



TERMS OF REFERENCE

The Te Rito Network Wellington represents an integrated, community approach to preventing violence in families/whanau living in Wellington. It comprises a collective group of non - government and government agencies in Wellington dedicated and committed to working together to create a healthy and safe community.

Our vision is:

A Wellington community safe from family violence

Our principles are:

In all our work we recognise the role of Te Tiriti o Waitangi and work towards implementing it in all our actions

We uphold a feminist analysis in all our work

1. We are committed to the following values:

- Collaborative: we work together to achieve a common goal
- Supportive: we respect and support each other to help our communities be safe from family violence
- Committed: we make the time to make the Network effective
- Knowledge-sharing: we value the sharing of expertise and knowledge in keeping our community safe from family violence

2. Our purpose:

Te Rito Network Wellington brings together non-government and government organisations working in Wellington to raise the awareness, understanding and response to family violence through:

- Raising awareness of family violence in the community
- The provision of family violence training for organisations and the wider community
- Sharing information between member agencies
- Promoting collaboration between government and non-government organisations

3. Structure:

3.1 Te Rito Network Wellington

3.1.1 The Network meets ten times per year and comprises a collaborative group of government and non-government agencies. The purpose is to provide a forum for:

- Increasing partnership, communication, and coordination among Wellington service providers
- Sharing information and resources
- Gaining skills and learning from training opportunities
- Establishing a coordinated response to family violence
- Facilitating mutual encouragement and support
- Creating an avenue for members to initiate and participate in Network projects and activities

3.1.2 Membership of the Network:

- Membership is open to any non-government or government agency that provides services or is referred clients from the Wellington area (up to and including Tawa)
- Member agencies must sign and support the Network MOU
- Agencies interested in membership should contact the Network Coordinator
- The Coordinator will then notify the Governance Group which will confirm the agency's mission is consistent with the MOU. If confirmed, the Coordinator will then get the agency to sign the MOU
- Agency representatives must attend Network meetings regularly and participate in Network activities as appropriate
- If the membership of an agency should be reconsidered or terminated, that decision will be made by the majority vote of the Governance Group
- To participate in the strategic planning or decision making, members must have a signed MOU on file with the Coordinator

3.1.3 Network meetings:

- Meetings are monthly
- The Coordinator organises the meetings and sends out information to the Network prior to the meeting date

3.1.4 Member benefits:

- When funding allows, the Coordinator will organise free training workshops for members. Places will be limited to members as set out in 3.1.2. A charge may apply to Government Departments excluding Oranga Tamariki, Police and Department of Corrections. Their places will be limited to 5 per department

3.2 The Te Rito Wellington Family Violence Network Governance Group:

3.2.1 The Governance Group provides strategic governance and are responsible for:

- Developing and reviewing the strategic plan
- Establishing priorities and identifying activities and goals
- Supporting the lead agency with employment
- Supporting the leadership of the Network Coordinator with the provision of clear expectations, boundaries and role definition
- Making decisions on budget allocations

3.2.2 Chairpersons:

- There will be up to two chairs as decided by the Governance Group

3.3.3 Governance Group meetings:

- The Governance Group will meet bi-monthly for a minimum of five meetings per year
- The agenda will be emailed the week before the Governance Group meeting. Members may submit items for the agenda to the Coordinator prior to this date or at the beginning of the meeting
- All meetings will have minutes. Minutes will be sent out no more than two weeks after the meeting
- A quorum of members will be 2 and decision making will be by consensus
- The Coordinator organises the meeting and the chairs facilitate it
- The members of the Governance Group are required to give notice if they are unable to attend meetings. If members are absent for 3 consecutive meetings and have not given notice, then membership will be automatically withdrawn

3.2.4 Membership:

- Governance Group members are senior members of their agency. Their agency must be a representative of a community or government agency working within Wellington who has signed the Te Rito Network Wellington MOU
- New members must self-nominate or be suggested by the Governance Group. Requests for membership are to be directed to the Network Coordinator. The Governance Group will confirm the appointment of new members
- Membership consists of a minimum of 2 and a maximum of 8 people
- All members of the Governance Group acknowledge that in becoming members they agree to a) prepare for meetings by reading minutes and reports, b) attend meetings regularly and participate in Network activities as appropriate, c) ensure a representative from their agency attends Network meetings regularly
- Membership may be automatically withdrawn by the Governance Group if a member fails, without reasonable excuse, to attend three consecutive meetings
- If there is some reason for the membership of an agency or individual to be reconsidered or terminated that decision will be made by majority vote of the Governance Group

3.2.5 Conflict of interest:

- Where a conflict of interest exists, the member shall state verbally and withdraw from discussion

3.3 The lead agent is a member of the Governance Group and responsible for:

- Supporting the implementation of the strategic plan
- Employing the Coordinator and providing support, guidance and performance management for the Coordinator with support from the Governance Group
- Ensuring the contractual responsibilities of the Te Rito Network Wellington contract are met
- Providing financial reports to each meeting

3.4 Te Rito Network Wellington Coordinator:

- The Coordinator is responsible for implementing projects, building relationships and coordinating the Network. Specific tasks and responsibilities are outlined in the JD which has been approved by the Governance Group