



# MINUTES

## EARLY YEARS PARTNERSHIP COMMITTEE

held on 12 October 2017 at 10.00am in Melton Library and Learning Hub, Pyke & Grant Room

**Present:** Cr Lara Carli, Councillor, City of Melton  
Brendan Ball, Manager Families and Early Years, MCC  
Leigh Cruickshank, Coordinator Early Years Partnerships, MCC  
Fiona Norman, Early Childhood Performance and Planning Advisor SWV Region Brimbank/Melton, DET  
Natalie Bakai, Principal, Kororoit Creek Primary School  
Sarah O'Kelly, Executive Officer Partnerships and Early Years, BPA  
Peta Brincat, Community Representative  
Carly Middleton, Operations Manager, TRY Children's Services  
Chloe Mortimer, Community Representative  
Carolynne Reich, Acting Maternal and Child Health Coordinator, MCC  
Helen Cooney, CEO, Caroline Chisholm  
Troy Watson, Manager Libraries, MCC  
Michelle Marion, Koorie Engagement Support Officer, DET  
Colleen Turner, Western Region Coordinator, VICSEG New Futures  
Deirdre Hardy, Manager, Community Engagement & Capacity Building, Amaze  
Jo Read, Team Leader Community Participation, DHHS  
Melissa Sappupo, Manager Community Health and Health Promotion, DjHS  
Sally Edwards, Lifelong Learner Officer, MCC  
Danielle Wilton, Family and Community Development Worker, TRY Australia  
Lucinda Mackay, Acting Deputy Area Manager, DHHS  
Nicole Smith, Area Manager, ECMS  
Kristie O'Toole, Nominated Supervisor Brookside Kindergarten, ECMS  
Dev Nedjip, Minute Taker, MCC

**Chairperson:** Natalie Bakai, Principal, Kororoit Creek Primary School

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### 1. Welcome

N Bakai welcomed all attendees and acknowledged the Traditional Owners of the land on which we are gathered and paid respects to their elders both past and present.

### 2. Apologies

Cr Sophie Ramsey, Mayor, City of Melton  
Delia Clarke, Community Representative  
Charry Owens, Project Coordinator Koolin Balit Babaneek Booboop Early Years Project, DjHS  
Paul Schwartz, Principal, Wedge Park Primary School  
Jessica Siddle, Area Manager, Goodstart Early Learning  
Sharon Allison, Director, Goodstart Early Learning



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Cherie Salmon, Children and Families Program Officer, NWPHN  
Julie Barber, Customer and Service Delivery Manager, Scope

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

Nil

### 4. Confirmation of minutes of previous meeting

#### Motion

D Hardy/T Watson

That the Committee adopt the minutes of the Early Years Partnership Committee meeting held on 17 August 2017

### 5. Business Arising

Action from previous meeting provided and now complete.

Melton City Council CARE Expo is on until 2pm today.

### 6. General Business

#### 6.1 November meeting plans

##### Leigh Cruickshank, Coordinator Early Years Partnership, Melton City Council

There will be a guest speaker discussing the NDIS. Invitation to November meeting extended to the Vulnerable Children Working Group and a colleague from committee members service.

#### 6.2 Best Start quarterly survey data report

##### Leigh Cruickshank, Coordinator Early Years Partnership, Melton City Council

L Cruickshank provided an electronic presentation about the recent family and service surveys to view. Discussions were held around these survey results and the importance of anonymity for all completing the surveys in the purpose of meaningful data collection in the future. PDSA's and training for services and staff was commented on in terms of what was highlighted by the data.

The DET Best Start Portal will be able to track this data through the survey quarterly. There are three more data collection rounds next year.

N. Bakai pointed out 'not applicable' responses, why respondents didn't answer, and how these didn't reflect when analysing data.

#### 6.3 International UNESCO conference on Learning Cities

##### Sally Edwards, Lifelong Learner Officer, Melton City Council

S Edwards had an electronic presentation to view, sharing her insights and reflections on the UNESCO Third International Conference on Learning Cities held in Ireland.



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UNESCO Global Network of Learning Cities is an international network aiming to improve lifelong learning in the world's cities and using learning as a key foundation to working towards the UNESCO Sustainable Development Goals. S. Edwards presented guidelines for being a 'learning city' and how the City of Melton is the only one in Australia. Overview of the conference was shared with an emphasis on how global discourse can be used as a guideline for cities to implement local activities aimed at achieving the Sustainable Development Goals 4 & 11. City mayors around the world presented programs and initiatives utilised in their cities.

The overall message of the conference was around 'stimulating the desire to learn'. S. Edwards noted that early years learning is a key factor in a learning city, however was not mentioned and that programs discussed were more geared for youth and adults also expressing the need for Melton City to be a strong leader in this space in the Asia-Pacific region.

The knowledge and contribution of the Early Years Partnership Committee was acknowledged.

### Motion

That the Committee would like to be able to contribute and provide insight to discourse when appropriate as early years experts.

### 6.4 Melton Learning Directory

#### Sally Edwards, Lifelong Learner Officer, Melton City Council

The Melton Learning Directory is replacing the previous paper copy and now available online. Consultation with community stakeholders helped guide the new platform. The directory aims to provide lifelong learning opportunities for its residents.

S. Edwards gave a brief overview of the website, programs available, and how to utilise its key features.

Discussions were held around how the website will be developed over time with new features, how service providers can help support the community with using new platforms like the directory, and how they can add their programs onto the website.

The website for the Melton Learning Directory is [www.meltonlearning.com.au](http://www.meltonlearning.com.au) and scheduled to be launched on 26 October 2017.

### Action

L Cruickshank to forward S. Edwards' details to the committee

### 6.5 4 Way Plan draft document

#### Leigh Cruickshank, Coordinator Early Years Partnership, Melton City Council

L. Cruickshank previously provided the committee, by email, the first draft of the new, 4 Way Plan document, replacing four previous strategic documents of which one was the Municipal Early Years Plan. Hand-outs of were also provided, with an opportunity to give feedback and discuss the draft document and its five themes.

### Action

Committee members invited to provide feedback on draft document to L. Cruickshank.



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### 6.6 DET update

**Fiona Norman, Early Childhood Performance and Planning Advisor SWV Region  
Brimbank/Melton, Department of Education and Training**

F. Norman updated that the Brimbank/Melton team have now moved into their offices in Keilor and that they are currently finalising their business plan and confirming priorities. F. Norman invited committee members to attend the official opening of the new office on 18 October 2017 in the afternoon.

An update was provided on the Compact 'Supporting Children and Families in the Early Years' – A Compact between DET, DHHS and LGAs (MAV) for a 10-year period, to clarify closer working relationship and collaboration. Brimbank/Melton are one of four first pilots across the state to roll out.

F. Norman informed the committee about expressions of interest for early Intervention places as part of the budget commitment by the government to assist with the transition to NDIS in nominated areas which include Brimbank/Melton and Western Melbourne.

Discussion around kindergarten readiness, school readiness funding, and the minister's request for survey data of services to assist with these decisions and scoping.

### 6.7 DHHS update

**Jo Read, Team Leader Community Participation, Local Connections, Brimbank  
Melton Area, Department of Health and Human Services**

J Read provided an update on the information sharing scheme and children's access to universal services.

### 7. Other Business

H. Cooney updated that there is an opportunity at the Wirrigirri Preschool site, inviting community groups to access the facility and to make contact with H. Cooney.

### 8. Next Meeting

The next meeting is to be held on Thursday 30 November 2017 commencing at 10.00am at Caroline Springs Library and a reminder to bring along a colleague from your agency to attend with you as it will be the last meeting for the year.

### 9. Close of Business

The meeting closed at 11.58am.