Attachment 9: The Process

Safety is Everyone's Right

The process for the Family Safety Meetings (FSM) is as follows:

1. **Risk Assessment:** Workers from participating agencies use the common Risk Assessment Form to assess the degree of risk of any individual or family where family or domestic violence has been identified as an issue.

2. **Refer high risk cases to FSM:** If a woman or family has been assessed as at high risk of further violence, the worker refers the case to the Officer in Charge, NT Police Domestic Violence Unit, by faxing or emailing the complete Risk Assessment Form and Referral Form. The Individual should be informed of the referral where it is safe to do so.

3. **Police prepare the agenda:** NT Police prepare an agenda for the FSM listing the high risk cases for discussion at the next meeting. They also circulate any relevant information pertaining to the cases to the participating agencies in advance of the meeting. There is capacity for up to five new cases to be discussed at each meeting.

4. **Gather information on listed cases:** Agency representatives prepare for the meeting by gathering any information or knowledge their agency may have about the specific cases listed.

5. **Confidentiality:** At the start of each meeting, participating agencies sign a confidentiality declaration in relation to information disclosed at the meeting.

6. **Agree on the action plan**: There is discussion of each high risk case and agreement on specific actions to enhance the safety of the individual/family (ie an action plan). The action plan includes what the action is, who is responsible for implementing it, and by when it should be completed.

7. **Inform the woman:** The worker who conducted the initial assessment should inform the individual about the contents of the action plan where it is safe to do so.

8. **Implement the action plan**: Agencies implement the actions for which they are responsible in each action plan by the completion dates. There is liaison across agencies outside of meetings where necessary to ensure the effective implementation of actions.

9. **Review the action plan**: The case remains on the agenda for the next FSM meeting so the action plan can be monitored and reviewed. The case will remain on the agenda for review and monitoring as long as the case remains a high risk case.

10. **Completion:** A formal decision is taken at the FSM when the risk has been reduced and the case no longer needs to be listed at the FSM. If in future the case is again assessed as high risk it can be relisted at the FSM in accordance with the above procedure.

For further information contact NT Police Officer in Charge of the Domestic Violence Unit on:

Alice Springs: Tel: (08) 89 51-1891	Katherine: Tel: (08) 89 73-9668
Darwin: Tel: (08) 89 99-0824	Tennant Creek: Tel: (08) 89 62-0974