

Report to the Future Melbourne (People City) Committee

Agenda item 6.6

Homelessness Advisory Committee

11 February 2014

Presenter: Dean Griggs, Manager Community Safety and Wellbeing

Purpose and background

1. The purpose of this report is to seek approval of nominations for membership of the Homelessness Advisory Committee 2014–2016 (HAC).
2. At the Future Melbourne Committee of 3 December 2013 Council endorsed the revised Terms of Reference for HAC and the proposed process for its establishment. It was resolved that HAC be established through the process of public advertisement linked to website information and that the final membership be endorsed by the Future Melbourne Committee.
3. Information regarding HAC, including the Terms of Reference, was placed on the City of Melbourne website and the expression of interest process was advertised in the public notices section of The Age newspaper on Saturday 7 December 2013.

Key issues

4. The proposed members of HAC were selected on the basis that they all demonstrated the attributes required in the Terms of Reference (refer to Attachment 3) and as a group will provide broad representation across diverse sectors including gender, age, life stage, cultural diversity, service sector knowledge and direct personal experience of homelessness.
5. A total of 21 people applied for membership of HAC. The 14 people proposed for membership of HAC are listed in Attachment 2. Of these, seven people (including two people who have direct personal experience of homelessness (Attachment 2 – members 3 and 4) were members of the previous committee and had an option to apply for a further two years membership. The remaining seven people are new members.
6. In line with the revised Terms of Reference, three of the proposed HAC members have requested organisational representation. This means that the person will be replaced by their organisation if they are unable to attend a meeting or leave their position during the two year period of the membership.
7. It is proposed that applicants who are not selected for membership of HAC (seven applicants) will be offered the option of remaining on the list of interested people who could be considered for membership when and if vacancies arise.
8. Participation of nominated members on HAC is voluntary. Administration and catering costs and any other expenses of operating HAC are covered within the existing budget allocation for 2013–2014.

Recommendation from management

9. That the Future Melbourne Committee approves the proposed members of the Homelessness Advisory Committee 2014–2016, as outlined in items 1-14 in Attachment 2 of the Management report.

Attachments:

1. Supporting Attachment
2. Proposed Membership of HAC
3. HAC Terms of Reference.

Supporting Attachment

Legal

1. Advisory committees may be established by the Council under the *Local Government Act 1989*. There are no specific provisions in the Act concerning membership of advisory committees or the conduct of meetings of such committees.

Finance

2. While there are no major direct financial implications arising from the recommendations in this report there will be costs associated with providing administrative support and catering to HAC. These costs are expected to be absorbed within the Community Development Division 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. Stakeholder consultation has not been specifically undertaken in relation to proposed membership of HAC. However the proposal to develop such a committee arose from development of *Pathways: City of Melbourne Homelessness Strategy 2011–13* which involved consultation with a wide range of organisations, service providers and individuals.

Relation to Council policy

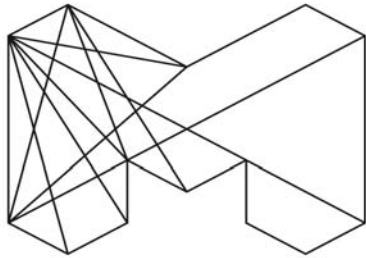
5. Establishment of the Homelessness Advisory Committee is a key deliverable as part of *Pathways: City of Melbourne Homelessness Strategy 2011–13*.

Environmental sustainability

6. Environmental sustainability principles will be adhered to wherever possible in the operation of HAC.

Homelessness Advisory Committee - Membership Submissions January 2014

NAME	Knowledge/Skill	Connection
1. Lisa Sammut	Senior Practitioner Accommodation and Support Services - VincentCare Vic	VincentCare (Organisational Member) Existing committee Member
2. Theresa Swanborough	Manager RDNS Homeless Persons Program	Royal District Nursing Service Homeless Persons Program (Organisational Member) Existing committee Member
3. Jayne Richardson	Consumer Advocate - Homelessness	Existing committee Member
4. David Montgomery	Consumer Advocate – Homelessness	Member Council to Homeless Persons Peer Educators Program Existing committee Member
5. Mark O'Brien	Director Health Services Parkville and Malmsbury Youth Justice - YHARS (Youth Health and Rehabilitation Consortia – YSAS and others))	Youth Substance Abuse Service/Youth Justice Services/ Youth Health Existing committee Member
6. Louise Lang	Coordinator Homeless Support Services Anglicare - Lazarus Breakfast Program St Peters Eastern Hill	Anglicare Homeless Support Services Existing committee Member
7. Russell Shields	National Program Manager	Secondbite (recently resigned) Existing committee Member
8. Samiro Douglas	Chief Executive Officer - WIRE Women's Information and Referral Exchange	Women's information and Referral Exchange
9. Brian Sardeson	Program Manager Complex Needs Program DGCHS	Doutta Galla Community Health Services – Central City Community Health Service
10. Anthony McEvoy	Safe Exits Manager – Salvation Army	Salvation Army 24/7 – Outreach/Safe Exits Program
11. Richie Goonan	General Manager – Housing Support Services – Hanover Welfare Services	Hanover Housing and Support Services
12. Gabrielle McManus	Senior Lawyer Inner Melbourne Community Legal Nth Melbourne	Nth Melbourne Legal Service
13. Zoe Vale	General Manager Client Services – Homeground Housing and Support Services	Housing – Central Contact Agency for City of Melbourne - Homelessness Services and Support. Note: (Organisational Member)
14. 14.Melanie Raymond	Chair and CEO Youth Projects Ltd	Youth Projects – Living Room



CITY OF MELBOURNE

TERMS OF REFERENCE

CITY OF MELBOURNE

Homelessness Advisory Committee

Endorsed December 2013

1. Overview

Purpose

The members of the City of Melbourne Homelessness Advisory Committee have an understanding that the committee is an advisory forum that provides strategic advice on policy and practice issues to the administration and Council. This advice assists Council in continuing to implement actions arising from the *Pathways Homelessness Strategy 2011-13* and responding to homelessness issues. The Advisory Committee will also contribute to the development and overseeing of a new homelessness strategic framework 2014-17.

Background

Pathways the City of Melbourne's Homelessness Strategy 2011-13 has been the key policy document for providing strategic direction and a planning framework for Council's vision and response to people who are experiencing homelessness in Melbourne. The vision of the strategy is that *Council is committed to creating sustainable pathways out of homelessness by supporting individuals, developing robust partnerships and building strong and inclusive communities*. The new strategic framework 2014-17 will build on Council's existing research, ongoing program delivery and partnership activities that have been undertaken as part of the *Pathways Homelessness Strategy 2011-13*.

Council welcomes participation from people who are currently or have recently experienced homelessness, the service sector and community members to provide information, advice and to realise the goal of creating pathways out of homelessness.

The City of Melbourne Homelessness Advisory Committee will bring together people with broad and diverse knowledge and experience of issues relating to homelessness. The Homelessness Advisory Committee will be an important point of contact between Council and people who have personal and or professional experience and knowledge of homelessness.

Role

The Homelessness Advisory Committee will provide Council with strategic advice on homelessness and related issues that can be dealt with at Council level. Council has roles and responsibilities at both a local 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.

Objectives

- Provide advice on issues relevant to the ongoing implementation of *Pathways Homelessness Strategy 2011-13*.
- Contribute to the development and ongoing implementation of a new homelessness strategy 2014-17.
- Provide comment on relevant Council policies and strategies.
- Advocate community views on homelessness issues.
- Provide recommendations on methods and techniques to better inform and engage the community on homelessness issues.
- On an as needs basis, undertake a consultative role on homelessness related issues across City of Melbourne's functions and services.

2. Protocols

As an appointed advisory committee of Council, the Homelessness Advisory Committee will be chaired by the Chair of Council's Future Melbourne Committee (People City) or another nominated Councillor.

The roles and responsibilities of the Council

- to Chair the Committee (Chair of Council's Future Melbourne Committee (People City) or another nominated Councillor)
- to facilitate a collaborative meeting format

- 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 inform Council on the progress and outcomes of Committee work
- to co-opt additional support and/or sub committees as required
- to provide policy and secretariat support to the Homelessness Advisory Committee
- to coordinate meetings, agenda and minutes
- to supply interpreters, carers, cab vouchers, car parking vouchers and any other requirements (as advised) in order to support members to attend and participate in meetings

Where possible, meetings will include management representatives from the City of Melbourne who have significant responsibility for planning, decision making, service delivery and implementation of policy and programs in relation to homelessness and the development of the new homelessness strategy 2014-17.

The roles and responsibilities of the Community members

- to be fully prepared for meetings
- to agree to participate in a collaborative meeting format
- to bring personal, professional knowledge and broad community experience to the table
- to consider and raise issues, proposals and idea
- to provide informed advice and guidance

The City of Melbourne Homelessness Advisory Committee

- Meetings will be held on a quarterly basis and members are expected to attend all meetings.
- Funding may be made available to support applications for fees for members who are not representatives of an organisation and are not employed.
- 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.

3. Membership

Committee membership will be sought on the basis of achieving representation in alignment with the three categories of homelessness, primary, secondary and tertiary, the identified fields of knowledge, and key themes of homelessness. Council's Diversity Policy will also be applied in the determining the membership.

Advisory Committee Members

The Homelessness Advisory Committee will include fourteen representatives with personal and or professional experience, knowledge and expertise in homelessness and related issues. At least two representatives (male and female) will have direct personal experience of homelessness. The City of Melbourne will seek members who are knowledgeable and prepared to engage in exploring issues and opportunities and provide advice to Council.

Membership across the City of Melbourne will be actively encouraged from a broad range of organisations and individuals including those with specialist skills and knowledge in the delivery and provision of homelessness or allied services, experience across the three major categories of homelessness, or those who can contribute on behalf of diverse communities affected by homelessness such as specific age cohorts, gender, ability, sexual preference, religious or cultural diversity.

Members expertise

Members will have expertise in the following fields of homelessness:

- Human rights, social inclusion, empowering people and building on people's strengths and knowledge
- Direct experience of homelessness, or engagement with people experiencing homelessness

- Service delivery, housing, social infrastructure and systemic issues across the homelessness, health and welfare sectors
- Leadership, collaboration, and coordination across service sectors
- An understanding of City of Melbourne's capital city role
- Community and neighbourhood relationships
- Diversity – in terms of age, culture, religion, ability, gender, sexual preference, health status
- Physical and mental health
- Urban environment and public space
- Education, skills development, employment training
- Business, industry and commercial

Members of the Committee must have experiences in one or several of these fields.

The Homelessness Advisory Committee Representatives will be recommended to Council for endorsement by the nominated Chairperson, Manager Community Safety and Wellbeing and a Council Officer.

Terms of Membership

- Members will be appointed following a formal expression of interest submission
- Members will be appointed for a period of two years
- Members may seek re-appointment for a further two year term
- The maximum term will be for a period of four years
- A member who is absent from two consecutive meetings, without forwarding an apology, will be assumed to have resigned
- Vacancies will be filled as soon as possible

4. Committee structure

Committee membership will comprise:

- A Councillor who will chair the meetings
- Homelessness Advisory Committee representatives (including at least two people with direct personal experience of homelessness)
- Manager Community Safety and Wellbeing branch
- At least one senior officer from a relevant branch of Council

Support functions will be performed by a Council Officer of the Community Safety and Wellbeing branch.

Appointment

The Committee will be appointed for two years.

Meetings of the Committee

It is proposed to meet four times annually and on special issues as needed. Quarterly meetings will be held at the Town Hall in Swanston Street between 5.30 pm – 7.30 pm on an agreed week night. Supper will be provided.

Council support for committee members

The Committee will operate on a voluntary basis. Resources, including printed materials will be provided by Council.

Review

The Homelessness Advisory Committee Terms of Reference will be reviewed annually.

Committee Agenda

The agenda will address the themes of the Homelessness Strategy and speakers will be invited to present on key themes and topics of interest.

Media

The Chair of the Homelessness Advisory Committee is the media spokesperson for the Advisory Committee.

Reporting

The City of Melbourne administration will report to the Homelessness Advisory Committee on activities and issues as they arise. The Homelessness Advisory Committee will provide strategic advice to the City of Melbourne through the Chairperson. The Homelessness Advisory Committee will report to Council through the Chair of Future Melbourne Committee on matters of importance or priority.

Contact

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