



**Family Law Pathways Networks
Program Guidelines**

May 2013

Attorney-General's Department



Australian Government



**Family Law
PATHWAYS
NETWORK**

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Family Law Pathways Networks

The Australian Government is committed to assisting separating, or separated Australian families, by providing access to services they need as quickly and seamlessly as possible.

As part of that commitment, the Government, through the Attorney-General's Department (the Department), provides grants for Family Law Pathways Networks (networks) across Australia.

Since the program commenced in 2003, networks are recognised as a key component of the family law system, and have been acknowledged as highly successful in assisting to implement Government policy at the local, grass-roots level, by enhancing collaboration to improve overall assistance to separated and separating families.

Approved networks receive a grant to help professionals operating in the family law system (i.e. legal as well as human services practitioners) to better collaborate and therefore improve overall assistance provided to separating and separated families at the local level.

Networks are divided into two levels i.e. Level 1 networks cover the greater metropolitan areas of the five major Australian cities and/or a whole state, and Level 2 networks cover all other networks.

Objective for networks

There is a common objective that is the same for each network i.e. to establish and build collaboration amongst professionals working in or associated with the family law system. Increased collaboration should ensure improved services are provided to separating and separated families trying to navigate through the system.

Objective

Foster strong links with locally based providers who operate as part of, or alongside, the family law system, to enhance collaboration and improve overall assistance to separated and separating families.

Measures to achieve objective are:

- 1. Promoting awareness of services*
- 2. Conducting cross-sectoral training*

Examples of how networks might meet the measures are listed below, but networks are not limited to only these examples.

Promoting awareness of services.

- develop a local directory of services
- adopt a strategic approach to membership or membership of steering committee (for key agencies) by extending invitations from a senior executive of the auspice agency or the chair of the steering committee
- use of service referral cards, other referral tools
- facilitate meetings between network members to discuss appropriate referral mechanisms
- choose to attend Court/s on duty days to provide information on services available in the area

- organise discussion groups or visits to member organisations by other members
- develop e-bulletins, newsletters, network web page, emails, or internet networking technologies.

Conducting cross-sectoral training.

- conduct multi-disciplinary training and professional development events that:
 - are relevant to the development of family law service system professionals and practitioners working in the legal and human services fields
 - are relevant and responsive to the identified learning needs and priorities of local practitioners and professionals
 - are inclusive of, or engage the interests of, Indigenous and CALD services, family violence and child protection agencies, mental health, drug and alcohol services
 - offer specific opportunities for cross-sectoral networking, and
 - encourage information sharing.
- host informal seminars and/or networking opportunities for members and key organisations to facilitate understanding of each other's roles.

Grants for Family Law Pathways Networks

Grants for the networks are provided under the Family Relationship Services Program (FRSP), and the legal authority for the provision of these grants is the *Financial Management and Accountability Act 1997* and the *Financial Management and Accountability Regulations 1997 Schedule 1AA, Item No. 402.008* (subject to parliamentary appropriation).

Grants for the networks are provided on an annual basis, with the activity period commencing on 1 July and concluding on 30 June the following year. An example of a grant agreement is at **Attachment A**.

Networks are not approved and funded through an advertised selection process. Rather, the need to establish a network is identified at a local level. An established family law organisation such as a Family Relationship Centre, a Legal Aid Commission, or a Community Legal Centre usually takes the lead on behalf of local agencies in developing a proposal to establish a network. This agency approaches the Department, or the Attorney-General, with the proposal that outlines the business case and seeks approval to establish a network and to receive a grant under the Family Law Pathways Network Program. This lead agency is referred to as the auspice agency (refer details of the auspice agency role below).

Proposals seeking to establish a network are approved by the Attorney-General. The Attorney-General's approval is based on an assessment of the business case by the Department as well as whether funding is available to provide a grant to an approved network. The Department's assessment of the business case is based on the merits of the proposal relative to the selection criteria outlined below, Commonwealth Grants Guidelines, the Family Law Pathways Networks Program Guidelines (FLPN Guidelines) and value for money considerations.

As at March 2013, the Department provides grants for 35 networks (refer **Attachment B**).

The amount of an annual network grant can vary from year to year depending on the total funding allocation approved by the Attorney-General each year. For 2013-14 the Attorney-General approved a total funding allocation of \$2m for the networks. A network's portion of this allocation is

dependent on whether the network is classified as a Level 1 or Level 2 network. Based on the 2013-14 allocation of \$2m, Level 1 networks can expect to be offered a minimum grant of just under \$100,000 and a Level 2 network a minimum grant of just under \$50,000.

Selection criteria

The Department will assess proposals to establish a new network and request for a grant against the following selection criteria:

1. proposal demonstrates it addresses the objective of the Family Law Pathways Networks
2. demonstrated need for the proposed network, including the delivery of access to justice outcomes for all Australians within a family law context
3. demonstrated ability to establish and maintain the proposed network
4. demonstrated connections with and support from the local family law system for the proposed network
5. ability to manage risks associated with the proposed network, and
6. demonstrated ability to manage grant funding and reporting obligations.

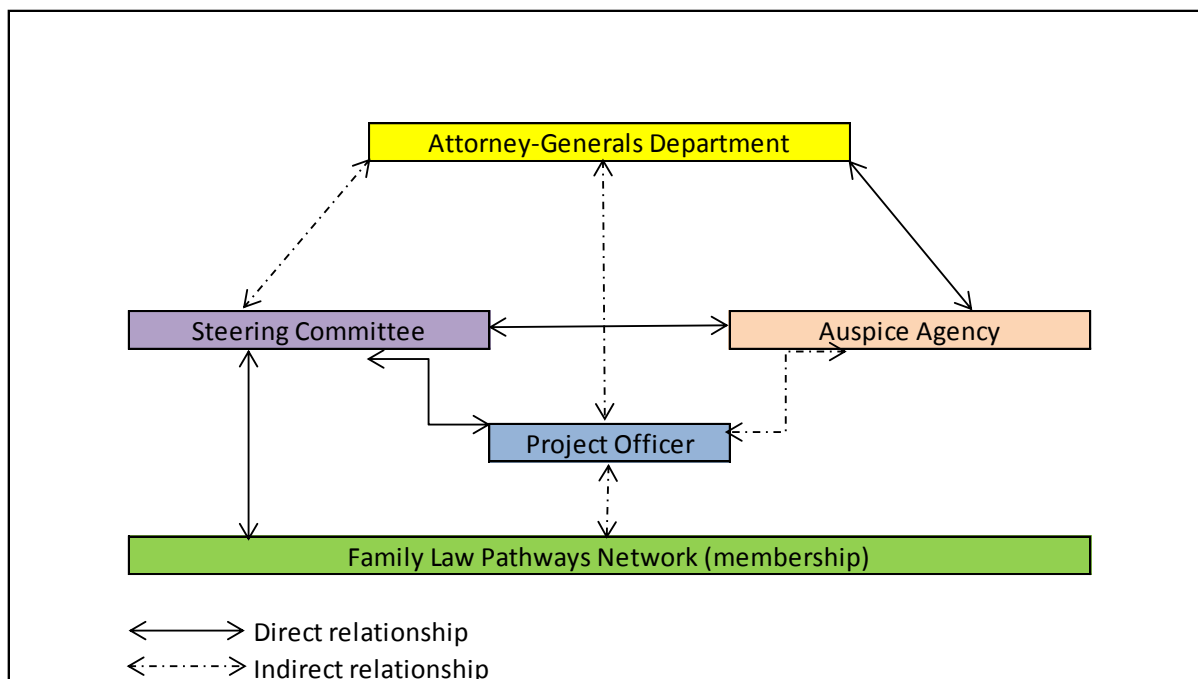
Funding to approved networks are provided by the Department to an auspice agency under a grant agreement (the grant agreement) provided the auspice agency and steering committee remains compliant with the obligations expressed in the grant agreement and FLPN Guidelines.

Networks are also able to generate funds through the charging of fees for attendance at network training forums, conferences and other network sponsored events. Any income earned or generated by a network from the use of the grant must be expended on network activities. All income from fees and charges must be reported in the annual activity report required from each network. Any funds generated as a result of charging fees which are unspent at the end of the activity period are not required to be returned to the Department.

Should an auspice agency for a network no longer wish to perform that role, the decision to appoint a new auspice agency will be made by the Department where the change is limited to a change in auspice agency only. If there are other substantial changes in addition to the auspice agency, such as geographical coverage of an approved network, the Department will seek the Attorney-General's approval.

The views of the steering committee (refer below for information about the role and responsibilities of a steering committee) will be taken into account when determining the replacement auspice agency.

Role of the Attorney-General's Department in relation to Family Law Pathways Networks



The role of the Department is to administer grants provided to networks. The Department also provides policy advice to the Government on the effectiveness of the networks' initiative in helping to achieve the Government's objectives of helping separated or separating families. To do this, the Department requires auspice agencies and network steering committees to provide:

- an annual work plan by 30 July each year, covering the period July to June;
- an annual activity report by 30 April each year; and
- any other information that the Department considers relevant to the networks' grant program.

Role of an auspice agency for a Family Law Pathways Network

The role of an auspice agency is to be a member of the network, a member of the network's steering committee and to manage the grant provided to the network to meet its objective and associated activities.

An auspice agency must not promote itself alongside the activities of the network. Under grant agreements, it is the network that is tasked with the objective, so any activities associated with a network must be promoted and be identified as the activity of the particular network, not the auspice agency.

The auspice agency is responsible for communicating with the Department on matters relating to the grant agreement. The grant agreement requires that the auspice agency provide the name and contact details of a representative for the Department to contact regarding any matters under the grant agreement. The contact officer may be anyone that the CEO/Senior Executive of the auspice agency nominates (including him/herself).

Grant agreements require that the auspice agency and the network steering committee develop an annual work plan and associated budget outlining the activities planned by the network to achieve its objective. The work plan will include the objective tasked to the network, the activities proposed

to meet the objective and a proposed budget to undertake the measures. The work plan must be signed by the chair of the steering committee and the Chief Executive Officer of the auspice agency and provided to the Department by 30 July each year, unless otherwise agreed in writing by the Department.

Membership and governance of a Family Law Pathways Network

For the networks to be successful, a wide range of members should be participating in network activities.

Membership

While a network's steering committee may develop terms of reference setting out membership arrangements, grant agreements state that membership of networks should be drawn from, but not be limited to, the following

- Family Court of Australia or Family Court of Western Australia
- Federal Circuit Court
- Legal Aid Commissions
- Community Legal Centres
- Family Violence Prevention Legal Services
- Family Law Services (Family Relationship Centres, Children's Contact Services, Parenting Orders Programs, Family Dispute Resolution Services, Post Separation Cooperative Parenting Services, Support Children after Separation Programs, Counselling Services, Men and Family Relationship Services)
- Family Relationship Advice Line
- Local Indigenous organisations
- Local CALD organisations
- Family lawyers
- Child Support Agency; and
- Centrelink

The list above is not exclusive and networks should be inclusive of a range of service providers, private organisations, state and territory government agencies or employees of those bodies that have contact with separated or separating families. Membership is not dependent on whether an organisation is funded to provide services on behalf of a government but should be inclusive of all organisations and professionals with an ongoing interest in improving the family law system for Australian families.

Networks should also establish and maintain links with family violence and child protection agencies, disability services, schools, health services, general practitioners, counsellors and psychologists.

Governance - steering committees

The independence of networks is ensured through the network membership and the network steering committee working together with the auspice agency. For this reason grant agreements provide an emphasis on this relationship. Grant agreements stipulate that a network must have a steering committee and that the steering committee must include a minimum of six people, five of which must be independent of the auspice agency.

The role of the network steering committee is to identify, develop and drive the activities of the network in order to meet its objective. Members of steering committees must be drawn from the broader network membership and be able to actively commit and contribute to meeting the network's objective.

It is the responsibility of the steering committee members to work with the auspice agency to develop and agree on the annual work plan and associated budget for the network. Steering committee members are also expected to work in partnership with the auspice agency to manage the budget and work plan throughout the year, and approve the annual work plan and annual activity report required to be provided to the Department under the grant agreement.

Given the role and responsibilities of the auspice agencies and the network steering committees, the auspice agency should provide the steering committee with full details of the grant agreement.

Each steering committee should have a chair whose contact details are provided to the Department.

Steering committees should develop terms of reference on how the committee and the wider network will operate. While this is a matter for the steering committee, the following information is suggested as a minimum requirement for inclusion in the terms of reference:

- aims and objective of the network
- the auspice agency
- the structure of the network, such as the broader members, the steering committee, and whether there are sub-committees or reference groups
- operational procedures for the steering committee:
 - the responsibilities and functions of the committee i.e. development and agreement of annual work plan, budget and sign off of annual activity report
 - how members will be elected to the steering committee and terms of committee membership
 - the role of the chair, deputy chair and committee members and the processes for electing a chair/deputy chair of a steering committee
 - the number of meetings to be held each year
 - decision making processes
 - records of meetings or minutes, distribution of minutes, process for setting the agenda for meetings
 - resignations by committee members
 - dispute resolution process

An example of Terms of Reference for a steering committee is at **Attachment C**.

The appointment and role of project officer / coordinator

In order for the operation of a network to be effective, it is considered essential that networks appoint a designated project officer/coordinator. The project officer/coordinator must be engaged for sufficient hours per week to develop, support and maintain a well-functioning network. The hours a project officer/coordinator is employed will vary between networks but should be guided by the population level, diversity of needs, local service systems, geographic factors and the amount of the grant provided for the network. Individual employment arrangements, including requirements, responsibilities and deliverables are at the discretion of the steering committee but should be negotiated together with the employee and the network auspice agency.

Project officers can be employed by any member organisation of the network as either an ongoing employee or as a non-ongoing employee/contractor. This employment arrangement is not restricted to the auspice agency, as decisions taken regarding the role and responsibilities of the project officer are made by the steering committee. Once the role and objectives of the project officer are decided and agreed by the steering committee, the organisation that will employ the project officer is responsible for determining the employment arrangements for that position, in accordance with that organisation's employment conditions. In some networks, project officers also perform the chair or deputy role within the steering committee, while in others they undertake a coordination role.

Subcontracting

The grant agreement does not preclude an auspice agency from engaging in a subcontracting relationship with another organisation. The grant agreement provides that the auspice agency remains responsible for any subcontractors engaged under the agreement and compliance of that subcontractor with the agreement.

Subcontracting does not include the procurement of goods and services to achieve activities such as developing a brochure or other products for the network, or arrangements with a venue for a network event. However it is acknowledged that such procurement may include entering into arrangements with a commercial organisation, which may also be a network member organisation.

Should network steering committees agree to use part of the grant to engage the services of a project officer on a contract/consultant basis to help deliver on the activities under the annual work plan, this arrangement would not be subject to approval from the Department, as this is an employment contract between the employing organisation and the project officer.

Reporting

Annual work plan

Annual work plans, for each year of the activity period, are required to be provided to the Department by 30 July, unless otherwise notified in writing by the Department.

The annual work plan informs the Department about what activities the network proposes to undertake in order to fulfil the measures and meet its objective and the proposed annual budget for undertaking those activities.

Annual work plans must be developed and agreed between the auspice agency and the steering committee. Each plan must be signed and dated by the Chief Executive Officer of the auspice agency and the chair of the steering committee. Work plans should include the objective of the network under the grant agreement, the activities agreed to meet the measures that underpin the objective and a proposed budget for undertaking the activities. The work plan should also include the details associated with the activities of the project officer.

The annual work plan must be prepared in accordance with the template at **Attachment D**.

Annual activity report

An annual activity report on the activities of the network must be provided to the Department from the auspice agency by 30 April each year. The Department expects that the report will be prepared by the network's steering committee and signed off by the Chief Executive Officer of the auspice agency and the chair of the steering committee.

The report must be prepared in accordance with the template developed by the Department at **Attachment D**.

The annual activity plan informs the Department about what activities the network undertook in order to fulfil the measures and meet its objective, including the expenditure of the grant.

The Department will also use this information to provide advice to Government on the effectiveness of the networks in supporting the Government's policy to support separated and separating families and to recommend any policy changes to the Government regarding the Family Law Pathways Networks program.

Communication between the Department, auspice agencies, steering committees and project officers

Acknowledging the legal relationship that the Department has with each auspice agency, the Department will contact the CEO/Senior Executive or their nominated contact officer of the network's auspice agency in the first instance about all requirements under the grant agreement.

The Department may contact chairs of the steering committees directly in some instances. The Department may also contact project officers regarding day-to-day business requests.

National branding for Family Law Pathways Networks

The Department has developed national branding for networks to enable professionals to easily recognise them as part of the family law system and acknowledge them as a government initiative.

National branding must be used by the networks as their primary identifying symbol. Networks may display their local branding as a secondary identifying symbol. When displaying the primary branding, networks must ensure that it always has prominence over and above other images i.e. secondary branding.

The national branding should be used for all activities associated with the network, such as: stationery, business cards, directory of services, banners, bulletins, newsletters, presentations, USBs, Wiki's, Facebook pages, websites and other social media sources.

A Style Guide on the use of the national brand has been developed and is at **Attachment E**.

Auspice agency branding is not permitted to be included on any network-related material without prior written approval from the Department.

Web pages for Family Law Pathways Networks

Individual network websites

Each network can develop and maintain an individual network website that enables networks to promote their network and network activities. Such websites must be branded in line with the national network branding requirements outlined above and must be for the sole purpose of promoting the network. Other branding or non-network information associated with the auspice agency, steering committee agencies or network members is not permitted.

The purpose of network websites is to enable networks to publish relevant information in regard to, but not limited to, the network's description, membership, geographical coverage, upcoming events, directory of services, bulletins and newsletters.

Each network is responsible for ensuring accurate and up to date content is displayed on their respective network website. The network steering committee and auspice agency is responsible for ensuring that all information contained on the network website is relevant to the Family Law Pathways Network initiative and meets relevant Australian Government policies and obligations (refer below).

No personal information or imagery may be published on a network's website unless a consent form has been signed by the person wishing their personal information to be published (i.e. contact details) and stating the purpose of the publication. The network auspice agency must retain this consent form in line with provisions contained in relevant privacy legislation. As the program administrator for the Family Law Pathways Networks initiative, the Department has the right to require that any information contained on a network website and that the Department deems inappropriate, offensive or not appropriate for the objective of the networks is immediately removed.

Each network also has the option of continuing to maintain their individual webpage on Family Relationships Online (FRO). Any amendments and updates to pages on FRO are the responsibility of networks. Changes will be published once approved by the Department. Networks that develop their own website are not required to maintain information on their individual page on FRO, but must update their individual page with an up-to-date link to their new website.

Accessibility

The Australian Government Information Management Office (AGIMO) sets standards for all government websites, including accessibility. As the networks are an Australian Government initiative, networks are required to adhere to the Web Content Accessibility Guidelines (WCAG) 2.0, which set out the minimum standards when it comes to accessibility for any documents that are developed and published online.

When making a document accessible networks must:

- provide accessible alternatives for downloads to be published on all websites. Formats can include Portable Document Format (PDF), Word, Hypertext Markup Language (HTML) and Rich Text Format (RTF). It is recommended that all downloads be provided in PDF, Word and RTF
- not publish scanned PDF documents
- try to keep file sizes manageable; aim for less than 5MB, and
- if engaging an outside contractor, such as a graphic design company to produce a report or other large document, ask to be supplied with a Word document, accessible PDF document and in some cases an HTML version.

For further information on the guidelines please refer to <http://www.w3.org/TR/WCAG20/>.

Wikis, blogs and other social networking tools

As the Family Law Pathways Networks is an Australian Government initiative, networks that use social networking tools to support network activities should use those tools in accordance with the APS Values and Code of Conduct. Please refer to the Australian Public Service Commission web page at: <http://www.apsc.gov.au/home>

When using social networking tools users must ensure that they conduct themselves in the following ways:

- be apolitical, impartial and professional
- behave with respect and courtesy, and without harassment
- deal appropriately with information, recognise that some information needs to remain confidential, and
- take reasonable steps to avoid conflicts of interest.

As the program administrator for the Family Law Pathways Networks initiative, the Department has the right to ask for access to social networking tools established to support the network initiative, and to require that any correspondence that the Department deems inappropriate, offensive or not appropriate for the objective of the networks, is immediately removed.

Use of technology to conduct network activities

The Department recognises that many networks have to deal with issues relating to geographical distance and the ability/availability of members to participate in network activities. The Department supports networks using technology to address these issues where possible and appropriate. The use of telephone and video conferencing, internet based communication technology such as Skype and the use of live webinars between different locations may be useful to assist members to participate in network meetings and activities.

Use of grant funds for members

Grant agreements do not specifically prohibit funding being used towards travel and associated costs for network members to travel to events organised by their own network, or for travel to attend another network's event. The Department considers that a decision on this would be made by the network steering committee, with particular consideration being given by the auspice agency, as the recipient of the grant under the grant agreement.

However, networks must consider the following issues/questions when considering requests to spend funding on travel and associated costs for network members:

- does the reason for spending the funds align with the work plan and budget submitted by the steering committee to the Department?
- does spending of the funds for travel contribute to the network achieving its objective under the grant agreement?
- does spending of the funds in these circumstances engender committed engagement of members in network activities?
- does spending of the funds in these circumstances enhance or detract from the role that Family Law Pathways Networks play in achieving the Government's policy objective of improving collaboration and coordination between organisations operating in the family law system in order to help separating and separated families obtain appropriate services?
- will the steering committee and in particular, the auspice agency, be able to justify the spending of the funds in these circumstances to the Department, sufficient for the Department to be able to meet its obligations under the *Financial Management and Accountability Act 1997* for efficient, effective, ethical and economical spending of Commonwealth money?
- what precedent, or perception of a precedent, will be set by a decision to spend the funds in this way and how will this be managed?



Australian Government

Attorney-General's Department

Access to Justice Division

Commonwealth Grant Agreement
between the Commonwealth represented by
(Attorney-General's Department)
and
(auspice organisation)

Commonwealth Low Risk Grant Agreement

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Grant Agreement [TRIM File/Network name]

Parties to the Agreement

The Grantee

Full legal name of Grantee	
Legal entity type (e.g. individual, incorporated association, company, partnership etc)	
Trading or business name	
Any relevant licence, registration or provider number	
Australian Company Number (ACN) or other entity identifiers	
Australian Business Number (ABN)	
Registered with the Australian Charities and Not-for-Profit Commission (ACNC)?	
Registered for Goods and Services Tax (GST)?	
Date from which GST registration was effective?	
Registered office (physical/postal)	
Relevant business place (if different)	
Telephone	
Fax	
Email	

The Commonwealth

The Commonwealth of Australia represented by the Attorney-General's Department
3-5 National Circuit, BARTON ACT 2600
ABN 92 661 124 436

Background

The Commonwealth has agreed to enter this Agreement under which the Commonwealth will provide the Grantee with one or more Grants for the purpose of assisting the Grantee to undertake the associated Activity.

The Grantee agrees to use each Grant and undertake each Activity in accordance with this Agreement and the relevant Grant Details.

Scope of this Agreement

This Agreement comprises:

- (a) this document;
- (b) the Supplementary Terms (if any);
- (c) the General Grant Conditions (attached at Schedule 1);
- (d) the Grant Details;
- (e) any other document referenced or incorporated in the Grant Details.

Each set of Grant Details, including Supplementary Terms (if any), only applies to the particular Grant and Activity covered by that set of Grant Details. If there is any ambiguity or inconsistency between the documents comprising the Agreement in relation to a Grant, the document appearing higher in the list will have precedence to the extent of the ambiguity or inconsistency.

The Agreement represents the Parties' entire agreement in relation to each Grant provided under it and the relevant Activity and supersedes all prior representations, communications, agreements, statements and understandings, whether oral or in writing.

Certain information contained in or provided under this Agreement may be used for public reporting purposes.

Grant Details [*TRIM File/Network name*]

A. Purpose of the Grant

The purpose of the Grant is for the Grantee ([insert auspice org]) to manage and facilitate the [Name] Family Law Pathways Network (the Network) to achieve the network objective as specified below in **B. Activity**.

The purpose of the Family Law Pathways Networks is to improve collaboration and coordination between organisations and professionals operating in the family law system in order to help separating and separated families obtain appropriate services. By encouraging collaborative referrals and enhancing the understanding of available family services, the Networks represent an essential component of the Government's commitment to an accessible justice system that meets the needs of Australian families.

This Grant is being provided under the Family Relationship Services Program and these Grant Details form part of the Agreement between the Commonwealth and the Grantee dated May 2013 [*TRIM File/Network name*].

B. Activity

Objective

The objective of the [network name] Family Law Pathways Network is to foster strong links with locally based providers who operate as part of, or alongside, the family law system, to enhance collaboration and improve overall assistance to separated and separating families.

Measures to achieve the objective are:

1. Promoting awareness of services
2. Conducting cross-sectoral training

Examples of how networks might meet the measures are listed in the Family Law Pathways Networks Program Guidelines.

The [insert network name] Family Law Pathways Network will cover the following location and surrounding areas: XXX Location area.

Network governance and membership

The Grantee must conduct the Activity in accordance with the following governance and membership requirements for the Network:

- a. the Network must have a Steering Committee comprising a minimum of six members, five of which must be independent of the Grantee;
- b. the Grantee's and the Steering Committee's role is to identify, develop and drive the activities of the Network in order to meet the objective under the grant agreement. Members of Steering Committees must be drawn from the broader network membership and be able to actively commit and contribute to meeting the Network's objective;
- c. it is the responsibility of the Steering Committee members to work with the Grantee to develop and agree on the annual work plan and associated budget for the Network. Steering Committee members are also expected to work in partnership with the Grantee to manage the budget and work plan throughout the year, and approve the annual work plan and annual activity report required to be provided to the Department under the grant agreement.
- d. the Network will be inclusive of all providers of services to separated and separating families within their local communities and work towards having all providers of services to separated and separating families represented on the Network;
- e. the Network will be inclusive of all agencies and providers of services working in areas closely associated with the family law system such as mental health, drug and alcohol, family violence, child protection, local Indigenous and CALD services, and work towards having all providers of such services represented on the Network; and
- f. where it is applicable, Networks will endeavour to also establish and maintain links with teachers, health workers, general practitioners, counsellors and psychologists.

Reporting

The Grantee, in consultation with the Steering Committee, must provide the Department with two reports:

- a. an Annual Work Plan
- b. an Annual Activity Report

Please refer to **E. Reporting** for further details on the requirements of these reports.

Ad Hoc requests

The Grantee must comply with ad-hoc requests for information regarding the Network from the Department.

The Grantee must participate in any relevant events, meetings and teleconferences organised by the Department, if requested to do so and where the request is reasonable. The Department will pay for the venue costs for events and meetings, and the Grantee will pay for travel and accommodation costs relating to attendance at the events and meetings.

The Grantee must comply with the Department's requests for assistance, directions or monitoring requirements.

The Grantee must carry out all activities in accordance with the Family Law Pathways Program Guidelines, issued by the Department.

C. Duration of the Activity

The Activity starts on 1 July 2013 and ends on 30 June 2014, the Completion Date.

Activity Schedule	
Report	Due Date
Annual Work Plan	30 July
Annual activity report (including activities anticipated for June 2014)	30 April

D. Payment of Grant

The total amount of the Grant is \$XXXX (GST incl) paid in a lump sum at the beginning of the activity period, after receipt of a correctly rendered invoice.

The Grantee must ensure that the Grant is held in an account in the Grantee's name and which the Grantee controls, with an authorised deposit-taking institution authorised under the *Banking Act 1959* (Cth) to carry on banking business in Australia.

The Grantee's nominated bank account into which the Grant is to be paid is *[insert bank account details]*.

Invoicing

Each payment will be made following submission by the Grantee of a correctly rendered invoice. To be correctly rendered, the invoice must include:

- a) name of the Department's Representative and the Department's address
- b) the words "tax invoice" stated prominently;
- c) the Grantee's name and ABN;
- d) the title of this agreement and the agreement number or purchase order number (if any)
- e) the date of issue of the tax invoice;
- f) the total amount payable (including GST); and
- g) the GST amount shown separately.

The due date for payment by the Department is 30 days after delivery of a correctly rendered invoice.

E. Reporting

The Grantee agrees to create the following reports in the form specified and to provide the reports to the Commonwealth representative in accordance with the following:

Annual Work Plan

The Grantee, in consultation with the Network Steering Committee, must produce an Annual Work Plan detailing the Activity and provide it to the Department by 30 July each year. Any requests for an extension must be sought by in writing to the Department.

The Annual Work Plan will be deemed to have been accepted by the Department unless within 14 days after the receipt of the Annual Work Plan the Department has notified the Grantee otherwise.

Annual Activity Report

The Grantee, in consultation with the Network Steering Committee, must also produce an Annual Activity Report detailing the activities undertaken during the activity period to meet the objective and provide it to the Department by 30 May each year. The Annual Activity Report must be compiled in accordance with the template provided to Networks prior to the due date.

As part of the Annual Activity Report, Networks are required to provide the Department with a statement, signed by the Grantee, verifying the Grant was spent in accordance with the Grant Details, as outlined in Schedule 1, Commonwealth General Grant Conditions 9.2 [Spending the Grant].

F. Party Representatives and Address for Notices

Grantee's representative and address

Grantee's representative name	
Position	
Postal/physical address(es)	
Business hours telephone	
Mobile	
Fax	
E-mail	

Commonwealth representative and address

Name of representative	
Position	
Postal/physical address(es)	
Business hours telephone	
Mobile	
Fax	
E-mail	

The Parties' representatives will be responsible for liaison and the day to day management of this Grant, as well as accepting and issuing any written notices in relation to the Grant.

G. Supplementary Terms

G1. Other Contributions

Not Applicable

G2. Activity budget

Not Applicable

G3. Record keeping

Not Applicable

G4. Audit

Not Applicable

G5. Activity Material

Not Applicable

G6. Access

Not Applicable

G7. Equipment and assets

Not Applicable

G8. Relevant qualifications or skills

Not Applicable

G9. Activity specific legislation, policies and industry standards

G9.1 The Grantee agrees to comply with the requirements of the following legislation, policies and industry standards when undertaking the Activity:

- (a) Comply with all relevant laws and in particular, take all reasonable actions to ensure that no fraud occurs,*
- (b) The APS Values and APS Code of Conduct,*
- (c) Family Law Pathways Networks Program Guidelines, and*
- (d) Family Law Pathways Networks Style Guide*

G10. Commonwealth Material, facilities and assistance

Not Applicable

G11. Jurisdiction

G11.1 This Agreement is governed by the law of the Australian Capital Territory

G12. Grantee Trustee of a Trust

Not Applicable

Signatures

Executed as an agreement

Commonwealth:

Signed for and on behalf of the Commonwealth of Australia as represented by Attorney-General's Department	
Name: (print) Signature and date:
Witness Name: (print) Signature and date:

Grantee:

Full legal name of the Grantee:	<i>[insert name of incorporated association and any ABN or other registration number]</i>
Public Officer's Name: (print) Signature and date:
Committee Member/Secretary Name: (print) Signature and date:

How is the Activity to be undertaken?

9. Undertaking the Activity

The Grantee agrees to undertake the Activity in accordance with this Agreement.

How is the relationship governed?

9. Acknowledgements

The Grantee agrees to acknowledge the Commonwealth's support in Material published in connection with this Agreement and agrees to use any form of acknowledgment the Commonwealth reasonably specifies.

3. Notices

3.1 The Parties agree to notify the other Party of anything reasonably likely to affect the performance of the Activity or otherwise required under this Agreement.

3.2 A notice under this Agreement must be in writing, signed by the Party giving notice and addressed to the other Party's representative.

4. Relationship between the Parties

A Party is not by virtue of this Agreement the employee, agent or partner of the other Party and is not authorised to bind or represent the other Party.

5. Subcontracting

5.1 The Grantee remains responsible for compliance with this Agreement, including in relation to any tasks undertaken by subcontractors.

5.2 The Grantee agrees to make available to the Commonwealth the details of any of its subcontractors engaged to perform any tasks in relation to this Agreement upon request.

6. Conflict of interest

The Grantee agrees to notify the Commonwealth promptly of any actual, perceived or potential conflicts of interest which could affect its performance of this Agreement and agrees to take action to resolve the conflict.

9. Variation

This Agreement may be varied in writing only, signed by both Parties.

What conditions apply to payments?

8. Payment of the Grant

8.1 The Commonwealth agrees to pay the Grant to the Grantee in accordance with the Grant Details.

8.2 The Commonwealth may withhold any amount of a Grant payment where it reasonably believes the Grantee has not complied with this Agreement.

9. Spending the Grant

9.1 The Grantee agrees to spend the Grant for the purpose of undertaking the Activity only.

9.2 The Grantee agrees to provide a statement signed by the Grantee verifying the Grant was spent in accordance with the Grant Details.

10. Repayment

10.1 If any of the Grant has been spent other than in accordance with this Agreement or any amount of the Grant is additional to the requirements of the Activity, the Grantee agrees to repay that amount to the Commonwealth unless agreed otherwise.

10.2 The amount to be repaid under clause 10.1 may be deducted by the Commonwealth from subsequent payments of the Grant.

How is information to be handled?

11. Record keeping

The Grantee agrees to maintain records of the expenditure of the Grant.

12. Intellectual Property

12.1 The Grantee owns the Intellectual Property Rights in Material created undertaking the Activity.

12.2 The Grantee gives the Commonwealth a non-exclusive, irrevocable, royalty-free licence to use, reproduce, publish and adapt Reporting Material for Commonwealth Purposes.

12.3 The licence in clause 12.2 does not apply to Activity Material.

12.4 This Agreement does not affect the ownership of Intellectual Property Rights in Existing Material.

13. Privacy

When dealing with Personal Information in carrying out the Activity, the Grantee agrees not to do anything which would cause the Commonwealth to be in breach of the *Privacy Act 1988*.

14. Confidentiality

The Parties agree not to disclose each other's confidential information without prior written consent unless required by law or Parliament.

How are risks managed?

15. Insurance

The Grantee agrees to maintain adequate insurance for the duration of this Agreement and provide the Commonwealth with proof when requested.

16. Indemnities

16.1 The Grantee indemnifies the Commonwealth, its officers, employees and contractors against any

claim, loss or damage arising in connection with the Activity.

16.2 The Grantee's obligation to indemnify the Commonwealth will reduce proportionally to the extent any act or omission involving fault on the part of the Commonwealth contributed to the claim, loss or damage.

How are disputes resolved?

17. Dispute resolution

17.1 The Parties agree not to initiate legal proceedings in relation to a dispute unless they have tried and failed to resolve the dispute by negotiation.

17.2 The Parties agree to continue to perform their respective obligations under this Agreement where a dispute exists.

17.3 The procedure for dispute resolution does not apply to action relating to termination or urgent litigation.

How is this Agreement terminated?

18. Termination for default

The Commonwealth may terminate this Agreement by notice where it reasonably believes the Grantee: has breached this Agreement; or has provided false or misleading statements in their application for the Grant; or has become bankrupt or insolvent, entered into a scheme of arrangement with creditors, or come under any form of external administration; or does not have the capacity to manage the grant or comply with this Agreement.

19. Cancellation for convenience

19.1 The Commonwealth may cancel this Agreement by notice due to a change in government policy.

19.2 The Grantee agrees on receipt of a notice of cancellation under clause 19.1 to: stop the performance of the Grantee's obligations as specified in the notice; and take all available steps to minimise loss resulting from that cancellation.

19.3 In the event of cancellation under clause 19.1, the Commonwealth will be liable only to: pay any part of the Grant due and owing to the Grantee under this Agreement at the date of the notice; and reimburse any reasonable expenses the Grantee unavoidably incurs that relate directly to the cancellation and are not covered by 19.3(a).

19.4 The Commonwealth's liability to pay any amount under this clause is subject to: the Grantee's compliance with this Agreement; and the total amount of the Grant.

19.5 The Grantee will not be entitled to compensation for loss of prospective profits or benefits that would have been conferred on the Grantee.

20. Survival

Clauses 10, 12, 13, 14, 16, 20 and 21 survive termination, cancellation or expiry of this Agreement.

What are the definitions?

21. Definitions

In this Agreement, unless the contrary appears:

Activity means the activities described in the Grant Details.

Activity Material means any Material, other than Reporting Material, created or developed by the Grantee as a result of the Activity.

Agreement means the Grant Details, Supplementary Terms (if any), the Commonwealth General Grant Conditions and any other document referenced or incorporated in the Grant Details.

Commonwealth means the Commonwealth of Australia as represented by the agency specified in the Grant Details and includes, where relevant, its officers, employees, contractors and agents.

Commonwealth General Grant Conditions means this document.

Commonwealth Purposes does not include commercialisation or the provision of the Material to a third party for its commercial use.

Completion Date means the date or event specified in the Grant Details.

Existing Material means Material developed independently of this Agreement that is incorporated in or supplied as part of Reporting Material.

Grant means the money, or any part of it, payable by the Commonwealth to the Grantee as specified in the Grant Details.

Grantee means the entity specified in the Grant Details and includes, where relevant, its officers, employees, contractors and agents.

Grant Details means the document titled Grant Details that forms part of this Agreement.

Intellectual Property Rights means all copyright, patents, registered and unregistered trademarks (including service marks), registered designs, and other rights resulting from intellectual activity (other than moral rights under the *Copyright Act 1968*).

Material includes documents, equipment, software (including source code and object code versions), goods, information and data stored by any means including all copies and extracts of them.

Party means the Grantee or the Commonwealth.
Personal Information has the same meaning as in the *Privacy Act 1988*.

Reporting Material means all Material which the Grantee is required to provide to the Commonwealth for reporting purposes as specified in the Grant Details.

List of Family Law Pathways Networks

Location
South Australia (Adelaide)
Albury/Wodonga
Alice Springs
Barwon South West Vic
Greater Brisbane
ACT and Region
Central West NSW
Coffs Harbour
Top End (Darwin)
Gippsland Vic
Central Coast NSW
Greater Hobart
Launceston and Northern Tasmania
Northern Rivers NSW
Victoria (Melbourne)
Greater Newcastle
Northern WA
Perth
Southern WA
South Coast NSW
Sunshine Coast QLD
Greater Sydney
Lower Mid North Coast (Taree/Pt Macquarie)
Toowoomba and South West QLD
Illawarra Region and Southern Highlands NSW
Bundaberg
Cairns
Mackay
Gold Coast
Central Queensland (Rockhampton)
Shepparton/Bendigo
Tamworth
North Queensland (Townsville)
Wagga Wagga
Ballarat

Attachment C

Example of Terms of Reference



TERMS OF REFERENCE

January 2011

WA Family Pathways Network

History

A Family Pathways Network has been in existence in Western Australia since 2004.

At that time there were substantial changes made to the Family Law Act that resulted in changes to the service delivery model and pathways for families in the family law system. The Federal Attorney General's Department funded the Family Pathways Networks as an initiative to respond to recommendations made in the report published in 2001 titled 'Out of the Maze – Pathways to the Future for Families Experiencing Separation'. This report recognised that the family law system was not designed as a system and as such there were significant gaps in service delivery and challenges for the sector to overcome in order to embrace the new changes to maximize outcomes for families.

The Family Pathways Networks nationally were funded to foster collaboration and cooperation amongst service providers working within the family law system. In late 2008 additional funding was given to establish the Northern Region WA and Southern Region WA networks. In 2009 with a fulltime Network Development Officer, visits were made to all major regional centres in WA and networks fostered, resulting in an increase in the number of members. This culminated in the inaugural North and South networks conferences in Broome and Bunbury respectively, in June and July 2010.

In 2009 the Attorney General's Department conducted a review of FPN and considered the various models adopted nationwide. The Attorney General's Department announced an increase in the number of networks throughout Australia to expand coverage. In announcing this change, the important role FPN played in the family law system was noted.

In line with this review, the funding agreement for 2010/11 for WA provided for one network to cover all metropolitan and regional areas of WA.

Coinciding with this expansion and the 2010/11 funding round, WA Family Pathways Network (WAFPN) commissioned independent research to guide its activities throughout regional WA. The aim was to ensure proper coverage for regional areas with input into decision making. The findings of the report were circulated and discussed by the Steering Committee and were embodied in the Work Plan submitted outlining the 2010/11 funding allocation.

The success of this Network has been achieved through the ongoing and enthusiastic support of the members of the voluntary Steering Committee who represent the major service provider groups of the family law system. In addition, the in-kind support from the organisations represented by the Steering Committee has enabled the Network to move forward. Membership for the Network is open to all service providers and organisations that work with families engaged with the family law system. The WA Family Pathways Network had kept the definition of ‘member’ deliberately broad so as to be as inclusive and collaborative as possible.

Purpose

The WA Family Pathways Network (WAFPN) aims to facilitate a sustainable dialogue between providers in the family law system in order that practical and principled improvements can be made to the system, which benefit clients in both the short and long term.

Scope

The WAFPN will include all of those agencies working in the family law system either directly or indirectly, and includes metropolitan and rural, regional and remote areas.

Objectives

The objectives of the Family Pathways Network for 2010/11 are:

- a) Establish and maintain strong links with:
 - i. locally based providers
 - ii. agencies working in areas within the family law system, in particular mental health, drug and alcohol services;
 - iii. agencies working in areas associated with family violence and child protection; and
 - iv. Indigenous and CALD services;
- b) Develop and maintain appropriate referral mechanisms between locally based organizations operating as part of or alongside the family law system;
- c) Develop and maintain shared understanding of the roles of network members and key organizations in the family law system;
- d) Develop and maintain awareness of products, services and training available for members;
- e) Develop and maintain cross-sector training to help build stronger working relationships across the family law system;
- f) Develop and maintain ways to share information within the network where appropriate;
- g) Collaboration with, increasing cultural awareness and ensuring appropriate referrals are made to these services.

Additional Network Objectives

- a) coordinate meetings, events, conferences or training courses for members on a state or regional basis;
- b) provide court-related information to members that do not have access to such information on a state or regional basis;
- c) provide support on a state or regional basis – which may include facilitating expansion in terms of area covered and/or memberships and facilitating liaison with peak professional bodies, such as State or Territory law societies.

Funding Agreement

Between the Commonwealth of Australia – Attorney General’s Department – Family Pathways Branch and Relationship Australia WA Inc as the managing organisation.

See: Attached funding agreement/s

Compliance with Laws and Policies

The Network, whilst carrying out its activities, must comply with all laws including:

- *Equal Opportunity for Women in the Workplace Act 1999;*
- *Racial Discrimination Act 1984;*
- *Sex Discrimination Act 1984;*
- *Disability Discrimination Act 1992;*
- *Crimes Act 1914;*
- *Criminal Code Act 1995.*

Steering Committee

The WAFPN will be managed by a Steering Committee comprised of one representative from each organisation deemed to be a core family law provider or key entry point for separating and separated family members, other than the Community Law Centre Association which shall have two members. Each representative will hold decision-making authority within their organisation.

The Steering Committee shall be comprised of:

1. Child Support Agency;
2. Centrelink;
3. Anglicare WA;
4. Relationships Australia (WA);
5. Centrecare;
6. Family Court of Western Australia;
7. Association of Community Legal Centres (WA) (Citizens Advice Bureau and a senior representative of the CLC Association);
8. Legal Aid WA;
9. Family Law Practitioners Association (WA);
10. Department for Child Protection;
11. Aboriginal Legal Service (ALS);
12. Family Relationships Advice Line (FRAL);
13. Department of the Attorney General – Family Violence Intervention Service;
14. FAHCSIA;
15. WA Family Violence Prevention Legal Service Aboriginal Corporation;
16. WA Police - Family Violence State Coordination Unit;
17. Regional representative (on a rotational basis, either in person or by telephone).

The Role of Proxies

When unable to attend, the individual member may appoint a proxy from their organisation to attend the Steering Committee meeting on their behalf. The proxy shall comply with criteria for membership of the Steering Committee.

Observer Status

Irregular observer status shall be formally requested through the Chair prior to a regular Steering Committee meeting.

Role of the Steering Committee

The role of the Steering Committee is to further the Purpose and Objectives of the Network by:

- Developing a Strategic Work Plan at the beginning of each financial year to progress the objectives of the Network;
- Developing a budget/s for the financial year;
- Meeting monthly at a place and time to be determined at each meeting to progress the Strategic Plan.

Process for the Election of the Chair

Elections will be held annually for the position of Chair. There shall be a regular rotation of the Chair. The term of the Chair shall be no longer than 2 consecutive years.

A separate notice of a pending election, including a formal request for nominations shall be sent to the Steering Committee members 6 weeks prior to the date of the election. Nominations shall be sent to the Network Development Officer at least 3 weeks prior to the scheduled election. When there is more than 1 nomination, nominees are to submit a brief statement of interest with their nomination form. All nominees for the position of Chair shall be self-nominated.

The election process shall be conducted by the Network Development Officer as a secret ballot during a Steering Committee meeting. The outcome of the ballot will be determined as first past the post.

The position of Chair shall be elected by the members of the Steering Committee.

All Steering Committee members shall be in attendance at the meeting at which the election is held. Where a Steering Committee member cannot attend they may supply a proxy. When a proxy is not supplied the ballot will continue as scheduled.

Process for the Election of Deputy Chair

Elections will be held annually for the position of Deputy Chair at the same time as the election for Chair. The election date shall coincide with the annual election of Chair. There shall be a regular rotation of the Deputy Chair. The term of the Deputy Chair shall be no longer than 2 consecutive years.

A separate notice of a pending election, including a formal request for nominations shall be sent to the Steering Committee members 6 weeks prior to the date of the election. Nominations shall be sent to the Network Development Officer at least 3 weeks prior to the scheduled election. When there is more than 1 nomination, nominees are to submit a brief statement of interest with their nomination form. All nominees for the position of Deputy Chair shall be self-nominated.

The election process shall be conducted by the Network Development Officer as a secret ballot during a Steering Committee meeting. The outcome of the ballot will be determined as first past the post.

The position of Deputy Chair shall be elected by the members of the Steering Committee.

All Steering Committee members shall be in attendance at the meeting at which the election is held. Where a Steering Committee member cannot attend they may supply a proxy. When a proxy is not supplied the ballot will continue as scheduled.

Quorum of a Steering Committee

The quorum of a meeting will be half the Steering Committee members plus one.

Chair

The Chair will ensure that Steering Committee meetings are conducted in accordance with meeting principles including:

- Remaining impartial and facilitating consensus where possible;
- Welcoming and introducing new members;
- Ensuring there is a quorum;
- Keeping to timelines;
- Prioritising and adhering to the agenda;
- Encouraging and facilitating participation in discussion;
- Following correct procedure for decision making;
- Summarising discussion and making sure decisions are recorded properly;
- Demonstrating good leadership, fairness and respect;
- The Chair shall be responsible for orientation of new Steering Committee members.

The Chair shall chair all regular meetings. When the Chair is unavailable the Deputy Chair will chair the meeting. When the Chair is unavailable for a period of more than one week, the Chair is to inform the Steering Committee members of the expected time of absence. The Deputy Chair will undertake the responsibilities of the Chair during that period of time only.

Deputy Chair

The Deputy Chair will have the same responsibilities as a Steering Committee member. Where the Chair is unavailable to chair a meeting or unavailable for a period of more than one week, the Deputy Chair will undertake the responsibilities of the Chair during that period of time only.

Steering Committee members

Steering Committee members have a responsibility to act in such a way that meetings are conducted in a fair and equitable manner by:

- Adhering to proper meeting procedure;
- Being informed on issues as a key stakeholder;
- Contributing to and supporting the work of the Steering Committee;
- Being prepared – reading agendas, minutes and reports;
- Participating in discussion;
- Being open to other opinions;
- Accepting consensus decisions;
- Circulating relevant information to their wider networks;
- Providing a proxy when they are unable to attend;
- Commit to participating in additional working parties and subcommittees.

Steering Committee Meeting Procedure

Agenda

Meetings will be informed by an agenda and written reports that are distributed to Steering Committee members at least 5 days prior to a meeting.

The agenda must contain:

- Financial reports including budget year to date and profit and loss statements;
- A written report from the Network Development Officer.

The Network Development Officer will email members 7 days prior to a meeting to request agenda items.

All items raised by members will be placed on the agenda.

The agenda should be logical and easily understood by members. Wherever possible items calling for a decision should have a clear written recommendation attached.

At the start of the Steering Committee meeting the Chair will:

- Request further agenda items that are urgent or that have been omitted from the agenda. Urgent items should only be admitted with consensus of all the members present;
- Consult with Steering Committee members to prioritise the agenda so that urgent items and items calling for lengthy discussion are placed at the beginning of the agenda.

Decision Making Processes

Consensus shall be sought where possible. A majority vote shall be sought after an appropriate period of time has lapsed, as deemed by the Chair, when a decision cannot be reached by consensus.

Minutes

The minutes of the meeting will be taken by the Network Development Officer, or appointed administrative support.

The minutes should be precise and contain the recommendations of each agenda item with a short commentary preceding the recommendation.

Recommendations should be read back to the members as each agenda item is completed.

Minutes will be distributed to the Steering Committee members within 7 days of the meeting.

An action sheet will be attached to the minutes and will include all actions not yet completed.

Upon receipt of the minutes of a meeting, each Steering Committee member has 7 days in which to consider the content of the minutes, during which time they are able to propose amendments with the Network Development Officer and the Chair. The Chair and Network Development Officer may agree to accept the proposed amendments or the amendments may be included in the Agenda for the subsequent Steering Committee meeting and discussed and resolved at that time.

Distribution of Minutes, agenda and associated material

All correspondence prior and during Steering Committee meetings (such as minutes, agenda, etc) will be distributed to Steering Committee members only. Observers do not receive minutes or agendas since they are there purely to observe.

It is the responsibility of a Steering Committee member to disseminate information within their own organisation.

Resigning from the Steering Committee

Any member who resigns from the Steering Committee or who is being replaced by another person will notify the Chair in writing. The correspondence will advise:

- Date of resignation;
- The name and contact details of the person representing the organisation.

Sub-Committees

Sub-committees may be set up from time to time involving Steering Committee members and other network members. The objective of these sub-committees is to assist the Steering Committee to conduct its business. The sub-committees as at October 2010 are as follows:

- Seminar/conference sub-committee
- Regional sub-committee
- ebulletin sub-committee

Content of the ebulletin

The ebulletin shall be distributed monthly as per the requirements set out in the funding agreement. The Network Development Officer will call for contributions at least 2 weeks prior to the publication deadline. Content for the ebulletin shall be comprised of contributions from members of the WAFPN and other related sources.

The Network Development Officer and the ebulletin sub-committee shall hold editing responsibilities for the ebulletin. All publication of client services shall be restricted to new initiatives, and will be at the discretion of the ebulletin sub-committee. Professional development training and opportunities shall be advertised at the discretion of the ebulletin sub-committee. Articles discussing the merits of interventions and other activities of network member organisations shall be included at the discretion of the ebulletin sub-committee. Guidelines to manage the ebulletin are set out in Appendix 1.

[Network name]

Annual Work Plan [INSERT DATE]

Objective: Foster strong links with locally based providers, who operate as part of or alongside the family law system, to enhance collaboration and improve overall assistance to separated and separating families.

Measures	Activity and Proposed Budget	Timeline
1. Promoting awareness of services.	<i>[Outline the proposed activities to meet the measure]</i>	<i>[Indicate the proposed date of each activity]</i>
2. Conducting cross-sectoral training.	<i>[Outline the proposed activities to meet the measure]</i>	<i>[Indicate the proposed date of each activity]</i>

Proposed Budget

Reporting Details	Financial Report
INCOME (Grant)	
Funds generated as a result of charging fees	
TOTAL INCOME	
PROPOSED EXPENDITURE	
Direct staff costs (salary & on costs)	
In-direct staff costs (administration)	
Staff travel	
Staff training	
Publications	
Resources	
Conferences, forums, events	
Network operations	
Other (please detail)	
TOTAL EXPENDITURE	
TOTAL BALANCE	

Please Note: The term 'staff' denotes any appointed network project officer

Approved by:

..... Date

Chief Executive Officer of auspice agency

..... Date

Chair, Steering Committee
(on behalf of the network steering committee)

[Network name]
Annual Activity Report [INSERT DATE]

Network Information	Grant amount:
	Auspice agency:
Annual Activity Report Due date	<i>30 April each year</i>
Please Note: <i>The preparation, endorsement, and signing of this report is the responsibility of the auspice agency and the network steering committee</i>	
Key contact for this report: Name: Phone: Mobile: Email:	

Objective: Foster strong links with locally based providers, who operate as part of or alongside the family law system, to enhance collaboration and improve overall assistance to separated and separating families.

Measures	What the network did to meet the objective (and associated expenditure)
1. Promoting awareness of services.	<i>[Please indicate what the network did to achieve this measure and whether or not it was successful in achieving it]</i>
2. Conducting cross-sectoral training.	<i>[Please indicate what the network did to achieve this measure and whether or not it was successful in achieving it]</i>

Financial Report

Reporting Details	Financial Report
INCOME (Grant)	
Funds generated as a result of charging fees	
TOTAL INCOME	
EXPENDITURE	
Direct staff costs (salary & on costs)	
In-direct staff costs (administration)	
Staff travel	
Staff training	
Publications	
Resources	
Conferences, forums, events	
Network operations	
Other (please detail)	
TOTAL EXPENDITURE	
TOTAL BALANCE	

Please Note: The term 'staff' denotes any appointed network project officer

If the *actual* expenditure listed above differs from the *proposed* expenditure, as set out in the grant agreement for the network, please provide information on the factors that have contributed to this difference.

ENDORSEMENT: I HAVE READ AND AGREE TO THE INFORMATION THAT HAS BEEN PROVIDED IN THIS REPORT UNDER THE NETWORK'S GRANT REQUIREMENTS.

(Please sign and date relevant section below)

..... Date

Chief Executive Officer of auspice organisation

..... Date

Chair, Steering Committee
(on behalf of the network steering committee)

Please return this report to:

Sue Harris
Family Law System Integration Section
Family Law Branch
Attorney-General's Department
3-5 National Circuit
BARTON ACT 2600
Telephone: (02) 6141 3081
Email: sue.harris@ag.gov.au

Refer separate PDF document.