



MELTON CITY COUNCIL

Minutes of the Policy Review Panel Meeting of the Melton City Council

24 February 2020

MINUTES OF THE POLICY REVIEW PANEL**24 FEBRUARY 2020**

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MINUTES OF THE POLICY REVIEW PANEL

24 FEBRUARY 2020

MELTON CITY COUNCIL

MINUTES OF THE POLICY REVIEW PANEL MEETING OF THE
MELTON CITY COUNCIL
HELD IN THE COUNCILLORS LOUNGE, CIVIC CENTRE,
232 HIGH STREET, MELTON ON 24 FEBRUARY 2020 AT 4:15PM

Present: Cr L Carli - Mayor (Chairperson)
Cr K. Hardy
Cr K Majdlik
Cr S Ramsey

In Attendance: Ms C. Denyer, Manager Legal and Governance
Mr J Whitfield, Governance Coordinator
Ms L Ball, Coordinator Early Years Partnerships
Ms M Hynds, Children Services Program Team Leader
Ms A Munro, Acting Coordinator Community Participation
Ms C Cramer, Manager Community Care
Ms S Grace, Health Promotion Officer
Ms J McBurnie, Team Leader Health Promotion and Planning

1. WELCOME

The Mayor, Cr Carli, opened the meeting and welcomed the Panel members.

2. APOLOGIES

Nil.

3. DECLARATION OF INTERESTS AND / OR CONFLICT OF INTEREST

Nil.

4. MINUTES OF PREVIOUS MEETINGS

The Panel agreed that the Minutes of the Policy Review Panel Meeting held on 27 November 2019, the recommendations within which were adopted by Council at the Ordinary Meeting held on 9 December 2019, be noted.

5. OTHER BUSINESS CARRIED OVER FROM A PREVIOUS MEETING

Nil.

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6. PRESENTATION OF STAFF REPORTS**6.1 FOUR YEAR OLD KINDERGARTEN CENTRAL ENROLMENT POLICY****Responsible Officer:** Brendan Ball - Manager Families and Children**Document Author:** Leigh Ball - Coordinator Early Years Partnerships**Date Prepared:** 29/01/2020**1. Recommendation:**

That Council approve the amended Four Year Old Kindergarten Central Enrolment Policy.

Motion

Crs Ramsey/Hardy.

That Council approve the amended Four Year Old Kindergarten Central Enrolment Policy as attached as **Appendix 1**.

CARRIED**2. Background****2.1 The Policy**

The policy is required to guide the four year old kindergarten central enrolment scheme and priority of access criteria for sessional four year old funded kindergarten allocation within the City of Melton.

It is proposed to the following updates to the policy in order to meet the requirements of the Central Enrolment administrative support grant provided in November 2019 from the State Government Department of Education and Training.

It is proposed to amend the policy in the following manner;

- Page 5 Subheading Priority of access criterion – including two additional criteria as required by the DET Kindergarten Funding Guide
- Page 6 Subheading 7.1 Application Forms – add 'fees' to the heading for easier identification
- Page 6 Subheading 7.1 Application Forms and fees - add provision for the automatic waiver of fees for eligible families.

2.2 Sources/benchmarking

MAV currently operate a Kindergarten Central Enrolment working group which provides advice the Early Years Strategy group. The DET have been working closely with MAV to provide a model of Kindergarten Central Enrolment that is consistent and supports all children to access funded Kindergarten.

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MAV have advocated for ongoing Central Enrolment support grants to assist Council with the costs associated with administering this program. In order to meet the eligibility for the grant, Council is required to make the proposed changes. These amendments will also assist eligible families to enrol by removing the potential barrier of the application fee.

The Central Enrolment grant is currently \$30,000 per annum which will assist Council to implement the proposed amendments to the policy and further prepare for the roll out of three year old kindergarten from 2022.

Below is a review of the current and projected fee waivers, health care card holders and associated costs.

Central Enrolment Fee Waiver Review 30/12/2019

	Current		Forecast (only 4 year old)		
	2019	2020 (YTD)	2022	2026	2029
Enrolments	2,343	2,039	3,377	3,912	4,522
Fee Waivers	39 (1.66%)	28 (1.37%)	54 (1.6%)	62 (1.6%)	72 (1.6%)
Waiver amounts	\$1,092 (@\$28)	\$812 (@\$29)	\$1,620 (@\$30)	\$2,108 (@\$34)	\$2,664 (@\$37)

Families eligible for KFS	389 (16.60%)	382 (18.73%)	574 (@17%)	665 (@17%)	768 (@17%)
KFS Waiver costs	\$10,892 (@\$28)	\$11,078 (@\$29)	\$17,220 (@\$30)	\$22,610 (@\$34)	\$28,416 (@\$37)

Estimated CE Fees (in total)			\$101,310	\$121,272	\$144,704
Less KFS Fee Waiver			-\$17,220	-\$22,610	-\$28,416
			\$84,090	\$98,662	\$116,288

* Families eligible for Kindergarten Fee Subsidy (KFS) includes HHC holders

2.3 Consultation

Melton City Council Early Years Partnership Committee have requested this change to the policy as it is understood by those working directly with families to be a barrier to children participating in kindergarten. This advisory committee to Council consists of representatives from a wide range of service types in addition to community members.

2.4 Communication and Implementation

The policy will be updated on Melton City Council website and the 2021 Kindergarten Booklet will be updated with the amendments. Kindergarten providers will be sent a copy of the policy and made aware of the amendments.

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Families will be made aware of the policy at kindergarten parent information sessions held in March 2020. Links to this policy will also be provided to families throughout the kindergarten enrolment process.

A copy of the Policy will be sent to the Department of Education and Training Regional Office for their information.

2.5 Compliance

Adherence to the Policy will ensure that the Kindergarten Central Enrolment Scheme is adhering to the requirements of the Central enrolment administrative grant in addition to assisting to remove barriers to children attending kindergarten in the City of Melton.

2.6 Measures of Success

Kindergarten participation rates will be monitored in subsequent years, including the number of families applying for a place that are eligible for a fee waiver and the type of criteria used for this waiver.

LIST OF APPENDICES


1. Draft Four Year Old Kindergarten Central Enrolment Policy

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Item 6.1 Four Year Old Kindergarten Central Enrolment policy

Appendix 1 Draft Four Year Old Kindergarten Central Enrolment Policy

	Four Year Old Kindergarten Central Enrolment Policy
Version No.	V6.0 - 29 January 2020
Endorsement	Executive - 6 February 2020 Policy Review Panel - 24 February 2020
Authorisation	Council - <insert date>
Review Date	30 November 2020
Responsible Officer	Manager Families and Children
Policy Owner	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.

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Item 6.1 Four Year Old Kindergarten Central Enrolment policy

Appendix 1 Draft Four Year Old Kindergarten Central Enrolment Policy

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.
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, 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 descent 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

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- 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"> • Child Protection/Child First • Maternal & Child Health Nurse • Out of Home Care Provider • Family Services.
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"> • the child is three years old by 30 April in the year in which they are enrolled to attend the funded kindergarten program • the child has been identified as being Aboriginal and/or Torres Strait Islander. Advice of eligibility may be either 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 all of the following criteria: <ul style="list-style-type: none"> • the child is three years old by 30 April in the year in which they are enrolled to attend the funded kindergarten program, and • the child is known to Child Protection. A child known to Child Protection means: <ul style="list-style-type: none"> • a child who has a current, or a history of, involvement with Child Protection, including those in out-of-home care, or

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Priority of Access Criterion	Requirements for Eligibility
	<ul style="list-style-type: none"> a child who has been referred by Child Protection to Child FIRST. <p>A child's eligibility can be advised by:</p> <ul style="list-style-type: none"> 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 a Child Protection or Child FIRST professional. <p>Advice about eligibility may be either 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"> children who have an identified specific disability or developmental delay children who require additional assistance in order to fully participate in the Kindergarten program 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). 	<p>Referred by services, such as:</p> <ul style="list-style-type: none"> Early Childhood Intervention Service Pre-School Field Officer Maternal and Child Health Nurse General Practitioner <p>Or evidenced by:</p> <ul style="list-style-type: none"> Child Disability Health Care Card
Children of City of Melton residents who have Asylum Seeker and/or Refugee Status.	Appropriate visa that identifies the child and/or parents as a refugee or asylum seeker or referral letter from case worker.
Children of City of Melton residents where the parent or child has a life threatening or debilitating illness or disease.	Copy of a signed letter from a General Practitioner.
Children of City of Melton residents where a parent has a disability.	<p>One of the following:</p> <ul style="list-style-type: none"> Copy of a signed letter from a General Practitioner. Copy of a signed letter from a disability support agency.
Children of City of Melton residents where a parent or child has a diagnosed mental illness.	<p>One of the following:</p> <ul style="list-style-type: none"> 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. Copy of a signed letter from a General Practitioner, stating that the child or parent has a mental illness.
Children of City of Melton residents where Court Orders limit choices for Kindergarten.	Copy of related Court Order.

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Priority of Access Criterion	Requirements for Eligibility
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"> • Commonwealth Health Care Card • Commonwealth Pensioner Concession Card • Department of Veterans' Affairs Gold Card or White Card • Refugee Visa (subclass 200) • In-Country Special Humanitarian Visa (subclass 201) • Global Special Humanitarian Visa (subclass 202) • Temporary Humanitarian Concern Visa (subclass 786) • Protection Visa (subclass 866) • Emergency Rescue Visa (subclass 203) • Woman at Risk Visa (subclass 204) • Bridging Visas A-E or ImmiCard • Multiple birth children (triplets, quadruplets) • Child is identified as Aboriginal and/or Torres Strait Islander
In relation to siblings, 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 year of enrolling the current child or the previous year.	<p>A child's eligibility can be advised by:</p> <ul style="list-style-type: none"> • Completing the details required on the Application Form. • The application will be verified by reviewing the status through past records.
Residents of the City of Melton.	<p>Places will be allocated through a computer generated allocation system.</p> <p>Children of a multiple birth will be allocated a place at the same Kindergarten unless otherwise requested by the family.</p>
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.

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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 if they move out of the municipality prior to the commencement of the Kindergarten year.

6.3. Second Year of 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

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 and Fees**

- Application forms must be completed and accompanied by the application administration fee (non-refundable) with supporting documentation as outlined in the Kindergarten information booklet.
- A waiver of the application administration fee will automatically apply to families eligible for Kindergarten Fee Subsidy and/or Early Start Kindergarten.
- A fee waiver due to financial hardship may be applied. To discuss this, please contact the Kindergarten Central Enrolment team.

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.

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7.3. Changing Preferences

- A change of preference must be lodged with the Kindergarten Enrolment Officer. Once received, this change of preference will be treated as a new application and processed in the next allocation round. Fees are applicable.

7.4. Allocation of Places

Places will be allocated to eligible children, including those who are on the preference 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 preference list families and subsequent allocation rounds.

7.6. Managing Preference Lists

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

7.7. Offers

- Families will be notified of a Kindergarten place after the close of first round allocations.
- If vacancies are not available at a preferred Kindergarten, Applicants will be placed on a preference list in accordance with KCES Allocation Priorities.
- Second round offers will be administered approximately four weeks after the first round of offers.
- Offers after this time will be administered weekly.

7.8. Acceptance of place

- Following the offer of a place by Council, the parent/guardian must notify their acceptance to Council by the date listed on the letter. Families who do not notify by the date advised will forfeit their place.
- Parents/guardians who do not receive an offer to a Kindergarten of their choice will be notified that they are awaiting allocation via a preference list.
- 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.

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Appendix 1 Draft Four Year Old Kindergarten Central Enrolment Policy

8. Kindergartens located on 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

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

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

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

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6.2 DISABILITY ADVISORY COMMITTEE TERMS OF REFERENCE 2020-2022

Responsible Officer: Coral Crameri - Manager Community Care
Document Author: Anna Munro - Acting Coordinator Community Participation
Date Prepared: 14/02/2020

1. Recommendation:

That Council approve the amended Terms of Reference for the Disability Advisory Committee.

Motion

Crs Majdlik/Hardy.

That Council approve the amended Terms of Reference for the Disability Advisory Committee as attached as **Appendix 1**.

CARRIED

2. Background**2.1 The Policy**

The Disability Advisory Committee Terms of Reference (TOR) guides and assists the Committee in how it operates.

The current Disability Advisory Committee Terms of Reference 2018-2020 is approaching the end of its term (30 June 2020) and as such, requires review and renewal for a further two year term.

The draft Disability Advisory Committee Terms of Reference 2020-2022 are **Appendix 1** to this report. It outlines the minor changes required to these TOR.

The key change is as a result of the recent endorsement of the Councillor representation nominations to Advisory Committees at the Ordinary meeting of Council on 9 December 2019.

2.2 Sources/benchmarking

As the minor amendments provide an update to the currently implemented Terms of Reference, benchmarking is not applicable in this instance.

2.3 Consultation

Council officers who also form part of the Disability Advisory Committee membership have reviewed the current Terms of Reference and subsequently made minor amendments to update the Terms of Reference for a further two year term. The amendments are minor in nature.

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The Disability Advisory Committee members have been consulted about the proposed amendments at its 6 February 2020 meeting. Nil comments or feedback for any further changes was received from the Committee members.

2.4 Communication and Implementation

Subject to endorsement by the Policy Review Panel and Council, the revised Disability Advisory Committee Terms of Reference 2020-2022 will be uploaded on the Council website and intranet.

2.5 Compliance

Council has determined to form a Disability Advisory Committee to provide advice to Council on strategic directions, policy, plans and service delivery matters in relation to access and inclusion for people with disabilities living, working, studying or visiting the City of Melton. It operates in accordance with the Terms of Reference, has been updated and is now being submitted to the Policy Review Panel for approval.

2.6 Measures of Success

The Terms of Reference will be reviewed every two years and further amendments made as required.

LIST OF APPENDICES

1. Draft Disability Advisory Committee Terms of Reference 2020-2022

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Item 6.2 Disability Advisory Committee Terms of Reference 2020-2022

Appendix 1 Draft Disability Advisory Committee Terms of Reference 2020-2022



Terms of Reference

Name: Disability Advisory Committee

Endorsed by: Policy Review Panel – 24 February 2020

Approved by: Council - <insert date>

Last reviewed: February 2020

1. PURPOSE

The Melton City Council's Disability Advisory Committee will provide advice to Council on strategic directions, policy, plans and service delivery matters in relation to access and inclusion for people with disabilities living, working, studying or visiting the City of Melton.

2. RESPONSIBILITY

- Advise Council on issues and barriers that affect people with disabilities living, working, recreating or studying in the City of Melton.
- Participate in policy development through membership on steering groups, participation in community consultation processes and other relevant Council activities.
- Respond to relevant documents including policies, reports, research documents and plans provided by Council officers for comment.
- Receive and comment on Council's progress towards implementing specific strategies that improve access and inclusion to Council facilities, programs and activities.
- Raise advocacy issues for Council to consider on behalf of the community.

3. COMPOSITION**3.1 Membership**

Membership of the Disability Advisory Committee will, where possible, be balanced in regard to age, gender, ethnicity, people living with a disability, their carers and type of disability. There will be thirteen (13) members, with other interested people attached to sub-groups.

Membership, where possible, will be made up of the following:

- Two community representatives who are people living with various disabilities.
- One community representative who is a carer of a child living with a disability.

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Item 6.2 Disability Advisory Committee Terms of Reference 2020-2022

Appendix 1 Draft Disability Advisory Committee Terms of Reference 2020-2022

- One community representative who is a carer of an adult living with a disability.
- One representative from a local community based disability support group or agency.
- Five nominated Council officers, including a Community Care representative who will resource the Committee and provide additional input from other Council officers as required.
- Three Councillors.

3.2 Terms and Method of Nomination

- 3.2.1 Nomination for applicants for appointment as members of the Disability Advisory Committee shall be called for in local media and by formal notification to local disability groups and agencies.
- 3.2.2 Appointments will be made by Council based on the advice given from the interview panel representing the Disability Advisory Committee. The panel will be made up of Council Officers which will include a nominated chairperson, expert and independent.
- 3.2.3 Community representatives will be appointed for a period of two years. At the end of the two-year term expressions of interest will be sought through the process identified in 3.2.1. Existing members will be eligible to renominate.
- 3.2.4 A position will be deemed to be vacant if a community representative fails to attend for three consecutive meetings. Leave may be negotiated and granted (a proxy can be nominated in order to maintain a groups representation if required) in the event that a member needs to arrange a temporary absence. A community representative's request for a temporary leave of absence will be presented to the Disability Advisory Committee for their consideration.
- 3.2.5 If a vacancy occurs during the two-year term, it will be filled at the discretion of the sub-committee made up of Council Officers which would include a nominated chairperson, expert and independent. Nominations will occur as per 3.2.1 with appointments made for the remainder of the two-year term.

3.3 Chair

If the Mayor is a member of the Committee, the Mayor will be the Chairperson.

In the absence of the Mayor at a meeting, a Councillor representative will be elected as the Chairperson for that meeting.

Where membership does not include the Mayor, a Councillor representative will be elected as the Chairperson on an annual basis at the first meeting after Councillor delegates are appointed to committees each year.

The key responsibilities of the Disability Advisory Committee Chairperson are as follows:

- Represent the Committee to the community ensuring the values, purpose and activities of the committee are promoted.

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Item 6.2 Disability Advisory Committee Terms of Reference 2020-2022

Appendix 1 Draft Disability Advisory Committee Terms of Reference 2020-2022

- Conduct the business of the meeting in an orderly and efficient manner including opening and closing meetings and confirming the quorum.
- Utilise the interests, skills and potential energies of all members, and develop a common view of the committees purpose and shared responsibility for leadership.

4. OPERATING PROCEDURES**4.1 Quorum**

A minimum of 50% committee attendance is required for a meeting to proceed.

4.2 Meetings

4.2.1 Meetings are to be held at a time to suit members.

4.2.2 There will be six meetings per year, with additional sub-group meetings as agreed by members.

4.3 Reports

Members will receive minutes from the meetings following each meeting date.

4.4 Expectations and Requirements of Members

Members are expected to:

- Declare any interest, pecuniary interest or conflict of interest.
- Keep informed of current developments, issues and concerns in the local community.
- Have an understanding of and/or experience in the principles of community development.
- Prepare for and actively participate in meetings.
- Act in a courteous manner, respecting others views and opinions. All members should respect the decision of the consensus view as adjudicated by the Chair.
- Treat information with sensitivity.

4.5 Evaluation and Review

The terms of reference will be reviewed by the sub-committee made up of Council representatives in June of the second year of the two-year term. Endorsement of the final terms of reference will be provided by Council.

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6.3 PREVENTING FAMILY VIOLENCE ADVISORY COMMITTEE - TERMS OF REFERENCE**Responsible Officer:** Matthew Wilson - Manager Community Planning**Document Author:** Sarah Grace - Health Promotion Officer**Date Prepared:** 28/01/2020**1. Recommendation:**

That Council approve the amended Preventing Family Violence Advisory Committee Terms of Reference.

Motion

Crs Ramsey/Hardy.

That Council approve the amended Preventing Family Violence Advisory Committee Terms of Reference as attached as **Appendix 1**.

CARRIED**2. Background****2.1 The Policy**

The Preventing Family Violence Advisory Committee Terms of Reference are required to be reviewed every two years. The Terms of Reference were endorsed in October 2017, resulting in the need for a review.

Key changes include:

- 3.2. Specify that Council Officers and Councillors will review the role and membership of the Committee, replacing 'key stakeholders' to make this more specific.
- 3.3.3. Method of appointment of the Committee Chair will be through consensus of elected delegates in the event that the Mayor is unable to fill the role.
- 4.1. Quorum will move to one Councillor, one Council Officer, one external partner and comprising a total of 30 percent of external Committee members.
- 4.2. Meetings will take place quarterly, moving away from bi-monthly now that the Committee is established. The meetings will only take place during business hours due to poor attendance after hours.
- 4.2. Committee members will have the opportunity to review meeting minutes before being sent to Council for endorsement.
- 4.3. Formal reports will not be provided by Committee members, and this will be replaced with member updates.
- 5. Clear links have been made to the Equality & Respect 2030 Strategy which launched after the establishment of the original Terms of Reference.

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2.2 Sources/benchmarking

The updated Terms of Reference were based on the template that has been provided by Governance.

2.3 Consultation

The updated Terms of Reference were presented at the Preventing Family Violence Advisory Committee meeting on 31 October 2019. The Terms of Reference were also circulated to members for comment. No feedback around additional changes was received from Committee members.

2.4 Communication and Implementation

The updated Terms of Reference will be uploaded onto the Melton City Council Governance Intranet Site through a request to the Governance Coordinator, within one week of the Terms of Reference being endorsed.

2.5 Compliance

The Terms of Reference have been revised and endorsed by the Preventing Family Violence Advisory Committee and are now submitted to the Policy Review Panel for endorsement.

2.6 Measures of Success

The Terms of Reference will be reviewed in accordance with the Evaluation and Review that is set out in the document.

LIST OF APPENDICES

1. Preventing Family Violence Advisory Committee - Revised Terms of Reference

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Item 6.3 Preventing Family Violence Advisory Committee - Terms of Reference

Appendix 1 Preventing Family Violence Advisory Committee - Revised Terms of Reference



Terms of Reference

Name	City of Melton Preventing Family Violence Advisory Committee
Endorsed by	Policy Review Panel – 24 February 2020
Approved by	Council - <Insert date>
Next review	November 2023

1. PURPOSE

The purpose of this document is to set out the terms of reference, composition and operating arrangements of the Preventing Family Violence Advisory Committee.

The formal Advisory Committee of Council will work to prevent family violence and raise awareness of its impacts, develop strategies and provide a forum for shared knowledge to improve the wellbeing of those at risk and those affected by family violence for the City of Melton residents.

2. RESPONSIBILITY

The Preventing Family Violence Advisory Committee ("the Committee") has been established to coordinate a whole of community and agency partnership response to the prevention of family violence.

In particular the Committee will:

- Share knowledge, practice wisdom, successes and challenges of preventing family violence work for the City of Melton residents.
- Promote Council as a demonstrated leader in preventing family violence.
- Support members to develop skills and expertise in the prevention of family violence and promotion of gender equity through guest speakers and professional development opportunities.
- Identify prevention priorities and develop strategies to reduce the incidence of family violence.
- Stay abreast of relevant trends and make recommendations to Council for advocacy.
- Encourage partnerships with other sectors to drive change and liaise with relevant government departments regarding the prevention of family violence related work.
- Promote links with other relevant networks.
- Contribute to local events and initiatives aimed at preventing family violence and educating the community about the issue.

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Item 6.3 Preventing Family Violence Advisory Committee - Terms of Reference

Appendix 1 Preventing Family Violence Advisory Committee - Revised Terms of Reference

3. COMPOSITION**3.1 Membership**

Membership of the Preventing Family Violence Advisory Committee will, where possible, be balanced in regard to age, gender, ethnicity and people living with a disability.

The Committee will comprise (25) twenty-five positions. Representatives will have:

- An interest in developing inter-agency partnership responses to prevent family violence.
- The positional authority within their organisation to make decisions and commitments at committee meetings to advance priority actions and strategies of the committee.
- A commitment to integrated collaborative planning and community participation in strategies and projects that prevent family violence in the City of Melton.

	Organisation	Representation	Type of Appointment	Term
1	Councillor, City of Melton	Community	Chair, Elected Representative	1 year
2	Councillor, City of Melton	Community	Elected Representative	1 year
3	Councillor, City of Melton	Community	Elected Representative	1 year
4	Councillor, City of Melton	Community	Elected Representative	1 year
5	Councillor, City of Melton	Community	Elected Representative	1 year
6	Councillor, City of Melton	Community	Elected Representative	1 year
7	Councillor, City of Melton	Community	Elected Representative	1 year
8	Councillor, City of Melton	Community	Elected Representative	1 year
9	Councillor, City of Melton	Community	Elected Representative	1 year
10	Melton City Council, Manager Community Planning	Local Government	Appointed	Ongoing
11	Melton City Council, Team Leader Health Promotion and Planning	Local Government	Appointed	Ongoing
12	Melton City Council Health Promotion Officer	Local Government	Appointed	Ongoing
13	Melton City Council Coordinator Family	Local Government, Melton Family Violence Network	Appointed	Ongoing

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Appendix 1 Preventing Family Violence Advisory Committee - Revised Terms of Reference

	Services			
14	Victoria Police	Victoria Police	Appointed	Ongoing
15	Victoria Police	Victoria Police	Appointed	Ongoing
16	Djerriwarrh Health Services (DJHS)	Western Integrated Family Violence Committee, Men's Behaviour Change Program, Community Health sector	Appointed	Ongoing
17	Brimbank Melton Community Legal Service (BMCLS)	Legal sector	Appointed	Ongoing
18	MacKillop Family Services	Child and Family Services Alliance	Appointed	Ongoing
19	Department of Justice and Community Safety	State Government	Appointed	Ongoing
20	Women's Health West	Women's health sector (response and prevention)	Appointed	Ongoing
21	Department of Health and Human Services	State Government	Appointed	Ongoing
22	MiCare	Culturally and Linguistically Diverse community	Appointed	Ongoing
23	Kirrip Aboriginal Corporation	Indigenous community	Appointed	Ongoing
24	To be determined	Disability sector	Appointed	Ongoing
25	Hope Street Youth and Family Services	Youth sector	Appointed	Ongoing

Other professionals may attend meetings to present agenda items. These representatives will be present on an ex officio basis only for the purpose of providing relevant information and advice on matters being considered by the Committee.

3.2 Terms and method of Nomination

- Council officers will be appointed by the Chief Executive.
- Specific positions within organisations will be invited to join as committee members by invitation of Council.
- In the event that an appointed representative from a member organisation resigns from the Committee, the organisation will nominate a replacement within two months of this resignation.
- The role and membership of the Committee will be reviewed by Council Officers and Councillors annually.

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Item 6.3 Preventing Family Violence Advisory Committee - Terms of Reference

Appendix 1 Preventing Family Violence Advisory Committee - Revised Terms of Reference

3.3 Chair

The Chairperson will be the Mayor of the City of Melton.

3.3.1 Duties

The chairperson is responsible for presiding the meeting.

3.3.2 Term of Office

The chairperson will remain in that position while they hold the office of Mayor.

3.3.3 Method of Appointment

The Mayor of the City of Melton is automatically appointed as the Chairperson. In the event that the Mayor is absent, an elected delegate (Councillor) will be appointed as chairperson by consensus of all elected delegates.

4. OPERATING PROCEDURES**4.1 Quorum**

A quorum for the Committee will require attendance of a minimum of one (1) Councillor, one (1) Council Officer, and comprising 30 percent of external agency committee members.

4.2 Meetings

- The Committee will meet quarterly for a maximum of two hours. The meetings will be held on the dates and times as determined by the Committee at its first meeting after Councillor delegates are appointed each year. Meetings will commence and conclude on time.
- Where practicable, the agenda together with reports and documents that relate to the Committee will be forwarded to members at least five working days prior to meetings to enable adequate consideration.
- Accurate minutes will be kept of each meeting of the Committee. The minutes of a meeting shall be sent to committee members for ratification within one week of the meeting. Minutes will be endorsed at the next subsequent Council meeting.
- Council officers will undertake administrative duties such as setting meeting dates and locations, agenda, minutes, correspondence and reports. Any other member of the Committee may also be appointed to assist in various tasks e.g. taking of minutes etc.
- Standing agenda items for Committee meetings will be prescribed by Council.
- Council shall provide meeting facilities and administration support to the Committee as required.
- Meetings may be hosted by participating organisations.

4.3 Reports

Committee meeting minutes will be reported quarterly to Council.

The Committee will receive updates, where relevant, at each meeting from the following regional and local networks and organisations:

- Department of Justice and Community Safety
- Melton Family Violence Network
- Victoria Police

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Appendix 1 Preventing Family Violence Advisory Committee - Revised Terms of Reference

- Western Integrated Family Violence Committee
- Women's Health West
- Melton City Council

4.4 Expectations/ Requirements of Members

Members are expected to:

- Declare any interest, pecuniary interest or conflict of interest
- Keep informed of current developments, issues and concerns in the local community.
- Have an understanding of and/or experience in the principles of community development.
- Prepare for and actively participate in meetings.
- Act in a courteous manner, respecting others views and opinions. All members should respect the decision of the consensus view as adjudicated by the Chair.
- Treat information with sensitivity.

4.5 Evaluation and Review

- Terms of Reference will be reviewed every 2 years.
- Committee priorities and annual action plans will be determined by members and developed on an annual basis (if required).
- The role, function and membership of the Committee will be reviewed by Council Officers and Councillors annually.
- The Committee will contribute to integrated evaluation processes, detailed through the *Equality & Respect 2030 Strategy* Evaluation Framework.

5. RELATED MATERIAL

Name	Location	Document Type
<i>Equality and Respect 2030: A Strategy to prevent violence against women by promoting gender equity in the City of Melton.</i>	Council's website	Strategy

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7. GENERAL BUSINESS

The Panel discussed the development of 'standard' wording for the membership of Advisory Committees so that equity and diversity of membership composition is a consideration when making appointments to committees. The 'standard' wording is to be used unless there is a specific and agreed reason for a variation in this wording.

Motion

Crs Majdlik/Ramsey.

That Council approve the inclusion of the following as the first sentence in the 'Membership' section of each of its Advisory Committees; unless there is a specific and agreed reason for a variation in this wording:

Membership of the <insert committee name> Advisory Committee will, where possible, be balanced in regard to age, gender, ethnicity and people living with a disability.

CARRIED

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8. CONFIDENTIAL BUSINESS

Nil.

9. NEXT MEETING

The Panel agreed that the next meeting will be held on Tuesday 14 April, 2020 at 4:30pm.

Further, the Panel agreed the meeting after that will be held on Tuesday 9 June 2020 at 12:00 noon.

10. CLOSE OF BUSINESS

The meeting closed at 5:24pm

Confirmed

Dated this

.....CHAIRPERSON