Local Government Free From Violence Grants Program

Evaluation reporting guidance and template

for councils

January 2018

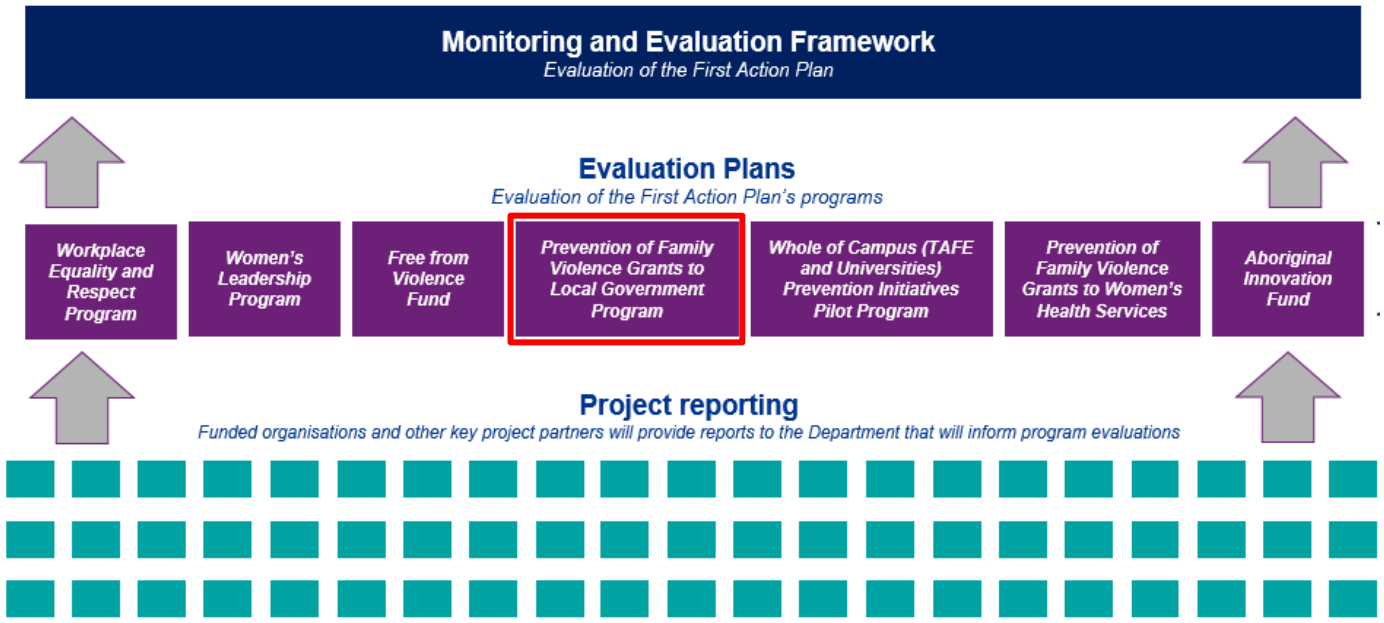
Department of Health and Human Services

VICTORIA State Government | Health and Human Services

Part A. Evaluation reporting guidance

This document has been produced to guide you during your project evaluation, within the broader *Local Government Free From Violence Grants Program* (the Local Government Program). Your project level evaluation, which the Municipal Association of Victoria (MAV) will assist you to deliver, will be a key input into the overarching evaluation of the Local Government Program.

The following figure depicts how your project level evaluation will contribute to the evaluation of the Local Government Program, which is a key program of work under the *First Action Plan 2018-2021* of the *Free from violence strategy*[1].



A.1 Program description

The Local Government program is a key initiative under Priority Area Four - 'Scale up and build on what we know works' of the First Action Plan. This priority area aims to ensure that the prevention activities and initiatives that have been proven to work continue to grow. By 2021, a range of activities will have been piloted, evaluated and rolled out in rural, regional and metropolitan areas in a variety of settings.

Your project sits under the Local Government program and is part of a package of work that is supporting councils to be leaders in the primary prevention of family violence and all other forms of violence against women. The Local Government program is supporting the local government sector to deliver activities that:

- Strengthen and embed infrastructure in local government to support the scale-up and development of innovative prevention activity at the local level
- Build the capacity and capability of councils and enhance the quality and effectiveness of primary prevention activity
- Build the knowledge and understanding of family violence and all forms of violence against women within leaders across the local government sector and related projects
- Increase the coordination and consistency of primary prevention efforts across the local government sector
- Strengthen MAV's capacity in the coordination and delivery of primary prevention activity and preparing for a broader scale-up of prevention activity.

[1] For further detail on the Free from violence strategy, see Appendix 1.

The Local Government Program is comprised of 35 local councils delivering a range of primary prevention initiatives across Victoria. Of these 35 local councils, 19 councils are delivering the *Workplace Equality and Respect Program.* This initiative aims to promote cultural change by embedding gender equitable structures, norms and practices within Victorian public sector and other workplaces.

A list of the councils and their project description is provided in the table below.

Council	**Project name and description**
Alpine Shire Council (WER)	*Promote gender equity and respectful relationships at Alpine Shire Council* - workplace focused primary prevention of violence against women project.
Ballarat City Council	*Ballarat. Step Up. Speak Out* - workplace focused primary prevention of violence against women project.
Brimbank City Council	*Brimbank Dads* - parenting focused primary prevention of violence against women project.
Cardinia Shire Council (WER)	*Together We Can Business Solutions* - workplace focused primary prevention of violence against women project.
Casey City Council	*Embedding Change; Creating a Safe and Inclusive Casey* - workplace and Council facility focused primary prevention of violence against women project.
Central Goldfields Shire Council	*Changing our Story* - communications and empowering young people focused primary prevention of violence against women project.
Darebin City Council	*Creating Gender Equity in the Early Years: Whole-of-Service Pilot* - children's care setting focused primary prevention of violence against women project.
East Gippsland Shire Council (WER)	*Factors of change, becoming free from violence* - workplace and community focused primary prevention of violence against women project.
Glenelg Shire Council	*Project Respect Heywood - Supporting Change* - whole of community focused primary prevention of violence against women project.
Greater Bendigo City Council (WER)	*Growing Gender Equity in Greater Bendigo* - whole of community focused primary prevention of violence against women project.
Greater Dandenong City Council (WER)	*Increasing Gender Equity Across Greater Dandenong City Council And Community* - workplace focused primary prevention of violence against women project.
Hepburn Shire Council (WER)	*Integrating Gender Equality within Hepburn Shire Council and the Community* - workplace and community focused primary prevention of violence against women project.
Hobsons Bay City Council (WER)	*Hobsons Bay City Council: Embedding Gender Equity* - workplace and community focused primary prevention of violence against women project.
Horsham Rural City Council	*Gender Equity in Community Engagement* - workplace focused primary prevention of violence against women project in partnership with Hindmarsh Shire Council, West Wimmera Shire Council and Yarriambiack Shire Council.
Kingston City Council (WER)	*Courage to Change: Embedding Family Violence Prevention in Kingston* - community and workplace focused primary prevention of violence against women project.
Latrobe City Council (WER)	*Safe and Strong Latrobe* - workplace and community focused primary prevention of violence against women project.
Loddon Shire Council (WER)	*Leading gender equity in our workplace and community*- workplace focused primary prevention of violence against women project.
Macedon Ranges Shire Council (WER)	*Local Government Workforce Challenge: Macedon Ranges Pilot* - workplace focused primary prevention of violence against women project.
Mansfield Shire Council (WER)	*Leading the change in Mansfield* - workplace focused primary prevention of violence against women project.
Melton City Council	*Baby Makes 3 in the City of Melton* - parenting and equal relationship focused primary prevention of violence against women project.
Mildura Rural City Council	*Community Leadership for Primary Prevention* - parenting and equal relationship focused primary prevention of violence against women project.
Mitchell Shire Council (WER)	*Free Mitchell from Violence: Organisational Primary Prevention Pilot Program* - workplace focused primary prevention of violence against women project.
Moira Shire Council (WER)	*Moira Shire Council - Equity Ready* - workplace and community focused primary prevention of violence against women project.

Council	Project name and description
Monash City Council	Playing Fair - children's playgroup setting focused gender equity project.
Moonee Valley City Council	*Ready, Set, Equity! Addressing gender equity in the local sport setting* - sport and recreation focused primary prevention of violence against women project.
Moorabool Shire Council	*Moorabool @ Home, Work and Play - Free From Violence* - parenting and equal relationships, workplace and sport and recreation focused primary prevention of violence against women project.
Moreland City Council	*Count Me In Too* - sport and recreation and culturally and linguistically diverse (CALD) community focused primary prevention of violence against women project.
Nillumbik Shire Council (WER)	*Gender Equity Advocates* - workplace focused primary prevention of violence against women project.
Strathbogie Shire Council (WER)	*Conversations Create Change* - workplace and community focused primary prevention of violence against women project.
Surf Coast Shire Council (WER)	Parenting and equal relationships, and workplace focused primary prevention of violence against women project.
Towong Shire Council	*Community Systems Mapping for Violence Free Living* - community and communications focused primary prevention of violence against women project.
Whittlesea City Council	*Improving Gender Equity through Employment for Women* - action research, equal employment focused community primary prevention of violence against women project.
Whitehorse City Council	*Whitehorse Strengthening Local Action for Family Violence Prevention Project* - workplace and community focused primary prevention of violence against women project.
Wodonga Rural City Council (WER)	*Striving for Gender Equality in Wodonga: A whole of Community approach* - community and workplace focused primary prevention of violence against women project.
Yarra Ranges Shire Council (WER)	*Gender Equity and Inclusion - Our Commitment, Our Responsibility, Our Future* - workplace focused primary prevention of violence against women project.

A.2 Theory of change and program logic

The Local Government Program is underpinned by a theory of change and program logic.

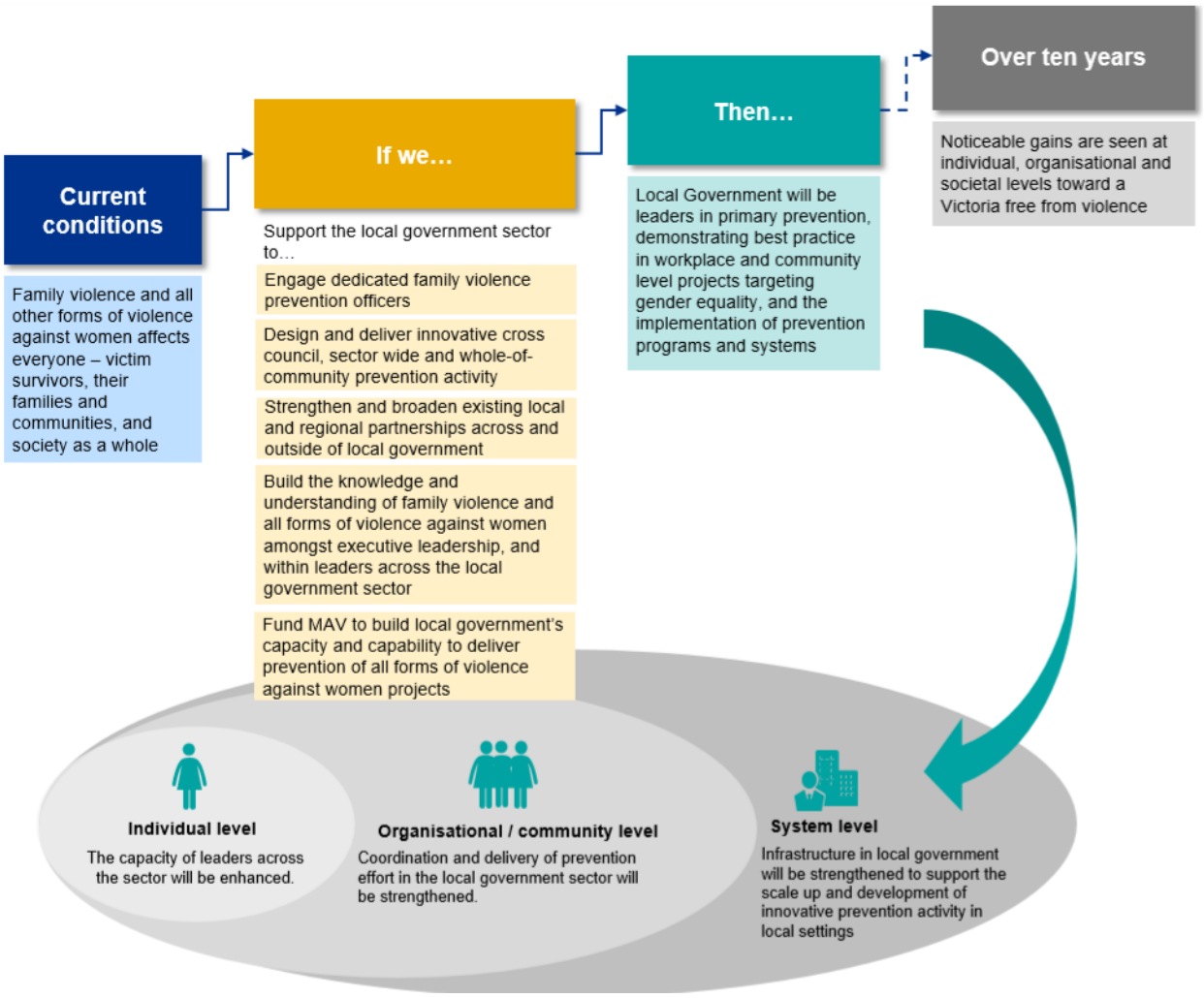
The theory of change is a conceptual representation of how change is expected to occur and the underlying assumptions of the change process. A program logic is an operational representation of the theory of change that focuses on the resources and inputs, planned activities, outputs and outcomes over time, which will help the program meet its desired change.

The underlying assumptions of the change process that influence the effectiveness of the program include:

- A continued commitment from government to implement the recommendations outlined in the Royal Commission
- Sustained commitment from councils and community organisations to implement the recommendations outlined in the Royal Commission
- A continuation of funding for primary prevention efforts.

Theory of change

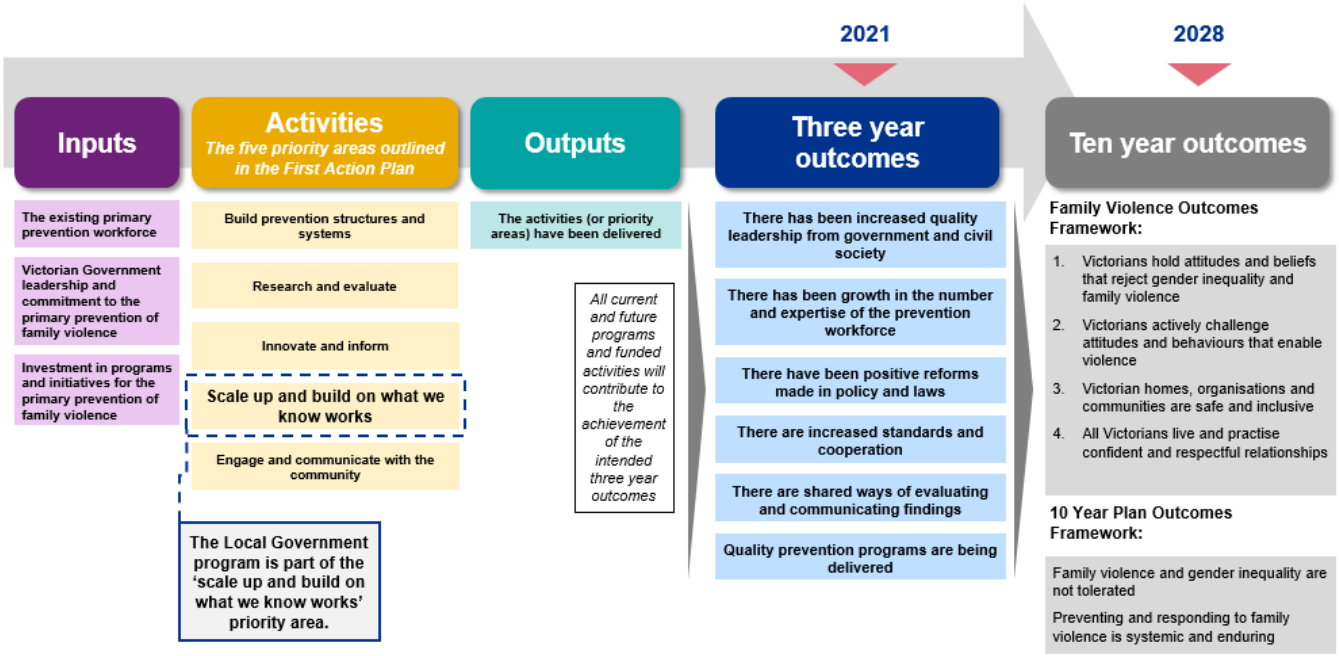
The Theory of Change provides a high level conceptual overview of the elements of the Local Government program and the expected outcomes at the individual, organisational, community and systems level, as depicted in the following diagram.



Sources: This diagram draws on the activities and outcomes outlined in the Strategy, the First Action Plan and Our Watch's Guide to Prevention Monitoring.

Program logic

The program logic depicts where the Local Government Program sits within the priority areas and initiatives of the First Action Plan and how the one year projects contributes to the three-year and ten-year outcomes.



Sources: This diagram has been developed using the five priority areas identified in the First Action Plan and the six process measures outlined in Counting on Change developed by Our Watch (Source: KPMG 2018)

Part B. Evaluation reporting template

Key evaluation questions

There are two key evaluation questions, with sub-questions and associated indicators that need to be tailored to your project. These questions are related to the theory of change and program logic and have been designed to capture qualitative data and quantitative outcomes of your project.

The two evaluation questions are:

1. **To what extent is the project achieving one-year outcomes, with line-of-sight toward the three and ten-year outcomes?**
2. **To what extent have the activities under the project been appropriately implemented?**

A template has been provided for you to input your responses to the evaluation questions and sub-questions. Instructions for how to complete these templates are below.

Key dates for evaluation

Task	**Complete by**
Develop and submit your draft project evaluation plan to the MAV using this template. The MAV will forward draft plans to ACIL Allen to inform evaluation workshop #2. Email your draft evaluation plans to Kellie Nagle (knagle@mav.asn.au) and Rachel Close (rclose@mav.asn.au)	13 February 2019
Participate in evaluation workshop #2 facilitated by ACIL Allen to workshop common issues identified through draft evaluation plans	21 February 2019
Following feedback from MAV and ACIL Allen, finalise and submit your evaluation plan, signed off by your project manager	29 March 2019
Conducting your evaluation during project implementation	Project end
Final evaluation report	30 October 2019

NB: Some project timelines have been extended beyond October, however final evaluation report and final report to be submitted by 30 October 2019 (final report template will be provided to you in mid-2019).

Key evaluation question 1- instructions for developing your project evaluation plan

- Select the relevant evaluation sub-questions(s) for your project from sub-questions 1.1 to 1.4 (deleting the other questions from the table).
- For each sub-question, select the relevant indicators that can be used to quantify achievement of your project outcomes. (For example, if your project aims to increase knowledge or awareness among participants, select an individual-level outcome). As a guide, your evaluation plan may contain between 4-6 **indicators** that you are monitoring to track progress. The indicators and measures provide guidance on data to be collected
- Survey instruments to measure individual-level change during project implementation will be provided to projects early in 2019.

1. To what extent is the project achieving one-year outcomes, with line-of-sight toward the three and ten-year outcomes?				
No.	**Evaluation sub-questions**	**Indicators**	**Measures**	**Result**
1.1	**Have the project activities supported local government to be leaders in primary prevention in local areas?**	**Individual-level indicators** • Increased knowledge among leaders about the drivers of family violence and all forms of violence against women • Increased knowledge among participants of gender inequality as a driver of violence against women • Increased support for gender equality • Increased confidence in the capacity of local government leadership to act to improve systems and structures dedicated to gender equality, preventing family violence and all forms of violence against women.	**Individual-level measures** • Proportion of participants who report increased knowledge about the drivers of family violence and all forms of violence against women • Proportion of participants who report increased knowledge of gender inequality as a driver of violence against women • Proportion of participants with attitudes supporting gender equality • Proportion of participants who report increased confidence in the capacity of local government to act to improve systems and structures dedicated to gender equality, preventing family violence and all forms of violence against women	*Worked examples* • *75% of participants reported increased knowledge of the drivers of family violence and all forms of violence against women* • *90% of participants reported attitudes that supported gender equality*

		Organisational, community or system level indicators • Increased leadership capacity and capability in local government and community for primary prevention • Increased public commitment to primary prevention initiatives in local government • Increased visible rejection of family violence by local government leaders in the media • Increased leadership opportunities within organisation for women, including women from diverse communities	**Organisational, community or system level measures** • Number of public statements and motions tabled in Council in support of gender equality, preventing family violence and all forms of violence against women • Number of local government, or community leaders who have participated in the project who make media statements and/or take action to reject family violence • Financial investment (including in-kind) in primary prevention initiatives in local government • Number of women in leadership and management positions	• *3 public statements tabled in Council in support of gender equality, preventing family violence and all forms of violence against women* • *$55,000 investment in primary prevention initiatives in local government*
1.2	**Has the project built workplaces and workforces that support prevention?**	**Individual-level indicators** • Increased knowledge among participants about the drivers of family violence and all forms of violence against women • Increased knowledge among participants of gender inequality as a driver of violence against women • Increased support for gender equality • Increased confidence for bystander action	**Individual-level measures** • Proportion of participants who report increased knowledge about the drivers of family violence and all forms of violence against women • Proportion of participants who report increased knowledge of gender inequality as a driver of violence against women • Proportion of participants with attitudes supporting gender equality • Proportion of participants who report increased confidence for bystander action	*Worked examples* • *60% of participants reported increased confidence for bystander action (n=35)*

		Organisational, community or system level indicators • Increased prevention practitioners and contributors in local government and community, including from diverse communities • Increased best practice (or promising) primary prevention workforce initiatives implemented in local government or community	**Organisational, community or system level measures** • Number of primary prevention practitioners and contributors in local government and community, including from diverse communities • Number of organisations that implement best practice (or promising) primary prevention workforce initiatives	• *1 new primary prevention practitioner in council* • *4 new primary prevention contributors across council* • *3 new primary prevention practitioners in community, including from diverse communities* • *5 new primary prevention contributors in community*
1.3	**Has the project led to organisational and workplace policy reform for gender equality and the prevention of family violence and all forms of violence against women?**	**Individual-level indicators** • Increased awareness of policies, systems and structure within the organisation dedicated to preventing family violence and all forms of violence against women • Increased self-efficacy in using the organisations' policies, systems and structures in local governments **Organisational, community or system level indicators** • Increased number of local governments that have systems in place to support people who challenge sexism and discrimination • Increased number of local governments that have family violence leave, parental	**Individual-level measures** • Proportion of people within organisation who report awareness of policies, systems and structure within the organisation dedicated to preventing family violence and all forms of violence against women • Proportion of people within organisation who report confidence in using policies and systems **Organisational, community or system level measures** • Number of policies and procedures in place to support gender equality and/or respectful relationships • Number of policies and procedures in place to address violence, harassment or discrimination	*Worked examples* • *75% of people within the organisation report awareness of policies, systems and structures within the organisation dedicated to preventing family violence and all forms of violence against women* • *5 policies and procedures in place to support gender equality and/or respectful relationships*

		leave, and flexible work provisions for their employees • Increased number of local governments that have commenced undertaking and reporting on gender audits • Increased policy reform to address gender equality and family violence prevention in local governments	• Proportion of women in local government leadership positions within organisation or as elected representatives • Number of Enterprise Bargaining Agreement with family violence leave • Number of people in local government who access flexible work / parental leave / carers leave / family violence leave provisions • Number of local governments that have commenced or undertaken gender equality audits / adopted gender equality policies	
1.4	**Has the project contributed to new ways of working together within council and/or with community to effect systems change?**	**Organisational, community or system level indicators** • Increased collaboration and coordination within council • Increased collaboration between local council and community working together to promote gender equality and violence prevention in local areas • Increased formal and informal cross-sector relationships and mechanisms for coordination, which drive and deliver primary prevention activity in local areas	**Organisational, community or system level measures** • Number of council Departments/teams new to working together to address primary prevention • Number of formal and informal partnerships established with membership across different sectors and settings (e.g. education, workplaces, and sports) to address primary prevention in local areas • Number of new organisations engaged in partnership structures or networks for gender equality or primary prevention in local areas • Number of organisations that have adopted initiatives and/or re-oriented toward gender equality or primary prevention in local areas	*Worked examples* • *6 formal partnerships established with membership across different sectors and settings (education, workplaces, and sports)* • *4 new organisations engaged in partnership structures or networks for gender equality or primary prevention in local areas*

Key evaluation question 2- instructions for developing your project evaluation plan

- All projects must address evaluation sub-questions 2.1 to 2.3in your evaluation plan, with sub-question 2.4 optional

2. To what extent have the activities in the project been appropriately implemented in accordance with your plan?		
No.	**Evaluation sub-questions**	**Prompting questions**
2.1	**How have project activities been coordinated with other relevant work occurring across the council, or within the community?**	• Describe the collaboration and coordination activities across council • Describe the collaboration and communication with council and local, private sector and community partners • What are the other mutually-reinforcing primary prevention strategies within geographic areas, among population cohorts or settings that have been aligned with the project?
Response		
2.2	**To what extent have project activities supported and built the capacity in violence prevention and gender equality?**	• Give examples of effective infrastructure and governance structures that have been established to provide leadership support and guidance in project implementation, coordination and evaluation • Give examples of the increased capability for primary prevention activity as a result of the project • Describe the targeted activity that addresses equity, inclusion and intersectionality in the design, implementation and evaluation of initiatives in the project
Response		

2.3	**What have been the key facilitators and barriers to the implementation of the project?**	• What were the factors that supported program implementation, including reach and effectiveness? • What were the limitations that reduced program reach and effectiveness?
Response		
2.4 Optional question	**How does the project offer potential for sustainability, scalability and/or transferability to other sectors, settings or population cohorts?**	• Describe the project components that offer potential for scalability and/or transferability to other sectors and settings • What are the critical factors for consideration including equity and financial implications in scaling up or transferring these project components? • What aspects of the project are sustainable beyond the funding period?
Response		

Part C. Appendix

Policy context

In March 2016, the Victorian *Royal Commission into Family Violence* concluded a 13-month inquiry and handed down a list of 227 recommendations, all of which were accepted by the Victorian Government. These included recommendation 187 that the Victorian Government ensure that the Commission's recommended State-wide Family Violence Action Plan includes a primary prevention strategy that should:

- Be implemented through a series of rolling action plans
- Refer to actions to be taken and be accompanied by performance measures
- Guide and be guided by the Victorian Government's Gender Equality Strategy
- Be supported by enduring funding for family violence primary prevention.

In response, the Victorian Government developed *Free from Violence: Victoria's Strategy to Prevent Family Violence and all Forms of Violence against Women* ('the Strategy'). The Strategy focuses on preventing two different, but overlapping and related, forms of violence: family violence and violence against women. The Strategy's vision is for a Victoria free from violence, where all Victorians:

- Experience equality and respect in all of their relationships, particularly in the family context and with intimate partners
- Are empowered and respected at home and everywhere
- Are supported in their relationships to reach their full potential.

The First Action Plan 2018-2021 (the First Action Plan) outlines how the Victorian Government will progress Phase One of the Strategy over the next three years. It builds upon the long-term advocacy and innovation of the family violence support and primary prevention sectors, and focuses on strengthening the architecture, systems and structures for a much larger primary prevention platform in Victoria.

The Department has commenced implementing a series of programs, activities and initiatives to deliver the First Action Plan. Your project is one of a number of local government projects that has been funded to implement Phase One of the Strategy.

The *Royal Commission into Family Violence* also recommended that:

- councils 'report on the measures each council proposes to take to reduce family violence and respond to the needs of victims' in preparing their municipal public health and wellbeing plans (MPHWPs). This requirement is aimed at increasing the focus on family violence prevention and response at a local level and applies to 2017-2021 MPHWPs. Further information regarding family violence and MPHWPs can be found here: https://www2.health.vic.gov.au/public-health/population-health-systems/municipal-public-health-and-wellbeing-planning/health-and-wellbeing-planning-guides
- the Victorian Government should:
  - Implement best practice workplace programs in all public-sector workplaces
  - Support the maintenance of the proposed (Our Watch) web-based portal or database of program models, tool kits, training resources and packages for application and use in all workplaces
  - Review and report on options for using existing regulatory frameworks and government procurement policies to support all Victoria employers in implementing best-practice family violence policy.