



SERVICES SPECIAL COMMITTEE

MINUTES

(Open to the public)

Monday 9 September 2019

Council Chamber, 8 Inglesby Road, Camberwell.

Commencement 6.30pm

Attendance

Councillor Garry Thompson (Chairperson)
Councillor Jane Addis (Mayor)
Councillor Lisa Hollingsworth
Councillor Jim Parke
Councillor Coral Ross
Councillor Felicity Sinfield
Councillor Cynthia Watson
Councillor Jack Wegman
Councillor Steve Hurd

Apologies

Councillor Phillip Healey (Leave of Absence)

Officers

Phillip Storer	Chief Executive Officer
Charles Turner	Acting Director Environment and Infrastructure
Carolyn McClean	Director Community Development
Bruce Dobson	Director Customer Experience and Business Transformation
Shiran Wickramasinghe	Director City Planning
Gail Power	Acting Executive Manager People Culture and Development
Haydon Samson	Chief Information Officer
Eren Cakmakkaya	Media and Advocacy Specialist
David Thompson	Manager Governance
Delwyn Pannett	IT Operations Manager
Krysten Forte	Coordinator Governance
Tony Mithen	Strategic Communications Specialist
Megan Levvey	Senior Communications Officer

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1. Adoption and confirmation of the minutes**MOTION****Moved Councillor Sinfield****Seconded Councillor Hollingsworth****That the minutes of the Services Special Committee meeting held on 12 August 2019 be adopted and confirmed.****CARRIED****2. Declaration of conflict of interest of any councillor or council officer**

Nil

3. Presentation of officer reports**Procedural Motion****MOTION****Moved Councillor Hurd****Seconded Councillor Sinfield****That the following items:**

- 3.1 Contract No. 2020/47 Microsoft Enterprise Licensing Agreement Renewal**
- 3.2 Boroondara Customer First Steering Committee - Independent Member - Selection Panel**
- 3.3 Proposed Council Motions - Municipal Association of Victoria (MAV) State Council Meeting on 18 October 2019**

be moved en bloc as per the officers' recommendations outlined in the agenda.**CARRIED**

3.1 Contract No. 2020/47 Microsoft Enterprise Licensing Agreement Renewal

This report seeks Council approval to award Contract No. 2020/47, Microsoft Software Agreement and Microsoft Licencing Partner to Data#3 Ltd. This contract will facilitate the supply of a range of Microsoft Licences for a three year period from 1 October 2019 to 30 Sep 2022.

The cost of this contract in 2019/20 is \$378,086 including GST (i.e. \$343,715 excluding GST) and has a budget allocated in accordance with Council's current adopted budget. Expenditure in future years will be in accordance with approved budget allocations, with a total cost of \$1,157,749 including GST (i.e. \$1,052,500 excluding GST) across the three year term.

Confidential information is contained in **Attachment 1**, as circulated in the confidential section of the agenda attachments, in accordance with Section 89(2) of the *Local Government Act 1989*, as the information relates to contractual matters and premature disclosure of the information could be prejudicial to the interests of Council or other persons. This item has been included in the public agenda to facilitate transparency and accountability in Council's decision making.

If discussion of the confidential information in the attachments to this report is required in order for Council to make a decision, this item will be deferred to the confidential section of the agenda.

There were no speakers wishing to make submissions to Council for this item.

MOTION

Moved Councillor Hurd

Seconded Councillor Sinfield p

That the Services Special Committee resolve to:

- 1. Award Contract No. 2020/47 Microsoft Software Agreement and Microsoft Licencing Partner to Data#3 Ltd (ABN 31 010 545 267) to establish a new Microsoft Enterprise Licensing Agreement for a three year period at a cost of \$1,157,749 including GST. The total cost to Council after the return of the GST Input Credits is \$1,052,500.**
- 2. Note that expenditure under this contract in 2019-2020 is in accordance with Council's adopted budget and expenditure in future years will be in accordance with the approved budget allocations.**
- 3. Authorise the Director Customer Experience and Business Transformation to execute the contract documentation on behalf of the Council.**

CARRIED

3.2 Boroondara Customer First Steering Committee - Independent Member - Selection Panel

Council has established a Boroondara Customer First Steering Committee, comprising five Councillors and one independent member. Updated Terms of Reference for the Committee were adopted by Council at its meeting on 26 August 2019.

The Terms of Reference state *the independent member will be sourced via public advertising and appointed by Council on the recommendation of a selection panel. The selection panel will comprise the Chair of the Committee, a member of the Committee and the Chief Executive Officer or Director Customer Experience and Business Transformation.*

At its meeting on 26 August 2019 Council resolved that *a report from the Boroondara Customer First Steering Committee be presented to a future meeting of the Council making a recommendation on the second Councillor Committee member to be included as part of the selection panel for the independent member.*

The Customer First Steering Committee met on 2 September 2019 and has recommended Cr Ross be the second Councillor Committee member on the selection panel.

There were no speakers wishing to make submissions to Council for this item.

MOTION

Moved Councillor Hurd

Seconded Councillor Sinfield

That the Services Special Committee resolve to appoint Councillor Ross to the selection panel for the independent member of the Boroondara Customer First Steering Committee.

CARRIED

3.3 Proposed Council Motions - Municipal Association of Victoria (MAV) State Council Meeting on 18 October 2019

This report informs Council and seeks endorsement of two (2) proposed motions to be put forward to the Municipal Association of Victoria (MAV) State Council meeting on Friday 18 October 2019.

Motions that are carried at the MAV State Council become resolutions. These resolutions are then considered by the MAV Board when setting the strategic workplan for the MAV.

There were no speakers wishing to make submissions to Council for this item.

MOTION

Moved Councillor Hurd

Seconded Councillor Sinfield

That the Services Special Committee resolve to adopt the two (2) motions (as annexed to the Minutes) to be put forward to the Municipal Association of Victoria (MAV) State Council Meeting on 18 October 2019.

CARRIED

4. General business

Nil

5. Urgent business

Nil

6. Confidential business

Nil

The meeting concluded at 6.34pm

Confirmed

Chairperson _____

Date _____

MINUTES ATTACHMENTS



Services Special Committee

Monday 9 September 2019

Attachments annexed to the minutes for the following items:

- 3.3. Proposed Council Motions - Municipal Association of Victoria (MAV) State Council Meeting on 18 October 2019



FORM

MAV State Council Meeting – 18 October 2019

To submit a motion for consideration by State Council on Friday 18 October 2019, please complete this form and email to the **State Council** email address S2@mav.asn.au, **no later than 20 September 2019**. Please note, motions received by **12 September** (early motions) will be distributed to all MAV representatives on **13 September**. Submitters may amend their own motions up to 5pm on **27 September**.

Improve and Enhance Maternal and Child Health Child Development Information System (CDIS)

Submitted by: Boroondara City Council

MOTION:

The motion can only be a maximum of 250 words and the rationale up to 350 words.

That the Municipal Association of Victoria negotiate additional funding from the Victorian Government to improve and enhance the Maternal and Child Health Child Development Information System (CDIS).

MAV Strategic Work Plan (SWP):

Indicate whether or not the subject matter of your motion is included in the MAV SWP 2019-21.

Is the subject matter of this motion included in the SWP?	Yes / No
If yes, identify the following:	
Objective No.	
Priority No.	
Item No.	

Note: Motions must be submitted by **one council but may be supported by other councils. The council submitting the motion will need to supply written confirmation from any council(s) listed as supporting the motion. All relevant background information in support of the motion should be included in the space provided for the rationale and not in attachments. **The motion and rationale should be no longer than one page.***



FORM

BRIEFLY DESCRIBE HOW THIS MOTION IMPACTS THE SECTOR AS A WHOLE:

[Insert description]

The Maternal and Child Health Child Development Information System (CDIS) is the electronic document management system that has been implemented to facilitate the delivery of MCH services by expediting service delivery, thus improving child health and safety outcomes. CDIS tracks client activity, referral workflow, appointment availability, clinical assessment, clinical referrals, treatment and reviews as well as detailed reporting, a legal imperative of the program. CDIS enhancements and improvements will increase usability and functionality, increase efficiency, further improve data analysis by MCH and Department of Health and Human Services (DHHS) lowering the potential governance risk to council. Enhancements to the system will positively impact all MCH users further improving communication between key stakeholders, healthcare professionals and ultimately improve client outcomes.

RATIONALE:

[Insert rationale]

CDIS is an electronic, web-based client information system that was in existence for use by other health services within Australia. It was adapted by the company D.R.A. Computing, with State Government funding to suit the requirements of the Victorian Maternal and Child Health service. D.R.A. Computing holds the current contract and has been responsible for the initial development and ongoing support, with all communications being via MAV.

Whilst the introduction of CDIS within Victorian MCH service has been a positive change and has provided many advantages, including the ability to streamline and standardise documentation around the state and to allow better follow up of vulnerable clients, there are many enhancements that could further improve the system.

There has been many enhancements suggested by MCH nurses and leaders around the state and this list sits with MAV. The proposed enhancements have been discussed and prioritised within the CDIS Reference Group. Currently there is no funding that has allowed the progression of these enhancement ideas to move into the costing and production stage.

The proposed enhancements would dramatically improve usability, increase efficiency and allow documentation to be a less onerous task for MCH nurses within a client consultation. Presently there are numerous places to enter the same information within the Client Health Record and the system is not always intuitive, hence creating resource inefficiencies due to duplication of effort.

Enhancements that provide improved streamlined documentation will provide accurate databases and have the flow on impact of improved data output for client management purposes within MCH service, more broadly within council, for DHHS and Victorian Government data requirements and for research reporting. Enhancements to the CDIS will improve day to day usability and efficiency within the system, embracing current technology advancements as well as meeting compliance requirements. Other proposed enhancements, such as a permanent auto-save function, would decrease risk to council and improve alignment with the *Health Records Act 2001*.

An improvement in the CDIS Short Message Service (SMS) functionality will improve participation rates. Ultimately all enhancements will increase the ability of the Victorian MCH service to deliver appropriate client care and therefore have a positive impact on Victorian child health outcomes.

Note: Motions must be submitted by **one council but may be supported by other councils. The council submitting the motion will need to supply written confirmation from any council(s) listed as supporting the motion. All relevant background information in support of the motion should be included in the space provided for the rationale and not in attachments. **The motion and rationale should be no longer than one page.***



FORM

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Landfill Levee

Submitted by: Boroondara City Council

MOTION:

The motion can only be a maximum of 250 words and the rationale up to 350 words.

The Municipal Association of Victoria advocate to the State Government to improve transparency regarding the spending and allocation of the landfill levy, and the State Government use funding from the landfill levy to assist councils to undertake waste reduction and programs and projects to improve recycling and waste management in Victoria.

MAV Strategic Work Plan (SWP):

Indicate whether or not the subject matter of your motion is included in the MAV SWP 2019-21.

Is the subject matter of this motion included in the SWP?	Yes / No
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If yes, identify the following:	
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Objective No.	
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Priority No.	
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Item No.	
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BRIEFLY DESCRIBE HOW THIS MOTION IMPACTS THE SECTOR AS A WHOLE:

Sustainable change required to the recycling sector as a whole.

RATIONALE:

The State Government introduced the landfill levy in 1992/93. There is significant unspent landfill levy funds held by State Government.

The State Government should make more effective use of the funds in line with the objectives and accordingly provide a greater share of the levy funds for Councils to deliver local waste and climate change programs.

Note: Motions must be submitted by **one council but may be supported by other councils. The council submitting the motion will need to supply written confirmation from any council(s) listed as supporting the motion. All relevant background information in support of the motion should be included in the space provided for the rationale and not in attachments. **The motion and rationale should be no longer than one page.***