



MELTON CITY COUNCIL

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

**2nd Meeting
24 August 2020**

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MELTON CITY COUNCIL

MINUTES OF THE POLICY REVIEW PANEL MEETING OF THE
MELTON CITY COUNCIL
HELD VIA A VIDEOCONFERENCE ON 24 AUGUST 2020 AT 3:45PM

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

In Attendance: Ms C. Denyer, Manager Legal and Governance
Mr S Rumoro, Manager Finance
Matthew Wilson, Manager Community Planning
Mr J Whitfield, Governance Coordinator
Christine Reid, 3 year old Funded Kindergarten Capacity Officer
Leigh Ball, Coordinator Early Childhood
Michelle Venne-Rowe, Social Planning Officer

1. WELCOME

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

2. APOLOGIES

Cr K Hardy

3. DECLARATION OF INTERESTS AND / OR CONFLICT OF INTEREST

Nil.

4. MINUTES OF PREVIOUS MEETINGS

Nil.

5. OTHER BUSINESS CARRIED OVER FROM A PREVIOUS MEETING

Nil.

6. PRESENTATION OF STAFF REPORTS

6.1 INVESTMENT POLICY STATEMENT

Responsible Officer: Sam Rumoro - Manager Finance

Document Author: Sam Rumoro - Manager Finance

Date Prepared: 22/07/2020

1. Recommendation:

That Council approve the Investment Policy Statement as attached at **Appendix 1**

Motion

Crs Ramsey/Majdlik.

That Council approve the Investment Policy Statement as attached at **Appendix 1**

CARRIED

2. Background

2.1 The Policy

The attached Investment Policy Statement has been developed in collaboration between Council and JB Were Pty Ltd (JB Were) following the establishment of the Infrastructure and Strategic Investment Reserve in 2019 by Council. This Investment Policy Statement will replace the Councils' Investment of Council Funds Policy if approved.

Investment Policy Statement once approved by Council, will require certain investments/asset classes recommended in Investment Policy Statement to be approved by the Minister.

2.2 Sources/benchmarking

The following benchmarks are outlined within the Investment Policy Statement to measure performance of the various pools of funds categorised within the Investment Policy Statement.

<u>Asset Class</u>	<u>Benchmark</u>
Cash	Bloomberg AusBond Bank Bill Index
Fixed Interest - Domestic	Bloomberg AusBond Composite 0+ Yr Index
Fixed Interest - International	Bloomberg Barclays Global Aggregate Index \$A Hedged
Listed Property & Listed Infrastructure	S&P/ASX 200 Accumulation Index

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Australian Equities

S&P/ASX 200 Accumulation Index

2.3 Consultation

Key Council staff, Audit Committee, JB Were, and Executive were consulted in the development of this Policy.

After the established of the Infrastructure and Strategic Investment Reserve, Council appointed JB Were as its investment manager. JB Were provides investment advisory and management services to Melton City Council with the main goal of maximising the return from investments that are allowed within the parameters of the Local Government Act 1989 including sections 143 and 193.

JB Were worked with Council Officers in development of the Investment Policy Statement, in order to establish a clear roadmap for future investments of reserves and provide clear direction with respect to;

- Investment Philosophy
- Investment Objectives
- Investment Governance
- Investment Allocation and
- Investment Selection.

2.4 Communication and Implementation

On 1 July 2020, Council Audit Committee met and recommended that Council approve Investment Policy Statement. Investment Policy Statement once approved by Council, will require certain investments/asset classes recommended in Investment Policy Statement to be approved by the Minister. Once all necessary approvals are obtained, JB Were and Council Officers will begin to invest Council funds in line with parameters outlined within Investment Policy Statement.

2.5 Compliance

This policy is compliant with the relevant provisions of the *Local Government Act 1989* (Sections 143 and 193) and with the *Local Government Act 2020*.

The Charter of Human Rights has been considered and has no direct relevance. Gender equity and diversity issues were given consideration in the revision of this policy.

2.6 Measures of Success

Success of policy will be measured by its ability to outperform outlined benchmarks while preserving value of investment capital.

LIST OF APPENDICES

1. Investment Policy Statement - dated 1 July 2020

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Appendix 1 Investment Policy Statement - dated 1 July 2020

Melton City Council

	<p>Investment Policy Statement</p>
<p>Version No.</p>	<p>V 1.0 – 18 August 2020</p>
<p>Endorsement</p>	<p>Audit Committee – 1 July 2020 Policy Review Panel - <INSERT DATE></p>
<p>Authorisation</p>	<p>Council - <INSERT DATE> (Effective Date)</p>
<p>Review date</p>	<p>1 October 2021</p>
<p>Responsible officer</p>	<p>Manager Finance</p>
<p>Policy owner</p>	<p>Manager Finance</p>

DRAFT

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Item 6.1 Investment Policy Statement

Appendix 1 Investment Policy Statement - dated 1 July 2020

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1. PURPOSE

1.1. Purpose of this Investment Policy Statement (IPS)

There are various purposes for this IPS:

- **Alignment of the portfolio to the needs of The Melton City Council assets** – The investments are required to exhibit characteristics and attributes that deliver on the liquidity, security, volatility and total return objectives.
- **Corporate & Investment Governance** – As an organisation we believe in strong corporate and investment governance. This document articulates a robust and considered investment policy for Melton City Council. It also articulates the authorities and responsibilities within the chain of processes. This policy forms a key part of our risk management process to provide confidence for our stakeholders.
- **Evidence of Prudence** – A policy paper trail which demonstrates our organisation's 'prudent' investment management principles and processes.
- **Continuity** – We believe that investment policy continuity during times of Melton City Council personnel change is important. Similarly, the investment policy will focus on the objectives through all investment market environments.
- **A framework to review the beliefs and portfolio objectives** – This document will serve as a reference point for reviewing the organisation's investment beliefs, portfolio objectives and performance on a periodic basis.
- **A framework to review the investment adviser** – This document will also serve as a reference point to evaluate the performance of the investment adviser on a periodic basis.
- **Legislative Compliance** – This document will ensure that Melton City Council's investments provide maximum returns from investments that are allowed within the parameters of the Local Government Act (including sections 143 and 193).

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2. THE INVESTMENT CORPUS

2.1. Background & 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.

2.2. Investment Objectives

In summary, Melton City Council operates five broad investment corpuses. These corpuses, their objectives, liquidity requirements and risk tolerances are outlined in the table below.

	Operational Funds	Major Capital Projects	Strategic Land Purchases	Developer Contributions	Income Investments
Purposes of Funds	Funds available to meet the operational requirements of Melton City Council (includes Long Service Leave provision assumed to be \$8m out of \$20m)	Funds available short term capital projects	Investment in commercial opportunities to generate alternate sources of income or purchase on land in non-precinct structure plan areas.	Payments (placed in a reserve) towards the provision of infrastructure made by the proponent of a new development	Investments made for future sustainability
Liquidity	Moderate to High. Daily access to part of the funds	Moderate to High. Daily access to part of the funds	Moderate. Funds not required short-term but liquidity should be available as requested to meet medium-term expenses	Moderate to Low. Funds are drawn on, however regularly contributed to	Low. Funds are unlikely to be drawn on
Expected Time Frame	Funds have a combination of time frames	Proportion (30%) of funds potentially required within 3-6 months, balance 3 to 5 years.	Funds likely to be called within the next 3 years	Majority of funds unlikely to be called on in the next 5 years	Majority of funds unlikely to be called on in the next 5 years
Investment Objective	Availability of non-long service leave provision capital within 90 days	Complete availability of 30% of capital within 90 days	Yield enhancement with a medium term time frame	Yield enhancement with a medium to long term time frame	Long-term growing income stream
Expected return after fees	BBSW30 + 0.25%	BBSW30 + 0.25%	BBSW30 + 1.0%	BBSW30 + 2.0%	BBSW30 + 3.0%

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2.3. Asset Allocation Considerations

The following factors are to be considered when determining the asset allocation for the investment corpuses:

- The income tax exempt status of Melton City Council funds;
 - Melton City Council is not able to benefit from franking credits.
- The purpose of the funds;
- The time horizon of capital;
- The investment objectives of the capital;
- The need for sufficient capital preservation requirements;
- The need for sufficient liquidity to meet cash flow requirements;
- The need for diversification to avoid over-exposure to individual asset classes, sectors, issuers, or instruments;
- The potential impact of inflation; and
- The utilisation of strategic asset allocation bands and dynamic asset allocation to provide for flexibility as the investment environment changes.

2.4. Asset Allocation Weights and Ranges

The **Strategic Asset Allocation** (SAA) weights represent the long-term asset allocation that we believe over the long term will deliver the investment return objective at an acceptable level of risk. It is understood that with market fluctuations, withdrawals and contributions it is unlikely that at any point in time the actual asset allocation will equal the weights exactly.

The ranges provide room to account for natural variations against the SAA and also provide the flexibility to allow Melton City Council to take **Dynamic Asset Allocation** (DAA) positions away from SAA in light of the opportunities and risks in each of the asset classes throughout the investment cycle.

The asset allocation weights and ranges for the Operational Funds are:

Asset Class	Strategic Asset Allocation (SAA)	Dynamic Asset Allocation Ranges (DAA)
Defensive Assets	100%	100%
Cash (incl. term deposits)	65%	55% - 85%
Fixed Income	35%	15% - 45%
Growth Assets	0%	0%
Total	100%	

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The asset allocation weights and ranges Major Capital Projects Corpus are:

Asset Class	Strategic Asset Allocation (SAA)	Dynamic Asset Allocation Ranges (DAA)
Defensive Assets	100%	100%
Cash (incl. term deposits)	60%	50% - 80%
Fixed Income	40%	25% - 50%
Growth Assets	0%	0%
Total	100%	

The asset allocation weights and ranges for the Strategic Land Purchases are:

Asset Class	Strategic Asset Allocation (SAA)	Dynamic Asset Allocation Ranges (DAA)
Defensive Assets	100%	100%
Cash (incl. term deposits)	45%	35% - 60%
Fixed Income	55%	40% - 65%
Growth Assets	0%	0%
Total	100%	

The asset allocation weights and ranges for the Developer Contributions are:

Asset Class	Strategic Asset Allocation (SAA)	Dynamic Asset Allocation Ranges (DAA)
Defensive Assets	70%	30-90%
Cash (incl. term deposits)	15%	5% - 30%
Fixed Income	55%	25% - 65%
Growth Assets	30%	10-55%
Property & Infrastructure	10%	5% - 15%
Australian Equities	20%	5% - 30%
International Equities	0%	0%-10%
Total	100%	
Unhedged Foreign Currency Exposure	0%	0%

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The asset allocation weights and ranges for the Income Investments are:

Asset Class	Strategic Asset Allocation (SAA)	Dynamic Asset Allocation Ranges (DAA)
Defensive Assets	60%	40-85%
Cash (incl. term deposits)	5%	5% - 30%
Fixed Income	55%	25% - 65%
Growth Assets	40%	15-60%
Property & Infrastructure	10%	5% - 15%
Australian Equities	20%	5% - 30%
International Equities	10%	5%-15%
Total	100%	
Unhedged Foreign Currency Exposure	0%	0%

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3. INVESTMENT GUIDELINES

3.1. Allowable Investments

Any financial investment made in accordance with this Investment Policy Statement must also be within the parameters of the Local Government Act (including sections 143 and 193).

Only investments in the following types of investments are permitted in the below asset classes:

Cash:

- Cash deposits, Cash Management Trusts/investments with Australian licensed and regulated banks and deposit taking institutions
- Term deposits
- Other bank deposits of a short-term nature

Fixed Interest

- Government & Semi-Government bonds
- Investment grade Supranational/Sovereign and Corporate fixed income securities
- Market Listed Hybrid Capital issues
- Passively Managed Investments

Listed Property & Listed Infrastructure

- Market Listed Real Estate Investment Trusts
- Market Listed Infrastructure
- Passively Managed Investments

Australian Equities

- Direct Equities
- Passively Managed Investments

International Equities

- Passively Managed Investments

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3.2. Investment Restrictions

The following investment restrictions will apply:

Cash and term deposits

- For investment in the cash asset class the following Standard & Poor's issuer credit rating exposure limits are to be adhered to:

Short Term Rating	Maximum % Investment Per Institution	Percentage of Total Investments
A1+	40%	100%
A1	25%	60%
A2	10%	40%

Given the moderate illiquidity of term deposits it is recommended that maturities to not exceed 12 months.

Fixed Income

- No direct investments in fixed income instruments where the *issuer rating* is below investment grade (BBB- as rated by S&P)
- No more than 20% of the total portfolio in any one issuer
- For investment in the fixed interest asset class the following Standard & Poor's issuer credit rating exposure limits are to be adhered to (average credit rating used for managed investments):

Issuer Long Term Rating	Maximum % Investment Per Security	Maximum Total Exposure %
AAA	20%	100%
AA+ to AA-	15%	100%
A+ to A-	10%	75%
BBB+ to BBB-	5%	25%
Unrated / Sub Investment Grade	0%	0%

In most instances a rating on senior debt is the same as that assigned to the issuer; however, exceptions exist. Some senior debt investments do not have an issuer rating due to the structure of the investments. In this circumstance the S&P issue rating is to be used as a substitute.

Australian Equities, International Equities, Property & Infrastructure

- No direct equity ownership in companies whose market cap is below \$500m, given the liquidity constraints associated with these shares

General Conditions

- No illiquid investments, that is, investments that cannot be redeemed and converted to cash within 31 days under stressed conditions

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- No direct investment to represent more than 5% of the total portfolio
- No more than 20% of the total portfolio in any one passively managed product
- Managed investments that are passive (i.e. simply replicate an index) are permitted
- Managed investments that are active (i.e. discretion of investment selection from the fund manager) in nature are prohibited from investment.

3.3. Socially Responsible Investment Considerations

Melton City Council has determined that it has a responsibility to ensure that its investment practices are in accordance with the ethics, morals and beliefs of our stakeholders, people and community.

Integration of Ethical Considerations

Melton City Council strives to be a socially responsible and ethical investor in making any investment in individual securities or enterprises. As such the Council will actively avoid investments in sectors or companies whose core business and/or business practices contradicts its values.

Current and proposed investments shall be evaluated according to the source of the underlying revenue and its related industry. In some instances investment will be prohibited entirely, whereas in others, investment will be restricted (maximum of 10% of group revenue).

Details are as follows:

Investment Type	Prohibited Investment	Restricted Investment
Human Rights & Communities (Controversy Flag)	X	
Labor Rights & Supply Chain (Controversy Flag)	X	
Manufacture of Arms and Ammunition	X	
Production or Distribution of Pornography	X	
Tobacco	X	
Gambling	X	
Alcohol		X
Thermal Coal		X
Unconventional Oil & Gas		X
Conventional Oil & Gas		X

Melton City Council understands and accepts that the exclusion of industries, specific stocks or funds has the potential to limit the investment universe available to the Investment Adviser and as such, the potential to negatively affect the risk adjusted return generated.

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Environment Considerations

In accordance with the principles of the 2017-2021 Council & 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.

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4. BENCHMARKS AND REPORTING

4.1. Performance Reporting

A performance report for the Funds should be compiled by the Investment Adviser and reviewed by the Investment Committee on a quarterly basis. The report should include:

- a review of the asset allocation strategy and its appropriateness in light of changing investment environments, which may lead to rebalancing or dynamic tilts;
- the performance of each Fund against the investment objectives and benchmark indices shown below;
- the performance for each Asset Class relative to the benchmark indexes shown below;
- quarterly, yearly and since invested performance returns within each asset class and individual investment relative to benchmark indexes;
- a review of any fund managers, investments and the risk profile of the portfolios; and
- a discussion of any investment recommendations

4.2. Performance Benchmarks

The following benchmarks are to be utilised:

Asset Class	Benchmark
Cash	Bloomberg AusBond Bank Bill Index
Fixed Interest - Domestic	Bloomberg AusBond Composite 0+ Yr Index
Fixed Interest - International	Bloomberg Barclays Global Aggregate Index \$A Hedged
Listed Property & Listed Infrastructure	S&P/ASX 200 Accumulation Index
Australian Equities	S&P/ASX 200 Accumulation Index

4.3. Reporting and Administration

The Investment Adviser will provide quarterly reports and an annual report summarising current investment strategies, the Funds' performance, and any other relevant information to the Investment Committee, which in turn will provide it to Melton City Council. This should include disclosure of any ethical issues, including breaches of human or labour rights.

5. EXTERNAL ADVISERS AND REVIEW

5.1. Appointment of Investment Adviser

The Investment Committee may appoint an Investment Adviser to, amongst other things, invest and manage the Funds as its agent on a discretionary basis. In such an event, the organisation shall enter into an agreement with the Investment Adviser directing the Investment Adviser to manage the Funds according to this Policy.

The Investment Adviser should:

- hold an appropriate Australian Financial Services License (AFSL);
- have professional indemnity insurance cover and provide evidence of it upon request;
- comply with investment requirements imposed by State laws or Territory laws;
- clearly disclose any conflicts of interest before making any recommendation or undertaking a course of action;
- invest and manage the Funds on behalf of the Investment Committee, including sourcing and making suitable investments in accordance with this IPS;
- keep the Funds under review, including making full or partial realisation of or exit from individual investments, and to confer at regular intervals with the Investment Committee regarding the investment management of the Fund;
- exercise all due diligence and vigilance in carrying out the Investment Adviser's functions, powers and duties under the Policy; and
- advise the Investment Committee of any breaches of the Investment Mandate and any material matters relating to the Investment Adviser that in the opinion of the Investment Adviser should be disclosed to the Investment Committee.

5.2. Investment Adviser Performance

The performance of the Investment Adviser is to be reviewed on an annual basis. In assessing the Investment Adviser's performance, consideration will be given to the following:

- competence;
- responsiveness;
- communication;
- value adding customer service;
- IPS compliance;
- execution effectiveness;
- management of operational risk;
- transparency and management of conflicts of interest;
- flexible, accurate and timely reporting; and
- investment performance against the investment objectives and composite benchmarks.

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The Investment Committee recognises that short-term fluctuations may cause variations in performance; the Investment Committee intends to evaluate the Investment Adviser's performance from a long-term perspective.

5.3. Investment Adviser Review

Investment Advisers shall be formally reviewed by the Investment Committee at least every three years.

A material change in the circumstances of the Investment Adviser (e.g. significant change in key personnel, change in ownership structure) may trigger a formal review or result in immediate termination.

In addition, significant underperformance of the Investment Adviser against the assessment criteria mentioned in Section 7.2 above may result in Investment Adviser termination prior to the scheduled three year review.

5.4. Breaches of Investment Policy

The Investment Adviser will provide reporting on a quarterly basis where it will review and identify and disclose any breaches of this policy and the materiality of the breach to the Investment Committee.

A breach of more than 2% outside the benchmark ranges needs to be reported to the Investment Committee within 2 weeks of the breach.

Where the Investment Adviser is in breach of the terms of the IPS, the Investment Committee must consider and review the causes of the breach. Depending on the finding of this review the Investment Adviser may be terminated outside the formal review cycle.

5.5. Investment Policy Statement Review

Due to the nature of the financial markets and the potential for change in the underlying portfolio over time, an annual review of this policy, including allowable investments and restrictions will be conducted by the Investment Committee in conjunction with the Investment Adviser.

This review process will also address issues such as any proposals to alter the investment risk management strategy, alterations to delegated authority and any additional management information reporting requirements

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6. RISK STATEMENT

In seeking to maximise returns Melton City Council is mindful of the inherent risks. Those risks are considered because they offer a reasonable expectation of compensation in the form of returns above the risk free rate (excess returns) over the time horizon of the Funds. Risks accepted in order to pursue the investment objective fall into the following categories:

6.1. Liquidity Risk

Melton City Council also recognises that there is a premium to be earned on investments that are less liquid than others, such as term deposits or illiquid loans, and that this premium can be measured in the search for additional investment returns. The extra return earned should compensate for the illiquidity risk.

The Investment Committee recognises that short term risks may arise from the potential of the Funds to experience a shortfall in the income required to meet the expected cash outflows from the Funds. To offset this, the Funds should:

- maintain sufficient liquidity,
- take into account the expected cash flows and costs.

6.2. Credit Risk

Credit risk (or counterparty risk) is the risk of default by the counterparty on its contractual obligations. At a Fund level, a framework exists to ensure that risk exposures remain within approved exposure limits based on the credit ratings of financial instruments and counterparties. Appointed managers of investments are required to ensure:

- the average credit quality within the manager's portfolio is within agreed guidelines;
- the exposure to different tiers of credit (including unrated debt) are within agreed guidelines; and
- the maximum permitted exposure to any one issuer is within agreed guidelines.

6.3. Market Risk

The Funds hold exposure to a wide range of assets which Melton City Council expects will produce returns divergent from and superior to the risk-free rate over the long term.

Principal exposures include:

- broad equity market risk, both globally and in Australia;
- broad debt market risk, including interest rate duration, credit spread duration, credit quality migration and default risks;
- currency exposure, including risks of movement in the value of both the Australian dollar and the foreign currencies held;
- non-uniform performance within broad asset markets (e.g. divergence in returns by sector, geographic region, growth vs. value styles, and large vs. small stocks); and
- return uncertainties within the property, infrastructure and alternatives.

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6.4. Manager Risk

The requirements on the Funds' external Fund Managers to deliver superior returns also entail some risks. In particular, appointed managers may exceed or fall short of the objectives set for them by Melton City Council. Market returns (beta) and manager performance (alpha) should be largely independent (i.e. performance of a manager relative to the broader market should not be impacted by the performance of that market itself).

Manager risk is generally managed by:

- careful selection and monitoring of managers to ensure there is sufficient confidence that each manager warrants the allocation of active risk to them; and
- monitoring the composition of the portfolios of active managers to ensure that there are no unintended biases away from the intended investment strategy.

6.5. Operational Risk

This is general operational risk that may involve an economic loss or reputation risk. It includes fraud, theft, unauthorised use of financial instruments and other breaches of delegated authority. This also includes loss due to poor transaction documentation, inadequate information systems or human error. To minimise this risk the Investment Committee will:

- keep proper accounts and records of the transactions and affairs;
- maintain a sufficient internal control framework that minimises potential loss arising from unrecorded or unauthorised transactions;
- place priority on the retention and recruitment of high quality staff; and
- ensure the availability and reliability of hardware and software systems.

The Investment Adviser must also ensure that it maintains tight controls around operational risk. It must ensure that it has an appropriate degree of separation of duties at all times.

6.6. Currency Risk

Investments in securities that are not denominated in Australian dollars carry the risk that movements in the value of the related currencies will impact adversely on the carrying value of the underlying investment.

Investments in non-Australian securities may be hedged to mitigate the impact of these currency movements. A decision to invest in non-Australian securities may be a part of the approved investment strategy of the Melton City Council, and should be taken in tandem with a decision on currency hedging.

The Investment Adviser is required to identify potential risks arising on new investments from a hedged or unhedged position, and to make recommendations on an appropriate hedging strategy in accordance with the requirements stipulated above.

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7. POLICY ADOPTION

The Investment Committee will make all recommendations to Melton City Council for approval for any changes to this Investment Policy. The Policy adoption and amendments resulting from policy reviews must be approved and signed off by Melton City Council.

7.1. Change History

Version	Approval date	Approved by	Change
1.0			Investment Policy Adopted

6.2 KINDERGARTEN CENTRAL ENROLMENT POLICY

Responsible Officer: Brendan Ball - Manager Families and Children
Document Author: Christine Reid - 3 year old Funded Kindergarten Capacity Officer
Date Prepared: 4/08/2020

1. Recommendation:

That Council approve the new Kindergarten Central Registration Policy as attached at **Appendix 1**.

Motion

Crs Ramsey/Majdlik.

That Council approve the new Kindergarten Central Registration Policy as attached at **Appendix 1**.

CARRIED

2. Background

2.1 The Policy

The Kindergarten Expansion Reform is a Victorian Government policy commitment however individual councils are required to negotiate the roll out details in their municipality. This policy aims to support the Melton City Councils obligations under the Kindergarten Expansion Reform and Early Years Compact Agreement.

Melton City council currently operates the central kindergarten applications for Four Year old Kindergarten within 22 council kindergartens across the municipality working in collaboration with 8 providers. Three Year old Funded Kindergarten will roll out in City of Melton in 2022.

The proposed Policy updates the previous Four Year Old Kindergarten Central Enrolment Policy, reflecting the expansion of the program to manage Three Year old Funded Kindergarten registration. It implements State-wide Best Practice guidelines, considers Councils Policy and Procedure Guidelines and supports consistent terminology.

The Panel should note that although this is a new Policy the Allocation Priorities have not changed from the previous Policy, other than the inclusion of Three Year Old Funded Kindergarten.

The Panel should also note that the Three Year Old Funded Kindergarten registration process is planned to become operational with an indicative timeframe of March 2021. The Policy provides a Framework to allow this to occur.

2.2 Sources/benchmarking

Policy development and subsequent procedures are based on the requirements of the:

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- Early Years Compact Agreement
- DET Priority of Access guidelines.
- State wide Best Practice Guidelines endorsed by DET and MAV

The Policy supports the Central Registration Enrolment Scheme (CRES) model, a local government-led program that aims to minimise the barriers to getting Victoria's children into kindergarten with the provision of a best practice model of managing centralised kindergarten registration.

2.3 Consultation

The Policy direction has been developed in liaison with General Manager Community Services, Executive, Melton City Council Three Year old Funded Kindergarten Project Working Group, and the Early Years Partnerships Committee.

Best Practice recommendations within the Policy philosophy have been developed in consultation with DET and MAV, via state wide consultation within the DET led Central Enrolment Project.

2.4 Communication and Implementation

The Policy will be implemented by the Three Year old Funded Kindergarten Officer in conjunction with the Children Services Program Team Leader, Coordinator Early Childhood, and Manager Families and Children's Services.

Guided by the CRES model, Best Practice philosophy will be embedded into practice via a procedure, practice guide, templates, and training. Implementation planning will be communicated to Central Enrolment staff in person followed by a broader communication to other council programs.

As part of a broader transition to three year old funded kindergarten, the Policy will be shared with other council programs, kindergarten service providers, and other key stakeholders within broader sector partnerships. The Policy will be posted on Melton City Council website in lieu of the previous Policy.

2.5 Compliance

The policy considers the *Local Government Act 2020* including the overarching Governance Principles and the Five Supporting Principles. In particular this supports Council to develop an integrated, longer-term and transparent approach to planning with responsible use of resources to ensure financial, social and environmental sustainability.

The Policy strives to incorporate a strong evidence base with Best Practice in mind with a philosophy that aims to be inclusive of all people. It has considered council values and strategic goals:

- Gender Equity (as required by Equality and Respect 2030 Strategy and where required by the 2020 Act)
- The contribution of people and communities from diverse backgrounds
- Charter of Human Rights and Responsibilities Act 2006
- Child Safe Standards

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- Education and Care Services National Regulations 2011 and the Education and Care Services National Law Act 2010
- Melton: A City for all People
- Early Childhood Reform/ Kindergarten Expansion Reform
- Early Years Compact Agreement
- Climate change (also part of the Overarching Governance Principles)
- Organisational Values- Vibrant Melton

It is also compliant with DET funding requirements relating to the enrolment of children in State Government Funded Kindergarten Services and maintaining confidentiality, inclusion and accessibility.

The Policy enables compliancy with the Early Years Compact Agreement and commitments in relation to prioritising the safety, development and wellbeing of children, especially those experiencing vulnerability and disadvantage.

2.6 Measures of Success

The Policy will be reviewed annually alongside of continuous improvement strategies as per a DET/MAV approved process.

LIST OF APPENDICES

1. Kinderrgarten Central Enrolment Policy

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	<h3>Kindergarten Central Registration Policy</h3>
	<p>Version No. V1.0 - August 2020</p> <p>Endorsement Executive – 13 August 2020 Policy Review Panel - <insert date></p> <p>Authorisation Council - <insert date></p> <p>Review Date September 2021</p> <p>Responsible Officer Manager Families and Children</p> <p>Policy Owner Early Childhood Coordinator</p>

1. Purpose

This policy outlines the allocation of kindergarten places by Melton City Council's Kindergarten Central Registration Enrolment Scheme (CRES).

2. Scope

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

Melton City Council CRES does not include funded kindergarten programs provided in Long Day Care centres.

3. Background

A CRES is a local government-led program that aims to minimise the barriers to getting Victoria's children into kindergarten with the provision of a best practice model of Central Kindergarten Registration. The CRES takes a holistic view of a child's journey from birth to their first day at kindergarten. It is a collaborative model that coordinates councils, service providers, MCH staff, support services and other stakeholders to support families and carers.

Melton City Council has implemented the CRES to support Best Practice recommendations endorsed by DET and MAV. The CRES will support:

- transparently, fairly and equitably allocate kindergarten places in line with the Department's (DET) Priority of Access guidelines
- proactively identify and enrol vulnerable children in quality kindergarten programs
- minimise administrative burden on service providers
- responding to the needs of the community in early year's services provision.

In partnership with Kindergarten Service Providers, Melton City Council Kindergarten CRES operates central registration, and allocation of kindergarten places for both three and four year old children within twenty two kindergartens across the municipality.

Once a child has been allocated a place, Kindergarten Service Providers are responsible for the kindergarten enrolments within their service.

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4. Definitions

Word/Term	Definition
Allocation Priorities	The priorities referred to when allocating places into a three or four year old Kindergarten program within the Council KCES Kindergartens.
Applicant	A child whose parent/guardian has lodged a completed kindergarten registration.
CRES- Central Registration Enrolment Scheme	The CRES model is designed to reduce challenges for Central enrolment schemes and achieve consistency of kindergarten registration across Victoria. The model has been co-designed by stakeholders across Victoria, the Department of Education and Training (DET) and the Municipal Association of Australia (MAV).
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	State Government Department of Education and Training.
Eligible Child	A child who is eligible to be allocated a place in a CRES Melton City Council kindergarten.
Early Start Kindergarten (ESK)	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. Early Start Kindergarten will continue to provide 15 hours a week of subsidised Kindergarten till 2029 when three-year-old children across the state will have access to 15 hours of subsidised Kindergarten.
Early Years Compact Agreement	A ten year agreement between Department of Health Human Services Department of Education and Training and local government with the goal to support vulnerable children including to increase the participation of children in out of home care and children known to child protection in early years services Goals: <ul style="list-style-type: none"> • Vulnerability, location and disadvantage do not determine outcomes for children • Families are well supported by high quality, inclusive services for children and families in the early years. • families can access help when and where they need it • Stronger place-based governance and planning.

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Word/Term	Definition
Funded Kindergarten Place	After enrolment, children receive a funded DET kindergarten place when they attend kindergarten in the year before school From 2022, funded kindergarten places will be available for the two years prior to a child starting school Children are eligible for only one year of each 3 & 4 year old kindergarten place
Families who reside outside the municipality	Families are considered to live outside the municipality boundaries if they move out of the municipality prior to the commencement of the Kindergarten year.
The Kindergarten Guide	The Kindergarten Guide is developed by DET and is updated from time to time to guide Kindergarten Providers on operations including the eligibility criteria for funding and priority of access criteria.
Kindergarten Fee Subsidy (KFS)	The kindergarten fee subsidy is a government subsidy that enables eligible children to attend a funded kindergarten program (sessional Kindergarten or Long Day Care) at a minimal cost in the year prior to commencing school.
Kindergarten Registration	Information provided to Melton City Council by Parent/carers, advising of the request for a 3 and/or 4 year old child to be allocated a kindergarten place. This information is used by Melton City Council to allocate the child a kindergarten place and provided to the Kindergarten Service Provider to process enrolment
Kindergarten Enrolment	Completed by a Kindergarten Service Provider to enrol a child within their service
Kindergarten Provider	The service which operates the Kindergarten program that is participating in CRES
Kindergarten Priority of Access Criterion	In line with the Victorian Government Kindergarten Guide and the DET Priority of Access Guidelines, Priority of access criteria is implemented to support fair and equitable access to kindergarten
Registration Fee	A non-refundable fee payable when lodging a registration for kindergarten that contributes to the cost of Council administering the KCES.
MAV- Municipal Association Victoria	The legislated peak body for local government in Victoria

5. Policy Statement

Melton City Council is committed to:

- meeting the needs of the local community
- equal access for all children based on the priorities set out in this policy
- compliance with the *Local Government Act 2020, 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 all information provided on Kindergarten application forms
- being inclusive of all people, acknowledging the contribution of people and communities from diverse backgrounds, within the municipality

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- striving for Gender Equity as per the Equality and Respect 2030 Strategy.

Melton City Council is committed to the shared goals of the Early Years Compact and is committed to providing an inclusive and accessible kindergarten registration service to support **all** children's access to kindergarten.

The CRES model aims to:

- assist vulnerable families / carers who are at risk of not enrolling their child in kindergarten
- inform infrastructure, early years planning and investment: for evaluation and future planning, during which Council can gather data on current and projected demand for early years services
- ease of access for families: a CRES enables families / carers to register for enrolment at the number of kindergartens with a single registration form
- fair allocation of kindergarten places: CRES ensures the Victorian Priority of Access criteria are applied so that children experiencing vulnerability or disadvantage have priority access to kindergarten. Additionally, children can also be prioritised based on locally agreed criteria
- increase uptake of kindergarten: the CRES seeks to find and register as many kindergarten-aged children as possible through a network of stakeholder relationships
- continue to ease the burden on individual kindergartens so that they can run most effectively, and the value of council-owned facilities is maximised.

Central Kindergarten registration procedures, systems and software will align with the CRES Best Practice model.

6. Eligibility Criteria

In accordance with State Government funding agreements, the following children are eligible to attend kindergarten:

- Children who are three years of age or older by 30 April in the year they are to attend three year old Kindergarten.
- Children who are four years of age or older by 30 April in the year they are to attend four year old Kindergarten.
- Families of children born between January and April can decide whether to enrol their children in the year they turn three, or the following year. These decisions will be up to the individual families and factors that might be taken into consideration include the individual child's developmental and learning levels, family circumstances and potential school starting ages.

Early Start Kindergarten provides free or low cost kindergarten to eligible three year old children where programs are offered by a qualified Kindergarten teacher. Eligible children are those identified as Aboriginal and/ or Torres Strait Islander decent or have had contact with Child Protection or been referred to Child FIRST. Children eligible for ESK funding continue to have access to 15 hours of kindergarten per week.

Refer to the Melton City Council website for more information on eligibility criteria and language services available to families who require assistance, such as an interpreting service.

7. Allocation Priorities

The DET Priority of Access Guidelines state that in instances where more eligible children apply for a place at a kindergarten service than there are places, available children must be prioritised via:

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- Children at risk of abuse or neglect, including children in Out-of-Home Care
- Aboriginal and/or Torres Strait Islander children
- 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 developmental delay

In line with the Victorian Government Kindergarten Guide and the DET Priority of Access Guidelines, locally agreed criteria may be implemented to prioritise and determine the order of offers made. To support fair and equitable access to kindergarten, children of City of Melton residents will also be considered for priority of access should they have the following risk factors of vulnerability:

- A parent or child has a life threatening or debilitating illness or disease
- A parent who has a disability, diagnosed mental illness or drug and/or alcohol dependency
- Court orders that limit choices for Kindergarten
- Risk of family violence
- Risk of homelessness
- Eligibility for Early Start Kindergarten.

Children of City of Melton residents will also be prioritised if they have:

- attended Kindergarten in Term 1 but withdrew
- are eligible for a second year of funded Kindergarten
- previously had a sibling attend the Kindergarten of preference, in a 4 year old program, in the year of enrolling the current child or the previous year
- two children from the same family enrolling for kindergarten in the same year.

Note: Once 1st and 2nd round allocations have been finalised, children will be prioritised according to the number of criteria met.

- In mixed-age groups, the Priority of Access guidelines will equally prioritise three and four-year-old children considered vulnerable under the policy.
- Where programs for three and four-year-olds are provided separately, the Priority of Access criteria should be applied separately for each age cohort.

In the situation that 3 & 4 year old registration has been completed on the same registration form, Priority of Access must be considered separately for each year at the point of allocation.

7.1. Families who reside outside the municipality

- Kindergarten applications from families who reside outside the municipality are required to have General Manager final approval and acceptance based on recommendations from Officers/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.

Note: Children in Out of Home Care may be an exception to the above and will be considered on a case by case basis according to the best interest of the child in consideration of the Early Years Compact Agreement

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7.2. Second year of funded 4 year old Kindergarten

DET provides funding to support children to access a Kindergarten program in the two years before they start school.

As per The Kindergarten Guide a child is eligible to receive a second year of four year old 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.

7.3. 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: Families 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.

8. Registration**8.1. Registration Forms**

- Registration forms must be completed and accompanied by the registration administration fee (non-refundable) with supporting documentation as outlined in the Kindergarten information booklet.
- Registrations for both 3 and 4 year old kindergarten may be completed separately or within the same form.
- Kindergarten referral and expression of interest forms are for the purpose of identifying kindergarten eligible children. Information contained in the forms will be used to support kindergarten engagement but does not constitute a kindergarten registration or allocation.

8.2. Fee Waiver

- A fee waiver will automatically apply to families eligible for Kindergarten Fee Subsidy and Early Start Kinder.
- A fee waiver due to financial hardship may be applied.

8.3. Closing Dates

- The closing date for the first and second round allocation of places will be listed on the registration form.
- Registration forms may be submitted for the remainder of the year, but will not be included in the first and second round of allocations unless they are received by the required date.

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8.4. Changing Preferences

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

8.5. 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.

8.6. 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.

8.7. 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 Allocation Priorities of this policy.

8.8. 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 the Allocation Priorities outlines in this Policy.
- Second round offers will be administered approximately four weeks after the first round of offers.
- Offers after this time will be administered weekly.

8.9. 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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Enrolling your child into a City of Melton 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 go to www.findmyschool.vic.gov.au. For school enrolment processes, contact your local primary school.

10. Privacy

Access to completed application forms will be restricted to the Kindergarten Registration Officers, and other relevant Council Officers, in accordance with Council's Information Privacy Policy. Sharing of information will only occur with the consent of enrolling parent or if required by law.

11. Responsibility and Accountability

11.1 Kindergarten Registration Officer	<ul style="list-style-type: none"> Responsible for the administrative tasks associated with the receipt of registrations and allocation of Kindergarten placements in line with the allocation priority criteria.
11.2 Kindergarten Engagement Officer	<ul style="list-style-type: none"> Responsible for the identification, active engagement and outreach to families experiencing disadvantage, vulnerability or other barriers to kindergarten engagement Support the kindergarten registration and allocation process for families experiencing disadvantage, vulnerability or other barriers to kindergarten engagement.
11.3 Children's Services Program Team Leader	<ul style="list-style-type: none"> Ensure that program procedures and systems support the Policy Oversee Policy is implemented, referred to and reviewed as appropriate.
11.4 Kindergarten Providers	<ul style="list-style-type: none"> Responsible for processing enrolments 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 all operations of the Kindergarten including employing Kindergarten staff.
11.5 Parents & Guardians	<ul style="list-style-type: none"> Responsible for providing all required documentation for the Kindergarten registration form by the date indicated in the Kindergarten information booklet.

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

Name	Location
<i>Charter of Human Rights and Responsibilities Act 2006</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>Child Safe Standards</i>	www.legislation.vic.gov.au
<i>Disability Discrimination Act 1992 (Commonwealth)</i>	www.comlaw.gov.au
<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

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Name	Location
<i>Equal Opportunity Act 2010</i>	www.legislation.vic.gov.au
<i>Human Rights and Equal Opportunity Commission Act 1986 (Commonwealth)</i>	www.comlaw.gov.au
<i>Kindergarten Funding Guide 2016</i>	https://www.education.vic.gov.au/
<i>Local Government Act 2020</i>	www.legislation.vic.gov.au
Melton City Council Kindergarten Registration, language services and eligibility information	https://www.melton.vic.gov.au/
<i>Privacy and Data Protection Act 2014</i>	www.legislation.vic.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
The Early Years Compact Agreement	https://www.education.vic.gov.au/
The Equality and Respect 2030 Strategy	https://www.melton.vic.gov.au/
Victorian Kindergarten policy, procedures and funding criteria.	http://www.education.vic.gov.au

DRAFT

6.3 DRAFT CCTV (ASSESSMENT AND INSTALLATION) POLICY

Responsible Officer: Matthew Wilson - Manager Community Planning

Document Author: Michelle Venne-Rowe - Social Planning Officer

Date Prepared: 4 June 2020

1. Recommendation:

That Council approve the CCTV (Assessment and Installation) Policy and the CCTV (Asset and Facility) Operating Procedure at **Appendix 1** to this report.

Motion

Crs Majdlik/Ramsey.

That Council approve the CCTV (Assessment and Installation) Policy and the CCTV (Asset and Facility) Operating Procedure at **Appendix 1** to this report with the amendments made by the Panel shown in red.

CARRIED

2. Background

2.1 The Policy

The new draft CCTV (Assessment and Installation) Policy brings together the various Council considerations concerning the assessment and installation of CCTV, and sets out an assessment approach to aid Council decisions and related processes. The Policy is to be read in conjunction with Council's Privacy Policy. To aid clarity the draft policy is intentionally limited in focus and application.

2.2 Sources/benchmarking

The draft CCTV (Assessment and Installation) Policy has been developed in response to topical discussions, within Council and in community, about Council's role in relation to the installation of CCTV systems. The formulation of a single Council policy position in relation to CCTV systems, and specifically to guide adequate safety assessments associated with their installation, is largely addressed by this draft Policy.

The draft Policy was developed by officers within current Council operating budget. Any CCTV assessments and installations will be subject to individual business cases, to be assessed in accordance with this Policy, and supporting operating procedures.

2.3 Consultation

Predominantly an internal operational policy, it was developed in consultation with relevant Council departments and officers. The draft policy has not been subject to public consultation. The policy supports the implementation of the Safe City, Proud Community Plan.

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2.4 Communication and Implementation

Once adopted, the Social Planning and Wellbeing Team will socialise the Policy and its application via weekly updates, staff meetings and Manager and Coordinator emails. The implementation of the Policy will be supported by the Social Planning and Wellbeing and Building Services Teams in collaboration, in an ongoing manner.

2.5 Compliance

The draft Policy aims to articulate the Council's position in relation to various aspects of CCTV assessment and installation considerations. When read in conjunction with Council's Privacy Policy, risks in terms installation deliberations are mitigated.

The draft Policy supports Council's achievement of Section 38 Human Rights Charter obligations. In establishing a clear position that all requests for CCTV will undergo an assessment process, and full privacy impact review, the overarching Governance Principles of the *Local Government Act 2020* are also achieved.

Failing to adopt the policy may result in loss of efficiency in terms of decision making, and continued ambiguity in terms of offering a unified Council position on the various aspects of CCTV implementation and maintenance considerations.

2.6 Measures of Success

All potential relevant CCTV assessments are undertaken in line with the Policy and that their installation, maintenance and use of data is in accordance with the Policy and related Procedure.

LIST OF APPENDICES


1. CCTV (Assessment and Installation) Policy
2. CCTV (Asset and Facility) Operating Procedure

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Appendix 1 CCTV (Assessment and Installation) Policy

	<p>CCTV (Assessment and Implementation) Policy</p>
	<p>Version No. V 1.0, 24 August 2020</p>
<p>Endorsement</p>	<p>Executive, 19 June 2020 Policy Review Panel, 24 August 2020</p>
<p>Authorisation</p>	<p>Council, <insert date></p>
<p>Review date:</p>	<p>1 November 2024</p>
<p>Responsible officer:</p>	<p>Coordinator Social Planning</p>
<p>Policy owner</p>	<p>Manager Community Planning</p>

1. Purpose

This Policy aims to provide guidance to Council and staff in relation to the assessment and installation of Council owned or operated Closed Circuit TeleVision (CCTV) systems. It seeks to explain the role of CCTV systems, within the City of Melton's place based, community activation and engagement context, as compared to more traditional crime and justice settings. It explains how the Council will make balanced decisions about the installation of CCTV systems, against its commitment to improving the overall quality of life of people in the local community, and its role in maintaining the peace, order and good government of the municipal district.

This Policy applies when:

- a) implementing Council's corporate, or public safety CCTV systems ensuring compliance with this Policy and relevant legislative requirements, fairly and only for the purpose for which it was established, with due regard to the *Privacy Policy* and the *Victorian Human Rights Charter*.
- b) considering the installation of corporate or public safety CCTV systems (including permanent, temporary and mobile systems).
- c) reviewing the temporary requirements of public safety CCTV systems.
- d) assessing the temporary, or ongoing requirements of corporate CCTV systems.

This Policy does not apply to private CCTV systems, and should also be read in conjunction with associated policies and procedures, and the Safe City, Proud Communities Plan.

The implementation of this Policy is also supported by the CCTV (Asset and Facility) Operating Procedure.

2. Definitions

Within the City of Melton, closed circuit television (CCTV) is used primarily in association with the protection of Council staff and assets. It may also be considered for reasons of public safety, hence the use of public CCTV systems generally will fall into two main categories:

- 1) **Corporate CCTV systems:** monitor Council owned assets and facilities. Fixed CCTV may also be used in Council buildings to monitor public areas and service access points. Mobile CCTV cameras may also be used in other authorised surveillance settings. These systems are managed onsite by Council employees or contractors.
- 2) **Public Safety CCTV systems:** monitor public places, generally high pedestrian thoroughfares and areas where antisocial behaviour is perceived to be higher, such

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as shopping precincts, entertainment areas and specific open spaces. These systems are usually permanent, however new and emerging technologies continue to involve including the use of temporary or mobile public safety CCTV systems. Public Safety CCTV systems are often installed and monitored in partnership with Police.

These two systems are similar, however the underlying rationale, drivers, objectives and operating requirements may differ and require nuanced considerations in relation to their installation, maintenance and management.

Council currently operates several corporate CCTV systems but does not currently own or operate any public safety CCTV systems.

3) Site Needs and Opportunities Assessment (SNO) – A Site Needs and Opportunities Assessment will be completed prior to any new Council operated CCTV System being implemented or extended.

4) Crime Prevention Through Environmental Design (CPTED) - refers to a holistic, multi-disciplinary approach to crime prevention based in principles of urban design and the management of built and natural environments. CPTED strategies aim to reduce victimisation, deter offender decisions that precede criminal acts, and build a sense of community, so that people's connection to place, helps to reduce actual crime, and improve perceptions of safety. CPTED is pronounced 'sep-ted' and it is also known around the world as Designing Out Crime, defensible space, and is referred to in the Victorian, Safer City Guide.

3. Scope

This Policy applies to:

- the installation and use of all Melton City Council CCTV Camera Systems and any data, images or documents produced as a result of the operation of the system.
- all Melton City Council and staff members, contractors, as well as customers and visitors, where applicable.
- Council owned and operated corporate CCTV systems, where the primary objective would relate to protecting Council staff and assets, or public safety CCTV systems, where the primary objective would relate to community safety.

This Policy does not apply to:

- drones (Unmanned Aerial Vehicles).
- mobile body cameras worn by Council officers (see Mobile Body Cameras Policy and Procedures).
- smart city technology such as other camera-based systems used to collect city data including car parking usage, traffic patterns and people movement that capture de-identified information.
- sporting groups or clubs, commercial businesses or private residential tenants (lessees and licensees) of Council's land that are not required to comply with the Privacy and Data Information Act and Freedom of Information Act for CCTV camera footage taken inside buildings.
- CCTV cameras on private land, where the data captured is not accessed or controlled by Council.

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- other residential or commercial CCTV systems, or developer use of CCTV systems.

4. CCTV Policy Context

This Policy acknowledges the various contentions in relation to the installation and use of CCTV systems. Research indicates that the role and effectiveness of CCTV use in public places is varied and inconsistent. Most studies suggest that CCTV is largely ineffective at reducing crime.¹ Despite this, evidence does suggest that CCTV can be beneficial to preventing property crimes, particularly vehicle crimes. The effect of CCTV on offences against the person including personal crime and violent crime and public order offences is less clear, with no consistent evidence to support CCTV use in deterring these types of crime.¹

CCTV is recognised as a beneficial policing tool in situations where the video recording is of high quality, and footage can support police in identifying offenders, gathering evidence and assisting prosecutions.²

Research suggests that whilst many people state that they would feel safer with the installation of cameras, there is little evidence to indicate that feelings of safety are increased when CCTV systems are introduced. Research indicates that the benefits of CCTV can fade after a period of time, and that introducing CCTV systems may displace crime rather than reduce it. CCTV systems can also negatively impact perceptions of crime, signalling that the area is unsafe.³

For all of these reasons, clear and transparent decisions associated with CCTV systems assessment and installation is required and will be achieved in alignment with the Safe City, Proud Communities Plan, through the application of this Policy.

5. Policy Principles

The following principles will guide Council decisions in relation to all CCTV:

- Strategies to enhance actual and perceived levels of safety should be holistic, preferring crime prevention through environmental design (CPTED), place making and activation and community development approaches over the installation of public safety CCTV systems.
- Community safety is a shared responsibility between all levels of government, business and community members.
- An objective, evidence-based assessment approach (Site Needs and Opportunities Assessment [SNO]), should be consistently applied pertaining to the installation, use and review of corporate and public safety CCTV systems (temporary or mobile).
- Any proposed CCTV system will have clearly identified objectives, review mechanisms and be used in a manner which is consistent with its intended purpose.
- Any CCTV system will be compliant with relevant legislation and best practice guidelines including ensuring due regard to privacy and upholding human rights.

¹ Metcalfe, L., Morgan, A., & Garner, C. (2020). *Local government public space CCTV systems in Australia*. *Crime Prevention and Community Safety*, 22(3), 210-222. doi:<http://dx.doi.org.ezproxy.slv.vic.gov.au/10.1057/s41300-020-00093-8>. See also, Victorian Auditor-Generals Office (VAGO). 2019. *Security and Privacy of Surveillance Technologies in Public Places*

19 Sept 2019. (<https://www.audit.vic.gov.au/report/security-and-privacy-surveillance-technologies-public-places?section=>)

² IFEC Global (2020) *Role of CCTV Cameras: Public, Privacy and Protection*. (April 2020) (<https://www.ifecglobal.com/video-surveillance/role-cctv-cameras-public-privacy-protection/>) see also, Wells, Allard, and Wilson. (2006). *Crime and CCTV in Australia: Understanding the Relationship*.

³ Welsh, B., & Farrington, D. (2002). *Crime prevention effects of closed circuit television: A Systematic review*. *Home Office Research Study 252*. London: Home Office Research, Development and Statistics Directorate.

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- f) That Council has a consistent approach in the application and management of CCTV systems and supporting infrastructure, established by the CCTV (Asset and Facility) Operating Procedure.

6. Policy

Melton City Council's adopted policy positions in relation to CCTV Installations are:

1. Council will prioritise crime prevention through environmental design (CPTED), place making and activation and community development over the installation of CCTV systems.
2. Council may install and operate corporate CCTV systems in Council buildings and infrastructure or Council land for the purposes of asset and staff protection (as an employer) and may use CCTV in and around Council facilities and as part of its customer service operations.
3. Council will not install permanent public safety CCTV systems, however may consider the use of temporary or mobile CCTV systems within specific contexts that are supported by a strong evidence base and clear objectives and timeframes for use and review.
4. Private surveillance over public areas or land is not supported by this Policy.
5. Council will not install or fund the installation of CCTV or surveillance equipment on privately owned land, land leased to a third party, or subject to multiple license agreements.
6. Property owners, residents, businesses and State or Federal government agencies are responsible for applying appropriate crime prevention and protection approaches to their properties, in accordance with relevant laws, standards and government guidelines.
7. Whole of life-cycle costing, including installation and maintenance schedules, operational costs and staff resourcing will be considered as part of the initial assessment and as part of the complete CCTV installation proposal.
8. The cost to Council to install and maintain CCTV cameras needs to be assessed against the objectives of the system and the most effective use of Council resources.

7. Policy application

Strategies to enhance actual and perceived levels of safety should be holistic, prioritising CPTED, place making, community activation and development approaches over the installation of CCTV systems.

Every assessment should begin with a standardised situational site, needs and opportunities report (SNO). This applies to all situations where a request for CCTV installation has been made, reports of public safety concern have been submitted, criminal activity has been alleged, or perceived threats to asset protection have been identified.

In considering and responding to safety concerns, relevant evidence and data should be reviewed including but not limited to crime data and perceptions of safety data.

All requests will be referred to the Social Planning and Wellbeing Team for registration and assessment team coordination.

SNO assessments may also be coordinated by the relevant area of Council that receives the request, with support available from the Social Planning and Wellbeing Team.

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7.1 Assessment arrangements

The following assessment stages should be applied when assessing the CCTV related enquiry.

The SNO report provides the basis for assessment of the available evidence and applied CPTED practice for each CCTV related request, against this Policy:

Stage One: The initial SNO will include an assessment of the following:

- a) The level of agreement that fit-for-purpose design and demonstrated personal duty of care has been achieved.
- b) Outcomes of the audit of the area for compliance with Crime Prevention Through Environmental Design (CPTED) principles.
- c) Degree of site and area activation required to enable satisfactory levels of use, public access and participation, opportunities to improve passive surveillance.
- d) New opportunities for place making, community activation and increased use
- e) Potential for lighting improvements
- f) Potential increase in police presence and targeted operations.

Actions: Strategies to improve CPTED practice and to address any shortfall identified in the initial SNO assessment should be applied, with a secondary assessment conducted within three months of the initial improvement actions being implemented.

Stage Two: Once the strategies identified at Stage One have been applied, and a second SNO has been conducted, where the safety concern still exists, Council may consider the potential for:

- a) A temporary or mobile public safety CCTV system.
- b) A permanent corporate CCTV system. It should be noted this is not Council's option for public places located on non-Council owned or managed land, nor will Council provide CCTV in public places for community safety.

7.2 Liaison and Assessment Support

In addition to the assessment arrangements, Council will continue to influence public safety outcomes by:

- a) liaising with community on community safety matters
- b) working with community and businesses on the application of the stage one assessment considerations
- c) advocating to local police for increased police presence in identified locations
- d) referring requests from the community regarding public safety to the police
- e) considering referral of enquiries to the Road and Community Safety Committee

7.3 Location

The installation location is an essential consideration in the use of CCTV systems:

- a) Installation of corporate CCTV systems will only be considered for Council owned assets and infrastructure.
- b) Temporary or mobile public safety CCTV systems will only be considered in locations:
 - I. that are identified as high pedestrian areas.
 - II. where a crime hotspot issue/s is identified (by Victoria Police).
 - III. where poor perceptions of safety are identified.
 - IV. that are Council owned or managed.

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- V. where a high risk of criminal behaviour still remains once the SNO strategies have been applied.
- VI. where objectives and timeframes are clearly defined, benchmarks in safety improvements are identified and evaluation mechanisms are established to monitor and then remove the temporary or mobile CCTV system.

8. Delegation

The decision to install a temporary or mobile public safety CCTV in line with this Policy sits with the CEO.

The decision to install corporate CCTV Systems in line with this Policy may be delegated by the CEO to the Manager Operations.

SNO assessments to be carried out in accordance with the Policy will be conducted by the Council roles competent to do so, with leadership support from the Social Planning and Wellbeing Team.

9. Central register

Council will keep a register of all Council operated CCTV cameras:

- a) The register will include the location, type of device, number of devices, purpose, signage, owner, operator, type of monitoring, operating documentation and where relevant, whether there is an Memorandum of Understanding in place.
- b) Authorised Officers will be identified for each CCTV location and their access to CCTV systems will operate within the highest standards of procedural integrity.

10. Compliance and best practice

Any use of a CCTV system must be within applicable laws, standards and government guidelines.

- a) A third party CCTV 'owner' has the primary responsibility for their CCTV system's compliance with the CCTV owner's CCTV Policy, organisational hardware requirements, in accordance with the law.
- b) The use of CCTV must have regard for the reasonable expectations of an individual's privacy, in terms of camera placement, the use of active monitoring, appropriate data management and restrictions for release of footage.
- c) Members of the public will be afforded a reasonable level of privacy while within the areas of surveillance and will be notified by appropriate signage.
- d) In the event that Council and Victoria Police agree to install and use a temporary CCTV system in safety hotspots, a formal agreement will be entered into including responsibilities for funding and other considerations including installation and maintenance requirements.

11. Lessees and licensees

Lessees and licensees must receive written consent from Council prior to CCTV installation:

- a) Standard lease and license agreements state that permission must be sought for any alterations to the building.
- b) Requests to Council by its licensees and lessees to install CCTV systems will be reviewed in line with this Policy and related procedures.

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12. Complaints

Complaints about the Policy will be managed under Council's complaint resolution process via Council's website at [Melton City Council](#).

13. Policy review

This Policy will be reviewed every four years from the date of Council adoption, or as triggered during an evaluation period.

14. References and links to legislation and other documents

Council's CCTV programs are guided, designed, operated and managed in accordance with relevant industry standards and guidelines, including:

- AS4806 set CCTV Standards
- *Guide to Developing CCTV for Public Safety in Victoria - A community crime prevention initiative*, Department of Justice 2018 Closed Circuit Television in Public Places – Guidelines
- *Victorian Ombudsman's Guidelines for developing Closed Circuit Television policies for Victorian Public-Sector Bodies*, November 2012
- *Guidelines to Surveillance and Privacy in the Victorian Public Sector*, Office of the Victorian Information Commissioner, May 2018
- *Safer Design Guidelines for Victoria*, Department of Sustainability and Environment & Crime Prevention Victoria 2005
- *CCTV (Asset and Facility) Operating Procedure*, Melton City Council (TBD)

Name	Location
Surveillance Devices Act 1999 (Vic)	http://www.legislation.vic.gov.au/
Charter of Human Rights and Responsibilities Act 2006 (Vic)	http://www.legislation.vic.gov.au/
Public Records Act 1973 (Vic)	http://www.legislation.vic.gov.au/
Freedom of Information Act 1982 (Vic)	http://www.legislation.vic.gov.au/
Information Privacy Act 2000	http://www.legislation.vic.gov.au/
Commonwealth Privacy Act 1988 (Cth)	http://www.comlaw.gov.au/
CCTV (Asset and Facility) Operating Procedure	http://intranet2013.melton.vic.gov.au/Pages/home.aspx
Closed Circuit Television in Public Places – Guidelines 2012 (Victorian ombudsman)	http://www.ombudsman.vic.gov.au
Privacy and Data Protection Act 2014 (Vic)	http://www.legislation.vic.gov.au/
Evidence Act 2008 (Vic)	http://www.legislation.vic.gov.au/

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Appendix 2 CCTV (Asset and Facility) Operating Procedure

	<h2>CCTV (Asset and Facility) Operating Procedure</h2>
	<p>Version No. V1.0 – 24 August 2020</p> <p>Endorsement Executive, 19 June 2020 Policy Review Panel, 24 August 2020</p> <p>Authorisation Council, <insert date></p> <p>Review date: 15 October 2024</p> <p>Responsible officer: Manager Operations</p> <p>Policy owner Property Services Coordinator</p>

1. Purpose

The purpose of this Procedure is to ensure the monitoring and collection of Closed Circuit TeleVision (CCTV) footage, obtained in association with the operation of Melton City Council's CCTV systems is facilitated in accordance with Council's adopted CCTV (Assessment and Installation) Policy. It aims to balance the rights and needs of all stakeholders and to clarify associated operational arrangements.

2. Procedure

The Procedure is intended to ensure the operation of the Melton City Council CCTV systems is consistent with the CCTV (Assessment and Installation) Policy and all relevant legislation and standards.

Melton City Council is committed to protecting individual privacy and this document outlines the manner in which data collected through the operation and maintenance of Council CCTV systems is used.

As per the Policy, this Procedure only applies to Council owned and operated CCTV systems.

3. Operational Guideline

All of Councils CCTV systems and associated data records produced by those systems will be managed in accordance with the following guidelines:

3.1 Council's use of CCTV equipment

Council use of CCTV equipment will occur only after the **Situational Needs and Opportunities (SNO)** Assessment has been facilitated, and one of the following operational settings applies:

- foreseeable threat to Council property or staff (active viewing)
- preventative measure to dissuade or arrest anti-social or criminal behaviour (active viewing)
- to monitor and enhance delivery of a Council service (active viewing)
- where damage to Council property or injury to Council staff, visitors or members of the public has occurred (passive review of incidents)

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Access to data collected as part of CCTV operations may be provided to these parties when:

- evidence is required in which to investigate or prosecute a suspected or alleged crime (passive review)
- otherwise authorised by law e.g. Freedom of Information request (FOI), subpoena

The decision as to whether a review of footage is approved under the above authorised usages can only be made by an Authorised Officer.

3.2 CCTV Business case

As per the CCTV (Assessment and Installation) Policy, CCTV requests must be accompanied by an SNO Assessment and an approved business case prior to a decision to their implementation being made.

The CCTV business cases must include:

- a) A clear purpose, objectives and review process and outline how the criteria of the CCTV (Assessment and Installation) Policy is met.
- b) An explanation of how the CCTV system will be part of a suite of safety strategies including signage and other situational prevention measures.
- c) Detail as to how the initiative meets the principles and outcomes the SNO assessment
- d) A full cost-benefit analysis.

The decision to approve a type of CCTV asset to be installed, under the above authorised corporate uses, and subject to the application of the CCTV (Assessment and Installation) Policy, may be made by the Facility Manager.

3.3 Storage of Data Produced by CCTV System

All data collected using this system, including recorded images and audio, will be managed in accordance with the provisions of the relevant Act & Regulations listed under [section 14 of the CCTV \(Assessment and Installation\) Policy and section 6 of this procedure](#), and those relevant Council policies relating to the control of private information.

Storage of the CCTV footage will not be retained for any period of time greater than the overwritten capacity of the DVR hard drive, with the exception of copied footage released to a law enforcement agency or information being used as part of an ongoing operational Council requirement.

All persons involved in the operation of the system are to exercise due care to prevent improper disclosure of material.

3.4 Signage and Notification

Signs will be displayed in CCTV camera monitoring areas. The signs will allow people entering Council facilities and workplaces to be made aware that CCTV systems operate within the facility

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3.5 Prohibited access and disclosure of CCTV outputs

Any unauthorised use of CCTV footage or associated outputs for any purpose outside this procedure is prohibited.

3.6 Requests for Information

Requests by a law enforcement agency must be in writing to the CEO, General Manager Planning and Development, or Manager Operations stating that the request is made as a part of an active and current investigation.

Requests for information by an individual must be made under the Freedom Of Information Act (FOI) and determined under FOI by Council's FOI Officer.

3.7 Inappropriate Release of Data

Council will seek to minimise the risk of inappropriate release of data. Should the inappropriate release of data be identified then the matter will be corrected as soon as possible and the release of data will be subject to an investigation.

In any instance where a release of data is found to be through corruption or a deliberate unlawful act then the matter shall be reported to Victoria Police for investigation.

Where possible, an individual whose privacy has been compromised through the inappropriate release of data shall be notified of the release of their information unless there is a reasonable and lawful justification for not doing so.

3.8 Amendments to System or Operational Guidelines

The Manager Operations may approve changes to the composition of a CCTV system through the disposal or acquisition of devices associated with its operation.

The Manager Operations may approve minor changes to this operational procedure. Minor changes are deemed to be changes that do not alter the original purpose or the overall intent of this code of practice.

4. Responsibility /Accountability**4.1 Manager Operations**

The Manager Operations will have management responsibility for the Council CCTV systems and ensuring that all staff comply with these operating guidelines.

4.2 Authorised Camera Operator

The Authorised Camera Operator (ACO) is responsible for operational monitoring of the systems.

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5. Procedure review

This Procedure will be reviewed in line with the Policy review and every two years from the date of Council's Policy adoption, or at any other time deemed warranted by the project governance arrangements associated with this procedure.

6. Related documents

CCTV (Assessment and Installation) Policy

Privacy Policy

Freedom of Information Procedure

6.4 LIVE STREAMING AND PUBLISHING OF COUNCIL MEETINGS POLICY

Responsible Officer: Christine Denyer - Manager Legal and Governance

Document Author: John Whitfield - Governance Coordinator

Date Prepared: 11/08/2020

1. Recommendation:

That Council approve *the Live Streaming and Publishing of Council Meetings Policy (Draft Policy)*, at **Appendix 1** made pursuant to a resolution of Council on 2 April 2020.

Motion

Crs Majdlik/Ramsey.

That Council approve *the Live Streaming and Publishing of Council Meetings Policy (Draft Policy)*, at **Appendix 1** made pursuant to a resolution of Council on 2 April 2020.

CARRIED

2. Background

2.1 The Policy

At its ordinary meeting of Council on 2 April 2020 Council resolved, amongst other things, that it '*Develops (and in due course approves) a Live Streaming Policy.*'

The Draft Policy is at **Appendix 1**.

The Draft Policy deems that the live streaming will operate **in addition to** the public gallery in most instances **or in lieu of** the public gallery in the period during which online meetings are held (the 'Prescribed Period', which is currently until 1 November) and outside online meetings, if the public gallery is closed for safety reasons. The only time that the live streaming will not occur is during the in-camera session when the meeting is closed to the public to consider Confidential Information (as defined in the 2020 Act), regardless of whether the meetings are online or not.

The Draft Policy sets out the contents of a notice that will be displayed at entrance points to the meeting alerting people to the fact that they may be inadvertently filmed. This is so as to protect people's Charter right to privacy as much as possible. Likewise the reference to giving a pseudonym for the purposes of asking a public question. This protects a person's right to privacy and also protects victims of family violence who may not want their whereabouts known.

The Draft Policy deals with publishing and editing, allowing for at least 48 hours for publication and allowing for editing of the content where considered legally necessary.

Importantly the Draft Policy also makes clear that the live stream does '*not constitute a legal and formal process of communication of a Council decision or legal advice to any person or entity.*'

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Perhaps the most controversial thing about the Policy, is the Policy itself – the fact that once the COVID-19 pandemic is over, Council will continue to live stream its meetings in addition to having an open public gallery.

Whilst the Draft Policy is silent as to the location of the meetings (other than online) it is necessarily implied that the location will be the Melton Civic Centre – it being the only facility (at least at this point) with the live streaming capability. That said, there is one incidental reference to 'Civic Centre' (see 4.4 Public Notice).

2.2 Sources/benchmarking

Examples of live streaming policies from other Victorian Councils were considered in the formulation of this policy.

2.3 Consultation

The policy received input from various members of the Legal & Governance Team and was approved for the consideration of the Panel by the Executive on 20 August 2020.

2.4 Communication and Implementation

The policy will be available on Council's website.

2.5 Compliance

The Draft Policy complies with the *Local Government Act 2020* and the *Charter of Human Rights and Responsibilities Act 2006*.

The Charter of Human Rights has been considered and has no direct relevance. Gender equity and diversity issues were given consideration in the development of this policy.

2.6 Measures of Success

If all Councillors and staff with responsibilities under this policy comply with the policy then it is considered successful.


LIST OF APPENDICES

1. Live Streaming and Publishing of Council Meetings Policy

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Item 6.4 Live Streaming and Publishing of Council Meetings Policy

Appendix 1 Live Streaming and Publishing of Council Meetings Policy

	Live Streaming and Publishing of Council Meetings Policy
Version No.	V1.0 – 11 August 2020
Endorsement	Executive - <insert date> Policy Review Panel - <insert date>
Authorisation	Council - <insert date>
Review date	30 August 2021
Responsible officer	Manager Legal and Governance
Policy owner	Governance Coordinator

1. Purpose

The purpose of this Policy is to establish protocols for the live streaming, recording, and publishing of Council Meetings to the Melton City Council Website.

2. Scope

This Policy applies to all Council Meetings.

This Policy applies to all Councillors, employees, contractors, sub-contractors, agents, consultants and where relevant volunteers, engaged in the Council Meeting and in the updating of the Council website.

This Policy also applies to members of the public when attending meetings in person or accessing Council meetings remotely.

This Policy makes special provision for the ceasing of recording and/or redaction of any parts of Council Meeting recordings closed to the public on the grounds of confidentiality in accordance with section 66(2)(a) of the Act.

Where relevant to the maintenance of the public website by authorised personnel, this Policy is to be read in conjunction with the obligations contained within the Online Engagement Policy.

This Policy makes provision for Council meetings that are conducted in accordance with the Covid-19 temporary measures set out in Part 12 of the Act. These provisions apply during the Prescribed Period.

This Policy does not intend to form the full policy considerations in relation to 'online meetings'.

3. Definitions

Word/Term	Definition
Act	means the <i>Local Government Act 2020</i> .
Authorised Personnel	Council staff member or Contractor authorised to create and manage website content on behalf of Council or a Councillor.
Chairperson	means the person presiding over the meeting; usually the Mayor.
Confidential Information	'Confidential Information' as defined in s3(1) of the <i>Local Government Act 2020</i> .
Confidential Meeting / Closed to the Public	The part of a meeting of the Council which has been closed to members of the public under Section 66(2)(a) of the <i>Local Government Act 2020</i> .

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Council Meeting	a Council meeting that complies with section 61(1) of the <i>Local Government Act 2020</i> .
Councillor	a person who holds the office of member of Council.
Council Staff	refers to employees, contractors, sub-contractors, agents, consultants and where relevant volunteers, engaged in the Council Meeting Process.
Melton City Council and Wellbeing Plan	refers to Melton Council's currently enacted 'Melton City Council Wellbeing Plan' available on the Council Website. This document forms a guide for the strategic and planning direction for Council and the community for the relevant Council election period
Governance Rules	Governance Rules developed by a Council under Section 60 of the <i>Local Government Act 2020</i> ; in particular s.60(1)(a) relating to the conduct of meetings and s.60(1)(c) relating to the form and availability of meeting records. Please note: s.60(8) of the Act says: <i>Until a Council adopts Governance Rules under this section, the Local Law Meeting Procedures made by the Council under the Local Government Act 1989 apply as if the Local Law Meeting Procedures had been adopted as Governance Rules under this section.</i>
Live Streaming	Online streaming media simultaneously recorded and broadcast in real time to the viewer.
Meeting Procedure Local Law	refers to Melton Council's enacted 'Meeting Procedure Local Law 2013' - see also Governance Rules.
Online Meetings	Council Meetings conducted through the aid of a virtual meeting room using an audio and visual link over the internet.
Prescribed Period	Means the period set out in section 393 of the Act which is commencing on 1 May 2020 and ending on 1 November 2020 or such other period as may be amended in the Act from time to time.

4. Policy

The intent of this Policy is to ensure a consistent approach to the live streaming of Council Meetings that promotes transparency and accountability in Council's decision-making processes. It aims to give the community the greatest degree of access to Council decisions and debate, eliminating barriers which may prevent members of the public from otherwise attending meetings in person.

This Policy was implemented in line with the Council and Wellbeing Plan to ensure Council remains a flexible, innovative and creative organisation that can respond to rapidly changing community needs and operating environments.

These changes are also made in consideration of the legislative requirements under the:

- *Victorian Equal Opportunity Act 2010*
- *Human Rights and Equal Opportunity Commission Act 1986*
- *Disability Discrimination Act 1992*.

4.1. Meetings to be Streamed Live and Recorded

Council Meetings will be open to the public and live streamed unless the following specified circumstances apply:

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Appendix 1 Live Streaming and Publishing of Council Meetings Policy

- 4.1.1 Where Council resolves to close the meeting to the public pursuant to section 66(1) of the *Local Government Act 2020*,

Council may close the public gallery due to there being either

- a) security reasons, or other circumstances where
b) it is necessary to do so to enable the meeting to proceed in an orderly manner.*

If the public gallery is closed due to either of these circumstances then Council must ensure that the meeting remains available via live stream.

- 4.1.2 Where Council decides to consider Confidential Information Council may resolve to close the meeting to the public, closing the public gallery and suspending the live stream and recording pursuant to section 66(1) of the Act.

The specific grounds on which the item was listed as confidential business with reference to the types of confidential information described in s3(1) of the Act will be available in the published Minutes in accordance with s.66(5) of the Act.

- 4.1.3 If the Council Meeting is an 'Online Meeting' during the Prescribed Period – see 4.6

4.2. Access to Archived Recordings

Council Meetings that are streamed for live viewing on the internet will also be processed by Council's service provider (Interstream) and archived for viewing on Council's website to accompany the publication of the meeting's Minutes.

The link to the recording is available at: <http://webcast.melton.vic.gov.au/>

The process of uploading a recording will take at least 48 hours.

Bookmarks will be added to the archived version of the recorded meeting to provide ease of navigation for viewers.

4.3. Notice of Live Streaming

Appropriate signage will be placed at the entrance to the meeting location notifying all attendees that the meeting will be streamed live and recorded.

Notice will also be given on Council's website and printed in the Council Meeting Agenda and on Public Question Time forms.

At the commencement of each meeting, the Chairperson (usually the Mayor) will state that the meeting will be livestreamed and that a video and audio recording of the meeting will be made publicly available for viewing on Council's webpage.

4.4. Public Notice

The following notice will be displayed at the entrance points to the Civic Centre and included in Meeting Agendas:

Please note that this meeting is being recorded and streamed live on the internet in accordance with Council's 'Live Streaming and Publishing of Council Meetings' Policy.

Recordings will be bookmarked, archived and made available on Council's website alongside the published Minutes.

The Council Chambers are set up so that only Council members and relevant members of Staff are in frame of the recording.

All care is taken to maintain your privacy; however, as a visitor in the public gallery or

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member of the public submitting a question, your presence may be inadvertently recorded.

4.5. Public Question Time

Public Question Time will be held during designated Council meetings in accordance with Melton Council's Governance Rules and/or *Meeting Procedural Local Law 2013*.

Public Question Time Forms will include a brief notice that the meeting will be streamed live and recorded.

The Governance Rules (by implication) and the *Meeting Procedural Local Law 2013* requires that the name of the author of the question be read aloud at the meeting. If the author of the question is not present in the Chamber Council is not obliged to answer the question at the meeting but instead can reply in writing. In the interests of privacy, if a person does not wish their full name to be read aloud he/she may submit a pseudonym to be read out at the meeting (provided it is not offensive or rude) together with his/her real name and address provided on the form.

All questions answered at the meeting are also followed up with an answer in writing.

4.6. Online Meetings

Special provisions were introduced in Part 12 of the Act by the *COVID-19 Omnibus (Emergency Measures) Act 2020* that provide for altered arrangements for conducting Council Meetings for the Prescribed Period. In particular s394 of the Act provides for Councillor and member participation and formal attendance at the meeting to be through electronic means of communication, by an audio and video link. Pursuant to s395 a live stream, available, via the Council's website, will replace the requirement for a public gallery.

This then means that if the live streaming functionality is disrupted and the Council Meeting cannot be accessed by the public due to a technical fault or any other reason, Council must take a break and reconvene if possible or adjourn the meeting to the next available date.

If the meeting is of a delegated committee or special committee it may proceed without livestreaming provided a recording can still be made and published on the Council website as soon as practicable, after the meeting.

4.7. Regulating Recordings of Council Meetings

In recognition of any potential reputational, legal and financial risk to Council, the Chairperson or the Chief Executive Officer may at their discretion direct that recorded meetings be edited in post-production prior to uploading to the Melton City Council website, under exceptional circumstances, and where it is required to prevent inappropriate opinions, behaviour or statements (including discriminatory and defamatory statements) made during the course of the meeting to be published.

Such action will only be taken after legal advice is sought and received.

Archived recordings that are prepared for publishing on Melton City Council's website will only be edited to ensure that the content remains consistent with the above standard and where a temporary adjournment or short break in the Council meeting is edited out to seamlessly merge items in the agenda for ease and convenience in public viewing.

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Appendix 1 Live Streaming and Publishing of Council Meetings Policy

If the archived recording has been substantially edited a note should be provided next to the link to archive providing an explanation for the substantial edit.

4.8. Technical Issues Disclaimer

There may be situations where, due to technical difficulties beyond the Council's control, a live stream of the Council Meeting cannot be maintained and/ or where recordings may be temporarily unavailable to the public. Technical issues may include power outages, device failures or malfunction, website maintenance and a loss of internet connection or widespread outage.

Council takes no responsibility for and cannot be held liable for any technical issues, including those experienced by its third party live streaming and recording service provider or circumstances outside of its control.

If streaming or accessing a recording of a Council Meeting is disrupted, Council will make reasonable attempts to notify the public via its social media channels and/or website.

Where Council is conducting a meeting pursuant to the Covid-19 temporary measures contained in Part 12 of the Act, if the live streaming cannot be maintained during the meeting, the meeting will be adjourned and the business carried over to the next meeting – see 4.6.

4.9. Content Warning / Disclaimer

Council does not accept any responsibility or liability for any loss, damage, cost, or expense that might be incurred as a result of the viewing, use or mistaken reliance on information or statements provided in a live streaming or video recording of a council meeting. The live streaming of Council meetings are intended to introduce a level of transparency into the Council decision making process and does not constitute a legal and formal process of communication of a Council decision or legal advice to any person or entity.

4.10. Storage of Files

All recordings of Council meetings will be retained in accordance with Council's Information Management Policy, Electronic Recording of Meetings Policy and related procedures.

Archived recordings will remain accessible to the public alongside the recorded Minutes on the Council's Website.

4.11. Privacy

Allegations of privacy breaches resulting from unauthorised access to, or collection, use or disclosure of personal information in recorded and streamed Council Meetings will be handled in accordance with Council's Privacy Policy and the *Privacy and Data Protection Act 2014* (Vic).

4.12. Copyright

Live streams and recordings of Council Meetings, remain the property of the Melton City Council and are protected by copyright. Access to live streams and recordings of meetings is provided for personal and non-commercial use. Video, images and audio must not be altered,

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reproduced or republished without the permission of the Chief Executive Officer.

4.13. Public not to record without express permission

In accordance with 12.1 (e) of Melton City Council's *Meeting Procedure Local Law 2013*, this Policy and any applicable Governance Rules, no member of the public is permitted to record any part of the proceedings of a Council Meeting either from a live stream available through a link on the Melton City Council website or from an archived recording of a Council Meeting without the prior written consent of Council.

5. Responsibility /Accountability

5.1	Manager Legal and Governance <ul style="list-style-type: none"> The Manager Legal and Governance is responsible for updating and amending this policy and related procedures.
5.2	Governance Officer <ul style="list-style-type: none"> The Governance Officer is the policy owner. The Governance Officer is responsible for providing guidance to employees regarding this policy. The Governance Officer is responsible for liaising with other members of Council Staff to ensure the Council Website is up to date.
5.3	Councillors and all Council Staff <ul style="list-style-type: none"> Councillors and all Council Staff are responsible for operating in accordance with this policy and for providing feedback to the policy owner.

6. References and links to legislation and other documents

The Live Streaming and Publishing of Council Meetings Policy reflects the Council Wellbeing Plan which aims to put in place measures for Council to respond to rapidly changing community needs and operating environments such as the need for greater online accessibility to the Council decision making process and an attempt to accommodate the needs of all local community members.

These changes ensure Council remains a flexible, innovative and creative organisation, and can be made in accordance with the recently endorsed live streaming provisions in the Act.

The documents referred to in this policy are listed below.

Name	Location
<i>Copyright Act (Cth) 1968</i>	Available on the Federal Legislation Register via www.legislation.gov.au
Electronic Recording of Meetings Policy	Governance Site Policy and Procedures Intranet
Information Management Policy	Governance Site Policy and Procedures Intranet
<i>Local Government Act 2020</i>	Available on the Victorian Legislation/Acts Register via www.legislation.vic.gov.au
<i>Meeting Procedure Local Law 2013</i>	Available on the Melton City Council Website; Policy and Procedures Intranet

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Melton City Council and Wellbeing Plan	Available on the Melton City Council Website;
Online Engagement Policy	Governance Site Policy and Procedures Intranet
Privacy Policy	Available on the Melton City Council Website; Policy and Procedures Intranet
<i>Privacy and Data Protection Act 2014 (Vic)</i>	Available on the Victorian Legislation/Acts Register via www.legislation.vic.gov.au

6.5 EARLY YEARS PARTNERSHIP COMMITTEE AMENDED TERMS OF REFERENCE

Responsible Officer: Brendan Ball - Manager Families and Children
Document Author: Essan Dileri - Acting Coordinator Early Years Partnerships
Date Prepared: 27/07/2020

1. Recommendation:

That Council approve the amended Terms of Reference of the Early Years Partnership Committee as attached at **Appendix 1**.

Motion

Crs Ramsey/Majdlik.

That Council approve the amended Terms of Reference of the Early Years Partnership Committee as attached at **Appendix 1**.

CARRIED

2. Background**2.1 The Policy**

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. The amended TOR will enable the Committee to operate their usual business supported by a current TOR.

2.2 Sources/benchmarking

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

The key changes to the Terms of Reference are:

- In Section 8.1, the addition of a second Early intervention or disability sector member – as there has been significant change in the sector,
- In Section 9.5, the addition of standard committee wording for committee member expectations, and
- The Attachments have been revised and improved

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2.3 Consultation

The TOR were discussed by the Committee and members were consulted. The proposed amendments to the TOR came by as direct input from the Committee members.

2.4 Communication and Implementation

Upon approval of the proposed amended the TOR, responsible Council Officer will inform the Committee and email a copy of the adopted TOR. The Responsible Council Officer will also ensure to Governance and Communications team have access to updated TOR to update Policy Intranet site and Council website if applicable.

2.5 Compliance

The TOR complies with the DET funding requirements.

2.6 Measures of Success

The TOR will be reviewed every two years to evaluate its success in term of its full implementation in relation to the proceedings of the Early Years Partnership Committee.

LIST OF APPENDICES

1. Early Years Partnership TOR

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Item 6.5 Early Years Partnership Committee amended Terms of Reference

Appendix 1 Early Years Partnership TOR



Terms of Reference

Name	Early Years Partnership Committee
Endorsed by	Policy Review Panel - 12-December-2018
Approved by	Council – 4-February-2019
Next review	December-2019-February 2021

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.

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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 Representation from local government Primary Schools, 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

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Item 6.5 Early Years Partnership Committee amended Terms of Reference

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- providing expert advice on early years issues and potential solutions, including monitoring Government policy directions
- championing the importance of the early years broadly, by 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.
- monitoring local initiatives and programs, identify and reviewing outcomes, long term opportunities for partnerships, networking and information sharing and review local data, such as Australian Early Development Census (AEDC)
- 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-

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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

It is expected that members 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 appointed and elected members are equal with regard to decision making.

Should a member, 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.

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

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Name	Type of Appointment	Term of Office
Early Education and Care sector	Appointed	2 years
Early Intervention or disability 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
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.

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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

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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](#)
- [Keep informed of current developments, issues and concerns in the local community.](#)

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- 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.

- ~~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-members~~ will be given equal opportunity to participate in ~~the development of strategies for projects~~ meetings.

9.6.2 Honest and Open Communication

All ~~partners-members~~ 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-member~~ are unique with respect to their roles and responsibilities.

9.6.4 Confidentiality

The ~~partners-members~~ 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.

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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	https://www.education.vic.gov.au/about/programs/Pages/beststart.aspx	Website
Collaborate For Children portal for login point for facilitators and other partners	https://www.collaborate.edu.au/Home/Login	Website portal

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Appendix 1



City of Melton Early Years Partnership Committee

Statement of Commitment for Community Membership Positions

I, commit to being an active community member of the Melton Early Years Partnership Committee for the period of the
..... day of 20..... to the
..... day of 20.....

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.....

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Appendix 2



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

Statement of Commitment for Appointed Membership Positions

~~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 as a -

I understand that is the representative
offor

insert organisation

the

..... category sector and undertake to
represent

insert category

this sector as a valued member of the Early Years Partnership Committee for the

period of the day of 20..... to the

..... day of 20.....

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.

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|

Signature

Address

.....

Telephone **Mobile**

Email

Dated the day of 20.....

DRAFT

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Appendix 3



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

I, Insert name on behalf of
Insert organisation commit to being an active associate member of the Melton Early Years Partnership Committee for the period of the
..... day of 20..... to the
..... day of 20.....

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

Email

Dated the day of 20.....

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7. GENERAL BUSINESS

Nil.

8. CONFIDENTIAL BUSINESS

Nil.

9. NEXT MEETING

Wednesday 25 November 2020

10. CLOSE OF BUSINESS

The meeting closed at 4:46pm

Confirmed

Dated this

.....CHAIRPERSON