

Management report to Council

Agenda item 6.3

The Family and Children's Advisory Committee Terms of Reference

Council

Presenter: Linda Weatherson, Director City Communities

29 August 2017

Purpose and background

1. The purpose of this report is to seek Council's approval of proposed amendments to the Family and Children's Advisory Committee (FCAC) Terms of Reference to create a designated Aboriginal membership.
2. The FCAC provides strategic advice to Council on matters affecting families and children aged 0-12 years.
3. The FCAC is comprised of 10 community members with broad and diverse knowledge and experience of issues relating to families and children. Membership on the FCAC is voluntary. No fee is paid to any member.

Key issues

4. At the FCAC meeting on 22 May 2017, Council officers provided a progress update on the City of Melbourne's Reconciliation Action Plan. The FCAC suggested special consideration be given to ensure Aboriginal representation on the Committee.
5. Management is seeking Council resolution to create a designated membership for an Aboriginal member through changing the FCAC's Terms of Reference.
6. Under section 12 of the *Equal Opportunity Act 2010* this opportunity has been considered as a special measure and therefore is designated to Aboriginal or Torres Strait Islander applicants on this occasion.

Recommendation from management

7. That Council approves the addition of the following paragraphs to the Family and Children's Advisory Committee's Terms of Reference as detailed in Attachment 2:

- 7.1. Replace the existing Acknowledgement of Traditional Owners with the following:

'The City of Melbourne respectfully acknowledges the Traditional Owners of the Land.

For the Woiwurrung (Wurundjeri), Boonwurrung, Taungurong, Dja Dja Wurrung and the Wathaurung groups who form the Kulin Nation, Melbourne has always been an important meeting place for events of social, educational, sporting and cultural significance.

Today we are proud to say that Melbourne is a significant gathering place for all Aboriginal and Torres Strait Islander people'.

- 7.2 Insert the following new sentence in respect to Membership:

'Under section 12 of the *Equal Opportunity Act 2010*, a dedicated Aboriginal membership has been considered to support Aboriginal representation on the Committee. The special measure recognises the importance of Aboriginal representation to advise Council on the views, needs and interests of Aboriginal children and families in the municipality'.

Attachments:

1. Supporting Attachment (page 2 of 11)
2. Revised Family and Children's Advisory Committee Terms of Reference (page 3 of 11)

Supporting Attachment

Legal

1. No direct legal issues arise from the recommendation from Management.

Finance

2. There are no financial implications for the recommendation.

Conflict of interest

3. No member of Council staff, or other person engaged under a contract, involved in advising on or preparing this report has declared a direct or indirect interest in relation to the matter of the report.

Stakeholder consultation

4. The recommendation is for change within an internal Advisory Committee and therefore no external stakeholder engagement has been undertaken.

Relation to Council policy

5. The inclusion of an Aboriginal member aligns with Council's Reconciliation Action Plan 2015-18 and also with Council Plan 2017-21, Goal: A city with an Aboriginal focus.

Environmental sustainability

6. There are no environmental sustainability issues.

Attachment 2
Agenda item 6.3
Council
29 August 2017



Terms of Reference

City of Melbourne

Family and Children's Advisory Committee

August 2017

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Acknowledgement of Traditional Owners

The City of Melbourne (CoM) respectfully acknowledges the Traditional Owners of the Land. For the Woiwurrung (Wurundjeri), Boonwurrung, Taungurong, Dja Dja Wurrung and the Wathaurung groups who form the Kulin Nation, Melbourne has always been an important meeting place for events of social, educational, sporting and cultural significance.

Today we are proud to say that Melbourne is a significant gathering place for all Aboriginal and Torres Strait Islander people.

Purpose of the Family and Children's Advisory Committee

The City of Melbourne Family and Children's Advisory Committee (FCAC) was established in August 2007 and brings together people with broad and diverse knowledge and experience of issues relating to families and children. The FCAC is an important point of contact between Council and families with children from 0 – 12 years.

The purpose of the FCAC is to provide the Council with advice on family and child related issues that can be dealt with at Council level. Council has roles and responsibilities at both a local and neighbourhood level and as the capital city of Victoria. The Committee will work with the Council to address issues, develop alternatives and assist with the identification of preferred solutions as part of Council's decision making process.

The Committee will advise on the implementation of Melbourne for All People safeguarding the interests of children and families as well as supporting broader community interests and opportunities. The Committee's role will be advisory and is not a decision making body.

Background – Melbourne for All People 2014–17

Melbourne for All People 2014–17 takes a life course approach which recognises the importance of family, community, culture and place for all people from birth to 100 years+. It supports people's rights and aspirations to live safe, healthy and connected lives within cohesive, vibrant communities, and recognises that public spaces, infrastructure and service delivery should cater for everyone's needs.

Melbourne for All People 2014–17 consolidates and progresses four previous plans:

- Our Melbourne, Disability Action Plan 2010–13
- The Children's Plan, My City and Me – Children's Voices 2010–13
- Empowering Young People, The Young People's Policy 2010–13
- Lifelong Melbourne, City of Melbourne's Positive Ageing Strategy 2006–16.

As such, Melbourne for All People is the key policy document for families and children providing a guide for future planning, decision making, resource allocation and provision of services and programs. It frames our vision for Melbourne's children, and for all people, using six key themes:

1. Access and Inclusion
2. Safety
3. Connection
4. Health and Wellbeing
5. Lifelong Learning and
6. Having a Voice

The strategy aims to work with individuals, families and communities to enable people to make their own decisions about what is best for them. Council welcomes participation from community members to support, advise and provide information to realise the goal of a liveable city for children and for all people through the implementation of Melbourne for All People.

Objectives of the Family and Children's Advisory Committee

Advise on issues relevant to the implementation of Melbourne for All People 2014–17, including:

- Assist to achieve and embed the six themes of Melbourne for All People across all council services, planning and policy that relate to family and children.
 - Advocate integrated approaches across the life continuum.
 - Monitor family and children's action items, in the Melbourne for All People, particularly family and children's action items.
 - Participate in family and children events to support Melbourne for All People, as requested. These may be consultation or advisory events that include representatives for portfolios including disability, children and family, youth and older persons.
- Consider matters referred by Children and Family Services and other Council policies and strategies.
 - Advocate community views on families and children.
 - Provide advice on how best to inform community on family and children's issues.
 - Provide strategic, expert and impartial advice to Council on policies, strategies and plans to advance children and family services.

Membership

Committee membership will be sought on the basis of achieving representation in alignment with the key themes of Melbourne for All People 2014–17 with a commitment to considering opportunities and impacts for family and children particularly in:

- Access and Inclusion - eliminating or reducing barriers to enable participation and full enjoyment of everything the city has to offer.
- Safety - ensuring people of all ages and abilities feel physically and emotionally safe at home, at work and in the community.
- Connection - fostering strong connections between people of different ages, abilities and backgrounds.
- Health and Wellbeing - ensuring that the right information, programs and facilities are available in the right places to support physical and mental health, good nutrition and access to green spaces.
- Lifelong Learning - supporting people to be engaged in formal and informal learning throughout their lives so that they gain knowledge, opportunities, independence and confidence. a

Having a Voice - upholding people's right to express themselves and influence decisions that impact on them. This includes children's right to have their voices heard and reflected in policy, planning and service delivery.

Membership

The Committee will include ten community representatives with personal and/or professional experience and expertise in family and children's issues. Under Section 12 of the *Equal Opportunity Act 2010*, a dedicated Aboriginal membership has been considered to support Aboriginal representation on the Committee. The special measure recognises the importance of Aboriginal representation to advise Council on the views, needs and interests of Aboriginal children and families in the municipality.

The City of Melbourne will seek members who are knowledgeable and prepared to engage in exploring issues and opportunities and provide advice to Council.

It is preferable to have members who work or reside in a range of geographical areas across the City of Melbourne and represent the diverse demographics, skills and expertise within the municipality.

Fields of knowledge

Members of the Committee may have experiences in one or several of these fields:

- Children's rights and engagement with children
- Child Safe Standards
- Community development, planning and engagement
- Community strengthening and consultation
- Partnership and network development
- Health and wellbeing
- Safety
- Early education and learning
- The built and natural environment and urban planning
- Policy development
- Grant submission writing
- Service delivery and infrastructure
- Mobility and access and people with a disability
- Culturally and linguistically diverse groups (CALD) and backgrounds
- Lesbian, Gay, Bisexual, Transsexual and Intersex (LGBTI) community
- Information provision
- Cultural safety of Aboriginal children

Terms of Membership

- The appointment of community representatives will be made by the City of Melbourne, Chief Executive Officer in consultation with the Chair, based upon responses to a formal Expression of Interest submission.
- Appointments will be staggered to ensure continuity.
- New members will be appointed for a period of up to two (2) years.
- Members may seek re-appointment for a further two (2) year term.
- The maximum term will be for a period of up to four years.
- A member who is absent from two consecutive meetings, without forwarding an apology, will be assumed to have resigned.
- Members wishing to resign their position on the Committee may do so at any time by providing written notice to the Chair of their intention to resign.
- Vacancies will be filled as soon as possible.
- All committee members must have a current working with children check during the term of membership.
- All members are expected to comply with City of Melbourne Child Safe Commitment Statement and Code of Conduct

Appointment process

Members will be selected on the basis of the following criteria:

- Experience in child and family policy development, planning and program delivery.
- Demonstrated leadership in strategically positioning children and family services and programs in consideration of government reform and policy direction.

- Capacity to engage others in achieving shared goals and priorities for children and family development.
- Experience in measuring outcomes and success.
- Specific areas of expertise to contribute to the Committee (as outlined above).

Method of nomination and appointment

Nominations for appointment to FCAC will be advertised online and interviews of short listed applicants are conducted.

Committee structure

Committee membership will comprise:

- Chair of Council's Future Melbourne Committee (People City portfolio) or another nominated Councillor (Chair)
- Manager Community Services
- Team Leader, Planning and Performance
- Team Leader, Children's Services
- Team Leader, Family Services
- Senior Planning and Performance Officer, Community Services (Secretariat)
- Ten community representatives, including dedicated Aboriginal representation.

Meetings of the Committee

- Meetings will be held on a quarterly basis commencing in February 2017 and members are expected to attend meetings.
- Meetings will be held at the Town Hall in Swanston Street between 5.30 pm – 7.30pm on a Monday night.
- Working groups and sub committees will be established as required.

Council support for committee members

- The committee will operate on a voluntary basis.
- Council will provide interpreters, carers, cab vouchers, car parking vouchers and any other requirements (as advised) to support members to attend and participate in meetings.
- Funding will be considered to support applications for sitting fees from members who are not representative of an organisation and are not employed.

Protocols

Roles and Responsibilities

The FCAC is an appointed advisory committee of Melbourne City Council and will be chaired by the Chair of Council's Future Melbourne Committee (People City portfolio) or another nominated Councillor.

The role and responsibilities of the Chair

- To support Committee members to fully engage in the issues on the table by providing information and research findings in a timely and accessible manner.
- To provide policy and secretariat support to the FCAC including coordination of meetings, agenda and minutes.
- To provide resources, including printed materials.
- To provide catering (light supper) for each meeting.
- To consider holding meetings in other locations across the municipality such as, Childcare and Family Services centre, if required.

The role and responsibilities of the Community members

- To be fully prepared for meetings, individual pre-reading of agenda's and attachments.
- To agree to participate in a collaborative meeting format.
- To bring local knowledge and broad community experience to the table.
- To consider and raise issues, proposals and ideas.
- To provide informed advice and guidance.

Shared roles and responsibilities of all Committee members

- All members will be able to raise any issues and problems and have them dealt with in an honest, respectful and open manner.
- All members will be given equal opportunity to participate in the Committee discussions.
- Working groups or sub committees may be established as required and members may nominate to be a part of these groups.

Code of Conduct and interest provisions

In performing the role of a member, a committee member must:

- Act honestly;
- Exercise reasonable care and diligence;
- Not make improper use of their position; and
- Not make improper use of the information acquired because of their position.
- Adhere to City of Melbourne, Code of Conduct ¹

Where the member of the committee has an interest or conflict of interest in relation to a matter in which the committee is concerned, or is likely to be considered or discussed, the member must disclose the interest to the committee before the matter is considered or discussed at the meeting. Disclosure must include the nature of the relevant interest and be recorded in the minutes of the meeting.

Confidential and sensitive information

- Members are expected to comply with the confidential information provisions contained in Sections 77 and 89 of the *Local Government Act 1989*.
- Members must treat information they receive as confidential unless otherwise advised. The documents presented to FCAC will often be in draft format and not ready for wider community

¹ <http://www.melbourne.vic.gov.au/SiteCollectionDocuments/employee-code-of-conduct-2016.pdf>

distribution.

- Members must not use confidential information other than for the purpose of performing their function as a member of the advisory committee.
- Draft documents cannot be referred to or used in any grant applications, presentations or in the private or working roles of members.

Disclosure of personal details

For transparency, members name, qualifications and current position will be listed on the City of Melbourne website.

Volunteer Forms

Each person is required to complete a volunteer information form to cover for insurance and related matters.

Review

The Family and Children's Advisory Committee Terms of Reference will be reviewed annually.

Contact/Secretariat Support

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