



DOMESTIC AND FAMILY VIOLENCE INFORMATION SHARING SCHEME

ORGANISATIONAL READINESS CHECKLIST

From 30 August 2019 new domestic and family violence information sharing laws will be in place in the Northern Territory. The Scheme is contained in Chapter 5A of the *Domestic and Family Violence Act 2007* (the Act). Organisations who are prescribed as Information Sharing Entities (ISEs) under the Act will be required to comply with these new laws. This checklist will help organisational leaders of ISEs or organisations applying to become an ISE to prepare for the Information Sharing Scheme.

Read the policy and practice documents

(all documents available at <https://territoryfamilies.nt.gov.au/dfv/informationsharing>)

- Guidelines for Information Sharing Entities – under the Act, ISEs must comply with these Guidelines
- Flowcharts for information sharing
- Example record keeping form for information sharing requests
- Risk Assessment and Management Framework – *under development*

Identify or establish governance

- Identify or establish governance within your organisation to oversee these changes

Understand your obligations and determine your responsibilities as an ISE

- Organisational leaders understand the Information Sharing scheme and have read the policy and practice documents
- The ISE understands the relationship between existing permitted uses of confidential information (such as mandatory reporting, information sharing under the *Care and Protection of Children Act*, and disclosing under Information Privacy Principles) and the Information Sharing Scheme
- The ISE has identified which staff will be authorised to share information, based on their functions and role in the organisation, **and/or** whether the organisation will authorise specific personnel as information sharers
- The ISE has communicated to staff their obligations under the Information Sharing Scheme, and ensured that all relevant staff have read the associated policy and practice documents
- The ISE has identified existing policies, procedures, practice guidance and tools that will need to be reviewed as a result of the new scheme
- The ISE has provided opportunities for identified staff to undertake the appropriate training



Review and update existing policies and practice

- Update organisational policies, procedures, guidelines, processes, and forms, or develop new materials as necessary, to reflect the Information Sharing scheme. These may include:
 - Organisational authorising processes for sharing information
 - Existing referral pathways or procedures, including MOUs with other organisations
 - Consent and release of information forms and policies
 - Client intake and assessment policies, manuals, processes and relevant forms
 - Privacy and confidentiality policies and procedures
 - Policies and processes on record-keeping under the Information Sharing Scheme, ensuring complying with record keeping requirements
 - IT systems eg Client Relationships Management (CRM) systems, reporting systems
 - Policies and procedures on the secure storage and disposal of information in accordance with legal requirements
 - Complaints policies to ensure they address the Information Sharing Scheme
 - Induction, training and practise manuals and modules that already exist and may need updating to incorporate the new scheme – eg working with children, domestic and family violence training, other information sharing, consent and confidentiality training.

Risk Assessment and Management Framework

The Northern Territory Government is developing a domestic and family violence Risk Assessment and Management Framework (RAMF) and a common risk assessment tool. ISEs will be required under the new legislation to align their policies, procedures, practise guidance and tools relevant to the sharing of information under Chapter 5A with the new RAMF.

Get more information

The website (link below) provides relevant information to ISEs and other stakeholders, including links to the DFV Information Sharing Guidelines, useful tools and templates, an e-learning training module, factsheets, a list of ISEs, and information on how to apply to become an ISE.

<https://territoryfamilies.nt.gov.au/dfv/informationsharing>

You can also contact the Office of Domestic, Family and Sexual Violence Reduction Policy in Territory Families on (08) 89357803 or email: TF.DomesticViolenceDirectorate@nt.gov.au

