Project Brief

‘Central Enrolment Scheme Expansion project’

Enquiries: Penelope Sell, Manager Community Services, Towong Shire Council
Telephone (02) 6071 5100 or email Penelope.sell@towong.vic.gov.au

Closing date: Monday 14 October 4.00pm
1. Introduction

The Central Enrolment (CE) Scheme Project is a partnership project between Council, the Department of Education and Training and the Municipal Association of Victoria (MAV). The aim of CE is to support Councils with the adoption, expansion and enhancement of central enrolment across Victoria.

CE allows State-funded kindergarten places to be allocated in a consistent, fair and equitable way to eligible children, in line with Department of Education and Training (DET) Priority of Access guidelines.

Council is seeking to appoint a suitably qualified consultant to support the facilitation and expansion of Council’s Central Enrolment Scheme.

The project will engage relevant stakeholders to ensure vulnerable children can easily access Council’s kindergarten programs and services provided by key agencies.

The project will facilitate the delivery of three key strategies:

1. Strengthen stakeholder relationships to support an expansion of the CE scheme and support services for those most at risk;
2. Multi-skill educators to improve the enrolment process to support vulnerable children and those most at risk; and
3. Develop a corporate Central Enrolment policy for Council’s Long Day Care (LDC) and Kindergarten services

2. Project description

2.1 Purpose

The purpose of the Central Enrolment Scheme Expansion project is to enable the support of vulnerable Towong Shire families, including eligible Early Start Kindergarten (ESK) children, in accessing kindergarten services delivered by Council. The expansion of the CE scheme will include all kindergarten services operating in council-owned facilities by 31 January 2020.

The key elements of the project are:

- Community and Key Stakeholder engagement; to improve understanding of the barriers and opportunities for consistent and equitable enrolment and early childhood support for Towong Shire families.
- A review of the existing enrolment administrative processes; to improve efficiencies and linkages with Maternal and Child Health (MCH) and other stakeholders to ensure ease of enrolment and referral support for families. The project will establish and/or refine operational policy and processes relevant to the CE enrolment process, including improved Priority Access for those most vulnerable.
- Develop a Central Enrolment Policy; to support the implementation and expansion of CE by Council. Consideration of 'Priority of Access Guidelines' (provided by the State Government) is required when developing the policy.

- The expansion of Qikkids software; to include Bellbridge, Corryong and Tallangatta Early Years services. The expansion of CE will support the delivery of high-quality funded kindergarten programs that are inclusive, supportive and enable equitable opportunity for placement.

- The review and updating of Council’s Parent Information Booklet; to inform and provide families with a more engaging and inclusive representation of CE, early years services and support. Information will also be made available online to improve access to information to support family enquiries.

- Promotion of CE, ESK and support agencies; to improve greater awareness of available early year’s services.

2.2 Rationale

The Department of Education and Training have evidence to suggest that CE has a positive impact on the engagement of vulnerable children in kindergarten programs. The Department’s internal Early Start Kindergarten: Annual Participation Report 2016 examined the impact of central enrolment on the number of Early Start Kindergarten (ESK) enrolments. It found that between 2014 and 2016 there was an increase of 61 per cent in the number of ESK enrolments in Local Government Areas (LGAs) with CE schemes, compared to an increase of 31.6 per cent in non-CE areas.

Towong Shire Council is keen to support the Victorian State Government’s goal of covering all LGAs with a centralised enrolment program to support those most vulnerable and to better link other key services such as Maternal and Child Health, Supported Playgroup and ChildFirst to support families.

3. Project requirements

3.1 Project activities and deliverables

The successful consultant is required to achieve the following deliverables:

- Undertake a Shire-wide Community Engagement process to improve understanding of the barriers and opportunities for consistent and equitable enrolment and early childhood support for Towong Shire families.

- Meet with key stakeholders to explore opportunities for collaboration to support families.

- Review existing administrative processes and develop a Central Enrolment Policy.

- Establish referral and improved administrative processes to support equitable opportunities for kindergarten enrolment, including educator training to enable staff to better understand how to recognise and respond to Priority Access, ESK and improved enrolment practice.

- Review, update and improve Council’s Parent Information Booklet and provide in a suitable web format for Council’s website.
• Expansion of Qikkids across all Council Early Years services.

• Develop a process to respond to Priority Access, ESK and enrolment enquiries to meet the needs of Towong Shire families.

• Promotion of ESK and support services available to Towong residents, including Central Enrolment.

3.2 Key project milestones and reporting dates

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Format</th>
<th>Date</th>
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<tbody>
<tr>
<td>Develop a Project Plan which will include a Community and Key Stakeholder Engagement Plan,</td>
<td>Document</td>
<td>24 October 2019</td>
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<tr>
<td>Undertake a community and key stakeholder engagement process to improve understanding of CE barriers and the opportunities for collaboration and early childhood support.</td>
<td>Workshop (Corryong and Tallangatta) Survey</td>
<td>06 November 2019</td>
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<tr>
<td>Review the Parent Information Booklet and provide a suitable format for access from Council’s website.</td>
<td>Document</td>
<td>15 December 2019</td>
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<tr>
<td>Interim report</td>
<td>Document</td>
<td>30 December 2019</td>
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<tr>
<td>Expand Qikkids CE across all Council services and establish referral processes to enable staff to effectively respond to priority placement enquiries.</td>
<td>Key stakeholder training workshop</td>
<td>31 January 2020</td>
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<tr>
<td>Develop operational policy and processes to determine Priority Access, ESK and enrolment practice.</td>
<td>Document</td>
<td>31 January 2020</td>
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<tr>
<td>Promote Early Start Kindergarten (ESK), and support services (eg. Child Protection, ChildFirst, Aboriginal, OoHC) available to Towong residents, including Central Enrolment.</td>
<td>Stakeholder workshops Shire-wide campaign</td>
<td>30 November 2019-28 February 2020</td>
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<td>Final report, key findings and recommendations</td>
<td>Final report</td>
<td>28 February 2020</td>
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3.3 Key performance measures

The consultant’s key performance measures will be:

• Delivery of the three key strategies, project activities and deliverables on time, in full, and to the satisfaction of Towong Shire Council and the Department of Education and Training.

• Delivery of regular progress reports to the Manager Community Services, in full and on time according to the agreed reporting schedule and format outlined in the Project Plan.
3.4 Project monitoring and evaluation

Monitoring

The consultant is required to deliver the Central Enrolment project by 31 January 2020.

The consultant will report to Council’s Manager Community Services on a monthly basis to provide a project update. The consultant will provide a monthly one-page report detailing milestone achievements, roadblocks and relevant stakeholder and/or community feedback.

At the conclusion of the project (January 2020), the Department of Education and Training require Council to complete an Evaluation Reporting template. The project outcomes delivered by the consultant will be critical in enabling Council to complete the required reporting template.

Evaluation Reporting

The following information will inform the evaluation report:

- Delivery of key milestones, on time and within budget
- Demonstrated strengthening of partnerships and identified opportunities for collaboration
- Level of attendance at stakeholder workshops
- The development of Shire-wide Central Enrolment policy
- The delivery of process improvements for Central Enrolment
- The delivery of consistent messaging to support vulnerable families
- The delivery of an improved Parent Information Booklet and provision of a suitable electronic format for inclusion on Council’s website
- Effective delivery of Central Enrolment across Shire-owned Early Years services.
- How the project contributed to new ways of working together within the Council and/or with key stakeholders to effect systems change to support vulnerable families
- How the project’s activities have been coordinated with other relevant work across the Council, or within the community

4. Submission requirements

4.1 Proposals

Proposals must outline the following:

- Details of the bidder:
  - Legal name of the bidding entity (individual or firm)
  - ABN
  - Address
  - Contact person
• Phone number
• Email address
• Web address
• A detailed explanation of the methods and processes proposed for the delivery of the project
• A Project plan showing an ability to meet the timing of key tasks
• A quotation of fees, GST inclusive
• An estimate of expenses necessary to complete the assignment, in addition to fees
• Personnel proposed to conduct the assignment
• Brief descriptions of key personnel professional qualifications and experience in relevant assignments
• Examples of previous similar assignments completed by the consultant
• Contact details of two referees willing to comment on the consultant’s work
• Professional Indemnity and Public Liability insurance policies held by the consultant.

4.2 Selection criteria

All submissions will be assessed against the following criteria:

<table>
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<tr>
<th>Criteria</th>
<th>Weight</th>
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<tr>
<td>Demonstrated understanding of the project</td>
<td>25%</td>
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<tr>
<td>Demonstrated previous performance with projects of similar nature</td>
<td>30%</td>
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<tr>
<td>Methodology</td>
<td>30%</td>
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<tr>
<td>Price</td>
<td>10%</td>
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4.3 Submission timetable

<table>
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<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Project brief issued</td>
<td>Friday 16 September 2019</td>
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<tr>
<td>Closing date for proposals</td>
<td>Monday 14 October 2019</td>
</tr>
<tr>
<td>Proposals assessed</td>
<td>Wednesday 16 October 2019</td>
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<tr>
<td>Consultant appointed</td>
<td>Wednesday 23 October 2019</td>
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4.4 Insurance and indemnity

Workers’ Compensation

The Consultant must effect, and ensure that each of its sub-contractors effects, a WorkCover policy of insurance complying with the provisions of the Accident Compensation Act 1985 in respect of all of its employees.

Public Liability Insurance

The Consultant must, at all times during the Contract Term, be the holder of a current public liability policy of insurance in the joint names of the Consultant and its sub-contractors, providing coverage for an amount of not less than $10 million.

Professional Indemnity Insurance
The Consultant must, at all times during the Contract Term, be the holder of a current professional indemnity policy of insurance in respect of the activities specified, providing coverage for an amount of not less than $5 million.

4.5 Submission process

All proposals must be submitted by 4pm on Friday 14 October 2019.

Proposals should be submitted via email to:

   Attention: Manager Community Services
   Towong Shire Council
   Info@towong.vic.gov.au