



KNOX CITY COUNCIL MINUTES

STRATEGIC PLANNING COMMITTEE

Meeting held
at the Civic Centre,
511 Burwood Highway
Wantirna South

on

Monday 13 August 2018

Meeting Opened at 7.00pm**Present**

Cr J Mortimore (Mayor)

Cr P Lockwood

Cr J Taylor

Cr T Holland

Cr L Cooper

Cr D Pearce

Cr N Seymour

Dr I Bell

Mr M Hanrahan

Ms K Stubbings

Ms J Oxley

Mr M Fromberg

Mr R Anania

Chandler Ward

Baird Ward

Collier Ward

Friberg Ward

Scott Ward

Taylor Ward

Tirhatuan Ward

Acting Chief Executive Officer

Acting Director – Engineering & Infrastructure

Director – Community Services

Director – City Development

Director – Corporate Services

Acting Manager, Governance & Strategy

1. APOLOGIES AND REQUESTS FOR LEAVE OF ABSENCE

Councillor Keogh.

2. DECLARATIONS OF CONFLICT OF INTEREST

Nil.

3. CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

MOVED: CR. PEARCE

SECONDED: CR. LOCKWOOD

Confirmation of Minutes of Strategic Planning Committee Meeting held on Monday 9 July 2018.

CARRIED

Official Minutes

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ALL WARDS**1. HACC PROGRAM FOR YOUNGER PEOPLE TRANSITION**

SUMMARY: *Manager Active Ageing and Disability Services
(Judy Chalkley)*

Council made the decision on 9 July 2018 to cease to be a provider of the State Government's Home and Community Care Program for Younger People (HACC PYP), with the exception of Food Services and Assessment. This decision included a commitment to transition all eligible clients to alternative service providers, ensuring equivalent or improved service standards, in partnership with the Victorian Department of Health and Human Services (DHHS).

This report presents an overview of the progress following Council's decision and information on subsequent advice provided by the Department of Health and Human Services which recommends that the Assessment and Food Services linked to HACC PYP be included in the transition process.

The report supports the position of DHHS and recommends that Council includes the HACC PYP related Assessment and Food Services be included in the transition process.

RECOMMENDATION

That Council

1. Notes the recent advice provided by the Department of Health and Human Services (DHHS) that the Assessment and Food Services elements of the HACC Program for Young People (HACC PYP) be included in the transition process to a new provider; and
2. Approves the inclusion of the Assessment and Food Services for the HACC PYP in the transition process to be led by DHHS in partnership with Council and that this change will involve a commitment to transition all eligible clients to alternative service providers, ensuring equivalent or improved services standards.

1. INTRODUCTION

On 9 July 2018, Council considered a report outlining issues associated with the future provision of the State Government's HACC PYP. At that time, Council resolved to cease to be a provider of the State Government's HACC PYP, with the exception of Food Services and Assessment, and that this change would involve a commitment to transition all eligible clients to alternative providers in partnership with DHHS. The Council resolution of 9 July 2018 is provided as Appendix A.

As identified in the SPC report on the 9 July 2019, HACC PYP services will continue to be funded by DHHS when transferred to a suitable provider. At the time that the report was developed, DHHS had indicated it would be difficult to find a suitable provider for Assessment and Food Service, as Councils were typically the primary provider of these services in our area. Based on this advice, the recommendation in the report was that Council would continue to provide Assessment and Food Services to eligible HACC PYP clients and that further discussion would be required with DHHS in regards to these services and how it would be supported through a revised funding and service agreement.

2. DISCUSSION

Following Council's decision on 9 July 2018, Council staff met with DHHS representatives on the 17 July 2018 and discussed the preferred process for the transition of HACC PYP services, affirming the need for equivalent or improved service standards, as well as a collaborative and partnership approach.

At this meeting, DHHS indicated that they have now successfully transitioned two other councils, Monash and Ballarat, out of HACC PYP services and that as part of this process it is now recognised that other providers have the capacity to support all HACC PYP activities, including Assessment and Food Services.

The DHHS representatives have now been very clear that including Assessment and Food services as part of an Expression of Interest (EOI) process would provide the best outcome for clients and carers and that this is the highly preferred option of DHHS as the funding body. DHHS officers reiterated that this option would also be more attractive to service providers, which would be considering responding to the EOI.

DHHS is confident the EOI process will ensure the new service provider will manage and operate HACC PYP services, including Assessment and Food services, to comply with policies, quality standards and the HACC PYP Complaints Policy, as well as meet duty of care requirements, just as Council does.

Council is currently providing 18 HACC PYP clients between 33 and 63 years of age with meals and in the last twelve months, there has been 23 assessments completed for HACC PYP services, with only 12 resulting in services. Council provides approximately 30,568 meals per annum to 2,600 clients and undertakes 2,027 Assessments per annum linked with the Regional Assessment Services (RAS) for clients over 65 years of age. This means that the HACC PYP elements of Council's broader Assessment and Food Services is very small.

As Council's resolution of 9 July 2018 specified that it would transition out of HACC PYP with the exception of Food Services and Assessment, this new advice from DHHS requires Council to reconsider the exclusions of Assessment and Food Services. Officers are of the view that this requested change makes good sense as it would ensure a more cohesive service for clients/carers as well as attracting a range of quality providers to respond to the EOI.

The inclusion of HACC PYP Assessment and Food Services would still mean minimal changes to existing Council staff – mainly linked to rostering and client allocations. Client outcomes will not change, as the services will be consolidated with a single service provider managing the suite of services.

Options for Consideration

Given the issues outlined above, the following options have been considered with respect to provision of the Assessment and Food Services elements of the HACC PYP Program through Council:

1. Continue to exclude the Food Services and Assessment from the transition of the HACC PYP Program. If Council continued with this option, there is now evidence that this may not provide optimum outcomes for clients as they will not have access to an integrated service approach. Council could continue to provide this smaller aspect of the HACC PYP but would be required to undertake the administration associated with the grant program. This is not the preferred option of the funding body, DHHS.
2. Include the HACC PYP Food Services and Assessment Services in the transition process. In this option, Council and DHHS would support clients to have access to an integrated approach with one provider of HACC PYP Services ensuring all clients are transitioned before ceasing services. In this option, Council would focus its services, including Assessment and Food Services, on the large group of CHSP clients over 65 years of age. This option is preferred by the funding body, DHHS.

On the basis of the information provided, it is recommended that Option 2 be supported by Council.

3. CONSULTATION

Clients and Support Workers were forwarded letters by registered mail and AA&DS office staff were emailed, on the 10 July 2018, informing them of the outcome of the SPC meeting on the 9 July 2018. Clients and staff were encouraged to contact Council with any concerns and to date there has been no feedback. All Council staff have been notified of the Council decision.

DHHS was notified on 10 July 2018 of Council's decision and a meeting was held to discuss the transition and process.

4. ENVIRONMENTAL/AMENITY ISSUES

There are no direct environmental/amenity impacts relating to this report.

5. FINANCIAL & ECONOMIC IMPLICATIONS

Should Council cease the provision of HACC PYP Assessment and Food Services, there will be no additional impact on Council's budget as the Assessment Service is State Government funded and the HACC PYP Food Service numbers are very small. Knox Support Workers would continue as multi-skilled staff, working within CHSP services. Council has also had continued growth and demand for CHSP services, which will assist through the transition period.

Assessment staff would continue to work in the Regional Assessment Service (RAS) for CHSP and provide support to HACC PYP clients until the transition is completed.

6. SOCIAL IMPLICATIONS

The rollout of the NDIS represents a transformational change in the funding, planning and delivery of services for people with disability at a national level. The NDIS is a new way of providing individualised support for eligible people with permanent and significant disability, their families and carers. It will provide an all of life stages approach for people with disabilities who can make decisions on the support they need to enable them to participate in their community and achieve their goals.

Local Knox residents with a disability under 65 years of age have now commenced involvement with the scheme as of 1 November 2017, as they apply to access a package under NDIS and receive advice regarding their eligibility.

A number of people with disabilities under 65 years of age will not be eligible for NDIS. The HACC PYP is the State Government program to support these clients. A number of organisations provide HACC PYP services outside of Local Government. DHHS will work with Council to ensure all clients are successfully transferred to a new HACC PYP provider.

Further advice is required from DHHS concerning the long term commitment to the HACC PYP Program to ensure that HACC-PYP clients, who are not eligible for NDIS and require supports to remain active in the community, will continue to be funded by the Victorian Government at current levels in addition to any need for growth.

7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-2021

Council's consideration of its potential role within the HACC PYP contributes to the delivery of the Knox Community and Council Plan objectives relating to:

Goal 6: We are healthy, happy and well.

Strategy 6.2 Support the community to enable positive physical and mental health.

Goal 8: We have confidence in decision-making

Strategy 8.1 Build, strengthen and promote good governance practices across government and community organisations

Strategy 8.2 Enable the community to participate in a wide range of engagement activities

8. CONFLICT OF INTEREST

Under section 80c of the Local Government Act 1989 officers, providing advice to Council must disclose any interests, including the type of interest.

Officer Responsible – Kerry Stubbings, Director Community Services - in providing this advice as the Officer Responsible, I have no disclosable interests in this report.

Author – Judith Chalkley, Manager Active Ageing & Disability Services - in providing this advice as the Author, I have no disclosable interests in this report.

9. CONCLUSION

It was always predicted that the roll out of the NDIS across the region would have an effect on Council's funding and see a number of service recipients transition to the scheme. The State Government has committed to maintaining a program for people under 65, not eligible for NDIS until 2019. The residual funding provided by the Department of Health and Human Services (DHHS) to support HACC PYP clients will place restrictions on Council's capacity to deliver the service, reducing accessibility to existing and new users, thus resulting in inequity issues for Council and the Knox community.

Council has resolved to cease providing the State Government's HACC PYP and to work in partnership with DHHS to transfer clients to other appropriate service providers. This report outlines new advice from the State Government's funding body that the inclusion of HACC PYP related Assessment and Food Services is a strong preference and will improve outcomes for clients. This proposed change to Council's original resolution on 9 July 2018 will have a minimal impact on Council and its services.

Consequently, this report recommends that Council now includes HACC PYP Assessment and Food Services in the transition process through the EOI to be led by DHHS.

Council will work with the DHHS to support a smooth transition for all clients and that services would continue until the transition is complete.

10. CONFIDENTIALITY

There are no confidentiality issues associated with this report.

COMMITTEE RESOLUTION

MOVED: CR. SEYMOUR

SECONDED: CR. TAYLOR

That Council:

1. **Note the recent advice provided by the Department of Health and Human Services (DHHS) that the Assessment and Food Services elements of the HACC Program for Young People (HACC PYP) be included in the transition process to a new provider; and**
2. **Approve the inclusion of the Assessment and Food Services for the HACC PYP in the transition process to be led by DHHS in partnership with Council and that this change will involve a commitment to transition all eligible clients to alternative service providers, ensuring equivalent or improved services standards.**

CARRIED

APPENDIX A – Council Resolution - HACC PYP - Meeting Held on 9 July 2018COMMITTEE RESOLUTIONMOVED: CR. TAYLORSECONDED: CR. COOPER

That Council:

1. Ceases to be a provider of the State Government's Home and Community Care Program for Younger People (HACC PYP), with the exception of Food Services and Assessment, and that this proposed change would involve a commitment to transition all eligible clients to alternative service providers, ensuring equivalent or improved service standards, in partnership with the Victorian Department of Health and Human Services (DHHS);
2. Continue to support current clients until transitioned to an alternative service provider based on terms in point 1;
3. Continues to implement the communication and engagement plan for HACC PYP service users and staff on the change process;
4. Continues to take a strong advocacy role to ensure residents of Knox are supported appropriately by both the HACC-PYP and National Disability Insurance Scheme (NDIS) programs and that in advocating for this support, Council will continue to emphasise the State Government has the responsibility for its own program to support people under 65 years of age who are not eligible for the NDIS; and
5. Embargo the resolution of this report for a period of two weeks while staff and clients are notified of the outcome, at which time the report will be made public.
6. Updates to Councillors on progress at least every 2 months or as appropriate, whichever is sooner, regarding the transition process until we have transitioned each eligible client.

CARRIED

ALL WARDS**2. EARLY YEARS ADVISORY COMMITTEE – APPOINTMENT OF MEMBER**

SUMMARY: *Manager – Family and Children’s Services
Janine Brown*

The role of the Early Years Advisory Committee (EYAC) is to provide advice to Council on early year’s issues and to promote greater awareness and understanding in the local community of early year’s services within the Knox community through the lens of the Council’s Key Life Stages Plan 2017-2021.

The membership term for all current members of the Early Years Advisory Committee expired in June 2018. On 25 June 2018, Council endorsed five (5) existing and four (4) new committee members. This report supplements the Council report submitted to the June Council Meeting and seeks Council’s approval to appoint the remaining one (1) recommended committee member to make up the full contingent of ten (10) committee members, which is outlined in the confidential Appendix A.

RECOMMENDATION

That Council

1. Appoint the following applicant to the Early Years Advisory Committee for the period of August 2018 – June 2020:

Name:	Category:
1.	Community Representative

1. INTRODUCTION

The role of the Early Years Advisory Committee (EYAC) is to provide advice to Council on early year’s issues and to promote greater awareness and understanding in the local community of early years services within the Knox community. Council approved a fifth term of the EYAC on 25 June 2018, which will conclude on 30 June 2021.

The Knox Community and Council Plan sets the vision for the City of Knox through eight community and Council goals and includes the needs of children and families as an important focus.

Council has approved the Key Life Stages Plan 2017-2021 which brings together Council's previous Municipal Early Years Plan, Strategic Youth and Active Ageing Plans. This plan focuses on the key life stages of early childhood, youth and older age and recognises that intervention during these key life stages has the greatest benefit for individuals, families and the community.

Council commenced a review of all Council Committees including advisory committees in 2017. As an outcome of this review, the EYAC will continue to meet as a committee on a bi-monthly basis, as per the current Terms of Reference.

The newly established Life Stages Group will now encompass the Early Years Advisory Committee, Youth Advisory Committee and the Active Ageing Advisory Committee. This group is proposed to meet together to consider common themes and issues on a six monthly basis. Further, larger groups of Committees including the Life Stages, Sustainable Development, Inclusive, Active and Creative Communities and the Grants Evaluation Advisory Committees will meet on an annual basis.

2. DISCUSSION

2.1 Recruitment of Committee Member

The Early Years Advisory Committee is comprised of six (6) community and four (4) professional members and in accordance with the Terms of Reference.

This original report to Council submitted on 25 June 2018 resulted in Council approval of nine (9) of the ten (10) committee members.

A late interview process for the further one (1) potential committee member using the agreed selection criteria was conducted on the 12 June 2018. Cr Lisa Cooper was involved with a final interview process. Following the completion of the referee check this applicant is recommended for Council endorsement.

Should Council approve the nomination for the remaining one (1) Committee member, it is anticipated that this applicant will join the induction process in August 2018.

Confidential Appendix A provides information on the final recommended candidate. Appendix B lists the members previously appointed by Council on 25 June, 2018.

3. CONSULTATION

Expressions of Interest for the Community and Professional member positions were open for a three week period from 26 March until 15 April 2018. Information was made available on the Knox Council website, through social media and passed onto local networks.

4. ENVIRONMENTAL/AMENITY ISSUES

The Early Years Advisory Committee continues to play a key role considering issues and advising Council in terms of child friendly spaces, which promote the health and wellbeing of Knox children and families into the future.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The Family and Children's Services Department supports the administration of Council's EYAC. Officer time of approximately ten hours each month is included within Council's operational budget in addition to an annual catering and supplies allowance of \$2600.

6. SOCIAL IMPLICATIONS

The establishment and continuation of the EYAC has been a positive step towards achieving greater engagement and respect for Knox's proud history of supporting and providing early years services for its community.

7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-2021

The *Knox Community and Council Plan 2017 – 2021* identifies the key goals and strategic objectives to achieve desired health and wellbeing outcomes for the Knox community.

The goal of particular relevance to the EYAC is "Goal 8: We have confidence in decision making". The EYAC works across the additional seven Knox Community and Council Plan goals to provide input and feedback to achieve outcomes from an early years perspective.

8. CONFLICT OF INTEREST

Under section 80c of the Local Government Act 1989 Officers providing advice to Council must disclose any interests, including the type of interest.

Janine Brown- Manager – Family and Children's Services - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

Vicki Kindilien – Senior Coordinator Specialist Support, Learning and Policy- In providing this advice as the Author, I have no disclosable interests in this report.

9. CONCLUSION

On 12 June 2018, two Council officers conducted a recruitment process for one new member to EYAC. This process was supported by the Chair of the EYAC, Councillor Lisa Cooper. Recommendations from this process are outlined in Confidential Appendix A.

10. CONFIDENTIALITY

In the interests of personal privacy, names and details of applicants in Appendix A and previously approved members in Appendix B are treated as confidential.

COMMITTEE RESOLUTION**MOVED: CR. COOPER****SECONDED: CR. SEYMOUR**

That Council appoint Lyndia Carroll as a community representative to the Early Years Advisory Committee for the period 14 August 2018 to 30 June 2020.

CARRIED

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2. Early Years Advisory Committee – Appointment of Member

Confidential Appendices A and B are circulated under separate cover

Official Minutes

3. MOTIONS FOR WHICH NOTICE HAS PREVIOUSLY BEEN GIVEN

Nil.

4. SUPPLEMENTARY ITEMS

Nil.

5. URGENT BUSINESS**5.1 URGENT BUSINESS**

Nil.

5.2 CALL UP ITEMS

Nil.

MEETING CLOSED AT 7.05PM

Minutes of Meeting confirmed at the
Strategic Planning Committee Meeting
held on
Monday 10 September 2018

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Chairperson