

# **Indigenous Advancement Strategy Grant Guidelines**

**March 2016**

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## 1 Introduction

This document provides guidance for applicants applying for grant funding and for grant recipients under the Australian Government's Indigenous Advancement Strategy (IAS).

The Grant Guidelines apply to grant funding only and do not apply to other funding delivery models available under the IAS, such as the procurement of goods and services.

Procurement relates to the acquisition of goods and services by an entity for its own use and includes the acquisition of goods and services on behalf of another entity or a third party. The [Commonwealth Procurement Rules](#) (CPRs) are the core procurement policy framework and articulates the Government's expectations of Commonwealth entities. The procurement of goods and services under the IAS will be undertaken in accordance with the Secretary's Instructions and Financial Rules of the Department of the Prime Minister and Cabinet (the Department) and the provisions of the *Public Governance Performance and Accountability Act 2013*.

Funding provided through National Partnership Agreements, Special Accounts and Special Appropriations are not covered by these Grant Guidelines.

The Grant Guidelines should be read in conjunction with the relevant IAS application kit when applying for grant funding under the IAS (Figure 1).

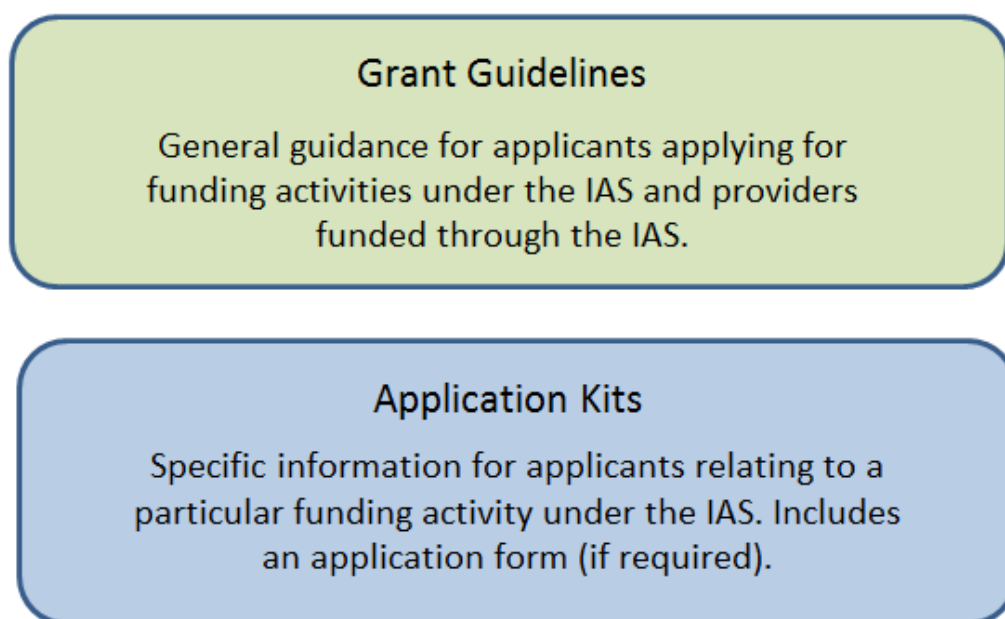


Figure 1: IAS documentation

## 2 The Indigenous Advancement Strategy (IAS)

The IAS is the strategy through which the Australian Government funds and delivers a range of programmes specifically for Indigenous Australians.

Australia will only achieve its true potential when all Australians, including Indigenous Australians, have equal opportunity to participate in all aspects of society. The underlying causes of disadvantage that Indigenous Australians face are complex and the Australian Government has set three clear priorities to make sure efforts are effectively targeted.

- The positive impact that **education** has on the future success of individuals, families and communities is clear. Children who go to school have better life outcomes.
- **Employment, economic development and social participation** improves the lives of families and communities. The right conditions and incentives need to be in place for Indigenous Australians to participate in the economy and broader society.
- Growing up in a **healthy and safe home and community** is essential for families to thrive and reach their full potential. In particular, the violence that too many women and children face must be addressed.

Improvements in the three priority areas are also facilitated through support for activities that strengthen the capability of Indigenous Australians and organisations. The flexibility of the IAS ensures that Indigenous Australians are actively involved in the development and delivery of local solutions.

The Department has a network of regional offices across Australia, referred to as the PM&C Regional Network. The PM&C Regional Network supports Indigenous Australians and other stakeholders to develop appropriate, community led solutions that are tailored to local circumstances and likely to lead to enduring outcomes consistent with the Australian Government priorities. Solutions will often involve the implementation of several complementary activities working together to address a particular issue or challenge. The PM&C Regional Network works with Indigenous Australians in all areas, including remote, regional and urban locations.

The IAS is made up of five programmes:

- Jobs, Land and Economy
- Children and Schooling
- Safety and Wellbeing
- Culture and Capability
- Remote Australia Strategies.

A description of the programmes, the programme objectives and outcomes and the types of activities that can be funded is at Annexure 1.

### **3 Funding under the IAS**

In the 2015-16 Budget, the Australian Government allocated \$4.9 billion to the IAS, over four years to 2018-19, for grant funding processes and administered procurement activities that address the objectives of the IAS.

As at 31 October 2015, approximately \$3.5 billion has been committed over this four year period, with around \$1 billion of these commitments flowing from the September 2014, IAS Grant Funding Round.

The provision of any future grant funding by the Department will be subject to sufficient funds being available.

### **4 PM&C Regional Network**

The PM&C Regional Network offices work in partnership with Indigenous Australians and other stakeholders to develop and implement tailored and innovative local solutions to the challenges facing Indigenous Australians.

The PM&C Regional Network comprises 12 regions across Australia and includes 37 offices in capital cities, regional and remote locations (Figure 2). The PM&C Regional Network has an additional presence in approximately 75 communities.

The PM&C Regional Network will work with communities and other stakeholders to identify need and priorities in each region.

The PM&C Regional Network works closely with local Indigenous groups and grant recipients to ensure the delivery of outcomes from activities funded through the IAS.

The PM&C Regional Network can provide advice on funding options that may be available under the IAS.

Indigenous Australians and other stakeholders are encouraged to approach their local PM&C Regional Network office to discuss particular needs or challenges. The PM&C Regional Network staff will work with Indigenous groups and other stakeholders to support the development and implementation of local and regional solutions.



Australian Government  
Department of the  
Prime Minister and Cabinet

### Regional Network

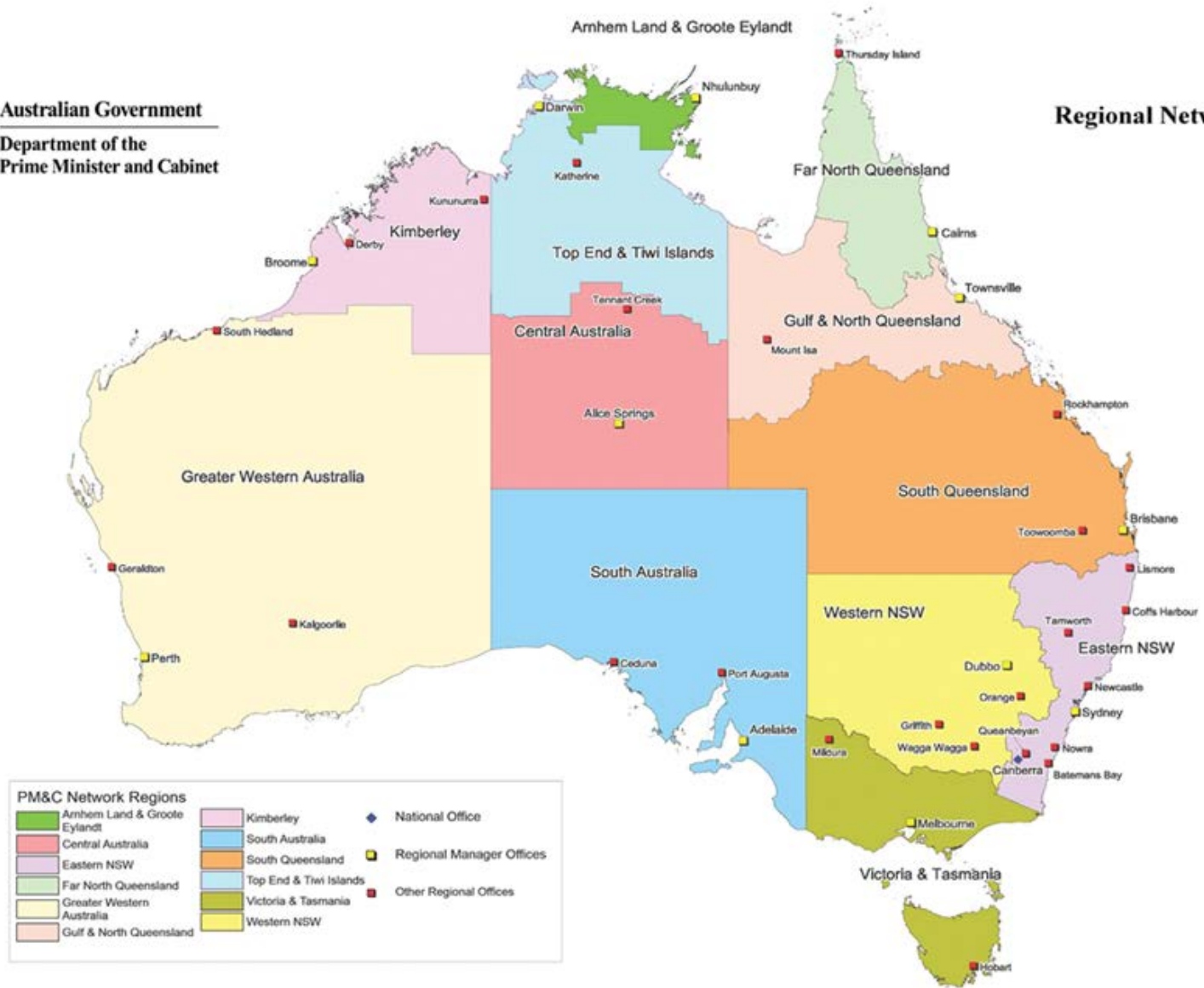


Figure 2: PM&C Regional Network map



Potential applicants for grant funding under the IAS should discuss project proposals with their local PM&C Regional office in the early stages of developing a proposal. This provides an opportunity for proposals to be designed in partnership with the Department and to align with the areas of need for each particular region. The PM&C Regional Network has strong relationships with other Australian Government departments, state and territory, local government and non-government partners within each region and can work with these groups to ensure proposals complement existing service provision arrangements.

To discuss your proposal, please refer to the relevant contact in the region in which the project would be implemented. The contact details for the PM&C Regional Network are at Annexure 2.

## 5 PM&C National Office

The PM&C National Office, based in Canberra, provides national oversight, policy advice and programme support to the PM&C Regional Network in the implementation of the IAS.

Proposals for national activities, or to support tertiary studies, can be directed through the PM&C National Office. The contact details for the PM&C National Office are at Annexure 2.

## 6 Grant funding

There are three ways for proposals to be considered for grant funding under the IAS:

1. Department invites applications.
  - a. Open grant process
  - b. Targeted grant process
2. Department approaches organisation.
3. Department responds to community led proposals.

All grant processes under the IAS will be undertaken in accordance with the requirements of the Commonwealth Grants Rules and Guidelines.

### 6.1 Department invites applications

The Department may identify a need to address specific outcomes on a national, regional or local basis. The Department may invite eligible applicants to submit grant applications to address the identified need. This may be through the use of competitive or non-competitive approaches as well as open or targeted processes.

#### ***Open grant process***

An open grant process is open to all applicants.

This process may be used to address a broad range of outcomes but can also be focused on particular outcomes.

In all cases, applications will be assessed against assessment criteria.

Depending on the requirements and circumstances of the process the Department may elect to assess applications on a case by case basis (non-competitive).

Alternatively, the Department may elect to compare the merits of applications within a competitive process.

### ***Targeted grant process***

A target grant process targets a particular group of applicants, location or activity.

In all cases, applications will be assessed against assessment criteria.

Depending on the requirements and circumstances of the process the Department may elect to assess applications on a case by case basis (non-competitive).

Alternatively, the Department may elect to compare the merits of applications within a competitive process.

In some cases the Department will provide grant funding based on the number of people supported through an activity. This is typically used for provision of individualised support relating to Indigenous employment and education outcomes.

The Department will provide an application kit, including relevant documentation to support the grant funding process. This documentation may include:

- Information on the grant funding process
- An application form
- Draft Project Agreement.

An application kit may be a letter or email that outlines the process.

The availability of grant funding may be advertised by the Department by all or some of these means:

- Major national newspapers and other selected newspapers
- [www.dpmc.gov.au](http://www.dpmc.gov.au)
- [www.Indigenous.gov.au](http://www.Indigenous.gov.au)
- Through a register of providers held by the Department.

Advertisements will advise potential applicants how to obtain the relevant application kit.

## 6.2 Department approaches organisation

Where an unmet need is identified, the Department may directly approach organisations to negotiate delivery of an activity or service.

Existing grant recipients may be approached to expand their current service delivery or new providers may be approached by the Department.

A simplified assessment process may be used to minimise administrative workloads on the organisation, particularly where the organisation already receives IAS funding. The organisation may not be required to complete an application form; however the Department may request information from the applicant that is needed to assess the organisation against the eligibility and assessment criteria. This may take the form of a letter or email that provides the necessary information.

Organisations that are directly approached by the Department will be assessed against the assessment criteria at Section 8 of these Guidelines. The assessment criteria will be weighted evenly.

## 6.3 Department responds to community led proposals

The Department may provide grant funding at any time in response to a request from a community, individual or organisation for support to respond to an emerging community need or opportunity.

Indigenous Australians, communities, and stakeholders are encouraged to work together to identify particular needs and identify strategies to address these needs. The PM&C Regional Network could be involved and support these discussions.

Potential applicants must then discuss their proposal with their local PM&C Regional Network office (or the National Office where relevant). This can occur at any time.

If the initial proposal does not clearly link to existing grants being funded under the IAS, the Department may suggest the organisation complete an initial proposal template. A list of current IAS grants is available on the [Department's website](#). Applicants should not submit an initial proposal template or application form before discussing their initial proposal with the Department.

The process for applying for community led grant funding is shown in figure 3.

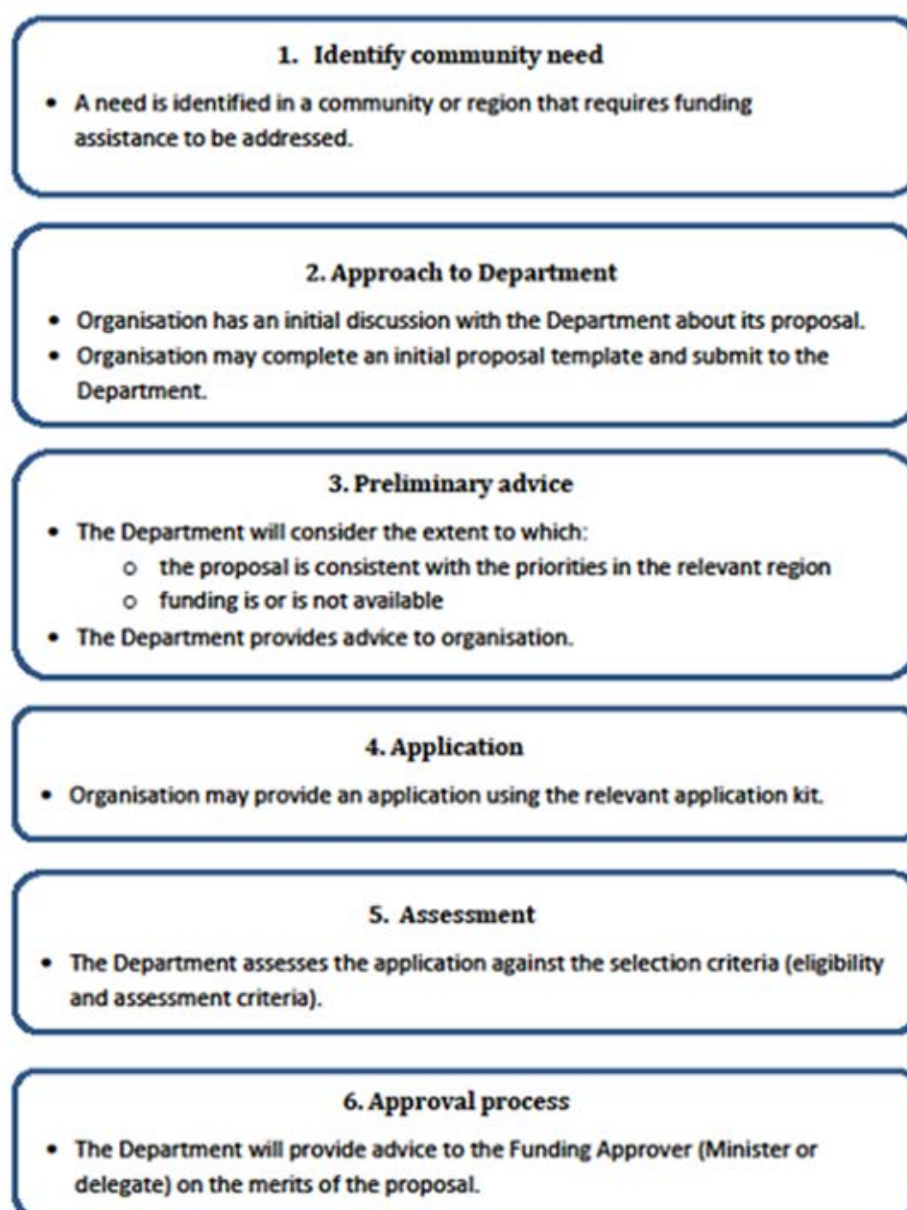


Figure 3: Process for Community led proposals

In reviewing initial proposals, the Department will consider:

- If the initial proposal is consistent with the priority areas of need for the region or Indigenous group.
- The availability of funding.

Following review of the initial proposal, the Department will provide advice to the potential applicant about the proposal in the context of current regional priorities and IAS outcomes. This information may help the potential applicant decide whether or not to prepare an application.

The Department has prepared an application kit to support this funding process, which is available on the Department's website. There is also an initial proposal template available on the Department's website and from the PM&C Regional Network.

## 7 Eligibility criteria

### 7.1 Organisation

To be eligible for grant funding under the IAS, applicants must be a legal entity and have full legal capacity to enter into a Project Agreement with the Commonwealth. For example, applicants may be:

- Aboriginal Corporations (incorporated under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* and administered by the Office of the Registrar of Aboriginal and Torres Strait Islander Corporations [ORIC]).
- Incorporated Associations (incorporated under State/Territory legislation, commonly have 'Association' or 'Incorporated' or 'Inc' in their legal name).
- Incorporated Cooperatives (also incorporated under State/Territory legislation, commonly have 'Cooperative' in their legal name).
- *Companies (incorporated under the Corporations Act 2001* – may be not-for-profit or for-profit proprietary company (limited by shares or by guarantee) or public companies).
- Organisations established through a specific piece of Commonwealth or State/Territory legislation (many public benevolent institutions, churches, universities, etc.).
- A partner on behalf of a Partnership.
- Trustees on behalf of a Trust.
- State/Territory or Local Governments.
- Where a particular need has been identified, the Department may also consider an individual or individuals (either jointly or separately) for contractual arrangements.

An unincorporated association is not a legal entity and will not be contracted by the Department.

The Department will only enter into a Project Agreement with a single entity. Where two or more entities seek funding as a consortium, a member entity, or a newly created entity must be appointed as the lead that will enter into any agreements with the Department. The lead entity must be identified in any application for funding and that application should identify all members of the proposed consortium.

In addition, unless otherwise set out in the application kit, applicants must:

- Not be bankrupt or subject to insolvency proceedings (as relevant to the entity type).
- Have an ABN and be registered for GST purposes, where relevant.

- Be financially viable for purpose, as assessed by the Department.
- Not have been named as non-compliant under the *Workplace Gender Equality Act 2012*.
- Meet the incorporation requirements as set out at Section 7.3 of this document.

The Department may also take into account any previous or current non-compliance with any Commonwealth agreements.

The Department may undertake its own independent enquiries in relation to the applicant's financial viability.

Applicants that do not meet these requirements may be deemed ineligible for grant funding.

Community groups that may not be eligible to apply for funding are encouraged to consider partnering with an eligible organisation.

## 7.2 Individual

While it is expected that grant funding will primarily be provided to organisations, individuals will not be precluded from receiving grant funding, unless otherwise specified in the application documentation.

## 7.3 Incorporation requirements

All organisations receiving grant funding of \$500,000 (GST exclusive) or more in any single financial year from funding administered by the Indigenous Affairs Group within the Department are required to:

- Incorporate under Commonwealth legislation – Indigenous organisations will be required to incorporate under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006*; with other organisations incorporating under the *Corporations Act 2001*.
- Maintain these arrangements while they continue to receive any level of such funding.

The requirements apply to all grant funding under agreements or agreement variations executed on or after 1 July 2014. Grants for capital works and funding sourced through procurement activities are not included in the calculation of applicable funding.

Statutory bodies, government bodies, and organisations operating under a specific piece of legislation are excluded from the requirements and do not have to apply for an exemption.

Indigenous organisations already incorporated under the *Corporations Act 2001* are excluded from the requirements and do not have to change their incorporation status.

All new Indigenous organisations (those not previously incorporated) must be incorporated under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* so they can access the assistance and support available to Indigenous Australians under the Act.

Organisations will need to comply with this requirement as part of their Project Agreement. Non-compliance will constitute a breach and may result in the termination of the Project Agreement.

Organisations will have a six (6) month transition period to comply with the incorporation requirement from the execution of the Project Agreement or variation of an existing Project Agreement. Extended transition periods can be granted to organisations which can demonstrate that they have made reasonable attempts to but are unable to meet this requirement in that time.

Organisations may apply for an exemption from the requirement to incorporate under the policy. Applications for exemption must be submitted using the process outlined by the Department. Details about the exemptions policy and the Application for Exemption form can be found on the [Department's website](#).

Exemptions will be considered where an organisation can demonstrate at least one of the following:

1. That grant funding received from the Indigenous Affairs Group within the Department of the Prime Minister and Cabinet is a small portion of its total revenue, and as such changing incorporation status may unfairly impose additional requirements on its operations and business model.
2. It is required to incorporate under specific non-Commonwealth legislation as part of its licensing arrangements or funding received through other sources.

Applications for exemption will be considered on a case-by-case basis, and will take into consideration information demonstrating that the organisation is well-governed, high-performing and low risk.

Applications for exemption from the requirements should be lodged through the Agreement Manager in the PM&C Network Regional Office. Applications should be lodged within the transition period, as soon as practicable once an offer of funding has been made. Organisations will be expected to comply with the requirements within the transition period should an exemption not be granted.

Support for Indigenous organisations transferring to the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* is available through the Office of the Registrar of Indigenous Corporations (ORIC). This includes assistance in developing a rule book, guidance on the process to transfer incorporation, and access to pro bono legal assistance through the LawHelp service.

Organisations required to transfer their incorporation from state and territory legislation to either the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* or the *Corporations Act 2001* may incur some additional, one-off costs for independent legal advice and accountancy services to support the transfer of incorporation. To assist those organisations required to transfer their incorporation status, the Department will provide a one-off \$10,000 (GST exclusive) payment from the granting activity upon receipt of evidence that the transfer has occurred.

## 8 Assessment Criteria

The Department uses assessment criteria to answer two questions:

- Will a proposed activity lead to improved outcomes within the target community or group that would not occur without the grant?
- Do the intended outcomes represent value for money, that is do the intended outcomes justify the Government providing the requested amount of grant funding?

The assessment criteria listed below provide a guide for applicants on the type of assessment criteria that may be used to assess grant applications for the IAS.

### **1. Need – The activity is needed to provide improved outcomes and there is a demand for the activity from the target Indigenous community or group.**

- a) There is evidence the proposed activity is needed and will support improved outcomes in the target Indigenous community or group.
- b) The target community or group supports the proposed activity and has been involved in its design.

### **2. Quality – The organisation that will deliver the proposed activity is committed to and capable of working with the target Indigenous community or group.**

- a) The organisation has, or can build, positive relationships with Indigenous Australians, community organisations and other key stakeholders in the delivery of the proposed activity.
- b) The organisation is able to learn from experience and adapt practices to ensure improved outcomes from the proposed activity.
- c) The organisation is committed to the employment of Indigenous Australians in the delivery of the proposed activity.

### **3. Efficiency – The proposed activity will support the intended outcomes in a way that appropriately manages risk, is cost effective and is coordinated with relevant stakeholders in the target community.**

- a) It is clear how the proposed activity will achieve the intended outcomes with the available grant funding.
- b) It is clear how the proposed activity will link with existing activities associated within the target community or group.



- c) It is clear how the risks associated with the proposed activity will be managed.
- d) It is clear how the organisation will monitor the performance of the proposed activity and manage the financial aspects of the grant funding.

**4. Effectiveness – The proposed activity can deliver the intended outcomes and sustain the outcomes into the future.**

- a) There is evidence that the proposed approach has the potential to deliver the identified outcomes.
- b) It is clear how the intended outcomes of the proposed activity are to be sustained into the future.
- c) It is clear how the organisation will gather evidence to measure the effectiveness of the proposed activity.

Previous experience in implementing similar activities may be used to demonstrate these criteria.

Detailed information about assessment criteria will be provided in the relevant IAS application kit. Additional criteria specific to a particular type of grant funding, or relating to specialised capability, may also apply.

In cases where the Department prioritises particular assessment criteria, details of the relative weighting of criteria and the treatment of these in the assessment process will be provided in the relevant application kit.

### **8.1 Indigenous interpreters**

In developing their proposal, applicants should take into account cultural and linguistic needs of Indigenous Australians and others whose first language is not English, and be mindful of the Commonwealth Ombudsman’s Best Practice Principles for interpreting.

### **8.2 Indigenous Australians with disability**

Where possible and relevant, applications should highlight the way the needs of Indigenous Australians and others with disability will be addressed including how the proposal supports one or more of the six policy outcome areas outlined in the *National Disability Strategy 2010-2020*.

## **9 Assessment process**

Applications for grant funding under the IAS will be assessed against the assessment criteria for each relevant grant funding process, including the extent to which the proposed activity represents value for money. Detailed information about the assessment process will be contained in the relevant application kit.

The Department will verify claims made within the application. The Department may use a number of sources of information when assessing and verifying claims in the application. This includes, but is not limited to:

- Information about an applicant from any other source, including from within the Commonwealth, whether or not the individuals or organisations contacted are nominated as referees by the applicant.
- Information about the applicant that is available through the normal course of business for the Department.
- Information about community need and outcomes separate from the application.

The Department may seek further information from an applicant in order to clarify issues relating to an application or assist with the assessment process.

Where the Department directly approaches an organisation to expand its current service delivery or undertake new service delivery, the Department will assess the organisation's capacity against the relevant assessment criteria. This may include an assessment of the organisation's performance in carrying out similar activities.

Following the assessment process, the Department will provide advice on the merits of the proposal to the funding approver (Minister for Indigenous Affairs or delegate).

The funding approver will consider whether the proposal will make an effective, efficient, ethical and economical use of Australian Government resources, as required by Commonwealth legislation. The funding approver will also consider whether any additional requirements need to be imposed as a condition of funding.

To ensure probity, staff who provide support in developing a proposal will not be involved in the assessment of the application.

## **10 Notification of application outcome and feedback**

The Department will advise all applicants on the outcome of their application for funding.

The advice to the applicant will provide details on how to seek feedback from the Department. The Department reserves the right to determine the level of detail on the feedback that will be provided.

## **11 Project Agreements**

Successful applicants will be required to enter into a Project Agreement with the Commonwealth, represented by the Department of the Prime Minister and Cabinet, before receiving any grant funding.

The Project Agreement will set out the terms and conditions on which grant funding will be provided. The terms and conditions may vary, depending on the size and nature of the grant

funding and the level of risk. The Project Agreement will provide a detailed description of each funded activity and include specific terms and conditions associated with each funded activity, including:

- Key performance indicators and performance reporting requirements.
- Financial reporting requirements.
- Funding payment schedule.
- Record keeping requirements.
- Insurance including compliance with the *Work Health and Safety Act 2011* (Cth) (to cover Provider's obligations in relation to the grant funding to be delivered).
- Compliance with the Australian Privacy Principles as set out in Section 14 of the *Privacy Act 1988*.
- Requirements to maintain the confidentiality of any information deemed by the Commonwealth to be confidential.

Applicants with an existing Project Agreement under the IAS may be required to negotiate additional contractual requirements through a Deed of Variation outlining any new funded activities over and above their existing contractual requirements.

Each grant recipient will work with an Agreement Manager from the PM&C Regional Network or National Office to effectively manage the Project Agreement.

### **11.1 Negotiation of funded activities**

Before a Project Agreement is signed, the Department will negotiate the scope of the activity with the successful applicant. Relevant community stakeholders may also be involved in these negotiations to ensure funded activities are tailored to meet community or regional need.

### **11.2 Key performance indicators**

The Department will set key performance indicators for each activity to measure progress against identified outcomes. These will be set out in the Project Agreement.

The Department has mandatory key performance indicators to provide consistency across funding agreements. In addition, the Department may, at its discretion, negotiate individual key performance indicators with the successful applicant.

The grant recipient will be assessed against the key performance indicators over the course of the funded activity.

### **11.3 Performance reporting**

The grant recipient will be required to demonstrate and report on progress toward the achievement of the agreed key performance indicators as set out in the Project Agreement. The frequency and content of reporting requirements will depend on the funded activity

and will be contained in the Project Agreement. The Department will also source a range of data and information to inform its judgement.

Where progress towards the achievement of key performance indicators is unsatisfactory, the Department may consider redirecting grant funding. This may include reducing, redirecting or ceasing the grant funding. The Project Agreement will provide specific detail about these arrangements.

## 11.4 Value for money

Grant recipients must contribute to achieving value for money by:

- Considering how best to deliver to target groups or individuals. This may involve using existing processes and professional standards, or it may involve performance improvement by the provider.
- Having in place an effective risk management approach that will minimise risk and ensure that the grant funding is achieving the outcomes, objectives and performance indicators.
- Ongoing monitoring and management of the grant activity as appropriate. This includes adjusting the delivery of activities as required to ensure they are best delivering the identified outcomes. It also includes the effective use of organisational processes, procedures and systems and contributing to Government priorities by collaborating with the Department and other service providers.
- Participating in evaluations.

## 11.5 Financial reporting

The IAS is managed to ensure the efficient and effective, ethical and economical use of public money in line with the Commonwealth Grants Rules and Guidelines. Grant funding must only be used for the purposes for which it was provided.

The Department will require grant recipients to provide financial and performance reports in accordance with the Project Agreement. Grant recipients may also be required to submit independently audited financial statements.

Full details of reporting requirements will be set out in the Project Agreement.

## 11.6 Payment of funding

Funding will be paid in accordance with the terms of the Project Agreement. Payment of funding is dependent on the grant recipient meeting the Project Agreement requirements, including performance and financial reporting.

## 11.7 Record keeping

Grant recipients must comply with the record keeping requirements as set out in the Project Agreement.

## 11.8 Publication of information

In accordance with the Commonwealth Grants Rules and Guidelines, the Department will publish basic details about funding granted including a description of the activity, the name of the recipient, the duration of the grant and the funding amount.

## 12 Risk and compliance

In managing risk and compliance, PM&C will focus on working with organisations to achieve the intended outcomes of the project or activity.

A risk management approach will:

- Promote achievement of IAS outcomes
- Focus available resources to address high risk areas
- Improve transparency and consistency in decision-making
- Deliver targeted support to build the capacity of providers.

If a funded activity risks not meeting its objectives or outcomes, the Department may increase engagement with the grant recipient and affected stakeholders to address the factors contributing to this risk and increase the likelihood of the activity delivering outcomes.

### 12.1 Service provider risk assessment tool

Funding will be managed according to the level of risk to the Commonwealth and to outcomes. Consequently, applicants and grant recipients will be subject to risk assessment.

An evidence-based IAS Service Provider Risk Assessment tool will enable consistent and transparent assessment by Departmental staff. In line with the Department's focus on working with grant recipients to build capacity to achieve outcomes, the final rating of a Provider Risk Assessment may be shared with the grant recipient.

The tool will be available for organisations to conduct self-assessments to help them to understand Commonwealth requirements and to inform potential capacity building requirements.

### 12.2 Risk ratings implications

Risk ratings for organisations will consider elements such as financial management practices, governance, management systems, performance and compliance. Based on this, a Provider Risk Plan will be developed to address any identified risks. The plan will incorporate strategies proportionate to the risks and ratings received and will identify how the

Department will assist in addressing the risks. For example, for high risk providers, the Provider Risk Plan may involve:

- The inclusion of additional terms and conditions in the Project Agreement.
- More frequent communications between the Department and the grant recipient and additional review activity.
- Capacity development strategies, such as assistance with business planning or Board functions.

Provider Risk Plans will be monitored by the Agreement Manager to ensure risks are appropriately managed. Provider Risk Plans will be developed for all 'high' and 'very high' risk grant recipients and may be used for 'low' and 'medium' risk grant recipients in some instances.

### **12.3 Earned autonomy and monitoring**

The Department acknowledges the majority of grant recipients comply with their obligations under their respective Project Agreements. A key aspect of the IAS's approach to compliance is the adoption of an 'earned autonomy' model. Grant recipients assessed as low risk, and which consistently demonstrate high performance and compliance with the Project Agreement, will be subject to less monitoring and oversight.

### **12.4 Non-compliance**

The Department will work with all organisations to help them meet the Australian Government's key objective to improve the lives of Indigenous Australians. In circumstances of non-compliance with the Project Agreement by grant recipients, the Department will consider an appropriate response.

## **13 Monitoring and evaluation**

Quality monitoring and evaluation will help Indigenous people, communities and Government to see whether they are getting the results they expect and also assist Government with future investment decisions.

The Department will undertake monitoring and evaluation at the programme level as well as the individual activity level. The Department will work with grant recipients to ensure the key performance indicators in the Project Agreement provide data for the monitoring and evaluation of funded activities and support the evaluation of broader programme outcomes.

Information contained in performance reports submitted as part of the Project Agreement will provide a basis for overall programme monitoring and evaluation activities. The Department may also request further information or action from grant recipients to support monitoring and evaluation activities, in line with the conditions outlined in the Project Agreement.

## 14 Roles and responsibilities

### 14.1 Minister

The Minister for Indigenous Affairs has overall responsibility for the IAS. The final decision about grant funding will be made by:

- The Minister for Indigenous Affairs; or
- A delegate of the Minister for Indigenous Affairs; or
- Where funding is to perform representative body functions under the *Native Title Act 1993*, by the Secretary of the Department.

### 14.2 Department of the Prime Minister and Cabinet

The role of the Department is to work with Indigenous Australians and support them in a way that meets their needs.

The Department is responsible for providing and managing funding arrangements that are flexible, and encourage partnership, collaboration and innovation.

The Department will provide a funding framework that reduces duplication and red tape.

The Department will collaborate across all tiers of government, business and the non-government sector to increase the collective impact of improving the lives of Indigenous Australians.

The Department is responsible for the development and dissemination of all application documentation under the IAS and ensuring it is in accordance with the aims and objectives of the IAS.

The Department is responsible for responding to queries in relation to the application process and with regard to managing grant funding arrangements.

The Department is responsible for acknowledging receipt of applications, undertaking all assessment processes, providing advice and recommendations to the Minister for Indigenous Affairs or delegate and notifying applicants of the outcomes.

### 14.3 Grant recipients

Applicants should note that under section 137.1 of the *Criminal Code Act 1995* (Cth), giving false or misleading information is a serious offence punishable by penalties including imprisonment.

In entering into a Project Agreement with the Commonwealth, the grant recipient must comply with all requirements outlined in the Project Agreement.

Grant recipients are responsible for:

- Providing services that are effective, efficient and appropriately targeted.
- Working collaboratively to deliver the outcomes of the IAS.
- Engaging with Indigenous Australians and maximise employment for Indigenous Australians wherever possible.
- Applying the highest standards of duty of care for all participants in their project activity.
- Operating activities in line with, and comply with the requirements as set out within all state and territory and Commonwealth legislation and regulations.
- Contributing to the overall development and improvement of the IAS, such as sharing best practice.

## 15 General information

### 15.1 GST

Unless otherwise indicated by the Department, grant funding provided under the Indigenous Advancement Strategy is subject to Goods and Services Tax (GST).

Grant recipients that are required, under tax law, to be registered for GST must ensure they are registered in order to receive grant funding under the IAS.

Unless otherwise indicated by the Department, all figures will be provided GST exclusive.

### 15.2 Legal and financial advice

The Department does not provide financial or legal advice to applicants. Grant recipients should seek their own independent professional advice on all financial and legal matters, including compliance with any statutory obligations.

### 15.3 Qualifications and licencing

All applicants should ensure they will be able to comply with all applicable laws if their application is approved. This includes maintaining all qualifications, permits, registrations and licences required for the lawful performance of the activity or service to be provided.

### 15.4 Taxation implications

Applicants are responsible for ensuring they comply with the appropriate taxation legislative requirements.

For general guidance on the taxation treatment of grants and funding from the Commonwealth, applicants should refer to the [Australian Tax Office website](#). However, applicants should seek independent advice from a taxation professional on the tax impact of grant funding.



## 15.5 Social and Community Services Pay Equity

On 10 November 2011, the Prime Minister announced that the Government would help make equal pay a reality by making a joint submission with the Australian Services Union (ASU) to Fair Work Australia (FWA) in the equal remuneration case. The Prime Minister also announced a funding commitment for the Commonwealth to meet its share of supplementation to support the Commonwealth's proportion of costs in this sector arising from the suggested wage increases.

On 1 February 2012, a Full Bench of FWA handed down a decision to grant an Equal Remuneration Order (ERO) to apply to certain workers in the SACS sector.

On 12 November 2012 the Social and Community Services Pay Equity Special Account Act 2012 (the SACS Act) received Royal Assent to administer the Commonwealth Supplementation.

The equal remuneration order only applies to people employed on the Social, Community, Home Care and Disability Services Industry Award 2010 (SACS Modern Award). Within the SACS Modern Award, the ERO only applies to employees described in:

- Schedule B – Classification Definitions – Social and Community Services Employees
- Schedule C – Classification Definition – Crisis Accommodation Employees.

The Australian Government will provide supplementation to all non-government providers that are funded to deliver existing Commonwealth funded social and community services programs that have been assessed as in-scope of the equal remuneration decisions. Supplementation will also extend to those providers that receive Australian Government funding indirectly through the state and territory governments.

The supplementation is based on the component of Australian Government funding that is attributable to SACS wages.

## 15.6 Conflicts of interest

Applicants (including any subcontractors) should contact the Department to advise of any potential conflict of interest and applicants are required to:

- Identify and declare any existing or potential conflict of interest (including both actual and perceived conflicts of interest) that may apply to its application, or its provision of IAS activities.
- Describe the procedures and methods it intends to implement to manage any actual, potential or perceived conflict of interest.

A conflict of interest arises where a person makes a decision or exercises a power in a way that may be, or may be perceived to be, influenced by either material personal interests

(financial or non-financial) or material personal associations. Examples of when conflict of interest arise include where:

- Decision makers or agency staff involved in spending activities have a direct or indirect interest in the applicant, which may influence the selection of a particular funded activity.
- Members of expert or advisory panels or committees have a direct or indirect interest in informing a decision about expenditure or providing advice on grants.
- A provider has a direct or indirect interest, which may influence the selection of their particular funded activity during the application process. Conflicts may also arise when undertaking the funded activity.

The Department may decide not to consider an application or select an applicant if there is the possibility of a perceived conflict of interest.

All parties involved in or associated with grant funding under the IAS have an obligation to disclose all potential perceived or actual conflicts of interest related to the spending of the funded activity.

The Department has appropriate mechanisms in place for identifying and managing potential or actual internal conflicts of interest such as requiring assessment staff to sign conflict of interest declarations prior to undertaking the assessment of applications.

## 16 Complaints

Complaints about the Department's services, the assessment process or the service provided by an IAS grant recipient may be sent in writing to: [complaints@pmc.gov.au](mailto:complaints@pmc.gov.au).

In addressing a complaint about a grant assessment process the Department will investigate the processes undertaken to reach the decision to ensure that they were fair.

The Department's response to the complainant will be in writing and outline the issue that has been raised, what action has been taken to examine the issue and an assessment of the complaint.

If this does not resolve the issue, the complainant has the option of an independent internal review.

## 17 Independent internal review

If a complainant feels their complaint has not been resolved to their satisfaction, they may lodge a request for further examination of the issues raised. The Department will conduct an independent internal review of the issues raised in the complaint. A request for further examination may be sent in writing to: [complaints@pmc.gov.au](mailto:complaints@pmc.gov.au).

The Department will promptly write to the complainant to notify them of the expected time frame for making the internal review decision. The notice will also set out the matters that the reviewing officer considers may be relevant to the review decision. The notice may request further information from the complainant to conduct the review.

The Department will notify the complainant in writing of the decision within the timeframe specified in the original notice. The notice of decision will outline the issue that has been raised and the matters taken into account in making the decision.

## 18 Ombudsman

Any applicant or provider may complain to the Commonwealth Ombudsman about any administrative action taken by the Department in relation to the IAS. Contact details are as follows:

Commonwealth Ombudsman  
GPO Box 442  
CANBERRA ACT 2601

Further details are available on the [Commonwealth Ombudsman website](#).

The Ombudsman is an independent statutory officer who has extensive powers to investigate and report on official actions. There is no fee for the Ombudsman's investigations. The Ombudsman will generally not investigate a matter that is being dealt with by a court or tribunal and may decline to investigate if it is considered the matter should be taken up with a court or tribunal, or for a variety of other reasons.

## 19 Freedom of information

A person who wants to gain access to documents held by the Department may make a Freedom of Information (FOI) request.

Requests to access documents must be in writing. FOI requests should be sent to:

The FOI Contact Officer  
Department of the Prime Minister and Cabinet  
PO Box 6500  
CANBERRA ACT 2600

Requests may also be lodged via email to [foi@pmc.gov.au](mailto:foi@pmc.gov.au).

There is no fee for making a request but the *Freedom of Information Act 1982* provides that charges may be imposed for processing requests. Requests must provide enough information about the documents sought to enable the Department to identify them.

The FOI Coordinator can be contacted on (02) 6271 5849 to discuss any prospective request. Detailed information about FOI can be found on the [Office of the Australian Information Commissioner](http://oaic.gov.au) website at <http://oaic.gov.au>.

## 20 Further information

For funding information regarding the IAS, please email [IASgrants@pmc.gov.au](mailto:IASgrants@pmc.gov.au).

## 21 Glossary

### **Activities**

Projects undertaken by grant recipients that contribute to the outcomes of the Indigenous Advancement Strategy.

### **Agreement Manager**

A representative from the Department who manages the Project Agreement between the Commonwealth and the funding recipient. This person is often located in a PM&C Regional Network office.

### **Applicant**

The legal entity that submits an application for grant funding under the Indigenous Advancement Strategy.

### **Application**

The documentation submitted by an applicant requesting grant funding under the Indigenous Advancement Strategy.

### **Application kit**

Relevant documentation provided to the applicant by the Department to support grant funding processes. This documentation may be in any form that outlines the information about the grant funding process, including a letter or email.

### **Assessment criteria**

The specified principles or standards against which applications will be assessed. In the case of a competitive grant activity, these criteria are used to assess the merits of proposals to determine applicant rankings.

### **Assessment process**

The process of assessing applications against the assessment criteria.

### **Commonwealth**

The Commonwealth of Australia.

### **Commonwealth Grants Rules and Guidelines (CGRGs)**

The document which establishes the overarching Commonwealth grants policy framework and articulates the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities develop their own specific grants administration practices based on the mandatory requirements and principles of grants administration in the CGRGs. The CGRGs are issued by

the Finance Minister under section 105C of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act).

### ***Corporations Act 2001***

An act of the Commonwealth that sets out the laws dealing with business entities in Australia at federal and interstate level. It focuses primarily on companies, although it also covers some laws relating to other entities such as partnerships and managed grant funding schemes. Incorporation can be applied for through the [Australian Securities and Grant funding Commission \(ASIC\) website](#).

### ***Corporations (Aboriginal and Torres Strait Islander) Act 2006***

The set of laws that establishes the Registrar of Aboriginal and Torres Strait Islander Corporations, now called the Registrar of Indigenous Corporations, and allows Aboriginal and Torres Strait Islander groups to form corporations. The *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (CATSI Act) replaced the *Aboriginal Councils and Associations Act 1976* (ACA Act). Under the CATSI Act, laws governing Indigenous corporations have been modernised while retaining special measures to meet the specific needs of Indigenous people. Incorporation can be applied for through the [Office of the Registrar of Indigenous Corporations \(ORIC\) website](#).

### **Cth**

Commonwealth, when referred to in legislation.

### **Department**

The Department of the Prime Minister and Cabinet (also referred to as PM&C).

### **Earned autonomy**

Providers are assessed as low risk, and consistently demonstrate high performance and compliance with the Project Agreement, and may be subject to less monitoring and oversight over time.

### **Eligibility criteria**

The criteria which must be met for a grant applicant to qualify for a grant. Eligibility criteria may apply in addition to assessment criteria.

### **Financial year**

A 12 month period beginning 1 July of one year and ending 30 June the following year (and any part of such a period occurring at the beginning or end of the term of an Agreement).

### **Funded activities**

The activities and/or services funded by a grant under the Indigenous Advancement Strategy.

**Funding approver**

The person/s authorised to approve an Australian Government spending proposal, including for the purpose of making a grant.

**Grant**

An arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:

- (a) under which money is to be paid to a recipient other than the Commonwealth
- (b) which is intended to assist the recipient achieve its goals
- (c) which is intended to help address one or more of the Australian Government's policy objectives
- (d) under which the recipient may be required to act in accordance with specified terms or conditions.

A granting activity can take a variety of forms, including a payment made on a one-off or ad hoc basis, payments made as a result of competitive assessment, or funding provided specified criteria are satisfied.

**Grant recipient**

The legal entity that enters into a Project Agreement and receives grant funding.

**Head Agreement**

A document that sets out the general terms and conditions that apply to all IAS funded projects for a particular grant recipient.

**IAS Application Kit**

The relevant reference documentation that will be needed for a potential applicant to complete an application for funding under the IAS.

**Indigenous Business**

A business that is at least 50 per cent Indigenous-owned.

**Indigenous Organisation (for the purposes of incorporation requirements)**

An organisation that satisfies the Indigeneity requirement under Section 29-5 of the *Corporations (Aboriginal and Torres Strait Islander) Act 2006*:

- If the corporation has five (5) or more members – at least 51 per cent of the members are Indigenous Australians.

- If the corporation has fewer than five (5) members but more than one (1) member – all of the members, or all but one of the members are Indigenous Australians.
- If the corporation has only one (1) member – that member is an Indigenous Australian.

Organisation size (total number of members)	Minimum number (or percent) of Indigenous Australian members to meet Indigeneity requirement
5 or more	At least 51 per cent of members
4	At least 3 members
3	At least 2 members
2	At least 1 member
1	1 member

### **Key Performance Indicator**

A measure that provides information about the extent to which the activities or services meet agreed performance requirements.

### **NAIDOC**

National Aborigines and Islanders Day Observance Committee. NAIDOC's origins can be traced to Aboriginal rights groups in the 1920s that sought to increase awareness of the status and treatment of Aboriginal and Torres Strait Islander peoples. Since then, NAIDOC has developed into a week of celebration of Aboriginal and Torres Strait Islander histories, cultures, achievements and contributions to modern Australia. NAIDOC Week is celebrated annually in the first full week of July.

### **Objective**

The long term national policy goals of the IAS, including the intended purpose and expected results of the IAS.

### **Outcomes**

The desired impacts or consequences of the IAS. Actual outcomes are assessments of the end-results or impacts actually achieved.

### **PM&C Regional Network**

The Department's network of 12 regions across Australia. The Network includes 37 offices in capital cities, regional and remote locations. The Network has an additional presence in approximately 75 communities.



## **Procurement**

The process of procuring goods and services. In addition to the acquisition of goods and services by an agency for its own use, procurement includes the acquisition of goods and services on behalf of another agency or a third party.

## **Project Agreement**

Also referred to as a grant agreement, a Project Agreement is the agreement that is formed when the Department executes a Project Schedule with the Provider. The Project Agreement comprises of the Project Schedule, the Head Agreement and any attached or documents incorporated by references into either of those documents. Once the Head Agreement and a Project Schedule have been signed, this creates a Project Agreement.

## **Project Schedule**

A project schedule sets out specific terms and conditions that apply to particular projects.

## **Registered Native Title Bodies Corporate (RNTBC)**

More commonly known as Prescribed Bodies Corporate or 'PBCs', these are entities incorporated under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (CATSI Act) to hold and/or manage native title rights following a determination of native title.

## **Remote – general definition**

The Department generally applies the [Accessibility/Remoteness Index of Australia \(ARIA\)+](#) to define remote areas, except where otherwise indicated. ARIA is widely accepted as Australia's most authoritative geographic measure of remoteness. ARIA measures the remoteness of a populated locality by its physical distance by road to the nearest urban centre.

Please see the map at Annexure 1 for a geographic representation of remote areas defined under ARIA.

The Department recognises there are some communities located within inner or outer regional areas that may be considered remote that fall outside the definition of remote explained above. These may be communities that have limited access to government services or standards of infrastructure.

## **Selection criteria**

Comprise eligibility criteria and assessment criteria.

## **Selection process**

The method used to select potential grant recipients. This process involves the assessment of applications against both the eligibility criteria and the assessment criteria.

**22 IAS Programmes****22.1 Jobs, Land and Economy****Programme objectives**

The objectives of the programme are to:

- Get Indigenous Australians into work.
- Get remote jobseekers work ready, through community and other activities and work experience.
- Foster Indigenous business.
- Assist Indigenous Australians to generate economic and social benefits, including through the effective and sustainable management of their land.
- Assist Indigenous Australians to progress land and sea claims and township leases under Commonwealth native title and land rights legislation.

**Description**

This Programme provides support to connect working age Indigenous Australians with real and sustainable jobs, including ensuring remote jobseekers participate in activities and gain experience that builds work-readiness and contributes to the broader community, fosters Indigenous business and assists Indigenous Australians to generate economic and social benefits from natural and cultural assets, including the effective management of Indigenous-owned land and seas. This includes supporting Indigenous Australians to have their native title rights recognised.

The Jobs, Land and Economy Programme supplements a range of state, territory and Commonwealth programmes which aim to improve the vocational, workplace and entrepreneurial skills of Indigenous Australians to improve employment outcomes and support the development of Indigenous businesses and communities. The Programme addresses current gaps between these activities and targets additional investment where it can maximise employment opportunities and outcomes for Indigenous Australians.

**Programme outcomes**

The desired outcomes of the Jobs, Land and Economy Programme include:

- Increase in employment and participation rates for Indigenous Australians.
- Increase the number of Indigenous Australians participating in activities and work experience that build work-readiness and contribute to community.
- Increase the number of Indigenous Australians who reach 26 week and/or longer outcomes in employment.

- Increase the number of participants who remain in employment or training three months after participating in the programme.
- Increase the number and viability of Indigenous enterprises.
- Support Indigenous Australians engaged in jobs to engage in jobs relating to land and sea management.
- Progress land and sea claims and township leases under Commonwealth native title and land rights legislation.
- Indigenous Australians use their land and sea assets to create economic and social benefits.

### **Activities that contribute to programme outcomes**

Activities contributing to these outcomes that have been funded through the Jobs, Land and Economy Programme include:

#### **1. Economic Development**

- Supporting Indigenous entrepreneurs to establish or grow sustainable businesses.
- Supporting Indigenous communities to build and promote increased social and economic outcomes.
- Supporting Indigenous land owners to leverage economic benefits from their land assets, including support for Traditional Owners to make well-informed decisions about how they can utilise their land, economic development opportunities and understanding of land uses processes.
- Supporting long-term tradable tenure, including land reform and land administration for Indigenous land owners.

#### **2. Real and sustainable jobs**

- Tailored assistance to support activities for Indigenous Australians, that will overcome disadvantage in the labour market, connect them to real and sustainable jobs, as well as address barriers to recruitment and retention.
- Support for Indigenous school and post school students to transition from education into sustainable employment or further education.
- Support Vocational Training Employment Centres which connect Indigenous job seekers with guaranteed jobs and bring together the support services necessary to prepare job seekers for long term employment.
- Increase the number of large Australian companies with a workforce reflective of the size of the Indigenous population through the Employment Parity Initiative.
- Activities that support jobs in land and sea management that can be funded through the Jobs Land and Economy Programme, including but not limited to, land and sea management, agriculture and tourism:

- Supporting employment opportunities and career pathways for individuals in the Indigenous Land and Sea Management (ILSM) sector.
  - Supporting skills and capacity within the ILSM sector, including through traineeships, mentoring and job-ready programmes.
  - Supporting employment opportunities for economic development and fee for service arrangements for Indigenous communities through the sustainable use of land and sea.
3. Recognition of Native Title and maximising economic and social benefit from the use of native title rights.
- Supporting the performance of statutory functions of native title representative bodies and service providers under the *Native Title Act 1993*. Only native title representative bodies and organisations invited to apply for funding are able to apply.
  - Building capacity of registered native title bodies corporate (more commonly known as Prescribed Bodies Corporate or 'PBCs') to maximise the economic and social potential of their native title.
  - Improving governance and providing access to training to equip PBCs to build their long-term organisational capacity.

Further information on funding to support capacity building for PBCs is also available in the relevant application kit.

#### 4. Community Development Programme

- Services to increase work-readiness of remote jobseekers
- Increase access to job opportunities and support jobseekers to retain a job
- Support jobseekers to meet their income support mutual obligations.

#### **Out-of-scope**

The types of activities that will not be funded through the Jobs Land and Economy Programme include:

- Youth engagement and compulsory school-aged children activities that are not directly aimed at improving employment outcomes.
- Training that is not connected to employment and/or employment positions that are not sustainable, or that is not needed to undertake a CDP activity.
- Activities and services that are the responsibility of the states and territories or other Commonwealth programmes, including:
  - Adult vocational education and training (VET) activities.
  - Cultural heritage, land rights and land management activities subject to state or territory legislation.
- Funding employment positions that will not lead to sustainable employment.

- Areas which are within the responsibility of state/territory governments such as land administration (e.g. survey and planning) which is not typically funded.
- Jobs already being funded through mainstream employment programmes or other service providers.
- Businesses that are unviable and/or unsustainable.



## 22.2 Children and Schooling

### Programme objectives

The objective of the Children and Schooling Programme is to deliver activities to Indigenous children, youth and adults that:

- Support families to give children a good start in life through improved early childhood development, care, education and school readiness.
- Get children to school.
- Improve literacy and numeracy.
- Support successful transitions to further education and work.

### Description

The programme's critical focus is on increased school attendance and improved educational outcomes that lead to employment. This programme seeks to achieve this through activities that nurture and educate Indigenous children, youth and adults to improve pathways to prosperity and wellbeing. This includes improving family and parenting support; early childhood development, care and education; school education; youth engagement and transition; and higher education.

The Children and Schooling Programme complements a range of state, territory and federal Government programmes that aim to improve the educational outcomes and the positive development of Indigenous Australians. The programme provides opportunities to complement existing services, enables innovation and leverages further grant funding.

### Programme outcomes

The desired outcomes of the Children and Schooling Programme include, but are not limited to:

- Increasing access and participation of Indigenous children in early childhood care and education.
- Increasing school attendance and improving educational outcomes, including literacy and numeracy.
- Increasing Year 12 or equivalent attainment, including vocational training and education.
- Increasing numbers of students working toward a post school qualification in Certificate III or above.

## Activities that contribute to programme outcomes

Activities being funded under the Children and Schooling Programme include those:

- Focusing on ‘outside the school gate’ activities (actions which support the capacity building of parents, care-givers and communities) to complement mainstream grant funding.
- Supporting early intervention programmes that include pre-conception, pregnancy and the early years of a child’s life.
- Engaging parents and community to help drive the demand for quality education and training, including early childhood education and care.
- Supporting youth engagement and school retention and/or transition activities for compulsory school-aged students.
- Prioritising support for Indigenous children/families and young people who may not currently engage with learning opportunities or mainstream education.
- Targeting grant funding to those most disadvantaged, specifically in rural and remote localities.
- Demonstrating national leadership in education for Indigenous Australians;
- Improving the capacity of Indigenous Australians to get jobs and advance their career aspirations.
- Supporting ‘Away from Base for mixed mode’ delivery (university and VET students who study at home but are required to also spend periods of time away at institutions) – This provision remains in force under Section 13 of the *Indigenous Education (Targeted Assistance) Act 2000*.

Funding is being prioritised for:

- Evidence based activities with demonstrated outcomes related to programme objectives.
- Activities that help to develop the evidence-base by integrating robust evaluation of impact into the activity design.

## Out-of-scope

This programme will not fund activities that are:

- Funded through recurrent school grant funding; grant funding to early learning services or higher education (for example, teachers or curriculum resource development).
- Funded through mainstream programmes, such as long day care.
- Funded through ABSTUDY or Family Tax Benefit including travel and living allowances at boarding schools or universities.
- The responsibility of the state/ territory or local government.



The following activities are managed by the Department of the Prime Minister and Cabinet under separate guidelines or administrative arrangements and are not part of the Children and Schooling Programme:

- Commonwealth Scholarships Programme (supporting University students) – under parts 2.4 of the *Higher Education Support Act 2003*.
- Indigenous Staff Scholarships (supporting the upskilling of Indigenous staff in universities) - under parts 2.4 of the *Higher Education Support Act 2003*.
- Indigenous Support Programme (supporting engagement of Indigenous students in university) - under parts 2.3 of the *Higher Education Support Act 2003*.
- Aboriginal Tutorial Assistance Scheme (ATAS) Superannuation (a reserve fulfilling superannuation obligations for some former ATAS employees).

## 22.3 Safety and Wellbeing

### Programme objectives

The objectives of the Safety and Wellbeing Programme are to:

- Ensure that the ordinary law of the land applies in Indigenous communities.
- Ensure Indigenous Australians enjoy similar levels of physical, emotional and social wellbeing as those enjoyed by other Australians.

### Description

The Safety and Wellbeing Programme is about making communities safer for Indigenous Australians, and enabling them to enjoy similar levels of physical, emotional and social wellbeing as those enjoyed by other Australians. Safe communities are places where people thrive – where adults go to work, children go to school, and people are able to go about their daily activities without fear of violence. They are places where people not only feel safe, but are safe.

Indigenous Australians are significantly more likely to be victims of violence than non-Indigenous Australians. For example, Indigenous women are much more likely to be victims of family violence than other Australian women. Activities that reduce all kinds of violence and provide support for victims are a high priority.

Alcohol and substance misuse is the most significant driver of violence in Indigenous communities. Excessive alcohol consumption is also linked to a range of health and social problems. Activities that reduce alcohol and substance misuse are considered a high priority under the Safety and Wellbeing programme, given the links to both community safety and wellbeing outcomes.

Activities that result in a measurable reduction in the rates of offending or recidivism are a high priority because they focus on preventing violent offending, and subsequently, making communities safer. This would have a positive flow-on effect of reducing the number of Indigenous victims and perpetrators of violent crime, and the over-representation of Indigenous Australians in the criminal justice system.

The social and emotional wellbeing of an Indigenous person is based on their connection to country, community, family, and culture. Activities that seek to enhance connection to family and community, and build the capacity of individuals to respond to life stressors can be considered under the Programme.

The Safety and Wellbeing Programme seeks to increase levels of community safety and individual wellbeing by funding initiatives that go towards addressing community and government priorities and are informed by evidence.

## **Programme outcomes**

The desired outcomes of the Safety and Wellbeing Programme include:

- Reduced substance misuse and harm.
- Reduced contact with the criminal justice system.
- Violence reduction and victim support.
- Improved wellbeing and resilience.
- Safe and functional environment.

## **Activities that contribute to Safety and Wellbeing Programme outcomes**

### *1. Reduced substance misuse and harm*

Activities contributing to this outcome area that can be funded through the Safety and Wellbeing Programme include, but are not limited to:

- Alcohol and other drug treatment and related support services.
- Culturally appropriate prevention and intervention activities to reduce demand and supply of alcohol and other substances.
- Supply of low aromatic unleaded fuel.

### *2. Crime prevention, diversion and rehabilitation*

Activities contributing to this outcome area that can be funded through the Safety and Wellbeing Programme include, but are not limited to:

- Case management that addresses the underlying causes of offending behaviour to assist people to make positive decisions about health, parenting, education and employment.
- Early intervention and prevention targeted to people at high risk of engaging in antisocial or offending behaviour.
- Diversion of people away from the criminal justice system.

### *3. Violence reduction and victim support*

Activities contributing to this outcome area that can be funded through the Safety and Wellbeing Programme include, but are not limited to:

- Case management for victims of all forms of violence to assist them with the practical support needed to escape violence, and be safe from further violence.
- Intensive and holistic support for victims of all forms of violence, including trauma and crisis counselling.
- Culturally appropriate legal services that support victims of family and other forms of violence.

#### *4. Improved wellbeing and resilience*

Activities contributing to this outcome area that can be funded through the Safety and Wellbeing Programme include, but are not limited to:

- Holistic support for people to address barriers to wellbeing, for example drug and alcohol use, impact of forced child removal practices and family violence.
- Initiatives that enhance social participation or reduce antisocial behaviour, as well as address other safety and wellbeing outcomes.

#### *5. Safe and functional environment*

Activities contributing to this outcome area that can be funded through the Safety and Wellbeing Programme include, but are not limited to:

- Targeted responses to ensure Indigenous Australians are safe, and feel safe, particularly in remote communities.
- Initiatives that reduce child abuse and neglect, where they complement state and territory government efforts.

#### **Out-of-scope**

The types of applications that will not normally be funded through the Safety and Wellbeing Programme include:

- Primary health care activities including doctors, hospitals, dental and eye health and support for the health system.
- Sport and recreation activities focussed on promoting healthy lifestyles that do not address any of the five Safety and Wellbeing outcome areas.
- Activities that duplicate services funded by other Commonwealth agencies, including the Department of Health and the Attorney-General's Department, or state and territory governments.

## 22.4 Culture and Capability

### Objectives

The objectives of the Culture and Capability Programme are to:

- Support the expression, engagement and conservation of Indigenous culture.
- Increase Indigenous Australians' participation in the social and economic life of Australia through healing, and strengthening the capability, governance and leadership of Indigenous Australians, organisations and communities.
- Promote broader understanding and acceptance of the unique place of Indigenous cultures in Australian society.

### Description

The Culture and Capability Programme acknowledges the intrinsic value of culture to Indigenous identity. It contributes to Indigenous people participating freely and fully in Australian society as equals and free from discrimination. Strong culture supports the achievement of outcomes across the IAS priority areas of schooling, economic participation and community safety.

Culture is central to the lives of Indigenous Australians and is a key factor in improving and maintaining wellbeing. Pride in culture plays a pivotal role in shaping Indigenous Australians' aspirations and choices. Efforts to address Indigenous disadvantage must recognise and build on the strengths of Indigenous cultures and identities.

Supporting culture better enables Indigenous Australians, organisations and communities to participate fully in the social and economic life of Australia. It provides a platform by which individuals, families and communities can contribute to their own development in culturally informed ways. Recognition of the value of Indigenous cultures assists in the achievement of a just, inclusive and socially cohesive society.

The Culture and Capability Programme focuses on developing skills, knowledge and competencies of Indigenous Australians, including supporting effective leadership and governance within Indigenous communities and organisations. Improving capability can contribute to the development and maintenance of effective partnerships with Indigenous Australians, organisations and communities.

Strengthening the capability of Indigenous organisations also plays an important role in building social capital of Indigenous communities. Capable Indigenous organisations with strong leadership, that are connected to their communities, can facilitate delivery of high quality services and community development initiatives to Indigenous Australians.

Strengthening Indigenous culture and capability underpins the Government's new engagement with Indigenous Australians; an engagement through which the Government

and its workforce are better able to work in partnership with Indigenous Australians to understand and develop tailored responses to the aspirations and priorities of communities.

### **Programme outcomes**

The desired outcomes of the Culture and Capability Programme are to:

- Contribute to the maintenance and strengthening of Indigenous cultural expression and conservation, including recognition of Australia's shared history and valuable Indigenous heritage.
- Support activities that increase the participation of Indigenous Australians in Australian society through healing and improved individual, community and organisational capability and leadership.
- Promote the unique place Indigenous Australians and their cultures have in Australian society.

### **Activities that contribute to Programme outcomes**

#### *Indigenous cultural expression and conservation*

Indigenous cultural activities support Indigenous Australians to: express and engage with their culture; identify, conserve or promote heritage places and practices of significance; and preserve culture by sharing cultural knowledge with younger generations and the broader community.

Activities should support Indigenous Australians' aspirations to reconnect with culture, including their country, and to maintain their cultural traditions and heritage places. Indigenous heritage places may include landscapes, sites and areas that are particularly important to Indigenous Australians as part of their customary law, developing traditions, history or current practices.

Activities may include:

- The engagement of young Indigenous Australians and future generations in the practice and maintenance of culture.
- Sharing cultural knowledge and history across generations and with non-Indigenous Australians.
- Preservation and protection of cultural heritage (not including sites management).
- Identification, conservation and promotion of Indigenous heritage places.

Out-of-Scope activities include:

- Activities that fall within the scope of the Ministry for the Arts (See the [Department of Communication and the Arts](#) website), namely:
  - Indigenous Art Centres operational and capital works funding  
The Indigenous Visual Arts Industry Support (IVAIS) program provides modest core operational funding to Art Centres. See the [Department of Communication](#) and the Arts website for more information.
  - Indigenous Language Centres (operational and capital works) projects with an arts outcome
  - Indigenous arts worker wages
  - Indigenous repatriation
  - Regional Touring exhibitions
  - production and presentation of arts activities at regional and remote festivals
  - Arts training bodies.
- Activities that fall within the scope of the Australia Council for the Arts' Aboriginal and Torres Strait Islander Board (see the [Australia Council's website](#)), for example:
  - Music, dance, theatre, multi-art form, emerging and experimental works, literature, visual arts, community arts and cultural development projects.
- Activities that fall within the scope of [Screen Australia](#), and state/territory based screen agencies for example:
  - Film or other screen based works.
- Bilingual education, curriculum resources and other activities that are the core business of schools.
- Attendance at, or organisation of, sorry business/funerals.

*Increased participation in society through healing and improved capability and leadership*

Healing, capacity building and leadership activities strengthen the capability of Indigenous Australians to work together to agree on and address each community's needs, arrive at an agreed vision for their own community, determine priorities, and articulate and negotiate these with government and service providers.

Healing activities must be informed by an evidence base demonstrating how support will be provided in a culturally competent context to traumatised Indigenous Australians. Activities should incorporate the following best practice principles of Indigenous healing strategies:

- Support reconnection to positive cultural values.
- Involve the community (elders, men, women, youth and children) as co-designers and implementers.
- Have an outcome focus which is contextualised in local circumstances and realities.
- Link with employment, education, health and justice services.

Capability building activities should contribute to strengthening the capacity and capability of Indigenous Australians so:

- They are better able to contribute to decisions on matters which affect them.
- Communities are better placed to lead reforms on matters which affect them.
- Organisations are better placed to deliver funded services to the required standard.

Developing the leadership skills of Indigenous Australians will contribute to strengthening the governance and capabilities of Indigenous people as leaders and organisations. This includes strengthening personal leadership, so that people are better equipped to make sound decisions about their own futures, and about matters that impact on their families.

Activities may include:

- Strengthening the capability and leadership of Indigenous individuals and supportive community systems, such as those underpinning making decisions, building productive networks and handling conflict.
- Addressing barriers to development and participation at the individual and community levels, including supporting access to healing, cultural re-engagement and life skills activities.
- Supporting a community wide environment for healing that contributes to increased use of related government services.
- Supporting community building/cohesion initiatives that empower Indigenous Australians to demonstrate leadership in reforms that contribute to safer, more functional families and communities.
- Improving the capability and governance of Indigenous organisations so they can more effectively deliver services to Indigenous Australians and communities;
- Indigenous language interpreter services, including training and development for interpreters.
- Initiatives aimed at overcoming trauma-induced community dysfunction.

Out-of-Scope activities include:

- Activities that don't provide healing or improve leadership, participation, governance or capability.
- Activities unable to demonstrate the need and support of Indigenous Australians;
- Activities that don't have clearly defined deliverables that lead to long-term sustained benefits and outcomes.
- Activities not tailored to local circumstances, that cannot demonstrate active participation and agreement of the target group, or that don't address the specific issues in a community or organisation.
- Activities falling within the scope of the [Healing Foundation](#)'s funding rounds.



*Promote the unique place of Indigenous cultures in Australian society*

The Culture and Capability Programme aims to increase levels of understanding and respect for Indigenous Australians and their cultures. Activities should highlight the enduring contributions of Indigenous Australians and cultures to the life of the nation, and raise public awareness about the recognition of Indigenous Australians in the Commonwealth Constitution.

Activities may include:

- Promoting understanding of the importance of Indigenous heritage and the unique place of Indigenous cultures in Australian society.
- Promoting unity by rectifying misunderstandings of the past and highlighting the contributions made by Indigenous Australians to Australian society, past and present.
- Recognising significant events or people in Indigenous history.
- Promoting recognition of Indigenous Australians in the Commonwealth Constitution.

Out-of-Scope activities include:

- Activities falling within the scope of [Reconciliation Australia](#), for example: the development or implementation of Reconciliation Action Plans.
- The development and delivery of Cultural Appreciation Programmes.
- Welcome to Country services or ceremonies.

Activities not supported by the Indigenous community or organisations where the activity or service is to be run.

## 22.5 Remote Australia Strategies

### Programme objective

The Remote Australia Strategies Programme (RAS) addresses the disproportionate disadvantage of Indigenous Australians in remote Australia. The objective of the RAS Programme is to support the achievement of outcomes across the IAS priority areas of schooling, employment and community safety in remote areas.

A definition of remote is provided in the Glossary and illustrated in the map below (Figure A). The Department recognises there are some communities located within inner or outer regional areas that may be considered remote that fall outside the definition of remote explained in the glossary. These may be communities that have limited access to government services or standards of infrastructure. Applications from these communities will be considered on their merits on a case-by case basis.

### Description

To address the multiple dimensions of disadvantage that many remote Indigenous communities face, the government is working to refocus remote Indigenous funding to create a genuine partnership between government and Indigenous people and to tailor solutions to local circumstances.

Along with other programmes under the IAS, the RAS Programme supports the Government's key priorities of increased participation in education and work, and ensuring safe communities. RAS does this by providing opportunities to complement existing services, enable innovation and leverage further grant funding. It can also be used to address identified gaps in service delivery and infrastructure for remote communities.

Wherever possible, projects funded under RAS should be community led, delivered through Indigenous organisations and support Indigenous employment outcomes. Applicants are also encouraged to leverage off investment from other funding sources (such as state and territory governments).

### Programme outcomes

The desired outcomes of the RAS Programme are to support local priorities and contribute to improved education, employment and community safety outcomes in remote areas through:

- Delivery of flexible, tailored local solutions in remote areas.
- Improved infrastructure in remote areas.

## **Activities that contribute to the programme outcomes**

### *1. Flexible, tailored local solutions*

Tailored local solutions are community-led initiatives that support local and regional innovations.

These activities must address a clearly identified community need and be aligned with the government's priority areas of education, employment and safe and functioning communities. For example, activities that provide increased opportunities for home ownership in remote Australia can address economic development through the growth of personal assets and employment through the provision of accommodation for working households.

The activity should either be:

- Supported by robust evidence of the ability of the activity to achieve measurable outcomes and / or;
- Designed with a built in evaluation and performance measurement systems that will demonstrate the achievement of the activity's outcomes.

These activities may be a precursor to further funding applications under other programme streams of the Indigenous Advancement Strategy.

Out-of-Scope activities include:

- Activities that are clearly the responsibility of other Commonwealth Government departments, state, territory or local governments, for example police and health services.
- Activities that do not lead to outcomes which support improved Indigenous school attendance and attainment, employment and community safety.

### *2. Remote Infrastructure*

Infrastructure is one of the foundations that support improved Indigenous school attendance and attainment, employment and community safety. Activities that can be funded through the RAS Programme include:

- New, discrete infrastructure projects.
- Urgent critical repairs and replacements for infrastructure in remote Indigenous communities that will impact positively on the health, well-being and environmental safety of community members.
- Support for renewable energy systems that contribute to identifiable outcomes under the IAS.
- Temporary accommodation facilities so residents of remote communities can access critical services such as hospitals and dialysis clinics or to address issues of overcrowding, homelessness, or safety.

- Increased access to, maintenance of and training in telecommunications, including infrastructure that builds on existing services to increase access or coverage and digital literacy and/or cyber safety training.

The Commonwealth will only provide funding for infrastructure when the following conditions are met:

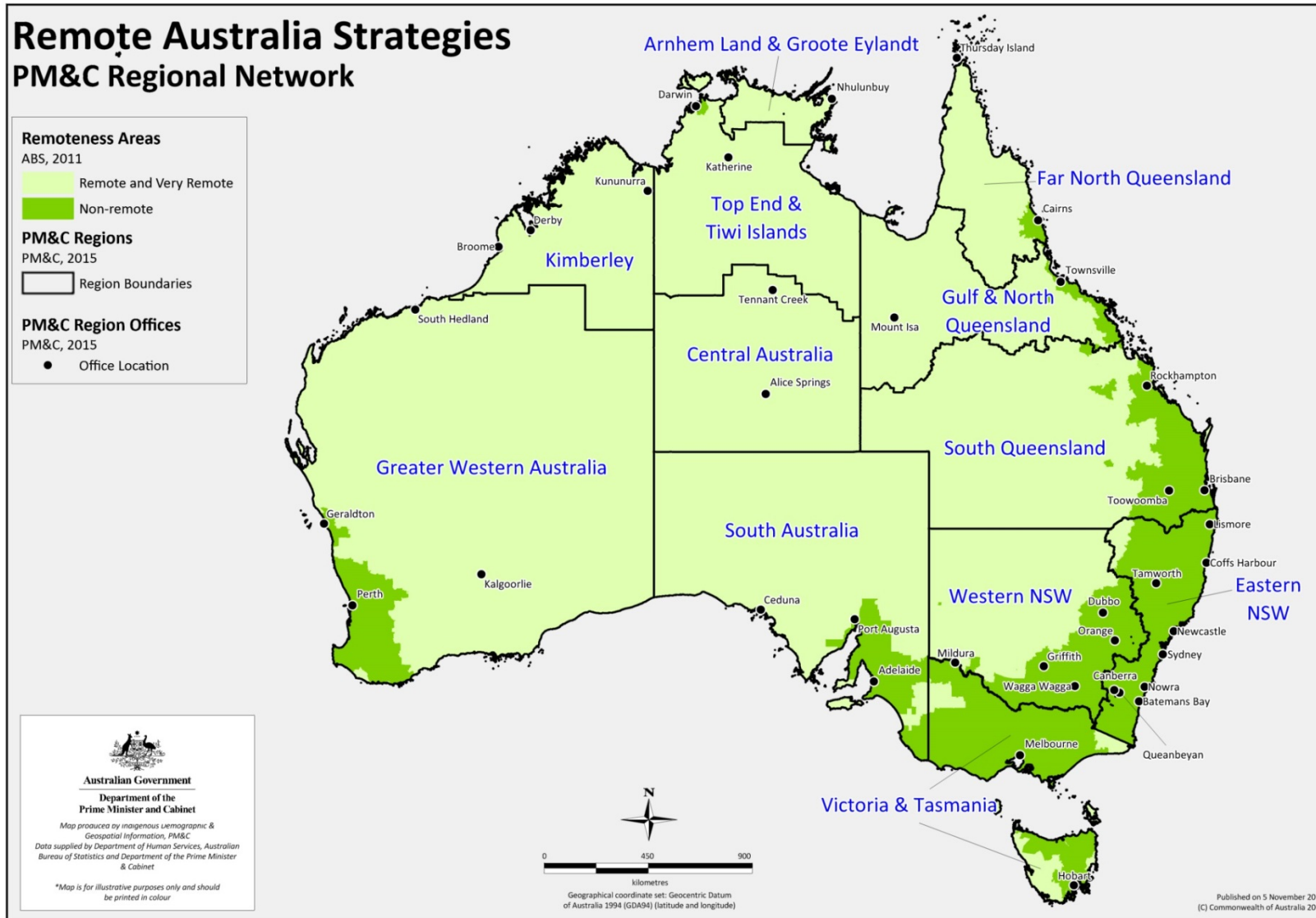
- There is a clear understanding of who owns the asset and who will be responsible for ongoing repairs, maintenance, and other costs.
- Secure land tenure is in place.
- Any associated costs including but not limited to rates, insurance, or connection to essential services (such as power, water and sewerage) have been considered and factored into the budget and project timeframes (the Commonwealth will generally not provide funding for ongoing service costs).
- The construction complies with all relevant Commonwealth and state/territory legislation.

Consideration may be given to co-contributions (with communities, other governments, the private and not-for-profit sectors) to proposals that meet IAS objectives.

Out-of-Scope activities include:

- Infrastructure that is generally the responsibility of other Commonwealth Government departments, state, territory or local governments or other relevant entities (such as private companies and non-government organisations), for example
  - Major roads and bridges.
  - Major telecommunications infrastructure (the responsibility of the Department of Communications).
- Construction and management of social housing built under the National Partnership Agreement on Remote Indigenous Housing (NPARIH).

Figure A: Indigenous Advancement Strategy - remoteness areas



## ANNEXURE 2

### 23 Departmental contacts

#### 23.1 PM&C Regional Network

If you have questions about funding under the IAS, please contact your local PM&C Regional Network office in the first instance.

#### New South Wales

##### Western NSW Region

PM&C Regional Network Office	Physical Address	Postal Address	Phone	Toll Free
Western NSW Region	Level 1 65 Church St Dubbo NSW 2830	PO Box 1083 Dubbo NSW 2830	(02) 5852 1000	1800 079 098

##### Other offices

Griffith	136 Yambil Street Griffith NSW 2680	PO Box 1551 Griffith NSW 2680	02 6960 2999	-
Orange	21 William St Orange NSW 2800	PO Box 2308 Orange NSW 2800	02 6363 6771	-
Wagga Wagga	1st Floor, 2 O'Reily St Wagga Wagga NSW 2650	PO Box 144 Wagga Wagga NSW 2650	02 5942 3011	1800 079 098
Wilcannia	34-36 Reid St Wilcannia NSW 2836		08 8091 3113	-

##### Eastern NSW Region

PM&C Regional Network Office	Physical Address	Postal Address	Phone	Toll Free
Eastern NSW Region	Level 24 6 O'Connell Street Sydney NSW 2000	GPO Box 9932 Sydney NSW 2001	(02) 8262 0800	1800 079 098

##### Other offices

Batemans Bay	BayLink Building, 3 Flora Cres, Batemans Bay NSW 2536	PO Box 468 Batemans Bay NSW 2536	02 4412 3123	-
Coffs Harbour	17 Duke St Coffs Harbour NSW 2450	PO Box 1335 Coffs Harbour NSW 2450	02 5622 8800	1800 079 098
Lismore	29 Molesworth Street Lismore NSW 2480	PO Box 778 Lismore NSW 2480	02 6627 5401	-

Newcastle	3 Hopetoun St Charlestown NSW 2990	PO Box 627 Charlestown NSW 2990	02 4940 1745	-
Nowra	4 Lawrence Ave Nowra NSW 2541	PO Box 329 Nowra NSW 2541	02 4448 1010	-
Queanbeyan	Morriset House Level 2, 7-9 Morisset St Queanbeyan NSW 2620	PO Box 172 Queanbeyan NSW 2620	02 6152 5100	1800 079 098
Tamworth	Unit 2, 180-182 Peel St Tamworth NSW 2340	PO Box 684 Tamworth NSW 2340	02 5712 9000	1800 079 098

## **Northern Territory**

### **Arnhem Land and Groote Eylandt Region**

PM&C Regional Network Office	Physical Address	Postal Address	Phone	Toll Free
Arnhem Land and Groote Eylandt Region	74 Chesterfield Street Nhulunbuy NT 0881	PO Box 246 Nhulunbuy NT 0881	08 8968 8400	1800 079 098

### **Central Australia Region**

PM&C Regional Network Office	Physical Address	Postal Address	Phone	Toll Free
Central Australia Region	2nd Floor, Jock Nelson Building 16 Hartley Street Alice Springs NT 0870	PO Box 2255 Alice Springs NT 0871	08 8958 4200	1800 079 098

#### **Other offices**

Tennant Creek	1-9 Paterson St Tennant Creek NT 0861	PO Box 321 Tennant Creek NT 0861	08 7978 1900	1800 079 098
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### **Top End and Tiwi Islands Region**

PM&C Regional Network Office	Physical Address	Postal Address	Phone	Toll Free
Top End and Tiwi Islands Region	Level 4-6, Jacana House 39-41 Woods Street Darwin NT 0800	GPO Box 9932 Darwin NT 0800	08 8928 6100	

#### **Other offices**

Katherine	Level 1, Randazzo Building,14 Katherine Terrace Katherine NT 0850	PO Box 84 Katherine NT 0851	08 7978 2000	1800 079 098
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## Queensland

### Gulf and North Queensland Region

PM&C Regional Network Office	Physical Address	Postal Address	Phone	Toll Free
Gulf and North Queensland Region	Level 4 235 Stanley Street Townsville QLD 4810	PO Box 1293 Townsville QLD 4810	07 4417 1000	1800 079 098

#### Other offices

Mt Isa	Ground Floor 42-44 Simpson St Mt Isa QLD 4825	PO Box 2416 Mt Isa QLD 4825	07 4437 3000	1800 079 098
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### South Queensland Region

PM&C Regional Network Office	Physical Address	Postal Address	Phone	Toll Free
South Queensland Region	Level 6 215 Adelaide Street Brisbane QLD 4000	GPO Box 9932 Brisbane QLD 4001	07 3037 4600	

#### Other offices

Rockhampton	Level 1, 36 East St Rockhampton QLD 4700	PO Box 550 Rockhampton QLD 4700	07 4837 0000	1800 079 098
Toowoomba	Level 1, 516 Ruthven Street Toowoomba QLD 4350	PO Box 888 Toowoomba QLD 4350	07 4637 5800	

### Far North Queensland Region

PM&C Regional Network Office	Physical Address	Postal Address	Phone	Toll Free
Far North Queensland Region	Level 8 38 Sheridan Street Cairns QLD 4870	PO Box 1599 Cairns QLD 4870	07 4037 8600	1800 079 098

#### Other offices

Cairns	Level 8, 46-48 Sheridan St Cairns QLD 4870	PO Box 1599 Cairns QLD 4870	07 4037 8600	1800 079 098
Thursday Island	Cnr Victoria & Hastings St Thursday Island	PO Box 261 Thursday Island QLD 4875	07 4069 0700	1800 079 098



## **South Australia**

### **South Australia Region**

PM&C Regional Network Office	Physical Address	Postal Address	Phone	Toll Free
South Australia Region	Level 17/26 Franklin Street, Adelaide SA 5000	GPO Box 9932 Adelaide SA 5001	08 8318 2200	1800 079 098

#### **Other offices**

Ceduna	22B East Terrace Ceduna SA 5690	PO Box 396 Ceduna SA 5690	08 7628 4000	1800 079 098
Port Augusta	34 Stirling Road Port Augusta SA 5700	PO Box 2214 Port Augusta SA 5700	08 7628 3500	1800 079 098

## **Victoria and Tasmania**

### **Victoria and Tasmania Region**

PM&C Regional Network Office	Physical Address	Postal Address	Phone	Toll Free
Victoria and Tasmania Region	Level 3, Casselden Pl, 2 Lonsdale Street Melbourne VIC 3000	GPO Box 9932 Melbourne VIC 3001	03 9643 1200	1800 079 098

#### **Other offices**

Mildura	112-124 Deakin Ave Mildura VIC 3502	PO Box 1050 Mildura VIC 3502	03 9643 1214	
Hobart	Level 1, 199 Collins St Hobart TAS 7000	GPO Box 9820 Hobart TAS 7001	03 6213 9300	1800 079 098

## **Western Australia**

### **Greater Western Australia Region**

PM&C Regional Network Office	Physical Address	Postal Address	Phone	Toll Free
Greater Western Australia Region	Level 12 152 - 158 St George's Terrace Perth WA 6000	PO Box 9932 Perth WA 6848	08 6218 1500	1800 079 098

#### **Other offices**

Geraldton	Corner Forrest Street and Chapman Road Geraldton WA 6530	PO Box 146 Geraldton WA 6531	08 9938 9500	1800 079 098
Kalgoorlie	43 Boulder Road Kalgoorlie WA 6430	PO Box 490 Kalgoorlie WA 6430		1800 079 098

South Hedland	Commonwealth Building First Floor, 3 Brand St South Hedland WA 6722	PO Box 2628 South Hedland WA 6722	08 9138 3100	1800 079 098
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### Kimberley Region

PM&C Regional Network Office	Physical Address	Postal Address	Phone	Toll Free
Kimberley Region	1 Short Street Broome WA 6725	PO Box 613 Broome WA 6725	08 9138 7800	1800 079 098

### Other offices

Derby	37 Rowan Street Derby WA 6728	PO Box 1009 Derby WA 6728	08 9138 2600	1800 079 098
Kununurra	U4/16 Riverfig Avenue Kununurra WA 6743	PO Box 260 Kununurra WA 6743	08 9148 2300	1800 079 098

## 23.2 PM&C National Office

You may also send funding related questions to [IASgrants@pmc.gov.au](mailto:IASgrants@pmc.gov.au).

Postal address:

The Department of the Prime Minister and Cabinet  
Programme Office  
PO Box 6500  
CANBERRA ACT 2600