



## Preventing Violence Against Women Advisory Committee - Terms of Reference

**Name** Preventing Violence Against Women Advisory Committee – Terms of Reference

**Approved by** Council

**Last reviewed**

### 1. PURPOSE

This document establishes the terms of reference, composition and operating arrangements of the City of Melton Preventing Violence Against Women Advisory Committee.

The formal Advisory Committee of Council will raise the awareness of the issue of family violence by informing and educating the community and its impact and provides a forum for shared knowledge and response to improve the wellbeing of those at risk in the Melton community.

### 2. RESPONSIBILITY

The City of Melton Preventing Violence Against Women Advisory Committee ('the Committee') has been established to coordinate a whole of community and agency partnership response to Family Violence issues.

In particular the committee will:

- share knowledge, practice wisdom, successes & challenges of family violence work in Melton
- promote Council as a demonstrated leader in preventing violence against women
- support members to develop skills and expertise in family violence through guest speakers and professional development opportunities
- provide networking and mentoring opportunities to build the capacity of services in Melton
- encourage partnerships with other sectors to drive change liaise with relevant government departments regarding violence against women related work.
- Contribute to local events and initiatives aimed at preventing and educating the community in relation to family violence.

The Committee will identify prevention priorities in the City, in partnership with the Melton Family Violence Network, with a particular focus on promoting awareness of family violence prevention and reducing the incidences in the community.

### 3. COMPOSITION

#### 3.1 Membership

The Committee will comprise (15) fifteen positions. Representatives will have:

- An interest in developing inter-agency partnership responses prevention of family violence.
- The positional authority within their organisation to make decisions and commitments at committee meetings to advance priority actions and strategies of the committee.

- A commitment to integrated collaborative planning and community participation in strategies and projects that improve actual and perceived levels of community safety in the City of Melton.

	<b>Name</b>	<b>Type of Appointment</b>	<b>Term</b>
1	Councillor, City of Melton	Chair, Elected Representative	1 year
2	Councillor, City of Melton	Elected Representative	1 year
3	Councillor, City of Melton	Elected Representative	1 year
4	Melton City Council, Manager Community Planning	Appointed	Ongoing
5	Melton City Council, Team Leader Health Promotion and Planning	Appointed	Ongoing
6	Melton City Council Health Promotion Officer	Appointed	Ongoing
7	Victoria Police	Appointed	Ongoing
8	Victoria Police	Appointed	Ongoing
9	Melton City Council Coordinator Family Services	Appointed	Ongoing
10	Djerriwarrh Health Service (DJHS)	Appointed	Ongoing
11	Brimbank Melton Community Legal Service (BMCLS)	Appointed	Ongoing
12	Melton Family Violence Network representative	Appointed	Ongoing
13	Department of Justice and Regulation	Appointed	Ongoing
14	Women's Health West	Appointed	Ongoing
15	Department of Health and Human Services	Appointed	Ongoing

Specialist Victoria Police officers, Council staff and other professionals will attend meetings to present agenda items. These representatives will be present on an ex officio basis only for the purpose of providing relevant information and advice on matters being considered by the Committee.

### 3.2 Method of Appointment

- Council officers will be appointed by the Chief Executive.
- Specific positions within organisations will be invited to join as committee members by invitation of Council and Victoria Police.
- In the event that an appointed representative from a member organisation resigns from the Committee, the organisation will nominate a replacement within two months of this resignation.

### 3.3 Term of Appointment

The role and membership of the Committee will be reviewed by key stakeholders annually.

#### **4. OPERATING PROCEDURES**

##### **4.1. Chair**

The Chairperson will be an elected Councillor from Melton City Council. The chairperson is responsible for presiding the meeting. In the chairperson's absence, the second elected representative will act as Chair for that meeting.

Any other member of the Committee may also be appointed to assist in various tasks such as taking of minutes etc.

##### **4.2. Quorum**

A quorum for the Committee will require attendance of a minimum of one (1) Councillor, one (1) Council Officer, one (1) Victoria Police representative plus one (1) community organisation representative.

The Committee will operate on a consensus basis. Where there are issues to be resolved, the Chair will defer the issue to the next meeting. Where issues remain unresolved and solution cannot be reached, and the matter is viewed as significant to the successful operation of the Committee, the Committee can appoint an independent mediator to assist to resolve the issue or assist the parties/group reach consensus.

##### **4.3. Meetings**

- The Committee will meet quarterly for a maximum of two hours
- Meetings will commence and conclude on time.
- Council officers will undertake administrative duties such as setting meeting dates and locations, agenda, minutes, correspondence and reports.
- Where practicable, the agenda, reports and documents that relate to the Committee and minutes of the previous meeting, will be forwarded to members at least five working days prior to meetings.
- Accurate minutes will be kept of each meeting of the Committee. The minutes of a meeting shall be submitted to committee members for ratification at the next subsequent meeting of the Committee.
- Standing agenda items for Committee meetings will be prescribed by Council and Victoria Police.
- Council and Victoria Police shall provide meeting facilities and administration support to the Committee as required.
- Meetings may be hosted by participating organisations.

##### **4.4. Reports**

The Committee will report progress annually to Council. Committee meeting minutes will be reported quarterly to Council.

The Committee will receive reports at each meeting from the following regional and local networks and committees:

- Western Region Crime Prevention Reference Group
- Melton Family Violence Network
- High Risk Working Groups (Victoria Police)

##### **4.5. Requirements of Members**

Members will be required to:

- Declare any interest, pecuniary interest or conflict of interest.
- Keep informed of current developments, issues and concerns in the local community.

- Prepare for and actively participate in meetings.
- Act in a courteous manner, respecting others views and opinions. All members should respect the decision of the consensus view as adjudicated by the Chair.
- Treat information with sensitivity.

**5. EVALUATION AND REVIEW**

- Terms of Reference will be reviewed every 2 years.
- Committee priorities and annual action plans will be determined by members and developed on an annual basis.
- The role, function and membership of the Committee will be reviewed by key stakeholders annually.
- The Committee will contribute to integrated evaluation processes.