

Indigenous Advancement Strategy Guidelines

July 2014

Preface

These guidelines set out the terms and conditions on which an applicant may access Australian Government grant funding through the Indigenous Advancement Strategy. These Guidelines may be amended from time to time.

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PART I: INTRODUCTION

1 Programme Overview

The Australian Government is committed to improving the lives of Indigenous Australians through increased participation in education and work, and making communities safer where the ordinary rule of law applies.

The Government has committed \$4.8 billion over four years to the Indigenous Advancement Strategy (the Strategy). In addition, a further \$3.7 billion has been allocated through National Partnership Agreements, Special Accounts and Special Appropriations. When taken into account, the total Indigenous-specific funding through the Prime Minister and Cabinet portfolio is \$8.5 billion. A significant level of grant funding is also available through Indigenous-specific and mainstream programmes delivered by other agencies.

These guidelines apply to the \$4.8 billion of programme funding over four years that is available under the five programmes contained within the Strategy, as outlined in Section 1.1 and [Annexure 2](#). The Strategy will direct grant funding towards national priorities as well as the needs of Indigenous communities and regions.

The Strategy will be implemented from 1 July 2014 with a transition period of 12 months to allow continuity of frontline services and time for communities and service providers to adjust to the new arrangements. The Strategy will replace more than 150 individual programmes and activities with five broad programmes. The objective of the Strategy is to improve outcomes for Indigenous Australians, with a particular focus on:

- Getting Indigenous Australians into work, fostering Indigenous business and ensuring Indigenous people receive economic and social benefits from the effective management of their land and native title rights;
- Getting children to school, improving literacy and numeracy and supporting families to give children a good start in life;
- Increasing Year 12 attainment and pathways to further training and education;
- Making communities safer so that Indigenous people enjoy similar levels of physical, emotional and social wellbeing as that enjoyed by other Australians;
- Increasing participation and acceptance of Indigenous Australians in the economic and social life of the nation; and
- Addressing the disproportionate disadvantage in remote Australia and the need for strategic grant funding for local solutions.

The new flexible programme structure will support a new way of engaging with Indigenous people, communities, industries, business and service providers, allowing for joint development and implementation of solutions that will sustainably improve outcomes, including through regional and/ or place-based solutions. The Department of the Prime Minister and Cabinet (the Department) will work in with grant funding recipients to ensure that the Government's funding results in improved outcomes for Indigenous people. Where appropriate, Grant Funding recipients will be expected to work closely with Indigenous communities in the design and delivery of projects. The Department may consider redirecting Grant Funding where outcomes are not improving.

Grant Funding may be drawn from across one or more programmes to address national priorities and community issues.

The Strategy is broad in scope, and flexible enough to support a wide range of activities, with a focus on action to achieve clear and measurable results, and with payment linked to the achievement of results and intended outcomes. The Strategy has been designed to reduce red tape and duplication for grant funding recipients, increase flexibility, and more efficiently provide evidence based grant funding to make sure that resources hit the ground and deliver results for Indigenous people.

The Strategy will be supported by the establishment of a new regional PM&C Network. Staff in the PM&C Network will engage with communities to negotiate and implement tailored local solutions designed to achieve results against government priorities. Implementation of the PM&C Network will commence from 1 July 2014 with a 12-18 month transition period.

1.1 The Programmes

Indigenous Advancement - Jobs, Land and Economy Programme

This programme aims to get adults into work, foster viable Indigenous business and assist Indigenous people to generate economic and social benefits from land and sea use and native title rights, particularly in remote areas.

Indigenous Advancement - Children and Schooling Programme

This programme focuses on getting children to school, improving education outcomes including Year 12 attainment, improving youth transition to vocational and higher education and work, as well as, supporting families to give children a good start in life through improved early childhood development, care, education and school readiness.

Indigenous Advancement - Safety and Wellbeing Programme

This programme is about ensuring the ordinary law of the land applies in Indigenous communities, and that Indigenous people enjoy similar levels of physical, emotional and social wellbeing enjoyed by other Australians.

Indigenous Advancement - Culture and Capability Programme

This programme will support Indigenous Australians to maintain their culture, participate equally in the economic and social life of the nation and ensure that Indigenous organisations are capable of delivering quality services to their clients.

Indigenous Advancement - Remote Australia Strategies Programme

This programme will address social and economic disadvantage in remote Australia and support flexible solutions based on community and government priorities.

The outcomes, objectives, scope and performance information for each programme are outlined in [Annexure 2](#). Where there is additional information relevant to individual grant funding rounds, this will be outlined in the relevant Application Kit.

PART II: APPLYING FOR GRANT FUNDING

2 Making an application for grant funding

2.1 Types of selection processes

The programmes under the Strategy can invest in a diverse range of activity. Access to grant funding through the programmes will be available through a variety of means and at various times throughout the year. The Department proposes to undertake a mix of the following processes to achieve the priorities and outcomes for the Strategy:

The bulk of grant funding will be available through:

- **open competitive grants rounds** will be conducted to enable entities to receive grant funding and deliver outcomes through the Strategy. The open and competitive rounds will open and close to applications at nominated dates, with eligible applications assessed against the assessment criteria set out for the relevant outcome in the application kit, and then prioritised against competing, eligible application for the available grant funding.

Other opportunities for grant funding will be available through:

- **targeted or restricted grant rounds** where the Department approaches a particular, potential applicant or applicants and invites them to submit a proposal to deliver an outcome. Targeted grant rounds may be open to existing grant funding recipients as well as other entities. The targeted entities will be selected based on the specialised requirements of the outcome/s required. Targeted rounds will be open to a small number of potential providers based on specialised requirements.
- **direct grant allocation processes** where the Department directly approaches a new provider or an existing Grant Funding Recipient to expand their current service delivery and/or undertake new service delivery. In these cases, the Department may assess the grant funding recipient's current performance and capacity to deliver an expanded service, or capability to deliver a new service.
- **a demand-driven process** where applications may be submitted at any time and will be assessed on a value for money basis against clear selection criteria.

The Department may also make one-off or ad hoc grants that do not involve a planned selection process, but are designed to meet a specific need, often due to urgency or other circumstances.

The type of selection process used will be determined according to one or more of the following:

- the objective of the grant funding;
- the likely number and type of applications;
- the nature of the grant funding;
- the value of the grant funding;
- the geographic location of the activity;
- the need for particular expertise or understanding of Indigenous culture, people and local community needs; and
- the need for timeliness and cost-effectiveness in the decision-making process while maintaining rigour, equity and accountability.

2.2 How to apply

When the Department proposes to undertake grant funding in one or more programmes, the nature of grant funding and details of requirements for the grant funding will be specified in an Application Kit, which will be posted on the Department's website at www.dpmc.gov.au.

Potential applicants will be provided with reasonable prior notice of any open grant round by all or some of the means listed below.

The Department may advertise any grant processes:

- in major national newspapers and other selected newspapers;
- on the Department's website at www.dpmc.gov.au;
- on the Government Grants website at www.grantslink.gov.au.

Any advertisement will inform potential applicants of where to obtain the Application Kit for the relevant process.

2.3 Application kit

The Application Kit for any grant funding process may include:

- these Guidelines;
- a Grant Round Summary;
- an Application Form; and
- a Grant Agreement template.

The provision of any grant funding by the Department will be subject to sufficient funds being available under Parliamentary appropriations. The Department may provide grant funding over the short or long-term.

The Department may seek applications for grant funding at the times and in the manner determined by the Department. The Department may specify limits on the number of applications which a person or organisation may submit for grant funding strategies. The limits, if any, will be specified in the Application Kit for the grant funding.

2.4 Partnership approach

The bulk of grant funding under this Strategy will be provided through open grant processes. However, in addition to any public calls for applications outlined above and detailed in the Application Kit, the Department may also approach a provider, community, region, business or jurisdiction to enter into ad hoc, place based or regional grant funding discussions at any time.

A provider, community, region or jurisdiction may approach the Department to discuss proposals for placed based strategies or demand driven activities at any time. Unless otherwise specified in an Application Kit:

- Applications should be in the formation of the Application Form at [Annexure 1](#)
- For place based initiatives, contact should be made through the Department's relevant State or Regional Office outlined at [Annexure 3](#).
- Applications must address one or more of the outcomes outlined in [Annexure 2](#).
- The Department will assess applications against the General Selection Criteria outlined at Section 2.5 and notify the applicant at the completion of the assessment process.

The Department will work with grant funding recipients to ensure that the Government's grant funding results in improved outcomes for Indigenous people. The delivery of services will be flexible to respond to local needs and provide capacity for Government and providers to work together to alter course where desired outcomes are not being achieved.

The Department may consider redirecting grant funding where outcomes have not improved. This may include reducing or redirecting the scope of grant funding in a funding agreement or ceasing the grant funding. Funding agreements will provide specific detail about these requirements.

2.5 General Selection Criteria

Unless otherwise stated in the Application Kit, applicants will be assessed based on their ability to:

- Demonstrate a good understanding of the need for the outcome in the chosen community and/or target group;
- Describe how the implementation of their proposal will achieve the outcomes required as well as demonstrate value for money;
- Demonstrate their experience and/or capacity in effectively developing, delivering, managing and monitoring grant funding to achieve outcomes in the chosen community and/or across the target group;
- Demonstrate their capability (experience and qualifications) to deliver outcomes in the chosen community and/or target group including the ability to manage financial affairs and strong governance arrangements; and
- Demonstrate a commitment to Indigenous participation in the design and delivery of the activity, in particular:
 - By ensuring that relevant Indigenous communities are consulted in the development of the project and support the delivery of the project; and
 - through a commitment to employing Indigenous Australians.

Additional criteria specific to a particular type of grant funding, or requirements for industry specific capability may also apply for some grant funding. These requirements, together with any weightings and word limits will be set out in the applicable Application Kit.

Statutory requirements apply to funding to perform representative body functions under the *Native Title Act 1993*.

2.6 Eligibility for organisations

Unless otherwise set out in the Application Kit, applicants must:

- Have a legal personality and full legal capacity to enter into an Agreement with the Commonwealth. An unincorporated association is not a legal person and will not be contracted by the Department;
- 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, as assessed by the Department; and
- Not have been named as non-compliant under the *Workplace Gender Equality Act 2012*.

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

States or territories may apply for grant funding unless the applicable Application Kit specifically excludes them.

Applicants that do not, as determined by the Department at its sole discretion, meet these requirements may be deemed ineligible for Grant Funding.

2.7 Eligibility for individuals

While it is expected that Grant Funding will primarily be delivered through organisations, individuals will not be precluded from receiving grant funding, unless otherwise specified in the Application Kit.

2.8 Other Requirements

2.8.1 Commonwealth Procurement Rules

Funds appropriated for the purpose of the Strategy may also be used for the procurement of work directly related to the purpose of the programmes, for example research projects. Such procurements will be undertaken in accordance with the requirements of the Commonwealth Procurement Rules and for purposes that are consistent with the priorities and required outcomes of the Strategy. This includes through the use of Indigenous businesses where appropriate and in line with the Indigenous Opportunities Policy. Procurement processes will be conducted independently of any grant rounds.

2.8.2 Incorporation Requirement

All organisations receiving grant funding of \$500,000 (GST exclusive) or more in any single financial year through the Strategy will be required to:

- for an Indigenous Organisation, be incorporated under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006*; **or**
- for other organisations, be incorporated under the *Corporations Act 2001*; **and**
- once applied, all organisations must continue to meet this requirement whilst receiving any amount of grant funding from the Strategy.

This requirement applies to all grant funding under agreements or contract variations executed on or after 1 July 2014. The requirement applies once cumulative grant funding of \$500,000 (GST exclusive) or more in any financial year is provided under the Strategy after 1 July 2014.

This requirement does not apply to statutory bodies, state, territory or local governments or grant funding for capital works.

Organisations will have six months from the date of execution of the Agreement or contract variation to comply with the requirement. The Department may consider longer transition periods for organisations that can demonstrate that more time is required to comply with the requirement. Costs associated with the administration and registration of organisations transferring from one regulatory regime to another are to be met by the organisation.

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

The Minister for Indigenous Affairs, or an approved delegate, may provide an exemption from the requirement. Further information on exemptions can be sourced through SOG@pmc.gov.au.

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

Requests for an exemption from the requirement, or consideration to extend the transition period can be forwarded to SOG@pmc.gov.au

3 Roles and Responsibilities

3.1 Role of the Minister

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

- the Minister on advice provided by the Department; or
- the Department where the Minister delegates authority to the Department; or
- where funding is to perform representative body functions under the *Native Title Act 1993*, by the Secretary of the Department.

3.2 Role of the Department of the Prime Minister and Cabinet

The Department will be responsible for the development and dissemination of all application documentation under the Strategy and for ensuring that such documentation is in accordance with the Strategy's aims and objectives.

The Department will be responsible for notifying applicants of the outcomes of any Grant Funding arrangement process and will be responsible for responding to queries in relation to the application process, and for resolving any uncertainties that may arise in relation to application requirements. The Department will also manage the Grant Funding arrangements under the Strategy and undertake all assessment processes. The Department will also be responsible for all management and monitoring requirements of successful applicants in any process under the Strategy, including managing Grant Funding agreements.

3.3 Contact Details

Contact details are listed at [Annexure 3](#).

4 Other Information

Further information about administrative arrangements is included at Annexure 4. This includes further information about:

- Grant Funding agreements
- The process for notifying applicants of the outcome of their application
- Reporting and monitoring framework
- Evaluation
- Value for Money
- Conflicts of Interest
- Complaints Processes
- Freedom of Information
- Privacy Act 1988
- Glossary of Terms

ANNEXURE 2: PROGRAMME OUTCOMES

The Department of the Prime Minister and Cabinet may fund activities consistent with the following programmes and outcomes.

Indigenous Advancement - Jobs, Land and Economy

Description

This Programme provides support to connect working age Indigenous Australians with real and sustainable jobs, foster Indigenous business and assist Indigenous people to generate economic and social benefits from economic assets, including Indigenous-owned land. This includes assisting Indigenous people to leverage their land assets to create economic and social benefits for themselves and their communities. It also supports Indigenous people to have their native title rights recognised. The Jobs, Land and the Economy programme supplements a range of State, Territory and Australian Government 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. The programme addresses current gaps between these services and targets additional investment where it can maximise employment opportunities for Indigenous Australians.

Outcome

Increased Indigenous employment, business and economic development.

Objectives

To get Indigenous Australians into work, foster Indigenous business and assist Indigenous people to generate economic and social benefits from the use of their land and native title rights.

Through this programme the Government is aiming to contribute to:

- Halving the gap in employment outcomes between Indigenous and other Australians by 2018.

What this programme will fund

This programme will support activity that will achieve outcomes such as, but not limited to the following:

- Activities that support employment outcomes for Indigenous jobseekers, including retention at 26 weeks.
- Activities that provide employment, training and participation services and build skills and work-readiness of job seekers in remote Australia.
- Development of Indigenous businesses and community enterprises.
- Support for school students/graduates to connect to real employment.
- Activities that support jobs in sea and land management.
- Negotiation and agreement of township leases.
- Support for Indigenous land owners who wish to leverage their land assets to create economic development opportunities, including support for those wishing to pursue localised decision-making on land use.

- Activities that support long-term, tradable tenure, including land reform and land administration.
- Facilitation, assistance and settlement of native title claims.
- Effective agreement-making under the Native Title Act 1993, to generate sustainable economic and social benefits from native title rights and interests.
- Building capacity of native title corporations to assist in managing native title rights and interests to promote sustainable economic and social benefits, and meet their statutory obligations.

The following types of services are not in scope under this outcome:

- Youth engagement and transition activities for compulsory school-aged children that do not have links to a guaranteed job.
- Adult vocational education and training (VET) activities that are already supported through mainstream Commonwealth or State/Territory Government programmes.
- Cultural heritage and land management activities that are typically State/Territory government responsibility and subject to State legislation are administered by state(s).

Outcome indicators for this programme

- Increase in the number of Indigenous employment and participation rates.
- Number of employment places filled with assistance from the Indigenous Advancement - Jobs, Land and the Economy Programme and proportion retained to 26 weeks.
- Proportion of job seekers in employment, education or training three months following participating in the Indigenous Advancement – Jobs, Land and the Economy Programme.
- Number of Indigenous land and sea management jobs contracted.
- Number of land claims being progressed or finalised under Commonwealth land rights legislation and number of township leases being negotiated, agreed or in place.
- Number of Native title claims finalised.*

*Progress of Native Title claims is influenced by the activities of various parties in the Native Title system, including the Federal Court of Australia and State and Territory governments. Some parts of the system are funded by the Attorney General's Department.

Indigenous Advancement - Children and Schooling

Description

This programme supports activities which nurture and educate Aboriginal and Torres Strait Islander 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 programme has a critical focus on increased school attendance and improved educational outcomes which lead to employment.

The Children and Schooling programme complements a range of State, Territory and Australian Government programmes which aim to improve the education outcomes and positive development of Indigenous Australians. The programme provides opportunities to fill gaps between existing services, enables innovation and leverages further grant funding.

Outcome

Increased Indigenous school attendance, improved educational outcomes and improved youth transitions to further education and work.

Objectives

To 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, and support successful youth transitions to further education and work.

Through this programme the Government is aiming to contribute to:

- Halving the gap for Indigenous students in reading, writing and numeracy by 2018.
- Attaining 90 per cent school attendance by 2018.
- Halving the gap for Indigenous people aged 20-24 years old in Year 12 attainment or equivalent attainment rates by 2020.

What this programme will fund

This programme will support activity that will achieve Indigenous outcomes such as, but not limited to the following:

- Increasing participation and positive learning outcomes in early childhood development, care and education leading to improved school readiness.
- Increasing school attendance and improving educational outcomes.
- Increasing Year 12 attainment and pathways to further training and education.
- Increasing course completions in university-level study.
- Increasing the capacity of Indigenous families and communities to engage with schools and other education providers.

The Australian Government grant funding will be used to:

- Primarily focus on 'outside the school gate' activities (actions which support the capacity building of parents, care-givers and communities) to complement mainstream grant funding.
- Engage parents and community to help drive the demand for quality educations and training, including early childhood education and care.
- Support youth engagement and school retention and/or transition activities for compulsory school-aged childhood education and care.
- Prioritise support for Aboriginal and Torres Strait Islander children/families and young people who may not currently engage with learning opportunities or mainstream education.
- Target grant funding to those most disadvantaged, specifically in rural and remote localities.
- Leverage greater grant funding in the provision of education for Indigenous Australians.
- Demonstrate national leadership in Aboriginal and Torres Strait Islander education.
- Away from base for mixed mode delivery (supporting university and VET students who study at home but are required to also spend periods of time at institutions) – Section 13 of the Indigenous Education (Targeted Assistance) Act 2000.

While innovative measures drawing on multiple grant funding sources or building on the following list are welcome, this programme will not pay for elements of measures:

- Funded through recurrent school grant funding or grant funding to early learning services or higher education such as teachers and curriculum resources.
- Funded through ABSTUDY or Family Tax Benefit including travel and living allowances at boarding schools or universities.
- Already being delivered in the community by the State/ Territory or Local government.

The following activities also managed by the Department are not covered by the Children and Schooling programme, as they have separate guidelines or administrative arrangements.

- 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).

Outcome indicators for this programme

- Percentage increase in the access and participation of children in early childhood care and education.
- Indigenous school attendance rates.
- Year 12 or equivalent attainment – number and proportion of Indigenous young people (aged 20-24) with year 12 or equivalent Australian Qualifications Framework (AQF) Certificate II level (or above).
- Higher Education – number and proportion of Indigenous 20-64 year olds with or working towards post school qualification in AQF Certificate III level (or above).
- Percentage of Indigenous students meeting National Minimum Standards in National Assessment Programme – Literacy and Numeracy (NAPLAN).
- Increase in the number or proportion of Aboriginal and Torres Strait Islander people involved.

Indigenous Advancement - Safety and Wellbeing

Description

This programme supports the enhancement of Indigenous wellbeing and community safety. This includes grant funding for strategies known to enhance community safety, including the prevention of family violence, combatting alcohol and other substance misuse, reduce offending and supporting victims of crime. Activities that support wellbeing, that have broader implications for health policy and complement (not duplicate) those health services delivered by the Department of Health will also be considered under this programme.

Outcome

Increased levels of community safety and wellbeing, and less alcohol and substance misuse and associated harm.

Objectives

To ensure the ordinary rule of law applies in Indigenous communities, and to ensure Indigenous people enjoy similar levels of physical, emotional and social wellbeing enjoyed by other Australians by fostering the ability of Indigenous Australians to engage in education, employment and other opportunities.

Through this programme the Government is aiming to contribute to:

- Closing the gap in life expectancy within a generation (by 2031).
- Halving the gap in mortality rates for Indigenous children under five by 2018.
- Making communities safer.

What this programme will fund

This programme will support activity that will achieve outcomes such as, but not limited to the following:

- Improved health, social and emotional wellbeing.
- Improved drug, alcohol and substance misuse prevention and treatment.
- A reduction of offending, violence and victimisation in communities.

This programme will not pay for:

- Services or activities that are the responsibility of the Commonwealth Departments of Health, or Attorney General's or State or Territory Governments.

Outcome indicators for this programme

- Reduced violence in Indigenous communities.
- Number of Indigenous specific alcohol and other drug treatment services and activities.
- Number of sites providing low aromatic fuel.

Indigenous Advancement - Culture and Capability

Description

This programme supports acknowledgement of the unique place Indigenous peoples have in Australian society and giving them a strong and representative voice. Grant funding will be provided for strategies known to positively impact Indigenous participation and acceptance, such as positive and respectful forms of engagement, supporting Indigenous capacity at the individual, family, community and organisational levels, and enhancing governance and leadership skills to maximise the chances of achieving real and sustainable change for the better.

Outcome

Progress towards a referendum on constitutional recognition, participation in society and organisational capacity.

Objectives

To support Indigenous Australians to maintain their culture and participate equally in the economic and social life of the Nation and ensure that Indigenous organisations are capable of delivering quality services to their clients, particularly in remote areas.

This programme enables the Government to contribute to the Closing the Gap targets and key priorities of increased participation in education and work, and making communities safer where the ordinary rule of law applies.

What this programme will fund

This programme will support activity that will achieve outcomes such as, but not limited to the following:

- Improved leadership and governance capacity of Indigenous people, families, organisations and communities.
- Maintaining culture, supporting healing, protecting Indigenous heritage.
- Providing access to, and supporting or enhancing, Indigenous broadcasting and communications services.
- Improved participation in society, and acceptance of Indigenous Australians.
- Strengthening the capacity of Indigenous organisations so that they are able to effectively deliver Government services to Indigenous people and communities.
- Engaging Indigenous peoples on decisions over matters which affect them.
- Improved participation in society, and acceptance of Indigenous Australians, including through access to Indigenous interpreters.
- Support for the recognition of Indigenous people in the Commonwealth of Australia Constitution.

Outcome indicators for this programme

- Release of a draft proposal for a constitutional amendment to recognise Indigenous peoples and completion of a review under the Aboriginal and Torres Strait Islander Peoples Recognition Act 2013.
- Number of cultural projects and activities supported.
- Increased proportion of Indigenous organisations receiving significant grant funding from the Australian Government under this outcome which are registered under the *Corporations (Aboriginal and Torres Strait Islander Act) 2006*.
- Number of hours of Indigenous interpreting undertaken by qualified or accredited interpreters.

This programme supports the provision of infrastructure, housing, telecommunications and home ownership in remote Indigenous communities, as well as the development of local and regional place-based approaches.

Outcome

Improved infrastructure, housing and local engagement in remote Australia and advance progress in employment, education and community safety.

Objectives

To address the disproportionate disadvantage in remote Australia and the need for strategic grant funding in infrastructure, housing and local solutions.

This programme enables the Government to contribute to the Closing the Gap targets and key priorities of increased participation in education and work, and ensuring safe communities where the ordinary rule of law applies.

What this programme will fund

This programme will fund activity leading to one or more of the following outcomes:

- Increased home ownership, particularly on Indigenous owned land.
- Improved Indigenous telecommunications activities to remote areas.
- Discrete support for remote infrastructure, including renewable energy systems.
- Flexible, place-based agreements with Indigenous communities and regions to improve Indigenous school attendance and attainment, employment, community safety and other enabling services.

Support is not available under this programme for:

- Construction or management of public or community housing as this component is funded through the National Partnership Agreement on Remote Indigenous Housing.

Outcome indicators for this programme

- Increased number of new home owners on Indigenous land.
- Number of operating community phones in remote Indigenous communities.
- Tailored support for remote infrastructure provided.
- Strong engagement with local communities and regions resulting in agreements to improve Indigenous school attendance and attainment, employment and safer communities.

Assessing performance

The performance of a funded activity will be assessed on the basis of whether it is achieving its stated outcomes. Applicants seeking grant funding may be requested to nominate one or more key outcome indicators, against which they will be assessed over the course of the project. In addition, the Department will source a range of data and information on outcomes to inform its judgment. Where strategies are not delivering outcomes, the Department may consider reducing or redirecting grant funding, or ceasing the grant funding.

ANNEXURE 3: DEPARTMENTAL CONTACTS

If you have questions about funding under the new Indigenous Advancement Strategy, and what it means for you, please contact your local PM&C office in the first instance. You may also send funding related questions to IASgrants@pmc.gov.au.

Queensland			
Office	Physical Address	Postal Address	Toll Free
Brisbane – QLD State Office	Level 6, 215 Adelaide Street Brisbane QLD 4000	GPO Box 9932 Brisbane QLD 4001	1800 079 098
Brisbane/Roma	Level 6, 215 Adelaide Street Brisbane QLD 4000	GPO Box 9932 Brisbane QLD 4001	
Cairns	Level 8, 46-48 Sheridan St Cairns QLD 4870	PO Box 1599 Cairns QLD 4870	
Mount Isa	Ground Floor, 42-44 Simpson St Mt Isa QLD 4825	PO Box 2416 Mt Isa QLD 4825	
Rockhampton	Level 1, 36 East St Rockhampton QLD 4700	PO Box 550 Rockhampton QLD 4700	
Thursday Island	Cnr Victoria & Hastings St Thursday Island	PO Box 393 Thursday Island QLD 4875	
Toowoomba	Level 1, 516 Ruthven Street Toowoomba QLD 4350	PO Box 888 Toowoomba QLD 4350	
Townsville	Level 4, 235-259 Stanley St Townsville QLD 4810	PO Box 1293 Townsville QLD 4810	

New South Wales			
Office	Physical Address	Postal Address	Toll Free
Sydney – NSW State Office	Level 8, 255 Elizabeth St Sydney NSW 2000	GPO Box 9932 Sydney NSW 2001	1800 079 098
Batemans Bay	BayLink Building, 3 Flora Cres, Batemans Bay NSW 2536	PO Box 510 Batemans Bay NSW 2536	
Coffs Harbour	17 Duke St Coffs Harbour NSW 2450	PO Box 1335 Coffs Harbour NSW 2450	
Dubbo	Level 1, 65 Church St Dubbo NSW 2830	PO Box 1083 Dubbo NSW 2830	
Griffith	136 Yambil Street Griffith NSW 2680	PO Box 1551 Griffith NSW 2680	
Lismore	29 Molesworth Street	PO Box 778	

New South Wales

	Lismore NSW 2480	Lismore NSW 2480	
Newcastle	3 Hopetoun St Charlestown NSW 2990	PO Box 627 Charlestown NSW 2990	
Nowra	55-57 Berry Street Nowra NSW 2541	PO Box 329 Nowra NSW 2541	
Orange	21 William St Orange NSW 2800	PO Box 2308 Orange NSW 2800	
Queanbeyan	1 Monaro St Queanbeyan NSW 2620	PO Box 172 Queanbeyan NSW 2620	
Tamworth	Unit 2, 180-182 Peel St Tamworth NSW 2340	PO Box 684 Tamworth NSW 2340	
Wagga Wagga	1st Floor, 2 O'Reily St Wagga Wagga NSW 2650	PO Box 144 Wagga Wagga NSW 2650	
Walgett	44 Fox St Walgett NSW 2832		
Wilcannia	34-36 Reid St Wilcannia NSW 2836		

Northern Territory

Office	Physical Address	Postal Address	Toll Free
Darwin - State Office	Level 4-6 Jacana House, 39-41 Woods St Darwin NT 0800	GPO Box 9932 Darwin NT 0800	
Katherine	Level 1, Randazzo Building, 14 Katherine Terrace Katherine NT 0850	PO Box 84 Katherine NT 0851	1800 079 098
Nhulunbuy	74 Chesterfield St, Nhulunbuy NT 0880	PO Box 246 Nhulunbuy NT 0881	1800 089 148
Alice Springs	Jock Nelson Building, Level 2, 16 Hartley St Alice Springs NT 0870	PO Box 2255 Alice Springs NT 0871	1800 079 098
Tennant Creek	1-9 Paterson St Tennant Creek NT 0861	PO Box 321 Tennant Creek NT 0861	1800 079 098

South Australia

Office	Physical Address	Postal Address	Toll Free
Adelaide – SA State Office	Level 18, 11/29 Waymouth St, Adelaide SA 5001	GPO Box 9932 Adelaide SA 5001	
Ceduna	Cnr Merghiny & East Terrace, Ceduna SA 5690	PO Box 396 Ceduna SA 5690	1800 079 098
Port Augusta	34 Stirling Road Port Augusta SA 5700	PO Box 2214 Port Augusta SA 5700	

Western Australia			
Office	Physical Address	Postal Address	Toll Free
Perth – WA State Office	Level 12, 152-158 George's Terrace Perth WA 6000	PO Box 9932 Perth WA 6848	1800 079 098
	QV1 Building, 250 St George Terrace Perth WA 6000	PO Box 9932 Perth WA 6848	1800 079 098
Broome	1 Short St Broome WA 6725	PO Box 613 Broome WA 6725	1800 079 098
Derby	37 Rowan Strret Derby WA 6728	PO Box 1009 Derby WA 6728	1800 079 098
Geraldton	First Floor, 5 Chapman Rd Geraldton WA 6530	PO Box 146 Geraldton WA 6531	1800 079 098
Kalgoorlie	43 Boulder Road Kalgoorlie WA 6430	PO Box 490 Kalgoorlie WA 6430	1800 193 357
Kununurra	U4/16 Riverfig Avenue Kununurra WA 6743	PO Box 260 Kununurra WA 6743	1800 193 348
South Headland	Commonwealth Building First Floor, 3 Brand St South Hedland WA 6722	PO Box 2628 South Hedland WA 6722	1800 079 098

Victoria and Tasmania			
Office	Physical Address	Postal Address	Toll Free
Melbourne	Level 3, Casseldon Pl, 2 Lonsdale St Melbourne VIC 3000	GPO Box 9932 Melbourne VIC 3001	1800 079 098
Mildura	112-124 Deakin Ave Mildura VIC 3502	PO Box 10241 Mildura Vic 3502	
Hobart	Level 1, 199 Collins St Hobart TAS 7000	GPO Box 9820 Hobart TAS 7001	

ANNEXURE 4: FURTHER INFORMATION

Agreements

Successful organisations (Provider/s) will be required to enter into an Agreement with the Commonwealth.

The Agreement will form the legal agreement between the Department and the Provider over the Grant Funding period. Once executed, the Agreement will constitute the entire agreement between the parties. There is no binding contract until the Agreement is agreed to and signed by the relevant Departmental delegate and duly executed by the person or persons authorised to bind the Provider. Grant Funding will only be provided in accordance with the terms of an executed Agreement and the Provider must comply with all requirements of the Agreement.

The Agreement will also cover:

- reporting and financial management requirements
- insurance (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

The Agreement offered may differ from the draft Agreement provided as an example at the time of applying for the grant funding. Advice to successful applicants may contain details of any negotiation process for the contractual arrangements.

Types of Agreement

The terms and conditions of the Agreement may vary depending on the size and nature of the Grant Funding and level of risk. A draft Agreement will be included with the Application Kit for Grant Funding. This draft is subject to change following negotiation with the successful applicant.

If an applicant is deemed successful, the Department will offer an Agreement for review, negotiation and execution. The Agreement will set out the terms and conditions on which the Grant funding will be provided.

Goods and services tax (GST)

Unless otherwise indicated by the Department, Grant Funding provided under the Indigenous Advancement Strategy is subject to GST.

Providers required under tax law to be registered for GST must ensure they are registered in order to receive Grant Funding under this Programme.

Legal and Financial Advice

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

Indigenous Interpreters

Applicants should take into account the cultural and linguistic needs of Indigenous peoples whose first language is not English. In developing their proposals applicants should be mindful of the Commonwealth Ombudsman's Best Practice Principles for interpreting.

Monitoring, Performance Reporting and Improvement

The Department will monitor the performance of Government grant funding to ensure that it is meeting objectives and outcomes. All Agreements made between Providers or organisations and the Department must include systematic, timely monitoring that demonstrates if results are being achieved and supports ongoing adaptation and innovation where necessary.

Successful applicants may be required to submit to the Department reports concerning the Grant Funding, in the format and by the due dates detailed in the Agreement. Providers may be required to collect data to measure how the project contributes to the identified outcomes and Strategy objectives. Providers will be asked to collect data and maintain records to assist with performance monitoring.

The Department is committed to reducing red tape for successful applicants and will work with organisations to minimise the volume of reporting requirements to maintain transparency and accountability requirements.

The Department is committed to a comprehensive and systematic approach to the effective management of potential opportunities and risk. Any Grant Funding will be managed according to its level of risk to the Commonwealth. As such, applicants and Providers may be subject to a risk management assessment, and depending on level of grant funding and risk, a Financial Viability check, before entering into any contractual arrangement and periodically thereafter during the grant funding term.

Financial reporting

The Indigenous Advancement Programme is managed to ensure the efficient and effective, ethical and economical use of public monies. Grant Funding must only be used for the purposes for which it was provided. The Department may require Providers and organisations to provide financial statements/reports in accordance with the Agreement. Providers may be required to submit:

- a final report on the Grant Funding outcomes, and
- independently audited financial statements and other financial information.

Full details of what Providers must submit to acquit the grant funding will be in the Agreement and attached schedules.

Other reporting requirements

Providers may be required to provide other reports, such as progress reports, on the grant funding and the Provider.

Evaluation

Quality evaluation will help Indigenous people, communities and government to clearly see whether they are getting the results they expect and assist Government to invest in what works. To support a consistent and quality evaluation approach, a number of principles will guide evaluation activity. These include:

- independence, impartiality and transparency
- cultural respect, competence and ethical behaviour
- designing evaluation to support utilisation and build on what is already know
- avoiding duplication and minimising respondent burden
- learning and adaptation through a cycle of critical review and improvement
- strengthening capacity, using participative approaches and joint ownership

Conflicts of Interest

Applicants must indicate any potential perceived or actual conflict of interest arising in relation to proposed projects or spending activities. The Department may decide not to consider an application or select a provider if there is the possibility of a perceived conflict of interest. Applicants should include a statement addressing this and demonstrate why a conflict of interest will not result from the granting of grant funding for the project, or how the conflict will be managed.

All parties involved in or associated with the Strategy's spending have an obligation to disclose all potential perceived or actual conflicts of interest related to the spending or the project.

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 a conflict of interest arises 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 project or 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; and
- a provider has a direct or indirect interest, which may influence the selection of their particular project or activity during the application process. Conflicts may also arise when undertaking the grant project.

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

Record keeping

Providers must comply with the Record Keeping requirements as set out in the Agreement.

Notification of Outcome

The Department will advise all applicants in writing of the outcome of the grant funding process, including whether or not their application was successful, unsuccessful or ineligible.

Successful applicants

Successful applicants funded under the Strategy will be required to enter into an Agreement with the Department.

Opportunity for feedback

Applicants that were unsuccessful or ineligible may be provided with reasons for the application not being successful or eligible in the grant funding process.

The Department reserves the right to not offer individualised feedback for each application in a grant funding process and may offer general feedback on any grant funding process. Any opportunity for individualised feedback will be set out in the advice to the applicant on the outcome of the grant funding process.

Complaints Processes

Complaints about the conduct of grant funding processes may be sent in writing to the address contained in Application Kit, or to complaints@pmc.gov.au

Value for Money

The Department will consider whether each grant application represents value for money and will look at expected results, funding requested and the contribution the applicant organisation will make.

Providers must contribute to achieving value with public money by:

- considering how best to deliver the grant funding strategy to target groups or individuals. This may involve using existing processes and technologies or professional standards, or it may involve innovation and performance improvement by the provider or agency staff;
- 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 as appropriate. This may involve the effective use of organisational processes, procedures and systems to produce the required reporting information, or it may involve adjusting activities to ensure they are meeting the objectives and performance indicators;
- contributing to Government priorities through collaborative delivery of grant funding strategies; and
- participating in evaluations of Grant Funding.

Other processes available

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

Commonwealth Ombudsman
GPO Box 442
CANBERRA ACT 2601

Further details are available via the Commonwealth Ombudsman website at www.ombudsman.gov.au or by telephone on 1300 362 072.

The Ombudsman is an independent statutory officer who has extensive powers to investigate and report on official actions. No charge is made 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 he/she considers that a matter should be taken up with a court or tribunal, or for a variety of other reasons.

Freedom of Information

A person who wants to gain access to documents held by the Department may make an 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.

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 at the website for the [Office of the Australian Information Commissioner](#).

Agreement means the contractual arrangements between the Commonwealth and the Provider for the Grant Funding.

Assessment Criteria are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive granting activity, to determine applicant rankings.

Commonwealth Grant Rules and Guidelines (CGRGs) establish the overarching Commonwealth grants policy framework and articulate 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 101 of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act).

Corporations Act 2001 means an act of the Commonwealth of Australia 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) at www.asic.gov.au

Corporations (Aboriginal and Torres Strait Islander) Act 2006 means 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) at www.oric.gov.au.

Department means the Department of the Prime Minister and Cabinet.

Eligibility criteria refer to the mandatory criteria which must be met for a grant application to qualify for a grant. Eligibility criteria may apply in addition to assessment criteria.

Financial Year means 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).

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

- corporations with five (5) or more members – at least 51 per cent of their members must be Aboriginal or Torres Strait Islander people
- corporations with two (2) to four (4) members – all but one of their members must be Aboriginal and/ or Torres Strait Islander people
- corporations with one (1) member – that member must be an Aboriginal and/ or Torres Strait Islander person.

Grant Funding refers to a combination of activities, projects or services undertaken by Providers; Organisations or Individuals agreed by the Department through the Strategy.

Priority grant funding Area/s refers to grant funding streams within the Indigenous Advancement Strategy.

Selection criteria comprise eligibility criteria and assessment criteria.

Selection process is the method used to select potential Grant Funding Recipients. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.