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| 1 | February 2024 | Anna Davis | Revised |
| 2 | June 2024 | Anna Davis | Amended in line with new group name |

# **Background**

The Northern Territory’s commitment to prevent and improve responses to domestic, family and sexual violence (DFSV) is guided by [*Safe, Respected and Free from Violence, the NT Domestic, Family and Sexual Violence Reduction Framework 2018 – 2028* (the Framework).](https://tfhc.nt.gov.au/__data/assets/pdf_file/0006/464775/Domestic,-Family-and-Sexual-Violence-Reduction-Framework.pdf)

The Framework is implemented through a series of action plans. The first of these, [*Action Plan 1: Changing Attitudes, Intervening Earlier and Responding Better (2018-2021)* (Action Plan 1)](https://tfhc.nt.gov.au/__data/assets/pdf_file/0010/627895/Domestic-Family-Sexual-Violence-Reduction-Action-Plan-1.pdf) was released in late 2018. [Action Plan 2](https://tfhc.nt.gov.au/__data/assets/pdf_file/0006/1271499/domestic-family-sexual-violence-reduction-action-plan-2.pdf) was released in August 2023.

Actions under the Framework and Action Plans 1 and 2 have been allocated for implementation to the Department of Territory Families, Housing and Communities (TFHC); the Department of the Attorney-General and Justice; the Department of Education; the Department of Health; and Northern Territory Police.

# **Purpose**

The Northern Territory (NT) DFSV Advisory Forum advises NT Government on the implementation, monitoring and evaluation of the Framework and action plans. The work of the DFSV Advisory Forumis not limited to actions in the action plans, but includes all policies, services and programs that work towards the Framework’s outcomes.

The purpose of the DFSV Advisory Forumis to:

* provide advice on integrated and collaborative DFSV policy development and implementation, and DFSV service delivery;
* develop and promote a shared understanding of DFSV across the NT, in line with the Framework and the NT’s [Domestic and Family Violence Risk Assessment and Management Framework](https://tfhc.nt.gov.au/__data/assets/pdf_file/0008/942074/risk-assessment-management-framework.pdf);
* maintain effective engagement and information sharing between all DFSV Advisory Forummembers and the services, agencies and groups they represent.

# **Membership**

## 3.1 Composition of the DFSV Advisory Forum

Membership of the DFSV Advisory Forumcomprises one nominated representative from each of the below:

* Department of Territory Families, Housing and Communities (Domestic, Family and Sexual Violence Reduction Division)
* NT Police
* Department of the Attorney-General and Justice (Legal Policy)
* NT Correctional Services
* Department of the Chief Minister and Cabinet
* Department of Health
* Department of Education
* Aboriginal Justice Unit
* Aboriginal Medical Service Alliance NT
* Central Australian Family Violence and Sexual Assault Network
* Tennant Creek Local Reference Group
* Katherine Local Reference Group
* Darwin Domestic and Family Violence Network
* NT Legal Assistance Forum
* Northern Territory Council of Social Service
* Top End Remote Safe House Network
* NT DFSV Aboriginal Advisory Board (2 representatives – 1 female and 1 male)
* OurWatch

Members from government agencies are expected to represent their agency as a whole. Members from networks and peaks are expected to represent their network or peak membership as a whole.

All members should have sufficient authority to effectively contribute to the work of the DFSV Advisory Forum. It is recommended that government members be at the Director level at minimum, and non-government members be at the senior management level.

## Appointment of members

The co-Chairs invite the above listed agencies and organisations to nominate a member on the DFSV Advisory Forum, and to encourage the member to prioritise an Aboriginal or Torres Strait Islander person for their nomination. The co-Chairs will appoint nominated members in accordance with these terms of reference.

## 3.3 Term of membership

Members are nominated to represent their agency, organisation, network, or peak body for a period of two years. Membership is automatically renewed every two years from the date of written confirmation of membership from the co-Chairs. Members may withdraw from the DFSV Advisory Forumat any time by advising the Chair in writing.

## 3.4 Proxies and guests

Members will nominate a consistent proxy to attend any meeting on their behalf where they are not able to attend, and ensure the proxy is fully informed and capable of participating in the meeting on behalf of the member.

If the member is representing a network, the proxy will be from a different organisation than the member.

Non-members may be invited to deliver presentations, provide or seek advice, or observe at DFSV Advisory Forummeetings, with the prior approval of the co-Chairs.

# **Roles and responsibilities**

## 4.1 Members

DFSV Advisory Forummembers will:

* attend and actively participate in DFSV Advisory Forummeetings;
* be prepared and well briefed about the business of the DFSV Advisory Forumprior to meetings;
* represent and report on the interests of their agency, members or network;
* report on DFSV Advisory Forummeetings to their agency, organisations, members and networks, subject to any confidentiality requirements;
* facilitate information sharing and collaboration across DFSV Advisory Forummember organisations and, subject to any confidentiality requirements, across the DFSV services sector;
* provide advice on and support the implementation, monitoring and evaluation of the action plans, and associated DFSV policy, service and program development and activity that works towards the Framework’s outcomes;
* government members will punctually contribute to DFSV Advisory Forumreports, including arranging approval processes prior to submitting the update on behalf of their organisation;
* advocate, where appropriate, for the outcomes of the Framework and action plans within their organisation or network;
* participate in sub-committees of the DFSV Advisory Forum.

## 4.2 Chair

The DFSV Advisory Forumwill be co-chaired by the DFSVR Division Executive Director; and a co-chair elected from and by the NGO membership.

Co-chairs will:

* approve the agenda prior to circulation;
* alternate chairing meetings;
* ensure the induction of new members;
* drive delivery of agreed actions arising from meetings;
* facilitate the flow of information and participation of all members;
* manage relationships between members;
* review membership of any member who misses more than two consecutive meetings in a calendar year. The co-Chairs’ decision on the review of membership will be presented to DFSV Advisory Forumfor endorsement;
* provide oversight and quality assurance;
* develop and oversee the DFSV Advisory Forumworkplan; and
* provide brief the TFHC CEO, and committees on behalf of the DFSV Advisory Forumas required.

## 4.3 Secretariat

TFHC (DFSVR Division) will provide secretariat support to the DFSV Advisory Forum. Secretariat will:

* provide briefings and induction materials to new members;
* develop agendas;
* circulate the agenda and papers five working days prior to the scheduled meeting, where possible;
* source appropriate venues for meetings;
* maintain a secure document records management system;
* support delivery of actions arising from meetings;
* circulate draft meeting minutes and other documentation in a timely manner;
* prepare a Communique, summarising the meeting outcomes, after each DFSV Advisory Forummeeting, and, following endorsement by the co-Chairs, share the Communique with DFSV Advisory Forumfor broad circulation and publish it online. The Communique will not contain any sensitive or confidential information.

# **Governance**

The DFSV Advisory Forumwill report annually to the CEO Coordination Group through the TFHC Chief Executive Officer (CEO). The CEO is also responsible for resolving contested issues.

The CEO Coordination Group will approve the DFSV Advisory ForumTerms of Reference (ToR) and any amendments to the ToR.

The DFSV Advisory Forumalso has the option of referring issues to the Deputy CEO Group where they require escalation, resolution, endorsement prior approval by the CEO Coordination Group, or support.

**DFSV Aboriginal Advisory Board**

Nine community members, provide advice to the Minister on DFSV policies and programs as they impact upon Aboriginal people, organisations and communities in the NT

**Minister for the Prevention of Domestic, Family and Sexual Violence**

**DFSV Aboriginal Advisory Board**

Nine community members, provide advice to the Minister on DFSV policies and programs as they impact upon Aboriginal people, organisations and communities in the NT

**Participating agencies: TFHC, NT Police, DoE, NT Health, AGD, DCMC**

**(AP2 Action Implementation Steering Group)**

**DFSV Aboriginal Advisory Board**

Nine community members, provide advice to the Minister on DFSV policies and programs as they impact upon Aboriginal people, organisations and communities in the NT

Key:

red = NGO  
blue = government,

green = joint partners

yellow = community

**Specialist DFSV services**

**Aboriginal Community Controlled Organisations**

**Universal/generalist services**

**Specialist legal services**

**Peaks**

**Cabinet sub-committee on Community Safety**

Chaired by Police Commissioner. Members: Chief Minister, Minister for Families, Minister for DFSV Prevention, Minister for Health, and relevant CEOs

**Responsible minister: Minister for the Prevention of Domestic, Family and Sexual Violence**

**CEO Coordination Group** (Chair: CEO DCMC)

**AP2 Executive Sponsors Sub-committee**

Chaired by DCEO Families. Members: DCEOs AGD, DoE, NT Health, NTPFES. Secretariat: DFSVR. Endorsement/approval/issue resolution

of items from Implementation Steering Group.

**AP2 Implementation Steering Group**

Chaired byTFHC DFSVR. Members: Action officers from each agency with actions under AP2 (NT Police, AGD, NT Health, Education, TFHC). Share action progress updates, manage and discuss implementation risks and support a coordinated approach. The group does not have a decision making role.

**Responsible Program Area: TFHC DFSV Reduction Division.**

*Reports quarterly on AP2 progress (updates provided by agency action officers) to Minister via TFHC CEO and CEO Coordination Committee.*

*Reports annually to Minister via TFHC CEO (and to Executive Sponsors for review), provided to Cabinet sub-committee for information. This report is published.*

*Bi-annual dashboard published online.*

**Deputy CEO Coordination Group**

Chair: DCMC. Optional for issue resolution, endorsement/escalation.

2 members

**DFSV Advisory Forum**

co-chaired by TFHC and NGO

**Non-government members (11)**

* DFSV networks (5)
* Aboriginal Medical Services Alliance NT
* NT Legal Assistance Forum
* NT Council of Social Services Peak
* OurWatch
* Aboriginal Advisory Board (2)

**AP2 Implementation Steering Group** (action officers for each AP2 action, provides quarterly reporting to DFSV Advisory Forum)

**Government members (9)**

* TFHC
* NT Police
* Dept of Education
* NT Health
* Dept of Attorney General and Justice
* NT Correctional Services
* Dept of Chief Minister and Cabinet
* Aboriginal Justice Unit

**DFSV Aboriginal Advisory Board**

Nine community members, provide advice to the Minister on DFSV policies and programs as they impact upon Aboriginal people, organisations and communities in the NT

**Sub-committees as required**

***Housing DFSV Group***

# **6. Meetings**

## 6.1 Frequency and structure

The DFSV Advisory Forumwill meet quarterly for a full day. The meeting will comprise standard business for half a day, followed by a half day workshop. The workshop will focus on identified actions under the Framework, and will bring members and relevant guests together to contribute to the planning of the identified actions. One meeting per calendar year will be held in Alice Springs, with the remainder of the meetings held in Darwin.

## 6.2 Quorum

No quorum is required, however the co-Chairs will use discretion to determine if any item should be deferred to a future meeting if it is considered there are insufficient members present to fully consider the item.

## 6.3 Voting

Recommendations of the DFSV Advisory Forumare made by consensus. Dissenting views are to be minuted, with the final decision resting with the co-Chairs. Where the co-Chairs’ decision is disputed, the co-Chairs will escalate the issue to the DCEO Group.

## 6.4 Travel

The preference is for members to meet in person, to facilitate relationship building, engagement and meaningful discussion. TFHC will financially assist with travel and accommodation costs for NGO members located outside the location where the meeting is held to attend meetings in person. The member will be responsible for arranging approved travel and accommodation and TFHC will reimburse the member or their organisation directly.

## Sub-committees

Sub-committees of the DFSV Advisory Forummay be convened to progress specific initiatives in a timely manner. Sub-committees will report on progress and outcomes to the DFSV Advisory Forumwithin the agreed timeframe. Secretariat support will be provided where the co-Chairs consider appropriate.

# **7. Confidentiality and conflicts**

DFSV Advisory Forummembers and proxies will sign a conflicts and confidentiality declaration form, which will be securely stored by Secretariat.

The Secretariat will ensure that all meeting papers will be marked as ‘for circulation’ (if not confidential) or ‘not for circulation’ (if confidential). If a paper is not marked, it is considered to be classified confidential.

DFSV Advisory Forummembers and proxies agree:

* to advise the co-Chairs of any conflicts or potential conflicts of interest in relation to the DFSV Advisory Forum;
* not to reveal any confidential or proprietary information entrusted during the course of their involvement in the DFSV Advisory Forum, with the exception of authorised communications within their member organisation;
* not to use or attempt to use any information, documents or data entrusted during the course of their involvement in the DFSV Advisory Forum, other than for the purposes of their work with the DFSV Advisory Forum;
* to maintain confidentiality after they cease to participate in the DFSV Advisory Forum.

# **8. Evaluation and review**

The DFSV Advisory ForumSecretariat will, in collaboration with DFSV Advisory Forummembers, review the operation of the DFSV Advisory Forumevery two years, including a review of the ToR. Outcomes and recommendations arising from the review (including amendments to the ToR) will be presented to DFSV Advisory Forumfor endorsement prior to delivery to the CEO Group for approval.