

CITY OF PORT PHILLIP

LIARDET STREET FAMILY AND CHILDREN'S CENTRE STEERING COMMITTEE

TERMS OF REFERENCE

1. Context

In May 2008 the City of Port Phillip endorsed the development of two new integrated family & children's centres in the municipality; one to be located at 171 Chapel Street, St Kilda and the other at 85 Liardet Street, Port Melbourne.

The establishment of these new facilities will enhance service provision to children and their families now and in the future and responds to the policy direction of all levels of Government supporting an integrated approach to the delivery of early childhood care, education and health services.

The City of Port Phillip has applied for a State Government capital funding grant for the Liardet St site. The Federal Government has also promised funding for two integrated family services centres in St Kilda & Port Melbourne, but no details have been made available.

2. Scope

2.1 The Steering Committee will provide advice to Council on the design and configuration of the proposed Liardet St Family & Children's Centre

2.2 The Steering Committee will be guided by the policy context in which the centre is being developed and needs of both current and future users of the proposed centre.

3. Membership & Chairperson

Chairperson

Family and Children's Services Coordinator, City of Port Phillip will chair all meetings

Membership

City of Port Phillip councillors

Lady Forster Kindergarten Committee of Management and staff

Albert Park College Child Care Centre Committee of Management and Staff

Port Phillip Rostered Playgroup

Department of Education and Early Childhood Development

Childcare Access Port Phillip

Maternal and Child Health Team Leader

City of Port Phillip Project Managers

4. Terms of reference

The Liardet St Family & Children's Centre Steering Committee will:

- Provide input and advice to Council on the design and configuration of the proposed Liardet St Family & Children's Centre
- Be informed by the policy context in which the centre is being developed, namely: the Council's Municipal Early Years Plan (MEYP), Report to Council May 2008, Children's Services Best Value Review and Childcare Policy, and, State and Federal Government funding policies.
- Act as the key contact point for members' respective organisations and liaise internally as required.
- Share information and knowledge that will ensure all users have had input into the design and configuration of the proposed Liardet St Family & Children's Centre

5 Meeting Frequency

The Steering Committee will meet at on dates and at times as agreed by a majority of members.

6 Attendance at Meetings

A representative of each user group is required to attend all meetings. Up to three representatives of each user group is welcome to attend.

7 Reporting Requirements

7.1 The Council will prepare Agendas, Minutes and action lists for all meetings and distribute to all Steering Committee members

7.2 Steering Committee members are expected to pass on minutes to inform their representatives of the activities of the Steering Committee.

8 Contact Details of Steering Committee

See table below.

9. Steering Committee Contact

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