



CAMPBELLTOWN

CAMPBELLTOWN DOMESTIC VIOLENCE COMMITTEE

Terms of Reference
Member Information Package



Campbelltown says NO to domestic violence

www.dvhelp.org.au

Auspiced by Sector Connect P 02 4648 5933

E office@sectorconnect.org.au

Convened by Campbelltown City Council

P 4645 4579



CAMPBELLTOWN



**Campbelltown Domestic
Violence Committee**



SECTOR CONNECT
INCORPORATED

Contents

1.	Mission	4
2.	Introduction	4
3.	Our Purpose	4
4.	Committee Roles and Responsibilities	4
5.	Committee Resources	7
6.	Financial Procedures	7
7.	Code of Conduct	7
8.	Grievance procedure	8

Appendices

1.	Committee Agenda template	10
2.	Minutes template	12
3.	Application Form	13
4.	Budget Template for Projects/ Events	14
5.	Sub-Committee Report - Template	15
6.	Event/Project Evaluation Form for Participants	17
7.	Dashboard Report	18
8.	Risk Assessment template for events	19

1. Our Mission

1.1 To work towards the elimination of domestic violence through the development of partnerships and increased coordination of service provision in the Campbelltown Local Government Area (LGA).

2. Introduction

2.1. Campbelltown Domestic Violence Committee (CDVC) was established in the early 1980s and is:

- Auspiced by Sector Connect.
- Convened by Campbelltown City Council.
- Part of a network of Domestic Violence (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.

- 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 using 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.
- Apply for grants collectively, which will support the functions of the committee.

3. Our Purpose

3.1. 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.

3.2. 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.

3.3. Members acknowledge and respect that Domestic and Family Violence (DFV):

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

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

4. Roles and Responsibilities

Member organisations and their delegates

4.1. Membership is open to government, non-government agencies and identified corporate partners or community members, with a commitment to feminist principles, gender equity and gender equality, working in the local government area of Campbelltown.

4.2. Members agree to commit to or provide an alternative delegate to attend all meetings on a monthly basis. If more than 2 consecutive meetings are missed without reason within the year, members will be removed from the committee.

4.3. Members or an alternative delegate are expected to participate in meetings, sub-committees and events.

Events include:

- 16 days of Activism against Violence (*commencing on the 25 November – 10 December*).
- White Ribbon Day, 25 November
- The International Day of Elimination of Violence 25 November.

- International Human Rights Day 10 December.
- International Women's Day 8 March
- Reclaim the Night

4.4. More 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.
- Members will not speak to the media or other organisations on behalf of the committee without the committee's agreement and endorsement of content.

Convener

4.5. The convener of the committee (*Campbelltown City Council*) has the following role:

- Is the first point of contact regarding the Campbelltown Domestic Violence Committee.
- Disseminates information and minutes.
- Organises venue and informs committee members of meeting dates, times and venues.
- Regularly reviews the contact list to make sure it is current and accurate.
- Maintains content on its website related to DV and the committee.
- Chairs meetings or delegates roles to other members if they cannot attend a meeting.
- Supports the preparation of risk assessments of events organised or hosted by the committee.
- Assists with funding submissions and liaising with the auspice and relevant committee members, as required.



Auspice

4.6. As the Auspice of the committee, it is legally part of Sector Connect, which does the following:

- Banks the committee's income and pays its expenses.
- Presents a financial statement of committee funds at monthly meetings
- The committee's financial statements are audited as part of Sector Connect's annual audit.
- Signs funding submissions
- Maintains public liability insurance on behalf of the committee in relation to events organised or hosted by the committee.
- Approves risk assessments prepared by Council.
- Actions payments endorsed by the committee.
- Chairs meetings of the committee.
- Follows the agenda.
- Facilitates meetings.
- Keeps meeting on track and focuses on issues being discussed.
- Position is chaired by other members in the absence of Council's availability.

4.7. Auspice fees are charged per annum at the end of each financial year. Fees are charged at the following rate:

- 7.5% for grants that total under \$10,000
- 5% for annual revenue that is more than \$10,000

N.B. Receiving lots of small grants is more work for less revenue. The Auspice fees are reduced once funds of \$10,000 p.a. is achieved.

Minute Taker

4.8. The Minute Taker position is rotated on a monthly basis and shared throughout the Committee members.

4.9. A rotating roster is provided annually to members. It is not Campbelltown City Council's role to take minutes on behalf of the Committee.

4.10. The minute taker is required to:

- Takes succinct, accurate minutes.
- Accurately records actioned items.
- Accurately records financial expenditure and decisions.
- Accurately records 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.
- 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 one week prior to the meeting.
- Members should lodge apologies for attendance prior to meeting commencing.

Committee members and their delegates

4.11. Each organisational member understands that their nominated delegate represents their organisation at all times and agrees to the following:

4.12. Commit to attending all meetings on a monthly basis. If more than 2 consecutive meetings are missed without a delegate or reason within the year, members will be removed from the Committee.

- 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 observe correct Work, Health & Safety practices when attending events.
- Give permission for photos/video to be used on the web page and/or in advertising unless otherwise advised by the organisation.
- Respect confidential information shared within the meetings.
- Support and maintain the integrity of the committee.
- Provides delegates time to support the activities of the committee (not including meeting times). This includes playing an active role in committee events and initiatives.
- Supports committee events and projects through administrative tasks or event participation.
- Commit to meeting protocols, purpose and work of the committee.
- Commit to attending and actively participating in meetings.
- Commit to completing relevant tasks and actions.

- Participate in working groups, sub-committees, policy inquiries, advocacy, submissions and to raise issues that will develop and sustain Domestic and Family Violence services regionally.
- Abide by Code of Conduct (*see below*).
- Participate in the decision making process.
- Respond to issues in a timely manner.
- Prepare for meetings by reading the minutes.
- 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*).

Meeting Timetable

4.13. The committee meets on the second Monday of the month February to December, from 10am to 11:30am.

4.14. Meetings are held at the Campbelltown City Council's Staff Training Centre, Queen Street, Campbelltown or via Microsoft Teams on line.

4.15. Annual planning days are held on the second Monday of February.

Sub-Committees and Working Groups

4.16. The committee has smaller sub-committees and working groups on community projects. All viable sub-committees and working groups need a minimum of 4 individuals to be deemed effective and unbiased.

4.17. It is agreed four different services are involved in sub-committees to distribute the work load across all members and organisations.

4.18. Sub-committees are required to complete project plans, budgets and report on outcomes to the Committee on a monthly basis. Sub-Committees and Working groups may include:

- Advocacy and fund raising
- Communications
- Driving out Violence Convoy
- Grievance and investigation
- Governance, budgets and reports
- 16 Days of Activism
- Reclaim the Night
- Governance

4.19. Working groups as needed are aligned to annual planned actions.

5. Committee Resources

5.1. All templates for the committee, sub-committee and working groups can be located in the appendix. All committee members should utilise these documents more. Templates for the Committee include:

- Agenda
- Minutes
- Minutes roster
- Application for membership
- Budget template for projects
- Risk Assessments for events and activities
- Reporting outcomes

6. Financial Procedures

6.1. Sector Connect Incorporated is a registered charity with the Australian Charities and Not for Profits Commission (ACNC) and has deductible gift status, which means donations can be received. To maintain registration, legal obligations are required, an annual Financial Audit is one example of these requirements.

6.2. Agreed auspice arrangements include the following:

1. Auspice fees are charged per annum at the end of each financial year. Fees are charged at the following rate:

- 7.5% for grants totalling under \$10k
- 5% for annual revenue for more than 10k

N.B. Receiving multiple small grants is more work for less revenue for the auspicing body. The Auspice fees are reduced once funds of 10k per annum or over are achieved.

2. Auspice fees should be considered in the budget in funding or grant applications. The Director of Sector Connect can be contacted for any clarification of fees or requirements.

3. All grant applications need to be approved by the Director (director@secotconnect.org.au) of Sector Connect before submitting, to ensure Sector Connect can meet all grant requirements such as financial acquittals.

4. Sector Connect will ensure all financial audits and all acquittal requirements of grants and tenders are completed and reported to the committee.

5. The following procedures apply to expenditure:

- Check the agreements of the respective grant or tender to ensure expenditure is within the funding scope.
- Produce evidence of the committee's funding agreements, including how funds will be spent in the form of meeting minutes and send to finance@sectorconnect.org.au
- Should a decision need to be made prior to the next scheduled committee meeting, evidence can be presented via a committee email trail. If this occurs, the decision must be documented in the following meeting minutes and forwarded to the Sector Connect finance officer.
- Send all receipts and invoices to Sector Connect.

6. Payments will not be made or reimbursed if the procedures above are not followed.

7. The committee will ensure all information is prepared for acquittal requirements. It is the committee's responsibility to report non-financial requirements, such as outcomes.

8. Before receiving donations the committee will contact the Director of Sector Connect to ensure all legal requirements can and will be adhered to and agreed upon.

9. The committee will ensure contact with Sector Connect if there is any uncertainty of Auspice procedures as a precautionary measure.

7. Code of Conduct

Members and/ or delegates

7.1. Members and delegates agree to the following:

- Be respectful of each other
- Ensure members can contribute in a safe and welcoming environment
- Take personal responsibility for their communication within the meeting and associated activities
- Respect diversity of opinion
- Will not criticise agencies in attendance or otherwise
- Willingness to work together
- Will not raise personal grievances or judgements during committee meetings
- Complete agreed and assigned tasks for the committee and subcommittees.
- Support and maintain the integrity of the committee.

- Inform the committee of issues relating to non-adherence to the code of conduct.
- Declare any conflict of interest.
- Respect confidentiality and privacy.
- In respect to any personal or business information held or collected in connection with this membership, the committee will comply with any applicable law regarding privacy and use any information only for the purposes of this committee.
- 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 (*covered below*).

8. Grievance procedure

- 8.1. The Campbelltown Domestic Violence Committee's aim is to ensure members and/or delegates with a grievance relating to the committee have access to a procedure which can assist to resolve grievances as quickly and as fairly as possible.
- 8.2. A grievance is a type of concern, problem or complaint related to their work, environment or person within in the committee. A grievance may be about any act, omission, situation or decision that is thought unfair, discriminatory or unjustified.
- 8.3. Grievances must be related to committee issues and business, not personal issues with committee members.

Stage 1 – Informal resolution

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

Stage 2 – Seek assistance

- 8.5. If stage one does not resolve the issue, seek assistance from the convener, chair or auspicing body (*Sector Connect*).
- 8.6. If required, a confidential meeting will be arranged with the parties in conflict and the convener, chair or auspicing body. This meeting is for the purposes of mutual discussion, understanding and resolution.
- 8.7. When the parties reach an agreement any agreed remedial action will be undertaken and the complaint considered resolved.

Stage 3 – Formal resolution

- 8.8. Should the issue remain unresolved by the above processes the complaint will be put into writing, outlining the complaint, and lodged with the complainant's organisation and the convener or auspicing body.
- 8.9. A mediation session will be arranged and a sub-committee made up of three elected committee members will be formed to address with the written complaint.
- 8.10. This sub-committee will follow this procedure:
 - Within 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 sub-committee 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 sub-committee 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

- 8.11. If the matter is not resolved to the member's satisfaction they must set out their grounds of appeal in writing within 5 working days of receipt of the decision letter.
- 8.12. Within 10 working days of receiving an appeal letter, the organisation will receive a written invitation to attend an appeal meeting. The appeal meeting will be conducted by alternative members of the committee (*not involved in the original meeting*).
- 8.13. After the appeal meeting the committee must inform the member in writing of a decision within 10 working days of the meeting. The decision will be final.
- 8.14. Should the complainant feel the grievance has not been properly dealt with by the grievance procedure or the outcome is unfair, he/she has the option to take the grievance to an external agency.

Principles to follow

8.15. 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 the information.
- Impartial – All parties involved will have an opportunity to voice their concerns and views. 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 supporting a member to submit a genuine grievance. Members will take all necessary steps to ensure no victimisation occurs against members who wish to lodge a grievance.
- Timely – All grievances will be dealt with within the agreed timeframes above.
- Documentation – all grievances will to be documented unless otherwise agreed upon.



Appendices



1. Committee Agenda template

Campbelltown Domestic Violence Committee Meeting Agenda



<insert second Monday of the month>

10:00am to 11:30am

Venue: via MSTeams or location

Facilitator:

Minute Taker:

Item Number	Agenda Item	Person
1.	Acknowledgement of Country	
2.	Attendance and Apologies	
3.	Introductions & Information Share	
4.	Acceptance of Previous Minutes	
5.	Actions from Previous Minutes	
6.	Guest Speaker (<i>bi-monthly</i>)	
7.	Standing Items 7.1. Police Report 7.2. Financial Report 7.3. Tech Update 7.4. Housing 7.5. Membership 7.7. Dashboard report	
8.	Action log - Committee Annual Plan and Working Group updates and actions	
9.	Sector Update 9.1. SWS DV&F Alliance 9.2. New service initiatives or funding 9.3. Best practice - case studies 9.4. Other interagency reports	
10.	General Business	

2. Minutes template

Campbelltown Domestic Violence Liaison Committee Minutes



Date:

Time:

Location:

Attendance:

Apologies:

Chair:

Minutes:

Item Number	Agenda Item	Actions/ Person responsible
1.	Acknowledgement of Country	
2.	Attendance and Apologies	
3.	Introductions & Information Share	
4.	Acceptance of Previous Minutes	
5.	Actions from Previous Minutes	
6.	Guest Speaker (<i>bi-monthly</i>)	
7.	Standing Items 7.1. Police Report 7.2. Financial Report 7.3. Tech Update 7.4. Housing 7.5. Membership 7.7. Dashboard report	
8.	Action log - Committee Annual Plan and Working Group updates and actions	
9.	Sector Update 9.1. SWS DV&F Alliance 9.2. New service initiatives or funding 9.3. Best practice - case studies 9.4. Other interagency reports	
10.	General Business	

3. Application Form

The application form is now online and you can go visit Campbelltown.nsw.gov.au to complete a online application to become a member for the Committee.

Campbelltown Domestic Violence Committee Membership Application			
Organisation:			
Address:			
Postal address:			
Phone:		Fax:	
Delegate's name:			
Delegate's role:			
Contact email:			
Web address:			
Have added organisations details to Community Directory		Yes:	No:
ORGANISATIONS CORE BUSINESS <i>(in relation to DV):</i>			
Description of service			
WORKERS COMPENSATION INSURANCE POLICY NUMBER:			
Copy of Certificate of Currency Provided	Yes:	No:	
Organisation gives permission for its details to be visible on the dvhelp.org.au website:	Yes:	No:	
Organisation gives permission to publish photo's on website and Facebook page:	Yes:	No:	
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.			
Delegate Name:			
Organisation:			
Date:			
Contact: Convener Details	Community Life Campbelltown City Council PO Box 2560 Tel: 4645 4080		
Office Use Only: Received by Convenor	Date:		

4. Budget Template for Projects/ Events



Sector Connect CDVC Auspice Expenditure Form Check List

TICK	CHECK LIST
	The CDVC has approved the expenditure
	The expenditure is aligned to the grant/tender agreement / sub-committee
	Minutes/emails from the committee and will provide minutes from the proceeding meeting
	Receipts / Invoices
	Details of Payment Requirements
NEXT STEP	
	My Service will pay and I will need to be reimbursed (<i>provide receipt/invoice</i>)
	I will personally pay and will need to be reimbursed (<i>provide receipt/invoice</i>)
	I request that Sector Connect pay the following invoice attached:
Name:	
Position:	
Signed:	
Organisation:	
Date:	
Please send this form, payment information and minutes as attachments to finance@sectorconnect.org.au	

5. Sub-Committee Report - Template



Project/ Event/ Activity Plan and Outcomes			
Sub-Committee Name:			
Sub-Committee members:	Name:	Organisation:	Email:
Title of Project:			
Funded by:			
Outcomes to be achieved	1.		
	2.		
	3.		
Date of event/activity:			
Total Cost:		Please complete budget template Appendix 4	

Project Plan

Action	Timeframe	Person Responsible

Evidence of Outcomes Achieved and Evaluation

Outcome <i>(insert from outcomes to be achieved)</i>	Met	Not met	Number of people reached	Feedback
1.	✓	✓		
2.	✓	✓		
3.	✓	✓		
	✓ Delete where required		Total	

Evaluation

What worked well for this project/ event?	
What needs improvement for next time?	
Who else could be included next time?	
Where there any risks or safety issues that occurred. If so describe and what action was taken to mitigate risk.	

Financial Reporting

Project financial Summary	Yes	No	Estimate budget	Actual	Variance	Comment
Project expenditure completed	Y	N				
Acquittal finalised	Y	N	Completed by Auspice on: / / 20		Sector Connect Name: Signature:	
Report submitted to funding body	Y	N	Date submitted: / / 20		Sub-Committee Chair Name: Signature:	

6. Event/ Project Evaluation Form for Participants

Campbelltown Domestic Violence Committee



Survey Monkey or paper

Evaluation form for participants					
Name of Activity Attended					
Name: <i>(can be left blank)</i>					
Age <i>(can be left blank)</i>	Under 18	19-30	31-55	55-75	75+
I identify with gender					
Cultural background:					
LGA/suburb of residence					
Is this the first time the respondent has attended a community event like this	Yes / No				
How did you find out about this event					
What were the highlights of this event?					
If we held a similar event, would you attend?	Yes / No				
What type of events should CDVC host?					

On a scale of 1-5 (1 being 'totally disagree' and 5 being 'totally agree'), indicate the extent to which you agree or disagree with the following statements					
A. This event has helped me to better understand what is domestic and family violence	1	2	3	4	5
B. Because of this event I have more knowledge of where to and how to get help	1	2	3	4	5
C. Because of this event I have more knowledge of how to help a friend/family member	1	2	3	4	5

7. Dashboard Report.



This report will be a confidential report shared only at meeting to members.

The report will cover Campbelltown specific information related to the following agenda items:

- Police Report
- Financial Report
- Tech Report
- Housing Report
- Membership Report

The report will be tabled by Council at each meeting and updated on a monthly basis.

The file will not be emailed or shared between Committee members.

8. Risk Assessment template for events

<p>Assessment Template</p> <p>Campbelltown Domestic Violence Committee</p>				<p>Work Health and Safety</p>	
<p>Risk Assessment Worksheet</p>					
<p>This risk assessment has been developed for Council workers. Managers are responsible for reviewing this document with their staff to ensure that hazards/risks identified are relevant for the work being undertaken within their respective areas. Provide any feedback to the WHS Group.</p>					
Council Section	City Lifestyles				
Committee	CDVC Committee				
Sub-Committee	Reference No		Version No		001
Date of initial Assessment	Date Last Reviewed	Date of Next Review			
Development/Reviewed By	Campbelltown City Council WHS Unit date:		Sector Connect date:		CDV Committee date:
Related Documentation	Safe Work Operating Procedures and				
<p>Definition of Task/Activity (What does the task/activity involve):</p>					
<p>Relevant Legislation / Codes of Practice / Standards</p>			<p>Refer to Legislation, Standards and Codes of Practices - Reference Table (DocSet 5009851)</p>		

Risk	Risk Priority
1	Dangerous level of risk – must be controlled immediately. Access to the hazard should be immediately restricted until the risk can be lowered to an acceptable level. Timeframe for development of action plan to implement controls is within 24 hours
2	Unacceptable level of risk – must be controlled immediately. Access to the hazard should be immediately restricted until the risk can be lowered to an acceptable level. Timeframe for development of action plan to implement controls is within 24 hours
3	Risks are considered unacceptable. Control measures are required to be introduced to reduce the Risk of injury to an acceptable level. Timeframe for development of action plan to implement controls is within 48 hours
4	Risks are considered unacceptable. Control measures are required to be introduced to reduce the Risk of injury to an acceptable level. Timeframe for development of action plan to implement controls is within 48 hours
5	Risks are considered acceptable. Controls in place adequately reduce the risk of injury. No further action required.
6	Risks are considered acceptable. Controls in place adequately address the Risk of injury to be “Rare” No further risk control necessary.

RISK CALCULATOR		How Likely – Likelihood – How Likely is it to happen and how often?			
How Severe – Consequences or Seriousness How bad is it likely to be	Certain to Occur Expected to occur in most circumstances (VL)	Likely Will probably occur in most circumstances (L)	Unlikely It might occur occasionally or it could happen (U)	Rare It may happen only in exceptional circumstances (VU)	
Extreme – Kill or cause permanent disability or ill health (K)		1	1	2	3
Major – Cause serious injury / illness or long term illness (S)		1	2	3	4
Moderate – Medical attention and several days off work (M)		2	3	4	5
Minor – First Aid needed (F)		3	4	5	6

8. Risk Assessment template for events

Hierarchy of Risk Control – Elimination of the hazard is the first priority.

Level 1 Eliminate the Hazard – Where elimination is not reasonably practicable, minimise the risk by working through the other alternatives in the hierarchy.

Level 2 Substitute the Hazard – If the hazard can't be eliminated, try to replace it with a less hazardous material, equipment or work method.

Isolate the Hazard – Separate the hazard from the person. For example, install guards, fencing or environmental protection devices.

Engineering Controls – Utilise engineering means to control the hazard. For example, change or modification to equipment.

Level 3 Administrative Controls – Change work methods – alter tools, equipment, adopt safe systems of work/procedures, training in manual handling or cleaner work practise

Personal Protective Equipment – and training in use. Only use as last resort. For example, glasses, gloves, hearing protection.

Identified Non-Conformances

Non-conformances or action required identified during the development and/or review of a Risk Identification is to be advised to the WHS Unit and entered into Figtree. Advice on the corrective action required is to detail the proposed action, the responsible person and proposed completion date. The WHS Unit is to be advised when the action has been completed. Outstanding corrective actions are to be followed up with the responsible person or relevant Manager.

Adoption of Risk Identification

This is referenced in "Authorising WHS Documents" DocSet761509

A minimum of 5 relevant workers who represent the work group affected by this Risk ID are required to sign off on the Document Control Sign Off Sheet (DocSet854309). Where less than 5 workers perform the activity a note is to be made on the Document Control Sign Off Sheet.

Review and Evaluation

Risk identifications are reviewed, and any measures adopted to control the risks whenever:

- Injury or illness to a Worker resulting from exposure to a hazard in this Risk identification;
- A significant change is proposed in the place of work or in work practices or procedure to which the risk identification relates;
- There is evidence that the risk identification is no longer valid.

Risk identifications are reviewed typically at three months following their adoption to ensure their effectiveness. Risk identifications are then set a review date of three years from the last reviewed date.

Identified Hazards/ outcome	Identified Risks	Risk Rating			Risks control measures	Risk Rating		
		How Severe	How Likely	Risk		How Severe	How Likely	Risk

Auspice: Sector Connect	Campbelltown Domestic Violence Committee	Campbelltown City Council
Name:	Sub-Committee Name:	WHS Co-ordinator:
Signature:	Review by Sub-Committee on:	Name:
Date:	CDVC Meeting Date approved:	Signature:



CAMPBELLTOWN



**Campbelltown Domestic
Violence Committee**



SECTOR CONNECT
INCORPORATED