

Gippsland Regional Prevention of Men's Violence Against Women Steering Committee

Terms of Reference

1. Preamble

The Gippsland Regional Prevention of Men's Violence Against Women Steering Committee (the PMVAW Steering Committee) works to reduce and prevent violence against women and their children within the Gippsland Region. The PMVAW Steering Committee includes membership from across the Aboriginal, Community, CALD, Legal, Local Government, Health, Education, Victoria Police, Child Protection, Emergency Services, Regional Sport Assemblies, Family Violence and Sexual Assault sectors.

Each member agency will promote and drive implementation of the Gippsland Prevention of Men's Violence Against Women Strategy: A coordinated approach (PMVAW Strategy) within their respective organisations and sectors.

Members of the PMVAW Steering Committee recognise that gender violence is both a consequence and cause of gender inequity in all sectors of society, and will ensure that men and women are equal and shared leaders in the prevention of gender based violence.

2. Mission Statement

The PMVAW Steering Committee's mission is to create communities across Gippsland that promote and contribute to the Prevention of Men's Violence Against Women and their children.

3. Shared Vision

The PMVAW Steering Committee's vision is of an inclusive and equitable Gippsland that values women and men equally and allows for equal participation and access to resources at all levels of community.

4. Role and Responsibilities

The role of the PMVAW Steering Committee is to implement, monitor, promote, and continuously provide input into the Gippsland Regional PMVAW Strategy through the;

- Development of partnership agreements and coordination structures that clearly demonstrate a shared vision for the implementation of PMVAW preventative actions across Gippsland.
- Development of an annual implementation plan with monitoring and evaluation framework. The purpose of the plan will be to outline activities under four broad activity areas that will guide Prevention of Men's Violence Against Women and their Children within the Gippsland region. These include:
 - partnerships activity
 - leadership & advocacy
 - organisational & workforce development
 - community strengthening
- Establish & maintain linkages with the Gippsland Integrated Family Violence Service Reform Steering Committee.
- Provision of feedback to the sub-regional PMVAW Working Groups as well as to Gippsland DoJ Justice Reference Committees and Gippsland Health Promotion Task Group, regarding the

effectiveness, challenges, learnings and issues identified in implementation of PMVAW preventative actions in Gippsland.

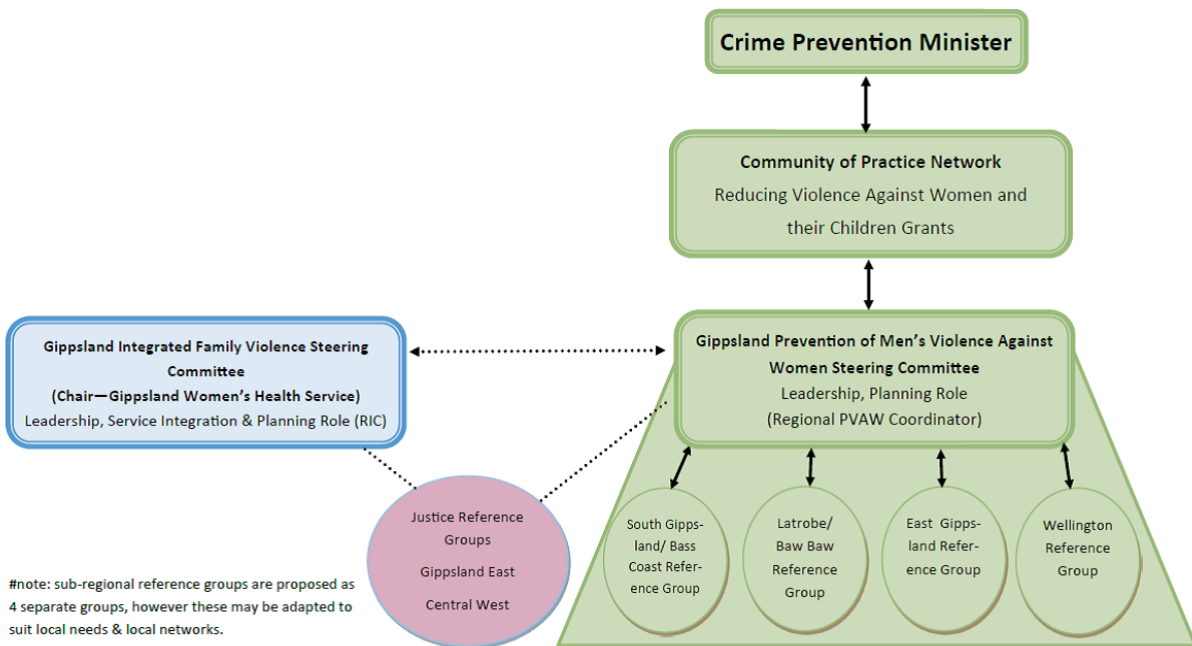
- Facilitate, at an organisational level, the mapping of existing prevention strategies across Gippsland.
- Identify key partners and establish sub-regional PMVAW Working Groups across Gippsland to encompass (Baw Baw, Latrobe City, Bass Coast, South Gippsland, Wellington and East Gippsland). The sub regional PMVAW Working Groups will provide relevant and appropriate local knowledge to assist in the identification of 'at risk' populations groups as well as identifying successful PMVAW work across Gippsland.
- Provision of limited funding for endorsed projects or activities that focus on selected preventative actions to support universal preventative actions. The process to be followed will be:

The identified organization to complete a specified "Funding Application Form" and present the project or activity at the relevant sub regional PMVAW Working Group meeting. The members of the sub regional PMVAW Working Group will then make a recommendation (to support or not to support the project or activity) to the Regional PMVAW Steering Committee on the "Funding Application Form". The recommendation to the Regional PMVAW Steering Committee should also be noted in the sub regional PMVAW Working Group Meeting's minutes.

5. Coordination Structure



Gippsland preventing men's violence against women strategy: A coordinated approach Leadership & coordination structure



6. Membership

There are two levels of membership of the Gippsland Regional PMVAW Steering Committee:

Full Member

- Receipt of all Gippsland Regional PMVAW Steering Committee communications.
- Ongoing and consistent participation in Gippsland Regional PMVAW Steering Committee meetings (with full voting rights), planning processes and other activities, including endorsed projects.

The Committee will comprise full membership from the following organizations or programs at the executive, management level:

- Bass Coast Shire Council
- Bass Coast Community Health
- Baw Baw Shire Council
- Best Start
- East Gippsland Shire Council
- Gippsland Centre for Sexual Assault (GCASA)
- Gippsland Community Legal Service
- Gippsland & East Gippsland Aboriginal Co-operative Ltd
- Gippsland Family Violence Regional Integration Coordinator (RIC)
- Gippsland Multicultural Services
- Gippsland Women's Health Service
- Gippsport
- Latrobe City Council
- Latrobe Community Health Service
- Quantum Support Services
- Relationships Australia (RA)
- South Gippsland Shire Council
- The Salvation Army – GippsCare
- UnitingCare Gippsland
- Victoria Police - Regional Police Family Violence Advisor
- Wellington Shire Council

Further individuals, organizations, and representative groups will be at times invited to participate as appropriate at a Steering Committee level, or invited to attend at a sub-regional working group level.

Level 2 - Associate Member

- Receipt of all Gippsland Regional PMVAW Steering Committee communications.
- Optional attendance at Gippsland Regional PMVAW Steering Committee meetings (without voting rights).
- Participation in consultative and planning processes in relation to Gippsland Regional PMVAW Annual Implementation Plan and other activities, including endorsed projects.

The Committee will comprise associate membership from the following organizations at the executive, management level:

- Dept of Human Services - Child Protection Services
- Dept of Human Services - Community Housing Manager
- Dept of Human Services - Indigenous Family Violence Strategy Manager
- Dept of Human Services – Children, Youth & Families Manager

- Gippsland Housing & Support Services Networker (Quantum)
- SAAP Children's Resource Worker (UnitingCare)
- Dept of Justice – Gippsland
- Dept of Health – Mental Health & Drugs

The Steering Committee may vary its membership from time to time as it sees fit. To apply for membership there is a specified "Membership Application Form" that will be completed. The Committee will make an informed decision from the information received by the applicant about which level of membership is the most appropriate.

7. Meetings

Meetings will be held bi-monthly, more often as issues require or as deemed appropriate by the PMVAW Steering Committee. Each Organization will meet its own costs in respect of participation at meetings and in other activities associated with the PMVAW Steering Committee.

Teleconferencing and/or Videoconferencing will be made available to those unable to attend in person.

8. Reporting

The PMVAW Steering Committee will develop clear links with the Gippsland Integrated Family Violence Steering Committee (GIFVSC) and the Regional PMVAW Coordinator will provide regular verbal reports to the GIFVSC. A written report will be provided to the GIFVSC if the Regional PMVAW Coordinator is unable to attend a meeting. The Regional Integration Coordinator who provides the leadership position to the GIFVSC will also sit as a member on the PMVAW Steering Committee.

The Steering Committee will receive regular written reports from:

- The sub-regional PMVAW Working Groups

9. Delegations and Quorum

The Steering Committee may delegate any of its functions and powers to its local sub-regional Reference Groups as well as to any (full) member or (associate) member(s) of the Steering Committee, or any other person or persons as it may determine who are qualified to provide advice to the Steering Committee.

The Steering Committee quorum for conducting Committee business will consist of 50% plus one of the full members. Approval action is defined by a simple majority of voting members present. Each member organization will nominate a representative to attend the meetings. Voting rights will equal one vote per organization. In all matters requiring voting, the Chair will participate as a voting member but will not have a casting vote.

10. The Chairperson and the Regional PMVAW Coordinator

The Chairperson of the Steering Committee will be the Executive Officer of Gippsland Women's Health Service, as the lead agency responsible for the Department of Justice Reducing Violence against Women and their Children Grant. It is recognized that the position of Chair of the Steering Committee is an important leadership role in the PMVAW Strategy. The duties of the Chair will include:

- Guide the PMVAW Steering Committee in development of preventative actions and coordinated approaches to PMVAW;
- Attend any additional meetings deemed appropriate and in line with Department of Justice requirements

The PMVAW Steering Committee and the Chair will work with the Regional PMVAW Coordinator to provide leadership in the development, implementation and monitoring of the Regional PMVAW Strategy. This will include the following tasks:

- Regional (sub regional) universal and selected preventative actions
 - Develop an annual implementation plan based on the 4 broad activity areas outlined in the Regional PMVAW Strategy.
 - Monitor progress against the implementation plan.

11. Accountability

The members of the PMVAW Steering Committee are required to attend meetings and each partner agency will be responsible for delegating a representative. It is expected that the PMVAW Steering Committee will comprise of agency representatives that will have sufficient seniority to represent the agency position, make commitments to partnership arrangements and ensure that PMVAW preventative actions are authorized at an agency level.

All partner agencies comprising the PMVAW Steering Committee will establish processes within their own organizations to support the implementation of the Regional PMVAW Strategy in Gippsland. The processes established should be able to overcome organizational structural barriers and address from a strategic perspective any policy or practice issues that prohibit effective implementation of the Regional PMVAW Strategy. Agencies will inform the PMVAW Steering Committee through the Regional PMVAW Coordinator about the established structure.

12. Evaluation

Partnership Analysis of the PMVAW Steering Committee will be carried out annually the external evaluators. External evaluation of the Gippsland Regional PMVAW Strategy will be completed throughout the three year funding period by an external consultant body or advisor.

13. Commencement, Modification and Termination

The Terms of Reference will be reviewed on an annual basis.

Where necessary, the Terms of Reference may be modified by a majority decision of the Steering Committee.