

## 2014-2015 Municipal Early Years Plan Action Plan and Outcomes *(updated November 2015)*

**Strategic Priority Area 1:** *An all of community approach to raising children. Health, wellbeing, learning and development of all children are enhanced through a community-wide, holistic approach to raising children.*

<b>OBJECTIVE 1.1</b> To provide opportunities for fun, enjoyment, and playing in recognition of the rights of the child, and that these are the most important vehicles for learning during childhood.		
<b>Council's Actions 2014-2015</b>	<b>Progress Indicators</b>	<b>Outcome</b>
Continue to support educators in Council's early years services to embed the Victorian Early Years Learning & Development Framework, and quality principles outlined in the National Quality Framework.	<p>Early learning programs reflect the play-based principles of both Frameworks.</p> <p>Documentation of children's learning shows how they are learning through play and how their voices influence the curriculum.</p>	<p>Council's early years services offer a play-based curriculum, reflecting the principles of the National and State Frameworks.</p> <p>Documentation demonstrates children's learning through play.</p> <p>Quality Assessment and Ratings validate the alignment in Council's early years services between practice and the Frameworks.</p> <p>90% of Council Preschools assessed under the National Quality Framework in 2015 achieved an Exceeding Rating.</p>
	<p>Draft Playspace Strategy is endorsed by Council.</p> <p>Community engagement process occurs prior to final endorsement of the Strategy.</p>	<p>Playspace Strategy has been adopted by Council.</p> <p>Community engagement process included 4 neighbourhood workshops and presentations to 2 Council Advisory Committees.</p>
<b>OBJECTIVE 1.2</b> To support, empower, inform and equip parents and primary carers to raise their children in their role as their child's first teacher.		
<b>Council's Actions 2014-2015</b>	<b>Progress Indicators</b>	<b>Outcome</b>
Ongoing update of web pages relating to Council's Family and Children's Services.	Web content is updated in conjunction with Council's new website.	Web content is continually updated to inform the community of a range of Council and Community events and information.
	Staff training and development is designed to further understanding and capacity regarding maternal and infant mental health.	All staff participated in training and professional development activities focused on maternal and infant mental health for inclusion in Key Ages and Stages consultations.

	The Small Talk Program operated within Council-owned early years facilities.	The Small Talk Program operated in Council's early years facilities during 2013-14. The pilot program concluded 30 June 2014 and has not received new funding.
<b>OBJECTIVE 1.3</b> To support early years and family support services to work together to be responsive, accessible, and meet the needs of families and children.		
<b>Council's Actions 2014-2015</b>	<b>Progress Indicators</b>	<b>Outcome</b>
The Small Talk Program operated within Council-owned early years facilities.	Families are recruited from Council's Maternal and Child Health Service.	5 groups operated with 55 first-time parents participating in the program.  This program concluded in 2014 and has not received new funding.
Continue to support staff's understanding and skill development of the Key Worker Role supported by a trans-disciplinary team.	Staff participate in training and professional development activities that focus on the Key Worker Role supported by a trans-disciplinary team.	Council's Specialist Support Services Team Professional development has supported staff understanding and skill development in this area.
Evaluate Stage 2 of the "BBB Project" – Increasing Preschool Participation in the City of Knox.	Evaluation is completed by December 2014.	Preliminary evaluation has been undertaken with data collected throughout project. Final evaluation was unable to be completed within available resources in 2014-15.

**Strategic Priority Area 2: Children as citizens.** *Building a community which values and champions children as citizens and supports the families raising them.*

<b>OBJECTIVE 2.1</b> To provide opportunities for children to enjoy their childhood, genuinely contribute to their world, and have their voices heard.		
<b>Council's Actions 2014-2015</b>	<b>Progress Indicators</b>	<b>Outcome</b>
Seedlings (a framework for education for sustainability) continues to be piloted in a small cross-section of Council's early years services to support children, families and professionals to further understand and implement environmentally sustainable practice..	All service-types recruited in preparation for pilot program.	Council-run early years services continue their participation in the program.

**OBJECTIVE 2.2** To create physical environments and spaces which encourage families to engage in play with their children; and encourage children's independent play.

Council's Actions 2014-2015	Progress Indicators	Outcome
As an outcome of the pilot, continue the Family Day Care Bush Playgroup.	Family Day Care Bush Playgroup offered in Terms 2, 3 and 4.	Family Day Care Bush Playgroup has been established and continues. However this will cease in 2016 as Council will cease the FDC service by the end of March 2016.

**OBJECTIVE 2.3** To develop a clear framework for the whole community to develop and continue to support a 'child-friendly' Knox.

Council's Actions 2014-2015	Progress Indicators	Outcome
Consult with Council's Early Years Advisory Committee and other stakeholders to explore the possibility of developing such a framework, and possible resources.	This activity is included on the Advisory Committee's workplan. Other stakeholders engaged as relevant.	Due to competing priorities for the Committee and an extended recruitment and appointment period for the new term of the Committee, this activity has not been completed. This Action will be further explored in relation to Council's Integrated City Strategy into the future.

**Strategic Priority Area 3:** Access to quality services, facilities and places. *Enabling equitable access to high quality services and opportunities for participation in community life.*

**OBJECTIVE 3.1** To undertake a review and mapping of early years services and supports available in Knox.

Council's Actions 2014-2015	Progress Indicators	Outcome
Review the current early years and family support service systems in Knox and map services and supports available.	The service systems are mapped, and gaps and potential opportunities are identified.	Mapping the service systems was unable to be completed in the context of other Council priorities in 2014-15.

**OBJECTIVE 3.2** To undertake service planning and reviews, including research and community consultation, to ensure the right child and family services are effective, and available to meet identified priority needs.

Council's Actions 2014-2015	Progress Indicators	Outcome
As outlined in the Council Plan, <i>review Council services during 2013-2017 and develop a Service Plan</i> – for Council's early years services, Early Childhood Education and Care – Centre-based Long Day & Occasional Care is the focus in 2013-14.	Service Planning Project is commenced and information is provided to Council for consideration during the 2013-14 year.	Service Planning has been undertaken for Long Day Care, Occasional Care, Family Day Care and Illoura. Council has adopted a number of resolutions in relation to these services which are now being implemented.

Survey families to understand community expectations and needs to inform future service priorities and planning.	Surveys conducted to inform the Service Planning Project.	2 surveys were conducted as part of the Service Analysis component of the Service Planning Project.  Family consultation sessions were conducted as part of the service planning after the initial recommendations to Council were publicly released.
<b>OBJECTIVE 3.3</b> To put children and families first when considering how early years services are designed and delivered across the community, including opportunities for authentic contribution and feedback.		
<b>Council's Actions 2014-2015</b>	<b>Progress Indicators</b>	<b>Outcome</b>
Progress a project to scope and procure a software package to administer the Preschool Central Enrolment system.	Software specifications written and tender process undertaken.	Preschool Central Enrolment module installed and operational for families attending Preschool in 2016.
<b>OBJECTIVE 3.4</b> To create an accessible community, where children and families can access parts of the community by a number of modes, including walking; public transport; and disability access.		
<b>Council's Actions 2014-2015</b>	<b>Progress Indicators</b>	<b>Outcome</b>
Procure and commence Stage 3 works for implementation of the Guy Turner Reserve Masterplan.	Stage 3 design completed and project plan implemented.	Completion of Stage 3 (outdoor community hub and circuit path) completed.
Progress the next stage of works at Boronia Park, including enhancements to the Park to increase accessibility and useability.	Works are designed (to increase accessibility and useability), endorsed and project plan implemented.	Works completed.
<b>OBJECTIVE 3.5</b> To facilitate experiences where families will have access to high quality, affordable, indoor and outdoor sport and leisure activities and environments, including play spaces, reserves and leisure facilities with appropriate amenities, which are relevant to and accessible by all ages and abilities.		
<b>Council's Actions 2014-2015</b>	<b>Progress Indicators</b>	<b>Outcome</b>
Scope and draft the Leisure Plan for consideration by Council.	Draft Leisure Plan provided to Council for consideration.	Leisure Plan was drafted and adopted by Council in June 2014.
Library services for families with young children of Knox are provided by the Eastern Regional Libraries Corporation on behalf of Knox City Council.	Ongoing operational activity.	This continues to be delivered as part of Council's ongoing operational activity through Library services operated by Eastern Regional Library Corporation.

**OBJECTIVE 3.6** To advocate to State and Commonwealth Governments for appropriate and increased funding for sustainable infrastructure, early years services, and resources to support effective partnerships and integrated practice.

Council's Actions 2014-2015	Progress Indicators	Outcome
<p>Monitor, analyse and report on the probable impacts of the outcomes and directions of the Maternal and Child Health Services Review being undertaken by the State Government.</p>	<p>Outcomes and directions from State Government are received.</p> <p>Possible impacts of directions are reported to relevant State Government Departments and include a focus on sustainable resource requirements.</p>	<p>Detailed outcomes and directions have not yet been received from the State Government for the MCH Service Reform.</p>
<p>Undertake advocacy activities for appropriate resources to implement changes associated with National Quality Framework, particularly in relation to the ratio changes for 3-5 year olds in 2016 and the impact on Council's early years facilities.</p>	<p>Family &amp; Children's Services Manager and Community Services Director participate on MAV and State Government Advisory Committees.</p>	<p>F&amp;CS Manager participates in MAV Early Years Strategy Group.</p> <p>Commonwealth and State governments have confirmed funding for 15 hours of Preschool in 2016 Commonwealth Government has offered to match as yet unconfirmed State Government funding for 15 hours of Preschool in 2017.</p> <p>Infrastructure funding grants from the State Government Department of Education and Training have been received for 3 Council early years services to expand their license capacity in relation to educator ratio changes in 2016, with 1 application still pending as at late November 2015.</p> <p>Council has also provided resources to refurbish 3 facilities to assist with the provision of 4 year old funded Preschool and the impact on 3 year old Preschool of additional 4 year old groups.</p>

**Strategic Priority Area 4: Vulnerable children and families.** *Supporting and empowering families who may be experiencing disadvantage.*

<b>OBJECTIVE 4.1</b> To support and empower service providers, professionals, volunteer committees and community leaders to engage and support vulnerable families not connected with services.		
<b>Council's Actions 2014-2015</b>	<b>Progress Indicators</b>	<b>Outcome</b>
Finalise the BBB Project, including the completion of a project evaluation by end of December 2013.	Evaluation is completed December 2014.	Preliminary evaluation has been undertaken with data collected throughout project. The final evaluation was unable to be completed within available resources 2014-15 and in the context of other priorities..
Review and redevelop the training offered to volunteer Committees who support Council's early years services to offer integrated training sessions, incorporate a focus on supporting vulnerable children and families; and with consideration to the review of the Preschool Central Enrolment System and associated procedures and partnership arrangements.	Volunteer Committee training involves representatives from preschool, playgroup and Illoura Committees.  Training content includes overview of Municipal Early Years Plan.	The first training session held for volunteer committees including representatives from preschool and playgroup committees was in 2014.  The training included an overview of the Municipal Early Years Plan.  In 2015 the Integrated training included Preschools, Childcare, Illoura and Playgroups and focussed on what was common to those services. Over 58 committee representatives attended with over 90% indicating they had increased understanding, confidence and information as a result of their participation.
<b>OBJECTIVE 4.2</b> To further develop a connected and responsive service system with appropriate and accessible entry points to engage families who may be experiencing difficulties in accessing and participating in early years services.		
<b>Council's Actions 2014-15</b>	<b>Progress Indicators</b>	<b>Outcome</b>
Increase the level of advocacy and explore possible partnerships and other opportunities to increase access to appropriate, targeted services and support for families using secondary and tertiary services.	A pro-active approach is taken to developing and maintaining relationships with key partners (including Anglicare, Eastern Melbourne Medicare Local, Child Protection)	Ongoing and day-to-day engagement between Council's MCH and Specialist Support Teams and Child Protection and Child FIRST.  Council's MCH Team has been actively involved in the Cradle to Kinder program run by Anglicare.

**Strategic Priority Area 5: Partnerships.** Supporting families and children through a strong network of partnerships to access high quality services, participate in community life and have their voices heard.

**OBJECTIVE 5.1** To respond to the Australian and Victorian Government’s Early Childhood Reform Agenda in relation to service planning and provision for all children and families across the tiered service system.

Council’s Actions 2014-15	Progress Indicators	Outcome
As outlined in the Council Plan, participate in relevant activities to <i>strengthen the effectiveness and efficiency of Council’s processes and systems for managing Council’s volunteers</i> in relation to Volunteer Committees supporting Council’s early years services.	Family and Children’s Services is represented on working groups and has input into the design and implementation of relevant activities for this project.	Family and Children’s Services is participating in work on a Council Volunteer Policy and support system.
Complete and operationalise a comprehensive implementation plan for sessional 4 year old and centre-based early childhood education and care services to ensure Council meets the legislative requirements from 2016.	Project commenced and implementation plan developed and endorsed at appropriate level.  Activities from implementation plan included in relevant organisational processes, such as capital works and workforce planning.	Council approved capping group sizes to 22 children in the majority of funded preschool settings unless community demand and licensed playroom space indicated otherwise.  Project completion in January 2016 will enable all Council early childhood education and care services to comply with the new legislation requirements for 2016 in relation to educator qualifications and ratios.  Staff upgrading qualifications, and facility upgrades will have been completed in time.

**OBJECTIVE 5.2** To promote and support services, programs and professional practice staff to work with families and community to respond to the National Early Years Reform Agenda in relation to service planning and provision.

Council’s Actions 2014-15	Progress Indicators	Outcome
Further strengthen and embed a coordinated approach to the review and implementation of policies and procedures and support to staff undertaking Quality Assessment processes in order for Council to continue to consistently meet its responsibilities as an Approved Provider under the National Law and Regulations for Education and Care Services.	Scheduled reviews on current Policies & Procedures as per dates published as well as unscheduled reviews as required.	Scheduled reviews have been completed as required.  Integration of emergency procedures has been achieved.  Process commenced to collate and analyse data to support monitoring quality.

**OBJECTIVE 5.3** To form and sustain partnerships in a way which supports all services to respond to families' needs by providing the right support at the right time in children and families' lives as in a tiered service system.

Council's Actions 2014-2015	Progress Indicators	Outcome
<p>Healthy Together Knox will establish an Early Years Network and Childcare Cook Network, facilitating networking and enabling services to receive professional development focused on health and wellbeing.</p>		<p>The Early Years Network established. As well as supporting services through the Healthy Together 'Achievement Program' and facilitating networking, services have also received professional development on oral health, physical activity, parent engagement through this network.</p> <p>The Child Care Cook Network established to support child care services with providing nutritious foods to children. In addition they were supported with menu planning.</p> <p>Of all of the Early Childhood services in Knox 89 have responded to Healthy Together approaches.</p> <p>In September 2015, Rowville Preschool was awarded recognition of having reached the 'Achieve' level of participation in the Healthy Together Victoria Program.</p>
<p>Healthy Together Knox will support families through the <i>Infant</i> program (in partnership with the MCH Team), and the development of improved resources about playgrounds and open play spaces.</p>		<p>The Infant program was rolled out from March 2014, in partnership with Maternal and Child Health and involved 92 families in the 2014-15 year.</p>





## TERMS OF REFERENCE

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### EARLY YEARS ADVISORY COMMITTEE

<b>Directorate</b>	<b>Community Services</b>
<b>Responsible Officer</b>	<b>Manager Family &amp; Children's Services</b>
<b>Committee Type</b>	<b>Advisory</b>
<b>Approval Date:</b>	<b>27 January 2015</b>
<b>Review Date:</b>	<b>30 June 2019</b>

#### 1. PURPOSE

The purpose of the Early Years Advisory Committee (EYAC) is to provide advice to Council on the implementation of the Integrated City Strategy and emerging issues affecting families and young children within the Knox municipality throughout the appointed term of the Committee.

#### 2. OBJECTIVES

The objectives of the Committee will be to:

1. Provide advice and recommendations to Council on the implementation of the key objectives of the early years life stage plan as incorporated in the integrated City Plan
2. The advice and recommendations relation to these plans will include;
  - a. Agreed priorities;
  - b. The ongoing outcomes and achievements of the Integrated City Plan early years key objectives, and
  - c. Effective communication and consultation strategies to facilitate engagement with the community and other key stakeholders on development and implementation of the Integrated City Plan early years key objectives.
3. Provide advice to Council on emerging issues affecting families and children and the related services within the Knox community;
4. Identify emerging key research, policy and legislative issues that might impact on the implementation of the MEYP 2011-2015; and

5. Consider advice and information made available through other Council advisory and community consultation processes related to families and children, local early years services and early years issues.

### **3. MEMBERSHIP, PERIOD OF MEMBERSHIP AND METHOD OF APPOINTMENT**

Membership for the Early Years Advisory Committee shall comprise the following:

- Two (2) Councillors, appointed annually by Council;
- Six (6) community representatives representing diverse perspectives and experience;
- Four (4) professional/industry representatives (including relevant government agency representatives).

The following Council Officer positions will participate in the Committee to support an effective Council wide approach:

- Director of Community Services or delegate;
- One Council Manager;
- Two representatives from the Family & Children's Services Department, including one Committee Support Officer.

Community Representatives may include individual residents and/or representatives of Knox focused organisations who have an interest in, and understanding of, issues impacting families and children and are not directly employed by Knox City Council.

Professional representatives would include people with specialist knowledge and experience of the early years service system, other levels of government and professional practice and/or research, who can represent a Knox focused organisation who have an interest in, and understand the issues impacting families and children and who are not directly employed by Knox City Council.

Community and Professional representatives will be sought through an Expression of Interest process via public advertisement (including local newspaper and on Council's Internet site and through local networks).

#### **Membership Period**

Community and Professional Members may include individual residents and/or representatives of Knox focused organisations that have an interest in, and understanding of, issues impacting early years and are not directly employed by Knox City Council. Up to four (4) community members and two (2) Professional Members will be appointed annually for a period of two (2) years, subject to the continuation of the committee.

#### **Quorum**

Five members personally present (being members appointed by Council) constitute a quorum for the conduct of the Early Years Advisory Committee meeting.

## Recruitment

Casual vacancies which occur due to Community Members being unable to complete their appointments may be filled by co-opting suitable candidates from a previous selection process for the remainder of the previous incumbent's term. The selection panel will make a recommendation to the CEO, who will have the authority to appoint the recommended candidate to the committee for the remainder of the previous incumbent's term.

Casual vacancies which occur due to Professional Members: In the first instance the organisation will be contacted and asked to nominate a replacement and if no candidate is nominated, by the Organisation then the position may be filled by co-opting suitable candidates from a previous selection process for the remainder of the previous incumbent's term. The selection panel will make a recommendation to the CEO, who will have the authority to appoint the recommended candidate to the committee for the remainder of the previous incumbent's term.

Council will be responsible for appointing all Professional and Community Members.

## Councillors

- Council will appoint Councillor Representation annually.
- It should be noted that the Mayor is, by virtue of the Office, ex officio a member of the Early Years Advisory Committee. It is important that whilst the Mayor may not chair these meetings, appropriate recognition should be given to the presence of the Mayor if in attendance. The Mayor has no voting rights in their capacity as an ex officio member of the committee.

## Council Officers

- Council Officers will be nominated by the Chief Executive Officer or relevant Director to provide administrative support and advice to the committee;

## Commitment from Members

- To provide consistent representation.
- To attend meetings as required.
- To carry out specified tasks as designated.

## 4. DELEGATED AUTHORITY AND DECISION MAKING

The Committee acts in an advisory capacity only and has no delegated authority to make decision on behalf of Council. The Early Years Advisory Committee is to provide advice to Council and staff to assist them in their decision-making.

## **5. MEETING PROCEDURES**

The Early Years Advisory Committee will meet on a bi-monthly basis and an annual schedule of meetings will be agreed upon at the first meeting of the Committee.

The Committee is not required to give public notice of its meetings and its meetings are not required to be open to the public.

Meetings will follow Knox Council meeting procedures, which are in summary:

- Commence on time and conclude by the stated completion time;
- Be scheduled and confirmed in advance with all relevant papers distributed (as appropriate) to each member;
- Encourage fair and reasonable discussion and respect of each other's views;
- Focus on the relevant issues at hand; and
- Provide advice to Council as far as possible on a consensus basis.

## **6. CHAIR**

The position of Chairperson will be a Councillor Representative. The position will be reviewed annually immediately following Councillor appointments to committees.

If the Chairperson is not present at a meeting, any other Councillor Representative shall be appointed as Chairperson.

In the absence of any other Councillor representatives, the committee members shall appoint a Chairperson for the purpose of conducting the meeting.

## **7. AGENDAS AND MINUTES**

Agendas and minutes will be prepared for each meeting. The agenda will be provided to the committee not less than 7 days before the time fixed for the next meeting.

The minutes will:

- Contain details of the proceedings and resolutions made;
- Be clearly expressed;
- Be self explanatory; and
- In relation to resolution recorded in the minutes, incorporate relevant reports or a summary of relevant reports considered in the decision making process.

Draft minutes to be:

- (a) Submitted to the Chairperson for confirmation within 7 days of the meeting;
- (b) distribute to all Committee Members following confirmation from the Chairperson and within 14 days of the meeting;
- (c) Submitted to the next meeting of the Committee for formal endorsement.

Agendas and minutes are to be made available on the Intranet following formal Committee endorsement.

## **8. VOTING**

When the Committee is unable to determine a matter by consensus, the matter will be determined by a vote.

Councillors, professional representatives and community members have voting rights.

Council staff provide support and advice to the committee only and have no voting rights.

In the event of an equality of votes, the Chairperson will have a second vote.

## **9. CONFLICT AND INTEREST PROVISIONS**

In performing the role of the Early Years Advisory Committee member, a person must:

- Act honestly;
- Impartially exercise his or her responsibilities in the interests of the local community;
- Not improperly seek to confer an advantage or disadvantage on any person;
- Treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other persons;
- Exercise reasonable care and diligence;
- Not make improper use of their position; and
- Not make improper use of information acquired because of their position.
- Commit to regular attendance at meetings; and Treat people with respect, equality and dignity at all times, consistent with Knox City Council's policy statement on the Victorian Charter of Human Rights and Responsibilities.
- Committee member to defer any media enquiries to the Chairperson in the first instance and should take care not to respond as a representative of the Committee

Meetings of an Advisory Committee may potentially form an Assembly of Councillors. When this occurs, Councillors and Council Officers are required to comply with the conflict of interest provision as set down in the Local Government Act 1989.

Where a Councillor or Council Officer declares a conflict of interest in relation to a matter in which the committee is concerned, they must disclose the interest to the committee before the matter is considered or discussed at the meeting. Disclosure must include the nature of the relevant interest and be recorded in the minutes of the meeting. The Councillor or Council Officer must leave the room while the matter is being considered and may return only after consideration of the matter and all votes on the matter.

Where a community or Professional member of the Committee has an interest or Conflict of Interest (as defined in the Local Government Act) in relation to a matter in which the Committee is concerned or is likely to be considered or discussed, the community or Professional member must disclose the interest to the Committee before the matter is considered or discussed at the meeting. Disclosure must include the nature of the relevant interest or conflict of interest and be recorded in the minutes of the meeting. It will be at the discretion of the Chairperson if the community or Professional member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the minutes of the meeting.

## **10. REPORTING**

The Committee will provide an annual report to Council on the activities of the Committee and achievements in accordance with the objectives stated in these Terms of Reference.

The report will be presented to Council for noting under the Community Services Directorate reports.

## **11. ADMINISTRATION SUPPORT**

Council's Family & Children's Services Department will provide administration support.

## **12. TERMS OF REFERENCE & SUNSET CLAUSE**

The Committee will review the Terms of Reference biennially. Any proposed changes to the Terms of Reference resulting from a review must be agreed on by the Committee and be presented to Council for formal approval.

The Committee will conclude in June 2016 unless Council endorses a recommendation to continue the Committee's role for a further period. If the Committee has a relevant function at the end of the standard two-year period, the report presented to Council prior to the period ending must include a review of the Committee's Terms of Reference and a recommendation to Council to continue the Committee's role for a further period.

## **13. MEALS**

The provision of refreshments will be in accordance with the Meals and Beverages for Council Committees Policy.



# TERMS OF REFERENCE (TRACK CHANGE VERSION)

## EARLY YEARS ADVISORY COMMITTEE

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<b>Responsible Officer</b>	<b>Manager Family &amp; Children's Services</b>
<b>Committee Type</b>	<b>Advisory</b>
<b>Approval Date:</b>	<b>28<del>7</del> January 201<del>5</del><sup>4</sup></b>
<b>Review Date:</b>	<b>30 June 201<del>6</del><sup>9</sup></b>

### 1. PURPOSE

The purpose of the Early Years Advisory Committee (EYAC) is to provide advice to Council on the implementation of ~~the Municipal Early Years Plan 2011-2015 (MEYP)~~, the Integrated City Strategy and emerging issues affecting families and young children within the Knox municipality throughout the appointed term of the Committee.

### 2. OBJECTIVES

The objectives of the Committee will be to:

1. Provide advice and recommendations to Council on the implementation of ~~the Municipal Early Years Plan 2011-2015 including the key objectives of the~~ early years life stage plan as incorporated in the integrated City Plan
- 1.2. The advice and recommendations relation to these plans will include:
  - a. Agreed priorities;
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  - c. Effective communication and consultation strategies to facilitate engagement with the community and other key stakeholders on development and implementation of the ~~MEYP~~ Integrated City Plan early years key objectives.
- 2.3. Provide advice to Council on emerging issues affecting families and children and the related services within the Knox community;
- 3.4. Identify emerging key research, policy and legislative issues that might impact on the implementation of the MEYP 2011-2015; and

4.5. Consider advice and information made available through other Council advisory and community consultation processes related to families and children, local early years services and early years issues.

### 3. MEMBERSHIP, PERIOD OF MEMBERSHIP AND METHOD OF APPOINTMENT

Membership for the Early Years Advisory Committee shall comprise the following:

- Two (2) Councillors, appointed annually by Council;
- Six (6) community representatives representing diverse perspectives and experience);
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The following Council Officer positions will participate in the Committee to support an effective Council wide approach:

- Director of Community Services or delegate;
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In the absence of any other Councillor representatives, the committee members shall appoint a Chairperson for the purpose of conducting the meeting.

## 7. AGENDAS AND MINUTES

Agendas and minutes will be prepared for each meeting. The agenda will be provided to the committee not less than ~~48 hours~~ 7 days before the time fixed for the next meeting.

The minutes will:

- Contain details of the proceedings and resolutions made;
- Be clearly expressed;
- Be self explanatory; and
- In relation to resolution recorded in the minutes, incorporate relevant reports or a summary of relevant reports considered in the decision making process.

Draft minutes to be:

- (a) Submitted to the Chairperson for confirmation within 7 days of the meeting;
- (b) distribute to all Committee Members following confirmation from the Chairperson and within 14 days of the meeting;
- (a)(c) Submitted to the next meeting of the Committee for formal endorsement

~~The minutes will be approved by the Chairperson before being published or distributed and then formally endorsed at the subsequent meeting.~~

~~All Councillors, irrespective of whether they form part of the Committee, shall be issued with an electronic copy of minutes.~~

Agendas and minutes are to be made available on the Intranet following formal Committee endorsement.

## 8. VOTING

When the Committee is unable to determine a matter by consensus, the matter will be determined by a vote.

Councillors, professional representatives and community members have voting rights.

Council staff provide support and advice to the committee only and have no voting rights.

In the event of an equality of votes, the Chairperson will have a second vote.

## 9. CONFLICT AND INTEREST PROVISIONS

In performing the role of the Early Years Advisory Committee member, a person must:

- Act honestly;
- Impartially exercise his or her responsibilities in the interests of the local community;
- Not improperly seek to confer an advantage or disadvantage on any person;
- Treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other persons;
- Exercise reasonable care and diligence;
- Not make improper use of their position; and
- Not make improper use of information acquired because of their position.
- Commit to regular attendance at meetings; and Treat people with respect, equality and dignity at all times, consistent with Knox City Council's policy statement on the Victorian Charter of Human Rights and Responsibilities.
- Committee member to defer any media enquiries to the Chairperson in the first instance and should take care not to respond as a representative of the Committee

Meetings of an Advisory Committee may potentially form an Assembly of Councillors. When this occurs, Councillors and Council Officers are required to comply with the conflict of interest provision as set down in the Local Government Act 1989.

Where a Councillor or Council Officer declares a conflict of interest in relation to a matter in which the committee is concerned, they must disclose the interest to the committee before the matter is considered or discussed at the meeting. Disclosure must include the nature of the relevant interest and be recorded in the minutes of the meeting. The Councillor or Council Officer must leave the room while the matter is being considered and may return only after consideration of the matter and all votes on the matter.

Where a community or Professional member of the Committee has an interest or Conflict of Interest (as defined in the Local Government Act) in relation to a matter in which the Committee is concerned or is likely to be considered or discussed, the community or Professional member must disclose the interest to the Committee before the matter is considered or discussed at the meeting. Disclosure must include the nature of the relevant interest or conflict of interest and be recorded in the minutes of the meeting. It will be at the discretion of the Chairperson if the community or Professional member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the minutes of the meeting.

## **10. REPORTING**

The Committee will provide an annual report to Council on the activities of the Committee and achievements in accordance with the objectives stated in these Terms of Reference.

The report will be presented to Council for noting under the Community Services Directorate reports.

## **11. ADMINISTRATION SUPPORT**

Council's Family & Children's Services Department will provide administration support.

## **12. TERMS OF REFERENCE & SUNSET CLAUSE**

The Committee will review the Terms of Reference biennially. Any proposed changes to the Terms of Reference resulting from a review must be agreed on by the Committee and be presented to Council for formal approval.

The Committee will conclude in June 2016 unless Council endorses a recommendation to continue the Committee's role for a further period. If the Committee has a relevant function at the end of the standard two-year period, the report presented to Council prior to the period ending must include a review of the Committee's Terms of Reference and a recommendation to Council to continue the Committee's role for a further period.

## **13. MEALS**

The provision of refreshments will be in accordance with the Meals and Beverages for Council Committees Policy.