

Child and Family Chapter - Agenda

Date: Thursday 18 May 2017

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

Venue: Griffith University, Logan Campus, Block L08, Room 1.06

Chair: Matthew Cox (Logan Together)

Secretariat: Jen Kyriacou (Logan Together)

Item	Time	Who / Papers / Notes
1. Acknowledgment of Country and welcome and introductions	9:30am-9:35am	Welcome other participants and partners to the meeting
2. Minutes and actions from previous meeting	9:35am-9:40am	<i>See reverse – all items due except highlighted item are on this agenda</i>
3. Conflicts of Interest	9:40am-9:45am	
STRATEGIC		
4. Citizen Engagement and Cultural Champions	9.45am-10.05am	Matthew Cox and Louisa Whettam
5. Refocussing the Child and Family Chapter - Terms of Reference review. Confirmation of Membership list with named proxies. Process for new members including induction.	10.05-10.20am	Debbie Miscamble Attachments: ToRs , current contact list and cover note
6. Social and Emotional Wellbeing (Project 18) – Recap on last meeting, further update and decision	10.20am-10.40am	Geraldine Harris
7. Service Integration and Access: Framing a Program of work for 2017 and YFS Housing Support Model - general discussion	10.40am-11.00am	Matthew Cox and Cath Bartolo
ACTION		
8. School / Early Childhood Networks Strategy – update from Education Chapter	11.00am-11.15am	Matt Statham
INFORMATION SHARING		
9. Logan Together wider update including Service Directory, GIS and Data Engine Project, Volume 3 Data Report, Whole of Logan Together Forum	11.15am-11.25am	Sherena Oxley, Matthew Cox and Jen Kyriacou
10. DV Response Solution	11.25am–11.50am	Chris Boyle - Commsync
GENERAL BUSINESS		
Other	11.50am–11.55am	Matthew Cox
Next meeting – date, time, venue	11.55am–12 noon	Jen Kyriacou
Meeting close	12 noon	Chair

Action list from previous meetings:

Item	Action Required/Person Responsible	Completion or Review Date
Previous minutes	Any amendments – Jen Kyriacou/Ellen Ferris	Every meeting
Community Engagement Model	Agenda item	May 2017
YFS Housing Support Model	Agenda item	May 2017
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 – to progress and report back. Whole of Logan Together Forum – Jen Kyriacou to follow up scheduling and issue of a date claimer.	Report for May 2017 Review in May 2017
Cultural champions network concept	Louisa Whettam progressing – Agenda item – On the Agenda	May 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. Carrie Rose to be invited to future meetings of the project group.	May 2017 May 2017
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
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 Notes - Internal**

Date: Thursday 20 April, 2017
Venue: The Salvation Army, 123 Paradise Road, Slacks Creek.
Chair: Matthew Cox, Logan Together

Time: 9:30 am
Minutes: Ellen Ferris, Communities for Children

Attendance: Please see document below

Item	Discussion/Decision	Action Required
1. Acknowledgment of Country and Welcome and Introductions	Geraldine Harris provided an acknowledgement of country (see attached). Matthew Cox welcomed everyone, noted apologies and facilitated introductions.	
2. Endorsement of previous minutes and actions	<p>DECISION: Minutes from previous meeting with the addition of the Project Priorities document were accepted by consensus</p> <p>Previous action list reviewed:</p> <ul style="list-style-type: none"> - Project Prioritisation <ul style="list-style-type: none"> o 7-12 Project Group – Nadine advised that at the last LLA Forum there was interest in the topic but no one has nominated to progress it. DECISION: Not a priority for the Chapter for 2017 o Support for Young Parents – Nadine advised that this is being progressed o Father Engagement – Carrie Rose, Michael Higgins, Kim Wright, Michael Jacobs progressing - Communities for Children funding outcomes – Debbie advised the allocation of remaining funds was made to Griffith University - Community Engagement Model - to be on agenda for next meeting - YFS Housing Support Model – to be on agenda for next meeting - Issues Register – to be incorporated into meeting Action Items list and not a separate document. <p>Agenda is structured into Strategic, Action, Information Sharing and General Business items. Items for the agenda are to be advised to Ellen Ferris.</p>	<p>Review in December</p> <p>Review/report for June Review/report for June</p> <p>Agenda item for May Agenda item for May</p>
3. Conflicts of Interest	There were no conflicts of interest declared.	

STRATEGIC

<p>4. Refocussing the Child and Family Chapter - Recapping decision last meeting, next steps – ToR, membership, meeting schedule, community involvement, cultural considerations - Decision and Action required</p>	<p>Matthew Cox explained the revised model of operation for the Child and Family Chapter as discussed at the March meeting referring to the attached diagram. This includes meetings of Child and Family Chapter held monthly (or could be bi-monthly) with a structured agenda facilitating a focus on feeding up to the Cross Sector Leadership Table; maintaining a close eye on projects; sense making for the Cross Sector Leadership Table and the Regional Child and Family Committee; a separate sub-committee formed when required to accommodate Communities for Children funding decision making. In addition a wider group would be invited to a whole of Logan Together forum every 6 months.</p> <p>Discussion – set or open membership, commitment of members, action focus of the Chapter, ensuring proxies know the history and progress of the Chapter’s work, an induction process to bring new people in, how to get some more community members in the group – perhaps use the 6 monthly forum as a way to bring community members into Logan Together and this Chapter.</p> <p>DECISIONS: 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 – to progress and report back.</p> <p>Jen Kyriacou is to follow up scheduling of whole of Logan Together Forum (maybe in July) and issue of a date claimer.</p>	<p>Ellen Ferris, Debbie Miscamble, Geraldine Harris, Leanne Rooney, Nadine Lepre – to progress and report back in May</p> <p>Review in May</p>
<p>5. Cultural champions network concept</p>	<p>Louisa Whettam is leading this work however was not available for today’s meeting. Sahba Hamid advised that some progress has occurred and there is to be further consultation with cultural leaders. Areas of interest include consideration of how the voices of children could be heard, identifying champions, taking a non-western view and how to ‘close the gap’ across all cultures. It was suggested that an alternative terminology for the ‘closing the gap’ concept be used given its long standing meaning.</p>	<p>Louisa to provide an update for the May meeting.</p>

ACTION

6. Social and Emotional Wellbeing (Project 18)

Geraldine Harris reported on progress of the Social and Emotional Wellbeing (SEWB) (Project 18) (see attached). Findings have been:

- SEWB is complex
- SEWB effects children, families and practitioners - everyone
- It is a foundational issue for all of the Child and Family Chapter
- An ecological approach is the best way to understand the complexity of wellbeing and ensure children’s voices are heard
- Rather than programs and resources initially, the SEWB group decided to look at how to augur systemic change

Giselle Olive provided information about the establishment of a child friendly community, the adoption by a city such as Logan of Children’s Rights, the example in South Australia of the Child Friendly Pilot Project and the previous experience in Logan of establishing the Child Friendly Community Consortium as a vehicle to facilitate the fulfilment of children’s rights. (The South Australia Child Friendly Communities link

<https://www.unicef.org.au/Upload/UNICEF/Media/Documents/DECD544-CFSA-Introduction-Booklet-2016-v6.pdf>)

Giselle has permission from Qld Health to be involved in this project. (Presentation is attached)

In summary Geraldine presented the following recommendations:

- Create a Logan Charter of Children’s Wellbeing
- Create a new Logan Together Child Friendly Community Consortium for the current context (expire the SEWB project)
- Propose that the model of the UN Child Friendly Communities Framework become identity and purpose of the Child and Family Chapter
- Communities for Children framework will ‘hold the space’ to move ideas to action and outcomes, with the common underpinning vision of children’s wellbeing for the Child and Family Chapter

Discussion – How do we consult with and hear from children, how do we ensure we consider the multicultural community, talking to workers at coal face and look at what is already been done, how do we pursue this and how does it fit with everything else we are doing.

General interest in pursuing this idea as a project, but perhaps too early for it to be the only focus of the Chapter.

Carrie Rose wants to join the SEWB Project group.

Review in May

The SEWB project group will consider discussion and questions further and come back to the Chapter.
Geraldine will arrange an invitation to future meetings.

	Geraldine advised she is funded to work on this project until end of June.	
7. Workforce Development	<p>Marilyn Casely and Jenny Cartmel advised they are working on a sector workforce development project which has arisen out of the Communities for Children/Griffith University Knowledge Partnership. Information gathered from Logan Together 'Big Conversations', the child and family reform program for the Queensland Child Protection and Commission of Inquiry, and the Early Years Workforce Development Strategy have provided evidence about what is needed to prepare the current and future workforce in this region. The activity to be undertaken to support the professionals and practitioners is a community of practice model of critical thinking - Circle of Change Revisited (COCR) (see attached). The activities will provide the opportunity for workers to come together, build relationships in a safe space, undertake critical reflection in regard to current practices, considering what's stopping us from working across silos, how we can work better with children and families. This piece of work builds on the development of the Logan Communities for Children Framework of Practice which focusses on attributes while COCR gives people the skills required.</p> <p>The Communities for Children funding sub-committee approved the inclusion of this project for their funded activities for the July 2017 – June 2019 financial period, which aligns with other Logan Together and sector activities.</p> <p>The project starts in July and as it develops further updates will be provided for the Chapter.</p>	Review in August
INFORMATION SHARING		
8. Logan Together wider update	<p>Matthew Cox advised:</p> <ul style="list-style-type: none"> • Volume 3 State of Children Report is expected next week. • Investment stocktake – State Government section completed and now has to go back to contributing agencies for review and decisions about release of information. All data from Commonwealth and Local has been collated. By June it is expected that Logan Together will be able to consider how to release the information and what it means, what needs. • The survey of services is almost complete and work will now commence on development of a tool that combines a service directory, data engine and GIS (geographic information system) capability. Sherena Oxley will run some design workshops to progress this. • Project priorities – the Cross Sector Leadership Table has identified 6 high priority projects (see attached). They will be included on the Logan Together website shortly: <ul style="list-style-type: none"> ○ Community Maternity and Child Health Hubs Strategy ○ Holistic engagement and development program for children 0-4 ○ High quality early learning and kindy strategy, including 'plus models' with transdisciplinary support teams 	

	<ul style="list-style-type: none"> ○ Grass roots community information/mobilisation/social inclusion campaign ○ Increase employment and decrease the number of jobless families ○ Service investment and recommissioning and service integration and system redesign. 	
9. Youth Homelessness	<p>Nadine Lepre raised an issue from the last Logan-Beenleigh LLA forum, about homeless young people from 10-15 year old presenting at services and no emergency accommodation being available. A check with service providers validated that this is an issue in Logan. The issue is also being raised within the Logan Housing and Homelessness and Youth networks.</p> <p>DECISION: Chapter members agreed that this was an important crisis issue to address. As a first step Nadine will convene a meeting of stakeholders including from the related networks. Jenny Cartmel advised a student might be able to help.</p>	Nadine to convene meeting. Review in June
GENERAL BUSINESS		
10. Other Business	<p>Carrie Rose advised that she is presenting at the Future of Education conference in Florence in June.</p> <p>Andrew Best from the Browns Plains LLA to be invited to give a presentation on Community of Practice for the June meeting.</p>	Agenda item for June
11. Next meeting – date, time, venue	Next meeting is 18 May and will be at Griffith Uni. The 15 June meeting will also be at Griffith Uni. Meeting notices will be issued with exact details.	

Child and Family Chapter Meeting Actions – 20 April 2017

Item	Action Required	Completion or Review Date
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YFS Housing Support Model	Agenda item	May 2017
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Cultural champions network concept	Louisa Whettam progressing – Agenda item	May 2017
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7-12 Project Group	Not a priority for the Chapter for 2017	Review in December 2017

Child and Family Chapter Meeting Attendance and Apologies – 20 April 2017

First Name	Last Name	Organisation	Role	C&FC voting role	Email Address
Attendance					
Anne	Turnbull	Pathways to Resilience Trust	Executive Officer	primary	info@pathwaystoresilience.org
Carrie	Rose	Rosies Early Learning	Owner & Pedagogical Leader	primary	carrie_rose@icloud.com
Debbie	Miscamble	The Salvation Army	Communities Program Manager	primary	debbie.miscamble@aue.salvationarmy.org
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
Ellen	Ferris	The Salvation Army	Quality and Business Coordinator		ellen.ferris@aue.salvationarmy.org
Geraldine	Harris	Griffith University	Student		geraldine_harris@hotmail.com
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
Kim	Wright	K.E.N.G (Kingston East Neighbourhood Group Inc.)	KENG Partnership Coordinator	primary	manager@keng.org.au
Leanne	Rooney	Department of Justice and Attorney-General	Manager	primary	leanne.rooney@justice.qld.gov.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
Michael	Higgins	YFS	Client Service Manager	primary	michaelh@yfs.org.au

Michael	Jacobs	Logan Together- CSLT	parent representative	primary	kiki3@hotmail.com
Nadine	Lepre	The Benevolent Society	Community Development Worker	proxy	Nadine.Lepre@benevolent.org.au
Nancy	Goo	Access Community Hub	Student on placement	visitor	
Paula	Weston	Department of Communities, Child Safety and Disability Services			Paula.Weston@communities.qld.gov.au
Sahba	Hamid	Afghan Mothers Support Group	Leader	primary	alexis_psych@hotmail.com
Sarah	Duff	Wesley Mission Qld	Project Officer		s.duff@wmq.org.au
Apologies					
Faith	Green	Gunya Meta	Manager, Mob Kinnectors	primary	fgreen1965@gmail.com
Freda	Mitchell	Gunya Meta	Board Member	proxy	
Grainne	Taia	Access Community Services Limited	Community HUB Coordinator	primary	grainnet@acsl.org.au
Louisa	Whettam	Mercy Community Services	Local Level Alliance Facilitator	primary	louisa.whettam@mercyys.org.au
Noel	Summers	Gunya Meta	Board Member	primary	maibinyana41@yahoo.com
Wendy	Kastelein	Child Health Logan Central	Nurse Unit Manager	primary	Wendy.Kastelein@health.qld.gov.au

Agenda Item for Child and Family Chapter Meeting – 18 May 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. (Debbie Miscamble 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.

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

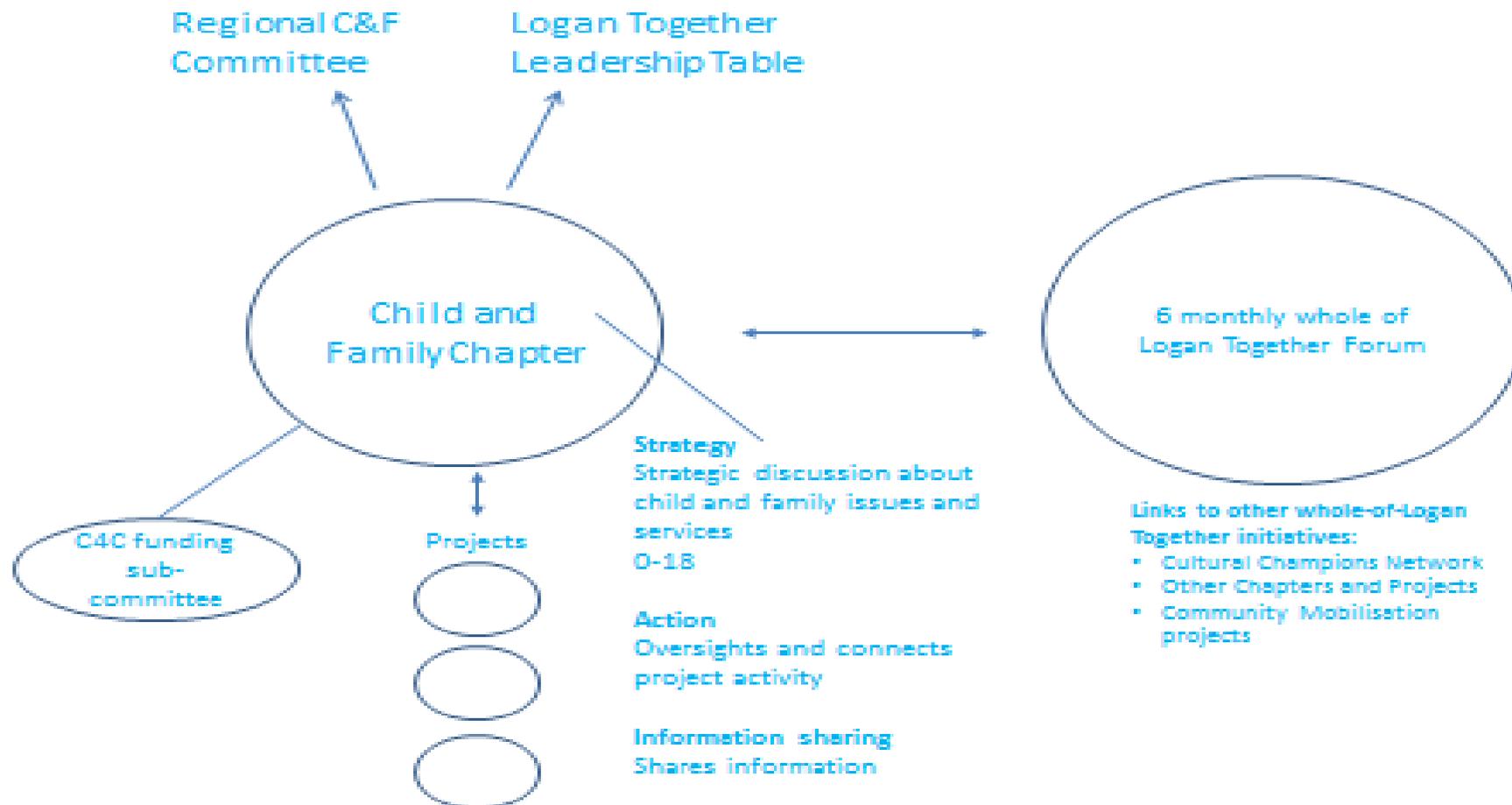
The Chapter will provide information about attendance and a summary of activities to the Local Level Alliance through its' Chapter representative(s) to fulfill the requirement under the Family and Child Connect model to report quarterly to The Department of Communities, Child Safety and Disability Services.

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



- 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.