Child Friendly Cities & Communities Network

Meeting Minutes

Date: 24th November
Time: 9.30am to 11.30am
Location: Zoom

CFCC Network Purpose:
We've come together as a network because we can imagine a world where children are supported and empowered to be active citizens, and individually and collectively, we can make a difference. In our network, we will discover new ways to lead our colleagues and our communities to become child friendly and share with each other examples of good practice.

Meeting Chairs: Amy Treyvaud (City of Ballarat) and Neil Rogers (City of Whitehorse)

Meeting theme: How Children's voices are included in planning.

Minutes:

- Amy welcomed people to the meeting
- Question for participants:

- Presentation by Mel Rantall and Janelle Thomson from the City of Casey – Children and Young People Consultation Framework (presentation attached).
- Presentation by Belinda Woodley from the City of Merri-bek – Consultation Framework training and resources (presentation attached).

- Break Out session 1 led by Amy – How can you incorporate some of the ideas (from the presentations above) in your own work? What might be some of the 'easy wins' and what might be some of the barriers?
- Morning tea and discussion.
- Presentation by Kate Beveridge from the City of Dandenong – City of Dandenong Children's Forum (presentation attached).
- Presentation by Neil Rogers from the City of Whitehorse – a personal reflection on the development of the City of Whitehorse's Municipal Early Years Plan over the last 20 years.
- Break Out session 2 led by Neil – What are some of the key planning processes/activities your organisation has undertaken in consulting with children – highlight key examples of practice.
- Neil closed the meeting, thanked the presenters, and reminded participants that a survey would be distributed (link sent with these minutes).

Children's Forum

Child Friendly Cities and Communities Network meeting

24 November 2022

Acknowledgement of Country

Greater Dandenong City Council acknowledges the Traditional Owners and custodians of this land, the Bunurong People, and pay respect to their Elders past, present and emerging. We recognise and respect their continuing connections to climate, Culture and Country

Melbourne CBD
Burnley Tunnel
35km from Melbourne
Monash Fwy
Princes Hwy
Dandenong Ranges
Springvale
Noble Park
Port Phillip Bay
Mornington Peninsula
Keysborough
Dandenong

Children's Advisory Group

Children's Forum

child friendly city Greater Dandenong

GREATER DANDENONG City of Opportunity

Children's Forum 2022

Dandenong Civic Centre, 225 Lonsdale Street, Dandenong

Wednesday 26 October, 9.30am – 3pm

Join Council and other local students to participate in fun activities and share ideas about what is important to your local community.

RSVP by Wednesday 12 October to ChildrenServAdminSupport@cgd.vic.gov.au

(03) 8571 1000
council@cgd.vic.gov.au
greaterdandenong.vic.gov.au
TTY: 133 677
Speak and listen: 1300 555 727
Online: relayservice.gov.au
TIS: 13 14 50
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GREATER DANDENONG City of Opportunity

WORKSHOPS

child friendly city Greater Dandenong

GREATER DANDENONG City of Opportunity

WORKSHOPS

WORKSHOPS

MC’s

Time	Activity	
9-9.30	Arrive, table activity	
9.30	Welcome	
9.35	Acknowledgement of Country	
9.40	Mayor	
9.45	Table activity	
10.00	Workshop stream #1	
10.45	Morning tea	
11.15	Workshop stream #2	
12.00	Youth Services info session	
12.30	Workshop stream #3	
1.15	Lunch	
2.00	SouthEast Leisure	
2.30	Children's Advisory group presentation	
2.40	Mayor returns	
2.50	Evaluation, photo, wrap up	
3pm	Close	

STUDENTS FEEDBACK

TEACHERS FEEDBACK

More information

kate.beveridge@cgd.vic.gov.au

www.greaterdandenong.vic.gov.au/child-friendly-cities

GREATER DANDENONG
City of Opportunity

child friendly city

Greater Dandenong

City of Casey

CASEY.VIC.GOV.AU

Voice of the Child project

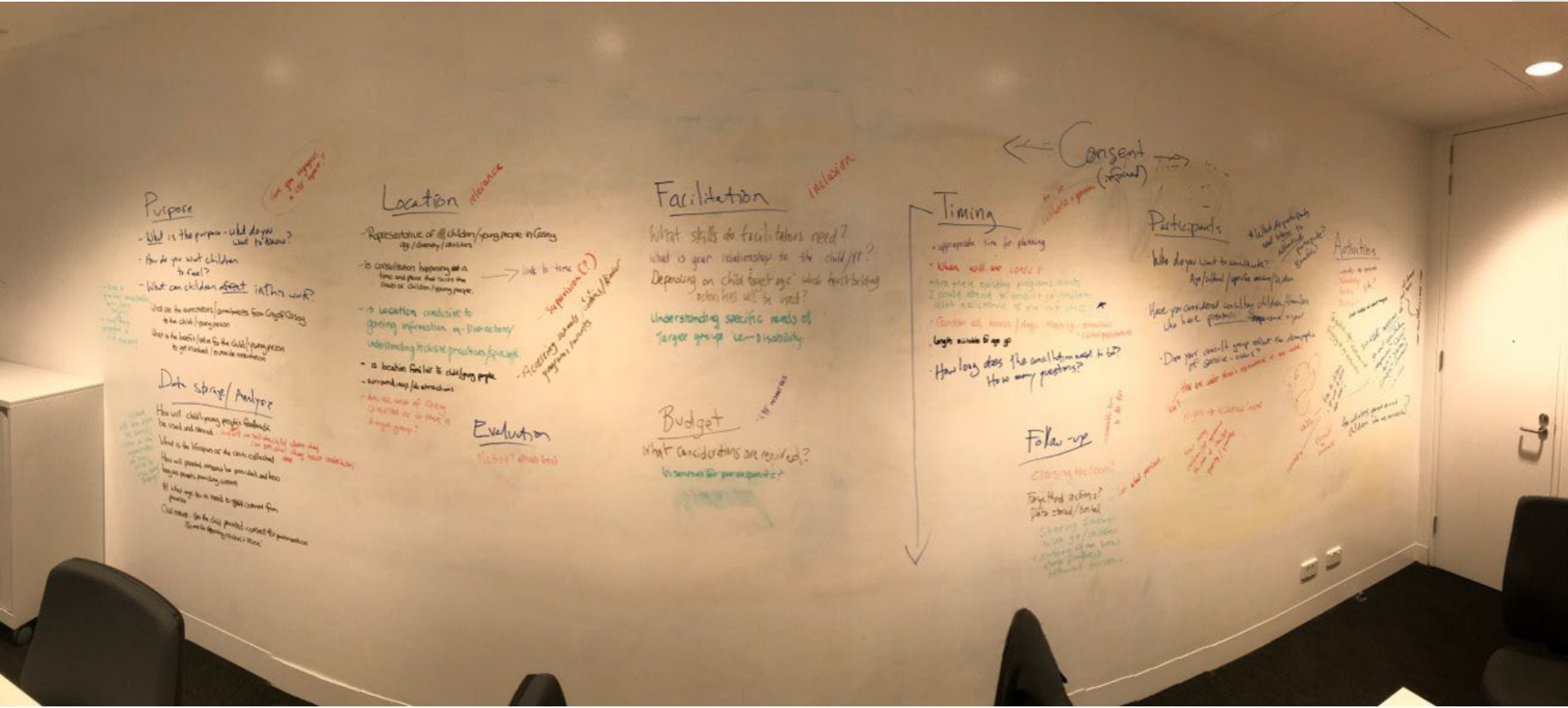
Child Friendly Cities and Communities Meeting

Rachael Lang – Child Youth and Family Project Officer
Janelle Thomson – Child Youth and Family Project Officer

24th November 2022

Voice of the Child Project: Developing a Framework for Consultation

- Project commenced beginning 2019
- Compliance with Child Safe Standards, Engagement Policy and our Child Youth and Family Plan strategies
- Collaboration between Child Youth & Family and Child Safe Team Leader
- Researched similar frameworks
- Objective: to support staff across the organisation to consult with children and young people in meaningful and authentic ways


Purpose
Location
Facilitation
Consent
Timing
Participants
Activities
Data storage/ Analysis
Evaluation
Budget
Follow-up

Children and Young People Consultation Framework

Consulting with Casey's children and young people through **meaningful**, **respectful** and **authentic** engagement.

This framework follows the City of Casey's *Community Engagement Policy*

City of Casey

Participants — Who are we consulting?

The children/young people you consult, need to be a representation of the broader group.

Consider:
- Race (e.g, Aboriginal / Torres Strait Islander)
- Gender identity – LGBTQI+
- Age
- Faith
- Abilities
- Demographic / location
- Education (e.g. home schooled)
- CALD background (e.g. preferred language)

Question:
- Is your consultation accessible – does it promote inclusion, participation and diversity of all children/young people?
- Does your consult group reflect the demographic of service users?
- What information do participants need to authentically participate?

WHO

WHY

Purpose — Why are we consulting with children and young people?

Consider:
- How does your project affect children and young people?
- What are the expectations and commitments of the consultation?
- How will the voice of the child/young person influence the outcome of your project?

Question:
- What is your commitment to listening and responding to what children/young people have to say?
- How do you want children/young people to feel?

HOW

Methodology — How will the consultation work?

Consider:
- Keeping it simple, engaging and fun
- Cultural appropriateness
- Age and stage of child/young person
- Quantity and clarity of questions
- How to eliminate prompting by facilitators
- Method of data collection or activities used: e.g. surveys, stories, art, face-to-face, written, visuals, focus groups, social media, observations
- Qualitative or quantitative data collection.

There could be a few different methodologies used based on what will work best for the participants identified.

Question:
- What level of engagement is required (using the IAP2 spectrum)?
- Will participants be able to express their ideas and be understood?
- Is further support required? (e.g. Translation services)

Facilitation — Who will facilitate the consultation?

WHO

Recommended:
- The facilitator should be known to the child/young person.
- Engage Casey employees and/or volunteers and occasionally the child's parent or carer when required.
- Identify skills required by the facilitator, e.g. ability to actively listen and observe, energy and enthusiasm.
- Seek an interpreter if needed.

Required:
- Facilitator requires a current WWCC or VIT.
- Facilitator or Project Sponsor to have completed Child Safe Standard training.

Ethics, Consent and Confidentiality

HOW

Recommended:
- Provide information and updates on the consultation to participants/parents prior to, during and after the consultation.
- Explain to the participant/parent how, why and when feedback will be used.
- Consider age of consent to participate in consultation.

Required:
- Advise whether individual contribution is confidential or will be published.
- Facilitator/Project Sponsor has undertaken Child Safe Standard training and is confident to report a disclosure during consultation.
- Consent forms required for photography, filming and voice recording.
- Data and consent must be stored as per Council guidelines.
- Advise that participation is voluntary, and participants/parents have the right to withdraw at any stage, even after the consultation.

LOGISTICS

Timing

Consider:
- Day, time and duration of consultation.
- Allowing appropriate time to plan and deliver an authentic and meaningful consultation.
- Allowing time for participants to think about their responses and be creative.

Question:
- Is the length of consultation suitable for the age group? (time to create, i.e. draw; concentration span).
- Are there existing programs or events you could attend to consult with children/young people?
- Could participants be given information prior to the consultation so they have time to think about their responses?

Location

Consider:
- Where will the consultation be held – in all areas of Casey or targeted locations?
- Whether the location is familiar to the child/young person, accessible (e.g. all abilities) and inclusive.

Question:
- Will there be a Casey employee present at the location who is known to the child/young person to support with the facilitation?
- Is the location a safe and inviting space?

Budget

Consider:
- Cost of consultation resources, e.g. art and crafts, translator costs.
- Incentives for participants.
- In kind contribution, e.g. staff resources – planning, delivery and analysis of consultation.

Question:
- Who is responsible for covering the agreed costs associated with the consultation?

Data Storage

Consider:
- Whether the data should be made available to the whole organisation.
- How the parent/child consent will be collected and stored, (e.g. ECM).

Question:
- What is the lifespan of the work collected?
- Could Council find a participant's consent in 5, 10 or 20 years time?

CLOSING THE LOOP

Follow up

Consider:
- Sharing findings/results with different groups of children/young people involved in the consultation.
- Sharing how the voice of the child/young person has influenced decisions and outcomes.
- Providing opportunities where children/young people can continue to engage when the consultation has concluded.

Evaluation

Consider:
- How important evaluation is for the City of Casey to ensure we learn and grow from consultation experiences.
- The highlights and aspects of the consultation that have worked well and what improvements are needed for future consultations.

Further information on monitoring, evaluation and reporting can be found in the Community Engagement Policy: **casey.vic.gov.au/policies-strategies/community-engagement-policy**

Child Safe Standards

The Victorian Government has released new Child Safe Standard to better protect children and young people. The City of Casey implement's Voice of the Child as a way to allow children and young people to be consulted about projects that affect them.

City of Casey has partnered with Conversation Co (consultant) to establish a community approach to the safeguarding of children and young people living in the City of Casey. A community engagement approach will be developed from the data collected from children and young people.

Voice of the Child Project: Screening Process

Project Initiated → Community Consultation Required → Engagement Brief *Does your project affect children & young people?*

No → Standard process

Yes → Voice of the Child Inbox → Support to implement framework

CYF Project Officer

Child Safe Community Development Officer

Successes and Areas identified for improvement

Successes:

- ✓ Framework was a successful collaborative process across many teams
- ✓ To date, 95 projects have come through VOC Inbox for consultation and support has been offered and/or provided to ensure the consultation adheres to the framework
- ✓ The development of an infographic of the framework has made it more accessible and user friendly
- ✓ The VOC process is promoted by the Child Safe team in the 3-hour Child Safe Standards workshop for child facing staff

Successes and Areas identified for improvement

Key Areas for Improvement:

- Currently reviewing VOC process to address gaps (e.g. short lead time prior to community engagement, reducing duplication with engagement team, how do we assess 'impact on children')
- Outcomes of the 'Creating a Child Safe Community' community engagement and survey will influence future projects
- Increase awareness across the organisation of the requirement to consult children & young people
- Reduction of over-consultation through kindergartens and Youth Centres (particularly post-COVID) by providing shared database of previous consultations, and strengthening other pathways for engagement
- In the future, project planning includes consulting with children and young people at initial stages

Voice of the Child Project: Next Steps

Stage 1: Review VOC process

- Evaluate current process (seeking feedback from staff and key internal stakeholders)
- Summarise key findings

Voice of the Child Project: Next Steps

Stage 2: Develop improved VOC process

- Utilise a working group to further develop the VOC process
- Embed key findings from the Creating a Child Safe Community survey
- Ensure process meets current/future needs
- Roll out across organisation, including bringing in community facing staff
- Compliance to Child Safe Standards

Note – City of Casey acknowledges that consultations is only one part of capturing the voices of children and young people

Voice of the Child Project: Next Steps

Stage 3: Develop a Toolkit

- Voice of the Child internal 'hub'
- Tools and resources to support consultation with children and young people
- Database from previous consultation

Thank you for your time.
Please feel free to contact us with any questions or ideas – we would love to hear from you.

Rachael Lang
rlang@casey.vic.gov.au

Janelle Thomson
jthomson@casey.vic.gov.au

Merri-bek City Council

Merri-bek City Council

Council Action Plan 41 (CAP41)

Develop a Child and Youth Engagement Framework

November 2022

Acknowledgement of Country

We would like to acknowledge the Wurundjeri Woi-wurrung people as the Traditional Owners of the lands and waterways in the area now known as Merri-bek and pay our respects to elders past, present and emerging.

Background

- There is an identified need to improve how Merri-bek City Council engages with groups at risk of underrepresentation such as children and young people
- Children and young people are an ever-present feature of the Merri-bek City Council community and they have a right to participation. While it is commonly thought that children and young people do not have the life experience to participate in decision making in a meaningful way; they are experts in their own experience and should have a voice in matters that impact them.
- There is a need to identify and remove any barriers that may prevent children and young people from engaging for example, power imbalances. Previous engagement feedback tells us that participation from children and young people is low
- The Local Government Act 2020 identifies that community engagement should be representative. Representative means that the people impacted by a decision are identified and represented as participants in the engagement. However, Merri-bek City Council currently lacks tools to be able to effectively identify impacted community members to engage them. This means that sometimes children are not identified as impacted people in decision making.

Overview of the project

Strategic alignment

This project relates to Council Action Plan 41 Develop a Child and Youth Engagement Framework to enable the active engagement of children and young people in civic participation and community life which identifies the following actions for delivery:

1. **Develop a resource to standardise best practice engagement for children and young people**

Written resources including:

a. checklist how to best engage with children/young people

b. things you need to know when engaging with children/young people

c. Council areas that can provide information about engagement with children/young people eg Early Years and Youth Services

d. Methods of engagement

e. case studies where best practice resulted in great outcomes

f. where to find children and young people and demographic data

2. **Develop and implement training for Council staff on Child and Youth engagement practice**

A training program about best practice engagement with children and young people. This training program will be rolled out as part of Council's corporate training calendar. This training will cover the above and the why, how and when:

Continued next page..

Training outline

- Help Council staff to understand the importance of engaging with children and young people - the benefits **Why**
- Identify **How** to engage with children and young people (identifying barriers, how to make it meaningful, language, body language and tone of voice used)
- Identify **When** to engage with children and young people (early on)
- Identify **Where** to find children and young people
- Tips how to engage what do and not to do **methods** (best ways to engage, communication methods that work best)
- Addressing power imbalance
- Child safe standards (consent)
- Case studies – best practice engagement