

# AGENDA

## Mid Month Meeting of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 8 July 2024 at 7:00 PM

This meeting will be conducted as a hybrid meeting

**knox**  
your city



**Order of Business**

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Bruce Dobson  
Chief Executive Officer

**1 Apologies and Requests for Leaves of Absence**

**2 Declarations of Conflict of Interest**

**3 Confirmation of Minutes**

Confirmation of Minutes of Mid Month Meeting of Council on Tuesday 11 June 2024

## 4 Officer Reports

### 4.1 Early Years Advisory Committee Appointment of New Members

**Final Report Destination:** Council  
**Paper Type:** For Decision  
**Author:** Early Years Strategic Projects Lead, Robyn Renkema  
**Manager:** Manager Family and Children’s Services, Sarah Kleine  
**Executive:** Director Connected Communities, Judy Chalkley

#### SUMMARY

The role of the Early Years Advisory Committee is to provide advice and recommendations to Council on matters impacting families and children and to promote greater awareness and understanding in the local community of early years services and the life of children and families in the Knox community through the lens of Council’s Child, Youth and Seniors Plan 2021-2025.

The membership term for three members of the Early Years Advisory Committee will conclude on 30 June 2024. Five existing members will conclude their first term on 30 June 2024. An expression of interest process was conducted in accordance with the Knox City Council Committees Policy. This report seeks approval to appoint the recommended Committee Members as outlined in Confidential Attachment 1.

#### RECOMMENDATION

That Council:

1. Thank the outgoing Committee Members for their contribution over the past two to four years.
2. Appoint the following applicants to the Early Years Advisory Committee for the period 1 July 2024 to 30 June 2026 as presented in Confidential Attachment 1.

<b>Name:</b>	<b>Category:</b>
1.	Community Representative (First Term)
2.	Community Representative (First Term)
3.	Community Representative (First Term)
4.	Community Representative (Second Term)
5.	Community Representative (Second Term)
6.	Community Representative (Second Term)
7.	Professional Representative (Second Term)
8.	Professional Representative (Second Term)

## **1. DISCUSSION**

The Early Years Advisory Committee (EYAC) was formally established in April 2010. The role of the EYAC is to provide advice and recommendations on emerging early years matters and to promote greater awareness and understanding in the local community of early years services.

The Knox Community Plan 2021–31 and Knox Council Plan 2021–25 are key strategic documents at Knox City Council, incorporating our Community Vision for the future and includes the needs of children and families as an important focus.

The Child, Youth and Seniors Plan focuses on key life stages of early childhood, youth and older age and recognises the intervention during these life stages has the greatest benefit for individuals, families and the community.

The EYAC Terms of Reference require that members be renewed through a selection process, inviting community and professional/industry representatives to submit expressions of interest. Membership for EYAC consists of a maximum of six community members and four professional/industry members comprising a total of ten members and two Councillors. There are three community member vacancies in this round, with recruitment activities undertaken throughout April to June 2024.

### **1.1 Role of the Committee**

The current objectives of the EYAC are to:

1. Provide advice and recommendations to Council on the implementation of the Key Life Stages (early years) focus areas as incorporated in the Child, Youth and Seniors Plan 2021-2025.
2. The advice and recommendations in relation to this plan will include:
  - a. Agreed priorities;
  - b. The ongoing outcomes and achievements of the Child, Youth and Seniors Plan 2021-25 (early years) focus areas; and
  - c. Effective communication and consultation strategies to facilitate engagement with the community and other key stakeholders on the development and implementation of the Child, Youth and Seniors Plan 2021-25 (early years) focus areas.
3. Provide advice to Council on matters impacting 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 Child, Youth and Seniors Plan 2021-2025 and;
5. Consider advice and information made available through other Council advisory and community consultation processes related to families and children and/or local early years services.

Council receives an annual report on the key discussion topics and achievements of the EYAC.

### **1.2 EYAC Membership**

Membership of EYAC consists of a maximum of six community members and four professional/industry members comprising a total of ten members and two Councillors. Further details are outlined in Confidential Attachment 1.

## 2. ENGAGEMENT

It is a requirement that the appointment to a Council Advisory Committee be in accordance with Knox City Council Committee's Policy. This Policy requires that every effort be made to ensure a representative cross-section of people from the municipality is selected to the Committee as appropriate.

Recruitment for the three EYAC community positions was promoted through the following:

- Knox City Council Website.
- An advertisement in Seek Volunteer.
- Digital flyer, distributed by Educa and email to local day care centres and kindergartens in Knox.
- Better Impact Public Volunteer page (redirecting volunteers to the EYAC, EOI).
- Socials – organic posts.
- Social – paid post.
- Local Community Paper Advertisement.
- Knox eNews.

Seven expressions of interest applications for new members were received and a further five expressions of interest applications were received from existing members to access a second term on the Committee (Confidential Attachment 1). Two of the external applicants were ineligible due to not meeting the required criteria as per the Terms of Reference. This left five external applicants who were invited to an interview on Friday 31 May 2024. Of these five applicants, three were interviewed by the Selection Panel.

The expression of interest period for the community member positions was open for a four-week period from 16 April to 17 May 2024.

The Selection Panel comprising Councillor Marcia Timmers- Leitch as Chair and two Council officers was conducted on 31 May 2024.

The following criteria was followed for interviewing applicants:

- Is a Knox resident.
- Has personal experience of early years and family support services.
- Is an effective communicator and can consult within the community and with other stakeholders.
- Can identify issues and solutions relating to early years issues and advise Council.
- Can work collaboratively and can identify issues of confidentiality.

As a result, five internal expressions of interest for extension of their term for a further two years and all three external community applicants are recommended by the interview selection panel for a two-year term to EYAC (Confidential Attachment 1).

Should the Council approve the nomination of these three new Community members, it is anticipated that an induction process for the new members will take place in August 2024.

### **3. SOCIAL IMPLICATIONS**

Actions outlined in the Child Youth and Senior's Plan 2021-2025 plan describe the need for partnerships to assist young children to thrive and outlines initiatives which aim to create more opportunities for positive long- term impacts on their health, wellbeing, education and future outcomes. The recent State of Knox Report (2024) determined 33% of residents of Knox were born overseas, this indicates over one third of the Knox population. A diverse range of families are now living in the community. Additionally, the 2021 Census reported that 62% of recent arrivals in Knox were couples with children. Having direct engagement with community members through the Early Years Advisory Committee that advocates and represents this diversity enables Council to identify issues that relate to a wider range of young children and their families in Knox.

Lower levels of social inclusion and community engagement during 2023 were reported as 7% lower than the previous year (State of Knox Report, 2024). This underlines the importance of ensuring that families of young children feel valued and engaged in decision making that affects their children. The establishment and continuation of EYAC is a positive example of connection with the local community that builds a supportive network to provide community involvement in helping young children living in Knox to thrive.

### **4. CLIMATE CHANGE CONSIDERATIONS**

The officers contributing to and responsible for this report have no conflicts of interest requiring disclosure under Chapter 5 of the Governance Rules of Knox City Council.

### **5. ENVIRONMENTAL IMPLICATIONS**

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.

### **6. FINANCIAL AND RESOURCE IMPLICATIONS**

The Family and Children's Services Department supports the administration of Council's EYAC. Officer time estimated at 10 hours each month, and an annual catering and supplies allowance of \$2,600 is part of the adopted operational budget.

### **7. RISKS**

There is no risk to Council that would arise from approving three new community members for the Early Years Advisory Committee, as this recruitment process is governed by the Early Years Advisory Committee's Terms of Reference and Knox City Council's Committee Policy.

### **8. KNOX COMMUNITY AND COUNCIL PLAN 2021-2025**

#### **Opportunity & Innovation**

Strategy 1.2 - Encourage and support opportunities for skills development and lifelong learning for all people in Knox.

#### **Civic Engagement & Integrity**

Strategy 5.1 - Provide opportunities for all people in Knox to have their say.

Strategy 5.3 - Ensure our processes are transparent and decisions are accountable.

**9. CONFLICT OF INTEREST**

The officers contributing to and responsible for this report have no conflicts of interest requiring disclosure under Chapter 5 of the Governance Rules of Knox City Council.

**10. STATEMENT OF COMPATIBILITY**

This report is compatible with the Charter of Human Rights and Responsibilities, as it does not raise any human rights issues.

**11. CONFIDENTIALITY**

Attachment 1 is included in the confidential agenda, as it contains confidential information pursuant to Council's Governance Rules and Section 66 of the Local Government Act 2020, as it relates to personal information being the names and details of prospective Committee members which would be unreasonable to disclose publicly, or to disclosure before they are appointed.

**ATTACHMENTS**

Nil



5 Notices of Motion

6 Supplementary Items

7 Urgent Business

8 Confidential Items