *Local Government Act 1989*.

LINK TO STRATEGIC RISKS

Strategic Risk *Contractor Management - Failure to manage contractors to deliver agreed outcomes*

Effective management of work allocation under panel contracts helps to ensure that best value is obtained and that contractors deliver works and services that meet the needs of the Council and our community.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Goal High-performing organisation

Key Direction More cost-effective investment through better return on investment, efficiency and an engaged workforce

The oversight of panel contracts helps to ensure best value is obtained and that the allocation of works is being managed through a clear process that is fair and transparent.

DECLARATIONS OF CONFLICTS OF INTEREST

Under Section 130 of the *Local Government Act 2020* and Chapter 5.7 of the *Governance Rules 2020*, officers providing advice to Council are required to disclose any conflict of interest they have in a matter and explain the nature of the conflict.

The Responsible Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

CONCLUSION

The attached tables and supporting material indicate that panel contract expenditure is effectively being allocated according to processes which enable fairness, transparency and best value.

As panel contract expenditure reporting is a significant contract control for managing operational risks, it is more appropriate that future Panel Contract Expenditure Distribution reports are presented to the Audit and Risk Committee instead of the Council.

RECOMMENDATION

THAT Council resolve:

1. To note the report.
2. That future Panel Contract Expenditure Distribution reports be presented to the Audit and Risk Committee only.

COUNCIL RESOLUTION

MOVED: *Administrator Wilson*

SECONDED: *Administrator Billson*

THAT Council resolve:

1. To note the report.
2. That future Panel Contract Expenditure Distribution reports be presented to the Audit and Risk Committee, with relevant matters being included within the 6 monthly report of the Audit and Risk Committee to Council.

CARRIED

Attachment 1: Explanatory Notes re Panel Contract Orders

Financial monitoring of works and services under Schedule of Rates (SoR) Panel Contracts is managed in two ways:

1. General Panel Contract Orders

Commitments and payments to panel contractors for relatively routine and reactive work are generally recorded against a contract number which has a different suffix for each contractor. As each contractor was selected for the panel on the basis of best value after a public tender process, work is either awarded to a contractor on the basis of direct allocation (only one quote) or after seeking multiple quotes.

Direct allocation occurs when:

- the value of the procurement is relatively low; or
- the contractor has specialist skills, knowledge or equipment; or
- the contractor has been allocated a geographical area, facility or other 'patch' of responsibility (often established at commencement of the contract); or
- it is the contractor's turn in the cycle of offer rotation (this rarely used allocation method is also known as 'rotational allocation').

Multiple quotations may be sought when:

- the value of the procurement is relatively high;
- there is more than one contractor on the panel able to deliver the work; or
- when better value than the scheduled rates can be obtained if a lump sum price is sought (due to economies of scale).

2. Significant Project Orders

Significant projects are sometimes also undertaken under SoR panel contracts. These are larger in value or scope than the orders usually placed under the contracts. To ensure best value is obtained they are almost always subject to a competitive quotation process.

To enable better individual management and monitoring of these significant projects the Procurement Team allocates a subordinate number in the contract management system. Panellists then provide lump sum quotes at rates that are cheaper than those on the contract schedules.

Notes

1. All payment and contract figures stated in Attachment 2 (Expenditure Tables) were obtained by the Procurement Team from Council's contract management system. All contracts listed were current at the time of reporting and extension options have been exercised with approval wherever applicable.
2. The absence of a payment against a contract does not necessarily imply that the contractor was not offered any work. It is probable that they were offered opportunities to quote or tender under a competitive process but they were not successful. It is also possible that they declined work or they were awarded minor or medium sized project work but that no payments have been made in the reporting period.
3. Rotational allocation of work does not apply if specialist services are required which can best, or only, be provided by one panel contractor.

Glossary

Competitive quotation process means multiple quotations or tenders were sought from more than one contractor, evaluation took place and the work was awarded under the processes detailed in Council's Procurement Policy and related procedures.

Direct Allocation means the discretionary allocation of work to a contractor where only one quote was sought or when the contractor's price was calculated from the previously tendered schedule of rates. The work may have been allocated due to specialist skills or knowledge, geographical area, assigned facility, etc.

Panel contract means a Schedule of Rates contract awarded to two or more contractors, each of whom becomes a **panellist**.

Payments means transactions made within the reporting period to contractors for work that has already been delivered. It does not include commitments resulting from purchase orders that were raised where no payment for the work has yet been made.

Rotational allocation means each panel contractor is in turn offered direct allocation of a piece of work. If the contractor does not accept the work offered to them they are moved to the bottom of the list and the work is offered to the next contractor on the list. Under this method no preference is shown to any contractor. This allocation method is only rarely used, usually where the panellist's rates are similar and no direct allocation method has been established.

Subordinate number means a panel contract number with an extra numerical suffix. It is allocated to a **Significant Project** undertaken under the terms of a panel SoR contract where the project needs to be monitored separately due to its significant scope or value. Such work is almost always subject to a competitive quotation process but it is sometimes allocated due to specialist skills or knowledge, geographical area, assigned facility, etc.

7. NOTICES OF MOTION**NIL REPORTS****8. QUESTIONS TO OFFICERS****NIL****9. URGENT BUSINESS****NIL****10. REPORTS FROM DELEGATES APPOINTED BY COUNCIL TO OTHER BODIES**

The Chair of Council invited the Administrators to report back to Council on recent meetings they had attended.

Administrator Duncan, provided the following report on the meeting she has attended:

Whittlesea Youth Advisory Committee – 9 November 2020

This was a very good meeting that highlighted the issues facing our youth, no surprise that it's all focussed on education, employment, knowing their work rights at work and also safe spaces for them to exercise outside in the community. There was a lot of good discussion that is coming back to Council for consideration and I look forward to seeing what the officers do to try and embrace these young people to help them have better facilities in our municipality where they feel safe.

Administrator Billson, provided the following reports on the meetings he has attended:

Whittlesea Disability Network Meeting – 13 October 2020

At this meeting there was a very interesting discussion with the National Disability Insurance Agency Community Engagement Officer around experiences that clients of the NDIS have had and how they can be improved. There was also an update from the Brotherhood of St Laurence and an update on Council's work around COVID. I was not able to join the most recent meeting of the Whittlesea Disability Network, but they are very beneficial meetings.

Whittlesea Youth Advisory Committee – 9 November 2020

Like Administrator Duncan, who is co-chair of the Whittlesea Youth Advisory Committee, and in addition to the items Administrator Duncan raised there was a good discussion around what the impacts of COVID have been on young people. It was a very useful discussion and the Whittlesea Community Connections were outlining their leaders of tomorrow program and encouraging participation in the program.

City of Whittlesea Audit and Risk Committee Meeting – 12 November 2020

In conjunction with Administrator Wilson I attended for what was a very big and substantial agenda. It was terrific to have our new Chief Executive Officer get in to detail with audit and risk matters, way too many items to go through but a good look at some of our internal systems and controls and areas where we can make sure we continually improve in our stewardship of municipal resources. Really good work being done by the Audit and Risk Committee.

Lastly, the Chair, Lydia Wilson, provided the following reports on the meetings she has attended:

City of Whittlesea Audit and Risk Committee Meeting – 12 November 2020

As Administrator Billson indicated I also attended the Audit and Risk Committee on 12 November and it certainly was a huge agenda, a huge amount of reading but some very important issues relating to internal and external audits, and some key policy issues. You can rest assured the work of that Committee, including the 3 independent members, is exceptional.

Whittlesea Community Connections – 6 November 2020

I attended the Board meeting of the Whittlesea Community Connections where there was a focus on key strategic priorities, updates on the impacts of COVID-19 on the organisation, a focus on their interest in housing and homelessness as well as monthly financial reporting.

External Event – Melbourne’s North – 22 October 2020

I also want to make mention that on 22 October I represented the City of Whittlesea on a panel which related to the unlocking of high value jobs in Melbourne’s north, a plan for activating industrial land which had recently been released.

Creeds Farm Annual General Meeting – 27 October 2020

I attended the Creeds Farm Annual General Meeting which was very interesting in terms of consideration obviously of their Annual Report, Financial Statements and composition of the Committee.

COUNCIL RESOLUTION

MOVED: *Administrator Duncan*
SECONDED: *Administrator Billson*

THAT Council resolve to note the Delegate’s reports.

CARRIED

11. CONFIDENTIAL BUSINESS

11.1 EXECUTIVE SERVICES

NIL REPORTS

11.2 PLANNING AND DEVELOPMENT

NIL REPORTS

11.3 COMMUNITY WELLBEING

NIL REPORTS

11.4 INFRASTRUCTURE AND ENVIRONMENT

NIL REPORTS

11.5 CORPORATE SERVICES AND PERFORMANCE

NIL REPORTS

11.6 NOTICES OF MOTION

NIL REPORTS

12. CLOSURE

THERE BEING NO FURTHER BUSINESS THE CHAIR OF COUNCIL CLOSED THE MEETING AT 4:04PM.

CONFIRMED THIS 7th DAY OF DECEMBER 2020.



**LYDIA WILSON
CHAIR OF COUNCIL**