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# AGENDA OF THE COUNCIL MEETING

Held on Tuesday 11 June 2019

Public question time will  
commence shortly after 6.00pm.






## **ACKNOWLEDGEMENT OF TRADITIONAL OWNERS AND ABORIGINAL AND TORRES STRAIT ISLANDER COMMUNITIES IN DAREBIN**

Darebin City Council acknowledges the Wurundjeri people as the traditional owners and custodians of the land we now call Darebin and pays respect to their Elders, past, present and future.

Council pays respect to all other Aboriginal and Torres Strait Islander communities in Darebin.

Council recognises, and pays tribute to, the diverse culture, resilience and heritage of Aboriginal and Torres Strait Islander people.

We acknowledge the leadership of Aboriginal and Torres Strait Islander communities and the right to self-determination in the spirit of mutual understanding and respect.





**English**

This is the Agenda for the Council meeting. For assistance with any of the agenda items, please telephone 8470 8888.

**Arabic**

هذا هو جدول أعمال اجتماع المجلس. للحصول على المساعدة في أي من بنود جدول الأعمال، يرجى الاتصال بالرقم 8470 8888.

**Chinese**

这是市议会会议议程。如需协助了解其中的任何议项，请致电8470 8888。

**Greek**

Αυτή είναι η Ημερήσια Διάταξη (Agenda) της συνεδρίασης του Δημοτικού Συμβουλίου. Για βοήθεια σε οποιοδήποτε θέμα της ημερήσιας διάταξης, παρακαλούμε τηλεφωνήστε στο 8470 8888.

**Hindi**

यह काउंसिल की बैठक के लिए एजेंडा है। एजेंडा के किसी भी आइटम के साथ सहायता के लिए कृपया 8470 8888 पर टेलीफोन करें।

**Italian**

Questo è l'ordine del giorno per la riunione municipale. Per assistenza su uno dei punti dell'agenda chiamate il numero 8470 8888

**Macedonian**

Ова е дневен ред за состанокот на Советот на Општината. За помош за било која точка од дневниот ред, ве молиме телефонирајте на 8470 8888.

**Nepali**

यो एजेण्डा काउन्सिल बैठकको लागि हो। कुनै पनि एजेण्डाका वस्तुहरूको सहायताको लागि कृपया 8470 8888 मा फोन गर्नुहोस्।

**Punjabi**

ਕੌਂਸਿਲ ਮੀਟਿੰਗ ਲਈ ਇਹ ਏਜੰਡਾ ਹੈ। ਏਜੰਡੇ ਦੀਆਂ ਕਿਸੇ ਵੀ ਆਈਟਮਾਂ ਨਾਲ ਸਹਾਇਤਾ ਲਈ, ਕਿਰਪਾ ਕਰਕੇ 8470 8888 ਤੇ ਟੈਲੀਫੋਨ ਕਰੋ।

**Somali**

Kani waa ajandaha kulanka Golaha Degmada. Wixii caawima ah oo ku saabsan qodob kasta oo ka mid ah ajandaha fadlan la xiriir tel: 8470 8888.

**Spanish**

Este es el orden del día para la reunión del Concejo Municipal. Si necesita asistencia para cualquiera de los temas del orden del día, llame al teléfono 8470 8888.

**Urdu**

یہ کاؤنسل میٹنگ کا ایجنڈا ہے۔ ایجنڈا کے کسی مندرجات میں مدد کے لئے، براہ کرم 8470 8888 پر فون کریں۔

**Vietnamese**

Đây là chương trình buổi họp của Hội đồng Thành Phố. Muốn biết thêm các thông tin về chương trình buổi họp, xin hãy gọi số 8470 8888.



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# Agenda

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## 1. MEMBERSHIP

Cr. Susan Rennie (Mayor) (Chairperson)

Cr. Susanne Newton (Deputy Mayor)

Cr. Steph Amir

Cr. Gaetano Greco

Cr. Kim Le Cerf

Cr. Trent McCarthy

Cr. Lina Messina

Cr. Julie Williams

## 2. APOLOGIES

Cr. Tim Laurence is on an approved leave of absence.

## 3. DISCLOSURES OF CONFLICTS OF INTEREST

## 4. CONFIRMATION OF THE MINUTES OF COUNCIL MEETINGS

<b>Recommendation</b>
-----------------------

**That** the Minutes of the Ordinary Meeting of Council held on 20 May 2019 be confirmed as a correct record of business transacted.

## 5. QUESTION AND SUBMISSION TIME

Members of the public can lodge questions for Council to answer or make a Comment or Submission prior to a specific item listed on the Agenda of an Ordinary Council meeting.

### **QUESTIONS**

Members of the public can ask up to two (2) questions at an Ordinary Council meeting.

Questions submitted online will be responded to in the first instance. If you are not present at the meeting, the Chairperson will read the question and provide a response. The Chairperson may then take questions from members in the gallery.

Any question not answered at the meeting will be taken on notice and a written response will be provided to the person asking the question.

In accordance with the Darebin Governance Local Law, the Chairperson may disallow a question if it:

- is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance; or
- deals with a subject matter already answered; or
- is aimed at embarrassing a Councillor or an officer.

If you are unable to submit your question prior to the Ordinary Council meeting, the Chairperson may take questions from the floor.

### **SUBMISSIONS OR COMMENTS**

Members of the public may make a comment or 2 minute submission on a matter listed on the Agenda prior to the item being debated.

A person who is unable to stay at the meeting until the Agenda item is heard, may make their comment or submission during Question Time.

### **HOW TO SUBMIT YOUR QUESTION OR MAKE A COMMENT OR SUBMISSION**

Members of the public who wish to ask a question, or make a comment or submission to an agenda item, at an Ordinary Council meeting are encouraged to do so in one of the following ways:

- (a) online at [darebin.vic.gov.au/questionsandsubmissions](http://darebin.vic.gov.au/questionsandsubmissions) by 3pm on the day of the meeting; or
- (b) by email to [Q&S@darebin.vic.gov.au](mailto:Q&S@darebin.vic.gov.au); by 3pm on the day of the meeting; or
- (c) in person at the Preston Customer Service Centre, 274 Gower Street, Preston; or
- (d) by mail to PO Box 91, Preston 3072; or
- (e) with a Council officer prior to a Council meeting.

Council meetings can be viewed at the Watch Council and Planning Committee meetings page.

Agenda's will be available for viewing on Council's website at the 'Meeting Agendas and Minutes' page by 5pm, up to 6 days prior to the date of the meeting. Copies are also available at Customer Service centres and libraries.

**6. PETITIONS**

**7. URGENT BUSINESS**

## 8. CONSIDERATION OF REPORTS

### 8.1 APPOINTMENT OF ADDITIONAL DAREBIN WOMEN'S ADVISORY COMMITTEE MEMBER

**Author:** Acting Coordinator Community Wellbeing

**Reviewed By:** General Manager Community

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#### EXECUTIVE SUMMARY

This report seeks Council's endorsement of an additional applicant for the Darebin Women's Advisory Committee.

On 29 April 2019, 11 community members were appointed to the Darebin Women's Advisory Committee, from 11 applications.

After the Council decision, staff discovered that an additional (12th) application had been missed in the original assessment process, due to an administration error.

An internal assessment panel convened on 8 May 2019 to consider the additional application, and the panel's recommendation is attached in **Appendix A**.

As per the Committee Terms of Reference, a total of 12 community member positions are available.

<b>Recommendation</b>
-----------------------

**That** Council appoints the following person to Darebin Women's Advisory Committee, bringing the number of community members to 12:\_\_\_\_\_.

---

#### BACKGROUND / KEY INFORMATION

##### Previous Council Resolution

At the meeting on 29 April 2019, Council resolved:

*'That Council:*

- (1) Endorses the following people as the 11 community members in the Darebin Women's Advisory Committee: Bianca Johnston, Emet Degirmenci, Fiona Long, Misbah Wolf, Ruth Buckmaster, Shelley Dunk, Judeline Wadhvani, Leanne Miller, Tamatha Harding, Rachel Brisbane and Farzaneh Dehghan.'*

The Darebin Women's Advisory Committee will be considered as part of the broader review of Council advisory committees which will take place in 2019. The terms of reference for the Women's Advisory Committee do require updating, however no changes have been recommended at this stage pending the advisory committees review.

## COMMUNICATIONS AND ENGAGEMENT

### Consultation

N/A

### Communications

A communications plan was developed to support the promotion of recruitment for the Darebin Women's Advisory Committee.

## ANALYSIS

### Alignment to Council Plan / Council policy

Goal 5 - Involving our diverse community

### Environmental Sustainability Considerations

There are no environmental sustainability considerations pertaining to this report.

### Climate Emergency

There are no climate emergency considerations pertaining to this report.

### Equity, Inclusion and Wellbeing Considerations

The Committee and TOR strongly reflects Council's commitment to promoting equity, inclusion, human rights and wellbeing.

The Committee recognises the impact that gender inequality and violence against women has on health and wellbeing outcomes for Darebin's community, particularly for women. It seeks to contribute to the wellbeing and equity objectives of Council.

### Cultural Considerations

The Committee is an opportunity to reflect the full diversity of Darebin women in terms of age, ability, Indigenous status, cultural and linguistic background, sexuality, sex characteristics and gender identity, education and income levels, employment status, carer role, etc. This is a key consideration in the selection and recruitment of members. The Committee will seek to build and reflect diversity within membership and be inclusive in practice.

### Economic Development Considerations

The committee has a focus on improving the economic independence of women across Darebin. Improving gender equity and preventing violence against women has a significant economic benefit for the entire community.

### Financial and Resource Implications

There are no financial or resource implications pertaining to this report.

## Legal and Risk Implications

There are no legal or risk implications pertaining to this report.

## DISCUSSION

### Expression of interest process

The Expression of Interest process (EOI) was undertaken from 1 – 25 February 2019. It was promoted through a range of mediums, including Council social media, Darebin Community News, ethnic media with translation across seven language groups, women's networks and the Mayors Column. The TOR provides for 12 community member positions on the committee.

The EOI encouraged applications from people who identify as one or more of the following:

- From Aboriginal or Torres Strait Islander heritage
- From a background of cultural and linguistic diversity
- Identify as gender non-binary
- Identify as lesbian, queer or trans (femme)

Eleven applications were assessed by the internal EOI panel. On 29 April 2019 Council resolved to appoint all those eleven applicants to the committee.

Unfortunately, it was later discovered that an additional application had been submitted during the initial EOI timeframe, but was missed and not assessed. This was due to an administration error.

This additional application has subsequently been assessed by a panel of three officers against criteria based on the purpose of the committee. The recommendations following this assessment process are outlined in **Appendix A**.

The meeting schedule has been adjusted to enable all members to attend the first meeting.

Staff are amending processes to ensure that this error cannot again occur in future EOIs.

## OPTIONS FOR CONSIDERATION

### Option one (recommended)

Council endorses the membership recommendation for an additional community representative on the Darebin Women's Advisory Committee.

### Option two

Council does not endorse the membership recommendation.

## IMPLEMENTATION STRATEGY

### Details

The applicant will be notified of the outcome of their EOI following Council endorsement.

## Communication

A communication plan has been developed, which will include the notification of outcome to all EOI applicant.

## Timeline

- **June 2019:** Once appointed the new member will receive a welcome letter and induction pack.
- **June 2019:** The first Darebin Women's Advisory Committee meeting will be held with new members on 27 June 2019, with subsequent meetings for 2019 scheduled for 29 August and 28 November.
- Darebin Women's Advisory Committee will be considered part of the broader review of Council advisory committees which will take place in 2019, and be considered by Council.

## RELATED DOCUMENTS

N/A

## Attachments

- Confidential Attachment - Appointment of Additional Darebin Women's Advisory Committee Member (**Appendix A**) Confidential - enclosed under separate cover

## DISCLOSURE OF INTEREST

Section 80C of the *Local Government Act 1989* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any direct or indirect interest in a matter to which the advice relates.

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

**8.2 2019-2020 COMMONWEALTH HOME SUPPORT PROGRAMME AGREEMENT****Author:** Manager Aged and Disability**Reviewed By:** General Manager Community

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**EXECUTIVE SUMMARY**

Council has a contract with the Commonwealth's Department of Health to deliver aged care services under the Commonwealth Home Support Programme (CHSP). The current contract commenced on 1 July 2016 and will expire on 30 June 2019.

The Department made a grant offer to Council to deliver CHSP services for the period 1 July 2019 to 30 June 2020 - a one year extension.

Council has previously resolved that while the Commonwealth provides block funding for CHSP services, Darebin Council will continue to provide those services. Consistent with that resolution, this report recommends accepting the Department of Health's offer.

Note: on 2 April 2019 the Federal Government announced that CHSP funding would be extended until June 2022. The Federal Government advises that contractual arrangements for July 2020 – June 2022 will be dealt with at a later date.

<b>Recommendation</b>
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**That** Council authorises the CEO to accept the offer made by the Commonwealth's Department of Health for delivery of Commonwealth Home Support Program (CHSP) services for the period 1 July 2019 to 30 June 2020.

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**BACKGROUND / KEY INFORMATION**

The federal government commenced the Commonwealth Home Support Programme (CHSP) roll-out in 2015. In Victoria, the rollout was delayed, and it commenced in July 2016. At the time, the federal government offered previous Home and Community Care (HACC) providers - such as Darebin Council - a three-year contract, until 30 June 2019.

In 2018, the federal government announced it would offer existing CHSP contract holders a 12 month contract extension, from 1 July 2019 to 30 June 2020.

The new contract conditions are similar to the current grant contract with the additional focus for providers on delivering services using a wellness and reablement approach, to support and promote client independence.

The following Darebin services are funded through this CHSP contract:

- Domestic and Shopping Assistance;
- Personal Care;
- Respite;
- Home Maintenance;



- Delivered Meals; and
- Social Support Groups.

### **Previous Council Resolution**

At its meeting on 3 September 2018, Council resolved:

*'That Council:*

- (1) Acknowledges that if the Commonwealth ceases block funding for aged care services as currently planned, this will inevitably affect how Council will provide services to older people.*
- (2) Notes that because of the Commonwealth's plan to cease block funding, Council has commissioned an independent 'Creating an Age Friendly Darebin' review for the express purpose of ensuring our older people continue to receive quality services they need.*
- (3) Calls on the federal government to extend block funding for the Commonwealth Home Support Program to provide certainty for community and staff, and writes to relevant ministers, shadow ministers and members of parliament requesting that a moratorium be put in place till such time the government conducts a comprehensive review of block funding to Councils.*
- (4) Encourages community members to participate in the independent panel review commissioned by Council, to help plan our services in the longer term.*
- (5) Notes that this Council commits to continue its annual \$6 million investment into the longer term in facilities, programs and services promoting the health and wellbeing of older people.*
- (6) Notes that the independent review terms of reference will investigate expansion of Council's services including the potential for Darebin Council to provide home care packages.*
- (7) Continues to provide commonwealth home support program services while in receipt of any block funding from the Commonwealth Government.'*

## **COMMUNICATIONS AND ENGAGEMENT**

### **Consultation**

The Age Friendly Darebin Review engaged with the community through two periods of consultation and received significant feedback from the community about CHSP aged care services. Additionally, Council received a petition organised by community members that supported the ongoing delivery of CHSP services by Darebin Council.

### **Communications**

Community members and current Council aged care services clients have been informed about the funding extension, and about Council's commitment to continue providing CHSP services while the Commonwealth continues its block funding of CHSP.

## **ANALYSIS**

### **Alignment to Council Plan / Council policy**

Goal 2 - Opportunities to live well

### **Environmental Sustainability Considerations**

The decision about the CHSP contract extension is not expected to directly affect environmental sustainability within Darebin. However, all Council services must be delivered and designed in a way that reduces impact on the environment and maximises sustainability.

This contract extension does not have any direct climate emergency implications.

### **Equity, Inclusion and Wellbeing Considerations**

The CHSP contract extension impacts inclusion and wellbeing for Darebin's older people, including current service recipients. Council's CHSP services for older people provide important services to residents of diverse cultural backgrounds.

### **Cultural Considerations**

This contract extension has no direct impact on arts and creative industries in Darebin.

### **Economic Development Considerations**

Economic development considerations with this matter are primarily in relation to Darebin Council current employees delivering aged care services, many of whom live locally.

### **Financial and Resource Implications**

In the draft 2019/20 budget, the Council net subsidy to the Aged & Disability department including CHSP services is projected to be over \$6 million.

### **Legal and Risk Implications**

The 12 month contract extension terms and conditions are consistent with existing contract terms and conditions. All legal and risk related matters are covered within existing processes and current contract management arrangements.

### **DISCUSSION**

- Council has had a contract with the Commonwealth for the delivery of CHSP services since 1 July 2016.
- The current contract expires on 30 June 2019.
- Darebin Council's CHSP suite of services is: Domestic and Shopping Assistance, Personal Care, Respite, Home Maintenance, Delivered Meals and Social Support Groups.
- On 21 May 2019 the Commonwealth's Department of Health made a formal offer to Darebin Council to deliver services under the CHSP for the 2019-20 Financial Year.
- Darebin Council had already resolved in September 2018 to continue providing CHSP services while the Commonwealth Government provided block funding.
- Consistent with that resolution, it is recommended that Council take up the offer of the extension until 30 June 2020.
- Proposed contractual obligations and contract terms are consistent with current contract terms.

- Additional reporting requirements include wellness and reablement approaches to service.
- The Federal Government has confirmed that block funding for CHSP will continue until at least 30 June 2022. Contractual arrangements for July 2020 – June 2022 are being dealt with separately.

**OPTIONS FOR CONSIDERATION**

- Option 1:

Council authorises the CEO to accept the offer made by the Commonwealth's Department of Health for delivery of CHSP for the period 1 July 2019 to 30 June 2020.

- Option 2:

Council rejects the offer made by the Commonwealth's Department of Health for delivery of CHSP for the period 1 July 2019 to 30 June 2020.

This option would not be consistent with the previous Council resolution.

**IMPLEMENTATION STRATEGY****Details**

If approved, the CEO will execute the contract on behalf of Council.

**Communication**

The Commonwealth's Department of Health will be informed of Council's decision.

**Timeline**

The deadline for informing the Commonwealth is 18 June 2019.

**RELATED DOCUMENTS**

Nil

**Attachments**

Nil

**DISCLOSURE OF INTEREST**

Section 80C of the *Local Government Act 1989* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any direct or indirect interest in a matter to which the advice relates.

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

**8.3 ERIC STREET PUBLIC HOUSING ESTATE TENANCY ALLOCATION PROCESS****Author:** Manager Equity and Wellbeing**Reviewed By:** General Manager Community

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**EXECUTIVE SUMMARY**

Council currently has tenancy nomination rights for the State Government run Eric Street public housing estate at 15-17 Eric Street Preston. This means that Council staff can allocate tenants to housing at the site. This process provides no ongoing support for tenants after nomination. Unfortunately, there are ongoing antisocial behaviour issues and tenancy turnover at the Estate.

The Department of Health and Human Services Office of Housing have proposed to Council the development of a new tenancy allocation plan to improve the estate environment, and to provide increased support services for new tenants.

This model would continue to draw from primarily the same wait list and importantly would provide new tenants with support, seeking to sustain tenancies and minimise negative exits from public housing. This change has potential to provide improvements to the quality of life for tenants at the Estate.

The proposed changes would mean that Council would no longer have tenancy nomination rights for the housing estate (although Council staff could still refer people needing housing to the relevant agency).

There are no financial implications for Council if the proposal is implemented.

<b>Recommendation</b>
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**That Council:**

- (1) Endorses the Department of Health and Human Services Office of Housing proposal to implement a new tenancy allocation process for vacant tenancies at the Eric Street housing estate at 15–17 Eric Street Preston, which will provide increased support for tenants.
  - (2) Notes that Council will no longer have tenancy nomination rights under the new process.
- 

**BACKGROUND / KEY INFORMATION**

Eric Street estate (15-17 Eric Street Preston, land size 3108.21 msq) is a public housing estate comprised of 42 bedsit units across two double storey blocks. The housing stock and land is owned and managed by the Department of Health and Human Services.

Darebin City Council has full tenancy nomination rights for this estate. This is a legacy arrangement from when the City of Coburg gifted the land to the State in the 1960s to develop the housing estate. The tenancy allocation process remained in place when the land was transferred to City of Preston.

Council also has nomination rights for 3 Agg Street Thornbury; 130 High Street Northcote and 1 Holmes Street Northcote housing estates in Darebin, which are specific older person estates. Eric Street estate is not a specific older person estate.

The primary purpose of the Council led nomination process was to ensure access for people who are current and former Darebin residents, or those who have or had strong links with the municipality and/or local areas, to safe, secure and affordable housing.

Referrals of potential tenants to Council primarily come via Haven Home Safe and MOSS Housing. On rare occasions a homeless person may contact Council directly.

The sponsorship waiting list runs in conjunction with the state-wide waiting list and provides applicants opportunities for being offered from both waiting lists. This can mean a shorter waiting time for housing.

Currently, the Department will only offer vacant properties at Eric Street to applicants that have been nominated by Darebin City Council. Where there are no applicants on the waiting list with a nomination, Preston Housing will discuss other suitable applicants with Darebin City Council prior to making an offer.

Eric Street estate has ongoing issues of anti-social behaviour and tenancy turnover. The single bed-sitter style of accommodation offered at this estate limits the potential tenant mix that can be achieved.

### **Previous Council Resolution**

This matter is not the subject of a previous Council resolution.

## **COMMUNICATIONS AND ENGAGEMENT**

### **Consultation**

Aged and Disability

City Futures

Community Wellbeing

DHHS Tenancy Manager Preston

### **Communications**

Communications have occurred with all relevant stakeholder to inform this recommendation.

## **ANALYSIS**

### **Alignment to Council Plan / Council policy**

Goal 2 - Opportunities to live well

### **Environmental Sustainability Considerations**

There are no environmental sustainability considerations pertaining to this report.

**Climate Emergency**

There are no direct Climate Emergency considerations relating to this report.

**Equity, Inclusion and Wellbeing Considerations**

This proposal strongly supports both Goal Two and Goal Five of the Council Plan and seeks to create a structure and tenancy allocation model that will better support the wellbeing of residents with complex needs.

**Cultural Considerations**

There are no cultural considerations pertaining to this report.

**Economic Development Considerations**

There are no economic development considerations pertaining to this report.

**Financial and Resource Implications**

The current Council led tenancy allocation process is not subject to any external funding or contractual arrangements.

**Legal and Risk Implications**

The current nomination process is not subject to a contract or funding agreement.

**DISCUSSION*****Proposal from DHHS***

DHHS Office of Housing have approached Council with a request to develop a new allocation plan to improve the estate environment. DHHS have proposed to change the allocation process at Eric Street to a model which would provide new tenants with 12 months support to help them stabilise their circumstances and support their wellbeing.

The new allocation process would seek to sustain tenancies for vulnerable tenants. It also seeks to minimise negative exits from public housing, such as a tenant abandoning their property or in some cases the Department being required to evict a tenant. A community development project would also take place.

The proposal would see Council cease the nomination rights and tenancy allocation to vacant units at this estate.

This process has previously been implemented by DHHS at other estates in Melbourne which share similar characteristics with Eric Street. These changes have seen positive results for tenant's wellbeing and estate stability.

***What would change for existing tenants?***

Current tenants would not be directly affected by the proposed change as it only applies to the allocation of new tenancies. However, the changes would seek to improve the overall estate environment which would benefit both existing and new tenants.

The changes would also see a community development project delivered on site by a local agency experienced in the area of supporting the needs of public housing tenants. This initiative would work to improve the safety of the estate and the health and wellbeing of tenants, through both the establishment of an onsite support service and a community development project e.g. community garden.

This means that tenants at the estate, under the new arrangements, would have access to onsite wraparound services. These services would support social and housing needs of tenants.

***What would change about the allocation of new tenancies?***

The current tenancy allocation process allows Council to prioritise residents who have previously lived in / have a connection to Darebin. While this would remain a criterion under a new model, this wouldn't necessarily be the priority criteria in future.

Allocation of tenancies under the new process would use the existing and well-established prioritisation criteria that would consider need, risk and vulnerability. It would continue to consider the suitability of the housing stock.

Although the criteria may be somewhat different, it's expected that applicants on the future waitlist potentially allocated to Eric Street would be similar to those applicants previously nominated by Council.

***Conclusion***

Based on these changes and recognising that the allocation process would consider well established prioritisation criteria, the changes are seen to bring positive benefits.

Council would cease the nomination rights and tenancy allocation process to vacant units but would continue to be involved in a range of community development initiatives at the estate, which is independent to Council's role in the allocation process.

**OPTIONS FOR CONSIDERATION**

**Option One (recommended):** *Council cease nomination rights to the estate and support DHHS's proposal to implement a new allocation process for any new tenancies.*

The proposed model for allocation presents an opportunity to provide residents with a more supportive tenancy model and provides a management model that better matches the current housing stock.

There is also an opportunity to evaluate this process to assess the impact that a change to the management model can have on the wellbeing of residents and overall stability of estate

**Option Two:** *Retain nomination rights and Continue a Council led tenancy allocation process*

Council could choose not to progress with the proposal, retain nomination rights for the estate and continue business as usual.

There is little benefit gained for tenants or the estate more broadly from Council's involvement in the allocation process. Council's involvement does not provide any ongoing support for tenants. If the process was to continue business as usual, it is unlikely to result in any sustained change or improvement at the estate.

## IMPLEMENTATION STRATEGY

### Details

- If the proposal is supported, officers will write to DHSS confirming our support of a new allocation plan for the estate.
- DHHS will undertake the process to develop a new allocation process and protocol.
- Council would continue to undertake the nomination process until a new process is established by DHHS.
- Existing tenants would retain their tenancies at the site and would not be required to relocate as a result of the change in allocation process.

## RELATED DOCUMENTS

N/A

## Attachments

Nil

## DISCLOSURE OF INTEREST

Section 80C of the *Local Government Act 1989* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any direct or indirect interest in a matter to which the advice relates.

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



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**8.4 HOMELESSNESS RELIEF AND ACCOMMODATION OPTIONS**

**Author:** Acting Coordinator Community Wellbeing  
Manager Equity and Wellbeing

**Reviewed By:** General Manager Community

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**EXECUTIVE SUMMARY**

This report responds to a Council resolution seeking information on options to provide temporary accommodation, showers and material relief to people experiencing homelessness. The options presented in this report primarily respond to the needs of rough sleepers (those sleeping in the public realm).

The paper presents eight options for consideration across the themes of access to amenities and material relief, temporary accommodation and other options to support the needs of rough sleepers. These options have been developed and informed by the local homelessness service system.

Local homelessness and emergency relief agencies are integral partners for any work that Council does to address homelessness.

Overwhelmingly, the local sector was not in support of Council providing short-term temporary overnight accommodation, due to it being an outdated model which does little to resolve people's homelessness, nor it is a model that is safe for women and children.

Alternative options are presented in this report, should Council wish to increase its investment in early intervention and tertiary responses to homelessness.

The recommended option is to fund an assertive outreach program delivered by a specialist homelessness service. This service is not currently available in Darebin and would mean that outreach workers would be available to visit rough sleepers, connect them with critical services and provide follow up and support.

<b>Recommendation</b>
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**That Council:**

- (1) Notes the feedback from local homelessness and emergency relief agencies.
- (2) Considers allocating an additional \$157,500 in the 2019–20 budget to pilot an assertive outreach program in Darebin for a two-year period.
- (3) Pending the outcome of 2019–20 budget process, undertakes an expression of interest process to appoint a homelessness service provider to deliver the assertive outreach program for a two-year pilot program, with the service to commence in the second quarter of 2019–20.
- (4) Pilots a shower access program at Reservoir Leisure Centre for people experiencing homelessness for a six-month period, in partnership with the Darebin homelessness and emergency relief sector.
- (5) Participates in a homelessness StreetCount in 2020 to identify the number and needs of rough sleepers in Darebin to inform future work.

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## BACKGROUND / KEY INFORMATION

This report is in response to a Council resolution requesting an urgent report outlining a homelessness action plan using our existing structure and services to give temporary accommodation, showers and material relief.

### Previous Council Resolution

At its meeting held on 25 February 2019, Council resolved:

*That Council:*

- (1) *Notes the analysis of homelessness in Darebin and existing services that support the wellbeing of people experiencing homelessness.*
- (2) *Further scopes the potential of participating in a StreetCount to collect information about people sleeping rough within parks, on streets and in other locations.*
- (3) *Prepares a submission into the review of sunset clauses within the Victorian Public Health Act 2008.*
- (4) *Prepares a submission to the Royal Commission into Mental Health.*
- (5) *Develops a local homelessness service system information resource.*
- (6) *Incorporates future actions to address homelessness into Darebin's Health and Wellbeing Annual Action Plan, commencing 2019/2020.*
- (7) *An urgent report to come back to Council outlining a homelessness action plan using our existing structure and services to give temporary accommodation, showers and material relief.*
- (8) *Reviews its processes in regard to rooming house compliance actions and the impact on homelessness in our city.*

This report responds to item 7 of the above Council resolution. A Councillor briefing on this topic was held on 1 May 2019.

In addition, Council resolved on 20 May 2019 to support a housing program seeking to prevent vulnerable young people becoming homeless:

*"That Council:*

- (1) *Commences the statutory process, under section 190, 192 and 223 of the Local Government Act 1989, to give effect of its intention to:*
  - a) *Use the land for another purpose (other than that for which it was originally acquired, being car parking for the former Preston Bowls Club) and;*
  - b) *Enter into a lease with Kids Under Cover for the purpose of providing temporary relocatable housing accommodation for young people.*
- (2) *Gives public notice under Section 190, 192 and 223 of the Local Government Act 1989 seeking public submissions in relation to Council's intention to:*
  - a) *Use the land for another purpose (other than that for which it was originally acquired, being car parking for the former Preston Bowls Club) and;*
  - b) *Enter into a lease with Kids Under Cover for the purpose of providing temporary relocatable housing accommodation for young people.*
- (3) *Notes any public submission that requests to be heard in relation to their submission will be presented at a Hearing of Submissions Committee meeting prior to a further report being presented to Council for a final decision."*

## COMMUNICATIONS AND ENGAGEMENT

### Consultation

The following homelessness and emergency relief agencies were consulted to inform the options presented in this report:

- Haven Home Safe (Darebin's homelessness intake and assessment agency)
- Merri Outreach Support Services (MOSS)
- Salvation Army Preston
- St Vincent de Paul Preston
- Darebin Information Volunteer Resource Service (DIVRS)
- North and West Housing Networks (Advocacy group)
- Women's Information, Support and Housing in the North (WISHIN)
- Stabelone (operator of Winter Night Shelter, church led crisis accommodation in Maroondah & Yarra Ranges)
- Hume, Yarra, Melbourne, Hobson Bay and Maroondah City Councils

Feedback from specialist agencies was as follows:

#### Temporary accommodation:

- Single night accommodation is an outdated model and not considered best practice. While it may provide respite for rough sleepers, it is without longer term housing outcomes.
- Temporary shelter options (one night at a time) are predominantly used as respite by single men who are sleeping rough, which is only one cohort of population who experience homelessness.
- Temporary accommodation is not accessible or safe for women and children escaping family violence, who are the most vulnerable homelessness cohort.
- Does it respond to needs of rough sleepers? There is no consultation with rough sleepers in Darebin about the suitability of temporary accommodation options to meet their needs.

#### Increasing access to material relief

- The sector welcomed any additional resourcing to enhance and respond to gaps within the local emergency relief sector, noting that Council should seek work with the existing sector rather than duplicate or provide services that do not have appropriate wrap around supports.

The consultation feedback is further detailed in the discussion section of this report.

### Communications

A communications plan has not yet been developed. Should Council endorse the recommendations of this report, a detailed communications plan will be developed to accompany the implementations.

## ANALYSIS

### Alignment to Council Plan / Council policy

Goal 2 - Opportunities to live well

Goal 5 - Involving our diverse community

- Darebin Health and Wellbeing Plan 2017-21, Goal 3: Improve the emotional and social wellbeing of all Darebin people

### Environmental Sustainability Considerations

There are no environmental sustainability considerations pertaining to this report.

### Climate Emergency

There are no climate emergency considerations pertaining to this report.

### Equity, Inclusion and Wellbeing Considerations

Council's approach to responding to homelessness acknowledges that disadvantage and family violence are key drivers of homelessness.

The local agencies that Council partners with take a dignified and human-rights-based approach to responding to homelessness. By seeking to enhance Council's role in homelessness any actions that occur will contribute to the equity, inclusion and wellbeing objectives of Council.

Council's draft *Towards Equality: Equity, Inclusion and Human Rights Framework* identifies that often homelessness is thought about as affecting only mature men (and they are indeed among the most affected). However this misses a big part of the picture as statistics reveal a significant number of people affected by homelessness are women experiencing violence, including women from CALD backgrounds, as well as older women living in sole households. Young people who identify as LGBTIQ, particularly trans and gender diverse young people, and young people transitioning from out-of-home care (including young Aboriginal people) are also at increased risk of experiencing homelessness.

### Cultural Considerations

There are no cultural considerations pertaining to this report.

### Economic Development Considerations

There are no economic development considerations pertaining to this report.

## Financial and Resource Implications

The recommended options would require allocations as follows:

Option	Cost	2019/20 budget implications
Shower access pilot	\$4,500	Within existing budget and resources
Assertive outreach	\$210,000 per annum	\$157,500 allocation required for 2019/20 (as the service would not start until the second quarter of 2019/20)

If Council was to implement the assertive outreach proposal, the budget allocation required for 2019/20 would be \$157,500. This is because the service agreement would not commence until the second quarter of 2019/20, after an EOI process had been completed in the first quarter.

It is recommended that this trial program be for two years, which means it would require budget allocations in future years 2020/21 and 2021/22 as well.

Note: if Council chooses to allocate funding to this program in 2019/20 as per the resolution outlined in this report, this will subsequently reduce the funds available to be allocated to other projects already included in the draft budget, and/ or new project proposals received through the budget submission process.

## Legal and Risk Implications

Legal and risk implications of options pertaining to this report require further scoping and advice. Key issues relating to temporary accommodation that need to be further scoped include:

- Relevant legislation and regulations: the temporary nature of the model may fall between the various legislation and regulations.
- Land use and building compliance: none of Council's buildings meet the building code requirements for use as temporary accommodation.
- WorkSafe and Child Safe Standards would need to be further explored.

## DISCUSSION

### 1. The role of local government in responding to homelessness

Homelessness is a significant and complex issue that cannot be resolved solely through the interventions of local government. Local government has traditionally played a minor role in responding to homelessness.

As with any public health or social issue, actions taken by Council cannot in themselves resolve the issue.

However, actions by Council can form part an integrated systems approach, complementing the work of the established homelessness sector.

There is a continuum of responses required to address homelessness, these include:

- Prevention: working to stop the causes of homelessness, before it occurs.
- Early intervention: strategies that target people at risk of experiencing homelessness before the issue escalates.
- Tertiary response: responding to established homelessness.

Prevention	Early intervention	Tertiary Response
<ul style="list-style-type: none"> <li>• Addressing the social determinants and drivers of homelessness.</li> <li>• Preventing family violence and violence against women</li> <li>• Policy, research and advocacy</li> </ul>	<ul style="list-style-type: none"> <li>• Transitional housing or community housing models.</li> <li>• Early intervention case management, integrated care plans.</li> <li>• Tenancy support programs</li> </ul>	<ul style="list-style-type: none"> <li>• Rough sleeper outreach</li> <li>• Provision of emergency relief services and amenities</li> <li>• Crisis accommodation</li> <li>• Case management</li> </ul>

Primarily, local government is best placed in prevention, addressing the social determinants of homelessness, preventing family violence and violence against women and contributing to policy, research and advocacy. This is reflected in Council’s Health and Wellbeing Plan 2017-21.

A prevention approach intends to support and complement early intervention and crisis response efforts by reducing pressure on these other parts of the system.

If Council wishes to increase undertake interventions in the early intervention and tertiary response, this must involve the specialist services of the homelessness sector.

**2. The nature and extent of homelessness in Darebin**

The Australian Bureau of Statistics (ABS) statistical definition states that when a person does not have suitable accommodation alternatives they are considered homeless if their current living arrangement:

- Is in a dwelling that is inadequate; or
- Has no tenure, or if their initial tenure is short and not extendable; or
- Does not allow them to have control of, and access to space for social relations.

While the ABS definition is used across Australia, the change in definition of homelessness and the counting methodology has resulted in an under estimation of people living in precarious circumstances. This does not include a broader understanding of homelessness, such as:

- Primary homelessness as experienced by people without conventional accommodation (e.g. sleeping rough or in improvised dwellings).
- Secondary homelessness as experienced by people who frequently move from one temporary shelter to another (e.g. emergency accommodation, youth refuges, couch surfing).
- Tertiary homelessness as experienced by people staying in accommodation that falls below minimum community standards (e.g. boarding housing and caravan parks).

Family violence is the single biggest cause of homelessness in Victoria and Australia. In the recent 2016 Census, 42% of homeless Victorians said they are homeless due to family violence. 39% said they are homeless due to financial hardship or housing crisis.

Homelessness can have complex and diverse origins and can happen to anyone at any stage of their life. Homelessness can be caused by something outside of a person's control such as not being able to locate secure, safe and affordable accommodation. Homelessness can affect people at any age and life stage.

Within the municipality of Darebin, there has been an increase in the number of people 'sleeping rough' in the last four years. There is also an unknown number of women (and children) living in emergency accommodation such as refuges, and short stay hotel rooms to escape family violence.

The 2016 ABS census noted 972 people in Darebin experiencing homelessness according to the ABS definition. However due to the nature of homelessness, this figure is estimated to be higher on any given night, which is made of:

- 972 counted in the ABS census.
- 200 young people 'couch surfing' (those who drift in and out of rough sleeping).
- 180 – 300 people living in rooming houses (Tenants Union Victoria, 2018).
- 80 people sleeping rough in 20 sites around Darebin where people are sleeping in tents, in cars or sheltered on the street or in 'squats' (Launch Housing Assertive Homelessness Outreach Program, 2018).

### **3. The North East Melbourne Area homelessness service system**

There is an established network of homelessness services in Darebin which respond to the needs of the people experiencing homelessness. These services are primarily funded by the State Government.

*Haven; Home Safe* is the Initial Assessment and Planning (IAP) service for people experiencing homelessness and housing related issues in Darebin. IAP is the entry point to help people in crisis - those who are experiencing homelessness, 'at-risk' of becoming homeless or in financial difficulty.

Haven provides housing information and advocacy, assessment of housing and support needs, referral to crisis accommodation and specialist support services, limited financial assistance to establish or maintain rental tenancies.

Other key homelessness agencies in Darebin include:

- *Merri Outreach Support Services (MOSS)*: Provides a range of services responding to people experiencing homelessness and a number of early intervention programs for those at risk. Programs include crisis response for those requiring longer term support. Case management support services are available. Services at MOSS are accessible by referral from the IAP access point, Haven; Home Safe.
- *Women's Information, Support and Housing in the North (WISHIN)*: Provides a range of services for women with multiple and complex needs including short-term, task-focused support, and long-term case management support. Their primary work is assisting women and their children experiencing, or at risk of experiencing, homelessness and family violence.

- *Darebin Information Volunteer Resource Service (DIVRS)*: Provides emergency relief to residents of Darebin Monday – Thursdays 9.30am-12.30pm. This service is available to people experiencing financial stress and includes food parcels, fresh food and bread. During an emergency relief session, people can also speak with a trained volunteer community support work about financial assistance such as advocating for utility bill assistance; referrals to other services and programs for further support; assessing appropriate levels of income support available; vouchers, or prepaid cards.

#### **4. Navigating the system for people experiencing homelessness**

If someone is experiencing or is at risk of homelessness in Darebin they can call or visit the Initial Assessment and Planning (IAP) service, Haven; Home, Safe, located in Preston.

The initial assessment allows the person to discuss their housing circumstances and any issues making their housing situation difficult. Possible housing and support options will be discussed, and one off assistance with urgent tasks may be provided. The service may also make referrals on their behalf to a range of homelessness support options or mainstream services that can provide support.

However, for some people experiencing homelessness, it is challenging to bridge the gap between them and a homelessness service. Recognising this, the system includes specialist 'assertive outreach' workers outreach to people who are rough sleeping, couch surfing or staying at a rooming house to assess their needs and connect them to these support services.

An outreach service seeks to address both the immediate wellbeing needs to the person, while also seeking to facilitate longer term, safe housing outcomes.

**Appendix A** - Mapping of homelessness and emergency relief services across Darebin provides an overview of the services provided by 29 homelessness, emergency relief and support services across Darebin.

#### **5. Access to Council amenities and enhancing material relief**

Darebin has a well-established and coordinated emergency relief system. Council supports this sector by convening the Darebin Emergency Relief Network and providing small grants to support programs and activities.

The existing services system and organisations are best placed to deliver material relief in a coordinated, holistic and best practice way. Council should seek to support this existing system through the provision of funding that addresses identified gaps, as opposed to creating other systems or structures that provide emergency relief with appropriate wrap around services and assessment processes.

Two options to increase access to amenities and enhance material relief are proposed:

##### ***Option 1: Evening Meal Pilot***

There are no regular free / low cost evening meals available locally, with most provided during business hours. To address this gap, Council could choose to fund a local organisation to provide an evening meal one night per week at a Darebin location.

This option would require an expression of interest process (EOI) to be undertaken with local emergency relief providers to appoint an organisation deliver this program.



The successful organisation would be funded on a 12 month service agreement that included specific monitoring and evaluation measures to ensure the impact of this service could be measured.

Estimated budget: \$24,000 pa (48 weeks x 1 nightly meal per week).

### ***Option 2: Shower Access Pilot at Reservoir Leisure Centre***

Council can provide a shower access card to local homelessness and emergency relief agencies such as DIVRS, Haven Home Safe and the Salvation Army such as who will distribute to rough sleepers have free access to showers and lockers at RLC.

This option would require:

- Training for centre staff to coordinate distribution of cards as part of intake and assessment of clients.
- Development of protocol with referring agencies to ensure wrap around support. Intake and assessment is recommended as best practice for the provision of homelessness and emergency relief services.
- Development of access cards to ensure a dignified approach.
- Pilot for 6 months with a review of the process.

Estimated budget: \$4,500 pa, which can be delivered within existing resources.

This model would be developed in close consultation with the emergency relief and homelessness sector to consider all relevant risks

The service system supported the establishment of these initiatives. Both options could be established quickly using best practice models and respond to an identified gap in emergency relief provision locally.

## **6. Temporary Accommodation**

Four options for temporary accommodation have been investigated. Each option presents what would be required to establish temporary accommodation and financial impact. This includes the following overarching considerations:

- To open any venue as a shelter, Council *must* engage an expert organisation to manage homelessness intake, assessment and management to ensure safety of rough sleepers and residents, workers.
- Currently there are no Council owned buildings which are designed to service as accommodation. Building compliance works would be a prerequisite for all options presented, as well as required permits and potential rezoning.
- All models would need to be single gender, providing access for men *or* women and children.
- Consideration would need to be given to the age range of people who could access the shelter, with similar models (Winter Night Shelter) identifying that young men under 25 were also a vulnerable cohort in this model.
- Costing for 3, 4 and 6 is based on the provision of accommodation 1 night per week for 52 weeks.

Feedback from local homelessness providers on these options is outlined below.

***Option 3 - Temporary accommodation in an under-utilised Council facility:***

This considers a building such as the Shire Hall, which is used regularly but has periods of inactivity.

This option would require a service manager for intake and assessment. There would also need to be relevant land use changes with a potential planning application. Building compliance works and legal advice on the nature of the model and relevant legislation and regulations would be required.

Using a building which main purpose is as a bookable community space as a temporary homelessness shelter overnight is an untested model. Consideration would need to be given to ensure the shelter option did not restrict use of the space during the day.

*Upfront costs:* \$47,400 + unknown capital works required for building code compliance.

*Annual operation costs:* \$111,296 (housing worker, cleaning and security).

***Option 4- Temporary accommodation in a vacant Council building***

This considers a vacant building such as the old Reservoir Library.

This option would require a service manager for intake and assessment. There would also need to be relevant land use changes with a potential planning application. Building compliance works and legal advice on the nature of the model and relevant legislation and regulations would be required.

This property is known to require significant capital works (in the hundreds of thousands) to bring into a safe condition for any kind of occupancy. For accommodation purposes, the costs of capital works would likely be significant as well

*Upfront costs:* \$222,400 + unknown capital works required for building code compliance.

*Annual operation costs:* \$111,296 (housing worker, cleaning and security).

***Option 5 - Community Housing Project in a vacant Council building***

This considers a vacant building such as the old Reservoir Library.

This option investigates the development of self-contained units in a community housing project model, with a registered community housing provider to manage accommodation, including intake and assessment and tenancy management.

Costing is based on the provision of community housing for 12 months in a vacant building such as the old Reservoir Library. This option would require major capital work investment to construct self-contained units. A community housing provider would be engaged to manage this space.

*Upfront costs:* **major** capital works for the development of self-contained units, cost unknown.

*Annual operation costs:* \$100,000 (housing worker and operational costs).

**Option 6 - Temporary accommodation in a non-Council building**

This option investigates a non-council building, such as a community organisation or church to provide accommodation. This option would require a service manager for intake and assessment, and would require investigation in relation to land use and building compliance, legal advice on the nature of the model and relevant legislation and regulations.

*Upfront cost:* unknown capital works required for building code compliance.  
*Annual operation costs:* \$111,296 (housing worker, cleaning and security).

**Sector Feedback**

Overwhelmingly, the local sector was not in support of Council providing short-term temporary accommodation such as options three, four and six, for the following reasons:

- **Outdated model:** Overnight programs were created and delivered decades ago and tend to create a situation of dependency. In addition to this, temporary shelter provides short term benefit overnight but does not resolve people's homelessness.
- While recognising it would require a specialist service to coordinate, local agencies did not express interest in providing service management (intake, assessment and management) for temporary accommodation options three, four and six due to the issues outlined above.
- **Risks to Safety:** Temporary accommodation is not accessible/safe for women and children escaping family violence, who are the most vulnerable homelessness cohort. Temporary shelter may provide respite in the short term but may also expose women and children to challenging and harmful behaviours such as drug and alcohol misuse and violence.

This feedback and associated concerns extended to other temporary accommodation models, such as using buses for crisis accommodation

A community housing project was supported by the sector, recognising that a full feasibility study would need to be undertaken to scope the nature and location of such a project, along with major financial investment.

Self-contained accommodation, while still requiring intensive wrap around support, poses significantly less risk than crisis accommodation, can better respond to the needs of women and children and is a model currently utilised by the sector, such as that provided through the Kids Under Cover model.

**7. Further options**

Consultation with the local homelessness sector has identified key gaps in funded service across Darebin which would bridge the gap between rough sleepers and homelessness services. These key gaps are other opportunities for Council to consider, which are seen as integral to improving the wellbeing of people sleeping rough:

Two options for bridging the gap between rough sleepers and homelessness services have been investigated:

**Option 7 - Assertive Outreach Funding**

There is currently no 'assertive outreach' service provided in Darebin to provide immediate outreach to rough sleepers and link them to homelessness services. 'Assertive outreach' is a housing worker/s who visits rough sleepers to connect the person into housing services, where their housing and wellbeing needs can be assessed and appropriate action taken.

There are a range of services that may be triggered as a result of an assertive outreach visit, including:

- Crisis accommodation: short-term accommodation.
- Case management: the person may be appointed a case worker who works with them over a medium term to assess their needs (and potentially their families) and where appropriate and with consent, arranges, coordinates and advocates for access to a range of programs and services designed to meet the individual's needs and goals.
- Legal services: the person may be provided with legal support and advice to address matters which may be contributing to their homelessness, such as fines and infringements, housing and tenancy, credit and debt, guardianship and administration orders, or legal issues relating to family violence.
- Material relief and financial assistance: access to emergency relief assistance, including food parcels, fresh food, essentials vouchers, material relief such as bedding and clothing.
- Referral to other health and wellbeing services that support their needs.

Currently a number of inner Melbourne Councils fund homelessness services to provide assertive outreach for their municipality to respond to the needs of rough sleepers.

Council could choose to allocate funds to a local homelessness agency via an expression of interest process to provide outreach to rough sleepers, rooming houses and people experiencing homelessness in Darebin. The competitive expression of interest process would seek proposals from expert providers for an early intervention / tertiary response outreach service tailored to the needs and gaps in the Darebin community.

The successful applicant would be funded on a two year service agreement that included specific monitoring and evaluation measures to ensure the impact of this service could be measured to inform Council's future investment and responses.

Estimated budget: \$210,000 per annum to provide 2.1 FTE outreach workers.

If Council was to implement this proposal, the budget required for 2019/20 would be \$157,500, as the service agreement would not commence until the second quarter of 2019/20, after an EOI process had been completed.

#### ***Option 8 - Emergency hotel accommodation funding***

There is a gap in current brokerage funds available and demand. This is a particular need for women and children escaping family violence, who are often 'invisible rough sleepers' due to the additional safety concerns they face.

Provide funding to local homelessness agencies for crisis (hotel) accommodation. There is a gap in current brokerage funds available and demand. A safe hotel room costs approximately \$220 per night.

Estimated budget: \$200,000 pa

The sector would strongly support Council contributing funding towards current gaps in service provision and funding. In particular, agencies support option seven as being integral in connecting rough sleepers with the service system.

## 8. Summary of options and recommendations

A summary of the eight options is detailed in the table below. Of these options, three are recommended for Council consideration

Option	Estimated budget	Recommendation details
Option One (1): Evening Meal Pilot	\$24,000 pa	Not recommended if an Assertive Outreach program is funded.
Option Two(2): Shower Access Pilot – Reservoir Leisure Centre	\$4,500 pa	<b>Recommended</b> Next steps: <ul style="list-style-type: none"> <li>Program developed and implemented within existing resources.</li> </ul>
Option Three(3) : Temporary accommodation - under-utilised Council facility	\$47,400 + unknown capital works \$111,296 pa	Not recommended
Option Four (4): Temporary accommodation - vacant Council building	\$222,400 + unknown capital works upfront \$111,296 pa	Not recommended
Option Five (5): Community Housing Project - vacant Council building	major capital works for development of units  \$100,000 pa	Not recommended
Option Six (6): Temporary accommodation in Non-Council building	unknown capital works costs \$111,296 pa	Not recommended
Option Seven (7): Assertive Outreach Funding	\$210,000 pa	<b>Recommended</b> Next steps: <ul style="list-style-type: none"> <li>Budget required in 2019/20</li> <li>EOI process with homelessness agencies.</li> </ul>
Option eight (8): Emergency hotel accommodation funding	Up to \$200,000 pa	Not Recommended if an Assertive Outreach program is funded.

## OPTIONS FOR CONSIDERATION

### Option A – recommended

That Council endorse the recommendations as outlined in this report, with key two actions being:

- Develop and deliver a shower access pilot at Reservoir Leisure Centre (option 2)

Council can pilot providing dignified access to showers through this model within existing resources. The model would be developed in close consultation with the local service system to identify and mitigate risk. It is recommended to be piloted for 6 months.

- Considers allocating an additional \$157,500 in the 2019/20 budget to pilot an assertive outreach program in Darebin for a two year period (Option 7)

This model is recommended for Council investment as it will strengthen the capacity of the existing service system to provide best practice intervention, delivered with wrap-around support from expert providers. It is an existing, tested model and has been identified by the sector as a priority area if Council wishes to increase its investment in early intervention and tertiary responses to homelessness. It also can respond to the needs of young people and women and children experiencing homelessness who are a particularly vulnerable cohort.

### Option B

That Council chooses to adopt the recommendations detailed in this report with minor changes.

### Option C

Council chooses another of the options detailed.

In the case of Options 3, 4, 5 and 6 (the options to set up accommodation services), all of these options involve significant risks and potentially high implementation costs. Any of these options would first require a feasibility study before Council would have enough information to choose to progress to implementation and delivery.

### Option D

Council doesn't endorse the proposed recommendations or additional investment in responding to homelessness at this stage but defers a decision pending further data about homelessness in Darebin, to come from the StreetCount occurring in 2020. Council would still continue to work on homelessness initiatives within existing resources including:

- Participating in a homelessness StreetCount in 2020.
- Provide a submission into the review the sunset clauses within the Victorian Public Health Act 2008 and the Royal Commission into Mental Health.
- Develop a local homelessness service system resource.
- Incorporate further actions to address homelessness into Darebin's Health and Wellbeing Annual Action Plan for 2019/2020.

## IMPLEMENTATION STRATEGY

### Details

#### Communication

A detailed communication plan will be developed where relevant as work progresses.

Council will continue to consult with local stakeholder and agencies providing services and programs that respond to homelessness and emergency relief.

#### Timeline

*24 June 2019*

- Council adopts 2019/20 budget.

*July 2019*

If Council adopts the recommendation in this report:

- Plan shower access pilot at Reservoir Leisure Centre and commence implementation.
- Undertake EOI for assertive outreach program.

*Second quarter of 2019*

- Appoint providers for assertive outreach program
- Assertive outreach program commences service provision.

*Throughout 2019/20*

- Undertake a homelessness StreetCount
- Incorporate actions to address homelessness into Darebin's Health and Wellbeing Annual Action Plan.

## RELATED DOCUMENTS

Nil

### Attachments

- Homelessness and emergency relief services in Darebin (**Appendix A**) [↓](#)

## DISCLOSURE OF INTEREST

Section 80C of the *Local Government Act 1989* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any direct or indirect interest in a matter to which the advice relates.

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

Table1: Homelessness and emergency relief services in Darebin

Service	Accommodations and housing	Community Meals / food parcels	Showers/Laundry	Material aid (clothes/blankets)	Allied health	Drugs, Alcohol and Gambling support	Tenancy Assistance	Financial advice	Legal advice
Women's Information, Support and Housing in the North (WISHIN)	X								
Anglican Parish of Jika Jika		X							
Darebin Information, Volunteer and Resource Service (DIVRS)		X						X	
Encompass Care		X		X					
Haven; Home, Safe	X		X					X	
Northern Community Careworks		X		X					
Reservoir Neighbourhood House		X	X						
Salvation Army		X		X				X	
Span Community House		X							
Orange Sky Laundry			X						
Merri Outreach Support Service	X								
Victorian Public Tenants Association							X		
Launch Housing	X								
The Bridge Preston		X							
Problem Gambling Counselling						X		X	
St Vincent de Paul				X					
Lentil As Anything		X							
Thornbury Community Kitchen		X							
Uniting Care Kildonan								X	
Work for the Soul		x		X					
Your Community Health					X	X			
Darebin Community Legal Service									X



Service	Accommodations and housing	Community Meals / food parcels	Showers/Laundry	Material aid (clothes/blankets)	Allied health	Drugs, Alcohol and Gambling support	Tenancy Assistance	Financial advice	Legal advice
East Preston and East Reservoir Tenants Association							X		
Unitingcare ReGen						X			
Victorian Aboriginal Health Service (VAHS)					X				
Gambler's Help North and North Western						X		X	
Victorian Aboriginal Community Services Association Limited (VACSAL)					X				
Victorian Aboriginal Legal Service									X
The Orange Door	X					X	X	X	X

**8.5 CLIMATE DISASTER LEVY****Author:** Climate Emergency Darebin Executive Officer**Reviewed By:** General Manager City Sustainability and Strategy

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**PURPOSE**

To seek Council's endorsement to support an open letter for a Climate Disaster Levy to be published in June by The Australia Institute (TAI).

**EXECUTIVE SUMMARY**

The Australia Institute (TAI), which is a national think-tank, has been working on a climate adaptation policy to address the growing financial impacts of climate change. TAI is proposing the introduction of a Climate Disaster Levy to be imposed on fossil fuel exports from Australia.

This Levy is proposed as a fair, equitable and economically responsible way of meeting the costs of the impacts of climate change for all Australians. The Australia Institute states that a priority of the levy would be to fund climate change adaptation measures for local government. The funds raised would be applied to protecting jobs by assisting impacted industries and create new jobs in climate adaptation.

The Australia Institute is planning to publish an open letter in support of this Levy in June. TAI is calling on individuals and organisations to provide support for this Levy by signing on to this open letter. TAI approached Darebin Council to sign this letter and support the Levy due to Darebin Council's climate emergency position.

A call for a Climate Disaster Levy is in line with the Council's Climate Emergency policy position and, if it were implemented by the Federal Government, would send a price signal to buyers of fossil fuel that would deter use of these.

<b>Recommendation</b>
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**That** Council endorses an open letter, organised by The Australia Institute, supporting the introduction of a Climate Disaster Levy to be imposed on fossil fuel exports from Australia and used to address the costs of climate change impacts.

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**BACKGROUND**

This report is in response to a request received from The Australia Institute for Darebin Council to sign on to an open letter for a Climate Disaster Levy. The Australia Institute were aware of Darebin's position on climate emergency and understood that this advocacy request was aligned to Darebin Council's policies.

Darebin Council has previously developed an advocacy position on Federal funding for climate adaption. On 18 March 2019, Council approved submitting 10 motions to the Australian Local Government Association (ALGA) National General Assembly. This included that ALGA National General Assembly advocate to the Federal Government to "establish a \$10 billion dollar national fund for councils to build the resilience of climate change vulnerable communities".

A climate disaster levy on exports as proposed in the open letter is consistent with Council's Climate Emergency Declaration. However, to date council has not specifically called for a Climate Disaster Levy. The Australia Institute are proposing a tax on fossil fuel exports which would have the effect of increasing the price of fuels that generate emissions, as well as creating a source of funds to help respond to the effects of generating emissions.

Adaptation and resilience are also one of the key directions in the Darebin Climate Emergency Plan and Council has emphasised that Federal Government must take action on the climate emergency.

### **Previous Council Resolution**

This specific matter is not the subject of a previous Council resolution. On 21 August 2017, Darebin City Council unanimously adopted Australia's first local government-level Climate Emergency Plan.

## **COMMUNICATIONS AND ENGAGEMENT**

### **Consultation**

Community consultation has not taken place regarding Council support for this Climate Disaster Levy. However, community consultation was undertaken during establishment of the Darebin Climate Emergency Plan which included all adaptation and resilience actions.

### **Communications**

A detailed communications plan has not been developed to date. If Council were to support the recommendation and sign on to the Climate Disaster Levy, then Council would promote the open letter through social media and print media.

The Australia Institute will be undertaking public communications on this matter and it is expected that Council would share TAI promotions rather than create separate promotions.

## **ANALYSIS**

### **Alignment to Council Plan / Council policy**

Goal 1 - A sustainable city

This matter also relates the Climate Emergency Plan.

### **Environmental Sustainability Considerations**

The Australia Institute are proposing a tax on fossil fuel exports which would have the effect of increasing the price of fuels that generate emissions, as well as creating a source of funds to help respond to the effects of generating emissions.

### Climate Emergency

The matter is in direct response to the climate emergency, focusing on adaptation and resilience and the need to address this at a national scale.

## **Equity, Inclusion and Wellbeing Considerations**

Responding quickly to the climate emergency is important to minimise impact on disadvantaged groups because generally, the impacts of Climate Emergency currently fall disproportionately to more disadvantaged members of the community as well as disadvantaged countries on a global scale. For example, locally, community members on lower incomes are less able to keep cool in heatwaves because of the cost of power. Globally, some of the poorest countries, including Bangladesh, are forecast to have significant population displacement due to sea level rise.

If a Climate Disaster Levy were adopted, it could speed up response to climate emergency by changing the relative prices of fossil fuels compared to renewable fuels and reduce the climate risk to vulnerable individuals and countries.

To respond to a climate emergency at the pace required to address the problem, it may be necessary to also use stronger tools than a Levy to reduce fossil fuel use fast enough. However, calling for a Climate Disaster Levy does not prevent calling for stronger measures, and supporting the TAI's open letter remains a useful advocacy approach. A Levy would drive improvements compared to current federal policy settings and there is merit in calling for it.

## **Cultural Considerations**

If a Levy were implemented by the federal government and used to fund climate adaptation projects, there would be an opportunity for projects to address cultural considerations.

## **Economic Development Considerations**

If this Levy were to be implemented by the federal government, it would send a price signal that would make renewable energy more price competitive in export markets compared to fossil fuels.

## **Financial and Resource Implications**

There are no budget implications to this recommendation and signing this letter in support of the Levy. If the Levy were to be implemented by the Federal Government, community and councils may be able apply for grants for climate adaption.

## **Legal and Risk Implications**

No particular risks have been identified. The Australia Institute is a non-political think tank and has a well established reputation.

## **DISCUSSION**

Given that climate impacts are already causing serious loss of life and creating large economic impacts, action at the federal level to support local government in its climate emergency response is needed. Only the State and Federal governments can support the scale and speed of action that is required to transform legislation.

Darebin, like all local government entities, will need funding support to respond to climate impacts and reduce disruptions to our local community and economy. This initiative of The Australia Institute aims to create a mechanism whereby fossil fuel exports send a price signal and helps create the funds for local governments and communities to undertake such adaptation and resilience actions.

To respond to a climate emergency at the pace required to address the problem, it may be necessary to also use stronger tools than a Levy to reduce fossil fuel use fast enough. However, supporting the TAI's open letter remains a useful advocacy approach as calling for a Climate Disaster Levy does not prevent calling for stronger measures at another time. A Levy would drive improvements compared to current federal policy settings and there is merit in calling for it.

## OPTIONS FOR CONSIDERATION

Council can decide to sign or not sign the open letter supporting a Climate Disaster Levy from fossil fuel exports.

## IMPLEMENTATION STRATEGY

### Details

If Council chooses to support this open letter calling for a Climate Disaster Levy, this would be communicated to The Australia Institute and the signing of the letter by the Mayor facilitated by the reporting officer.

### Timeline

- May 20th – Council report and resolution regarding support for signing of open letter in support of the Climate Disaster Levy
- Week following May 20 – decision communicated back to The Australia Institute
- June (exact dates to be determined) – The Australian Institute would promote the open letter and Council would share this through its social and print promotional channels.

## RELATED DOCUMENTS

Nil

### Attachments

- Climate Disaster Levy Letter (**Appendix A**) [↓](#)

## DISCLOSURE OF INTEREST

Section 80C of the *Local Government Act 1989* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any direct or indirect interest in a matter to which the advice relates.

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

# Climate Disaster Levy

## An open letter to Australian politicians

We call on all Australian politicians to support a ***Climate Disaster Levy*** to be imposed on fossil fuel exports from Australia, to contribute to addressing the large and increasing costs of climate change.

Climate change is increasing the frequency and severity of most extreme weather events and disasters, including heatwaves, floods and bushfires. The cost of meeting these impacts cannot and should not be the sole burden of Australians or the Australian Government.

Australian coal and gas exports add over one billion tonnes of greenhouse gases to the atmosphere every year and are the country's largest contribution to global emissions. However, these companies make little to no contribution to paying the costs of climate change.

The *Climate Disaster Levy* would be a fair, equitable and economically responsible way to meet the increasing costs of natural disasters as a result of climate change for all Australians. The funds raised could also protect jobs by assisting impacted industries and create new jobs in climate adaptation.

**8.6 LOCAL GOVERNMENT POWER PURCHASE AGREEMENT PROJECT****Author:** Energy Project Officer**Reviewed By:** General Manager City Sustainability and Strategy

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**PURPOSE**

For Council to consider leading and participating in a collaborative Local Government Power Purchase Agreement to secure affordable renewable energy for its City operations, including:

- Participating in all future stages of the Local Government Power Purchase Agreement.
- Seeking power through this Agreement for all its electricity accounts for large buildings and facilities sites (Large Market) and the majority of its street lighting (Unmetered Street lighting).

**EXECUTIVE SUMMARY**

Darebin is currently leading feasibility and business case development on behalf of 38 other Councils across Victoria to explore entering a Power Purchase Agreement to secure renewable energy for Darebin's City operations. This work also has the potential to result in a significant increase in renewable energy use by the Local Government sector.

The project demonstrates the potential for Darebin to both embed low carbon practice in its own operations and to leverage its role to mobilise others – which are both key elements of Climate Emergency Darebin's advice in regards to priorities for Council's focus.

The Buyers' Group have completed a business case analysing the options for establishing a new electricity contract that also contains renewable energy (Power Purchase Agreement).

The business case has found that a Power Purchase Agreement can secure renewable energy, and also has the ability to drive financial savings. It has also found that the energy market is mature enough to supply in renewable energy under a Power Purchase Agreement of this type. The executive summary and results from the business case are contained in **Appendix A**.

The business case has demonstrated that compared with purchasing renewable energy under current contacting methods, a retail aligned PPA could deliver costs between 7-9% cheaper, and expanding to be between 19% cheaper and 10% more expensive when taking into consideration low and high forecasts of how the electricity market might change in the future.

Based on this information, the Buyers' Group has collectively agreed that it wishes to progress the project to the tender stage and seek offers from the electricity sector. Each participating Council is now considering its involvement. Other Councils that have not yet committed to the project will also be offered an opportunity to participate. This report recommends that Council continues its role as lead organisation, as well as involvement as a participant in the Buyers' Group.

<b>Recommendation</b>
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**That Council:**

- (1) Approves Council's participation including role as the lead organisation, in all future stages of the Local Government Power Purchase Project.
  - (2) Approves the commitment of all of Council's Large Market and Unmetered Streetlighting accounts to the Local Government Power Purchase Project
  - (3) Delegates the authority of the Chief Executive to finalise and execute the retail supply agreement contract(s) on behalf of Darebin Council, subject to the final offer(s) being within the agreed financial limits of: that the net present cost of the PPA offer to be no more than the cost of business as usual based on the mid-renewables scenario.
  - (4) Receives a subsequent report at the conclusion of the tendering process that provides an update on the outcomes of the project.
- 

**BACKGROUND**

Traditionally, Council procures electricity via short term contracts (e.g. 2-3 years) via tender aggregators such as Procurement Australia and the Municipal Association of Victoria (MAV). Despite the value for money that these aggregated contracts typically attract, they have not been immune to the significant price increases seen market wide; largely as a result of wholesale market volatility and the closure of large generators such as Hazelwood Power Station in 2017.

In line with *Darebin Climate Emergency Plan 2017*, Council ceased purchasing accredited GreenPower for its buildings and other metered sites in June 2017. These funds (\$300,000 annually) were redirected into other climate emergency activities (such as the Climate Emergency conference) until a more cost effective solution could be identified.

Darebin is currently leading a Buyers' Group of 39 Council's across Victoria to understand the business case for, and investigate feasibility of establishing a Local Government Power Purchase Agreement Project (LG PPA Project). This work has the potential to result in a significant increase in renewable energy use by the Local Government sector.

The approach demonstrates the potential for Darebin to both embed low carbon practice in its own operations and to leverage its role to mobilise others – which are both key elements of Climate Emergency Darebin's advice in regards to priorities for Council focus.

Each participating Council has committed at least 20% (with some up to 100%) of their total corporate electricity load across large, small and unmetered street lighting accounts to the LG PPA Project. Based on data provided by each Council, the anticipated load is 142GWh per annum. Council has nominated its large market and unmetered street lighting accounts equating to approximately 6GWh.



## Power Purchase Agreements (PPAs)

While Power Purchase Agreements (PPA) can take on many iterations, in their most basic form a PPA is simply an agreement for the sale and supply of energy to a customer. The approach the LG PPA project has chosen is to purchase energy and the renewable energy certificates from a facility (e.g. solar or wind farm) via an electricity retailer. By having an intermediary (the retailer) between the energy facility and the customer, Councils can be protected from risks associated with the generation project (e.g. project delay, supply volume and reliability) or the energy market (e.g. wholesale markets volatility).

A number of deals that have been struck in the past two years, have identified that over the contract term PPAs can be cheaper than a traditional two-three year fixed-price agreement that Council typically participates in. Of most relevant precedence are; the Melbourne Renewable Energy Project (MREP) which is a 14-member Buyers' Group initiated by the City of Melbourne; and the South Sydney Region of Councils (SSROC); a Buyers' Group of 18 Councils in New South Wales.

Beyond cost savings, other benefits of a PPA include:

- **Increased electricity budget certainty:** A PPA can be used to reduce budget uncertainty via some or all of the electricity volume is set at a fixed price for the period of the contract
- **Leadership and reputational benefits:** PPA's show clearly that increasing renewable energy supplies, reducing emissions and addressing the climate emergency can be achieved at scale
- **Economic and social benefits** – significant investments into local communities and economies are experienced when new renewable generation facilities are supported through a PPA.

## Current project status

In May 2019, the Buyers' Group completed an independent and objective business case, analysing the costs and benefits, as well as risks of entering into a long term PPA to meet their long term electricity needs. This work was completed by the project's energy advisors- Energetics Pty Ltd. The key recommendations of the report include:

- Future stages of the project would require the Buyers' Group to commit to a medium to long term (7-10 years) electricity contract;
- In light of a volatile electricity market, all future tender participation would require up front commitment to both nominating particular energy loads, as well as pre-authorisation for delegated authorities to sign retail contracts- this is consistent with current non-PPA electricity tendering practices;
- To maximise market competition, accept PPA offers that come from both new and existing facilities, and not to preference technology type (e.g. wind or solar);
- Establish an upfront price assessment that considers the cost of the PPA offers to a business as usual equivalent; and
- Be flexible to a variety of pricing model offers, expect those that expose the customer to the electricity wholesale spot market. This will enable a balance of price certainty, lowest price while managing the group's risk exposure over the contract term.

Participating Councils are now being asked to assess whether they wish to participate in future stages, and have been asked to demonstrate their commitment by 26 July 2019.

## Previous Council Resolution

This matter is not the subject of a previous Council resolution.

## COMMUNICATIONS AND ENGAGEMENT

### Consultation

Working with such a large group, ongoing, consultation is key to the long-term success of the project. As such Council, along with project facilitators and advisors have been delivering a number of engagement activities with the Buyers' Group to ensure the project:

- Builds the capacity of the Buyers' Group on the key strategic and technical aspects of corporate PPAs including energy markets, key risks and financial considerations.
- Provides relevant information to all Buyers' Group members to engage their own internal stakeholders in articulating PPA's, the Business Case Report and future stages of the project.

In addition, the project's energy advisor has been also required to undertake market testing to ensure:

- There is capacity in the market to meet the LG PPA Project requirements.
- Test the proposed project scope and market approach, to ensure they are commercially sound and achievable.
- Conduct greater participation in future tender stages (if viable).

### Communications

#### External communications

Key external stakeholders have been kept updated on this project, such as Northern Alliance for Greenhouse Action. Discussions with the Municipal Association of Victoria are also well advanced, to provide tendering and contract administration services for the project.

#### Internal communications

Due to the project to date being investigative in nature and relating to supply of an essential service to Council operations, the existing project communications plan focuses on effectively communicating the project and its benefits within the Buyers' Group respective organisations only.

An updated communications plan will be established once the future tender Buyers' Group membership has been confirmed, and will consider all future stages of the project. Included in this will be outward promotions and engagement activities relating to the leadership of Council and the Buyers' Group, as well as 'priming' the energy sector of the upcoming tender opportunity.

Climate Emergency Darebin has been kept updated on this project, to ensure its aligned at a strategic level with the goal of addressing the climate emergency.

## ANALYSIS

### Alignment to Council Plan / Council policy

Goal 1 - A sustainable city

Goal 1.1 - Create and enact a local Climate Emergency Plan to address and climate change and mitigate risks.

### Environmental Sustainability Considerations

Council is committed to corporate responsibility, and to act in the interests of the Darebin community, those who interact with our services, and lead by example. Council has recognised that we are in a state of climate emergency. Unless we restore a safe climate at emergency speed, dramatic and negative changes will impact on our community.

As a significant contributor to every Local Governments' corporate greenhouse gas emissions profile, electricity requires specific programs and actions to reduce its impact.

Based on the combined electricity loads of the Councils of 142GWh, the LG PPA Project could reduce emissions by approximately 130,000 tCO<sub>2</sub>-e per annum or the equivalent to power approximately 21,000 homes. Based on these figures, the LG PPA project would be the single largest project to reduce emissions from Council operations ever undertaken by local governments in Australia.

For Darebin, the combined electricity load committed to this project (large markets and unmetered street lighting) is approximately 6.3 GWh. By purchasing 100% renewable energy under this proposed PPA contract, Council's emissions would be reduced by 7,245 tCO<sub>2</sub>-e annually.

The remaining electricity consumption from small market accounts (1.25GWh) is proposed to be sourced from alternative, more local renewable energy sources, but details and full proposals will be considered at a future time.

### Equity, Inclusion and Wellbeing Considerations

Opportunity has been given to ensure that every Victorian Council could participate in the business case stages of LG PPA Project. During the eight week engagement and initiation process a number of workshops and webinars were undertaken to provide opportunities to understand the project relevance and to ask questions of the project team. In addition, the financial contribution structure has been designed specifically so that even small rural shires can participate. The significantly high uptake across all Council types suggests that the project has been successful to date in appealing to the entire local government sector.

Now that the business case is complete, invitations to other Councils to participate in future stages have been opened again.

### Cultural Considerations

There are no factors that have cultural implications.

### Economic Development Considerations

Significant economic development opportunities can be delivered from renewable energy facilities, particularly facilitating new jobs and/or additional revenue, if the project is yet to be constructed. This can happen via:

- *Manufacturing:* Manufacture of components such as mountings for solar farms or towers for wind turbines.
- *Construction:* Employment associated with building a renewable energy facility. This includes constructing the power plant, access tracks, erecting wind turbines and solar panels.
- *Operation and Maintenance:* Renewable energy facilities require ongoing maintenance to ensure they operate effectively.
- *Lease/Sale of property:* Land owners either lease or sell their land to wind or solar farm generators.
- *Service industries:* Increase in local services like catering, accommodation, retail and staff transport in communities hosting renewable energy projects.

If the project proceeds, future stages such as tender specifications will consider these types of aspects when assessing submissions.

### Financial and Resource Implications

#### Business Case Analysis

As Table 2 highlights, compared with purchasing renewable energy under current contacting methods, a retail aligned PPA could deliver costs between 7-9% cheaper, and expanding to be between 17% cheaper and 8% more expensive when taking into consideration low and high sensitivities.

Based on the modelling considerations and key inputs, it is recommended that reference is made to the medium range scenario. This is due to this option representing the most reasonable and likely scenario.

Range	Financial Comparison
Medium Range	7-9% Cheaper
<i>Lower Range Sensitivity</i>	<i>13-17% Cheaper</i>
<i>Higher Range Sensitivity</i>	<i>6-8% more expensive</i>

• *Table 1 Summary financial cost comparison including sensitivities*

Price	10 Year Costs - Business As Usual	10 year costs - Lower Range PPA	10 year costs 0 Higher Range PPA
Medium Range	\$ 4,092,033	\$ 3,717,166	\$ 3,814,454
<i>Lower Range Sensitivity</i>	\$ 4,530,632	\$ 3,745,160	\$ 3,952,772
<i>Higher Range Sensitivity</i>	\$ 3,386,156	\$ 3,591,838	\$ 3,662,563

• *Table 2 10 year costs comparison of BAU and PPA- excluding non-contestable costs*

It should be noted however, that the calculations in Table 2 and 3 only consider power and renewable energy certificate prices. They exclude “non-constable” cost items of an electricity bill such as network, metering and other environmental charges that are typically 50% of the total bill spend.

### **Financial parameters of tender**

Under the proposed approach, the project is seeking an upfront commitment from all Councils to the tender outcome (including delegation of authority to the Chief Executive to sign contracts). This is the same requirement to how Council’s current electricity contracts are arranged. This allows retailers certainty around the committed load and therefore allows them to submit competitive pricing without significant risk of protracted timelines associated with aspects such as approval processes.

To reduce the risk of Councils having to commit upfront without not knowing whether eventual prices will be competitive and therefore acceptable, a pre-agreed assessment criteria threshold, or ceiling is proposed to be used.

The proposal is to continue to use the same methodology used in the business case of assessing the net present cost of a PPA against business as usual, which includes the costs of power, and 100% LGCs (ie 100% renewables). To ensure that the eventual PPA is competitive, the proposed applied threshold would be:

*“that the net present cost of the PPA offer to be no more than the cost of business as usual.”*

If the tender outcome produces a preferred supplier(s) but their pricing offer exceeded the financial threshold, then these offers would be brought back to each Council for consideration.

### **Project expenditure**

In line with the business case development stage, all participating Councils are required to contribute financially to the delivery of the future stages of the project including:

- Tender specification development
- Tender procurement and associated administration activities
- Energy, Probity Legal and other required engagements

A tiered contribution model has been established to maximise potential involvement from all Victorian councils in the market engagement process (based on *Know Your Council* classifications defined by Local Government Victoria).

For Darebin- A metropolitan-based Council, contributions for future stages are expected to be \$30,000 + GST. These costs are included in the 2019/20 operational budget and therefore no additional costs will be required at this point.

### **Resourcing**

Darebin is currently the lead organisation and is responsible for delivering the project on the Buyers’ Group behalf and is being led by members of the Climate Emergency and Environment Strategy team. This includes the overall project management, engagement of key subject matter experts such as energy advisors, stakeholder management of the Buyers’ Group and financial administration. Under this proposal, this arrangement would continue but would also include the primary interface with the project’s tendering partner- the Municipal Association of Victoria (MAV). Discussions are already advanced and are expected to be formalised well ahead of the tendering stages.

Other councils participating are contributing to cover the costs of running the project. Council's contribution is expected to be \$30,000 + GST, after contributions from other councils are received.

### Legal and Risk Implications

Retail PPA contracts differ significantly from standard retail services contracts. In addition, no single PPA is the same. Therefore, the project will be engaging external legal advisors with PPA experience to act on behalf of the Buyers' Group during the tender development, evaluation, negotiation and contract award stages. This will ensure all regulatory, legal and counter-party responsibilities are captured and enforceable in the appropriate documentation.

### Risk Implications

Whilst PPAs can address many price-based risks that are associated with short term energy contracts, such as price uncertainty in the long term, and shielding from rising market prices, they too bare risks of a different nature. Table 3 identifies these, along with other project-based risks, and their proposed mitigation strategies to effectively manage their impact.

Risk	Comment	Mitigation Strategy
<b>Business case only includes two typical types of pricing models</b>	In practice, retailers use a wider range of models and the business case does not capture all of these. Actual pricing during tender may actually differ.	Price models that expose Councils to volatile, spot market pricing have been excluded from consideration. Future tender stages will ensure price methodologies are established upfront and independently assessed by the project's energy advisor. Project sets maximum pricing thresholds at buyers' group level to ensure value for money.
<b>Long term commitment to contract</b>	A PPA requires much longer commitments from the customer- typically 10 years, sometime 7 or 5.	Ensure competitive process to establish value for money/ lowest cost, enable price reset points where relevant
<b>Value for money</b>	PPAs seek either part or the full portion of the retail rates to be fixed. Whilst this can be beneficial short term, there is more uncertainty in value for money towards the end of the contract, as energy prices beyond 3 years are not known and difficult to predict.	Where 100% of prices are fixed, only accept these over a shorter contract term (5 or 7 years) with options to extend out to 10 years, subject to further financial assessment.

Risk	Comment	Mitigation Strategy
<p><b>Council is left with no electricity contract at the end of the process</b></p>	<p>Council's current electricity contracts expire June 30, 2020. Council could be at risk of not having a contract if:</p> <ul style="list-style-type: none"> <li>• The tender process is unsuccessful in finding a suitable supplier OR</li> <li>• A suitable supplier is found, but the renewable energy facility is yet to be 100% constructed and connected to the grid</li> </ul>	<p>The Victorian state government has on ongoing purchasing contract for all electricity accounts which can be accessed at any time. Alternative offers from MAV and Procurement Australia will be considered, depending on the timing and availability of their offers.</p> <p>Require bridging contracts in tender specification for offers that are associated with generators that are under construction or yet to be constructed</p>

Table 3 Key project risks and mitigation strategies

## DISCUSSION

Involvement in the LG PPA Project is a unique opportunity to demonstrate leadership in the local government sector, and help drive a significant emissions reduction opportunity at the group level.

The project to date has demonstrated that there is sufficient interest from both Councils as customer and retailers as providers to make a local government PPA viable. Further, the business case analysis has also demonstrated that PPAs can drive price competitive outcomes compared with business as usual approaches.

Whilst PPAs require long term commitments from customers, the project is proposing to implement key financial evaluation parameters (as outlined in the finance and resource implications section above) to ensure offers are holistically assessed over the full contract period.

The project needs a lead organisation to coordinate the overall project management, engagement of external advisors and contractors, as well as stakeholder management of the Buyers' Group, and a liaison point between the groups.

With Council taking on this role to date, it is recommended that Council continues to be the lead organisation in all future stages, this would also include being the primary interface with the project's tendering partner- the Municipal Association of Victoria (MAV).

## OPTIONS FOR CONSIDERATION

Recommended:

1. **Lead coordination of this project, working with a procurement partner who would lead tendering and contracting** - under this option, MAV would lead the procurement and tendering activities. Council will continue to lead the technical and stakeholder coordination of the project, leveraging its strengths. This is a large procurement activity which would result in multiple contracts between an energy supplier and councils. MAV is experienced in procurement with multiple councils.

Alternative options to being involved in the LG PPA Project are:

2. **Continue with current electricity procurement practices** - under this option, Council would not be involved in the LG PPA project and revert to typical 2-3 year fixed price (or possibly progressive procurement) contract with an aggregator such as Procurement Australia. Council could choose to purchase GreenPower either via the same electricity contract or separately. The modelling suggests this has the potential to be more costly to Council. ***This option is therefore not recommended.***
3. **Explore alternatives that just focus on purchasing large quantities of renewable energy certificates (LGCs)** - this option would seek to essentially de-couple Council's power and LGC purchases. The modelling results indicate that this would be expected to be more expensive as cost reductions that can be achieved in a PPA are not due to reductions in the cost of certificates. ***This option is therefore not recommended.***
4. **Undertake a PPA just for Darebin-** this option would still seek to establish a PPA, but just for Darebin and not other organisations. This would result in Darebin being solely responsible for the significant upfront costs associated with a PPA, that through this project are currently being financed by the entire Buyers' Group. In addition, the market testing during the business case identified that to secure an individual PPA, an annual load of at least 20GWh was required. Even when combining all of Council's electricity accounts, this is less than half of what's required. ***This option is therefore not recommended.***
5. **Lead the procurement and tendering activities for the project** - under this option, Darebin would lead the procurement and tendering activities instead of the proposed arrangement with MAV. There are no particular advantages of this approach and significant risks associated with running this activity as it is not Council core business. By contrast it is core business of the MAV. ***This option is not recommended.***

## IMPLEMENTATION STRATEGY

### Details

If Council adopts the officers' recommendations, the next steps would be:

#### Project preparation

The project has developed an implementation strategy in conjunction with the project's commercial advisors Landell Consulting. If Council's involvement is approved, prior to tender development it will develop on behalf of the Buyers' Group a comprehensive Implementation Plan that will cover key aspects such as:

- Project plan
- Stakeholder and communication management plan
- Governance structures
- Risk and Financial Management Plan
- Dispute resolution process.

Once these planning milestones are achieved, the project will move into the tender stage including:

#### Tender development

Key aspects of this stage will include:

- Final composition of the Buyers' Group



- Establishing evaluation criteria
- Establishing tender specifications and response schedules
- Draft commercial contract terms.

### Tender period

The key milestone the project will work through during this period include:

- Market engagement and tender response period
- Evaluation including, price and non-price criteria as well as due diligence assessment
- Negotiation with preferred supplier
- Contract award and execution.

### **Communication**

There will be an excellent opportunity to communicate this widely at the right time. Officers are planning for public and sector communications at the point a decision to progress with a future tender and to establish a Buyers' Group for that has been confirmed.

- This will ensure that communications are coordinated across all the participants – and reach will be maximised, including into communities and sectors that are hard to reach with climate emergency messaging.
- Included in this will be outward promotions and engagement activities relating to the leadership of Council and the Buyers' Group, as well as 'priming' the energy sector of the upcoming tender opportunity.
- Climate emergency messaging will be integrated and officers will work with climate emergency Darebin to integrate communications with other mobilisation and engagement activities to maximise their effectiveness.

### **Timeline**

The following provides an indicative indication of the key next steps and dates:

Aspect	Duration	Date(s)
Last date for Councils to join Buyers' Group		Friday August 9
Key engagement activities such as media announcements in line with project communications plan (to be established)	1 week	Mid – late August
Tender Development	8 weeks	August – end September
Tender Period	4 weeks	October
Tender Evaluation	6 weeks	November to early December
Negotiations with preferred supplier	6 weeks	Early December – mid January 2020
Contract execution	1 week	Late January 2020
Report back to Council on tender outcomes		Early-mid 2020

### **RELATED DOCUMENTS**

Nil

**Attachments**

- PPA Business Case Executive Summary (**Appendix A**) [↓](#)

**DISCLOSURE OF INTEREST**

Section 80C of the *Local Government Act w1989* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any direct or indirect interest in a matter to which the advice relates.

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



energetics

## Group level business case report

Financial assessment of renewable electricity procurement options

Victorian Local Governments (Darebin Group)

10 May 2019 | 125295



Group level business case report



## About Energetics

Energetics is a specialist energy and carbon management consultancy. Our experts help clients to

- Be leaders. Develop and implement strategy
- Be informed. Make data-driven decisions
- Be efficient. Drive business improvement and realise savings
- Buy better. Leverage energy supply and carbon markets

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## Document Control

Description	Prepared by	Reviewed by	Approved by	Approval Date
Working draft	Miheka Patel Anita Stadler	Marina Lou	Anita Stadler	30/04/2019
Final Draft	Marina Lou Miheka Patel	Anita Stadler	Anita Stadler	07/05/2019
Final	Marina Lou Miheka Patel	Anita Stadler	Anita Stadler	10/5/2019

## Executive summary

The Victorian Local Government Buyers' Group (the Buyers' Group) is composed of 39 Victorian local councils which are seeking to understand the potential cost and benefits of entering into a renewable energy power purchase agreement (PPA) to meet their future corporate electricity needs and sustainability aspirations. The collective load currently nominated by these Councils is 142GWh per annum.

As the result of a competitive tender process, Energetics was engaged to provide strategic, technical and analytical support for the Buyers' Group in this decision-making process. In Stage One of this project, Energetics has built a business case for the Buyers' Group, which takes into account each potential member's electricity demand profiles, load and retail contract margins in assessing the comparative value of contracting under a renewable PPA against the business as usual (BAU) arrangements.

This business case report provides the members of the Buyers' Group with

- The necessary background information of the underlying market context and price drivers for the outcomes of the business case
- Energetics' key assumptions and approach to financial modelling
- The rationale for the selection of pricing models included in the business case
- The results of the business case
- Recommendations for implementation

### Options modelled

Based on the feedback from the Buyers' Group, Energetics undertook financial analysis for the Buyers' Group comparing the outcomes of the two indirect supply-linked PPA models to BAU:

- Option 1: a partially fixed, firm PPA
- Option 2: a fixed, firmed PPA

In both instances, we assumed that Councils will procure 1:1 LGCs per MWh purchased (i.e. 100% renewables). These two options were compared to business as usual electricity procurement under three long range electricity price series influenced by different renewable energy uptake scenarios (low-, mid- and high-renewables). The results for BAU and the PPA options illustrate the financial outcome for two alternative uses for Large-scale Generation Certificates (LGCs), as summarised below:

- meet the Council's indirect compliance obligation<sup>1</sup> and voluntarily surrender the other LGCs to support the claim that it procured 100% renewable energy through the PPA. Voluntarily surrendered LGCs can be counted as emissions savings
- meet the Council's indirect compliance obligation (approximately 20%) in line with the retailer's obligations under the RET and sell the remaining LGCs<sup>2</sup>

<sup>1</sup> i.e. the Renewable Power Percentage under the Renewable Energy Target Scheme is approximately 20% of LGC's procured under the PPA. This will displace the LREC charge on the Council's electricity bill associated with the volume of electricity procured under the PPA

<sup>2</sup> Rather than sell, the Council could use the LGCs to meet its indirect compliance obligation associated with load not contracted under the PPA. This option would be financially more advantageous but has not been modelled.

## Summary of results

The body of the report discusses the results with reference to annual year-on-year budget impacts and the resulting net present cost (NPC) for the Buyers' Group. This analysis excludes the cost of network charges, market charges and environmental charges (other than LGCs) that are not influenced by a corporate renewable PPA. These changes typically constitute about half of the total electricity bill.

Noting that though the value of a corporate PPA is best assessed as NPC over the life of the PPA (as in the table below), the annual net positions should help give Council members insight into the trend of change for power prices and LGC prices respectively. This is summarised in this report but these high-level results must be read in conjunction with the accompanying MS Excel file with results presented for each individual Council.

Energetics' financial modelling of the relative costs of entering into a renewable PPA for the Buyers' Group at an aggregate level are summarised below, compared to BAU.

### Summary of NPC for the Buyers' Group over the term of the PPA (\$-million)

Price model	A. Power + voluntary LGCs (80%). i.e. equivalent to 100% renewable energy			B. Power + Compliance LGCs only			Power Only		
	BAU	Fixed firm PPA	Partially fixed firm PPA	BAU	Fixed firm PPA	Partially fixed firm PPA	BAU	Fixed firm PPA	Partially fixed firm PPA
Low-Renew	108.7	88.4	90.1	100.7	81.7	83.5	97.5	79.4	81.1
Mid-Renew	98.1	87.7	86.8	90.1	81.1	80.2	86.9	78.7	77.8
High-Renew	81.0	86.5	81.6	73.0	79.9	74.9	69.8	77.5	72.6

It is expected that Councils will benefit from using renewable PPAs to hedge against future volatilities in the energy market, thus improving its budget certainty. In addition, based on a **mid-renewable energy price scenario** and the aggregate load shape of the group, the model shows that under the two indirect supply-linked PPA models:

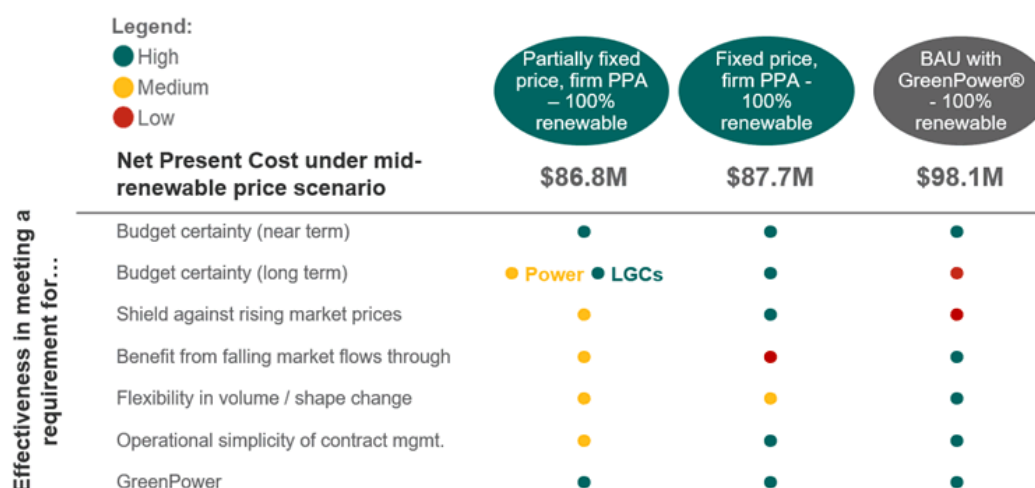
- A. the 100% renewable option could save a council **approximately \$8 per MWh**
- B. the compliance LGC option could save a council **approximately \$7 per MWh**, but this option will not provide the Council with emission savings

The 100% renewable PPA options are significantly lower cost than BAU under the low- and mid-renewables scenarios (i.e. between 19% and 11% depending on the PPA price model and price forecast scenario). However, under a high renewable price scenario the BAU contract option as modelled results in a lower cost outcome (i.e. 7% lower than the "fixed price" PPA option; and 1% lower than the "partially fixed" price PPA option).<sup>3</sup>

<sup>3</sup> These percentages will more or less half if expressed as a percentage of the total electricity bill, including network, market and other environmental charges.

Whilst the collective load of the Buyers Group provides its members with a great opportunity to secure the best possible pricing from the market, in the long-term the evolution of the electricity market carries with it a high level of price uncertainty. There is no guarantee that a 10-year PPA executed today will always be “in the money” compared to BAU as illustrated under the high-renewables scenario. Therefore, consideration must also be given to the non-price attributes of the respective models as rated in the next table.

**Effectiveness of options modelled in meeting Buyers’ Group requirements**



In the event that a high-renewables uptake scenario eventuates similar to the projections under Energetics’ model, Councils must consider whether the size of the potential cost premium is material in the context of the overall operational budget and whether they are adequately counterbalanced by other benefits such as

- Increased budget certainty
- Increased avoided emissions
- Enhanced sustainability leadership credentials amongst the community and internally with staff
- Reduced administrative burden of procuring electricity and offsets over the term of the contract

Additionally, we found that based on the aggregated load currently committed by the members of the Buyers’ Group, over the life of the contract, a renewable PPA will result in **avoided emissions of 1,217,628 tCO<sub>2</sub>e, equivalent to avoiding the greenhouse gas emissions of 263,769 passenger vehicles in one year.**<sup>4</sup>

<sup>4</sup> Here we calculate the aggregate emissions under the business as usual plus compliance obligations where 100% of the LGCs contracted under the load are surrendered. The comparison is based on the EPA Greenhouse Gas Equivalencies Calculator available at < <https://www.epa.gov/energy/greenhouse-gas-equivalencies-calculator>>.

## Recommendations for implementation

Based on the financial modelling that Energetics conducted using the Buyers' Group aggregated load, the model shows that if the Buyers' Group optimises its hedging position through a partially fixed, firm PPA contract with a retailer, it can produce material financial and emission savings. In order to optimise its position in a renewable PPA contract, the potential members of the Buyers' Group should consider the following in their internal business case development and subsequent tender process:

1. Agree on the price risk parameters for the Buyers' Group to allow fixed, firm and partially fixed, firm price offers in the tender process
2. Consider being open to tenderers in pricing each account type separately
3. Remain technology neutral and be open to both new and existing projects for its portfolio of renewable assets
4. Agree on the commencement date and term of the renewable PPA
5. Seek upfront commitment from all Buyers' Group members to the tender outcome, subject to the final offer being within the agreed price parameters (such as *NPC of the PPA offer may not exceed BAU under the mid-renew price scenario for the 100% renewable by more than 5% or 10%*).



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**8.7 PROPOSED SALE OF DISCONTINUED ROADS - REAR HICKFORD/BANFF STREETS, REAR BROADHURST AVENUE AND BARRY STREET, REAR O'CONNOR AND BARTON STREETS, RESERVOIR**

**Author:** Property Officer

**Reviewed By:** General Manager Governance and Engagement

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## **PURPOSE**

The purpose of this report is to seek approval to commence the statutory process to sell the land from the following discontinued roads:

1. a 3.05-metre-wide former road adjoining the rear of 74 Hickford Street and 5 and 9 Banff Street, Reservoir, shown hatched on site plan in **Appendix A**
2. a 3.05-metre-wide former road adjoining the rear of 5 Broadhurst Avenue and 8 and 10 Barry Street, Reservoir shown hatched on site plan in **Appendix E**
3. a 3.05-metre-wide former road adjoining the rear of 35 O'Connor Street and 46 and 48 Barton Street, Reservoir, shown hatched on site plan in **Appendix I**.

## **EXECUTIVE SUMMARY**

In 2018, Council received enquiries from the adjoining owners of the former roads listed above (former road 1, 2 and 3) looking to purchase the land adjoining their property, being part of the unsold land from previously discontinued roads. The land is known as:

1. Lot PT 1 on Title Plan 909115D (part being 50m<sup>2</sup>) (**Appendix C**), shown hatched on site plan in **Appendix A** and in orange in the aerial view in **Appendix B**
2. Lot 24 on Title Plan 017782J (**Appendix G**), shown hatched on site plan in **Appendix E** and in orange in the aerial view in **Appendix F**
3. Lot 28 and 29 on Title Plan 010422E (**Appendix K**), shown hatched on site plan in **Appendix I** and in orange in the aerial view in **Appendix J**.

Consultation with abutting property owners confirmed the feasibility of the proposed sale, with the property owners of 74 Hickford Street, Reservoir, 5 Broadhurst Avenue, Reservoir and 35 O'Connor Street and 3/46 Barton Street, Reservoir respectively indicating their interest by signing in-principle agreements to purchase the land from the discontinued roads at market value, as well as meeting all reasonable costs associated with the statutory process.

<b>Recommendation</b>
-----------------------

**That Council**

- (1) Commences the statutory procedures under Section 189 of the *Local Government Act 1989* ('the Act') to:
  - a) Sell the land from the discontinued road adjoining the rear of 74 Hickford Street and 5 and 9 Banff Street, Reservoir, shown as Lot PT 1 (part being 50m<sup>2</sup>) on Title Plan 909115D in **Appendix C**, to the owners of 74 Hickford Street, Reservoir

- b) Sell the land from the discontinued road adjoining the rear of 5 Broadhurst Avenue and 8 and 10 Barry Street, Reservoir, shown as Lot 24 on Title Plan 017782J in **Appendix G** to the owners of 5 Broadhurst Avenue, Reservoir
- c) Sell the land from the discontinued road adjoining the rear of 35 O'Connor Street and 46 and 48 Barton Street, Reservoir, shown as Lot 28 and 29 on Title Plan 017781L in **Appendix K** to the owners of 35 O'Connor Street and 3/46 Barton Street, Reservoir, respectively

in accordance with Council Policy.

- (2) Gives public notice under Sections 189, 82A and 223 of the Act of the proposed sale in the appropriate newspapers and on Council's website, and in such notice, state that Council proposes to:
  - a) Sell the land from the former road to the owners of 74 Hickford Street, Reservoir, 5 Broadhurst Avenue, Reservoir and 35 O'Connor Street and 3/46 Barton Street, Reservoir respectively by private treaty.
  - b) Transfer to itself any land that remains unsold.

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## BACKGROUND / KEY INFORMATION

### 1. Proposed sale of former road adjoining the rear of 74 Hickford Street and 5 and 9 Banff Street, Reservoir (former road 1)

In 2018, Council received an enquiry from an adjoining property owner at 74 Hickford Street, Reservoir looking to purchase the land from the former road at the rear of their property. Investigations revealed that on 21 July 2008, Council resolved to discontinue the road bound by Hickford Street, Banff Street and Argyle Street Reservoir and to sell the land by private treaty in accordance with Council policy. However, not all parcels of land were sold at that time, with the unsold parcels of land continuing to vest with Council. The discontinuance was published in the Victorian Government Gazette on 7 August 2008, shown in **Appendix D**.

Investigations also revealed that the land appears to have been incorporated within the property at 74 Hickford Street, Reservoir for many years. The owners of the adjoining properties at 5 and 9 Banff Street, Reservoir have not objected nor expressed any interest in the land.

### 2. Proposed sale of former road adjoining the rear of 5 Broadhurst Avenue and 8 and 10 Barry Street, Reservoir (former road 2)

In 2018, Council received an enquiry from an adjoining property owner at 5 Broadhurst Avenue, Reservoir looking to purchase the land from the former road at the rear of their property. Investigations revealed that on 18 September 2000, Council resolved to discontinue the road bound by Broadhurst Avenue, High Street, Barry Street and Whitby Street, Reservoir and to sell the land by private treaty in accordance with Council policy. However, not all parcels of land were sold at that time, with the unsold parcels of land continuing to vest with Council. The discontinuance was published in the Victorian Government Gazette on 1 February 2001, shown in **Appendix H**.

Investigations also revealed that the land appears to have been unoccupied and landlocked for many years. Consultation confirmed the owners of the adjoining properties at 6/8 and 4/10 Banff Street, Reservoir have not objected nor expressed any interest in the land.

**3. Proposed sale of former road adjoining the rear of 35 O'Connor Street and 46 and 48 Barton Street, Reservoir (former road 3)**

In 2018, Council received an enquiry from an adjoining property owner at 35 O'Connor Street, Reservoir looking to purchase the land from the former road at the rear of their property. Investigations revealed that on 18 September 2000, Council resolved to discontinue the road bound by O'Connor Street, Whitby Street and Barton Street, Reservoir and to sell the land by private treaty in accordance with Council policy. However, not all parcels of land were sold at that time, with the unsold parcels of land continuing to vest with Council. The discontinuance was published in the Victorian Government Gazette on 23 November 2000, shown in **Appendix L**.

Investigations also revealed that the land, formally known as Lot 18 on Title Plan 010422E appears to have been incorporated within the property at 35 O'Connor Street, Reservoir for many years. Consultation revealed that the abutting owner at 3/46 Barton Street was also interested in the land. As such, a fair and equitable division of the land was agreed upon by the property owners and the title was amended creating two new lots known as Lots 28 and 29 on Title Plan 010422E (**Appendix K**).

**Previous Council Resolution**

This matter is not the subject of a previous Council resolution.

**COMMUNICATIONS AND ENGAGEMENT****1. Former road 1, adjoining the rear of 74 Hickford Street and 5 and 9 Banff Street, Reservoir****Consultation with adjoining property owners**

All immediate adjoining property owners were consulted regarding the proposal and no objections were received.

The property owner of 74 Hickford Street, Reservoir, has confirmed an interest in acquiring the land, shown as Lot Pt 1 (part being 50m<sup>2</sup>) on Title Plan 909115D provided in **Appendix C**, at current market value, as well as meeting all of the reasonable costs associated with selling the land in accordance with current policy.

**Consultation with Service Authorities and Council Departments**

Easements in favour of both Council and Yarra Valley Water were saved over the land at the time of the discontinuance in 2008.

**Consultation with the community**

The statutory procedures require Council to give public notice of its intention to sell the land known as Lot Pt 1 (part being 50m<sup>2</sup>) on Title Plan 909115D and invite submissions from affected parties or any person/s. All abutting property owners will be advised of the proposal in writing and informed of their right to make a submission. Submitters may request to be heard by Council prior to a decision being made to proceed or otherwise with the proposal. Following this, a report will be presented to Council for a decision on whether to sell the land, part of the land or not to sell the land.

**2. Former road 2, adjoining the rear of 5 Broadhurst Avenue and 8 and 10 Barry Street, Reservoir****Consultation with adjoining property owners**

All immediate adjoining property owners were consulted regarding the proposal and no objections were received.

The property owner of 5 Broadhurst Avenue, Reservoir has confirmed an interest in acquiring the land, shown as Lot 24 on Title Plan 017782J provided in **Appendix G**, at current market value, as well as meeting all of the reasonable costs associated with selling the land in accordance with current policy.

**Consultation with Service Authorities and Council Departments**

Easements in favour of both Council and Yarra Valley Water were saved over the land at the time of the discontinuance in 2000.

**Consultation with the community**

The statutory procedures require Council to give public notice of its intention to sell the land known as Lot 24 on Title Plan 017782J and invite submissions from affected parties or any person/s. All abutting property owners will be advised of the proposal in writing and informed of their right to make a submission. Submitters may request to be heard by Council prior to a decision being made to proceed or otherwise with the proposal. Following this, a report will be presented to Council for a decision on whether to sell the land, part of the land or not to sell the land.

**3. Former road 3, adjoining the rear of 35 O'Connor Street and 46 and 48 Barton Street, Reservoir****Consultation with adjoining property owners**

All immediate adjoining property owners were consulted regarding the proposal and no objections were received.

The property owner of 35 O'Connor Street and 3/46 Barton Street, Reservoir, have confirmed an interest in acquiring the land, shown as Lot 28 and Lot 29 respectively on Title Plan 017781L provided in **Appendix K**, at current market value, as well as meeting all of the reasonable costs associated with selling the land in accordance with current policy.

**Consultation with Service Authorities and Council Departments**

Easements in favour of both Council and Yarra Valley Water were saved over the land at the time of the discontinuance in 2000.

**Consultation with the community**

The statutory procedures require Council to give public notice of its intention to sell the land known as Lot 28 and Lot 29 on Title Plan 017781L and invite submissions from affected parties or any person/s. All abutting property owners will be advised of the proposal in writing and informed of their right to make a submission. Submitters may request to be heard by Council prior to a decision being made to proceed or otherwise with the proposal. Following this, a report will be presented to Council for a decision on whether to sell the land, part of the land or not to sell the land.

## Communications

- All immediate adjoining property owners were consulted as part of our initial investigations in considering the proposals and no objections were received. The dimensions and proposed allocation of the land is shown in the Title Plans provided in **Appendices C, G and K**.
- The property owners of 74 Hickford Street, Reservoir, 5 Broadhurst Avenue Reservoir as well as 35 O'Connor Street & 3/46 Barton Street, Reservoir have all agreed to purchase the land adjoining their property at current market value, as well as meeting all reasonable costs associated with the transfer of land.

## ANALYSIS

### Alignment to Council Plan / Council policy

Goal 6 - A well governed Council

Property Assets Management Strategy

Sale of Minor Council Property Assets Policy

### Environmental Sustainability Considerations

There are no factors in this report that impact upon environmental sustainability.

### Equity, Inclusion and Wellbeing Considerations

There are no factors in this report that impact upon equity, inclusion and wellbeing.

### Cultural Considerations

There are no factors in this report that impact upon cultural considerations.

### Economic Development Considerations

There are no factors in this report that impact upon economic development considerations

### Financial and Resource Implications

At the commencement of negotiations with each of the property owners, the Council's Valuer placed a market value of:

1. **Former road 1** \$440.00 per square metre (including GST) on the land. The sale of Lot Pt 1 (part being 50m<sup>2</sup>) with an area of 50m<sup>2</sup>, is intended to be sold to the property of 74 Hickford Street, Reservoir for the amount of \$22,000.00 (including GST).
2. **Former road 2** \$440.00 per square metre (including GST) on the land. The sale of Lot 24, with an area of 56m<sup>2</sup>, is intended to be sold to the property of 5 Broadhurst Avenue, Reservoir for the amount of \$24,640.00 (including GST).
3. **Former road 3** \$440.00 per square metre (including GST) on the land. The sale of Lot 28, with an area of 24m<sup>2</sup>, is intended to be sold to the property of 35 O'Connor Street, Reservoir for the amount of \$10,560.00 (including GST). The sale of Lot 29, with an area of 24m<sup>2</sup>, is intended to be sold to the property of 3/46 Barton Street, Reservoir for the amount of \$10,560.00 (including GST).

Costs associated with the statutory procedures and sale of the former roads will be recovered from the purchasers, should the sales proceed. The land from the former roads, once sold, will also attract Council rates.

### **Legal and Risk Implications**

Risks associated are covered under the analysis of each option.

### **DISCUSSION**

Council's property portfolio must meet current service needs while providing the flexibility to meet future requirements. Roads, reserves, revenge strips, hiatus and other pieces of land of unusual shape and limited usefulness that are less than 200m<sup>2</sup> in area (collectively referred to as minor Council property assets) were originally set aside in early plans of subdivision for a particular purpose, such as access or drainage. In many cases, these parcels of land are still required for that purpose and need to remain open and available to the public.

In situations where a minor Council property asset is no longer reasonably required for that purpose or other strategic purposes, it may be considered surplus and suitable for sale.

### **OPTIONS FOR CONSIDERATION**

#### **Option 1 – Abandon the Proposal or Do Nothing**

Council could resolve to abandon the proposal, take no action or may make no resolution on the matter. This option would mean the status quo would remain with the adjoining property owners continuing to occupy the land.

Council may be perceived as knowingly encouraging and enabling property owners to continue to occupy other reserves, roads or rights-of-way within Darebin to the detriment of the community (whether financially or as a benefiting right).

Council may, at some time in the future, resolve to commence the process to sell the land.

#### **Option 2 – Commence the Statutory Procedures (Recommended)**

Council could resolve to commence the statutory procedures to potentially sell the land. This would extend the consultation to the wider community and enable all affected property owners with a formal opportunity to make a submission. This option would assist Council in obtaining further insight into the overall consensus of surrounding property owners and the community in relation to the sale. It would also enable Council to make an informed assessment of the proposed sale of the land from the former roads.

Benefits of commencing the statutory process, depending on Council's decision on the proposed sale, could result in receipt of revenue from the sale of the land, which is no longer required for their original purpose.

### **IMPLEMENTATION STRATEGY**

#### **Details**

- Commence statutory process
- Report back to Council on outcome of statutory process

### Communication

- Council departments
- Community
- Macquarie Local Government Lawyers
- Owners of adjoining properties
- Statutory authorities

### Timeline

It is expected that a report on the outcome of the statutory process would be presented to Council for consideration in September 2019.

### RELATED DOCUMENTS

- *Local Government Act 1989*
- *Road Management Act 2004*
- Sale of Minor Council Property Assets Policy

### Attachments

- Site Plan - 74 Hickford Street (**Appendix A**) [↓](#)
- Aerial View - 74 Hickford Street (**Appendix B**) [↓](#)
- Title Plan - 74 Hickford Street (**Appendix C**) [↓](#)
- Victorian Government Gazette - 74 Hickford Street (**Appendix D**) [↓](#)
- Site Plan - 5 Broadhurst Avenue (**Appendix E**) [↓](#)
- Aerial View - 5 Broadhurst Avenue (**Appendix F**) [↓](#)
- Title Plan - 5 Broadhurst Avenue (**Appendix G**) [↓](#)
- Victorian Government Gazette - 5 Broadhurst Avenue (**Appendix H**) [↓](#)
- Site Plan - 35 O'connor Street & 3/46 Barton Street (**Appendix I**) [↓](#)
- Aerial View - 35 O'Connor Street and 3/46 Barton Street (**Appendix J**) [↓](#)
- Title Plan - 35 O'Connor Street and 3/46 Barton Street (**Appendix K**) [↓](#)
- Victorian Government Gazette - 35 O'Connor Street and 3/46 Barton Street (**Appendix L**) [↓](#)

### DISCLOSURE OF INTEREST

Section 80C of the *Local Government Act 1989* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any direct or indirect interest in a matter to which the advice relates.

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

Darebin City Council

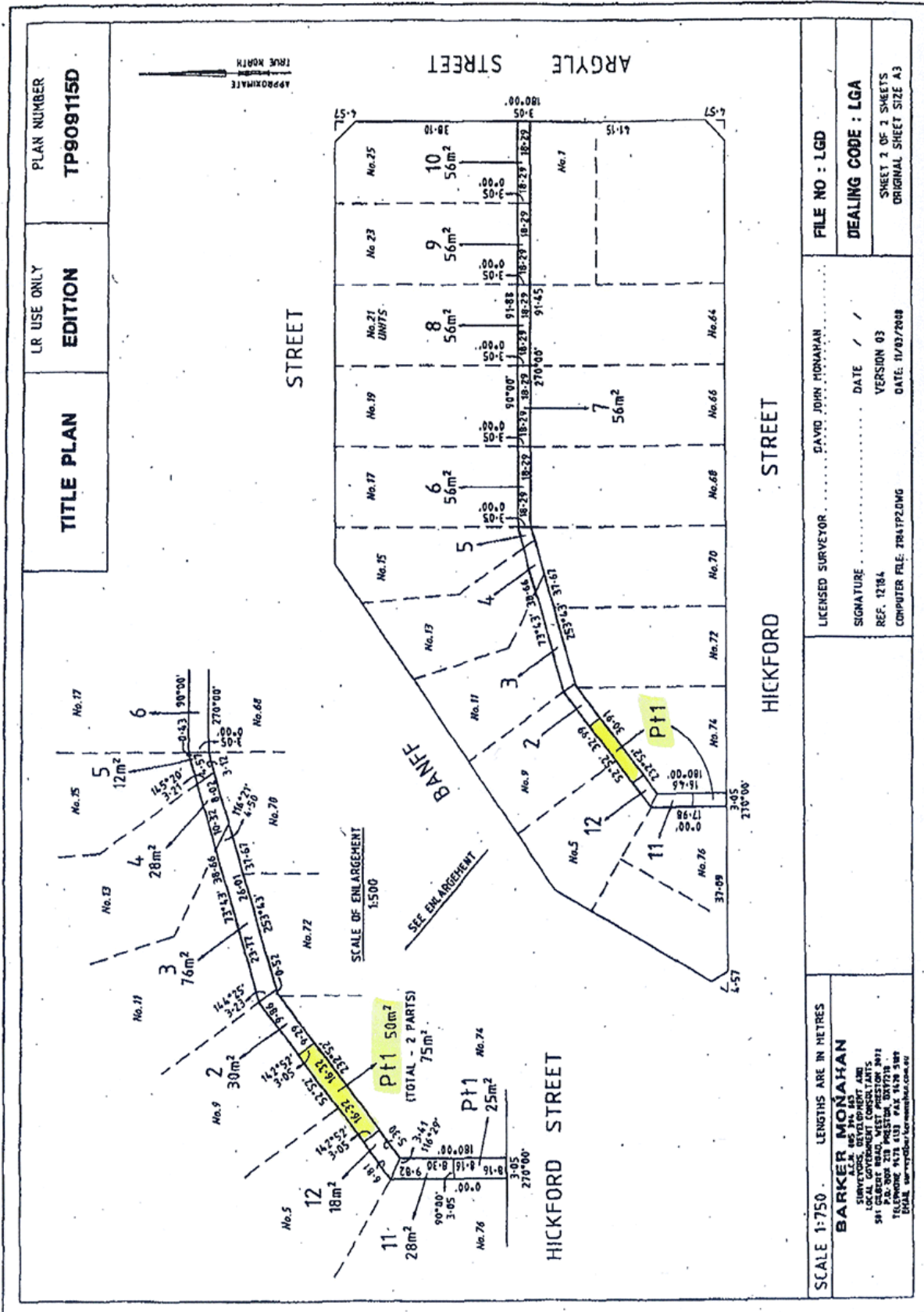
26/04/2019



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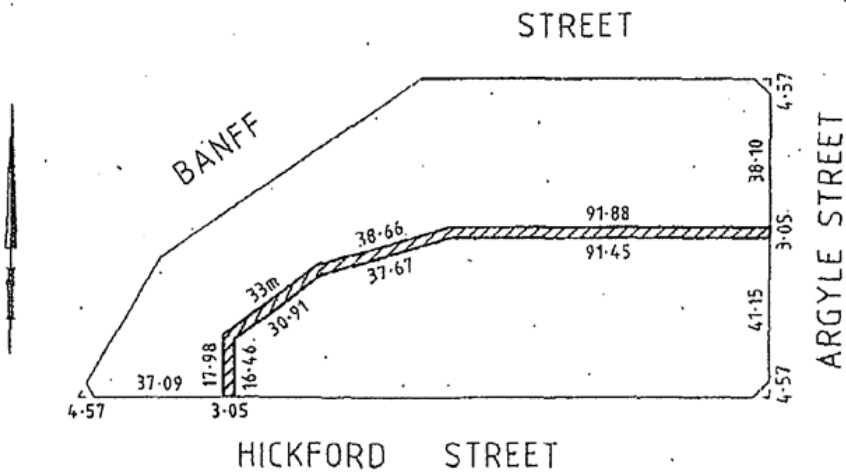
Victoria Government Gazette

DAREBIN CITY COUNCIL

Road Discontinuance

Pursuant to section 206 and schedule 10, clause 3 of the *Local Government Act 1989*, the Darebin City Council, at its meeting held on 21 July 2008, formed the opinion that the road at the rear of 5 to 25 Banff Street and 64 to 74 Hickford Street and adjacent to 74 and 76 Hickford Street and 1 Argyle Street, Reservoir, and shown by hatching on the plan below, is not reasonably required as a road for public use and resolved to discontinue the road and to sell the land from the road by private treaty to the abutting property owners.

The road is to be sold subject to the right, power or interest held by the Darebin City Council and Yarra Valley Water Limited in the road in connection with any sewers, drains or pipes under the control of those authorities in or near the road.



MICHAEL ULBRICK  
Chief Executive Officer

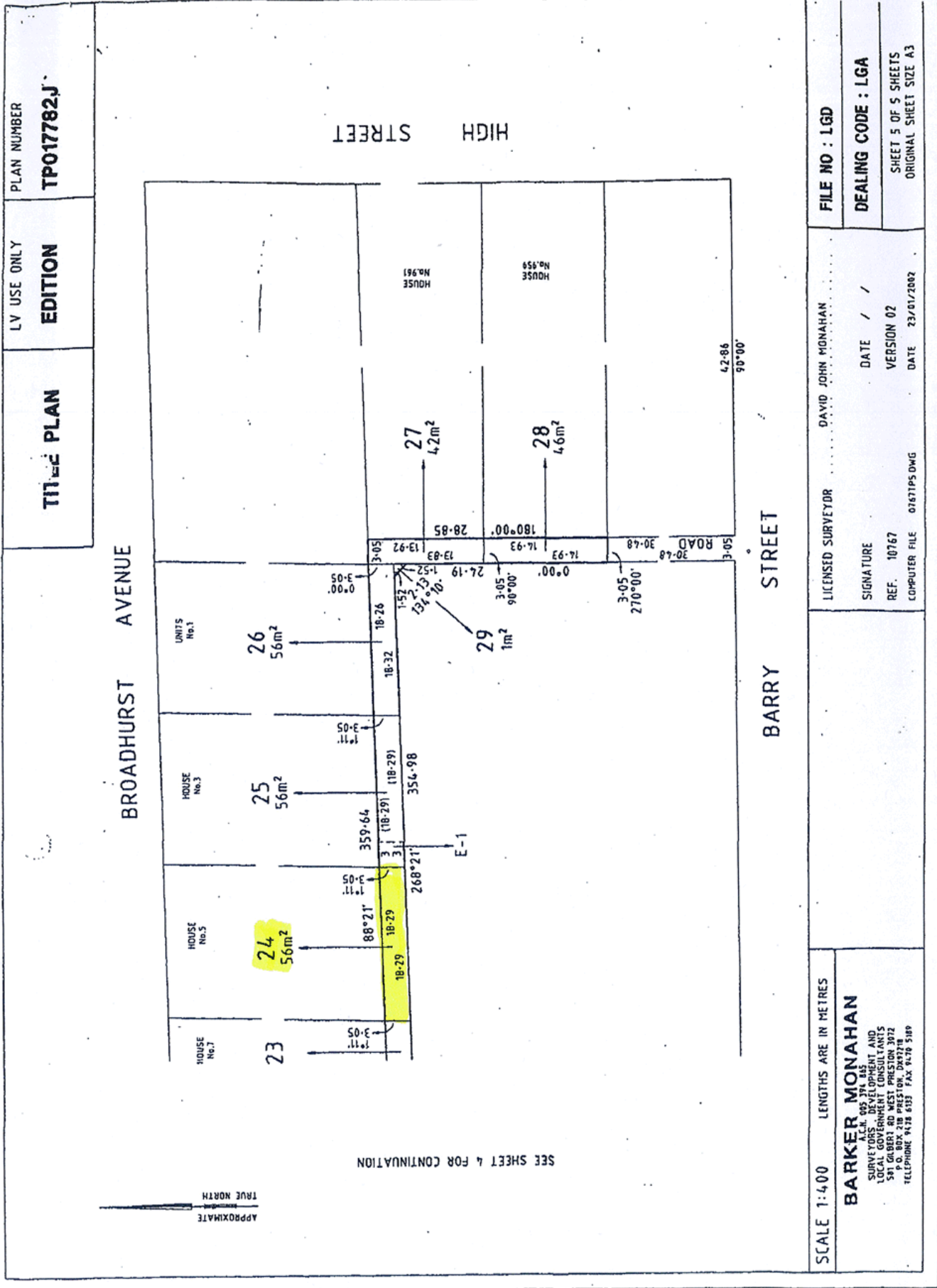
Darebin City Council

26/04/2019



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**BARKER MONAHAN**  
 SURVEYOR, 605 374 845  
 LOCAL GOVERNMENT CONSULTANTS  
 541 GILBERT RD WEST PRESTON 3012  
 P.O. BOX 210 PRESTON, VIC 3072  
 TELEPHONE 9438 6333 FAX 9470 5889

LICENSED SURVEYOR ..... **DAVID JOHN MONAHAN**  
 SIGNATURE  
 REF. 10767  
 COMPUTER FILE 0167TIPS.DWG  
 DATE 23/01/2002  
 VERSION 02  
 DATE / /

FILE NO : LGD  
 DEALING CODE : LGA  
 SHEET 5 OF 5 SHEETS  
 ORIGINAL SHEET SIZE A3

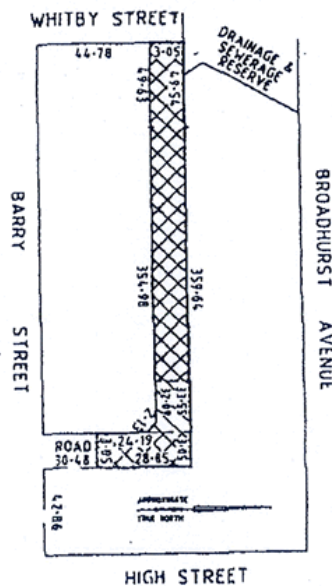
Victoria Government Gazette

G 5 · 1 February 2001 133

**DAREBIN CITY COUNCIL**  
Road Discontinuance

Pursuant to section 206 and schedule 10, clause 3 of the Local Government Act 1989, the Darebin City Council at its ordinary meeting held on 18 September 2000, formed the opinion that the road at the rear of 1 to 39A Broadhurst Avenue, 2 to 52 Barry Street and 959 & 961 High Street, Reservoir, and shown by both hatching and cross-hatching on the plan below, is not reasonably required as a road for public use and resolved to discontinue the road and to sell the land from the road by private treaty to the abutting property owners.

The section of road shown cross-hatched is to be sold subject to the right, power or interest held by Yarra Valley Water Limited in the road in connection with any sewers, drains or pipes under the control of that authority in or near the road.



PHILLIP SHANAHAN  
Chief Executive Officer

**Planning and Environment Act 1987**  
**MORNINGTON PENINSULA PLANNING**  
**SCHEME**  
Notice of Amendment  
Amendment C25

The Mornington Peninsula Shire has prepared Amendment C25 to the Mornington Peninsula Planning Scheme.

The land affected by the Amendment is situated on the north-east corner of Station Road and Point Leo Road, Red Hill South and is centrally located within the Red Hill South Village activity centre.

The Amendment proposes to rezone surplus Vicroads road reserve land from a Rural Zone to a Business 1 Zone; include the land in a Development Plan Overlay (DPO10) and remove Environmental Significance Overlay – Schedule 28 (ESO 28) and the Significance Landscape Overlay – Schedule 4 (SLO 4) from the subject land.

The Amendment and explanatory report can be inspected, free of charge, during office hours at Department of Infrastructure, Customer Service Centre, Upper Plaza, Nauru House, 80 Collins Street, Melbourne and Mornington Peninsula Shire Council: Mornington Office, Queen Street, Mornington; Hastings Office, Marine Parade, Hastings and Rosebud Office, Besgrove Street, Rosebud.

Written submissions should be sent to: The Manager, Strategic Planning, Mornington Peninsula Shire Council, Private Bag 1000, Rosebud 3939 by the close of business on 2 March 2001.

LYNTON SHEDDEN  
Manager – Strategic Planning  
Mornington Peninsula Shire Council

**Planning and Environment Act 1987**  
**MELBOURNE PLANNING SCHEME**  
Notice of Amendment  
Amendment C40

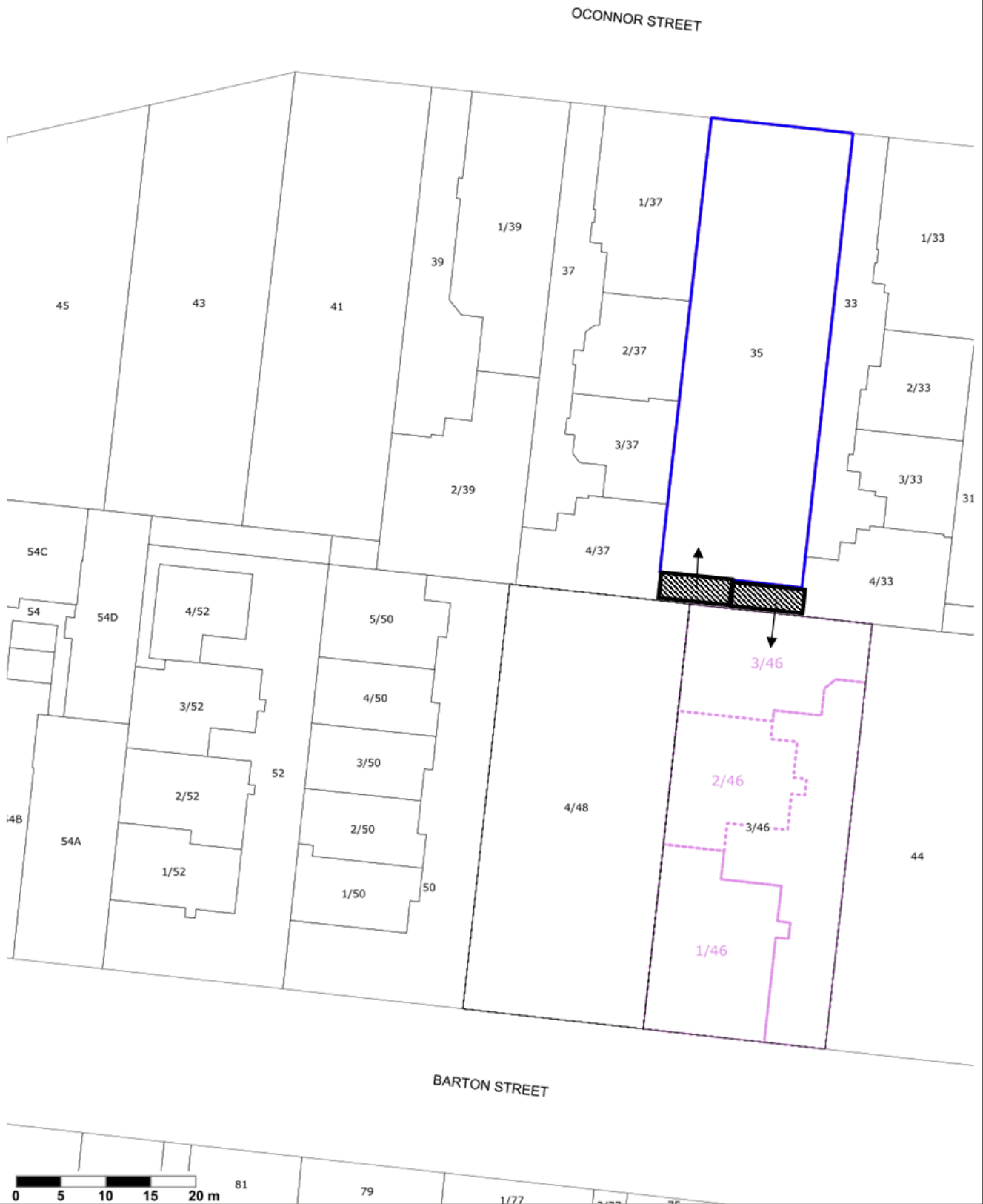
The City of Melbourne has prepared Amendment C40 to the Melbourne Planning Scheme.

The Amendment applies to the following land: 235 Faraday Street, Carlton being 292 square metres of land, located on the south side of Faraday Street and part of a larger parcel of land owned by The Royal Women's Hospital, now known as the Women's and Children's Health. The site is occupied by a building previously used as the Carlton Moviehouse.

The Amendment proposes to: rezone the land from Public Use Zone 3 to Mixed Use Zone.

This Amendment is available for public inspection, free of charge, during office hours at

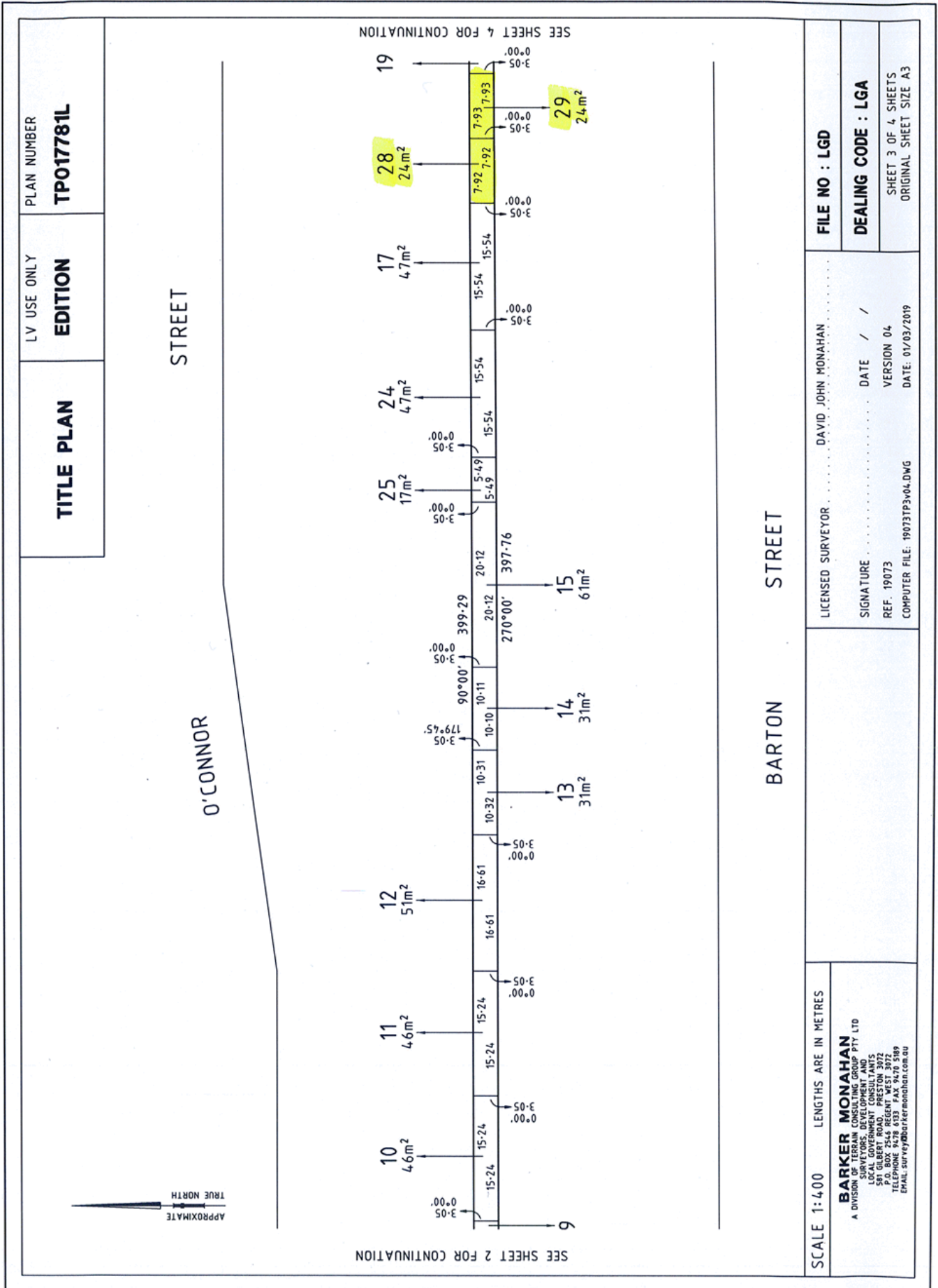
Darebin City Council  
26/04/2019



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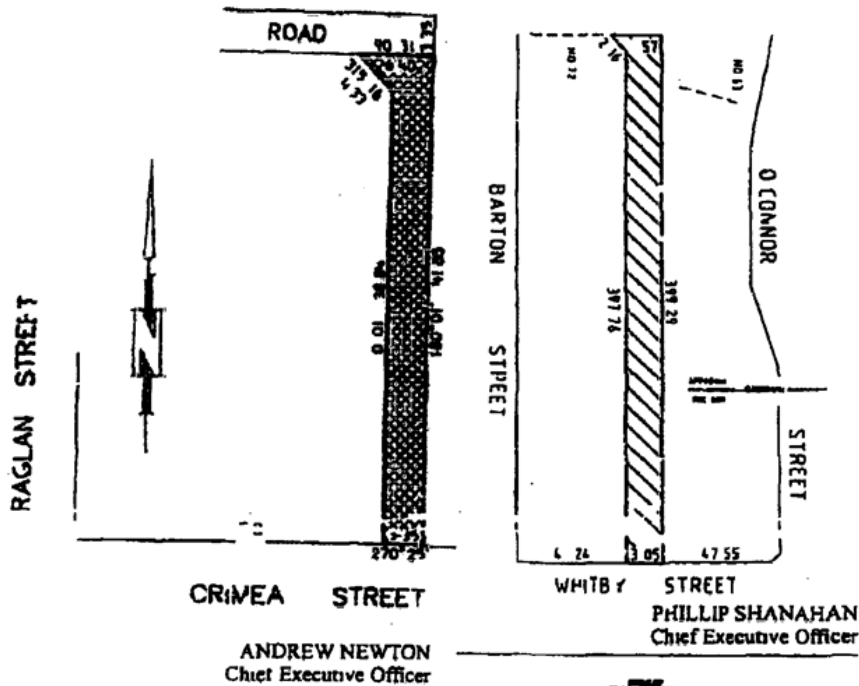






2750 G 47 23 November 2000

Victoria Government Gazette



**DAREBIN CITY COUNCIL**

**Road Discontinuance**

Pursuant to Section 206 and Schedule 10 Clause 3 of the Local Government Act 1989 the Darebin City Council at its ordinary meeting held on 18 September 2000 formed the opinion that the road at the rear of 23 to 63 O Connor Street 38 to 72 Barton Street and adjacent to 1 Whitby Street Reservoir and shown by hatching on the plan below is not reasonably required as a road for public use and resolved to discontinue the road and to sell the land from the road by private treaty to the abutting property owners

The road is to be sold subject to the right power or interest held by Yarra Valley Water Limited in the road in connection with any sewers drains or pipes under the control of that authority in or near the road



**Library Local Law**

Notice is hereby given that on 12 September 2000 Campaspe Shire Council resolved its intention to make local law number 6 entitled Library Services Local Law

The purpose of the proposed local law is as follows -

- To provide for the administration of Councils powers and functions
- To ensure the delivery of high quality library services to the community
- To assist in the management of library services to the community

The general purport of the local law is -

- Regulation of Library Services
- Fees and charges
- Enforcement and penalties

## 8.8 CONTRACT AWARD - CT201846 - TRADES AND MINOR BUILDING WORKS PANEL

**Author:** Building Strategy Advisor

**Reviewed By:** General Manager Operations and Capital

### PURPOSE

To seek approval to award Contract CT201846 to a Panel for the provision of Trades and Minor Building Works.

### EXECUTIVE SUMMARY

Tenders were invited for the appointment of a panel of contractors for the provision of Trades and Minor Building Works CT201846. This will be a schedule of rates contract and the contract term sought is a 4-year term, with an initial period of 2 years plus 2 options of 1 year each.

The scope includes trades and renewal works covering both internal and external buildings and ad hoc minor building works. It includes facilities repairs, building repairs or alterations to existing buildings, building renewal works, provision of specialist trades and expertise, supply of building materials, supply of white goods and repairs of white goods as required.

The expenditure under this contract is expected to be significant over the 4 years term if fully executed. This is predominately due to the capital investment in renewing Council's buildings that is proposed over the next five years. As the tender value exceeded \$1.0 million, an external probity advisor was appointed to oversee the tender process.

A publicly advertised Request for Tender (RFT) was released on 26 January 2019 and tenders closed on 28 February 2019. The Tender Evaluation Committee (TEC) has finalised the evaluation and recommends awarding of contracts to a panel of contractors who were assessed as offering best value for money based on the evaluation criteria.

### Recommendation

**That Council:**

- (1) Enters into individual contracts with the following tenderers for the provision of Trades and Minor Building Works under CT201846 with an initial \_\_\_ year term plus \_\_\_ options to extend for \_\_\_ year, each bringing the total contract to \_\_\_ years at an estimated cumulative amount of \$\_\_\_ million (including GST). The contracts to commence on \_\_\_\_\_ and expire on \_\_\_\_\_ if all options are exercised.
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
- (2) Authorises the Chief Executive Officer to finalise and execute the contracts on behalf of Darebin Council.
- (3) Authorises the Chief Executive Officer to exercise options for extensions if and when required.

## **BACKGROUND / KEY INFORMATION**

The works proposed to be undertaken each year by this contract include facilities repairs and capital renewal works which forms many small projects that are best undertaken by contractors on a panel. Furthermore, significant capital investment for renewing Council's buildings is proposed over the next five years and a panel for minor building works is needed to support the delivery of this program.

The previous Panel for Minor Building Works CT201458 expired in July 2018. Currently, minor works are being carried out through individual tendered projects which is time consuming and inefficient.

Tenders were invited for the appointment of a panel of contractors for the provision of Trades and Minor Building Works CT201846. The scope includes trades and renewal works covering both internal and external building requirements and ad hoc minor building works. It also covers facilities repairs, building repairs or alterations to existing buildings, building renewal works, provision of specialist trades and expertise, supply of building materials, supply of white goods and repairs of white goods as required.

### **Previous Council Resolution**

This matter is not the subject of a previous Council resolution.

## **COMMUNICATIONS AND ENGAGEMENT**

### **Consultation**

The following stakeholders have been consulted:

- Manager, Assets and Capital Delivery
- Coordinator, Facilities Maintenance
- Senior officers, Procurement
- Site managers
- Department service managers

### **Communications**

A detailed Strategic Procurement Plan was developed and communicated to the relevant stakeholders.

## **ANALYSIS**

### **Alignment to Council Plan / Council policy**

Goal 6 - A well governed Council

Council will work with the stakeholders to transform our business to reduce costs and work better with others to get the best outcomes for our community.

## **Environmental Sustainability Considerations**

As part of the tender process, tenderers were requested to demonstrate and provide evidence of the environmental policies, commitments/targets and programs. The preferred contractors have proven track records in relation to sustainable practices, are well committed to environmental sustainability and will be monitored during the course of their work. The contractors will develop and implement an Environmental Management Plan in accordance to ISO14001 2004 and AS/NZS 15004:2004 Environmental Management Systems. All works under the contracts will be in line with Council ESD policy.

## **Equity, Inclusion and Wellbeing Considerations**

Three of the four preferred tenderers have established apprentice schemes and have strong social procurement programs.

## **Cultural Considerations**

All works under these contracts will be subject to applicable Heritage considerations and where required Council's Heritage Consultant will be engaged for advice.

## **Economic Development Considerations**

Darebin Council recognises it has a role in the economic development of the community and is committed to assisting local industry to do business with Darebin Council. A local business assessment was carried out as part of the tender evaluation. While the preferred contractors have businesses outside the Darebin municipality, two of the preferred contractors are based in the northern region and support the economic development of the community in the region.

## **Financial and Resource Implications**

The preferred tender cost is within Darebin Council's budget allocation for the services. (Refer to **Appendix A** - Confidential)

## **Legal and Risk Implications**

These contracts shall be based on the Australian Standard minor works contract conditions AS 4906-2002 and pose very low legal and risk implication for the Council. Risk assessments will be continually performed during the tenure of the contracts for the relevant works.

## **Probity**

In accordance with Darebin's Procurement guidelines, an external Probity Advisor was appointed as probity oversight for Darebin Council's evaluation of tenders and contribution to consensus scoring and tender negotiations. (Refer to **Appendix C** - Confidential)

## **DISCUSSION**

### **Request for Tender:**

The request for tender for the Panel for Trades and Minor Building Works CT201846 was advertised in "The Age" newspaper on Saturday 26 January 2019. Sixteen tenders were received at the close of tender at 2:00pm on Thursday 28 February 2019. The tender is based on the Australian Standard AS 4906 - 2002 – Minor Works Contract Conditions (principal administered). (Refer to **Appendix A** – Confidential for details).

**Tender Evaluation Criteria:**

The TEC assessed each submission against the evaluation criteria as shown below.

<b>Criteria</b>	
<b>1. Price</b>	<p>Schedule of rates and mark – up percentages. The rates and mark up percentages will be assessed by applying the rates and mark up percentages to a sample of not less than 2 typical previous trades and minor building works’ projects, with the total average price for the sample projects to provide an overall score.</p> <p>The formula = Lowest Price x 30 / tender price.</p>
<b>2. Response Time</b>	<p>Response time for non-urgent work, urgent work, out of hours and during work hours.</p>
<b>3. Experience, Technical Capability, Past Performance</b>	<ul style="list-style-type: none"> <li>• Previous experience in similar type of work.</li> <li>• Relevant experience and qualifications of staff and management team.</li> <li>• Value added services</li> </ul>
<b>4. Local Business</b>	<p>Contribution to local business. Local Businesses are those with a registered address within the municipality.</p>
<b>5. Social Procurement</b>	<ul style="list-style-type: none"> <li>• Employ youth, apprentices and / or trainees or work experience students</li> <li>• Employ disadvantaged or underrepresented groups in the workplace including but not limited to Indigenous, Torres Straits Islanders, LGBTI, Refugees, Migrants, Disabled, and Victims of Family Violence.</li> <li>• Have a business partnership with a registered social enterprise (i.e. a charitable enterprise or one</li> <li>• That trades to fulfil a social requirement) and have social procurement initiatives</li> </ul>
<b>6. Health and Safety Management</b>	<ul style="list-style-type: none"> <li>• Documented OH&amp;S System, including Policies and Procedures.</li> <li>• Description of how the OH&amp;S System will function with reference to the provision of services for Darebin City Council including incident reporting</li> </ul>
<b>7. Environment Management</b>	<ul style="list-style-type: none"> <li>• Documented Environmental Management System, including Policies and Procedures.</li> <li>• Description of how the Environment Management System will function with reference to the provision of services for Darebin City Council including incident reporting</li> <li>• Experience in environmental sustainable principles and work ethics.</li> </ul>
<b>8. Quality Assurance</b>	<p>Description of the Quality Management System and how this will be applied in delivering services under the contract.</p>
<b>9. Risk Management</b>	<ul style="list-style-type: none"> <li>• The tenderer will have at a minimum, Public and Product Liability Insurance of \$20M and Professional Indemnity insurance of \$5M.</li> <li>• Compliance to tender requirements, specifications and contract terms</li> </ul>

The members of the panel, evaluation details, pricing and scoring for the evaluation is provided in Confidential **Appendix A** circulated to Councillors under separate cover.

The Tender Evaluation Matrix, showing the scores of all submissions and signed by all members of the Evaluation Team, is included as Confidential **Appendix B**, for information.

#### **Financial Assessment:**

Financial risk assessments have been performed where required and all preferred tenderers have been deemed low risk. (Refer to **Appendix D,E,F,G** - Confidential)

#### **External Probity Advice:**

The appointed external probity advisor, Spark Helmore lawyers have confirmed that the tender evaluation process was conducted in a probity compliant manner and the process documents comply with applicable government legislation and other applicable policy requirements of the Council that are in the public domain, or which have been notified of. (Refer to **Appendix C** - Confidential).

### **OPTIONS FOR CONSIDERATION**

Refer to **Appendix A** - Confidential report for options for Council's consideration.

### **IMPLEMENTATION STRATEGY**

#### **Details**

Once Council endorses the recommendation, the successful tenderers will be advised by the chairperson of the TEC in writing and once awarded, required to provide all preliminary documentation to the Council.

#### **Communication**

- The chairperson will advise all unsuccessful tenderers in writing and necessary debriefs will be provided upon request.
- The stakeholders will be advised with the Contracts Management Plan (key information about how the contracts shall be managed).

#### **Timeline**

The following timeline is proposed for the implementation of the contracts:

No	Description	Due Date
1	Darebin Council approval	11 June 2019
2	Contracts' Finalisation and Execution	30 June 2019
3	Contracts' Commencement	1 July 2019

### **RELATED DOCUMENTS**

Nil



**Attachments**

- CT201846 - Trades and Minor Building Works Panel Contract Award (**Appendix A**) Confidential - enclosed under separate cover
- Tender Evaluation Matrix (**Appendix B**) Confidential - enclosed under separate cover
- External Probity Advisor's Report (**Appendix C**) Confidential - enclosed under separate cover
- Financial Assessment - McCormack Property Services - Late Payment Risk (**Appendix D**) Confidential - enclosed under separate cover
- Financial Assessment - McCormack Property Services - Risk of Failure (**Appendix E**) Confidential - enclosed under separate cover
- Financial Assessment - Arden Building Maintenance - Late Payment Risk (**Appendix F**) Confidential - enclosed under separate cover
- Financial Assessment - Arden Building Maintenance - Risk of Failure (**Appendix G**) Confidential - enclosed under separate cover

**DISCLOSURE OF INTEREST**

Section 80C of the *Local Government Act 1989* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any direct or indirect interest in a matter to which the advice relates.

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

**9. CONSIDERATION OF RESPONSES TO PETITIONS, NOTICES OF MOTION AND GENERAL BUSINESS**

Nil

**10. NOTICES OF MOTION****10.1 PARKING STRATEGY****Councillor:** Gaetano GRECO**NoM No.:** 426

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Take notice that at the Council Meeting to be held on 11 June 2019, it is my intention to move:

**That Council:**

- (1) *Notes the feedback and concerns raised by residents to date regarding the draft Council Parking Strategy and the consultation process that accompanies it.*
- (2) *Suspends the current consultation process and withdraws the current draft Parking Strategy.*
- (3) *Requests a further report outlining:*
  - a) *A range of parking and permit strategy options for the community to consider.*
  - b) *Future communication and engagement activities including addressing the diverse language needs of our community and recommended timeframes.*

**Notice Received:** 28 May 2019**Notice Given to Councillors:** 31 May 2019**Date of Meeting:** 11 June 2019

**11. REPORTS OF STANDING COMMITTEES**

Nil

## 12. RECORDS OF ASSEMBLIES OF COUNCILLORS

### 12.1 ASSEMBLIES OF COUNCILLORS HELD

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An Assembly of Councillors is defined in section 3 of the *Local Government Act 1989* to include Advisory Committees of Council if at least one Councillor is present or, a planned or scheduled meeting attended by at least half of the Councillors and one Council Officer that considers matters intended or likely to be the subject of a Council decision.

Written records of Assemblies of Councillors must be kept and include the names of all Councillors and members of Council staff attending, the matters considered, any conflict of interest disclosures made by a Councillor attending, and whether a Councillor who has disclosed a conflict of interest leaves the assembly.

Pursuant to section 80A (2) of the Act, these records must be, as soon as practicable, reported at an ordinary meeting of the Council and incorporated in the minutes of that meeting.

An Assembly of Councillors record was kept for:

- Council Briefing Session (**Amended**) – 27 February 2019
- Darebin Aboriginal Advisory Committee – 8 May 2019
- Council Briefing Session – 20 May 2019
- Darebin Nature Trust – 21 May 2019

<b>Recommendation</b>
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**That** the record of the Assembly of Councillors held on 27 February 2019 (**Amended**), 8, 20 and 21 May 2019 and attached as **Appendix A** to this report, be noted and incorporated in the minutes of this meeting.

#### RELATED DOCUMENTS

- Nil

#### Attachments

- Assemblies of Councillors - 11 June 2019 (**Appendix A**) [↓](#)



## ASSEMBLY OF COUNCILLORS PUBLIC RECORD

<b>ASSEMBLY DETAILS:</b>	<b>Title:</b>	Council Briefing Session ( <b>AMENDED</b> )
	<b>Date:</b>	<b>Wednesday</b> 27 February 2019
	<b>Location:</b>	Council Chamber Darebin Civic Centre, 350 High Street Preston
<b>PRESENT:</b>	<b>Councillors:</b>	Cr. S. Newton (Deputy Mayor), Cr. L. Messina, Cr. S. Amir, Cr. T. McCarthy, Cr. J. Williams, Cr. G. Greco, C. T. Laurence
	<b>Council Staff:</b>	S. Wilkinson, I. Bishop, V. Albicini, C. Henderson, R. Olliver, P. Miziewicz, S. Haynes, D. Rudd, E. Tuckey, A. Cochrane, J. Thomson-Martin, W. Dinning, D. Quinlan, P. Tulk, C. Sutherland, S. Moxham, A. O'Keeffe
	<b>Other:</b>	
<b>APOLOGIES:</b>		<b>Cr. K. Le Cerf</b>

The Assembly commenced at 5.41pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Engagement	No disclosures were made.
2	Business Advisory Committee	Cr. T. Laurence arrived at 6.01pm
3	Level Crossing Removal	
4	Open Space Strategy	
5	Preston Market	
6	Workshop to explore parking management	
7	Statement of Commitment to Traditional Owners	

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
8	Former Lease Preston Mosque	
9	<b>General Business</b> <ul style="list-style-type: none"><li>• Preston Market Update</li><li>• Recycling</li></ul>	

The Assembly concluded at 9.00pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b> Ingrid Bishop	
	<b>Officer Title:</b> General Manager Governance and Performance	



## ASSEMBLY OF COUNCILLORS PUBLIC RECORD

<b>ASSEMBLY DETAILS:</b>	<b>Title:</b>	Darebin Aboriginal Advisory Committee
	<b>Date:</b>	Wednesday 8 May 2019 4.00pm-6.00pm
	<b>Location:</b>	Darebin Intercultural Centre Jade Room, 59A Roseberry Ave PRESTON
<b>PRESENT:</b>	<b>Councillors:</b>	Mayor Cr. Susan Rennie (Chairperson) Cr. Gaetano Greco
	<b>Council Staff:</b>	Mandy Bathgate, Stuart McFarlane, Tammy Crupi, Ryan Hale
	<b>Other:</b>	5 Members of the Darebin Aboriginal Advisory Committee - Alan Brown, Carol Harrison, Jenaya Kastamonitis, Charles Pakana, Erica Higgins.
<b>APOLOGIES:</b>		Cr. Susanne Newton, Maria Dugan Elliejean Singh, Alexandra Stewart

The Assembly commenced at 4.00pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
	(Special Inclusive Event meeting)	No disclosures were made
1	Event Planning – Facilitated Session	No disclosures were made
2	Governance	No disclosures were made
3	Next Steps	No disclosures were made
4	Other Business	No disclosures were made
5	Event Planning <ul style="list-style-type: none"> <li>• Setting the Scene-Context and purpose of session, key information to support discussion</li> <li>• Bringing Life to the idea: Showcasing event examples to kick start discussion and planning</li> </ul>	No disclosures were made



MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
	<ul style="list-style-type: none"> <li>• Feedback to inform planning</li> <li>• Summary of Outcomes</li> </ul>	
6	Governance <ul style="list-style-type: none"> <li>• Confirming Governance Model</li> <li>• Confirming Working Group representatives from the Committee</li> </ul>	No disclosures were made
	Next Steps <ul style="list-style-type: none"> <li>• Future Meetings</li> <li>• Key Actions and Timeframes</li> </ul>	No disclosures were made
7	<b>Other Business</b>	No disclosures were made
8	Meeting Close by Cr Mayor Rennie Chairperson	

The Assembly concluded at 6.00 pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b>	Stuart McFarlane
	<b>Officer Title:</b>	Aboriginal Contact Officer - 8470 8366

This form is to be completed by the nominated Council Officer and returned to the Council Business Unit within 3 working days for inclusion in a register available for public inspection.



## ASSEMBLY OF COUNCILLORS PUBLIC RECORD

<b>ASSEMBLY DETAILS:</b>	<b>Title:</b>	Council Briefing Session
	<b>Date:</b>	Monday 20 May 2019
	<b>Location:</b>	Council Chamber
<b>PRESENT:</b>	<b>Councillors:</b>	Cr. S. Rennie (Mayor), Cr. S. Newton (Deputy Mayor), Cr. S. Amir, Cr. T. McCarthy, Cr. J. Williams, Cr. G. Greco, Cr. K. Le Cerf
	<b>Council Staff:</b>	S. Wilkinson, I. Bishop, V. Albicini, C. Henderson, R. Ollivier, A. Cochrane
	<b>Other:</b>	
<b>APOLOGIES:</b>		Cr. T. Laurence, Cr. L. Messina
	<b>Absent:</b>	

The Assembly commenced at 7:03 pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Annual Budget 19-20 – Community Submissions	Cr. G. Greco declared a conflict for one item

The Assembly concluded at 8:35 pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b>	I. Bishop
	<b>Officer Title:</b>	GM Governance and Engagement

This form is to be completed by the nominated Council Officer and returned to the Council Business Unit within 3 working days for inclusion in a register available for public inspection.



## ASSEMBLY OF COUNCILLORS PUBLIC RECORD

<b>ASSEMBLY DETAILS:</b>	<b>Title:</b>	Darebin Nature Trust
	<b>Date:</b>	Tuesday 21 May 2019
	<b>Location:</b>	Function Room, Darebin Civic Centre
<b>PRESENT:</b>	<b>Councillors:</b>	Cr. Trent McCarthy, Cr. Susanne Newton
	<b>Council Staff:</b>	Rachel Ollivier, Helen Day, Sally Moxham, Libby Phillips, Richard Stal
	<b>Other:</b>	Representatives of Darebin Nature Trust, Dr. Brian Coffey (RMIT)
<b>APOLOGIES:</b>		Cr. Steph Amir

The Assembly commenced at 8:30pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Governance Structures suitable to take bequests	Cr. Trent McCarthy - No conflicts Cr. Susanne Newton - No conflicts

## ASSEMBLY OF COUNCILLORS – PUBLIC RECORD (CONT)

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
2	Strategy & Governance Sub-group progress report including proposal for revised Terms of Reference	Cr. Trent McCarthy – No conflicts Cr Susanne Newton - No conflicts
3	Council Budget Update: Ratification of sub-group submission to proposed annual budget for FY19/20.  Potential Park Upgrade projects for DNT input	Cr. Trent McCarthy – No conflicts Cr. Susanne Newton - No conflicts
4	Open Space Strategy and Open Space Contributions Framework (Levy) Update	Cr. Trent McCarthy – No conflicts Cr. Susanne Newton - No conflicts

The Assembly concluded at 8:30pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b>	Richard Stal
	<b>Officer Title:</b>	Project Support Officer

This form is to be completed by the nominated Council Officer and returned to the Governance, Council Business and civic Services Team within 3 working days for inclusion the agenda of the next Council meeting and in the register available for public inspection.

**13. REPORTS BY MAYOR AND COUNCILLORS**

**Recommendation**

**That** Council note the Reports by Mayor and Councillors.

**14. CONSIDERATION OF REPORTS CONSIDERED CONFIDENTIAL**


**15. CLOSE OF MEETING**

**CITY OF  
DAREBIN**

274 Gower Street, Preston  
PO Box 91, Preston, Vic 3072  
T 8470 8888 F 8470 8877  
E [mailbox@darebin.vic.gov.au](mailto:mailbox@darebin.vic.gov.au)  
[darebin.vic.gov.au](http://darebin.vic.gov.au)

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 **Speak your language**  
T 8470 8470

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