

# **Domestic Violence Advisory Committee**

## **TERMS OF REFERENCE**



<b>Committee Name</b>	<b>Domestic Violence</b>
<b>Committee Type</b>	Advisory
<b>Responsible Section</b>	Community Services
<b>Document ID</b>	426315
<b>Date Adopted</b>	15 February 2022 (22/045)
<b>1. Purpose</b>	The Committee aims to raise awareness of domestic and family violence issues within the Narrandera Shire.
<b>2. Establishment</b>	<p>The Domestic Violence Advisory Committee has been established to provide particular expertise to help the Council to make its decisions and/or help engage community resources and opinion. There are no formal, delegated powers to act in place of Council.</p> <p>Any decisions or recommendations from the Committee need to be adopted by Council at a formal meeting to achieve legal standing.</p> <p>The Domestic Violence Committee as a Committee of Council is bound by practices established in Council's policies - in particular:</p> <ul style="list-style-type: none"> <li>• Council's Code of Conduct</li> </ul>
<b>3. Objectives</b>	<ul style="list-style-type: none"> <li>• Development, provision and dissemination of information to raise awareness of domestic and family violence issues and support services within Narrandera Shire</li> <li>• Participation in activities to raise awareness of domestic violence and to advocate for the safety of all community members</li> <li>• Advise council on strategies and practices that assist in educating the community with regards to domestic violence.</li> <li>• Advise Council on the enhancement of service provision for people affected by family and domestic violence</li> </ul>
<b>4. Objectives from the Community Strategic Plan (CSP)</b>	<p>The Committee's objectives align with the following objectives from the CSP:</p> <ul style="list-style-type: none"> <li>• To live in a healthy community and one that demonstrates a positive attitude</li> <li>2. Supporting community education on important health and wellbeing matters such as preventative health measures like good eating habits also on other social issues such as domestic violence and drug and alcohol abuse</li> <li>5. Maintain and preferably enhance our current health and emergency services</li> <li>• To feel connected and safe</li> <li>16. Encouraging the community to initiate the development of innovative and regular events</li> <li>17. Support community groups where possible to remain functional into the future</li> </ul>

<p><b>5. Membership</b></p>	<p>The Committee is to consist of a minimum of five (5) including:</p> <ul style="list-style-type: none"> <li>• Minimum of three (3) Community representatives</li> <li>• Minimum of one (1) Councillor – appointed by resolution of Council at the commencement of each Council term.</li> <li>• Committee members shall: <ul style="list-style-type: none"> <li>○ Send an apology if unable to attend a meeting. (Councillor to contact Councillor Alternate)</li> <li>○ Read Business Papers in advance and undertake necessary research</li> <li>○ Raise issues and concerns, and report on initiatives and issues which may be relevant to or of interest to other members</li> <li>○ Participate in discussions and decision making</li> <li>○ Follow through actions minuted and subsequently adopted by Council</li> </ul> </li> </ul>
<p><b>6. Method of Determining Members</b></p>	<p>Recruitment and appointment to the Committee:</p> <ul style="list-style-type: none"> <li>• Nominations of interest advertised via social media, print media</li> <li>• Nomination form completed by interested parties</li> <li>• Submissions collected</li> <li>• Report submitted to General Manager</li> <li>• Recommendations to Council</li> <li>• Resolution of Council endorsing members of Committee</li> </ul> <p>The process to replace any vacant positions is:</p> <ul style="list-style-type: none"> <li>• Review previous nominations</li> <li>• Nominations of interest advertised via social media, print media</li> <li>• Submissions collected</li> <li>• Report submitted to General Manager</li> <li>• Recommendations to Council</li> <li>• Resolution of Council endorsing members of Committee</li> </ul>
<p><b>7. Office Bearers</b></p>	<p>The Committee will elect the following office bearers:</p> <ul style="list-style-type: none"> <li>• Chairperson – elected bi-annually at AGM from the Community representatives <ul style="list-style-type: none"> <li>○ Chair meetings and ensure agenda items are discussed, decisions are made and action to be taken, as appropriate</li> <li>○ Ensure preparation of agenda before the meeting</li> <li>○ Approve meeting minutes prior to distribution</li> <li>○ Represent the Committee as spokesperson</li> <li>○ The Chairperson can cancel scheduled meetings if there are no scheduled Agenda items for consideration</li> </ul> </li> </ul>
<p><b>8. Term</b></p>	<p>The Committee is established for the term of Council, plus three (3) months.</p>
<p><b>9. Meetings</b></p>	<p>Meetings are to be held quarterly, in addition to an Annual General Meeting each September.</p>
<p><b>10. Quorum and Voting</b></p>	<ul style="list-style-type: none"> <li>• A quorum for a meeting will be a majority of the members of the committee</li> <li>• For a vote to be carried a majority of members attending, ie: half the number plus one (1) is required</li> </ul>

	<ul style="list-style-type: none"> <li>• Committees are encouraged to make decisions by consensus</li> <li>• Council staff do not have the authority to vote on issues</li> </ul>
<b>11. Reporting Requirements</b>	<ul style="list-style-type: none"> <li>• Agenda</li> <li>• Minutes of meetings within two weeks from meeting</li> <li>• Recommendations for submission to Council Meeting</li> </ul>
<b>12. Termination of Membership</b>	<p>A person shall automatically cease to be a Committee member if the member:</p> <ul style="list-style-type: none"> <li>• resigns by notifying the Committee and Council in writing</li> <li>• fails to advise of an absence of up to three meetings in a calendar year</li> <li>• fails to comply with Council's Code of Conduct</li> <li>• holds any office of profit under the Committee</li> <li>• fails to disclose any pecuniary interest in any matter with which the Committee is concerned and takes part in the consideration, discussion or votes on any question relating to the matter</li> <li>• dies</li> <li>• becomes a mentally incapacitated person</li> <li>• becomes bankrupt</li> <li>• or if Council passes a resolution to remove the member from the Committee.</li> </ul>
<b>13. Executive Support</b>	<p>Council's Community Services team is responsible for providing support to the Committee and will undertake to:</p> <ul style="list-style-type: none"> <li>• Be the main conduit between the Committee and Council</li> <li>• Provide and/or collect reports for compilation of the Agenda</li> <li>• Compile and circulate agendas, attend meetings, compile and distribute minutes</li> <li>• Monitor and follow-up Action Report</li> <li>• Compile the Annual Report of the Committee in conjunction with the Chair</li> <li>• Assist with referrals and information for resolution of matters within their authority</li> </ul> <p>Council's Governance team will:</p> <ul style="list-style-type: none"> <li>• Oversee the recruitment, selection and appointment process for Committee membership</li> <li>• Facilitate a review process for the Committee and the Term of Reference as required</li> <li>• Provide information and education on good governance</li> </ul>
<b>14. Committee Review</b>	Annual review of Committee need and objectives
<b>15. Alteration of Terms of Reference</b>	Amendment of the Terms of Reference can be by a majority vote of the Committee. The endorsement of Council is required before changes are enacted.

**NOTE: This is a controlled document. If you are reading a printed copy, please check that you have the latest version via Council's website (external) or MagiQ (internal). Printed or downloaded versions of this document are uncontrolled.**