

Shoalhaven Domestic and Family Violence Committee

Terms of Reference

1. Introduction

There are over 80 Local Domestic Violence Committees across the state which can provide accurate information about the available services in the area.

Local Domestic Violence Committees (LDVCs) also perform an important function in raising community awareness, lobbying for improved services, and contributing and promoting the effectiveness of local services in responding to victims/survivors of domestic and family violence. Local Committees have been prominent in identifying difficulties faced by victim/survivors of domestic and family violence who approach services and become users of the legal and other support systems.

LDVCs have also been responsible for the development of resources, publications and information. Most importantly, these local committees are powerful in promoting a coordinated, effective response and in encouraging interagency collaboration and cooperation. Much has been achieved by the combined efforts of community organisations on LDVCs, compared to that which can be achieved by individual services with limited resources.

The Shoalhaven Domestic and Family Violence Committee is auspiced by South Coast & Country Community Law Inc (formerly known as Shoalcoast Community Legal Centre), an independent incorporated association.

The Shoalhaven Domestic and Family Violence Committee is committed to access and inclusion for all our members and will endeavour to facilitate meetings by MS Teams or other Audio Visual Link software to enable our members to attend and participate more fully.

2. Objectives

- 2.1 To secure funding to support the activities of the Shoalhaven Domestic and Family Violence Committee.
- 2.2 To provide a forum for information exchange, regarding issues of domestic and family violence and maintain strong communication networks between the various groups within the community who are involved in matters of domestic and family violence.
- 2.3 To promote integrated services that will ensure the safety of victim/survivors of domestic and family violence in our local community.
- 2.4 Promote recognition that many forms of domestic and family violence are criminal offences and, through ongoing education, encourage the whole community to accept responsibility for, and take positive steps to reduce and prevent, incidents of domestic and family violence.
- 2.5 To provide a forum to give local service providers, a collective and stronger voice and raise the community's awareness around issues relating to domestic and family violence.

- 2.6 Ensure continued co-operation and understanding between the NSW Police, government, nongovernment agencies and the community of the issues and dangers associated with domestic and family violence.
- 2.7 To keep the community informed of the various Acts/ Legislation relating to domestic and family violence and the agencies set up to assist those affected by domestic and family violence.
- 2.9 Lobby and advocate where required and appropriate on issues of concern and opportunities for improved responses and services regarding domestic and family violence matters.
- 2.10 Maintain distribution list for members of the Nowra Domestic and Family Violence Committee.
- 2.11 Communicate and liaise with other Local Domestic Violence Committees (LDVCs).

3. Membership

- 3.1 The membership will be open to any service provider providing services to people affected by domestic and family violence in the Shoalhaven.
- 3.2 Membership will be open to any person in the community with experience and/or an interest in the area of domestic and family violence.
- 3.3 There is an annually elected Chair, Treasurer and Secretary.

3.3.1 Position Description for elected roles:

Chair

The Chair person will conduct the meetings and liaise with the Secretary on preparation of the meeting agenda and meeting minutes. The chair may also plan guest speakers or training and is expected to be an active member of the Working Party.

Secretary

The Secretary will take minutes and keep record of attendance for the Auspice organisation. The Secretary is responsible for the recording of any incoming or outgoing correspondence on behalf of the committee.

Treasurer

The Treasurer is responsible for the record keeping for the bank account of the Committee. This person will also prepare a report for the Committee each month with any relevant information about the incoming and outgoing monies for the Committee to consider when planning activities. The Treasurer may also be responsible for filing Acquittals for any Grant monies used by the Committee with direction and assistance from the Auspice.

3.3.2 All elected positions of the Committee are expected to be signatories for the Committee bank accounts and may be called on to log into their online account with the banking institution used to allow payments to be processed in a timely way.

Note: two signatories are required for payments from the bank account.

4. Conduct of Meetings

The Committee will meet the 4th Thursday of each month, with a break taken in December and January.

5. Role of Auspice Organisation

South Coast & Country Community Law Inc (SC&CCL) auspices the Shoalhaven Domestic and Family Violence Committee.

Contact details for the committee are c/- SC&CCL and are as follows:

Postal Address: PO Box 1496 Nowra NSW 2541

Phone number: 4422 9529

Email: info@scclaw.org.au)

SC&CCL submits funding applications and receipts grant funding for the committee.

SC&CCL maintains the email distribution list for the committee.

6. Review

These Terms of Reference will be subject to review by the Committee if and when required.

Last reviewed: May 2025