



WorkUP
QUEENSLAND

Strengthening practice: Creating healing

Reference Group

Terms of Reference and Application Process

November 2025

Introduction

WorkUP Queensland (WorkUP) is the lead workforce capacity and capability service for the Domestic and Family Violence, Sexual Violence and Women's Health and Wellbeing workforce in Queensland. WorkUP provides Queenslanders with a strategic, developed and strongly supported workforce that will help in the effort to end domestic, family and sexual violence in Queensland. As part of our governance, the Reference Group provides advice and support directly to the Steering Committee.

We are seeking expressions of interest for membership of the Reference Group. This document sets out the context of WorkUP Queensland, Terms of Reference and the expression of interest process. If you would like to express interest, read the following and complete the survey linked on **page 5**.

Context

The Queensland Department of Families, Seniors, Disability Services and Child Safety, through the Office for Women's Safety and Violence Prevention, provides funding for services across Queensland. Services are delivered by a range of organisations, and include:

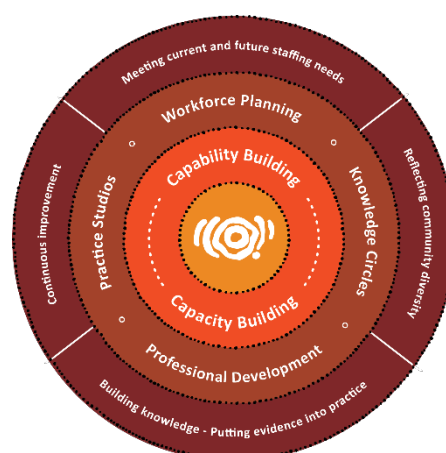
- state-wide helplines
- women's refuges
- counselling and support services
- specialist DFV, sexual violence and women's health and wellbeing services
- women's health and wellbeing services
- Aboriginal and Torres Strait Islander family violence services
- court support services
- legal support services
- perpetrator intervention initiatives
- high risk teams
- women's advocates

Service delivery model

WorkUP brings together [The Healing Foundation's](#) leadership expertise, strong connection to Aboriginal and Torres Strait Islander culture and knowledge, and trauma-informed, strengths-based approaches to healing along with the capability of [ANROWS](#) to mobilise evidence into practice through a gendered lens. The Healing Foundation is formally lead for contracting purposes.

Key features include:

- strategic [workforce planning](#) through existing professional development structures
- delivering planning and organisational development by building leadership to drive service outcomes
- Aboriginal and Torres Strait Islander leadership
- developing [resources](#) and tools with and for the sector
- using knowledge translation tools to test methods for applying emerging evidence
- leveraging existing opportunities and connections with the sector
- strong sector engagement
- cost-effective professional development solutions delivered through a panel of providers



Terms of Reference

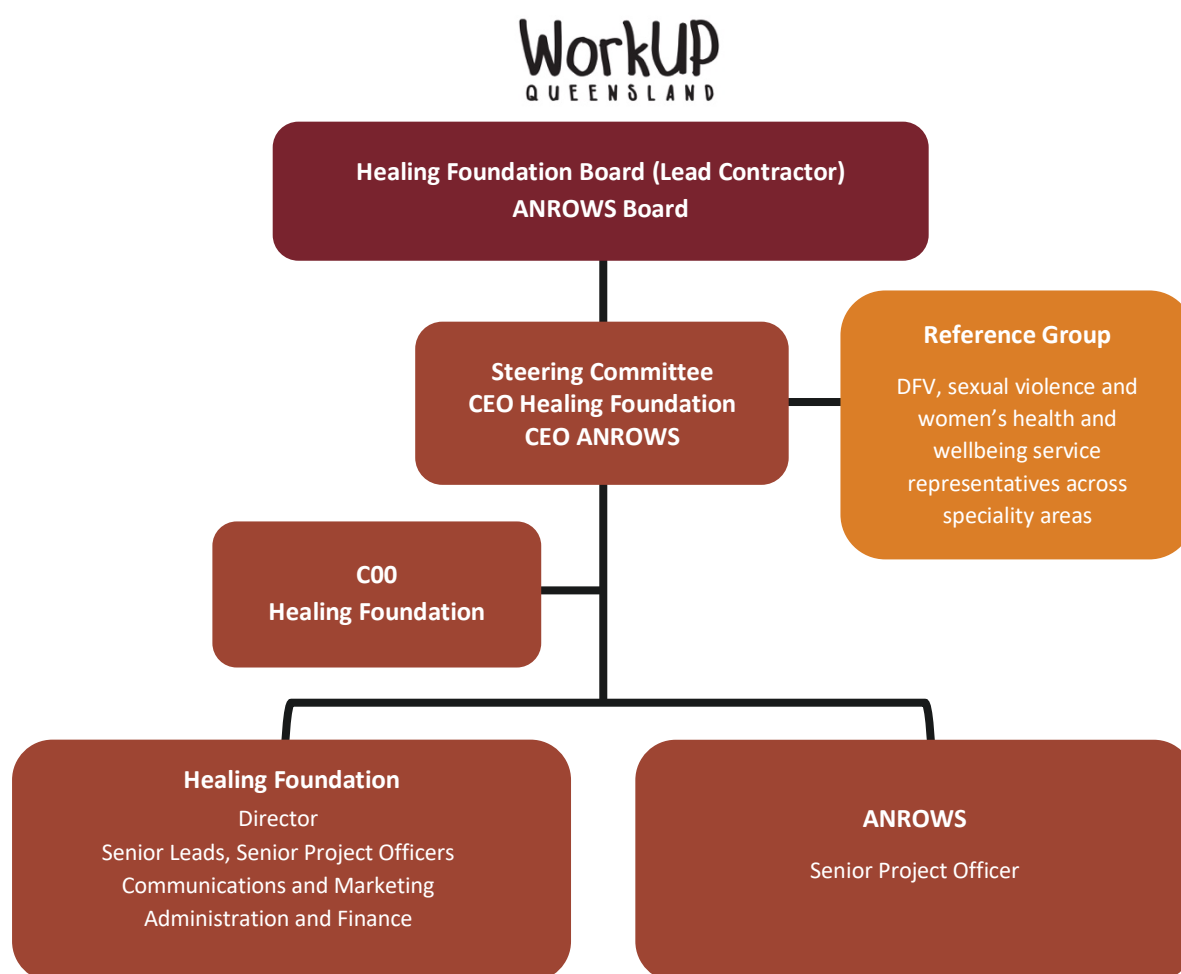
Purpose

The Reference Group is a key component of the governance of WorkUP Queensland. Through providing strategic support and advice, the membership will support the Steering Committee to achieve the vision and objectives of WorkUP.

Service vision and objective

WorkUP Queensland (WorkUP) is the lead workforce capacity and capability service for the Domestic and Family Violence, Sexual Violence and Women's Health and Wellbeing workforce in Queensland. WorkUP prioritises workforce growth, retention, development, support and connection, and sustains services to help end domestic, family and sexual violence in Queensland. It achieves these objectives by engaging with the workforce to provide professional development and resources designed both for and with the sector.

Governance



Scope

The Reference Group will provide strategic advice and support to the Steering Committee by:

- strengthening of relationships between WorkUP and the sector
- contributing toward creating a collective voice on priorities that support the workforce
- ensuring sector and service user perspectives and interests are taken into account in the development and implementation of all initiatives
- providing advice on key initiatives including practice studios, action learning, knowledge circles, and the Statewide Workforce Strategy

Membership

The Reference Group will consist of up to 12-13 members including:

- sector representatives from DFV, sexual violence and women's health and wellbeing services across the diverse specialty areas and geographical places
- Aboriginal and Torres Strait Islander representatives from the above services.

Membership will be reviewed at 2 years, to allow for opportunity for new members, while ensuring continuity across the group. The CEOs of The Healing Foundation and ANROWS will be permanent members of the Reference Group and the Director WorkUP Queensland will chair each meeting. Members of the WorkUP team may attend each meeting. Secretariat will be provided by the WorkUP Team. External parties may be invited to attend.

Meeting arrangements

The Reference Group will meet approximately **three times a year**. Arrangements can be made for participation online but face to face is preferable.

The agenda will be developed by the WorkUP Queensland team in consultation with the Steering Committee, with agenda items being invited two weeks prior to meeting. The agenda will be circulated by the team, one week prior to the meeting along with relevant papers and reports.

Members may be called upon to support other activities in between meetings, including attending events and supporting other activities.

Resources and budget

Time on the *Reference Group* is to be voluntary. Expenses for travel and other related expenses may be reimbursed.

Review

The *Terms of Reference* will be reviewed and modified if required on an annual basis.

THE SELECTION PROCESS

A Selection Panel will be formed, including an independent person.

The panel will select applicants who:

- best meet the selection criteria
- ensure appropriate sector representation
- ensure the reference group has a diversity of experience and skills

All applicants will be informed in writing of the outcome post the selection process.

Selection criteria

The selection criteria are designed to ensure development of a Reference Group that is reflective of the workforce. The reference group aims to reflect the diversity of workers, services and roles within our sector to discuss workforce prioritise, concerns and future initiatives.

Expressions of interest will be assessed on the following criteria:

- understanding of current workforce issues
- commitment to working collaboratively with Reference Group members and Steering Committee
- service type to ensure a diverse mix of representation across the target group
- service location to ensure diverse mix of representation across geographical areas
- strong connections and support from the sector

Expressing Interest

To express interest in **Reference Group Membership** please go to **Survey Monkey** to complete the expression of interest form at: <https://www.surveymonkey.com/r/2NZ6J8M>

- You will need the names and contact details of a workplace referee to support your expression of interest
- You will be asked to comment on your interests, knowledge of workforce issues and your connections across the sector

Expressions of interest will close 20 November 2025.

If you have any questions, please contact Louise Villanova at louise@healingfoundation.org.au.