

## **MELTON CITY COUNCIL**

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**Minutes of the Policy Review Panel  
Meeting of the Melton City Council  
held via a videoconference**

**18 May 2021**

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MINUTES OF THE POLICY REVIEW PANEL

18 MAY 2021

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## MELTON CITY COUNCIL

MINUTES OF THE POLICY REVIEW PANEL MEETING OF THE  
MELTON CITY COUNCIL  
HELD IN THE VIA A VIDEOCONFERENCE  
ON 18 MAY 2021 AT 1:00PM

**Present:** Cr K Majdlik (Mayor) (arrived 1:17pm)  
Cr Carli  
Cr S Ramsey  
Cr J Shannon

Mr J Whitfield, Governance Coordinator  
Mr B Ball, Manager Families & Children  
Ms N Misurelli, Manager People & Culture  
Mr M Welsh, Early Childhood Coordinator  
Mr A Biscan, Recreation Development Coordinator  
Mr M Johnston, Coordinator Asset Management & GIS

### 1. WELCOME

Cr Carli opened the meeting at 1:13pm as requested by the Mayor and welcomed the Panel members.

### 2. APOLOGIES

Nil.

### 3. DECLARATION OF INTERESTS AND / OR CONFLICT OF INTEREST

Nil.

### 4. MINUTES OF PREVIOUS MEETINGS

Nil.

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**5. OTHER BUSINESS CARRIED OVER FROM A PREVIOUS MEETING**

This Panel meeting was convened to deal with the Agenda items of the Panel meeting held 12 May 2021 that were not dealt with at that meeting prior to its adjournment.

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**6. PRESENTATION OF STAFF REPORTS****6.4 CHILD SAFE POLICY, PROCEDURE AND CODE OF CONDUCT****Responsible Officer:** Maurie Heaney - General Manager Community Services**Document Author:** Brendan Ball - Manager Families and Children**Date Prepared:** 20/04/2021**1. Recommendation:**

That Council:

1. approve the-revised Child Safe Policy V2.1 and Child Safe Procedure V2.1; and
2. re-endorse the Child Safe Code of Conduct

as attached to this report

**Motion**

Crs Ramsey/Shannon.

That Council:

1. approve the revised Child Safe Policy V2.1 (refer **Appendix 1**) and Child Safe Procedure V2.1 (refer **Appendix 2**) noting the changes made by the Panel highlighted in yellow; and
2. re-endorse the Child Safe Code of Conduct (refer **Appendix 3**)

as attached to this report.

CARRIED**2. Background****2.1 The Policy**

The Child Safe Policy and Procedure that were first established in 2019 need to be revised.

The main aspects of feedback received through the policy review process related to referencing the National Principles for Child Safe Organisations, as well as referencing the Melton City Council Information Sharing and Responding to Family Violence policies.

Also, as of 1 February 2021, there are legislative and regulatory changes to Working with Children Checks which are required when a person wants to engage in child-related work.

The *Worker Screening Act 2020* (Vic) has come into force with the *Working with Children Act 2005* being repealed. The *Working with Children Regulation 2006* has also been repealed and *Worker Screening Regulation 2021* (Vic) now applying.

All of these theses are highlighted in the revised policy (refer **Appendix 1**) and procedure (refer **Appendix 2**).

There are no proposed changes to the Child Safe Code of Conduct (refer **Appendix 3**).

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**2.2 Sources/benchmarking**

Melton City Council's Child Safe Policy reflects the industry standard in terms of complying with the Victorian Child Safe Standards and the National Principles for Child Safe Organisations. The Policy and Procedure also reflect advice relating to the Child Safe Standards set out by the Commission for Children and Young People.

The changes proposed to the Child Safe Policy and Child Safe Procedure are highlighted in yellow in **Appendix 1 & 2** respectively.

**2.3 Consultation**

The process to review the Child Safe Policy and Procedure began in 2020 with a staff consultation process. Consultation also included engagement with the Child Safe Officers team.

**2.4 Communication and Implementation**

All Melton City Council staff will be advised of the new policy and procedure through an item in the CEO Weekly Update. This will be supported by regular items in the Weekly Update submitted on a quarterly basis providing advice on steps to take should anyone have concerns about the safety of children. There is a Child Safe page on the Intranet and also on Council's website. Other promotional activities are planned, including posters in community languages.

**2.5 Compliance**

A recent audit was undertaken to assess Council's compliance with the National Principles for Child Safe Organisations, and while Council is broadly compliant, the annual Child Safe Business Improvement Plan has a number of items to be actioned to ensure full compliance.

**2.6 Measures of Success**

The success of the Melton City Council Child Safe Policy, Procedure and Code of Conduct is measured by the extent to which staff are aware of the need to report incidents or concerns and their understanding of steps to take relating to child safety.


**LIST OF APPENDICES**

1. Child Safe Policy V2.1 - dated March 2021
2. Child Safe Procedure V2.1 - dated March 2021
3. Child Safe Code of Conduct

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Item 6.4 Child Safe Policy, Procedure and Code of Conduct  
Appendix 1 Child Safe Policy V2.1 - dated March 2021

	<b>Child Safe Policy</b>
<b>Version No.</b>	Version 2.1 - March 2021
<b>Endorsement</b>	Executive – 1 April 2021 Policy Review Panel – <insert date>
<b>Authorisation</b>	Council – <insert date>
<b>Review Date</b>	31 March 2026
<b>Responsible Officer</b>	General Manager Community Services
<b>Policy Owner</b>	Chief Executive Officer

**1. Purpose**

To set out a clear policy in relation to Melton City Council's commitment to child safety and to the seven Victorian Child Safe Standards (CSS) as made and gazetted by the Minister pursuant to the *Child Wellbeing and Safety Act 2005* (the Act) and the National Principles for Child Safe Organisations.

**2. Scope**

Melton City Council is committed to and required to abide by the Victorian Child Safe Standards and is committed to alignment with the National Principles for Child Safe Organisations. This policy explains Council's commitment to meet the Victorian Child Safe Standards, and should be read in conjunction with Council's Child Safe Procedure which details the practical application of the Child Safe standards.

This policy is compatible with the Charter of Human Rights and Responsibilities, in particular the principle of *Protection of families and children*.

All Councillors, staff, volunteers and labour hire contractors are bound by both the policy and procedure. Furthermore, Council will take reasonable steps to ensure third party providers are committed to child safety.

Individual Departments, business units, and/or staff within Council may have additional mandatory and/or operational requirements to ensure a child safe organisation. These are outside of the scope of this policy.

**3. Definitions**

Word/Term	Definition
<b>Child Safety Culture</b>	Melton City Council takes deliberate steps to directly and indirectly create a culture in which everyone – Councillors, staff, volunteers, and labour hire contractors – feels confident, enabled and supported to provide a safe place for children and to effectively and safely disclose and address child safety concerns.
<b>Child / Young Person</b>	A person under eighteen (18) years of age

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Appendix 1 Child Safe Policy V2.1 - dated March 2021

Word/Term	Definition
<b>Child Abuse</b>	<p>Is defined in the Act as follows:</p> <p><i>child abuse includes—</i></p> <p>(a) any act committed against a child involving—</p> <p>(i) a sexual offence; or</p> <p>(ii) an offence under section 49M(1) of the Crimes Act 1958; and</p> <p>(b) the infliction, on a child, of—</p> <p>(i) physical violence; or</p> <p>(ii) serious emotional or psychological harm; and</p> <p>(c) the serious neglect of a child.</p> <p>Please see other definitions of sexual abuse, emotional or psychological abuse, grooming offence, neglect, and physical abuse.</p>
<b>Child Related Work</b>	<p>Specific definition as per section 7 of the <i>Worker Screening Act 2020</i>. <i>Working-With-Children-Act-2005</i></p> <p>'Work' is child-related if contact with children is part of the duties (not incidental to the duties) and is within one or more of the occupational fields defined in the Act.</p> <p>Child-related work is work at or for a service, body or place, or that involves an activity and that usually involves direct contact with a child.</p> <p>For the purposes of this Act, work is not child-related work by reason only of occasional direct contact with children that is incidental to the work.</p>
<b>Child Safe Organisation</b>	An organisation that takes deliberate steps to protect children from physical, sexual, emotional and psychological abuse, and neglect.
<b>Child Safe Standards Code of Conduct</b>	Council's Child Safe Code of Conduct outlines the standards of behaviour expected when engaging with children.
<b>Child Safe Standards (Victorian)</b>	<p>A set of seven compulsory standards introduced by the Victorian government under the <i>Child Wellbeing and Safety Act 2005</i> to protect children from harm. The standards are compulsory for all organisations providing services to children.</p> <p>The standards are:</p> <ol style="list-style-type: none"> <li>1. Embed a culture of child safety</li> <li>2. Adopt a child safe policy</li> <li>3. Adopt a code of conduct for appropriate behaviour with children</li> <li>4. Screen, supervise and train staff</li> <li>5. Process for responding to and reporting abuse</li> <li>6. Identify child abuse risks and ways to reduce these risks</li> <li>7. Empower Children to share feedback and experiences</li> </ol>



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Appendix 1 Child Safe Policy V2.1 - dated March 2021

Word/Term	Definition
<b>Commission for Children and Young People</b>	<p>The Commission for Children and Young People (CCYP) is an independent statutory body that promotes improvement in policies and practices affecting the safety and wellbeing of Victorian children and young people. The CCYP focuses on vulnerable children and young people.</p> <p>The CCYP has various functions and powers in relation to the oversight and enforcement of the Child Safe Standards.</p> <p>The CCYP is also administering and overseeing the reportable conduct scheme.</p>
<b>Cultural Safety for Aboriginal children and culturally and / or linguistically diverse backgrounds</b>	<p>The positive recognition and celebration of cultures is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity.</p> <p>A child or young person who identifies as having particular cultural or linguistic affiliations by virtue of their place of birth, ancestry or ethnic origin, religion preferred language or language spoken at home or because of their parents identification on a similar basis.</p>
<b>Emotional and Psychological Abuse</b>	<p>Occurs when a child does not receive the appropriate love, affection or attention they need for healthy, emotional, psychological and social development. Such abuse may involve repeated threats to a child, constant criticism, teasing, ignoring, threatening, yelling, scapegoating, ridicule and rejections or continual coldness. These behaviours continue to an extent that it results in significant damage to the child's physical, intellectual or emotional wellbeing and development.</p>
<b>Failure to disclose offence</b>	<p>Any adult who forms a reasonable belief that sexual offence has been committed by an adult against a child under 16 years of age has an obligation to report that information to police. Failure to disclose the information to police is a criminal offence.</p>
<b>Failure to protect offence</b>	<p>This offence applies to people within organisations who knew of a risk of child sexual abuse by someone in the organisation and had the authority to reduce or remove the risk, but did not act to protect the child.</p>
<b>Grooming offence</b>	<p>A term used to describe what happens when a perpetrator of abuse builds a relationship and rapport with a child with a view to abusing them at some stage in the future.</p> <p>Grooming can also be used to describe the process that a perpetrator goes through when building rapport and a relationship with guardians of children, or people with the responsibility for the care of children and young people.</p>

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Word/Term	Definition
	<p>Grooming can occur over any length of time, in a variety of settings where a relationship can be formed, such as leisure facilities, childcare, music, religious and sporting activities, Internet chat rooms and social media or by SMS.</p> <p>The grooming offence applies where a person over 18 years of age communicates, by words or conduct, online or face-to-face, with a child under the age of 16 years or with a person who has care supervision or authority for a child, with the intention of later sexual activity with a child.</p>
<b>Incident</b>	Any disclosure or harm to a child or young person; allegation, suspicion or observation of abuse or harm to a child or young person; or a breach of the Child Safe Code of Conduct.
<b>Labour Hire Contractor</b>	A person employed through an external agency to work at Council to provide specific labour services, typically for a finite period of time. Labour Hire Contractors are bound by this policy in the same way as staff.
<b>National Principles for Child Safe Organisations</b>	<p>The National Principles are underpinned by a child rights, strengths-based approach. They are designed to allow for flexibility in implementation across all sectors engaging with children and young people, and in organisations of various sizes.</p> <p>They align with existing child safe approaches at the state and territory level.</p> <p>The Principles are:</p> <ol style="list-style-type: none"> <li>1. Child safety and wellbeing is embedded in organisational leadership, governance and culture.</li> <li>2. Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.</li> <li>3. Families and communities are informed and involved in promoting child safety and wellbeing.</li> <li>4. Equity is upheld and diverse needs respected in policy and practice.</li> <li>5. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.</li> <li>6. Processes for complaints and concerns are child focused.</li> <li>7. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.</li> <li>8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.</li> <li>9. Implementation of the national child safe principles is regularly reviewed and improved.</li> </ol>

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Word/Term	Definition
	10. Policies and procedures document how the organisation is safe for children and young people.
<b>Neglect</b>	Is the persistent failure or deliberate denial to provide with the basic necessities of life such neglect includes failure to provide adequate food, clothing, shelter, supervision, water, medical attention or supervision for the appropriate physical or psychological development.
<b>Physical Abuse</b>	Occurs when a person subjects another to non-accidental acts of physical aggression. The abuse may inflict injury intentionally or inadvertently as a result of physical punishment or aggressive treatment. Physically abusive behaviour includes (but not limited to) shoving, hitting, slapping, shaking, throwing, punching, biting, burning and kicking. It also includes the provision of harmful substances such as drugs, alcohol or poison.
<b>Sexual Abuse</b>	A child is sexually abused when any person uses their authority over the child to involve the child in sexual activity. Child sexual abuse involves a wide range of sexual activity including fondling genitals, masturbation, vaginal or anal penetration by a finger, penis or any other object, voyeurism and exhibitionism.

**4. Policy**

Melton City Council is dedicated to:

- the safety of children being paramount
- Compliance with the Victorian Child Safe Standards
- Compliance with the National Principles for Child Safe Organisations
- Compliance under Child Information Scheme (CIS) and Family Violence Information Scheme (FVISS)

**5. Statement of Commitment**

Melton City Council is committed to:

- The welfare of children in our care will always be our highest priority and we have a zero tolerance to child abuse
- Putting in place strategies that recognise that children in its care have the right to safety, participation and empowerment.
- Preventing child abuse and identifying risks early, and removing and reducing these risks.
- Maintaining recruitment practices that consistently select staff, volunteers and labour hire contractors who do not pose a risk to children's safety.
- Training and educating our staff and volunteers about child safety and child abuse so that they are aware of their obligations.
- Treating allegations of child safety concerns seriously and responding appropriately;

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- Contacting authorities when there are reasonable concerns about a child's safety.
- The cultural safety of all children, including Aboriginal children, children from a culturally or linguistically diverse background and children with a disability.
- Putting in place and adhering to specific policies and procedures to deliver on these commitments.

Council has legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.

**6. Reporting Child Abuse**

All parties in scope at Council who form a reasonable belief, that abuse against a child or young person has been committed by an adult, have an obligation to report that information to police and/or to the Child Safe Officers and Child Safety Deputies, for full list please refer to **Appendix 1**. Please refer to the Child Safe Procedure.

If you believe a child is at immediate risk of abuse or harm phone 000

**7. Failure to Disclose and Failure to Protect**

All parties in scope at Council who form a reasonable belief, that abuse against a child or young person has been committed by an adult, have an obligation to report that information to police. Failure to disclose the information to police may be a criminal offence.

The failure to protect offence applies to those who knew of a risk of child sexual abuse by someone in the organisation and had the authority to reduce or remove the risk, but did not act to protect that child.

**8. References and links to legislation and other documents**

Name	Location
Charter of Human Rights and Responsibilities Act 2006	Available via <a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
Child Safe Conduct of Conduct	Melton City Council
Child Wellbeing and Safety Act 2005	Available via <a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
Children, Youth and Families Act 2005	Available via <a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
Commission for Children and Young People Act 2012	Available via <a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
<b>Crimes Act 1958</b>	Available via <a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
Disability Act 2006	Available via <a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
Employee Code of Conduct	Melton City Council
Family Violence Protection Act 2008	Available via <a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
Information Sharing Schemes Policy	Melton City Council
Local Government Act 2020	Available via <a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>

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Name	Location
Protected Disclosure Act 2012	Available via <a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
Responding to Family Violence	Melton City Council
Sex Offenders Register Act 2004	Available via <a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
Worker Screening Act 2020	Available via <a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
Worker Screening Regulations 2021	Available via <a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>

**9. Attachments**

Appendix 1 (List of Child Safety Officers and Child Safety Deputies)

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**Appendix 1– Child Safe Officers and Deputies**

**Child Safe Officers**

- Manager Families and Children Services
- Manager Community Planning
- Manager Youth and Recreation Services
- Early Childhood Coordinator


**Deputy Child Safe Officers**

- Coordinator Maternal and Child Health
- Coordinator Early Years Partnerships
- Coordinator Family Services
- Coordinator Housing Services
- Coordinator Wellness and Engagement
- Coordinator Neighbourhood Participation
- Coordinator Recreation
- Coordinator Leisure Centres
- Coordinator Library Activation and Engagement
- Coordinator Young Communities
- Early Years Team Leader

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Appendix 2 Child Safe Procedure V2.1 - dated March 2021

	<b>Child Safe Procedure</b>
<b>Linked policy document</b>	This procedure details actions and processes pursuant to the Child Safe Policy
<b>Version No.</b>	Version 2.1 - March 2021
<b>Endorsement</b>	Executive – 1 April 2021 Policy Review Panel – <insert date>
<b>Authorisation</b>	Council –<insert date>
<b>Review Date</b>	March 2026
<b>Responsible Officer</b>	General Manager Community Services
<b>Procedure Owner</b>	Chief Executive Officer

**1. Purpose**

The purpose of this procedure is to set out Melton City Council's commitment to child safety, including the ways in which child safety will be provided, and child safety concerns will be addressed. Everyone is responsible for child safety, and this procedure seeks to detail the responsibilities of processes that apply to Councillors, staff, volunteers and labour-hire contractors.

Melton City Council is committed to child safety, in that it:

- has zero tolerance for child abuse;
- actively works to listen to and empower children;
- has systems to protect children from abuse, and will take all allegations and concerns very seriously and responds to them consistently in line with the organisation's policies and procedures;
- is committed to promoting cultural safety for Aboriginal children, cultural safety for children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

As such, Council is committed to meeting the child safe standards, which are designed to ensure organisations provide a safe place for children.

**2. Scope**

Melton City Council is committed to upholding the Child Safe Standards and alignment with the National Principles for Child Safe Organisations, to ensure children's safety and welfare. The policy explains Council's commitment, and the procedure provides details of how the Child Safe Standards will be applied at Council.

This procedure is compatible with the Charter of Human Rights and Responsibilities, in particular the principle of *Protection of families and children*.

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All of Council; that is, Councillors, staff, volunteers and labour hire contractors are bound by both the policy and this procedure. Furthermore, Council will take reasonable steps to ensure third party providers are committed to child safety.

Individual Departments, business units, and/or staff within Council may have additional mandatory and/or operational requirements to ensure a child safe organisation. These are outside of the scope of this procedure however the relationship to them is explained.

## 3. Definitions

Word/Term	Definition
<b>Child Safety Culture</b>	Melton City Council takes deliberate steps to directly and indirectly create a culture in which everyone – Councillors, staff, volunteers, and labour hire contractors – feels confident, enabled and supported to provide a safe place for children and to effectively and safely disclose and address child safety concerns.
<b>Child / Young Person</b>	A person under eighteen (18) years of age
<b>Child Abuse</b>	Is defined in the Act as follows: <i>child abuse includes—</i> <i>(a) any act committed against a child involving—</i> <i>(i) a sexual offence; or</i> <i>(ii) an offence under section 49M(1) of the Crimes Act 1958;</i> <i>and</i> <i>(b) the infliction, on a child, of—</i> <i>(i) physical violence; or</i> <i>(ii) serious emotional or psychological harm; and</i> <i>(c) the serious neglect of a child.</i>  Please see other definitions of sexual abuse, emotional or psychological abuse, grooming offence, neglect, and physical abuse.
<b>Child Related Work</b>	Specific definition as per section 7 of the <i>Worker Screening Act 2020. Working With Children Act 2005</i>  <i>'Work' is child-related if contact with children is part of the duties (not incidental to the duties) and is within one or more of the occupational fields defined in the Act.</i>  <i>Child-related work is work at or for a service, body or place, or that involves an activity and that usually involves direct contact with a child.</i>  <i>For the purposes of this Act, work is not child-related work by reason only of occasional direct contact with children that is incidental to the work.</i>
<b>Child Safe Organisation</b>	An organisation that takes deliberate steps to protect children from physical, sexual, emotional and psychological abuse, and neglect.



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Word/Term	Definition
<b>Child Safe Standards Code of Conduct</b>	Council's Child Safe Code of Conduct outlines the standards of behaviour expected when engaging with children.
<b>Child Safe Standards (Victoria)</b>	<p>A set of seven compulsory standards introduced by the Victorian government under the <i>Child Wellbeing and Safety Act 2005</i> to protect children from harm. The standards are compulsory for all organisations providing services to children.</p> <p>The standards are:</p> <ol style="list-style-type: none"> <li>1. Embed a culture of child safety</li> <li>2. Adopt a child safe policy</li> <li>3. Adopt a code of conduct for appropriate behaviour with children</li> <li>4. Screen, supervise and train staff</li> <li>5. Process for responding to and reporting abuse</li> <li>6. Identify child abuse risks and ways to reduce these risks</li> <li>7. Empower Children to share feedback and experiences</li> </ol>
<b>Commission for Children and Young People</b>	<p>The Commission for Children and Young People (CCYP) is an independent statutory body that promotes improvement in policies and practices affecting the safety and wellbeing of Victorian children and young people. The CCYP focuses on vulnerable children and young people.</p> <p>The CCYP has various functions and powers in relation to the oversight and enforcement of the Child Safe Standards.</p> <p>The CCYP is also administering and overseeing the reportable conduct scheme.</p>
<b>Cultural Safety for Aboriginal children and culturally and / or linguistically diverse backgrounds</b>	<p>The positive recognition and celebration of cultures is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity.</p> <p>A child or young person who identifies as having particular cultural or linguistic affiliations by virtue of their place of birth, ancestry or ethnic origin, religion preferred language or language spoken at home or because of their parents identification on a similar basis.</p>
<b>Emotional and Psychological Abuse</b>	Occurs when a child does not receive the appropriate love, affection or attention they need for healthy, emotional, psychological and social development. Such abuse may involve repeated threats to a child, constant criticism, teasing, ignoring, threatening, yelling, scapegoating, ridicule and rejections or continual coldness. These behaviours continue to an extent that it results in significant damage to the child's physical, intellectual or emotional wellbeing and development.
<b>Failure to disclose offence</b>	Any adult who forms a reasonable belief that sexual offence has been committed by an adult against a child under 16 years of age has an obligation to report that information to police. Failure to disclose the information to police is a criminal offence.

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Word/Term	Definition
<b>Failure to protect offence</b>	This offence applies to people within organisations who knew of a risk of child sexual abuse by someone in the organisation and had the authority to reduce or remove the risk, but did not act to protect the child.
<b>Grooming offence</b>	<p>A term used to describe what happens when a perpetrator of abuse builds a relationship and rapport with a child with a view to abusing them at some stage in the future.</p> <p>Grooming can also be used to describe the process that a perpetrator goes through when building rapport and a relationship with guardians of children, or people with the responsibility for the care of children and young people.</p> <p>Grooming can occur over any length of time, in a variety of settings where a relationship can be formed, such as leisure facilities, childcare, music, religious and sporting activities, Internet chat rooms and social media or by SMS.</p> <p>The grooming offence applies where a person over 18 years of age communicates, by words or conduct, online or face-to-face, with a child under the age of 16 years or with a person who has care supervision or authority for a child, with the intention of later sexual activity with a child.</p>
<b>Incident</b>	Any disclosure or harm to a child or young person; allegation, suspicion or observation of abuse or harm to a child or young person; or a breach of the Child Safe Code of Conduct.
<b>Labour Hire Contractor</b>	A person employed through an external agency to work at Council to provide specific labour services, typically for a finite period of time. Labour Hire Contractors are bound by this policy in the same way as staff.
<b>National Principles for Child Safe Organisations</b>	<p>The National Principles are underpinned by a child rights, strengths-based approach. They are designed to allow for flexibility in implementation across all sectors engaging with children and young people, and in organisations of various sizes.</p> <p>They align with existing child safe approaches at the state and territory level.</p> <p>The Principles are:</p> <ol style="list-style-type: none"> <li>1. Child safety and wellbeing is embedded in organisational leadership, governance and culture.</li> <li>2. Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.</li> <li>3. Families and communities are informed and involved in promoting child safety and wellbeing.</li> <li>4. Equity is upheld and diverse needs respected in policy and practice.</li> </ol>

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Word/Term	Definition
	<p>5. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.</p> <p>6. Processes for complaints and concerns are child focused.</p> <p>7. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.</p> <p>8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.</p> <p>9. Implementation of the national child safe principles is regularly reviewed and improved.</p> <p>10. Policies and procedures document how the organisation is safe for children and young people.</p>
<b>Neglect</b>	Is the persistent failure or deliberate denial to provide with the basic necessities of life such neglect includes failure to provide adequate food, clothing, shelter, supervision, water, medical attention or supervision for the appropriate physical or psychological development.
<b>Physical Abuse</b>	Occurs when a person subjects another to non-accidental acts of physical aggression. The abuse may inflict injury intentionally or inadvertently as a result of physical punishment or aggressive treatment. Physically abusive behaviour includes (but not limited to) shoving, hitting, slapping, shaking, throwing, <b>throwing</b> , punching, biting, burning and kicking. It also includes the provision of harmful substances such as drugs, alcohol or poison.
<b>Sexual Abuse</b>	A child is sexually abused when any person uses their authority over the child to involve the child in sexual activity. Child sexual abuse involves a wide range of sexual activity including fondling genitals, masturbation, vaginal or anal penetration by a finger, penis or any other object, voyeurism and exhibitionism.

**4. Child Safe Standards**

The seven Child Safe Standards (CSS) are implemented by Council as follows.

**Child Safe Standard 1: Embed A Culture Of Child Safety**

Everyone shares the responsibility of the prevention and detection of child abuse. All Councillors, staff, volunteers and labour hire contractors must:

- Familiarise themselves with the Child Safe Policy, the Child Safe Code of Conduct, and this Procedure and comply with all requirements;
- Report any reasonable belief that a child's safety is at risk to the relevant authorities (such as the police and/or the state-based child protection service) and fulfil their obligations as mandatory reporters;
- Report any suspicion that a child's safety may be at risk to Child Safe Officer;

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- Provide an environment that is supportive of all children's emotional and physical safety;
- Participate in mandatory child safety training as required.

**Child Safe Standard 2: Adopt A Child Safe Policy**

This Procedure is underpinned by the Child Safe Policy. All Councillors, staff, volunteers and labour hire contractors must review and acknowledge their understanding of the Child Safe Policy and this Procedure.

**Child Safe Standard 3: Adopt A Code Of Conduct For Appropriate Behaviour With Children**

The Child Safe Code of Conduct is attached to Child Safe Policy. All staff, Councillors, volunteers and labour hire contractors must review and acknowledge their understanding of the Child Safe Code of Conduct.

**Child Safe Standard 4: Screen, Supervise And Train Staff**

Melton City Council maintains a comprehensive recruitment and screening process for all staff, Councillors, volunteers and labour hire contractors that aims to:

- promote and protect the safety of all children under the care of the organisation;
- identify the safest and most suitable people who share Melton City Council's values and commitment to protect children; and
- prevent a person from working at Melton City Council if they pose a risk to children.

Melton City Council requires all Councillors, staff, volunteers and labour hire contractors to meet the organisation's recruitment and screening requirements prior to commencing with Melton City Council.

Melton City Council requires Police Checks and in specific cases, a Working with Children Check in accordance with Council policy, before applicants are offered a role at Melton City Council.

Melton City Council undertakes reference checks when recruiting staff, as per the recruitment procedure.

**Child Safe Standard 5: Process For Responding To And Reporting Abuse**

Council has reporting processes that must be strictly adhered to. These are set out later in this procedure.

**Child Safe Standard 6: Identify Child Abuse Risks and Ways To Reduce These Risks**

Staff will be trained to identify child abuse risks and ways to reduce those risks. The Manager Families and Children is responsible for the policy content. The Manager People and Culture is responsible for staff training.

**Child Safe Standard 7: Empower Children to share feedback and experiences**

Empowerment is about helping children and youth to have their say. Participation and empowerment are vital components of a child safe organisation that benefits children, youth, families, organisations and staff. Council's programs promote the participation of children by:

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- Supporting children and young people to understand their rights and raise concerns.
- Valuing and respecting children's opinions.
- Seeking children's views about what makes them feel safe and unsafe.
- Establishing an environment of trust and inclusion that enables children to ask questions and speak up if they are worried or feeling unsafe.
- Ensuring participation is designed to be: ethical; age appropriate and child-friendly; culturally respectful; inclusive of a diverse range of children and demonstrating respect for children of all ages, abilities, social and cultural backgrounds; positive and fun; voluntary and with informed consent.
- Being clear, honest and realistic about the boundaries of a discussion and what can change.
- Ensuring adults involved are skilful in facilitating the participation of children.
- Being clear if the discussion will be confidential or if the outcomes will be made public.
- Monitoring the impact a consultation may have on the children involved.
- Ensuring procedures in place provide support to any child who may be distressed as a result of their involvement or disclosure of concerns.

**5. National Principles**

The National Principles for Child Safe Organisations are implemented by Council as follows.

**National Principle 1: Child safety and wellbeing is embedded in organisational leadership, governance and culture**

The organisation puts into practice its commitment to child safety and wellbeing and a child safe culture is modelled at all levels of the organisation by:

- A public commitment to child safety and wellbeing and the promotion and protection of children's rights by the organisation and its leadership.
- Child safety and wellbeing policies and procedures, and governance arrangements that facilitate their implementation.
- Child Safe Code of Conduct.
- Risk assessment and management process.
- Policies and guidance on record keeping, information sharing and external reporting.

**National Principle 2: Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously**

Strategies are used by the organisation to enable children and young people to have their rights respected, participate in decision-making and have their voices heard. These include:

- Programs or resources the organisation uses to educate and engage with children and young people about their rights, safe environments, protective strategies for staying safe and seeking help when needed.

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- Information or training provided to staff and volunteers to ensure they understand child rights-based approaches and are skilled at engaging with young people.
- Ways the organisation seeks the views of children and young people and encourages their participation in decision-making, including on safety and wellbeing issues.
- Processes to regularly review opportunities for children and young people's participation.
- Policies and practices for seeking children's consent for relevant activities.

**National Principle 3: Families and communities are informed and involved in promoting child safety and wellbeing**

The organisation puts into practice effective communication and participation strategies for engaging with and responding to the diverse needs of families and communities by:

- The organisation's child safety policies and procedures are made clear and accessible to families and communities.
- Ways the organisation seeks the input of families and communities on the organisation's approach to child safety and wellbeing, including when reviewing policies and procedures.
- How the organisation engages with families and communities to build cultural safety and inclusion through partnerships and respectful relationships.
- Policies and practices for seeking parental consent for relevant activities.

**National Principle 4: Equity is upheld and diverse needs respected in policy and practice**

The organisation creates an environment where children and young people's diverse circumstances and needs are recognised, and all children feel safe, welcome and included by:

- Policies on accessibility, anti-discrimination, cultural safety, diversity and inclusion.
- Strategies used at all levels of the organisation to counter discrimination and exclusion, including guidance on creating environments that are safe and welcoming for all children.
- Ways in which the organisation considers and addresses the needs of Aboriginal and Torres Strait Islander children, children with disability, children from culturally and linguistically diverse backgrounds, children who are unable to live at home, and lesbian, gay, bisexual, transgender and intersex children and young people.
- Training for staff and volunteers on identifying and responding to children and young people with diverse backgrounds and needs.
- How the organisation provides accessible, child-friendly and culturally safe information to children and young people about the support and complaints processes available.

**National Principle 5: People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice**

The organisation puts into practice its recruitment and staff development policies including screening, induction and supervision to ensure that staff and volunteers reflect child safety and wellbeing values in practice by:

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- Policies or guidance on recruitment, including advertising, selection criteria, pre-employment screening, referee checks and duty statements.
- Systems for ensuring that all relevant staff have current working with children checks or equivalent background checks.
- Induction training for all staff and volunteers on their child safety and wellbeing responsibilities, the organisation's child safety and wellbeing policies and procedures, external reporting obligations (e.g. mandatory reporting) and the Code of Conduct.
- Policies and strategies for ongoing supervision, support and performance management of staff and volunteers.

**National Principle 6: Processes to respond to complaints and concerns are child focused**

- The organisation ensures that it has accessible and responsive complaints management processes that are focused on the needs of children and young people by:
- An accessible policy for receiving, responding to and investigating complaints of child harm or abuse that prioritises the safety and wellbeing of children and young people. Complaints may relate to concerning conduct, misconduct or criminal conduct.
- How the organisation provides child-friendly and culturally safe information to children and young people, families and communities about how they can raise concerns and how those concerns will be responded to and investigated.
- The organisation's approach to responding to concerns or complaints relating to harm caused to a child by another child.
- Policies on reporting to external authorities, record keeping and information sharing, and systems to ensure the organisation meets its reporting requirements and employment law and privacy obligations.
- Training for staff and volunteers on the complaints process, their roles and responsibilities, reporting and privacy obligations, and responding to children who disclose abuse (including recognising the different ways that children may disclose).

**National Principle 7: Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training**

The organisation promotes child safety and wellbeing by ensuring that staff and volunteers are provided with relevant knowledge and skills on an ongoing basis by:

- Periodic training for staff and volunteers on children's rights, child development, the organisation's child safety and wellbeing policies and procedures, recognising signs of harm or abuse, responding to disclosures, understanding and responding to harmful behaviours by a child towards another child, record keeping, risk assessment and management, external reporting obligations, and creating culturally safe environments.
- Ongoing professional development and information exchange opportunities relating to child safety and wellbeing.
- Strategies for ensuring that staff or volunteers who disclose harm or risk to children and young people are supported.

**National Principle 8: Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed**

The organisation promotes child safety and wellbeing in physical and online environments in order to reduce the risk of harm by:

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- Risk assessment and management processes for physical and online environments that address risks arising from those environments, organisational activities, adult to child interactions and child to child interactions.
- How staff and volunteers minimise risks without compromising children's right to privacy, access to information, social connections and learning opportunities.
- Requirements that staff and volunteers use online environments in line with the Code of Conduct, an online safety policy and/or relevant communication protocols.
- How the organisation provides information to children, young people and families about physical and online safety and appropriate conduct in physical and online environments.
- How the organisation promotes cultural safety in physical and online environments.
- How the organisation meets its workplace health and safety responsibilities, as they relate to child safety and wellbeing.
- Policies or procedures for ensuring that visitors to the organisation are appropriately logged and supervised.
- Procurement policies that aim to ensure child safety and wellbeing when contracting third parties.

**National Principle 9: Implementation of the national child safe principles is regularly reviewed and improved**

The organisation continues to reflect on and improve its child safety and wellbeing policies and practices by:

- A commitment to review this policy, and the organisation's other child safety and wellbeing policies and procedures, on a regular basis.
- How the organisation engages children, young people, families, communities, staff and volunteers in review processes and provides feedback on review outcomes.
- How the organisation records and regularly analyses complaints, incidents and concerns in order to identify causes or systemic weaknesses and implements improvements.

**National Principle 10: Policies and procedures document how the organisation is safe for children and young people**

The organisation documents and makes available its policies and procedures for ensuring the safety and wellbeing of children and young people by:

- Other documents that demonstrate how the organisation ensures child safety and wellbeing (such as a Code of Conduct, risk assessment and management process, and policies on record keeping, information sharing and external reporting).
- How the organisation ensures these documents are easy to access, in a language and format that is easy to understand, culturally safe and informed by stakeholder consultation.
- Strategies the organisation uses to monitor understanding and implementation of its child safety and wellbeing policies and procedures by its leaders, staff and volunteers.
- How the organisation engages with children and young people, families and communities to assess awareness of and confidence in its child safety policies and procedures.

**6. Duty of care and legal responsibilities**

All Councillors, staff, volunteers and labour hire contractors have a responsibility to report concerns about child abuse. Concerns about the safety and wellbeing of



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children can range from an uncomfortable feeling through to a direct observation of abuse. Anyone who has concerns about a child's safety or has concerns about child abuse should speak to a Child Safe Officer immediately.

Examples of child safety concerns include:

- inappropriate or special relationships developing between staff or volunteers and children;
- inadequate staff-child supervision ratios;
- breaches of the Code of Conduct, particularly if they are persistent;
- feelings of discomfort about interactions between a staff member or volunteer and a child;
- suspicions or beliefs that children are at risk of harm;
- observations of concerning changes in behaviour;
- concerns about a physical environment that may pose a risk to children (this includes health and hygiene issues)
- children's disclosures of abuse or harm, which must be reported to the police, DFFH and the Commission.

It should be noted that these are only examples and many other situations of abuse are not listed here. Any Councillor, staff, volunteer or labour hire contractor with a concern about child safety should discuss their concerns with a Child Safe Officer immediately.

#### 6.1 General Reporting

- **If a child is in imminent or immediate danger, or may have experienced criminal abuse, call 000 immediately.**
- All Councillors, staff, volunteers and labour hire contractors have a responsibility to report concerns about child abuse to the relevant authorities.
- If a Councillor, staff, volunteer or labour hire contractor has a reasonable belief that child abuse has occurred or will occur, this should be immediately reported to Child Protection by calling their crisis line.

Contact Numbers:

*Victoria Police - Sexual Offences and Child Abuse Investigation Team (SOCIT)*

Contact the appropriate local office:

North-West Metropolitan (03) 8690 4056

Western Victoria (03) 5448 1420

*Department of Families, Fairness and Housing*

During business hours – contact the appropriate local government area:

Northern and western suburbs 1300 664 977

Western rural and regional 1800 075 599

*After hours and to report concerns about the immediate safety of a child:*

Child Protection Emergency Service (24 hours) 13 12 78.

- If a staff member has general questions or concerns or is unsure about child abuse, they should discuss this immediately with a Child Safe Officer who will

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guide them through the reporting process and provide appropriate support. A list of Child Safe Officers is contained in **Appendix 1**.

**6.2 Sexual Abuse and Failure to Disclose**

- **Failure to disclose the information to police is a criminal offence.**
- Any adult who forms a reasonable belief that a sexual offence has been committed by an adult against a child under 16 years of age has an obligation to report that information to police, unless they have a reasonable excuse not to or an exemption applies.
- A reasonable belief is formed if a reasonable person in the same position would have formed the belief on the same grounds.

**6.3 Mandatory Reporting**

- Some professionals have additional obligations to report to Child Protection if they form a belief on reasonable grounds that a child has suffered, or is likely to suffer, significant harm as a result of physical injury or sexual abuse and the child's parents have not protected, or are unlikely to protect, the child from harm of that type. This is called mandatory reporting.
- Mandatory Reporting requirements for Council staff are established in existing policies that have specific application to relevant nominated staff, for example, Maternal Child Health Nurses.
- Staff who have mandatory reporting obligations are already aware of and trained in how to respond to these allegations. In addition, staff with mandatory obligations may also be required to report the matter through the reportable conduct scheme.
- If a staff member is subject to mandatory reporting, they should also check with a Child Safe Officer as to whether the matter should also be reported to the Commission. The Child Safe Officer will guide them through the reporting process and provide appropriate support.

**6.4 The Reportable Conduct Scheme**

Council is required to respond to and report allegations of child abuse and child-related misconduct by Council staff, volunteers and labour-hire contractors, through a process known as the Reportable Conduct Scheme. It requires the CEO or their delegate to report to the Commission for Children and Young People any allegation that a member of staff, volunteer or labour hire contractor has committed child abuse or child-related misconduct.

Where an allegation is made, the organisation will carry out an investigation into the allegations and report its findings together with actions taken (if any) in response to the Commission.

**6.4.1 Report of allegation**

- Anyone who has formed a reasonable belief that child abuse has been committed by a staff member, labour hire contractor or volunteer **must immediately notify a Child Safe Officer** or Deputy Child Safe Officer, as well as Child Protection or Police as appropriate. Child Safe Officers are listed in **Appendix 1**.

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- The Child Safe Officer will guide the reporter through the process. If the Supervisor is not the suspected person, the reporter may also confidentially discuss this with their supervisor. However, a discussion with the supervisor does not mitigate their responsibility to notify a Child Safe Officer/Deputy or to report the matter to Child Protection or Police.
- In situations where the supervisor is suspected of involvement in the activity, or if reporter has concerns that the matter is not being appropriately addressed or dealt with by their supervisor, must immediately raise this with the Child Safe Officer.
- If notified, the Supervisor must also immediately report concerns of suspected abusive behaviour or misconduct to the Child Safe Officer and to ensure that if appropriate, child protection services or the police have been notified.

**6.4.2 Initial Investigation**

- The Child Safe Officer will work with the person making the report to ascertain whether it is reportable conduct.
- It should be noted that whilst a matter may not be reportable conduct, it may still carry reporting obligations. In addition, the matter may need to be reported to other agencies as well as the Commission for Children and Young People, such as Child Protection or the Police. The Child Safe Officer will guide the reporting person through the appropriate reporting processes and agencies. Due to this complexity it is essential that any concerns are raised immediately with a Child Safe Officer.

**6.4.3 Making a report of Reportable Conduct**

In cases where there is no immediate danger, an allegation of child abuse involving a staff member, volunteer or labour hire contractor must be reported to the Commission for Children and Young People (CCYP) **within 3 working days**, therefore the staff member must immediately notify a Child Safe Officer.

The Police and Child Protection may also need to be notified, and support will need to be offered to the child and family. The Child Safe Officer is responsible for overseeing all of these processes.

The reportable conduct scheme requires allegations of suspected criminal conduct to be reported to Victoria Police as the first priority and maintains the primacy of an investigation by Victoria Police of any allegations of criminal misconduct. In all circumstances, allegations of criminal conduct must be reported to Victoria Police as the first priority.

The Child Safe Officer will oversee the making of all reports to authorities, and will complete and submit the CCYP 3 day report template to the CCYP.

The Child Safe Officer will guide the reporting staff member through the process and ensure the Reportable Conduct and all Child Safe requirements are met.

**6.4.4 Investigation**

If the CCYP, child protection service and/or the police decide to investigate, all staff, Councillors, volunteers and labour hire contractors must co-operate fully with the investigation.

Whether or not the authorities decide to investigate, the Child Safe Officer, as the CEO's delegate, will consult with the parties and the authorities and determine

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whether Council will also undertake its own investigation. It should be noted that if the police are investigating a criminal matter, Council must obtain police permission to undertake the investigation.

Should Council conduct its own investigation, Councillors, staff, volunteers and labour hire contractors must co-operate fully with the investigation. The person being investigated may be stood down from duties during the investigation.

The investigation will be confidential; however, from time to time other members of staff may be consulted in conjunction with the investigation.

**6.4.5 Response and Report back to Commission for Children and Young People (CCYP)**

If the investigation concludes that on the balance of probabilities an offence or a breach of the organisation's policies or Child Safe Code of Conduct has occurred then disciplinary action may follow, up to and including dismissal or cessation of involvement with the organisation. The findings of the investigation will also be reported to any external body as required.

Council is required to provide a report back to the CCYP at 30 days after the initial report, and then again upon finalisation of the matter, should this occur later than the 30 day report. The Child Safe Officer is responsible for completing and submitting these reports, using the CCYP 30 day template for reporting.

**7. Reporting Processes**

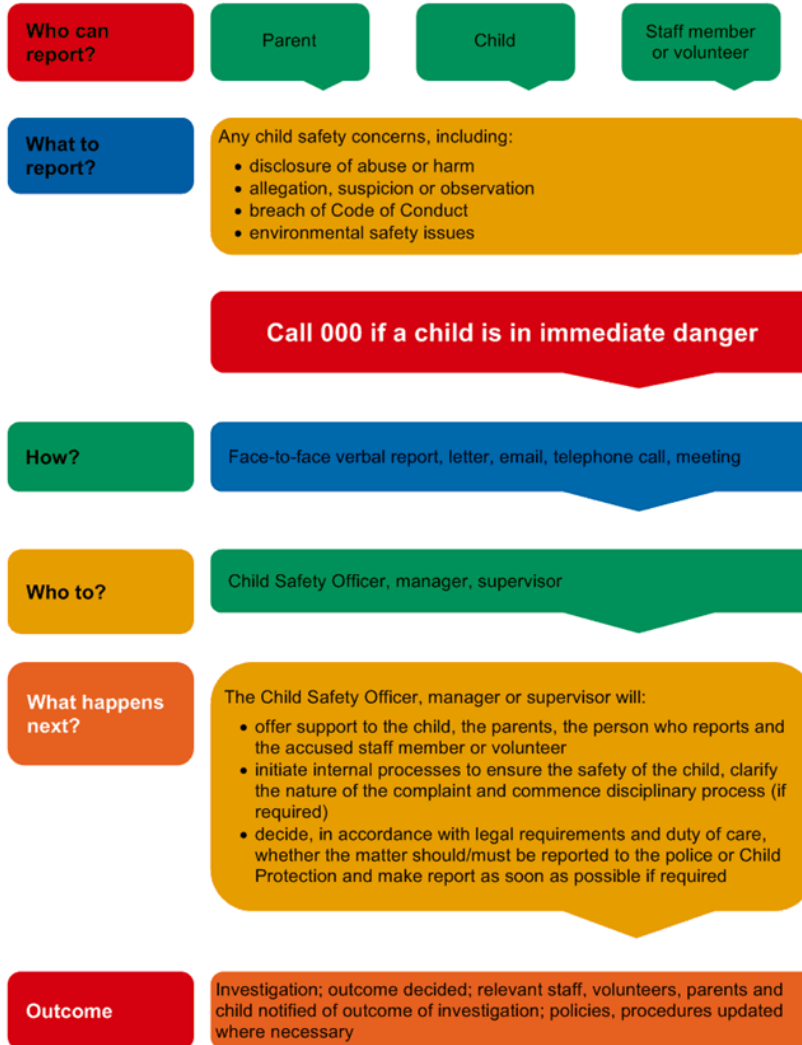
The first process flowchart (6.1) maps out the reporting of general concerns about child safety. The second process flowchart (6.2) maps out the process for Reportable Conduct.

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7.1 Child Safety Reporting Process



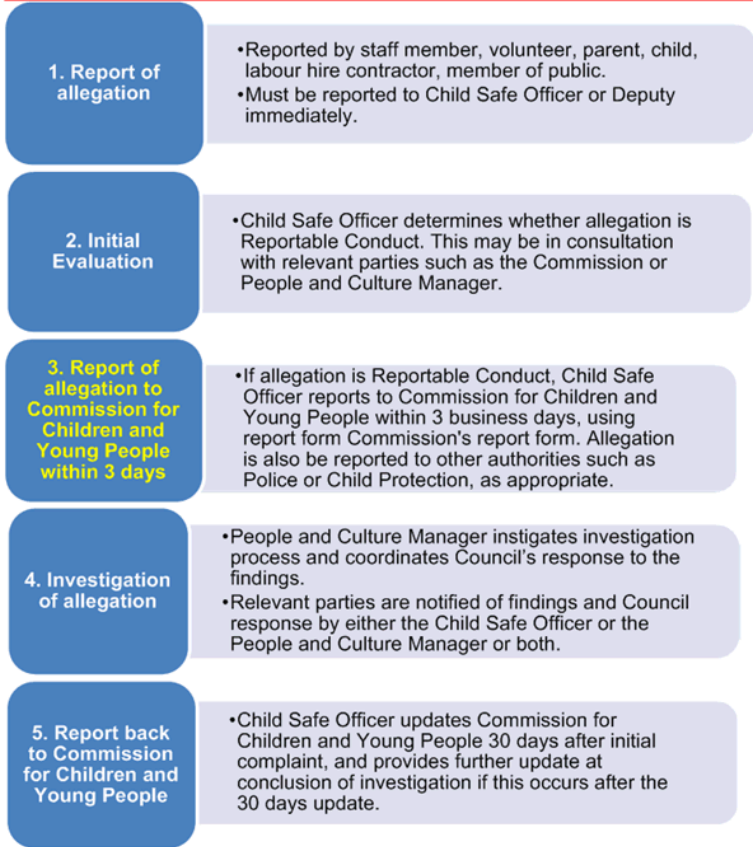
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7.2 Reportable Conduct Reporting Process

Allegations of child abuse against a staff member, or volunteer must be reported to the Commission for Children and Young People **WITHIN 3 DAYS**.  
If you are aware of an allegation of child abuse against a staff member, volunteer or labour hire contractor, you must raise this with a Child Safe Officer immediately.



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Name	Location
Charter of Human Rights and Responsibilities Act 2006	Available via <a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
Child Safe Conduct of Conduct	Melton City Council
Child Wellbeing and Safety Act 2005	Available via <a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
Children, Youth and Families Act 2005	Available via <a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
Commission for Children and Young People Act 2012	Available via <a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
Councillor Code of Conduct	Melton City Council
Crimes Act 1958	Available via <a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
Disability Act 2006	Available via <a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
Employee Code of Conduct	Melton City Council
Family Violence Protection Act 2008	Available via <a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
Information Sharing Schemes Policy	Melton City Council
Local Government Act 2020	Available via <a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
Protected Disclosure Act 2012	Available via <a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
Responding to Family Violence	Melton City Council
Sex Offenders Register Act 2004	Available via <a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
Worker Screening Act 2020	Available via <a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
Worker Screening Regulations 2021	Available via <a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>

**9. Attachments**

Appendix 1 (List of Child Safety Officers and Child Safety Deputies)

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**Appendix 1– Child Safe Officers and Deputies**

**Child Safe Officers**

- Manager Families and Children Services
- Manager Community Planning
- Manager Youth and Recreation Services
- Early Childhood Coordinator

**Deputy Child Safe Officers**

- Coordinator Maternal and Child Health
- Coordinator Early Years Partnerships
- Coordinator Family Services
- Coordinator Housing Services
- Coordinator Wellness and Engagement
- Coordinator Neighbourhood Participation
- Coordinator Recreation
- Coordinator Leisure Centres
- Coordinator Library Activation and Engagement
- Coordinator Young Communities
- Early Years Team Leader



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## Child Safe Code of Conduct

All Councillors, staff, volunteers and labour hire contractors of Melton City Council are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children as noted below.

All City of Melton Councillors, staff, volunteers and labour hire contractors are responsible for supporting the safety, participation, wellbeing and empowerment of children by:

- adhering to Melton City Council Child Safe Policy and Procedures at all times
- taking all reasonable steps to protect children from abuse
- treating everyone with respect
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another has been abused and/or are worried about their safety or the safety of another
- promoting the cultural safety, participation and empowerment of Aboriginal children (for example, by never questioning an Aboriginal child's self-identification)
- promoting the culture safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination)
- promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities)
- reporting any allegations of child abuse to Melton City Council Child Safety Officers in line with Council's Child Safe Procedures to ensure that the child(ren) are safe
- encouraging child to have a say and participate in all relevant organisational activities where possible, especially on issues that are important to them

Please refer to **Appendix 1** for the list of Child Safety Officers and Deputy Child Safety Officers.

If you believe a child is at immediate risk of abuse or harm phone 000.

A thriving community  
where everyone belongs

Civic Centre  
232 High Street  
Melton VIC 3337

Postal Address  
PO Box 21  
Melton VIC 3337

DX 33005 Melton  
ABN 22 962 073 899

03 9747 7200  
csu@melton.vic.gov.au  
melton.vic.gov.au  
cityofmelton

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Appendix 3 Child Safe Code of Conduct

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**Appendix 1 – Child Safe Officers and Deputies**

**Child Safe Officers**

- Manager Families and Children Services
- Manager Community Planning
- Manager Youth and Recreation Services
- Early Childhood Coordinator

**Deputy Child Safe Officers**

- Coordinator Maternal and Child Health
- Coordinator Early Years Partnerships
- Coordinator Family Services
- Team Leader Housing Services
- Coordinator Community Home Support
- Coordinator Neighbourhood Participation
- Coordinator Recreation
- Coordinator Leisure Centres
- Coordinator Library Activation and Engagement
- Coordinator Young Communities
- Team Leader Early Years

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Cr Carli vacated the Chair at 1:17pm.

The Mayor Cr Majdlik, took the Chair at 1:17pm.

## 6.5 REVISED LEISURE ADVISORY COMMITTEE TERMS OF REFERENCE

**Responsible Officer:** Maurie Heaney - General Manager Community Services  
**Document Author:** Aaron Biscan - Recreation Development Coordinator  
**Date Prepared:** 29/04/2021

### 1. Recommendation:

That Council approve the revised Terms of Reference for the Leisure Advisory Committee as attached at **Appendix 1**.

#### Motion

Crs Ramsey/Carli.

That Council approve the revised Terms of Reference for the Leisure Advisory Committee as attached at **Appendix 1** noting the changes made by the Panel highlighted in yellow.

CARRIED

### 2. Background

#### 2.1 The Policy

The Leisure Advisory Committee Terms of Reference (ToR) outlines the structure and operating arrangements of this Committee.

The current Leisure Advisory Committee Terms of Reference were developed in 2013 and require review.

The revised Recreation and Leisure Advisory Committee Terms of Reference 2021-2023 are attached as **Appendix 1** to this report.

Also attached at **Appendix 2** is the current Leisure Advisory Committee Terms of Reference dated July 2013. Because of the significant number of changes to the revised ToR it was considered better to attach separately the revised version and the current version for the reference of the Panel rather than one ToR with 'track changes'.

The key changes include:

- renaming the Committee to the Recreation and Leisure Advisory Committee to better describe the purpose of the Committee and represent the issues and items that it provides support toward;
- the recent endorsement of an additional Councillor delegate to this advisory committee at the Meeting of Council on 30 November 2020; and

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- the inclusion of a 2 year review date for the ToR to ensure it remains relevant.

**2.2 Sources/benchmarking**

These amendments provide an update to the currently implemented ToR. Similar Council Advisory Committee Terms of Reference were assessed to review and inform these ToR changes.

**2.3 Consultation**

The existing Leisure Advisory Committee members were consulted about amendments required to the ToR in its 10th March 2021 meeting. Council officers who are also represented on the Leisure Advisory Committee have also reviewed the current ToR and subsequently made minor amendments to update the ToR.

The key changes resulting from this consultation and review are described in Section 2.1 above.

**2.4 Communication and Implementation**

Subject to endorsement by the Policy Review Panel and Council, the revised Recreation and Leisure Advisory Committee Terms of Reference 2021-2023 will be uploaded on the Council intranet. The revised ToR will be presented at the next Committee meeting in June 2021.

**2.5 Compliance**

Council has determined to form a Leisure Advisory Committee to provide advice and a valuable community engagement method for Council relating to the current and future planning for Leisure, Recreation and Aquatics development within the City of Melton.

It operates in accordance with the ToR that have been reviewed and updated and is now being submitted to the Policy Review Panel for recommendation of Council approval.

**2.6 Measures of Success**

The ToR will be reviewed every two years and further amendments made as required. Success will be measured by the support that the committee is able to provide Council toward Recreation Leisure Planning and Policy Development and will be reported as part of the Council reporting process.

**LIST OF APPENDICES**

1. Revised Recreation and Leisure Advisory Committee Terms of Reference 2021-2023
2. Current Leisure Advisory Committee Terms of Reference - dated July 2013

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Item 6.5 Revised Leisure Advisory Committee Terms of Reference

Appendix 1 Revised Recreation and Leisure Advisory Committee Terms of Reference 2021-2023

**Terms of Reference**

<b>Name:</b>	Recreation and Leisure Advisory Committee
<b>Endorsed by:</b>	Policy Review Panel – <insert date>
<b>Approved by:</b>	Council - <insert date>
<b>Next review:</b>	31 May 2023

**1. PURPOSE**

The Melton City Council's Recreation and Leisure Advisory Committee ("the Committee") will provide advice and a valuable community engagement method for Council relating to Leisure, Recreation and Aquatics development within the City of Melton.

This document establishes the terms of reference, composition and operating arrangements of the Recreation and Leisure Advisory Committee.

**2. RESPONSIBILITY**

- Provide advice on matters relating to leisure and recreation within the municipality. This shall include (but not be limited to) the provision of recreation and leisure facilities and infrastructure, policy development, open space planning, facility development and management, promotion and development of leisure and recreation programs and opportunities.
- Provide community input into leisure and recreation industry trends and provide advice to Council on matters directly or indirectly associated with leisure and recreation provision that may have an impact within the municipality.
- Provide the opportunity for Committee members to become advocates and leaders amongst the community, assist to promote and champion Council objectives with respect to leisure and recreation within the municipality.
- Have an understanding of and/or experience in the principles of community and recreation development and how leisure and recreation can play an important role in improving quality of life.
- Provide advice that ensures community expectations and the policy which supports leisure and recreation in the municipality are aligned.

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Appendix 1 Revised Recreation and Leisure Advisory Committee Terms of Reference 2021-2023

**3. COMPOSITION****3.1 Membership**

The Committee will, where possible, be balanced in regard to gender and ethnicity, with a total of 11 members as set out in the table below:

	Position	Type of Appointment	Term of Office
1	Councillor	Elected representative	1 year
2	Councillor	Elected representative	1 year
3	Councillor	Elected representative	1 year
4	Melton City Council, Council Officer (Recreation and Youth)	Appointed	Ongoing
5	Melton City Council, Council Officer (Recreation and Youth)	Appointed	Ongoing
6	Community Representative (preferably from Cambridge Ward)	Appointed	2 years
7	Community Representative (preferably from Cambridge Ward)	Appointed	2 years
8	Community Representative (preferably from Coburns Ward)	Appointed	2 years
9	Community Representative (preferably from Coburns Ward)	Appointed	2 years
10	Community Representative (preferably from Watts Ward)	Appointed	2 years
11	Community Representative (preferably from Watts Ward)	Appointed	2 years

**3.2 Method of Appointment**

3.2.1 Councillors are appointed annually at a Meeting of Council; usually in November and commonly through a recommendation of the Committee Representations Nominations Advisory Committee (CRNAC)

3.2.2 Council officers will be appointed by the General Manager Community Services.

Community Representatives

3.2.3 Community Representatives are appointed for a term of two years.

3.2.4 Existing Community Representatives may renominate for selection.

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Item 6.5 Revised Leisure Advisory Committee Terms of Reference

Appendix 1 Revised Recreation and Leisure Advisory Committee Terms of Reference 2021-2023

- 3.2.5 Nominations Community Representatives will be called for prior to the expiration of a term.
- 3.2.6 Nominations for Community Representatives will be advertised as a minimum in local newspapers, on Council's website and in other media as deemed appropriate.
- 3.2.7 Suitable Community Representatives of eligible experience for membership may be directly contacted by Council and invited to submit a nomination.
- 3.2.8 A selection panel will be managed by the Council Officer who is responsible for reviewing nominations and appointing members of the committee.
- 3.2.9 The selection panel shall consist of the two Council Officers on the Committee. members as follows:
- The two Council Officers on the Committee
  - One Councillor delegate
- 3.2.10 When selecting members for the Committee, the following attributes and qualities are considered desirable:
- A passion for leisure and/or recreation and a willingness to represent the interests, needs and aspirations of the sector.
  - Ability to contribute skills and knowledge to enhance the decision making process of the Committee.
  - Expertise in an area of leisure and/or recreation practice that will add to the knowledge base of the Committee.
  - Motivation and enthusiasm to participate in Committee meetings.
- 3.2.11 The recommendations on the appointment of Committee members will be presented to Council, for resolution and adoption.
- 3.2.12 If a vacancy occurs, the process as outlined in 3.2.6 to 3.2.11 will be followed.
- 3.2.13 The Committee may invite suitably skilled persons to join the committee in an advisory capacity, for a specified purpose and for a specified period of time. These members are not entitled to vote.

**4. OPERATING PROCEDURES****4.1 Chair**

The Chairperson will be the Mayor of the City of Melton when the Mayor is a delegate appointed to this committee.

**4.1.1 Duties**

The chairperson is responsible for

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Appendix 1 Revised Recreation and Leisure Advisory Committee Terms of Reference 2021-2023

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- conducting the business of the meeting in an orderly and efficient manner including opening and closing meetings and confirming a quorum
- utilising the knowledge and experience of members to enhance discussions and produce the best outcomes for the Committee
- promoting the work of the Committee to the community.

**4.1.2 Term of Office**

The chairperson will remain in that position while they hold the office of Mayor.

**4.1.3 Method of Appointment**

The Mayor of the City of Melton is automatically appointed as the Chairperson. In the event that the Mayor is absent or not an appointment to this committee, a Councillor will be selected as chairperson by the Councillor delegates on the committee.

**4.2 Quorum**

A quorum of the Committee will be a minimum of one Councillor, one Council Officer and two Community Representatives.

**4.3 Meetings**

4.3.1 A Council officer will schedule meetings each quarter and use other forms of communication (emails, site meetings, phone calls) as required.

4.3.2 Notice of meetings shall be given to members at least three weeks prior to each meeting.

4.3.3 The agenda and where practicable reports and documents that relate to the Committee will be forwarded to members to enable consideration prior to meetings.

4.3.4 If any member is absent for three consecutive meetings without providing formal notice of leave or apology, their membership may be terminated and any subsequent vacancy advertised.

4.3.5 The Committee will operate by general agreement. Where there are issues that can't be resolved at a meeting, the Chair will defer the issue to the next meeting.

**4.4 Voting**

4.4.1 When a decision of the Committee requires a vote, each member has one equal vote.

4.4.2 In the presence of a split vote, the Chair holds the final casting vote.



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Appendix 1 Revised Recreation and Leisure Advisory Committee Terms of Reference 2021-2023

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**4.5 Reports**

Minutes will be recorded for each meeting of the Committee. These minutes shall be submitted to the next Council Meeting for its consideration of Committee recommendations and for Council's information.

**4.6 Expectations/ Requirements of Members**

Members are expected to:

- declare any conflict of interest
- maintain confidentiality of information
- keep informed of current developments, issues and concerns in the local community
- have an understanding of and/or experience in the principles of community development
- prepare for and actively participate in meetings
- demonstrate courtesy and respect. All members should respect the decision of the consensus view as adjudicated by the Chair
- treat information with sensitivity.

**4.7 Evaluation**

These Terms of Reference and membership will be reviewed every two years.

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Item 6.5 Revised Leisure Advisory Committee Terms of Reference  
Appendix 2 Current Leisure Advisory Committee Terms of Reference - dated July 2013

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**Terms of Reference**

Name: Leisure Advisory Committee

Approved by: Council

Last reviewed: July 2013

**1. PURPOSE**

The Leisure Advisory Committee ("the Committee") provides advice and recommendations to Council relating to Leisure and Recreation matters within the municipality.

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**2. RESPONSIBILITY**

The Leisure Advisory Committee has been established to:

- Provide advice to Council on matters relating to leisure and recreation within the municipality. This shall include (but not be limited to) recreation and open space planning, recreation development, facility management and the promotion and development of leisure and recreation programs.
- Monitor and advise Council on leisure and recreation industry trends and provide advice to Council on matters directly or indirectly associated with leisure and recreation provision.
- Provide the opportunity for Committee members to become advocates and leaders amongst the community, assist Council with our goals and play an ambassador role for and to Council in respect to leisure and recreation within the municipality.
- Have an understanding of and/or experience in the principles of community development and how leisure and recreation can play an important role in improving quality of life.
- Provide advice that ensures that community expectations and the policy which supports leisure and recreation in the municipality are aligned.
- Promoting the strengths and opportunities for leisure and recreation in the municipality.

**3. COMPOSITION****3.1 Membership**

3.1.1 The Leisure Advisory Committee will comprise of the following:

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**Three Council Representatives**

- Two Councillor's
- One Leisure Services Officer

**Six Community Members representing the Leisure and Recreation Community**

- Who have an interest, expertise and/or skills in leisure, open space and/or recreation

3.1.2 Should Council be unable to fill any community member representative positions at the expiration of a term (see section 3.5), the vacancy may be filled at anytime during the term of operation of the Committee subject to final Council approval.

**3.2 Community Representatives**

When selecting members for the Committee, the following attributes and qualities are considered desirable:

- A passion for leisure and/or recreation and a willingness to represent the interests, needs and aspirations of the sector.
- Ability to contribute skills and knowledge to enhance the decision making process of the Committee.
- Expertise in an area of leisure and/or recreation practice that will add to the knowledge base of the Committee.
- Motivation and enthusiasm to participate in Committee meetings.

**3.3 Office Bearers**

- 3.3.1 The Chairperson of the Committee shall be one of the two Councillor Representatives, as determined by Council.
- 3.3.2 The Chairperson shall delegate responsibilities to other Committee members as deemed necessary from time to time.
- 3.3.3 The Secretary of the Committee shall be the Council Officer listed as a member.
- 3.3.4 The Secretary, will undertake the administrative duties such as preparing agenda's, receiving and responding to correspondence, and reports, liaison with other Council Officers and external bodies and any other Committee administrative matters that may arise from time to time.
- 3.3.5 A member of the Committee may also be appointed to assist the Secretary in any of the Secretary's tasks.

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Appendix 2 Current Leisure Advisory Committee Terms of Reference - dated July 2013

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**3.4 Method of Nomination**

- 3.4.1 Nominations for all memberships of the Committee will be called for a minimum of 4 weeks prior to the expiration of a term.
- 3.4.2 Nominations will be advertised as a minimum in local newspapers, on Council's website and in other media as deemed appropriate.
- 3.4.3 Suitable persons of eligible experience for membership may be directly contacted by Council and invited to submit a nomination.
- 3.4.4 A selection panel will be managed by the Council Officer who is responsible for reviewing nominations and appointing members of the committee.
- 3.4.5 The selection panel shall consist of members as follows:
- Two Council staff members from the Leisure department
  - Two Councillor Delegate's
  - One independent Council staff member
- 3.4.6 The selection panel will exercise discretion in the selection of members based on their determination of the qualities of the nominee.

**3.5 Terms of Nomination**

- 3.5.1 Members of the Committee are appointed for a term of two years.
- 3.5.2 Members may renominate for selection.
- 3.5.3 The Councillors shall be appointed annually at an Ordinary Meeting of Council, or as required if a vacancy occurs.
- 3.5.4 The Advisory Committee may invite suitably skilled persons to join the committee in an advisory capacity, for a specified purpose and for a specified period of time. These members are not entitled to vote.
- 3.5.5 Should a vacancy of membership occur during a term, the Committee together with the Council Officer will recommend whether it should be filled.
- 3.5.6 The recommendations on the appointment of Committee members will be presented to Council, for resolution and adoption

**3.6 Voting**

- 3.6.1 When a decision of the Committee requires a vote, each member has one equal vote.
- 3.6.2 In the presence of a split vote, the Chair holds the final casting vote.

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**4. OPERATING PROCEDURES****4.1 Quorum**

A quorum of the Committee will include a minimum of three community members and one representative of Council.

**4.2 Meetings**

- 4.2.1 The Committee will schedule meetings each quarter.
- 4.2.2 Notice of Ordinary Meetings shall be given to members at least five working days prior to each meeting. Notice may be served by post or email.
- 4.2.3 The agenda and where practicable reports and documents that relate to the Committee will be forwarded to members to enable consideration prior to meetings.
- 4.2.4 Minutes will be recorded for each meeting of the Committee. These minutes shall be submitted to Council at the next Council cycle after the meeting is held for the minutes to be adopted and any actions to be agreed.
- 4.2.5 If any member is absent for three consecutive meetings without providing formal notice of leave or apology, their membership may be terminated and any subsequent vacancy advertised for filling.

**4.3 Member Code of Conduct**

Members are required to:

- Declare any conflict of interest with any matter to be discussed by the Committee.
- Keep informed of current trends in leisure and recreation industry inclusive of developments, issues and concerns in the local community.
- Have an understanding of and/or experience in the principles of community development and how leisure and recreation can play an important role in improving quality of life.
- Prepare for and actively participate in meetings.
- Act in a courteous manner, respecting views and opinions of others.
- Respect the decision of the consensus view as adjudicated by the Chair.
- Treat information with sensitivity and confidentiality as appropriate.

**4.4 Public Statements**

Members of the Committee cannot make public statements on behalf of Council as an independent group without prior approval of the Council Officer.

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**4.5 Revocation of Membership**

- 4.5.1 Membership of the Committee may be revoked in relation to, but not limited to behaviour contrary to the expectations outlined in section 4.3.
- 4.5.2 The decision to revoke membership is at the discretion of the three Council representatives.

**4.6 Evaluation and Review**

- 4.6.1 The Council may choose to alter these Terms of Reference at any time.
- 4.6.2 Council reserves the right to review the operations or need for the Committee at any time.

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**6.6 ASSET MANAGEMENT POLICY UPDATE**

**Responsible Officer:** Sam Romaszko - Manager Engineering Services  
**Document Author:** Mike Johnston - Coordinator Asset Management & GIS  
**Date Prepared:** 5/05/2021

**1. Recommendation:**

That Council approve the revised Asset Management Policy attached in **Appendix 1**.

**Motion**

Crs Ramsey/Shannon.

That the recommendation be adopted.

CARRIED

**2. Background****2.1 The Policy**

Melton City Council's Asset Management Policy is required to ensure that Asset Management is clearly recognised by Council and the Community, ensuring the management of Council's Assets for present and future generations. To establish a framework to ensure a structured, coordinated, cost effective and financially sustainable approach to asset management across the whole organisation.

The current Policy has been update to reflect current terminology, responsibilities & accountabilities. The purpose or scope of the policy have not been amended.

**2.2 Sources/benchmarking**

The Asset Management Policy is an established policy of Council. A review of the policy has occurred in line with best practice asset management, which indicates that the current policy is satisfactory.

**2.3 Consultation**

The Manager Engineering Services and Manager Finance were consulted in relation to the proposed amendments to the policy.

The existing policy was produced and included consultation with various stakeholders including internal staff departments.

**2.4 Communication and Implementation**

Once the updated Policy is adopted, it will be made available on Council's website and Council's Intranet. Council staff will be advised of the updated Policy.

**2.5 Compliance**

Adoption of this amendment will ensure continued legislative compliance.

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**2.6 Measures of Success**

Council commits to sound management of all infrastructure assets through the monitoring of processes, performance measurement and evaluation to understand the level of success of the policy and associated strategic asset management activities.

Council will also see sound asset management principles applied that will see infrastructure assets maintained and built to support services that are appropriate, accessible, responsive, timely and sustainable to the community.

**LIST OF APPENDICES**


1. Updated Asset Management Policy- dated 5 May 2021



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Item 6.6 Asset Management Policy Update  
Appendix 1 Updated Asset Management Policy- dated 5 May 2021

	<b>Asset Management Policy</b>
<b>Version No</b>	9.0, 5 May 2021
<b>Endorsement</b>	General Manager Planning and Development – 5 May 2021 Policy Review Panel - <insert date>
<b>Authorisation</b>	Council - <insert date>
<b>Review date</b>	30 June 2025
<b>Responsible officer</b>	Engineering Services Manager
<b>Policy owner</b>	Asset Management & GIS Coordinator

**1. Purpose**

To ensure that Asset Management is clearly recognised by Council and the Community, ensuring the management of Council's Assets for present and future generations. To establish a framework to ensure a structured, coordinated, cost effective and financially sustainable approach to asset management across the whole organisation.

**2. Scope**

This policy relates to all infrastructure asset categories such as roads, pathways, signs, lighting, kerbs, traffic management devices, stormwater assets, bridges, buildings, street and park furniture, active open space, passive open space, playgrounds, fencing and irrigation.

**3. Definitions**

Assets are tangible items e.g. a road section, a drainage pit, a building, which provide services that the community requires or expects in order to carry out their normal business, private, community or recreational pursuits. Council's assets are generally acquired or constructed to meet the needs of the community or the operational needs of the organisation at a particular point in time.

**4. Policy**

Stewardship of infrastructure is a core Council function. Sound asset management is necessary to enable Council to meet its responsibilities to:

- Provide timely services and infrastructure for current and future generations;
- Provide and maintain sustainable community infrastructure within the City;
- Encourage and support the economic and social development of the City;
- Enhance community safety and promote access to services and amenities;
- Provide infrastructure that will improve the health and wellbeing of the community;
- Mitigate risk associated with the management of critical assets;

This policy is intended to provide high level guidance to Council and its officers in order to:

- Develop and implement the Asset Management Strategy;
- Develop Asset Management Plans for all Council assets;
- Incorporate asset management practices into Council's operations to ensure that all assets are being managed for their full life cycle.

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Item 6.6 Asset Management Policy Update

Appendix 1 Updated Asset Management Policy- dated 5 May 2021

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**4.1 Corporate Context**

Services that rely on delivery of sound asset management include;

- Transport and Pedestrian Services (Roads and pathways);
- Recreation and Leisure Services (Parks and recreation reserves, playing grounds\courts and playground infrastructure);
- Stormwater and flood protection services (Pits, pipes, gross pollutant traps and bio-retention assets);
- Community health and welfare services;
- Cultural and Community Facilities (Library services, civic centres and halls);
- Financial management; and
- Risk management and mitigation.

**4.2 Vision**

To ensure that infrastructure assets support services that are appropriate, accessible, responsive, timely and sustainable to the community, in accordance with responsible asset management that will preserve the life of the asset and ensure that the community is receiving the best value for money from Asset Management Programs.

**4.3 Policy Principles**

Council is committed to the following key principles:

1. Service delivery guides asset management practices and decisions;
2. Asset planning and management has a direct link with Council's corporate and business plans (including the Council Plan and Long Term Financial Plan), budgets and reporting processes;
3. Long Term financial planning (10yrs) will be guided by asset renewal demand;
4. Application of the 'Renew before Upgrade, Expansion or New' philosophy for asset related programs;
5. Identified asset renewal funding will be considered as non-discretionary and new projects as discretionary;
6. Asset management decisions based on the benefits and risks of assets and an evaluation of alternative options that take into account full life cycle costs and impacts of these costs on the ability to fund future maintenance and rehabilitation;
7. All new projects are to be evaluated and prioritised in accordance with the Project Management Framework;
8. Approval of new projects follows the Project Approval Flow Chart described in Figure 2 in the Project Management Framework;
9. Grant funded new or upgrade projects are to be reviewed for full life cycle ('whole of life') costs as part of this project consideration process;
10. Asset Management Plans will communicate information about assets and the actions required to provide defined levels of service within a best value for money framework;
11. Asset management plans are informed by community consultation and integrate with local government financial reporting frameworks;
12. Financial and asset management reporting must be categorised in terms of Operational, Maintenance, Renewal, Upgrade, Expansion and New expenditure classifications to enable sound asset management decisions;

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Appendix 1 Updated Asset Management Policy- dated 5 May 2021

13. Councillors and staff, with asset and financial management responsibilities, will be appropriately trained in relevant asset and financial management principles, practices and processes.

#### 5. Responsibility / Accountability

To achieve this policy the following key roles and responsibilities are identified:

<b>5.1</b>	<p><b>Council</b></p> <ul style="list-style-type: none"> <li>• Act as stewards for Council's assets</li> <li>• Adopt Asset Management Policy</li> <li>• Adopt Council's Asset Management Strategy and Asset Management Plans and monitor the outcomes</li> <li>• Adopt sustainable levels of service, budgets, risk and cost standards</li> <li>• Ensure adequate resources for Asset Management activities are made available and considered in Council's Long Term Financial Plan</li> <li>• Promote and raise awareness of asset management in the community.</li> </ul>
<b>5.2</b>	<p><b>Chief Executive and General Managers</b></p> <ul style="list-style-type: none"> <li>• Support and promote the principles of the Asset Management Policy to Council;</li> <li>• Implement the Asset Management Strategy with adequate resources;</li> <li>• Monitor and review performance of the Asset Management Steering Committee and Council staff in achieving the Asset Management Strategy</li> <li>• Ensure that accurate and reliable information is presented to Council for decision-making;</li> <li>• Recommend to Council appropriate levels of service, budgets, risk and cost standards</li> <li>• Report to Council, on a regular basis, the status of the implementation of the Asset Management Strategy to meet the requirements of the National Asset Management Assessment Framework (NAMAF)</li> </ul>
<b>5.3</b>	<p><b>Asset Management Steering Group</b></p> <ul style="list-style-type: none"> <li>• Ensure Asset Management is undertaken throughout the organisation in an environment of Best Practice</li> <li>• Report to the Executive, on a regular basis, the status of the implementation of the Asset Management Strategy to meet the National Asset Management Assessment Framework (NAMAF) core maturity requirements.</li> </ul>
<b>5.4</b>	<p><b>Asset Management and GIS Team</b></p> <ul style="list-style-type: none"> <li>• Assist the Manager of Engineering Services in developing and implementing Asset Management Plans for individual asset groups, using the principles of lifecycle analysis</li> <li>• Assist in the development and implementation of improvement plans (such as recurrent maintenance programs, capital works programs) in accordance with the Asset Management Strategy and annual plan</li> <li>• Assist the Manager of Engineering Services in the development/review of levels of service, risk and cost standards</li> <li>• Liaise with Finance in the development of the Long Term Financial Plan</li> <li>• Liaise with Manager of Engineering Services in the development of the Capital Works program</li> <li>• Assist in the management of asset information and report on it under Council's statutory requirements</li> <li>• Develop standardised asset attributes for all asset groups of assets: Transport, Buildings, Open Space and Stormwater</li> </ul>

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Item 6.6 Asset Management Policy Update

Appendix 1 Updated Asset Management Policy- dated 5 May 2021

	<ul style="list-style-type: none"> <li>Establish Council's Register of Assets as the one source of truth on all asset's information</li> <li>Implementation of a rolling condition Assessment Program in order to determine and monitor the operational condition of all assets. Undertake periodic revaluation of assets in accordance with Australian Accounting Standards AASB 116 Property, Plant and Equipment guidelines, in order to verify their remaining useful life and to report financial risks.</li> </ul>
<b>5.6</b>	<p><b>Manager Engineering Services</b></p> <ul style="list-style-type: none"> <li>Develop and implement Asset Management Plans for individual asset groups: Buildings, Transport, Open Space and Stormwater, using the principles of lifecycle analysis</li> <li>Develop and implement improvement plans (such as maintenance programs, capital works programs) in accordance with Asset Management Strategy and Asset Management Plan</li> <li>Undertake a 'Whole of Life Costings for all Capital Projects'</li> <li>Manage the maintenance and renewal of assets under their control to ensure continuous, timely, efficient and effective service delivery to an agreed community standard as determined by the Service Manager</li> <li>Assist Service Unit Managers in determining lifecycle risks and costs. Undertake Asset Management in accordance with industry best practice</li> <li>Undertake Asset Management in accordance with industry best practice</li> <li>Liaise with Service Managers and recommend asset expenditure programs and budgets</li> </ul>
<b>5.7</b>	<p><b>Service Unit Managers</b></p> <ul style="list-style-type: none"> <li>Integrate community consultation feedback in the development of service delivery needs</li> <li>Develop, review and deliver levels of service, to agreed risk and cost standards</li> <li>Manage the service delivery of assets under their control to ensure continuous, timely, efficient and effective service delivery to an agreed community standard</li> <li>Report to the Council and Chief Executive in terms of lifecycle risks and costs</li> <li>Liaise with the Manager of Engineering Services</li> </ul>
<b>5.8</b>	<p><b>Maintenance Service Providers</b></p> <ul style="list-style-type: none"> <li>Carry out inspections as per service level agreement</li> <li>Undertake maintenance works as per service level agreement</li> <li>Represent Council when carrying out these works</li> <li>Proactively identify and advise the Manager of Engineering Services on asset condition issues.</li> </ul>

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Item 6.6 Asset Management Policy Update

Appendix 1 Updated Asset Management Policy- dated 5 May 2021

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**6. References and links to other documents****6.1 Integration of Asset Management into the Organisation's Business Processes**

Council and Wellbeing Plan 2017-2021 sets our strategic objectives that the Council will pursue. The plan includes the following themes in relation to Asset Management:

- Responsible and accountable management of the organisation's resources; Establishing strategic objectives for municipal services and monitoring their achievements; Taking the needs of the community into account; Supporting community health and wellbeing.

**6.2 Broad Asset Management Responsibilities and Relationships**

- This Policy and the Asset Management Strategy will be reviewed every year
- The implementation of Asset Management Plans will be monitored and reported against annually.
- Asset Management Plans will be reviewed every four years and are written in support of Council's strategic direction.

**7. Policy Review**

This policy shall be reviewed on an annual basis by the Asset Management & GIS Team and will be submitted to the Policy Review Panel every four years.

The exception to the four year review period will be where the Asset Management & GIS Steering Committee identifies significant changes to the policy. Significant changes to the policy will require it to be submitted to the Policy Review Panel for approval within the four year mandatory review period.

Responsibility for managing the review process, including the consideration of policy expiry, rests with the Engineering Services Manager.

POLICY REVIEW PANEL

18 MAY 2021

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**7. GENERAL BUSINESS**

**8. CONFIDENTIAL BUSINESS**

**9. NEXT MEETING**

**10. CLOSE OF BUSINESS**

The time being 2:50pm, the Mayor and Chair of the Panel, Cr Kathy Majdlik, declared the meeting adjourned to Monday 24 May 2021 at 1:30pm.

The meeting closed at 2:50pm.

Confirmed

Dated this

.....CHAIRPERSON