

▲ PRIORITY OF ACCESS POLICY FROEBEL CARLTON @ MELBOURNE CONNECT

▲ PURPOSE

The purpose of this policy is to detail the Priority of Access Guidelines as recommended by the Australian Government and agreed between University of Melbourne and FROEBEL.

FROEBEL acknowledges that the University of Melbourne's strategic priority is to provide their *Eligible Precinct Tenant Employees under Priority 2A* with access to an Early Education and Care Service, with the purpose of attracting and retaining exceptional people.

The University of Melbourne is also committed to providing *Eligible University of Melbourne Employees under Priority 2B* with priority of access.

▲ POLICY

It is the policy of the service to consider the Australian Government's intention to help families who are most in need and support the safety and wellbeing of children at risk in accordance with the Framework for Protecting Australia's Children 2009–2020.

Definitions

Eligible Precinct Tenant Employee under Priority 2A is a parent (or guardian) who, at the time of enrolment,

- is a paid part-time or full-time employee of a *Precinct Tenant Employer* or FROEBEL Australia Limited (Carlton); and
- their primary place of work/study is within the Precinct, and
- produces a respective current written employer confirmation, respectively a tenancy confirmation.

Note: Allowable enrolments of children from FROEBEL employees must not exceed 5% of the total capacity of the service at any given time.

Eligible University of Melbourne Employee or Student under Priority 2B is a parent (or guardian) who, at the time of enrolment,

- is a paid part-time or full-time employee or a current student of The University of Melbourne but their primary place of work/study is not located at the Precinct; and
- produces a respective current written employer confirmation or Evidence of Enrolment Statement from The University of Melbourne.

Precinct is Melbourne Connect, located at 700 Swanston Street, Carlton, VIC 3053.

Precinct Tenant Employers under this policy are:

Business Name	ABN
Apromore	51 635 938 760
Atomos AU Pty Ltd	61 147 815 325
ClarkeHopkinsClarke Architects Ltd (also known as CHC)	28 626 943 100
InEight Pty Ltd	81 009 583 671
Maxoniq	99 601 983 359
SANE Australia	92 006 533 606
The Australia and New Zealand School of Government Limited (also known as ANZSOG)	69 102 908 118
YBF Holdings Pty Ltd	56 633 372 675
4DMEDICAL LIMITED	31 161 684 831
Retail:	
Atlantic Group / Science Gallery Café	97 627 534 261
Master Lanzhou Noodle Bar	74 636 672 707
Nene Chicken Carlton	99 618 193 431
The Studio Beans	34 253 193 860

The following groups are interdisciplinary groups of The University of Melbourne, located at Melbourne Connect, and fall under *Priority 2A*:

Name of Group	ABN
Centre for Artificial Intelligence and Digital Ethics	84 002 705 224
Centre for Digital Transformation of Health	
Complex Human Data Hub	
Faculty of Engineering and Information Technology (FEIT)	
Melbourne Centre for Data Science	
Melbourne Entrepreneurial Centre	

Under *Priority 2B* will fall all academic divisions that are recognised within the University chancellery structure (see Appendix 1 for details).

For the avoidance of doubt, only Precinct Tenant Employers specified under this policy, as updated progressively following receipt of written confirmation from The University of Melbourne, will be eligible. It is the responsibility of The University of Melbourne to notify FROEBEL of tenancy data and any changes accordingly and without delay.

▲ PROCEDURES

If demand for enrolments exceed the number of available, approved places at the education and care service, a parent/guardian can apply for their child to be registered on the service's waiting list; the following **Priority of Access Guidelines** will apply when allocating placements.

Priorities:

- **Priority 1:** a child at risk of serious abuse or neglect
- **Priority 2:** a child of a Precinct Tenant Employee, University of Melbourne Employee or Student or the general community

Within **Priority 2**, first priority is given to:

- a child of an *Eligible Precinct Tenant Employee under Priority 2A*; and then
- a child of an *Eligible University of Melbourne Employee or Student under Priority 2B*; and then
- any other child (general community) (**Priority 2C**).

Within Priority 2C, priority will be considered

- for sibling children of Priority 2C families who are already enrolled at the service.

Waiting List

To apply for their child to be registered on the service's waiting list, a parent/guardian will submit their expression of interest through the service's online waiting list platform, indicating their priority status (if applicable) as prompted. The priority status and time stamp on their submission will determine the child's ranking on the waiting list.

Acceptance of Enrolment Offer

Families who are offered enrolment under this policy are required to accept or reject an enrolment offer without delay and no later than 72 hours from when the offer was made. FROEBEL is entitled to make an offer to the next family on the waiting list if the enrolment offer has not been accepted within that timeframe.

Places which cannot be filled with a Priority 1, 2A or 2B family or siblings of currently enrolled families at the time of the vacancy will be offered to the general community.



▲ SOURCES AND FURTHER READING

- Child Care Provider Handbook
<https://www.education.gov.au/child-care-provider-handbook>
- National Framework for Protecting Australia's Children
https://www.dss.gov.au/sites/default/files/documents/child_protection_framework.pdf

▲ ASSOCIATED POLICIES

- Enrolment and Orientation

▲ POLICY REVIEW

- The Service will review this policy every 12 months or when required.
- The Approved Provider and Centre Director will ensure that this policy and its procedures are maintained and implemented at all times.
- Families are encouraged to collaborate to review the policy and procedures.

- **Last review:** 07/12/2021
- **Next review:** 07/12/2022 (or when required)

Appendix 1: Academic divisions recognised within the chancellery structure of the University of Melbourne

Academic Divisions

Faculty of Architecture, Building and Planning

Faculty of Arts

Faculty of Business and Economics

Faculty of Medicine, Dentistry and Health Sciences

Faculty of Veterinary and Agricultural Sciences

Faculty of Science

Faculty of Fine Arts and Music

Melbourne Graduate School of Education

Melbourne Law School

Melbourne School of Engineering

Graduate Schools, Schools, Departments and Institutes

Accounting

Agriculture and Food

Anatomy and Neuroscience

Asian Institute

Asia Pacific Centre for Military Law

Asian Law Centre

Audiology and Speech Pathology

Australian Centre for Architectural History, Urban and Cultural Heritage (ACAHUCH)

Australian Urban Research Infrastructure Network (AURIN)

Biochemistry and Molecular Biology

Biomedical Engineering

Biosciences

Business Administration

Centre for Actuarial Studies

Centre for Artificial Intelligence and Digital Ethics

Centre for Cancer Research

Centre for Comparative Constitutional Studies

Centre for Corporate Law

Centre for Employment and Labour Relations Law

Centre for Indonesian Law, Islam and Society

Centre for Media and Communications Law

Centre for Resources, Energy and Environment Law

Centre for Youth Mental Health

Chemical and Biomedical Engineering

Chemical Engineering

Clinical Pathology

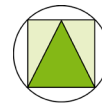
Connected Cities Lab

Critical Research in Digital Architecture

Culture and Communication



Doherty Institute
Economics
Ecosystem and Forest Sciences
Electrical and Electronic Engineering
Electrical, Mechanical and Infrastructure Engineering
Finance
Florey Department of Neuroscience and Mental Health
General Practice
Graduate School of Business and Economics
Graduate School of Humanities and Social Sciences
Historical and Philosophical Studies
Informal Urbanism Research Hub (InfUr)
Infrastructure Engineering
Intellectual Property Research Institute of Australia
Languages and Linguistics
Learning Environments Applied research Network (LEaRN)
Management and Marketing
MDU Microbiology
Mechanical Engineering
Medical Biology (WEHI)
Medical Bionics Department
Medical Education
Medicine and Radiology
Melbourne Bioinformatics
Melbourne Conservatorium of Music
Melbourne Dental School
Melbourne Entrepreneurial Centre
Melbourne Institute of Applied Economic and Social Research
Melbourne Medical School
Melbourne School of Design
Melbourne School of Government
Melbourne School of Health Sciences
Melbourne School of Population and Global Health
Melbourne School of Professional and Continuing Education
Melbourne School of Psychological Sciences
Melbourne Sustainable Society Institute (MSSI)
Melbourne Veterinary School
Microbiology and Immunology
Nossal Institute for Global Health
Nursing
Obstetrics and Gynaecology
Ophthalmology
Optometry and Vision Sciences
Paediatrics
Peter McMullin Centre on Statelessness



Pharmacology and Therapeutics
Physiology
Physiotherapy
Psychiatry
Radiology
Rural Health
School of Agriculture and Food
School of Biomedical Sciences
School of Chemical and Biomedical Engineering
School of Computing and Information Systems
School of Electrical, Mechanical and Infrastructure Engineering
Sir Peter MacCallum Department of Oncology
Social and Political Sciences
Social Work
Surgery
The Institute for International Law and the Humanities
Thrive Research Hub
Transport, Health and Urban Design Research Lab (THUD)
Veterinary and Agricultural Sciences
Veterinary Biosciences
Veterinary Clinical Sciences
Victorian College of the Arts
School of Electrical, Mechanical and Infrastructure Engineering
Sir Peter MacCallum Department of Oncology
Social and Political Sciences
Social Work
Surgery
The Institute for International Law and the Humanities
Thrive Research Hub
Transport, Health and Urban Design Research Lab (THUD)
Veterinary and Agricultural Sciences
Veterinary Biosciences
Veterinary Clinical Sciences
Victorian College of the Arts