



*City of*  
**Whittlesea**

# **MINUTES**

## **OF SCHEDULED COUNCIL MEETING**

**HELD ON**

**TUESDAY 4 MAY 2021**

**AT 6.30PM**

**IN COUNCIL CHAMBER, 25 FERRES  
BOULEVARD, SOUTH MORANG**



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## ADMINISTRATORS

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LYDIA WILSON

CHAIR OF COUNCIL

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. On 3 March 2021, the Hon. Bruce Billson resigned from his position as Administrator with the City of Whittlesea. The State Government will make a new appointment to the vacant position. Ms Lydia Wilson and Ms Peita Duncan will continue to undertake the duties of the Council of the City of Whittlesea until the October 2024 Local Government Election.



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## SENIOR OFFICERS

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CRAIG LLOYD

CHIEF EXECUTIVE OFFICER

KRISTI HIGH

EXECUTIVE MANAGER PUBLIC AFFAIRS

FRANK JOYCE

EXECUTIVE MANAGER GOVERNANCE

KATE MCCAUGHEY

DIRECTOR COMMUNITY WELLBEING

AMY MONTALTI

DIRECTOR CORPORATE SERVICES

JUSTIN O'MEARA

DIRECTOR PLANNING & DEVELOPMENT

DEBBIE WOOD

DIRECTOR INFRASTRUCTURE & ENVIRONMENT



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**Note:**

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



**1. OPENING****1.1 MEETING OPENING & INTRODUCTIONS**

The Chair of Council, Lydia Wilson opened the meeting at 6.30pm.

“Welcome to this Council Meeting of 4 May which is being livestreamed.

I am Lydia Wilson, Chair of the Panel of Administrators and I would also like to introduce my Panel colleague, Administrator Ms Peita Duncan.

It also gives me great pleasure to introduce the Independent Chair of our Audit and Risk Committee, Mr Geoff Harry who has come along this evening to present his report on the 6 month activities of the Audit and Risk Committee, so welcome Mr Harry.

Could I now introduce our Chief Executive Officer, Mr Craig Lloyd and ask that he in turn introduce the members of the Executive Leadership Team in attendance today.”

“Good evening everyone, we also have with us:

Executive Manager Public Affairs, Ms Kristi High;

Executive Manager Governance, Mr Frank Joyce;

Director Community Wellbeing, Ms Kate McCaughey;

Director Corporate Services, Ms Amy Montalti;

Director Planning & Development, Mr Justin O'Meara; and

Director Infrastructure & Environment, Ms Debbie Wood.

These members of the Executive Leadership Team will join us during the meeting.”

**1.2 PRAYER BY THE CHIEF EXECUTIVE OFFICER**

Following the Introductions, the Chief Executive Officer read the following prayer:

*Almighty God, we ask for your blessing upon this council to make informed and good decisions to benefit the people of the City of Whittlesea.*

*Our father who art in heaven, hallowed be thy name, Thy kingdom come, Thy will be done on earth as it is in heaven. Give us this day our daily bread and forgive us our trespasses as we forgive them that trespass against us; and lead us not into temptation but deliver us from evil, For thine is the kingdom, the power and the glory, for ever and ever.*

*Amen*

**1.3 ACKNOWLEDGMENT OF TRADITIONAL OWNERS STATEMENT**

The Chair of Council, 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 ACKNOWLEDGMENT OF WHITTLESEA RECONCILIATION GROUP MEMBERS**

The Chair of Council, Lydia Wilson read the following statement:

“Could I start by formally acknowledging Whittlesea Reconciliation Group (WRG) member Karen Bryant’s admission onto the Victorian Aboriginal Honour Roll. Inductees are Aboriginal people, past and present, who have made an outstanding contribution to our state.

Victorian Aboriginal Honour Roll inductee Karen Bryant who has also been a volunteer member for 13 years with the Whittlesea Aboriginal Reconciliation Group and spends countless hours educating the broader community about reconciliation. She was recognised with an ‘Individual Reconciliation Award’ from the City of Whittlesea in 2012 for her active role in raising awareness about reconciliation in the community and providing an Aboriginal voice at the City of Whittlesea.

This is wonderful recognition for Karen herself and for the municipality more broadly and we also will be writing to Karen on behalf of Council to congratulate her on her significant achievements.”

Administrator, Peita Duncan read the following statement:

“I would also like to acknowledge and thank the outgoing WRG Co-Chairperson, Sarah Gafforini, for her contribution towards Reconciliation in the City of Whittlesea – she has been an amazing advocate on behalf of people of aboriginal background and has contributed countless hours and energy to this role with many tangible outcomes including relationship building and improved cultural awareness. Council will be formally writing to Sarah to thank her for her enormous contribution.

Can I also acknowledge the newly elected WRG Co-Chairpersons, Owen Butler, who has been a Co-Chair for a number of years and Ian Goolagong. Administrator Wilson and I, who are both members of the Whittlesea Reconciliation Group, really look forward to working with our Co-Chairs and the Committee into the future.”

**1.5 STATEMENT REGARDING THE COVID-19 SITUATION IN INDIA**

The Chair of Council, Lydia Wilson read the following statement in regards to the situation in India:

“I feel compelled on behalf of the Council to express our deep concern about the current crisis situation in India in relation to COVID-19 with the highest ever daily count of cases globally and mounting numbers of deaths.

No one could fail to notice that medical facilities are overwhelmed and that families are desperately competing for scarce medicines and oxygen.

Our thoughts go out to the people of India and, of course to their many relatives and friends in other countries of the world including here in Whittlesea where we have a very significant Indian population. Please be assured we are liaising with key local agencies such as Whittlesea Community Connections to determine whether we can provide any additional relevant support at this very concerning time.”

**1.6 PRESENT****Members:**

Ms Lydia Wilson                      Chair of Council  
Ms Peita Duncan                      Administrator

**Officers:**

Mr Craig Lloyd                      Chief Executive Officer  
Ms Kristi High                      Executive Manager Public Affairs  
Mr Frank Joyce                      Executive Manager Governance  
Ms Kate McCaughey                      Director Community Wellbeing  
Ms Amy Montalti                      Director Corporate Services  
Mr Justin O'Meara                      Director Planning & Development  
Ms Debbie Wood                      Director Infrastructure & Environment  
Mr Mark Montague                      Chief Financial Officer

**Guests:**

Mr Geoff Harry                      Chair, Audit & Risk Committee

**2. APOLOGIES**

NIL

**3. DECLARATIONS OF INTEREST**

NIL

**4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING****COUNCIL RESOLUTION**

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

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

**Scheduled Meeting of Council held 6 April 2021**

**CARRIED**

**5. QUESTIONS, PETITIONS AND JOINT LETTERS****5.1 QUESTIONS TO ADMINISTRATORS****5.1.1 ITEM 6.4.1 - PETITION TO REPLACE TREES ALONG FIELDING DRIVE.****ROBERT RAMPLING**

1. Why were factors of Fear, Stress, Anxiety, Depression and Danger not considered in the report submitted to Council when these issues were part of the original Petition submitted on 27 January 2021?
2. Why was there no consultation by Council with ALL petitioners when the report was being prepared for submission to Council? – One phone call was made to one petitioner by a Council representative.
3. Why was there no mention made in the report of the large branch which fell onto the road outside 10 Fielding Drive, just missing young children who were riding their bikes under the tree? Photo emailed to Council on 10 March 2021.
4. As part of the City of Whittlesea Vision Mission and Values Charter, is the Council demonstrating Respect by not considering all aspects of our petition, Open Communication by not listening to and considering the thoughts of ALL the petitioners, Wellbeing by not caring about the dangers experienced by branches falling to the road narrowly missing young children?

**ROSEMARY IREDALE**

1. Is the Council aware that although the trees may look healthy, the large branch which fell in front of 10 Fielding Drive on the 10th of March 2021, narrowly missing two young children riding their bikes, was actually rotten inside?
2. If the cost of removal and replacement of all trees is \$27,900, are the trees more valuable than the safety and wellbeing of the humans in Fielding Drive?
3. Although the arborist's assessment found the trees to be healthy, is Council aware that the report does not reveal the reality of the damage that the huge roots from the trees is causing and will cause in the future?
4. Do we have to wait until our houses are totally destroyed and become worthless by these damaging roots before the Council decides to remove these destructive and unsafe trees?
5. Does Council believe that annual pruning and more frequent street sweeping will address the daily clean-up of mess caused by falling branches, twigs, bark and leaves – tasks that we have to endure which are causing ongoing stress, anxiety and depression?
6. Is the Council prepared to assist financially with the enormous costs involved in having our roof gutters cleaned out every few months caused by overhanging branches dropping leaves and twigs?
7. Does Council understand that we are not all young people who can neither get safely up a ladder to perform the chore of roof gutter cleaning as required nor are we all financially in a position to pay these huge costs?

8. Does Council understand that we did not have a say in which trees were to be planted in our nature strips – if we had been consulted it would certainly not have been these gum trees which ideally belong in parklands or open spaces due to their destructive nature?

**CHIEF EXECUTIVE OFFICER, CRAIG LLOYD.**

The safety and wellbeing of our residents is a priority for Council and any matters brought to our attention are thoroughly investigated to determine the most appropriate action required.

Following the tabling of the petition from 15 residents of Fielding Drive, Mernda at the February 2021 Council meeting, an independent arborist was commissioned to assess all the street trees in the street for their suitability, health and overall residential concerns regarding the street trees.

The recommendations in the Council report are based on the assessment received and are in line with the City of Whittlesea Street Tree Management Plan. The assessment concluded that the street trees do not meet the criteria to warrant the removal of the trees in this instance. However Council acknowledges that elements of the trees are causing frustration for residents and will therefore increase the level of street tree management service provided to the residents of Fielding Drive, Mernda to address the concerns raised in the petition.

Council will increase the street tree inspection program from a biannual service onto an annual inspection cycle. This will enable earlier identification of concerns regarding tree clearance over private residential properties and maintenance of tree and leaf fall onto roof tops.

In addition, Council will increase the frequency of street cleaning in Fielding Drive to every 6-9 weeks to address concerns around excess leaf litter in the street.

As per Council's guidelines on petitions, all correspondence has been via the head petitioner, who is then responsible for disseminating the information to all signatories on the petition.

Council is currently investigating the claims submitted relating to tree roots causing damage to property and has commissioned an independent external engineering report into the matter. Council is not in a position to comment until this report is completed.

Council has investigated a claim received relating to a falling tree branch and has followed up this matter with the affected resident directly.

The City of Whittlesea will continue to regularly monitor the street trees in Fielding Drive to determine the effectiveness of the measures implemented with a follow up report scheduled for January 2024. Should the current concerns persist despite the measures, the street may then be considered under Council's Street Tree Renewal Program.

Street trees provide a valuable resource for our community and as outlined in our recently adopted Greening Whittlesea Strategy contribute significantly to our community goals of sustainable environment, liveable neighbourhoods and connected communities.

*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's official position on the matter.*





**5.2 PETITIONS**

**NIL REPORTS**

**5.3 JOINT LETTERS**

**NIL REPORTS**



**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.



**Chief Executive Officer Explanatory Note**

Under the Governance Rules 2020, Chair of Council, Lydia Wilson made a change to the order of the agenda to:

1. Bring forward Item 6.5.1 - For Noting - Audit & Risk Committee Report On Activity and invited Mr Geoff Harry, the Chair of the Audit and Risk Committee to present the report;
2. Bring forward Item 6.4.1 – For Decision – Petition to replace trees along Fielding Drive, Mernda; and
3. Move Item 6.1.1 – For Noting – CEO Update – 4 May 2021 to be the last item discussed on the agenda.

**ITEM 6.5.1 FOR NOTING - AUDIT & RISK COMMITTEE REPORT ON ACTIVITY**

**Attachments:** 1 **Audit & Risk Committee Report on Activity for the Six Months Ended 31 March 2021** [↓](#)

**Responsible Officer:** **Executive Manager Governance**

**Author:** **Internal Compliance Officer**

**Presented by:** **Geoff Harry, Chair, Audit and Risk Committee**

**RECOMMENDATION SUMMARY**

That Council resolve to note the Audit & Risk Committee's Report on Activity.

**BRIEF OVERVIEW**

Section 54(5) of the *Local Government Act 2020* requires that the Audit & Risk Committee prepare a biannual report on its activities. A copy of that report is to be provided to the Chief Executive Officer for tabling at an ordinary Council meeting.

**RATIONALE FOR RECOMMENDATION**

Council is required to comply with the requirements of the *Local Government Act 2020*.

**IMPACTS OF RECOMMENDATION**

Council will meet its legislative requirements and comply with its Audit & Risk Committee Charter.

**WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS**

Provision of the Audit & Risk Committee's biannual report on activity to Council ensures that Council is regularly informed of the operations of the Audit & Risk Committee.

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**REPORT****BACKGROUND**

The Audit & Risk Committee is an independent advisory committee of Council and its role is to report to Council and provide appropriate advice and recommendations on matters presented to it. It acts in this capacity by monitoring, reviewing and advising on issues within its scope of responsibility and assisting Council's governance obligations to its community.

The Committee meets four times a year, in February, May, August and November.

The introduction of the *Local Government Act 2020* expanded the scope and requirements of Audit & Risk Committees, with Committees required to prepare a biannual report on their activities and have that report tabled at an ordinary Council meeting.

**PROPOSAL**

In accordance with Section 54(5) of the *Local Government Act 2020*, the Audit & Risk Committee is required to prepare a biannual report on its activities. A copy of that report is to be provided to the Chief Executive Officer for tabling at an ordinary Council meeting.

At its 12 November 2020 meeting, the Audit & Risk Committee determined that it would prepare a report for Council on its activities following 31 March and 30 September each year.

Following the Audit & Risk Committee meeting held on 25 February 2021, a report has been prepared by the Committee on its activities for the six months to 31 March 2021. The report is included as Attachment 1.

The Audit & Risk Committee Chairperson will attend the Council meeting to discuss the report.

**CONSULTATION**

The attached report has been prepared by the Audit & Risk Committee.

**FINANCIAL IMPLICATIONS**

There are no financial implications arising from this report.

**POLICY STRATEGY AND LEGISLATION**

The Audit & Risk Committee's role and responsibilities are outlined in Division 8, Section 53 and 54 of the *Local Government Act 2020*.

**LINK TO STRATEGIC RISKS**

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

The Audit & Risk Committee assists Council in monitoring its governance requirements and provides advice to Council to assist with fulfilling its oversight responsibilities.

**LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN**

<b>Goal</b>	<b>High-performing organisation</b>
<b>Key Direction</b>	<b>More informed Council decisions based on strong advice and community consultation and engagement</b>

The establishment of the Audit & Risk Committee and the reports it receives are reflective of Council's commitment to the implementation of good governance principles. The Committee provides advice to Council to assist with fulfilling its oversight responsibilities for the financial and non-financial reporting process; internal controls; the audit process; risk management; and Council's process for monitoring compliance with legislation, regulations and the Code of Conduct.

**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**

In accordance with the requirements of the *Local Government Act 2020*, Council is provided with a copy of the Audit & Risk Committee's Report on Activities for the Six Months to 31 March 2021.

**RECOMMENDATION**

**THAT Council resolve to note the Audit & Risk Committee's Report on Activity.**

**COUNCIL RESOLUTION**

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

**THAT Council resolve to adopt the Recommendation.**

**CARRIED**







**Audit & Risk Committee  
Report on Activity  
Six Months Ended 31 March 2021**

**1. PERIOD OF THIS REPORT**

This report covers Audit & Risk Committee (ARC or Committee) activity from 20 August 2020 to 25 February 2021. In that period the Committee has met twice – on 12 November 2020 and 25 February 2021. This report has been reviewed by all Committee members.

**2. PURPOSE OF THIS REPORT**

This report meets the reporting requirements to Council as mandated by the *Local Government Act 2020* (LGA) pursuant to section 54(5) and importantly provides Council with a summary of the matters that the ARC has addressed in the reporting period in discharging its responsibilities under its Charter. It is the first such report under the new LGA.

**3. COMMITTEE CHARTER**

The ARC's Charter is set by Council and was last reviewed and approved by Council on 7 July 2020 following changes necessitated by the new LGA. The revised Charter became effective on 1 September 2020.

**4. COMMITTEE BUSINESS**

The agendas for our meetings are driven by the Committee's Annual Work Plan (AWP) and are fulsome. There is always a challenge to complete the agendas for each meeting. At the meetings held in this reporting period, the key (but not all) matters considered are summarised in the table below.

**Key Matters Considered at Recent Meetings**

	Topic	Meeting	
		12 Nov 2020	25 Feb 2021
1	Revisions to the Committee's AWP to reflect changes in its Charter and agree changes to the structure of meeting agendas	✓	✓
2	In-Camera briefings by the new CEO on a range of risk related and compliance matters and new initiatives for Council planned for implementation in the near future	✓	✓
3	Review of risk management activity on the following matters:		
	a) Operational risk management performance	✓	
	b) Insurance claims management	✓	
	c) CV-19 pandemic mitigation activity	✓	✓
	d) Business continuity management		✓
	e) Progress on fraud and corruption risk assessment and mitigation actions		✓
4	Review of year-to-date financial performance for the 2020/21 financial year	✓	✓

	Topic	Meeting	
		12 Nov 2020	25 Feb 2021
5	The outcomes of the following scheduled internal audit reviews:		
	a) IT Security & Access Controls and Cyber Security	✓	
	b) Grants Programme Management		✓
	c) Asset Maintenance Essential Safety Measures		✓
6	Review of progress with implementation of internal audit recommendations	✓	✓
7	Review of progress with the implementation of Child Safe Audit review outcomes		✓
8	Review of terms of reference for internal audit reviews scheduled to commence in the next period	✓	
9	Consideration of the external audit strategy for the year ending 30 June 2021		✓
10	Consider reports on new and revised policies:		
	a) Credit Card Policy and Staff Reimbursement Policy		✓
	b) Procurement Policy (in draft)		✓
11	Consider outcomes of internal compliance reviews	✓	✓
12	Consider the outcomes of the VAGO survey of sexual harassment in the local government sector		✓
13	Consideration of the impact of the new Charter requirement to monitor Council compliance with the recently introduced Governance Principles	✓	✓
14	Consider new requirements for Committee activity reports to Council		✓

## 5. MEETINGS

### *Committee Meetings*

The Committee has met twice on 12 November 2020 and 25 February 2021 as indicated above. Council members of the Committee are Chair of Administrators, Lydia Wilson and Administrator Bruce Billson.

The independent members of the Committee appointed by Council are Michael Ulbrick, Theresa Glab and Geoff Harry (Chair).

Member attendance at the two meetings has been excellent with perfect attendance by all five members.

The Committee enjoys a strong and healthy working relationship with Council officers. The quality of the meeting packs is high and officers engage strongly and positively both during and outside meetings. Officer support for the work of the Committee is excellent.

### *Additional Meetings*

In addition to scheduled Committee meetings, the Committee Chair has met on several occasions with senior Council officers to deal with ongoing Committee business, including liaison with Craig Lloyd, Chief Executive Officer, Frank Joyce, Executive Manager Governance and David Gauci, Internal Compliance Officer relating to planning and preparation for Committee meetings.

## 6. THE COMMITTEE'S ANNUAL WORK PLAN

The Committee has dealt with all matters scheduled for consideration in the ARC AWP in the reporting period.

The recent introduction of the new LGA has impacted the ARC by expanding its responsibilities, the most notable of these changes being as follows:

- To monitor compliance of Council policies and procedures with the overarching Governance Principles, the LGA and the Regulations and any Ministerial Directions (S54(2)).
- To review expense reimbursements to Councillors and members of Delegated Committees (S40).
- To report to Council twice per annum on the Committee's activities (S54(5)).

Most other changes in the LGA affecting the operations of the Committee were already in place and hence have no significant impact on the Committee's activities. These include (1) adopting an Annual Work Plan for the Committee and (2) undertaking an annual performance assessment of Committee activities against its Charter. All of these changes have been incorporated into the Committee's AWP.

## **7. KEY ACTIVITIES FOR THE REPORTING PERIOD**

The work of the ARC has continued to be guided by the Annual Work Plan (AWP). The AWP is reviewed at the beginning of each meeting to ensure its continued relevance and as noted above it is currently undergoing some change which may continue over the next few meetings. Key outcomes of the scheduled meetings are summarised below.

### *7.1 Impact of COVID-19*

The Committee received briefings on the significant impacts of COVID-19 on Council's operations and service delivery, the community, on Council employees (including the impact of working from home) and on Council's financial performance. The briefing covered known impacts and likely future impacts both for the remainder of the 2020/21 financial year and beyond. The Committee and Officers agreed that these matters will require continuous monitoring as the impacts of the pandemic evolve.

### *7.2 Risk Management*

The Committee noted that Council's risk management programme is very active on several fronts. In the reporting period, briefings on topical areas were considered as listed in the table above. The Committee is pleased with progress on these matters and notes that risk assessment and mitigation activity will need to remain high as Council strives to maintain effective management of its key risks.

The Committee has asked officers to consider providing briefings with a more strategic focus in future to assist with its monitoring role.

### *7.3 External Audit*

The Committee considered the draft external audit strategy for the audit of the annual financial report and annual performance statement for the year ending 30 June 2021 at the February 2021 meeting. As expected, the strategy highlighted the impact of COVID-19 on Council's financial performance and the need to ensure that any related disclosures are appropriate. Other than for COVID-19 there were no significant changes in the proposed audit strategy in comparison to the previous year and the Committee believes that Council is well placed to meet the challenges of the financial year end close at 31 June 2021.

At its next meeting the Committee will consider the outcomes of the first external audit visit scheduled for May 2021.

### *7.4 Internal Audit*

The Committee received several reports on internal audit reviews completed in the period as shown in the above table. These were all scheduled reviews in the 2020/21

risk based internal audit plan. The Committee noted that two reports included several high rated issues requiring priority action. These items were discussed at length and the Committee was satisfied that the agreed management actions and the proposed dates for completion of those actions were appropriate. The Committee observed that the outcomes of the reviews indicated that Council needs to focus on better alignment of activity across business units in order to further strengthen the internal control environment.

The internal audit service provider indicated that delivery of the 2020/21 internal audit plan is on schedule for completion and that the proposed 2021/22 internal audit plan will be tabled at the next meeting of the Committee in May 2021.

The Committee noted that the status of progress with regard to completion of open internal audit recommendations was satisfactory.

#### *7.5 Internal Control Environment*

The Committee considered both new and revised Council policies as indicated in the above table, made suggestions for some further enhancements and endorsed the policies. In addition, the Committee agreed with the approach proposed by Council officers in regard to (1) compliance of policies and procedures with the Governance Principles and (2) the Committee's approach to monitoring that compliance.

The CEO advised the Committee that he is planning to implement a new health check to be completed regularly by senior officers as a means of identifying any matters that may indicate areas of concern and hence which will enable Council to take timely remedial action. The Committee supported the initiative.

#### *7.6 Internal Compliance Programme*

The Committee noted that there had been significant activity in regard to the internal compliance programme during the reporting period and that agreed actions arising from the programme are being well managed and closed out on a timely basis.

The Committee also reviewed the compliance programme proposed by officers for 2021/22 and 2022/23 and agreed that it was appropriate.

#### *7.7 VAGO Sexual Harassment Survey of the Local Government Sector (December 2020)*

The Committee reviewed a briefing paper on the outcomes of a survey undertaken by VAGO on sexual harassment in the Victorian local government sector. The significance of the survey is that there were almost 10,000 respondents over 75 (of 79) councils in Victoria. The survey indicates that 28% of people working in the sector experience sexual harassment, 90% of which occurs in day-to-day work. Council's briefing paper highlighted actions Council is taking in regard to this matter. The Committee has asked Council officers to provide a briefing paper on progress of actions for the remainder of the year so that it can monitor progress.

### **8. MATTERS FOR CONSIDERATION DURING THE NEXT REPORTING PERIOD**

In addition to business as usual matters and matters noted above for consideration at the next meeting, the Committee will consider the following important matters at its next meeting:

- Progress on risk management activity
- External audit interim management letter
- Internal audit plan for 2021/22
- Progress on actions related to the VAGO sexual harassment survey

**9. FREQUENCY AND TIMING OF ACTIVITY REPORTS**

As indicated earlier in this report, these reports are required to be provided to Council at least twice per annum. The Committee is of the view that these reports need to be informative about the business of the Committee and should be provided on a timely basis to assist Council in discharging its responsibilities in the areas for which the Committee is responsible. Feedback on this report by Council is welcomed.

**10. MEETING SCHEDULE FOR 2021**

The Committee's meeting schedule for the remainder of 2021 is as follows:

- 27 May 2021
- 19 August 2021
- 25 November 2021

**11. CONCLUSION**

This is the Committee's first report to Council under the new reporting regime. The Committee welcomes feedback as to whether this report meets Council's expectations. If Council wishes to be briefed by the Committee on any matters raised in this report, I would be delighted to attend as required.

Yours sincerely



Geoff Harry  
Chair

On behalf of the Audit & Risk Committee  
26 February 2021



**ITEM 6.4.1 FOR DECISION - PETITION TO REPLACE TREES ALONG FIELDING DRIVE, MERNDA**

**Attachments:** 1 Fielding Drive, Mernda - Google StreetView [↓](#)

**Responsible Officer:** Director Infrastructure & Environment

**Author:** Senior Arborist Planning & Risk

**RECOMMENDATION SUMMARY**

That Council resolve to:

1. Complete defect works identified in the arborist report.
2. Adjust the pruning program from every two years to annually.
3. Include Fielding Drive on the intermediate sweeping program to increase the street sweeping frequency.
4. Monitor and review the response of the street trees.
5. Advise head petitioner of agreed actions.

**BRIEF OVERVIEW**

- Council has received a petition from residents requesting the removal of street trees from Fielding Drive, Mernda. The petition was signed by 13 residents of Fielding Drive, one resident of Harriers Street, and one resident of Dorobolo Street.
- An arboricultural assessment has been completed and found that most trees in the street were healthy, 12 trees exhibited good growth formation, with four trees exhibiting fair formation. 13 of the 16 trees are anticipated to have a useful life expectancy of 30 to 60 years.
- The inspection also considered the residents' concerns regarding leaf litter and tree clearance from houses. It was found that minimal and inconsistent housing setbacks has contributed to the limited clearance. To address concerns, Fielding Drive will be added to the annual 'street tree pruning program' and the 'intermediate sweeping program'.
- The full removal of trees is not supported or recommended. A revised service response that addressed concerns on pruning and street sweeping services has been implemented and the head petitioned consulted.

**RATIONALE FOR RECOMMENDATION**

The recommendations above are proposed in line with the Councils endorsed Greening Whittlesea Strategy, and Street Tree Management Plans recommendations for the management of mature trees within a streetscape.

**IMPACTS OF RECOMMENDATION**

Councils tree assets continue to be managed in a sustainable way consistent with the Council adopted Street Tree Management Plan 2019, and key concerns of residents are addressed.

**WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS**

A range of available service programs were explored that addressed the overarching concerns of residents through the trees service providers and Council's street sweeping services. The proposed response will be monitored by regularly to assess tree responses. Should the current concerns persist this street may be considered in future years for the Street Tree Renewal Program.



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**REPORT****INTRODUCTION**

The 15 signatories of the Fielding Drive petition in Mernda are requesting tree removal and replacement of existing nature strip trees. Council investigated the request looking at core issues and commissioned an independent arboricultural assessment to evaluate the status of current tree assets. Issues raised in the petition were concerns mainly on the size of the trees and the mess created from excessive leaf shed.

**BACKGROUND**

Fielding Drive, Mernda is a streetscape dominated by a combination of mature *Eucalyptus* trees including Brittle Gum, Wallangarra Gum and Red Ironbark. Eucalyptus trees are an evergreen tree listed on Council's approved street tree species list and classified as a medium to large tree. The two main species planted in Fielding Drive in Wallangarra and Brittle Gum, are in the top 10 most common street trees in the City of Whittlesea. Together they combine for a total 8.7 per cent of our street trees. These trees are all currently managed and maintained proactively by Council on a biannual program.

A petition was received on 27 January 2021 signed by 15 residents requesting that Council remove the existing nature strip trees and replant with new trees as part of the Street Tree Renewal Plan. The grounds on which the signatories believe that the current trees are unsuitable include:

- Trees dropping debris including leaves
- Frequency of street sweeping (messy street)
- Leaf shedding become unsafe for foot traffic
- Canopy spread and size
- Branches cracking under wind and weather
- Darkness created from canopy cover.

An independent tree assessment was undertaken by Greenwood Consulting to assess the current health status and value of the street trees at Fielding Drive. The Municipal Association of Victoria's accepted methodology for arboriculture assessment, in line with the International Society of Arboriculture - Level 2 Visual Tree Inspection Standards was utilised for this petition. This report found that most trees are in good health. The report found eight defects amongst the 18 trees in which five were moderate and three low risk. Works are now programmed to rectify these defects. The report identified the overall value of the street trees to be \$643,345.

Council also investigated the Fielding Drive trees to assess property clearances in line with the guidelines set out in the Street Tree Management Plan (STMP). In many instances' property clearances were insufficient, and there is significant inconsistency to property setbacks on the street. These trees will be moved on to an annual pruning cycle to continue to maintain the assets and improve private property clearances.

There are currently two claims against Council for tree related damage in Fielding Drive Mernda. These are being dealt with through Council's claim process and the individual claimants. The claims are still under investigation and an engineer's report is underway for one claim.

The STMP defines the levels of service provided for Council’s street trees and the criteria by which Council does and does not remove trees. The specific details noted in the petition request along with previous history/interactions with the residents of Fielding Drive, advocacy by the head petitioner and technical investigations of the trees have all been considered in the proposed response.

A range of available service programs were explored that addressed the overarching concerns of residents through the trees service providers and street sweeping services. The proposed response will be monitored regularly to assess tree responses. Should the current concerns persist this street may be considered in future years for the Street Tree Renewal Program.

**PROPOSAL**

The social, environmental and economic benefits of street trees make them an inherently valuable asset. Council has a current street tree stock of approximately 100,000 trees, the management of which is supported by the Street Tree Management Plan 2019.

The existing street trees in Fielding Drive have been assessed and provide a high level of amenity to the neighbourhood. Historical evidence of tree complaints is limited to two current claims. Current service contract levels can be adjusted to respond to these trees by increased street tree pruning frequency that will achieve better private property clearance. The service level of the of street sweeping can also be adjusted to respond to concerns around excess leaf and debris shedding.

The petition request for removal and replacement of street trees is not supported. In lieu of removal and replacement of all street trees, the following actions are proposed:

Action	Status
1. Complete defect works identified in the arborist report within 21 days of presenting at Council.	Work programmed. Scheduled to commence after 25 May 2021.
2. Adjust the pruning program from every two years to annually.	Actioned. Scheduled to commence in January 2022.
3. Refer Fielding Drive to the intermediate sweeping program to increase the street sweeping frequency.	Actioned. Scheduled to commence in the 2021/22 financial year.
4. Monitor and review the response of the street trees.	Actioned. Scheduled to commence in January 2022.
5. Manage two current damage claims (No. 12 & 14) regarding tree roots causing structural damage to house program process.	Awaiting engineering report to progress through Council's risk management process.
6. Liaise with head petitioner during this process.	Actions. Formal notification submitted of report to Council meeting dated 4 May 2021.

A range of available service programs were explored that addressed the overarching concerns of residents through the trees service providers and street sweeping services. The proposed response will be monitored regularly to assess tree responses. Should the current concerns persist this street may be considered in future years for the Street Tree Renewal Program.

## CONSULTATION

Consultation for this petition has been via the head petitioner, in line with Council's guidance on petitions management. This has included both verbal updates and written correspondence to the head petitioner. Officers have also responded to further representations for updates by individual signatories.

Fielding Drive, Mernda will also be included in the intermediate sweeping program thereby addressing the collective concerns of residents on excessive leaf shedding of these trees.

## CRITICAL DATES

There are no critical dates associated with this report.

## FINANCIAL IMPLICATIONS

The independent review and assessment of all street trees in Fielding Drive noted that the present value of all trees is \$643,345.

The cost of removal and replacement of all street trees is estimated at \$27,900.

The cost of retaining the current established trees and adjusting the current pruning regime to annual is \$1,425 per annum.

The cost of adding Fielding Drive to the Intermediate sweeping program is \$1,000 per annum.

## POLICY STRATEGY AND LEGISLATION

The proposal to retain street trees at Fielding Drive, Mernda is consistent with the Council Plan, Council's Street Tree Management Plan (2019), Natural and Built Shade Policy (2016), Environmental Sustainability Strategy (2013), and Whittlesea 2040 – A Place for All (2018).

## LINK TO STRATEGIC RISKS

**Strategic Risk** *Community and Stakeholder Engagement - Ineffective stakeholder engagement resulting in compromised community outcomes and/or non-achievement of Council's strategic direction*

The City of Whittlesea Street Tree Management Plan 2019 outlines how Council will respond to requests for tree removal from the community. It communicates the criteria and information requirements whereby Council will support tree removals. In the case of Fielding Drive, Mernda, Council has consulted with the head petitioner and undertaken investigations in the recommended timeframe.

## LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

**Goal** Sustainable environment

**Key Direction** Climate ready

The proposal acknowledges the value of streetscapes in our local community and the contribution of these trees to local amenity, biodiversity and urban shading/cooling.

**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 petition requesting removal and replacement of the existing street trees is not supported. A range of additional service measures have now been implemented to address the concerns of petitioners which mitigate the impacts on amenity of the street. Fielding Drive street trees will be monitored and a review to the response of increased pruning frequency will occur in three years.

**RECOMMENDATION**

THAT Council resolve to:

1. Complete defect works identified in the arborist report.
2. Adjust the pruning program from every two years to annually.
3. Include Fielding Drive on the intermediate sweeping program to increase the street sweeping frequency.
4. Monitor and review the response of the street trees.
5. Advise head petitioner of agreed actions.

**COUNCIL RESOLUTION**

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

**THAT Council resolve to defer consideration of item 6.4.1 - Petition to Replace Trees Along Fielding Drive, Mernda, to the 1 June 2021 Council Meeting and, in the interim the Director Infrastructure and Environment and other relevant Council Officers meet with the head petitioner and other interested residents on site to discuss their concerns.**

**CARRIED**





**6.1 CONNECTED COMMUNITIES****ITEM 6.1.2 FOR DECISION - CONTRACT 2020-97 HR UREN EAST PITCH  
REDEVELOPMENT - SYNTHETIC TURF DESIGN AND CONSTRUCT****Attachments: 1 2020-97 Tender Evaluation Summary - 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.

**Responsible Officer: Director Infrastructure & Environment**

**Author: Team Leader Public Realm Development**

**RECOMMENDATION SUMMARY**

It is recommended that Contract Number 2020-97 for HR Uren East Pitch Redevelopment – Synthetic Turf Design and Construct:

- is awarded to Tuff Group Holdings Pty Ltd
- for the lump sum price of \$1,363,566.40 (excl. GST)

**BRIEF OVERVIEW**

This report summarises the evaluation of the six tender submissions received for the design and construction of the synthetic soccer pitch on the East Pitch at HR Uren Recreation Reserve.

The tender evaluation panel advises that:

- six tenders were received; and
- the recommended tender was the highest ranked and is considered best value.

**RATIONALE FOR RECOMMENDATION**

The recommendation of contract award to Tuff Group Holding is proposed as they have submitted the most competitive lump sum price of all submissions received and have also demonstrated they are suitably qualified and experienced to undertake the design and construction works as specified.

**IMPACTS OF RECOMMENDATION**

Based on the previous design and construct experience of Tuff Group Holdings Pty Ltd and the initial program submitted with the tender document, there is potential for the works to be completed in a shorter timeframe than initially anticipated. This would enable club and community use of the facility earlier than expected.

**WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS**

Through the construction process, the management of works and individual processes will be closely monitored, and construction efficiencies maximised where possible to ensure the completed project is returned to the club and community as soon as possible. Whilst construction efficiency will be maximised where possible, the management and monitoring of the works will ensure that the final outcome meets requirements and standards.



<b>REPORT</b>
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**BACKGROUND**

The purpose of this contract is to facilitate the design and construction of a FIFA accredited synthetic soccer pitch at HR Uren Recreation Reserve in Thomastown. Tenders for the contract closed on 16 December 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 Probit & 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. The evaluation involved scoring of conforming and competitive tenders according to these pre-determined criteria and weightings:

Criteria	Weighting
Price	50%
Capability	20%
Capacity	20%
Impact	10%

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 Tuff Group Holding Pty Ltd	Yes	Yes	87.2	1
Tenderer B	Yes	Yes	80.0	2
Tenderer C	Yes	Yes	73.9	3
Tenderer D	Yes	Yes	71	4
Tenderer E	Yes	Yes	70.2	5
Tenderer F	Yes	Yes	N/A	N/A

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 budget for Implementation of Sports field strategy.

## LINK TO STRATEGIC RISKS

**Strategic Risk** *Not linked to the risks within the Strategic Risk Register.*

## LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

**Goal** Connected community  
**Key Direction** A healthy and safe community

Construction of a synthetic turf soccer pitch at HR Uren Recreation Reserve in Thomastown will not only increase usability of the pitch to the resident club by providing greater weekly hours of use and playability in wet weather but will also provide an all-weather facility for use by the surrounding residential catchment for passive and active recreation.

## 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 Tuff Group Holdings Pty Ltd was determined to be best value and it is considered that this company can perform the contract to the required standards.

<b>RECOMMENDATION</b>
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**THAT Council resolve to:**

1. **Accept the tender submitted by Tuff Group Holdings Pty Ltd for the sum of \$1,363,566.40 (excluding GST) for the following contract:**

**Number:** 2020-97

**Title:** HR Uren East Pitch Redevelopment – Synthetic Turf Design and Construct

**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.**

**COUNCIL RESOLUTION**

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

**THAT Council resolve to adopt the Recommendation.**

**CARRIED**



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**ITEM 6.1.3 FOR DECISION - CONTRACT 2020-141: MANAGEMENT & OPERATION OF TRAC - TENDER EVALUATION****Attachments: 1 Tender Evaluation Summary - 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 report/attachment contains information regarding tender amounts submitted by tenderers and tender evaluation scoring prepared by Council officers.

**Responsible Officer: Director Corporate Services****Author: Team Leader Procurement****RECOMMENDATION SUMMARY**

It is recommended that contract number 2020-141 for Management & Operation of TRAC:

- Is awarded to Belgravia Health and Leisure Group Pty Ltd.
- For the maximum cost to Council of \$130,985 (excluding GST) in the first year for a term from 1 July 2021 to 30 June 2022 with extension options to 30 June 2024.

**BRIEF OVERVIEW**

The tender evaluation panel advises that:

- Three tenders were received

The recommended tender was the highest ranked and is considered best value.

**RATIONALE FOR RECOMMENDATION**

The panel has high confidence that the recommended tenderer's price is realistic and achievable. The recommended tenderer scored highest overall indicating best value for the price and excellent alignment with Council's *Active Whittlesea 2019-2028* Strategy and Action Plan that guides the planning, provision and promotion of sport, leisure and recreation programs, services and facilities within the City of Whittlesea.

The recommendation was a unanimous decision.

**IMPACTS OF RECOMMENDATION**

The appointment of a new service provider will require a transition in on 1 July 2021. The approximately eight-week lead time is considered sufficient for an effective transition.

**WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS**

A range of detailed plans have already been presented to the evaluation panel including those related to health and safety, asset management, transition and marketing. Officers will work closely with the service provider to ensure the plans are implemented as required.

<b>REPORT</b>
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**BACKGROUND**

The purpose of this contract is to ensure Thomastown Recreation & Aquatic Centre (TRAC) is managed and operated by a highly qualified organisation that can maximise the value of the leisure facility to the community.

Tenders for the contract closed on 16 February 2021. 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. The evaluation involved scoring of conforming and competitive tenders according to these pre-determined criteria and weightings:

Criteria	Weighting
Price	30%
Capability	20%
Capacity	25%
Impact	25%

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 - Belgravia Health and Leisure Group Pty Ltd	Yes	Yes	93.8	1
Tenderer B	Yes	Yes	88.2	2
Tenderer C	Yes	Yes	68.5	3

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

**FINANCIAL IMPLICATIONS**

To help mitigate risk this contract has been designed to allow for two differing operational results; a 'best case' (non-guaranteed) contract sum and 'worse case' (guaranteed) contract sum. The recommended tender has submitted a favourable non-guaranteed budget indicating significant profit along with a guaranteed deficit budget of \$ -130,985. Regardless of the operational performance, and end of year net result, there is sufficient allocation in Council's Draft 2021/22 operational budget to manage this contract within the Major Leisure Facilities recurrent operational budgets.

**LINK TO STRATEGIC RISKS**

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

This tender evaluation identified the most qualified and overall best value tenderer to manage and operate the Thomastown Recreation and Aquatic Centre. This market leader has demonstrated experience and expertise, quality systems and processes, a diversified business portfolio and provided a sustainable financial offer. These factors ensure that risk is minimised and that service continuity is maximised to enhance community wellbeing.

**LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN**

<b>Goal</b>	<b>Connected community</b>
<b>Key Direction</b>	<b>A healthy and safe community</b>

The outsourcing of management and operation of this leisure facility to a leader in the leisure services sector ensures the highest quality of service provision to the community. The recommended tenderer has demonstrated its alignment to the three Key Directions set out in Council's Active Whittlesea Strategy, which includes raising awareness of inclusive participation opportunities through communications and marketing; providing responsive programs and partnerships to generate positive community outcomes; and providing an accessible, safe and inclusive space.

**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 Belgravia Health and Leisure Group 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 Belgravia Health and Leisure Group Pty Ltd for the maximum cost to Council of \$130,985 (excluding GST) in the first year for the following contract:

Number: 2020-141

Title: Management & Operation of Thomastown Recreation & Aquatic Centre

Term: 1 July 2021 to 30 June 2022

Options: Term extensions up to 30 June 2024 (only to be exercised if separately approved by Council)

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. Note the funding arrangements detailed in the confidential attachment.

**COUNCIL RESOLUTION**

**MOVED:** Administrator Duncan

**SECONDED:** Chairperson Wilson

THAT Council resolve to adopt the Recommendation.

**CARRIED**



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**ITEM 6.1.4 FOR FEEDBACK - CITY OF WHITTLESEA COMMUNITY AWARDS COMMITTEE TERMS OF REFERENCE, PROPOSED AWARD TYPES, CATEGORIES AND CRITERIA FOR 2021**

**Attachments:**

- 1 **Proposed terms of reference** [↓](#)
- 2 **Proposed Community Award Categories and Criteria** [↓](#)

**Responsible Officer:** Executive Manager Governance

**Author:** Team Leader Governance Administration

**RECOMMENDATION SUMMARY**

That Council resolve to:

- adopt the proposed Terms of Reference for the Community Awards Committee;
- commence an Expression of Interest process for vacant Community Representative positions to the Committee;
- nominate one Administrator Representatives to the Committee; and
- ratify the Community Award categories and criteria for 2021.

**BRIEF OVERVIEW**

On 7 December 2020, Council resolved to pilot a Whittlesea 'Community Awards' initiative in 2021. This will be an opportunity to celebrate and recognise community members for their outstanding contribution to the local community.

This report proposes a Terms of Reference (TOR) for the Community Awards Committee (the Committee) and Award categories and criteria for the Community Awards in 2021.

**RATIONALE FOR RECOMMENDATION**

Given the COVID normal era that we are entering, this is an opportune time to recognise the outstanding contributions of volunteers and individuals who have made contributions in our community above and beyond the requirements of the individual's paid work.

**IMPACTS OF RECOMMENDATION**

The inaugural Whittlesea Community Awards will be implemented to celebrate and recognise outstanding community contribution. All current members of the former Australia Day Awards Committee will be invited to participate on the newly established Community Awards Committee in the current year. Any vacant community positions will be advertised.

**WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS**

Direct communication will be emailed to all current members of the former Australia Day Awards Committee to inform them of the pilot Community Awards initiative and to invite existing members to participate on the newly established Community Awards Committee in the current year. Any vacant community positions will be advertised.

Promotion of the Awards will occur to encourage nominations and attendance at the Awards event.

<b>REPORT</b>
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**BACKGROUND**

On 7 December 2020, Council resolved to pilot a Whittlesea 'Community Awards' initiative in 2021 to celebrate and recognise outstanding community contribution.

**PROPOSAL**

That Council consider the proposed terms of reference (TOR) (Attachment 1) and award categories and criteria (Attachment 2) for the proposed Community Awards Committee and respective awards.

**COMPOSITION OF THE COMMITTEE**

It is proposed that any current members of the former Australia Day Awards Committee be invited to participate on the Community Awards Committee in the current year and for any vacant community positions to be advertised. In future years, award recipients will be invited to participate on the community as stated in the Terms of Reference.

**COMMUNITY AWARD CATEGORIES AND CRITERIA**

The following five Award categories are proposed. Attachment 2 includes proposed criteria for each Award category:

1. **Citizen of the Year** (open to all ages)
2. **Access and Inclusion Citizen of the Year** (open to all ages)
3. **Senior Citizen of the Year** (be over the age of 60 years as at <date of Council resolution where the award types are ratified>)
4. **Young Citizen of the Year** (be aged between 14 and 25 years as at <date of Council resolution where the award types are ratified>)
5. **Sustainable Environment Citizen or Group of the Year** (open to all ages)

Council may choose to endorse or amend any or all of the categories and criteria proposed.

**CONSULTATION**

Consultation has been undertaken with relevant officers across the organisation to inform the development of the TOR and Community Award categories and criteria.

It is recommended that any vacant Community representative positions and the nomination period for the awards be advertised through the [engage.whittlesea.vic.gov.au](http://engage.whittlesea.vic.gov.au) website and through directly contacting community organisations and advisory committees.

**CRITICAL DATES**

If Council endorses the Community Award Committee TOR and the Award Categories and Criteria at the Council Meeting on 4 May 2021 the following timeline is proposed:

Tuesday 11 May 2021	Invite members of the former Australia Day Awards Committee to participate on the Community Awards Committee in the current year
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Tuesday 18 May 2021	Advertise any vacant Community member positions
Thursday 17 June 2021	Close of nominations for vacant Community member positions
Tuesday 6 July 2021	Council considers Community Representative appointments to Committee
Monday 19 July 2021	First meeting of the Committee
Tuesday 27 July 2021	Open Award Nomination Period
Monday 27 September 2021	Close Award Nomination Period
TBA October 2021	Confidential meeting of Committee held to determine Award recipients
TBA October 2021	Hold Award Ceremony in conjunction with a Community Event and/or Citizenship Ceremony

### FINANCIAL IMPLICATIONS

Costs for the awards ceremony will be funded through Council's event budgets.

### POLICY STRATEGY AND LEGISLATION

City of Whittlesea linkages include Whittlesea 2040: A Place for All, Council Plan 2017-2021, the Community Building Strategy and the A Voice for All: Community Engagement Policy 2021

State Government policy linkages include the Victorian Government's *COVID-19 Victoria's roadmap for reopening*

### LINK TO STRATEGIC RISKS

**Strategic Risk** *Community and Stakeholder Engagement - Ineffective stakeholder engagement resulting in compromised community outcomes and/or non-achievement of Council's strategic direction*

The purpose of the Community awards is to recognise the outstanding contributions of individuals for work to support the local community.

### LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

**Goal** Connected community

**Key Direction** A participating 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 inaugural Community Awards will be a great opportunity to celebrate and recognise significant positive contributions by community members.

The proposed Community Awards Committee Terms of Reference and Award categories and criteria have been developed for Council consideration and endorsement.

**RECOMMENDATION**

THAT Council resolve to:

1. Adopt the terms of reference of the Community Awards Committee;
2. Nominate one Administrator Representative to the Committee, Administrator \_\_\_\_\_;
3. Seek expressions of interest from the public to fill any vacant community representative positions commencing on 18 May and closing at 5pm on 17 June 2021;
4. Ratify the Community Award Categories and Criteria; and
5. Consider Community Representative appointments to the Community Awards Committee at the scheduled Council meeting on Tuesday 6 July 2021.

**COUNCIL RESOLUTION**

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

THAT Council resolve to:

1. **Adopt the terms of reference of the Community Awards Committee;**
2. **Nominate one Administrator Representative to the Committee, Administrator Duncan;**
3. **Seek expressions of interest from the public to fill any vacant community representative positions commencing on 18 May and closing at 5pm on 17 June 2021;**
4. **Ratify the Community Award Categories and Criteria;**
5. **Consider Community Representative appointments to the Community Awards Committee at the scheduled Council meeting on Tuesday 6 July 2021; and**
6. **Review of the Terms of Reference for the inaugural Community Awards Committee, the award categories and selection criteria by October 2022, with input from Committee members.**

**CARRIED**



## City of Whittlesea Community Awards Committee

### Terms of Reference

#### 1. TITLE

The name of the Committee shall be *City of Whittlesea Community Awards Committee* (the Committee).

#### 2. PURPOSE

To undertake the processes and activities relating to the seeking and assessing nominations and making Awards at the annual Community Awards Event on behalf of the City of Whittlesea. Determining Award categories and criteria for each Award, shall be the responsibility of the Council. Council may seek the advice of the Committee. The Committee may make recommendations to Council on any variation to the Award categories of criteria or any proposal for new or additional Award categories.

#### 3. MEMBERSHIP

The Committee shall comprise of Council and Community representatives. All Committee appointments are to be made by the Council. Specifically, membership shall comprise the following:

- a) One Administrator representative;
- b) a member of the City of Whittlesea Executive Leadership Team (non-voting);
- c) a minimum of three and maximum of six Community representatives; and
- d) Award recipients for the most recent year for a term of one year.

#### 3.1

Community representatives shall be appointed for a fixed term. At the first Committee meeting after their appointment the specific term of a community member shall be determined by lot. There shall be one appointment for a term of four years, three appointments for a term of three years and two appointments for a term of two years.

#### 3.2

Other persons (non-Committee) may be invited to attend the meetings at the request of the Chairperson on behalf of the Committee to provide advice and assistance where necessary. They have no voting rights and may be requested to leave the meeting at any time by the Chairperson.

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### 3.3

A quorum of members must be present before a meeting can proceed. A quorum is more than half of the current number of members of the Committee. Where a quorum is not achieved the members present may, at the discretion of the Chairperson, continue the meeting, but any decisions made at the meeting must be ratified at the next Committee meeting.

### 3.4

Decisions will be made by consensus. Where the Committee is unable to reach consensus, a vote shall be conducted and a simple majority will be sufficient. In the event of a tie in votes the Chairperson has a second and casting vote.

### 3.5

Committee members will cease to be a member if they:

- resign from the Committee;
- fail to attend two consecutive meetings without providing apologies to the Chairperson;
- reach the end of the term of their appointment; and/or
- breach confidentiality.

## 4. VACANT POSITIONS

Any vacant positions will be filled by the Council.

## 5. CHAIRPERSON

The Chairperson shall be elected from the Community representatives for a period of 12 months. The Chairperson shall be supported by a member/s of Council's Governance team in their responsibilities which include:

- Scheduling meetings and notifying Committee members;
- Inviting specialists to attend meetings when required by the Committee;
- Guiding the meeting according to the agenda and time available;
- Ensuring all discussion items end with a decision, action or definite outcome; and
- Review and approve the draft minutes before distribution.

**6. MINUTE TAKER/SECRETARY – GOVERNANCE OFFICER**

The role of the minute taker/Governance Officer is to:

- Prepare agendas and issue notices for meetings, and ensure all necessary documents requiring discussion or comment are attached to the agenda;
- Distribute the Agenda at least one week prior to the meeting;
- Take notes of proceedings and preparing minutes of meeting; and
- Prepare and distribute the minutes to all Committee members.

The minutes shall include any declarations of conflicts of interests and shall be checked by the Chairperson and accepted by Committee members as a true and accurate record at the commencement of the next meeting.

**7. DECLARATIONS OF CONFLICTS OF INTEREST**

Committee members must act with integrity including avoiding conflicts of interest when carrying out their duties.

Where a Committee member has a personal relationship (eg. family member or friend) with someone who has been nominated for an award, the Committee member will declare this conflict of interest and abstain from voting in that award category.

**8. TIMING AND DURATION OF MEETINGS**

A schedule of two meetings shall be set by the Chairperson each year, focussed on making an Award annually. Meetings shall last no more than 90 minutes.

**9. AMENDMENTS**

The terms of reference shall be reviewed annually by the Committee and any suggested changes brought to the attention of the Council through one of the Council representatives.





# Community Awards Criteria



Contributions made by a nominee have either been made on a voluntary basis or have been made above and beyond the requirements of the individual's paid work.

## **Citizen of the Year**

An individual that has made a noteworthy contribution during the current year, and/or given outstanding service to the local community over a number of years. Individual nominees must reside, work or study in the City of Whittlesea. The Award is open to all ages. We encourage applications that reflect the diversity of our community.

This individual demonstrates any or all of the following:

- Demonstrates a commitment to the City of Whittlesea vision: A Place for All;
- Provides a positive role model for others;
- Takes the lead and shows vision; and/or
- Undertakes activities that promote a connected community.

## **Access and Inclusion Citizen of the Year**

An individual who has made a noteworthy contribution during the current year, and/or given outstanding service to the local community over a number of years by including others whose access to participation is restricted due to physical, social or other challenges. Individual nominees must reside, work or study in the City of Whittlesea. The Award is open to all ages. We encourage applications that reflect the diversity of our community.

The individual demonstrates any or all of the following:

- achieving positive outcomes that increase participation for residents where participation is restricted due to physical, social or other challenges;
- decreasing discrimination for residents; and/or
- supporting equality and equity for all people to participate in the community.

## **Senior Citizen of the Year**

An individual who has made a noteworthy contribution during the current year, and/or given outstanding service to the local community over a number of years. Individual nominees must reside, work or study in the City of Whittlesea. The nominee must be over the age of 60 years as at <date of Council resolution when the award types are ratified >. We encourage applications that reflect the diversity of our community.

This individual demonstrates any or all of the following:

- Demonstrates a commitment to the City of Whittlesea vision: A Place for All;
- Provides a positive role model for others;
- Takes the lead and shows vision; and/or
- Undertakes activities that promote a connected community.

Version 1.04



### **Young Citizen of the Year**

An individual who has made a noteworthy contribution during the current year, and/or given outstanding service to the local community over a number of years. Individual nominees must reside, work or study in the City of Whittlesea. The nominee must be aged between 14 and 25 years as at <date of Council resolution when the award types are ratified >. We encourage applications that reflect the diversity of our community.

This individual demonstrates any or all of the following:

- Demonstrates a commitment to the City of Whittlesea vision: A Place for All;
- Provides a positive role model for others;
- Takes the lead and shows vision; and/or
- Undertakes activities that promote a connected community.

### **Sustainable Environment Citizen or Group of the Year**

An individual or group who has contributed significant stewardship of our valued natural landscapes and biodiversity, assisted our community to become Climate Ready or has shown Leadership in Clean Sustainable Living initiatives during the current year and/or over a number of years. Individual nominees must reside, work or study in the City of Whittlesea. Groups must contribute to the stewardship of the City of Whittlesea's environment. The Award is open to all ages. We encourage applications that reflect the diversity of our community.

The individual or group demonstrates any or all of the following actions:

- Delivering a sustainability project/program/activity which delivers genuine and measurable action;
- Responding to an environmental issue relevant to the City of Whittlesea; and/or
- Actively engages the local community in environmental sustainability.

For more information, visit [www.whittlesea.vic.gov.au](http://www.whittlesea.vic.gov.au)  
Nominations open: <insert date> Nominations close: <insert date>

**6.2 LIVEABLE NEIGHBOURHOODS**

**NIL REPORTS**



### 6.3 STRONG LOCAL ECONOMY

#### ITEM 6.3.1 FOR DECISION - 3 YEAR OLD KINDERGARTEN REFORM

- Attachments:**
- 1 **Kindergarten Infrastructure & Service Plan (KISP) - 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 Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released. The attachment contains information shared with Council by the Department of Employment, Education and Training (DET) on the basis that it is 'confidential and not for circulation' so that Council can assess its content. It is not in the public interest for Council to publish this information as it will compromise Council's relationship and ability to negotiate with DET. Once finalised, DET will publish the information on their website..
  - 2 **Proposed demand management projects arising from the draft KISP - 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 Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released. The attachment contains information shared with Council by the Department of Employment, Education and Training (DET) on the basis that it is 'confidential and not for circulation' so that Council can assess its content. It is not in the public interest for Council to publish this information as it will compromise Council's relationship and ability to negotiate with DET. Once finalised, DET will publish the information on their website..
  - 3 **Two years of quality kindergarten: What does the evidence say?** [↓](#)
  - 4 **KISP Methodology** [↓](#)
  - 5 **Council current roles** [↓](#)
  - 6 **Whittlesea 2040 Principles** [↓](#)
  - 7 **Building Blocks: Capacity Building Stream Overview** [↓](#)
  - 8 **Early childhood services in City of Whittlesea - Map** [↓](#)
- Responsible Officer:** Director Community Wellbeing
- Author:** Director Community Wellbeing

#### RECOMMENDATION SUMMARY

- Note the Kindergarten Infrastructure and Services Plan (KISP) (**Attachment One**) and that it will be jointly signed by the City of Whittlesea (Council) Chief Executive Officer and the Department of Education and Training (DET). DET has requested the KISP remain confidential until such time as it has been signed by both organisations and published on DET's website.
- Note Council will undertake additional research and prepare a Kindergarten Reform Options Paper (Options Paper) which includes an analysis of demand implications on Council's future potential roles and responsibilities; as well as associated operational and capital costs over the next 10 years.
- Note a report will be presented to Council for consideration by no later than October 2021 which includes the Options Paper and a set of associated recommendations to inform a Building Blocks Partnership Agreement between Council and DET.

- Endorse a set of key projects as described in (**Attachment Two**) to ensure demand for three and four-year-old kindergarten is met over the next 18-24 months.
- Note advocacy opportunities to address the local impacts of this reform will be considered as part of Council's advocacy agenda, including:
  - the gap between infrastructure funding and the actual reasonable cost of establishing and maintaining facilities;
  - the limitations of existing Precinct Structure Plans and Development Contribution Plans; and
  - enhancing resourcing of local investment in change management. Whilst DET is investing in change management, this is only effective and sustainable when complimented by local stakeholders such as councils.
- Note Council anticipate interest from families and early years stakeholders and will continue engagement regarding the KISP and three-year-old kindergarten reform.

## **BRIEF OVERVIEW**

In 2019, the Victorian Government announced it would roll out universal access to three-year-old kindergarten and has committed \$5 billion over ten years to this Reform (the Reform).

The Reform proposes that from 2022, all three-year-olds will have access to five hours of kindergarten per week, rising to 15 hours by 2029; and is forecast to double the number of children receiving kindergarten with major impacts on service providers, workforce and infrastructure.

In mid-March 2020, the Victorian Government launched the Building Blocks Infrastructure Strategy – a new, comprehensive approach to supporting and co-investing in the kindergarten infrastructure needed across Victoria to meet the demand created by the introduction of three-year-old kindergarten.

The Building Blocks Infrastructure Strategy is a new approach to information sharing, collaboration and coordination through the development of a municipal level Kindergarten Infrastructure & Services Plan (KISP). The KISP is not a funding document nor does it commit either party to funding specific projects. Whittlesea's KISP has been produced in collaboration with the Victorian Government (DET) and requires sign off by the CEO. Using SA2 locality framework, Whittlesea's KISP forecasts significant unmet demand in some parts of the municipality.

The unmet demand figures are an aggregate of both sessional kindergartens, (planned for through Council) and integrated kindergarten in long day care (provided by the private sector) for the year 2029 at the end of the reform rollout period.

Council currently supports kindergarten by owning and leasing 37 kindergarten facilities and has commitments to develop additional facilities in line with growth in the four-year-old population. With three-year-old kindergarten reform, it is necessary to review all aspects of Council's role in kindergarten in order to optimise outcomes for kindergarten families and other residents in line with Whittlesea 2040: A Place for All (W2040).

A Kindergarten Reform Project Board has been established to guide Council's response to this reform and guide development of the proposed Options Paper.

## **RATIONALE FOR RECOMMENDATION**

Three-year-old reform presents great opportunities to address systemic disadvantage in Whittlesea over the next decade. Council's role to date means it is well positioned to play a significant role in achieving community outcomes and benefits. However, the scale and resources required are considerable and Council will need to carefully address its' operational and financial capacity to ensure that its commitment is sustainable in the long term.

A Whittlesea Kindergarten Reform Options Paper (Options Paper) will inform Council's future role in kindergarten and will enable a careful assessment of how Council can best respond to kindergarten reform and continue to make a balanced response within the context of delivering the Whittlesea 2040 community vision.

A number of projects have been identified to enable Council and partners meet demand required for four and three-year-old kindergarten in 2022 and 2023. These projects are summarised in (**Attachment Two**); are aligned to the KISP process; and involve yet to be finalised agreements with external parties. Council will make this information publicly available as soon as DET has advised Council is able to do so.

## **IMPACTS OF RECOMMENDATION**

These recommendations will optimise local access to kindergarten, with an emphasis on supporting our most vulnerable families whilst balancing Council's investment against other W2040 priorities. Failure to review current role and practice will see Council's budget and new works programs distorted by this externally driven reform and may put vulnerable families at risk of missing out on a vital universal service.

## **WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS**

A Kindergarten Reform Project Board has been established to oversee Council's response to this reform. The group includes the CEO, Director Community Wellbeing, Manager Family and Children, Manager Strategic Projects, and will oversee a principles-based review of existing and future roles in kindergarten provision. Recommendations will be available by October 2021 in order to inform the 2022/2023 planning and budgeting cycle.

<b>REPORT</b>
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**BACKGROUND*****Kindergarten Reform Rationale***

Evidence shows that investment in early childhood education results in significant social and economic benefits. Two years of kindergarten has an even stronger positive effect on children from disadvantaged backgrounds. For every dollar invested in early years education, Australia receives two dollars of benefit over the life course. [See **Attachment Three**: ‘Two Years of Quality Kindergarten: What does the evidence say?’]

In 2013, the Federal Government committed to increase universal access to four-year-old kindergarten from 10-15 hours until the end of 2019. It then extended the commitment until end of 2021 and is expected to extend their commitment beyond this date.

In 2019, the Victorian Government committed to provide every child with access to at least five hours of funded three-year-old kindergarten by 2022, progressively scaled up to 15 hours per week by 2029. From the start of 2022, all three-year-olds will have access to 5 hours per week rising to 15 hours by 2029. The roll-out is backed up by an investment of \$5 billion over ten years.

These two major reforms have been accompanied by other reforms including:

- 2014: the requirement to have an early childhood teacher [equivalent to primary teaching qualification]; and
- 2016: the staff child ratio changed from 1:15 to 1:11 which triggered a need to expand capacity of existing kindergarten rooms from 30 to 33 children to optimise service viability.

These reforms have had, and continue to have, major impacts on service providers, workforce and infrastructure across the entire sector.

The impacts are magnified in growth areas where legislative frameworks for long term planning for kindergarten provision predate these reforms and are only based on growth in four-year-old populations.

This has led to prioritising kindergarten infrastructure and service provision in growth areas, impacting provision of other services in growth areas during the critical establishment phase when residents in these new communities are most vulnerable. For example, the Precinct Structure Plans and Developer Contribution Plans in growth areas are based on 15 hours of four-year-old kindergarten meaning insufficient land and development contributions are available to respond to three-year-old reform.

**Three-Year-Old Kindergarten reform strategies**

DET has three major strategies to achieve three-year-old kindergarten reform as outlined in **Table One** below.

*Table 1: Three Key Kindergarten Reform Strategies*

<b>Reform Strategy</b>	<b>Details</b>
<b>Change Management</b>	<ul style="list-style-type: none"> <li>• Optimise existing licensed capacity including maximising unused places, adding additional groups, restructuring timetables, mixed-age groups and rotational timetable models.</li> <li>• Estimates indicate that by optimising timetabling, 30% more children can be accommodated within existing facilities in Whittlesea, reducing the number of additional rooms which will be required.</li> </ul>



Reform Strategy	Details
<b>Workforce</b>	<ul style="list-style-type: none"> <li>• Significant workforce development, attraction and retention. The sector competes with primary schools for staff and there will be challenges in balancing availability of quality staff across the two sectors.</li> </ul>
<b>Building Blocks Infrastructure Strategy</b> <i>[including Kindergartens on School Sites (KOSS)]</i>	<ul style="list-style-type: none"> <li>• Mid-March 2020, the Victorian Government launched the Building Blocks Infrastructure Strategy – a new, comprehensive approach to supporting and co-investing in the kindergarten infrastructure needed across Victoria to meet the demand created by the introduction of three-year-old kindergarten (<b>Attachment Seven</b>).</li> <li>• Includes significantly increased capital grant funding (\$1.6 billion over ten years), strengthened partnerships with local Councils and early years providers, a single streamlined grants program, and the construction and delivery of new Kindergartens On (or next to) School Sites (KOSS).</li> <li>• The Victorian School Building Authority (VSBA) has committed to maximise the provision of new kindergarten rooms on State primary school sites (existing and new schools) wherever there is forecast demand for additional kindergarten rooms.</li> </ul>

### **Building Blocks Infrastructure Strategy and Kindergarten Infrastructure and Services Plans**

Development of municipal KISPs are a key component of the Victorian Government's Building Blocks Infrastructure Strategy and;

- Are an agreement between DET and each Victorian local government area on agreed capacity and forecast kindergarten demand (all 79 local governments are required to develop a KISP)
- Identifies data to inform projected population growth and kindergarten infrastructure capacity
- Are executed at officer level by Council's Chief Executive Officer
- Are designed to foster a new approach to information sharing, collaboration and coordination at a municipal level.

The KISP is not a funding document nor does it commit either party to funding specific projects.

However, future investment requests through Building Blocks will align with the KISP and guide Council and DET decisions. DET have advised that in recognition of the Reform and impact on local government resources, DET grant programs will no longer be a competitive process; with the aim to make grant funding more certain.

Council's KISP (**Attachment One**) has been developed and requires immediate CEO signoff. Upon signoff, it will be made publicly available to ensure a transparent and collaborative approach across the market. The KISP will be reviewed in two years' time in line with emerging new data. **Attachment Four** summarises the methodology used to develop the KISP including how local data was incorporated and used to forecast unmet demand.

### Kindergarten delivery models

In Victoria, local governments as well as the not for profit sector have historically been major contributors to kindergarten provision; and play a key role in planning and delivery of sessional kindergarten infrastructure and local sector development. Sessional kindergarten programs are the lowest cost option for families funded by the State Government in a not-for profit model. Local governments' role can include; provision of infrastructure; direct delivery of services; as well as a range of partners, sector development and coordination roles. There is wide variation and approaches across Victorian local government.

Long day care providers are also major stakeholders in kindergarten provision via 'integrated' kindergarten embedded in the program. Long day care (subsidised by the Federal Government in a for-profit model) is provided by a range of entities from small stand-alone services operated by community committees of management of NGO operators (local and nation-wide organisations) and for-profit providers which are often commercial chains. Integrated kindergarten is typically more expensive than sessional kindergarten but is chosen by families where it meets both their childcare needs and their child's developmental needs. In growth areas, the role potentially played by long day care providers (in meeting three-year-old reform) is diminished by the challenges these providers experience in establishing viable services during the early development phase of new suburbs.

Kindergarten infrastructure and service operational costs can be contributed to by both the Federal and State Governments, however, typically the actual cost of provision has exceeded these grants and kindergarten providers (both service deliverers and asset owners) have had to fund the difference through fees and other revenue or through access to subsidised infrastructure.

This presents both a challenging environment for all stakeholders in kindergarten but also some opportunities for Local Government to review and realign their roles in kindergarten provision.

### The City of Whittlesea's current role in local kindergarten delivery

Information on Council's current role in the provision of local kindergarten services is provided in **Attachment Five** and includes;

- Infrastructure planning and delivery
- Administration of the Kindergarten Central Application Scheme (KCAS)
- Service system and workforce development
- Facility leasing, ownership and maintenance
- Change management, partnership and engagement

Council currently owns 37 facilities (due to increase to 39 in 2022). These facilities are leased to a range of not for profit service providers for \$138 per room per annum who deliver 'sessional' kindergarten. Sessional kindergarten programs are the lowest cost option for families (funded by the State Government in a not for profit model), with Council placing a priority on low lease costs for its providers so that fees are kept low. In Whittlesea, some 86.1% of funded kindergarten hours are delivered in 'sessional' settings. A breakdown of management arrangements at the 37 Council owned facilities includes;

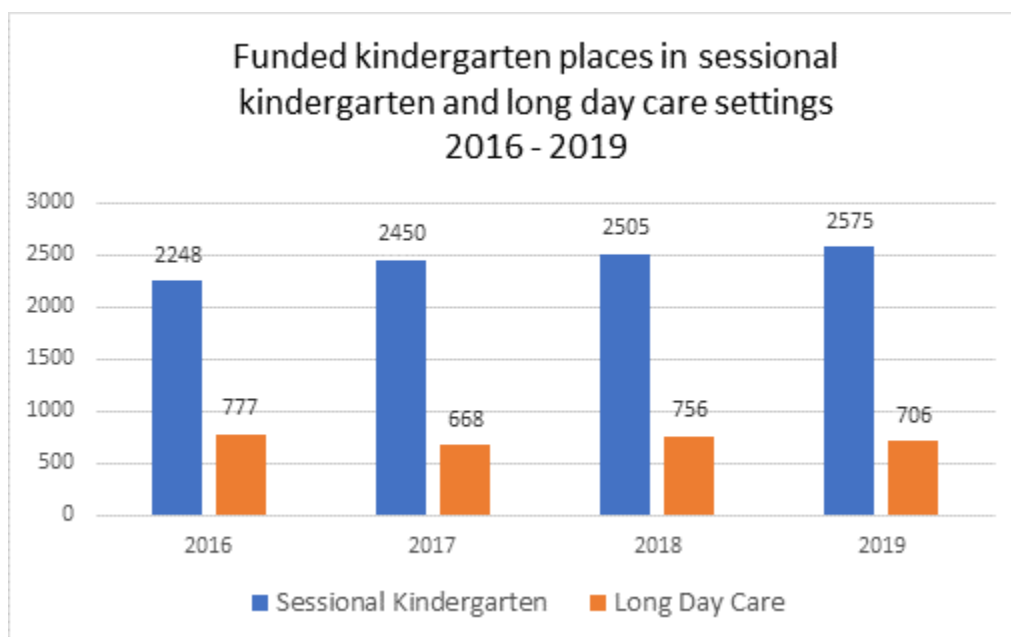
- Committees of management (38%)
- Early Years Managers (46%)
- Not-for-profit organisations (8%)
- Schools (8%)

**Sessional Kindergarten in the City of Whittlesea**

On average, 78% of Whittlesea’s four-year-olds attend sessional kindergarten, compared to an average of 61% in DET North Western Victoria region (2018 data). This model ensures services remain accessible and affordable for those most vulnerable and children who are prioritised to attend at no cost. In 2020, 48% of the 2,541 children enrolled in sessional kindergarten in Whittlesea, were identified as vulnerable and attended at no costs.

Historically, 27% of Whittlesea’s three-year old’s have attended an unfunded three-year-old kindergarten program. Kindergarten providers have offered this program, at cost, in response to identified need and /or DET capital grant requirements.

**Figure One** below illustrates trends in four-year-old enrolments in sessional vs. funded kindergarten places in long day care in Whittlesea over a four-year period for which data is available.



*Figure One: Funded kindergarten places*

Using DET 2019 available data, of the 3,663 four-year-olds in Whittlesea, 3,281 children accessed funded kindergarten places equating to 89.6%.

**Unmet Demand and Vulnerability in Whittlesea**

The evidence supporting the benefits of two years of kindergarten notes that vulnerable children particularly benefit from quality programs, especially where there are additional supports available. Whilst vulnerability measures are complex and multi-factored, at an SA2 level, there is a fairly strong correlation between kindergarten families with concession cards and vulnerability.

In order to reduce barriers to participation, concession card holders are eligible for ‘free’ kindergarten. This means these families typically choose sessional kindergarten, because accessing integrated kindergarten in long day care incurs other fees.

At an SA2 level, the number of families with concession cards can service as a useful indicator of localities where families will continue to prioritise sessional kindergarten and localities where Council may need to prioritise its investment to support W2040 outcomes.

**Figure Two** below shows the percentage of children with concession cards enrolled in Council’s Kindergarten Central Application Scheme and attending 4-year-old sessional kindergarten. In this figure ‘Whittlesea’ is inclusive of the township and rural surrounds.

The Donnybrook locality is not currently included in central application data as there aren't currently any kindergartens which are confirmed to be operating within the application timelines.

Across almost all localities in the municipality, the proportion of concession card holders is growing over time. This data points towards an ongoing trend of increasing vulnerability in the community and suggests the preference toward sessional kindergarten will continue.

The high kindergarten participation rates, and the rate of sessional kindergarten are both significant underlying strengths for the community. This means that all but a few local children are arriving at school age with many of the lifelong benefits of kindergarten already established. Given the systemic ability of early years education to affect positive outcomes, it also means the importance of this Reform is of particular note for Whittlesea (i.e. is likely to drive significant positive outcomes in light of vulnerability described in **Figure Two** below).

These high rates also require more kindergarten infrastructure per head of population than is typically required in other municipalities; this has also been reflected in Council's KISP.

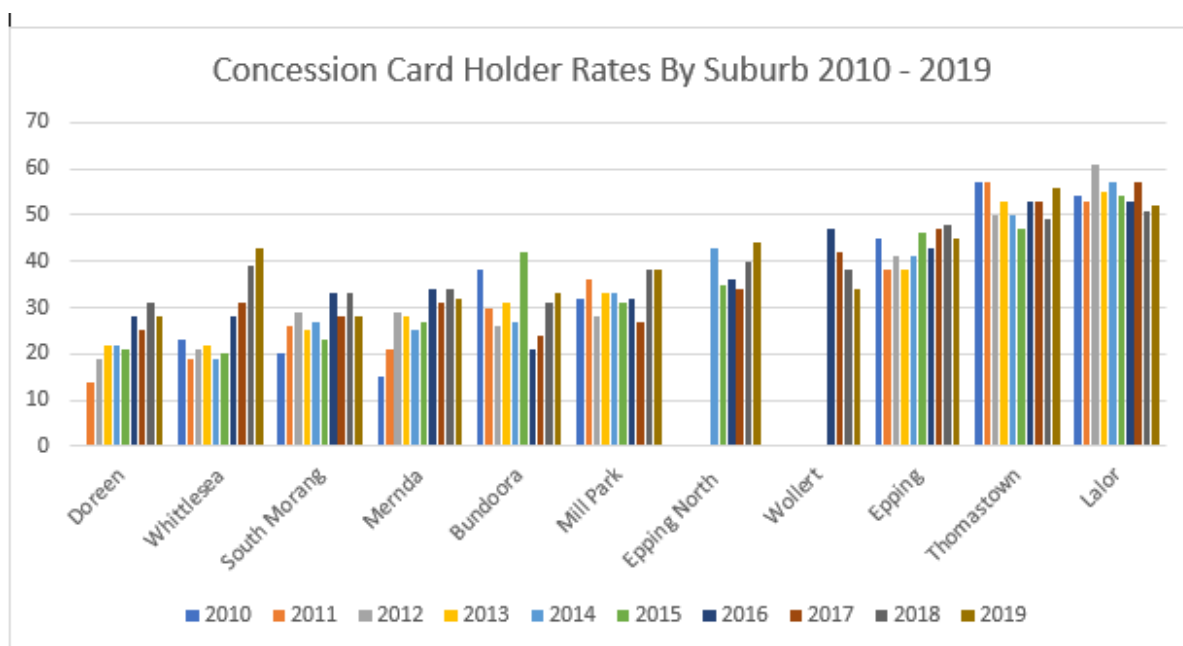


Figure Two: Concession card holders (City of Whittlesea Preschool Xpedite)

**Whittlesea KISP**

The Whittlesea KISP identifies unmet need in some Statistical Area (SA) 2's. Although it is expected that the long day care sector will be able to slightly increase provision of kindergarten places, DET is committed to delivering KOSS's as a new strategy to mitigate any infrastructure shortages.

The KOSS strategy allows provision of fast tracked, prefabricated modular two room kindergarten facilities, the majority of which are funded by DET/VSBA in terms of initial construction / fabrication. If Councils choose to participate then under this model for each two-room modular unit on a school site, they may be:

- Required to pay an initial \$400,000 contribution to offset the actual costs of establishing the facility (such as furniture, fixtures and equipment).
- Responsible for the ongoing costs of building maintenance for these additional facilities and other operational costs
- Required to enter into a long-term lease for the site/facility (sometimes different entities)

- Responsible for the engagement of a not for profit kindergarten provider and inclusion on Council's Kindergarten Central Application Scheme.

This strategy will allow provision of fast tracked, prefabricated modular two room kindergarten facilities at a substantially reduced cost to Councils.

These proposed projects illustrate the priority that DET and VSBA are placing on KISP data and encourage community outcomes through collaboration.

Council already has several successful kindergartens on or next to school site models which provide useful models to inform planning including: Spring Street Kindergarten, Hazel Glen Kindergarten, Epping Views Kindergarten and The Stables Kindergarten.

### **City of Whittlesea – Projects to meet short term kindergarten demand**

A number of projects have been identified to enable Council and partners meet demand required for four and three year old kindergarten in 2022 and 2023. These projects are summarised in **Attachment Two** (confidential); are aligned to the KISP process; and involve yet to be finalised agreements with external parties. Council will make this information publicly available as soon as DET has published the KISP on its website and / or respective funding announcements have been made by the Minister. This report seeks in-principle support from Council to progress these initiatives.

### **Building Blocks Partnership Agreement**

Given Council's KISP identifies areas of kindergarten demand that will require additional infrastructure in order to be met, Council has been invited by DET to discuss development of a 'Building Blocks Partnership Agreement' (Partnership Agreement). This process will commence once the KISP has been signed and will provide greater certainty in funding, planning and implementation of new infrastructure.

The Partnership Agreement will be a long-term, in-principle agreement between DET and Council which articulates co-investment in multi-site 'project pipelines'. It will build capacity to accommodate three and four-year-old kindergarten, through multiple projects over several years, under agreed funding parameters.

It may also be possible to leverage off this agreement and incorporate other agreed actions that may broaden the collaboration to maximising the local implementation of service change management and other aspects of the reform rollout and thus optimise Council's flexibility to allocate resources to achieve the W2040 vision.

It is anticipated the Partnership Agreement's development will be informed by:

- Discussion between Council, DET and VSBA at both executive and officer level.
- Further analysis and research to understand:
  - Community benefits and how this reform may support improved outcomes – particularly for vulnerable families;
  - Opportunity cost (what it can/ can't do as a result of committing to kindergarten reform);
  - Potential impact of reform activity on Council financial and operational capacity.

## **PROPOSAL**

In the context of this current kindergarten reform, and evolving Federal and State Government funding arrangements, Council has a significant opportunity to undertake important research to inform future decision making about its role in the reform rollout. Our future role will need to balance equitable access to this universal service with the broader needs and expectations of the community as expressed in Whittlesea 2040.

To this end, Council will undertake additional research and prepare a Whittlesea Kindergarten Reform Options Paper which includes an analysis of demand implications on Council's future potential roles and responsibilities; as well as associated operational and capital costs over the next 10 years.

As Council considers its future role in kindergarten provision, it will also be required to continue its current commitment to developing kindergarten infrastructure in line with existing growth area Precinct Structure Plans and the currently endorsed Established Areas Infrastructure Plan. This commitment is expressed in the 4/15 New Works Program and annual budgets.

Table 5: Three-Year-Old Kindergarten Reform Rollout Action Plan

Item/Action	Details	Who	Timelines
<b>KISP</b>	<ul style="list-style-type: none"> <li>Execute the KISP agreement between DET and Council.</li> <li>Inform community about the KISP once the report has been published on DET's website.</li> </ul>	CEO (following presentation to Council for noting)	April 2021
<b>Proposed 'demand management' projects</b>	<ul style="list-style-type: none"> <li>Progress projects to meet demand in next 18-24 months as outlined in <b>Attachment Two</b> (confidential).</li> <li>Release information about these projects publicly available once DET has advised Council is able to do so.</li> </ul>	In-principle Council endorsement sought (this report). Further reports will be provided as projects evolve.	If endorsed, services would be required to open by 2022 and 2023 to meet forecast demand.
<b>Kindergarten Reform Options Paper</b>	<p>Preparation of an Options Paper which includes:</p> <ul style="list-style-type: none"> <li>Further analysis of demand implications on current Council's existing provision model;</li> <li>Identifying options for Council's future role in the three-year-old kindergarten rollout;</li> <li>Identifying operational and capital costs over the next 10 years associated with each option;</li> <li>Benchmarking against other LGAs;</li> <li>Consideration and assessment of options using Whittlesea 2040 principles as described on page 20 and summarised in <b>Attachment Six</b>.</li> <li>Exploration of key issues and opportunities.</li> </ul>	Kindergarten Reform Project Board	By September 2021

Item/Action	Details	Who	Timelines
	Options will also explore: <ul style="list-style-type: none"> <li>Working in partnership with early years providers to implement change management strategies and maximise existing infrastructure;</li> <li>Maximising DET owned kindergarten rooms developed on 'school sites';</li> <li>Examining opportunities to increase access to integrated kindergarten (i.e. long day care).</li> </ul>		
Building Blocks Partnership Agreement	Develop the Building Blocks Partnership Agreement.	Kindergarten Reform Project Board  Presented to Council for endorsement prior to signing.	By October 2021
Advocacy	<ul style="list-style-type: none"> <li>As part of Council advocacy agenda, identify potential issues with relevant Victorian Government representatives to support a sustainable approach to the implementation of kindergarten reform in City of Whittlesea</li> </ul>	Council	Ongoing

## CONSULTATION

This report has been informed by ongoing consultation with DET and related authorities in developing the KISP which has enabled important local data to be incorporated into the forecasts rather than more generic modelling.

Council's Early Years team has:

- Engaged in ongoing consultation and collaboration with local kindergarten providers resulting in the report recommendations being grounded in a deep understanding of the issues and opportunities service providers have in response to these reforms.
- Surveyed families regarding their kindergarten intentions and preferences which points to a continued local bias toward sessional kindergarten.
- Engaged with and surveyed some local long day care providers which gives some insights into the issues and opportunities these service providers have in response to kindergarten reform.
- Continued to collaborate with the infrastructure planning and new works program teams to optimise delivery of kindergarten infrastructure considering rapidly changing demand.

Note Council anticipate interest from families and early years stakeholders following release of the KISP by DET; and will continue engagement regarding the KISP and three year old kindergarten reform. It is anticipated the Options Paper will involve community engagement to understand the impacts of various potential future options.

### CRITICAL DATES

Date	Activity
April - May 2021	<ul style="list-style-type: none"> <li>• Execution of KISP</li> <li>• Note: not all Victorian local governments have executed their KISP, but this step will inform future planning</li> </ul>
September – October 2021	<ul style="list-style-type: none"> <li>• Kindergarten Reform Options Paper completed.</li> <li>• Options Paper and draft Building Blocks Partnership Agreement presented to Council for endorsement</li> </ul>
October 2021	<ul style="list-style-type: none"> <li>• Building Blocks Partnership Agreement signed</li> </ul>
January 2022	<ul style="list-style-type: none"> <li>• Five hours per week of universal 3-year-old funded kindergarten commences</li> <li>• 1 x potential proposed 'demand management' project site opens (subject to further negotiation and agreement with external parties).</li> </ul>
January 2023	<ul style="list-style-type: none"> <li>• 5-15 hours per week of universal 3-year-old funded kindergarten commences</li> <li>• 2 x potential proposed 'demand management' project sites open (subject to further negotiation and agreement with external parties).</li> </ul>
January 2029	<ul style="list-style-type: none"> <li>• 15 hours per week of universal 3-year-old funded kindergarten commences</li> </ul>

Table 3: Critical Dates

### FINANCIAL IMPLICATIONS

The KISP is not a funding document nor does it commit either party to funding specific projects.

Infrastructure delivery financial implications will be determined through the Building Blocks Partnership Agreement and proposed Kindergarten Reform Options Paper (which will also have regard to financial sustainability).

Existing financial commitments to kindergarten provision, including infrastructure development, are managed within existing budgets and the 4/15 New Works Program. The emerging projects to meet short term demand summarised in **Attachment Two** (confidential), with a preliminary estimate of likely capital contributions projects summarised in **Table 4** below. These figures exclude operational costs and also any potential leasing costs (under negotiation).



Proposed 'demand management' project	Potential capital contribution <i>(All figures estimates)</i>		Total	Comment
	External funding source	Council		
			\$5.1M	
Project #1	\$1.8M	\$100k (Fit out)	\$1.9M	Council contribution funded from Council's Furniture, Fittings and Equipment (FFE) budget. <i>These figures exclude facility maintenance.</i>
Project #2	\$1.9 M+ (tbc)	\$150k (Fit out)	\$1.9M (tbc)	Council contribution to be confirmed.
Project #3 (Council owned Laurel Street Whittlesea)	Up to \$600k	\$1.3M	\$1.3M	Council contribution funded from 21/22 FY of the 4/15 New Works Program

Table 4: Summary of capital contributions for key proposed 'demand management' projects

The long-term operational impact of a larger number of children accessing kindergarten services and an expanded infrastructure profile has yet to be calculated and will be developed in the Options Paper.

Whilst further analysis is required through the Options Paper, it is anticipated that the service and funding gaps required of Council will be considerable and has the potential to effect universal access to two years of kindergarten for young residents and families. Hence even with recent enhancements to kindergarten infrastructure funding, Whittlesea needs the Victorian Government to address the local impacts of its reform, including:

- The gap between infrastructure funding and the actual reasonable cost of establishing and maintaining facilities;
- The limitations of existing Precinct Structure Plans and Development Contribution Plans;
- Enhanced resourcing of local investment in change management. Whilst DET is investing heavily in change management, their investment is only effective and sustainable when local stakeholders such as Councils can complement this effort.

## POLICY STRATEGY AND LEGISLATION

### *Victorian Government:*

- State Budget 2019/20, Strategy and Outlook, Paper No. 2, announced the commitment to three-year-old kindergarten as part of their 'World Class Education System'
- Building Blocks Infrastructure Strategy 2020
- Education State Early Childhood Reform Plan, 2017 and Roadmap to Reform, 2016 (although these reforms pre-date the introduction of three-year-old kindergarten, they outline the Victorian Government's vision for the early years)

- Precinct Structure Plans
- *Council:*
  - Community Building Strategy
  - Established Areas Infrastructure Plan
  - Early Years Policy
  - Thriving Children, Young People and Families Strategy.

## LINK TO STRATEGIC RISKS

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

Whilst further analysis is required, Council anticipates continuing the current approach to kindergarten infrastructure provision in the context of three-year-old kindergarten Reform through to 2029 will impact upon its' financial sustainability. The Options Paper addressing Council's future role in kindergarten will make recommendations to ensure the future role is sustainable and optimise community outcomes. In the interim, given the momentum and reputational impact of insufficient kindergarten provision, it is proposed that Council continues to progress key proposed 'demand management' projects summarised in **Attachment Two**.

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

Council was already stretched by the challenge of maintaining access to 15 hours of kindergarten for the rapidly growing local population of four-year-olds. This externally driven reform will result in a doubling of the number of children receiving kindergarten by 2029 on top of growth and demand projections based on four-year-old population. Whilst DET has a multi-faceted strategy to support kindergarten providers to optimise service delivery and develop additional infrastructure it is not feasible for growth municipalities to achieve universal access to kindergarten with the current outdated planning tools and frameworks which pre-date the current Reform.

The Options Paper will make recommendations to ensure its future role is sustainable and delivers local access to this universal service.

### **Strategic Risk** *Life Cycle Asset Management - Failure to effectively plan for the construction, on-going maintenance and renewal of Council's assets*

Council already owns and maintains 37 kindergarten facilities, and some are at the end of their effective life or no longer meet current service requirements – for instance, many older rooms only accommodate 30 children and current funding is optimal for 33 children per room. The need to maintain these assets was addressed by the adoption of the Established Areas Infrastructure Plan in 2017 which ensures existing infrastructure will be progressively maintained and refurbished. As this plan pre-dates the roll out of three year old reform, individual project scopes are being reassessed on a case by case basis to identify whether there is an opportunity to explore the extent to which additional capacity can be offset by DET/VSBA's enhanced capital grants.

The Options Paper will make recommendations to ensure future asset management decisions deliver long term local access to this universal service.

### **Strategic Risk** *Community and Stakeholder Engagement - Ineffective stakeholder engagement resulting in compromised community outcomes and/or non-achievement of Council's strategic direction*

Council's response to kindergarten reform will impact on all families with young children and there may be an opportunity cost analysis associated with future models. In most municipalities, the local Council is the backbone of access to sessional kindergarten and bears the brunt of the community's expectation that they will have local access to kindergarten for their children. Therefore, community engagement will need to occur to understand the impacts of various potential future roles. The Options Paper will undertake appropriate engagement and consultations to inform recommendations.

It is also essential that Council maintain an effective and collaborative relationship with DET and other relevant agencies at political, executive and officer level in order to get the best community outcome as these agencies implement the three-year-old reform.

## LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

<b>Goal</b>	<b>Strong local economy</b>
<b>Key Direction</b>	<b>Education opportunities for all</b>

There is clear national and international evidence that two years of kindergarten delivered by qualified teachers deliver lifelong benefits to the child and the community. As detailed in **Attachment Three**, it has been estimated that for every dollar invested in kindergarten, the community receives a lifelong benefit of two dollars.

This compelling evidence of benefit needs to be balanced against whose role it is to invest in these outcomes and the capacity of the various contributors to contribute. Local governments in Victoria have traditionally invested heavily in kindergarten provision and infrastructure but growth Councils cannot subsidise access to the significant expansion of this universal service.

Under the Community Vision – W2040 – A place for all, Council's choices in responding to kindergarten reform needs to balance all the other needs and opportunities within the community.

Therefore, the proposal to undertake a principle-based review of Council's current and future role in kindergarten will enable a careful assessment of how Council can best respond to kindergarten reform and continue to make a balanced response to delivering the community vision.

## 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

Three-year-old Reform presents a significant opportunity to address systemic disadvantage in Whittlesea over the next decade. Council's role to date means it is well positioned to play a significant role in achieving community outcomes and benefits. However, the scale and resources required are considerable and Council will need to carefully address its operational and financial capacity to ensure that this commitment is sustainable in the long term.

In addition, DET and Council has undertaken significant research to prepare the KISP which is presented to Council for noting and execution by Council's CEO.

The next 6 months will be critical for Council to review its current and future role in response to these reforms. Whilst three-year-old kindergarten reform was initially announced in early 2019, the release of the Building Blocks Infrastructure Strategy in March 2020 has provided additional details about how aspects of the Reform will be implemented between now and 2029. The Options Paper will inform Council's future role in kindergarten, will enable a careful assessment of how Council can best respond to kindergarten reform and continue to make a balanced response within the context of delivering the Whittlesea 2040 community vision.

In order to meet the emerging kindergarten demand required in 2022 and 2023, it is proposed that Council endorse that the CEO progresses key 'demand management' projects; and that Council makes information regarding these projects publicly available as soon as practical (pending DET's release of the KISP and agreement with external parties).

### RECOMMENDATION

**THAT Council resolve to:**

- 1. Note the Whittlesea Kindergarten Infrastructure and Services Plan described in Attachment One, (confidential) and that it will be jointly signed by the City of Whittlesea Chief Executive Officer and the Department of Education and Training.**
- 2. Note Council will undertake additional research and prepare a Kindergarten Reform Options Paper which includes an analysis of demand implications on Council's future potential roles and associated operational and capital costs.**
- 3. Note a report will be presented to Council for consideration by no later than October 2021 which includes the Kindergarten Reform Options Paper and a set of associated recommendations to inform a Building Blocks Partnership Agreement between Council and Department of Education and Training.**
- 4. Endorse the Chief Executive Officer to progress key projects described in Attachment Two (confidential) to ensure demand for three and four-year-old kindergarten can be met over the next 18-24 months.**
- 5. Note Council will continue community engagement and information provision about three-year-old kindergarten reform and demand management projects once the Department of Education and Training release the Whittlesea Kindergarten Infrastructure and Services Plan on their website.**
- 6. Note advocacy opportunities to address the local impacts of this reform will be considered as part of Council's advocacy agenda.**

### COUNCIL RESOLUTION

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

**THAT Council resolve to adopt the Recommendation.**

**CARRIED**



## EARLY CHILDHOOD EDUCATION

# TWO YEARS OF QUALITY KINDERGARTEN: WHAT DOES THE EVIDENCE SAY?

- Neuroscience shows that early brain development is critical in shaping the learning, development, health and wellbeing of children, and impacts on their future life opportunities.
- Social science shows that quality early childhood education improves children's outcomes before, during and after the school years, and that two years of kindergarten have a greater impact than one.
- International studies suggest 15 hours per week is the optimal number of hours in an early childhood education program in order to have a positive impact on children's learning and development.

## EARLY CHILDHOOD EDUCATION MATTERS

The first years of life see children's brains undergo tremendous growth. Researchers estimate that babies' and toddlers' brains form more than one million new neural connections every second. By the time a child turns five, around 90 per cent of a child's brain development has already occurred.<sup>1</sup>

Neurobiology shows how the early years of development establish the basic structures of the brain.<sup>2</sup> A child's relationships, experiences and environment during these years create neural pathways that have a long-lasting influence on health, wellbeing, behaviour and learning. While genes provide the initial map for the brain, the significant 'wiring' that occurs early in life effectively programs a child's development.<sup>3</sup>

Once these patterns are set, they can be difficult to change.<sup>4</sup>

Research also shows that a child's brain is primed for certain events and experiences to happen at particular times. These developmental stages build on each other, with each newly acquired skill helping to develop the next.<sup>5</sup>

When a child receives the right support at the right time, this lays a strong foundation for healthy development. Around the time a child turns three, there is a key window of opportunity to optimise their learning and development, and in particular, their social and emotional wellbeing. The development of language skills helps children to develop strong social skills. A child's experiences during these years make a significant difference to their future learning and life outcomes.<sup>6</sup>

Between the ages of three and five, children experience a critical period in the development of their self-regulation. Children develop skills that help them to manage their emotions and behaviour, build resilience and persistence, form positive relationships and focus their attention.<sup>7</sup> We know that these attributes make a significant difference to children's learning at school.<sup>8</sup> Researchers also consider that these skills and dispositions to learning are vital in enabling children to navigate and adapt to the numerous changes they are likely to encounter in their future careers.<sup>9</sup>

<sup>1</sup> Commonwealth Government. (2017). *Your child and neuroscience: Learning potential*.

<sup>2</sup> McCain, M.N., Mustard, J.F. & Shanker, S. (2007). *Early years study 2: Putting science into action*. Toronto, ON: Council for Early Child Development.

<sup>3</sup> Moore, T.G. et al. (2017). *The first thousand days: An evidence paper – summary*. Parkville, Victoria: Centre for Community Child Health, Murdoch Children's Research Institute.

<sup>4</sup> Center on the Developing Child at Harvard University. (2012). *Executive Function: Skills for Life and Learning (in Brief)*.

<sup>5</sup> Winter, P. (2010). *Engaging families in the early childhood development story. Neuroscience and early childhood development*: A national project conducted on behalf of the Ministerial Council for Education, Early Childhood Development and Youth Affairs.

<sup>6</sup> Raver, C.C. & Knitzer, J. (2002). *Ready to enter: what research tells policymakers about strategies to promote social and emotional school readiness among three- and four-year-old children*. Promoting the Emotional WellBeing of Children and Families Policy Paper No. 3. New York: National Center for Children in Poverty, Columbia University.

<sup>7</sup> Center on the Developing Child at Harvard University. (2014). *A Decade of Science Informing Policy: The Story of the National Scientific Council on the Developing Child*.

<sup>8</sup> Phillips, D. et al. (2017). *Puzzling it out: The current state of scientific knowledge on pre-kindergarten effects – A consensus statement*. Washington DC: Brookings Institution.

<sup>9</sup> The Foundation for Young Australians. (2017). *The New Work Smarts: Thriving in the New Work Order*. FYA's New Work Order report series. Sydney, Australia: The Foundation for Young Australians.



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Skills such as the ability to communicate well, think critically, solve problems, get along and co-operate with others, and control emotions are strongly linked with positive outcomes during the school years and throughout life.<sup>10</sup>

The best outcomes for children come about through combining sustained positive parenting with high-quality early childhood education.<sup>11</sup>

## TWO YEARS ARE BETTER THAN ONE

Quality early childhood education and positive relationships with early childhood professionals are linked to improved outcomes in areas that matter for success later in life, including those related to language, literacy, numeracy, and social and emotional wellbeing.<sup>12</sup>

There is national and international evidence that quality kindergarten programs lay the foundation for success at school, with attendance for more than one year strongly linked to more positive results. For example:

- A United Kingdom study showed that students who attended two to three years of kindergarten had better development in language, pre-reading, early number concepts, independence, concentration and social skills when they started school. At the end of school, they had higher exam scores, better grades in English and maths, and took more final year exams. They also had better social behaviours and self-regulation.<sup>13</sup>
- The study also showed an “achievement gap” of nearly one-and-a-half years between children who attended more than one year of kindergarten, and those who attended for one year or less.<sup>14</sup>
- Analysis of 2015 Programme for International Student Assessment (PISA) results showed that student performance at age 15 is strongest among children who attended early childhood education for at least two years.<sup>15</sup>

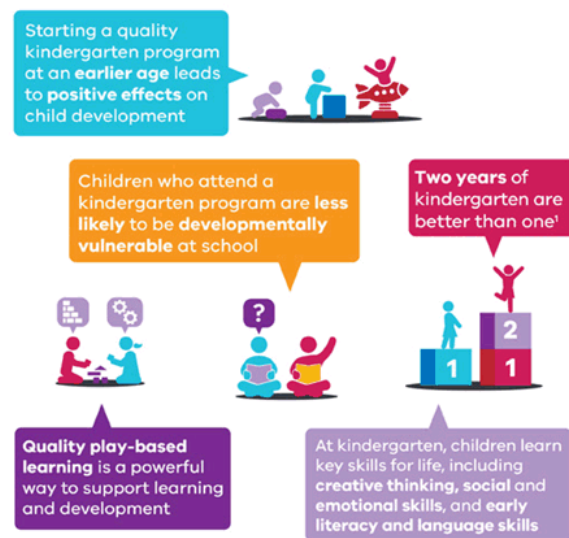
In light of the evidence, key educational research bodies have concluded that two years of high-quality kindergarten is a proven strategy for lifting children’s outcomes across all learning domains.<sup>16</sup>

Moreover, two years of kindergarten has an even stronger positive effect on children from disadvantaged backgrounds.<sup>17</sup>

## NUMBER OF HOURS PER WEEK

As part of its ‘Two Years are Better than One’ study, Australia’s Mitchell Institute concluded that 15 hours per week is the optimal number of hours in an early childhood education program in order to have a positive impact on children’s learning and development.<sup>18</sup> The Institute also recognised that many other countries offer closer to 20 to 30 hours per week.<sup>19</sup>

A UNICEF report on early childhood services in OECD countries established that 15 hours per week reflects the general expert consensus.<sup>20</sup> A longitudinal study in the United States found that at least 15 hours per week was necessary for substantial impacts on cognitive outcomes, and that outcomes were optimised when children started before age four.<sup>21</sup>



<sup>1</sup> Starting Strong 2017, Organisation for Economic Co-operation and Development (OECD)

<sup>10</sup> Britto, P. R. (2017). *Early moments matter for every child*. New York, NY: United Nations Children’s Fund (UNICEF).  
<sup>11</sup> Pascoe, S. & Brennan, D. (2017). *Lifting Our Game: Report of the Review to Achieve Education Excellence in Australian Schools through Early Childhood Interventions*. Melbourne, Victoria: State of Victoria.  
<sup>12</sup> Tayler, C. (2016). *The E4Kids Study: Assessing the effectiveness of Australian early childhood education and care programs*. Overview of findings at 2016. Final report to the Partner Organisations of the Effective Early Educational Experiences (E4Kids Study).  
<sup>13</sup> Sammons, P., Sylva, K., Melhuish, E., Siraj, I., Taggart, B., Toth, K. & Smees, R. (2014). *Effective Pre-School, Primary and Secondary Education Project (EPPSE) Research Report: Influences on students’ GCSE attainment and progress at age 16*. London: Department for Education.  
<sup>14</sup> *ibid.*  
<sup>15</sup> Organisation for Economic Co-operation and Development (OECD). (2017). *Starting Strong 2017: Key OECD Indicators on Early Childhood Education and Care*. Paris: OECD Publishing.  
<sup>16</sup> Fox, S., & Geddes, M. (2016). *Preschool – Two years are better than one: Developing a preschool program for Australian 3 year olds – evidence, policy and implementation*. Mitchell Institute Policy Paper No. 03/2016. Melbourne, Victoria: Mitchell Institute.  
<sup>17</sup> NICHD Early Child Care Research Network & Duncan, G.J. (2003). ‘Modelling the impacts of child care quality on children’s preschool cognitive development’. *Child Development*, 74, 1454-75.  
<sup>18</sup> Fox, S., & Geddes, M. (2016). *Preschool – Two years are better than one: Developing a preschool program for Australian 3 year olds – evidence, policy and implementation*. Mitchell Institute Policy Paper No. 03/2016. Melbourne, Victoria: Mitchell Institute.  
<sup>19</sup> *ibid.*  
<sup>20</sup> Bennett, J. (2008). *Benchmarks for early childhood services in OECD countries*. Innocenti Working Paper 2008-02. Florence, Italy: UNICEF Innocenti Research Centre.  
<sup>21</sup> Loeb, S et al. (2007). ‘How Much is Too Much? The Influence of Preschool Centers on Children’s Social and Cognitive Development’. *Economics of Education Review*, 26:1.

Quality kindergarten programs are designed to be flexible and responsive to individual and groups of young children. Session times of longer duration can be designed with a mixture of more active and quieter experiences offered throughout the day, to allow children the opportunity to rest and recharge as they need to, while still presenting an engaging and stimulating learning environment.

### IMPROVING OUTCOMES FOR ALL CHILDREN

High quality kindergarten can help ensure that all children get a strong start in life. It has an even greater impact for children experiencing vulnerability and disadvantage, and can help to close achievement gaps at the start of school.<sup>22</sup>

Analysis of the Australian Early Development Census (AEDC) found that children who attended some form of early childhood education before starting school were half as likely to have developmental vulnerabilities when they started school, when compared to children who did not attend an early learning program.<sup>23</sup>

Developmental vulnerability when starting school can affect children's ability to engage with education, with these children being more likely to leave school without being ready for work.<sup>24</sup>

Unfortunately, research shows that families experiencing disadvantage generally have access to fewer hours and lower quality early childhood education and care programs.<sup>25</sup>

Universal access to a kindergarten program, rather than one targeted for particular cohorts, has benefits for all children. Children experiencing vulnerability and disadvantage are more likely to attend universal kindergarten because it is more available, and enrolment and attendance are normalised. A universal kindergarten program is also associated with improved outcomes for all children, regardless of their background.<sup>26</sup>



<sup>22</sup> E4 Kids, University of Melbourne  
<sup>23</sup> Effective Pre-school, Primary and Secondary Education Project, Department for Education, United Kingdom  
<sup>24</sup> A Smart Investment for a Smarter Australia, PricewaterhouseCoopers & The Front Project

### THE BIG PICTURE

Evidence shows investment in early childhood education results in positive effects across society. It can help to strengthen the economy by developing a more highly skilled, productive and higher paid workforce. Intervening early reduces the need for more expensive interventions later in life, and decreases future government spending on health, welfare and justice.<sup>27</sup>

Foundational research by Nobel Prize-winning economist James Heckman showed that investing in early childhood education is a cost-effective strategy for promoting economic growth.<sup>28</sup> Recent research confirms that this is also true in an Australian context.<sup>29</sup>

Investment in early learning can also have significant benefits for society, including greater social cohesion, reduced inequality, and a healthier, happier and more resilient community.<sup>30</sup>

<sup>22</sup> Pascoe, S. & Brennan, D. (2017). *Lifting Our Game: Report of the Review to Achieve Education Excellence in Australian Schools through Early Childhood Interventions*. Melbourne, Victoria: State of Victoria.  
<sup>23</sup> Goldfeld, S. et al. (2016). 'The Role of Preschool in Promoting Children's Healthy Development: Evidence from an Australian Population Cohort', *Early Childhood Research Quarterly*, vol. 35, pp. 40-8.  
<sup>24</sup> O'Connell, M., Fox, S., Hinz, B. & Cole, H. (2016). *Quality Early Education for All: Fostering creative, entrepreneurial, resilient and capable learners*. Mitchell Institute policy paper No. 01/2016. Melbourne, Victoria: Mitchell Institute.  
<sup>25</sup> Tayler, C. (2016). *The E4Kids Study: Assessing the effectiveness of Australian early childhood education and care programs*. Overview of findings at 2016. Final report to the Partner Organisations of the Effective Early Educational Experiences (E4Kids Study).  
<sup>26</sup> Bartik, T. (2014). *From Preschool to Prosperity: The Economic Payoff to Early Childhood Education*, WE Focus Series, WE. Kalamazoo: Upjohn Institute for Employment Research.  
<sup>27</sup> PricewaterhouseCoopers Australia. (2019). *A Smart Investment for a Smarter Australia*. Melbourne, Victoria: The Front Project.  
<sup>28</sup> Heckman, J. (2004). 'Invest in the Very Young', Tremblay RE, Barr RG, Peters RDeV, eds. *Encyclopedia on Early Childhood Development*.  
<sup>29</sup> PricewaterhouseCoopers Australia. (2019). *A Smart Investment for a Smarter Australia*. Melbourne, Victoria: The Front Project.  
<sup>30</sup> *ibid.*

## QUALITY COUNTS

Quality in early childhood education is influenced by the practice of early childhood teachers and educators, and the everyday experience of children in early learning settings.

The Victorian Early Years Learning and Development Framework (VEYLDF) is the approved learning and development framework for kindergarten services in Victoria. The VEYLDF focuses on early experiences and learning from birth, and gives best practice advice to early childhood professionals on ways to support children and families through the first eight years of a child's life.

You can view the VEYLDF at: <https://www.education.vic.gov.au/Documents/childhood/providers/edcare/veylframework.pdf>.

Evidence shows that programs must be high quality to achieve significant, lasting impact on children's development and learning.<sup>31</sup> High quality programs include warm, nurturing relationships and interactions between children and educators, play-based approaches using both child-led and intentional teaching strategies, and engaging learning environments.

As part of its work to support the roll-out of Three-Year-Old Kindergarten, the Department of Education and Training will be assisting services and early childhood professionals to plan and deliver age-appropriate, quality programs that align with the VEYLDF.

## HOW UNIVERSAL ACCESS TO THREE-YEAR-OLD KINDERGARTEN CAN MAKE A DIFFERENCE

A funded kindergarten program is different from other early learning opportunities. It is designed to make sure all children have access to the three elements associated with significant and sustained effects on children's learning and development outcomes:

- the number of hours of programming, or 'dosage', with more hours being associated with improved outcomes
- delivery by a degree-qualified teacher
- access to additional funding and practical support to help services provide a high quality program and ensure children get the most out of their early learning (e.g. School Readiness Funding, Kindergarten Inclusion Support, Preschool Field Officers and Pre-Purchased Places).

The Victorian Government's introduction of funded Three-Year-Old Kindergarten means more children will have opportunities to participate in a program led and delivered by a qualified teacher, and fewer will miss out due to financial barriers.

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<sup>31</sup> Taylor, C. (2016). *The E4Kids Study: Assessing the effectiveness of Australian early childhood education and care programs. Overview of findings at 2016. Final report to the Partner Organisations of the Effective Early Educational Experiences (E4Kids Study).*



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**ATTACHMENT FOUR: METHODOLOGY**

The estimated Three and Four-Year-Old Kindergarten places used in KISP have been agreed between Whittlesea City Council and the Department, and were informed by:

Assumptions	City of Whittlesea Actions
Estimates developed by the Department which draw on a range of inputs, including population forecasts, current enrolments and results from the Kindergarten Capacity Assessment Program (KCAP), conducted in 2019.	CoW validated data that DET provided and initial assumptions have been updated with local knowledge
The estimated capacity of new services that are planned to open in the LGA (Section 2 – inclusive of facilities opening in 2022. Does not include known planned facilities in Precinct Structure Plans, Councils EAIP or KOSS’s from 2023. Those will be reflected in future revised KISP’s.)	CoW validated data and provided knowledge on current planning applications which has been incorporated into the KISP.
Local knowledge and context provided by the Local Government (Section 3) that explains particular issues and trends in their area.	Extensive information has been provided of greatest significance and impact was updating figures to reflect actual local split between sessional and integrated kindergarten.
The approach to optimising utilisation of existing services in the LGA (Section 4.4). Assumptions were made by DET about the progressive rollout of hours from 5 – 15. Estimates used were conservative to factor in time for the sector to expand. Those assumptions are unlikely to capture actual LGA variations or sector requirements.	CoW was able to negotiate and agree on what we believe to be a locally achievable approach to optimising existing services which has been incorporated into the KISP.
Other sources, such as modelling undertaken by Local Governments and local data.	CoW conducted its own surveys with families and providers and access data from sources such as the Urban Economics – Occupancy and Performance Appraisal: Early Childhood Education and Care Sector (2018) to inform and amend assumptions made initially.



**Attachment Five: Current Council role**

Council currently performs a number of key roles in relation to sessional kindergarten provision that form the basis for a number of opportunities as three-year-old kindergarten reform is implemented. The roles are summarised in the table below.

<b>Role</b>	<b>Description</b>
Infrastructure planning and delivery	For new facilities in both the growth and established areas and redevelopment of existing assets inclusive of planning, design and the commissioning phases. This role is also inclusive of supporting long day care centre planning permit application assessments.
Facility leasing, ownership and maintenance	<p>Council doesn't directly operate /deliver kindergarten programs but subsidises the service by charging peppercorn rent.</p> <p>Council engages not-for-profit providers via an Expression of Interest (EOI) process and offers a lease, providing Council leverage to influence service provision models and quality. There are currently 37 Council owned facilities (due to increase to 39 in 2022). The programs are run by not-for-profit providers, including:</p> <ul style="list-style-type: none"> <li>○ Committees of Management (41%)</li> <li>○ Early Years Managers (35%)</li> <li>○ Not-for-profit organisations (16%)</li> <li>○ Schools (8%).</li> </ul>
Kindergarten Central Application Scheme (KCAS):	Administration of the scheme which, as of 2022, includes three-year-old kindergarten applications and is inclusive of enrolment capacity planning with the kindergarten management bodies to ensure adequate supply of places.
Service system and workforce development	Delivery of a training and development program for staff in both sessional kindergarten and long day care programs. Council has also supported the local sector with a program of workforce development, attraction and retention. This is important because there is a shortage of qualified staff and the sector is competing with primary schools and other localities. Council committed to this role when it resolved to exit the support of early years childhood special needs integration in 2015.
Change management, partnership and engagement	With kindergarten providers inclusive of open forums and an external reference group. This has been important to support the local sector contend with ongoing reform agenda of both State and Federal Governments.



## Whittlesea 2040 Principles

*To achieve this vision, we will:*

<b>Plan</b>	<b>Description</b>
<b>Plan Strategically</b>	Use evidence to inform decision making for the future
<b>Engage Civil Society</b>	Provide opportunities for people to exercise civil responsibility & participate in local democracy
<b>Facilitate partnerships and collaboration</b>	Together with residents, not for profit organisations, businesses and all levels of government
<b>Advance shared advocacy</b>	Advocate priorities with the community and partners
<b>Support local community leadership</b>	Support community lead initiatives and solutions
<b>Promote equity, access and inclusion</b>	Address systemic disadvantage and ensure the distribution of resources delivers equitable outcomes
<b>Focus on prevention</b>	Timely investment and interventions that are enduring and strengthen capacity to avoid issues arising or escalating.
<b>Take a Based-Placed approach</b>	With planning and delivery, inclusive of local community aspirations and promote local opportunities for people to connect, learn, work and play
<b>Be innovative</b>	Seek new ways to improve how we work and the outcomes we achieve
<b>Adopt new technology</b>	To deliver quality customer experience and improve efficiencies
<b>Monitor our progress</b>	To work towards our goals and community outcomes



## FACT SHEET



# CAPACITY BUILDING STREAM OVERVIEW

Building Blocks is critical to support the roll out of funded Three-Year-Old Kindergarten across the state and to help meet the growing demand for Four-Year-Old Kindergarten.

Grants support local councils and early learning providers to build, expand and improve kindergartens or make them more inclusive.

### Introducing building blocks

Building Blocks is a planning and funding program run by the Victorian Government to help deliver the early childhood infrastructure Victoria needs over this decade.

Building Blocks grants simplify and replace previous grant schemes - the Children's Facilities Capital Program and the Inclusive Kindergartens Facilities Program – used to upgrade our kindergarten services and make them more inclusive.

Those programs funded upgrades to buildings and playgrounds and invested in equipment that made a big difference to how Victorian kindergarten services meet the educational and social needs of children with disabilities.

Building Blocks grants will still achieve those goals, while being better equipped to create the extra kindergarten places we need for the future.

There are three grant streams – capacity building, improvement and inclusion.

Improvement grants provide funding for upgrades and minor expansions to early learning facilities, or investment in IT equipment.

Inclusion grants provide funding to upgrade facilities, or purchase equipment, to provide safe and inclusive environments for children of all needs and abilities.

### Capacity building stream

Funding is available for projects that create additional places for funded Three and Four-Year-Old Kindergarten by building new, or expanding existing infrastructure.

There are four grant categories available:

- Integrated Children's Centre Grant
- New Early Learning Facility Grant
- Modular Kindergarten Facility Grant
- Expansion Upgrades Grant



TABLE 1: OVERVIEW OF CAPACITY BUILDING STREAM GRANTS

Grant type	Maximum grant	Minimum requirements
<b>Integrated Children's Centre</b>	\$2 million (ex GST) For projects seeking a smaller increase to licenced places, the maximum grant allocation may be reduced.	<ul style="list-style-type: none"> <li>At least 66 licensed places, based on two rooms for three and four-year-old children. This can be sessional or integrated</li> <li>Long day care (unless evidence shows there is no projected local demand)</li> <li>Maternal and child health services</li> <li>Allied health services for early years</li> <li>Family services</li> <li>Flexible, multi-purpose spaces and services to meet local community needs, including one or more of the following:                             <ul style="list-style-type: none"> <li>supported playgroups or community parent-led playgroups</li> <li>parenting groups or programs</li> <li>occasional care</li> <li>family day care program coordination</li> <li>counselling services</li> <li>community meeting spaces</li> <li>outside school hours care</li> <li>adult education programs</li> </ul> </li> </ul>
<b>New Early Learning Facility</b>	\$1.5 million (ex GST) For projects seeking a smaller increase to licenced places, the maximum grant allocation may be reduced.	<ul style="list-style-type: none"> <li>At least 66 licensed places, based on two rooms for three and four-year-old children (this can be sessional or integrated)</li> <li>Must be a completely new building</li> <li>Proposals may also support the delivery of other services, including long day care, maternal and child health services, or playgroups.</li> </ul>
<b>Modular Kindergarten Facility</b>	Up to \$750,000 (ex GST) for one room. Up to \$1.5 million (ex GST) for two rooms.	<ul style="list-style-type: none"> <li>At least 33 licensed places, based on one room, or at least 66 places based on two rooms for three and four-year-old children. This can be sessional or integrated.</li> <li>Proposals may also support the delivery of other services, including long day care, maternal and child health services, or playgroups.</li> </ul>
<b>Expansion Upgrades</b>	\$600,000 (ex GST) Projects seeking the maximum grant contribution should increase licenced capacity by 22 approved places.	<ul style="list-style-type: none"> <li>An increase in the number of licenced places for a funded three and/or four-year-old kindergarten program.</li> <li>Improve the quality of the learning environment at existing facilities.</li> <li>Renovated and refurbished facilities must be used to deliver a funded three and four-year-old kindergarten program.</li> </ul>

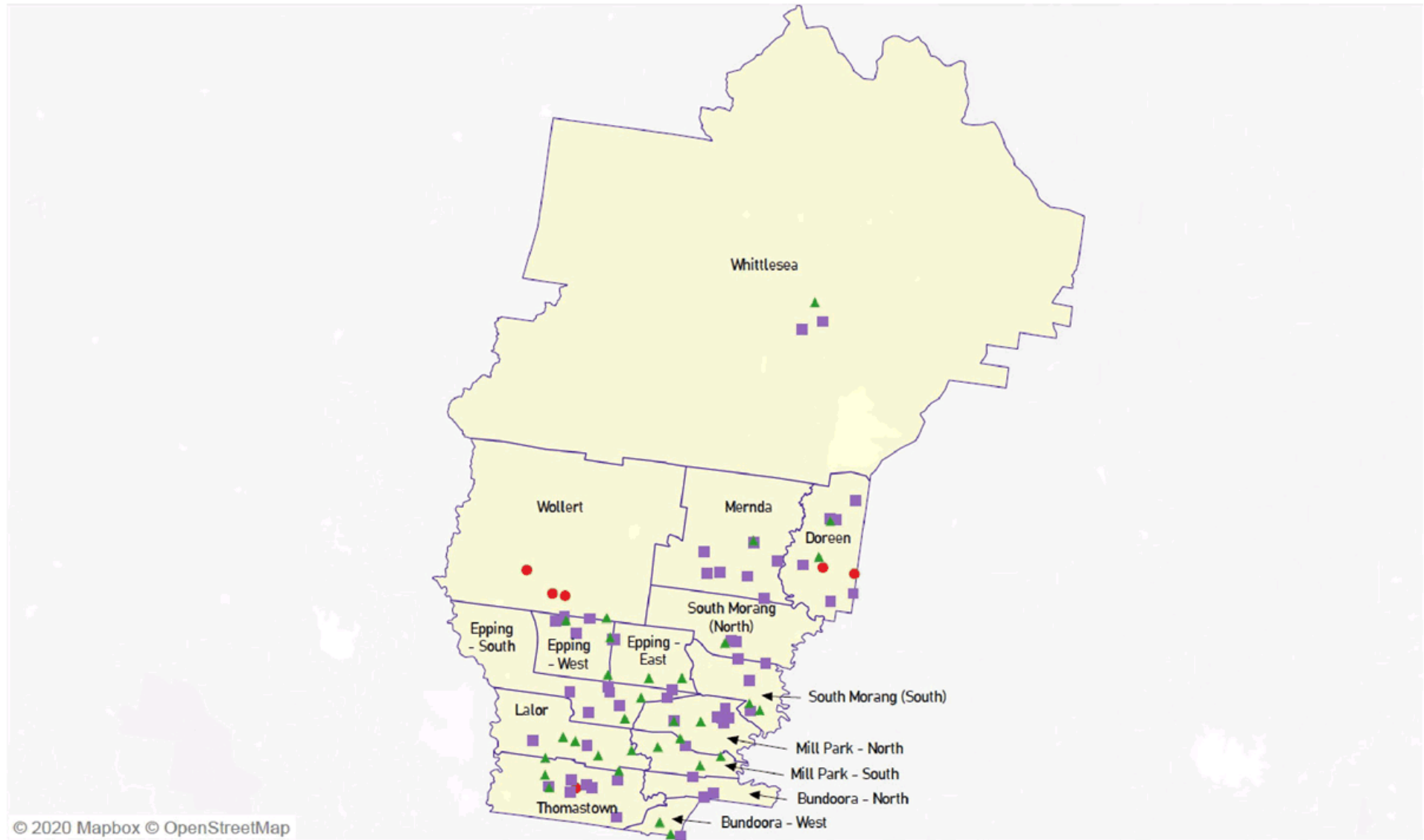
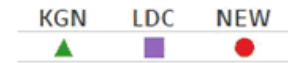
The funding levels provided in the table are based on services containing two 33-place kindergarten rooms. Larger services may be eligible for additional state funding beyond the specified amounts. This will be considered on a case-by-case basis.





# Early Childhood Services in Victoria

LGA  
Whittlesea (C)





## 6.4 SUSTAINABLE ENVIRONMENT

### ITEM 6.4.2 FOR DECISION - CONTRACT 2018-23 - PRE-BOOKED KERBSIDE GREEN WASTE COLLECTION SERVICE - CONTRACT VARIATION REPORT

**Attachments:** 1 **Contract 2018-23 - 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 Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released. The attachment contains information regarding Council's position in relation to a proposed variation to a Council contract that could reasonably be expected to confer a commercial advantage on a person with whom the Council is conducting business and would diminish the strength of Council's position in these negotiations.

**Responsible Officer:** Director Infrastructure & Environment

**Author:** Senior Waste Services Officer

#### RECOMMENDATION SUMMARY

In relation to Contract No. 2018-23 for Pre-Booked Kerbside Green Waste Collection Service, it is recommended that Council:

- Approve a variation of \$223,779.28 (excluding GST) making a revised contract sum of \$624,729.28 (excluding GST).
- Approve extension of the contract end date by twelve months, to 30 June 2022.
- Note the funding arrangements detailed in the confidential attachment.

#### BRIEF OVERVIEW

- Contract No. 2018-23 for Pre-Booked Kerbside Green Waste Collection Service was awarded to Contract Tree Services Pty Ltd.
- The contract commenced on 1 July 2019 for an initial term of two years, ending on 30 June 2021.
- Contract extension options are available (of any time period) are available through to 30 June 2024.
- An extension is sought to 30 June 2022 to continue the delivery of this service which necessitates a variation to the contract amount of \$223,779.28 (excluding GST).
- Minor amendments have been made to the terms and conditions of the contract to cater for the increased service demand in the rural areas of the municipality.
- Council's Towards Zero Waste Strategy (the Strategy) is currently under development. The additional one-year extension will allow the appropriate time to evaluate the objectives of this service against the goals of the Strategy, explore further options for collaboration with regional local governments that have a similar service, and prepare of a new tender that aims to deliver best value outcomes for the community.

#### RATIONALE FOR RECOMMENDATION

The contractor's prices were benchmarked against other municipalities, and it is considered that the capped lump price offers best value to Council.

Furthermore, the combination of population growth across the municipality and the increased awareness of the service has applied pressure on the delivery of this service. Waiting times have therefore increased in the rural areas, and it is recommended to amend the urban-to-rural delivery ratio to increase the rural supply to meet this demand.

#### **IMPACTS OF RECOMMENDATION**

The amendment to the urban-to-rural delivery ratio will allow for residents in the rural areas to access the Pre-Booked Kerbside Green Waste Collection Service with less waiting time per booking. By adhering to the increasing service demand, this will also ensure that applicable organic material (e.g. tree branches) is diverted from landfill.

#### **WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS**

Due to the increase in service demand, this amendment will carry additional costs for travel and productivity. It is therefore proposed to increase the lump sum price by a further 11.24 per cent to cover these costs. This increase has been calculated based off the tendered unit rates and the percentage difference of the service delivery (urban-to-rural) ratio between the current and proposed service provisions.

<b>REPORT</b>
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**BACKGROUND**

Currently, over 80 per cent of residents reside in separate housing (id.Community Profile, 2016) and are therefore responsible for the external maintenance of their properties. The 2019 Annual Household Survey results also demonstrate that over one third of residents grow fruit or vegetables on their properties.

The Pre-Booked Kerbside Green Waste Collection Service (the service) is a highly utilised kerbside service which compliments Council's successful opt-in, user-pays food and organics kerbside (FOGO) service. The provision of this service aligns strongly with the objectives of Whittlesea 2040, where Council seeks to be a leader in clean, sustainable living.

The service may also provide an alternative option for tenants who may not have access to the FOGO service. Similarly, some households may not have the means of transport to drop off their garden and organic waste to processing facility. The service provides an accessible alternative for households in this category.

Contract 2018-23 for Pre-Booked Kerbside Green Waste Collection Service was awarded to Contract Tree Services Pty Ltd, and commenced on 1 July 2019 for an initial term of two years, ending 30 June 2021.

Contract extension options (of any time period) are available through to 30 June 2024.

**CONTRACT PERFORMANCE**

The contract has been performing satisfactorily to date and this is reflected by the number of total collections and tonnages represented in the table below.

Financial Year	2019-20	2020-21 <sup>1</sup>	Total <sup>1</sup>
Collections	8,924	9,393	18,317
Tonnages	478	535	1,013

<sup>1</sup>The values for the 2020/21 financial year have been extrapolated to 30 June 2021 using the latest actual figures.

A significant increase in uptake of the service has been experienced in the rural setting (since contract inception), and therefore the lead times associated with the rural north have grown over the life of the contract.

A financial summary of the contract is provided in the confidential attachment.

**VARIATION AND EXTENSION REQUEST**

It is proposed that the contract be extended for twelve months to allow for review preparation of a new tender that will explore the following:

- A review of kerbside waste management and resource recovery services (including a review of the feasibility of this service moving forward),
- Identification of potential collaborative procurement opportunities, and
- The alignment of objectives of the draft Towards Zero Waste Strategy 2021-2030.

This additional one-year extension will also allow for the appropriate time to consult and engage with other regional local governments that provide a similar service and prepare a new tender that aims to deliver best value outcomes to the community and the region.

It is also proposed within the draft Towards Zero Waste Strategy 2021-2030 to implement the FOGO service municipal wide by the 2022/23 financial year; and once implemented municipal wide, the FOGO kerbside service is projected to revert to a weekly collection service by the. The extension request will allow time to explore the requirement and feasibility of the pre-booked green waste collection service moving forward.

The contractor's prices have been checked and are considered competitive and it is considered that the capped lump price offers best value to Council. It is therefore proposed to extend the contract term to 30 June 2022, with amendments made to the urban-to-rural deliver ratio to cater for the increasing rural demand.

Further details of the requested variation are provided in the confidential attachment.

### **FINANCIAL IMPLICATIONS**

The extension of the contact by one year necessitates a variation of \$223,779.28 (excluding GST). There is an allocation of funds in the proposed 2021/22 annual budget to provide for this extension period. Further financial details are provided in the confidential attachment.

### **LINK TO STRATEGIC RISKS**

#### **Strategic Risk** *Climate Change - Failure to mitigate or adapt to the risks of climate change*

Landfills pose a risk of increased greenhouse gas emissions via the build-up of methane during the waste decomposition phase. Organic material, such as tree branches, contributes to the generation of methane gas within a landfill and therefore removal this material reduces the risk of methane gas generation. Furthermore, providing an alternative use of tree branches via composting into a soil product also contributes to reducing greenhouse gas emissions.

### **LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN**

**Goal**                                  **Sustainable environment**

**Key Direction**                      **Leaders in clean, sustainable living**

The service reduces the risk of illegal dumping of garden waste as it provides a means for residents to place bundled branches outside their property for kerbside collection.

This service also reduces waste to landfill by providing an alternative to residents who may not have an opt-in, user-pays food and organics bin, and / or who may have used the general waste bin to dispose of branches instead.

Finally, the mulched bundled branches are either sent to the local green waste facility where they are composted and turned into a saleable garden soil product, or alternatively mulch is donated to local schools to utilise on garden beds.

### **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

Council is committed under Whittlesea 2040 to be leaders in clean, sustainable living.

Extension of the pre-booked kerbside green waste collection service is sought, in accordance with the contract's term and conditions and Council's applicable policy and procedures, to ensure that the service can continue to divert garden and organic waste material from landfill and meet the growing needs of all residents.

The additional one-year extension period will allow for appropriate time to review the objectives of the service against the draft Towards Zero Waste Strategy 2021-2030, engage with regional local government partners that provide a similar service and prepare a new tender that aims to deliver best value outcomes to the community and region.

## RECOMMENDATION

**THAT Council resolve, in relation to Contract No. 2018-23, for Pre-booked Kerbside Green Waste Collection Service to:**

1. **Approve a variation of \$223,779.28 (excluding GST) making a revised contract sum of \$624,729.28 (excluding GST).**
2. **Approve extension of the contract end date by twelve months, to 30 June 2022.**
3. **Note the funding arrangements detailed in the confidential attachment.**

## COUNCIL RESOLUTION

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

**THAT Council resolve to adopt the Recommendation.**

**CARRIED**





**ITEM 6.4.3 FOR DECISION - CONTRACT 2020-111 - CONCRETE CONSTRUCTION AND REINSTATEMENT - TENDER EVALUATION REPORT****Attachments:****1 Detailed Tender 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 Schedule of Rates - Works Type A, B and C - 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 a schedule of rates submitted by tenderers that, if released, 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..

**Responsible Officer:** Director Infrastructure & Environment

**Author:** Senior Infrastructure Engineer

**RECOMMENDATION SUMMARY**

With regards to *Contract Number 2020 – 111 for Concrete Construction and Reinstatement*, it is recommended that Council resolve to award the contract:

- To a panel of contractors comprising of the following six companies (shown in alphabetical order):
  - ASJ Concrete & Constructions
  - Dal Pozzo Paving
  - Grounds Paving Pty Ltd
  - JNR Civil Pty Ltd
  - N & G Nerone Pty Ltd
  - Summerhill Civil Pty Ltd.
- For the tendered schedule of rates provided in the confidential attachment with total expenditure limited to a maximum of \$15,000,000.00 (excluding GST).
- For an initial three-year period from 1 July 2021 to 30 June 2024, with extension options of any period up to 30 June 2026.

**BRIEF OVERVIEW**

The tender evaluation panel advises that:

- 24 tenders were received
- Six tenderers are recommended to form a panel of contractors.

The recommended tenderers were not the highest ranked but are considered best value because they form a broad spectrum of companies that cover the variety of concrete reinstatement and asset renewal works issued under this contract. The recommended panel affords Council the flexibility to scale its works to provide best value across the life of the Contract.

#### **RATIONALE FOR RECOMMENDATION**

Council has an obligation under the Road Management Act (2004) to ensure safe and useable access of its footpath and shared user path network for all residents and does so through the provision of concrete reinstatement and construction works contract. Tenders were received and evaluated in accordance with the approved Tender Probity and Evaluation Plan against weighted criteria which reflect the critical, risk-based elements of this particular contract.

#### **IMPACTS OF RECOMMENDATION**

Should Council award the contract to the recommended tenderers, Council will be able to streamline the service delivery of its pathway reinstatement and asset renewal works without the addition of lead times for tendering out individual concrete construction works.

#### **WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS**

Council will utilise this contract for the delivery of concrete reinstatement and asset renewal works. The contract will expedite the procurement and delivery of concreting works in the maintenance, operations and New Works delivery areas of Council.

<b>REPORT</b>
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**BACKGROUND**

The City of Whittlesea has a network of approximately 1,200km of concrete footpaths and shared user paths throughout the municipality, with this figure ever increasing due to the continuous growth and an expanding capital delivery program, such as the Missing Links Pathway Program.

Council has an obligation under the Road Management Act (2004) to ensure safe and useable access of its footpath and shared user path network for all residents and does so through the provision of concrete reinstatement and construction works contract.

Services under this contract are also utilised by internal project management teams for competitive concrete pricing for New Works delivery projects such as the Missing Links Pathway Program.

*Contract Number 2020-111 for Concrete Construction and Reinstatement* is proposed to commence 1 July 2021 for an initial term of three years, ending 30 June 2024, with extension options available for any period up to 30 June 2026.

Tenders for the contract closed on 16 February 2021. 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. The evaluation involved scoring of conforming and competitive tenders according to these pre-determined criteria and weightings:

Criteria	Weighting
Price	50%
Capability	20%
Capacity	20%
Impact	10%

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:

<b>Tenderer</b>	<b>Conforming</b>	<b>Competitive</b>	<b>Score</b>	<b>Rank</b>
Tenderer N	YES	YES	88.37	1
Tenderer W (Summerhill Civil Pty Ltd)	YES	YES	82.86	2
Tenderer C (ASJ Concrete & Constructions)	YES	YES	79.78	3
Tenderer H (Grounds Paving)	YES	YES	78.6	4
Tenderer K (JNR Civil Pty Ltd)	YES	YES	77.9	5
Tenderer P (N&G Nerone Paving Pty Ltd)	YES	YES	77.2	6
Tenderer X	YES	YES	76.6	7
Tenderer G (Dal Pozzo Paving)	YES	YES	76.4	8
Tenderer S	YES	YES	74.6	9
Tenderer F	YES	YES	73.9	10
Tenderer A	YES	YES	72.3	11
Tenderer O	YES	YES	71.5	12
Tenderer J	YES	YES	69.0	13
Tenderer B	YES	YES	68.1	14
Tenderer E	YES	YES	67.6	15
Tenderer D	YES	YES	64.6	17
Tenderer U	YES	YES	67.5	16
Tenderer L	YES	NO	N/A	N/A
Tenderer R	YES	NO	N/A	N/A
Tenderer T	YES	NO	N/A	N/A
Tenderer I	NO	NO	N/A	N/A
Tenderer M	NO	NO	N/A	N/A
Tenderer Q	NO	NO	N/A	N/A
Tenderer V	NO	NO	N/A	N/A

The highest ranked tenderer was not recommended for award of this contract because they presented a significant reputational and occupational health and safety risk to Council when delivering concrete reinstatement and asset renewal works.

The confidential attachment provides further details of the evaluation of all tenders.

### **FINANCIAL IMPLICATIONS**

Sufficient funding for this contract is available from across Council, including but not limited to the Maintenance and Operations Departmental (recurrent) budget for concrete reinstatement works and various New Works (capital) project budgets.

### **LINK TO STRATEGIC RISKS**

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

**Strategic Risk** *Life Cycle Asset Management - Failure to effectively plan for the construction, on-going maintenance and renewal of Council's assets*

By establishing a panel of supply contractors for concrete reinstatement and construction works, Council will be able to streamline the service delivery of its pathway reinstatement and asset renewal works without the addition of lead times for tendering out individual concrete construction works.

Furthermore, this will ensure Council will continue to meet its infrastructure maintenance (footpaths and shared user paths) obligations under the Road Management Act (2004) of ensuring safe and useable access to the network in a timely, and cost-effective manner.

### **LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN**

<b>Goal</b>	<b>Liveable neighbourhoods</b>
<b>Key Direction</b>	<b>Smart, connected transport network</b>

Council will be able to streamline the service delivery of its pathway reinstatement and asset renewal works without the addition of lead times for tendering out individual concrete construction works.

### **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 tenders from ASJ Concrete & Constructions, Dal Pozzo Paving, Grounds Paving Pty Ltd, JNR Civil Pty Ltd, N & G Nerone Pty Ltd and Summerhill Civil Pty Ltd were deemed to provide best value, mitigate against identified risks and cover the broad spectrum of work offered. It is recommended that these companies form a panel of contractors to deliver the scope of services under the contract.

<b>RECOMMENDATION</b>
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THAT Council resolve to:

1. Accept the tenders submitted by the following companies (shown in alphabetical order):

- ASJ Concrete & Constructions
- Dal Pozzo Paving
- Grounds Paving Pty Ltd
- JNR Civil Pty Ltd
- N & G Nerone Pty Ltd
- Summerhill Civil Pty Ltd.

for the schedule of rates detailed in the confidential attachment for the following contract:

Number: 2020 – 111

Title: Concrete Construction and Reinstatement

Term: 1 July 2021 to 30 June 2024

Options: Term extensions of any period up to 30 June 2026 (only to be exercised if separately approved by Council)

Value: Total expenditure is limited to a maximum of \$15,000,000.00 (excluding GST) unless otherwise approved by Council

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.

2. Approve the funding arrangements detailed in the confidential attachment.

<b>COUNCIL RESOLUTION</b>
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**MOVED:** Administrator Duncan

**SECONDED:** Chairperson Wilson

THAT Council resolve to adopt the Recommendation.

CARRIED

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**ITEM 6.4.4 FOR DECISION - COOPER STREET WEST RESOURCE RECOVERY HUB - PROPOSALS TO LEASE**

**Attachments:**                    1     **Site Plan** [↓](#)  
   2     **Proposed Occupancies Site Plan** [↓](#)

**Responsible Officer:**        **Director Corporate Services**

**Author:**                         **Consultant**

**RECOMMENDATION SUMMARY**

Obtain approval from Council to commence the community engagement process in accordance with Section 115 of the *Local Government Act 2020* and Council's *Community Engagement Policy*, on Council's intention to enter into leases on its properties at 480 Cooper Street and at 335-355 O'Herns Road, Epping.

**BRIEF OVERVIEW**

- Council presently holds two lease agreements within the Cooper Street Hub that are approaching expiry in 2021 (at 480 Cooper Street) and 2022 (at 335-355 O'Herns Road).
- Prior to entering new lease agreements, it was decided to take the opportunity to ensure Council's significant land holdings within the Cooper Street Hub are contributing to positive environmental outcomes. An industry wide Expression of Interest (EOI) has been undertaken.
- The EOI process relates solely to the occupation and leasing of Council owned property within the Cooper Street Hub, negotiation of waste disposal contracts has been managed by a separate procurement activity.
- Seven formal submissions were received in response to the EOI process and four were shortlisted for further consideration. One shortlisted applicant subsequently withdrew their interest when officers restated that feedstock from Council's waste operations was not guaranteed.

**RATIONALE FOR RECOMMENDATION**

Following a lengthy process to source the best combination of occupiers at the Council owned property known as the Cooper Street Waste & Resource Recovery Hub (CSRRH), it is intended to undertake a community engagement process under section 115 of the *Local Government Act 2020* and in accordance with Council's *Community Engagement Policy* in respect of the proposal before entering into the lease. The proposed leases will be subject to appropriate terms and conditions including the specification and formalisation of in-kind benefits.

**IMPACTS OF RECOMMENDATION**

Undertake a community engagement process in accordance with Section 115 of the *Local Government Act 2020* and in accordance with Council's *Community Engagement Policy*, in relation to the proposed leases subject to appropriate terms and conditions, including the specification and formalisation of in-kind benefits at the Council owned property known at the Cooper Street Waste & Resource Recovery Hub (CSRRH).

These proposed agreements will not only deliver financial benefit to Council but will continue current and expand on future recycling programs benefitting the Whittlesea community.

**WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS**

Undertake a community engagement process in accordance with Section 115 of the *Local Government Act 2020* and in accordance with Council's Community Engagement Policy. Once these agreements are in place, Council officers will continually monitor terms and conditions to ensure best practices and services to the community are maintained.



**REPORT**

**BACKGROUND**

Council owns the properties known as 480 Cooper Street, Epping, and 335-355 O’Herns Road, Epping (totalling 77Ha) (*Attachment 1 – Site Plan*). The two sites are predominantly vacant land with part of the property being a landfill site with gas extraction facilities still in place, whilst the balance is made up of internal roads and hardstand areas.

An integral part of delivering a cohesive and integrated waste and resource recovery system is the concept of waste and resource recovery hubs. A hub is a facility, or group of facilities, that manage or recover waste or material streams. Hubs are described across three levels, state, regional and local. A hub of state significance can be part of a broader industrial or employment precinct. The Metropolitan Waste and Resource Recovery Implementation Plan 2016 (Metro Implementation Plan) and Statewide Waste and Resource Recovery Infrastructure Plan (SWRRIP) identifies 14 Hubs of State Importance within metropolitan Melbourne. These plans identify the Cooper Street Precinct in Epping as a Hub of State and Metropolitan importance.

Council presently holds two lease agreements within the CSRRH with operators that provide, amongst other services, organic and construction & demolition (C & D) materials processing. These leases are approaching expiry in 2021 (at 480 Cooper Street) and 2022 (at 335-355 O’Herns Road). The expiry of these leases presented Council with an opportunity to reflect on the contribution its significant land holdings within the Cooper Street Hub could make to our local and regional environmental outcomes. To this end it was decided that an Expression of Interest (EOI) process would be used to identify the most suitable lessee(s).

**Expression of Interest - Initial Assessment**

Seven formal submissions received in response to the EOI were assessed using the matrix below. Four were shortlisted for further consideration.

Evaluation Criteria	Weighting	VEOLIA	EcoSmart	Re-purpose it	ACM	Bloelekra	Closed Loop	New Soil
		2.3	0.5	1.8	0.5	4.1	1.4	0.5
Maximise resource recovery in the region, reducing quantities of waste going to landfill.	20%	2.3	0.5	1.8	0.5	4.1	1.4	0.5
Reduction in greenhouse gas emissions.								
Support for innovation.	10%	3	3	4	5	4	4	2
Increase employment opportunities for WCC residents (also disadvantaged members of the community).	5%	1	2	2	1	3	4	1
Benefits to Council and community.	20%	1	4	4	4	3	2	3
Best practice standards.	10%	3	3	3	4	4	3	3
Skill, experience and capacity.	10%	5	5	5	5	5	4	5
Utilisation of available land.	5%	2	3	4	2	2	2	2
Acknowledgement of land constraints and any necessary infrastructure upgrades.								
Financial viability.	10%	1	5	5	5	5	5	5
Contribution to Council’s future vision.	10%	4	4	4	4	3	3	1
	100%	2.4	3.1	3.6	3.3	3.8	2.9	2.4
Estimated Precinct Investment		MAUDs	\$4M Subject to waste contracts	MAUDs	\$6M Solar farm not finalised	\$120M Total project estimate	MAUDs	\$1M

The four shortlisted applicants were asked to present to the working group in order to further clarify details of their submission. At that stage Bioelektra withdrew their interest when officers restated that Council’s waste service contracts were subject to separate tender processes and therefore feedstock from Council’s waste operations would not be guaranteed. Presentations were provided by the three remaining applicants in late March 2020.

**In-Kind Benefits**

The remaining three applicants became the focus of further consideration, predominantly to determine, in addition to a site rental to be paid to Council, what in-kind benefits they might provide to Council and the community (e.g. landfill diversion, resident vouchers for drop-off of green waste and other materials, processing of contractor materials such as parks maintenance green waste, etc.).

- Suez, Ecodynamics, Smart Recycling, Salvos Stores Consortium (SESS)  
- Expressing interest in Cooper Street
- Repurpose It (RPI)  
- Expressing interest in Cooper Street and O’Herns B
- Aurora Construction Materials (ACM).  
- Expressing interest in O’Herns B

The table below shows which applicant’s proposed uses are likely to provide in-kind benefits. Only proposed uses on Cooper Street and/or O’Herns A, B, and C were considered.

PROPOSED SITE USES	IN-KIND BENEFIT OPPORTUNITY?	COOPER STREET			O’HERNS A & C			O’HERNS B		
		ECOSMART	RPI	ACM	ECOSMART	RPI	ACM	ECOSMART	RPI	ACM
FOGO: Open windrow	YES		Existing							
FOGO: In-vessel	YES		Planned / proposed							
Timber recovery and recycling	YES	Existing								
Soil blending	YES				Planned / proposed					
C&D materials	YES				Planned / proposed					Existing
Retail [garden]			Planned / proposed							
Building material re-use	YES				Planned / proposed					
Timber pallet collection, repair, re-use	YES	Existing								
Solar farm										Planned / proposed
Contribution to utilities upgrades	YES	Planned / proposed	Planned / proposed							
Road maintenance	YES	Planned / proposed	Planned / proposed							Planned / proposed

Existing  
 Planned / proposed

It is worth noting that RPI have pre-existing plans to construct in-vessel FOGO facilities on their property at 460 Cooper Street.

### Applicant Lease Proposal

The table below shows the general lease terms being sought by the remaining three applicants.

	480 COOPER STREET Lease Areas 2 and 3	480 COOPER STREET Lease Areas 1 and 4	335-355 O'HERNS ROAD 'B'	335-355 O'HERNS ROAD 'A' & 'C'
Tenant	Repurpose It [RPI]	EcoSmart	Aurora Construction Materials [ACM]	Repurpose It [RPI]
Term [TBC]	10 + 10	10 + 10	10 + 10	10 + 10
Annual Rent [ex GST]	\$45,944 → \$300,000 <sup>NB1</sup>	\$40,000 → \$58,244	\$45,770.74 → \$71,84.22	\$50,000 → \$110,834.43
Investment	\$TBC <sup>NB3</sup>	\$4,052,500	\$6,000,000	\$TBC
	Drop-off / Transfer facilities	General plant and equipment.	Budget estimate for Solar farm project [under development]. <sup>NB7</sup>	Hardstand and minor infrastructure.

	Council Resident			Council Resident			Council Resident			Council Resident		
	Processed?	In-Kind Benefits		Processed?	In-Kind Benefits		Processed?	In-Kind Benefits		Processed?	In-Kind Benefits	
Waste Processing Services												
Co-mingled Food & Garden Organics	✓	Discounted	NA	×			×			×		
Garden Organics	✓	Free	Free	×			×			×		
Timber - General	×			✓	Free	Free <sup>NB5</sup>	×			×		
Timber - Pallets	×			✓	Free	Free <sup>NB6</sup>	×			×		
Bricks & rubble	✓	Free	Free	×			×			×		
Building & Household Products	<sup>NB4</sup>	TBD	TBD	×			×			×		
Clean concrete	×	Free	Free	×			✓	Free	Free	✓		
Paddock rock	×	Free	Free	×			✓	Free	Free	✓		
General construction & demolition material	×	Free	Free	×			×			✓		

	Supplied?			Discount offered			Supplied?			Discount offered			Supplied?			Discount offered		
	Supplied?	Discount offered		Supplied?	Discount offered		Supplied?	Discount offered		Supplied?	Discount offered		Supplied?	Discount offered				
Products																		
Compost, mulch, and soil improvers	✓	10%	NA	×			×			×			×					
Mulch [recycled garden]	×			✓	10%	NA	×			×			×					
Mulch [pine bark and soft fall]	×			✓	5%	NA	×			×			×					
Sand	×			×			×			✓	5%	NA	✓	5%	NA			
Aggregates, crushed rocks, and road base	×			×			✓	5%	5%	✓	5%	5%	×					
Fill	×			×			✓	5%	5%	×			×					
Standard, coloured, and decorative concrete	×			×			✓	5%	5%	×			×					
E-Crete™	×			×			✓	5%	5%	×			×					

<sup>NB1</sup> Ranges from amount 'offered' to June 2020 rent determination value.  
<sup>NB2</sup> \$300,000 is based on discounted FOGO processing offer [2020 non-conforming FOGO Tender response]  
<sup>NB3</sup> Also multi-million dollar 'in-vessel FOGO' investment on adjacent RPI land at 460 Cooper Street.  
<sup>NB4</sup> On adjacent RPI land at 460 Cooper Street.  
<sup>NB5</sup> 5% discount for local business drop-off  
<sup>NB6</sup> 5% discount for local business collection [full truck only]  
<sup>NB7</sup> The Solar Farm Project occupies a separate lease area adjacent to ACM's operations. Project feasibility will determine the timing of this lease.

### Proposed Lease Allocations

(see Attachment 2 – Proposed Occupancies Site Plan)

Following a detailed review of the submissions received as part of the EOI process and subsequent discussions and negotiations with preferred firms (potential tenants/partners), the following lease allocations (and partnerships) are proposed:

#### 1. Repurpose It (RPI)

As RPI have been the successful tenderer for Council's recently awarded FOGO contract, have invested heavily in their own site adjoining Council's Cooper Street Waste & Resource Recovery Hub (CSRRH) and their EOI offer was the most attractive (financially and also with in-kind benefits), we propose a lease of two parcels of land within the CSRRH.

RPI purchased adjoining land at 460 Cooper Street, Epping, in March 2017 and specialise in construction material recycling (500,000 tonnes pa). They have 50 full time staff and 50 part time, currently have a 24/7 operation with full compliance to Council and EPA regulations. They are an innovative firm (Westpac business awards - top 20/2400) and have a high sustainability reputation. They have established a partnership with Downer who is seeking large scale investment in resource recovery technology (including establishment of education facility and research testing lab) and are open to partnerships with other proposed tenants on CSRRH. They also have proposals for waste transfer, timber recycling and R&D.

Part 480 Cooper Street, Epping

Situated at the rear of the site with a land area of approximately 11.524 hectares, this parcel will be utilised by RPI specifically for Council's FOGO contract. It is proposed that the occupancy of this parcel mirror the term of the FOGO contract which is an initial term of ten years with an option of ten years (at Council's discretion). RPI have offered an annual rental of \$300,000 for each year in the first ten year term as well as the second ten year term should Council exercise its option to continue both the FOGO contract and the lease. The FOGO contract gives Council the flexibility to exercise the second term from between 1 to 10 years and it is intended that the proposed lease will mirror this flexibility. One of numerous conditions that will be part of the proposed lease agreement is for RPI to meet all fire requirements on Council's land made by Fire Rescue Victoria.

Part 335-355 O'Herns Road, Epping

This parcel can be described as the "dog-leg" portion of the site with an area of approximately 14.3 hectares and the centre portion of the site of 13.5 hectares, which will both be utilised by RPI to assist with the many waste and resource recovery activities that they are involved. It is also proposed that the occupancy of this parcel mirror the term of the FOGO contract which is an initial term of ten years with an option of ten years (at Council's discretion). RPI have offered an annual rental of \$50,000 for each year in the first ten year term.

**2. Ecodynamics**

The SESS Consortium (SESS) submission to Council's EOI process dissolved following Suez's unsuccessful FOGO tender bid. (EcoSmart) provided an acceptable revised offer with Ecodynamics operating as the head lessee. Ecodynamics is an existing tenant at the CSRRH and have an established and successful relationship with Council. Established in 1988, Ecodynamics Group is a vertically integrated landscaping construction, materials supply, nursery and services company, employing more than 150 people across three states. As the only business of its kind in the Australian landscaping industry, Ecodynamics Group consists of four distinct yet complementary businesses which have been assembled to provide a seamless, risk free service to our client base, primarily encompassing the civil infrastructure industry. Ecodynamics are experienced at bringing new people to the construction environment and training them to have long, safe and fulfilling careers. They recognise and celebrate their ability to create lasting good through their work: providing rewarding careers, building strong communities, and creating healthy environments as lasting legacies for local asset holders. It is with this vision in mind that Ecodynamics intend to further develop the Cooper Street Waste Precinct into a world class facility by demonstrating the positive impact of the circular economy to Council and its community members.

Part 480 Cooper Street, Epping

Situated at the front of the site with a land area totalling approximately 14.609 hectares, this parcel will be utilised by Ecodynamics in the same way as it is currently utilised. Ecodynamics will occupy 7.962 hectares themselves and sub-lease 6.647 hectares to Smart Pallets (a timber pallet recycling firm). This will ensure that the full drop-off recycling range of services continues to be offered to the Whittlesea community. This voucher based drop-off service will continue to be provided to the community, which currently consists of green waste drop-off (approximately 10,432 collections annually) timber drop-off (approximately 2,200 collections annually) and rubble drop-off (approximately 874 collections annually). These in-kind services save the community approximately \$1.23 million per annum.

Ecodynamics have offered an annual rental of \$40,000 to occupy the 14.609 hectares plus continuing the in-kind benefits of recycling drop-off at Cooper Street for all Whittlesea residents. It is proposed that Ecodynamics be offered a lease term of ten years, an option of ten years with annual CPI rental increases.

One of numerous conditions that will be part of the proposed lease agreement is for RPI to meet all fire requirements on Council's land made by Fire Rescue Victoria.

### 3. Aurora Construction Materials (ACM)

ACM has been the existing tenant at 335 O'Herns Road since 2007 (through a 15 year lease/permit recycled concrete and quarry operations and has invested \$20 million on Council's land to date). ACM is 100% Australian owned and operated and employs over 100 staff with 60 located at Epping (four sites overall) with a further 124 jobs to be created if awarded a new lease. They contribute a direct and indirect income of approximately \$7 million annually in the local economy (200 suppliers), reprocesses 400,000 tonnes of waste rock and producing over 120,000 cubic metres of concrete product containing recycled material. ACM has also stated that they will partner with a solar panel provider to offset electricity costs, similar to the trial run at Wollert landfill, and have invested \$2 million in E-crete as a more sustainable alternative to concrete. It is proposed that a new lease be given to ACM essentially continuing to operate under similar terms of their existing lease with Council.

#### Part 335-355 O'Herns Road, Epping

This is the parcel of the site slightly set back from the front boundary with an area of approximately 10.2 hectares. ACM have offered an annual rental of \$42,000 to occupy the 10.2 hectares plus in-kind benefits consisting of:

- The establishment of free of charge community drop-off facilities for relevant construction and demolition products.
- Products to be discounted for Council, Council's agents, and City of Whittlesea residents.

It is proposed that ACM be offered a lease term of ten years, with an option of ten years with annual CPI rental increases.

ACM have also stated that when the solar project is finalised, they would also propose a lease of approximately 7.73 hectares of land at the front of 335-355 O'Herns Road, Epping, for an annual rental of \$32,000.

## **PROPOSAL**

To source the best combination of occupiers at the Council owned property known at the Cooper Street Waste & Resource Recovery Hub (CSRRH) by finalising lease negotiations with the three remaining short-listed applicants, establishing appropriate terms and conditions, including the specification and formalisation of in-kind benefits.

## **CONSULTATION**

Council held an information session open to the wider waste industry which received 75 registrations.

Council officers have carried out an Expression of Interest campaign which was widely communicated to the wider waste industry. Ongoing discussions have been held with applicants throughout the EOI process. It is also intended to undertake an "IAP2 'Inform' level of community consultation in accordance with Council's Community Engagement Policy.

## **CRITICAL DATES**

Council presently hold two existing leases within the CSW Resource Recovery Hub which expire in 2021 (480 Cooper Street) and 2022 (335-355 O'Herns B) respectively.

Council, under Section 115 of the *Local Government Act 2020*, must undertake a community engagement process in accordance with Council’s Community Engagement Policy on the proposal should it receive an application to lease a Council owned property where the lease is for a period of ten years or more or the rental exceeds \$100,000 per annum (during the life of the term).

**FINANCIAL IMPLICATIONS**

The financial implications related to awarding the above leases fall into two categories, annual rent and in-kind benefits.

**POLICY STRATEGY AND LEGISLATION**

Under Section 115 of the *Local Government Act 2020*, Council must undertake a community engagement process in accordance with its community engagement policy.

**LINK TO STRATEGIC RISKS**

**Strategic Risk**

The expression of interest campaign will enable current and prospective Tenants to develop and implement new and sustainable practices within Council’s existing former landfill sites and gas extraction areas.

**LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN**

<b>Goal</b>	<b>Sustainable environment</b>
<b>Key Direction</b>	<b>Leaders in clean, sustainable living</b>

**Food and Garden Organics Waste Collection** – trial a better service option for the disposal of organic waste to reduce greenhouse gas emissions and increase diversion from landfill.

The purpose of the expression of interest campaign is to ensure Council’s significant land holdings within the Cooper Street Hub are contributing to positive environmental outcomes, whilst maximising in-kind benefits and long-term capital investment for the 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**

Council has three viable submissions in response to the Expression of Interest for the use of Council owned property within Cooper Street Waste & Resource Recovery Hub (being specifically 480 Cooper Street and 335-355 O’Herns Road parcels A, B, and C). Council officers are seeking approval to proceed to Council for the following lease arrangements:

1. RePurpose It (RPI)

As the successful tenderer for Council's recently awarded FOGO contract, it is proposed that a lease be given to RPI for Council's CSRRH for 11.524 hectares of land at 480 Cooper Street and 27.8 hectares of land at 335-355 O'Herns Road, Epping, at annual rental amounts of \$300,000 and \$50,000 respectively subject to Council terms and conditions.

2. Ecodynamics

As an existing tenant at the CSRRH, Ecodynamics be offered a continuation of their current occupancy of 14.609 hectares of 480 Cooper Street, Epping, at an annual rental of \$40,000 plus the continuation of in-kind benefits to the Whittlesea community and subject to Council terms and conditions.

3. Aurora Construction Materials (ACM)

As an existing tenant at the CSRRH, ACM be offered a continuation of their current occupancy of 10.2 hectares of 335-355 O'Herns Road, Epping, at an annual rental of \$42,000 plus the continuation of in-kind benefits to the Whittlesea community and subject to Council terms and conditions.

<b>RECOMMENDATION</b>
-----------------------

**THAT Council resolve to:**

1. **Provide written communication to each of the three short-listed Applicants and advise of the process of reporting to Council and undertaking a community engagement process pursuant to the *Local Government Act 2020*.**
2. **Undertake community engagement in accordance with Section 115 of the *Local Government Act 2020* and also in accordance with Council's *Community Consultation Policy*, on its intentions to enter into separate leases on its properties known as the Cooper Street Waste & Resource Recovery Hub (CSRRH) under the following terms and conditions –**
  - a) **To lease**
    - i) **Part 480 Cooper Street, Epping (approximately 11.524 hectares) to Repurpose It (RPI) for an initial term of ten years with an option of ten years, at an annual rental of \$300,000 for each year of both terms plus "in-kind" benefits.**
    - ii) **Part 335-355 O'Herns Road, Epping (an area of approximately 14.3 hectares and the centre portion of the site of 13.5 hectares) to Repurpose It (RPI) for an initial term of ten years with an option of ten years at an annual rental of \$50,000 for each year plus "in-kind" benefits.**
  - b) **To lease Part 480 Cooper Street, Epping (situated at the front of the site with a land area totalling approximately 14.609 hectares) to Ecodynamics at an annual rental of \$40,000 plus in-kind benefits for a term of ten years with an option of ten years with annual CPI rental increases.**

- c) To lease Part 335-355 O'Herns Road, Epping (with a land area of approximately 10.2 hectares) to Aurora Construction Materials (ACM) at an annual rental of \$42,000 plus in-kind benefits for a term of ten years with an option of ten years.
- 3. Receive a further report on the proposed lease following the close of the community engagement process.

<b>COUNCIL RESOLUTION</b>
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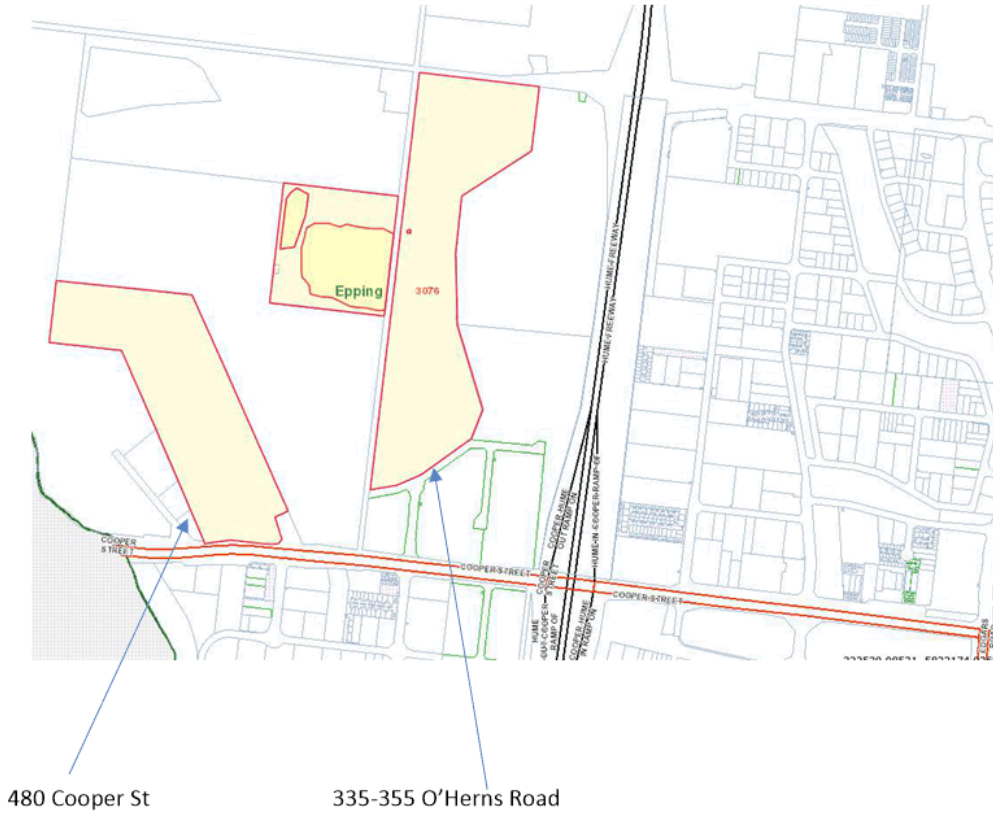
**MOVED:** *Chairperson Wilson*  
**SECONDED:** *Administrator Duncan*

**THAT Council resolve to adopt the Recommendation.**

**CARRIED**



**Attachment 1 - Site Plan**

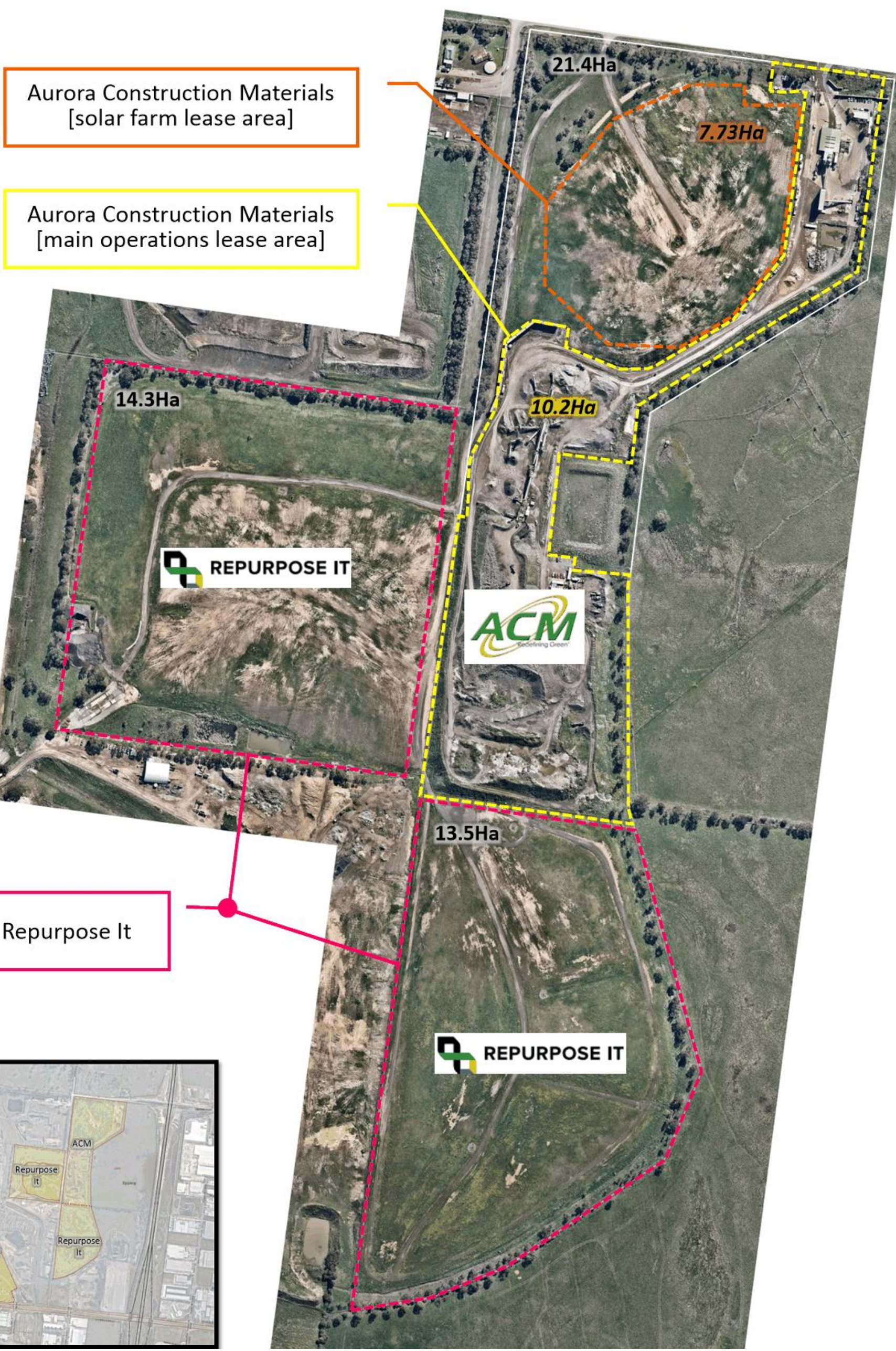




### 480 Cooper Street, Epping [26.133Ha]



335-355 O'Herns Road, Epping [49.2Ha]



**6.5 HIGH PERFORMING ORGANISATION****ITEM 6.5.2 FOR DECISION & NOTING: QUARTERLY CORPORATE PERFORMANCE REPORT FOR QUARTER ENDED 31/3/2021**

<b>Attachments:</b>	<b>1</b>	<b>Attachment 1 - Quarterly Corporate Performance Report</b> <a href="#">↓</a>
	<b>2</b>	<b>Attachment 2 - Project Progress Report</b> <a href="#">↓</a>
	<b>3</b>	<b>Attachment 3 - Grants Status Update</b> <a href="#">↓</a>
	<b>4</b>	<b>Attachment 4 - Reserves Detail</b> <a href="#">↓</a>

**Responsible Officer:** Director Corporate Services

**Author:** Coordinator Management Accounting

**RECOMMENDATION SUMMARY**

- Note the Quarterly Corporate Performance report for March 2021.
- Note that 27 major initiatives in the Council Action Plan 2020-21 are on track to be achieved by 30 June 2021.
- Council to resolve and amend the annual measures for the following major initiatives:
  - Cycling and walking - continuing to improve the local shared path network and advocate for further external funding to read: Complete the annual assigned Bicycle plan actions
  - Aboriginal Heritage Study - partnering with the Aboriginal community to improve identification and protection of tangible and intangible Aboriginal cultural heritage (phase 1) to read: Scope finalised with project partners
  - Green Wedge Management Plan review - developing the roadmap for managing our green wedge over the next decade to read: Completion of draft Green Wedge Management Plan 2021-2031 for community consultation
  - Town Centres Improvement Program - continue upgrading Thomastown and Lalor through appealing streetscapes, consistent urban design and transformation at Rochdale Square shopping centre to read: Draft Urban Design Framework prepared for Thomastown/Lalor
  - Develop the Council Plan 2021-2025 – Developing the medium-term plan towards achieving Whittlesea 2040: A place for all to read: Community consultation on draft Council Plan 2021-2025 completed
- Council to resolve to defer the Municipal Local Law Review major initiative for this year.
- Note the New Works Program Performance for the period ended 31 March 2021 and progress of projects as outlined in Project Progress Report (Attachment 2).
- Note the status of the infrastructure grants as at the end of March 2021 as outlined in Grants Status Update (Attachment 3).
- Note the Financial Performance for the period ended 31 March 2021.

**BRIEF OVERVIEW***Council Action Plan*

- The Council Action Plan 2020-21 includes 31 major initiatives to be delivered in 2020-21.
- Two major initiatives are at risk of not being achieved by 30 June 2021.
- Two major initiatives will not be achieved by 30 June 2021. The Municipal Local Law Review has been re-prioritised and will be deferred for this year and Findon Road extension is now scheduled for completion in October 2021.

*Capital Works*

- As at 31 March 2021, year to date Capital Works expenditure of \$36.36 million is \$11.25 million less than budget. The forecast for the year ending 30 June 2021 is \$65.63 million. It is forecast that works of \$8.03 million will be carried forward to 2021-22.

*Financial Performance*

- For the nine months ended 31 March 2021, Council has recorded an operating surplus of \$61.85 million, which is (\$4.34 million) unfavourable to the year to date budget.
- This surplus is reported based on the Australian Accounting Standards and includes all revenue recognised in the financial period, including gifted subdivisional assets (non-monetary), developer contributions and grants towards capital works projects. It is important to note that the operating surplus is not a cash surplus; therefore, it does not convert to immediately available cash for Council. Significant amounts of the surplus are restricted by legislation and must be used for future infrastructure investment.
- For the nine months ended 31 March 2021 Council incurred direct COVID-19 related expenditure of \$1.58 million. In addition, Council incurred reduced income of \$2.89 million largely due to forced facility closures during the State Government imposed COVID-19 lockdown restrictions. The combined impact of additional expenditure and revenue losses totalled \$4.39 million for the nine-month period.

**RATIONALE FOR RECOMMENDATION**

The recommendation is in accordance with the requirement of Section 97 of the *Local Government Act 2020* that as soon as practicable after the end of each quarter of the financial year, the Chief Executive Officer must ensure that a quarterly financial report is presented to the Council at a Council meeting which is open to the public.

**IMPACTS OF RECOMMENDATION**

Council has been presented with a Quarterly Corporate Performance report in accordance with the *Local Government Act 2020* that shows Council's financial performance against the Annual Budget 2020-21 and progress of Council Action Plan major initiatives.

**WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS**

Financial performance against budget is monitored closely and presented to the Executive Leadership Team and Council on a regular basis.

The organisation is closely monitoring progress against the Council Action Plan major initiatives as well as data identifying emerging community needs particularly as a result of the pandemic. This ensures Council is responsive to the changing environment in a timely manner and can adjust the program of work as required.

<b>REPORT</b>
---------------

**INTRODUCTION**

Council is required by the *Local Government Act 2020* (the Act) to prepare a Council Plan containing the strategic objectives of Council, strategies for achieving those objectives, and indicators to monitor the achievement of those objectives.

The attached report includes a comprehensive summary of:

- Progress of 2020-21 Council Plan Action major initiatives
- Progress of 2020-21 New Works Program to 31 March 2021
- Council's financial performance to 31 March 2021.

To comply with the Act, the report includes the following comparisons for the nine months ended 31 March 2021:

- Actual and budgeted operating revenues and expenses
- Actual and budgeted capital revenues and expenses
- Actual movements in the balance sheet
- Actual movements in the cash flow statement.

It is noted that the impacts of the COVID-19 pandemic on Council's services and financial circumstances will continue and this has been the subject of a number of previous Council reports.

**BACKGROUND*****Council Action Plan***

Council adopted the Council Plan 2017-21 (Update 2020) including the Council Action Plan 2020-21 at a Special Council Meeting on 25 June 2020 (adjourned to 7 July 2020). The Council Plan is the key strategic document providing direction over the Council term. The Council Action Plan is developed annually as an accompaniment to the Council Plan and includes the major initiatives that are to be achieved each year.

As at 31 March 2021, the Council Action Plan is projecting an 87 per cent achievement rate across 31 major initiatives by 30 June 2021.

There are four initiatives reported as 'Off track' this quarter:

Major initiative	Annual measure	Quarter 3 comment
Mernda Sports Hub - Developing a site masterplan and finalising the business case for the Hub	Site master plan is developed and business plan for the site stadium is completed	Council has commenced master planning and will consider preliminary business case options in June 2021. The site masterplan and full business case will be finalised in the latter half of 2021.
Municipal Law Review - Closing legal gaps so issues around parking, littering and animal management can be resolved	Council has considered the Municipal Law 2021 for adoption by 30 June 2021	This initiative has been re-prioritised and is proposed to be deferred for this year.

Major initiative	Annual measure	Quarter 3 comment
Findon Road extension - Improving traffic flow in South Morang along Findon Road, Williamsons Road and Danaher Drive to Plenty Road	Findon Road extension is completed	The project had changes to the initial scope with inclusion of an additional signalised intersection with a local street and encountered delays with Melbourne Water for working around and protection of their assets. Council is finalising these approvals with both Department of Transport and Melbourne Water respectively. This has impacted the project delivery date with a likely new completion date of October 2021.
City Climate Change action plan - Planning with residents, businesses and industry to reduce greenhouse gas emissions	City Climate Change Action Plan Options Paper is developed	Community consultation has commenced and Science Based Carbon Reduction Target is developed, however the City Climate Change Action Options Paper is delayed due to the alignment with the Council Plan 2021-2025 consultation and engagement activities and this task is not on track. The City Climate Change Action Options Paper is to be delivered by December 2021.

### Capital Program

Council adopted the 2020-21 New Works Program on 7 July 2020 with a budget of \$84.22 million plus approved additional carry forward works from 2019-20 of \$5.76, providing a total budget of \$89.98 million.

The financial expenditure performance of the New Works Program to 31 March 2021 is detailed below.

	YTD Actual \$'000	YTD Budget \$'000	YTD Variance \$'000	Adopted Budget \$'000	Adjusted Budget \$'000	Forecast \$'000
Property	9,146	12,004	2,857	22,580	24,896	15,984
Plant and equipment	720	1,490	770	1,800	1,900	1,839
Infrastructure	26,491	34,112	7,621	59,839	63,186	47,808
	<b>36,357</b>	<b>47,606</b>	<b>11,249</b>	<b>84,219</b>	<b>89,982</b>	<b>65,630</b>
<b>Represented by:</b>						
New assets	16,520	24,426	7,905	49,124	50,578	28,195
Asset renewal	11,966	14,218	2,253	22,933	23,886	22,945
Upgrade/expansion	7,871	8,962	1,091	12,162	15,519	14,491
<b>Total Capital Works</b>	<b>36,357</b>	<b>47,606</b>	<b>11,249</b>	<b>84,219</b>	<b>89,982</b>	<b>65,630</b>

### COVID-19 Impact Analysis

Stage 4 restriction of the COVID-19 pandemic has impacted on some projects as a result of general work disruptions in the normal planning, tendering and construction activities. At this stage, 13 projects have been directly impacted (10 per cent of total projects with a total budget of approximately \$23.14 million). Delays to these identified projects are resulting in an actual delayed expenditure of approximately \$2.67 million, which is appearing in the March results. This impact will continue until year end and may increase due to the continued impact of COVID-19 and the impact of supplies and materials to projects.



*Infrastructure Grants*

A summary of recent infrastructure grants outcomes is included in the Grants Status Report (Attachment 3). Over 50 per cent of project submissions have been successful (\$12.5 million), enabling many projects to be brought forward in the New Works Program with impacts to both the current year budget and future years. Applications to the value of \$10.4 million are still awaiting outcomes / announcements.

**Financial Performance**

The Financial Performance Report for the period ended 31 March 2021 includes the following financial statements included in Quarterly Corporate Performance Report (Attachment 1):

- Comprehensive Income Statement
- Balance Sheet
- Statement of Cash Flows
- Statement of Capital Works
- Summary of Reserves

*Operating performance*

	YTD Actual \$'000	YTD Budget \$'000	YTD Variance \$'000	Adopted Budget \$'000	Forecast \$'000
<b>Operating</b>					
Income	224,270	220,206	4,064	346,586	360,357
Expenditure	162,419	154,018	(8,401)	214,809	226,380
<b>Surplus (deficit)</b>	<b>61,852</b>	<b>66,188</b>	<b>(4,337)</b>	<b>131,777</b>	<b>133,977</b>
Capital and other revenue					
Share of other comprehensive income of associate	45	-	(45)	-	45
Capital non-recurrent grants	(1,626)	(2,415)	789	(2,815)	(8,429)
Developer contributions	(9,131)	(8,488)	(644)	(114,026)	(118,295)
<b>Adjusted underlying surplus</b>	<b>51,139</b>	<b>55,286</b>	<b>(4,237)</b>	<b>14,936</b>	<b>7,297</b>

For the quarter ended 31 March 2021, Council has recorded an operating surplus of \$61.85 million, which is currently a (\$4.34 million) unfavourable position to budget.

Council is forecasting a \$133.98 million full year operating surplus, which is \$2.2 million favourable to the Adopted Budget.

This surplus is reported based on the Australian Accounting Standards and includes all revenue recognised in the financial period, including gifted subdivisional assets (non-monetary), developer contributions and grants towards capital works projects. It is important to note that the operating surplus is not a cash surplus; therefore it does not convert to immediately available cash for Council. Significant amounts of the surplus are restricted by legislation and must be used for future infrastructure investment.

The operating result is a key figure to assess Council's financial performance. Although Council is a not-for-profit organisation, it should still generate a surplus to ensure future financial sustainability.

### *COVID-19 Impact Analysis*

A comprehensive review of Council's budgeted revenue and expenditure for the remainder of the financial year has been undertaken to quantify the impacts of the pandemic on service delivery and financial performance.

As at the end of March, the financial impact of the COVID-19 pandemic to date is as follows:

- Direct COVID-19 expenditure to the end of March is \$10.67 million which includes Working for Victoria expenditure of \$9.09 million
- Income impact of (\$2.89 million), which relates to community and leisure facilities (\$2.25 million) and rates interest not charged (\$638,000). Further analysis on the impact of COVID-19 on this income will be undertaken.

It is anticipated the COVID-19 pandemic and associated State Government restrictions will adversely affect the cash position and the net current asset due to reduced revenue and a decreased return on investments.

### **PROPOSAL**

That Council notes the Quarterly Corporate Report for the period ended 31 March 2021 (Attachment 1), which is presented for consideration by Council in accordance with *the Local Government Act 2020*.

### **CONSULTATION**

Reported information has been sourced and discussed with line management and project managers across the organisation. Consultation has also been undertaken with the Executive Leadership Team.

### **CRITICAL DATES**

Select information from this report will be presented to the:

- Council Briefing on Tuesday 20 April 2021
- Council meeting on Tuesday 4 May 2021
- Audit and Risk Committee on Thursday 27 May 2021.

### **FINANCIAL IMPLICATIONS**

All matters raised in this report, which have a financial implication, have been reflected in the Quarterly Corporate Performance Report for the quarter ended 31 March 2021 (Attachment 1).

### **POLICY STRATEGY AND LEGISLATION**

Section 97 of the *Local Government Act 2020* provides that as soon as practicable after the end of each quarter of the financial year, the Chief Executive Officer must ensure that a quarterly budget report is presented to the Council at a Council meeting which is open to the public. The quarterly budget report must include a comparison of the actual and budgeted results to date and an explanation of any material variations.

Further, periodic progress reporting against the Council Action Plan increases transparency and contributes to discharging Council's reporting duties.

**LINK TO STRATEGIC RISKS**

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

Performance reporting is an effective existing treatment enhancing governance of Council's operations.

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

This report provides Council with an oversight of the City of Whittlesea's key financial information and performance obligations to enable monitoring and to ensure City of Whittlesea's financial position is sustainable.

**LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN**

<b>Goal</b>	<b>High-performing organisation</b>
<b>Key Direction</b>	<b>More informed Council decisions based on strong advice and community consultation and engagement</b>

This report provides Council with oversight of Council's key financial information to enable regular monitoring and to ensure that Council aligned to its strategic direction, cost-effectiveness and efficient delivery of services.

**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**

For the quarter ended 31 March 2021, Council's operating surplus showed an unfavourable year to date variance of (\$4.34 million) against budget. Council's New Works program was \$11.25 million behind budget.

Of the 31 major initiatives in the Council Action Plan 2020-2021, 27 major initiatives are on track to be achieved by 30 June 2021. Council is closely monitoring progress and investigating mitigating actions to ensure timely delivery of the Plan.

**RECOMMENDATION**

**THAT Council resolve to:**

- 1. Note the Quarterly Corporate Performance report for March 2021.**
- 2. Note that 27 major initiatives in the Council Action Plan 2020-21 are on track to be achieved by 30 June 2021.**
- 3. Amend the annual measures for the following major initiatives:**

- a) **Cycling and walking - Continuing to improve the local shared path network and advocate for further external funding to read: Complete the annual assigned Bicycle plan actions**
  - b) **Aboriginal Heritage Study - Partnering with the Aboriginal community to improve identification and protection of tangible and intangible Aboriginal cultural heritage (phase 1) to read: Scope finalised with project partners**
  - c) **Green Wedge Management Plan review - Developing the roadmap for managing our green wedge over the next decade to read: Completion of draft Green Wedge Management Plan 2021-2031 for community consultation**
  - d) **Town Centres Improvement Program - Continue upgrading Thomastown and Lalor through appealing streetscapes, consistent urban design and transformation at Rochdale Square shopping centre to read: Draft Urban Design Framework prepared for Thomastown/Lalor**
  - e) **Develop the Council Plan 2021-2025 - Developing the medium-term plan towards achieving Whittlesea 2040: A place for all to read: Community consultation on draft Council Plan 2021-2025 completed.**
4. **Council to resolve to defer the Municipal Local Law Review major initiative for this year.**
  5. **Note the New Works Program Performance for the period ended 31 March 2021.**
  6. **Note the status of the infrastructure grants as at the end of March 2021.**
  7. **Note the Financial Performance for the period ended 31 March 2021.**

<b>COUNCIL RESOLUTION</b>
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**MOVED:** *Administrator Duncan*  
**SECONDED:** *Chairperson Wilson*

**THAT Council resolve to adopt the Recommendation.**

**CARRIED**



# *City of* **Whittlesea**

Quarterly Corporate Performance Report for the period ended 31 March  
2021

Creating vibrant self-sustaining communities together

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## Introduction and Key Highlights

The Council Action Plan and Annual Budget are two of Council’s key accountability documents to the Community and represent Council’s annual response to the four year Council Plan.

On a quarterly basis Council reports progress on the achievement of Council Action Plan items, as well as Financial and Capital performance against the Annual Budget. At the conclusion of the financial year Council reports the final outcomes of Council Action Plan initiatives and its financial performance through the Annual Report.



The 2020-21 financial year represents the final year of the 2017-21 Council plan, with this year’s Council Action Plan containing 31 initiatives which are fully resourced in the 2020-21 Annual Budget which was adopted by Council in June 2020.

### Council Action Plan

- 27 of the 31 major Council Action Plan initiatives for 2020-21 are on target to be achieved by 30 June 2021.

Whittlesea 2040 Goals	No. of initiatives reported	Complete	On track	Monitor	Off track	Not started
Connected community	13	0	11	1	1	0
Liveable neighbourhoods	9	0	8	0	1	0
Strong local economy	4	0	4	0	0	0
Sustainable environment	5	0	4	1	0	0
<b>Total no.</b>	31	0	27	2	2	0
<b>Total %</b>	100%	0%	87%	6%	6%	0

- The Municipal Local Law Review has been re-prioritised and is proposed to be deferred for this year.
- The Findon Road extension will not be complete by 30 June 2021 due to a change in scope and the Aboriginal heritage study and biodiversity asset mapping are at risk of not being achieved.

### Capital Performance

- Capital spend at 31 March 2021 was \$36.36 million which was \$11.25 million behind the Year to Date budget.

	YTD Actual \$'000	YTD Budget \$'000	YTD Variance \$'000	Adopted Budget \$'000	Adjusted Budget \$'000	Forecast \$'000
Property	9,146	12,004	2,857	22,580	24,896	15,984
Plant and equipment	720	1,490	770	1,800	1,900	1,839
Infrastructure	26,491	34,112	7,621	59,839	63,186	47,808
<b>Total Capital works</b>	<b>36,357</b>	<b>47,606</b>	<b>11,249</b>	<b>84,219</b>	<b>89,982</b>	<b>65,630</b>

- The estimated impact of COVID-19 on project delivery to 31 March 2021 was \$2.7 million in delayed expenditure.

#### Financial Performance

- Council's operating financial performance was (\$4.34 million) unfavourable to budget for the nine months ended 31 March 2021.

	YTD Actual \$'000	YTD Budget \$'000	YTD Variance \$'000	Adopted Budget \$'000	Forecast \$'000
<b>Operating</b>					
Income	224,270	220,206	4,064	346,586	360,357
Expenditure	162,419	154,018	(8,401)	214,809	226,380
<b>Surplus (deficit)</b>	<b>61,852</b>	<b>66,188</b>	<b>(4,337)</b>	<b>131,777</b>	<b>133,977</b>
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Developer contributions	(9,131)	(8,488)	(644)	(114,026)	(118,295)
<b>Adjusted underlying surplus</b>	<b>51,139</b>	<b>55,286</b>	<b>(4,237)</b>	<b>14,936</b>	<b>7,297</b>

- Direct COVID-19 related expenditure incurred by Council to 31 March 2021 was \$1.58 million, with an additional \$2.89 million in revenue losses stemming from forced facility closures during state government lockdown restrictions. Total cost to Council of \$4.47 million for the nine months ended 31 March 2021.



### Council Action Plan Performance

The Council Plan is the key strategic document providing direction over the Council term. The Council Action Plan is developed annually as an accompaniment to the Council Plan and includes the major initiatives that are to be achieved each year.

The Council Action Plan 2020-21 includes 31 major initiatives to be achieved by 30 June 2021. The March quarter progress of these items is outlined below.

✓ Achieved	● Monitor
● On track	● Off track

#### Whittlesea 2040 Goal 1 - Connected Community

#	Goal	Key Direction	Major Initiative	20/21 Action (Annual measure/s)	Q3 Milestone Jan - Mar 2021	Q3 Comment Jan - Mar 2021
1	1. Connected Community	1.1 A socially cohesive community	<b>Aboriginal truth and reconciliation project</b> - Working alongside and being led by our local Aboriginal community to capture, consolidate and share their diverse stories, histories and cultures.	Completion of the Aboriginal Truth and Reconciliation project by 30 June 2021.	Draft Truth and Reconciliation Resource complete for review.	The Aboriginal Truth and Reconciliation project was discussed with Council, the Whittlesea Reconciliation Group and over 20 Aboriginal community members, who attended the Mayor/CEO Community Yarning Whittlesea Reconciliation Group meetings on 28 November 2020 and 21 February 2021. An arts organisation is now appointed to capture and develop local stories of Aboriginal leaders.
2			<b>Welcoming cities</b> - Working towards socially and culturally inclusive communities.	City of Whittlesea receives Welcoming Cities Accreditation.	Coordinate event in partnership with Welcoming Cities to showcase and promote initiatives that build social and cultural inclusion.	City of Whittlesea has audited its cultural diversity and inclusion practices and is using the results to benchmark performance against a set of standards developed by Welcoming Cities. City of Whittlesea also ran a series of events for Cultural Diversity Week in March.
3			<b>McLeans Road Kindergarten</b> - Redeveloping the facility to accommodate a further kindergarten room.	Completion of year 1 of the redevelopment of the McLeans Road Kindergarten.	Commencement of construction works.	All concrete slab and structural steelwork for the new two room kindergarten have now been completed. Construction of wall and ceiling framing - as well as roofing/guttering - has commenced and will continue over the next month. While COVID-19 restrictions have presented some challenges, the works are proceeding to plan, and construction will be 75% completed by 30 June 2021. The project is scheduled for completion in December 2021 (including kindergarten licencing approval) with a planned opening in January 2022.
4			<b>Early activation - Donnybrook</b> - Partnering with the developer to ensure initial infrastructure and services are provided timely to the growing local community.	Completion of documentation (info graph report and video) for Phase 1 of early activation by 30 June 2021.	Engagement activities operational.	Community Advisory Group has been involved in planning community activities and events to engage with local residents. Gumnut Park and Olivine Place are now established local and regional attractions.

#	Goal	Key Direction	Major Initiative	20/21 Action (Annual measure/s)	Q3 Milestone Jan - Mar 2021	Q3 Comment Jan - Mar 2021
5	1. Connected Community	1.2.A healthy and safe community	<b>COVID-19 Pandemic Relief and Recovery Plan</b> - Supporting our community and local businesses.	Implement year 1 actions to support the community and local businesses to recover from the COVID-19 Pandemic.	Co-design and implementation of recovery actions has commenced.	As part of Council engagement project Let's Talk a series of three budget workshops have occurred to gain residents' insights on the Community Recovery Fund.
6			<b>Mill Park Leisure relaunch</b> - Maximising opportunities for residents to utilise the fully redeveloped facility.	The facility will be complete, open and maintained to the highest possible safety, compliance and amenity standards.	Facility operator commenced pre-sales.	The main building works have now been completed with some relatively minor external works nearing completion. Commissioning of the building systems has commenced, and the gym equipment has been installed. City of Whittlesea in partnership with Belgravia Leisure are now staging the facility's re-opening as per the following: Wednesday 28 April: 'Dry side' opening including Health and Fitness programs. Late May: Aquatic facilities open.
7			<b>Mernda Sports Hub</b> - Developing a site masterplan and finalising the business case for the Hub.	Site master plan is developed and business plan for the site stadium is completed.	Development of draft masterplan and business case.	Council has commenced master planning and will consider preliminary business case options in June 2021. The site masterplan and full business case will be finalised in the latter half of 2021.
8			<b>Connected communities in parks</b> - Increasing the informal use of parks and perceptions of safety by changing the way Council approaches upgrades, activities and events in parks and reserves.	Program and metrics developed for increasing use of parks and addressing perceptions of safety in public spaces.	Consult on program.	Program and metrics development for increasing use of Parks and addressing Perceptions of Safety in Public Spaces in preparation.
9			<b>Community resilience and emergency management</b> - Ensuring communities are safer, better prepared and more resilient when experiencing emergencies.	Review the existing Municipal Emergency Management Plan to ensure compliance with new legislation and guidance provided by state and regional emergency management Plans by June 2021.	Form new MEMP committee and begin planning process for new MEMP.	Municipal Emergency Management Plan successfully audited by SES in October 2020. The Plan is now being reviewed to ensure it is compliant with new legislation. New Emergency Management Committee formed, and key local emergency service agencies actively engaged.

#	Goal	Key Direction	Major Initiative	20/21 Action (Annual measure/s)	Q3 Milestone Jan - Mar 2021	Q3 Comment Jan - Mar 2021
10	1. Connected Community	1.3.A participating community	<b>Municipal Law Review</b> - Closing legal gaps so issues around parking, littering and animal management can be resolved.	Council has considered the Municipal Law 2021 for adoption by 30 June 2021.	● Consultation on the proposed Municipal Law is completed with key stakeholders and the community.	● This initiative has been re-prioritised and is proposed to be deferred for this year.
11			<b>Disability Action Plan</b> - Developing the new Plan for 2021-25 to improve outcomes for people with a disability and their carers.	Develop and complete a Disability Action Plan by June 2021.	● Feedback received and considered on draft from internal and external stakeholders to develop final draft for ELT.	● Community consultation for the new Disability Action Plan has commenced in February 2021. Local community, carers, people with disabilities and key agencies are being consulted on access and inclusion issues.
12			<b>Multicultural civic participation and leadership project</b> - Building leadership and participation among multi-cultural communities through targeted programs and seminars.	Deliver Multicultural Leadership Program to multicultural community members.	● Leadership training promotion and resource materials completed and distributed to multicultural community members.	● City of Whittlesea has appointed the Centre for Multicultural Women's Health to run the leadership program for migrant and refugee women in May and June 2021. ● The Victorian Electoral Commission agreed it was appropriate to delay delivery of specific seminars on how to run for local Government due to the appointment of Administrators at City of Whittlesea.
13			<b>Develop the Council Plan 2021-2025</b> - Developing the medium-term plan towards achieving Whittlesea 2040 A place for all.	Community consultation on draft Council Plan 2021-2025 completed.	● Drafting of Council Plan 2021-2025 commenced.	● More than 1,400 community members have contributed to the numerous engagement activities throughout February and March. The Council Plan is being drafted based on this input before it will be presented to the community for consideration in quarter 4.

Whittlesea 2040 Goal 2 – Liveable neighbourhoods

#	Goal	Key Direction	Major Initiative	20/21 Action (Annual measure/s)	Q3 Milestone Jan - Mar 2021	Q3 Comment Jan - Mar 2021
14	2. Liveable Neighbourhoods	2.1 Smart, connected transport network	<b>Findon Road extension</b> - Improving traffic flow in South Morang along Findon Road, Williamsons Road and Danaher Drive to Plenty Road.	Findon Road extension is completed.	75% of works are completed.	The project had changes to the initial scope with inclusion of an additional signalised intersection with a local street and encountered delays with Melbourne Water for working around and protection of their assets. Council is finalising these approvals with both Department of Transport and Melbourne Water respectively. This has impacted the project delivery date with a likely new completion date of October 2021.
15			<b>Advocate for better public transport</b> - Influencing other levels of government to deliver favourable community outcomes regarding the Wollert rail corridor, the route 86 tram extension and bus services in the growth corridor.	Advocacy Action Plan for Public Transport is completed.	Fact Sheets reviewed and updated Meet with Department of Transport; Minister for Public Transport; Local MPs and Federal MPs.	Fact Sheets for public transport projects such as Wollert Rail have been updated, including a new Fact Sheet for the Suburban Rail Loop. A meeting between Council staff and Department of Transport about our advocacy priorities took place in late March 2021. Council provided a submission to the Infrastructure Victoria Strategy by highlighting the importance of the Wollert Rail project and interim bus improvements required from Epping to Wollert.
16			<b>Advocate for better state roads</b> Influencing other levels of government to deliver favourable community outcomes regarding arterial roads and the Epping-Wollert-Donnybrook transport corridor.	Completion of the Advocacy Action Plan for Arterial Roads and the E6.	Continue implementation of advocacy campaign  Fact Sheets reviewed and updated.	Arterial road upgrades and the E6 Freeway fact sheets have been updated. A letter was written to Jacinta Allan MP about the need for State investment to upgrade Epping Road (north of Craigieburn Road to Bridge Inn Road) to facilitate urban development in the Wollert Precinct Structure Plan area. Council provided a submission to the Infrastructure Victoria Strategy by highlighting the critical need to upgrade our arterial roads and to progress the E6 Freeway. A bus tour was undertaken with staff from Mitchell Shire and local MPs to highlight the importance of road upgrades like the E6 Freeway within the northern growth corridor and to help facilitate the Beveridge Intermodal Freight Terminal.

#	Goal	Key Direction	Major Initiative	20/21 Action (Annual measure/s)	Q3 Milestone Jan - Mar 2021	Q3 Comment Jan - Mar 2021
17	2. Liveable Neighbourhoods	2.1 Smart, connected transport network	<b>Epping Donnybrook transport study -</b> Investigating the economic and social impacts of key transport infrastructure such as the E6 and Wollert rail.	Completion of the Epping to Donnybrook Corridor Transport Priorities.	Manage consultant with assistance of Department of Transport.	Epping to Donnybrook Corridor Study is progressing well with our consultant submitting draft discussion papers on the social and economic benefits of the Wollert rail project and on the investment required for road upgrades. The next step is to produce a final report which will support Council's advocacy to State Government for the Wollert rail project and road upgrades in the corridor.
18			<b>Streets for people -</b> Engaging with residents and businesses to upgrade the streetscape and public spaces in the designated priority area.	Consult and engage with community to develop a draft Streets for People, Local Area Traffic Management Streetscape Improvement Program (LATMSIP) Plan for the designated priority area.	Community consultation and engagement activities conclude.	Internal and external community consultation and engagement activities has commenced, and the project is on track to be delivered by 30 June.
19			<b>Cycling and walking -</b> Continuing to improve the local shared path network and advocate for further external funding.	Complete the annual assigned Bicycle plan actions.	Outstanding projects tendered for construction.	Shared user path projects are underway and will be completed by 30 June 2021. This includes the recently completed Bush Boulevard Shared User Path and Hendersons Creek Trail Stage 2 (Plowman Court to McDonalds Road), which is on track for completion.  City of Whittlesea are awaiting confirmation from the Minister for Energy, Environment and Climate Change about \$2.18 million in funding for three shared user path projects for sections of: Yan Yean Pipe Track, Hendersons Creek Trail (Stages 3 and 4) and Edgars Creek Trail.

#	Goal	Key Direction	Major Initiative	20/21 Action (Annual measure/s)	Q3 Milestone Jan - Mar 2021	Q3 Comment Jan - Mar 2021
20	2. Liveable Neighbourhoods	2.2 Well-designed neighbourhoods and vibrant town centres	<b>Mernda Town Centre -</b> Developing the business case and feasibility study for the Mernda town centre precinct including services hub and partnership opportunities.	Completion of Mernda Town Centre Business Case and Feasibility Study. ●	Expression of Interest for co-tenancy complete. First draft of detailed cost estimate. ●	Further analysis and feasibility work have been completed across sites in Council's ownership within the Mernda town centre precinct. Pre-concept design business case and feasibility study on track for completion by June 2021. ●
21			<b>Aboriginal Heritage Study -</b> Partnering with the Aboriginal community to improve identification and protection of tangible and intangible Aboriginal cultural heritage (phase 1).	Scope finalised with project partners. ●	Meetings with registered Aboriginal parties commenced. ●	Project brief to develop scope for the Study agreed with Wurundjeri and Taungurung, the registered Aboriginal parties for the City of Whittlesea and City of Whittlesea project partners. Scope for the study is expected to be finalised by June 2021. ●
22		2.3 Housing for diverse needs	<b>Housing for diverse needs -</b> Advocating for affordable, accessible and appropriate housing in partnership with Hume City and Mitchell Shire Councils.	A Regional Affordable Housing Action Plan is developed in collaboration with Hume Council and Mitchell Shire. ●	Consultation completed with key council departments to develop actions. ●	Regional partners are collaborating to develop affordable housing priorities in response to the Victorian Government announcement of the Big Housing Build program. The first stage is on track to be delivered by the end of June 2021. ●

Whittlesea 2040 Goal 3 – Strong local economy

#	Goal	Key Direction	Major Initiative	20/21 Action (Annual measure/s)	Q3 Milestone Jan - Mar 2021	Q3 Comment Jan - Mar 2021
23	3. Strong Local Economy	3.1 Increased local employment	<b>Refresh Epping Central</b> - Developing a Structure Plan to enable Epping Central Activity Centre to realise its vision and full potential for the community	Completion of draft Epping Central Structure Plan (updated)	Structure of new document finalised	Stage 1 stakeholder engagement has concluded; a Consultation and Engagement Summary is available via Council's website. Structure Plan drafting is in progress.
24			<b>Empowering small business</b> - Piloting easier permit approvals for Whittlesea's diverse small businesses	Implementation, with the opportunity to review of a streamlined application process for small business by 30 June 2021	Data collection to support the review is gathered	Data collection both quantitative and qualitative has been completed. Analysis of the data has commenced.
25		3.2 Education opportunities for all	<b>3-Year-Old Kinder Reform</b> - Designing the State-funded 3-year-old kindergarten service together with the early childhood sector to support young families in Whittlesea	A Council Three-year-old Kindergarten Reform Plan in place	Commence the implementation of key programs to support service provision in the municipality	Key programs commenced to support service provision in the municipality including system changes for families to apply for 3-year-old funded kindergarten in 2022 through central enrolment system and in collaboration with our service delivery partners. Whittlesea's Kindergarten Infrastructure and Services Plan (KISP) has been drafted and will be presented to Council for noting in May 2021; as well as emerging projects and partnerships to address demand in Donnybrook, Wollert and Whittlesea township.
26		3.3 Successful, innovative local businesses	<b>Town Centres Improvement Program</b> - Continue upgrading Thomastown and Lalor through appealing streetscapes, consistent urban design and transformation at Rochdale Square shopping centre	Draft Urban Design Framework prepared for Thomastown/Lalor	Key Issues and Opportunities Report drafted to inform community consultation	Urban Design analysis of the area has been undertaken to guide the direction of the UDF and identify local issues and opportunities
26.1				Delivery of Rochdale Square Shopping Centre streetscapes upgrade	Commence construction	Tender evaluation complete with contractor appointed. Works scheduled to commence early April. Communications planning underway with internal and external stakeholders.

Whittlesea 2040 Goal 4 – Sustainable environment

#	Goal	Key Direction	Major Initiative	20/21 Action (Annual measure/s)	Q3 Milestone Jan - Mar 2021	Q3 Comment Jan - Mar 2021
27	4. Sustainable Environment	4.1 Valued natural landscapes and biodiversity	<b>Biodiversity asset mapping</b> - Updating our data on local flora and fauna to enable strong biodiversity decisions in a changing ecological environment (year 1).	Biodiversity mapping and ecologist report completed.	Stage 1 biodiversity surveys commenced.	Ecologist consultant engaged and planning for autumn surveys to commence.
28			<b>Green Wedge Management Plan review</b> - Developing the roadmap for managing our green wedge over the next decade.	Completion of draft Green Wedge Management Plan 2021-2031 for community consultation.	Draft Green Wedge Management Plan Discussion Paper for consultation completed by the 31 March.	The first phase of the review, the Green Wedge Discussion Paper is on track for public consultation in May 2021.
29		4.2 Climate ready	<b>City Climate Change action plan</b> - Planning with residents, businesses and industry to reduce greenhouse gas emissions.	City Climate Change Action Plan Options Paper is developed.	Science Based Carbon Reduction Target Developed.	Community consultation has commenced, and Science Based Carbon Reduction Target is developed, however the City Climate Change Action Options Paper is delayed due to the alignment with the Council Plan 2021-2025 consultation and engagement activities and this task is not on track. The City Climate Change Action Options Paper is to be delivered by December 2021.
30.1			<b>Greening Whittlesea Strategy</b> - Planting more trees for a cooler city ready to deal with higher average temperatures.	Preparation of a City Landscape Plan and prioritised 10-year Street Tree planting program.	Develop plan and review with stakeholders.	Procurement and document preparation underway.
30.2			Street Tree Renewal Program 950 new street trees planted in residential streets as part of the Whole Street Tree Renewal Program.	Complete all required street tree removals.	Street tree removal and street tree installation contract awarded. Street tree removal works are complete and street tree installation works scheduled to commence in April 2021.	
30.3			Infill Street Tree Planting Program 2,700 Street Trees planted across the City, filling gaps and responding to resident requests for new trees, as part of the Infill Street Tree Planting Program.	Commence resident consultation and site preparation.	Consultation on 2021-22 Infill program commenced and ahead of schedule.	
31			<b>Waste and resource recovery strategy</b> - Setting Whittlesea's waste and resource recovery goals for the next decade to reduce waste.	The Waste and Resource Recovery Strategy 2021-2030 is adopted by Council.	Complete consultation and feedback on draft strategy.	The second round of community consultation has been finalised, with revisions made to the Strategy. The Strategy will be presented to Council later in the financial year.



## Capital Performance

### Financial Update

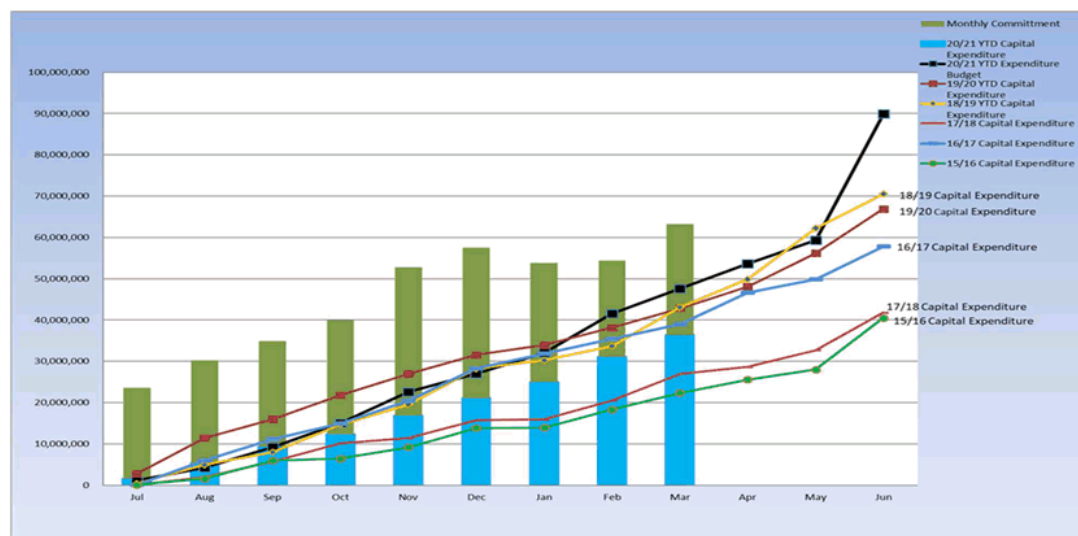
At 31 March 2021 Capital expenditure of \$36.36 million was \$11.25 million behind budget.

	YTD Actual \$'000	YTD Budget \$'000	YTD Variance \$'000	Adopted Budget \$'000	Adjusted Budget \$'000	Forecast \$'000
Property	9,146	12,004	2,857	22,580	24,896	15,984
Plant and equipment	720	1,490	770	1,800	1,900	1,839
Infrastructure	26,491	34,112	7,621	59,839	63,186	47,808
	<b>36,357</b>	<b>47,606</b>	<b>11,249</b>	<b>84,219</b>	<b>89,982</b>	<b>65,630</b>
<b>Represented by:</b>						
New assets	16,520	24,426	7,905	49,124	50,578	28,195
Asset renewal	11,966	14,218	2,253	22,933	23,886	22,945
Upgrade / expansion	7,871	8,962	1,091	12,162	15,519	14,491
<b>Total Capital works</b>	<b>36,357</b>	<b>47,606</b>	<b>11,249</b>	<b>84,219</b>	<b>89,982</b>	<b>65,630</b>

In addition to YTD spend there was a further \$26.87 million of commitments by way of issued contracts and purchase orders. Commitments are not reflected in the reported capital expenditure and indicate that many projects are well progressed. The forecast for the year ending 30 June 2021 is expected to meet at least 71% of the adopted capital budget and 85% of the revised capital budget. Further detail on the progress of individual projects is reported in Project Progress Report (**Attachment 2**).

The COVID-19 pandemic has impacted on some projects as a result of general work disruptions in the normal planning, tendering and construction activities. The estimated impact at this time is \$2.67 million of delayed expenditure, however the year-end forecast indicates that this may vary by the end of the financial year due to the continued impact of COVID-19 restrictions impacting some materials/supplies.

The below Financial Summary Graph outlines 2020-21 year to date capital performance against historical comparisons.



The chart above provides a financial summary on the status of the New Works Program as at the end of March 2021. The value of work completed to the end of March is \$36,356,892 (blue column) with contracts and purchase orders committing another \$26,867,578 (green column). The black line indicates the accumulative original approved budget for 2020/21 including the carry forward (The lines below show previous years' expenditure).

### COVID-19 Impact Analysis

Stage 4 restriction of the COVID-19 pandemic has impacted on some projects as a result of general work disruptions in the normal planning, tendering and construction activities. At this stage, 13 projects have been directly impacted (10% of total projects with a total budget of approximately \$23.14 million). Delays to these identified projects is resulting in an actual delayed expenditure of approximately \$2.67 million, which is appearing in the March results. The forecast review has identified that this impact will continue until year end and may increase due to the continued impact of COVID restrictions on materials and supplies.

### Key Project Update

Project ID	Project Name	YTD Actual \$'000	Adopted Budget \$'000	Commentary
<b>CW-10000</b>	Implement Sportsfield Strategy - Sportsfield Upgrades	719	2,000	Soccer pitch (east) upgrade works at Hillsview Recreation Reserve, South Morang are complete and currently in extended maintenance period. Tender is under evaluation for Design and Construction of Synthetic pitch at HR Uren. Contract to be considered at May Council meeting with works anticipated to commence on site in October 2021.
<b>CW-10054</b>	Construct Findon Road extension - Williamsons Road to Danaher Drive	3,139	6,179	The project had changes to the initial scope with inclusion of an additional signalised intersection with a local street and encountered delays with Melbourne Water for working around and protection of their assets. Council is finalising these approvals with both Department of Transport and Melbourne Water respectively. This has impacted the project delivery date with a likely new completion date of October 2021.
<b>CW-10067</b>	Construct Community Centre (Wollert East) - west of Epping Road	4,031	4,895	The slab pour has been completed. Sub structure works to commence start of April. This is a multiyear project and is partially funded through Victorian School Building Authority - Building Blocks Grant.
<b>CW-10078</b> <b>CW-10285</b>	Redevelop Mill Park Leisure Centre & Car Park	3,257	4,164	The opening of the gym and program space is now scheduled for 28 April 2021. The aquatic side is due to open at the end of May.
<b>CW-10207</b>	Streetscape improvements program - Lalor High Street Shops	1,272	2,210	Stage 2 Lalor Streetscape Upgrades are progressing and expected to be completed in late April 2021. Stage 2 works include the upgraded Cyprus Street carpark, David Streetscape works and the roundabout to corner of David St and Station Street.
<b>CW-10208</b>	Upgrade building - McLeans Road Kindergarten	1,233	2,563	All concrete slab and structural steelwork for the new two room kindergarten have now been completed. Construction of wall and ceiling framing - as well as roofing/guttering - has commenced and will continue over the next month. While COVID-19 restrictions have presented some challenges, the works are proceeding to plan and construction will be 75% completed by 30 June 2021. The project is scheduled for completion in December 2021 (including kindergarten licencing approval) with a planned opening in January 2022.

Project ID	Project Name	YTD Actual \$'000	Adopted Budget \$'000	Commentary
<b>CW-10211</b>	Streetscape improvements program - Thomastown High Street Shops	1,475	1,808	Stage 1 improvement works are now completed. These works included the replacement of the footpath from Spring Street to Highlands Road, a new forecourt entrance to the Thomastown Primary School, a new public toilet and public space in Central car park. The next stage is Stage 2 which commenced in late January 2021. Stage 2 works include: the footpath replacement from Highland Road to Pleasant Road and upgrade of the War Memorial site. These works are expected to be completed by September next year.
<b>CW-10284</b>	Construct Kindergarten - Thomastown Primary School	1,080	2,000	Construction works are complete and centre has been operational since January 2021.
<b>CW-10287</b>	All Abilities Playspace - Mill Park	2,613	2,728	Project complete and open to the community to use. Formal ministerial opening event was held and park and playground is now in maintenance period. Water play area will remain operational until end of school holidays.

#### Infrastructure Grants Update

A summary of recent infrastructure grant outcomes is included in Grants Status Update (**Attachment 3**). Over 50% of project submissions have been successful (\$12.5 million), enabling many projects to be brought forward in the New Works Program which impact both the current year budget and future years. Applications to the value of \$10.4 million are still awaiting outcomes/announcements.

## Financial Performance

#### Operating Performance

	YTD Actual \$'000	YTD Budget \$'000	YTD Variance \$'000	Adopted Budget \$'000	Forecast \$'000
<b>Operating</b>					
Income	224,270	220,206	4,064	346,586	360,357
Expenditure	162,419	154,018	(8,401)	214,809	226,380
<b>Surplus (deficit)</b>	<b>61,852</b>	<b>66,188</b>	<b>(4,337)</b>	<b>131,777</b>	<b>133,977</b>
Capital and other revenue					
Share of other comprehensive income of associate	45	-	(45)	-	45
Capital non-recurrent grants	(1,626)	(2,415)	789	(2,815)	(8,429)
Developer contributions	(9,131)	(8,488)	(644)	(114,026)	(118,295)
<b>Adjusted underlying surplus</b>	<b>51,139</b>	<b>55,286</b>	<b>(4,237)</b>	<b>14,936</b>	<b>7,297</b>

For the nine months ended 31 March 2021, Council has recorded an operating surplus of \$61.85 million, which is (\$4.34 million) unfavourable to the year to date budget.

Council is forecasting a \$133.98 million full year operating surplus, which is \$2.2 million favourable to the Adopted Budget.

This surplus is reported based on the Australian Accounting Standards and includes all revenue recognised in the financial period, including gifted subdivisional assets (non-monetary), developer contributions and grants towards capital works projects. It is important to note that the operating surplus is not a cash surplus; therefore it does not convert to immediately available cash for Council. Significant amounts of the surplus are restricted by legislation and must be used for future infrastructure investment.

After eliminating non-recurrent capital grants and other items, the adjusted underlying surplus is \$51.14 million, which is (\$4.24 million) behind budget. An underlying surplus is the net surplus for the year adjusted for non-recurrent capital grants and contributions. It is an accepted measure of financial sustainability as it is not impacted by non-recurring or once-off items of revenue and expenses that can often mask the operating results.

#### Financial position

	YTD Actual \$'000	Adopted Budget \$'000	Audited 2020 \$'000
Cash and investments	222,805	201,747	204,289
Net current assets	227,540	161,091	169,836
Net assets and total equity	3,969,864	4,145,583	3,944,937

The financial position as at 31 March 2021 shows a cash and investment balance of \$222.81 million compared with \$204.29 million as at 30 June 2020.

The cash and investment balance was sufficient to meet restricted cash and intended allocations of \$181.92 million at the end of March.

Restricted cash is the amount of cash holdings Council requires to meet external restrictions such as trust funds and statutory reserves. Cash for intended allocations includes cash held to fund future capital works and project works.

## Financial Statements

## Comprehensive Income Statement

Comprehensive Income Statement  
for the period ended 31 March 2021

	YTD Actual \$'000	YTD Budget \$'000	YTD Variance \$'000	Adopted Budget \$'000	Forecast \$'000
<b>Income</b>					
Rates and charges	169,837	169,661	176	170,108	170,356
Statutory fees & fines	14,940	14,722	219	17,538	17,275
User fees	2,616	4,201	(1,585)	6,841	4,448
Grants - operating	20,626	13,659	6,967	27,806	34,906
Grants - capital	2,345	3,465	(1,120)	3,865	9,747
Contributions - monetary	9,131	8,488	644	11,987	16,256
Contributions - non-monetary assets	-	-	-	102,039	102,039
Net gain on disposal of property, infrastructure, plant and equipment	571	102	470	102	2
Other income	4,204	5,910	(1,707)	6,300	5,328
<b>Total income</b>	<b>224,270</b>	<b>220,206</b>	<b>4,064</b>	<b>346,586</b>	<b>360,357</b>
<b>Expenditure</b>					
Employee benefits	73,051	67,597	(5,454)	94,521	98,163
Materials and services	52,274	51,010	(1,265)	71,281	78,922
Depreciation	26,668	22,699	(3,968)	31,087	33,087
Amortisation - intangible assets	-	-	-	113	113
Amortisation - right of use assets	-	-	-	121	121
Bad and doubtful debts	0	15	15	403	389
Borrowing costs	174	1,953	1,780	2,604	220
Finance costs - leases	-	28	28	37	37
Other expenses	10,252	10,716	464	14,642	15,329
<b>Total expenditure</b>	<b>162,419</b>	<b>154,018</b>	<b>(8,401)</b>	<b>214,809</b>	<b>226,380</b>
<b>Total comprehensive result</b>	<b>61,852</b>	<b>66,188</b>	<b>(4,337)</b>	<b>131,777</b>	<b>133,977</b>
Share of other comprehensive income of associate accounted for using the equity method	45	-	(45)	-	45
<b>Total comprehensive result</b>	<b>61,896</b>	<b>66,188</b>	<b>(4,382)</b>	<b>131,777</b>	<b>134,021</b>
<b>Less</b>					
Capital grants - non recurrent	(1,626)	(2,415)	789	(2,815)	(8,429)
Capital contributions	(9,131)	(8,488)	(644)	(114,026)	(118,295)
<b>Underlying surplus/(deficit)</b>	<b>51,139</b>	<b>55,286</b>	<b>(4,237)</b>	<b>14,936</b>	<b>7,297</b>

For the period ended 31 March 2021 Council's Operating result was (\$4.34 million) unfavourable to budget. Key variances contributing to this unfavourable variance to budget include:

- Employee costs (\$5.45 million) unfavourable to budget mainly attributable to Working for Victoria positions across the organisation. These are fully funded by operating grant income from the State Government in 219-20 and 2020-21
- Depreciation (3.97 million) unfavourable to budget as the budget had a conservative estimate based on the previous financial year
- Other income (\$1.71 million) unfavourable to budget due largely to lower interest on investments of following significant interest rate reductions that were greater than anticipated
- User fees and fines (\$1.59 million) unfavourable to budget due in most part to Leisure and Community facilities income, (\$1.18 million) unfavourable to budget as a result of facility closures in response to the ongoing State Government COVID-19 restrictions. Health Registrations fees were also (\$0.57 million) unfavourable as a result of fee waivers resolved by Council in response to the COVID-19 pandemic
- Materials and services (\$1.27 million) unfavourable to budget due to the unbudgeted non-contract works of (\$4.4 million) was incurred relating to Platform Estate payments payable to Mitchell Shire Council and Hume City Council, funded through the Developer Contribution reserve, which is offset by the impact of COVID-19 restrictions in areas including facilities management \$1.62 million favourable and pandemic recovery \$2.46 million favourable
- Capital grants (\$1.12 million) unfavourable to budget due to timing differences in the actual recognition of income compared to budget.

These unfavourable variances to budget were offset in part by the following favourable variances:

- Borrowing costs \$1.78 million favourable due to budgeted loans not being progressed as expected
- Operating grant income \$6.97 million favourable to budget, due in most part to unbudgeted working for Victoria grant income.

Council's forecast full year operating surplus of \$133.98 million is expected to be \$2.2 million favourable to the Adopted Budget.

*Financial Position***Balance Sheet  
as at 31 March**

	YTD Actual \$'000	2019-20 Actual \$'000	Net Movement \$'000
<b>Current assets</b>			
Cash and cash equivalents	111,805	74,289	37,516
Trade and other receivables	73,151	31,607	41,544
Other financial assets	111,000	130,000	(19,000)
Inventories	320	342	(22)
Other assets	471	1,185	(714)
<b>Total current assets</b>	<b>296,746</b>	<b>237,423</b>	<b>59,323</b>
<b>Non-current assets</b>			
Investment in associate	2,656	2,611	45
Other financial assets	22	22	0
Property, infrastructure, plant and equipment	3,754,616	3,781,282	(26,666)
Intangible assets	890	890	0
Right of use assets	1,083	1,083	0
<b>Total non-current assets</b>	<b>3,759,268</b>	<b>3,785,888</b>	<b>(26,620)</b>
<b>Total assets</b>	<b>4,056,014</b>	<b>4,023,311</b>	<b>32,703</b>
<b>Current liabilities</b>			
Trade and other payables	47,940	29,063	18,877
Trust funds and deposits	12,853	16,104	(3,251)
Provisions	7,954	20,162	(12,208)
Lease liabilities	268	268	0
Interest-bearing liabilities	191	1,990	(1,799)
<b>Total current liabilities</b>	<b>69,206</b>	<b>67,587</b>	<b>1,619</b>
<b>Non-current liabilities</b>			
Provisions	13,580	2,868	10,712
Lease liabilities	822	822	0
Interest-bearing liabilities	2,542	7,097	(4,555)
<b>Total non-current liabilities</b>	<b>16,944</b>	<b>10,787</b>	<b>6,157</b>
<b>Total liabilities</b>	<b>86,150</b>	<b>78,374</b>	<b>7,776</b>
<b>Net assets</b>	<b>3,969,864</b>	<b>3,944,937</b>	<b>24,927</b>
<b>Equity</b>			
Accumulated surplus	2,626,042	2,616,282	9,760
Reserves	1,343,823	1,328,655	15,168
<b>Total equity</b>	<b>3,969,864</b>	<b>3,944,937</b>	<b>24,927</b>

**Cash balance**

The chart below shows Council’s cash balance year to date for 2020-21 against the cash balance from the 2019-20 and restricted cash. The chart portrays:

- Actual 2020-21 cash balance
- Actual 2019-20 cash balance
- Restricted cash.

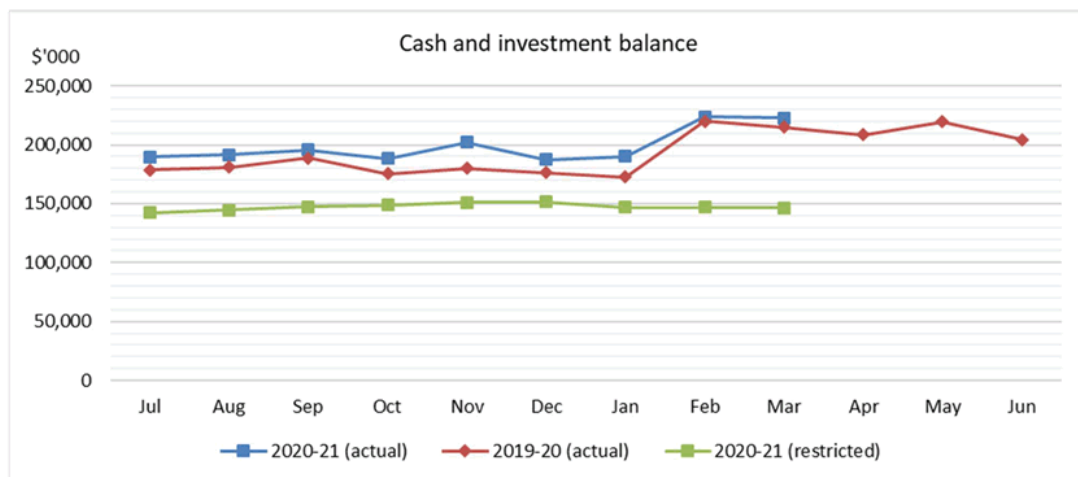
Restricted cash includes:

- Trust funds and deposits
- Non-discretionary reserves including developer contributions and subdivision levy (parkland contributions)
- Unspent conditional grants
- Carried forward capital works.

The cash and investments balance is currently \$21.06 million favourable to the budgeted year end position mainly due to:

- The opening cash and investments balance for 2020-21 being \$4.77 million less than budgeted
- The year to date capital works expenditure is \$11.25 million less than the year to date budget

Every opportunity is taken to invest surplus cash to maximise investment returns.



Note: Cash and investments include term deposits with a maturity date exceeding 90 days which are classified as other financial assets in the Balance Sheet.

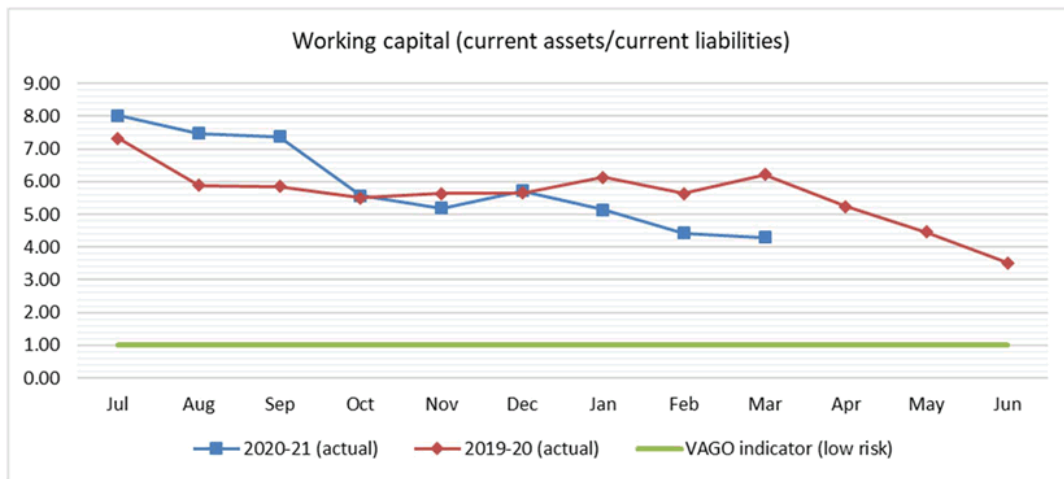
**Working capital**

The chart portrays:

- Actual 2020-21 working capital
- Actual 2019-20 working capital

Council’s working capital is forecast to remain well above the Victorian Auditor-General’s Office (VAGO) liquidity indicator as shown below.

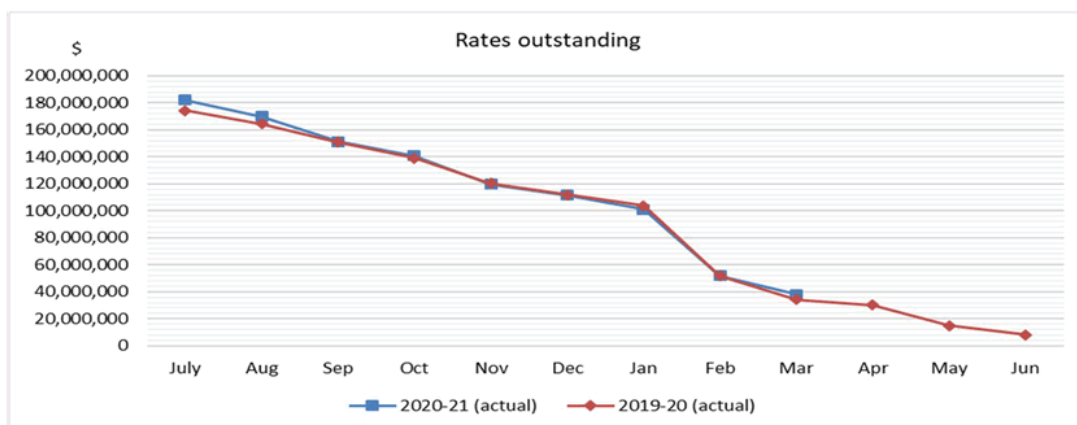
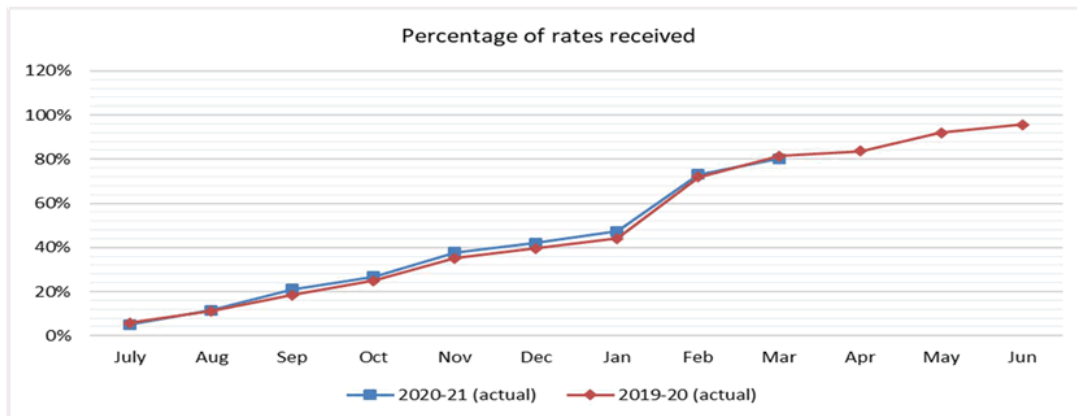




**Rates debtors**

As at 31 March 2021, \$191.95 million was raised in rates and charges including supplementary valuations that have been generated by changes to Council’s property base. At 31 March 2021, 80.24% of the rates raised have been collected compared to the same period of the 2019–20 financial year of 81.46%.

The following graphs show that current collection trends are slightly below the 2019–20 collection trend.



**Statement of Cash Flows**  
for the period ended 31 March 2021

	2020-21 Inflows / (Outflows) YTD Actual \$'000	2019-20 Inflows / (Outflows) Actual \$'000
<b>Cash flows from operating activities</b>		
Rates	130,543	158,837
Statutory fees and fines	12,410	14,326
User fees	2,276	13,939
Grants - operating	20,626	34,636
Grants - capital	2,345	3,492
Contributions - Monetary	9,131	18,579
Trust funds and deposits taken	10,595	6,296
Other receipts	3,940	4,534
Interest received	978	3,451
Net GST refund	620	(1,434)
Payments to employees	(74,547)	(89,914)
Payments to suppliers	(40,570)	(66,070)
Short-term, low value and variable lease payments	(416)	(490)
Trust funds and deposits repaid	(6,235)	(6,438)
Other payments	(10,252)	(13,191)
<b>Net cash provided by (used in) operating activities</b>	<b>61,444</b>	<b>80,553</b>
<b>Cash flows from investing activities</b>		
Payments for infrastructure, property, plant and equipment	(36,972)	(65,838)
Proceeds from sale of property, infrastructure, plant and equipment	571	2,295
Loans and advances made	-	-
Redemption of deposits	19,000	12,500
<b>Net cash provided by (used in) investing activities</b>	<b>(17,401)</b>	<b>(51,043)</b>
<b>Cash flows from financing activities</b>		
Finance costs	(174)	(660)
Proceeds from borrowings	-	-
Repayment of borrowings	(6,355)	(5,120)
Interest paid - lease liability	-	(22)
Repayment of lease liabilities	1	(451)
<b>Net cash provided by (used in) financing activities</b>	<b>(6,528)</b>	<b>(6,253)</b>
<b>Net increase (decrease) in cash and cash equivalents</b>	<b>37,516</b>	<b>23,257</b>
Cash and cash equivalents at the beginning of the year	74,289	51,032
<b>Cash and cash equivalents at the end of the period</b>	<b>111,805</b>	<b>74,289</b>

**Statement of Capital Works  
for the period ended 31 March 2021**

	YTD Actual \$'000	YTD Budget \$'000	YTD Variance \$'000	Adopted Budget \$'000	Forecast \$'000
<b>Property</b>					
Land	-	1,200	1,200	7,332	-
Building	6,058	6,698	641	7,938	7,782
Building improvements	3,089	4,105	1,017	7,310	8,202
<b>Total Property</b>	<b>9,146</b>	<b>12,004</b>	<b>2,857</b>	<b>22,580</b>	<b>15,984</b>
<b>Plant and equipment</b>					
Plant, machinery & equipment	668	1,033	365	1,217	1,217
Fixtures, fittings & furniture	(9)	92	101	151	90
Computers & telecommunications	61	365	304	432	532
<b>Total plant and equipment</b>	<b>720</b>	<b>1,490</b>	<b>770</b>	<b>1,800</b>	<b>1,839</b>
<b>Infrastructure</b>					
Roads	12,671	15,705	3,034	33,977	20,424
Bridges	33	100	67	100	100
Footpaths & cycleways	1,110	2,062	952	2,864	2,702
Drainage	259	395	136	355	503
Recreation, leisure & community facilities	4,157	5,605	1,449	7,826	8,393
Parks, open space & streetscapes	7,668	8,945	1,278	11,952	13,172
Carparks	4	70	66	70	70
Other infrastructure	590	1,230	640	2,695	2,445
<b>Total infrastructure</b>	<b>26,491</b>	<b>34,112</b>	<b>7,621</b>	<b>59,839</b>	<b>47,808</b>
<b>Total capital works</b>	<b>36,357</b>	<b>47,606</b>	<b>11,249</b>	<b>84,219</b>	<b>65,630</b>
<b>Represented by:</b>					
New assets	16,520	24,426	7,905	49,124	28,195
Asset renewal	11,966	14,218	2,253	22,933	22,945
Upgrade/expansion	7,871	8,962	1,091	12,162	14,491
<b>Total capital works</b>	<b>36,357</b>	<b>47,606</b>	<b>11,249</b>	<b>84,219</b>	<b>65,630</b>

## Reserves

## Summary of Reserves

	2019-20 Actual \$'000	Net transfers \$'000	2020-21 YTD Actual \$'000
<b>Discretionary reserves</b>			
Car parking	28	(0)	28
Land banking (App. 5)	4,792	86	4,878
Plant replacement	1,703	0	1,703
Technology improvement (App. 3)	4,864	943	5,807
Aged & Disability minor capital	322	-	322
Environmental Projects Reserve (App. 2)	4,864	0	4,864
Infrastructure reserve (App. 1)	21,272	4,275	25,548
LASF defined benefit plan	3,739	0	3,739
Synthetic turf replacement	1,880	-	1,880
Tip replacement	4,806	0	4,806
Insurance reserve	328	(328)	-
Legal expenditure reserve	200	-	200
People Strategy implementation reserve (App. 4)	515	265	779
Permit conditions reserve	35	(0)	35
Native vegetation offset site maintenance	1,241	0	1,241
Grants reserve	-	5,729	5,729
	<b>50,590</b>	<b>10,970</b>	<b>61,560</b>
<b>Non-discretionary reserves</b>			
Community Infrastructure Levy	6,412	1,389	7,802
Developers contributions	87,394	967	88,361
Donnybrook Woodstock ICP	1,155	(0)	1,155
Epping Plaza DC	1,470	9	1,478
Net gain compensation	3,251	19	3,269
Non standard street lighting	3,490	38	3,528
Parklands contributions (open space)	5,394	1,752	7,146
Planning permits drainage	1,731	63	1,793
Plenty Road duplication	67	0	67
Purchase of church	380	-	380
Traffic lights construction	823	(40)	783
Street tree contributions reserve	458	(0)	458
	<b>112,023</b>	<b>4,198</b>	<b>116,220</b>
<b>Total Reserves</b>	<b>162,614</b>	<b>15,168</b>	<b>177,782</b>
<b>Reconciliation to balance sheet</b>			
New Works carried fwd reserve (loans)	(8,717)	(0)	(8,717)
Asset revaluation reserve	1,174,759	-	1,174,759
	<b>1,166,041</b>	<b>(0)</b>	<b>1,166,041</b>
	<b>1,328,655</b>	<b>15,168</b>	<b>1,343,823</b>




















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Carry forward projects from 2019/20									
CAMMS PID	Project Name	YTD Actuals	YTD Budget	Variance	Annual Budget	Revised Budget (Q1 Adjs)	Revised Budget	Physical Progress	Quarterly Comment
<b>Buildings</b>									
CW-10007	Disability Action Plan - Ongoing Program	1,611	30,000	28,390	150,000	150,000	150,000	●	Works have commenced Mill Park Library to install an accessible ramp to the front entrance. Construction to be completed by May 2021.
CW-10008	Office Refurbishment and Alterations - Various Locations	50,978	41,000	(9,978)	220,000	220,000	220,000	●	Ongoing program involving improvements to offices to provide greater flexibility and occupational functionality.
CW-10063	Mernda Sports Hub - Mernda Recreation and Leisure Centre	20,586	100,000	79,414	692,184	692,184	692,184	●	Council has commenced master planning and will consider preliminary business case options in mid 2021. The site masterplan and full business case will be finalised in the later half of 2021.
CW-10065	Construct Social Support Services Facility - Mernda Villages CAC (DPC)	149,298	60,000	(89,298)	100,000	373,000	373,000	●	Design complete. Construction tender to be advertised in April with building works anticipated to commence late July. This is a multi year project and is partially funded from the Growing Suburbs Fund.
CW-10066	Construct Edgars Creek (Ganbu Gulinj) Community Activity Centre	351,894	330,000	(21,894)	555,712	405,712	405,712	●	Construction is complete and the centre is fully operational for Kindergarten, MCH and community meeting spaces.
CW-10067	Construct Community Centre (Wollert East) - west of Epping Road	4,031,440	4,895,048	863,608	4,895,048	4,895,048	4,895,048	●	The slab pour has been completed. Sub structure works to commence start of April. This is a multi year project and is partially funded through Victorian School Building Authority - Building Blocks Grant.
CW-10078	Redevelop Mill Park Leisure Centre	2,048,770	3,137,997	1,089,227	3,137,997	3,237,997	3,237,997	●	The opening of the gym and program space is now scheduled for 28 April, 2021. The aquatic side is due to open at the end of May.
CW-10090	Upgrade pavilion - Main Street Reserve Thomastown	37,757	30,000	(7,757)	30,000	30,000	30,000	●	Final defects completed. New Kitchenette to be installed May 2021.
CW-10117	Civic Precinct - HVAC and Refurbishment (Sustainable Climate Control Project St	46,746	15,000	(31,746)	171,545	171,545	171,545	●	The design of the final stage of the program regarding the upgrade of staff change room amenities in the basement of the Civic Centre has commenced. This is part of the 5 star GreenStar accreditation for the building upgrade.
CW-10137	Energy Efficiency Program - Various	328,981	200,000	(128,981)	750,000	1,000,000	1,000,000	●	> Solar PV / Battery Systems Project - installations commenced. > EV Charging Station Project - works to establish new point of electricity supply for charging station delayed due to permit process. Installation of charging station to proceed once new point of supply is established. > Double Glazing at PRACC Nth office - glazing study commenced. Additional quotations for double glazing received. > Internet Connections for existing Solar PV Systems Project - 4 systems remaining to be connected - minor issues to be resolved before connections can be established. > Feed-in Tarrif for existing solar PV systems Project - all sites now completed. Contractor to submit paperwork to retailer. > Additional solar PV system - RFT sent to invited tenderers for the installation of a 30 kW solar PV / 30 kWh battery system for Mill Park Basketball Stadium.
CW-10138	Refurbish building - Whittlesea Aquatic Facility	87,647	78,794	(8,853)	78,794	78,794	78,794	●	Splash Pad construction complete and opened March 2021. Pool Pod installation scheduled for mid 2021.
CW-10143	Implementation of Signage Management Plan - Various	204,529	200,000	(4,529)	200,000	200,000	200,000	●	Signage installations for this financial year complete. 67 signs installed, including 6 gateway signs.
CW-10145	Planned renewal - Minor works	20,359	782,000	761,641	1,300,000	1,250,000	1,250,000	●	Implementing a program of work following a condition assessments of all buildings.
CW-10208	Upgrade building - McLeans Road Kindergarten	1,232,999	1,250,000	17,001	2,562,996	2,562,996	2,562,996	●	All concrete slab and structural steelwork for the new two room kindergarten have now been completed. Construction of wall and ceiling framing - as well as roofing/guttering - has commenced and will continue over the next month. While COVID-19 restrictions have presented some challenges, the works are proceeding to plan and construction will be 75% completed by 30 June 2021. The project is scheduled for completion in December 2021 (including kindergarten licencing approval) with a planned opening in January 2022.
CW-10283	Upgrade building- Stables Kindergarten	-	30,000	30,000	250,000	250,000	250,000	●	Project on hold pending final approval of Kindergarten Infrastructure Service Plan (KISP) and project business case.
CW-10284	Construct Kindergarten - Thomastown Primary School	1,080,248	935,000	(145,248)	2,000,000	2,000,000	2,000,000	●	Construction works are complete and center has been operational since January 2021.

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CW-10305	Prism Park - Tennis Facility Development	267,994	253,112	(14,882)	453,112	453,112	453,112		Construction works for the public toilet amenity, shelters, BBQ and bike rails has been completed.
CW-10308	Mill Park Basketball Stadium Redevelopment	122,511	50,000	(72,511)	96,205	541,860	541,860		Construction works have commenced on minor improvements works within the stadium including seating upgrade, painting, etc. Anticipated to be complete in April 2021. Design documentation for new toilets and refurbishment of existing kitchen and user amenities has been completed. Tenders will now be advertised with the aim of awarding a major construction contract in mid 2021. The design of the new forecourt has commenced to address the poor condition of access paths, landscaping, signage and general amenity. The works will be staged to ensure ongoing use of the facility.
CW-10323	Mernda Town Centre - Community Facility	9,900	-	(9,900)	100,000	100,000	100,000		Feasibility study on track for completion by end of 2020/21 financial year.
CW-10325	Review of security measures at Council sites	30,937	188,645	157,708	278,645	278,645	278,645		A lighting contractor has been appointed and site preparation is anticipated for mid April 2021.
CW-10331	Mill Park Library - HVAC Replacement Works Project	566,180	750,000	183,820	750,000	750,000	750,000		HVAC upgrade works complete and Library reopened Nov 2020.
CW-10332	Mill Park Library - New LED Lighting Upgrade Project	238,545	250,000	11,455	250,000	250,000	250,000		Lighting upgrade works complete and Library reopened Nov 2020.
CW-10333	Mill Park Library - New Outdoor Community Space Project	96,432	30,000	(66,432)	250,000	700,000	700,000		Forecourt Upgrade - Works have commenced on site, to be completed May 2021 Outdoor Learning Area & Public Realm - Works tendered and submissions currently being reviewed. To commence on site May 2021.
CW-10337	Mill Park Library - Amenity Upgrade	329,084	250,000	(79,084)	250,000	250,000	250,000		Amenities contract works complete and Library reopened Nov 2020.
CW-10340	Public Toilet Amenity Plan Implementation	174,556	100,220	(74,336)	420,220	420,220	420,220		Tender evaluation currently in progress for sewer and water mains extension works for Mernda Adventure Park.
CW-10343	Construct Community Activity Centre - Patterson Drive, Donnybrook	-	-	-	648,000	648,000	648,000		Patterson Drive Community Centre is currently scheduled to be delivered in Donnybrook by 2025. Planning and Business Case development is well underway. Council officers are currently seeking approval for a preferred option.
CW-10364	Recommission Laurel Street Modular Kindergarten Building, Whittlesea	-	20,000	20,000	500,000	500,000	500,000		Project on hold pending final approval of Kindergarten Infrastructure Service Plan (KISP) and project business case.
CW-10365	Epping Soccer Stadium - Essential BCA upgrade	20,353	35,000	14,648	100,000	100,000	100,000		Works awarded and construction works to commence on site May 2021 and be completed by June 2021.
CW-10366	Meadowglen Athletics Track essential infrastructure upgrades	24,086	35,000	10,914	35,000	35,000	35,000		PA system installed. Sourcing quotes for supply of data projector and screen for the function room.
CW-10370	Sporting Infrastructure Major improvement works - Sport Club Contribution Policy	1,254	25,000	23,746	50,000	50,000	50,000		Six proposals were submitted and assessed in the first round. Currently working through the assessments of each proposal directly with the clubs. There is a further opportunity for clubs to submit project proposals in the second round in April 2021
CW-10377	Animal Welfare Centre Modification	-	-	-	110,000	110,000	-		A review of the current capacity of animal enclosures has found that no further work is required.
CW-10378	Minor Improvements Program	-	125,000	125,000	200,000	200,000	200,000		Implementing a program of work following a condition assessments of all buildings.
CW-10714	Mill Park Library Water Recycling & Public Realm Improvements	-	-	-	-	200,000	200,000		Works commenced on site March 2021. Construction of new water harvesting system to be completed by mid year 2021.
<b>Drains</b>									
CW-10048	Drainage improvement works - Various Locations	78,269	185,000	106,731	250,000	250,000	250,000		Construction of minor drainage upgrade in Kingsway Drive Lalor, Hennessy Street Epping and La Terra Place, Doreen to commence in April. Drainage upgrades have been completed at Jacaranda Drive, Mill Park and Hill View Court, Bundoora.
CW-10296	Drainage Improvements at Laurimar Recreation Reserve	180,828	175,000	(5,828)	217,773	217,773	217,773		Works complete at the east oval. Detailed design in progress for the west oval and will be completed this FY ready for tender and construction of works in 2021/22.
CW-10382	Construct Wash Bay - Rural Works Depot, Whittlesea	-	35,000	35,000	35,000	35,000	35,000		Requesting quotations for Provision of Design Consultancy Services to design and document covered truck washbay construction and rainwater tank installation works at Whittlesea works depot.
<b>Feasibility &amp; Planning</b>									
CW-10116	Planning and Feasibility Studies for Future Projects	122,483	285,000	162,517	500,000	500,000	500,000		Investigations and site assessment works such as building condition audits, CCTV drainage inspections, feature and level surveys, geotechnical assessments, site assessment and concept planning work underway.

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CW-10379	Detailed Design Preparedness	83,910	195,000	111,090	500,000	500,000	500,000		Designs have commenced on the following projects in preparation of grant applications: Epping Memorial Hall, Mill Park Library Car Park and Landscaping, Mill Park Basketball Stadium, Bubup Wilam Stage 3.
<b>Open Space</b>									
CW-10000	Implement Sportsfield Strategy - Sportsfield Upgrades	718,628	730,000	11,372	2,000,000	2,240,500	2,240,500		Soccer pitch (east) upgrade works at Hillview Recreation Reserve, South Morang are complete and currently in extended maintenance period. Tender is under evaluation for Design and Construction of Synthetic pitch at HR Uren. Contract to be awarded at Council meeting in May with works to commence on site in October.
CW-10005	Renewal of playgrounds and general landscape improvements	455,329	800,000	344,671	1,410,000	1,610,000	1,610,000		The upgrades to Rosemary Park, Lalor and Stonehaven Park Thomastown are complete and open to community. The construction of the upgrades to Findon Recreation Reserve Playground, Mill Park and Woodvale Park, Mill Park are in construction. Construction is planned to be complete by the end of April. The construction of the upgrades to Darebin Creek Parklands Playspace, Epping and Trinity Park South Morang will commence construction in April.
CW-10012	Street Tree Renewal Program - Ongoing	44,181	105,000	60,819	450,000	450,000	450,000		Street tree removal and street tree installation contract awarded. Street tree removal works are complete and street tree installation works scheduled to commence in April 2021
CW-10020	Whittlesea Public Gardens Master Plan	326,369	160,000	(166,369)	1,772,309	1,772,309	1,772,309		Stage 1 package of works currently at 65% complete. Town Planning application for Downs Road submission submitted.
CW-10021	Quarry Hills Regional Park	73,851	265,000	191,149	450,000	450,000	450,000		The design for a major community park and playspace at Granite Hills Park, located within Quarry Hills Parklands is currently being undertaken. The site investigation is now complete and a concept design is currently being undertaken. The concept design will be complete in May and presented to the community for comment in June.
CW-10039	Construct playing fields and pavilion - Lalor West Reserve (Mosaic)	1,538	-	(1,538)	-	-	-		Minor utility costs for 2019/20 project.
CW-10049	Construct shared path - Bruce's Creek reserve - Kinglake Views to Yea Road	4,589	150,000	145,411	150,000	150,000	150,000		Stage 1A concrete works from Teston Close to Oakbank Boulevard are underway and are 80% complete.
CW-10051	Upgrade tennis courts and pavilion - TH Hurrey Reserve	15,280	15,400	120	40,000	40,000	40,000		The works have been completed and the sporting facility is open for club and community use.
CW-10052	Replace tennis court surfaces - Epping Recreation Reserve	33,950	50,000	16,050	50,000	50,000	50,000		Concept design and condition audit has been completed and reviewed. Consultation regarding the concept design has been completed with the tennis club. A Business Case is being prepared for future delivery of upgrade works which will determine timing in the capital works program. Detailed design has been commissioned and will be completed this financial
CW-10075	Upgrade Coaches Boxes - Various Locations	51,283	55,000	3,718	55,000	55,000	55,000		Works completed at RGC Cook Reserve, Redleap Reserve and Main St Reserve east oval.
CW-10076	Cricket Practice Net Upgrade (various locations)	4,500	100,000	95,500	200,000	300,000	300,000		Funding application through SRV - Community Cricket Program has been successful. Design and Construct tender to be issued mid April.
CW-10084	Growling Frog Golf Course - course improvement works	-	20,000	20,000	20,000	20,000	20,000		Project scoping underway.
CW-10093	Establishment of additional dog off leash areas - Various Locations	62,439	180,000	117,561	265,000	515,000	515,000		Upgrades to Norris Bank Reserve Dog off leash Park have been completed. This included upgrades to improve surface conditions and additional park furniture. Construction for upgrades to Creek Park in Mernda will commence mid April, to be complete by June. This includes upgrades to improve surface conditions, additional park furniture (including shelters, drink fountains and seating), additional garden beds and a quiet dog zone.
CW-10114	Cricket Wickets Upgrade (various locations)	59,251	65,000	5,749	65,000	65,000	65,000		Works completed at Redleap Reserve, Laurimar Reserve, WA Smith Reserve and Kelynack Reserve.
CW-10760	Land/Road Reserves Control Account	301,934	-	(301,934)	-	-	-		

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CW-10135	Upgrade pavilion - HR Uren Reserve	82,895	30,000	(52,895)	140,000	140,000	140,000		The design phase is progressing well. The anticipated design completion is August 2021 and tender award anticipated for November 2021.
CW-10182	Epping Recreation Reserve Master Plan	20,495	150,000	129,505	200,000	200,000	200,000		Design works for the upgrade to the carpark at Epping Recreation Reserve are being undertaken. This includes detailed design for the staged construction of an upgraded car park at sporting fields, tennis club and Park street, access paths and improved entry. Initial master plan review, site investigations and traffic assessment are near completion and will progress into design development.
CW-10196	Sycamore BMX Track Development	19,186	-	(19,186)	-	-	-		Project complete.
CW-10198	Vehicle Exclusion Fencing	17,249	80,000	62,751	100,000	100,000	100,000		Trail Bike exclusion gate has been removed on Findon Creek following discussions with Whittlesea BUG. Vehicle exclusion fencing at Ester park is complete. Upgrade to fencing along Bruces Creek to be scoped and awarded following shared path concrete works in mid April.
CW-10228	Sports Ground Lighting Upgrade - Various Sites	140,834	250,000	109,166	250,000	250,000	250,000		Lighting upgrade at Waterview Recreation reserve is complete including cross arms and new luminaries installed with switchboard and wiring upgrade works undertaken. Detailed design of lighting upgrades to both fields at Laurimar Recreation reserve underway.
CW-10246	Redleap Reserve Master Plan Development and Implementation	17,730	75,000	57,270	100,000	100,000	100,000		The design for the upgrades to Redleap Recreation Reserve which have been outlined in the Reserve master plan is currently being undertaken. This includes the design of a new municipal level play space and picnic area. Initial site investigations and concept design of the playspace is complete.
CW-10272	Sportsfield Irrigation upgrade program	81,732	90,000	8,268	120,000	120,000	120,000		Works complete at Redleap Reserve, minor additional works currently being scoped. Design works for Laurimar Reserve in progress (concept design complete and detailed design nearing completion)
CW-10274	Boardwalk/ bridges refurbishment	33,020	100,000	66,980	100,000	100,000	100,000		Re-decking of central boardwalk on Mernda Wetlands to be undertaken April 2021. Risk assessment of Wilton Vale Wetlands boardwalk has been undertaken with immediate action to temporary fence sections. Long term replacement/removal of dilapidated boardwalk infrastructure to be resolved in early 2021. Structural review of Park Run Bridge, Mernda, to be undertaken to determine if stabilising works are
CW-10287	All Abilities Playspace - Mill Park	2,613,427	2,727,986	114,559	2,727,986	2,727,986	2,727,986		Project complete and open to the community to use. Formal ministerial opening event was held and park and playground is now in maintenance period. Water play area will remain operational until end of school holidays.
CW-10290	Sycamore BMX Lighting - Track and Car Park	110,184	101,396	(8,788)	101,396	101,396	101,396		Project completed.
CW-10309	Treeview Drive Playground, South Morang	3,713	130,000	126,288	165,000	165,000	165,000		Construction contract awarded with works scheduled to commence late April 2021.
CW-10315	LAND ACQUISITION - Construct Community Activity Centre- West Wollert (Rathdowne)	-	-	-	1,161,034	1,161,034	-		Project removed from the 2020/21 delivery program via Q2 Report presented to Council 1 March 2021.
CW-10318	Jardier Park playground, South Morang	6,000	100,000	94,000	200,000	200,000	200,000		Construction tender to be issued mid April.
CW-10341	Water Efficiency Program	134,236	100,000	(34,236)	250,000	250,000	250,000		The installation of a 200KL water tank at Mill Park Reserve is nearing completion.
CW-10345	LAND ACQUISITION-Boundary Road/ Bodycoats Road (north)	-	-	-	1,604,974	1,604,974	-		Project removed from the 2020/21 delivery program via Q2 Report presented to Council 1 March 2021.
CW-10346	LAND ACQUISITION-Boundary Road/Andrew Road	-	-	-	1,773,181	1,773,181	-		Project removed from the 2020/21 delivery program via Q2 Report presented to Council 1 March 2021.
CW-10347	Greening Whittlesea Urban Forest	5,625	100,000	94,375	150,000	150,000	150,000		Project scoping underway. Community consultation and engagement planning currently underway.
CW-10349	Mernda Village Adventure Playground Upgrade	-	100,000	100,000	500,000	500,000	500,000		Scope of works has been finalised with the design and construct tender to be issued mid April 2021. Services connections for new public toilet to be scoped and part funded through the Public Toilet Amenity Project.
CW-10354	LAND ACQUISITION-Land for two soccer fields and pavilion - Epping North East DCP	-	-	-	669,254	669,254	-		Project removed from the 2020/21 delivery program via Q2 Report presented to Council 1 March 2021.
CW-10355	LAND ACQUISITION-One Carriage way - Donnybrook Rd to Merri Creek	-	-	-	924,001	924,001	-		Project removed from the 2020/21 delivery program via Q2 Report presented to Council 1 March 2021.



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CW-10359	Norris Bank Reserve - West Park Precinct	13,578	60,000	46,422	60,000	60,000	60,000		A design for the upgrade of the western precinct at Norris Bank Reserve is currently being undertaken. This upgrade will create a space which caters to youth and will include an upgraded basketball court, social gathering spaces, informal stage and performance area, events spaces and opportunities for art projects.
CW-10363	Outdoor Netball Courts Development	222,711	225,000	2,289	375,000	634,500	634,500		Public tender awarded for Laurimar Primary School netball courts and lights, works in progress and on track. Concept design complete for Hazel Glen College netball courts however the school has requested a review to incorporate a roof structure which is currently being evaluated
CW-10367	Mernda Recreation Reserve (Schotter's Road) site upgrades	137,794	120,000	(17,794)	150,000	150,000	150,000		All site works completed. Power connection to be completed by power authority.
CW-10368	Riverside Reserve Park and Playground Renewal	54,972	39,485	(15,487)	155,000	155,000	155,000		A concept design for the upgrade of Riverside Reserve redevelopment was exhibited to the community. Following the strong support received from the community for the concept, the design has been finalised and will be tendered for construction. Construction of the upgrade to commence in July.
CW-10369	Carrington Blvd Community Centre - playground and landscape upgrade	30,100	70,000	39,900	220,000	370,000	370,000		Construction contract awarded and construction works have commenced.
CW-10371	Bellavista Park Upgrade, Wollert	7,800	10,000	2,200	130,000	130,000	130,000		Community consultation letters issued to local residents. Detail design underway with request for quotes for construction to be issued mid April 2021.
CW-10381	Laurimar 1C Street Tree Renewal	24,594	51,000	26,406	135,000	135,000	135,000		Community consultation and public information sessions complete. Council briefing planned for 11th Jan with letters to residents planned for mid Jan 2021.
CW-10383	Norris Bank Reserve Bocce Court	69,436	70,000	564	70,000	70,000	70,000		Construction of the Bocce Courts complete.
CW-10386	Whittlesea Community Skate Park Activation	29,978	50,400	20,423	95,000	95,000	95,000		A final design for Whittlesea Skate park has been developed with the feedback from the community consultation. The detailed design of the project is currently being undertaken. The project will be tendered for construction in June.
CW-10711	Raingardens Upgrade in Epping North	-	-	-	-	68,000	68,000		Successful unbudgeted Grant income from the Local Roads and Community Infrastructure Program of \$68,000. This income enables the delivery of future planned works to commence the implementation of the Intergated Water Management Strategy
CW-10758	Landscape and Street Tree Planting Works at Woodcrest Estate, Wollert	19,327	-	(19,327)	-	-	-		Developer default works involving Stages 2, 3 and 4 at Woodcrest Estate, Wollert and funded with landscape bonds that the developer has forfeited. Contract awarded, works to commence late Mar 2021.
<b>Plant &amp; Equipment</b>									
CW-10003	Replacement of Council Fleet - Ongoing Program	434,812	770,000	335,188	916,597	916,597	916,597		Ongoing program for the replacement of existing fleet items.
CW-10004	Furniture and equipment purchases	4,185	28,000	23,815	65,000	65,000	65,000		Ongoing program for the purchase of furniture and equipment to address OHS requirements.
CW-10009	IT - Various computer system hardware and other IT equipment	18,458	150,000	131,542	257,000	257,000	257,000		Minor equipment purchased to date.
CW-10011	Acquisition of Visual Art - Civic Centre	-	2,500	2,500	10,000	10,000	10,000		The Acquisitions Advisory Group shortlisted potential acquisitions and research has been completed. The next meeting will be held in April to coincide with the release of a new series of works by the identified artist.
CW-10018	Furniture and fittings for halls and CACs - Various Locations	-	48,400	48,400	80,000	80,000	80,000		Due to COVID-19 restrictions leisure and community facilities have been closed, furniture has not been ordered. Centres have reopened and centre coordinators are currently assessing requirements. Quoting has also commenced which will bring project to completion and on track/budget.
CW-10023	Management of the Public Art Collection	(9,114)	41,000	50,114	61,000	-	-		2020/21 project budget has been removed via the New Works Program Q1 Report (7 December 2020) as requested by the Organisational Oversight Group.
CW-10123	IT - ICT Network Infrastructure	36,124	50,000	13,876	50,000	50,000	50,000		Minor works to be completed in the coming months.
CW-10191	IT - Telephone System BCP and Renewal	26,302	60,000	33,698	100,000	100,000	100,000		Mitel phone system rolled out to the organisation in October.
CW-10226	IT - PC Replacement	(19,622)	80,000	99,622	100,000	100,000	100,000		Orders for replacement laptops have been placed - awaiting delivery.
CW-10335	IT - IOT Sensor Network - Smart Cities	-	25,000	25,000	25,000	25,000	25,000		Minor setup of additional sensors and gateways to be completed.




















2020/21 New Works Program Progress Report - as at 31 March 2021

		Physical Progress Legend							
		Traffic Light Definitions							
		Favourable		Completed, ahead of schedule, or on track					
		Neutral		Not yet commenced or behind schedule					
		Unfavourable		Project not proceeding or on hold					
Carry forward projects from 2019/20									
CAMMS PID	Project Name	YTD Actuals	YTD Budget	Variance	Annual Budget	Revised Budget (Q1 Adjs)	Revised Budget	Physical Progress	Quarterly Comment
<b>Roads &amp; Paths</b>									
CW-10001	Local road resurfacing works - Ongoing Program	5,318,381	3,500,000	(1,818,381)	5,600,000	5,600,000	5,600,000		Works were not able to commence until mid-November due to COVID-19 restrictions on worker numbers on site. Works are now progressing as well as can be expected, with Council officers meeting with contractors constantly to review the program of works to mitigate the effect of the delayed start and fully deliver program, however there remains a realistic possibility that the delayed start due to COVID-19 may result in the program not being fully delivered.
CW-10002	Local Road Reconstruction / Rehabilitation	2,043,159	3,900,000	1,856,841	5,550,000	5,550,000	5,550,000		Program 100% achieved.
CW-10017	Car Park rehabilitation - various	4,000	70,000	66,000	70,000	70,000	70,000		Detailed design is in progress for two car parks for Wollert Community Centre. Construction contract to be awarded for the first car park at the end of April 2021 due to minor design amendments.
CW-10050	Bicycle facilities - provide new on-road & off-road paths	103,690	110,000	6,310	110,000	110,000	110,000		Construction of shared path along McKimmies Road connecting to Plenty Road shared path & missing shared path link at Betula Avenue Roundabout including pedestrian fencing have been completed.
CW-10054	Construct Findon Road extension - Williamsons Road to Danaher Drive	3,139,257	5,950,000	2,810,743	6,179,087	6,179,087	6,179,087		The project had changes to the initial scope with inclusion of an additional signalised intersection with a local street and encountered delays with Melbourne Water for working around and protection of their assets. Council is finalising these approvals with both Department of Transport and Melbourne Water respectively. This has impacted the project delivery date with a likely new completion date of October 2021.
CW-10055	Upgrade disabled parking bays to DDA requirements - Various locations - DDA Work	-	50,000	50,000	50,000	50,000	50,000		Contract awarded and works is programmed to commence in May for Church Street & McLeans Road Accessible Parking Bays.
CW-10056	Kerb Ramp DDA Upgrades - Kerb Alignment	-	50,000	50,000	100,000	100,000	100,000		Program 100% delivered.
CW-10105	Safe Routes to Schools	48,300	27,000	(21,300)	27,000	27,000	27,000		All works allocated for this financial years has been completed.
CW-10124	Construct Road - Regent Street - Sackville St to Grafton St	46,132	-	(46,132)	-	-	-		Works have been completed.
CW-10130	Retail Activity Centres - Streetscape Condition Audit & Improvements	48,240	64,707	16,467	64,707	64,707	64,707		Tender evaluation complete with contractor appointed. Works scheduled to commence early April. Communications planning underway with internal and external stakeholders.
CW-10161	Construct shared path - Bush Boulevard - Plenty Rd to Westfield Shopping Centre	295,908	250,000	(45,908)	250,000	250,000	250,000		Works complete and open to the public. Council has received positive feedback from the community following the completion of the trail and from officer observation it is being well used.
CW-10165	Construct shared path - McDonalds Road (north side) - Darebin Creek to Civic Dr	27,806	35,000	7,195	50,000	50,000	50,000		Works are complete and this shared path is now operational.
CW-10185	Construct shared path - Hendersons Road Drain - Childs Road to Findon Road	14,300	160,000	145,700	400,000	400,000	400,000		Detail design package complete and construction tender being processed in mid April through Civil schedule of rates contract.
CW-10186	Construct shared path - Park Street - High Street to Darebin Creek	5,000	110,000	105,000	110,000	110,000	110,000		Construction is expected to commence mid of April.
CW-10187	Construct Shared Paths - Findon Road to Gordons Road South Morang	12,500	80,000	67,500	200,000	200,000	200,000		Detail design package 90% complete - issue for construction tender scheduled for late April 2021.
CW-10207	Streetscape improvements program - Lalor High Street Shops	1,272,465	1,381,582	109,117	2,210,049	2,210,049	2,210,049		Stage 2 Lalor Streetscape Upgrades are progressing and expected to be completed in late April, 2021. Stage 2 works include the upgraded Cyprus Street carpark, David Streetscape works and the roundabout to corner of David St and Station Street.
CW-10211	Streetscape improvements program - Thomastown High Street Shops	1,475,472	1,212,469	(263,003)	1,807,713	2,307,713	2,307,713		Stage 1 improvement works are now completed. These works included the replacement of the footpath from Spring Street to Highlands Road, a new forecourt entrance to the Thomastown Primary School, a new public toilet and public space in Central car park. The next stage is Stage 2 which commenced in late January 2021. Stage 2 works include: the footpath replacement from Highland Road to Pleasant Road and upgrade of the War Memorial site. These works are expected to be completed by September next year.

2020/21 New Works Program Progress Report - as at 31 March 2021

		Physical Progress Legend							
		Traffic Light Definitions							
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		Neutral		Not yet commenced or behind schedule					
		Unfavourable		Project not proceeding or on hold					
Carry forward projects from 2019/20									
CAMMS PID	Project Name	YTD Actuals	YTD Budget	Variance	Annual Budget	Revised Budget (Q1 Adjs)	Revised Budget	Physical Progress	Quarterly Comment
CW-10227	Missing Footpath Links Program - Various locations	315,656	250,000	(65,656)	250,000	350,000	350,000		Construction completed at Forest Street Whittlesea, Eccles Close and Odonoghue Street Mill Park, Blackflat Road Whittlesea, Settlement Road Bundoora, Whittlesea - Yea Road Whittlesea. Construction to commence in mid-May at Houston St and Duffy Street, Epping. Design in progress for Hall Street Epping with construction works to commence in 2021/22.
CW-10230	Street Light bulk replacement program	224,369	400,000	175,631	1,500,000	1,000,000	1,000,000		The street light installer has commenced the installation of the street lights and more than 50% of the street lights have been delivered to the installer. The street light designer and the consultant engaged to create the Victorian Energy Efficiency Certificates for the City of Whittlesea are working to complete all the required documents for the successful creation of the VEECs (expected value greater than \$300,000). There has been a delay in the Smart Street Light Trial; it is now expected in early April.
CW-10239	Construct shared path - Yan Yean Pipe Track - Bridge Inn Rd to Hazel Glen Dr	17,055	-	(17,055)	-	-	-		Completion of CHMP for Yan Yean Pipe Track Shared Path. Due to the proximity of a scar tree there needs to be a more extensive CHMP report undertaken to finalise the design. Works are funded through CW-10116 Planning and Feasibility for Future Projects.
CW-10245	480 Cooper Street - Fire main	-	-	-	53,868	53,868	53,868		Improvement to fire services completed.
CW-10285	Reconstruct car park - Mill Park Leisure Centre	1,207,893	1,025,910	(181,983)	1,025,910	1,025,910	1,025,910		The carpark works are complete, and half opened. The remainder will be opened when the Leisure center is opened on 28 April 2021.
CW-10316	Pathways to Stations	168,686	350,000	181,314	450,000	450,000	450,000		Chamonix Parade path complete. Design of the shared path through the Yan Yean Pipe track and High Street shared path (Thomastown station to Keon Park station, first stage of Whittlesea Rail Trail) are in progress.
CW-10467	Construction of Signalise Intersection of Yann Drive/Eaststone Avenue Wollert	356,250	356,250	-	356,250	356,250	356,250		Works are complete.
CW-10326	Signalised Intersection - Yan Yean Road / Hazel Glen Drive	361,336	400,000	38,664	400,000	400,000	400,000		Traffic signal works complete. This project is tied to a traffic island installation at the intersection of Mitchells Run/Yan Yean Road traffic island which will be installed in April 2021.
CW-10327	Install Pedestrian Operated Signals on Morang Drive at Mill Park Leisure Centre	78,722	163,620	84,898	163,620	163,620	163,620		Installation of pedestrian operated signals in Morang Drive Mill Park completed. Waiting on re-surfacing of road to be completed in April 2021.
CW-10328	Urbanise Cookes Road - Bridge Inn Rd to 45 Cookes Rd, Doreen	14,940	-	(14,940)	-	-	-		Final plan checking fees processed. Expenditure to be offset by grant income.
CW-10344	Findon Creek - West branch - Boundary Road	-	-	-	2,017,177	2,017,177	-		Project removed from the 2020/21 delivery program via Q2 Report presented to Council 1 March 2021.
CW-10356	Construction of Interim signalised intersection at Donnybrook Rd	-	-	-	917,242	917,242	-		Project removed from the 2020/21 delivery program via Q2 Report presented to Council 1 March 2021.
CW-10645	Bridge Inn Rd/Galloway Drive/Cravens Rd	16,881	-	(16,881)	-	35,200	35,200		Awaiting approval of Traffic Signal Plan from Department of Transport before works can commence, works expected to be completed 2021.
CW-10646	Findon Rd Pedestrian Operated Signals west of Maserati Drive	9,500	-	(9,500)	-	185,000	185,000		Waiting on final approval of the Traffic Signal Plan and permission from DoT to carry out works. Works have been advertised to Public Tender and are expected to be awarded around end of April.
CW-10647	Roundabout Upgrade; Lyndarum Drive / Greenfields Drive / Manor House Drive, Epping	-	-	-	-	52,300	52,300		Contract has been awarded. Works is planned to commence in mid April.
CW-10360	Station Road upgrade between car park and Plenty Road. Mernda	-	50,000	50,000	50,000	50,000	50,000		Detail design is in progress and construction to be in 2021/2022.
CW-10372	Construct Rd, Boundary Rd, btw Koukoura Drive and Epping Rd	-	-	-	2,521,556	2,521,556	-		Project removed from the 2020/21 delivery program via Q2 Report presented to Council 1 March 2021.
CW-10373	Boundary Road/ Bodycoats Road (north)	-	-	-	3,356,735	3,356,735	-		Project removed from the 2020/21 delivery program via Q2 Report presented to Council 1 March 2021.
CW-10374	Boundary Road/Andrew Road	-	-	-	5,152,108	5,152,108	-		Project removed from the 2020/21 delivery program via Q2 Report presented to Council 1 March 2021.
CW-10375	Huskisson Reserve Shared Path	37,467	360,000	322,534	360,000	360,000	360,000		Construction contract awarded with works scheduled to commence late April 2021. Draft CHMP submitted to RAP for final approval.
CW-10376	One Carriage way - Donnybrook Rd to Merri Creek	-	-	-	263,974	263,974	-		Project removed from the 2020/21 delivery program via Q2 Report presented to Council 1 March 2021.

2020/21 New Works Program Progress Report - as at 31 March 2021

Physical Progress Legend									
Traffic Light Definitions									
Favourable		Completed, ahead of schedule, or on track							
Neutral		Not yet commenced or behind schedule							
Unfavourable		Project not proceeding or on hold							
<b>Carry forward projects from 2019/20</b>									
CAMMS PID	Project Name	YTD Actuals	YTD Budget	Variance	Annual Budget	Revised Budget (Q1 Adjs)	Revised Budget	Physical Progress	Quarterly Comment
CW-10380	Rochdale Square, Town Centre Improvement	3,860	350,000	346,140	450,000	812,500	812,500		Tender evaluation complete with contractor appointed. Works scheduled to commence early April. Communications planning underway with internal and external stakeholders.
CW-10384	Reconstruction of Arthurs Creek Road	69,104	80,000	10,896	200,000	200,000	200,000		Detail design in progress & is expected to receive final design by end of April 2021.
CW-10385	Mernda Sports Hub - Acquire land Plenty Road/Everton Drive intersection	-	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000		Preliminary design for the intersection has been completed to inform land acquisition requirements.
CW-10695	Manor House Drive / O'Herns Road Intersection	163,824	-	(163,824)	-	125,000	125,000		Due to a spike in accidents at the intersection of Manor House Drive and O'Herns Road a temporary roundabout has been constructed to improve road safety until the traffic lights are activated in 18 months' time. This project was added to the 2020/21 New Works Program via the Q1 New Works Program Report (presented to Council 7 December 2020).
CW-10730	Road safety treatments - Manor House Drive, Epping (between Lyndarum Dr & O'Herns Rd)	-	-	-	-	269,000	269,000		Design completed. Construction works to commence mid-April.
<b>Transport</b>									
CW-10015	LATM Schemes various treatments	163,341	500,000	336,659	500,000	543,000	543,000		Works under this program for this FY are scheduled for Local Area Traffic Management Area 9 in Thomastown. Works are currently in progress and it is expected the program of works for this FY will be completed as scheduled.
CW-10026	Improve disability access (DDA) to public transport	10,700	65,000	54,300	80,000	80,000	80,000		We received quotations from civil contractors to construct the hardstands and install the TGS1 for 6 nominated locations. Two of those locations will have heritage shelters installed once they are done. Construction is expected to commence this month April and complete by end of April.
CW-10027	Traffic control devices - un-programmed works	39,046	150,000	110,954	240,000	240,000	240,000		Riverside Drive, South Morang - Works awarded and to be completed during school holidays. Chancellor Avenue, Bundoora - Works awarded for installation of speed cushions and raised crossing. Works expected to be completed mid May.
CW-10029	Collector Road traffic management - Various locations	68,524	80,000	11,476	160,000	160,000	160,000		Preliminary design completed and now under internal review before completing the detailed design by Mid of April.
CW-10030	Installation bus shelters - Various Locations	3,820	22,000	18,180	22,000	22,000	22,000		The two new locations need widening of the hardstands before installing the bus shelters. The widening of the hardstands will be done by mid of April and installation of shelters will follow that immediately.
CW-10068	Roadside hazard protection	7,662	25,000	17,338	100,000	100,000	100,000		Masons Road Stage 2 works to be carried out in June 2021. Currently at tender.
CW-10097	Mernda Sports Hub - Signalise intersection - Plenty Rd and Everton Gardens	195,522	150,000	(45,522)	311,345	311,345	311,345		Functional layout plans have been approved by Department of Transport. Detail design is being finalised.
CW-10192	Signalise intersection - Ferres Blvd/Findon Rd	143,092	-	(143,092)	-	-	-		Works completed. Identified defects currently being completed.
CW-10317	Traffic Management Around Schools	108,442	445,000	336,558	445,000	695,000	695,000		Laurimar Primary and Mernda Villages works awaiting construction contract award. Construction works expected to commence by Mid April. Detail design and investigations at Mill Park Heights are still in progress with construction expected to commence early May.
CW-10361	Install Raised Pavements on Galloway Drive and Pearsons Road, Mernda	134,549	240,000	105,451	240,000	240,000	240,000		Modifications for pedestrian crossing in front of retirement village to convert to a wombat pedestrian crossing is going to be completed by 12th April. Additional turf to be planted in front of the shopping center.
CW-10362	Edgars Road and Eaststone Avenue Traffic Signal Completion and Switch On	-	110,000	110,000	110,000	110,000	110,000		Council officers in discussion with Development Victoria to determine responsibility for outstanding works.
<b>Total New Works Program Expenditure</b>		<b>36,356,892</b>	<b>47,605,921</b>	<b>11,249,029</b>	<b>89,982,304</b>	<b>94,129,959</b>	<b>73,658,723</b>		

## 2020-21 New Works Infrastructure Program Third Quarter Applications Status Update

## Applications Submitted - Awaiting Announcement

Round / Year	Candidate Projects	Grant Name	Organisation / Department	Funding Type	Grant Status	Application Grant Amount	Council Contribution	Other Contribution	Total Project Cost	Application Status	Funding Announcement Date
2021-22	Harvest Home Road, Wollert	Blackspot Program	VicRoads/DoT	Federal	Closed	\$ 902,000	\$ -	\$ -	\$ 902,000	Pending	Mid Jan 2021
2021-22	Redleap Avenue, Mill Park	Blackspot Program	VicRoads/DoT	Federal	Closed	\$ 140,000	\$ -	\$ -	\$ 140,000	Pending	Mid Jan 2021
2021-22	Darebin Drive/McKimmies Road, Lalor/Thomastown	Blackspot Program	VicRoads/DoT	Federal	Closed	\$ 160,000	\$ -	\$ -	\$ 160,000	Pending	Mid Jan 2021
2020-21	Portable Flashing Amber Lights Trial at School Zones	2020 TAC Community Road Safety Grant	TAC	State	Closed	\$ 20,957	\$ 5,000	\$ -	\$ 25,957	Pending	Mid-Late Dec 2020
2020	Activation of Shared User Paths	2020 TAC Local Government Grant Program - Analysis Project	TAC	State	Closed	\$ 27,500	\$ 27,500	\$ -	\$ 55,000	Pending	Late Oct/Nov 2020
2020-21	Masons Road	Local Area Traffic Management (LATM) – New Road Safety Stimulus Program (Tranche 2 & 3, FY 2021/22)	DoT	State	Closed	\$ 225,000	\$ -	\$ -	\$ 225,000	Pending	TBA
2020-21	Barry Road	Local Area Traffic Management (LATM) – New Road Safety Stimulus Program (Tranche 2 & 3, FY 2021/22)	DoT	State	Closed	\$ 60,000	\$ -	\$ -	\$ 60,000	Pending	TBA
2020-21	Main Street, Thomastown between Edgars Road and High Street	Local Area Traffic Management (LATM) – New Road Safety Stimulus Program (Tranche 2 & 3, FY 2021/22)	DoT	State	Closed	\$ 50,000	\$ -	\$ -	\$ 50,000	Pending	TBA
2020-21	Betula Avenue, Bundoora between Tasman Drive and Botanica Boulevard	Local Area Traffic Management (LATM) – New Road Safety Stimulus Program (Tranche 2 & 3, FY 2021/22)	DoT	State	Closed	\$ 50,000	\$ -	\$ -	\$ 50,000	Pending	TBA
2020-21	Gillwell Road, Lalor between Barry Road and Pinetree Cesent	Local Area Traffic Management (LATM) – New Road Safety Stimulus Program (Tranche 2 & 3, FY 2021/22)	DoT	State	Closed	\$ 40,000	\$ -	\$ -	\$ 40,000	Pending	TBA
2020-21	The Boulevard, Thomastown between Station Street, Dalton Road	Local Area Traffic Management (LATM) – New Road Safety Stimulus Program (Tranche 2 & 3, FY 2021/22)	DoT	State	Closed	\$ 100,000	\$ -	\$ -	\$ 100,000	Pending	TBA
2020-21	Olivine	Community Cricket Facilities, 2020-21	SRV	State	Closed	\$ 100,000	\$ 112,960	\$ -	\$ 212,960	Pending	1/04/2021
2020-21	Laurimar Reserve (West) Oval Sports Ground Renewal	Community Cricket Facilities, 2020-21	SRV	State	Closed	\$ 100,000	\$ 900,000	\$ -	\$ 1,000,000	Pending	1/04/2021
2020-21	HR Uren Recreation Reserve Synthetic Soccer Pitch Upgrade & Multi Use Social Pavilion	2020-21 Community Sports Infrastructure Stimulus Program	SRV	State	Closed	\$ 3,690,772	\$ 578,953	\$ -	\$ 4,269,725	Pending	Mid April
2020-21	Bubup Wilam Aboriginal Child and Family Centre Refurbishment and Extension	Early Childhood Refurbishment and Minor Works (Major Grants Stream), Refurbishment and Minor Works - Major Grants Program	DET	State	Closed	\$ 500,000	\$ -	\$ -	\$ 500,000	Pending	30/04/2021
2020-21	Community Energy Efficiency Program	Growing Suburbs Fund 2020-21, 6.2	DJPR	State	Closed	\$ 375,000	\$ 375,000	\$ -	\$ 750,000	Pending	30/04/2021
2020-21	Kelynack Recreation Reserve Playspace and Multi Area Redevelopment	Growing Suburbs Fund 2020-21, 6.2	DJPR	State	Closed	\$ 675,000	\$ 675,000	\$ -	\$ 1,350,000	Pending	30/04/2021
2020-21	Mernda Village Adventure Park - Public Amenity	Growing Suburbs Fund 2020-21, 6.2	DJPR	State	Closed	\$ 150,000	\$ 150,000	\$ -	\$ 300,000	Pending	30/04/2021
2020-21	Norris Bank Reserve (West Precinct)	Growing Suburbs Fund 2020-21, 6.2	DJPR	State	Closed	\$ 600,000	\$ 600,000	\$ -	\$ 1,200,000	Pending	30/04/2021
2020-21	Quarry Hills Regional Park - Connecting Trails	Growing Suburbs Fund 2020-21, 6.2	DJPR	State	Closed	\$ 565,000	\$ 565,000	\$ -	\$ 1,130,000	Pending	30/04/2021
2020-21	Redleap Recreation Reserve Upgrade	Growing Suburbs Fund 2020-21, 6.2	DJPR	State	Closed	\$ 525,000	\$ 525,000	\$ -	\$ 1,050,000	Pending	30/04/2021
2020-21	Urban Streetscape Improvements - Gorge Road, South Morang	Growing Suburbs Fund 2020-21, 6.2	DJPR	State	Closed	\$ 475,000	\$ 475,000	\$ -	\$ 950,000	Pending	30/04/2021
2020-21	Whittlesea Public Gardens - Skate Park and Urban Zone	Growing Suburbs Fund 2020-21, 6.2	DJPR	State	Closed	\$ 650,000	\$ 650,000	\$ -	\$ 1,300,000	Pending	30/04/2021
2020-21	Lighting Mernda Trail Trail Shared Path	Building Safer Communities	Department of Justice	State	Closed	\$ 100,000	\$ 132,000	\$ -	\$ 232,000	Pending	30/05/2021
2020-21	Laurimar Recreation Reserve Sports Lighting Upgrade	Local Sports Infrastructure Fund, Lighting Upgrades	DJPR	State	Closed	\$ 136,521	\$ 91,014	\$ -	\$ 227,535	Pending	22/03/2021
						<b>\$ 10,417,750</b>					

2020-21 New Works Infrastructure Program Third Quarter Applications Status Update

Unsuccessful Applications

Round / Year	Project Name	Grant Name	Organisation / Department	Funding Type	Grant Status	Grant Application Amount	Council Contribution	Other	Total Project Cost	Application Status	Proposed Funding Announcement Date
2020-21	Chantal Park and Playground Upgrade	2020-21 Growing Suburbs Fund	DJPR	State	Closed	\$ 100,000	\$ 100,000	\$ -	\$ 220,000	Unsuccessful	17/08/2020
2020-21	Narina Way Park and Playground Upgrade	2020-21 Growing Suburbs Fund	DJPR	State	Closed	\$ 110,000	\$ 110,000	\$ -	\$ 200,000	Unsuccessful	17/08/2020
2020-21	Symon Park and Playground Upgrade	2020-21 Growing Suburbs Fund	DJPR	State	Closed	\$ 75,000	\$ 75,000	\$ -	\$ 150,000	Unsuccessful	17/08/2020
2019-20	Laurimar Reserve Sports Ground Renewal (PID 2211)	Community Cricket Program - Community Facilities	SRV	State	Closed	\$ 100,000	\$ 820,000	\$ -	\$ 920,000	Unsuccessful	1/08/2020
2019-20	Development of outdoor netball courts to increase female sports participation - Laurimar	Local Sports Infrastructure Fund - Female Facilities Fund	SRV	State	Closed	\$ 400,000	\$ 300,000	\$ -	\$ 700,000	Unsuccessful	1/08/2020
2019-20	Whittlesea Community Skate Park Activation	Local Sports Infrastructure Fund - Community Facilities	SRV	State	Closed	\$ 250,000	\$ 325,000	\$ 375,000	\$ 950,000	Unsuccessful	1/08/2020
2019-20	Whittlesea Public Gardens Revitalisation	Local Sports Infrastructure Fund - Strategic	SRV	State	Closed	\$ 800,000	\$ 1,200,000	\$ 2,000,000	\$ 4,000,000	Unsuccessful	1/08/2020
2020-21	Mill Park Basketball Stadium Forecourt	Community Safety Infrastructure Program	Department of Justice	State	Closed	\$ 500,000	\$ 98,200	\$ -	\$ 598,200	Unsuccessful	17/10/2020
2020-21	Carrington Boulevard Child Care Centre	Victoria Cancer Agency	Dept Health & Human Services	State	Closed	\$ 30,000	\$ 20,000	\$ -	\$ 50,000	Unsuccessful	15/11/2020
2020-21	Bubup Wilam - Stage 3 Works	2020-21 Aboriginal Community Infrastructure Program	DJPR	State	Closed	\$ 1,421,719	\$ -	\$ -	\$ 1,421,719	Unsuccessful	14/09/2020
2020-21	Arthurs Creek Road, Yan Yean	AriLinks	Agriculture Victoria	State	Closed	\$ 1,310,000	\$ 960,000	\$ -	\$ 2,270,000	Unsuccessful	1/11/2020
2020-21	HR Uren Sportsground and Pavilion Upgrade (PID 1906 / 2)	2020-21 Community Sports Infrastructure Stimulus Program	SRV	State	Closed	\$ 3,450,000	\$ 350,000	\$ -	\$ 3,800,000	Unsuccessful	31/07/2020
2020-21	Bush Boulevard, Mill Park - Shared Path	Sustainable Infrastructure Fund	Sustainability Victoria	State	Closed	\$ 190,000	\$ 190,000	\$ -	\$ 380,000	Unsuccessful	8/12/2020
						<b>\$ 8,736,719</b>					

Successful Applications

Round / Year	Candidate Projects	Grant Name	Organisation / Department	Funding Type	Grant Status	Successful Grant Amount	Council Contribution	Other Contribution	Total Project Cost	Application Status	Funding Announcement Date
2020-21	Redleap Reserve- dog off leash park	Economic Stimulus Program - Off Leash Dog Parks	DELWP	State	Closed	\$ 250,000	\$ -	\$ -	\$ 250,000	Successful	31/08/2020
2020-21	Carrington Children's Centre outdoor learning and playspace project	2020-21 Growing Suburbs Fund	DJPR	State	Closed	\$ 150,000	\$ 150,000	\$ -	\$ 300,000	Successful	17/08/2020
2020-21	Community Energy Efficiency Program	2020-21 Growing Suburbs Fund	DJPR	State	Closed	\$ 250,000	\$ 250,000	\$ -	\$ 500,000	Successful	17/08/2020
2020-21	Rochdale Square Neighbourhood Revitalisation project	2020-21 Growing Suburbs Fund	DJPR	State	Closed	\$ 362,500	\$ 362,500	\$ -	\$ 725,000	Successful	17/08/2020
2020-21	Mill Park Library Public Surrounds Upgrade	2020-21 Growing Suburbs Fund	DJPR	State	Closed	\$ 450,000	\$ 450,000	\$ -	\$ 900,000	Successful	17/08/2020
2020-21	Mernda Social Support Services Facility	2020-21 Growing Suburbs Fund	DJPR	State	Closed	\$ 1,240,000	\$ 1,240,000	\$ -	\$ 2,480,000	Successful	17/08/2020
2020-21	Mill Park Basketball Stadium Redevelopment	2020-21 Community Sports Infrastructure Stimulus Program	SRV	State	Closed	\$ 1,000,000	\$ 1,981,218	\$ -	\$ 2,981,218	Successful	1/08/2020
2019-20	Wollert East Community Centre / Kindergaren (PID1426)	2020 Integrated Childrens Centre Building Blocks Grant - Round 1	Victorian School Building Authority	State	Closed	\$ 2,750,000	\$ 1,564,347	\$ 4,235,653	\$ 8,550,000	Successful	1/08/2020
2019-20	Epping Recreation Reserve Cricket Training Net Reconstruction (PID 1564)	Community Cricket Program - Community Facilities	SRV	State	Closed	\$ 100,000	\$ 117,883	\$ -	\$ 217,883	Successful	1/08/2020
2020-21	Thomastown Streetscape & Pedestrian Crossing Works	Local Roads and Community Infrastructure Program	Department of Infrastructure, Transport, Regional Development and Communications	Federal	Closed	\$ 500,000	\$ 485,000	\$ -	\$ 985,000	Successful	31/07/2020
2020-21	Traffic Management Around Schools	Local Roads and Community Infrastructure Program	Department of Infrastructure, Transport, Regional Development and Communications	Federal	Closed	\$ 250,000	\$ 190,000	\$ -	\$ 440,000	Successful	31/07/2020
2020-21	Missing Footpath Links Program	Local Roads and Community Infrastructure Program	Department of Infrastructure, Transport, Regional Development and Communications	Federal	Closed	\$ 100,000	\$ 150,000	\$ -	\$ 250,000	Successful	31/07/2020

## 2020-21 New Works Infrastructure Program Third Quarter Applications Status Update

Round / Year	Candidate Projects	Grant Name	Organisation / Department	Funding Type	Grant Status	Successful Grant Amount	Council Contribution	Other Contribution	Total Project Cost	Application Status	Funding Announcement Date
2020-21	Mill Park Library Water Recycling and Public Realm Improvements	Local Roads and Community Infrastructure Program	Department of Infrastructure, Transport, Regional Development and Communications	Federal	Closed	\$ 200,000	\$ -	\$ -	\$ 200,000	Successful	31/07/2020
2020-21	Mill Park Leisure Centre – Bike Cage, Landscaping & Associated Paths	Local Roads and Community Infrastructure Program	Department of Infrastructure, Transport, Regional Development and Communications	Federal	Closed	\$ 100,000	\$ -	\$ -	\$ 100,000	Successful	31/07/2020
2020-21	Raingardens Upgrades in Epping North	Local Roads and Community Infrastructure Program	Department of Infrastructure, Transport, Regional Development and Communications	Federal	Closed	\$ 67,408	\$ -	\$ -	\$ 67,408	Successful	31/07/2020
2020-21	Jorgensen Avenue Park Upgrade	Local Roads and Community Infrastructure Program	Department of Infrastructure, Transport, Regional Development and Communications	Federal	Closed	\$ 200,000	\$ -	\$ -	\$ 200,000	Successful	31/07/2020
2019-20	Hillsview Reserve Sportfield Reconstruction (PID 2)	World Game Facilities Funding	SRV	State	Closed	\$ 500,000	\$ 400,000	\$ -	\$ 900,000	Successful	24/08/2020
2020-21	Lalor Revitalisation Project	Economic Stimulus Funding Grants	DJPR	State	Closed	\$ 500,000	\$ 1,900,000	\$ -	\$ 2,400,000	Successful	20/09/2020
2020	Rochdale Square Neighbourhood Centre	Neighbourhood Activity Centre Renewal Fund	DJPR	State	Closed	\$ 100,000	\$ 150,000	\$ -	\$ 250,000	Successful	30/09/2020
2020-21	Thomastown Revitalisation Project	Economic Stimulus Funding Grants	DJPR	State	Closed	\$ 500,000	\$ 1,200,000	\$ -	\$ 1,700,000	Successful	20/09/2020
2020-21	Manor House Drive	Safer Pedestrian Program	VicRoads/DoT	State	Closed	\$ 269,000	\$ -	\$ -	\$ 269,000	Successful	14/10/2020
2020-21	Spring Street	Safer Pedestrian Program	VicRoads/DoT	State	Closed	\$ 168,000	\$ -	\$ -	\$ 168,000	Successful	14/10/2020
2020-21	Yale Drive Sustainable Pavement Rehabilitation	Sustainable Infrastructure Fund	Sustainability Victoria	State	Closed	\$ 55,662	\$ 55,662	\$ 36,000	\$ 147,324	Successful	8/12/2020
2020-21	Riverside Park and Playground	Local Parks Parks Revitalisation Program	DELWP	State	Closed	\$ 300,000	\$ 500,000	\$ -	\$ 800,000	Successful	24/02/2021
2020-21	Yan Yean Pipe Trail	Local Parks Program, Northern Metropolitan Trail Program	DELWP	State	Closed	\$ 1,000,000	\$ -	\$ -	\$ 1,000,000	Successful	1/04/2021
2020-21	Hendersons Creek Trail, Stage 3 & 4	Local Parks Program, Northern Metropolitan Trail Program	DELWP	State	Closed	\$ 1,000,000	\$ 460,000	\$ -	\$ 1,460,000	Successful	1/04/2021
2020-21	Edgars Creek Trail, Stage 1	Local Parks Program, Northern Metropolitan Trail Program	DELWP	State	Closed	\$ 180,000	\$ 120,000	\$ 240,000	\$ 540,000	Successful	1/04/2021
						<b>\$ 12,542,570</b>					





## City of Whittlesea Financial Performance Report

## APPENDIX 1 - INFRASTRUCTURE RESERVE

YEAR	OPENING BALANCE	TRANSFERS		CLOSING BALANCE	COMMENT
		CONTRIBUTION (IN)	ALLOCATION (OUT)		
2017-18	641,354	20,492,048 *	10,773,193	10,360,209	Transfer out funded early repayment of loan parcel.
2018-19	10,360,209	8,899,410	3,000,000	16,259,619	Transfer from surplus (17/18) \$8,899,410. Funding for New Works \$2,827,475.
2019-20	16,259,619	9,381,151	4,368,287	21,272,483	Transfer from surplus (18/19) \$9,381,151. Funding for Signalisation intersection Ferres Boulevard & Findon Road (PID 2039 \$1,000,000), Reconstruct courts - Dr Harry Jenkins Reserve (PID 0259 \$200,000), Construct Findon Road extension - Williamsons Road to Danaher Drive (PID 1218 \$920,913), Construct Community Activity Centre Edgars Creek (PID 1419 \$641,354), Plant Reserve \$1,606,020.
2020-21	21,272,483	4,275,349	-	25,547,832	Transfer from surplus (19/20) \$4,275,349.

\* Reserve created with transfers from accumulated surplus \$9,292,048.28 and Tip Replacement Reserve \$6,600,000 and Plant Replacement Reserve \$4,600,000

## APPENDIX 2 - ENVIRONMENTAL PROJECT RESERVE

YEAR	OPENING BALANCE	TRANSFERS		CLOSING BALANCE	COMMENT
		CONTRIBUTION (IN)	ALLOCATION (OUT)		
2017-18	2,993,638	767,435 *	-	3,761,073	
2018-19	3,761,073	1,239,545	788,427	4,212,191	New Works funding \$788,427
2019-20	4,212,191	1,529,158	877,014	4,864,335	Transfer from surplus (18/19) \$1,000,000 and balance of garden waste \$529,158. Funding for Street light bulk replacement program (PID 2119 \$482,088). Funding for various Energy efficiency program (PID 1914 \$394,926).
2020-21	4,864,335	-	-	4,864,335	Nil movement.

\* Transfer from Green Garden Bins surplus 2017-18.

City of Whittlesea Financial Performance Report

**APPENDIX 3 - TECHNOLOGY IMPROVEMENT FUND RESERVE**

YEAR	OPENING BALANCE	TRANSFERS		CLOSING BALANCE	COMMENT
		CONTRIBUTION (IN)	ALLOCATION (OUT)		
2017-18	4,392,719	1,546,126 *	278,003	5,660,842	
2018-19	5,660,842	1,381,232	1,530,292	5,511,782	Transfer from accumulated surplus \$1,381,232. New Works funding for \$1,530,291.
2019-20	5,511,782	950,527	1,598,660	4,863,649	Transfer from accumulated surplus (18/19) \$950,527 and balance of garden waste. Funding for IT computer hardware (PID 225 \$232,247), Salesforce implementation (\$1,001,711), Smart Cities program (\$132,000), Enterprise Project Management Office implementation (\$120,702), Internet of Things implementation (\$100,000), Finance System (\$12,000).
2020-21	4,863,649	1,617,176	673,943	5,806,882	Transfer from accumulated surplus \$1,617,176. Funding for Salesforce implementation (\$580,975), Enterprise Project Management Office implementation (\$92,968).

\* Transfers from accumulated surplus (2016-17) \$1,500,000 and consolidation of Telemetry Conduit Reserve \$5,540 and Computer Equipment Reserve \$40,586.14.

**APPENDIX 4 - PEOPLE STRATEGY IMPLEMENTATION RESERVE**

YEAR	OPENING BALANCE	TRANSFERS		CLOSING BALANCE	COMMENT
		CONTRIBUTION (IN)	ALLOCATION (OUT)		
2017-18	-	500,000 *	-	500,000	
2018-19	500,000		28,278	471,722	People Plan implementation
2019-20	471,722	353,783	310,671	514,834	Transfer from accumulated surplus \$353,783. People Plan implementation \$310,671.
2020-21	514,834	350,544	86,040	779,338	Transfer from accumulated surplus \$350,544. People Plan implementation \$86,040.

\* Transfers from accumulated surplus (2016-17) \$500,000 to form this reserve.

**APPENDIX 5 - PLANT REPLACEMENT RESERVE**

YEAR	OPENING BALANCE	TRANSFERS		CLOSING BALANCE	COMMENT
		CONTRIBUTION	ALLOCATION		
2017-18	6,953,247		5,050,476	1,902,771	Transfer to Infrastructure Reserve \$4,600,000, Funding for Fleet Replacement (PID 104) \$450,476
2018-19	1,902,771	272,447	1,782,951	392,267	Funding for Fleet Replacement (PID 104) \$1,782,951
2019-20	392,267	2,143,372	832,633	1,703,005	Funding for Fleet Replacement (PID104) \$832,633
2020-21	1,703,005	-	-	1,703,005	Nil movement.

City of Whittlesea Financial Performance Report

**APPENDIX 6 - PLANNING PERMIT RESERVE**

YEAR	OPENING BALANCE	TRANSFERS		CLOSING BALANCE	COMMENT
		CONTRIBUTION	ALLOCATION		
2017-18	2,127,641	282,285	1,048,959	1,360,968	Funding for Queenscliff Rd drainage (PID 1884) \$1,012,235, Drainage Improvement works (PID 1064) \$36,724
2018-19	1,360,968	287,486	60,000	1,588,454	Funding for Drainage Improvement works (PID 1064) \$60000
2019-20	1,588,454	202,222	60,000	1,730,676	Funding for Drainage Improvement works (PID 1064) \$60000
2020-21	1,730,676	62,646	-	1,793,322	Funding for Drainage Improvement works \$62,646.

**APPENDIX 7 - NATIVE VEGETATION OFFSET SITE MAINTENANCE**

YEAR	OPENING BALANCE	TRANSFERS		CLOSING BALANCE	COMMENT
		CONTRIBUTION	ALLOCATION		
2017-18	921,367	141,408	290,534	772,242	Funding for Various Native Vegetations \$290,534
2018-19	772,242	985,437	222,704	1,534,975	Funding for Various Native Vegetations \$290,534
2019-20	1,534,975	148,337	442,750	1,240,562	Funding for Various Native Vegetations \$173,199
2020-21	1,240,562			1,240,562	Nil movement.

**APPENDIX 8 - LAND BANKING RESERVE**

YEAR	OPENING BALANCE	TRANSFERS		CLOSING BALANCE	COMMENT
		CONTRIBUTION (IN)	ALLOCATION (OUT)		
2017-18	574,234	160,000	-	734,234	Sale of 182 & 214W Greenhills Rd, Bundoora
2018-19	734,234	3,544,149		4,278,384	Sale of 30 Brand Drive (net proceeds)
2019-20	4,278,384	513,820		4,792,204	Nil movement.
2020-21	4,792,204	86,255		4,878,458	Bridge Inn Road and Epping Road (net proceeds).



**ITEM 6.5.3 FOR DECISION - PROCUREMENT POLICY REVIEW****Attachments:** 1 2021 Procurement Policy [↓](#)**Responsible Officer:** Director Corporate Services**Author:** Team Leader Procurement**RECOMMENDATION SUMMARY**

That Council resolve to:

1. Note that the Procurement Policy review under section 186A of the *Local Government Act 1989* was concluded on 24 March 2021 and that the existing policy will remain in force until 30 June 2021.
2. Adopt the revised Procurement Policy (Attachment 1) in accordance with section 108(6) of the *Local Government Act 2020* with an effective date of 1 July 2021.
3. Review the Procurement Policy in consultation with the other members of the Northern Councils Alliance at least once in every 4 year term of the Council.

**BRIEF OVERVIEW**

In the spirit of collaboration, key staff of the Northern Councils Alliance (NCA) crafted a standard Procurement Policy compliant with the Local Government Act (LGA) 2020. The policy was based on the existing City of Whittlesea Procurement Policy but it now includes numerous improvements that further enable collaboration and ensure a consistent, best practice approach to compliance and achievement of best value.

While the review process meets LGA 1989 requirements, the establishment of a new policy under LGA 2020 with an effective date of 1 July 2021 affords Council the opportunity to introduce improved practices and greater flexibility at the earliest opportunity. Future reviews are intended to be conducted in consultation with our regional partners in the NCA.

**RATIONALE FOR RECOMMENDATION**

The benefits of a standardised policy across the councils in the Northern Region include minimising obstacles for collaboration, greater consistency (leading to better compliance and best practice across the region) and a standardised approach for addressing Audit/IBAC concerns.

**IMPACTS OF RECOMMENDATION**

The establishment of a regionally standardised policy will help businesses to deal with Northern Region councils in a simpler and more consistent way. Increased collaboration will assist the sector to leverage economies of scale, but it also has the potential to increase bureaucracy and restrict opportunities for small and medium enterprises and local businesses.

**WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS**

There are limitations in the policy on the scale, complexity and value of contracts that will require mandatory consideration for collaborative procurement. This will help ensure that the additional administrative effort is justified and that opportunities to engage with local and or SME businesses are maintained when appropriate.

**REPORT****INTRODUCTION**

Council's Procurement Policy has been reviewed within the current financial year in accordance with the requirements of the *Local Government Act 1989*.

A new policy which meets the new procurement related provisions of the updated *Local Government Act 2020* is now presented for adoption with an effective commencement date of 1 July 2021.

**BACKGROUND**

The new *Local Government Act 2020* (LGA 2020) places a stronger focus on collaboration and allows each Council to set its own procurement thresholds, exemptions, etc. This is a rare opportunity to align policy within the sector with a view to better enabling collaboration by:

- Creating a standardised regional public tendering threshold and a common set of exemptions, and
- Establishing common evaluation criteria and related preference mechanisms.

The annual review of the Procurement Policy commenced in mid 2020 when the LGA 2020 came into effect and was concluded on 24 March 2021. No change is proposed to the existing policy - instead the aim is to replace it with a revised policy under section 108 of the new Act as soon as the procurement provisions come into effect on 1 July 2021.

In the spirit of collaboration, the Procurement Leads and the Corporate Services Directors of the seven council members of the Northern Councils Alliance (NCA) have developed a regionally standardised policy. The adoption of a standard Procurement policy will establish a consistent approach to procurement across the Northern Region.

It is intended that the policy will be adopted in accordance with LGA 2020 by all NCA members. There are numerous policy requirements under the new Act which differ from existing obligations. According to section 108(3) the new policy must include the following:

- The contract value above which the Council must invite a tender or seek an expression of interest.
- A description of the criteria to be used by the Council to evaluate whether a proposed contract provides value for money.
- A description of how the Council will seek collaboration with other councils and public bodies in the procurement of goods or services.
- The conditions under which the Council may purchase goods or services without inviting a public tender or expression of interest.
- A description of the process to be undertaken in inviting a public tender or expression of interest.

All of these requirements have been addressed in the updated policy to ensure full legislative compliance.

Some key features of the policy are:

- The policy was based on City of Whittlesea's existing Procurement Policy with substantial retention of our previous policy positions, including evaluation criteria.

- Compliance aspects and evaluation criteria that apply to all the councils are standardised and it will be recommended these be adopted by all councils with no changes. Ideally, any future amendment to those sections would be agreed by all seven members of the NCA as this standardisation is crucial to enabling collaborative procurement.
- Appendices allow each council to capture its own specific requirements (e.g. sustainable procurement approach, quotation thresholds, financial approval limits, etc.) which can be independently amended without detriment to collaboration. The existing arrangements approved at City of Whittlesea are reflected in the appendices without change as they were all recently reviewed.
- The policy includes a new section that specifies how and when collaborative procurement activity will be undertaken (regardless of who we collaborate with).
- A common public tendering threshold of \$300,000 including GST is proposed to apply to contracts for goods, services and/or works.
- A number of exemptions to that threshold are listed, most of which are exemptions available under existing legislation. Some additional exemptions have been incorporated to better enable flexibility to undertake the most appropriate sourcing approach to help ensure best value is achieved.

## **PUBLIC TENDER THRESHOLD**

To determine the proposed tendering threshold of \$300,000 including GST, the NCA took a number of factors into consideration:

- The broad differences in size, budget, locality and procurement maturity within the NCA member organisations necessitated compromise, uplifting smaller members and slightly restraining larger members. The threshold alignment enables collaboration without undue impact on any member's ability to achieve best value.
- The existing s186 thresholds (\$150,000 for services/goods and \$200,000 for works) have remained unchanged for about a decade. The increase to \$300,000, while above CPI, is still low enough to drive substantial open competition.
- In the NCA over 90 per cent of publicly tendered contracts are currently valued over \$300,000.
- Under section 108(4)(a) of LGA 2020 the threshold cannot exceed any prescribed maximum. While no regulations have yet been introduced, a conservative early approach helps ensure our policy will remain compliant if a maximum is prescribed.
- Many other Victorian councils are considering adopting a similar threshold (e.g. the Eastern Region Group of Councils was considering a threshold of \$250,000 to \$300,000).

## **COLLABORATION**

The policy requires that Council must consider collaboration on contracts with a minimum value of \$1 million per annum.

The Northern Region Procurement Excellence Network (i.e. the key procurement Staff of the NCA) will develop an annual consolidated contract register to identify appropriate collaborative procurement opportunities.

There will be an ability to opt-in to collaborative contracts during the contract term to assist with alignment of needs and remove barriers. Each participating council must be involved in:

- The initial decision to undertake the Collaborative Procurement;
- Preparation of, and agreement to, the specifications;



- Ensuring probity for the Collaborative Procurement, and
- The acceptance of tenders and awarding of contracts.

Any Federal or State Government grant funded projects may be excluded from collaborative procurement.

## PROPOSAL

It is proposed that the policy is adopted as presented with minimal or no change to the content in the body text which is common to all drafts presented to members of the NCA. The policy is required to be reviewed by Council at least once in every term. It is intended that any changes to the body text are made in consultation with, and collectively by, all NCA members to ensure standardisation is maintained to the greatest degree practicable.

Council specific requirements that are detailed in the appendices may be amended at any time as they do not affect other NCA members and have little or no impact on collaboration. To ensure the ability to meet operational and strategic needs, it is proposed that the appendices may be reviewed and amended at any time or frequency (i.e. as and when required by the Council or the Executive Leadership Team). As a minimum this will occur once in every Council term when the body of the policy is reviewed.

## CONSULTATION

The standardised Procurement Policy was collaboratively drafted by procurement staff of the NCA in consultation with their Corporate Services Directors. Representatives of Local Government Victoria from the Department of Jobs, Precincts and Regions (DJPR) have endorsed the collaborative approach.

The draft policy was reviewed by Maddocks Lawyers who provided feedback on compliance with the requirements of the Act. Recommended amendments were incorporated.

The updated draft was sent to the Municipal Association of Victoria and Sustainability Victoria for review and comment. Recommended amendments were incorporated.

A final legal review was conducted by Maddocks Lawyers with all final recommendations incorporated.

Enquiries with Council's Public Affairs team confirmed a community engagement process is not a pre-requisite to publish or endorse the Procurement Policy.

## CRITICAL DATES

Under the *Local Government Act 2020*:

- The current Procurement Policy under *Local Government Act 1989* (LGA 1989), will continue to apply until a new procurement policy is adopted
- Each Council must adopt a complying policy which must be implemented on a date between 1 July 2021 and 31 December 2021 inclusive
- The new policy must be reviewed once during each Council term.

The endorsement of the new policy in May with an effective date of 1 July allows sufficient time to ensure appropriate implementation, training and promotion in relation to the amended procurement requirements. Aligning the change with the commencement of a new financial year will ensure data enables consistent reporting.

## FINANCIAL IMPLICATIONS

The efficient and effective procurement of goods and services is an outcome of good governance and effective financial management. It ensures that public funds are used in a proper manner and that best value is achieved.

## POLICY STRATEGY AND LEGISLATION

The Procurement Policy has key linkages with legislation and a range of internal and external strategies and policies. Refer to section 5 of the attached policy for further details.

As the revised policy is based on Council's existing policy, it continues to align with the delivery of Whittlesea 2040 priorities.

## LINK TO STRATEGIC RISKS

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

The effective management of strategic procurement is evidenced by amendments relating to a regional collaboration policy and the setting of performance targets. The maximisation of savings and sustainable procurement spend is a key action in the mitigation of financial sustainability risks.

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

Effective contract management is essential to ensuring benefits are realised and operational risks are mitigated. The Procurement Policy mandates contract management requirements commensurate with the complexity of the procurement and proactive management by Council Staff to ensure the community receives value for money.

## LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

<b>Goal</b>	<b>High-performing organisation</b>
<b>Key Direction</b>	<b>More cost-effective investment through better return on investment, efficiency and an engaged workforce</b>

## 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 revised Procurement Policy improves opportunities to collaborate and introduces more flexibility to procure works goods and services via the methodology that will best achieve value for money with minimal risk.

The policy meets Council's high standards of transparency, probity and efficiency while supporting the principles of good governance and the delivery of Whittlesea 2040 priorities.

**RECOMMENDATION**

THAT Council resolve to:

1. Note that the Procurement Policy review under section 186A of the *Local Government Act 1989* was concluded on 24 March 2021 and that the existing policy will remain in force until 30 June 2021.
2. Adopt the revised Procurement Policy (Attachment 1) in accordance with section 108(6) of the *Local Government Act 2020* with an effective date of 1 July 2021.
3. Review the Procurement Policy in consultation with the other members of the Northern Councils Alliance at least once in every 4 year term of the Council.

**COUNCIL RESOLUTION**

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

THAT Council resolve to adopt the Recommendation.

**CARRIED**





# PROCUREMENT POLICY 2021

Effective from 1 July 2021

Council Goal	Date of Adoption	Date of Review	Directorate Responsible
High Performing Organisation	4 May 2021	30 June 2025	Corporate Services

## City of Whittlesea Procurement Policy 2021 - Effective from 1 July 2021

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## City of Whittlesea Procurement Policy 2021 - Effective from 1 July 2021

## Definitions and Abbreviations

Term	Definition
<b>Act</b>	<a href="#">Local Government Act 2020</a> .
<b>Collaborative Procurement Arrangement</b>	A contract established by the Council, government or a nominated agent, such as Procurement Australasia, Municipal Association of Victoria (MAV), Northern Region Group of Councils or a local government entity, for the benefit of numerous state, federal and/or local government entities that achieves best value by leveraging combined economies of scale.
<b>Commercial in Confidence</b>	Information that, if released, may prejudice the business dealings or commercial interests of Council or another party, e.g. prices, discounts, rebates, profits, methodologies, and process information, etc.
<b>Contract Management</b>	The process that ensures all parties to a contract fully meet their respective obligations as efficiently and effectively as possible, in order to deliver the contract objectives and provide Value for Money.
<b>Council</b>	The Whittlesea City Council organisation, including Councillors and Council Staff.
<b>Councillors</b>	Council's elected representatives (the Mayor and Councillors) or Administrator(s) appointed to act in this capacity.
<b>Council Staff</b>	Includes all Council officers, temporary employees, contractors, volunteers and consultants while engaged by Council.
<b>IBAC</b>	The Independent Broad-based Anti-corruption Commission
<b>Indigenous Business</b>	An Indigenous Business is one that is at least 50% owned by an Aboriginal or Torres Strait Islands person(s) (consistent with Supply Nation's definition).
<b>Local Business</b>	A commercial business with an operational premises that is physically located within the municipal borders of the Northern Councils Alliance.
<b>Northern Councils Alliance (NCA)</b>	The 7 Councils comprising the NCA, being the Cities of Banyule, Darebin, Hume, Moreland and Whittlesea and the Mitchell and Nillumbik Shire Councils.
<b>Probity</b>	Within government, the term "probity" is often used in a general sense to mean "good process". A procurement process that conforms to the expected standards of probity is one in which clear procedures that are consistent with the Council's policies and legislation, are established, understood, and followed from the outset. These procedures need to consider the legitimate interests of suppliers and ensure that all potential suppliers are treated equitably.

## City of Whittlesea Procurement Policy 2021 - Effective from 1 July 2021

Term	Definition
<b>Procurement</b>	Procurement is the whole process of acquisition of external goods, services and works. This process spans the whole life cycle from initial concept through to the end of the useful life of an asset (including disposal) or the end of a service contract.
<b>Schedule of Rates Contract</b>	A standing offer arrangement based on a Schedule of Rates contract that sets out rates for goods and services which are available for the term of the agreement but without a commitment to purchase a specified value or quantity of goods or services.
<b>Sustainability</b>	Activities that meet the needs of the present without compromising the ability of future generations to meet their needs.
<b>Tender Process</b>	The process of inviting parties from either a select list or via public advertisement to submit an offer by tender followed by evaluation of submissions and selection of a successful bidder or tenderer in accordance with pre-determined evaluation criteria.
<b>Total Contract Sum</b>	<p>The potential total value of the contract including:</p> <ul style="list-style-type: none"> <li>• costs for the full term of the contract, including any options for either party to extend the contract;</li> <li>• applicable goods and services tax (GST);</li> <li>• anticipated contingency allowances or variations, and</li> <li>• all other known, anticipated and reasonably foreseeable costs.</li> </ul>
<b>Value for Money</b>	<p>Value for Money in procurement is about selecting the supply of goods, services and works taking into account both cost and non-cost factors including:</p> <ul style="list-style-type: none"> <li>• non-cost factors such as contribution to the advancement of Council's priorities, fitness for purpose, quality, service and support, and</li> <li>• cost-related factors including whole-of-life costs and transaction costs associated with acquiring, using, holding, maintaining and disposing of the goods, services or works.</li> </ul>



## City of Whittlesea Procurement Policy 2021 - Effective from 1 July 2021

## Procurement Policy

### A. Overview

This Procurement Policy is made under Section 108 of the [Local Government Act 2020 \(the Act\)](#). The Act requires each council to:

- Prepare and adopt a procurement policy which specifies the principles, processes and procedures applying in respect of the purchase of goods and services and carrying out of works by the Council; and
- Review its procurement policy at least once during each 4-year term of the Council.

This Policy has been developed collaboratively by the Northern Councils Alliance with a view to facilitating smooth collaborative procurement processes, consistent with *the Act*. This Policy also incorporates content that is specific to the Council and may differ from that of the other NCA councils and is intended to apply only to procurement involving the Council.

### B. Applicability

This Policy applies to all contracting and procurement activities at the Council and is applicable to Councillors and Council Staff.

It is recognised this will enhance achievement of the Council's objectives such as sustainable and socially responsible procurement, supporting local economies and obtaining Value for Money, leading to a better result in the provision of goods, services and works for the benefit of the community.

This Policy provides direction on the conduct of procurement activities throughout the sourcing, management and disposal phases. It also covers the general procurement framework but does not extend to the related accounts payable processes.

The Council must comply with this Procurement Policy before entering into a contract for the purchase of goods or services or the carrying out of works.

### C. Objectives

This Policy is consistent with the requirements of S108(2) of *the Act* and will:

- Promote open and fair competition and provide Value for Money;
- Provide clear guidelines to the Council to allow consistency and control over procurement activities;
- Demonstrate accountability to ratepayers and residents;
- Provide guidance on ethical behaviour in public sector procurement;
- Demonstrate the application of best practice in procurement activities;
- Demonstrate the consideration of sustainability in procurement with respect to social, economic and environmental factors;
- Increase the probability of obtaining the best outcome for the municipal community when procuring goods and services; and delivering works, and
- Promote collaborative procurement.

These objectives will be achieved by requiring that the Council's contracting, purchasing and contract management activities:

- Support the Council's corporate strategies, aims and objectives;
- Span the whole life cycle of an acquisition and take sustainability considerations into account;
- Achieve demonstrable Value for Money;
- Are conducted in, and demonstrate, an impartial, fair and ethical manner;
- Seek continual improvement through innovative and technological initiatives, and
- Generate and support Local Business through inclusion wherever practicable.

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## 1 Procedures

### 1.1 Treatment of GST

All monetary values stated in this policy include GST unless specifically stated otherwise.

## 2 Effective Legislative and Policy Compliance and Control

### 2.1 Ethics and Probity

#### 2.1.1 Requirement

The Council's procurement activities shall be performed in an open, transparent and ethical manner with demonstrated integrity, fairness and accountability that meets relevant legal requirements.

All tender processes shall be conducted in accordance with the requirements of this Procurement Policy and any associated procedures, relevant legislation, relevant Australian Standards, Commercial Law and *the Act*.

#### 2.1.2 Conduct of Councillors and Council Staff

Councillors and Council Staff shall at all times conduct themselves in ways that are in accordance with the Councillor Code of Conduct or the Staff Code of Conduct respectively, will perform their duties ethically and with integrity and must:

- Treat potential and existing suppliers with equality and fairness;
- Not use their position to seek or receive personal gain in procurement matters;
- Maintain confidentiality of Commercial in Confidence information;
- Present the highest standards of professionalism and probity;
- Afford suppliers and tenderers with the same information and an equal opportunity to tender or quote for goods, services and works contracts;
- Be able to account for all decisions and demonstrate and provide evidence of the processes followed;
- Not perform any work under any Council contracts they are supervising i.e. Council Staff cannot also work for the relevant supplier;
- Query incidents, decisions or directions that appear to contradict or deviate from Council's standards of ethics or probity or established policies and procedures; and
- Ensure that this Procurement Policy and Council's Procurement guidelines are adhered to in relation to any expenditure of Council funds.

#### 2.1.3 Conflict of Interest

Councillors and Council Staff shall at all times avoid situations which may give rise to an actual or perceived conflict of interest. A conflict of interest may be a 'general' or a 'material' conflict of interest.

A member of Council Staff has a general conflict of interest in a matter if an impartial, fair-minded person would consider that the person's private interests could result in that person acting in a manner that is contrary to their public duty.

A member of Council Staff has a material conflict of interest in a matter if an affected person would gain a benefit or suffer a loss depending on the outcome of the matter. The benefit or loss may be direct or indirect and pecuniary or non-pecuniary. Affected persons include, among others, the member of Council Staff and their family members.

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Council Staff involved in the procurement process, in particular preparing tender documentation, writing tender specifications, opening tenders, participating in tender evaluation panels, preparing a recommendation report; and Councillors and Council Staff awarding tenders must:

- **Avoid** conflicts of interest, whether material or general or actual, potential or perceived;
- **Declare** that they do not have a conflict of interest in respect of the procurement. Council Staff participating in tender evaluation panels must complete a Conflict of Interest declaration. Council Staff must declare any actual or perceived conflicts in line with Council's internal processes for reporting conflicts of interest; and
- **Observe** prevailing Council and Government guidelines on how to prevent or deal with conflict of interest situations; and not take advantage of any tender related information whether or not for personal gain.

**2.1.4 Fair and Honest Dealing**

All prospective contractors and suppliers must be treated impartially and afforded an equal opportunity to tender or submit a quotation.

Any suspected improper conduct, including suspected fraud, corruption, substantial mismanagement of public resources, risk to public health and safety, risk to the environment, or detrimental action should be managed in accordance with Council's internal policies and processes.

**2.1.5 Probity, Accountability and Transparency**

Accountability in procurement means being able to justify and provide evidence of the process followed. An independent third party must be able to see clearly that a process has been followed and that the process was fair and reasonable.

Council Staff must be able to account for all procurement decisions and ensure all procurement activities leave an audit trail for monitoring and reporting purposes.

**2.1.6 Gifts and Benefits**

No Councillor or member of Council Staff shall seek or accept any immediate or future reward or benefit in return for the performance of any duty or work for Council or where it could be reasonably perceived as influencing them or their position or undermining their integrity or the integrity of the process in some way.

Any gift or benefit offered to a Councillor or Council Staff will be managed in accordance with Council's internal policies and processes.

Councillors and Council Staff, particularly contract supervisors:

- must not knowingly visit a current supplier's premises without invitation when acting in their official capacity; and
- must not knowingly engage a Council supplier for private benefit, unless that engagement is on proper commercial terms.

**2.1.7 Disclosure of Information**

Commercial in Confidence information received by the Council must not be disclosed and is to be stored in a secure location.

Councillors and Council Staff must take all reasonable measures to maintain confidentiality of:

- Information disclosed by organisations in tenders, quotation or during tender negotiations; and

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- Commercial in Confidence information.

Councillors and Council Staff are to avoid references to current or proposed contracts in discussion with acquaintances or outside interests.

Discussion with potential suppliers during tender evaluations should not go beyond the extent necessary to resolve doubt on what is being offered by that supplier.

At no stage should any discussion be entered into which could improperly influence the procurement process or negotiation of a contract prior to the contract approval process being finalised, other than authorised pre-contract negotiations.

### 2.1.8 Complaints & Reporting suspicious activities

#### Complaints Handling

Members of the public and suppliers are encouraged to report known or suspected incidences of improper conduct to the CEO. Councillors and Council Staff will report and manage complaints in accordance with Council's internal policies and processes.

#### Reporting Suspicious Activities

All Councillors, Council Staff and Council suppliers are required at all times to act honestly and with integrity and to safeguard the public resources for which they are responsible. Council is committed to protecting all revenue, expenditure and assets from any attempt to gain illegal benefits (financial or otherwise).

Council will take all reasonable steps to protect those who assist Council by providing information about suspected fraud. This will include confidentiality of identity and protection from harassment, to the extent possible.

Suspected improper conduct, offers of bribes, commissions and any other irregular approaches from suppliers, prospective suppliers or other individuals will be investigated and reported in accordance with Council's internal policies and processes.

The CEO must notify IBAC of any matter they suspect on reasonable grounds to involve corrupt conduct occurring or having occurred in accordance with mandatory reporting requirements under the *Independent Broad-based Anti-corruption Commission Act 2011*.

## 2.2 Governance

### 2.2.1 Structure

Council has delegated a range of powers, duties and functions to the CEO in relation to procurement. The delegation aims to ensure that the Council's procurement structure operates according to processes that:

- Are flexible enough to procure in a timely manner the diverse range of goods, works and services required by Council;
- Guarantee that prospective contractors and suppliers are afforded an equal opportunity to tender or submit a quotation; and
- Encourage competition and collaboration,

even where the CEO runs a procurement process under delegation.

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### 2.2.2 Methods

The Council's standard methods for procuring goods, services and works shall be by any of the following:

- Purchase order following a quotation process from suppliers for goods or services that represent best Value for Money under the quotation thresholds adopted by the Council. An approved purchase order must be created prior to committing expenditure on behalf of Council for the provision of services, goods or works in accordance with the Council's procurement thresholds and guidelines;
- Under contract following a quotation or tender process;
- Using Collaborative Procurement Arrangements;
- Multi-stage tenders commencing with an EOI followed by a tender process;
- Under a sole-sourcing arrangement in line with the conditions contained in section 2.3.2.3;
- Purchasing Cards; and
- Petty Cash,

unless other arrangements are authorised by Council or under appropriate delegated authority on an 'as needs' basis as required by abnormal circumstances such as emergencies.

### 2.2.3 Responsible Financial Management

The principle of responsible financial management shall be applied to all procurement activities. Accordingly, to give effect to this principle, the availability of existing funds within an approved budget or source of funds shall be established prior to the commencement of any procurement action for the supply of goods, services or works.

Council funds must be used efficiently and effectively to procure goods, services and works and every attempt must be made to contain the costs of the procurement process without compromising any of the procurement principles set out in this Policy.

## 2.3 Procurement Thresholds and Competition

Wherever it would likely achieve best value, procurements will be arranged under a relevant contractual arrangement established in accordance with section 108 of *the Act* and this Procurement Policy.

In every procurement activity all practicable efforts will be made to consider the sustainable procurement considerations as listed in Section 3.2.

Council will invite offers from the supply market for goods, services, and works in accordance with the thresholds listed in Appendix 1.

### 2.3.1 Procurement Principles

Council will apply the following fundamental best practice principles to procurement, irrespective of the value and complexity of that procurement:

- Value for Money;
- Sustainability (social, economic and environmental);
- Open and fair competition;
- Accountability;
- Risk management, and
- Probity and transparency.

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## 2.3.2 Procurement Methodology

Section 108 of *the Act* details that each Council will set the public tender threshold above which tenders or expressions of interest for contracts must be publicly invited.

A public tender process must be used for all procurements valued at \$300,000 and above (incl. GST) for goods, services or works.

For procurements valued under \$300,000 (incl. GST), the procurement methodology and thresholds detailed in Appendix 1 will apply.

## 2.3.2.1 Exemptions from tendering

The following circumstances are exempt from the general publicly advertised tender, quotations and expression of interest requirements:

Exemption Name	Explanation, limitations, responsibilities and approvals
1. A contract made because of genuine emergency or hardship	<ul style="list-style-type: none"> <li>Where the Council has resolved that the contract must be entered into because of an emergency (e.g. to provide immediate response to a natural disaster, declared emergency, etc.)</li> </ul>
2. A contract made with, or a purchase from a contract made by, another government entity, government-owned entity or other approved third party	<ul style="list-style-type: none"> <li>This general exemption allows engagements: <ul style="list-style-type: none"> <li>With another government entity or government owned entity. For example, Federal, State or Local Government or an entity owned by the Federal, State or Local Government; and/or</li> <li>In reliance on contracts and arrangements established by another government entity, local authority or local government group purchasing scheme, Municipal Association of Victoria (MAV) or National Procurement network members (e.g. Local Buy), Procurement Australia (PA).</li> </ul> </li> </ul>
3. Extension of contracts while Council is at market	<ul style="list-style-type: none"> <li>Allows Council to extend an existing contract where the procurement process to replace the contract has commenced, and where the tender process or negotiations will take or are taking longer than expected.</li> <li>This exemption may be used when the establishment of an interim short-term arrangement with an alternative supplier is considered not to be in the public interest, as it may be cost prohibitive and/or present a risk in the delivery of critical public services to the municipality.</li> </ul>
4. Professional services unsuitable for tendering	<ul style="list-style-type: none"> <li>Legal Services.</li> <li>Insurance.</li> </ul>
5. Novated Contracts	<ul style="list-style-type: none"> <li>Where the initial contract was entered into in compliance with <i>the Act</i> and due diligence has been undertaken in respect to the new party.</li> </ul>

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Exemption Name	Explanation, limitations, responsibilities and approvals
6. Information technology resellers and software developers	<ul style="list-style-type: none"> <li>Allows Council to renew software licenses and maintenance and support, or upgrade existing systems, where there is only one supplier of the software who holds the intellectual property rights to the software.</li> </ul>
7. Regional Waste and Resource Recovery Groups	<ul style="list-style-type: none"> <li>Situations where a Regional Waste and Resource Recovery Group constituted under the <i>Environment Protection Act 1970</i> had already conducted a public tender for and on behalf of its member councils.</li> </ul>
8. Statutory Compulsory Monopoly Insurance Schemes	<ul style="list-style-type: none"> <li>Motor vehicle compulsory third party</li> <li>WorkCover</li> </ul>
9. Operating Leases	<ul style="list-style-type: none"> <li>Where a lessor leases an asset (generally a vehicle or plant and equipment) to the Council and assumes the residual value risk of the vehicle.</li> </ul>
10. Other specific Council exemptions	<ul style="list-style-type: none"> <li>As defined in Appendix 5.</li> <li>Specific Council exemptions will be reviewed and updated in Appendix 5 from time to time, as per the Policy Review Process (section 0)</li> </ul>

### 2.3.2.2 Contract Variations

All contract variations must be assessed to determine whether they are properly characterised as variations, or whether they are in effect a new contract. This will depend on factors like:

- The monetary value of the proposed variation, i.e. the value of the variation in the context of the thresholds fixed by the Procurement Policy; and
- The subject matter of the proposed variation, and whether it is consistent with the scope of the original contract.

### 2.3.2.3 Sole or select sourcing

Supply of goods, services or works can be sought from one supplier (sole sourcing) or a restricted group of suppliers (select sourcing) where it is consistent with this Procurement Policy and:

- It is in the public interest;
- There is one or a limited number of available tenderers in the market or suppliers able to submit quotations;
- The marketplace is restricted by statement of license or third-party ownership of an asset (excluding public utility plant); or
- Council is party to a joint arrangement where Council jointly owns the Intellectual Property with a third party provider.

If there is a current procurement or disposal process in place, that process must be terminated prior to sole sourcing being implemented.

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Sole and select sourcing are subject to existing delegations.

### 2.3.3 Public Tender Requirements

All public tenders invited by the Council will be published via Council's eTendering Portal and may be advertised in the media.

Information regarding Current Tenders and Awarded Tenders will be published on Council's website.

#### 2.3.3.1 Tender Evaluation

A tender evaluation panel will be established to evaluate each tender submission against the tender's selection criteria. Tender evaluation panels can include external personnel in order to ensure the best outcome for a procurement activity and must comprise of at least 3 persons as well as a chairperson.

A detailed Tender Evaluation Plan shall be developed, approved and strictly adhered to by that panel. Amongst other things, this involves the establishment of more detailed evaluation criteria (i.e. than those published with the tender) and the application of a pre-approved and robust weighted scoring system.

The Tender Evaluation Plan should be completed and signed off prior to the tender or quotation being issued.

#### 2.3.3.2 Evaluation Criteria

The Council may include the following evaluation criteria categories to determine whether a proposed contract provides Value for Money:

- Mandatory Compliance criteria (e.g. ABN registration, OH&S, Fair Work Act);
- Tendered price;
- Capacity of the Tenderer to provide the goods and/or services and/or works;
- Capability of the Tenderer to provide the goods and/or services and/or works; and
- Demonstration of sustainability.

#### 2.3.3.3 Probity Advisor

A formal probity plan should be developed, and a probity advisor appointed in the following circumstances:

- Where the proposed Total Contract Sum exceeds \$10 million over the life of the contract or for a lesser value set by Council from time to time; or
- Where a proposed contract is considered by Council or the CEO to be particularly complex, of a high risk or controversial nature, and requiring a high level of public confidence.

A probity advisor may be appointed to any tender evaluation panel and may be appointed to oversee the evaluation process.

#### 2.3.3.4 Shortlisting and Negotiations

Council may conduct a shortlisting process during EOI, tender and quotation processes. Shortlisting can be based on any criterion or criteria but only in pursuit of the most advantageous outcome for the Council.



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Shortlisted tenderers may be invited by the Council to submit a best and final offer in relation to all or certain aspects of their respective tenders.

Once one or more preferred tenderers are selected, negotiations can be conducted in order to obtain the optimal solution and commercial arrangements within the original scope and intent of the tender. Probity requirements apply to all negotiations.

**2.3.4 Collaborative Procurement**

In accordance with section 108(c) of *the Act*, the Council will first give consideration to collaboration with other Councils and public bodies or utilise Collaborative Procurement Arrangements, when procuring goods, services and works in order to take advantage of economies of scale.

Council Staff must consider any opportunities for Collaborative Procurement in relation to a procurement process undertaken by Council. Any Council report that recommends commencing a procurement process must set out information relating to opportunities for Collaborative Procurement, if available, including:

- The nature of those opportunities, if any, and the councils or public bodies with which they are available; and
- Why Council did, or did not, pursue the identified opportunities for collaboration in relation to that procurement process.

When collaborating with the NCA, the Council will do so in accordance with the following:

- The NCA will develop a consolidated contract register to identify joint procurement projects on an annual basis;
- Council contracts with a minimum value of \$1 million per annum (per Council), for the ongoing supply of goods or provision of services or works, other than projects that are unique to an individual Council (e.g. unique construction or works projects), will be included in the consolidated contract register for collaboration consideration;
- Other contracts which, due to the subject matter, nature or scope, are likely to deliver operational efficiencies if procured in collaboration with the NCA, must be included in the consolidated contract register for consideration as a possible joint procurement opportunity;
- Where Collaborative Procurement is to be pursued:
  - A pre-market approval submission will be submitted to each Council and the NCA prior to commitment to collaboration, seeking delegation of contract approval to CEOs;
  - The NCA will establish a Heads of Agreement that gives authority for a lead council to act as each Council's agent in the Collaborative Procurement;
  - Each of the Councils who participate will be able to enter into a contract with the preferred supplier identified through the Collaborative Procurement process, or may choose as a group to enter into a contract using "jump in/opt-in" contract provisions during the contract term, or with the Council which conducted the public tender; and
  - Each participating council must be involved in:
    - The initial decision to undertake the Collaborative Procurement;
    - Preparation of, and agreement to, the specifications;
    - Ensuring probity for the Collaborative Procurement; and

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- The acceptance of tender(s) and awarding of contract(s).

Furthermore, Council may collaborate with other Councils or other bodies such as MAV Procurement or Procurement Australasia to procure goods, services or works, or utilise existing Collaborative Procurement Arrangements for the procurement of goods, services or works established through a public tender process where it provides an advantageous, Value for Money outcome for the Council.

Any Federal or State Government grant funded projects may be excluded from collaborative procurement.

**2.4 Delegation of Authority**

Delegations define the limitations within which Council Staff are permitted to commit Council to the procurement of goods, services or works and the associated costs. The Instrument of Delegation allows specified Council Staff to undertake certain purchases, quotation, tender and contractual processes without prior referral to the Council. This enables the Council to conduct procurement activities in an efficient and timely manner whilst maintaining transparency and integrity.

Council has delegated responsibilities relating to the expenditure of funds for the purchase of goods, services and works, the acceptance of quotations and tenders and for contract management activities to the CEO. The CEO has further delegated some of those responsibilities to other members of Council Staff, subject to specified conditions and limitations.

**2.5 Internal Controls**

The CEO will install and maintain a framework of internal controls over procurement processes that will ensure:

- More than one person is involved in and responsible for the authorisation and management of a transaction from end to end;
- Transparency in the procurement process;
- A clearly documented audit trail exists for procurement activities;
- Appropriate authorisations are obtained and documented;
- Systems are in place for appropriate monitoring and performance measurement; and
- A process is in place for escalation, where appropriate, of procurement matters (including procedural non-compliance) to the Executive Leadership Team, the Audit and Risk Committee and Council.

**2.6 Risk Management**

Risk assessments are a vital part of the procurement planning process, particularly for significant contracts. Risks will be identified for each part of the sourcing, transition, delivery and finalisation stages of procurement. Appropriate risk avoidance and mitigation strategies will be employed whenever practicable and appropriate.

**2.7 Endorsement**

Council Staff must not publicly endorse any products or services without the permission of the relevant Director or the CEO.

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## 2.8 Dispute Resolution

Where relevant, all Council contracts shall incorporate dispute management and alternative dispute resolution provisions to minimise the chance of disputes escalating to legal action.

## 2.9 Contract Management

In order to continually improve its procurement and contract management processes and outcomes, Council will evaluate and seek to improve on all aspects of procurement and contract management, in accordance with its documented procurement processes and Contract Management Guidelines.

Good contract management ensures goods, services and works are delivered to the required standards of quality and quantity as intended by the contract through:

- Establishing a system monitoring and achieving the responsibilities and obligations of all parties under the contract;
- Providing a means for the early recognition of issues and performance problems and the identification of solutions;
- Adhering to the Council's risk management framework and relevant Occupational Health and Safety and sustainability requirements.

Council contracts are to include contract management requirements commensurate with the complexity of the procurement. Furthermore, contracts are to be proactively managed by the member of Council Staff responsible for the delivery of the contracted goods, services or works to ensure the Council, and therefore the community, receives Value for Money.

Council awards some contracts that are strategically critical and of relatively high value. Council will provide additional senior oversight to the management of such significant contracts.

## 3 Demonstrate Sustained Value

### 3.1 Achieving Value for Money

#### 3.1.1 Requirement

The Council's procurement activities will be carried out on the basis of obtaining Value for Money. This means minimising the total cost of ownership over the lifetime of the requirement consistent with acceptable quality, reliability and delivery considerations. Lowest price is not the sole determinant of Value for Money.

#### 3.1.2 Approach

This will be facilitated by:

- Achieving continuous improvement in procurement activity in accordance with the direction set out in the Council's Strategic Procurement Plan;
- Developing, implementing and managing processes that support the co-ordination and streamlining of activities throughout the procurement lifecycle;
- Effective use of competition;
- Using existing Council contractual arrangement or Collaborative Procurement Arrangements where appropriate;
- Identifying and rectifying inefficiencies in procurement processes;
- Developing cost efficient tender processes;

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- Council Staff responsible for providing procurement services or assistance within the Council providing competent advice in terms of available products and agreements; and
- Working with suppliers to create relationships that are professional, productive, and are appropriate to the value and importance of the goods, services and works being acquired.

**3.2 Sustainable Procurement****3.2.1 Sustainable procurement definition**

Sustainable procurement involves decision making that has the most positive environmental, social and economic impacts possible across the entire lifecycle of goods, services and works. The United Nations Environment Programme defines sustainable procurement as a “process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves Value for Money on a whole of life basis in terms of generating benefits not only the organisation, but also to society and the economy whilst minimising damage to the environment.”

**3.2.2 Applying sustainable procurement in Council**

Sustainability will be embedded in the Council’s work. All Council Staff will have a clear and shared understanding about what it means and how they can apply it to their daily tasks. The Council commits to applying the principles of sustainability to its decision-making and activities.

Council demonstrates sustainable procurement by:

- Being accountable for its impacts on society, the economy and the environment including the impacts of the organisation’s supply chain;
- Examining anticipated organisational, project and/or community needs;
- Continually improving sustainability specifications, practices and outcomes, and
- Planning and undertaking sustainability evaluations as part of contracting activities.

**3.2.3 Principles and objectives**

In its Sustainable Procurement Policy as detailed in Appendix 2, Council commits to

- Applying specific principles of sustainability to its decision-making and activities, and
- Focusing on specific Economic, Environmental and Social objectives.

The following economic, environmental and social objectives have been determined in line with these principles.

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Area	Principles	Objectives
Economic	<p>Council is committed to procurement that supports Local Business and economic diversity in the NCA. Where practicable and applicable Council will give preference to goods manufactured or produced in Australia and will actively seek quotations and tenders from Local Businesses in the Northern Region. Council's Sustainable Procurement Policy (as detailed in Appendix 2) will be underpinned by the following principles:</p> <ul style="list-style-type: none"> <li>• Ensuring accountability and transparency;</li> <li>• Ensuring Value for Money outcomes;</li> <li>• Ensuring open and effective competition, and development of competitive Local Business and industry;</li> <li>• Fostering innovation and emerging sectors; and</li> <li>• Considering life cycle costs.</li> </ul>	<p>Council's economic sustainability approach aims to:</p> <ul style="list-style-type: none"> <li>• Achieve Value for Money on a whole of life (including disposal) basis, rather than just initial cost;</li> <li>• Consider broader life cycle impacts of products procured;</li> <li>• Ensure probity and accountability in the procurement process;</li> <li>• Commit to sourcing locally as detailed in Appendix 2;</li> <li>• Build relationships with Local Business and encourage procurement from them to help build their capacity; and</li> <li>• Increase local employment.</li> </ul> <p><i>Appendix 2 details the policy by which Council will achieve the above objectives.</i></p>
Environmental	<p>Where applicable Council will purchase goods, services and works that reduce air, water and soil pollution, greenhouse gas emissions, waste production, natural resource depletion and biodiversity depletion whenever they present an acceptable Value for Money outcome, and in some cases where they might not. Council's sustainable procurement strategies (as detailed in Appendix 2) will be underpinned by the following principles:</p> <ul style="list-style-type: none"> <li>• Considering a product's or asset's lifecycle;</li> <li>• Promoting circular economy participation;</li> <li>• Managing demand to reduce procurement requirements;</li> <li>• Encouraging innovation through specifications; and</li> <li>• Engaging suppliers who are also committed to reducing their environmental impact.</li> </ul>	<p>Council's environmental sustainability and approach aims to:</p> <ul style="list-style-type: none"> <li>• Improve energy efficiency;</li> <li>• Reduce greenhouse gas emissions and contribution towards Council's carbon footprint;</li> <li>• Minimise waste production;</li> <li>• Improve water efficiency;</li> <li>• Reduce air, water and soil pollution;</li> <li>• Reduce biodiversity impacts; and</li> <li>• Increase the use of recycled materials to:                             <ul style="list-style-type: none"> <li>○ Reduce demand for raw materials and non-renewable resources; and</li> <li>○ Close the loop on kerbside recycling.</li> </ul> </li> </ul> <p><i>Appendix 2 details the policy by which Council will achieve the above objectives.</i></p>

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Area	Principles	Objectives
Social	<p>Council is committed to building stronger communities and meeting social objectives which benefit the municipality and commits to integration of measures in its procurement processes and documentation which promote improved social outcomes.</p> <p>Council's sustainable procurement (as detailed in Appendix 2) will be underpinned by the following principles:</p> <ul style="list-style-type: none"> <li>• A thorough understanding of the socio-economic issues affecting the community;</li> <li>• Creation of training and employment opportunities for unemployed or disadvantaged residents and ratepayers in Council's municipality, and marginalised job seekers in Council's municipality, to address local socio-economic issues;</li> <li>• Promotion of equity, diversity and equal opportunity; and</li> <li>• Respect for human rights, the rule of law and international norms of behaviour.</li> </ul>	<p>Council's social sustainability approach aims to:</p> <ul style="list-style-type: none"> <li>• Ensure vendors do not exploit workers and provide fair wages, including inclusive business practices;</li> <li>• Maintain a social procurement program to increase social procurement spend across the NCA;</li> <li>• Ensure sourced products are accessible by all segments of the community;</li> <li>• Increase employment opportunities for indigenous people, people with a disability, disadvantaged people and long term unemployed;</li> <li>• Improve gender equity; and</li> <li>• Prevent, detect and remove modern slavery from Council's supply chain.</li> </ul> <p><i>Appendix 2 details the strategies by which Council will achieve the above objectives.</i></p>

## 4 Build and Maintain Supply Relationships

### 4.1 Managing Suppliers

Council recognises the importance of effective and open working relationships with its suppliers and is committed to managing existing suppliers via performance measurements to ensure the benefits negotiated through contracts are delivered.

### 4.2 Supply Market Development

A wide range of suppliers are encouraged to compete for Council work. The focus for new work need not always be with the larger more familiar businesses. Other types of organisations offering business diversity include:

- Green suppliers;
- Local, small to medium sized enterprises (SMEs) and Social enterprises;
- Ethnic and minority businesses (e.g. Indigenous Business); and
- Volunteer and community organisations.

## 5 Policy Key Linkages and Governance

### 5.1 Standards and Linkages

The Council's procurement activities shall be carried out to the professional standards in accordance with best practice and in compliance with *the Act* and applicable policies and procedures including Codes of Conduct for Councillors Council Staff and suppliers.

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Compliance will be monitored by the Council's Procurement Team and minor issues identified will be addressed by Council Staff in leadership positions. Where required, serious compliance issues will be reported by the CEO to the Audit and Risk Committee and Council.

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

This Policy has clear linkages to a range of codes, charters, legislation and Council documents, including:

- [Local Government Act 2020](#)
- Procurement procedures and guidelines
- Purchasing and accounts payable manuals
- Codes of Conduct and associated policies
- Contract management guidelines

This Policy will help guide Council's work delivered through Council's key plans, strategies and policies listed in Appendix 4.

Other relevant legislative requirements include compliance with the [Competition and Consumer Act 2010](#), *Goods Act 1958*, *Fair Work Act 2009*, *Working with Children Act 2005*, *Working with Children Regulations 2016* and the *Environment Protection Act 1970* and *Environment Protection Act 2017* and other relevant Australian Standards.

## 5.2 Policy Review Process

In accordance with *the Act*, Council will review its Procurement Policy at least once during each 4-year term of the Council.

Members of the NCA will endeavour to work together to keep this Policy under review and to prepare any amendments to Sections 1 - 5.

Any amendment to Appendices 1, 2, 3, 4 and 5 which is specific to the individual Council, can be made at any time during the 4-year term of the Council and is only required to be reviewed and adopted by the individual Council.

## 5.3 Policy Enquiries and Contact Details

For further information on this policy, please contact Council's Procurement Team via email to [procurement@whittlesea.vic.gov.au](mailto:procurement@whittlesea.vic.gov.au)

City of Whittlesea Procurement Policy 2021 - Effective from 1 July 2021

## APPENDICES

All policy requirements contained within these Appendices Sections are only applicable to Whittlesea City Council.

### Appendix 1 Council – Procurement Methodology Thresholds

Council will invite tenders, proposals, quotes and expressions of interest from the supply market for goods, services and works in accordance with these thresholds:

<p><b>&lt; \$5K</b></p> <ul style="list-style-type: none"> <li>• Single verbal quote</li> <li>• Purchase Order</li> </ul>	<p><b>\$5K to &lt; \$25K</b></p> <ul style="list-style-type: none"> <li>• Single written quote</li> <li>• RFQ (optional)</li> <li>• Purchase Order</li> </ul>
<p><b>\$25K to &lt;\$50K</b></p> <ul style="list-style-type: none"> <li>• Minimum of 3 written quotes to be requested (unless otherwise approved by a Manager)</li> <li>• RFQ process is required</li> <li>• Purchase Order</li> </ul>	<p><b>\$50K to &lt;\$300K</b></p> <ul style="list-style-type: none"> <li>• Minimum of 3 written tenders to be requested (unless otherwise approved by a Manager)</li> <li>• Contract Number and RFT process is required</li> <li>• Evaluation Report</li> <li>• Letter of Acceptance</li> <li>• Evidence of insurances, etc.</li> </ul>

Further details of the applicable procedures and processes is available in the Council’s Procurement Procedures.

### Appendix 2 Council – Sustainable Procurement Policy

Council has set a Sustainable Procurement target of 5% of all procurement spend. All green spend is categorised according to the following options:

- WASTE REDUCING/ RECYCLED CONTENT e.g. Recycled, durable, reusable, repairable, reduced packaging
- ENERGY SAVING/ OFFSETS e.g. Efficient appliances, vehicles, solar, carbon offsets
- WATER SAVING/ PROTECTION e.g. Low water use appliances, tanks, timers, WSUD works, mulch
- SOCIAL BENEFIT e.g. Fair-trade labelled products, product/ service from social enterprise
- LOW TOXIC/ ENVIRONMENTAL PROTECTION e.g. Habitat works, litter projects, organic food, FSC timber
- GREEN SERVICE e.g. Printing, catering, education service, audits - aiming to reduce our enviro impact

For more detailed information on sustainable procurement please refer to the Council’s Environmental Sustainability Strategy.

#### Local, Indigenous & Sustainable Business Preference

To help promote Sustainable Procurement, Council staff will apply a price or evaluation score preference (whichever is more advantageous) to quotations and tender offers received from:

- A local business or any Indigenous Business (5% preference)
- Any businesses that demonstrates other desirable sustainability practices and outcomes (up to an additional 5% preference).



City of Whittlesea Procurement Policy 2021 - Effective from 1 July 2021

## Appendix 3 Council – Performance KPIs

### Procurement Performance Targets

To help maximise the achievement of best value the City of Whittlesea has set performance targets for:

- The achievement of savings and benefits in the procurement of works, goods and services (6.5% benefit on repetitive services and 4% benefit on one-off projects where strategic procurement practices have been employed);
- The return on procurement investment (500%); and
- The percentage Sustainable Procurement spend (Refer to Appendix 2).

### Performance Indicators

City of Whittlesea will seek to improve its procurement performance by capturing and analysing data on key performance indicators including:

- Extent of contracts delivered on time and on budget;
- New Collaborative Procurement contracts;
- New preferred supplier (panel) contracts;
- The number of Local Businesses engaged and proportion of local spend;
- Value of savings and benefits achieved;
- Level of compliance with the Procurement Policy;
- Annual spend on sustainable goods and services; and
- The return on procurement investment.

A memorandum detailing actual performance against these indicators will be presented annually to the Audit & Risk Committee and the Council.

## Appendix 4 Council Plans, Strategies and Policies

This section lists the additional Council plans, policies and strategies that have clear linkages to this Procurement Policy.

- Environmental Sustainability Strategy
- Stretch Reconciliation Action Plan
- Whittlesea 2040: A place for all

## Appendix 5 Council Specific Exemptions

City of Whittlesea has not determined any additional general exemptions to the public tender threshold beyond those detailed in section 2.3.2.1 of the policy.

The CEO may approve ad-hoc exemptions in exceptional circumstances where it can be demonstrated that it is in the best interests of the community to do so.

The public tender threshold and related exemptions also apply to collaborative procurements.



**ITEM 6.5.4 FOR DECISION - PROPOSED MOTIONS - MAV STATE COUNCIL MEETING****Responsible Officer: Executive Manager Governance****Author: Principal Governance Advisor****RECOMMENDATION SUMMARY**

That Council resolve to support the submission of the following motions for consideration at the MAV State Council Meeting on 21 May 2021:

1. The MAV State Council request the Victorian Government to call upon Federal and State governments to work with local government in the roll-out of the Covid-19 mass vaccination programs. Council is concerned that not enough planning is being done at a municipal level to adequately support a mass vaccination program in the community and to ensure that those at risk and the general community have access to a Covid-19 vaccine service provider. Council is also concerned that unsustainable systems are being set up that will not service the community into the future as new Covid-19 scenarios evolve potentially requiring regular booster doses and new vaccinations as the virus changes; and
2. The MAV State Council request the Victorian Government to work with Councils for whom three year old kindergarten reform is forecast to have major consequences to ensure that reform objectives are realised in a way that does not undermine Councils' financial sustainability and capacity to deliver on a range of other community priorities. The City of Whittlesea estimates the local gap between forecast demand and currently planned provision for kindergarten in our municipality will be approximately 4000 (additional) places required by 2029.

**BRIEF OVERVIEW**

The MAV State Council meets twice a year and considers proposed motions from member Councils. It is proposed that Council submit two motions to the State Council meeting scheduled to be held on 21 May 2021.

**RATIONALE FOR RECOMMENDATION**

The proposed motions align with and promotes Council's operational priorities and ongoing advocacy efforts to other levels of government.

**IMPACTS OF RECOMMENDATION**

The proposed motions, if adopted by the MAV, will further Council's advocacy efforts with other levels of government aimed at improving community safety and strengthening Council's long-term financial sustainability.

**WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS**

Council is also writing to local MP's seeking support for the proposed motions.

**REPORT****BACKGROUND**

The MAV State Council meets twice a year and considers proposed motions from member Councils.

**PROPOSAL**

It is proposed that Council submit the two motions to the MAV State Council meeting on 21 May 2021.

**Australian Covid-19 Vaccination Program**Proposed motion:

The MAV State Council writes to the Premier of Victoria and Ministers for Health, Jobs and Local Government to call upon Federal and State governments to work with local government in the roll-out of the Covid-19 mass vaccination programs.

Council is concerned that not enough planning is being done at a municipal level to adequately support a mass vaccination program in the community and to ensure that those at risk and the general community have access to a Covid-19 vaccine service provider.

Council is also concerned that unsustainable systems are being set up that will not service the community into the future as new Covid-19 scenarios evolve potentially requiring regular booster doses and new vaccinations as the virus changes.

Council's Rationale for the motion:

In Victoria, local government is a major provider of immunisation services to infants, school aged children and adults. Councils are mandated under the Victorian Public Health and Wellbeing Act 2008 to coordinate and provide immunisation services to the local community.

Local Government has been a trusted provider of vaccinations to the community for decades and coordinates locally with General Practice and Community Health Centres to maintain the high vaccination rates that Victoria has achieved. City of Whittlesea Council's Immunisation Team administers over 30,000 vaccines per annum. Victorian local government therefore has expertise and experience to be a major partner in the roll-out of both the Federal and Victorian Governments' mass vaccination programs.

To date, Victorian Councils have received very little formal briefing or advice on local governments role in mass vaccinations, despite our clear expertise, administration and systems, local networks, large public venues, and staffing. The Commonwealth and State have concentrated on local GPs, Pharmacists, Hospitals and Community Health as the key providers.

We note in the State Governments Victorian Covid-19 Vaccination Guidelines that Health Services Hubs, health services, GPs, and pharmacies are designated as providers. There is no mention of local government or the need to consult locally for planning, communications, venues etc.

Within the City of Whittlesea, we have 11 GP clinics (out of 59) who responded to the Expression of Interest from the Eastern Melbourne Primary Health Network to deliver Covid-19 vaccinations. We are also aware that Northern Health and DPV Health will be providing vaccination services. We are concerned that with this limited number of service providers it will take potentially years to vaccinate our community.

### 3YO Kindergarten Reform

#### Proposed motion:

The MAV State Council request the Victorian Government to work with Councils for whom three year old kindergarten reform is forecast to have major consequences to ensure that reform objectives are realised in a way that does not undermine Councils' financial sustainability and capacity to deliver on a range of other community priorities.

The City of Whittlesea estimates the local gap between forecast demand and currently planned provision for kindergarten in our municipality will be approximately 4000 (additional) places required by 2029.

#### Council's Rationale for the motion:

In 2019, based on compelling evidence of lifelong benefits, the Victorian government announced universal access to 15 hours of three-year-old kindergarten and committed almost \$5billion over ten years.

From the start of 2022, all three-year-old's will have access to 5 hours per week rising to 15 hours by 2029.

This is the latest of a series of Kindergarten reforms impacting Victorian local governments across their varying roles in kindergarten:

- 2013 the federal government committed to increase universal access to four-year-old kindergarten from 10 to 15 hours which triggered a need for additional capacity.
- 2014 the requirement to have an early childhood teacher
- 2016 the staff child ratio changed from 1:10 – 1:11 which triggered a need to expand capacity of many existing kindergarten rooms to optimise service viability.

The impacts of 3-year-old reform are magnified in growth areas where legislative frameworks for long term planning for kinder provision predate these reforms and are only based on growth in four-year-old populations.

Kindergarten infrastructure and operational costs are contributed to by both the federal and state governments, however, typically the actual cost of provision has exceeded these grants and providers have had to fund the difference through fees and other revenue.

The rollout of 3-year-old kindergarten needs to occur in a way that does not impact the financial viability of Victorian local governments or their capacity to deliver a balanced range of services to their communities.

### CONSULTATION

Administrators were briefed on the proposed motions at a Briefing meeting held on 12 April 2021 and provided in principle support for both motions.

### CRITICAL DATES

The deadline for submission of proposed motions was 23 April 2021. However, as in principle support for the motions was provided by Administrators at the Briefing meeting held on 12 April 2021, the two motion were submitted before the deadline.

### FINANCIAL IMPLICATIONS

There are no financial implications in relation to the proposal.

**LINK TO STRATEGIC RISKS****Strategic Risk**

*Not linked to the risks within the Strategic Risk Register.*

**LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN**

<b>Goal</b>	<b>High-performing organisation</b>
<b>Key Direction</b>	<b>Driving better community outcomes through improved service access, satisfaction and advocacy</b>

**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**

It is recommended that Council support the proposed motions for consideration at the MAV State Council meeting.

<b>RECOMMENDATION</b>
-----------------------

**THAT Council resolve to support the submission of the following motions for consideration at the MAV State Council Meeting on 21 May 2021:**

- 1. The MAV State Council request the Victorian Government to call upon Federal and State governments to work with local government in the roll-out of the Covid-19 mass vaccination programs. Council is concerned that not enough planning is being done at a municipal level to adequately support a mass vaccination program in the community and to ensure that those at risk and the general community have access to a Covid-19 vaccine service provider. Council is also concerned that unsustainable systems are being set up that will not service the community into the future as new Covid-19 scenarios evolve potentially requiring regular booster doses and new vaccinations as the virus changes; and**
- 2. The MAV State Council request the Victorian Government to work with Councils for whom three year old kindergarten reform is forecast to have major consequences to ensure that reform objectives are realised in a way that does not undermine Councils' financial sustainability and capacity to deliver on a range of other community priorities. The City of Whittlesea estimates the local gap between forecast demand and currently planned provision for kindergarten in our municipality will be approximately 4000 (additional) places required by 2029.**

**COUNCIL RESOLUTION**

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

**THAT Council resolve to adopt the Recommendation.**

**CARRIED**





**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****ITEM 10.1 FOR NOTING - INFORMAL MEETINGS OF ADMINISTRATORS AND DELEGATE MEETINGS - 4 MAY 2021**

**Responsible Officer:** Executive Manager Governance

**Author:** Governance Officer

**RECOMMENDATION SUMMARY**

That Council note the record of Informal Meetings of Administrators and Delegate Meetings for the period 23 March 2021 to 28 April 2021 as set out in the tables below in this 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 is a requirement of Chapter 6 of the Governance Rules for Informal Meetings of Administrators to be reported to Council. Whereas delegate reports may be reported to the Council meeting at the Administrator's discretion.

**IMPACTS OF RECOMMENDATION**

This report will be presented to each monthly scheduled Council Meeting.

**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.

<b>REPORT</b>
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**BACKGROUND**

It is a requirement of Chapter 6 of the Governance Rules for Informal Meetings of Administrators records to be reported to Council. Whereas delegate reports may be reported to the Council meeting at the Administrator's discretion.

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.

On 5 March 2021, the Hon Bruce Billson resigned from his position as Administrator with the City of Whittlesea. The State Government will make a new appointment to the vacant position.

Ms Lydia Wilson and Ms Peita Duncan will continue to 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.

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**

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

Informal Meetings	Administrator attendees	Officer attendees	Matters discussed
External: Local Government Victoria – Online Meeting <b>26 March 2021</b>	Lydia Wilson (Chair) Peita Duncan	CEO	1. Implementation Matters for Mayors, Councillors and CEOs <i>Nil disclosures</i>
External: Meeting with Whittlesea Agricultural Society and Whittlesea Showgrounds Committee <b>1 April 2021</b>	Lydia Wilson (Chair) Peita Duncan	CEO	Whittlesea Showgrounds and Recreation Reserves Committee of Management: 1. Introduction meeting 2. History and background of Committees 3. Major and general works undertaken 4. Relevance to the City of Whittlesea recent document the Whittlesea Township Strategy 5. City of Whittlesea representation on the Committee Whittlesea Agricultural Society Inc: 1. Introduction meeting

Informal Meetings	Administrator attendees	Officer attendees	Matters discussed
			2. History and background of the Society 3. Significance and contribution to the broader community 4. Annual Show and its connection to the City of Whittlesea and other collaborations 5. Whittlesea Township Strategy  <i>Nil disclosures</i>
Internal: Council Briefing <b>6 April 2021</b>	Lydia Wilson (Chair) Peita Duncan	DCS DCW DIE DPD EMG EMPA MED MPUD SAPR TLPRD	1. Council Meeting Forward Plan 2. Contract 2020-97 – HR Uren East Pitch Redevelopment – Synthetic Turf Design and Construct 3. Petition to Replace Trees Along Fielding Drive, Mernda 4. Motions (of statewide significance) for consideration at MAV State Council Meeting May 2021 5. Supporting our Business Community 6. General Business: a) Aboriginal Gathering Place b) Administrator/Executive whereabouts c) Investment Attraction Strategy d) Structure e) COVID-19 Vaccination f) 26 April – Citizenship Ceremony g) Epping Animal Welfare Facility h) Agricultural Society & Whittlesea Showgrounds i) Administrator & CEO Q&A  <i>Nil disclosures</i>
Internal: Council Briefing <b>12 April 2021</b>	Lydia Wilson (Chair) Peita Duncan	DCW DIE DPD EA-CEO IMMO IMEI IMFC IMSP IPPO SWSO TLEY WRO	1. Contract 2018-23 – Pre-booked Kerbside Green Waste Collection Service – Contract Variation Report 2. 3 Year Old Kindergarten Reform 3. Epping Community Services Hub Management 4. General Business: a) Laurimar Trees b) Mass Vaccination c) Administrator Appointment Update d) Recruitment  <i>Nil disclosures</i>
Internal: Council Briefing <b>20 April 2021</b>	Lydia Wilson (Chair) Peita Duncan	CFO DCW DCS DIE DPD DPE EA-CEO EMG MACP MCD MCP MCSA SIE TLBS TLCPI	1. Cooper Street West Resource Recovery Hub <i>External in attendance: Gino Mitrione, Consultant, Partners Property Advisory &amp; Valuations</i> 2. Quarterly Corporate Performance Report for Quarter Ended 31 March 2021 3. Contract 2020-111: Concrete Construction and Reinstatement – Tender Evaluation Report 4. Contract 2020-141: Management and Operation of TRAC – Tender Evaluation 5. Procurement Policy review 6. City of Whittlesea Community Awards Committee Terms of Reference, Proposed Awards Categories and Criteria for 2021 7. Update on New Legislation for Aquatic Facilities 8. General Business: a) MAV Motions b) New Administrator – LGA advised 'on track'

Informal Meetings	Administrator attendees	Officer attendees	Matters discussed
		TLGA TLHS TLMLF TLP	c) Laurimar Cricket Nets d) Trail Blazers meeting e) DPV & Northern Health weekly meetings <i>Nil disclosures</i>
Internal: Council Briefing <b>26 April 2021</b>	Lydia Wilson (Chair) Peita Duncan	DPD DCW DCS DIE EMG EMPA IMEI MED PMIA	1. Investment Attractions Strategy – Urbis Consultants <i>Externals in attendance: Urbis Consultants – Mark Dawson, Mariko Kimura and Sue Say</i> 2. Olivine Place Launch <i>External in attendance: Chris Bracher, Community Development Manager MIRVAC</i> 3. General Business: a) State Government discussions b) Mill Park Leisure Centre gym opening c) MAV motions d) Federal Government grants funding <i>Nil disclosures</i>

Delegate Meetings attended by Administrators are detailed in the following table:

Committee Meetings	Administrator attendees	Officer attendees	Matters discussed
Yarra Plenty Regional Library 2021-2025 Strategy Board Briefing <b>25 March 2021</b>	Lydia Wilson (Chair)	DCW DPD	1. Yarra Plenty Regional Library Strategic Planning Session <i>Nil disclosures</i>
Whittlesea Community Connections Board Meeting <b>19 April 2021</b>	Lydia Wilson (Chair)		1. Update provided by the Legal Team 2. Overview provided on the role and current activities, partnerships developing with Aboriginal organisations and future plans. 3. Governance issues <i>Nil disclosures</i>
Yarra Plenty Regional Library – Ordinary Board Meeting <b>22 April 2021</b>	Lydia Wilson (Chair)	DCW	1. Presentation by Whittlesea Branch Manager 2. CEO Report 3. Quarterly Finance Report 4. Draft Budget 2021/2022 and Strategic Resource Plan 2022/2025 5. EEO Anti-Discrimination Bullying and Sexual Harassment Policy 6. Performance Improvement Disciplinary Policy 7. OHS Policy 8. 2021 Christmas Hours and Closedown 9. Draft YPRL Library Plan 2021-2025 <i>Nil disclosure</i>

### Media & Event Commitments

Media & Event Commitments	Date	Administrator attendees
Internal: Redevelopment of Mill Park Basketball Stadium – Turning of the Sod	25 March 2021	Lydia Wilson (Chair) Peita Duncan
External: Ivanhoe Library and Cultural Hub – Launch Ceremony	25 March 2021	Lydia Wilson (Chair)
External: Online Briefing with the Minister for Local Government	30 March 2021	Lydia Wilson (Chair)
External: New Epping Sod Turn – Riverlee	31 March 2021	Lydia Wilson (Chair)

Media & Event Commitments	Date	Administrator attendees
		Peita Duncan
Internal: Photoshoot regarding the resurfacing of Yale Drive, Epping, using 97% recycled materials	6 April 2021	Lydia Wilson (Chair) Peita Duncan
Internal: Information Session - Support for Commercial Tenants	7 April 2021	Lydia Wilson (Chair) Peita Duncan
Internal: Mernda Social Support Services Centre – Turning of the Sod	22 April 2021	Peita Duncan
Public Event: Citizenship Ceremony	26 April 2021	Lydia Wilson (Chair)

The table below represents an Index of Officer titles:

Initials	Title of Officer	Initials	Title of Officer
CEO	Chief Executive Officer – Craig Lloyd	MCP	Manager City Presentation – Anthony Kyrkou
CFO	Chief Financial Officer – Mark Montague	MCSA	Manager City Safety & Amenity – Andrew Mason
DCS	Director Corporate Services – Amy Montalti	MED	Manager Economic Development – Sarah Rowe
DCW	Director Community Wellbeing – Kate McCaughey	MPUD	Manager Parks & Urban Design – Susan Hecker
DIE	Director Infrastructure & Environment – Debbie Wood	PMIA	Project Manager – Investment Attraction – Kate Weatherley
DPD	Director Planning & Development – Justin O’Meara	SAPR	Senior Arborist Planning & Risk – Will Jones
DPE	Directorate Projects Executive – Jack Jansen	SIE	Senior Infrastructure Engineer – Samuel Beshai
EA-CEO	Executive Assistant to Chief Executive Officer – Madeleine Knowles	SWSO	Senior Waste Services Officer – Simone Chetwynd-Brown
EMG	Executive Manager Governance – Frank Joyce	TLBS	Team Leader Business Support – Rod Cann
EMPA	Executive Manager Public Affairs – Kristi High	TLCPPI	Team Leader Corporate Planning & Improvement – Robert Kisgen
IMEI	Interim Manager Equity & Inclusion – Joanne Kyrkilis	TLEY	Team Leader Early Years – Bridgid Keele
IMFC	Interim Manager Family & Children – Steve Ward	TLGA	Team Leader Governance Administration – Amanda Marijanovic
IMMO	Interim Manager Maintenance & Operations – Anthony Kyrkou	TLHS	Team Leader Health Services – Ralph Mertins
IMSP	Interim Manager Strategic Projects – Catherine Simcox	TLMLF	Team Leader Major Leisure Facilities – Jacinda Hunt
IPPO	Infrastructure Planning & Projects Officer – Nadine Klobucar	TLP	Team Leader Procurement – Tom Masters
MACP	Manager Active & Creative Participation – Ben Waterhouse	TLPRD	Team Leader Public Realm Development – Adrian Napoleone
MCD	Manager Capital Delivery – Nick Mazzarella	WRO	Waste & Recycling Officer – Randa Almushcab

**CONSULTATION**

Consultation has taken place with Council Officer representatives of each of the meetings and committees that qualify as an Informal Meeting of Administrators. In relation to delegates reports consultation was undertaken with the office of the Chief Executive Officer.

**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.

It is a requirement of Chapter 6 of the Governance Rules for Informal Meetings of Administrators records to be reported to Council.

Whereas delegate reports may be reported to the Council meeting at the Administrator's discretion.

**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**

<b>Goal</b>	<b>High Performing Organisation</b>
<b>Key Direction</b>	<b>More informed Council decisions based on strong advice and community consultation and engagement</b>

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 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**

It is recommended that the report containing details of the business transacted at recent Informal Meetings of Administrators and Delegate Meetings be noted.



<b>RECOMMENDATION</b>
-----------------------

THAT Council resolve to note the records of the Informal Meetings of Administrators and Delegate Meetings to the period 23 March 2021 to 28 April 2021 in the table set out in the report.

<b>COUNCIL RESOLUTION</b>
---------------------------

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

THAT Council resolve to adopt the Recommendation.

**CARRIED**



**6.1.1 FOR NOTING - CEO UPDATE - 4 MAY 2021****Responsible Officer: Chief Executive Officer****Author: Chief Executive Officer**

The CEO Update was provided verbally by the Chief Executive Officer at the 4 May 2021 Council meeting, the report is as follows:

**CEO UPDATE**

As Victoria continues to open up as the state reaches 68 days free from community transmission of COVID 19, the City of Whittlesea is returning to the vibrant place we know it to be under new COVID-Safe conditions that will help keep us open.

**MILL PARK LEISURE**

It is fantastic to see the gym at Mill Park Leisure open as part of a \$25 million redevelopment of this facility.

The centre's opening has been staged over two dates to allow community access to the state-of-the-art gym and group fitness areas as soon as possible while final construction of the aquatic area is completed. We hope to open the aquatic area at the end of this month, pending the last stage of construction works going to plan.

In our first week of opening the gym, we have had about 1700 members signed up and ready to use the expansive cardio, weight training areas and the latest equipment that the fitness industry has to offer. Mill Park is the first leisure centre in Australia to feature a full-sized 12ft rock-climbing tread wall.

The building has been designed with a focus on sustainability including automated lighting controls, solar panels, motorised external blinds for solar heat control and water tanks for rainwater re-use.

I would encourage everyone with an interest in health and fitness to visit Mill Park Leisure and see this fantastic new facility.

**BUDGET**

There is still time to provide feedback on Council's Proposed Budget for 2021/22. I would like to thank everyone who has done so over the past month.

The proposed budget includes a \$305.9 million plan for investing in facilities, services and infrastructure and a \$76.4 million capital works program with projects to build and upgrade community centres, sporting facilities, playgrounds, roads and footpaths across our new and established areas.

The Budget is also focused on helping our community recover after the uncertainty of COVID 19.

This year we are investing in a flagship project to improve our customer service to ensure an enhanced experience for people living and working in the City of Whittlesea when they interact with Council.

Consultation on the proposed budget closes tomorrow at 5pm.

## **COUNCIL PLAN**

Over February and March 2021, Council asked people who lived and worked in the City of Whittlesea what was important to them to help develop the 2021-2025 Council Plan. Council conducted 40 online and face-to-face events and activities to ensure we heard from as many different people as possible. Thanks to the more than 1,300 people who joined the conversation. Council gained a strong understanding of where the community's priorities lie. These include:

- more parks and playgrounds and improving the maintenance for those we already have
- roads as a priority, including safety, roadworks and maintenance
- support for local business, helping them grow with grants, incentives and marketing assistance
- biodiversity, including planting more trees, conserving habitats and looking after wildlife
- improving waste management, especially promoting recycling and practical systems for hard rubbish and green waste.

Other key priorities included concentrating on local employment, shops and neighbourhoods, maintaining public safety, and increasing community facilities and activities like festivals.

The integrated Council Plan which includes the Municipal Public Health and Wellbeing Plan and the Pandemic Recovery Plan, are currently in development.

Community engagement on the Council Plan will start mid-year.

## **PARTICIPATORY BUDGET WORKSHOP**

As part of the Council Plan consultation we invited a representative cross section of our community to join a participatory budgeting workshop to explore and inform how we should invest the \$2m Pandemic Community Recovery Fund.

This engagement provided Council with great insight into what activities our community considers important in our recovery efforts including economic support, community connections and health promotion.

Our teams are working through all 17 recommendations from the workshop as we formulate a plan for how best to use this fund, which is likely to include significant investment in supporting local businesses.

## **NEW EPPING**

In late March, I was joined by Chair Administrator Lydia Wilson and Administrator Peita Duncan at the first sod turn of the \$2 billion New Epping development. The event was hosted by the developer Riverlee and attended by Minister for Housing Richard Wynne, project partners Ramsay Health and Haven Home Safe. It promises to deliver more jobs, much-needed housing diversity and an economic boost for the City of Whittlesea. The currently dormant land will be transformed into 11 hectares of open space and 39 hectares of development including social housing, healthcare, commercial space and hospitality.

## **MERENDA VILLAGE SOCIAL SUPPORT CENTRE**

On 22 April Administrator Peita Duncan joined Member for Yan Yean Danielle Green MP to tun the first sod for the construction of the \$2.7 million Mernda Village Social Support Centre.

The three-room, 75-place, facility will be located next to the Mernda Village Community Activity Centre.

It aims to reduce social isolation by providing people aged 65 years and over, the opportunity to try new activities, establish links in the community and improve their overall health and wellbeing.

People living in our growing suburbs, such as Mernda, currently do not have access to local respite services and travel significant distances to use similar facilities.

We thank the Victorian Government for its contribution of \$1.2 million of funding via its Growing Suburbs Fund, which alongside Council's \$1.45 million commitment, will enable us to build this much-needed facility.

### **WALKING THOMASTOWN**

A fantastic event that showcased Thomastown was held recently. More than 600 people participated in the Walking Thomastown events, which transformed a walking trail with music, lightshows, sculptures and illuminations with audio commentary from Wurundjeri Elders and local school children. The event also included a flashmob of the very popular Sharpie Shuffle. Thank you to everyone who was involved in creating this event and those who participated.

### **GOVERNANCE RULES**

We're proposing changes to the rules for Council meetings and decision-making. These proposed changes to Council's Governance Rules will help our community to participate in effective decision making more easily. This may include the community being able to ask questions at Council meetings and be more involved.

You can have your say on the proposed changes to Council's Governance Rules until the May 12. Feedback will be presented at the June Council meeting for a decision.

### **VACCINATION**

Council is continuing to roll out our annual flu vaccination program at our public sessions. While local government is not administering COVID-19 vaccinations, it was great news for our community that a local site - the Northern Hospital in Epping – is now open to people over the age of 50 to be vaccinated.

Following the meeting, the CEO Update report will be incorporated into the 4 May 2021 Scheduled Council Minutes in order to ensure that it contains the most up to date information regarding the pandemic situation.

**RECOMMENDATION**

THAT Council resolve to note the verbal update by the Chief Executive Officer.

**COUNCIL RESOLUTION**

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

THAT Council resolve to adopt the Recommendation.

**CARRIED**

**11. CONFIDENTIAL BUSINESS**

**11.1 CONNECTED COMMUNITIES**

**NIL REPORTS**

**11.2 LIVEABLE NEIGHBOURHOODS**

**NIL REPORTS**

**11.3 STRONG LOCAL ECONOMY**

**NIL REPORTS**

**11.4 SUSTAINABLE ENVIRONMENT**

**NIL REPORTS**

**11.5 HIGH PERFORMING ORGANISATION**

**NIL REPORTS**

**11.6 NOTICES OF MOTION**

**NIL REPORTS**

**12. CLOSURE**

**THERE BEING NO FURTHER BUSINESS THE CHAIR OF COUNCIL CLOSED THE MEETING AT 7.53PM.**

**CONFIRMED THIS 1<sup>st</sup> DAY OF JUNE 2021.**



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**LYDIA WILSON  
CHAIR OF COUNCIL**