



**Australian Government**

**Department of Families, Housing,  
Community Services and Indigenous Affairs**

## **FAMILY SUPPORT PROGRAM Activity Work Plan**

### **The Activity Work Plan**

The Activity Work Plan supports the Community Strategic Plan by providing details on the services and activities that will be delivered within the community to support and achieve the strategies, outcomes and deliverables identified in your Community Strategic Plan and FSP Funding Agreement Schedule or FSP Letter of Variation. The Activity Work Plan should include activities that promote collaboration and coordination with existing services and programs in your community to improve service accessibility, responsiveness and outcomes for vulnerable and disadvantaged families including Indigenous families and their children.

The Activity Work Plan should also include activities that support strategies to assist families impacted by changes to parenting payment eligibility requirements and, where applicable, young parents and jobless families under the Building Australia's Future Workforce package.

As stipulated in **Item E** of the FSP Funding Agreement Schedule or FSP Letter of Variation, **all** Communities for Children Facilitating Partners are required to provide an updated Activity Work Plan by **8 June 2012** for each Activity Delivery Area(s). You are encouraged to use this template to complete your Activity Work Plan.

Communities for Children Facilitating Partners who have a previously approved Activity Work Plan, an Interim Activity Work Plan and/or a Vulnerable and Disadvantaged Client Access Strategy may include relevant elements of these Plans/Strategies in their updated Activity Work Plan.

The **Activity Work Plan** includes the following sections:

**Section 1:** Communities for Children Facilitating Partner Details

**Section 2:** Description of Activities

## Guidance for submitting your Activity Work Plan

- Please ensure all relevant sections are completed and contain the required information. Your Activity Work Plan should be developed in line with the **strategies** specified in your Community Strategic Plan and the **deliverables** outlined in **Item B** of your FSP Funding Agreement Schedule or FSP Letter of Variation.
- If you are required to submit a separate Vulnerable and Disadvantaged Client Access Strategy (Access Strategy) including an Indigenous Access Plan and Indigenous Access Improvement Target for other FSP funded activities you may have already provided information required in some sections of your Activity Work Plan. Where responses are consistent and where relevant, responses in your Activity Work Plan may include a reference to the Access Strategy you have completed for other FSP funded activities.
- Your Activity Work Plan needs to be agreed to by your Communities for Children Committee.
- An authorising officer in your organisation must clear and sign the Activity Work Plan before the authorised copy is emailed to your FSP Agreement Manager for acceptance.
- Please contact your FSP Agreement Manager if you think you will have difficulty in meeting the due date or if you require assistance with the completion of your Activity Work Plan.

## Important References and Resources

When developing your Activity Work Plan, you should not only consider your Community Strategic Plan but should also refer to the following documents:

- FSP Program Guidelines: Part A - Section 1 Program Overview;
- FSP Program Guidelines: Part C - Communities for Children – Section 2 Activity Overview;
- Related Information - Collaborative Service Delivery in the Family Support Program;
- Related Information - The Family Support Program - What does 'vulnerable' mean for the Family Support Program?;
- The FSP Performance Framework and the FSP Performance Framework Service Provider Help Guide;
- Your FSP Funding Agreement Schedule or FSP Letter of Variation (**Item B and Item E**), with reference to the **Deliverables, Performance Indicators, Activity Delivery Area(s)** and the requirement for you to submit an Activity Work Plan by 8 June 2012; and;
- Your State/Territory and local government policies, plans and services.

## SECTION 1: Communities for Children Facilitating Partner Details

### Organisational Details

<b>Activity Delivery Area Name</b>	Lismore Communities for Children
<b>Activity Delivery Area Location</b>	Lismore
<b>Facilitating Partner Name</b>	YWCA NSW
<b>Facilitating Partner Contact Details</b>	s11C
<i>Name</i>	
<i>Title</i>	
<i>Address</i>	
<i>Number and Street Name</i>	
<i>Suburb/Town/Locality</i>	
<i>City</i>	
<i>State/Territory</i>	
<i>Postcode</i>	
<i>Phone Number</i>	
<i>Email address</i>	

### Activity Work Plan

<b>Date Activity Work Plan agreed by Communities for Children Committee</b>	7 <sup>th</sup> June 2012
<b>Name of Facilitating Partner Authorising Officer</b>	Gayle Osborne
<b>Signature of Facilitating Partner Authorising Officer</b>	

### FaHCSIA Use

<b>Date of Submission to FaHCSIA</b>	
<b>Date of FaHCSIA approval</b>	
<b>Approval by FaHCSIA Delegate</b>	
<i>Name</i>	
<i>Position</i>	
<i>Signature</i>	

## SECTION 2: Description of Activities

Using the allocated spaces below provide details of the activities you intend to implement across your Activity Delivery Area(s) over the period of your FSP Funding Agreement Schedule or FSP Letter of Variation. The activities included in this section should underpin the strategies specified in your Community Strategic Plan and support the Family Support Program outcomes and Communities for Children Facilitating Partner aims and objectives.

- **Family Support Program outcomes** (refer to the FSP Program Guidelines: Part A - Section 1.1 Program Outcomes):
  - Families function well in nurturing and safe environments;
  - Children and families have the knowledge and skills for life and learning;
  - Families, including children, especially those who are vulnerable or disadvantaged, benefit from better social inclusion and reduced disadvantage;
  - Organisations provide integrated services and work in collaboration with other services and the community;
  - Services focus on vulnerable and disadvantaged families and children.
- **Communities for Children Facilitating Partner aims and objectives** (refer to the FSP Program Guidelines: Part C - Communities for Children Section 2.1 Aims and Objectives) with a particular focus on the following objectives:
  - Healthy young families — supporting parents to care for their children before and after birth and throughout the early years;
  - Supporting families and parents — support for parents to provide children with secure attachment, consistent discipline and quality environments that are stable, positive, stimulating, safe and secure;
  - Early learning and care — provide access to high quality, affordable early learning experiences in the years before school; early identification and support for children at risk of developmental and behavioural problems; and assisting parents with ways they can stimulate and promote child development and learning from birth;
  - Create strong child-friendly communities that understand the importance of the early years and apply this capacity to maximise the health, well-being and early development of young children at the local level;
  - Link universal services with specialist support services and adult secondary services to ensure vulnerable children who are identified as being at high risk receive appropriate referral and case management in the family context.

Your responses to this section should be limited to **two pages per activity**.

























































**Strategy****Strategy:**

The 'In School Support' activity supports the following Lismore CfC strategy as outlined in the 2012 CSP

- Invest in children's wellbeing and development

**Overall Target Group:**

This strategy meets the needs of:

X ☐ vulnerable and disadvantaged families

X ☐ Indigenous families and their children

☐ families impacted by changes to parenting payment eligibility requirements

☐ young parents and jobless families, if applicable

**Activity****Supporting Activity Name:**

In School Support Program (ISS)

s22 - irrelevant information

s22 - irrelevant information

**Collaboration and Service Integration:**

The ISS program engages and collaborates with school principals, teachers, support staff and counsellors at each school. This program also works with the DET District Guidance Officer who provides input on the program. Child and Family Health is involved in providing the speech services to often the same children. Universal Medicine is engaged to provide counselling services to parents. The service also engages with other relevant NGOs and CfC programs as required.

s22 - irrelevant information

