****Campaspe Family Violence Action Group

 **Service System working group**

**TERMS OF REFERENCE**

**Purpose of the Service System working group**

The Campaspe Family Violence Action Group exists to drive greater integration and coordination of local services – both universal and specialist – for all those experiencing family violence in Campaspe; and to prevent family violence before it occurs through evidence-based action on gender inequality in settings across the community

The Service System Working Group brings together key organisations in the region to develop and implement strategies to foster a service system that has the capacity to respond effectively to people experiencing family violence.

**Key objectives and actions**

The groups key objective is to foster a service system with the understanding and capacity to respond appropriately to all who experience family violence in Campaspe (‘no wrong door’)

To achieve this, we will:

* Map the existing service system through co-design, from the lived experiences of women and men, victims and perpetrators, to inform the partnership’s integration and coordination activities.
* Develop a ‘Who does What’ resource for services.
* Develop a wallet card with wat is family violence & services information for consumers.
* Build the capacity of universal services to identify and respond to family violence as appropriate to their role (ensuring not to duplicate current initiatives currently underway by universal service providers)

*Additional action:*

* Build the capacity of core services to identify and respond to family violence as appropriate to their role
* Map the service system, using co-design, from the view of service providers, so as we can further analyse how service providers currently interact with one another. This information will provide an evidence base for where collaboration efforts should be targeted and it will also provide baseline data which we can measure the impact of our creating collaboration efforts at a later stage.

**Participants**

Echuca Regional Health (chair)

Loddon Campaspe CLC / ARC Justice

Kyabram and District Health Services

Save the Children

Centre for Non Violence

Campaspe Primary Care Partnership

Victoria Police

Njernda Aboriginal Corporation

Anglicare

Invite other stakeholders on as needed basis dependent on specific topic areas.

**Meetings**

Meetings are to be held on a bimonthly basis for the first 6 months; frequency to be reviewed post initial six months.

Meetings will be held at Echuca Regional Health

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| --- | --- | --- |
|  | Date | Time |
| **CFVAG Service System working group**Chair Danielle Paterson  | Thursday 7th March 2019 | 9:30 – 11:00 |
| Thursday 18th April 2019 | 9:30 – 11:00 |
| Thursday 4th July 2019 | 9:30 – 11:00 |
| Thursday 29th August 2019 | 9:30 – 11:00 |
| Thursday 24th October 2019 | 9:30 – 11:00 |
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**Quorum for Meetings**

A minimium of four members are to be present to form a quorum in support of meeting discussions. If a quorum is not available, key discussions shall occur via email to ensure progress on initiatives continues.

**Reporting Mechanisms**

Meeting minutes will be shared with all members.

Recommendations and reports shall be provided to the Campaspe Family Violence Action Group.

Members are responsible to share information and activities of the working group with their respective organisations.

**Chairperson & Secretary Roles**

The chairperson role will be Echuca Regional Health as sponsor for this priority area.

The minute taker role will be shared.

Agenda items are to be confirmed at the end of each meeting. Additional agenda items shall be forwarded to Chair.

The sponsor organisation will be responsible for circulation of the minutes and agendas (one week prior to the meeting where possible).

**Supporting documents**

* CFVAG Strategic Directions



* Key messages infographic



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| **Author** | **Version** | **Implemented** | **Review** |
| Health Promotion Manager, Echuca Regional Health  | v.1 | March 2019 | Annual  |