

CITY OF PORT PHILLIP
ST KILDA FAMILY AND CHILDREN'S CENTRE STEERING COMMITTEE
TERMS OF REFERENCE

1. Context

In May 2008 the City of Port Phillip approved the redevelopment of the St Kilda Family & Children's Centre on the site currently occupied by the St Kilda Children's Centre and St Kilda Maternal & Child Health Centre.

This approval recognised the role of the proposed centre as a key social and cultural component of the St Kilda Town Hall Community and Civic Precinct. The others are the St Kilda Parish Mission, St Kilda Library and St Kilda Primary School. The Carlisle St Structure Plan, a document providing a forward plan for the future needs of the St Kilda/Balaclava community, reflects the intended role of the proposed centre as a key component for the social and cultural life of the community.

The City of Port Phillip has received a \$500,000 State Government grant for the St Kilda Family & Children's Centre redevelopment as part of its policy supporting integrated early years services.

The Federal Government has also promised funding for two integrated family services centres in St Kilda & Port Melbourne, but details have to be finalised.

2. Scope

- 2.1 The Steering Committee will provide advice to Council on the detailed design and configuration of the proposed St Kilda 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

St Kilda Playgroup Inc

Users of the St Kilda Maternal & Child Health Centre

Users of the St Kilda Children's Centre

Childcare Access Port Phillip

St Kilda Primary School

St Kilda Parish Mission

Port Phillip Community Group

St Kilda Children Centre Coordinator

Maternal and Child Health Team Leader

City of Port Phillip Project Managers

4. Terms of reference

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

- Provide input and advice to Council on the detailed design and configuration of the proposed St Kilda 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), St Kilda Town Hall Family & Children's Centre 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 St Kilda Family & Children's Centre

5 Meeting Frequency

The Steering Committee will meet 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 are 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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