

Terms of Reference – 2025

Chaplaincy and Student Wellbeing Officer Programs Cross Sector Panel

Purpose

To facilitate the Australian Government's National Student Wellbeing Program (NSWP) and Queensland Government's Chaplaincy and Student Wellbeing Officer Program.

Scope

The cross-sector panel will:

- facilitate the allocation of funding to schools, including allocation of any unspent funding or savings and selection of alternative schools (should participating schools withdraw), for services from 2024-2027;
- support the project milestones and reporting arrangements outlined in the Federation Funding Agreement for the NSWP, and Clauses 6.1 and 6.2 of the Service Agreement for the Queensland Government's 2024-2027 Chaplaincy and Student Wellbeing Officer Program; and
- raise and review any complaints or issues about the allocation of funding or operation of the program.

Strategic alignment

Queensland Government priorities:

- Good Jobs – Supporting jobs and Investing in skills.
- Better Services – Keeping Queenslanders Safe and Educating for the future.

Department of Education Equity and Excellence Strategy:

- Supporting staff and student wellbeing and engagement to establish a positive environment and a strong foundation for learning outcomes.

Membership

Role	Position and organisation
Chair	Director, Strategic Implementation, Governance & Educational Performance (SIGEP), Department of Education or nominee
Members	Executive Director, Queensland Catholic Education Commission or nominee Chief Executive Officer, Independent Schools Queensland or nominee
Secretariat	Department of Education

Governance

Status of terms of reference

☐ Draft

☒ Final

Reference: 24/697632

Date approved:
05/03/2025

Approver: Chaplaincy and Student Wellbeing Officer
Programs Cross Sector Panel

Committee type

- ☐ Decision making ☒ Advisory

Committee term

- 2023-2027

Authority

- Federation Funding Agreement – NSWP 2023-2027
- Service Agreement for Commonwealth Government's 2024-27 NSWP
- Service Agreement for Queensland Government's 2024-27 Chaplaincy and Student Wellbeing Officer Program

Parent entity

- Key issues, advice or risks will be reported to the Deputy Director-General, Schools and Student Support, Associate Director-General, Early Childhood and State Schools, Director-General or Minister as required.
- The parent entity has final decision-making responsibility to ensure compliance with the NSWP Federation Funding Agreement and Chaplaincy/Student Wellbeing Officer program requirements.

Reporting and referral relationships

- The two 6 monthly reports as outlined in Clause 6.1 of the service agreements for Commonwealth Government's 2023-27 NSWP and Queensland Government's 2024-27 Chaplaincy and Student Wellbeing Officer Program.
- Annual financial report as outlined in Clause 6.2 of the service agreements for Commonwealth Government's 2023-27 NSWP and Queensland Government's 2024-27 Chaplaincy and Student Wellbeing Officer Program.

Meeting operations

Roles and responsibilities

Chair

- seek agenda items from members
- set and confirm the agenda of each meeting to ensure the delivery of the panel's intended outcomes
- circulate the final agenda and relevant papers three days prior to the meeting
- ensure the panel operates effectively and according to agreed protocols
- endorse non-members to attend meetings to address specific issues as required
- facilitate the flow of information before, during and following meetings
- liaise with, and report to, appropriate officers outside the panel as required
- review and report panel activities as required.

Members

- represent each education sector in Queensland schools or nominate a delegate
- provide specific expertise
- respond to the department with any agenda items (or a nil response), within the timeframe requested, noting that the Chair will make final decisions considering available meeting time

- provide feedback (or a nil response) to departmental requests for comment by the timeframe requested (or advise if further time is required). This may include out-of-session papers or minutes
 - disseminate information provided at the meeting to their organisation/schools as appropriate
 - liaise with other members of their organisation about effective practice to assist the panel to fulfil its purpose.
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Secretariat

- compile and send out agenda and briefing papers prior to the meeting
 - take and distribute minutes and a list of actions from the meeting
 - monitor and track actions
 - maintain records in accordance with department policies and procedures
 - update distribution lists as required.
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Meetings

Frequency

- The cross-sector panel will meet at least twice each year, once per semester, with the dates to be negotiated.
 - Chair, in consultation with the other members of the Panel, to determine if additional meetings are required.
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Operations

- If the Director, SIGEP is unable to chair the meeting, the position of Chair may be assigned to another officer of the department.
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Review arrangements

- Terms of Reference reviewed each year for currency.
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