



## MINUTES

### POLICY REVIEW PANEL

held on 12 December 2018 at 10.00am in the Councillor's Lounge, Melton Civic Centre

**Present:** Cr B Turner, Mayor  
Cr K Hardy  
Cr K Majdlik

Mr J Whitfield, Governance Coordinator

**Chairperson:** Cr B Turner, Mayor

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**1. Welcome**

The meeting commenced at 10.04am.

**2. Apologies**

Cr L Carli

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

Nil

**4. Confirmation of the previous minutes**

Crs Hardy/Turner

That the minutes of the Policy Review Panel meeting held on 24 October 2018 and adopted by Council at the Ordinary Meeting held on 12 November 2018 be noted.

**5. Business Arising**

Nil

**6. General Business**

**6.1 Investment of Council Funds Policy (Revised)**

*Presenters:* – Sam Rumoro - Manager Finance and Jacinta Tori – Financial Accountant

The revised Investment of Council Funds Policy was considered by the Panel. The existing Policy came to the Panel as it was due to be reviewed in 2018. Only minor changes have been made to the policy.

The revised Investment of Council Funds Policy was considered at an Audit Committee meeting on Wednesday 5 December 2018. The Committee endorsed a motion to recommend the policy to the Policy Review Panel.

Mr Rumoro explained, in response to a query from Cr Hardy, that the Council typically outperforms budget with its investment portfolio and that maximising returns from on-call funds is a key focus of staff.

**Recommendation 1**

Crs Hardy/Majdlik

That Council approve the revised *Investment of Council Funds Policy* as attached to these minutes.

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## MINUTES

### 6.2 Early Years Partnership Committee Terms of Reference (Revised)

*Presenter: Karen Curson, Coordinator Early Years Partnerships*

In line with the Early Years Partnership Agreement, these Terms of Reference require an annual review.

In endorsing the attached Terms of Reference, the Panel recommended a number of changes be made which include:

- Section 4 – removal of \$100,000 per annum amount. This was the starting funding figure and it has now increased to around \$120K p.a. It's best not to have a figure in a TOR document.
- Section 8.3 - Addition of Term of Office and Method of Appointment for the Chairperson. Also the Chairperson section was moved ahead of Executive section in the order of the TOR.
- Section 9.1 – removal of quorum alternative; if no quorum the committee should not meet even on some unofficial basis.
- Section 9.1 – removal of two paragraphs mentioning "email voting". All recommendations to Council or committee actions should come from a meeting of the committee.
- Section 9.4 – Some headings added and clarification of how minutes of committee meetings are handled.
- Appendix 2 & 3 – Committee representative to commit their organisation to compliance with the Child Safe Standards, part of the Child Wellbeing and Safety Act 2005 and to the Children, Youth and Families Act 2005.

These changes have been incorporated into the attached Early Years Partnership Committee Terms of Reference.

#### Recommendation 2

Crs Majdlik/Hardy

That Council approve the revised *Early Years Partnership Committee Terms of Reference* as attached to these minutes.

### 6.3 Policy Approval Process Policy - (Revised)

*Presenter: John Whitfield, Governance Coordinator*

This policy was formerly titled the Corporate Policy Management Policy. It has now been renamed as the Policy Approval Process Policy. In endorsing the revised policy as presented to the Panel, it recommended Section 5.2 be updated to reflect the current composition of the Policy Review Panel.

This change has been incorporated into the attached Policy Approval Process Policy.

#### Recommendation 3

Crs Majdlik/Hardy

That Council approve the revised *Policy Approval Process Policy* as attached to these minutes.



## MINUTES

**7. Next Meeting**

20 February 2019, 10.00am - 12.00pm, Civic Room 2, Melton Civic Centre.

**8. Close of Business**

The meeting closed at 11.03am.

	<b>Investment of Council Funds Policy</b>
<b>Version No.</b>	V 2.1 5 December 2018
<b>Endorsement</b>	Audit Committee - 12 December 2018
<b>Authorisation</b>	Council <insert date>
<b>Review date:</b>	31 December 2021
<b>Responsible officer:</b>	Coordinator Accounting Services
<b>Policy owner</b>	Manager Finance

**1. Purpose**

The purpose of this policy is:

- to provide guidance to Council officers managing, investing and redeeming Council's funds
- to maximise benefit for Council whilst managing risk;
- to ensure security of Council funds;
- to ensure ability to make payments when required ;
- to consider Council's social and environmental obligations by giving preference to ADIs that do not invest in the fossil fuel industry; and
- ensure compliance with local government legislative requirements.

**2. Scope**

This policy applies to investment of Council funds made by Council Officers with responsibility for managing funds (Finance) in accordance with the requirements of Section 143 of the Local Government Act.

**3. Definitions**

Word/Term	Definition
Authorised Deposit Taking Institution (ADI)	Authorised Deposit-taking Institutions (ADIs) are corporations which are authorised under the Banking Act 1959 . ADIs include banks, building societies and credit unions.
Funds	Cash on hand, money held in bank accounts and funds invested.
Short Term Rating	Refers to the institution's capacity to repay debt in the short term (less than one year). The short term rating order (as defined by S&P Australian Ratings) is: A1+ extremely strong degree of safety regarding timely payment A1 a strong degree of safety A2 a satisfactory capacity for timely payment

Word/Term	Definition
Long Term Rating	<p>Refers to the institution's capacity to repay debt with an original maturity of one year or more.</p> <p>The long term rating order (as defined by S&amp;P Australian Ratings) is:</p> <p>AAA an extremely strong capacity to repay debt</p> <p>AA+ to AA- a very strong capacity to repay debt</p> <p>A+ to A- a strong capacity to repay debt</p>

#### 4. Policy

Any Council funds are to be invested in terms of this policy document.

<b>4.1</b>	<b><u>Statutory Requirements</u></b>
<b>4.1.1</b>	<b>Investments</b>
	<p>In line with section 143 of the Local Government Act 1989: Council may invest any money;</p> <p>a) in Government securities of the Commonwealth;</p> <p>b) in securities guaranteed by the Government of Victoria;</p> <p>c) with an authorised deposit – taking institution;</p> <p>d) with any financial institution guaranteed by the Government of Victoria</p> <p>e) on deposit with an eligible money market dealer within the meaning of the Corporations Act;</p> <p>f) in any other manner approved by the Minister after consultation with the Treasurer either generally or specifically, to be an authorised manner of investment for the purposes of this section.</p>
<b>4.1.2</b>	<b>Deposit Guarantees</b>
	<p>Since the 1<sup>st</sup> February 2012 the Australian Government guarantee on deposits in ADI's reduced from \$1 million to a permanent guarantee cap of \$250,000 in Australian banks, building societies and credit unions and Australian subsidiaries of foreign-owned banks.</p>
<b>4.2</b>	<b><u>Council Requirements</u></b>
<b>4.2.1</b>	<b>Council's own direct investments</b>
	<p><b>Asset Quality / Credit Risk Exposure</b></p> <p>Council will only invest directly into cash and fixed interest securities, as specified in section 4.1 (a) to (f).</p> <p>Risk will be managed through investing in funds with ADIs that have short term ratings of A2 or higher or long term ratings of BBB- or higher, and diversifying investments across different ADIs to reduce exposure to any one ADI or groups of ADIs with similar ratings.</p> <p>Based on the credit rating, the amount invested with any one financial institution should not exceed the following percentages or term to maturity of the total funds</p>

invested at that time. When placing investments, consideration should be given to the relationship between credit rating and interest rate.

Short Term Rating	Long Term Rating	Maximum Percentage With One Financial Institution	Maximum Term To Maturity	Percentage of Total Investments
A1+	AAA to AA-	40%	3 years	100%
A1	A+ to A-	25%	1 Year	60%
A2	BBB+ to BBB-	10%	90 days	40%

Where a maturing investment causes one of the above thresholds to be breached, this will not constitute a breach of policy, however no further transactions may occur that would cause the breach to remain.

*Quotations on Investments*

Not less than three (3) quotations shall be obtained from authorised institutions whenever an investment is proposed. The best quote on the day will be successful after allowing for administrative and banking costs, as well as having regard to the limits set above.

**4.2.2 Council's investments with fund managers**

*Asset Quality / Credit Restrictions / Diversification*

Managed Cash, cash-plus funds and fixed interest funds are to have a minimum credit rating of AAAm or AAf respectively, by Standard & Poor's or equivalent ratings of Moody's and Fitch.

No funds should hold more than 40% of Council's total amount of average funds.

Minimum Time Horizon of Investments

Type of Fund	Minimum Time Horizon	Maximum % Exposure of Portfolio
Cash	0-90 days	0-100
Cash-Plus	3-12 months	0-95
Fixed Interest	3-5 years	0-25

The combined average weighted days to maturity and the overall volatility of any managed fund should be appropriate to Council's investment objectives and long-term financial plan.

Performance Benchmarks

Type of Fund	Benchmark
At Call / Cash	11 am Indicative Cash Rate
Direct Investments / Managed Funds	UBSA 90 Day Bank Bill Index
Fixed Interest	UBSA Composite Bond Index

<b>4.2.3</b>	<b>Cash Flow Management</b>
	<p>Council's cash flow will be monitored on a daily basis by the Financial Accountant in order to identify any opportunity for investment of surplus cash, while ensuring funds are available to cover anticipated expenses, in particular salaries, creditor payments and loan repayments.</p>
<b>4.2.4</b>	<b>Authorisations</b>
	<p>Approval of new deposits, rollovers and redemption of funds are to be approved as per below:</p> <ul style="list-style-type: none"> <li>• Up to a total of \$25m in any one day – Coordinator Accounting Services</li> <li>• Over \$25m, and up to \$50m, in any one day – Manager Finance</li> <li>• In excess of \$50m in any one day – General Manager Corporate Services</li> </ul> <p>This is consistent with Council's Delegations of Authority.</p> <p>Initial investment with a new institution must be approved by the Manager Finance.</p> <p>Transfers between Council's General account and At Call account can be approved by the Financial Accountant up to \$2m.</p> <p>New investments will be made through the Accounts Payable process and authorised by two signatories to Council's bank account.</p>
<b>4.2.5</b>	<b>Environmental Considerations</b>
	<p>In accordance with the principles of the 2017-2021 Council &amp; Wellbeing Plan, preference will be given to Financial Institutions that do not invest in the fossil fuel industry where the investment complies with this policy and all other considerations are equal.</p>
<b>4.2.6</b>	<b>Portfolios</b>
	<p>Council will maintain three categories within the investment portfolio:</p> <ul style="list-style-type: none"> <li>• General – investment of surplus general funds</li> <li>• Reserves – investment to cover reserve funds</li> <li>• Long Service Leave – investment to cover long service leave provision</li> </ul> <p>Investments will be reviewed at end of financial year to align investment categories to the calculated balances in the annual report.</p>
<b>4.2.7</b>	<b>Credit Ratings</b>
	<p>Council will maintain a current list of ADIs, Short and Long Term paper ratings of all Institutions, funds and Fund Managers being not more than six (6) months old. If any of the funds/securities held are downgraded, such that they no longer fall within Council's investment policy guidelines, the security concerned will be divested within 30 days or as soon as is practicable.</p>

<b>4.3</b>	<p><b><u>Variation to Policy</u></b></p> <p>The General Manager Corporate Services and/ or the Manager Finance are authorised to approve minor variation to this policy if the investment is to Council's advantage and/ or due to revised legislation. Minor variation is \$1 million or 1% of investment portfolio whichever the lesser amount is. An annual report of these variations is to be prepared for the Audit Committee.</p> <p>Any major variations to this policy will be submitted to the Audit Committee for recommendation to Council for Approval.</p>
<b>4.4</b>	<p><b><u>Reconciliation</u></b></p> <p>A register of investments will be maintained, documenting the following investment details:</p> <ul style="list-style-type: none"> <li>• Institution</li> <li>• Credit rating</li> <li>• Investment date</li> <li>• Maturity date</li> <li>• Interest rate</li> <li>• Principal and Interest earned</li> </ul> <p>Copies of investment confirmations will be held on file (electronic and/or paper based) for a period of seven years, and recorded in Council's Electronic Documents Register.</p> <p>Interest revenue will be recognised in the month and financial year in which it is earned.</p> <p>Reconciliation to the general ledger will be performed on a monthly basis by the Financial Accountant and reviewed by the Coordinator Accounting Services.</p>
<b>4.5</b>	<p><b><u>Reporting</u></b></p> <p>An investment schedule will be included in the 'Quarterly Finance Report'. The schedule will include for each investment the name, rating, principal amount, percentage rate return and percentage of total investment holdings.</p> <p>Minor variations to this policy will be reported to the next Audit Committee.</p>

## 5. Responsibility/Accountability

<b>5.1</b>	<p><b><u>Manager Finance</u></b></p> <ul style="list-style-type: none"> <li>• To ensure policy is complied with</li> <li>• Approval of Investment Instructions up to specified limit</li> <li>• Approval of investment with new financial institutions</li> </ul>
<b>5.2</b>	<p><b><u>Coordinator Accounting Services</u></b></p> <ul style="list-style-type: none"> <li>• Responsible for the day to day management of the policy</li> <li>• Approval of Investment Instructions up to specified limit</li> <li>• Review of monthly reconciliation</li> </ul>



<b>5.3</b>	<b>Financial Accountant</b>
	<ul style="list-style-type: none"> <li>• Responsible for day to day operation of the policy, including:                     <ul style="list-style-type: none"> <li>○ monitoring daily cash flow,</li> <li>○ sourcing quotes and making investment recommendations;</li> <li>○ processing approved investment decisions,</li> <li>○ maintaining the investment register,</li> <li>○ monthly reconciliation of investment portfolio to general ledger,</li> <li>○ preparation of investment reports for Audit Committee</li> </ul>                     in accordance with this policy.                 </li> </ul>

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

- *Local Government Act 1989- Section143*
- 2017-2021 Council & Wellbeing Plan



## Terms of Reference

<b>Name</b>	Early Years Partnership Committee
<b>Endorsed by</b>	Policy Review Panel - 12 December 2018
<b>Approved by</b>	Council - <Insert date>
<b>Next review</b>	December 2019

### 1. PURPOSE

The Early Years Partnership Committee is responsible to provide advice to Council about presented strategic directions, policy and plans in relation to the support, learning, development, health and wellbeing of children aged 0-12 years in the City of Melton.

These Terms of Reference establish the composition and operating arrangements for the City of Melton Early Years Partnership Committee, including incorporation of the Best Start policy and guidelines as determined by the State Government Department of Education and Training.



### 2. DEFINITIONS

Word/Term	Definition
Aboriginal and/or Torres Strait Islander representative	Specialist Aboriginal and/or Torres Strait Islander Organisation or service providers working with families and children who identify as Aboriginal and/or Torres Strait Islander.
Associates Member	Associates Members are encouraged to be involved in the Early Years Partnership Committee to provide expertise and support on specific topics. This level of membership receives minutes only and does not have decision making rights, but are encouraged to provide feedback and input into matters of interest. Associate Members may be self-nominating.
CALD sector	Organisations or service providers work with and for the Cultural and Linguistically Diverse families within the municipality.

Word/Term	Definition
Catholic education sector	Organisations or schools working within the catholic education system, such as a representative from the Catholic Education Office or School Principals.
Drug and Alcohol sector	Organisations or service providers working with and for families within the municipality seeking support for Drug and Alcohol problems.
Early Education and Care sector	Organisations or service providers that provide care and education to children, such as Kindergarten, Long Day Care and out of hours care.
Early intervention or disability sector	Organisations or service providers working with families of children with a disability, such as early intervention services or providers of the NDIS.
Facilitating Partner and funds holder	The Facilitating Partner and funds holder for the Early Years Partnership Committee is: Name: Melton City Council Contact: Manager, Families and Children Services. Email: csu@melton.vic.gov.au Phone: 9747 7200
Facilitator	The facilitation of the Early Years Partnership Committee is undertaken by the Coordinator, Early Years Partnerships.
Family Support sector	Organisations or service providers providing support to families experiencing difficulties that impact on their parenting and family life.
Government Primary Education sector	A representative from local government Primary School, such as School Principals.
Health sector	Organisations or service providers working with families and children in general or allied health, such as Community Health Organisations, General Practitioners or Hospitals.
Independent education sector	Organisations or schools working within the independent education system, such as a representative from Independent Schools Victoria or School Principals.

### 3. RESPONSIBILITY

The Early Years Partnership Committee ("the Committee") has been established to Work collaboratively to provide the best opportunity for children to reach their full potential in all aspects of their learning, development, health and wellbeing.

The Early Years Partnership Committee will do this by:

- providing strategic guidance, leadership and expert advice on current and emerging Early Years issues to be incorporated into plans, strategies and policies
- providing leadership and advice in the development and evaluation of strategic plans relating to the early years
- assisting in the development, implementation, monitoring and annual review of the Best Start logic model

- providing expert advice on early years issues and potential solutions, including monitoring Government policy directions
- championing the importance of the early years broadly
- monitoring and reviewing outcomes, long term opportunities for partnerships, networking and information sharing
- raising matters for Melton City Council to consider in its advocacy role to ensure the capacity of the local service system meets the needs of families within the municipality.

#### **4. FUNDING**

The Department of Education and Training (DET) has committed to recurrent funding for the purpose of the Best Start program in the City of Melton which includes the facilitation of the Committee.

#### **5. FACILITATING PARTNER AND FUNDS HOLDER**

The role of the Facilitating Partner and funds holder includes employment and day to day management of the Coordinator, Early Years Partnerships and responsibility for reports and funding management/acquittal to the Department of Education and Training and Melton City Council.

#### **6. FACILITATOR**

This role takes overall responsibility for the administration of the Partnership and associated sub groups, including the organisation and facilitation of the meetings, supporting organisations to actively contribute to the Partnership, Early Years Planning and Best Start logic model.

#### **7. SIGNATORIES TO THE PARTNERSHIP AGREEMENT**

The Early Years Partnership Committee comprises representation from sectors including Local Government, State Government, Primary School education, disability, early education and care, health, family support, Indigenous, CALD, children and the community.

The Early Years Partnership Committee is represented by agencies/organisations committed to the learning, development, health and wellbeing of children aged 0-12 years. These agencies/organisations operate within the City of Melton and service families in the municipality. Community members who reside, work or spend a significant amount of time in the City of Melton are welcome as partners on the Early Years Partnership Committee.

The signatories to this Agreement (the Partners) are a senior officer from Melton City Council, senior members of agencies/networks or parties with an interest/expertise in the early years in the City of Melton. The signatories will make up the Early Years Partnership Committee. The Early Years Partnership Committee is a non-incorporated body and there is no membership joining fees associated with participation.

The Partners commit to a collaborative working relationship within the spirit and intent of this Agreement. Membership categories on the Early Years Partnership

Committee will be reviewed annually to ensure that it continues to reflect local commitment and strategic directions.

A copy of the Early Years Partnership Committee Membership Signatories forms are attached as appendices.

## 8. COMPOSITION

### 8.1 Membership

Members of the partnership are a commitment of the organisations that they represent

Name	Type of Appointment	Term of Office
Councillor	Elected	1 year
Councillor	Elected	1 year
Local Government	Appointed	2 years
Community	Appointed	3 years
Community	Appointed	3 years
Community	Appointed	2 years
Catholic education sector	Appointed	2 years
Independent education sector	Appointed	2 years
Government Primary Education sector	Appointed	3 years
Government Primary Education sector	Appointed	2 years
Early Education and Care sector	Appointed	3 years
Early Education and Care sector	Appointed	2 years
Early Education and Care sector	Appointed	2 years
Early Intervention or disability sector	Appointed	2 years
Health sector	Appointed	3 years
Health sector	Appointed	2 years
Family Support sector	Appointed	3 years
Drug and Alcohol sector	Appointed	2 years
Aboriginal and/or Torres Strait Islander representative	Appointed	3 years
C.A.L.D sector	Appointed	2 years
Libraries	Appointed	3 years
Facilitating partner – Manager, Families and Children Melton City Council	Ex-officio	Ongoing
Facilitator – Coordinator, Early Years Partnerships Melton City Council	Ex-officio	Ongoing

Name	Type of Appointment	Term of Office
Department of Education and Training	Observer	Ongoing
Department of Health and Human Services	Observer	Ongoing
Associate Members	Observer	Self-nominating

Where a sector is not represented, all efforts will be made to represent that perspective.

### 8.2 Terms and method of Nomination

Nominations for applicant's appointment as Early Years Partnership Committee representative members shall be called by public expression of interest in local media, on Council's website and by formal notification to relevant local groups and agencies.

Current committee members will be eligible and invited to reapply.

#### 8.2.1 Selection Process

Appointments will be made by the Executive who will determine the most appropriate representative from the nominations received.

#### 8.2.2 Vacated Position

In the event that the member leaves their organisation during their term of office the position held will be open to their organisation to fill by the incumbent to the role or another suitable employee. Where there is not suitable employee, the membership position will be declared vacant, and reopened to the sector.

### 8.3 Chairperson

#### 8.3.1 Duties

The Chairperson is responsible for the proper conduct of all meetings of the Early Years Partnership Committee and will officially represent the Early Years Partnership Committee. All media communications will be through the Manager Families and Children Services, Melton City Council.

In the absence of the Chairperson, the Member Representative of the Executive will chair the meeting.

#### 8.3.2 Term of Office

The tenure of the Chairperson will be one year.

#### 8.3.3 Method of Appointment

The Chairperson will be appointed from the Appointed membership of the Committee.

#### **8.4 The Executive**

A three person Executive will be formed comprising:

- Chairperson
- Manager Families and Children Services, Melton City Council (Fund Holder and Facilitating Partner)
- one other Appointed member representative.

##### **8.4.1 Duties**

The purpose of the Executive is to provide a mechanism for planning and monitoring the strategic direction of the Partnership, attending to urgent matters outside the timetable of regular scheduled Early Years Partnership Committee meetings and provide support to the facilitator as required.

##### **8.4.2 Term of Office**

The tenure of the Executive will be one year.

##### **8.4.3 Method of Appointment**

The Appointed representative of the Executive will be appointed from the Appointed membership of the Committee.

### **9. OPERATING PROCEDURES**

#### **9.1 Quorum**

A minimum of 5 members will form a quorum for each meeting.

#### **9.2 Decision Making**

The Early Years Partnership Committee will operate on a consensus basis. Where there are issues to be resolved, the Early Years Partnership Committee may elect to defer a decision until further information is provided to assist members to reach a consensus. Where issues remain unresolved and a solution cannot be reached, and the matter is viewed as significant to the successful operation of the Committee, the Chair can appoint an independent mediator to assist to resolve the issue to assist the parties/group to reach consensus.

#### **9.3 Dispute Resolution**

In the event of a grievance or dispute between members of the Early Years Partnership Committee, any members may approach the Chair to discuss the matter. The Chair will evaluate the dispute and explore options for resolution.

The person making the complaint will be informed of their right to lodge a formal complaint if not satisfied with the outcome of the informal process.

All formal complaints are to be communicated in writing to the Chair of the Early Years Partnership Committee within 14 business days. If required, Council's Complaints Management Policy may be utilised to assist with achieving a resolution. Every effort will be made to resolve disputes amicably and in a timely manner.

## **9.4 Meetings**

### **9.4.1 Frequency of Meetings**

The Committee will meet for 2 hours six times per calendar year, with additional sub-group meetings as agreed by members.

### **9.4.2 Location of Meetings**

Meetings will be held within the City of Melton Local Government area. This arrangement will be scheduled on an annual basis.

### **9.4.3 Agenda for Meetings**

Where practicable, the agenda together with reports and documents that relate to the Committee will be forwarded to members in sufficient time to enable consideration prior to meetings.

### **9.4.4 Minutes of Meetings**

Accurate minutes will be kept of each meeting of the Committee. The minutes of a meeting shall be submitted to committee members by the Facilitator (Coordinator, Early Years Partnerships Melton City Council) for the review of committee members within seven days of the committee meeting.

Any corrections to minutes are to be advised to the Facilitator within seven days. Minutes of the committee are presented at a subsequent Council meeting.

## **9.5 Expectations/ Requirements of Members**

Members are expected to:

- Declare any interest, pecuniary interest or conflict of interest
- It is expected that partners or their proxies will attend all bimonthly meetings and actively participate in relevant activities and projects.
- The representatives of participating organisations will have delegated authority to make decisions on their organisation's behalf. Similarly, proxies must be empowered to make decisions on their organisation's behalf.
- All partners are equal with regard to decision making.
- Should a partner, or proxy, fail to attend 50 percent of meetings in a 12 month period, a meeting will be called with the Chairperson and Early Years Partnerships Coordinator to review membership of that partner.
- A member can withdraw from the Early Years Partnership Committee prior to the tenure of their term and notification is requested in writing.

## **9.6 Governing Principles**

### **9.6.1 Equity**

All partners will be given equal opportunity to participate in the development of strategies for projects.

### **9.6.2 Honest and Open Communication**

All partners will be able to raise any issues and problems and have them dealt with in an honest and open manner.



**9.6.3 Empathy, Respect and Mutual Support**

It is understood that the needs and expectations of each partner are unique with respect to their roles and responsibilities.

**9.6.4 Confidentiality**

The partners will respect the confidentiality needs of others and behave with goodwill and respect towards others.

**9.6.5 Media**

All media communication relating to the Early Years Partnership Committee requires approval through the Manager, Families and Early Years, Melton City Council, in consultation with the Melton City Council Engagement and Advocacy team.

**9.7 Evaluation and Review**

The Early Years Partnership Committee Terms of Reference will be reviewed by the Committee's Executive annually. Endorsement of the final Terms of Reference will be provided by Council, in accordance with its policy on policy development and review

**10. RELATED MATERIAL**

Name	Location	Document Type
City of Melton Early Years Partnership Committee Membership Signatories – Community Members	Appendix 1	Form
City of Melton Early Years Partnership Committee Membership Signatories - Organisations	Appendix 2	Form
City of Melton Early Years Partnership Committee Membership Signatories – Associate Members	Appendix 3	Form
Department of Education and Training Best Start Program Information	<a href="https://www.education.vic.gov.au/about/programs/Pages/beststart.aspx">https://www.education.vic.gov.au/about/programs/Pages/beststart.aspx</a>	Website
Collaborate For Children portal for login point for facilitators and other partners	<a href="https://www.collaborate.edu.au/Home/Login">https://www.collaborate.edu.au/Home/Login</a>	Website portal

Appendix 1



**City of Melton Early Years Partnership Committee  
Statement of Commitment for Community Membership Positions**

I, ..... <sup>insert name</sup> commit to being an active community member of the Melton Early Years Partnership Committee.

I agree and am committed to:

- attend Early Years Partnership Committee meetings regularly
- participate actively in the discussions at the Early Years Partnership Committee meetings
- allocate "in-kind" resources to the development, planning and implementation of any agreed actions
- collaborate with all partners to achieve agreed outcomes
- adhere to the Terms of Reference, including declaration of any conflicts of interest.

**Signature** .....

**Address** .....

.....

**Telephone** ..... **Mobile** .....

**Email** .....

**Dated** the ..... day of ..... 20.....

Appendix 2



**City of Melton Early Years Partnership Committee Membership Signatories**

Signatory to the City of Melton Early Years Partnership Committee

I, ..... am authorised to commit  
Insert name

..... to being an active member of  
Insert organisation  
the Melton Early Years Partnership Committee.

I understand that ..... is the representative for  
Insert organisation  
the .....category and undertake to represent  
Insert category  
this sector as a valued member of the Early Years Partnership Committee.

I attest to the organisations commitment to:

- ensure consistent attendance at Early Years Partnership Committee meetings by a representative with authority to act on behalf of the organisation
- participate actively in the discussions at the Early Years Partnership Committee meetings
- allocate “in-kind” resources to the development, planning and implementation of any agreed actions
- collaborate with all partners to achieve agreed outcomes
- comply with the Child Safe Standards, part of the Child Wellbeing and Safety Act 2005 and to the Children, Youth and Families Act 2005
- adhere to the Terms of Reference, including declaration of any conflicts of interest.

**Signature** .....

**Address** .....

.....

**Telephone** ..... **Mobile** .....

**Email** .....

**Dated** the ..... day of ..... 20.....

Appendix 3



**City of Melton Early Years Partnership Committee  
Statement of Commitment for Associate Membership Positions**

I, ..... on behalf of  
Insert name

..... commit to being an active associate  
Insert organisation  
 member of the Melton Early Years Partnership Committee.

I attest to the organisations commitment to:

- attend Early Years Partnership Committee meetings regularly
- participate actively in the discussions at the Early Years Partnership Committee meetings
- allocate "in-kind" resources to the development, planning and implementation of any agreed actions
- collaborate with all partners to achieve agreed outcomes
- comply with the Child Safe Standards, part of the Child Wellbeing and Safety Act 2005 and to the Children, Youth and Families Act 2005
- adhere to the Terms of Reference, including declaration of any conflicts of interest.


**Signature** .....

**Address** .....

**Telephone** ..... **Mobile** .....

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**Dated** the ..... day of ..... 20.....

	<b>Policy Approval Process Policy</b>
<b>Version</b>	1.0 - 10 October 2018
<b>Endorsement</b>	Executive - 15 November 2018 Policy Review Panel - 12 December 2018
<b>Authorisation</b>	Council - <insert date>
<b>Review date</b>	30 June 2020
<b>Responsible officer</b>	Manager Legal & Governance
<b>Policy owner</b>	Governance Coordinator

### 1. Purpose

This policy outlines the requirements, accountability and responsibility for the approval, dissemination, implementation and review of policies and associated documents.

### 2. Scope

Applies across Council.

The approach to policy development, format, review, maintenance, approval and access is outlined in the Policy Development, Implementation and Review Guidelines and the Writing Policy and Procedures Guidelines.

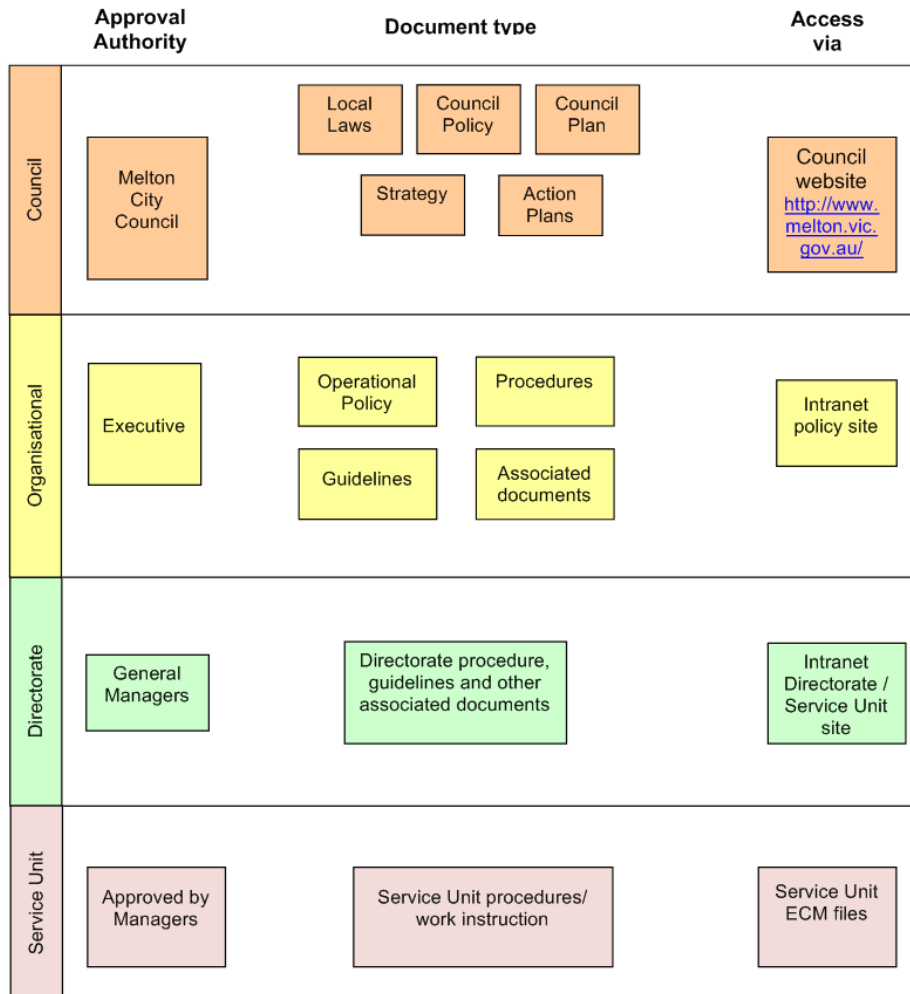
### 3. Definitions

Word/Term	Definition
<b>Action Plan (or Management Plan)</b>	Plan that identifies the steps the Council intends to take over the next one to five years to achieve the objectives identified in Council strategy or policy. <i>Example:</i> Council's Annual Action Plan steps out how Council will deliver on the Council and Wellbeing Plan over a year.
<b>Associated documents</b>	Associated documents support the implementation of Council policy. Procedures and guidelines as defined above are included in this group as well as tool-kits, templates, forms and instructions.
<b>Council Annual Action Plan</b>	Council's annual business/operational plan that sets out the activities and initiatives Council will undertake to achieve Council and Wellbeing Plan objectives.
<b>Council and Wellbeing Plan</b>	The primary vision and strategic planning document that sets out the broad direction Council has decided on for its term of office (4 years). The Council and Wellbeing Plan contains objectives, strategies and performance indicators.

Word/Term	Definition
<b>Council Policy</b>	<p>A Council Policy has at least one of the following characteristics:</p> <ul style="list-style-type: none"> <li>• It relates to or impacts on the community; ie. it has an external focus</li> <li>• Where a Council is required by legislation or statute to have a policy (eg. Child Safe Policy, Privacy Policy)</li> <li>• Is connected to or relates to the Council &amp; Wellbeing Plan; ie. it may influence the Council's strategic direction</li> <li>• May require consultation with the community</li> <li>• Has a Council-wide application</li> </ul> <p>Council Policies are sometimes referred to as External or Public Policies. A Council Policy is approved by the Council after endorsement by the Policy Review Panel and before that, endorsement by the Executive.</p>
<b>Council Strategy</b>	<p>Strategy takes an element of the Council and Wellbeing Plan or Council Policy and builds a framework for going forward. A Strategy is usually between 3 to 4 years.</p> <p>Examples include Council's Youth Strategy, Leisure Strategy.</p>
<b>Guidelines</b>	<p>Guidelines are a document outlining best practice processes that are strongly recommended. Guidelines are written to provide information and advice on a particular subject.</p>
<b>Operational Policy</b>	<p>An Operational Policy has at least one of the following characteristics:</p> <ul style="list-style-type: none"> <li>• It relates to the internal business of the Council; operational management, administrative or staffing matters of the Council.</li> <li>• It relates to the functions of the Chief Executive (refer Sections 94A of the <i>Local Government Act 1989</i>)</li> <li>• It relates to the day-to-day operation of the Council</li> </ul> <p>Operational Policies are sometimes referred to as Internal or Administrative Policies. An Operational Policy is approved by the CEO after endorsement by the Executive.</p>
<b>Local laws</b>	<p>The highest form of local legislation. The power to enact local laws is granted by the <i>Local Government Act 1989</i> (Vic). Local laws, in this sense, have the same quality as acts of the state legislature, both being authorised by the state constitution. They must be adopted by the formalities required for the adoption of local laws.</p>
<b>Major Policy amendments</b>	<p>Major changes or amendments that alter the actual policy. These are to be submitted to Executive or Council for approval.</p>
<b>Minor Policy/procedure changes</b>	<p>Minor changes or amendments that do not alter the actual content of the policy. These do not need to be formally approved but the amended date needs to be inserted into the revised document for version control.</p>
<b>Policy</b>	<p>A statement of the Council's intent, commitment or position to achieve an objective which provides a decision-making framework for day-to-day applications. In essence, it describes what Council considers to be appropriate on a particular issue.</p>
<b>Policy owner</b>	<p>Position responsible for writing and/or reviewing the policy or procedure. Ensuring the document is kept up-to-date with any legislative or operational chain.</p>

<b>Word/Term</b>	<b>Definition</b>
<b>Procedure manual</b>	A manual which contains supporting procedures, guidelines and other supporting documents relating to one subject matter. For example City Safe is our OH&S procedure manual.
<b>Responsible officer</b>	Manager with operational responsibility for the services area generating the policy/procedure.
<b>Work instruction</b>	Step-by-step instructions for the accomplishment of a task by one person are retained in the department or unit where the work is performed. Work Instructions are often referred to as Desk Procedures, Task Outlines or SOPs (Standard Operating Procedures).

3.1 Hierarchy of Council Documents





**4. Policy**

- 4.1 All policies (and associated documents) shall be developed, implemented and reviewed in accordance with Council's Writing Policy and Procedure Guidelines.
- 4.2 All policies (and associated documents) must be consistent with and have appropriate reference to the:
- Federal and State Legislation (where applicable)
  - Melton City Council Local Laws (where applicable)
  - Meet regulatory and compliance requirements.
- 4.3 In developing a policy, consideration must be given to all implementation issues to ensure that the intent of the policy is achievable and that outcomes or compliance can be measured.
- 4.4 All policies will:
- Have Council or Operational application
  - Be prepared in a consistent corporate style using the Policy Template
  - Be written concisely, in plain English and clearly expressed (refer to Councils Writing Style Guide)
  - Clarify individual officer responsibilities
  - Be assigned a 'Responsible Officer' and a 'Policy Owner'
  - Be reviewed at a maximum of four years, or earlier, if new legislation or exceptional circumstances make it appropriate
- 4.5 All procedures and guidelines will:
- Be prepared in a consistent corporate style using the Procedure/Guidelines template
  - Be written concisely, in plain English and clearly expressed (refer to Councils Writing Style Guide)
  - Clarify individual officer responsibilities
  - Be assigned a 'Responsible Officer' and a 'Policy Owner'
  - Be reviewed at a maximum of two years, or earlier if required.

**5. Responsibility**

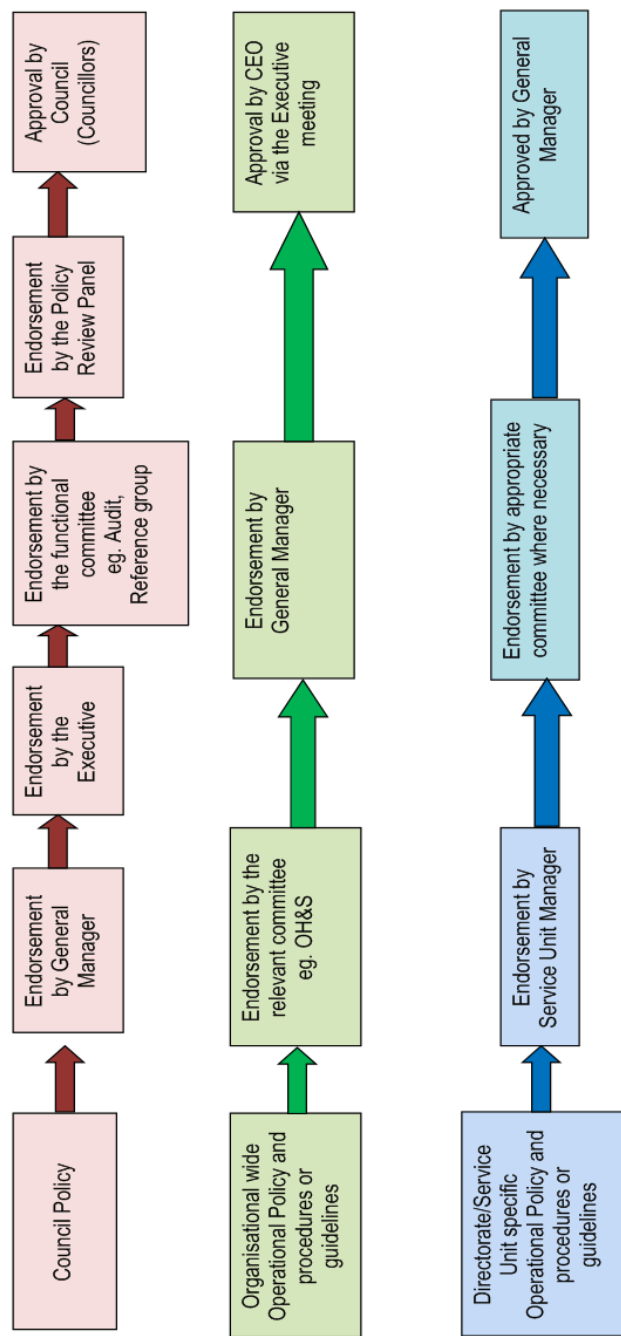
<b>5.1</b>	<b>Melton City Council (Councillors)</b> <ul style="list-style-type: none"> <li>• Authorisation of Council Policies.</li> </ul>
<b>5.2</b>	<b>Policy Review Panel</b> <ul style="list-style-type: none"> <li>• Council advisory committee with oversight of Council Policies. The Panel is made up of four Councillors, with the Manager Legal &amp; Governance and the Governance Coordinator as Council officers with ex officio status.</li> </ul>
<b>5.3</b>	<b>Chief Executive</b> <ul style="list-style-type: none"> <li>• Under the <i>Local Government Act 1989 (Vic)</i> the Chief Executive is responsible for administration of council operations. They have the authority to authorise Operational (including administrative) Policy and associated documents including procedures, guidelines, templates, forms, tool-kits and checklists.</li> </ul>

<b>5.4</b>	<b>Occupational Health and Safety (OH&amp;S) Committee</b> <ul style="list-style-type: none"> <li>Endorse all OH&amp;S policies and associated documents.</li> </ul>
<b>5.5</b>	<b>Governance Coordinator</b> <ul style="list-style-type: none"> <li>Executive officer for Council Policy Review Panel</li> <li>Coordination and implementation of the Policy Approval Process Framework</li> <li>Provides advice in policy development and approval processes</li> <li>Manages the policy intranet site</li> <li>Manages centralised repository of all current and approved policy documents in ECM</li> </ul>
<b>5.6</b>	<b>Responsible Officer</b> <ul style="list-style-type: none"> <li>Responsible for ensuring that all policies and associated documents they endorse comply with this policy and have undergone the appropriate level of consultation.</li> </ul>
<b>5.7</b>	<b>Policy Owner</b> Responsible for: <ul style="list-style-type: none"> <li>developing and/or reviewing policy and associated documents assigned to them in accordance with this policy</li> <li>ensuring appropriate consultation is conducted with stakeholders and that their feedback is considered and incorporated as appropriate</li> <li>keeping documents up-to-date with any legislative or operational changes.</li> </ul>
<b>5.8</b>	<b>Council employees</b> <ul style="list-style-type: none"> <li>Compliance with all Council and organisational policies and associated documents.</li> </ul>

#### 6. References and links to other documents

Name	Location
<i>Local Government Act 1989</i>	<a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
Policy Development, Implementation and Review Guidelines	Policy Intranet
Writing Policy and Procedures Guidelines	Policy Intranet
Councils Writing Style Guide	Policy Intranet
Version Control Procedures	Policy Intranet
Policy Template	Policy Intranet
Procedure/Guidelines Template	Policy Intranet
Policy Analysis Record Template	Policy Intranet
Consultations Plan Template	Policy Intranet
Implementation Plan Template	Policy Intranet

Appendix 1  
 Policy approval process



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