

Terms of Reference The Queensland First Children and Families Board

Purpose and overview

On 30 May 2017, the Queensland Government and Family Matters Queensland jointly launched *Our Way: A generational strategy for Aboriginal and Torres Strait Islander Children and Families 2017-2037* (the Strategy) and *Changing Tracks: An action plan for Aboriginal and Torres Strait Islander children and families 2017 – 2019* (Action Plan). The Strategy's shared vision is that all Aboriginal and Torres Strait Islander children and young people in Queensland grow up safe and cared for in family, community and culture. The target is to close the gap in life outcomes for Aboriginal and Torres Strait Islander children and families and eliminate the disproportionate representation of Aboriginal and Torres Strait Islander children in the child protection system by 2037.

The Queensland First Children and Families Board (the Board) will guide and oversee the implementation of the Strategy and associated action plans, including the first action plan *Changing Tracks*.

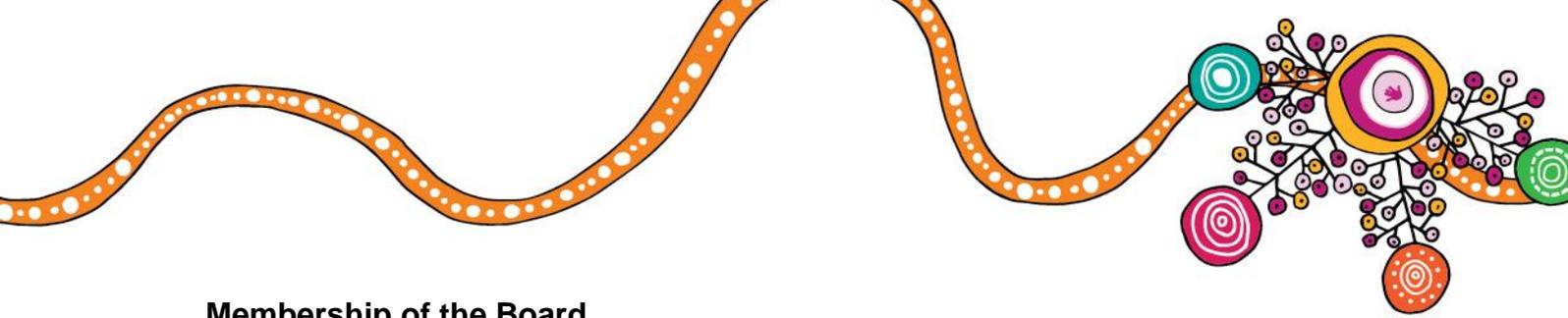
The Board will bring its breadth and depth of expertise including a strong cultural perspective to guide the implementation of the Strategy and action plans, including ensuring that government and partners are accountable to the Aboriginal and Torres Strait Islander community for the achievement of outcomes.

The Board will champion the Strategy and work to create shared responsibility for achieving the vision of the Strategy including through creating links between government, community, and business sectors to achieve the vision.

Responsibilities of the Board

The Board will:

- play a leadership role to oversee, guide and advise on the implementation of the Strategy and action plans;
- monitor progress of the implementation of the Strategy and action plans against the monitoring and evaluation framework and plan;
- work with Aboriginal and Torres Strait Islander peoples and other partners to evaluate the Strategy and action plans;
- provide advice to the responsible Ministers on any risks or issues impacting on the implementation;
- provide strategic advice and guidance to relevant government and non-government agencies to guide implementation of actions;
- support the development of subsequent action plans under the Strategy
- provide advice to government on investment decisions with a focus on impact and value;
- provide reports to responsible Ministers, the Queensland Government and Family Matters; and
- chair and convene sub-committees as required, to monitor and assist in the implementation of individual actions and report on progress to the Board.



Membership of the Board

The Board Chair and ordinary members are appointed by the Minister for Child Safety and the Minister for Aboriginal and Torres Strait Islander Partnerships.

The Board comprises 11 members made up of eight community representatives, including Family Matters Queensland representatives, and standing membership by a Co-Chair of Family Matters Queensland, and two government members, being the Director-General of the Department of Child Safety, Youth and Women and the Director-General of the Department of Aboriginal and Torres Strait Islander Partnerships.

The Chair of the Board must be an Aboriginal and/or Torres Strait Islander person.

The responsible Ministers must consider the following when determining the composition of the Board:

- representation from both Aboriginal people and Torres Strait Islander peoples from diverse geographic locations
- the majority of its members are Aboriginal and Torres Strait Islander persons
- at least fifty per cent of its members are women, and
- representation from people with diverse knowledge and expertise across the Strategy's wellbeing domains – safety; health; culture and connections; mental health and emotional wellbeing; home and environment; learning and skills; empowerment; and economic wellbeing.

Members will be appointed by the responsible Ministers following consultation with Family Matters Queensland, and in accordance with Queensland Government policy.

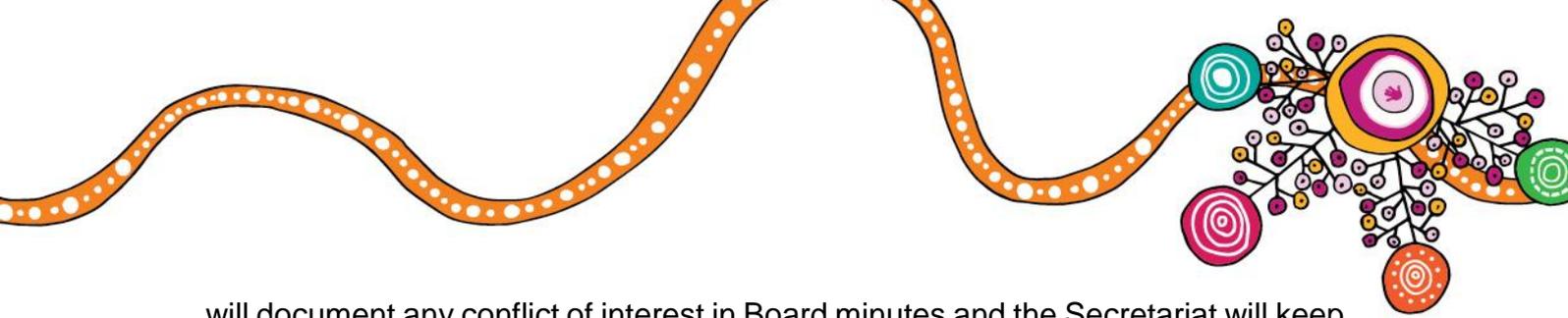
Term of membership

Appointments of the eight community members are made at either a two or three year term duration to facilitate both continuity and renewal of the Board. Community member/s may apply for reappointment to the Board consistent with usual Board appointment processes.

Standing membership applies to the position holders of a Co-Chair of Family Matters Queensland, and the Director-General of the Department of Child Safety, Youth and Women and the Director-General of the Department of Aboriginal and Torres Strait Islander Partnerships.

Conflict of interest

Members are required to declare any conflict of interest and sign a conflict of interest form. Members must advise the Chair prior to any meeting, full and accurate details of the conflict, not take part in any discussions relating to the matter, be absent from the room when any such discussion or voting is taking place, and not seek, directly or indirectly, to influence the outcomes of any deliberations in relation to any matter where there may be a conflict. The Board



will document any conflict of interest in Board minutes and the Secretariat will keep a register.

Risks

The Board must establish a system to raise, monitor, mitigate and escalate any risks that impact on the effective operation of the Board in fulfilling its responsibilities. The Board Chair must report on risks to the responsible Ministers.

Meetings

The Board will meet on a quarterly basis, or on other dates as determined by the chairperson. Urgent items may be actioned out-of-session through processes established by the Board.

Decisions of the Board will be made with majority support of the members. Where this is not possible, the Chair will have the deciding vote and document the reason for the decision including noting any dissenting views.

Proxy votes are not permitted. Board members unable to attend meetings must advise the Chair, in writing prior to the scheduled meeting, detailing their vote and a rationale for their position on any issues requiring a decision.

The Chair may invite guests such as Elders, community representatives, Directors-General, Commissioners from the Queensland Family and Child Commission and senior government representatives, to attend meetings as required to provide advice to the Board. Guests attending meetings do not have a voting role.

Accountability and Reporting

The Board will report on the progress of the Strategy and actions plans against key outcomes measures. An evaluation and monitoring plan and framework will guide the reporting process.

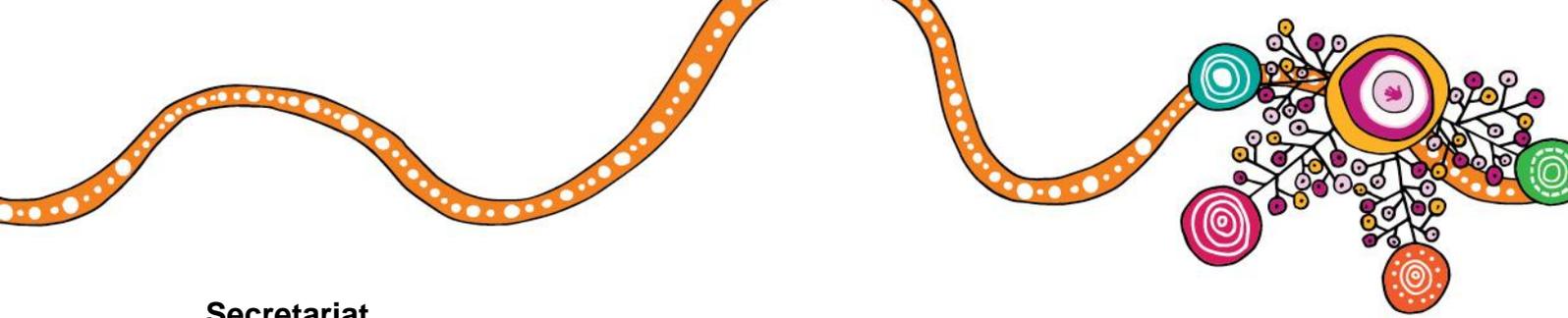
The Board will:

- prepare public meeting communiques
- report quarterly to responsible Ministers
- report quarterly, by exception, to the Child Protection Reform and Domestic and Family Violence Prevention Inter-departmental Chief Executive Officers Committee , and
- prepare a report on an annual basis, which will be considered by the Queensland Government prior to release to Family Matters and then the public.

Reporting will align, where possible, to Department of Child Safety, Youth and Women *Supporting Families, Changing Futures* reporting cycles.

Sub-Committees

The Board may establish sub-committees to focus on, or address, particular issues.



Secretariat

Secretariat support will be provided by the Department of Child Safety, Youth and Women.

Secretariat support for both the Board and working groups will include:

- co-ordination of meeting arrangements (venue, travel arrangements etc.)
- preparing and distributing agendas and meeting papers
- preparing and distributing approved communiques, meeting notes, records of decisions, reports and other information as required, and
- record keeping processes in accordance with the *Public Records Act 2002*.

Review of Terms of Reference

The Board's Terms of Reference will be reviewed on an annual basis and any necessary changes will be recommended to the responsible Ministers for approval.