

Child and Family Focus SA (CAFFSA)

Policy and Advocacy Advisory Committee Terms of Reference (Updated February 2022)

Purpose

To contribute to sector wide policy development and advocacy efforts that direct, influence and inform changes in government policy, practice and legislation. To assist CAFFSA in the development of policies, policy submissions and other relevant resources designed to further the organisation's advocacy role as the state's peak body for non-government child protection and family support services.

Objectives

The objectives of the Policy and Advocacy Advisory Committee include:

- provide input, feedback and advice on whole-of-sector policy issues and policy problems;
- assist in the development of advocacy strategies and proposed policy outcomes;
- assist to shape whole of sector policy advice to government in the domains of child protection, child development, family support, prevention and early intervention;
- Recommend to the CAFFSA Board certain broad policy positions on behalf of CAFFSA membership in line with strategic and business plans;
- Ensure policy recommendations are aligned to best practice and are evidence based;
- Make recommendations to the CAFFSA Board on improvement to CAFFSA policy positions;
- Support CAFFSA membership and broader sector to understand access and participate in policy development as appropriate;
- Increase the advocacy capacity of CAFFSA members and sub-committee participants;
- Utilise CAFWAA as a mechanism for informing national advocacy efforts in child protection systems reform; and
- Communicate policy positions to broader sector

Membership

The Policy and Advocacy Advisory Committee shall be comprised of members of CAFFSA who have the capacity to represent the views and perspectives of their organisation

Decisions of the Sub Committee

1. The Committee will agree upon all actions via consensus decision making
2. All recommended policy positions will be presented to CAFFSA membership for discussion
3. All policy positions and activities will be endorsed and approved by CAFFSA Board

Governance

The Advisory Committee will chaired by a member of the CAFFSA Board or by the CEO

The responsibilities of the Chair include:

- Scheduling meetings and notifying Group members;
- Overseeing the preparation of a meeting agenda;
- Inviting guests to attend meetings, where agreed by the Group;
- Facilitating each meeting according to the agenda and time available;
- Ensuring all discussions end with a clear decision or outcome;
- Reviewing the meeting minutes before distribution; and,
- Ensuring meeting minutes are distributed to all Group members

Administration and Minutes

Minute-taking for meetings will be:

- Co-ordinated by CAFFSA
- The minute-taker will prepare the minutes of the meeting and distribute to the group members within *two weeks of the meeting*.
- Prepare agendas and supporting documentation for meetings;
- Distribute the agenda (and supporting information) *4 working days* prior to each meeting; and
- Set up the meeting room in preparation for the meeting, including organising any equipment requirements.

Duration and Frequency of Meetings

Meetings shall be held monthly for approximately one hour, preferably one week prior to the CAFFSA General Meeting

Meeting Format

Standing Items

- Welcome
- Agenda
- Minutes and business arising
- Policy Review/Gaps/Updates
- Other Business
- Meeting close and confirmation of the next meeting (5 mins)

Agenda Item Requests

Requests to have additional items added to the 'Other Business' section of the agenda, or for an additional allocation of time for updates, are to be made via the Chair prior to the meeting.

Terms of Reference Review

The Terms of Reference will be reviewed annually, at the first meeting of each year.

Terms of Reference Endorsement

The Terms of Reference have been endorsed by the membership of the CAFFSA Sub Committee