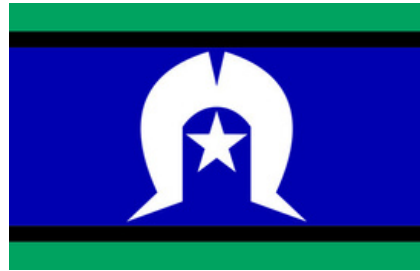


# WAYS OF WORKING

**Roles and  
Responsibilities**



## Acknowledgement of Country

We respect and acknowledge the Traditional Custodians of the Logan City area, including the Yuggera and Yugambeh language speaking people.

We pay respect to the Elders past and present for they hold the memories, the traditions, the culture and hopes of Australia's First Peoples. We acknowledge there are also other Aboriginal and Torres Strait Islander people who live, work in and contribute to the cultural heritage of Logan City.





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## Our Logan Together Vision and Our 2025 Goal

Logan Together is a community movement committed to the wellbeing of every child in Logan, from 0 to 8 years of age. Our big goal is to see Logan's children happy, healthy and thriving now, and for generations to come.

We believe that the only way this can be achieved is to listen to the community and work together with the community.

## Purpose of Our Action Group

The role of the Logan Together Action Group is to listen and hold-up community voice. The Action Group identifies priorities and develops actions to respond to them. The Action Group also informs Logan Together leadership of the priorities of the community and options for progressing action.

Together, we are committed to the six core principles of Collective Impact to help us make decisions and prioritise actions with transparency and for the benefit of our community –

1. Containers for Change
2. Community Mobilisation
3. Capacity Building
4. Strategic Learning
5. High Leverage Actions
6. Sustainability

In our Collective Impact work, we actively embrace diversity, inclusion, and equity.



## Core Values

Our actions and mindsets are anchored to our three core values –

First Nations First  
 Children at the heart  
 Community led

### First Nations First



We believe that we need to do the work to strengthen cultural ways of knowing. This will see us shift us from western structures and processes into an intrinsic way of working with a First Nations First approach.

### Children at the heart



We are helping to ensure children growing up in Logan are loved, safe, valued and thriving. We are working to ensure that the voices of our children directly influence the decisions we make together to ensure their strong futures.

### Community led



We believe power should be shared equally with our diverse community. Together we will enable community members to lead decision-making and share accountability with the sectors as confident, capable individuals.

## Our Community *in* Logan Together

IF WE INTEND TO DISRUPT THE SYSTEM, TO SHIFT THE POWER, WE NEED TO ENSURE THOSE CHILDREN AND FAMILIES WHO LIVE IN LOGAN HAVE BOTH AGENCY AND A STRONG VOICE

Our community are those who get up in the morning and go to bed at night in Logan: whose children live in Logan and who have an abiding and deep love for those children

WE ARE ALL CONNECTED AS A STRONG LEARNING COMMUNITY THROUGH VALUED AND DEEP RELATIONSHIPS

As a collective we:  
 Learn and grow together  
 Co-design  
 Co-facilitate  
 Share decision-making  
 And act together for Logan's children

TOGETHER WE HAVE TO CHANGE THE DISCOURSE AND BUILD THE TRUST SO THAT WE ACHIEVE OUR SHARED ASPIRATION FOR LOGAN'S CHILDREN AND FAMILIES



## Our Way of Working in the Action Group

The Action Group expects and maintains shared accountability across all its members. We share the risks, the solutions, and the responsibility for achieving positive outcomes with our community.

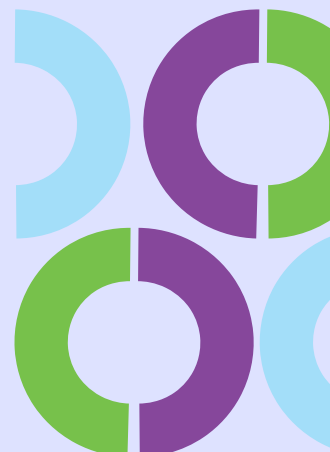
We demonstrate –

- ✓ 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 and to formal and structured leadership processes to guide the work of the Action Group and the wider Logan Together movement.
- ✓ 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. This extends to the active involvement and leadership of parents and carers in the work of the Action Group.
- ✓ The views and roles of all participants being respected and valued
- ✓ Open discussion and collaboration between participants being supported and encouraged
- ✓ The tabling, discussion and action on presenting issues being conducted in a consistent and constructive manner
- ✓ A commitment to Collective Impact
- ✓ A commitment to evidence based and evidence informed practices.

Our Co-Chairs and Secretariat of the Action Group carry additional responsibilities and are expected to commit to their role for a one-year period.

Their additional responsibilities include –

1. Maintaining the culture and equity of voice at the Action Group
2. Co-designing the agenda for our meetings
3. Facilitating Action Group meetings
4. Ensuring that progress on Identified actions is reviewed
5. Ensuring alignment with the strategic and policy directions of Logan Together
6. The Secretariat being the key point of contact for the Action Group, recording the minutes and managing correspondence in between meetings.



## Membership

The Action Group will have a formal membership but will provide opportunities for observers to join each meeting.

The Action Group encourages membership from the following groups and will target the right balance of membership as it evolves over time:

- 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 Action Group 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 Action Group members. The Secretariat will actively assist with this. To support participation by community members childcare costs to facilitate meeting attendance and participation in working groups can be met by the Logan Together Backbone Team and this can be arranged through the Secretariat.

Membership is initiated by either a self-nomination process to the Secretariat or the Action Group identifying gaps in membership and seeking suitable representation to fill the gaps. A membership review will occur annually and will ensure membership is meeting the current needs of the Logan Together movement. Potential members will usually be invited to attend a meeting as a guest. The Secretariat will provide the potential member relevant documents relating to the Action Group e.g., Terms of Reference/Ways of Working, Strategic Approach, Logan Children's Charter etc. and after they have attended the meeting have a discussion about the breadth of the commitment required as a member. If there is mutual agreement that the commitment can be met then the person will be included as a member.

A nominated proxy for each member except community members can be designated. Action Group members are to brief their proxy about the journey of the Action Group.

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



## What Does It Mean To Be A Member of The Action Group

- The work of the Action Group is not isolated to meetings but will be carried through to the workplaces and communities of the membership.
- Members will leverage their relationships and connections to support the work of the Action Group and the Logan Together movement.
- There is an expectation that members will participate within their capacity. This may include – organising and/or participating in events, participating in working or project groups, hosting meetings.

## Operations of The Action Group

The Action Group forms an important part of the collaborative governance arrangements for the Logan Together movement.

### Frequency and Venue

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

The Action Group will have in place a mechanism to share information, work and insights of the Action Group with other Logan Together governance bodies. Also, there will be a mechanism in place to receive information from other Logan Together governance bodies. This mechanism is determined in collaboration with the Leadership Table.

### Meeting Format

The Action Group will generally meet in standard committee format, but other formats may feature.

### Chairing Responsibilities

Meetings will be chaired by the Co-Chairs of the Action Group and, who along with the support of the Secretariat, will have responsibility for developing meeting agenda and facilitating the meetings.

### Secretariat

The Logan Together Backbone Team will ensure that arrangements are in place to provide the Secretariat function.

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

Actions and key decisions from all meetings are made available on the Logan Together platform and, other than in exceptional circumstances, communications about our work are shared.





## Operations of The Action Group continued

### Agenda

The standard agenda for each meeting will be structured as follows:

- Setting Circle - Acknowledgement of Country and Sorry Business, Welcome and Introductions, Hot Issues from the Leadership Table, and other Logan Together Items
- Review of Previous Action/Decisions/Administrative Matters - Acceptance of Previous Minutes and Review of Actions, Administrative Matters
- Standing Items - First Nations First, Children at the Heart (including Children's Charter), Community-Led (including Community Forums), Working Group Reports, Collective Impact (quarterly – or as required)
- Information Sharing and General Practice
- Next meeting – date, time, venue, host

All members will be invited to contribute items for the agenda and suggest the invitation of guests aligned to those items.

### Working Groups

The Action Group will establish working groups to undertake specific items of work as determined by the membership. Working group membership will include people with relevant expertise and experience and is not limited to members of the Action Group.



## Remuneration of our Co-Chairs and Members

Co-Chairs and members who are able to participate on the Action Group as part of their paid employment are not additionally remunerated. For Co-Chairs and members who are not able to participate on the Action Group as part of paid work, remuneration may be provided for formal meeting requirements. Remuneration will be considered on a case-by-case basis by the Executive Director of Logan Together.

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 Action Group and their individual organisation, service or community. We acknowledge that members come from their services and/or community with knowledge and expertise. We understand that with this expertise comes the desire to build on their good practice to support children and families. The Action Group is asked to use that expertise to look at the broader community needs.

## Decision Making

Decision making will be a collaborative process involving all participants. The Action Group 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 Group and/or Co-Chairs. The Action Group will review its decisions and identify when they haven't got it right.



## Decision Making Continued

We value all First Nations participation and ensure an intrinsic way of working with a First Nations First approach.

The Action Group will meet to answer the following questions and make a decision when the agreed processes of engagement and information gathering have been achieved

1. Who has been involved in conversations about the proposal, what has been the process of listening, and over what time period?
2. Where does this proposal fit into our community's plan?
3. How many lives will be better off from this proposal and how will we know?
4. Does this proposal align with the principles that underpin our work and the purpose of the Action Group?
5. Will the work in this proposal be sustainable and offer opportunities for our community members and our community-controlled service sector?
6. Have we heard from the right voices to allow us to make a good decision at this stage and do we have the right people at the Action Group today to make this decision?

*"Nothing about us without us"*

