DRAFT – for ratification by the SIAG upon commencement

## Acknowledgement of Country

Frankston City Council acknowledges the Bunurong people of the Kulin Nation as the Traditional Custodians of the lands and waters in and around Frankston City, and value and recognise local Aboriginal and Torres Strait Islander cultures, heritage and connection to land as a proud part of a shared identity for Frankston City.

## Recognition of lived experience

We welcome people with lived and living experiences who contribute to this group. Thank you for working in partnership to achieve an inclusive community within Frankston City.

## Definitions

**Casual vacancy** – A vacant position of the SIAG created when a member resigns, or is deemed to have resigned, outside of the cyclical recruitment process.

**Community-led response**: Initiatives or actions that are driven and implemented by local community members, reflecting their needs, values, and priorities.

**Council** – Frankston City Council.

**Lived experiences**: Personal knowledge about life and the world gained through direct experience, particularly in the context of mental health, social isolation, or other relevant challenges.

**Member** – means a person appointed to the SIAG.

**Organisational representatives** an organisation operating in Frankston City involved in service provision to people that is relevant to the SIAG.

**Project Manager** – The Council officer(s) providing oversight, coordination, and administrative support for the SIAG.

**Quorum** – minimum number of members required at a meeting for the SIAG to be considered representative and to be able to undertake SIAG business.

**Royal Commission** – The Royal Commission into Victoria’s Mental Health System.

**SIAG** – Social Inclusion Action Group.

**Social inclusion**: The process of improving the terms of participation in society, ensuring people have full access to opportunities, rights, and resources.

**Trauma-informed approach**: An approach that recognises that some people may have faced difficult times or trauma, and aims to ensure everyone feels safe, respected and doesn’t add to past pain.

# Overview

## Background

* 1. The final report of the Royal Commission into Victoria’s Mental Health System (Royal Commission) was tabled in the Victorian Parliament on 2 March 2021. The final report outlines changes to create a mental health and wellbeing system that is more holistic, responsive and allows people to access support close to their home and community.
  2. Recommendation 15 in the final report focusses on supporting good mental health and wellbeing in communities, including the establishment of ‘community collectives’, now renamed to Social Inclusion Action Groups (SIAGs).
  3. The Royal Commission recommended that all 79 local government areas (LGAs) are funded to establish SIAGs. The first five LGAs were established in 2023, which includes Frankston, with a further five LGAs to be funded to deliver SIAGs from 2024-25.

## Vision and purpose

* 1. The SIAG’s vision is that the Frankston community is an inclusive and resilient place, where everyone feels valued, and local people play a key role in driving change.
  2. Local people are at the heart of our community and should play a key role in driving change and shaping its future. The SIAG’s purpose is to offer an opportunity for local community members to shape social inclusion and wellbeing strategies to create a more connected and resilient community.

## Aims

* 1. The SIAG has three aims:
* Identify local needs, gaps and strengths in the community
* Work with local organisations, community members, and government to respond to identified needs and develop a range of initiatives that support community participation, inclusion and connection
* Promote social connection, inclusion and wellbeing in the community

## Outcomes

* 1. There is a nuanced and dynamic understanding of the emergent and current issues, gaps and strengths within the Frankston Community in relation to wellbeing, connection and inclusion.
  2. A community-led response has been developed to improve social wellbeing, participation and connection.
  3. The connections between community members, organisations and local government have been strengthened.
  4. The perspectives and experiences of people with lived experiences of social isolation and mental health have been heard, valued, and shaped the SIAG’s work.
  5. The SIAG is recognised throughout the community as a trusted body that models inclusivity, resilience and community-led work

# Membership

## Membership

* 1. The SIAG shall comprise of up to a maximum of fifteen members, which will include both individual community representatives and relevant organisational representatives.
  2. The term length of each member will be up to one year. There may be scope to extend membership at the discretion of the Project Manager and with consideration of ongoing plans for the SIAG.
  3. The membership will ensure representation from people with diverse backgrounds and experiences, as well as those with lived experience, and professionals in mental health, wellbeing and social inclusion fields.

## Eligibility and selection

* 1. Members must either live, work, study or have a significant connection to Frankston.
  2. Prospective members must submit an application form to join the SIAG, which will be considered by the Project Manager for selection.
  3. Selection will take into consideration the need for a balance of skills, experiences and diverse representation. Members will be selected based on their:
* Ability to collaborate and contribute constructively to the role of the SIAG
* Understanding of their community, including the experiences of diverse groups of people and issues of social inclusion, connection and wellbeing in Frankston
* Capacity to represent community views effectively and credibly
* Access to different levers to effect change within their community
  1. Before appointment, prospective members will need to undergo probity checks, including a Police Check and a Working with Childrens Check. If there are significant issues that arise, it may affect their eligibility and selection for the SIAG.

## Termination of appointments and casual vacancy

* 1. A casual vacancy occurs when a member resigns, or is deemed to have resigned through extended absences without notice or communication
  2. A member may be asked to resign by the Project Manager if they:
* Become incapable of fulfilling their role
* Are negligent in the performance of their role
* Engage in improper conduct
* Have a conflict of interest that cannot be managed
  1. A vacancy may be filled by the Project Manager for the remainder of the term. The Project Manager may consider the list of previous applicants from the selection process or seek further nominations.

# Roles and responsibilities

## Members

* 1. Each member is responsible for:
* Preparing for meetings
* Attending and actively participating in SIAG meetings
* Notifying the Project Manager in a timely manner before the meeting if the member is unable to attend a meeting
* Making the necessary time commitment to ensure they have sufficient information and understanding to participate in the SIAG
  1. Members are expected to behave in a respectable and consultative manner, including:
* Working constructively with other members who may have different views
* Representing the SIAG in a professional and ethical manner
* Adhering to the values created by the SIAG

## Project Manager

* 1. Council will provide project management support to the SIAG and is responsible for:
* Undertaking project management of the SIAG program, including planning, coordination, and stakeholder engagement
* Arranging remuneration, including reimbursement for pre-approved out-of-pocket expenses in line with the SIAG payment guidelines
* Meeting and transport logistics
* Organising and facilitating meetings in conjunction with any Co-Chairs
* Supporting members to attend meetings, develop skills and meet deliverables of the SIAG
* Acting as a central point of contact for members in relation to issues, queries related to their membership, and meetings, and communicating in a timely and responsive manner

## Chairing

* 1. The SIAG will initially be chaired by the Project Manager, however it is anticipated that the SIAG will collaboratively determine the nature of the chairing role at the commencement of their term.
  2. It is envisaged that the chairing role will evolve to a co-chairing arrangement following the establishment period of the group, which could be shared with the Project Manager, if it aligns with the group's preference. The co-chairing role may also rotate, allowing for shared leadership and diverse perspectives to guide SIAG’s work.
  3. Co-chairs are expected to work together and share the role to:
* Convene SIAG meetings in consultation with Project Manager
* Preside at meetings, including maintaining order, guiding the meetings through the agenda, and ensuring minutes are recorded
* Foster an inclusive environment, encouraging and facilitating the participation of all members, and ensuring all feel capable of and comfortable with contributing
* Invite individuals, as agreed with the Project Manager, to attend and provide input at SIAG meetings

# Structure and processes

## Meetings

* 1. The scheduling of meetings, including dates, times, and frequency, will be determined collaboratively by the members at the start of the term.
  2. Meetings may occur in person, online or be a hybrid where participants may choose to join online or in person.
  3. Notification will be provided to SIAG members via their preferred form of communication and as soon as possible when meetings are cancelled or the venue is changed. Late notice of meeting cancellation due to unforeseen circumstances may occur, however should be very rare.

## Agenda and minutes

* 1. The Project Manager will prepare the agenda of each meeting in collaboration with Co-Chairs and with input from SIAG members.
  2. The Project Manager is responsible for recording and circulating meeting minutes.
  3. Any SIAG members who are keen to contribute and build skills in preparing either the minutes or agenda will be encouraged and supported to so.

## Decision making

* 1. The SIAG, in collaboration with the Project Manager, has the authority to make decisions regarding flexible funding for initiatives and activities that support social inclusion and connection in the Local Government Area.
  2. The Project Manager and Council staff do not have voting power.
  3. A quorum will consist of half the number of the SIAG plus one.
  4. All decisions of the SIAG shall be based on a majority decision of the members. If a quorum is unavailable, any outcomes will be discussed or ratified in the next meeting.

## Working groups and ad-hoc work

* 1. The SIAG may establish working groups for a specified purpose. The SIAG shall develop a statement of the role, responsibility, tasks and reporting procedures for the working group. Key stakeholders will be consulted when establishing a working group and may include non-members as necessary.
  2. Members may be requested to participate in other periodical events and forums that will help to inform or promote the work of the SIAG.

## Inclusive practices

* 1. The SIAG is committed to fostering an inclusive, respectful, and supportive environment that values diversity, acknowledges lived experiences, and promotes the active participation of all members.
  2. The SIAG will adhere to a trauma-informed approach, ensuring all discussions and activities respect the personal experiences of members and promote a sense of safety and understanding.
  3. SIAG is dedicated to providing accessible participation for all members. Any accessibility related support required to enable participation on the SIAG will be facilitated by Council, this includes:
* Support for accessing information (eg. documents in Easy English or Auslan).
* Support for engaging in the processes of the SIAG (e.g. support staff at meetings).
* Covering costs for travel, participation and other reasonable costs, on a needs by needs basis
  1. The SIAG recognises and respects Indigenous ways of knowing, being, and doing. It will actively seek to incorporate Indigenous perspectives, in collaboration with local Indigenous communities, in a respectful and meaningful way.
  2. The SIAG commits to continually learning, adapting, and improving its inclusive practices based on the needs, feedback, and experiences of its members, aiming to create a space where everyone feels valued, heard, and comfortable.

## Guiding principles and values

* 1. In its first term, the SIAG will develop a set of guiding principles and values that will underpin the SIAG’s ongoing work.
  2. These values will guide the development of a code of conduct for both current and future membership, to be included in future revisions of the Terms of Reference.

## Conflict of interest

* 1. A conflict of interest includes, but is not limited to, personal or financial relationships, affiliations, or other interests that could compromise or appear to compromise the member's judgment, objectivity, or independence.
  2. Members must declare any actual, potential, or perceived conflicts of interest that could interfere with their ability to perform their role impartially.
  3. Members must disclose any real or potential conflicts of interest at the earliest opportunity.
  4. The Project Manager, in consultation with other members, will determine the appropriate course of action to manage the conflict, which may include the member abstaining from discussion or voting on a particular matter.
  5. A record of any declared conflicts of interest and the actions taken to manage them will be recorded in the minutes of meetings.

## Complaints and grievances

* 1. Members should raise concerns or grievances with the Project Manager, or, if applicable, with Co-Chairs, who will discuss the matter with the Project Manager.
  2. The Project Manager and Co-Chairs will maintain best-practice principles when dealing with complaints and grievances. When a complaint or grievance is received, they will:
* Consider the nature and details of the issue
* Seek to resolve the matter in good faith for all involved parties
* Inform the member of next steps for resolution
* Ensure procedures are undertaken as soon as possible
  1. Depending on the severity of the complaint, the Project Manager will encourage members to resolve the issue with the person directly and in good faith through informal channels. If this is not possible, the Project Manager will investigate the issue more formally and provide advice to the member about next steps for resolution.
  2. If there are multiple or serious complaints against a member, the Project Manager may have cause to terminate the membership.
  3. If a member is not satisfied with the outcome of the complaint or grievance, or they would like to escalate the issue, members are encouraged to contact the Manager of Community Strengthening at Council.

## Review of Terms of Reference

* 1. Council and the SIAG may request a review the Terms of Reference at any time.
  2. Council will consult with the SIAG before adopting amendments or alterations to the SIAG's Terms of Reference