



Family Violence Regional Integration Committees (FVRICs)

Guidelines

May 2022

Acknowledgement of Country

Family Safety Victoria proudly acknowledges the Traditional Owners of the lands across Victoria and pays its respects to all First Peoples. We acknowledge that sovereignty over this land was never ceded. This is Aboriginal land; always was, always will be. We recognise and value the ongoing contribution of Aboriginal people and communities to Victorian life, and particularly acknowledge the long-standing leadership of Aboriginal communities and Elders in Victoria in preventing and responding to family violence and improving outcomes for Aboriginal people, children and families.

Statement of support for Aboriginal self-determination

Family Safety Victoria is committed to the principles and approach underpinning the Dhelk Dja Partnership Forum's Dhelk Dja: Safe Our Way – Strong culture, strong peoples, strong families.

Acknowledgement of victim survivors

Family Safety Victoria acknowledges adults, children and young people who have experienced family violence, sexual violence, and all forms of violence against women and children. We recognise the vital importance of family violence system and service reforms being informed by their experiences, expertise and advocacy. We also remember and pay respects to those who did not survive and acknowledge all those who have lost loved ones to family violence. We keep forefront in our minds all victim survivors of family violence and sexual violence, for whom we undertake this work.

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In this document, 'Aboriginal' refers to both Aboriginal and Torres Strait Islander people. 'Indigenous' or 'Koori/Koorie' is retained when part of the title of a report, program or quotation.

Accessibility

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1. Introduction

Regional integration governance structures have been underpinning the delivery of family violence reform for well over a decade. Established in 2006, Family Violence Regional Integration Committees (FVRICs) were established to improve the integration of services, playing a vital role in the transformation of Victorian service delivery and community responses to family violence. Since their inception FVRICs have played a system leadership role focussed on increasing the safety of victim survivors and accountability of perpetrators.

The recommendations of the 2016 Royal Commission into Family Violence (RCFV) have driven far-reaching reform within the Victorian family violence service system. Regional integration plays a critical role in implementing the reform agenda, and in recognition of this Family Safety Victoria (FSV) has led a process to review the 2013 *Regional Family Violence Integration Operational Guidelines* (the Guidelines) to articulate the role of FVRICs in the current reform context.

In 2021, 13 FVRICs operate across the 17 Department of Families, Fairness and Housing (DFFH) Areas. Funding is provided by FSV to support their operation including the co-ordination role of the Principal Strategic Advisor (PSA) positions and area-based projects.

The redevelopment of these Guidelines has been supported by a Reference Group with representation from FSV, DFFH Areas, Safe and Equal (formerly Domestic Violence Victoria), FVRIC Chairs, auspice agencies and the PSAs.

1.1 Purpose of these Guidelines

These Guidelines outline FSV's expectations of FVRICs and provide guidance for key stakeholders, including FVRIC members, Chairs, PSAs, auspice agencies, and DFFH Areas.

This document outlines:

- the role FVRICs play in contributing to the design, implementation and monitoring of statewide family violence policy and reforms
- the strategic priorities of FVRICs which support strategic leadership and cross sector collaboration within local service systems
- the approach to strategic planning
- governance arrangements
- the frequency and types of required reporting.

By aligning their approaches and priorities with these Guidelines, FVRICs will take on greater consistency and will collectively build knowledge about successful strategies to drive systemic improvements.

The Guidelines also describe how local system knowledge informs statewide planning and policy development through the engagement of FVRICs with FSV and peak bodies, and participation in state-wide forums.

Review of Guidelines

The Guidelines will be formally reviewed in three years with the review to be completed by the end of 2025. If updates or amendments are required earlier (outside of the review process), these will be considered and endorsed by FSV. FSV will communicate any amendments as supplements to this version.

1.2. Background to the Family Violence Regional Integration Committees (FVRICs)

As area-based cross sector committees representing government and non-government agencies, family violence services, children and family services, Victoria Police, justice and legal services, housing, community, and health services, FVRICs are well positioned to focus on collectively building a more integrated family violence service system.

FVRICs are uniquely positioned and constituted to harness expertise and knowledge and build family violence literacy across different service sectors to build the effectiveness of services and improve the pathways to support for victim survivors, as well as promoting accountability of perpetrators.

The Royal Commission into Family Violence (2016) and resulting reforms

A key finding of the RCFV was the need for more integrated service delivery to provide timely and effective responses to people experiencing family violence. Issues in the service system were identified, including:

*myriad entry points, and overlapping service systems at both the state and federal levels provide services to those experiencing family violence..... elements of the family violence system response remain 'siloed' and fragmented, leading to inaccessibility and complexity for people seeking help.*¹

The RCFV also found that the service system needed to be strengthened to keep perpetrators in view and to hold them to account.

It identified the requirement for a strong 'systems focus' to achieve change at the local level, and the importance of linking statewide policy and planning with an understanding of local issues.

The RCFV recognised the value of formally linking the area based FVRICs with the statewide governance of the family violence reforms, and in line with the RCFV's Recommendation 193, FVRICs are represented in the on the [Family Violence Reform Advisory Group \(FVRAG\)](#). The FVRAG provides advice to the Minister for the Prevention of Family Violence, FSV and government departments to realise the vision of the family violence reforms

Family Violence Regional Integration Project: Strengthening the case for the future of regional integration (Strengthening Regional Integration)

In 2018 FVRICs collaborated to engage a consultant to undertake an analysis of the role of regional integration in the context of the family violence reform agenda as proposed by the RCFV.

The project identified that FVRICs are the only local governance structures with a dedicated focus on the family violence system, and the valuable role of FVRICs in establishing consistent family violence literacy across the diverse service types that make up a local service system.

The report highlighted the value of FVRICs, and their capacity to provide strategic advice to the government on the design and implementation of family violence reforms, informed by local system knowledge and cross-sector perspectives. The project supported the recommendation of the RCFV that the Regional Integration Co-ordinator role should be elevated to Principal Strategic Advisor (PSA) status to strengthen the capacity of FVRICs to support system development by providing strategic advice and leadership.

The project also made various recommendations for strengthening the role of FVRICs including by creating more consistency in the way they operate. Findings from the project have informed these guidelines.

¹ Royal Commission into Family Violence: Summary and Recommendations, Vol 1, p19

In response to the Strengthening Regional Integration report, the PSAs recognised that forming a statewide committee would enhance the work of FVRICs by supporting collaboration to identify synergies and common issues across FVRICs, and to provide a co-ordinated point of engagement between FVRICs and statewide bodies including FSV and peak bodies. The Statewide Family Violence Integration Advisory Committee (SFVIAC) was formed in 2019 as the representative group for the 13 FVRICs. Its purpose is to provide a mechanism to identify and prioritise systemic issues occurring across the state, and to facilitate statewide representation of FVRICs in discussions with FSV, peak bodies, and other statewide forums.

1.3 Policy Context

The work of FVRICs needs to align with statewide family violence policy and reform priorities. The findings and recommendations of the RCFV continue to drive extensive reform effort. The following key policy frameworks underpin the reforms, and the strategies and initiatives supported by FVRICs need to reflect these policy priorities.

[Ending Family Violence: Victoria's Plan for Change \(2017\)](#)

The *Ending Family Violence: Victoria's Plan for Change* (The 10-Year Plan) outlines how the Victorian Government will deliver the recommendations of the RCFV and build a future where all Victorians live free from family violence, and where women and men are treated equally and respectfully.

The 10-Year Plan describes the Victorian family violence reform agenda.

FVRICs should ensure that their plans and activities align with the priorities in the 10-Year Plan.

[The Family Violence Reform Rolling Action Plan \(FVRRAP\)](#)

The implementation of the 10-Year Plan is supported by three-year Rolling Action Plans (FVRRAPs) which identify key priorities for implementation.

The second FVRRAP identifies three reform-wide priorities for the period 2020-2023:

1. Intersectionality: Considering the needs of diverse communities and people at different life stages who face additional barriers to accessing support in delivery of the family violence reform
2. Aboriginal Self Determination: Embedding the social, cultural and economic needs of Aboriginal Victorians in the design and delivery of a culturally safe, holistic family violence reform
3. Lived experience: Working with people with lived experience of family violence to inform policy development, service delivery and the broader reform to support better outcomes for all Victorians.

FVRICs should ensure their strategic plans include activities relevant to at least four areas of service development identified in the FVRRAP for the period, including MARAM and Information Sharing, Workforce Development, and The Orange Door.

[Family Violence Outcomes Framework](#)

The *Family Violence Outcomes Framework* (the Framework) translates the government's vision into a quantifiable set of outcomes, indicators and measures, helping to communicate key priorities, why they matter and what constitutes success. There are four Domains in the Framework:

- Domain 1: Family violence and gender inequality are not tolerated
- Domain 2: Victim survivors, vulnerable children and families are safe and supported to recover and thrive
- Domain 3: Perpetrators are held accountable, connected and take responsibility for stopping their violence
- Domain 4: Preventing and responding to family violence is systemic and enduring. The key objectives of this domain are:
 - the family violence system intervenes early to identify and respond to family violence
 - the family violence system is person-centred and responsive

- the family violence system is integrated
- the family violence and broader workforces across the system are skilled, capable and reflect the communities they serve.

FVRICs should consider how local system data and other evidence can be applied to demonstrate change in the indicators listed above. The [Measurement and Monitoring Implementation Strategy](#) for the Family Violence Outcomes Framework outlines the government's staged approach towards outcomes reporting. The development of outcomes indicators and measures for FVRICs should be informed by this Strategy, which includes indicators to demonstrate progress toward achieving the objectives of the Ending Family Violence 10-year Plan.

[Building from Strength: 10 Year Industry Plan for Family Violence Prevention and Response \(Industry Plan\)](#)

The Industry Plan sets out how the Victorian Government will work with stakeholders to create a flexible and dynamic workforce. The strategy builds on four themes:

1. A system that works together
2. Building prevention and response capability across the system
3. Strengthening the specialist family violence and primary prevention workforces
4. Workforce health and wellbeing.

While the Industry Plan focuses on the specialist family violence and primary prevention sectors, it includes actions for other workforces that intersect with family violence including community services, health, justice and education and training. Implementation of the Industry Plan is supported by three- Rolling Action Plans (Industry Plan RAPs) which identify priority actions and initiatives actions for each three-year period.

A key strategic priority for FVRICs is building the capacity and capability of local workforces to identify and respond to family violence. FVRIC workforce development activities should align with the priorities of the relevant Industry Plan RAP.

[Dhelk Dja: Safe Our Way – Strong Culture, Strong Peoples, Strong Families](#)

The *Dhelk Dja: Safe Our Way* Agreement commits the signatories – Aboriginal communities, Aboriginal services and government – to work together and be accountable for ensuring that Aboriginal women, men, children, young people, Elders, families and communities are stronger, safer, thriving and living free from family violence.

Dhelk Dja strategic priorities include:

- Aboriginal culture and leadership
- Aboriginal-led prevention
- self-determining Aboriginal family violence support and services
- system transformation based on self-determination
- Aboriginal-led and informed innovation, data and research.

FVRICs should work closely with their local Dhelk Dja Action Group to ensure that their priorities and those of the of the Dhelk Dja Partnership Forum are considered in the development of FVRIC strategic plans

[Everybody Matters: Inclusion and Equity Statement](#)

The *Everybody Matters: Inclusion and Equity Statement* (Everybody Matters Statement) is the Victorian Government's 10-year vision for a more inclusive, safe, responsive and accountable family violence system for

all Victorians including individuals with multiple and overlapping social characteristics such as, age, gender, ability, sex, sexuality, ethnicity, culture or religion.

To achieve objectives of the Everybody Matters: Inclusion and Equity Statement, three-year action plans (Blueprints) identify specific actions under each of the three strategic priorities of the Everybody Matters Statement.

FVRICs should align their work with the priorities identified in the Everybody Matters Statement and the related Blueprint.

2. Operational Guidance for Family Violence Regional Integration Committees (FVRICs)

2.1 The role of FVRICs in the service system

FVRICs are area-based family violence governance structures that **provide strategic leadership and drive system development** by fostering innovation and building collaboration across sectors to improve pathways to support and ensure the system holds perpetrators to account.

FVRICs play a key strategic leadership role in developing the effectiveness of the family violence service system by strengthening system integration and supporting the implementation of the Victorian Government's family violence reform agenda.

FVRICs bring together specialist expertise and key stakeholders to identify and implement improvements in local service delivery, and to advocate on relevant policy and program design issues.

FVRICs strengthen '**horizontal system integration**' at the local area level by fostering shared understandings and collaboration between a wide range of service providers across sectors and with key stakeholders. As place-based governance arrangements, FVRICs can identify and respond to issues specific to their area, such as geography (eg. Rurality) and demographics (eg. Specific or diverse communities), etc.

FVRICs also strengthen '**vertical system integration**' by providing a mechanism to ensure that policy development and planning at the state level is informed by intelligence on local service system issues, and insights regarding opportunities and challenges relating to the design and implementation of reform initiatives.

At the local level, the Chair and PSA are delegated to represent the FVRIC. At state level, FVRICs are represented by the Statewide Family Violence Integration Advisory Committee (SFVIAC) which comprises all PSAs. The SFVIAC provides a representative to the Family Violence Reform Advisory Group (FVRAG), associated working groups, and other statewide forums and policy discussions with government and peak bodies.

2.2 Strategic Priorities for FVRICs

FVRICs fulfil their important role in strategic leadership by focussing on five strategic priorities to achieve system development and improvement.

FVRICs need to address all these strategic priorities and all FVRIC activities should contribute to at least one of the priorities.

Strategic Priority 1: Leading initiatives that support service integration and system improvements

FVRICs actively contribute to developing integrated service responses by identifying opportunities for service system improvements. Building connections between services and fostering a commitment to collaboration

and innovation strengthens integration at local and regional levels resulting in improved access to services and enhancements in the range, quality and inclusiveness of family violence service responses. Drawing on local service system data, qualitative data and other evidence, FVRIC members work together to identify gaps and design and deliver solutions for service system improvements.

FVRICs engage a wide range of services at the local level by undertaking special projects, facilitating co-ordination and developing protocols to support cross sector work, and convening working groups. FVRICs also develop or support initiatives to improve access to services for specific cohorts and may also undertake work to connect and align local prevention activities with local family violence responses.

Strategic Priority 2: Supporting the implementation, monitoring and evaluation of family violence reform initiatives

FVRICs' focus on system development and strengthening integration within local service systems enables the identification of systemic issues which impact on the implementation of the family violence reform agenda. FVRICs undertake planning and targeted work to promote and embed specific family violence reforms at the local level including but not limited to the adoption of practice aligned with the MARAM Framework and the relevant Information Sharing Schemes, building family violence literacy across sectors, and initiatives which support the integration of The Orange Door with the local service system.

Representatives of FVRICs participate in reviews and consultations led by FSV to monitor progress and plan for further implementation of the family violence reforms.

FVRICs need to ensure that their activities are aligned with reform objectives and reflect priorities identified in the Ending Family Violence Victoria's Plan for Change and associated FVRRAPs. At times FVRICs may be requested to contribute to work aligned with current or emerging FSV programs and initiatives

Strategic Priority 3: Developing an evidence base to inform planning, prioritisation of system improvement initiatives and advocacy for system change

FVRICs collate and analyse available service level data and other qualitative and quantitative evidence to understand local area needs, identify and prioritise systemic issues and to support advocacy for improvements to the service system.

Working together as the SFVIAC, the PSAs share and collate local data to inform an understanding of system issues across sectors, to identify statewide issues, and to understand the impact of various initiatives.

FVRICs need to have a strong focus on desired outcomes, and to consider indicators and measures of success. A data and evidence driven approach is required to demonstrate the impact of FVRIC activities and associated outcomes.

People with lived experience should play a vital role in deepening understanding of the family violence service system and identifying opportunities for improvement. FVRICs are expected to actively explore and develop meaningful ways to engage with people with lived experience of the family violence support system.

It is recognised that developing data resources at the local level is a longer-term objective as it relies on improved access to relevant and timely data, and enhanced capacity within FVRICs to collect, manage and analyse comprehensive data at the local level.

Strategic Priority 4: Building workforce capacity and capability

FVRICs have a key role in understanding the capacity and capability of workforces supporting the delivery of integrated family violence responses across all workforce tiers and sectors. Working with key stakeholders, including training providers and tertiary institutions, FVRICs identify and develop initiatives to address specific workforce capacity issues and to build capability through training and development activities across sectors.

The Victorian Government's *Building from Strength: 10-year Industry Plan for Family Violence Prevention and Response* provides the policy framework for this work, and FVRICs should seek to respond to priorities in the relevant Rolling Action Plan.

The work of FVRICs should align with statewide workforce capacity initiatives and plans developed by relevant peak bodies, including Safe & Equal and No To Violence (NTV), and sector guidance such as the Code of Practice, and capability frameworks.

Capability building activities include the delivery of training (including the MARAM Collaborative Practice module), professional development forums, working groups on capacity/capability issues, and communities of practice. Development opportunities are provided for sector leaders as well as practitioners to strengthen shared understandings of family violence and to foster commitment to collaborative service development and innovation.

Strategic Priority 5: Effective cross-sector governance for system leadership

Achieving system change requires a commitment to high level collaboration by key players across the service system. FVRICs bring together representatives from government and non-government agencies, family violence services, children and family services, Victoria Police, justice and legal services, housing, community, and health services to understand and improve service responses to family violence.

Governance arrangements need to ensure there are processes in place to effectively facilitate communication and information exchange across the system, support participatory decision-making and develop and maintain strategic engagement with a wide range of stakeholders. FVRIC governance arrangements also support strategic planning processes and mechanisms to ensure that accountability requirements are met.

2.3 Strategic Planning and Annual Action Planning

Each FVRIC is required to develop a 3-year Strategic Plan showing the alignment of local objectives with statewide policy and reform priorities. The Strategic Plan needs to describe the key objectives and anticipated outcomes in relation each of the five strategic priorities for FVRICs.

In addition to the Strategic Plan, each year the FVRIC is required to develop an Annual Action Plan documenting the activities and initiatives to be undertaken in relation to each of the priorities and objectives identified in the Strategic Plan in that period. A projected budget showing the anticipated expenditure of FSV funding provided to support the FVRIC needs to be provided with the Annual Action Plan. See templates at for the Annual Plan and Projected Budget at Attachment 1.

The Annual Action Plan and projected budget provide the framework for annual reporting to the DFFH Area. This reporting fulfils the formal accountability and acquittal requirements for the auspice agency under the service agreement with DFFH. Further detail on reporting requirements is provided in Section 3.

Planning cycle and process

FVRICs are required to undertake strategic planning every three years. The strategic plan should cover the period commencing 1 July following the release of the Family Violence Reform Rolling Action Plan (FVRRAP). It is recommended that preparation to inform the next strategic plan commences well in advance of the end date of the current plan. FSV will advise the anticipated release date for the FVRRAP as early as possible. The development of the FVRIC Strategic Plan should be a consultative and collaborative process informed by:

- FSV reform priorities in the current FVRRAP and Industry Plan RAP
- priorities identified in the Dhelk Dja Agreement and by the local Dhelk Dja Action Group
- other key reforms which impact on family violence responses, as advised by FSV
- current initiatives and priorities identified by the DFFH Area, The Orange Door

- peak bodies (Safe and Equal and NTV)
- input by FVRIC members, people with lived experience, and other key stakeholders
- relevant data and evidence
- progress against the previous FVRIC Strategic Plan

Given the system stewardship role of DFFH, it is expected that the FVRIC actively engage with their DFFH Area in the development and implementation of the Strategic Plan.

Content and format of the Strategic Plan

The FVRIC Strategic Plan needs to identify objectives and actions for each of the five statewide FVRIC strategic priorities, and include the following information:

- brief description of the FVRIC, including membership and strategic connections
- brief overview of the process to develop the plan
- brief overview of relevant Family violence and demographic data for the area
- brief overview of the local service system - family violence response services, related services/sectors, as well as any prevention services (if relevant)
- summary of key objectives in relation to each of the five FVRIC Strategic Priorities, including:
 - issue to be addressed
 - key stakeholders
 - local data or evidence relevant to the issue
 - alignment with statewide policy and reform objectives
 - type of activity to be undertaken to address the issue (noting specific activities are to be described in more detail in Annual Action Plans), and anticipated timeframe for activities (Year 1,2 or 3)
 - desired outcomes
 - impact / change indicators
- plan for review of the Strategic Plan
- Annual Action Plan – Year 1 (see next section on Annual Action Plans)

Content and format of Annual Action Plans

The FVRIC is required to develop an Annual Action Plan describing the actions that will be taken in the 12-month period to support the achievement of objectives identified in the Strategic Plan. The Annual Action Plan needs to include:

- activities to be undertaken in relation to each of the five Strategic Priorities, including the timeframes for each activity
- key stakeholders
- progress indicators
- projected budget showing anticipated project costs

FSV can provide or confirm the current template for the Annual Action Plan.

The FVRIC is required to have a formal process to monitor progress against the Annual Action Plan, and to ensure continuity between Action Plans. This monitoring may indicate the need for some adjustment to the priorities set out in the Strategic Plan.

Endorsement of the Strategic Plan and Annual Action Plans

Each FVRIC is required to submit their Strategic Plan and Annual Action Plan (Year 1) with projected budget to the DFFH Area by 1 May, following the release of the relevant Rolling Action Plan for the Ending Family Violence Plan for Change.

FSV will provide advice to FVRICs and the DFFH Areas regarding any specific priorities which need to be addressed in Strategic Plans and Annual Action Plans.

All Strategic Plans and Annual Action Plans are to be formally endorsed by the DFFH Area. The Annual Action Plan for Year 2 is to be submitted to the DFFH Area with the Annual Report for year 1, and the Annual Action Plan for Year 3 is to be submitted with the Annual Report for Year 2.

DFFH Area endorsement of the Strategic Plan and Annual Action Plans will ensure that the DFFH Area is aware of the priorities and projects of the FVRIC, and that synergies with relevant work across the area can be identified. Plans which align with the Strategic Priorities described in these Guidelines will be endorsed by DFFH.

It is expected that submission of the Strategic Plan and/or Annual Action Plan to the DFFH Area will include a meeting with the DFFH Area, attended by the Auspice Agency, Chair and Principal Strategic Advisor for the FVRIC.

Significant changes to the Strategic Plan or Annual Action Plans, such as alteration of key deliverables should also be agreed with the DFFH Area.

DFFH Areas should seek advice from FSV in relation to any unresolved issues with Strategic Plans and Annual Action Plans.

2.4 Governance Arrangements for FVRICs

This section describes the governance mechanisms which enable FVRICs to provide strategic leadership and drive system integration and development. These include:

- effective cross sector engagement and co-ordinating arrangements to ensure the required level of knowledge and influence within the local service system
- key governance mechanisms providing connections between regional and statewide work to ensure strong alignment between local work and statewide policy priorities and input by FVRICs into statewide policy discussions.

2.4.1 Governance arrangements to support integration across the local area (horizontal integration)

A key success factor for FVRICs is the active participation by members in planning and implementing initiatives. Governance arrangements for FVRICs need to be representative, inclusive, and actively support transparent and participatory decision-making.

Although there may be some variation across areas in the way FVRICs operate, the following guidance is provided to achieve a level of statewide consistency and effectiveness.

FVRIC Partnership Agreement

Each FVRIC should develop and maintain a Partnership Agreement documenting how the FVRIC operates at the local level. It is expected that the Partnership Agreement will be developed in consultation with, and approved by, FVRIC members, including the auspice agency.

The guidance provided below details the content to be included in the Partnership Agreement.

Description of purpose of the Family Violence Regional Integration Committee

A common sense of purpose is a critical to the success of FVRICs. All members and stakeholders need to be clear about the purpose of the FVRIC, which needs to be clearly articulated as strategic leadership and system development. The roles and responsibilities of member agencies should be described in the Partnership Agreement.

Each FVRIC needs to address all five Strategic Priorities described in these Guidelines, and all activities need to be clearly linked to one or more of these Priorities.

Cross-sector membership

FVRICs are expected to maintain a listing of current membership.

Membership of FVRICs must include cross sector representation to ensure that the strategic leadership of the FVRIC is informed and enabled by knowledge of practice and service development challenges and opportunities across all the service sectors that intersect with family violence.

Agency representatives should have sufficient seniority and capacity to represent their agency to:

- contribute knowledge and expertise about their service/service sector and practice issues
- make commitments to partnership arrangements on behalf of their agency
- advocate for and drive FVRIC agreed priorities within their organisation
- negotiate the provision of relevant organisational data in support of the FVRIC's strategic planning process
- share information about FVRIC activities and initiatives with their agency.

The following sectors should be represented in the core membership of FVRICs:

- specialist family violence services
- perpetrator services (men's specialist family violence services)
- child and family services
- The Orange Door ²
- sexual assault services
- Multidisciplinary Centres (MDCs)
- Victoria Police
- Child Protection
- court services and community legal services
- Aboriginal community-controlled organisations
- Housing and homelessness services
- Mental Health and Alcohol and Other Drug (AoD) services
- community and women's health services
- the DFFH Area (see below for further detail)

FVRICs are also expected to engage with other sectors and services including multicultural services, disability services, health services, maternal and child health services, early childhood services, education services, elder abuse services, community legal services and local government services. If these services are not included in the formal membership of the FVRIC it is important that there is engagement through other mechanisms.

The DFFH Area

A collaborative and dynamic relationship between the FVRIC and the DFFH Area supports the strategic leadership of the FVRIC.

² The Orange Door is a key component of the service system and it is important that there is strong engagement between the FVRIC and The Orange Door to support decision-making about local system issues. The Orange Door Hub Manager and Service System Navigator are key roles within an area, and it is anticipated that The Orange Door will be represented appropriately on the FVRIC. Where there is an executive group for the FVRIC it is appropriate for the Hub Manager to represent The Orange Door in this group.

- DFFH Area participation in the FVRIC as a core member ensures strong connection to local planning and governance processes across sectors, and that the FVRIC is kept informed about policy and program developments in the area. Where possible, the DFFH Area will facilitate access to relevant data to support the work of the FVRIC.
- Insights and intelligence on the implementation and delivery of reform related initiatives generated through the FVRIC provide an important contribution to the identification of issues and opportunities within the area. The contract management role of the DFFH Area is described below in the Reporting Requirements section.

Strategic cross sector linkages with key regional positions and networks

In addition to formal membership, the FVRIC should ensure appropriate engagement across the service system. Stakeholder mapping should be undertaken, and active linkages with other regional networks and key positions established. These include, but are not limited to:

- Child and Family Services Alliances
- Risk Assessment and Management Panels (RAMPs)
- Multidisciplinary Centres (MDCs)
- Local Area Service Networks (homelessness)
- Dhelk Dja Regional Action Group
- Specialist family violence advisors (mental health, AoD, disability and any other)
- AoD Catchment Planning Group/networks
- Local Mental Health Alliance/networks
- Primary Health Networks
- Elder Abuse services
- Prevention of Violence Against Women Partnerships
- Local government services/network
- Regional contacts in relevant government departments including Department of Justice and Community Safety, Department of Education and Training, etc.

The mechanisms for establishing and maintaining these linkages will be determined locally. Given the cross-sector membership of the FVRIC, many of these strategic linkages will be supported by FVRIC member agencies.

Structures and processes to foster participation and transparent decision-making

The FVRIC should establish structures and processes that enable all stakeholders to participate in ways which reflect their role in the service system and support their participating in the activities of the FVRIC.

Given the importance of effective collaboration, it is important that the agreed roles and processes within the FVRIC prevent any one individual or agency from exercising undue influence in decision-making.

There are significant differences across DFFH Areas in terms of the size and complexity of the service system which presents different opportunities and challenges for the governance of FVRICs. Where there are a larger number of services and regional stakeholders, the FVRIC may need to consider categories of membership and various arrangements to focus effort on the different FVRIC activities and priorities.

Arrangements that should be considered include:

- working groups established to undertake specific projects and initiatives
- establishment of cross sector communities of practice

- networking and communications to maintain strategic linkages with relevant networks and regional governance arrangements.
- members' meetings convened in local government areas

All FVRICs need to have efficient and transparent decision-making processes, with clarity about how decisions are made.

Given the extensive cross-sector membership requirements for FVRICs, and large number of member agencies in most FVRICs, there may need to be delegation to particular roles and members to support specific functions and decisions on behalf of the FVRIC. These decision-making processes should be set out in the Partnership Agreement.

It is expected that DFFH Area representative/s will participate in the FVRIC as non-voting members. This also applies to any other departmental representatives. The FVRIC should determine whether The Orange Door Manager is a voting or non-voting member.

Meetings and communications with members

The FVRIC determines the function and frequency of meetings with members, how meetings are conducted, including decision-making processes, quorum and voting rights. Meetings should be held at least quarterly.

Meeting processes need to support active participation and meaningful contribution by all members.

Routine communication processes need to ensure that all member agencies are kept informed of the various activities of the FVRIC and associated working groups.

An induction process should be available for new members of the FVRIC to ensure that all members have a sound understanding of the purpose and operation of the FVRIC.

Grievance procedure

Any conflicts should be resolved by the parties concerned where possible. Failing this, the Chair, PSA and auspice agency representatives should work together to find an acceptable resolution. If the conflict cannot be resolved within the FVRIC, the DFFH Area should be notified.

Process and cycle for development of Strategic Plan and Annual Action Plans

The requirements for strategic planning are set out in Section 2.3 of these Guidelines.

Reporting obligations

Reporting requirements for FVRICs can be found in section 3

Regular review of governance arrangements

The strategic leadership potential of the FVRIC is directly related to the quality of engagement with member agencies and collaborative relationships with key stakeholders. As effective governance is critical to the success of FVRICs, governance development is a strategic priority.

Strategic plans and annual action plans need to include objectives and actions to ensure effective cross-sector governance arrangements are maintained to support the achievement of FVRIC objectives.

At least every two years a review of the governance arrangements and Partnership Agreement should be undertaken by the FVRIC, to ensure that they continue to support the effective operation of the FVRIC. This should include a review of the effectiveness of the Chair. See further details in the description of the role and term of the Chair in Appendix 2.

FVRICs may choose to utilise VicHealth's [Partnership Analysis Tool Checklist](#) to assess their success in promoting collaboration and commitment to working in partnership.

Key roles and responsibilities within the FVRIC

Below is a summary of the key roles and responsibilities within the FVRIC, and how they work together to ensure the FVRIC is effective and accountable. Additional detail on these key roles is provided at **Appendix 2**.

Member agencies

Active participation by the members of the FVRIC is a key success factor for FVRICs. It is expected that all member agencies and their representatives commit to working collaboratively to achieve the priorities of the FVRIC and participate in FVRIC meetings, relevant working groups and activities.

FVRIC Chair

The work of the FVRIC is supported by the Chair and the PSA. Working closely together these two roles are responsible for fostering a commitment to collaboration and innovation within the FVRIC and maintaining a focus on objectives as described in the Strategic Plan. The Chair is elected or appointed by the FVRIC and is accountable to the FVRIC.

Principal Strategic Advisor (PSA)

The PSA is employed by the FVRIC Auspice Agency to lead and support the work of the FVRIC. The PSA works closely with the FVRIC Chair to ensure that the FVRIC provides strategic leadership within the local service system, and functions according to the Partnership Agreement. By agreement with the Chair and Auspice agency, the PSA may represent the FVRIC in various local and statewide forums.

Auspice Agency

The Auspice Agency receives funding from FSV and is responsible for providing the infrastructure and administrative support to the FVRIC, including the employment of the PSA, delivery of activity reports and the acquittal of funding through its service agreement with DFFH.

The Auspice Agency representative must not seek to exercise undue control in the FVRIC. The auspice agency has a single vote and should not direct the PSA to act against decisions or direction endorsed by the FVRIC membership. If the auspice agency also provides the Chair, a Deputy Chair from another agency should be appointed to work with the Chair and PSA to support the operation of the FVRIC.

The Auspice Agency is required to ensure interim arrangements are in place that adequately support the FVRIC and associated PSA functions to continue during any PSA vacancy and leave periods.

Leadership Agreement describing how the key roles work together to support the work of the FVRIC

Accountability for the performance of the FVRIC, including alignment with these Guidelines and the Partnership Agreement rests with the Administrative executive.

Given the shared leadership functions and intersecting responsibilities of the Auspice agency, FVRIC Chair, and PSA, it is recommended that a 'leadership agreement' is developed to describe how these three roles work together to support the FVRIC. This agreement should include:

- appointment processes for both the Chair and the PSA
- supervision and performance management arrangements for the Chair and PSA
- how each role will contribute to meeting reporting and accountability requirements for the FVRIC
- allocated responsibilities for representing the FVRIC
- conflict resolution processes.

2.4.2 Governance arrangements to connect with statewide policy and program development (vertical integration)

While the key focus of FVRICs is to drive system improvements at the local level, mechanisms are required to ensure that the detailed knowledge and insights emerging from this work inform statewide planning and policy development processes.

Engagement with Family Safety Victoria (FSV)

FSV carries primary responsibility for the implementation of the family violence reform agenda, and the development of the family violence response system.

Routine engagement between FVRICs and FSV supports:

- the alignment of FVRIC activities with statewide policy and reform priorities
- the sharing of knowledge and insights emerging from local implementation and system development to inform that statewide policy development and program planning undertaken by FSV.

It is important that there is a collaborative and dynamic relationship between the FVRIC and FSV. The arrangements supporting this engagement are described below, including:

- FVRICs' obligations to provide information to FSV
- the role of the Statewide Family Violence Integration Advisory Committee (SFVIAC) in supporting routine dialogue and knowledge exchange between FVRICs and with FSV and other state level bodies.

FSV supports FVRICs to achieve their objectives by:

- maintaining regular engagement with FVRICs through the SFVIAC to ensure the ongoing information exchange including advice on policy priorities and reform initiatives driven through FSV
- facilitating FVRIC representation on appropriate statewide working groups
- where possible, facilitating access to data and information relevant to the objectives of FVRICs and the SFVIAC
- providing feedback on issues papers submitted by the SFVIAC in relation to the work of FVRICs
- facilitating connections between the SFVIAC and other government departments on matters relevant to the family violence reform agenda and FVRIC activities.
- Ensuring that DFFH Areas are kept informed of FSV's priorities relevant to the work of FVRICs.

Statewide Family Violence Integration Advisory Committee (SFVIAC)

The SFVIAC is the mechanism which supports dialogue and knowledge exchange between FVRICs and with FSV and other state level bodies. The SFVIAC comprises all the PSAs, who work together to:

- ensure regular information exchange and knowledge building across FVRICs
- identify statewide issues and inform statewide policy and program development
- engage with FSV and other state government departments
- engage with relevant family violence peaks (Safe and Equal, and NTV) and other statewide sector bodies.

The SFVIAC is supported by a Secretariat of three PSAs elected by the SFVIAC. The Secretariat supports the work of the SFVIAC by co-ordinating requests from statewide bodies, collating information and co-ordinating the work of the SFVIAC.

It is recommended that the SFVIAC develop and maintain a work plan outlining key engagements and projects.

The SFVIAC is required to provide FSV with an Annual Overview of Key Achievements across FVRICs and key issues and opportunities relevant to statewide policy and planning which have been identified through the work of FVRICs. This report is to be submitted to FSV by 30 November each year.

In addition, it is important that PSAs report regularly to their FVRIC on the activities of the SFVIAC.

Relationship between FVRICs and other government departments

The system leadership role of the FVRIC requires engagement across sectors, including AoD, Mental Health, justice, housing, health, education, Victorian Police, Children Youth and Families, etc.

FVRICs may need to foster relationships with regional and area contacts in various departments and government agencies to support the local implementation of specific family violence related initiatives.

The SFVIAC may also provide advice on the design of statewide policy and program initiatives led by other departments which impact on the family violence service system and FVRICs may also support implementation of these initiatives at the local level.

3. Oversight and Reporting Requirements

This section describes the roles of DFFH Areas and FSV in providing oversight of FVRICs and the requirements for formal reporting and financial acquittal.

FSV and DFFH Areas work together to support FVRICs and to oversee performance and outcomes. A level of informal monitoring occurs through the DFFH Area's participation as a member of the FVRIC, and through the SFVIAC's routine engagement with FSV.

Reporting ensures accountability and enables both DFFH and FSV to identify synergies and FVRIC contributions to area priorities and statewide policy objectives.

3.1 Role of the DFFH Area in performance monitoring and contract management

The DFFH Area has primary responsibility for contract management and performance monitoring and fulfils this by:

- engaging in discussions with the FVRIC Chair, PSA and auspice agency representative regarding the FVRIC Strategic Plan and progress in relation to Action Plans
- assessing annual reports against the FVRIC Strategic Plan and Annual Action Plan
- assessing financial acquittals and liaising with FSV regarding any funding related issues
- engaging with the Chair of the FVRIC, PSA and auspice agency representative to discuss any concerns regarding FVRIC activities or overall performance. While the auspice agency is responsible for ensuring that reporting requirements are met, any discussions concerning the performance of the FVRIC should involve the auspice agency, the Chair and the PSA.
- assessing performance and acquittal for other projects or initiatives led by the FVRIC.
- providing advice to FSV on the overall performance of the FVRIC and any significant changes to the Strategic Plan.

FVRICs are required to provide the following information to the local DFFH Area with the Annual Report:

- contact details for the Auspice agency representative, the Chair (and Deputy Chair where relevant), and PSA

- membership list
- current Strategic Plan and Annual Action Plan
- information on key emerging risks and issues related to the FVRIC
- other relevant information, as requested by DFFH

3.2 Role of FSV in statewide oversight of FVRICs

FSV manages the funding, policy and authorising context for the work of FVRICs, and FVRICs are accountable to FSV for ensuring their activities align with statewide family violence reform objectives.

FSV also provides advice to the DFFH Area on issues and requirements relevant to FVRICs.

FSV provides statewide oversight by:

- maintaining regular engagement through the SFVIAC, as described in section 2.4.2.
- keeping the SFVIAC informed about the status of key relevant initiatives managed by FSV.
- monitoring of and support with key plans and reporting, including Strategic Plans, and Annual Action Plans.
- receiving the Annual Overview of Key Achievements submitted by the SFVIAC
- liaising with DFFH Areas regarding:
 - statewide priorities and reform objectives to support DFFH Areas to assess FVRIC Strategic Plans
 - emerging issues or risks relevant to the effective functioning of FVRICs
 - any concerns regarding performance of FVRICs

3.3 Reporting requirements for FVRICs

FVRICs are accountable to the DFFH Areas for performance against their Annual Action Plan and for the acquittal of funding provided by FSV or the DFFH Area. All funding must be utilised in accordance with guidance provided by FSV or the DFFH Area where funding has been provided by the DFFH Area.

The FVRIC is required to participate in any discussions initiated by the DFFH Area regarding FVRIC activities and performance, and to provide the following to the DFFH Area:

- Annual reports against the Annual Action Plan
- Annual financial report based showing the projected budget and actual expenditure for the 12-month period.

In addition to annual performance reporting FVRICs are required to report on any non-recurrent funding provided for any specific projects or initiatives.

FVRICs are also required to advise the DFFH Area on any emerging risks and issues related to the FVRIC, and any other relevant information as requested by DFFH.

An Overview of Reporting Requirements is provided at **Appendix 1**.

Appendices

Appendix 1: Overview of Reporting Requirements

Report	Frequency and timing	Responsibility for reporting	Format of Report
Report to FVRIC members on: <ul style="list-style-type: none"> • progress against Action Plan • emerging issues and opportunities • activities of the SFVIAC including statewide engagement 	At least quarterly (<i>noting FVRICs have different decision-making process and meeting schedules</i>)	PSA working in collaboration with FVRIC Chair	Verbal or other report as agreed within FVRIC, and noted in the FVRIC minutes
Annual Activity report to DFFH Area on progress against Annual Action Plan	End of year report by 30 July.	PSA and FVRIC Chair (<i>Written report endorsed by Auspice Agency rep before delivery to DFFH Area</i>)	Reporting Template 1
Annual Financial acquittal for DFFH Area: <ul style="list-style-type: none"> • Report against projected budget • Include any requests to carry over core funding • Report on full year delivery of MARAM Collaborative Practice Training • Include any requests to carry over targets and funding 	<p>Statement of Expenditure for FSV and any DFFH area funding – by 30 July</p> <p>Audited Agency financial reports are due by 30 September</p>	Auspice agency with endorsement of Chair & PSA.	Reporting Template 2
Quarterly report on delivery of MARAM Collaborative Practice Training	Provided to FSV and DFFH Area within two weeks of the end of each quarter.	PSA <i>Local decision on whether auspice agency endorsement is required</i>	Template provided by FSV
Annual Overview of Highlight Achievements across all FVRICs	Provided to FSV by 30 November	SFVIAC	Showing highlights relevant to each of the five FVRIC Strategic Priorities

Appendix 2:

Statement of Responsibilities for Key Roles within the FVRIC

FVRIC members

- contribute knowledge and expertise about their service and sector including specific issues experienced by that sector
- share relevant agency information and data as agreed to FVRIC strategic planning processes and other FVRIC activities and initiatives
- inform approaches to improving service system responses
- advise on practice and operational issues impacting on services
- identify opportunities for addressing emerging issues and trends
- implement relevant actions in the strategic plan

Auspice agency

- a) Participation as a member of the FVRIC administrative executive
- b) Employment of the PSA on behalf of the FVRIC:
 - the auspice agency will manage the recruitment process and include the FVRIC Chair (and where relevant the Deputy Chair) on the selection panel. Where the auspice agency representative and Chair are the same person, then the Deputy Chair should represent the Regional Integration Committee
 - support the PSA to
 - operate independently on behalf of the FVRIC and to focus their work on the priorities in the FVRIC Strategic and Annual Action Plans,
 - in collaboration with the Chair (and Deputy Chair where applicable) to ensure the optimal functioning of the FVRIC
 - the priorities and key tasks for the PSA should be described in an annual Work Plan aligned with the FVRIC Strategic Plan and Annual Action Plan. The Chair (and Deputy Chair where applicable) should be involved in the development of the PSA Work Plan.
 - provide line management for the PSA including the provision of occupational health supports and relevant training and professional development opportunities
 - ensure that appropriate professional support, supervision and performance management is provided. Given the importance of the collaborative working relationship between the PSA and the Chair in leading the FVRIC, arrangements for professional support, supervision and performance management for the PSA should be agreed with the Chair, (and Deputy Chair where relevant) and PSA (note reference to the Leadership Group in section 2.4.1)
 - where deemed appropriate external supervision may be facilitated
 - provide appropriate communications, technology and business equipment including access to a vehicle to support the PSA in their work
- c) Manage funding and ensure accountability requirements are met:
 - manage funding on behalf of the FVRIC by ensuring there is a projected budget aligned with the Strategic Plan and Annual Action Plans, monitor expenditure and providing financial updates and reports to the PSA, Chair and DFFH Area as required
 - ensure that performance reports and acquittals are prepared and lodged as required
 - participate in performance related discussions with the DFFH Area, together with the FVRIC Chair and PSA

- d) Ensure that the FVRIC is operating in accordance with Guidelines and the Partnership Agreement:
- ensure that there is regular review of the Partnership Agreement to ensure they reflect any developments in membership, meeting arrangements and decision-making processes
 - ensure appropriate grievance procedures to address any conflicts associated with the operation of the FVRIC are mutually agreed with the FVRIC Chair
 - work in collaboration with the DFFH Area contact, the Chair, and Deputy Chair (where applicable) and the PSA to address any issues of concern regarding the functioning of the FVRIC

The FVRIC Chair

The Chair holds a key leadership role within the FVRIC.

- a) Appointment of the Chair:
- the Chair may be either a senior member of one of the member agencies, or the FVRIC may appoint an independent Chair. Remuneration of a FVRIC Chair is not mandated and is at the discretion of the FVRIC
 - if the auspice agency also provides the Chair, a Deputy Chair should be appointed to work actively with the Chair and PSA to support the operation of the FVRIC
 - it is usual for the Chair to be appointed of a period of 2-3 years, with an election or reappointment process at the end of that period which may result in the re-appointment of the Chair.
 - at the end of their term, the Chair is expected to support the transition to the new Chair
- b) The Chair is expected to:
- develop a collaborative and constructive working relationship with the PSA and auspice agency contact
 - work in collaboration with the PSA to provide strategic leadership to the FVRIC:
 - work with FVRIC members to develop a shared understanding of the local service system, and to develop shared insights regarding challenges and opportunities in the area
 - maintain focus on the key objectives as described in the Strategic Plan
 - identify and prioritise strategic goals and focus the work of the committee on achieving these goals regional work to achieve these priorities
 - prepare agendas to focus on progressing activities relevant to strategic priorities and objectives described in the FVRIC Strategic Plan and Action Plan
 - develop and lead a participatory and inclusive process for the development of the Strategic Plan and associated Action Plans
 - formulate contributions to SFVIAC activities and statewide policy development and planning discussions, and to prioritise local issues to be raised in any statewide forums
 - chair FVRIC meetings to promote active participation, exchange and dialogue on key issues relevant to the FVRIC objectives
 - foster collaborative approaches and co-operation between stakeholders to strengthen integration of across the service system, and harness the leadership capabilities of members, drawing on their knowledge of relevant systems and service delivery issues
 - actively address any conflicts in line with the grievance procedure in the Partnership Agreement
 - ensure the FVRIC develops a Strategic Plan and Annual Action Plans in accordance with the Guidelines
 - ensure there are regular reviews of progress against the Strategic Plan and Annual Action Plan (at a minimum every six months) and oversee any required adjustment (in collaboration with the Auspice agency and the PSA) to the Action Plan and/or PSA Work Plan if required.

- participate in the development of the PSA's Work Plan to ensure alignment with the Annual Action Plan
- ensure that there is a review of the governance arrangements and Partnership Agreement at least every two years to ensure they reflect any developments in membership, meeting arrangements and decision-making processes
- participate in discussions with the PSA and Auspice agency representative regarding the content and preparation of reports on the activities of the FVRIC, including budget monitoring and acquittals
- participate in discussions with the Auspice agency, the PSA and the DFFH Area to discuss FVRIC activity and annual reports, and the financial position of the FVRIC
- represent the FVRIC and the collective view and position of the FVRIC rather than their individual perspective or that of the agency they represent
- sign letters and documents on behalf of the FVRIC
- by agreement with the auspice agency the Chair may act as a delegate for the auspice agency in the provision of professional support and supervision for the PSA

Principal Strategic Advisor (PSA)

The PSA works closely with the FVRIC Chair to provide strategic leadership for the FVRIC:

Management and support arrangements for the PSA:

- The PSA is employed by the Auspice agency, and ultimately the Auspice agency is responsible to ensure that the PSA is effective in the role. However, the PSA is also accountable to the FVRIC Chair and the FVRIC membership. Given the shared leadership functions and intersecting accountabilities for these key roles, a Leadership Agreement regarding the respective roles and responsibilities of the Auspice agency, FVRIC Chair, and PSA should be documented in the Partnership Agreement
- The priorities and key tasks for the PSA should be described in an annual Work Plan aligned with the FVRIC Strategic Plan and Annual Action Plan, developed by the PSA and the Auspice Agency with the involvement of the Chair (and Deputy Chair where applicable).
- It is recommended that the PSA, FVRIC Chair and the Auspice agency representative meet quarterly (and otherwise as required) to collectively review progress against the PSA Work Plan and to discuss and resolve any potential issues impacting upon the work of the PSA

The responsibilities of the PSA include:

a) Information gathering and knowledge building to support the work of the FVRIC:

- collate and analyse local system information and perspectives to develop insights and identify issues, gaps and priorities to inform planning for local system improvement and the implementation of statewide reforms
- maintain an overview of key policy and program developments and identify implications and opportunities for system development in the area.
- actively ensure alignment of the work of the FVRIC with statewide family violence reform objectives and the Strategic Plan.
- actively work with FVRIC member agencies to identify potential improvements to the local service system and the integrated implementation of family violence reforms
- provide informed, considered and evidenced advice to the Committee, FSV and other stakeholders.

b) Supporting good governance

- Foster collaborative cross sector relationships and initiate and support partnership projects to strengthen connections between local services
- Maintain strong connections and work collaboratively with key regional governance structures and networks

- Provide operational support for the FVRIC, support governance development and review processes including updates to the Partnership Agreement.
 - Develop and maintain effective communication strategies to ensure the members of the FVRIC are kept well informed of decisions, the progress of initiatives and strategic engagement
 - Provide an induction kit comprised of an up-to-date Partnership Agreement . Strategic Plan, Action Plan, recent reports and other relevant documents to all FVRIC members.
 - Participate in the SFVIAC to represent the interests of the FVRIC and to advocate for local issues and interests
 - Provide regular reports (usually monthly) to the FVRIC on activities and achievements against the Action Plan, and updates on statewide policy matters including activities and engagement undertaken by the SFVIAC
- c) Strategic Planning and Reporting:
- lead the development, implementation and operationalisation of the FVRIC Strategic Plan and Annual Action Plans
 - ensure that FVRIC activities and priorities are aligned with the Strategic Plan
 - coordinate the preparation and submission of reporting on behalf of the FVRIC
 - participate in discussions with the Auspice agency, Chair and the DFFH Area to discuss the mid-year and full year FVRIC activity and performance reports, and financial position of the FVRIC.
- d) Capacity building
- undertake activities to build capacity and knowledge regarding the Family Violence reforms and service responses within and across the system
 - develop communications and engagement between the family violence services, other sectors, peak bodies and government on matters relevant to cross sector system integration
 - coordinate and develop capacity building and workforce development initiatives that improve the safety of victim survivors and increase the accountability for perpetrators.
 - co-ordinate and oversee the delivery of MARAM Collaborative Practice Training in the area.
 - oversee the delivery of any FSV funded projects for which the FVRIC is responsible
- e) Represent the FVRIC
- at routine meetings with FSV
 - in regional and statewide forums and advocate on issues relevant to the area
 - in activities and engagement co-ordinated through the Statewide Family Violence Integration Advisory Committee (SFVIAC)

Appendix 3: Statement of Responsibilities for the SFVIAC

The key functions of the SFVIAC are to:

- a) Support regular information exchange and knowledge building across FVRICs:
 - identify and analyse differences and similarities between regions to better inform family violence reform delivery, including identifying opportunities for innovation
 - deliberate and establish a consolidated position on systemic issues in relation to family violence reform and service delivery across Victoria
 - identify opportunities for more consistent planning and reporting across FVRICs to inform understanding of systemic issues, including data development activities
 - collaborate on state-wide initiatives in shared FVRIC priority areas
 - provide peer support and learning opportunities to build knowledge and skills relevant to regional integration activities
- b) Provide the linkage mechanism to connect FVRICs with FSV and other state government and statewide sector bodies:
 - engage with FSV, peak bodies and other statewide forums to ensure the perspectives of FVRICs are represented in statewide policy discussions
 - provide representation of FVRICs on the Family Violence Reform Advisory Group and other family violence reform governance groups as requested
 - provide advice on the design and implementation of family violence reforms, informed by the local knowledge of implementation opportunities and challenges.
 - provide advice and advocacy on system issues impacting on the implementation of the family violence reforms
 - promote the unique value of FVRICs in supporting the cross-sector collaboration and local service system development to support the implementation of the family violence reforms
 - build awareness of the current work and further potential of FVRICs.
 - develop an Annual Regional Integration Highlights Overview including commentary on key systems issues across the state for FSV.

SFVIAC Secretariat

The Secretariat supports the SFVIAC by providing administrative and co-ordinating functions. Responsibilities of the SFVIAC Secretariat include:

- administration and coordination to support the SFVIAC meetings including calendar invitations, preparing agendas for SFVIAC meetings, circulating agenda papers, liaising with peak body members, organising guest speakers, and taking minutes at meetings
- collation of relevant information from FVRICs to inform SFVIAC discussions regarding policy and implementation issues with statewide sector bodies and government, and for proposing strategies for advocating on emerging issues.
- coordination of responses to requests for statewide information relevant to FVRICs.
- coordination the preparation and submission of the Annual Regional Integration Highlights Overview for FSV.
- liaison with FSV regarding the agenda for meetings between the SFVIAC and FSV, and co-ordinate input and feedback from PSAs
- coordination the response to requests for PSA representation on state-wide panels, advisory/steering committees and/or reform working groups in consultation with the members of the SFVIAC

Key related documents (Attachments)

Annual Action Plan Template

FVRIC STRATEGIC PRIORITY this initiative relates to (one or more): 1,2,3,4,5 #	Initiative Add more rows as needed	Aim of this initiative	Key stakeholders	Progress indicator/s what will indicate progress on this action

- #
1. Leading integration initiatives and system improvements
 2. Supporting the implementation, monitoring and evaluation of family violence reform initiatives
 3. Developing an evidence base to inform planning, prioritisation of system improvement initiatives and advocacy for system change
 4. Building workforce capacity and capability
 5. Effective cross sector governance for system leadership

Reporting Templates

FSV will provide templates to support FVRICs in meeting their reporting requirements. Templates will be available as separate documents, to enable regular review and updates as required.

Reporting Template 1: Annual Activity Report against Annual Action Plan

REPORT on Annual Action Plan for _____ (FVRIC) Period _____ to _____						
FVRIC STRATEGIC PRIORITY this initiative relates to (one or more): 1,2,3,4,5 #	Initiative Add more rows as needed	Traffic light Not started In progress Completed	Comment on achievements to date	Comment on challenges to date	Comment on impact to date What are the indications that this activity is making a difference)	If not completed Will this action be included in Action Plan for the following year? What is the anticipated completion date?

- #
1. Leading integration initiatives and system improvements
 2. Supporting the implementation, monitoring and evaluation of family violence reform initiatives
 3. Developing an evidence base to inform planning, prioritisation of system improvement initiatives and advocacy for system change
 4. Building workforce capacity and capability
 5. Effective cross sector governance for system leadership

Reporting Template 2: Projected budget and financial acquittal template (for FSV and DFFH funding)

FVRIC: _____		Period ending 30 June (year) _____		
	PROJECTED INCOME			END OF YEAR REPORT
INCOME	FUNDS CARRIED FORWARD	ANTICIPATED CURRENT YEAR FUNDING	ANTICIPATED TOTAL FUNDING	ACTUAL INCOME
FSV - FVRIC co-ordination				
FSV - FVRIC brokerage				
FSV – MARAM CPT				
FSV – other projects				
DFFH Area (if any)				
TOTAL INCOME				

EXPENDITURE	PROJECTED EXPENDITURE (BUDGET)	ACTUAL EXPENDITURE	FUNDS TO BE CARRIED FORWARD
PSA and other staffing <i>(if any)</i>			
Committee expenses			
Projects and Initiatives per Action Plan			
Other - including any additional project funds provided by FSV			
TOTALS			
BALANCE	<i>Total income minus total expenditure</i>		

Please note any additional project funding from other sources here:

Performance issues and acquittal processes are managed by the DFFH Area in line with requirements set out in the service agreement.
Any proposals for carry-over of underspend need to be negotiated with the DFFH Area.