

## Macarthur Child & Family Interagency Terms of Reference

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### **Aim:**

The aim of the Interagency is to improve outcomes for families and children in the Macarthur/Wingecarribee area through:

- Promoting the goals of Child & Family Services utilizing the framework of Families NSW as a guide
- Co-ordinating services to families and children to reduce duplication and address identified need
- Encouraging community involvement and participation
- Identifying local needs, issues and planning appropriate responses
- Sharing information amongst services – working together to support each other and promoting good practice
- Promote information about services that reaches the right target groups and is current
- Providing advocacy and representation to decision-makers to influence planning and resource allocation
- Encourage diverse (CALD, special needs, ATSI) groups to be included in planning, resource allocation and development activities
- Recognize the value and participation of volunteers in our work by including them, where possible, in training and development activities

### **Membership:**

Participation in the Interagency will be sought from all agencies that work and plan for families and children aged 0-8 years of age, including:

- NSW State Government Agencies:
  - o Health: Child & Family Nursing Team
  - o Community Services: Community Service Centre, Local Children's Services and CPO's
  - o Ageing, Disability and Home Care: Disability Services
  - o Education and Training: Student Services Officer
  - o Housing: Team Leader, Client Service Team
  - o Department of Premier and Cabinet
  - o Legal Aid
  - o Child Wellbeing Unit Co-ordinator
  - o OOHC Co-ordinator

- Commonwealth Government Agencies:
  - o Centrelink
  - o FAHCSIA
- Local Government:
  - o Campbelltown Council
  - o Camden Council
  - o Wollondilly Council
  - o Wingecarribee Council
- Non-Government Services, including but not limited to:
  - o Family Support Services
  - o Division of General Practice
  - o Childcare Services
  - o Agencies that support diverse communities
  - o Community and Neighbourhood Centres
  - o Women refuges
  - o Volunteer services
  - o Schools as Community Centres
  - o ATSI family and children services
  - o Playgroups NSW
  - o Faith-based support services for families and children
  - o Representatives from other appropriate local Interagencies

Ongoing participation by other services working with and planning for families and children (0-8 years) will be encouraged and made aware of the work of the Interagency through receiving information and minutes of meetings.

## **Convening the Macarthur Child & Family Interagency**

The Project Officer funded by Families NSW and auspice by Sector Connect will act as convener for the Interagency.

The convener will have responsibility for organizing and distributing agendas, minutes, mailing lists and notices of meetings. They will provide administration, follow-up and coordination support to the Interagency.

## **Agendas**

Agendas will be as per proforma to include:

- Confirmation of previous minutes
- Business arising from previous minutes
- General Business
- Standing Agenda Items:

- PMG Update
- Barriers to Service Provision
- Funding opportunities in Macarthur & Wingecarribee
- Project Updates
- Keep Them Safe issues
- Items without notice
- Agency Updates

## **Meeting Attendance, Frequency, Dates and Venue**

The convener will identify particular service networks already operating in the area and invite them to attend to encourage broad representation. The convener will also invite specific agencies to participate when the issue being addressed has particular relevance to them.

Meetings will be held bimonthly and will take place on the 1<sup>st</sup> Tuesday of February, April, June, August, October and December running from 10am-12pm. Review of the time and dates of interagency meetings will take place on a quarterly basis.

The Macarthur Child & Family Interagency will be held at rotating venues across the Macarthur/Wingecarribee area. The venues for all meetings will be planned annually at the last meeting of the calendar year.

Services will nominate to hold a meeting and the service will also provide a chair for the meeting. The convener will meet with the nominated chair one week prior to the Macarthur Child & Family Interagency meeting to discuss the agenda and contact participants to maintain participation levels.

There is also the opportunity for the Macarthur Child & Family Interagency to meet beyond the sessions for more informal work or for working party meetings on specific projects.

## **Confidentiality**

The Macarthur Child & Family Interagency confidentiality agreement:

- Promotion of the fact that the Macarthur Child & Family Interagency is a safe place where any issues can be discussed freely will take place at each meeting
- Commitment from all Interagency members to keep all matters discussed within the interagency confidential with the acknowledgement that only information minuted can be discussed outside of the Interagency meetings