

**Date:** Wednesday 28 February, 2018  
**Time:** 7.30 - 9.30 pm  
**Venue:** Living & Learning Nillumbik – 739 Main Road, Eltham  
**Chair:** Ruth Bailey  
**Minute taker:** Maggie Clarke

### Order of business

**Attendance:** Ruth Bailey, Jacqui Ward, Pam Miranda, Anthony Herrett, John Brownrigg, Robyn Meikle and Maggie Clarke.

**Apologies:** Cr. Jane Ashton

#### 1. Conflict of interest and Assembly of Councillor form

Conflict of interest provisions are contained in section 80C of the *Local Government Act 1989*, the Councillor's Governance Code, the Employee Code of Conduct and the Volunteer Handbook. An Assembly of Councillor form must be completed at the meeting in accordance with section 80A of the Local Government Act 1989

N/A

#### 2. Minutes of previous meeting

That the minutes of the meetings 22 November, 2017 be confirmed as a true and accurate record of the meeting.

**Moved:** Pam Miranda

**Seconded:** Jacqui Ward

#### 3. Business arising from previous minutes

##### 3.1 Committee induction packs

Process has been reviewed and is ready to implement.

A suggestion was put forward that an exit process for retiring COM members should be developed.

Recruitment for Committee:

We have had interest expressed from a young woman Tess, who already volunteers with L&LN and who would like to discuss joining the Committee.

Robyn also spoke to someone at the Makers Market who may be interested and she lives in St Andrews.

Jacqui to follow up with young man who was in her Certificate IV in Training and Assessment class. He lives in St Andrews also.

**ACTION:** Maggie and Jacqui to follow up with the three people.

### **3.2 Strategic plan notes**

Maggie to write up and send around to COM. Organise a joint staff /COM meeting later in the year – May-June

#### **4. Letter of resignation – John Brownrigg**

COM reluctantly accepts John's resignation with songs and chocolate! John's contribution to the Living & Learning Nillumbik and our community was acknowledged and the committee thanked John for his wonderful energy and commitment.

John was presented with a card and small gift of cards from the L&LN artists.

#### **5. Community Programs Unit presentation/discussion – Corrienne Nichols**

Apology – reschedule for April meeting

#### **6. L&LN service review process**

A consultant will be engaged to facilitate this process and will use the Australian Centre of Excellence for Local Government Service Delivery framework. A commencement date has not been set yet.

**ACTION:** Maggie to email the ACELC framework to the COM members.

#### **7. Committee/participant conversations – executive summary**

There was some discussion about the summary with some feedback provided and will be incorporated into a final version to be resent out to the Committee.

There was a question regarding how we would follow up on the section that asks for suggestions to COM for the future. It was felt that this requires further discussion and should be tabled for the next Committee meeting. Could be another document or a report on actions and added to the Continuous Improvement register.

It was agreed that the final version should be sent out to everyone who participated but we could also send to all groups and promote that the Committee could come and speak to them this year. It was suggested that we should also mention that at the graduation and we could put a notice on the L&LN website.

**ACTION:** Maggie to update document with feedback and resend to Committee.

#### **8. Contracts – Skills First 2018/19 and ACFE 2018**

It was noted that we have been offered a 2 year contract with the Department of Education – Skills First for 2018-19. The department have implemented caps on 6 qualifications and the Certificate III and Diploma of Early Childhood Education and Care is one of these.

It was noted that these caps – 10 per course per year - will affect our early childhood courses predominantly in the second semester and will mostly impact our Diploma courses.

They have indicated that as a result of considerable feedback from the sector they will review this decision for 2019 however we should anticipate that it may remain in place for the full 2 years.

ACFE – we have a new contract for the delivery of pre-accredited courses for 2018 which will be the same as for 2017.

#### **9. ACFE Re-registration**

All ACFE providers will be required to apply for re-registration this year. This is due in April.

**10. ACFE – Capacity and Innovation Fund round 10 application**

An application for \$50,000 has been submitted in partnership with Lalor Living & Learning Centre. If successful the project will look at the Learn Local and Neighbourhood House sectors across the North East region in relation to our response to and support for women experiencing family violence.

The project would run for 12 months commencing in July 2018.

Outcomes will be announced in April 2018.

**11. Other business –**

11.1 VET Graduation 28 March,

Confirmed attendance from Pam, Ruth who will speak on behalf of the committee, Anthony. Robyn and Jacqui will confirm closer to the date. John to confirm his performance with Anthony

11.2 International Women’s Day Dinner - 8 March at the Eltham Community Reception Centre.

Ruth and Jacqui will be attending the dinner.

11.3 Robyn mentioned a session that she recently attended and wanted to bring it to a meeting for the committee to consider. It was held in Banyule and was on the topic of end of life.

Jacqui shared an example of community organisation in South Australia that supported remote community to help families when someone dies – they help with burial etc.

Following discussion there was agreement that this should be tabled for the next meeting for a more detailed discussion.

**12. Next meeting**

18 April at Diamond Creek (note a week early due to Anzac Day on 25 April) - March will be graduation