



Australian Government

**Indigenous Coordination Centre
Dubbo Office**

Standard Funding Agreement

Brewarrina Business Cooperative Ltd
PO Box 232
BREWARRINA NSW 2839

Dear Sir/Madam,

I am pleased to advise you that the following funding has been approved for your organisation to undertake the following Activity/ies under the following Programs.

Activity Name	Program Name	Amount of Funding *
<u>Families, Housing, Community Services and Indigenous Affairs</u>		
Strong Women's Project	Indigenous Women	\$67,000.00

* Exclusive of GST(if applicable)

Please note if this funding relates to a Shared Responsibility Agreement (SRA) it may be linked to funding priorities under the SRA. Future SRAs may also be linked to this Agreement and the relevant activities realigned accordingly. More information on SRAs is available from this office.

Where funding is provided for more than one Activity under this Funding Agreement, then a separate schedule will be provided for each Activity.

The Schedule/s, Supplementary Conditions, the attached booklet entitled "*Terms and Conditions - Standard Funding Agreement: For Agreements entered into from 11 May 2011*" and any documents incorporated by reference into this document or the Schedule form the Funding Agreement and can only be varied by written agreement between you and us.

This offer of funding does not imply any commitment to further funding and is subject to execution of the Funding Agreement and your compliance with it.

You are provided with two originals of the Agreement, both of which must be signed. The signature block is at the end of this Letter.

Once you have signed the Agreements, then return them to us at the address shown in the footer of this letter within **30 Business Days** of the date of this letter otherwise this offer will lapse. We may notify you in writing beforehand that we agree to extend the time in which you are to respond.

When we receive the signed Agreements, we will sign and date them and return one Agreement to you for your organisation's records.

If you believe that you will have difficulties complying with any part of the Funding Agreement, then you will need to resolve these before signing this Funding Agreement. If you are uncertain about any aspects of this Funding Agreement you should seek independent legal advice before execution.

Yours sincerely
s 22 - irrelevant information

Tom Warren
ICC Manager
17 June 2011

Schedule 1

Schedule Start Date: 1/07/2011
Schedule Completion Date: 30/11/2012

Item A	OUR PROGRAM INFORMATION
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A.1 Program Name:

Indigenous Women

A.2 Program Objectives:

The objectives of IWP are to:

- Support more women to undertake leadership, representative and management roles;
- Increase Indigenous women's awareness of, access to, and role in local priority setting and Government funding activities;
- Address issues identified by Indigenous women as priorities in their communities;
- Strengthen women's networks and organisations; and
- Support Indigenous women's cultural traditions.

Item B	YOUR ACTIVITY INFORMATION (see also Clause 2 of the Terms & Conditions)
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B.1 Organisation Name: Brewarrina Business Cooperative Ltd

B.2 ABN: 15 137 258 917

B.3 Activity Name: Strong Women's Project

Activity Details:

Strong Women's Project:

The aims of this project are to:

- increase the leadership of Aboriginal women in the affairs that effect their community
- empower Aboriginal women to heal, provide leadership and strong role models in their communities
- provide Aboriginal women with the tools, through a toolkit, to heal themselves, their families and their communities
- encourage Aboriginal women to develop projects within their community that empower the Aboriginal women in their communities and to utilise each other to heal and grow and recover their leadership.

The project is coordinated by a project assistant who works with eight Aboriginal women leaders spread throught the Murdi Paaki Region of Western New South Wales, and who will appoint two additional part time leaders to work regionally with women's groups and with Murdi Paaki communities.

The funds will be used for wages and to provide project funds for community projects designed by the women in each community.

Activity Period

Start Date: 1/07/2011

End Date: 30/06/2012

Activity Performance Indicators:

The performance indicators are listed in Annexure B.

Additional Activity Details:

Additional Activity details are listed in Annexure E.

Item C	FUNDING AND PAYMENT (see also Clause 6 of the Terms & Conditions)
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2011/12

C.1	Amount Payable:	\$67,000.00
	GST (if applicable):	\$6,700.00
	Total:	\$73,700.00

C.2 Your Account Details You must notify us in writing of any changes to these account details
Institution: s 47G - business

Branch:

BSB Number:

Account Name:

Account Number:

Item D	BUDGET (refer to Annexure C)
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If a Budget has been specified in Annexure C then you must only spend the Funds in accordance with this Budget.

Item E	REPORTS (see also Clause 5 of the Terms & Conditions)
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Note Your reports must contain all the information specified below;
 All reports must be in English and in a form acceptable to us; and
 All reports must be provided within the timelines set out in Item F.

E.1 Performance Reports:

You must, within six weeks after the end of December and June in a particular year or such other periods as are agreed to in writing by us, provide to us an Activity Performance Report for the Activity carried out over the Financial Year to date in accordance with the reporting requirements as set out in Item F of the Schedule.

Your Activity Performance Report must include:

(a) information relating to the progress and achievement of the Activity against the performance indicators listed in Annexure B, giving reasons for any inability to achieve progress or meet the performance indicators; and

(b) a statement whether the Activity has been completed and, if appropriate, reasons for inability to complete.

E.2 Activity Work Plan:

You are not required to provide an Activity Work Plan.

E.3 Annual Reports:

Not Applicable

E.4 Financial Reports:

E.4.1 Financial Report:

A periodic financial report must report income and expenditure relating to the Funding provided under this Agreement. The report must show expenditure in accordance with the approved Budget (where applicable) or, where there is no approved Budget, shows to our satisfaction major items/areas of expense. Where a template is specified in Item F of the schedule, please use the template for your report.

E.4.2 Acquittance Documentation

You must, by the date specified in Item F, provide us with an Independently Audited Financial Acquittal Report prepared in accordance with clauses 10.2 and 10.3 of the Terms and Conditions.

E.5 Other Reports:

Not Applicable

Item F	MILESTONES / REPORTING REQUIREMENTS / PAYMENT SCHEDULE
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The following table combines all of your reporting requirements. If you comply with the terms of this Agreement, we will make payments to you on the first available Business Day on or after the due date as set out below or, where no date is specified, then by mutual agreement as and when required.

Milestones and Reports		Information to be included	Report / Document Template to be used	Due Date	Payment Amount (GST excl.)
F.1	Financial Report	You must, within six weeks after the end of each six month period or as agreed to in writing by us, provide us with a periodic financial report prepared in accordance with the reporting requirements as set out in Item E of the Schedule.	Reporting template available from Western Region ICC upon request.	11/02/2012	
F.2	Performance Report		Reporting template available from Western Region ICC upon request.	11/02/2012	
F.3	Financial Report	You must, within six weeks after the end of each six month period or as agreed to in writing by us, provide us with a periodic financial report prepared in accordance with the reporting requirements as set out in Item E of the Schedule.	Reporting template available from Western Region ICC upon request.	11/08/2012	
F.4	Performance Report		Reporting template available from Western Region ICC upon request.	11/08/2012	
F.5	Annual Independently Audited Financial Acquittal Report			30/09/2012	

Item G	INSURANCE REQUIREMENTS (see also Clause 21 of the Terms & Conditions)
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You must have the following additional Activity specific insurance/s:

None Specified

Item H ASSETS (see also Clause 13 of the Terms & Conditions)

List of Assets that may be acquired with the funding:

None specified

Item I SUBCONTRACTORS (see also Clause 28 of the Terms & Conditions)

The following subcontractors are required to undertake the Activity as indicated:

None Specified

Item J SPECIFIED PERSONNEL (see also Clause 29 of the Terms & Conditions)

The following Specified Personnel are required to undertake the Activity as indicated:

None Specified

Item K CONFIDENTIAL INFORMATION (see also Clause 17 of the Terms & Conditions)

None Specified

Item L NOTICES (see also Clause 38 of the Terms & Conditions)**Our contact details and address for notices**

Simonne Goolagong

Project Manager

Postal Address: PO Box 1083, DUBBO, NSW 2830

Street Address: Level 1, 65 Church Street, DUBBO, NSW 2830

Email: Simonne.Goolagong@icc.gov.au

Phone: 02 6841 3107

Fax: 02 6841 3120

Your contact details and address for notices

Bill Palmer

Address : PO Box 232, BREWARRINA, NSW 2839

Email : Bill.Palmer@brebc.com.au

Phone : 02 6839 1800

Fax : 02 6839 1855

Item M VULNERABLE PERSONS, POLICE CHECKS AND CRIMINAL RECORDS (see also Clause 19 of the Terms & Conditions)

Applies in full

ANNEXURE A

SUPPLEMENTARY CONDITIONS

O. DEALING WITH COMPLAINTS

O.1 You must establish and publicise the existence of a documented complaints process which you must use to deal with any complaints by your clients.

O.2 If your clients are dissatisfied with the results of your complaints process you must refer your clients to our complaints service at:

Mail: FaHCSIA Complaints Service
PO Box 7576

Canberra Business Centre, 2610

Telephone: 1800 634 035 Fax: (02) 6204 4587

for further investigation of the complaint and you must assist us in the investigation of the complaint.

O.3 You must, on our request, give to us full details of your Complaints Register established under Clause O.4.

Complaints Register

O.4 You must create and maintain a Complaints Register throughout the term of the Agreement.

O.5 You must ensure that the Complaints Register includes, but is not limited to, the following materials and information:

- a) details of all complaints received directly by you;
- b) details of all complaints referred to you by, or through, us;
- c) each record in the Complaints Register must include:
 - (i) details of the parties to the complaint, including the name of the complainant (if provided) and if relevant, the name of the person being complained about;
 - (ii) the name of your staff member(s) handling the complaint;
 - (iii) the date upon which the complaint was made;
 - (iv) the nature of the complaint;
 - (v) whether the complaint was referred to you by us;
 - (vi) details of key contacts with the complainant and the action taken, including dates;
 - (vii) outcome of any action taken (including any investigation);
 - (viii) date of finalisation, or resolution of the complaint;
 - (ix) any follow-up action required; and
 - (x) any changes to your service, or procedures, or other action to be taken, resulting from the complaint;
- d) copies of all correspondence and other materials received or created by you in connection with any of the above.

O.6 You must

- a) hold your Complaints Register at your premises;
- b) on our request, give us reasonable access to the Complaints Register and other relevant material; and
- c) retain the Complaints Register and supporting material for five years after the expiration or earlier termination of the Agreement.

O.7 To avoid doubt, the Complaints Register is Agreement Material for the purpose of the Agreement.

Complaints by You

O.8 You may contact our complaints service with complaints about our service(s) or the services of another or our funded service providers.

O.9 'Complaint' means any expression of dissatisfaction by anyone received by you, or referred to you by us with your policies, procedures, employees, or quality of service offered or provided, but does not include:

- a) a request for services, unless it is a second or further request when there has been no response to the earlier request(s);

- b) a request for information or explanation of a policy or procedures; or
 - c) the lodging of any appeal against a decision when it is a normal part of standard procedure or policy;
- O.10 'Complaints Register' means the list of complaints kept by you at your premises in accordance with this Supplementary Condition.

ANNEXURE B**PERFORMANCE INDICATORS**

Performance Indicator	Planned Target
Number of Participants	20
Number of participants in Indigenous women's activities achieved against target numbers in funding agreement (Target 80%)	80

Performance Indicator
Number of projects rated satisfactory on the performance of the provider by project officers using the approved criteria (Scale 1=unsatisfactory; 2 =satisfactory)
Percentage of completed surveys that report a benefit from participation in an IWP activity. (Target 60 %)
Report detailing how well you met each of the outcomes/objectives as set out in the Schedule in the Agreement

ANNEXURE C

Activity: Strong Women's Project

Approved Budget

As at: 17/06/2011

<u>INCOME</u>	<u>2011/12</u>	<u>Total</u>
Operational	\$67,000.00	\$67,000.00
GST	\$6,700.00	\$6,700.00
INCOME TOTAL	\$73,700.00	\$73,700.00
<u>EXPENDITURE</u>		
Operational		
*Operational Salaries	\$41,600.00	\$41,600.00
Services		
Audit Fees	\$600.00	\$600.00
Telephone/Fax	\$2,500.00	\$2,500.00
Management Fee	\$5,300.00	\$5,300.00
Program/Activity costs	\$16,000.00	\$16,000.00
Supplies		
Office Supplies	\$1,000.00	\$1,000.00
Operational sub-Total	\$67,000.00	\$67,000.00
GST	\$6,700.00	\$6,700.00
EXPENDITURE TOTAL	\$73,700.00	\$73,700.00

ADDITIONAL INFORMATION

Site Locations:

You have advised that all or part of the activity will be delivered from the Site Location(s) specified below. Any change to the Site Location information must be advised to us in writing within 30 Business Days and if this information formed part of a selection process, any such changes must be agreed by us.

	Location Type	Name	Address
1	Office - Main	Main Office Service Outlet	88 Bathurst Street BREWARRINA, NSW 2839

Service Areas:

You have advised that the activity will service the Service Area(s) specified below. Any change to the Service Area information must be advised to us in writing within 30 Business Days and if this information formed part of a selection process, any such changes must be agreed by us.

	Type	Service Area
1	Post Code	2828
2	Post Code	2829
3	Post Code	2831
4	Post Code	2832
5	Post Code	2833
6	Post Code	2834
7	Post Code	2835
8	Post Code	2836
9	Post Code	2839
10	Post Code	2840
11	Post Code	2878
12	Post Code	2880

Executed by the Parties

Signed for and on behalf of the Commonwealth of Australia by the relevant Departmental Delegate, represented by and acting through the **Department of Families, Housing, Community Services and Indigenous Affairs** ABN 36 342 015 855 in the presence of:

s 22 - irrelevant information

s 22 - irrelevant information

(Signature of Departmental/Agency Representative)

(Signature of Witness)

THOMAS WARREN

Manager Ice Western NSW

SIMONNE GOOLAGONG

(Name of Departmental/Agency Representative)

(Name of Witness in full)

15/8/11

(Date)

Signed by Brewarrina Business Cooperative Ltd ABN 15 137 258 917 by affixing its common seal in accordance with its rules in the presence of:

s 22 - irrelevant information

s 22 - irrelevant information

(Signature of Public Officer)

(Signature of committee member/secretary)

WILLIAM PALMER

JEANENE BAKER

(Name of Public Officer)

(Name of committee member/secretary)

9/8/11

(Date)