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## TERMS OF REFERENCE – October 2019

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### 1. Role of the WIFVC MARAM/Information Sharing Working Group

The WIFVC MARAM/Information Sharing Working Group has been formed to support the implementation of the MARAM/Information Sharing Schemes in Melbourne' west.

This Working Group will monitor the progress of implementation of MARAM and the Information Sharing Schemes at a regional level, identify opportunities to support cross-sectoral work and make recommendations to the WIFVC Governance Group to address barriers and support implementation across Western Melbourne and Brimbank Melton.

For the period October 2019 – October 2020, the focus of the Working Group will include:

- Continued focus on implementation on the Family Violence Information Sharing Scheme and the MARAM Victim/Survivor Practice Guide
- Implementation of the Child Information Sharing Scheme and consideration of how this scheme is applicable where services are identifying or responding to family violence
- Consideration of how MARAM/Information Sharing schemes are working to keep perpetrators in view and accountable at a regional level (including a focus on the MARAM Perpetrator Practice Guide due for release in early 2020).
- Identifying and analysing trends and opportunities arising from the rollout of the WIFVC MARAM Collaboration training module.

This Working Group responds to WIFVC Action Plan *Priority 2: Integration of Reform Initiatives*.

### 2. Membership

WIFVC member organisations can self-nominate to become a member of the Working Group at any time. The WIFVC Principal Strategic Advisor is responsible for promoting the Working Group within WIFVC and securing a diverse representation of the broader membership within the Working Group. Non-WIFVC member organisations seeking to be a member of the Working Group will be invited in following agreement amongst existing members.

Members of the Working Group are expected to:

- Regularly attend meetings.
- Come prepared with contributions to the agenda items.
- Support the work of the group by actively contributing to progress agreed actions.
- Promote outcomes delivered by the Working Group within their own organisations.

### 3. Meeting frequency

The WIFVC Information Sharing Scheme Working Group meetings will be held bi-monthly until **October 2020**. Members can also agree on additional meetings on an as-needs basis.

#### 4. Facilitator

The WIFVC Principal Strategic Advisor will facilitate the meetings and the WIFVC Project Support Worker will provide secretariat support, including scheduling meetings, minutes, etc.

#### 5. Communication

WIFVC MARAM/Information Sharing Working Group members will receive timely updates from the Principal Strategic Advisor and Project Support Worker regarding relevant work of the Working Group including:

- Preparation of the agenda and papers, which will be distributed a week prior to meetings.
- Providing meeting minutes within a fortnight of the meeting.
- Updates on meeting actions and outcomes of off-line decisions made by the WIFVC Governance Group.
- Updates on information provided by Family Safety Victoria and other relevant bodies as they become available.

Members will provide relevant updates of the implementation of MARAM and the Information Sharing Schemes within their own organisations to help inform the work of the Working Group.

#### 6. Decision Making

The WIFVC MARAM/Information Sharing Working Group is not a decision-making body but instead formulates recommendations to be put to the WIFVC Governance Group for decision.

- Wherever possible, final recommendations will be made through discussion and by consensus.
- Where appropriate, off-line agreement on a recommendation will occur.
- If there is not consensus on a recommendation, an indicative vote may be taken. A quorum is 50% of members.
- Should an indicative vote towards a recommendation be required, only WIFVC member organisations sitting on the WIFVC Information Sharing Working Group have voting rights.

#### 7. Dispute and Grievance Resolution

It is expected that members will act in a professional and respectful manner and raise issues directly to resolve the issue. If it is necessary to escalate, members may contact the WIFVC Independent Chair.

#### 8. Review of the Terms of Reference

The WIFVC MARAM/Information Sharing Working Group will undertake a review of the purpose and membership of the group in October 2020.