

Child and Family Chapter - Agenda

Date: Thursday 15 June 2017

Time: 9:00am coffee for 9:30 start

Venue: Griffith University, Meadowbrook, L04_1.01, Community Place, Seminar Room - opposite the café

Chair: Matthew Cox (Logan Together)

Secretariat: Ellen Ferris (Salvation Army)

Item	Time	Who / Papers / Notes
1. Acknowledgment of Country and welcome and introductions	9:30am-9:35am	Kim Wright and Matthew Cox Welcome other participants and partners to the meeting
2. Minutes and actions from previous meeting	9:35am-9:40am	Matthew Cox - See reverse – all items due except highlighted items are on this agenda
3. Conflicts of Interest	9:40am-9:45am	Matthew Cox
STRATEGIC		
4. Refocussing the Child and Family Chapter - Terms of Reference review. Confirmation of Membership list with named proxies. Process for new members including induction.	9.45-10.00am	Ellen Ferris Attachments: ToRs , current contact list and cover note
5. Social and Emotional Wellbeing (Project 18) – Recap on April meeting discussion, further update and decision	10.00am-10.15am	Geraldine Harris
6. Model for Cultural Champion Response Service Delivery	10.15am-10.30am	Louisa Whettam
ACTION		
7. Support for Young Parents - Update	10-30am–10.40am	Nadine Lepre
8. Father Engagement - Update due	10.40am-10.50am	Carrie Rose, Michael Higgins, Kim Wright, Michael Jacobs
9. Youth Homelessness - Update due	10.50am-11.00am	Nadine Lepre
INFORMATION SHARING		
10. Logan Together wider update	11.00am-11.05am	Matthew Cox
11. Logan Beenleigh LLA Quarterly Forum	11.05am-11.10am	Liz Power and Nadine Lepre
12. Translink - Demand Responsive Transport trial	11.10am–11.25am	Melissa Dark - Translink
GENERAL BUSINESS		
Other	11.25am–11.30am	Matthew Cox
Next meeting – date, time, venue	11.30am	Ellen Ferris
Meeting close	11.30am	Chair

Action list from previous meetings:

Item	Action Required/Person Responsible	Completion or Review Date
Previous minutes	Any amendments – Ellen Ferris	Every meeting
Refocussing the Chapter	Terms of Reference to be reviewed. Membership list to be confirmed. Process for new members including induction to be developed (stopping short of filling out EOI's), named proxies to be included. Ellen Ferris, Debbie Miscamble, Geraldine Harris, Leanne Rooney, Nadine Lepre progressing. – Agenda item	June 2017
	Whole of Logan Together Forum – Jen Kyriacou to follow up scheduling and issue of a date claimer.	June 2017
Cultural champions network concept / Model for Cultural Champion Response Service Delivery	Louisa Whettam progressing. – Agenda item	June 2017
Social and Emotional Wellbeing (Project 18)	A further meeting of the SEWB Project group be convened to consider the discussion from 20 April meeting and then provide a further report. – Agenda item Carrie Rose to be invited to future meetings of the project group.	June 2017 June 2017
Support for Young Parents	Nadine Lepre progressing – Agenda item	Review/report for June 2017
Father Engagement	Carrie Rose, Michael Higgins, Kim Wright, Michael Jacobs progressing – Agenda item	Review/report for June 2017
Youth Homelessness	Nadine will convene a meeting of stakeholders including from the related networks – Agenda item.	Review in June 2017
Browns Plains LLA – Community of Practice	Invite Andrew Best from the Browns Plains LLA to give a presentation on Community of Practice - agenda item. Andrew attended May meeting – no further action.	June 2017
Workforce Development	Review as project develops – Marilyn Casely and Jenny Cartmel	Review in August 2017
7-12 Project Group	Not a priority for the Chapter for 2017	Review in December 2017

**Child and Family Chapter
Meeting Notes - Internal**

Date: Thursday 18th May 2017
Venue: The Salvation Army, 123 Paradise Road, Slacks Creek.
Chair: Matthew Cox, Logan Together

Time: 9:30 am
Minutes: Jen Kyriacou, Logan Together

Attendance: Please see document below

Item	Discussion/Decision	Action Required
1. Acknowledgment of Country and Welcome and Introductions	Noel Summers provided an acknowledgement of country. Matthew Cox welcomed everyone, noted apologies and facilitated introductions.	
2. Endorsement of previous minutes and actions	DECISION: Minutes from previous meeting were accepted as a true and correct record of the meeting. Moved: Nadine Seconded: Marilyn All of the Actions items are on the Agenda item for today or have been completed.	
3. Conflicts of Interest	There were no conflicts of interest declared.	
STRATEGIC		
4. Citizen Engagement and Cultural Champions	Matthew Cox reported on a current review of the Logan Together leadership and citizen engagement strategy. There were discussions at the May Cross Sector Leadership Table meeting about what this may look like. There is currently a piece of work to complete to document the different citizen engagement touchpoints within a framework. Louisa Whettam presented on the proposed Model for Cultural Response Service Delivery for consideration by the Chapter. This model brings together a group of “Lead Champions” and identifies a clear consultation pathway between the various cultural groups in Logan and the Child and Family service sector. <ul style="list-style-type: none"> • <u>Community Cultural Champions</u>-these community cultural champions will consult within their own culture. The champions will consult with the different groups within the culture such as youth, women, men, parents, young adults etc... 	

	<ul style="list-style-type: none"> • Once consultation has occurred they will refer/report to the Lead Champion on the consultation. • <u>Lead Cultural Champions</u> – These cultural leaders will have the most important role and will forum the Cultural Advisory/Reference Group. It will be important that these representatives meet the following criteria: • Good communication skills across both their own community and the English speaking service provider community • Selected by their own communities and endorsed by recognised community leaders • Able to identify other key community champions who can assist in consultation • <u>Cultural Advisory Group</u> – This group, comprised of the Lead Cultural Champions, will be responsible for providing a mechanism for feedback on project group recommendations coming from the Child and Family Chapter Committee or LLAs as well as providing a mechanism for feeding up issues that have been raised from respective communities that may need to be addressed through the Child and Family Chapter Committee or the LLAs. An ideal number of members for this group would be between 10-15 and the group should be made up of both male and female members. • The group would have regularly scheduled meetings to provide input into current recommendations being proposed at the Child and Family Chapter and LLAs. <p>It was anticipated resourcing the project would be \$28,105.00.</p> <p>The Chapter members were asked whether they feel this is a structure that is missing from our work and would add value. The members agreed. It was noted the Chapter is tasked with making recommendations to service systems and this proposal would give a different layer to ensure those recommendations could be tested and provide more input on the ground. Good move from community engagement to community empowerment.</p> <p>DECISIONS: The Chapter members consider this is a valuable step forward and should be pursued. Requested more work be completed on the detailed design, namely how does it apply in the ATSI connections with services and the community, training and methodology question and some articulation of the rules of the model. How would the Chapter feed issues and discussions back and forward.</p>	<p>Louisa Whettam to complete further work on implementation detail and discuss at the next meeting.</p> <p>Review in June</p>
<p>5. Refocussing the Child and Family Chapter – Terms of Reference review. Confirmation</p>	<p>Debbie Miscamble is unfortunately an apology for this meeting. Proposed revised Terms of Reference, membership list and process for new members including induction was tabled at the meeting. All members to review this documentation consider any queries, with a view to agreeing and adopting at the June meeting.</p>	<p>Members to review Terms of Reference, membership list and process for new members.</p>

<p>of Membership list with named proxies. Process for new members including induction.</p>		<p>Review in June</p>
<p>6. Social and Emotional Wellbeing (Project 18) – Recap on last meeting, further update and decision</p>	<p>Unfortunately Geraldine Harris was an apology. The Social and Emotional Wellbeing group will be meeting next week and further information will be provided at the next meeting.</p>	
<p>7. Service Integration and Access: Framing a Program of work for 2017 and YFS Housing Support Model – general discussion</p>	<p>Cath Bartolo presented on Service Integration and Access: Framing a Program of work for 2017 and YFS Housing Support model.</p> <p>Phase 1 (1-2 years) of this service model entails the following elements: A team of three family coaches from YFS working alongside families with problem tenancies for up to two years. Family coaches are skilled mentors who provide practical guidance and link people with supports in the community. The family coaches' role is to provide:</p> <ul style="list-style-type: none"> • Improved capacity to sustain tenancies • Case management including practical support; the navigation of the service system and links to specialised and universal services • Parenting and early childhood development skills through an evidence based approach • Access to child development supports • Engagement in early childhood education and school • Brokerage funding – household goods; education and employment goals; access to specialist practitioners; driving licences etc • Coherent support plans (single plan or tightly managed plans that align and complement one another) <p>The Chapter members were asked whether this model is still of interest. It was agreed it was and endorsed.</p> <p>It was suggested a research strategy attach to project to ensure that in two years there is evidence to show improvements. Further discussion ensued.</p>	
ACTION		
<p>8. Event – Community of</p>	<p>Andrew Best provided an overview of an upcoming event to be held at the Griffith University Logan</p>	

Practice	Campus on Monday 5 th June. Jen Kyriacou will distribute details of the event to Chapter members.	
9. School / Early Childhood Networks Strategy – update from Education Chapter	<p>Matt Statham, Karen Dawson Sinclair and Angela TuiSamoa presented on the School / Early Childhood Networks Strategy, supporting high quality early education in Logan. The proposed model will encompass four components:</p> <ul style="list-style-type: none"> • Reconstitute and facilitate Early Years Neighbourhood Networks with a focus on early childhood education and development and well supported early learning continuums Initial focus: Eagleby; Crestmead, Marsden and Kingston as well as Yarrabilba • Conduct an ongoing community engagement program - identify early childhood education and development aspirations through community conversations • Assertively support identified ECECs in relation to workforce development and implementation of EYLF • Develop both ECEC and early primary school educators’ capacity to detect developmental issues and create well supported referral pathways <p>Discussion ensued and a number of systemic issues arose regarding upskilling childcare workers with regard to child development and engagement with families in this regard. These issues include limited Certificate III training modules regarding child development, lack of professional development training and workforce turnover. Members were positive about the project, however acknowledge there are some systemic and economic issues within the industry which need some attention.</p>	
INFORMATION SHARING		
10. DV Response Solution	<p>Chris Boyle of Commsync Alert attending as a guest of the Chapter to provide information regarding the Commsync Alert system.</p> <ul style="list-style-type: none"> • The CommsyncAlert device triggers an alert within any environment (3G / WiFi Network) • The victim has control to trigger this device giving them the ability to protect themselves (Wearable devices with discrete activation) • The alert triggers an individualised workflow designed to deliver the most effective response in the shortest time frame possible. (Personalised safety plan activated within 3 seconds) • Our Commsync solution optimises the most appropriate services and infrastructure to ensure maximum protection for the victim. (Open and live stream networked cameras and loudspeakers) 	

	<ul style="list-style-type: none"> • The vulnerable person has maximum protection by mobilising all available resources (formal and informal) to assist. (Family, friends, community services and emergency services) • Our system provides full audit of the agreed process and reporting of the all activity in the protection of the victim. (Secured data storage) 	
GENERAL BUSINESS		
11. Other Business	The 2017 State of Logan’s Children Report is on the website. Briefings have occurred in Logan and Brisbane CBD.	Agenda item for June
12. Next meeting – date, time, venue	Next meeting is 15 June and will be at Griffith Uni.	

Child and Family Chapter Meeting Actions – 20 April 2017

Item	Action Required	Completion or Review Date
Cultural champions network concept	Provide further detailed design, namely how does it apply in the ATSI connections within services and the community, training and methodology questions and some articulation of the rules of the model. How would the Chapter feed issues and discussions back and forward.	
Support for Young Parents	Nadine Lepre progressing	Review/report for June 2017
Father Engagement	Carrie Rose, Michael Higgins, Kim Wright, Michael Jacobs progressing	Review/report for June 2017
Refocussing the Chapter	Proposed revised Terms of Reference, membership list and process for new members including induction tabled at the May meeting. All members to review this documentation consider any queries, with a view to agreeing and adopting at the June meeting.	Review in June 2017
	Whole of Logan Together Forum – Jen Kyriacou to follow up scheduling and issue of a date claimer.	Review in June 2017
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Youth Homelessness	Nadine will convene a meeting of stakeholders including from the related networks.	Review in June 2017
Browns Plains LLA – Community of Practice	Invite Andrew Best from the Browns Plains LLA to give a presentation on Community of Practice - agenda item	June 2017
Workforce Development	Review as project develops – Marilyn Casely and Jenny Cartmel	Review in August 2017
7-12 Project Group	Not a priority for the Chapter for 2017	Review in December 2017

Child and Family Chapter Meeting Attendance and Apologies – 18 May 2017

First Name	Last Name	Organisation	Role	C&FC voting role	Email Address
Attendance					
Andrew	Best	Child Safety			Andrew.best@communities.qld.gov.au
Carrie	Rose	Rosies Early Learning	Owner & Pedagogical Leader	primary	carrie_rose@icloud.com
Cath	Bartolo	YFS	Chief Executive Officer	Primary	
Cindy		Benevolent Society	Student		
Donna	Hanson	Wesley Mission Brisbane	Community Support Worker	primary	d.hanson@wmb.org.au
Elizabeth	Power	The Benevolent Society	Community Development Worker	proxy	Elizabeth.Power@benevolent.org.au
Giselle	Olive	Child Health Qld	Team Leader		Giselle.Olive@health.qld.gov.au
Helene	Fuller	Department of Communities, Child Safety and Disability Services	Director		helene.fuller@communities.qld.gov.au
Jen	Kyriacou	Logan Together	Executive Support Officer		
Jennifer	Cartmel	Griffith University	Senior Lecturer	primary	j.cartmel@griffith.edu.au
Jo	Clark-Jones	Department of Communities, Child Safety and Disability Services	Principal Community Services Officer	proxy	Jo.Clark-Jones@communities.qld.gov.au
Karen	Berry	ChildHealth Service, CYCHS	Nursing Director	proxy	CHS-ND@health.qld.gov.au
Kerry	Smith	Griffith University	Associate Lecturer, School of Human Services and Social Work		Kerry.smith@griffith.edu.au
Kim	Wright	K.E.N.G (Kingston East Neighbourhood Group Inc.)	KENG Partnership Coordinator	primary	manager@keng.org.au
Yves	Engels	Department of Communities, Child Safety and Disability Services	MCS, Disability Services		Yves.engels@communities.qld.gov.au
Lea-anne	Meehan	UnitingCare Queensland	Manager, IFS	Lea-anne.meehan@uccommunity.org.au	
Leanne	Rooney	Department of Justice and Attorney-General	Manager	primary	leanne.rooney@justice.qld.gov.au
Linda	Smith	Churches of Christ Care			Linda.smith@cofc.com.au

Louisa	Whettam	Mercy Community Services	Local Level Alliance Facilitator	primary	louisa.whettam@mercyys.org.au
Louise	McElrea	Anglicare Southern Queensland	Community Services Manager, Mental Health & Family Wellbeing Services (South)	primary	lmcelrea@anglicaresq.org.au
Marilyn	Casley	Griffith University	Associate Lecturer, School of Human Services and Social Work	proxy	m.casley@griffith.edu.au
Matthew	Cox	Logan Together	Director	primary	matthew.cox@griffith.edu.au
Noel	Summers	Gunya Meta	Board Member	primary	maibinyana41@yahoo.com
Nadine	Lepre	The Benevolent Society	Community Development Worker	proxy	Nadine.Lepre@benevolent.org.au
Sarah	Duff	Wesley Mission Qld	Project Officer		s.duff@wmq.org.au
Sherena	Oxley	Logan Together	Community Data & Information Systems Leader		s.oxley@griffith.edu.au
Wendy	Kastelein	Child Health Logan Central	Nurse Unit Manager	primary	Wendy.Kastelein@health.qld.gov.au
Apologies					
Anne	Turnbull	Pathways to Resilience	Executive Officer	Primary	info@pathwaystoresilience.org.
Barry	Watson	The Salvation Army	Elder in Residence		Barry.watson@aue.salvationarmy.org
Debbie	Miscamble	The Salvation Army	Communities Program Manager	primary	debbie.miscamble@aue.salvationarmy.org
Ellen	Ferris	The Salvation Army	Quality and Business Coordinator		ellen.ferris@aue.salvationarmy.org
Faith	Green	Gunya Meta	Manager, Mob Kinnectors	Primary	faithg@mobkinnectors.com.au
Freda	Mitchell	Gunya Meta	Board Member	proxy	
Geraldine	Harris	Griffith University	Student		geraldine_harris@hotmail.com
Helene	Fuller	Department of Communities, Child Safety and Disability Services	Director		Helene.fuller@communities.qld.gov.au
Paula	Weston	Department of Communities, Child Safety and Disability Services			Paula.Weston@communities.qld.gov.au

Agenda Item for Child and Family Chapter Meeting – 15 June 2017

Refocussing the Child and Family Chapter

Working group – Ellen Ferris, Debbie Miscamble, Nadine LePre, Geraldine Harris and Leanne Rooney

Discussions from the group resulted in a draft redeveloped Terms of Reference document as attached. (Ellen Ferris will explain changes at the meeting)

Current membership/sign in list is attached. Some work has yet to be done to record primary members and to identify proxies and record these on the list.

Process for new members including their induction is included in the revised Terms of Reference. Also the Terms of Reference includes information about support for Community representatives. It is proposed that the Secretariat will have a key role in both of these activities. A suggestion raised in the working group was to develop a youtube clip about the group to be used in the process of identifying and inducting new members – for discussion, consideration to be given to who would do this and the resources/expertise required (Secretariat not available for this)

Decisions to be made:

- Acceptance or amendment of the draft redeveloped Terms of Reference.
- Confirmation of members – do we want to accept the list as is and then have Secretariat do some further work in terms of identifying primary and proxy representatives and then update the list. Are there any gaps in membership? If so Secretariat can follow up.
- Consideration of suggestion - youtube clip to be developed and used in the process of identifying and inducting new members.

Child and Family Chapter Committee

Terms of Reference

1. Background & Introduction

The concept of Logan Together, a collective impact initiative, originated during the Logan, City of Choice Summit in 2013. Logan Together utilises a structure of industry chapters to address the gap in developmental outcomes between children across the Logan City Council area and the rest of the state and country. This will include significant work to improve supports available to vulnerable families. Changes will be implemented through a series of project action groups which will be directed by the industry chapters. The Child and Family Chapter Committee incorporates the existing structures and functions of the following Logan based child and family focused groups and covers the context of service delivery within the Logan City Local Government Area (LGA) for families with children up to the age of 18:

- Logan-Beenleigh Local Level Alliance
- Child Friendly Communities Consortium
- Communities for Children Advisory Committee

Representatives of these structures will form a smaller convening group to assist in supporting the operational requirements of The Committee.

It is important to note that while the Child and Family Chapter Committee aims to amalgamate the structures listed, several other child and family focused structures will be maintained and form a significant relationship with The Committee including the Family Support Collective and the Browns Plains Local Level Alliance. Both of these structures will report significant systemic issues that can not be resolved within their local groups to The Committee for prioritization and action.

The Child and Family Chapter Committee will have the role of fulfilling the governance requirements of the Department of Social Services (Federal) funded Communities for Children Facilitating Partner in addition to the governance requirements of the Department of Communities Child Safety and Disability Services (State) funded Family and Child Connect Local Level Alliance. Both initiatives require collaborative, place based responses that will lead to better outcomes for children and families in Logan. In addition, both initiatives share a focus on integration of child and family support services for the delivery of improved wellbeing outcomes for children and families. The key integrative aspect of these two initiatives is improved outcomes for at risk children and families.

Where issues and projects focused on support for children and families can be addressed in a common way across the Logan local government area, the commitment from stakeholders is to do so via the mechanism of the Child and Family Chapter Committee.

2. Shared Principles and Values

The Committee recognizes the importance of holding to a shared set of values and principles to encourage effective and respectful collaboration.

- A shared respect and acknowledgement of the importance of First Nations Peoples, their culture, traditions, lands and seas. This includes a commitment to incorporating cultural protocols and co-designing solutions for the Logan community.

- A shared respect for the strengths brought by the many culturally and linguistically diverse groups who now call Logan home.
- A commitment to supporting all parents and carers including the role of fathers and men in the raising of healthy and strong children is recognized and embedded into strategies endorsed by The Committee.
- The views and roles of all participants will be respected.
- Open discussion and consultation between participants is supported and encouraged.
- The tabling, discussion and management of presenting issues is to be conducted in a consistent and constructive manner.
- The space will remain action driven with the aim of reducing duplication and promoting collaboration.
- General consensus is the preference for decision-making.
- The group will remain aware of emerging needs and identify local, grass roots solutions.
- The group will review its decisions and identify when they haven't got it right.
- The work of The Committee is not isolated to meetings but will be carried through to the workplaces and communities of the membership.

3. Function & Purpose

The Child and Family Chapter Committee will be a space where an active agenda of issues, opportunities and ideas will exchange between parties interested in the Child and Family agenda in Logan. Responding to the agendas of Logan Together, the Supporting Families, Changing Futures reform initiative, Communities for Children and other key stakeholder interests, The Committee will assist and support the establishment and oversight of Logan Together project action groups that relate to the Child and Family agenda in Logan.

The coordination of project action groups and linkage of people and resources to support the groups, solve problems and remove barriers experienced will form an important part of The Committee's function. The Committee will provide an important role in escalating any issues to the Regional Child and Family Committee and the Logan Together Cross Sector Leadership Table.

3.1 Communities for Children Function and Purpose

The Committee will fulfil the governance requirements of the Communities for Children Facilitating Partner, Logan and will assist them to plan, guide and support this place based activity. The Committee drives the direction of the initiative and is the key decision-making mechanism. Additional information on specific roles and responsibilities can be found in the Communities for Children Facilitating Partner Operating Guidelines, Version 1.1 September 2014 (*Appendix A*).

The role of The Committee is to work in collaboration with The Salvation Army Communities for Children Facilitating Partner, Logan to develop and implement strategies that achieve the best start for children and their families. Furthermore, the function is to work in partnership to develop, implement and evaluate collaborative 'place-based' strategies to achieve Communities for Children aims and objectives. Working together to combine their knowledge and skills in order to develop locally responsive 'whole of family' focused, child centered strategies that support families and children and promote safe, child friendly communities. Committee members are responsible for making all decisions specific to Communities for Children outcomes in accordance with the Communities for Children Facilitating Partner Community Strategic Plan 2015-2019 (*Appendix B*) and Communities for Children Facilitating Partner Activity Work Plan 2015-2017 (*Appendix C*).

3.2 Family and Child Connect – Local Level Alliance Function and Purpose

The Child and Family Chapter Committee will fulfil the role of the Local Level Alliance, a requirement of the Family and Child Connect initiative. The purpose of this Alliance is to ensure services that support families in the Logan-Beenleigh region are working in a collaborative and coordinated way to contribute to the recommended system-wide outcomes. The Local Level Alliance embodies the strategic function of Family and Child Connect as recommended by the Carmody Inquiry into Child Protection. Additional Local Level Alliance information can be found in the attached excerpt from the Family and Child Connect Program Guidelines, February 2016 (*Appendix D*).

The Browns Plains Local Level Alliance will continue to run independently but may, at times, wish to collaborate on solutions with The Committee. This will be done through participation of the Browns Plains Local Level Alliance Coordinator. Communication with the Regional Child and Family Committee will be the responsibility of the Local Level Alliance Coordinators to ensure Supporting Families, Changing Futures reform agenda priorities are addressed across the three Logan based Family and Child Connect regions.

4. Membership and Decision-making

Membership of The Committee was determined by a nomination process. Membership is open to both government and non government organisations supporting families within the Logan LGA. Membership is also open to members of the local community and includes parents and caregivers, local businesses, as well as local service providers, schools, early childhood education and care providers and other family support services. The Committee will give particular attention to engaging representation from Aboriginal and Torres Strait Islander communities and culturally and linguistically diverse communities.

Membership will consist of senior representatives who have relevant delegation within their organisations. A nominated proxy for each member should be designated and, where possible should be of a similar management/decision making level and be able to represent multiple or all programs within their organization.

Future nominations, where gaps in membership are identified by the Committee, will be discussed at committee meetings. Committee members will be appointed until 30th June 2017. A membership review will occur annually and will ensure committee memberships is meeting the current needs of the diverse child and family agendas in Logan.

Members are requested to commit to the term of their appointment, however, membership is voluntary and members may have circumstances where they need to resign. Committee members are expected to adhere to these Terms of Reference during the term of their appointment.

In recognition of the size and complexity of the Logan community and, in particular, the Community Services sector, members are expected to act as a conduit between The Committee and their individual organisation or service. We acknowledge that Committee members come from their services and community with knowledge and expertise of their client group. We understand that with this expertise comes the desire to build on their good practice to support children and families. The Committee is asked to use that expertise to look at the broader community needs.

With respect to specific Communities for Children, Facilitating Partner decisions, non-government organisations and community representatives have voting rights on the committee. **Employees of government departments, whether Australian, State, Territory or Local Governments, may be involved in a Committee, but only in an advisory capacity.** Representatives from these departments can contribute to discussions, bring relevant information and put forward a case for a particular intervention but they should not be a part of the formal decision making regarding sub-contracting. Representatives from government entities, as opposed to departments, such as publicly funded schools or maternal and child health services, can be involved in formal decision making if The Committee believes it would be appropriate and add value

to deliberations. As with any other member, perceived and actual conflicts of interest should be managed appropriately (see “conflict of interest” section).

5. Committee Meetings & Responsibilities

Information on progress of action areas and escalation of any Local Level Alliance specific issues will be communicated to the Regional Child and Family Committee through the Family and Child Connect Local Level Alliance Coordinators who are participating but not voting members of The Committee. This feedback will be communicated as per Family and Child Connect guidelines.

5.1 Subcommittees and Project Action Groups

The Committee may establish permanent and temporary project action groups to undertake specific projects as determined by the membership. Project action group membership will be drawn from stakeholders with relevant expertise and is not limited to members of The Committee. The project action group meeting and reporting frequency will be determined by the membership.

5.2, Frequency and Venue

Meetings will be held monthly as decided by the membership. The membership requires consistent attendance by the relevant agency officer. The meetings will be held at various venues as part of ensuring cross sector and agency participation.

5.3 Chairing Responsibilities

Meetings will be chaired by a nominated representative of the convening group and, along with the support of the convening group, will have responsibility for developing meeting agendas and facilitating the meetings.

5.4 Secretariat

Secretariat function will be drawn from the convening group which is represented by both local Benevolent Society Family and Child Connect services (Logan and Beenleigh) and The Salvation Army, Communities for Children Facilitating Partner.

- Minutes will aim to be distributed no later than 2 weeks, post meeting
- Agenda’s will aim to be distributed no later than one week pre meeting

5.5 Standing Agenda

The standing agenda for each meeting will be as follows:

- Acknowledgement of Country
- Acceptance of previous minutes
- Declaration of Conflicts of Interest
- Review of any communication from the Cross Sector Leadership Table and the Regional Child and Family Committee
- Progress on actions from working groups
- Identification and collation of items for action/escalation (including reports from the Family Support Collective and the Browns Plains Local Level Alliance)
- Specific Communities for Children decision making as required (*note: this may include the discussion of confidential information, please see below*)

Any items in addition to standard agenda items may be submitted by members up to one week prior to the next meeting; however, inclusion will be at the discretion of the co-chair based on existing agenda items, competing priorities and the amount of time available. This may include relevant updates from other Logan Together Industry Chapters.

5.6 Workflow and Escalation Processes

The Committee is responsible for directing the work of specific project action groups and also for escalating issues that cannot be resolved at a local level. (Appendix E has a pictorial representation of the relationships and workflow processes)

Issues identified through local means such as the Browns Plains Local Level Alliance or Family Support Collective can be escalated for action to the Child and Family Chapter who will discuss it during the meeting and determine an appropriate response. The response can be one or more of the following:

- Prioritisation and formation of a specific project action group
- Acknowledgement of issue and placement on the Issues Register (for prioritisation and action at a later time)
- Escalation to the Cross Sector Leadership Table (for issues requiring a Logan based service provider response)
- Escalation to the Regional Child and Family Committee (for issues requiring a broader regional, policy or funding response)

6. Confidentiality/Conflict of Interest - CFC

Committee members are to keep information, such as Community Partner funding and assessment material, confidential. Committee members will not disclose details of funding deliberations of the Committee to people outside the Committee during the funding round. The Committee members will be able to offer their frank assessment of a project with confidence that their opinion will be kept confidential. The Chair will declare any confidential matters discussed during the meeting. A specific form will be provided and kept on a register maintained by the convening group.

Care must be taken to manage any perceived or actual conflict of interests. All members of the Committee are required to declare any conflicts of interest to the Committee Chair and the Committee on the Register of Interests. This includes any potential for direct or indirect pecuniary or commercial interests or benefits from decisions of the Committee.

Community Partners on the Committee will be required to abstain from discussion and decision-making regarding disbursement of funds when there is a perceived or actual conflict of interest. Any dispute in relation to a potential conflict of interest will be decided by the Chair in consultation with the Committee; and the Chair's decision will be final. Conflict of Interest will be an agenda item at every meeting to update any changes to the Register of Interests.

Decision-making will be a collaborative process involving all participants. The Committee will work towards informed, consensus-based decision making. All members are encouraged to acknowledge tension around decisions prior to decisions being made and communicate any concerns to the Committee. In the event that the Committee is unable to reach consensus about a recommendation, the Chair will put the matter to a vote. The vote will be taken by only those members eligible (see below), and be recorded along with the justification for the decision. A quorum will be 50% plus one of the voting membership of the Committee.

7. Reporting

With respect to Communities for Children, Facilitating Partner, the Activity Work Plan (AWP) will cover service delivery activities and will be agreed by the Committee. The Communities for Children, Facilitating Partner, will be submitting the second AWP which will cover the period 1 July 2017 to 30 June 2019 (due 30 April 2017).

The Local Level Alliance is required under the Family and Child Connect model to report quarterly to The Department of Communities, Child Safety and Disability Services.

Reports will be prepared and submitted by the respective members of the convening group.

8. Reviews

These Terms of Reference will be reviewed on a twelve monthly basis or as required. Any member of the Committee may request a review of these Terms of Reference. The review will be subject to the approval of the Committee.

Review and evaluation of the Terms of Reference and meeting processes will be conducted in July 2017.

Child and Family Chapter

Terms of Reference (Updated May 2017)

1. Background and Introduction

The concept of Logan Together, a collective impact initiative, originated during the Logan, City of Choice Summit in 2013. Logan Together utilises a structure of industry chapters to address the gap in developmental outcomes between children across the Logan City Council area and the rest of the state and country. This will include significant work to improve supports available to vulnerable families. Changes will be implemented through a series of project action groups which will be directed by the industry chapters.

The Child and Family Chapter will be guided by the current Logan Together Priorities and Roadmap and in addition the focus of the Chapter is expanded to cover the context of service delivery within the Logan City Local Government Area (LGA) for families with children up to the age of 18. The Chapter aims to reduce the number, duplication and overlap of meetings between Logan based child and family focused groups. Where issues and projects focused on support for children and families can be addressed in a common way across the Logan LGA, the commitment from stakeholders is to do so via the mechanism of the Child and Family Chapter.

2. Shared Principles and Values

The Chapter recognises the importance of holding to a shared set of values and principles to encourage effective and respectful collaboration.

The Guiding Principle is: The wellbeing of children is central to the planning and decision making of the Child and Family Chapter. This principle is enacted by:

- A shared respect and acknowledgement of the importance of First Nations Peoples, their culture, traditions, lands and seas. This includes a commitment to incorporating cultural protocols and co-designing solutions for the Logan community.
- A shared respect for the strengths brought by the many culturally and linguistically diverse groups who now call Logan home.
- A commitment to supporting and valuing all parents and carers including the role of fathers and men as being fundamental to the health and developmental wellbeing of children.
- The views and roles of all participants being respected and valued.
- Open discussion and consultation between participants being supported and encouraged.
- The tabling, discussion and management of presenting issues being conducted in a consistent and constructive manner.
- A focus on collective purpose, process and responsibility and member perception of accomplishments (reference: Creating Pathways to Prevention research program)
- A commitment to evidence based and evidence informed practices.

3. Function and Purpose

The Child and Family Chapter provides a safe space for the voice of children, families, community members and professionals to be heard at a strategic level in order to effectively respond to the immediate and emerging needs of the community. The purpose of the Chapter is to augur cultural and systemic changes in the way we work with children and families to support their immediate and longer term wellbeing. An active agenda of issues, opportunities and ideas will exchange between parties interested in the Child and Family agenda in Logan.

The Chapter will assist and support the establishment and oversight of project action groups that relate to the Child and Family agenda in Logan. Some of these action groups will be time limited e.g. Communities for Children Funding Sub-Committee while others will be longer term. The coordination of project action groups and linkage of people and resources to support the groups, solve problems and remove barriers experienced will form an important part of the Chapter's function. The Chapter will provide an important role in informing and being informed by the Logan Together Leadership Table of issues that might need cross Chapter collaboration.

4. Membership and Decision-making

The Chapter encourages membership from:

- members of the local community including parents and caregivers
- local businesses
- government organisations supporting families within the Logan LGA
- non-government organisations supporting families within the Logan LGA
- schools, early childhood education and care providers
- other local service providers, and
- other family support services.

The Chapter will give particular attention to engaging representation from Aboriginal and Torres Strait Islander communities and culturally and linguistically diverse communities.

Community members will be supported, encouraged and mentored by other Chapter members. The Chair and Secretariat will actively assist with this. To support participation by community members child care costs to facilitate meeting attendance and participation in project action groups can be met by Communities for Children and this can be arranged through the Secretariat.

Membership of the Chapter is initiated by either a self-nomination process to the Secretariat or the Chapter identifying gaps in membership and seeking suitable representation to fill the gaps. A membership review will occur annually and will ensure Chapter membership is meeting the current needs of the diverse child and family agendas in Logan. Requests for membership will be referred to the Chapter for consideration following initial discussion between the Secretariat and the interested person. New members will be asked to include information about what they will bring to the Chapter as part of them introducing themselves to the Chapter. The Secretariat will provide induction for new members which will explain the breadth of the commitment required as a Chapter member and include a small kit of information e.g. Terms of Reference, confidentiality, conflict of interest, recent minutes and related papers.

Membership (except community members) will consist of senior representatives who have relevant delegation within their organisations. A nominated proxy for each member except community members should be designated and, where possible should be of a similar management/decision making level and be able to represent multiple or all programs within their organisation.

Members are requested to commit to the Chapter, however, membership is voluntary and members may have circumstances where they need to resign. Chapter members are expected to adhere to these Terms of Reference. Membership for people or their proxy who do not attend three (3) successive Chapter meetings will be considered to have lapsed.

The work of the Chapter is not isolated to meetings but will be carried through to the workplaces and communities of the membership. In recognition of the size and complexity of the Logan community and, in particular, the Community Services sector, members are expected to act as a conduit between the Chapter and their individual organisation or service. We acknowledge that Chapter members come from their services and/or community with knowledge and expertise of their client group and/or children and families in Logan. We understand that with this expertise comes the desire to build on their good practice to support children and families. The Chapter is asked to use that expertise to look at the broader community needs.

Decision-making will be a collaborative process involving all participants. The Chapter will work towards informed, consensus-based decision making. All members are encouraged to acknowledge tension around decisions prior to decisions being made and communicate any concerns to the Chapter. In the event that the Committee is unable to reach consensus about a recommendation, the Chair will put the matter to a vote. A quorum will be 50% plus one of the voting membership of the Chapter. The Chapter will review its decisions and identify when they haven't got it right.

5. Chapter Meetings and Responsibilities

5.1 Sub-Committees and Project Action Groups

The Chapter may establish permanent and temporary project action groups to undertake specific projects as determined by the membership. Project action group membership will be drawn from stakeholders with relevant expertise and is not limited to members of the Chapter. The project action group meeting and reporting frequency will be determined by the membership.

5.2 Frequency and Venue

Meetings will be held monthly or as decided by the membership. The meetings will be held at various venues as part of ensuring cross sector and agency participation.

5.3 Chairing Responsibilities

Meetings will be chaired by a nominated representative of the Chapter and, along with the support of the Secretariat, will have responsibility for developing meeting agendas and facilitating the meetings.

5.4 Secretariat

The Secretariat function will be provided by The Salvation Army Communities for Children Facilitating Partner through until 30 June 2019.

- Minutes - aim to distribute no later than 2 weeks, post meeting.
- Agenda - aim to distribute no later than one week pre meeting.

5.5 Agenda

The agenda for each meeting will be structured as follows:

- Acknowledgement of Country, Welcome and Introductions
- Acceptance of Previous Minutes and Review of Actions
- Declaration of Conflicts of Interest
- Strategic Matters
- Action Items
- Information Sharing (including Logan Together Update)
- General Business

Any items in addition to scheduled action items may be submitted by members to the Secretariat up to 10 days prior to the next meeting; however, inclusion will be at the discretion of the Chair based on existing agenda items, competing priorities and the amount of time available.

5.6 Project Action Processes

The Chapter is responsible for directing the work of specific project action groups and also for informing about issues that cannot be resolved at a local level. A pictorial representation of the relationships and project action processes is at the end of this document.

The Chapter will review and set priorities on at least an annual basis. These will determine the establishment of project action groups. Additionally as matters are raised through the agenda decisions will be made about the priority of the matter, the interest and capacity of the Chapter to progress and whether a project action group will be formed.

An Action List will be maintained as part of the meeting minutes to retain a record of and monitor matters of interest and their progression.

6. Confidentiality/Conflict of Interest

The Chair will declare any confidential matters to be discussed during the meeting and provide direction for disclosure. Chapter members are to maintain confidentiality in accordance with this direction. A register to record information relating to this will be maintained by the Secretariat.

Care must be taken to manage any perceived or actual conflict of interests. All members of the Chapter are required to declare any conflicts of interest to the Chapter Chair and the Chapter on the Register of Interests. This includes any potential for direct or indirect pecuniary or commercial interests or benefits from decisions of the Chapter.

7. Reporting

The Chapter will provide information about attendance and a summary of activities to the Local Level Alliance through its' Chapter representative(s) to fulfill the requirement under the Family and Child Connect model to report quarterly to The Department of Communities, Child Safety and Disability Services.

8. Reviews

These Terms of Reference will be reviewed on a twelve monthly basis or as required. Any member of the Chapter may request a review of these Terms of Reference. The review will be subject to the approval of the Chapter.

Review and evaluation of the Terms of Reference and meeting processes will be conducted in July 2018.

Child and Family Chapter Governance

