

Committee Name	<b>Domestic Violence Advisory Committee</b>
<b>1. Purpose</b>	The Committee aims to raise awareness of domestic & 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 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>
<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</b>	<p>The objectives of the Domestic Violence Advisory Committee aligns with the following from the CSP</p> <p>To live in a healthy community and one that demonstrates a positive attitude.</p> <ul style="list-style-type: none"> <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. 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>
<b>5. Committee Structure</b>	<p>The Committee is to consist of a minimum of five (5) including</p> <ul style="list-style-type: none"> <li>• <b>Chairperson</b></li> <li>• Elected bi-annually at AGM from the Committee's Community Representatives</li> </ul>

- Chair meetings and ensure agenda items are discussed, decisions are made and action to be taken, as appropriate.
- Ensure preparation of agenda before the meeting.
- Approve meeting minutes prior to distribution.
- Represent the Committee as spokesperson.
- The Chairperson can cancel scheduled meetings if there are no scheduled Agenda items for consideration.
- **Community Representatives**
- Minimum of three(3) Community Representatives
- Attend meetings and be punctual.
- Send an apology if unable to attend a meeting. (Councillor to contact Councillor Alternate)
- Read Business Papers in advance and undertake necessary research.
- Raise issues and concerns, and report on initiatives and issues which may be relevant to or of interest to other members.
- Participate in discussions and decision making.
- Follow through actions minuted and subsequently adopted by Council.
- **Councillor**
- Minimum of (1) Councillor. Council representative – membership shall be appointed by resolution of Council at the commencement of each term.

**Council staff support.**

- Prepare items for inclusion in the agenda in consultation with the Chairperson.
- Provide appropriate council staff support to the Domestic Violence Advisory Committee meetings
- Provide secretarial support
- Provide and/or collect reports for compilation of the Agenda. Be the principal point of contact for the Committee.
- Be the main conduit between the Committee and Council.
- Assist Governance and Administration in the co-ordination of Committee Meetings.
- Monitor and follow-up Action Report.

<p><b>6. Term</b></p>	<p>The Committee is established for a term of Council plus 3 months.</p> <p><b>Method of Determining Members:</b></p> <p>Recruitment and Selection</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><b>7. Meetings</b></p>	<p>Meetings are to be held quarterly in addition to an Annual General Meeting each September.</p>
<p><b>8. Quorum &amp; Voting</b></p>	<p>1. A quorum for a meeting will be a majority of the members of</p>

	<p>the committee.</p> <ol style="list-style-type: none"> <li>2. For a vote to be carried a majority of members attending - half the number plus one (1) is required</li> <li>3. Committees are encouraged to make decisions by consensus</li> <li>4. Council staff do not have the authority to vote on issues.</li> </ol>
<b>9. Termination of Membership</b>	<p>Any member who fails to advise of an absence of up to three (3) meetings in a calendar year will be deemed to have resigned</p> <p>Members can choose to resign by notifying the Committee in writing</p> <p>Replacement of Vacant Positions</p> <ul style="list-style-type: none"> <li>• investigate 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>
<b>10. Reporting Requirements</b>	<p>Documents required:</p> <ul style="list-style-type: none"> <li>• Agenda</li> <li>• Recommendations for submission to Council Meeting</li> </ul>
<b>11. Alteration of Terms of Reference</b>	<p>Amendment of the Terms of Reference can be by a majority vote of the Committee which will require the endorsement of Council before it is enacted.</p>
<b>12. Committee Review</b>	<p>June 2020 review of Committee need and objectives</p>