



## Supporting Resource 2c

### EXAMPLE MEMORANDUM OF UNDERSTANDING TO SUPPORT SHARING OF GENDER-BASED VIOLENCE ADMINISTRATIVE DATA

This document is an example of a Memorandum of Understanding between agencies sharing gender-based violence (GBV) administrative data. You may find this helpful to draw on in preparing your own Memorandum of Understanding agreements. A generic template is available to support you alongside

### Gender Based Violence Database MEMORANDUM OF UNDERSTANDING

between

**Police**

and

**GBV Team, Ministry for Women**

#### SUBJECT

This Memorandum of Understanding relates to the release of data detailed in Appendices 1 relating to incidents of GBV attended by Police to the Women's Ministry Agency for use in the *GBV administrative database*.



**Police:**

1. **will** provide data relating to incidents attended by Police to the GBV Team, Ministry for Women for use in the *GBV Administrative Database* “in confidence”.
2. **warrants** that it has the right to release the data to the GBV Team, Ministry for Women for use in the *GBV Administrative Database*.
3. **will** provide data relating to GBV incidents attended to by Police to the GBV Team, Ministry for Women for use in the *GBV Administrative Database*. Data will be in provided in one of the following formats: Microsoft Excel, ascii .txt or .csv format and directly transferred from Corporate Statistics.
4. **will** provide data relating to incidents attended by Police to the GBV Team, Ministry for Women for use in the *GBV Administrative Database* on an annual basis in relation to those financial years where data is readily available.
5. **will** comply with the Information Privacy Principles under the *Information Privacy Act 2000 (Vic)* and *Privacy Act 1988 (Cth)* in relation to GBV incidents attended to by Police and provided to the GBV Team, Ministry for Women for use in the *GBV Administrative Database*.
6. **will** provide data detailed in Appendix 1 to the GBV Team, Ministry for Women for use in the *GBV Administrative Database* as soon as practicable after the signing of this Memorandum of Understanding by the appropriate Police and the GBV Team, Ministry for Women authorities.

## The GBV Team, Ministry for Women:

7. **will not** publish any reports in relation to the *GBV Administrative Database* where data relating to GBV incidents attended to by Police has been detailed or referred to until an authorised representative of Police has provided permission for this data to be referred to in such reports.
8. **will** provide Police with copies of all reports published by the GBV Team, Ministry for Women in relation to the *GBV Administrative Database* in which data relating to GBV incidents attended to by Police has been detailed or referred to.
9. **will** provide Police with a list of all people and agencies that will directly receive a copy of any *special data request* produced by the GBV Team, Ministry for Women in relation to the *GBV Administrative Database*.
10. **will not** provide data relating to GBV incidents attended to by Police to any person not directly involved in the analysis of data or in database management other than data contained in reports that have been published by the GBV Team, Ministry for Women as part of the *GBV Administrative Database*. Personnel involved in database maintenance will be required to sign a non-disclosure agreement
11. **will not** provide any other agency contributing to the *GBV Administrative Database* with access to raw data relating to GBV incidents attended to by Police, or a summary of such data, other than that data contained in reports that have been published by the GBV Team, Ministry for Women in relation to the *GBV Administrative Database*.
12. **will** refer all requests for raw and summary data relating to incidents attended by Police to an authorised representative of Police, unless it is contained in reports that have been published by the GBV Team, Ministry for Women in relation to the *GBV Administrative Database*.
13. **will** liaise directly with Police regarding any issues that arise in relation to data relating to GBV incidents attended to by Police, and the provision of such data to the GBV Team, Ministry for Women.
14. **will not** become the owner of the data relating to GBV incidents attended to by Police as a result of the data being provided for in the *GBV Administrative Database*. Police will remain the sole owner of the data provided for inclusion in the *GBV Administrative Database*.
15. **will** comply with the Information Privacy Principles under the *Information Privacy Act 2000* (Vic) and *Privacy Act 1988* (Cth) in relation to data relating to GBV incidents attended to by Police that has been provided for use in the *GBV Administrative Database*.
16. **will not** seek access to LEAP, the data management system of Police, or allow any agency or individual to access data provided by Police, for use in the *GBV Administrative Database* apart from authorised staff from the to the GBV Team, Ministry for Women.
17. **will** ensure that appropriate security policy is put in place and that all security measures stipulated within that policy are dutifully maintained in order to protect the data relating to GBV incidents attended to by Police.

**COMMENCEMENT DATE**

This Memorandum of Understanding will commence upon the date when both parties have signed this document.

**REVIEW DATE**

The continuation of this Memorandum of Understanding will be reviewed 18 months from the date when both parties have signed this document.

**SIGNED BY:**

\_\_\_\_\_  
**[Name]**  
Director, Corporate Strategy & Performance  
Police

\_\_\_\_\_  
Dated

\_\_\_\_\_  
**[Name]**  
Co-ordinator, GBV Team,  
Ministry for Women

\_\_\_\_\_  
Dated

## APPENDIX 1

### 2008/09 and 2009/10 LEAP Data extract approved for release to the GBV Team, Ministry for Women, Department of Justice Victoria Data fields taken from the GBV Risk Assessment and Management Report (L17)

On-going development of the L17 GBV Risk Assessment and Management Report has led to modification of the data fields annually requested through this MOU since 1999. Table 1 contains the details of data fields currently requested as per the revised L17.

Two items are included for the first time and are included at the bottom of the table. These items are new to the request due to changes in police procedures when responding to GBV incidents.

**Table 1**

SAS Code if known	Description
REPORT_D	Report date
REPORT_T	Report time
	Member station
SUBDIST	Committed at sub-district
	Reporting member station - code
	Reporting member station - name
	Committed time from
COMMIT_T	Committed date from
	Committed time to
	Committed date to
NOTIF_T	Notified time
NOTIF_D	Notified date
ARRIV_T	Arrived time
ARRIV_D	Arrived date
DEP_T	Departed time
DEP_D	Departed date
	Response zone - code
	Response zone - name
	Was offender charged
OFF	Offence charged with as a result of incident
VAGE	AFM age
VSEX	AFM gender
VRACE	AFM racial appearance
	AFM indigenous status
	AFM used interpreter
POST	Postcode of where AFM resides
OAGE	Other age
OSEX	Other gender
ORACE	Other racial appearance
	Other indigenous status
	Other used interpreter
OPOST	Postcode of where offender resides
	Who first notified police
	Number of persons present
	Who provided information

	Relationship between AFM and other party
	Number of children present (by age group)
HOME	Family home type
	Starting point
	How many previous police reports
	Incident code classification
	Indicate trend – describe the trend of violence
	Is there an active intervention order?
	Perpetrator risk / vulnerabilities
INT_ORD_	Did police member apply for an intervention order? / who applied for intervention order?
APPL_CW	Complaint and Warrant used?
	Firearms / weapons / Hazards
	Who was Threatened
	Risk management strategy
	Victim High Risk indicators
	Victims level of fear
	Victim Risk / vulnerabilities
	Relationship risk / vulnerabilities
	Other risk indicators
	Cause of incident
	Existing orders
	Assessment of future risks
	Holding powers - direction
	Holding powers – detention
	Holding powers - extension
<b>Data items requested for the first time in 2011</b>	
	GBV Safety Notice Used
	Referrals made / advised