

Perpetrator Intervention Services Requirements

Service Delivery and Risk Management Plan

Progress Report

**Organisation name and organisation
number**

**Service outlet name and service outlet
number:**

Progress review (6 or 12 months):

Date completed:

Progress review completed by:

Department contract officer:



Overview

The purpose of the [Perpetrator Intervention Services Requirements](#) is to set a minimum program standard across the sector, leading to consistent, quality outcomes for victims and perpetrators.

The requirements relate specifically to group perpetrator intervention programs and have been categorised into seven categories:

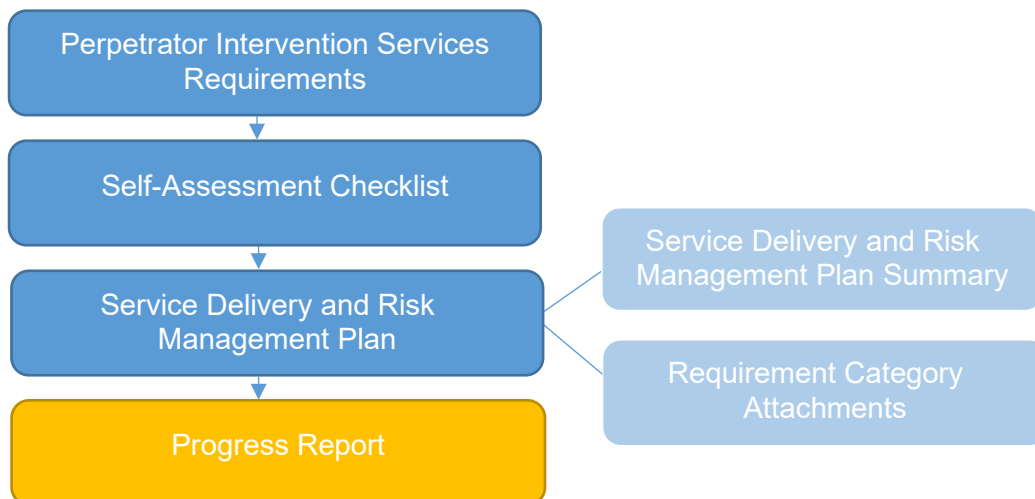
1. group readiness
2. duration of group programs
3. maximum number of group participants
4. gender of co-facilitators
5. qualification and experience requirements of facilitators
6. role, qualifications, experience, frequency and duration of a victim advocate
7. role, experience and frequency of an observer.

The department acknowledges that not every service may be fully compliant with the new requirements immediately and that not every service will always be fully compliant in the future, for reasons often outside of their control, for example availability of appropriate staff.

In acknowledgement of these challenges, a compliance monitoring and reporting process has been implemented to enable services to:

- assess their compliance with the requirements
- report non-compliance with one or more requirements
- outline the current practice/policy/procedures that are in place
- outline the reasons for non-compliance
- identify risk and risk mitigation strategies for non-compliance
- identify actions required to achieve compliance with the requirement in the future
- report progress towards achieving compliance.

Diagram 1: Compliance monitoring and reporting process



Services who have a Service Delivery and Risk Management Plan in place and can demonstrate they are actively trying to be compliant with the requirements, will be deemed as compliant with the requirements for the term of the plan.

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Services are required to complete the Service Delivery and Risk Management Plan Progress Report at 6 and 12 months or at the time the service becomes compliant with the requirement.

Services are to submit the report to their contract officer via email. The contract officer will review the report and organise a discussion/meeting with the service to discuss.

Following the discussion/meeting, the contract officer will save a copy of the final report in P2i for record keeping purposes. Services and contract officers are expected to have informal discussions about their Service Delivery and Risk Management Plan in between the 6 and 12 month reviews as required.

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Actions required to achieve compliance in the future				
Actions to be undertaken by the service	Expected timeframe (if known)	Responsible officer	Status	Action update/comments
<Copy and paste actions from the relevant Requirement Category Attachment>			Choose an item.	
<Delete or insert additional rows as required>			Choose an item.	
			Choose an item.	
			Choose an item.	
			Choose an item.	
Reporting schedule				
Next progress report due:	<insert next report due date (if applicable)>			
General comments				