

Our ref: LDiP/gc

22 July 2021

Ms Tiffany Smith
Team Leader | Family and Children's Centres
Kingston City Council
PO BOX 1000
MENTONE VIC 3194



By your side

Via email: tiffany.smith@kingston.vic.gov.au

Dear Tiffany,

As you are aware I recently conducted a round of visits at each of the three centres, due to the nature of the role not all staff were able to pop in to meet me. As such I also followed up with a survey to ensure members have an opportunity to put their thoughts and views across.

I committed to raise these items with management in an attempt to work through them collaboratively to ensure an appropriate way forward.

I have outlined these below:

- 1. Permanent Reliever position:** I understand Council went through an organisational change process some time ago whereby casual employee's were made permanent. At that time the permanent reliever position was created and contracts of employment and position descriptions were created to reflect a 'permanent reliver position'. This position was outlined as the individual would not be assigned to a specific room however a floater to fill in gaps. From my understanding this has been reneged on and these individuals are assigned to a specific room on an ongoing nature and not used as a relief role. Members have concerns with this and have requested that this be reviewed and that the intention of this position be reimplemented. Members have indicated that they are not happy with how this has altered.
- 2. Same age vs multiple aged rooms:** Members have raised concerns with the concept of multi aged rooms. They have indicated that this causes additional stress when managing these rooms due to the varies ages. They have sought that a review be performed on the suitability of multi aged room and Council consider reverting to the standard same age room approach.
- 3. Familiarity with logging near misses and incidents:** The survey results indicated that not all members are familiar with the process of logging near misses and incidents' through the internal process'. Therefore, this would result in staff not notifying of occupational health and safety concerns, and thus these items not being addressed. We seek that staff are provided with the information on what/when/how to notify of incidents and near misses in the workplace.



By your side

4. **Accountability:** Members flagged the important of accountability and transparency being evident through all levels within the childcare structure. The ability to raise concerns and have these actioned in a confidential manner and identifying gaps and ways that these can be addressed.
5. **Safe work practices:** members indicated that there are gaps within safe work practices. For example, process' to support adequate back support. Compliance of sore backs due to continual bending. I understand different centres have different approaches. It would be useful to mimic initiatives that are working well at other centres across the organisation. For example, increased training or automatic change stairs.
6. **Food handling process':** Members have indicated an inconsistent approach when it comes to concerns regarding food handling process. Members seek that a clear process is adopted when there are concerns with food handling. We seek that all staff are treated equally and a clear documented procedure on what the process' moving forward will be.

As stated above we are committed to working with Council to resolve these concerns, if further clarification is needed or a meeting to discuss next steps required, I will be more than happy to meet. I can be contacted on 0400 986 745 or via ldipietrantonio@asuvictas.com.au .

Yours sincerely,

LORRAINE DI PIETRANTONIO
ASU ORGANISER