

## Visual Audio Recorded Evidence (VARE)

### Context

---

Visual Audio Recorded Evidence (VARE) is used so that vulnerable witnesses, specifically children, young people and those with a cognitive impairment, are able to provide their evidence-in-chief without giving evidence in an open court. The VARE statement provides vulnerable witnesses with a more equitable access to the Criminal Justice system.

The VARE statement should be made, managed, accessed and destroyed in a way which protects the privacy of the witness.

### Contents

---

|                                                            |    |
|------------------------------------------------------------|----|
| 1. Legislative requirements .....                          | 2  |
| 2. When to take a VARE statement .....                     | 3  |
| 3. Persons present during VARE recording .....             | 3  |
| 4. Conducting a VARE statement .....                       | 4  |
| 5. VARE log .....                                          | 5  |
| 6. VARE register .....                                     | 6  |
| 7. After the VARE statement has been made .....            | 6  |
| 8. Accessing and viewing the VARE statement .....          | 7  |
| 9. Obtaining a VARE statement transcription .....          | 9  |
| 10. Copying a VARE statement .....                         | 10 |
| 11. Storage, classification and transfer .....             | 10 |
| 12. Responsibilities regarding the brief of evidence ..... | 11 |
| 13. After the investigation or court proceedings .....     | 11 |
| 14. Destruction of VARE statements .....                   | 11 |

### Policy

---

A VARE statement ensures that:

- the witness does not have to repeat their evidence to all of those involved in the investigation; underpinning witness welfare in the process
- statements comply with statutory and regulatory requirements
- a verbatim account is provided as close as possible to the time of the offence occurring.

Investigating members must adhere to this policy, which reflects requirements set out in the *Criminal Procedure Act 2009* and the associated *Criminal Procedure Regulations 2009*.

## Responsibilities and procedures

---

### 1. Legislative requirements

#### 1.1 *Witness Criteria*

Division 5 of Part 8.2, *Criminal Procedure Act* and Part 2, *Criminal Procedure Regulations* allow the evidence-in-chief of a witness for the prosecution, to be given wholly or partly, in the form of an audio or audio-visual recording of the witness answering questions put to them by a prescribed person. The witness must be:

- a person under 18 years of age, or
  - a person with a cognitive impairment,
- who has been the victim of, or witness to:
- a sexual offence as defined in s.4, *Criminal Procedure Act*; or
  - an indictable offence which involves an assault on, or injury or a threat of injury to a person; or
  - family violence as defined in s. 5, *Family Violence Protection Act*; or
  - any offence against s. 23 or 24, *Summary Offences Act* 1966, if those offences are related to an offence specified above, despite whether any such offences are withdrawn or dismissed before an offence against s. 23 or 24, *Summary Offences Act* 1966 is heard or determined.

#### 1.2 *Prescribed person*

The *Criminal Procedure Regulations* prescribes the framework for making, using, possessing, storing, accessing and destroying VARE statements. A prescribed person is the only person permitted to put questions to a VARE witness. A prescribed person is:

- a member of Victoria Police who has successfully completed the Victoria Police VARE Training Course
- a person authorised in writing by the Chief Commissioner of Police who has completed Victoria Police VARE Training Course
- if the questions are put to the witness in another State or the Northern Territory, a member of the police force of that State or Territory;
- if the questions are put to the witness in a Territory other than the Northern Territory, a member of the Australian Federal Police.

#### 1.3 *Circumstances other than Sexual and Physical Assault or Family Violence*

Section 366(1)(b), *Criminal Procedure Act* also allows the use of VARE in an indictable offence which involves an assault on, or injury or a threat of injury to a person. In these circumstances the witness must still be either a person under 18 years of age or a person with a cognitive impairment.

## 2. When to take a VARE statement

If the suitability of the person having their statement recorded by VARE is unclear, police members should seek advice from a supervisor or a prescribed person.

A VARE statement should not generally be taken where:

- the witness refuses or objects, unless the circumstances of the matter dictate that this is not appropriate or possible
- there is no prescribed person available and the circumstances of the case warrant an immediate statement
- the age and ability of the witness to give evidence is such that a written statement is more appropriate
- the recording equipment is not functioning.

This decision should be made in consultation with the prescribed person and the investigating member.

## 3. Persons present during VARE recording

### 3.1 *Investigating member*

- The investigating member, if not the prescribed person, should attend and observe the VARE
- The investigating member is responsible for arranging the attendance of any parent/guardian (see section 3.3), Independent Person (IP), qualified Independent Third Persons (ITP) and/or interpreters (see sections 3.3 and 3.5)
- The investigating member may perform the monitor role.

### 3.2 *Monitor*

The role of the monitor is to assist the prescribed person with the VARE process.

In family violence matters where the prescribed person is not the investigating member, a member familiar with the matter (i.e. the informant, supervisor or corroborator) should perform the monitor role.

The monitor's responsibilities include assisting with the following:

- legislative and procedural compliance
- ensuring the recording equipment is correctly functioning
- completing VARE log (see section 5)
- identifying offences and points of proof during the statement
- ensuring disclosures are as clear as possible
- identifying/noting the time/date of offence/s
- ensuring the identity of offender/s is established
- ensuring any reference to corroborative evidence is thoroughly canvassed
- ensuring evidence of recent complaint is covered
- ensuring all relevant non-verbal communication is noted
- managing any person present in the monitoring room (DHHS or parent/guardian).

### 3.3 *Parent / guardian*

A parent/guardian or independent person should be present when taking a statement from a child victim or witness.

In the following circumstances the parent/guardian would not be present:

- the parent/guardian does not wish to be present or observe the interview
- the witness may be reluctant to make a disclosure in the presence of a parent/guardian
- the parent/guardian is a witness to the crime or otherwise involved in the investigation and observing and/or monitoring may impact on the investigation and/or future prosecutions
- the parent/guardian cannot be located and the VARE is considered to be urgent
- the parent/guardian is a suspect.

Where a parent or guardian is a witness, their statement must be obtained prior to viewing the VARE interview, unless exceptional circumstances exist and these are documented.

In instances where the parent/guardian is not present (ie, not located or not suitable to be present) an IP should be obtained. A Youth Referral and Independent Person's Program (YRIPP) representative must not be used to perform this function. Members are to comply with their local protocol for arranging an IP.

### 3.4 *Joint investigations with Child Protection*

- If a matter involves a joint investigation with the Department of Health and Human Services - Child Protection, where practical, a meeting should occur to ensure effective planning and management of the criminal and protective investigations.
- Child Protection may be present to view the VARE being conducted and take notes.
- Importantly, the *Criminal Procedure Act* and the *Criminal Procedure Regulations* do not allow Child Protection Workers to view a VARE recording once completed or ask questions during the recording of the VARE statement.

### 3.5 *Independent third persons and interpreters*

- A qualified ITP must be present in the VARE suite when a person with a cognitive impairment is making their statement.
- The prescribed person is the only person who can ask questions of the witness during the VARE.
- Interpreters are to be obtained through one of Victoria Police's contracted interpreting services. Refer to **VPM Interviews and Statements**.

## 4. Conducting a VARE statement

### 4.1 *Disclosure interviews*

- An initial disclosure interview should be considered prior to a VARE to provide information about the nature of the offence/s and assist to familiarise the witness with police and VARE processes. Apply the principles of investigative interviewing.

- If a disclosure interview is conducted, consideration should be given to having a second member present to take detailed notes that are then adopted by the prescribed person.
- For further guidance on disclosure interviews refer to **Sexual Offences and Child Abuse Investigation Team (SOCIT) Practice Notes: Investigative Interviewing**.

#### 4.2 *Investigating member*

If in any doubt, police members should contact SOCIT as to the suitability of the witness to be interviewed and the availability of a prescribed person, interview site and equipment to conduct the statement.

#### 4.3 *Prescribed person*

The prescribed person:

- has the final decision on whether to take a VARE statement.
- must take the VARE statement in accordance with this policy.

#### 4.4 *VARE statement requirements*

The *Criminal Procedure Regulations* state the following must also be recorded:

- the date on which, and the place at which the recording was made
- the time at which the recording is commenced and concluded
- identification of all persons present during any part of the recording
- the times at which any break in questioning commenced and concluded and the reason for the break.

The full name of the witness or victim should be included in the VARE statement. Other personal details should only be included if they are directly relevant to the circumstances of the case.

## 5. VARE log

### 5.1 *Purpose*

The main purpose of a VARE log is to assist transcription and to highlight any relevant non-verbal events and gestures during the statement.

- The VARE log is not a verbatim account of the VARE statement. It is required for the transcription office and the Victoria Police Archive Services Centre (VPASC).
- The VARE log should be completed by the monitor.
- The VARE log must include:
  - date, time and location of the VARE statement
  - time the recording was commenced and concluded
  - name, rank and registered number of the prescribed person
  - identification details of any other persons present in the VARE suite during the statement.
  - all relevant non-verbal communication.
- If there is no monitor available at the time, the prescribed person must complete the log at the conclusion of the VARE when reviewing the recording.

- A VARE log [Forms 1242 and 1243] is to be completed and a copy attached to each master recording and working copy.

## 6. VARE register

### 6.1 Maintenance

In accordance with *Criminal Procedure Regulations* Victoria Police maintains a Register of VARE statements:

- in the form of an electronic database at every SOCIT, FVIU or relevant unit; or
- if no VARE register/database is accessible, other locations must use a hard copy VARE Register [Form 259] and record on PALM. The Register must include:
  - the prescribed persons details
  - subject details
  - DVD/CD locations
  - interviewing/investigating members
  - other Persons present
  - DVD/CD movements.

## 7. After the VARE statement has been made

### 7.1 Responsibilities

|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Prescribed person | <ul style="list-style-type: none"> <li>• The prescribed person (if not the investigating member) must prepare a VARE package so the investigating member can continue the investigation.</li> <li>• The VARE package must include:               <ul style="list-style-type: none"> <li>- VARE working copy with viewing register in cover</li> <li>- Affidavit of Accuracy [Form 267]</li> <li>- blank affidavit of service of transcript [Form 268]</li> <li>- notice to accused of opportunity to listen to/view recorded evidence [Form 269]</li> <li>- original VARE log [Form 1242 and 1243].</li> </ul> </li> <li>• Within ten days of the recording being conducted:               <ul style="list-style-type: none"> <li>- forward the master recording and a copy of the VARE log to VPASC</li> <li>- notify VPASC via email PBEA: ICT STRATEGIC PLANNING-VPASC-MGR that the master recording has been forwarded.</li> </ul> </li> <li>• When forwarding VARE statement, ensure the package is delivered in line with section 11 below.</li> <li>• If recorded onto DVD/CD, store the master recording in a secure location at the SOCIT or relevant unit.</li> <li>• All VARE movements from a SOCIT or originating unit must be recorded in the Tape/File movements section in the VARE register.</li> </ul> |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Investigating member | <ul style="list-style-type: none"> <li>• On receipt of the working copy, record the details in the corresponding VARE Register or PALM; notify the relevant SOCIT or originating unit of applicable numbers for cross reference.</li> <li>• Prepare a brief of evidence and submit it for checking and authorisation.</li> <li>• Obtain a transcript of the statement; see section 9.</li> <li>• Notify the accused or their legal practitioner that they may view the VARE statement. Use Notice to Accused of Notice of Opportunity to Listen To/View Recorded Evidence [Form 269].</li> <li>• Must ensure a copy of the transcript is provided to the witness or their parent/guardian as soon as practicable.</li> <li>• A copy of the transcript must be personally served on the accused or accused's legal practitioner in accordance with either s.391 or 394 Criminal Procedure Act respectively.</li> <li>• For all summary prosecutions, service of transcript must occur at least 14 days before a contest mention hearing (if held) or the summary hearing (plea of not guilty)</li> <li>• For all indictable prosecutions, service of transcript must occur at least 14 days before the day on which the trial is listed to commence, or if a special hearing is to be held, at least 14 days before that hearing.</li> <li>• For all matters, if a legal practitioner makes a request for a full brief, service of transcript must occur as soon as possible.</li> <li>• Complete the Affidavit of Service of Transcript of Recorded Evidence [Form 268].</li> <li>• If the brief of evidence is not authorised, send the working copy of the VARE DVD and a report to the relevant SOCIT or FVIU Manager.</li> </ul> |
| Work Unit Manager    | <ul style="list-style-type: none"> <li>• Secure and store the VARE working copy.</li> <li>• Ensure the relevant VARE Register is completed.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| SOCIT/FVIU Manager   | <ul style="list-style-type: none"> <li>• Secure and store VARE statements.</li> <li>• Check the VARE Register is completed and prescribed person's duties are completed.</li> <li>• Ensure VARE consumables (e.g. discs and covers) are appropriately used, stored and destroyed as necessary.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

## 8. Accessing and viewing the VARE statement

### 8.1 *Reviewing the VARE recording*

- The master recording and working copy should be reviewed by the relevant prescribed person as soon as practical to ensure:
  - the recording equipment has operated correctly
  - accuracy of the conversation.

- The prescribed person should complete the Affidavit Re Accuracy of VARE Recording [Form 267], specifying if the DVD/CD was viewed/listened to in either its entirety or selected portions including the commencement and conclusion of the statement.
- A copy of this affidavit should accompany the VARE working copy to the investigating member for inclusion in the brief.
- The prescribed person should complete and sign a VARE coversheet.

## 8.2 Release out of police custody

- VARE statements can only be released out of police custody in accordance with the relevant legislation:
  - *Criminal Procedure Act & Schedule 5, Magistrates' Court Act* (charges filed before 01/01/10).
  - *Criminal Procedures Act & Regulation 11, Criminal Procedures Regulations* (charges filed on/after 01/01/10).
- When subpoenaed to a court hearing, (including proceedings before the Family, Federal Circuit Court, Children's or Magistrates' Court), the police member producing the statement must:
  - obtain a receipt from the court registrar
  - arrange for return of the recording to police custody at the completion of the court case
  - record the movements in the Register
  - seek further advice from a SOCIT Manager or FVIU Manager, if necessary.
- In respect to production of VARE Statements in other jurisdictions or courts not listed above, seek advice from the Subpoena Management Unit.
- See **VPMP Information sharing** regarding responsibilities about information management and release.

## 8.3 Authority to view VARE statements

A VARE statement can only be viewed in the following circumstances:

- Only police members directly involved in the investigation can view the VARE statement.
- Accused and/or their legal practitioner:
  - if an accused and/or their legal practitioner wish to view the recording, the informant must make a working copy of the VARE available for viewing only at the time and place agreed.
  - Requests by defence counsel to view the statement with a psychologist or other medical practitioner are outside the scope of the regulations and should be denied.
- A suspect (who is unlike an 'accused' as defined in the *Criminal Procedure Act*) cannot view a VARE statement or be provided with a copy of the recording.
- Child Protection workers are authorised to observe the recording of the statement only at the time it is being conducted, but are not entitled to view the recording on any subsequent occasion.

- If a copy of the VARE statement is required by Child Protective Service for court purposes, they should be advised to serve a subpoena. Further advice should be sought from the Subpoena Management Unit.
- Also see **VPMG Protecting Children** for additional information for joint investigations with Child Protection.
- There is no legal provision for parents/guardians to view the VARE recording.

#### 8.4 Viewing procedures

- The viewing of a VARE statement should occur at a police facility in order to maintain safe custody of the recording. Where possible, the viewing should occur in a separate area which allows an accused and their legal practitioner to converse in private.
- Any person who is permitted to, and views the VARE statement (or a copy), must complete and sign the viewing register on the recording cover, including the reason for viewing.

### 9. Obtaining a VARE statement transcription

#### 9.1 Procedure

| Step                                 | Action                                                                                                                                                                                                                                |
|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Obtain authority                     | <ul style="list-style-type: none"> <li>• after charges have been laid and the brief has been authorised; <ul style="list-style-type: none"> <li>- from Senior Sergeant or above, or CIU, FVIU or SOCIT Manager</li> </ul> </li> </ul> |
|                                      | <ul style="list-style-type: none"> <li>• before charges have been laid; <ul style="list-style-type: none"> <li>- may be authorised if needed as part of a complex investigation. See section 9.2 below.</li> </ul> </li> </ul>        |
| Forward to the Transcriptions Office | <ul style="list-style-type: none"> <li>• working copy of VARE recording</li> <li>• VARE log</li> <li>• blank disc, if applicable</li> <li>• Order for Transcription [Form 254].</li> </ul>                                            |

#### 9.2 Complex investigations

- If the VARE recording forms part of a complex investigation, consider transcribing the recording before initiating charges.
- Briefs forwarded to the Office of Public Prosecution (OPP) for advice are required to contain a transcript of the VARE.
- To obtain a transcript prior to charges being initiated a report detailing the need for the transcript should be forwarded to the investigating member's OIC who will consider authorisation of the transcript.

#### 9.3 Affidavit for committal proceedings

If the transcript is required for committal proceedings, the prescribed person who asked the questions or made the recording must complete an Affidavit in relation to the Accuracy of VARE Recording [Form 267].

## 10. Copying a VARE statement

### 10.1 *Conditions for copying*

- In exceptional circumstances, copies of a VARE recording may be made with approval from the relevant SOCIT or FVIU Manager.
  - A record of authorisation must be attached to the original VARE from which the copy is made.
  - The SOCIT or FVIU manager must record details of when the copy was made and the name and address of the person receiving it on the VARE register.

## 11. Storage, classification and transfer

### 11.1 *Storage*

VARE recordings are to be stored in a locked cabinet on police premises, and used in a manner that preserves the privacy of the person making the statement.

### 11.2 *Classification*

VARE recordings are classified as follows:

- Business Impact Level Assessment Category – 2 Medium
- Security Classification – UNCLASSIFIED
- Dissemination Limiting Marker – SENSITIVE:PERSONAL

Due to the requirement to protect and restrict the VARE recording, the VARE package should be given a protective marking.

### 11.3 *Transfer*

When transferring VARE packages, standard information transfer requirements apply as follows. The VARE package:

- must be under personal custody of the individual and kept securely when taken out of police premises
- can be provided to another person discretely by hand
- can be sent by normal internal office mail, DX service, endorsed courier or Australia Post
- must have both the address and return address fully detailed when using external services
- should be marked SENSITIVE:PERSONAL
- is recommended to be packaged in a double envelope or opaque plastic envelope/bag.

See **Protective Security Factsheet – F240 (Information Handling)** or refer to **VPMG Information use, handling and storage**.

## 12. Responsibilities regarding the brief of evidence

### 12.1 *Investigating member*

- Arrange/check that copies of the transcript have been:
  - served on the accused or legal practitioner
  - given to the witness or parent/guardian.
- Include these items on the prosecutor's copy of the brief, omit those not applicable:
  - working copy of the VARE statement
  - copy of transcript
  - Affidavit RE Accuracy of VARE Recording [Form 267]
  - Affidavit of Service of Transcript of Recorded Evidence [Form 268]
  - Notice to Accused of Opportunity to Listen To/View Recorded Evidence [Form 269]
  - a statement from the prescribed person detailing the time, date and place of interview and the type of recording equipment used.

### 12.2 *Supervisor*

- View the VARE recording to make an accurate assessment of the prosecution case.
- Ensure the investigating member has complied with their responsibilities.

## 13. After the investigation or court proceedings

### 13.1 *Responsibilities of the investigating member*

Once the investigation has been completed the investigating member must:

- return the working copy to the originating SOCIT/FVIU or originating unit with a report indicating the status and whether the VARE statement is to be destroyed or retained for some other purpose; including the reason for retention. For further details refer to **VPM Sexual offence investigations**.
- close the VARE Register entry with the final movement.

### 13.2 *Accessing master recording after working copy has been destroyed*

Where the working copy of a recording has been destroyed and it is necessary to access the master recording from VPASC, the investigating member or prescribed person should:

- complete a Request Release of Master Recording VARE from VPASC
- contact the VPASC in advance and arrange for collection of the recording
- ensure details are recorded in the VARE Register and on LEAP.

## 14. Destruction of VARE statements

### 14.1 *Legislation*

- The *Criminal Procedure Regulations* requires that the master recording of a VARE must be retained indefinitely.
- All other copies must be destroyed no later than 6 months after the latest of the:
  - conclusion of the proceeding;
  - expiry of any appeal period in relation to the charge; or

- conclusion of a proceeding of a kind referred to in s. 374(2), *Criminal Procedure Act*.

## 14.2 Responsibilities

| If you are the...    | You need to...                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Investigating member | <ul style="list-style-type: none"> <li>Return the working copy to the originating SOCIT or originating unit for storage pending destruction once the investigation file is marked complete.</li> <li>Attach a report indicating the current status of the investigation and whether the working copy is to be destroyed.</li> </ul>                                                                                                                                           |
| SOCIT/FVIU Manager   | <ul style="list-style-type: none"> <li>Enquire if there are any pending matters arising from the SOCIT involvement, e.g. Child Protection involvement, Family Court issues, etc. If there are none, then arrange for destruction of the VARE Statement.</li> <li>VARE statements not needed for any other purpose are to be forwarded to VPASC with the Destruction/Retention of VARE Statement completed, indicating whether the working copy is to be destroyed.</li> </ul> |

## 14.3 Retention of VARE statement where a Warrant to Arrest has been issued

- Retain master recording at VPASC until the warrant is executed.
- Forward working copy to VPASC for destruction.
- When the warrant is executed a new working copy will be made from the master recording; complete either Request Release of Master CD/DVD from SOCIT Unit [Form 1247] or Request Release of Master Disc VARE from VPASC [Form 1246].

## Related documents

- Other sections of the VPM
- SOCIT Project Practice Notes: Investigative Interviewing
- VARE Procedural Guidelines issued by SOCAT.

## Further advice and information

For further advice and assistance regarding these Policy Rules, contact your local SOCIT or FVIU unit.

## Update history

| DATE OF FIRST ISSUE | 14/03/2017                                                      |                   |
|---------------------|-----------------------------------------------------------------|-------------------|
| DATE UPDATED        | SUMMARY OF CHANGE                                               | FORCE FILE NUMBER |
| 31/12/18            | Amended to include expansion of VARE to family violence matters | FF-103294         |
|                     |                                                                 |                   |