

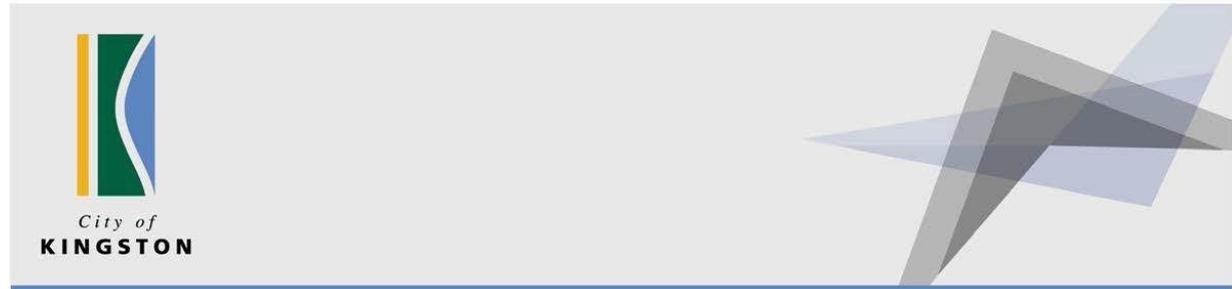
Family Violence Working Group - 2019 Terms of Reference

Name of Committee:	Family Violence Working Group
Purpose of Working Group:	The Family Violence Working Group (FVWG) has been established to provide advice to the City of Kingston on the development and implementation of the <i>Prevention of Family Violence Action Plan 2019-2021</i> and act as a conduit between Kingston community and the City of Kingston.
Context:	<p>Family Violence is prevalent, serious and preventable. It is a critical public health and safety issue in Australia where one in three women experience physical and/or sexual violence perpetrated by someone known to them. Preventing family violence is everyone's responsibility. Kingston City Council is well placed to take a key role in preventing Family Violence due to its extensive partnerships and its collaborative approach in working with the community, local organisations and other levels of government.</p> <p>From 2017-18, the FVWG facilitated the community and Council-wide consultation process to inform the development of Kingston's comprehensive <i>Prevention of Family Violence Action Plan 2019-2021</i> that was endorsed by Council on 22nd August 2018.</p>
Objectives & Scope	<p>The Working Group will continue to provide an opportunity for discussion, advice and feedback from residents and representatives from local community organisations for the purpose of assisting Council in the prioritisation, implementation and review of actions within the <i>Prevention of Family Violence Action Plan 2019-2021</i>.</p> <p>The Working Group will also be asked to provide feedback on potential community projects, initiatives and family violence related matters that impact the community.</p> <p>The Working Group will assist Council by:</p> <ul style="list-style-type: none"> • Providing feedback to Council on items of strategic importance in relation to family violence; • Acting as a key consultation mechanism for Council on items requiring action; • Supporting the implementation and review of the <i>Prevention of Family Violence Action Plan 2019-2021</i>; • Representing the local community and their interests; • Working positively with Council and celebrating achievements and successes as a community. <p>The Working Group will provide support, expertise, insight and advice to Council for the implementation and review of the <i>Prevention of Family Violence Action Plan 2019-2021</i>. It does not have delegated decision making power from Council.</p>



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<p>Criteria for membership</p>	<p>Working Group Members must either:</p> <ol style="list-style-type: none"> a) Reside, work, study or volunteer within the City of Kingston. b) Represent a relevant community organization with expertise in the area of Family Violence. <p>Committee members must demonstrate:</p> <ul style="list-style-type: none"> • An ability to constructively participate and contribute in an advisory capacity; • An ability to represent a broad range of views and areas that reflect the diversity of the community; • Have a strong understanding of the Kingston community and relevant local issues; • A willingness to contribute positively to meetings in a fair, respectful and reasonable manner; • A commitment to working positively in partnership with Kingston Council. • An ability to look beyond personal interests for the benefit of the community and residents of the City of Kingston.
<p>Membership & Frequency of Meetings</p>	<p>The Working Group is honorary and is anticipated to operate for the period of the Action Plan (2019-2021). It is intended that the working group will represent a diversity of ages, genders and ethnicities and will comprise of:</p> <ol style="list-style-type: none"> a) Community members b) Representatives from relevant organisations. <p>The size of the group has been expanded to reflect the strong interest from community members, service providers and internal council staff.</p> <p>Meetings will be held quarterly. The scheduling of these meetings will seek to accommodate the availability of members to the extent that is reasonably possible. It is anticipated that the meetings will be held at the Mentone Municipal Offices, 34 Brindisi St, Mentone.</p>
<p>Selection of Members</p>	<p>The selection of the membership will include calling for Expressions of Interest and or direct nominations.</p> <ul style="list-style-type: none"> - An advertisement will be placed on Council's Social media platform and on Council's website. - Specific representatives may be invited to nominate to ensure a diverse representation of the community is achieved. - Invitations to submit an EOI may be sent to relevant organisations in



	<p>order to achieve effective representation within the group.</p> <p>A nomination form must be completed by interested representatives and all nominations will be assessed against the Criteria for Membership.</p> <p>Depending on the number of EOIs received, alternative opportunities for contribution will be considered for those who are not appointed to the Working Group.</p> <p>Kingston Council reserves the right to appoint and terminate appointments to the Family Violence Working Group at its discretion.</p>
Role of Chair	<p>The Working Group will be chaired by a Council Officer from within the Social Development team. Council Officers will also compile and circulate agendas, attend meetings, compile and distribute minutes as required.</p> <p>The Manager (Libraries and Social Development) and Team Leader – Social Development and selected Council Officers will provide professional advice to the Committee as required.</p>
Disputes	<p>In the unfortunate case of any disputes occurring among the Working Group, every attempt will be made to resolve the issue between parties. If this cannot be achieved, Kingston City Council will determine the appropriate outcome/action.</p>
Conflict Resolution	<p>Members of the Working Group must be fully aware of their responsibilities with regard to the management of interests in relation to the discharge of their duties as members of Working Group. Any matter deemed by a member to represent a Conflict of Interest shall be reported to the Chairperson and Council staff either prior to a meeting or before the specific item is discussed and dealt with in line with Council policy.</p>
Confidentiality	<p>From time to time, Working Group members may be given access to information that is not publicly available. Working Group members must not disclose to other parties without express approval from Council. Discussions at the working group meetings are to remain confidential and not relayed to third parties. Members acknowledge the expectation of confidentiality through their membership and participation in the Working Group.</p>
Quorum and Voting	<p>The Committee will operate with 'one third plus one' of the total membership.</p> <p>It is preferable that decisions of the Family Violence Working Group are made by consensus; however, there may be circumstances where a matter is decided by a vote. In such circumstances, each member is entitled to one vote.</p>