



Terms of Reference

Western Intake Network Group (WING) Leadership Group

Last Updated December 2016

Background

Intake workers who met at the HealthWest forum in 2011 identified the need for an intake focused networking group. WING was established and is supported by HealthWest members across Melbourne's western region*. WING is coordinated by a leadership group which is made up of workers dedicated to identifying gaps and supporting the needs of their peers working in intake and access services.

Purpose

To lead, coordinate and evaluate the WING activities.

Membership

The leadership group consists of workers representing services that are interested in supporting the development of intake and access services across the west. In 2017 the following organisations are represented in the leadership group: *Carers Victoria, Macedonian Community Welfare Association, Neami National and Australian Multicultural Community Services.*

Meetings and Communications

Meetings will be held mid-year to reflect on current progress and practices, and end-of-year to evaluate the year past and plan for the year ahead. Other required communication can be mediated via GoogleGroups.

Roles and responsibilities

To ensure ongoing sustainability, HealthWest encourages active participation of members.

Role	Who	Responsibilities
Chair and Secretary	HealthWest	<ul style="list-style-type: none">• Chair leadership group meetings – inc. meeting invites, preparation of agendas and minutes• Maintain distribution lists & event registration on the HealthWest website• Promote activities on the HealthWest website and e-bulletin• Maintain the GoogleGroups and TypeForm accounts• Compile evaluation summary annually
Forum hosts	Leadership Group members - Rotating Roles	<ul style="list-style-type: none">• Coordinate WING forums completing all required tasks on checklist (see checklist)• Chair WING forums inc. facilitation of discussion• Actively participate in mid-year and end-of-year Leadership Group meetings

All members of the working group are encouraged to promote the network meetings within the region.

Governance & support

HealthWest oversees the network and Leadership Group and provides administrative support.

Review

The Leadership Group TOR will be reviewed by the leadership group annually.

* Including the local government areas of Brimbank, Maribyrnong, Wyndham, Melton, Hobsons Bay and surrounds.

