

Family and Children's Advisory Committee Terms of Reference and Membership

14 April 2015

Presenter: Jane Foley, Manager Community Services

Purpose and background

1. The purpose of this report is to seek endorsement of the revised terms of reference for the Family and Children's Advisory Committee (Attachment 2) and the process to reappoint and recruit members.
2. The Council's Family and Children's Advisory Committee (Advisory Committee) was first established in August 2007. The Advisory Committee provides strategic advice to Council on matters affecting families and children from 0-12 years and had oversight of the former City of Melbourne Municipal Early Years Plan.
3. Following an expression of interest, the existing Advisory Committee of ten members was appointed in April 2011. According to the current terms of reference, members are appointed for two years and can seek reappointment for a maximum total term of four years.
4. In April 2013 the term for all Advisory Committee members was informally extended. Six members have resigned from the Advisory Committee and the maximum term for the remaining four members expires in April 2015.
5. In August 2014, Council endorsed Melbourne for All People 2014–17 which consolidates the Children's Plan and the strategic plans for disability, ageing and youth into a single strategy.

Key issues

6. To support continuity and assist with transition to and oversight of Melbourne for All People 2014–17, management recommends that existing Advisory Committee members are offered the option to extend their term until April 2016. A targeted expression of interest process will be used to fill the remaining vacancies for a term of two years (expiring April 2017), with a possible extension to four years, pending ongoing governance requirements.
7. An early draft of the revised terms of reference for the Advisory Committee was shared at the December 2014 Advisory Committee meeting and an amended version is attached. Changes have been made to reflect the focus on Melbourne for All People 2014–17.
8. Potential candidates for a targeted Expression of Interest process will be sought through existing networks. Management will ensure that potential applicants are canvassed from a broad range of backgrounds. The current Chair of the Advisory Committee, Councillor Richard Foster, will be invited to participate in a panel to assess applications.

Recommendation from management

9. That the Future Melbourne Committee:
 - 9.1. Approves the revised terms of reference (refer Attachment 2 of the report from management) for the Family and Children's Advisory Committee and approves the process outlined to reappoint and recruit members.
 - 9.2. Authorises the Director Community Development to make any further minor editorial changes to the terms of reference for the Family and Children's Advisory Committee prior to recruitment.

Attachments:

1. Supporting Attachment
2. Terms of Reference for the Family and Children's Advisory Committee (Draft)

Supporting Attachment

Legal

1. There are no legal implications related to the revision of the terms of reference and recruitment to the Advisory Committee.

Finance

2. The secretariat costs for administering the Advisory Committee and any one-off advertising fees incurred as part of the recruitment process are provided for in the Community Services operational budget.

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. An early draft of the revised terms of reference was shared at the December 2014 Advisory Committee meeting and supported by the members.

Relation to Council policy

5. Melbourne for All People 2014–17 represents a new way of working with people across their life course. Changes made to the revised Family and Children's Advisory Committee Terms of Reference reflect this new strategic context and the proposed recruitment process is designed to support the transition to Melbourne for All People 2014–17.

Environmental sustainability

6. The nature of the Advisory Committee does not generate environmental sustainability issues. There are no considerations to note.



CITY OF MELBOURNE

DRAFT

TERMS OF REFERENCE

March 2015

CITY OF MELBOURNE

Family and Children's Advisory Committee

Purpose of the Family and Children's Advisory Committee

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

The purpose of the Family and Children's Advisory Committee is to provide the Council with strategic 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.

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:

- Access and Inclusion
- Safety
- Connection
- Health and Wellbeing
- Lifelong Learning and
- Having a Voice.

We want 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
 - Advocate integrated approaches across the life continuum
 - Monitor the implementation plan for Melbourne for All People
 - Participate in life course advisory 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.
- Comment on relevant Council policies and strategies.
- Advocate community views on families and children.
- Recommend methods and techniques to better inform and engage the community on family and children's issues.
- On an as needs basis, undertake a consultative role on family and child related issues across council's functions and 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 across the life course.

- Access and Inclusion
- Safety
- Connection
- Health and Wellbeing
- Lifelong Learning and
- Having a Voice

Community Members

The advisory committee will include ten community representatives with personal and/or professional experience and expertise in family and children's issues. 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
- Community and relationships
- Health and wellbeing
- Safety
- Early education and learning
- Natural and urban environment
- Services and infrastructure
- Mobility, access and inclusion.

Terms of Membership:

- The community representatives will be selected by the Chair, Manager Community Services and a Council Officer, based upon responses to a formal Expression of Interest submission.
- Appointments will be staggered to ensure continuity.

- Members originally appointed in April 2011 will be offered the opportunity to extend their term until April 2016 to assist with the transition to Melbourne for All People.
- New members will be appointed for a period of up to two (2) years commencing June 2015.
- New 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.

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 Policy Officer, Community Services (Secretariat)
- Ten community representatives.

Meetings of the Committee

- Meetings will be held on a quarterly basis commencing in June 2015 and members are expected to attend meetings.
- Meetings will be held at the Town Hall in Swanston Street between 5.30 pm – 7.30 pm on a Monday night.
- Special meetings will be called, if 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 made available to support applications for sitting fees from members who are not representatives of an organisation and are not employed.

PROTOCOLS

Roles and Responsibilities

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

The roles and responsibilities of the Chair are:

- to Chair the committee
- to facilitate a collaborative meeting format
- to inform Council on the progress and outcomes of Committee work
- to co-opt additional support and/or sub committees as required
- to be the media spokesperson for the Advisory Committee.

The roles and responsibilities of the City of Melbourne Community Services branch are:

- to provide policy and secretariat support to the Family and Children's Advisory Committee
- to coordinate meetings, agenda and minutes
- to provide resources, including printed materials
- 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 catering (light supper) for each meeting.

The roles and responsibilities of the Community members are:

- to be fully prepared for meetings
- 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 include:

- 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 Advisory Committee discussions and decision making.
- Working groups may be established as required and members may nominate to be a part of these groups.

Review

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

Contact/Secretariat Support

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“By making this important shift to a life course approach, we will work to develop more resilient, healthier and better connected individuals and communities. We will do this by improving opportunities for inclusion and accessibility; better integrating City of Melbourne services, programs and activities and encouraging different generations to support each other.”

Melbourne for All People 2014–17