

Capricorn Coast Domestic and Family Violence Prevention Working Group

Terms of Reference

The Capricorn Coast Domestic and Family Violence Prevention Working Group is an initiative of the Livingstone Shire Council and the Capricorn Coast branches of the Queensland Police.

PURPOSE

The Capricorn Coast Domestic and Family Violence Prevention Working Group is a strategic group established to report to Livingstone Shire Council regarding:

- (1) progressing strategy development and sector engagement;
- (2) identifying current community Domestic and Family Violence safety initiative needs and service gaps, and processes to address findings to ensure continuous improvement;
- (3) improving the understanding of roles and responsibilities pertaining to Domestic and Family Violence on the Capricorn Coast;
- (4) understanding workforce challenges, opportunities and development; and
- (5) increasing the capacity and resilience of the community to respond to Domestic and Family Violence safely and appropriately.

FUNCTION

The principal functions of the Capricorn Coast Domestic and Family Violence Prevention Working Group are to:

- (1) address strategic level Domestic and Family Violence issues raised via standing agenda items from committees and networks, including but not limited to:
 - (a) the Capricorn Coast Liquor Accord;
 - (b) the Capricorn Coast Interagency Group;
 - (c) the Capricorn Coast Access and Equity Committee;
 - (d) the Capricorn Coast Indigenous Mob Incorporated;
 - (e) the Youth Advisory Group; and
 - (f) Neighbourhood Watch Groups.
- (2) provide information and recommendations to relevant bodies regarding Domestic and Family Violence and opportunities/programmes available (in particular the Capricornia Domestic and Family Violence Steering Committee);
- (3) identify efficiencies and inefficiencies within the region regarding Domestic and Family Violence;
- (4) acknowledge and balance equitably the needs of the populations within the region;
- (5) develop local strategies to improve access to information, services and support for the community with respect to Domestic and Family Violence;
- (6) facilitate effective feedback regarding local mechanisms to promote community safety in regards to Domestic and Family Violence; and
- (7) advise on models of community safety, quality improvement, implementation, research, education, funding and other matters as required.

MEMBERSHIP

The Capricorn Coast Domestic and Family Violence Prevention Working Group membership consists of:

- (1) the Officers in Charge from Yeppoon Police and Emu Park Police;
- (2) representatives of the two Domestic and Family Violence Government funded support services in the region; Relationships Australia and Helem Yuumba.
- (3) representatives of the following committees/networks:
 - (a) the Capricorn Coast Liquor Accord;
 - (b) the Capricorn Coast Interagency Group;
 - (c) the Capricorn Coast Access and Equity Committee;
 - (d) the Capricorn Coast Indigenous Mob Incorporated;
 - (e) the Youth Advisory Group;
 - (f) Zonta;
 - (g) Neighbourhood Watch Groups; and
 - (h) Interested community members, church and education representatives.
- (4) Councillor responsible for Community Development;
- (5) Council officers from the following unit:
 - (a) Community Partnerships.

The Capricorn Coast Domestic and Family Violence Prevention Working Group members are accountable for:

- (1) maintaining focus and agreed scope to achieve outcomes;
- (2) fostering collaboration and building a consensus driven approach to achieving objectives;
- (3) providing timely feedback and informed advice for the purpose of providing strategic guidance;
- (4) attending scheduled meetings or arranging a well-informed proxy (a proxy must be a representative from the same organisation as the member for which they are acting as proxy);
- (5) communicating any perceived or actual conflicts of interest throughout the entirety of their membership; and
- (6) maintaining appropriate confidentiality.

The Chairperson of the Capricorn Coast Domestic and Family Violence Prevention Working Group will be the Council officer from the Community Partnerships Unit.

MEETINGS

Meetings will be held monthly and scheduled by agreement to ensure timely information is reported to the Capricornia Domestic and Family Violence Steering Committee.

Meetings will be held at an agreed venue and location may be rotated as necessary. Face to face meetings are preferred with teleconference facilities expected to be available.

GUIDING PRINCIPLES

The guiding principles for the Working Group are that attendees will:

- (1) be inclusive, open minded and respectful of everyone's perspective;

- (2) be punctual, well prepared, timely with responses and follow through on matters and actions;
- (3) put personal agendas aside and provide advice for the greater good of the Livingstone community;
- (4) progress assigned actions as agreed;
- (5) give consideration to accessibility, efficiency, appropriateness and effectiveness of actions;
- (6) acknowledge and maximise existing projects and programmes to ensure efficient and effective outcomes can be achieved;
- (7) aim to improve safety, responses and support for the community in relation to Domestic and Family Violence;
- (8) be realistic about what can be achieved; and
- (9) have a strong focus on outcomes.

CONFLICT OF INTEREST AND CONFIDENTIALITY

The *Local Government Act* identifies direct and indirect conflicts of interest which require disclosure as and when they arise. Members of the Capricorn Coast Domestic and Family Violence Prevention 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 the Capricorn Coast Domestic and Family Violence Prevention Working Group.

Any matter deemed by a member to represent a Conflict of Interest shall be reported to the Chairperson prior to the meeting or before the specific item is discussed and dealt with in line with the *Local Government Act* and any relevant Council policies or guidelines.

It is intended that the Capricorn Coast Domestic and Family Violence Working Group will be a forum for discussing proposed policies and actions which may impact the Livingstone Community.

It is envisaged that members will be provided with information which is not available in the public realm. It will be critical that committee members are seen as a group which can be trusted with confidential information.

The Capricorn Coast Domestic and Family Violence Prevention Working Group's ability to fulfil its purpose will be severely hampered if that trust is undermined in any way. Given the level of confidentiality which will be associated with some of the information provided to members, any discussion with non-committee members is limited to information already available to the public.

Confidential discussion will not be disclosed without the Chairperson's prior approval.

EXECUTIVE SUPPORT

Secretariat support will be provided by Community Partnerships (Livingstone Shire Council).

AGENDA DISTRIBUTION TIME

The agenda for the Working Group will be distributed at least one week in advance of the meeting.