Tamworth Domestic & Family Violence Committee

### Terms of Reference

**Date of Adoption: Date for Review:**

1. **Vision**

The Tamworth Domestic & Family Violence Committee (TFDVC) is to promote awareness and education to the Tamworth community around domestic violence issues.

1. **Purpose**

TDFVC is auspiced by the Tamworth Family Support Service, and is a collective group of government, non-government agency representatives and interested community members working towards reducing violence and abuse against women, children, young people, men and families in Tamworth.

1. **Priorities and Activities:**

3.1 Community Awareness & Education

* Raise local community awareness of the unacceptability and criminality of domestic violence
* Build on community strength, collaborating in joint projects as well as knowledge sharing from evidence-based practice.
* Develop and implement an annual DV Action Plan identifying strategies such as awareness campaigns/ events, white ribbon, reclaim the night, family fun days, Violence Prevention Week, etc.
* Keep the community informed of the support available to assist those impacted by domestic and family violence e.g. service flyers, social media,
* Focus on DFV issues through social media posts and print media releases

3, 2 Early Intervention & Prevention

* Build community capacity to prevent and reduce the incidents of domestic violence and abuse in Tamworth by working to create cultural and attitudinal change within the community and addressing the underlying causes of the violence.

3.3 Promote and Improve Service Delivery

* Enhance interagency responses to victims of domestic violence through for discussing ideas, networking, sharing information, funding and training opportunities
* Address issues of domestic violence against all victims in our community including Aboriginal and Torres Strait Islanders, those from culturally and linguistically diverse backgrounds, all ages, members of the LGBTQI community and people with disabilities
* Identify gaps and trends in domestic and family violence and work collaboratively with other stakeholders to address the issues.
* Identify common training needs
1. **Membership**

Government and non-Government services/agencies with a role and/or interest in domestic and family violence prevention can nominate representatives.

Community members/groups with an interest in domestic and family violence prevention may apply.

*Application for Membership:*

* Applications for TDFVC Membership are to be submitted to the Secretary and will be tabled at the next meeting for consideration.
* Membership will be for one year and members will need to reapply annually for membership at the same meeting as the Annual General meeting.
1. **Frequency, length, venue and protocols of meetings**
* Meetings will be held on the first Wednesday of each month (except January).
* A minimum for 4 members is required at a meeting to form a quorum.
* Meeting will begin at **11.00am and conclude at 12.00pm**.
* Meetings will be held at 3-5 White Street Tamworth unless an alternate location is advised**,** and/orby video conference.
* Apologies or agenda items for meetings are to be directed to the Secretary. If members miss more than three meetings without providing an apology membership may be reviewed.
* The agenda for meetings will follow a standardised format as outlined below. The agenda and any attachments are to be sent to members prior to the meeting.

*Agenda Format:*

 1. Welcome / Acknowledgement;

 2. Apologies

 3. Adoption of previous minutes;

 4. Actions arising from previous minutes

 5. Review of Action Plan/Events

 6. Financial report

 7. General Business

 8. Meeting Finish

 9. Next meeting

*Process for agenda items:*

* Members or services are to submit agenda items to the Secretary one week prior to the meeting with any relevant documents
* Members are requested to read the provided information prior to the meeting.
* Action items are to be completed by the due date or re-allocated to another member for completion.
* Minutes are to be distributed by the Secretary within two weeks of the meeting date
1. **Management Structure**
* TDFVC decisions will be reached by consensus.
* The executive positions of Chairperson, Vice-Chairperson, Secretary and a Treasurer, will be elected annually at the **February** AGM. It will be the responsibility of outgoing executives to pass all TDFVC information they are responsible for on to the incoming executive.
* The Chairperson will:
	+ Facilitate and coordinate monthly meetings.
* The Secretary will:
	+ Prepare agendas, disseminate relevant documentation, take the minutes of meetings and table correspondence/reports etc.
	+ Save all TDFVC documents on a USB to be passed on to the next Secretary.
* The Treasurer will:
	+ provide monthly reports on expenditure and balances
	+ ensure funding acquittals are completed as required,
	+ Retain invoices and receipts are for any expenditure or funding allocations.
1. **Reporting**
* Minutes of meetings will be distributed monthly to TDFVC members
* An annual Action Plan is to be developed to and distributed by the end of February each year to the members. The plan is to align with relevant local, state and federal government Domestic and Family Violence strategies, policies and action plans.
* Requests for expenditure are to be tabled at TDFVC Meetings for approval.
* Minutes of the meetings are available to the auspice agency (Tamworth Family Support Service)
1. **Evaluation & Review**
* The TDFVC will be evaluated on an ongoing basis through:
	+ Membership attendance;
	+ Ability to carry out the strategies of the annual action plan;
	+ Outcomes of projects/campaigns/events undertaken by the TDFVC
	+ Where possible, statistical evidence;
	+ Media coverage;
	+ Annual evaluation.
* The Terms of Reference, Action plans and Membership list will be reviewed annually.

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