

# ENGAGEMENT PLAN (4 October – 1 November 2023)

In accordance with the Local Government Act, Council's Engagement Policy / Strategy and Enterprise Agreement

**Staff:** Council must consult with staff prior to a final decision being made in respect of the early learning centres. The consultation process should be comprehensive and transparent with the aim of ensuring that staff have a reasonable opportunity to influence the decision makers.

**Unions:** should be informed about the preliminary decision at the same time that it informs employees of this preliminary decision, as far as this is possible.

**Service users / Community:** A decision to close Council's early learning centres is not one which attracts an obligation to conduct community engagement under the *Local Government Act*. Of course, given the nature of the decision being made, and the direct impact it will have on service users and families of enrolled children, some form of engagement with at least those groups will be desirable, and consistent with the overarching governance principles.



**INFORM**  
4 October 2023

- Initial text, email and Kinderloop notifications
- Fact sheet
- FAQs
- Powerpoint presentation
- Online / in-person briefings
- GECC Childcare Discussion Paper

- Initial text
- Email with personalised letter, fact sheet and GECC Childcare Discussion Paper attached
- Staff meeting (in person)

- Special CEO Update
- GECC Childcare Discussion Paper
- GECKO intranet

- Mayoral statement on Council website
- GECC Childcare Discussion Paper

**CONSULT**  
5 October - 1 November 2023

- Family Listening Posts (1:1 opportunity to ask questions and provide feedback)
- Written submissions
- Electronic and paper survey

- Written submissions
- Small group meetings
- 1:1 opportunities to ask questions and provide feedback
- Information session / Q&A (one a week for four weeks)

- Q&A through CEO 10@10
- Staff Consultative Committee
- CEO briefing with the Staff Consultative Committee

- Have Your Say online survey
- Written submissions

## ANNOUNCEMENT OF PRELIMINARY COUNCIL DECISION (4 to 5 October 2023)

- Council Preliminary Decision (confidential until staff and families informed)
- Notification to all stakeholders
- Communication Plan for all stakeholders

### Key Tasks, Scope and Approach

- Each affected staff member informed in writing with a letter, and invited to a staff meeting
- Text and email sent to all current childcare families
- Online information briefing for families
- Employee Assistance Program (counselling) available for staff and families
- Community and other stakeholders informed (after staff and families)
- Key messaging and Frequently Asked Questions for Mayor, Councillors and CEO

### Key Outcome

- All stakeholders are informed in a timely manner with all required information

## CONSULTATION WITH STAFF AND ENGAGEMENT WITH FAMILIES AND COMMUNITIES (4 October to 1 November 2023)

- Consultation with staff
- Engagement with families and Glen Eira community
- Meeting the requirements of Council's Enterprise Agreement
- Engagement Outcomes Report prepared at conclusion of engagement period for Councillor consideration

### Key Tasks, Scope and Approach

- Consultation sessions with staff and dedicated email to provide feedback
- Family Listening Days and survey to hear feedback from families
- Community engagement via Council's Have Your Say website

### Key Outcome

- All affected staff and families are consulted and engaged about Council's preliminary decision.
- Interested members of the Glen Eira community have the opportunity to provide feedback.