

CAMPBELLTOWN DOMESTIC VIOLENCE COMMITTEE

MEMBER INFORMATION PACKAGE



Auspiced by
MACARTHUR
Legal Centre
Supporting our community

CAMPBELLTOWN SAYS **NO** TO
DOMESTIC AND FAMILY VIOLENCE

WWW.DVHELP.ORG.AU

CONVENED BY CAMPBELLTOWN CITY COUNCIL

CONTACT: 4645 4902

CAMPBELLTOWN DOMESTIC VIOLENCE COMMITTEE

MISSION

The Campbelltown Domestic Violence Committee works towards the elimination of domestic violence through the development of partnerships and increased coordination of service provision in the Campbelltown local government area.

INTRODUCTION

Campbelltown Domestic Violence Committee (CDVC) was established in the early 80's.

It is:

- Auspiced by the Macarthur Legal Centre (MLC) – requiring the Committee to be a part of the MLC for legal purposes.
- Convened by Campbelltown City Council.
- Part of a network of DV Committees that operate in local government areas throughout NSW.
- Made up of organisations that provide services to women, men and families who have been victims of domestic violence.
- Funded by small grants and fundraising. As part of the Government's DV strategic framework, Women NSW annually provide a grant opportunity to Local DV Committees to work at a local level.

OUR PURPOSE

The CDVC works towards reducing violence against women, men, and their families by those who are, or have been, in a domestic relationship with them.

The CDVC respects the right of every person to live free from violence and free from the fear of violence, and that this is essential to the wellbeing of every person.

Members acknowledge and respect that domestic violence:

- Does not discriminate and can impact the lives of anyone.
- Can take many forms including: physical, psychological, verbal, financial, and spiritual.
- Statistically is overwhelmingly an offence perpetrated by men against women.
- Is a crime.

CDVC's specific role in the Campbelltown local government area includes:

- Providing a coordinated approach to raising awareness for the protection of people in situations of domestic violence.
- Enhancing interagency responses to those affected by domestic violence.
- Improving interagency networks, and developing collaborative partnerships with government, non-government agencies, businesses and the local community to address and respond to domestic violence in a coordinated approach.

- Providing a forum where all agencies delivering services to people experiencing domestic violence can come together to discuss issues of concern, and advocate to address these issues at a systemic level, in a respectful and professional manner.
- Work for cultural change and greater understanding of what are healthy relationships.
- Support and encourage law enforcement; and
- Provide education, information and resources to local services, businesses and community members.

COMMITTEE ROLES AND RESPONSIBILITIES

MEMBER ORGANISATIONS AND THEIR DELEGATES:

Membership is open to government and non-government agencies, with a commitment to feminist principles, working in the local government area of Campbelltown and who commit to delegate a worker to attend committee meetings and participate in events, particularly during the 16 days of Activism Against Violence on Women (commencing on the 25 November, The International Day of Elimination of Violence against Women and ends on 10 December, International Human Rights Day. For further information on these 16 days go to the Council website.)

Further information about the role and duties of members are set out below:

- The Organisation understands that the nominated delegate represents their organisation at all times and when attending activities and events this is deemed to be part of their role and the Member Organisation is responsible for all insurances related to their employee.
- Organisation Members will observe good Work, Health & Safety practices when attending events.
- The Organisation gives permission for their contact information to be shared on the committee's website.
- Photo permission is stated.
- Members will respect confidential information shared within the meetings.
- Member Organisations are expected to support and maintain the integrity of the committee.

CONVENOR – CAMPBELLTOWN CITY COUNCIL:

- First point of contact regarding the Campbelltown Domestic Violence Committee
- Disseminate information and minutes
- Organise venue and inform committee members of meeting dates, times and venues
- Regularly review contact list to make sure it is current and accurate.
- Support Chairperson to keep meeting on track
- Convener to delegate role to another member if they cannot attend a meeting
- Prepare risk assessments of events organised or hosted by the Committee
- Lodge funding submissions, liaise with Auspice, MLC, sign funding submissions on behalf of committee.

AUSPICE – MACARTHUR LEGAL CENTRE:

- As the auspice of the Committee, the Committee is legally part of MLC.
- MLC banks the Committee's income and pays its expenses.
- Present a financial statement of committee funds for monthly meeting
- The Committee's financial statements are audited as part of MLC's annual audit.
- Signs funding submissions
- Maintain public liability insurance on behalf of the Committee in relation to events organised or hosted by the Committee.
- Approves risk assessments prepared by Council.

CHAIRPERSON:

- Chairs meetings of the Committee
- Position is rotated so it is shared throughout committee
- Follow the agenda
- Facilitate meeting
- Keep meeting on track and focused on issue being discussed

MINUTE TAKER:

- Position is rotated so it is shared throughout committee
- To take succinct, accurate minutes
- Accurately record actioned items
- Accurately record committee decisions and how they were decided
- Access minute template from Convener and type up within one week of meeting
- Forward minutes to Convener for distribution to members

COMMITTEE MEMBERS AND THEIR DELEGATES:

Each member:

- Understands that their nominated delegate represents their organisation at all times. When attending activities and events this is deemed to be part of their role and the Member organisation is responsible for all insurances related to their employee.
- Members and their nominated Delegates will observe correct Work, Health & Safety practices when attending events.
- Gives permission for photos to be used on the web page and/or in advertising unless otherwise advised by the organisation.
- Will respect confidential information shared within the meetings.
- Will support and maintain the integrity of the Committee.
- Agrees to its Delegate providing at least two hours of time annually to support the activities of the Committee (not including meeting time).
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- Commitment to meeting protocols, purpose and work of the committee
- Commitment to attend and actively participate in meetings
- Commitment to complete relevant tasks and actions
- Willing to play an active role in committee events and initiatives
- Willing to participate in working groups, policy inquiries and submissions and to raise issues that will develop and sustain DV services regionally
- Abide by Code Of Conduct (see below)
- Participate in the decision making process
- If a committee member has a dispute with other members of the Committee, the member agrees to follow the grievance and complaints policy (see below)
- Respond to issues in a timely manner
- Prepare for meetings by reading the minutes
- Support committee events and projects through administrative tasks or event participation.

MEETING PROCEDURES:

- A roster is developed for committee members to rotate minute taking and chairperson responsibilities.
- CDVC templates will be used for the Agenda and Minutes
- Minutes will be completed and distributed by the minute taken within 2 weeks of the meeting.
- A standard agenda will be used with the responsibility of committee members to email agenda items to the convener for inclusion on the agenda at least 1 week prior to the meeting.

MEETING TIMETABLE:

- The Committee meets on the second Monday of the month February to December, from 10am to 11.30am.
- Meetings are held at the Campbelltown City Council's Staff Training Centre, Queen Street, Campbelltown.
- Annual Planning Days are held on the second Monday of February.

Sub-Committees:

The committee often has smaller sub-committees working on community projects. All viable sub-committee need a minimum of four individuals to be deemed effective and unbiased. It is advised that four different services are involved to relieve the work load on members and organisations.

CODE OF CONDUCT

ORGANISATION MEMBERS/DELEGATES AGREE TO:

- Be respectful of each other
- Contribute to a safe and welcoming environment
- Take personal responsibility regarding how they communicate
- Respect diversity of opinion
- Make no agency criticisms
- Willingness to work together
- Personal grievances not to be raised during committee meetings
- Follow through with assigned tasks and subcommittee membership requirements
- Support and maintain the integrity of the committee

- Inform committee of issues relating to the committee regarding poor code of conduct
- Declare any conflict of interest
- Respect confidentiality and privacy
 - The members agree, in respect of any personal or business information held or collected in connection with this membership, to comply with any applicable law regarding privacy and to use any information only for the purposes of this committee.
- Dispute resolution
 - In the event of a dispute between parties which cannot be resolved during the regular meeting process, each party agrees to use the dispute resolution process as set out in the grievance procedures.

GRIEVANCE PROCEDURE

The Campbelltown Domestic Violence Committee's aim is to ensure that members and/or delegates with a grievance relating to the committee can use a procedure which can help to resolve grievances as quickly and as fairly as possible.

A grievance is a type of concern, problem or complaint related to their work, environment or person. A grievance may be about any act, omission, situation or decision that is thought unfair, discriminatory or unjustified.

Grievances must be related to committee issues and business, not personal issues with committee members.

STAGE 1 – INFORMAL RESOLUTION:

- If a member is able and confident, and the grievance is with another member, they should first discuss the issue with the person whom they have a grievance with, and try to resolve.

STAGE 2 - SEEK ASSISTANCE:

- If stage one does not solve the problem, seek assistance from the convener, chair or auspicing body (MLC).
- If required, a confidential meeting will be arranged between the convener, chair or auspicing body. This meeting is for the purposes of mutual discussion, understanding and agreement.
- When the parties agree that the matter is resolved, any remedial action agreed upon is taken and the complaint goes no further.

STAGE 3 – FORMAL RESOLUTION:

- Should the above process not resolve the issue the complaint is put into writing, outlining the complaint, and lodged with the complainant's organisation and the convener or auspicing body.
- A mediation session will be called and a sub-committee made up of three elected committee members will be formed to deal with the written complaint.

THIS SUB-COMMITTEE WILL FOLLOW THIS PROCEDURE:

- Within five (5) working days the sub-committee will respond in writing to the statement, inviting the member delegate to attend a meeting where the alleged grievance can be discussed. Another representative of the organisation may accompany the delegate.
- After the meeting the subcommittee will investigate the complaint/grievance which may include discussing the issue with other members of the committee as necessary.
- After a full and fair investigation the subcommittee will in writing inform the member organisation and/or delegate of the outcome. If the matter has been resolved no further action will be taken.
- If the matter is not resolved to the satisfaction of the complainant, the member organisation will be informed of the right of appeal.

STAGE 4 – APPEAL:

- If the matter is not resolved to the member's satisfaction they must set out their grounds of appeal in writing within five working days of receipt of the decision letter.
- Within ten working days of receiving an appeal letter, the organisation should receive a written invitation to attend an appeal meeting. The appeal meeting should be conducted by other members of the committee not involved in the original meeting.
- After the appeal meeting with the committee will must inform the member writing of their decision within ten working days of the meeting. Their decision is final.
- Should the complainant feel that the grievance has not been properly dealt with by the grievance procedure or that the outcome was unfair, he/she may wish to take the grievance to an external agency.

PRINCIPLES TO FOLLOW:

Campbelltown DVC will ensure that our Grievance and Dispute handling is:

- Confidential – only people involved in making or investigating a complaint will have access to information about it.
- Impartial – All parties involved will have an opportunity to have their say. No assumptions will be made and no action taken until all relevant information is collected and considered.
- Free of repercussions – No action will be taken against anyone for making or helping someone to submit a genuine grievance. Members will take all necessary steps to ensure that no victimisation occurs against anyone who makes a grievance.
- Timely – All grievances will be dealt with as quickly as possible.
- Documentation – all grievances are to be documented unless otherwise advised.

CAMPBELLTOWN DOMESTIC VIOLENCE COMMITTEE MEMBERSHIP APPLICATION 2017			
ORGANISATION:			
ADDRESS:			
POSTAL ADDRESS:			
PHONE:		FAX:	
DELEGATE'S NAME:			
DELEGATE'S ROLE:			
CONTACT EMAIL:			
WEB ADDRESS:			
ORGANISATIONS CORE BUSINESS (in relation to DV):			
WORKERS COMPENSATION INSURANCE POLICY NUMBER:			
Copy of Certificate of Currency Provided	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Organisation gives permission for its details to be showed on the dvhelp.org.au website:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Organisation gives permission to publish photo's on website and Facebook page:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<p>I am authorised to apply for membership of the Campbelltown Domestic Violence Committee on behalf of this organisation. I take responsibility for our organisation's Delegate to abide by the Code of Conduct, follow grievance procedure if necessary, to attend meetings and strive to achieve the goals of the committee.</p> <p>Delegate Name: _____ Signed: _____</p> <p>Organisation: _____ Date: _____</p>			
Contact: Convener Details		Community Project Officer Campbelltown City Council PO Box 2560 Tel: 4645 4902 women@campbelltown.nsw.gov.au	
Office Use Only: Received by Membership Sub Committee/Convener		Date: _____	