

**IN THE MATTER OF THE ROYAL COMMISSION
INTO FAMILY VIOLENCE**

ATTACHMENT AR-10 TO STATEMENT OF ARTHUR ROGERS

Date of document: 20 July 2015
Filed on behalf of: the Applicant
Prepared by:
Victorian Government Solicitor's Office
Level 33
80 Collins Street
Melbourne VIC 3000



This is the attachment marked '**AR-10**' produced and shown to **ARTHUR ROGERS** at the time of signing his Statement on 20 July 2015.



Before me:



An Australian legal practitioner
within the meaning of the
Legal Profession Uniform Law (Victoria)

Housing Establishment Fund (HEF) 94113

Service delivery tracking activity? No

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Output group: Housing assistance

Output: Housing assistance

Objective

The Housing Establishment Fund aims to address and prevent homelessness by providing financial assistance to people who are homeless or in housing crisis.

Description of the service

The Housing Establishment Fund provides flexible funds to assist homeless people to access crisis, longer-term or alternative housing options, or to assist them to maintain their existing housing.

Client group

The target group for the Housing Establishment Fund is people experiencing homelessness or at risk of homelessness, including:

- people including singles, couples and families
- women and children who are experiencing family violence
- young people (between 16 and 25 years old).

Service delivery

The Housing Establishment Fund is delivered by community service organisations, with the majority of funds distributed through the transitional housing management program and key access points.

Service redevelopment

The department will continue to monitor service provision, and where necessary, may amend service specifications or funding allocations based on community needs or in response to changes to government policy and priorities.

During the current Service Agreement period, the government is undertaking a Royal Commission into family violence. This Royal Commission will shape the delivery of Health & Human services and may impact delivery of family violence services during the agreement period.

Monitoring and review

Service Agreement: The Department of Health & Human Services monitors and reviews the organisation's compliance with the Service Agreement's requirements set out in the terms and conditions and schedules including the applicable departmental policies. The Service Agreement is used to manage funding provided through the department for services delivered by community service organisations and local government authorities.

The Service Agreement includes two applicable departmental policies: 1) *Department of Health & Human Services Policy and Funding Guidelines, July 2015* and 2) *Service Agreement Information Kit*.

These applicable departmental policies support compliance with the Service Agreement terms and conditions. The Service Agreement Information Kit provides information on the Service Agreement terms and conditions (chapter 3) including applicable departmental policies (chapter 4) that apply to most organisations with Service Agreements, for example, occupational health and safety. Therefore, the Service Agreement Information Kit must be read in conjunction with *the Department of Health & Human Services Policy and Funding Guidelines, July 2015*.

Human Services Standards: Organisations funded to provide services to clients are required through the Service Agreement to meet the gazetted Department of Health & Human Services Standards (Human Services Standards) and can be monitored in relation to their compliance with these standards.

Organisations funded through this activity are subject to independent review and accreditation requirements under the Human Services Standards, except where exempted by the department.

Organisations funded to deliver this service activity are required to be registered in accordance with the department's Policy, procedures and forms for the registration of disability service providers and community services. <http://www.dhs.vic.gov.au/about-the-department/documents-and-resources/policies,-guidelines-and-legislation/policy,-procedures-and-forms-for-registration-of-disability-service-providers-and-community-services>

Monitoring Performance: Funding is subject to the delivery of specified targets in performance measures. Where actual performance is less than 100 per cent of target performance the funded organisation should provide the Department of Health & Human Services with a justification for retaining full funding.

Performance measures

Key Performance Measure 1 (KPOM) – Number of assists	
Definition	Number of clients assisted with housing establishment funds per annum.
Aim/Objective	The aim of this performance measure is to monitor the number of assists.
Target	Provided in Service Agreement.
Type of count	Cumulative
Counting Rule	Count each time a person is allocated with establishment funding and identify items on which the funds were expended.

Monitoring Frequency	Monthly
Data Source(s) Collection	Housing Establishment Fund (HEF) data Specialist Homelessness Services Collection provided to the Department of Health & Human Services and the Australian Institute of Health & Welfare.
Definition of Terms	A client is someone, adult or child, who directly receives a service. In Victoria a service comprises episodes of support which are defined in line with the data collection definition of a support period. Detailed information is contained in the 'Specialist Homelessness Services Collection manual' (www.aihw.gov.au/shsc-resources/).

Data collection information

Data Collection Name	Data Management System	Data Set	Reporting Cycle
Specialist Homelessness Services Collection	Specialist Homelessness Information Platform (SHIP)	Specialist Homelessness Services Collection provided to the Department of Health & Human Services and the Australian Institute of Health & Welfare.	Monthly
Housing Establishment Fund (HEF) data	Manual worksheet	HEF Data provided to Department of Health & Human Services Divisions	Six monthly

Key documents

Mandatory

[Specialist Homelessness Services Collection Resources](#)

[Homelessness Services Guidelines and Conditions of Funding May 2014](#)

[Family Violence Risk Assessment and Risk Management Framework 2012](#)

[Homeless with Support Segment](#)

[Code of Practice for specialist family violence services for women and children](#)