▲ 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 2021–2031.

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) or a current user of the precinct co-working space operated by JLL/CIVIS on a fixed lease agreement of 12+ months; and
- their primary place of work/study is within the Precinct, and
- produces a Priority of Access confirmation form, signed by their HR Manager / Supervisor / JLL Flexible Solutions Area Manager.

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
EMT Partners	79 638 157 454
InEight Pty Ltd	81 009 583 671
Intellischool	96 628 102 536
Maxoniq	99 601 983 359
Navi Medical Technologies	51 620 331 124
UST	11 862 578 983
SANE Australia	92 006 533 606
Seer Medical	46 615 849 986
ANZSOG	69 102 908 118
The Conversation Media	44 142 923 653
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
Urban Indian	31 654 430 074
Schnitz	38 138 490 070
Shuji Shushi	42 145 809 749
The Studio Beans	34 253 193 860
365 Food	42 135 046 626

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	
Centre for Digital Transformation of Health	
Complex Human Data Hub	
Contemplative Studies Centre (CSC)	84 002 705 224
Faculty of Engineering and Information Technology (FEIT)	
Melbourne Centre for Data Science	
Melbourne Climate Futures	
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, current user of the precinct co-working space on a fixed 12+ month agreement, 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 or a current user of the precinct co-working space operated by JLL/CIVIS on a fixed lease agreement of 12+ months 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 2, priority will be considered
- for sibling children of Priority 2 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 Service Handbook:
  https://www.dese.gov.au/child-care-package/child-care-provider-handbook
- National Framework for Protecting Australia's Children
  https://www.dss.gov.au/families-and-children-programs-services-children-protecting-australias-children/safe-and-supported-the-national-framework-for-protecting-australias-children-2021-2031
- Family Assistance Guide
  https://guides.dss.gov.au/family-assistance-guide/2/8/1/20

▲ **ASSOCIATED POLICIES**

- Enrolment and Orientation
- Victorian Child Protection Policy

▲ **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**: 31/10/2023
- **Next review**: 31/10/2024 (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

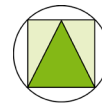Microbiology and Immunology

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