

**Terms of Reference – May 2021**

## Background

The Hepburn Family Violence Action Group (the Action Group) is a cross-sector partnership of agencies committed to improving the operation of the family violence system in the region. The Action Group aims to work together at a local level within a strategic framework to provide access to services when and where people need them, specifically:

* Local exchange of information about services in-reaching into Hepburn to improve coordination and operations; and
* Translating strategic reform and change to the local level

One focus on the Action Group *is ‘Information sharing with, and access to, services on regional boundaries,’* resulting inthe action to *‘create a Service provider network that will meet every 2 months’.*

## Aims of the Service Network

This Service Network aims to:

* Create a space for clinicians and other professionals who work directly with Hepburn Shire residents that have been affected by family violence to come together, share information and strengthen partnerships
* To provide a supportive environment for clinicians and other professionals working in this space
* To increase visibility and knowledge of services available in Hepburn Shire to support people affected by family violence
* To identify emerging trends or family violence issues affecting people in local Hepburn Shire communities
* To create a platform for sharing local knowledge and service/clinician expertise
* To strengthen referral networks
* To identify opportunities to further support people affected by family violence in Hepburn Shire
* To receive relevant, up-to-date, information from the Action Group
* To inform the Action Group of local opportunities and challenges prioritised by the Service Network

## Roles and Responsibilities

See below Service Network members roles and responsibilities

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| Organisation | Key Responsibilities |
| Hepburn Shire Council Officer(s)  | * Schedule and host Service Network meetings, including providing an appropriate venue
* Prepare and circulate the agenda for the meeting with input from the Chair and the previous meeting notes
* Perform administration tasks for the Service Network (e.g. take notes and distribute if required)
* Provide updates to Council as required
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| Service Network Chair | * Commit to Chairing Service Network Meetings for a defined timeframe (e.g. 6 months - 3x bi-monthly meetings)
* To nominate a replacement Chair if unable to attend the meeting
* Chair meeting according to the agreed agenda and timeframes
* Note apologies and welcome new members accordingly
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| Service Network Members  | * To participate actively in the Service Network, including sharing ideas, expertise and knowledge
* To take any client-specific conversations that arise with another service provider “off-line”
* Work with other Service Network members to identify and discuss emerging trends and issues in the local community
* Refer other relevant service providers to the network as appropriate
* Perform any allocated actions or tasks that result from the Service Network meetings
* To attend Service Network meetings when possible
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## Membership Criteria

*Service Network Member:*

The Service Network will consist of clinicians and other professionals working directly with clients from the Hepburn Shire that have been affected by family violence. Services could include, but are not limited to;

* Health
* Housing – including transitional and crisis accommodation
* Legal

Service Network members will be available where possible to attend scheduled meetings.

**Agreed Behaviours**

Service Network members are expected to act honestly, with respect for one another, and with the best interests of the community at heart. The following behaviours are expected;

* Honesty and transparency
* Listening while others speak, allowing everyone to contribute
* Respectful of diverse voices and views
* Commitment to confidentiality as required

Council (or the Service Network) may by written notice remove a member of the Service Network if the following circumstances are to occur:

* disrespectful, offensive or abusive behaviour to another Service Network member or Council Officer, either directly or indirectly
* or has otherwise engaged in conduct likely to bring the Service Network into disrepute
* a serious breach of the Terms of Reference

**Next Review Date:**

May 2022