



# MINUTES

## POLICY REVIEW PANEL

held on 13 December 2017 at 11am in Civic Room 2, Melton Civic Centre

**Present:** Cr Turner, Mayor  
Cr Hardy, Deputy Mayor  
Cr Carli (arrived at 11.03am)

Ms C Denyer, Manager Legal & Governance  
Ms T Spiteri, Governance Coordinator

**Chairperson:** Cr Turner, Mayor

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**1. Welcome**

**2. Apologies**

Cr Majdlik

**3. Declaration of interests and/or conflict of interests**

Nil

**4. Confirmation of the previous minutes**

The minutes of the Policy Review Panel held on 19 October 2017, adopted by Council at the Ordinary Meeting held 13 November 2017 were noted.

**5. Business Arising**

Nil

**6. General Business**

**6.1 Four Year Old Kindergarten Central Enrolment Policy (revised)**

*Presenter Kristie Lawson, Early Childhood Coordinator*

The Four Year Old Kindergarten Central Enrolment Policy guides the Council's enrolment process and the priority of access for sessional four year old funded kindergarten allocation within the City of Melton.

Kristie advised the panel that significant changes were made to the policy in 2015. The proposed amendments to the policy are minor and have been made to improve the readability of the policy and to reduce the confusion around enrolment processes and priorities.

The updated policy will be made available on Council's website and relevant amendments incorporated into the 2018 Kindergarten booklet.

**Recommendation 1**

Crs Carli/Hardy

That Council adopt the *Four Year Old Kindergarten Central Enrolment Policy* as attached to these minutes.



## MINUTES

### 6.2 Community Grants Program Policy

*Presenter Danielle Vandermey, Community Funding Officer & Tony Ball, Acting Coordinator Community Capacity.*

The revised Community Grants Program Policy was presented incorporating a new Assessment Panel Framework, as adopted by Council at its Ordinary Meeting held on 29 May 2017. The new panel framework enables all Councillors to participate in Council's Community Grants Program inclusive of the *Semi Annual Grants*, *Bi-monthly Grants* and the *Community Benefits Grant program* (inclusive of The Club Caroline Springs grants & HRV/Tabcorp grants).

#### Recommendation 2

Cr Hardy/Carli

That Council adopt the *Community Grants Program Policy* as attached to these minutes.

### 7. Next Meeting

21 February 2018, 10.00am - 12.00pm, Civic Room 2, Melton Civic Centre.

### 8. Close of Business

The meeting closed at 11.48am.

	<b>Four Year Old Kindergarten Central Enrolment Policy</b>
<b>Version No.</b>	V4.0 5 December 2017 <del>3.0 15 November 2016</del>
<b>Endorsement</b>	Executive <del>7 December 2017</del> <del>17 November 2016</del> Policy Review Panel [insert date] <del>15 December 2016</del>
<b>Authorisation</b>	Council [insert date] <del>6 February 2017</del>
<b>Review Date</b>	30 November 2017
<b>Responsible Officer</b>	Manager Families and Children
<b>Policy Owner</b>	Early Childhood Coordinator

### 1. Purpose

This policy outlines the process and priorities used when applying for a four year old kindergarten place through Melton City Council's Kindergarten Central Enrolment Service (KCES).

### 2. Scope

This policy applies to parents/guardians wishing to access a four year old kindergarten place, Kindergarten Providers, Council officers and agencies involved in the placement of children into four year old kindergarten as part of Council's KCES.

Note: The Melton City Council KCES does not include funded kindergarten programs provided in Long Day Care centres.

### 3. Definitions

Word/Term	Definition
Allocation Priorities	The priorities referred to when allocating places into a four year old Kindergarten program within the Council KCES Kindergartens.
Applicant	A child whose parent/guardian has lodged a completed application for four year old kindergarten.
Application Fee	A non-refundable fee payable when lodging an application for four year old kindergarten that contributes to the cost of Council administering the KCES.
Deferrals – Four Year Old	Children of City of Melton residents who attended kindergarten in Term 1, but withdrew their place and deferred to the following year with DET approval. Children, who have deferred from a four year old kindergarten place and are considered by DET not to have accessed a year of funded kindergarten, are therefore eligible for kindergarten funding in the following year.
DET	Department of Education and Training.
Eligible Child	A child who is eligible to apply for a place in a KCES Melton City Council kindergarten.
Early Start Kindergarten	Early Start Kindergarten provides free or low cost kindergarten to eligible three year old children who identify as Aboriginal or Torres Strait Islander or are known to Child Protection or Child FIRST.

Word/Term	Definition
Funded Kindergarten Place	The Government fee subsidy enables eligible children to attend a funded kindergarten program (sessional Kindergarten or Long Day Care) at a minimal cost the year prior to commencing school.
KCES	Kindergarten Central Enrolment Service.
<del>Non-Resident</del>	<del>Families who live outside the City of Melton municipality.</del>
The Kindergarten Guide	The Kindergarten Guide is developed by DET and is updated annually to provide guidance to Kindergarten Providers on operations including the eligibility criteria for funding.
Kindergarten Provider	The service who operates the Kindergarten program in a Council owned kindergarten facility.

#### 4. Policy Statement

Melton City Council is committed to:

- equal access for all children based on the priorities set out in this policy
- compliance with the *Education and Care Services National Regulations 2011* and the *Education and Care Services National Law Act 2010*
- compliance with DET funding requirements relating to the enrolment of children in State Government Funded Kindergarten Services
- maintaining confidentiality in relation to the details on the application for four year old Kindergarten application forms.

#### 5. Eligibility Criteria

In accordance with the Victorian Government Kindergarten Guide ~~2016~~, the following children are eligible for one year of funded Kindergarten:

- Children who are four years of age or older by 30 April in the year they are to attend Kindergarten.
- Children turning six years of age in their year of Kindergarten who have been granted an exemption from school entry age requirements by their regional office of DET.
- Children who are younger than the eligible age, and are not eligible for Early Start Kindergarten, but whose parents/guardians have submitted a written request to their regional DET office, and have been approved for their child to attend Kindergarten.

Note: DET approval for early eligibility for Kindergarten does not guarantee access to Primary School the following year.

- Children who attended Term 1 of four year old Kindergarten in the previous year, but deferred from the program with DET approval.
- Children who are eligible for Early Start Kindergarten.

Early Start Kindergarten provides free or low cost kindergarten to eligible three year old children where programs are offered by a qualified Kindergarten teacher. Eligible children are those identified as Aboriginal and/ or Torres Strait Islander decent or have had contact with Child Protection or been referred to Child FIRST. Refer to the Kindergarten Guide for more information on eligibility criteria.

## 6. Allocation Priorities

In line with the Victorian Government Kindergarten Guide and the Melton City Council Kindergarten Central Enrolment Policy, children of City of Melton residents are eligible for priority of access if they meet the following:

- vulnerability
- children at risk
- child and or parent with a life threatening or debilitating illness or disease
- Aboriginal and/or Torres Strait Islander descent
- eligibility for Early Start Kindergarten
- eligibility for a second year of funded Kindergarten
- a parent or child with a diagnosed mental illness
- Court Orders that limit choices for Kindergarten.

### 6.1. Melton City Council Priority of Access:

Priority of Access Criterion	Requirements for Eligibility
Previous year Deferrals: Children of City of Melton residents who attended Kindergarten in Term 1 but withdrew.	Teacher/educator required to submit a referral outlining the child would benefit from deferring to the following year. Children who do not attend the kindergarten program will not be entitled to a Deferral.
Children of City of Melton residents who are eligible for a second year of funded Kindergarten.	Children of City of Melton residents who DET have approved for a second year of funded Kindergarten.
Children of City of Melton residents who are at risk of abuse or neglect or children in out-of-home care.	Referral by any service working with the family that assess the child as vulnerable, such as: <ul style="list-style-type: none"> <li>• Child Protection/Child First</li> <li>• Maternal &amp; Child Health Nurse</li> <li>• Out of Home Care Provider</li> <li>• Family Services.</li> </ul>
Children of City of Melton residents who are of Aboriginal/Torres Strait Islander descent.	Family identifies the child as Aboriginal/Torres Strait Islander.
Children of City of Melton residents eligible for Aboriginal Early Start Kindergarten.	A child who meets all of the following criteria: <ul style="list-style-type: none"> <li>• the child is three years old by 30 April in the year in which they are enrolled to attend the funded kindergarten program</li> <li>• the child has been identified as being Aboriginal and/or Torres Strait Islander.</li> </ul> Advice of eligibility may be <b>either</b> verbal (from a parent or carer) or written from a professional such as a Koorie Engagement Support Officer (KESO).
Children of City of Melton residents eligible for Early Start Kindergarten known to Child Protection or Child FIRST.	A child who meets <b>all</b> of the following criteria: <ul style="list-style-type: none"> <li>• the child is three years old by 30 April in the year in which they are enrolled to attend the funded kindergarten program, and</li> </ul>

Priority of Access Criterion	Requirements for Eligibility
	<ul style="list-style-type: none"> <li>the child is known to Child Protection.</li> </ul> <p>A child known to Child Protection means:</p> <ul style="list-style-type: none"> <li>a child who has a current, or a history of, involvement with Child Protection, including those in out-of-home care, or</li> <li>a child who has been referred by Child Protection to Child FIRST.</li> </ul> <p>A child's eligibility can be advised by:</p> <ul style="list-style-type: none"> <li>a parent or carer who self-identify their child is currently supported by Child Protection or Child FIRST services or has been supported in the past, or</li> <li>a Child Protection or Child FIRST professional.</li> </ul> <p>Advice about eligibility may be <u>either</u> verbal (from a parent or carer) or written from a Child Protection or Child FIRST professional.</p>
<p>Children of City of Melton residents with additional needs, defined as:</p> <ul style="list-style-type: none"> <li>children who have an identified specific disability or developmental delay</li> <li>children who require additional assistance in order to fully participate in the Kindergarten program</li> <li>children of City of Melton residents currently waiting on an assessment or a diagnosis (not yet been diagnosed with a specific disability or developmental delay).</li> </ul>	<p>Referred by services, such as:</p> <ul style="list-style-type: none"> <li>Early Childhood Intervention Service</li> <li>Pre-School Field Officer</li> <li>Maternal and Child Health Nurse</li> <li><del>Child Disability Health Care Card</del></li> <li><del>General Practitioner.</del></li> </ul> <p><u>Or evidenced by:</u></p> <ul style="list-style-type: none"> <li><u>Child Disability Health Care Card</u></li> </ul>
<p>Children of City of Melton residents who have Asylum Seeker and/or Refugee Status.</p>	<p>Appropriate visa that identifies the child and/or parents as a refugee or asylum seeker or referral letter from case worker.</p>
<p>Children of City of Melton residents where the parent or child has a life threatening or debilitating illness or disease.</p>	<p>Copy of a signed letter from a General Practitioner.</p>
<p>Children of City of Melton residents where a parent has a disability.</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>Copy of a signed letter from a General Practitioner.</li> <li>Copy of a signed letter from a disability support agency.</li> </ul>
<p>Children of City of Melton residents where a parent or child has a diagnosed mental illness.</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>Copy of a signed letter from a case worker/manager from a mental health or other relevant agency or mental health practitioner stating that the child or parent has a mental illness.</li> </ul>

Priority of Access Criterion	Requirements for Eligibility
	<ul style="list-style-type: none"> <li>Copy of a signed letter from a General Practitioner, stating that the child or parent has a mental illness.</li> </ul>
Children of City of Melton residents where Court Orders limit choices for Kindergarten.	Copy of related Court Order.
Children of City of Melton residents where a parent has a drug and/or alcohol dependency.	Copy of a signed letter from a case worker/manager from a drug and alcohol or family support agency, stating that the child's family has a drug and/or alcohol dependency.
Children of City of Melton residents where there is a risk of family violence	Copy of a signed letter from a case worker/manager from a family support agency stating that the child is at risk due to family violence.
Children of City of Melton residents where there is a risk of homelessness	Copy of a signed letter from a case worker/manager from a family support agency stating that the child is homeless or at risk of becoming homeless.
Children of City of Melton residents experiencing a situation resulting in vulnerability.	Copy of a signed letter from a case worker/manager from a family support agency or other.
Kindergarten Fee Subsidy applies to families who meet the following criteria: The child of City of Melton resident who individually holds, or has a parent or guardian who holds one of the following	<ul style="list-style-type: none"> <li>Commonwealth Health Care Card</li> <li>Commonwealth Pensioner Concession Card</li> <li>Department of Veterans' Affairs Gold Card or White Card</li> <li>Refugee Visa (subclass 200)</li> <li>In-Country Special Humanitarian Visa (subclass 201)</li> <li>Global Special Humanitarian Visa (subclass 202)</li> <li>Temporary Humanitarian Concern Visa (subclass 786)</li> <li>Protection Visa (subclass 866)</li> <li>Emergency Rescue Visa (subclass 203)</li> <li>Woman at Risk Visa (subclass 204)</li> <li>Bridging Visas A-E or ImmiCard</li> </ul>
Residents of the City of Melton who have previously had a child attend the Kindergarten of preference, in a 4 year old program, in the last two years. <a href="#">2017 and 2018 ONLY</a>	<p>A child's eligibility can be advised by:</p> <ul style="list-style-type: none"> <li>Completing the details required on the Application Form.</li> <li>The application will be verified by reviewing the status through past records.</li> </ul>
Residents of the City of Melton.	Places will be allocated through a computer generated allocation system.
Families who reside outside of the City of Melton municipality	Refer to 6.2 Families who reside outside the municipality

*Note: Children will be prioritised under Priority Number 1, according to the number of criteria met. In a situation where the same number of criteria is met, places will be allocated in order of the date the enrolment was received.*

### 6.2. Families who reside outside the municipality

- Kindergarten applications from families who reside outside the municipality are required to be assessed by the Community Services General Manager.
- Applications from residents residing outside the municipality will not be assessed until November of the year of application and will be determined on the Kindergarten vacancies at that time.
- Families are considered to live outside of the municipal boundaries-Non-Resident if they move out of the municipality prior to the commencement of the Kindergarten year.

### 6.3. Second Year of Kindergarten

- The Kindergarten Guide- indicates that the Early Childhood teacher, in consultation with the parents/guardians, will assess children who are eligible for a second year of funded Kindergarten.
- As per The Kindergarten Guide -a child is eligible to receive a second year of funded Kindergarten if:
  - the child is observed by the Early Childhood teacher as having delays in at least two outcome areas of learning and development detailed in the Victorian Early Years Learning and Development Framework
  - there is evidence to suggest that the child will achieve better outcomes if they attend a second year of funded Kindergarten to strengthen the learning and development of skills in these areas and better facilitate transition to school the following year

~~the child qualifies for the Early Start Kindergarten program. Early Start Kindergarten provides free or low cost Kindergarten to eligible three year old children where programs are offered by a qualified teacher. Eligible children are Aboriginal and/or Torres Strait Islander or have had contact with Child Protection or been referred to Child FIRST~~

- Parents/guardians of children identified as eligible to enrol in a second year of Kindergarten must ensure their child's kindergarten teacher notifies council in writing prior to first round allocations.
- Notifications received after first round allocations will be considered in second and subsequent rounds.

Note: First choice of Kindergarten cannot be guaranteed -after first round allocation

- ~~Families ineligible for second year funding who choose for their child to attend as a full fee paying client cannot be guaranteed a place and will be assessed in line with a Non-Resident application.~~

### 6.4. Deferrals

- In accordance with The Kindergarten Guide -and its successor agreements, an enrolment may be deferred within Term 1, provided the registration has not been recorded by the Kindergarten teacher on the DET Kindergarten Information Management System.
- Families wishing to defer their enrolment should speak with Kindergarten staff as soon as possible to discuss their child's readiness for Kindergarten.
- Families, in consultation with the Kindergarten teacher, are required to complete a Deferral form whereby their enrolment will be re-offered the following year.

Note: Children wishing to defer who do not attend the Kindergarten program will not be entitled to a Deferral. The child will need to be re-enrolled following the standard enrolment process.



**7. Applications****7.1. Application Forms**

- Application forms must be completed and accompanied by the application administration fee (non-refundable) with supporting documentation as outlined in the Kindergarten information booklet.
- Incomplete applications submitted will not be processed until the full application and required documentation is received.
- A fee waiver due to financial hardship may be applied. To discuss this, please contact the Early Childhood Coordinator.

**7.2. Closing Dates**

- The closing date for the first round allocation of places will be listed on the application form.
- Application forms may be submitted for the remainder of the year, but will not be included in the first round of allocations.

**7.3. Changing Preferences**

- A change of preference must be lodged in writing to the Kindergarten Enrolment Officer. Once received, this change of preference will be treated as a new application and processed in the next allocation round.
- A change of preference fee of \$25 will be charged to families who request a change to their original allocated offer.

**7.4. Allocation of Places**

Places will be allocated to eligible children, including those who are on the waiting list, in accordance with the preference listed on the application form and in line with the KCES Allocation Priorities of this policy.

**7.5. Reserving Places**

Two places per Kindergarten will be reserved for high priority children. DET defines High Priority children to be:

- Children at risk of abuse or neglect, including children in Out-of-Home Care, Aboriginal and/or Torres Strait Islander children, or Asylum seeker and refugee children
- Children eligible for the Kindergarten Fee Subsidy
- Children with additional needs, defined as children who:
  - require additional assistance in order to fully participate in the kindergarten program
  - require a combination of services which are individually planned
  - have an identified specific disability or developmental delay

These places will be reserved until 30 October. Any remaining reserved places not filled by 30 October will be made available to waiting list families and subsequent allocation rounds.

**7.6. Managing Waiting Lists**

Children on waiting lists will be allocated places once vacancies arise at individual Kindergartens. Places are allocated in order of the computer generated waiting list and in line with the KCES Allocation Priorities of this policy.

**7.7. Offers**

- A letter of offer for a Kindergarten place will be sent to families by the Kindergarten Enrolment Officer after the close of first round allocations.
- If an Applicant's first preference for a Kindergarten is not available they will be offered their nominated second or third preference Kindergarten.

- If vacancies are not available at a preferred Kindergarten, Applicants will be placed on a waiting list in accordance with KCES Allocation Priorities.
- Second round offers will be made approximately four weeks after the first round of offers.
- Offers after this time are made weekly. If a first preference placement is available, the offer will automatically be accepted and details forwarded to the Kindergarten.

#### 7.8. Acceptances of Place

- Following the offer of a place by the Kindergarten Enrolment Officer, the parent/guardian must return the completed acceptance form to the Kindergarten Enrolment Officer by the date listed on the letter. Families who do not return the acceptance form by the date listed will forfeit their place.
- Once an Applicant has confirmed the acceptance of a place, they are unable to remain on a waiting list for another Kindergarten.
- Parents/guardians who do not wish to accept the offer of a place, or withdraw their enrolment will be requested to notify the Kindergarten Enrolment Officer in writing.
- Parents/guardians who do not receive an offer to a Kindergarten of their choice will be notified in writing that they are ~~on a awaiting allocation via a preference waiting list,~~ and ~~provided with information on available places at other Kindergartens.~~
- Parents/ guardians who choose to wait for the Kindergarten of preference and not take up a second or third preference offer will be placed on a preference list.

#### 8. Kindergartens Located on a School Sites

Enrolling your child into a Melton City Council Kindergarten on a school site does not confirm your child's entry into the school the following year.

For further information in relation to school zoning boundaries and school enrolment processes, contact your local primary school.

#### 9. Privacy

Access to completed application forms will be restricted to the Kindergarten Enrolment Officer, and other relevant Council Officers, in accordance with Council's Information Privacy Policy.

#### 10. Responsibility and Accountability

<b>10.1</b>	<b>Kindergarten Enrolment Officer</b> <ul style="list-style-type: none"> <li>• Responsible for the administrative tasks associated with the allocation of Kindergarten placements in line with the KSEC allocation priority criteria.</li> </ul>
<b>10.2</b>	<b>Kindergarten Providers</b> <ul style="list-style-type: none"> <li>• Responsible for providing families with session times, orientation sessions and fee information in relation to the day to day operation of the Kindergarten program.</li> <li>• Responsible for employing Kindergarten staff.</li> </ul>
<b>10.3</b>	<b>Parents &amp; Guardians</b> <ul style="list-style-type: none"> <li>• Responsible for providing all required documentation for the Kindergarten application form by the date indicated in the Kindergarten information booklet</li> </ul>

#### 11. References, Sources, Links to Legislation and Other Documents

Name	Location
<i>Education and Care Services National Regulations 2011</i>	<a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>

Name	Location
<i>Education and Care Services National Law Act 2010</i>	<a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
<i>Disability Discrimination Act 1992 (Commonwealth)</i>	<a href="http://www.comlaw.gov.au">www.comlaw.gov.au</a>
<i>Equal Opportunity Act 2010 (Victoria)</i>	<a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
<i>Human Rights and Equal Opportunity Commission Act 1986 (Commonwealth)</i>	<a href="http://www.comlaw.gov.au">www.comlaw.gov.au</a>
<i>Sex Discrimination Act 1984 (Commonwealth)</i>	<a href="http://www.comlaw.gov.au">www.comlaw.gov.au</a>
<i>Sex and Age Discrimination Amendment Act 2011</i>	<a href="http://www.comlaw.gov.au">www.comlaw.gov.au</a>
<i>Information Privacy Act 2000</i>	<a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
<i>Child Wellbeing and Safety Act 2005</i>	<a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
<i>Children, Youth and Families Act 2005</i>	<a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
<i>Victorian Charter of Human Rights and Responsibilities Act 2006</i>	<a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
Victorian Kindergarten policy, procedures and funding criteria.	<a href="http://www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx">http://www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx</a>

**~~12. Attachments – Refer to Four Year Old Kindergarten Enrolment Procedure~~**

~~12.1. Attachment 1 – Kindergarten Application Form~~

~~12.2. Attachment 2 – Request for Second Year of Kindergarten Form~~

~~12.3. Attachment 3 – Acceptance Form~~

	<b>Community Grants Program Policy</b>
<b>Version No.</b>	V2.0 15 September 2017
<b>Endorsement</b>	Policy Review Panel [insert date]
<b>Authorisation</b>	Council [insert date]
<b>Review date</b>	December 2022
<b>Responsible officer</b>	Manager Community Planning
<b>Policy owner</b>	Coordinator Community Capacity

### 1. Purpose

To provide a consistent application of a 'best practice' approach in delivering the Melton City Council's Community Grants Program.

### 2. Scope

This policy applies to all community groups and individuals that wish to apply for Council support through:

- the Community Grants Program (CGP);
- the Donation Fund; and
- third party Council administered Grant Programs.

Those responsible for the administration, assessment and approval of received applications are also bound by this policy.

This policy does not apply to applications which are eligible to be assessed within the funding threshold of Council's Community Service Organisation Support Funding Policy.

### 3. Definitions

Word/Term	Definition
Acquittal	Reporting on how the grant was used and spent.
Bi-Monthly Responsive Grants	Financial support for essential activities that require a quick response that fit outside the scope of other funding opportunities.
Community Grants Program (CGP)	The program that administers funds to individuals, groups or organisations to support community led initiatives that derive community benefit.
Community Grant Guidelines	The practice for the promotion and delivery of the CGP.
Community Grant Procedures	Sequential actions to be followed in administering and delivering the CGP.
Community Grant	A conditional sum of funds provided to a recipient for an agreed

Word/Term	Definition
	specified purpose in a formal agreement between parties with the understanding that there will be a defined outcome that directly or indirectly benefits the community.
Community Group	An organisation that is a not for profit, incorporated group or association that is accessible and accountable to members of the community. A community group provides the broader community and/or its members with opportunities to engage in local community, cultural, leisure and/or educational activities.
Community Project	How our community responds to challenges, and opportunities.
Commercial Organisation	An organisation commercial in nature or operated for the primary purpose of returning a commercial benefit, monetary gain or profit.
Delegated Authority	Person/s who are authorised to perform the function of approving and/or rejecting Community Grants.
Eligible	Having the right to do or obtain; satisfying the appropriate conditions.
Entry-Level	Groups, clubs or organisations who have little-to-no experience implementing grant-funded projects and are assessed at the discretion of Council Officers to face significant and demonstrated challenges applying for Council's regular Community Project Grants.
Ineligibility	Not having the right to do or obtain; not satisfying the appropriate conditions.
New Group Establishment Grants	Funding to promote and develop the establishment of new community groups, clubs and/or associations.
Semi-Annual Grants	Financial support for community projects that increase community participation and access to information, services and facilitate a strengthening in social wellbeing across the City.
Sponsorship	Sponsorship is the right to associate the sponsor's name, products or services with the sponsored organisation's service, product or activity, in return for negotiated benefits such as promotional opportunities. It involves a negotiated exchange and should result in tangible and mutual compensation for all parties in the arrangement.
Subsidy	A subsidy is a form of financial assistance that is conditional upon meeting specific criteria. A subsidy can be used to support and to encourage community activities that would otherwise not take place, particularly to support the commencement and establishment of initiatives in becoming self-sustaining.
Service Level Funding Agreement (SLFA)	A negotiated legal agreement between Council and an organisation, that details the nature, quality and scope of a service to be provided. The Agreement will define the responsibilities of both Council and the organisation.

Word/Term	Definition
Third party Council administered Grant Programs	Grant funds provided by community organisations to be dispersed through individual programs and administered by Council.

**4. Policy**

Melton City Council acknowledges its role in supporting, assisting and partnering with community groups in providing services which benefit the wider community, enhance community well-being and contribute to Council’s strategic objectives.

There are a range of grant funding sources available to the Melton City community through:

- The private sector (including Electronic Gaming venues that operate in the municipality, which are required to redistribute a percentage of revenue to the community as defined by the Victoria Gaming Regulation Act 2003);
- Philanthropic organisations; and
- State and Commonwealth Grant Program streams.

Council support is provided and/or administered through the following:

Grants	<p>CGP:</p> <p>Provides opportunity for individuals and groups to make competitive application to access one off grants. These are provided through:</p> <p>Semi-Annual Grants. Includes two categories:</p> <ul style="list-style-type: none"> <li>i. Community Project – available to eligible community organisations, clubs and not-for profits to apply for.</li> <li>ii. Entry-Level – designed for clubs and groups with little-to-no experience implementing grant funded projects.</li> </ul> <ul style="list-style-type: none"> <li>• Bi-Monthly Responsive Grants</li> <li>• New Group Establishment Grants</li> </ul> <p>Community Benefit Program grant administration:</p> <p>Council’s administration of funds provided to the community via the following third party funding bodies:</p> <ul style="list-style-type: none"> <li>• The Club Caroline Springs - provides annual community project and entry-level grants.</li> <li>• Harness Racing Victoria - provides annual community project and entry-level grants.</li> </ul>
Donation	<p>The Donation Fund enables the Mayor, on behalf of Council, to respond to requests for support of philanthropic and charitable purposes for community groups and individuals. Also provided are:</p> <ul style="list-style-type: none"> <li>• Resident Achievement Donations - support and recognise City of Melton residents with outstanding talent, ability, achievement and significant community contribution.</li> </ul>
Subsidies	<p>Community Service Organisation Support Funding provides recurrent funding to community organisations that demonstrate sustainable benefit to the local community.</p>

Sponsorships	Community groups have an opportunity to make submissions for funding during Council's annual budget process. Council may consider community benefit in sponsoring projects that are typically larger in capital scale or for major local community events.
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The CGP:

- Recognises, encourages and values the contribution of local residents in enhancing local community wellbeing and social connectedness;
- Builds resilient residents and communities through opportunities to increase civic participation and community activity;
- Increases the capacity and learning of local groups and individuals in the establishment and development of self-sustainable programs, projects and groups;
- Strengthens relationships and creates opportunities for collaboration between Council and our community; and
- Supports new innovative and inclusive initiatives, activities and events, which promote the uniqueness, heritage and cultural diversity of our City.

This Community Grants Program Policy pertains to the CGP and provides a clear administrative framework to inform the program's procedures and guidelines.

This policy observes statutory obligations pertaining to the distribution of public funds; incorporates community funding best practice principles; and supports delivery of the CGP.

#### 4.1 Policy Objectives

This policy aims to:

- Contribute to the achievement of Council's Vision, outcomes and objectives as documented in its Council and Wellbeing Plan and subsequent strategies through active engagement with community organisations.
- Provide community groups and individuals with financial support to meet identified community needs.
- Provide a standard approach and framework to assist our community to be culturally rich, active, healthy, safe and connected.
- Distribute and acquit funds in a transparent and equitable manner under the principles of good governance.

#### 4.2 Policy Principles

The following principles underpin the policy:

<b>Efficiency</b>	Continuous improvement approaches that effectively respond to community and organisational need.
<b>Transparency</b>	Procedural integrity through public access to annual reporting of program outcomes, decision making and relevant documents.
<b>Fairness</b>	Ethical behaviour in program processes, adherence to CGP conflict of interest and Codes of Conduct contained in procedures to eliminate unfair advantage.
<b>Consistency</b>	Accountability of participant's and facilitator's compliance with statutory, regulatory and program procedural obligations.
<b>Inclusiveness</b>	Maintaining equity, openness and accessibility to program information, officer support and associated tools.

**Responsiveness** Addressing identified community need through alignment of CGP criteria to Council Plan Strategic Objectives and prioritisation of need in assessment of applications.

**Sustainability** Effective use of resources which increase the availability of service provision across the City and provides long term benefits to the community and best possible outcomes for resource expenditure.

## 5. Grant Eligibility Criteria

All applications will be subject to the eligibility criteria and specific assessment selection criteria as provided in the Community Grant Guidelines.

Council may only provide a grant to a community group when Council is satisfied that the Community Grant will be used for a purpose that is in the public interest; and the Community Grant is aligned with the objectives and eligibility criteria nominated in this policy.

### 5.1. To be eligible for funding, applicants must:

- Be an incorporated non-profit community group or organisation (or be auspiced), and deliver services/activities in the City of Melton;
- **or**  
in the case of an application for a Resident Achievement Donation, must demonstrate participation at a higher than local level in an academic, recreational, community-based or artistic activity;
- **or**  
be a Business or Government Department wishing to deliver broader community benefits they are not funded to cover in the City of Melton.
- Demonstrate local community benefit; with a minimum 80 per cent of people participating in the community group and/or project are City of Melton residents.
- Have an Australian Business Number (ABN) and hold a current public liability insurance policy that provides appropriate coverage for proposed activities.
- Complete all conditions/questions on the approved application form, including copies of the required supporting documentation, evidence of organisational status, quotations, and so on, to which the grant relates.
- Have capacity to deliver the services or activities specified in the application.
- Ensure their project aligns with Council values.
- Have met all acquittal conditions of previous Council funding.
- Have no outstanding debts owing to Council.
- Lodge applications by midnight on the advertised date that applications close.
- Align projects with Council priorities set out in its current Council and Wellbeing Plan.
- Adhere to Local, State and Federal laws.
- Ensure adherence with the Equal Opportunity Act 2010 and Child Safe Standards.
- Comply with the conditions outlined in Council's Alcohol Risk Management Policy, Responsible Gambling Policy, and Healthy Food and Drink Policy.



**5.2. Community Grants Program funding is ineligible to projects:**

- Where the primary focus is to promote specific political or religious views (however political or religious groups may apply for projects that are not promoting their views and provide broad community benefit).
- That are facilitated by local schools/education providers that are limited to students only.
- That seek support of on-going/recurrent operational costs e.g. permanent staff, ongoing salaries, maintenance etc.
- That seek support over \$1,000 for exclusive events (events that do not include broad community participation).
- That take place outside the City, unless it is an element of an ongoing project and has a demonstrated and direct benefit to the City of Melton community.
- That are the clear responsibility of other levels of government e.g. State and Commonwealth Government, e.g. school curriculum or infrastructure.
- That already receive Council funds to do a same/similar activity.
- That are deemed to be duplicating existing services in the municipality.
- To purchase land.
- To facilitate routine and regular maintenance work to existing facilities.
- That are based at facilities where there is little or no public access.
- That operate solely for the purpose of fundraising for individual gain.
- That are the responsibility of Council and or where the fund will be administered/managed by Melton City Council.
- That are eligible to be assessed within the funding threshold of Council's Community Service Organisation Support Funding Program.
- That have previously received funding through Council's Community Service Organisation Support Funding Program.
- That are profit making ventures.
- Applying for purchase of equipment and material to address Occupational Health and Safety issues as this is considered to be the responsibility of the agency or organisation concerned.

**6. General funding and acquittal conditions**

An acquittal process will be consistently applied to assess and reconcile Community Grants and ensure correct and intended use of funds has been adhered to by all recipients, to satisfy the CGP Funding Agreements, Guidelines and Procedures.

**6.1** The following conditions apply to any Community Grant:

- Successful applicants will be required to sign a Service Level Funding Agreement (unless applying for a Donation) before funding is provided. The Service Level Funding Agreement will include the conditions of the funding.
- Any grant must be spent on the purpose for which the application was made within the notified period (generally within 12 months).
- Any unspent funds at the conclusion of the project/initiative must be returned to Council.
- Any changes to the project dates, costs or location must be disclosed to Council through a Variation Form. This form must be requested by the applicant to the Community Funding Officer.

- All grants are exclusive of GST. If the payee is registered for GST, this must be stated on the application form, and the payment of the grant will have the GST component added to the approved grant amount.
- Where funds are contingent upon the receipt of other funds or specific conditions, proof of success must be provided before Council funds are released.
- Organisations must submit a final report outlining the use of the funds at the conclusion of the project.
- Organisations with outstanding Council grant funding are ineligible to apply for further funding until all funding is acquitted.
- Information contained in grant applications may be used in Council produced promotional and advertising material.

#### **7. Assessment and Approvals**

Decisions regarding the allocation of funds within the CGP will be based around formal application and assessment processes.

##### **7.1** The following conditions apply to assessment and approvals:

- Applications are assessed by an Assessment Panel against predetermined assessment criteria.
- Assessment Panels are appointed and are governed by Council adopted Terms of Reference.
- Assessment Panel members will be required to sign a Confidentiality and Disclosure of Interests Agreement before taking part.
- Council Officers participating in Internal Feedback will be required to sign a Confidentiality and Disclosure of Interests Agreement before asked to provide feedback.
- Assessment Panels are utilised to assess applications and make funding recommendations to Council or the Chief Executive Officer.
- Applications which do not meet the eligibility criteria will not be presented to Assessment Panels.
- Council reserves the right to request further information in considering any application.
- Applicants must declare any conflicts of interest in submitted applications; and ongoing detailed discussion in the form of campaigning and or soliciting approved support by Councillors or assessment panel members is prohibited.
- Applicants will be notified in writing of Council's decision, including the conditions of the funding agreement, if applicable.
- Unsuccessful applicants will be provided with feedback from the relevant Council Officer upon request, and offered advice and assistance for future funding applications. This process will provide reasoning as to why their application was not successful.

7.2 Assessment Panel recommendations are made to the following authorities for approval:

<b>i. Semi-Annual Grants</b>	
Timeframe	Open twice per year for set advertised period.
Assessment Panel	<ul style="list-style-type: none"> <li>• 2 Council Officers</li> <li>• 3 Councillors</li> <li>• 3 Community Representatives</li> <li>• Manager Community Planning (no vote)</li> <li>• Community Funding Officer (no vote)</li> </ul>
Authority to Approve	Assessment panel recommendations are endorsed by Council at an Ordinary scheduled meeting of Council.
<b>ii. Bi-Monthly Grants (Bi-Monthly Responsive, New Group Establishment, Resident Achievement Donations)</b>	
Timeframe	Open bi-monthly; on the first and closing on the last day, every second month starting in July.
Assessment Panel	<ul style="list-style-type: none"> <li>• 3 Council Officers</li> <li>• 3 Councillors</li> <li>• Coordinator Community Capacity (no vote)</li> <li>• Community Funding Officer (no vote)</li> </ul>
Authority to Approve	The Melton City Council Chief Executive Officer has delegated authority to implement Assessment Panel recommendations through provision of Funding Agreements and funding.
<b>iii. Community Benefit Grant Programs (The Club Caroline Springs and Harness Racing Victoria/Tabcorp Park Grants)</b>	
Timeframe	Open each year in October
Assessment Panel	<ul style="list-style-type: none"> <li>• 2 third party organisation representatives (1 from each organisation)</li> <li>• 2 Council Officers</li> <li>• 3 Councillors</li> <li>• 3 Community Representatives</li> <li>• Manager Community Planning (no vote)</li> <li>• Community Funding Officer (no vote)</li> </ul>
Authority to Approve	Assessment panel recommendations are endorsed by Council at an Ordinary scheduled meeting of Council.

## 8. Reporting

A bi-monthly report, detailing the Bi-Monthly Grant outcomes, will be presented by the CEO to the Mayor during their scheduled weekly meeting.

Community Grants Program funding outcomes are reported publicly in Council's Annual Report.

**9. Responsibility/Accountability**

<b>9.1</b>	<b>Melton City Council</b>
	Receive recommendations from Assessment Panels for Semi-Annual Grants and authorise funding in accordance to the Community Grants Program Policy, Procedures and Guidelines.
<b>9.2</b>	<b>Councillors</b>
	Appointed Councillor representatives on Assessment Panels participate in assessment processes in accordance to the Community Grants Program Policy, Procedures and Guidelines.
<b>9.3</b>	<b>Chief Executive Officer</b>
	Receive recommendations and reports from Bi-Monthly Grants Assessment Panels to authorise funding in accordance to the Community Grants Program Policy, Procedures and Guidelines.
<b>9.4</b>	<b>Coordinator Community Capacity</b>
	Oversee the administration of the Community Funding Program and adherence to the Community Grants Program Policy, Procedures and Guidelines.
<b>9.5</b>	<b>Community Funding Officer</b>
	Administer the Community Funding Program with adherence to the Community Grants Program Policy, Procedures and Guidelines.
<b>9.6</b>	<b>Community Funding Advisory Panel</b>
	Provide recommendations to Councillors and Chief Executive Officer with adherence to the Community Grants Program Policy, Procedures and Guidelines.

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

<b>Name</b>	<b>Location</b>
Local Government Act 1989, No.11	<a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
VLGA Best Practice in Local Government Community Grants Programs 2002	<a href="http://www.vlga.org.au">www.vlga.org.au</a>
Council and Wellbeing Plan 2017-2021	<a href="http://www.melton.vic.gov.au">www.melton.vic.gov.au</a>