



Australian Government

Department of the Prime Minister and Cabinet

PROJECT SCHEDULE – GENERAL GRANTS SAFETY AND WELLBEING PROGRAMME

Executed by

the Commonwealth of Australia as represented by the Department of the Prime Minister and Cabinet (ABN 18 108 001 191)

AND

Boab Health Services Pty Ltd (ABN 86 105 341 866)

| | |
|---|-----------|
| Grant System Agreement number (System ID) | 4-378ZFOT |
| Project Schedule reference number (System ID) | 4-3794IH4 |
| Provider reference number (System ID) | 2-M4TKCY |

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Version: 2.2, 03/03/2015

How this Project Schedule works

The Commonwealth has agreed to execute this Project Schedule, under which the Commonwealth will provide the Grant/s for the purpose of delivering one or more Project/s.

Once this Project Schedule has been executed, a separate contract is formed. That contract is called a **Project Agreement**.

The terms and conditions of this Project Agreement are as set out in:

- a) this Project Schedule;
- b) the Head Agreement; and
- c) any attachments to, or documents incorporated by reference into, either of those documents.

This Project Schedule contains terms and conditions that relate specifically to the Projects and Grants listed in this document. The document comprises:

- Part 1 – a summary of the Projects and Grants in this Project Schedule;
- Part 2 – terms and conditions applying to all Projects and Grants in this Project Schedule; and
- Part 3 – specific terms and conditions for particular Projects and Grants in this Project Schedule.

The Head Agreement contains general terms and conditions that apply to all Projects and Grants.

(See also clauses 1 to 10 of the Head Agreement).

PART 1: PROJECT AND GRANT SUMMARY

1. List of Projects

| Project ID | Project name |
|-------------------|-----------------------------------|
| 4-379JD19 | East Kimberley CDC Brokerage Fund |

2. List of Grants

| Project ID – Project name | Amount (excl GST) | SACS (if applicable) | GST (if applicable) | Total (incl GST) |
|---|--------------------------|---------------------------------|--------------------------------|-------------------------|
| 4-379JD19 - East Kimberley CDC Brokerage Fund | \$100,000.00 | \$0.00 | \$10,000.00 | \$110,000.00 |
| TOTAL | \$100,000.00 | \$0.00 | \$10,000.00 | \$110,000.00 |

PART 2: GENERAL INFORMATION, TERMS AND CONDITIONS FOR ALL PROJECTS IN THIS PROJECT SCHEDULE

1. Interpretation

- 1.1 Unless the contrary intention appears, words used in this Project Schedule have the same meaning as in the Head Agreement.
- 1.2 Information, terms and conditions in Part 2 of this Project Schedule apply to the Projects under this Project Agreement, unless the contrary intention appears in Part 3.

2. Programme

- 2.1 The Grants are provided under the **Safety and Wellbeing Programme**.

3. Programme outcomes

- 3.1 For each Project, the Provider must contribute to or achieve the following programme outcomes to the extent they are not inconsistent with the Project:

Programme outcomes

- Ensuring the ordinary law of the land applies in Indigenous communities
- Ensuring Indigenous people enjoy similar levels of physical, emotional and social wellbeing enjoyed by other Australians

- 3.2 The Provider agrees to deliver each Project under this Project Agreement so as not to conflict with or adversely impact upon the school attendance of children in the location/s at which the Project is being delivered.

4. Overview

- 4.1 The Provider is:

| | |
|-----------------|------------------------------|
| Provider | |
| Full legal name | Boab Health Services Pty Ltd |
| Trading name | Boab Health Services Pty Ltd |
| ABN | 86 105 341 866 |

- 4.2 This Project Agreement commences on the Project Agreement Start Date and ends on the Project Agreement End Date:

| | |
|------------------------------|--|
| Project Agreement Start Date | The date that this Project Schedule is signed by both parties. |
| Project Agreement End Date | 31 October 2017 or earlier termination date. |

5. Strengthening Organisational Governance - one-off payment

- 5.1 If the Provider has been required to become incorporated pursuant to clauses 64 to 68 of the Head Agreement, the Commonwealth will pay a one-off payment of \$47G following:
- (a) the Provider changing its incorporation status in accordance with clauses 64 to 68 of the Head Agreement; and
 - (b) the Commonwealth receiving proof of the change in incorporation status.
- 5.2 The parties agree that this payment represents a genuine pre-estimate of the costs likely to be incurred by the Provider in complying with the incorporation requirement, and that the Commonwealth is not liable for any further amount. This payment is a one-off payment, and will be made only if the Provider has not received a similar payment under another Project Agreement.
- 5.3 The payment provided for under Part 2 Item 5.1 is a Grant for the purpose of this Project Agreement.

6. Tax and invoices

(Clauses 16 to 19 of the Head Agreement)

- 6.1 The Commonwealth will issue recipient created tax invoices (RCTIs) and any adjustment notes for taxable supplies made by the Provider to the Commonwealth, within 28 days of determining the value of the taxable supplies in question. The Provider must not issue tax invoices or adjustment notes for taxable supplies covered by a RCTI.
- 6.2 Alternatively, the Commonwealth may direct the Provider to issue invoices to the Commonwealth. This direction can relate to all or part of a Project Agreement. Each invoice must be addressed to the relevant Commonwealth contact officer listed in this Project Schedule.
- 6.3 Each invoice issued by the Provider must contain:
- (a) the words 'tax invoice' or 'invoice', whichever is relevant, stated prominently;
 - (b) the Provider's name and ABN;
 - (c) the Commonwealth's name and address;
 - (d) the date of issue of the tax invoice or invoice;
 - (e) the name of the Project and this Project Schedule reference number (if any);
 - (f) the total amount payable (including GST if it is a taxable supply); and
 - (g) the GST amount shown separately, if it is a taxable supply.
- 6.4 An invoice issued by the Provider must not:
- (a) include amounts that are not properly payable under this Project Agreement; or
 - (b) relate to a payment or include an amount in relation to which the Commonwealth has exercised its rights under clauses 79 - 81 (Withholding, Provider not entitled to amount or amount not spent in accordance with a Project Agreement, Unspent Grant amounts), 84 (Breach of Project Agreement), or 88 - 91 (Termination or reduction in scope - for default) of the Head Agreement.
- 6.5 The Commonwealth may require the Provider to reissue an invoice that does not meet the requirements of this Project Agreement.

7. Reporting

(Clauses 52 to 58 of the Head Agreement)

7.1 The Provider must provide to the Commonwealth the following reports for each Project in accordance with the timeframes set out in Part 3 of this Project Schedule:

| Report | Details |
|----------------------------|--|
| Interim Performance report | Interim Performance reports must detail the progress and performance of the Project during the reporting period, including against the outcomes, objectives and performance targets set out in this Project Schedule. If there are significant issues affecting the progress of the Project, the Interim Performance report must specify the actions being taken to address the issues. |
| Final Performance report | <p>The following information must be provided:</p> <ul style="list-style-type: none">a) a statement of compliance with the Project Agreement and details of any areas of non-compliance;b) information about the progress of the Project, including against the outcomes, objectives and performance targets for the Project;c) information about how the Provider managed risk to give the Project the best chance of achieving the outcomes, objectives and performance targets for the Project;d) a statement about the extent to which the Project achieved results which are consistent with and promoted the Commonwealth's priorities (including any priorities specified in relevant guidelines); ande) any other information considered relevant by the Provider or required in the Project Schedule. |
| Expenditure report | <p>The following information must be provided:</p> <ul style="list-style-type: none">a) a detailed statement of income and expenditure relating to the Grant;b) a definitive statement about whether the financial accounts are true and fair, and a statement of the balance of the bank account referred to in clause 13 of the Head Agreement and whether there are any unexpended Grant funds; andc) a statement confirming whether the Grant was expended for the Project and in accordance with the Project Agreement. <p>If unaudited, the report is to be certified by the Provider's finance manager (or equivalent).</p> <p>If audited, the report is to be audited in accordance with clauses 55-56 of the Head Agreement.</p> <p>Part 3 of this Project Schedule specifies whether the Expenditure report for a Project is to be unaudited or audited.</p> |

PART 3: SPECIFIC INFORMATION, TERMS AND CONDITIONS FOR PARTICULAR PROJECTS IN THIS PROJECT SCHEDULE

1. Interpretation

- 1.1 Each of the Projects specified in this Project Schedule has its own sub-part under this Part 3, which sets out specific information, terms and conditions applying for that particular Project. To the extent of any inconsistency between Part 2 and Part 3 of this Project Schedule, Part 3 will take priority in relation to the relevant Project.

3: PROJECT ID - 4-379JD19 - East Kimberley CDC Brokerage Fund

1. Project description

1.1 The Provider must deliver the following Project:

| |
|---------------------|
| Project description |
|---------------------|

Purpose

The Provider will implement, manage and administer an Alcohol and Other Drug Brokerage Fund for agencies in the Trial (the Trial) Region (Kununurra, Wyndham and surrounds) to enable the flexible provision of assistance to participants of the Trial. The Brokerage Fund will be used to support participant's medical needs including access to rehabilitation and detoxification services throughout the Trial locations.

Delivery

The Provider will deliver the following:

- a) Manage, administer and implement the Alcohol and Other Drug Brokerage Fund in the East Kimberley (Kununurra, Wyndham and surrounds) Region.
- b) The funds are to be used to provide support that cannot be met by existing services.
- c) The funds are to be used to provide support to Trial participants to access services that may not be immediately available in East Kimberley (Kununurra, Wyndham and surrounds) Region.
- d) In consultation with the Department develop a programme manual explaining the criteria for accessing the brokerage fund, outlining the use of funds, application and acquittal process. The completed programme manual will be distributed by the Provider to all service agencies in the Trial (Kununurra, Wyndham and surrounds) Region, within 12 weeks of the Trial commencing.

Linkages and Partnerships

The Provider will:

- a) Develop and maintain sustainable linkages and partnerships with relevant agencies including alcohol and other drug services, Aboriginal community health services, and other relevant providers.
- b) Participate in the East Kimberley District Leadership Group meetings and provide updates to ensure appropriate follow-up and support.
- c) Work with key stakeholders to ensure a coordinated and integrated approach to the support of clients entering and exiting residential rehabilitation.

Governance

The provider must maintain strong governance arrangements including participating in regular service provider meetings for the Cashless Debit Card to provide an update of service provision, highlight issues, trends and blockages to the success of the programme each quarter.

Staffing

No additional staff is provided for in this project with the expectation that the Provider will utilise existing personnel and positions within the organisation.

Agreed Budget

The Provider will submit a budget for the programme.

Continuous Improvement

The Provider must ensure good practice principles underpin service delivery to achieve the objectives of the Programme, and that the service operates within relevant evidence based guidelines and under continuous improvement principles. It is expected that the Provider will report on quality improvement

activities including Accreditation Status in the Final Performance Report.

Risk

The Provider must conduct, monitor and review a risk assessment of the Service. The Provider will advise the Department of any emerging issues for the Project and broader issues relating to alcohol and other drugs in the region. Where issues are identified, the Provider will develop risk mitigation strategies to implement.

Reporting

The Provider must report progress towards and/or strategies they are implementing to address issues arising against each of the actions in this Project Description and the Key Performance Indicators as specified in Part 6 - Reporting of this Project Schedule.

2. Key performance Indicators

2.1 The Provider must meet the performance targets for the following key performance indicators within the timelines shown in the table below:

| Number | Key Performance Indicator | Target and data |
|--------|--|--|
| 1. | M2 - Extent of compliance with Project Agreement terms and conditions | Provider complies to the Commonwealth's satisfaction. Source: Records and Material relating to Project Agreement and other information reasonably requested by the Commonwealth and feedback from other relevant persons or organisations. |
| 2. | M1 - Number and proportion of Indigenous people employed in delivery of the Project. | Number and % of staff employed in delivery of Project who are Indigenous – set at 0 as no staffing is provided for |
| 3. | SW11 - Referrals are received from, and made to other relevant providers. | Provider to report on number of referrals received from, and made to other relevant providers. Source: Provider Records. Frequency: weekly or monthly average. |

3. Duration of Project

3.1 The Project must be delivered from the Project Start Date until the Project End Date:

| | |
|--------------------|--------------|
| Project dates | |
| Project Start Date | 06 May 2016 |
| Project End Date | 30 June 2017 |

4. Party representatives for notices

(Clauses 134 – 135 of the Head Agreement)

- 4.1 The parties' representatives are responsible for liaison and day-to-day Project management, as well as issuing and accepting any written notices relating to the Project:

| Commonwealth | Details |
|---|---------------------------------|
| Contact officer for Project | s22 |
| Physical / postal address(es) for notices | PO Box 260 KUNUNURRA WA 6743 |
| Telephone | s22 |
| E-mail | s22 |

| Provider | Details |
|---|-------------------------------|
| Contact officer / position for Project | Ms Margie Ware CEO |
| Physical / postal address(es) for notices | PO Box 1548 BROOME WA 6725 |
| Telephone | (08) 9192 7888 |
| E-mail | s47F |

5. Location

- 5.1 The Project is to be delivered at the following location/s:

| Organisation venue name | Organisation venue address |
|------------------------------|---------------------------------------|
| Boab Health Services Pty Ltd | 20 Hamersley Street, BROOME, WA, 6725 |

- 5.2 The Provider warrants that it has the right to access and use all premises required for the purposes of delivering the Project.

6. Reporting

(Clauses 52 - 58 of the Head Agreement and Part 2 Item 7 of this Project Schedule)

6.1 The Provider must submit the following reports to the Commonwealth by the following due dates:

| Report | Due date |
|--|-------------------|
| Expenditure report covering the period 6 May 2016 to 30 June 2016 | 30 September 2016 |
| Initial Interim Performance Report covering the period 6 May 2016 to 31 December 2016. | 16 January 2017 |
| Final Performance Report covering the full duration of the Project. | 31 July 2017 |
| Expenditure report covering the period 1 July 2016 to 30 June 2017. | 02 October 2017 |

7. Grant payments

(Clauses 11 and 12 of the Head Agreement)

7.1 The Provider must use the Grant only for the purpose of this Project.

7.2 Grant payments will be made on the occurrence of the following events, outcomes or performance targets and subject to the terms and conditions of this Project Agreement:

| Anticipated date | Description of event, outcome or performance target | Amount (excl GST) | SACS (if applicable) | GST | Total (incl GST) |
|------------------|---|-------------------|----------------------|------------|------------------|
| 06 May 2016 | Execution of grant and initial payment release | \$25,000.00 | \$0.00 | \$2,500.00 | \$27,500.00 |
| 29 July 2016 | Submission of satisfactory Interim Performance report by the Provider and the Commonwealth being satisfied with the Provider's performance. | \$37,500.00 | \$0.00 | \$3,750.00 | \$41,250.00 |
| 30 January 2017 | Submission of satisfactory Interim Performance report by the Provider and the Commonwealth being satisfied with the Provider's | \$18,750.00 | \$0.00 | \$1,875.00 | \$20,625.00 |

| | | | | | |
|-----------------------------|---|---------------------|---------------|--------------------|---------------------|
| | <i>performance.</i> | | | | |
| 10 April 2017 | <i>Commonwealth being satisfied that the Provider is making adequate progress delivering the Project and meeting its outcomes, objectives and key performance indicators.</i> | \$18,750.00 | \$0.00 | \$1,875.00 | \$20,625.00 |
| Total Grant payable: | | \$100,000.00 | \$0.00 | \$10,000.00 | \$110,000.00 |

8. Bank account details

| | |
|-------------------------|------|
| Bank / Institution name | s47G |
| BSB number | |
| Account name | |
| Account number | |

4-379JD19 - East Kimberley CDC Brokerage Fund - Additional Conditions

The following additional conditions apply for this Project.

Nil

SIGNATURES

This Project Schedule, together with the Head Agreement and any attachments to, or documents incorporated by reference into, either of them, forms a Project Agreement.

Executed as an agreement:

Commonwealth

SIGNED for and on behalf of the Commonwealth of Australia as represented by the Department of the Prime Minister and Cabinet by:

s22

(Name of Departmental Representative)

(Signature of Departmental Representative)

MANAGER, EAST KIMBERLEY

(Position of Departmental Representative)

18.5.16

s22

s22

(Name of Witness in full)

(Signature of Witness)

18.5.16

Provider

Executed as an agreement:

SIGNED for and on behalf of Boab Health Services Pty Ltd, 86 105 341 866 in accordance with its rules:

s22

MARGIE V. WARE CEO

(Name and position held by Signatory)

(Signature)

16.05.16

s22

JOHN HADJIS, DEPUTY CEO

(Name and position held by second Signatory /
Name of Witness)

(Signature of second Signatory / Witness)

16.05.16

Notes about the signature block:

- if you are an **incorporated association**, the signatories can be any two members of the governing committee of the Association or a member of the governing committee and the Public Officer. Alternatively, the Grant Agreement could be executed using the Common Seal. Associations incorporated in the **Northern Territory** must affix their **Common Seal** unless the Rules of the Association authorise a person to enter into legally binding documents.
- if you are a **company**, generally two signatories are required – the signatories can be two Directors or a Director and the Company Secretary. Affix your **Company Seal**, if required by your Constitution.
- if you are a **company with a sole Director/Secretary**, the Director/Secretary is required to be the signatory in the presence of a witness. Affix your **Company Seal**, if required by your Constitution.
- If you are a **partnership**, a partner must be a signatory in the presence of a witness.
- If you are an **individual**, you must sign in the presence of a witness.
- if you are a **university**, the signatory can be an officer authorised by the legislation creating the university to enter into legally binding documents. A witness to the signature is required.
- If you are a **State or Territory Government**, the delegate must sign for the State/Territory Department/Agency acting on behalf of the State or Territory Government. The delegate must sign in the presence of a witness.



Australian Government

Department of the Prime Minister and Cabinet

PROJECT SCHEDULE – GENERAL GRANTS SAFETY AND WELLBEING PROGRAMME

Executed by

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AND

Boab Health Services Pty Ltd (ABN 86 105 341 866)

| | |
|---|-----------|
| Grant System Agreement number (System ID) | 4-378ZFOT |
| Project Schedule reference number (System ID) | 4-3794IH4 |
| Provider reference number (System ID) | 2-M4TKCY |

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Version: 2.2, 03/03/2015

How this Project Schedule works

The Commonwealth has agreed to execute this Project Schedule, under which the Commonwealth will provide the Grant/s for the purpose of delivering one or more Project/s.

Once this Project Schedule has been executed, a separate contract is formed. That contract is called a **Project Agreement**.

The terms and conditions of this Project Agreement are as set out in:

- a) this Project Schedule;
- b) the Head Agreement; and
- c) any attachments to, or documents incorporated by reference into, either of those documents.

This Project Schedule contains terms and conditions that relate specifically to the Projects and Grants listed in this document. The document comprises:

- Part 1 – a summary of the Projects and Grants in this Project Schedule;
- Part 2 – terms and conditions applying to all Projects and Grants in this Project Schedule; and
- Part 3 – specific terms and conditions for particular Projects and Grants in this Project Schedule.

The Head Agreement contains general terms and conditions that apply to all Projects and Grants.

(See also clauses 1 to 10 of the Head Agreement).

PART 1: PROJECT AND GRANT SUMMARY

1. List of Projects

| Project ID | Project name |
|-------------------|--------------------------|
| 4-391TYV0 | Adolescent Rehab Project |

2. List of Grants

| Project ID – Project name | Amount (excl GST) | SACS (If applicable) | GST (If applicable) | Total (incl GST) |
|--|--------------------------|---------------------------------|--------------------------------|-------------------------|
| 4-391TYV0 - Adolescent Rehab Project | \$250,000.00 | \$0.00 | \$25,000.00 | \$275,000.00 |
| TOTAL | \$250,000.00 | \$0.00 | \$25,000.00 | \$275,000.00 |

PART 2: GENERAL INFORMATION, TERMS AND CONDITIONS FOR ALL PROJECTS IN THIS PROJECT SCHEDULE

1. Interpretation

- 1.1 Unless the contrary intention appears, words used in this Project Schedule have the same meaning as in the Head Agreement.
- 1.2 Information, terms and conditions in Part 2 of this Project Schedule apply to the Projects under this Project Agreement, unless the contrary intention appears in Part 3.

2. Programme

- 2.1 The Grants are provided under the **Safety and Wellbeing Programme**.

3. Programme outcomes

- 3.1 For each Project, the Provider must contribute to or achieve the following programme outcomes to the extent they are not inconsistent with the Project:

Programme outcomes

- Ensuring the ordinary law of the land applies in Indigenous communities
- Ensuring Indigenous people enjoy similar levels of physical, emotional and social wellbeing enjoyed by other Australians

- 3.2 The Provider agrees to deliver each Project under this Project Agreement so as not to conflict with or adversely impact upon the school attendance of children in the location/s at which the Project is being delivered.

4. Overview

- 4.1 The Provider is:

| | |
|-----------------|------------------------------|
| Provider | |
| Full legal name | Boab Health Services Pty Ltd |
| Trading name | Boab Health Services Pty Ltd |
| ABN | 86 105 341 866 |

- 4.2 This Project Agreement commences on the Project Agreement Start Date and ends on the Project Agreement End Date:

| | |
|------------------------------|--|
| Project Agreement Start Date | The date that this Project Schedule is signed by both parties. |
| Project Agreement End Date | 31 October 2017 or earlier termination date. |

5. Strengthening Organisational Governance - one-off payment

- 5.1 If the Provider has been required to become incorporated pursuant to clauses 64 to 68 of the Head Agreement, the Commonwealth will pay a one-off payment of \$47G following:
- (a) the Provider changing its incorporation status in accordance with clauses 64 to 68 of the Head Agreement; and
 - (b) the Commonwealth receiving proof of the change in incorporation status.
- 5.2 The parties agree that this payment represents a genuine pre-estimate of the costs likely to be incurred by the Provider in complying with the incorporation requirement, and that the Commonwealth is not liable for any further amount. This payment is a one-off payment, and will be made only if the Provider has not received a similar payment under another Project Agreement.
- 5.3 The payment provided for under Part 2 Item 5.1 is a Grant for the purpose of this Project Agreement.

6. Tax and invoices

(Clauses 16 to 19 of the Head Agreement)

- 6.1 The Commonwealth will issue recipient created tax invoices (RCTIs) and any adjustment notes for taxable supplies made by the Provider to the Commonwealth, within 28 days of determining the value of the taxable supplies in question. The Provider must not issue tax invoices or adjustment notes for taxable supplies covered by a RCTI.
- 6.2 Alternatively, the Commonwealth may direct the Provider to issue invoices to the Commonwealth. This direction can relate to all or part of a Project Agreement. Each invoice must be addressed to the relevant Commonwealth contact officer listed in this Project Schedule.
- 6.3 Each invoice issued by the Provider must contain:
- (a) the words 'tax invoice' or 'invoice', whichever is relevant, stated prominently;
 - (b) the Provider's name and ABN;
 - (c) the Commonwealth's name and address;
 - (d) the date of issue of the tax invoice or invoice;
 - (e) the name of the Project and this Project Schedule reference number (if any);
 - (f) the total amount payable (including GST if it is a taxable supply); and
 - (g) the GST amount shown separately, if it is a taxable supply.
- 6.4 An invoice issued by the Provider must not:
- (a) include amounts that are not properly payable under this Project Agreement; or
 - (b) relate to a payment or include an amount in relation to which the Commonwealth has exercised its rights under clauses 79 - 81 (Withholding, Provider not entitled to amount or amount not spent in accordance with a Project Agreement, Unspent Grant amounts), 84 (Breach of Project Agreement), or 88 - 91 (Termination or reduction in scope - for default) of the Head Agreement.
- 6.5 The Commonwealth may require the Provider to reissue an invoice that does not meet the requirements of this Project Agreement.

7. Reporting

(Clauses 52 to 58 of the Head Agreement)

7.1 The Provider must provide to the Commonwealth the following reports for each Project in accordance with the timeframes set out in Part 3 of this Project Schedule:

| Report | Details |
|----------------------------|--|
| Interim Performance report | Interim Performance reports must detail the progress and performance of the Project during the reporting period, including against the outcomes, objectives and performance targets set out in this Project Schedule. If there are significant issues affecting the progress of the Project, the Interim Performance report must specify the actions being taken to address the issues. |
| Final Performance report | <p>The following information must be provided:</p> <ul style="list-style-type: none"> a) a statement of compliance with the Project Agreement and details of any areas of non-compliance; b) information about the progress of the Project, including against the outcomes, objectives and performance targets for the Project; c) information about how the Provider managed risk to give the Project the best chance of achieving the outcomes, objectives and performance targets for the Project; d) a statement about the extent to which the Project achieved results which are consistent with and promoted the Commonwealth's priorities (including any priorities specified in relevant guidelines); and e) any other information considered relevant by the Provider or required in the Project Schedule. |
| Expenditure report | <p>The following information must be provided:</p> <ul style="list-style-type: none"> a) a detailed statement of income and expenditure relating to the Grant; b) a definitive statement about whether the financial accounts are true and fair, and a statement of the balance of the bank account referred to in clause 13 of the Head Agreement and whether there are any unexpended Grant funds; and c) a statement confirming whether the Grant was expended for the Project and in accordance with the Project Agreement. <p>If unaudited, the report is to be certified by the Provider's finance manager (or equivalent).</p> <p>If audited, the report is to be audited in accordance with clauses 55-56 of the Head Agreement.</p> <p>Part 3 of this Project Schedule specifies whether the Expenditure report for a Project is to be unaudited or audited.</p> |

PART 3: SPECIFIC INFORMATION, TERMS AND CONDITIONS FOR PARTICULAR PROJECTS IN THIS PROJECT SCHEDULE

1. Interpretation

- 1.1 Each of the Projects specified in this Project Schedule has its own sub-part under this Part 3, which sets out specific information, terms and conditions applying for that particular Project. To the extent of any inconsistency between Part 2 and Part 3 of this Project Schedule, Part 3 will take priority in relation to the relevant Project.

3: PROJECT ID – 4-391TYV0 – Adolescent Rehab Project

1. Project description

1.1 The Provider must deliver the following Project:

| |
|---------------------|
| Project description |
|---------------------|

Purpose

The Provider will implement, manage and administer a rehabilitation service for youth in the Cashless Debit Card Trial (the Trial) Region (Kununurra, Wyndham and surrounds) to provide necessary support by the appropriate organisations/services to youth with alcohol and drug difficulties.

Through a coordinated approach this program will improve service efficiencies, reduce duplication and reduce confusion for youth (and their families) in the Trial region (Kununurra, Wyndham and surrounds).

Delivery

The Provider will deliver the following:

- a) Delivery of the programme consistent with Boab Health's Work Health and Safety (WHS), Confidentiality frameworks to continue best practice and legal requirements.
- b) Utilise services which already exist in the Trial region (Kununurra, Wyndham and surrounds) to build a strong service interface so that youth accessing service get the appropriate support at the right time.
- c) Formalise youth referral pathways, client criteria and communication to improve consistency between relevant service providers, government and non-government agencies in the Trial region (Kununurra, Wyndham and surrounds).
- d) Referral to appropriate Mental Health services
- e) Establish or utilise existing culturally appropriate youth assessment and screening tools
- f) Provide counselling support by using an experienced Youth Mental Health Professional with a focus on psychological interventions as appropriate after initial assessment.
- g) Use of all appropriate service providers in the Trial region (Kununurra, Wyndham and surrounds) to ensure the provision of a holistic service approach to youth and their families/care givers.
- h) Develop engagement activities to work with the youth's family or extended family to increase family involvement in the youth's progress.
- i) Establish group sessions to support educational outcome of Alcohol and other drug related harm, which may include youth camps on country accompanied by appropriate community and cultural leaders.
- j) Provide diversionary activities (horse riding activities as an example) to complement case management as part of an overall seamless service to build resilience amongst participants.

Linkages and Partnerships

The Provider will:

- a) Develop and maintain sustainable linkages and partnerships with relevant agencies including (not limited to);
 1. Kununurra Waringarri Aboriginal Corporation
 2. Ngnowar Aerwah Aboriginal Corporation
 3. Ord Valley Aboriginal Health Services
 4. Child & Adolescent Mental Health – WA State Health
 5. Cyrenian House and;
 6. Other Aboriginal community health services, alcohol and other drug services and relevant providers which deliver services to Kununurra, Wyndham and surrounds.

- b) Participate in the East Kimberley District Leadership Group meetings and provide updates to ensure appropriate follow-up and support.
- c) Initiate participation in the Community Response to Our Children (CROC)/Youth at Risk (YARN) meetings and provide updates to ensure appropriate follow-up and support from appropriate services.
- d) Establishment of new or review current Memorandum of Understandings (MOU) with appropriate authorities, (where appropriate) to reflect needs of the programme.
- e) Work with key stakeholders to ensure a coordinated and integrated approach to the support of clients entering and exiting residential rehabilitation.

Governance

The provider must maintain strong governance arrangements including regular meetings with the Wyndham Advisory Group which clearly identifies outcomes from this project. The Provider will also participate in regular service provider meetings for the Cashless Debit Card to provide an update of service provision, highlight issues, trends and blockages to the success of the programme each quarter.

Staffing

Suitably qualified Youth Mental Health Professional and engagement of an Aboriginal Liaison Officer (ALO) under 25 years of age to assist with engagement and provide clinician(s) with cultural guidance and support, particularly from a young person's perspective.

Agreed Budget

The Provider will submit a budget for the programme.

Continuous Improvement

The Provider must ensure good practice principles underpin service delivery to achieve the objectives of the Programme, and that the service operates within relevant evidence based guidelines and under continuous improvement principles. It is expected that the Provider will report on quality improvement activities including Accreditation Status in the Final Performance Report.

Risk

The Provider must conduct, monitor and review a risk assessment of the Service. The Provider will advise the Department of any emerging issues for the Project and broader issues relating to alcohol and other drugs in the region. Where issues are identified, the Provider will develop risk mitigation strategies to implement.

Reporting

The Provider must report progress towards and/or strategies they are implementing to address issues arising against each of the actions in this Project Description and the Key Performance Indicators as specified in Part 6 - Reporting of this Project Schedule.

Engagement - Wyndham Advisory Group

In line with a community led and partnership approach that supports the programme, the provider will consult with the Wyndham Advisory Group which comprises nominees from the Wyndham community representatives implementation group to ensure that:

- Within two weeks of the agreement signing, both parties work in a collaborative way on the project development plan, including working with other funding and providers.
- Be involved in discussion on the progress and performance of the project each quarter.
- Ensure that Wyndham people have the opportunities for employment in the delivery of support services if possible.

2. Key performance indicators

2.1 The Provider must meet the performance targets for the following key performance indicators within the timelines shown in the table below:

| Number | Key Performance Indicator | Target and data |
|--------|--|--|
| 1. | M2 - Extent of compliance with Project Agreement terms and conditions | Provider complies with the Commonwealth's satisfaction. Source: Records and Material relating to Project Agreement and other information reasonably requested by the Commonwealth and feedback from other relevant persons or organisations. |
| 2. | M1 - Number and proportion of Indigenous people employed in delivery of the Project. | Number and % of staff employed in delivery of Project who are Indigenous. Source: Provider census taken 1 mth after Project Start Date and then 31 Mar & 30 Sept each year during which the Project is delivered, or other dates specified by Commonwealth |
| 3. | SW12 - Activity of interest is accessible and delivered in a culturally appropriate manner. | Proportion of clients who report being satisfied that activity is accessible and delivered appropriately, compared with agreed target. Source: Provider Records. Frequency: monthly using provider records. |
| 4. | SW11 - Referrals are received from, and made to other relevant providers. | Provider to report on number of referrals received from, and made to other relevant providers. Source: Provider Records. Frequency: weekly or monthly average. |
| 5. | SW3a - Number in selected cohort who completed the activity of interest. | 50 individual participants across Kununurra and Wyndham. Primary target young people, 85% attending activities. Data collected per term, reported 6 monthly. |
| 6. | SW5 - Number in selected cohort engaged in a suitable training activity, designed to increase employment or enable career progression. | Client cohort progressing towards 85% school attendance over life of project. Data collected per term, reported 6 monthly. |

3. Duration of Project

3.1 The Project must be delivered from the Project Start Date until the Project End Date:

| | |
|--------------------|--------------|
| Project dates | |
| Project Start Date | 06 May 2016 |
| Project End Date | 30 June 2017 |

4. Party representatives for notices

(Clauses 134 – 135 of the Head Agreement)

4.1 The parties' representatives are responsible for liaison and day-to-day Project management, as well as issuing and accepting any written notices relating to the Project:

| Commonwealth | Details |
|---|---------------------------------|
| Contact officer for Project | s22 |
| Physical / postal address(es) for notices | PO Box 260 KUNUNURRA WA 6743 |
| Telephone | s22 |
| E-mail | s22 |

| Provider | Details |
|---|-------------------------------|
| Contact officer / position for Project | Ms Margle Ware CEO |
| Physical / postal address(es) for notices | PO Box 1548 BROOME WA 6725 |
| Telephone | (08) 9192 7888 |
| E-mail | s47F |

5. Location

5.1 The Project is to be delivered at the following location/s:

| Organisation venue name | Organisation venue address |
|------------------------------|---------------------------------------|
| Boab Health Services Pty Ltd | 20 Hamersley Street, BROOME, WA, 6725 |

5.2 The Provider warrants that it has the right to access and use all premises required for the purposes of delivering the Project.

6. Reporting

(Clauses 52 - 58 of the Head Agreement and Part 2 Item 7 of this Project Schedule)

6.1 The Provider must submit the following reports to the Commonwealth by the following due dates:

| Report | Due date |
|--|-------------------|
| Expenditure report covering the period 6 May 2016 to 30 June 2016 | 30 September 2016 |
| Initial Interim Performance Report covering the period 6 May 2016 to 31 December 2016. | 16 January 2017 |
| Final Performance Report covering the full duration of the Project. | 31 July 2017 |
| Expenditure report covering the period 1 July 2016 to 30 June 2017. | 02 October 2017 |

7. Grant payments

(Clauses 11 and 12 of the Head Agreement)

7.1 The Provider must use the Grant only for the purpose of this Project.

7.2 Grant payments will be made on the occurrence of the following events, outcomes or performance targets and subject to the terms and conditions of this Project Agreement:

| Anticipated date | Description of event, outcome or performance target | Amount (excl GST) | SACS (if applicable) | GST | Total (incl GST) |
|------------------|--|-------------------|----------------------|------------|------------------|
| 06 May 2016 | Execution of grant and initial payment release | \$62,500.00 | \$0.00 | \$6,250.00 | \$68,750.00 |
| 29 July 2016 | Submission of satisfactory Interim Performance report by | \$93,750.00 | \$0.00 | \$9,375.00 | \$103,125.00 |

| | | | | | |
|-----------------------------|---|---------------------|---------------|--------------------|---------------------|
| | <i>the Provider and the Commonwealth being satisfied with the Provider's performance.</i> | | | | |
| 30 January 2017 | <i>Submission of satisfactory Interim Performance report by the Provider and the Commonwealth being satisfied with the Provider's performance.</i> | \$46,875.00 | \$0.00 | \$4,687.50 | \$51,562.50 |
| 10 April 2017 | <i>Commonwealth being satisfied that the Provider is making adequate progress delivering the Project and meeting its outcomes, objectives and key performance indicators.</i> | \$46,875.00 | \$0.00 | \$4,687.50 | \$51,562.50 |
| Total Grant payable: | | \$250,000.00 | \$0.00 | \$25,000.00 | \$275,000.00 |

8. Bank account details

| | |
|-------------------------|------|
| Bank / institution name | s47G |
| BSB number | |
| Account name | |
| Account number | |

4-391TYV0 – Adolescent Rehab Project - Additional Conditions

The following additional conditions apply for this Project.

Nil

SIGNATURES

This Project Schedule, together with the Head Agreement and any attachments to, or documents incorporated by reference into, either of them, forms a Project Agreement.

Executed as an agreement:

Commonwealth

SIGNED for and on behalf of the Commonwealth of Australia as represented by the Department of the Prime Minister and Cabinet by:

s22

s22

(Name of Departmental Representative)

(Signature of Departmental Representative)

MANAGER EAST KIMBERLEY

(Position of Departmental Representative)

18.5.16

s22

s22

(Name of Witness in full)

(Signature of Witness)

18.5.16

Provider

Executed as an agreement:

SIGNED for and on behalf of Boab Health Services Pty Ltd, 86 105 341 866 in accordance with its rules:

s22

MARGIE V. WARE CEO

(Name and position held by Signatory)

(Signature)

16.10.16

s22

JOHN HADJIS, DEPUTY CEO

(Name and position held by second Signatory /
Name of Witness)

(Signature of second Signatory / Witness)

16.05.16

Notes about the signature block:

- If you are an **incorporated association**, the signatories can be any two members of the governing committee of the Association or a member of the governing committee and the Public Officer. Alternatively, the Grant Agreement could be executed using the Common Seal. Associations Incorporated in the **Northern Territory** must affix their **Common Seal** unless the Rules of the Association authorise a person to enter into legally binding documents.
- If you are a **company**, generally two signatories are required – the signatories can be two Directors or a Director and the Company Secretary. Affix your **Company Seal**, if required by your Constitution.
- If you are a **company with a sole Director/Secretary**, the Director/Secretary is required to be the signatory in the presence of a witness. Affix your **Company Seal**, if required by your Constitution.
- If you are a **partnership**, a partner must be a signatory in the presence of a witness.
- If you are an **individual**, you must sign in the presence of a witness.
- If you are a **university**, the signatory can be an officer authorised by the legislation creating the university to enter into legally binding documents. A witness to the signature is required.
- If you are a **State or Territory Government**, the delegate must sign for the State/Territory Department/Agency acting on behalf of the State or Territory Government. The delegate must sign in the presence of a witness.



Australian Government

Department of the Prime Minister and Cabinet

PROJECT SCHEDULE – GENERAL GRANTS SAFETY AND WELLBEING PROGRAMME

Executed by

the Commonwealth of Australia as represented by the Department of the Prime Minister and Cabinet (ABN 18 108 001 191)

AND

Kununurra Waringarri Aboriginal Corporation (ABN 62 195 764 089)

| | |
|---|-----------|
| Grant System Agreement number (System ID) | 4-37E9JSV |
| Project Schedule reference number (System ID) | 4-37E9JSX |
| Provider reference number (System ID) | 1-6NCD5 |

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Version: 2.2, 03/03/2016

How this Project Schedule works

The Commonwealth has agreed to execute this Project Schedule, under which the Commonwealth will provide the Grant/s for the purpose of delivering one or more Project/s.

Once this Project Schedule has been executed, a separate contract is formed. That contract is called a **Project Agreement**.

The terms and conditions of this Project Agreement are as set out in:

- a) this Project Schedule;
- b) the Head Agreement; and
- c) any attachments to, or documents incorporated by reference into, either of those documents.

This Project Schedule contains terms and conditions that relate specifically to the Projects and Grants listed in this document. The document comprises:

- Part 1 – a summary of the Projects and Grants in this Project Schedule;
- Part 2 – terms and conditions applying to all Projects and Grants in this Project Schedule; and
- Part 3 – specific terms and conditions for particular Projects and Grants in this Project Schedule.

The Head Agreement contains general terms and conditions that apply to all Projects and Grants.

(See also clauses 1 to 10 of the Head Agreement).

PART 1: PROJECT AND GRANT SUMMARY

1. List of Projects

| Project ID | Project name |
|-------------------|--------------------------------|
| 4-37E9JT3 | One Family at a Time Expansion |

2. List of Grants

| Project ID – Project name | Amount (excl GST) | SACS (if applicable) | GST (if applicable) | Total (incl GST) |
|---|--------------------------|---------------------------------|--------------------------------|-------------------------|
| 4-37E9JT3 - One Family at a Time Expansion | \$250,000.00 | \$0.00 | \$25,000.00 | \$275,000.00 |
| TOTAL | \$250,000.00 | \$0.00 | \$25,000.00 | \$275,000.00 |

PART 2: GENERAL INFORMATION, TERMS AND CONDITIONS FOR ALL PROJECTS IN THIS PROJECT SCHEDULE

1. Interpretation

- 1.1 Unless the contrary intention appears, words used in this Project Schedule have the same meaning as in the Head Agreement.
- 1.2 Information, terms and conditions in Part 2 of this Project Schedule apply to the Projects under this Project Agreement, unless the contrary intention appears in Part 3.

2. Programme

- 2.1 The Grants are provided under the **Safety and Wellbeing** Programme.

3. Programme outcomes

- 3.1 For each Project, the Provider must contribute to or achieve the following programme outcomes to the extent they are not inconsistent with the Project:

Programme outcomes

- Ensuring the ordinary law of the land applies in Indigenous communities
- Ensuring Indigenous people enjoy similar levels of physical, emotional and social wellbeing enjoyed by other Australians

- 3.2 The Provider agrees to deliver each Project under this Project Agreement so as not to conflict with or adversely impact upon the school attendance of children in the location/s at which the Project is being delivered.

4. Overview

- 4.1 The Provider is:

| | |
|-----------------|---|
| Provider | |
| Full legal name | Kununurra Waringarri Aboriginal Corporation |
| Trading name | Waringarri Aboriginal Corporation |
| ABN | 62 195 764 089 |

- 4.2 This Project Agreement commences on the Project Agreement Start Date and ends on the Project Agreement End Date:

| | |
|------------------------------|--|
| Project Agreement Start Date | The date that this Project Schedule is signed by both parties. |
| Project Agreement End Date | 31 October 2017 or earlier termination date. |

5. Strengthening Organisational Governance - one-off payment

- 5.1 If the Provider has been required to become incorporated pursuant to clauses 64 to 68 of the Head Agreement, the Commonwealth will pay a one-off payment of \$47G following:
- (a) the Provider changing its incorporation status in accordance with clauses 64 to 68 of the Head Agreement; and
 - (b) the Commonwealth receiving proof of the change in incorporation status.
- 5.2 The parties agree that this payment represents a genuine pre-estimate of the costs likely to be incurred by the Provider in complying with the incorporation requirement, and that the Commonwealth is not liable for any further amount. This payment is a one-off payment, and will be made only if the Provider has not received a similar payment under another Project Agreement.
- 5.3 The payment provided for under Part 2 item 5.1 is a Grant for the purpose of this Project Agreement.

6. Tax and invoices

(Clauses 16 to 19 of the Head Agreement)

- 6.1 The Commonwealth will issue recipient created tax invoices (RCTIs) and any adjustment notes for taxable supplies made by the Provider to the Commonwealth, within 28 days of determining the value of the taxable supplies in question. The Provider must not issue tax invoices or adjustment notes for taxable supplies covered by a RCTI.
- 6.2 Alternatively, the Commonwealth may direct the Provider to issue invoices to the Commonwealth. This direction can relate to all or part of a Project Agreement. Each invoice must be addressed to the relevant Commonwealth contact officer listed in this Project Schedule.
- 6.3 Each invoice issued by the Provider must contain:
- (a) the words 'tax invoice' or 'invoice', whichever is relevant, stated prominently;
 - (b) the Provider's name and ABN;
 - (c) the Commonwealth's name and address;
 - (d) the date of issue of the tax invoice or invoice;
 - (e) the name of the Project and this Project Schedule reference number (if any);
 - (f) the total amount payable (including GST if it is a taxable supply); and
 - (g) the GST amount shown separately, if it is a taxable supply.
- 6.4 An invoice issued by the Provider must not:
- (a) include amounts that are not properly payable under this Project Agreement; or
 - (b) relate to a payment or include an amount in relation to which the Commonwealth has exercised its rights under clauses 79 - 81 (Withholding, Provider not entitled to amount or amount not spent in accordance with a Project Agreement, Unspent Grant amounts), 84 (Breach of Project Agreement), or 88 - 91 (Termination or reduction in scope - for default) of the Head Agreement.
- 6.5 The Commonwealth may require the Provider to reissue an invoice that does not meet the requirements of this Project Agreement.

7. Reporting

(Clauses 52 to 58 of the Head Agreement)

7.1 The Provider must provide to the Commonwealth the following reports for each Project in accordance with the timeframes set out in Part 3 of this Project Schedule:

| Report | Details |
|----------------------------|--|
| Interim Performance report | Interim Performance reports must detail the progress and performance of the Project during the reporting period, including against the outcomes, objectives and performance targets set out in this Project Schedule. If there are significant issues affecting the progress of the Project, the Interim Performance report must specify the actions being taken to address the issues. |
| Final Performance report | <p>The following information must be provided:</p> <ul style="list-style-type: none">a) a statement of compliance with the Project Agreement and details of any areas of non-compliance;b) information about the progress of the Project, including against the outcomes, objectives and performance targets for the Project;c) information about how the Provider managed risk to give the Project the best chance of achieving the outcomes, objectives and performance targets for the Project;d) a statement about the extent to which the Project achieved results which are consistent with and promoted the Commonwealth's priorities (including any priorities specified in relevant guidelines); ande) any other information considered relevant by the Provider or required in the Project Schedule. |
| Expenditure report | <p>The following information must be provided:</p> <ul style="list-style-type: none">a) a detailed statement of income and expenditure relating to the Grant;b) a definitive statement about whether the financial accounts are true and fair, and a statement of the balance of the bank account referred to in clause 13 of the Head Agreement and whether there are any unexpended Grant funds; andc) a statement confirming whether the Grant was expended for the Project and in accordance with the Project Agreement. <p>If unaudited, the report is to be certified by the Provider's finance manager (or equivalent).</p> <p>If audited, the report is to be audited in accordance with clauses 55-56 of the Head Agreement.</p> <p>Part 3 of this Project Schedule specifies whether the Expenditure report for a Project is to be unaudited or audited.</p> |

PART 3: SPECIFIC INFORMATION, TERMS AND CONDITIONS FOR PARTICULAR PROJECTS IN THIS PROJECT SCHEDULE

1. Interpretation

- 1.1 Each of the Projects specified in this Project Schedule has its own sub-part under this Part 3, which sets out specific information, terms and conditions applying for that particular Project. To the extent of any inconsistency between Part 2 and Part 3 of this Project Schedule, Part 3 will take priority in relation to the relevant Project.

3: PROJECT ID - 4-37E9JT3 - One Family at a Time Expansion

1. Project description

1.1 The Provider must deliver the following Project:

| |
|---------------------|
| Project description |
|---------------------|

1. PURPOSE

To provide outreach workers that assist Indigenous families in a flexible and responsive way to improve school attendance in Kununurra and Wyndham as part of the Community Support Package of the Cashless Debit Card Trial (the Trial).

2. TARGET OUTCOMES: (DRAWN FROM IAS SUB-OUTCOMES)

2.1 Percentage increase in the access and participation of children in education.

2.2 Increase in the number or proportion of Aboriginal and Torres Strait Islander people involved in the project.

2.3 Indigenous school attendance rates.

2.4 Increase capacity of Indigenous families and communities to engage with schools.

3. PROJECT MILESTONES AND DELIVERABLES

3.1 Project Milestone 1: develop project management plan for Kununurra and Wyndham noting consultation with Wyndham Advisory Group relating to Wyndham site to be incorporated for delivery of programme – July, 2016

3.2 Project Milestone 2: compile statistical information per term (numbers of individual children participating, instances of attendance, ages groups, numbers of Indigenous parents involved in activities) reporting 6 monthly

3.3 Project Milestone 3: performance review conducted bi-monthly by Kununurra Waringarri Aboriginal Corporation

3.4 Project Milestone 4: submission of 6 monthly performance and financial reports – submission dates – 15 January 2017 and 15 July 2017

3.5 Key Deliverable 1: project management plan developed with Wyndham Advisory Panel for the delivery of the project

3.6 Key Deliverable 2: 50 contacts/engagements with service providers and schools to provide support for families involved per six month period

3.7 Key Deliverable 3: 18 children minimum supported (per term) in Wyndham, 2 children minimum supported (per term) in Kununurra to be involved in activities to support their attendance at school. If target is not able to be achieved in either region, the Department is to approve any variation to the target in writing prior to any target changes.

3.8 Key Deliverable 4: 9 families minimum supported (per term) in Wyndham and 1 family minimum supported (per term) in Kununurra to be provided with case management. If target is not able to be achieved in either region, the Department to approve any variation to the target in writing prior to any target changes.

The targets set for Deliverables 3 and 4 are on the basis that the Provider will be working with those children and families who are most difficult to engage and require significant support to increase school attendance.

4. OTHER

4.1 Location: Kununurra and Wyndham

4.2 The OFAT Project will be delivered by Kununurra Waringarri Aboriginal Corporation for the term of

the funding

4.3 The IAS represents a new way of engaging with Indigenous people and communities to implement solutions that will sustainably improve outcomes. The Department wishes to ensure that the funding results in improved outcomes for Indigenous people and may consider redirecting Grant funding if outcomes are not improving. The Commonwealth intends to work in collaboration with your organisation prior to the one year anniversary of the start date of the Project to evaluate:

i. The Project

ii. Your organisations capacity to deliver a project; and

iii. Your organisations performance under the Project Agreement.

4.3.5 An evaluation may also be undertaken (by the Commonwealth or at your request) at any time during the Project Agreement, if there are any concerns about the Project's progress (see clauses 20 - 28 of the Head Agreement).

4.4 Engagement – Kununurra Waringarri Aboriginal Corporation will engage with the Wyndham Advisory Group in line with the Guidelines for the Advisory Group as attached set out additional conditions apply for this Project.

- Be involved in discussion on the progress and performance of the project each quarter.
- Ensure that Wyndham people have the opportunities for employment in the delivery of support services.

2. Key performance indicators

2.1 The Provider must meet the performance targets for the following key performance indicators within the timelines shown in the table below:

| Number | Key Performance Indicator | Target and data |
|--------|--|--|
| 1. | M2 - Extent of compliance with Project Agreement terms and conditions | Provider complies with the Commonwealth's satisfaction. Source: Records and Material relating to Project Agreement and other information reasonably requested by the Commonwealth and feedback from other relevant persons or organisations. |
| 2. | M1 - Number and proportion of Indigenous people employed in delivery of the Project. | 75% of staff employed in delivery of Project are Indigenous. 1.5 staff members will be located in Wyndham. Source: provider census taken 1mth after Project Start Date and then 31Mar & 30Sept each year during which the Project is delivered, or other dates specified by Commonwealth |
| 3. | SW1a - Number in selected cohort who participated in the activity of interest. | 20 Individual children, primary target grades 4 - 9 and then other siblings, per term. And 10 families participating in children's education, per term. Data collected per term reported 6 monthly by location. |

| | | |
|-----|---|--|
| 4. | SW1b – Assessment conducted of low participation if the agreed target is not met. | Provider to report on non-participation in activity, including analysis of reasons why and an effective strategy of remedial action – strategy to be assessed by the Commonwealth. Source: Provider Records. Frequency: six monthly. |
| 5. | SW3a - Number in selected cohort who completed the activity of interest. | Number of case management plans equal the number of families in the program. Number of case management plans reviewed per school term. data collected per term, reported 6 monthly. |
| 6. | SW3b – Assessment conducted of participants' non-completion if agreed target is not met. | Provider to report on non-completion, including analysis of reasons why and an effective strategy of remedial action – strategy to be assessed by the Commonwealth. Source: Provider Records. Frequency: Six monthly. |
| 7. | S.RAS16 - Self-assessment of community awareness of the project's objectives, progress and match with community expectations, including self-review of the Providers contribution to improving awareness. | Self assessment undertaken and improvements considered. Provider records with 6 monthly program review. |
| 8. | SW9 - Services are delivered by appropriately qualified staff. | Performance reviews (including training plan) undertaken every six months for each staff member. |
| 9. | S.CC3 - Feedback and other validation reported (e.g. peers, networks, users, related services, community members), self-assessment undertaken and improvements or innovations implemented. | Surveys of service quality and outcomes distributed in terms 1 and 3 to programme participants, support service staff and schools. Reported 6 monthly. |
| 10. | SW2a - Completion of, or satisfactory progress towards completion of the activity, including capital works, evaluation, etc. | Client cohort achieving minimum 50% school attendance each six month period and then incremental increase of 2.5% over life of project. Data collected per term, reported 6 monthly. |
| 11. | SW11 - Referrals are received from, and made to other relevant providers. | Attendance at 2 Interagency Meetings per 6 month period. Report on engagement/frequency of meetings with WDHS, St Josephs, and KDHS and other relevant agencies/organisations. |

0.

3. Duration of Project

3.1 The Project must be delivered from the Project Start Date until the Project End Date:

| Project dates | |
|--------------------|--------------|
| Project Start Date | 10 June 2016 |
| Project End Date | 30 June 2017 |

4. Party representatives for notices

(Clauses 134 – 135 of the Head Agreement)

4.1 The parties' representatives are responsible for liaison and day-to-day Project management, as well as issuing and accepting any written notices relating to the Project:

| Commonwealth | Details |
|---|----------------------------------|
| Contact officer for Project | s22 |
| Physical / postal address(es) for notices | PO Box 260 KUNUNURRA, WA 6743 |
| Telephone | s22 |
| E-mail | s22 |

| Provider | Details |
|---|----------------------------------|
| Contact officer / position for Project | Mr Des Hill CEO |
| Physical / postal address(es) for notices | PO Box 162 KUNUNURRA, WA 6743 |
| Telephone | (08) 9168 1528 |
| E-mail | s47F |

5. Location

5.1 The Project is to be delivered at the following location/s:

| Organisation venue name | Organisation venue address |
|---|---|
| Kununurra Waringarri Aboriginal Corporation | 16 Speargrass Road, KUNUNURRA, WA, 6743 |

5.2 The Provider warrants that it has the right to access and use all premises required for the purposes of delivering the Project.

6. Reporting

(Clauses 52 - 58 of the Head Agreement and Part 2 Item 7 of this Project Schedule)

6.1 The Provider must submit the following reports to the Commonwealth by the following due dates:

| Report | Due date |
|--|-------------------|
| Expenditure report covering the period 10 June 2016 to 30 June 2016 | 30 September 2016 |
| Initial interim Performance Report covering the period 10 June 2016 to 31 December 2016. | 16 January 2017 |
| Final Performance Report covering the full duration of the Project. | 31 July 2017 |
| Expenditure report covering the period 1 July 2016 to 30 June 2017. | 02 October 2017 |

7. Grant payments

(Clauses 11 and 12 of the Head Agreement)

7.1 The Provider must use the Grant only for the purpose of this Project.

7.2 Grant payments will be made on the occurrence of the following events, outcomes or performance targets and subject to the terms and conditions of this Project Agreement:

| Anticipated date | Description of event, outcome or performance target | Amount (excl GST) | SACS (if applicable) | GST | Total (incl GST) |
|------------------|--|-------------------|----------------------|------------|------------------|
| 10 June 2016 | Execution of this Project Schedule.. | \$62,500.00 | \$0.00 | \$6,250.00 | \$68,750.00 |
| 29 July 2016 | Submission of satisfactory Interim Performance report by the Provider and the Commonwealth being satisfied with the Provider's | \$62,500.00 | \$0.00 | \$6,250.00 | \$68,750.00 |

| | | | | | |
|-----------------------------|---|---------------------|---------------|--------------------|---------------------|
| | <i>performance.</i> | | | | |
| 30 September 2016 | <i>Commonwealth being satisfied that the Provider is making adequate progress delivering the Project and meeting its outcomes, objectives and key performance indicators.</i> | \$62,500.00 | \$0.00 | \$6,250.00 | \$68,750.00 |
| 14 March 2017 | <i>Commonwealth being satisfied that the Provider is making adequate progress delivering the Project and meeting its outcomes, objectives and key performance indicators.</i> | \$62,500.00 | \$0.00 | \$6,250.00 | \$68,750.00 |
| Total Grant payable: | | \$250,000.00 | \$0.00 | \$25,000.00 | \$275,000.00 |

8. Bank account details

| | |
|-------------------------|------|
| Bank / institution name | s47G |
| BSB number | |
| Account name | |
| Account number | |

4-37E9JT3 - One Family at a Time Expansion - Additional Conditions

The following additional conditions apply for this Project.

The Kununurra Waringarri Aboriginal Corporation is to cooperate and assist the Wyndham Advisory Group meet their terms of reference as set out below, as it applies to the One Family at a Time Expansion project, relating to the Wyndham implementation only.

Guidelines for the Advisory Group

Background

To complement the operation of the Cashless Debit Card in Wyndham, the Government has provided a support package to address many of the issues community representatives have raised. The scope of the support package has been co designed with the Wyndham Community Representatives that have described this as a community led approach supported by the government and service providers.

In line with community led and partnership approach, the Wyndham Community Representatives have requested that for all the programmes delivered under the support package there be:

An advisory panel comprising nominees from the Wyndham Community Representatives and nominees from the service provider's (board) to:

- Work in a collaborative way on the project development/ service delivery plan, including working with other funding and providers to ensure there is no duplication.
- Be involved in discussion on the physical and financial progress and performance of the project and ensure flexibility and transparency.
- Ensure that wherever possible, Wyndham people have opportunities for employment in the delivery of support services.

What is the Advisory Group?

The Advisory Group will be made up of a minimum of two nominees from the Wyndham Community Representatives and a minimum of two nominees from the service provider's board and/or staff.

The Role of the Advisory Group

Wyndham Community Representatives identified the priorities for the support package and developed the scope of projects.

- It is planned they also provide advice to the service providers and government on the final design of the projects , in a collaborative way to ensure what is developed is in line with the community's intent.
- The Wyndham Community Representatives will provide feedback and advice to the service providers and government from a community perspective, in monitoring the project to assist in the effective delivery of the project. This will include progress and performance of the project to ensure flexibility and transparency.
- The Wyndham Community Representatives will provide support to the service provider to ensure that wherever possible, Wyndham people have opportunities for employment in the delivery of support services.

SIGNATURES

This Project Schedule, together with the Head Agreement and any attachments to, or documents incorporated by reference into, either of them, forms a Project Agreement.

Executed as an agreement:

Commonwealth

SIGNED for and on behalf of the Commonwealth of Australia as represented by the Department of the Prime Minister and Cabinet by:

s22

s22

(Name of Departmental Representative)

(Signature of Departmental Representative)

MANAGER - EAST KIMBERLEY

(Position of Departmental Representative)

9/6/16

s22

s22

(Name of Witness in full)

(Signature of Witness)

9/6/16

Provider

Executed as an agreement:

SIGNED for and on behalf of Kununurra Waringarri Aboriginal Corporation, 62 195 764 089 in accordance with its rules:

s22

Desmond Hill - CEO

(Name and position held by Signatory)

(Signature)

9/6/16

(Director)

s47F

s22

(Name and position held by second Signatory /
Name of Witness)

(Signature of second Signatory / Witness)

9/6/16

Notes about the signature block:

- if you are an **incorporated association**, the signatories can be any two members of the governing committee of the Association or a member of the governing committee and the Public Officer. Alternatively, the Grant Agreement could be executed using the Common Seal. Associations incorporated in the **Northern Territory** must affix their **Common Seal** unless the Rules of the Association authorise a person to enter into legally binding documents.
- if you are a **company**, generally two signatories are required – the signatories can be two Directors or a Director and the Company Secretary. Affix your **Company Seal**, if required by your Constitution.
- if you are a **company with a sole Director/Secretary**, the Director/Secretary is required to be the signatory in the presence of a witness. Affix your **Company Seal**, if required by your Constitution.
- if you are a **partnership**, a partner must be a signatory in the presence of a witness.
- if you are an **individual**, you must sign in the presence of a witness.
- if you are a **university**, the signatory can be an officer authorised by the legislation creating the university to enter into legally binding documents. A witness to the signature is required.
- if you are a **State or Territory Government**, the delegate must sign for the State/Territory Department/Agency acting on behalf of the State or Territory Government. The delegate must sign in the presence of a witness.