



**Australian Government**  
**Department of Social Services**

Ms s 22

Ruah Community Services  
 GPO Box 2828  
 WEST PERTH WA 6872

**Address:** GPO Box 9820  
 Perth WA 6848  
**Telephone:** 1300 653 227  
**TTY:** 133 677  
**Website:** [www.dss.gov.au](http://www.dss.gov.au)

Dear Ms s 22

### **Variation of Grant Agreement**

A current Grant Agreement (the **Agreement**) exists between your organisation, Ruah Community Services and the Commonwealth of Australia, represented by the Department of Social Services (the **Parties**). This Agreement for 2.1 - Families and Communities – 1-MN6P20 commenced 01/07/2011.

The following Activity/ies within this Agreement is/are due to expire.

- **1-MN6P21 - Emergency Relief**

Therefore we wish to offer you an extension to your Agreement. To take effect the Parties must vary the Agreement as follows and agree to do so with this Letter of Variation.

Two original copies of this Letter of Variation are enclosed for you to sign. Once you have signed both copies, you need to return both copies to us at the above address within fourteen (14) calendar days of the date of this letter unless otherwise agreed with us or this offer will lapse.

We will sign both copies and return one copy to you for your records. The variation takes effect from the date on which we sign this Letter of Variation.

The Parties agree that the extension and variation to the Agreement will take effect upon execution of the Letter of Variation by both parties.

The parties agree to vary the agreement as follows:

**1. Activity Number 1-MN6P21 – Emergency Relief****2. Item B – Activity Details**

The Activity End Date at Item B.3 is now 28/02/2015

The Agreement End Date is 30/04/2015

**3. Item C – Grant Payment**

The following information is added to Item C

<b>Financial Year</b>	<b>Amount (excl. GST)</b>	<b>SACS (excl. GST )</b>	<b>GST (if applicable)</b>	<b>Total (incl. GST)</b>
2014-2015	\$1,091.73	\$0.00	\$109.17	\$1,200.90

**Item F – Milestones / Reporting Requirements / Payment Schedule**

The information in Item F below lists outstanding milestones/reports and payment. Due dates have been amended to reflect the two months extension:

Item F		MILESTONES / REPORTING REQUIREMENTS / PAYMENT SCHEDULE				
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		Activity	Information to be included	Due Date	Payment Amount (GST excl.)	GST (if applicable)
F.1	Performance Report	Emergency Relief – Financial Management Program Schedule	Annual Performance report in accordance with Item E1 of this schedule for the period 1 July 2013 to 30 June 2014	30 September 2014	\$0.00	\$0.00
F.2	Payment	Emergency Relief – Financial Management Program Schedule	Payment - Two month extension	15 December 2014	\$1,091.73	\$109.17
F.3	Performance Report	Emergency Relief – Financial Management Program Schedule	Performance Report for period 1 July 2014 to 28 February 2015 as per Item E.1	30 April 2015	\$0.00	\$0.00

The Parties agree that:

(a) terms in this Letter of Variation with initial capital letter(s) have the same meaning as they have in the Agreement; and

(b) the only variations are those set out in this Letter of Variation. In all other respects, the Agreement remains unamended.

If you have any questions, please contact s 22 on s 22 or email s 22 @dss.gov.au.

Yours sincerely

s 22

Ms s 22

WA State Manager

18 November 2014

**Parties**

**Commonwealth of Australia**, as represented by and acting through **The Department of Social Services ABN 36 342 015 855**, Tuggeranong Office Park, Soward Way (Cnr Athllon Drive), Greenway ACT 2900 ("us", "we" or "our")

**Ruah Community Services ABN 98065827787** of 27 Cleaver Street, WEST PERTH, WA, 6005 ("you" or "your")

Executed by the parties on the day the last party signs, which is

21<sup>st</sup> Day of January Year 2015

Signed for and on behalf of the **Commonwealth of Australia** by the relevant Delegate, represented by and acting through **The Department of Social Services ABN 36 342 015 855** in the presence of:

s 22

s 22

(Signature of Departmental Representative)

(Signature of Witness)

22/1/2015

s 22

s 22

(Name of Departmental Representative)

(Name of Witness in full)

ASSISTANT DIRECTOR

(Position of Departmental Representative)

**Company**

Signed by Ruah Community Services **ABN 98065827787**, in accordance with its Constitution:

s 22

s 22

(Signature of Director/Secretary)

(Signature of other Director/Secretary)

16/1/2015

16/1/2015

s 22

s 22

(Name of Director in full)

(Name of other Director/Secretary)



**Australian Government**  
**Department of Social Services**

s 22

Ruah Community Services  
 GPO Box 2828  
 West Perth WA 6872

GPO Box 9820  
 Perth WA 6848  
**Telephone:** 1300 653 227  
**TTY:** 133 677  
**Website:** www.dss.gov.au

Dear Ms s 22

### **Variation of Grant Agreement**

A current Grant Agreement (the **Agreement**) exists between your organisation, Ruah Community Services and the Commonwealth of Australia, represented by the Department of Social Services (the **Parties**). This Agreement for Emergency Relief - 1-MN6P20 commenced 01/07/2011.

The following Activity/ies within this Agreement is/are due to expire.

- **1-MN6P21 – Emergency Relief**

We wish to offer you an extension to your Agreement. To take effect the Parties must vary the Agreement as follows and agree to do so with this Letter of Variation.

You are provided with an electronic copy of the Variation. Please print, sign and return two copies of your Variation. The signature block is at the end of the Variation. By signing the Variation you have agreed to enter into the Variation.

You must return the two copies to us at the above address within 14 calendar days of the date of this letter or, unless otherwise agreed, this offer will lapse.

We will sign both copies and return one copy to you for your records. The variation takes effect from the date on which we sign this Letter of Variation.

The Parties agree that the extension and variation to the Agreement will take effect upon execution of the Letter of Variation by both parties.

The parties agree to vary the agreement as follows:

**1. 1-MN6P21 – Emergency Relief****2. Item B – Activity Details**

The Activity End Date at Item B.3 is now 31/03/2015.

The Agreement End Date is 30/05/2015.

**3. Item C – Grant Payment**

The following information is added to Item C

<b>Financial Year</b>	<b>Amount (excl. GST)</b>	<b>SACS (excl. GST)</b>	<b>GST (if applicable)</b>	<b>Total (incl. GST)</b>
<b>2014 - 2015</b>	\$546.00	\$0.00	\$54.60	\$600.60

**Item F – Milestones / Reporting Requirements / Payment Schedule**

The information in Item F below lists outstanding milestones/reports and payment. Due dates have been amended to reflect the extension:

Item F		MILESTONES / REPORTING REQUIREMENTS / PAYMENT SCHEDULE				
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		Activity	Information to be included	Due Date	Payment Amount (GST excl.)	GST (if applicable)
F.1	Performance Report	Emergency Relief	Performance Report for period 1 July 2014 to 28 February 2015 as per Item E.1	30/04/2015	\$0.00	\$0.00
F.2	Payment	Emergency Relief	Payment - Bridging Funding	09/03/2015	\$546.00	\$54.60



The Parties agree that:

(a) terms in this Letter of Variation with initial capital letter(s) have the same meaning as they have in the Agreement; and

(b) the only variations are those set out in this Letter of Variation. In all other respects, the Agreement remains unamended.

If you have any questions, please contact s 22 on s 22 or email s 22 @dss.gov.au.

Yours sincerely

s 22

Ms s 22

WA State Manager

17 February 2015

**Parties**

**Commonwealth of Australia**, as represented by and acting through  
**The Department of Social Services ABN 36 342 015 855**,  
 Tuggeranong Office Park, Soward Way (Cnr Athllon Drive) Greenway  
 ACT 2900 ("us", "we" or "our")

Ruah Community Services **ABN 98065827787** of GPO Box 2828, West  
 Perth WA 6872 ("you" or "your")

This Agreement is deemed to commence/have effect from 19/2/15

**Signed for and on behalf of the Commonwealth  
 of Australia** by the relevant Delegate,  
 represented by and acting through  
**The Department of Social Services  
 ABN 36 342 015 855** in the presence of:

s 22

(Name of Departmental Representative)

s 22

(Signature of Departmental Representative)

19/2/15

ASSISTANT DIRECTOR  
 (Position of Departmental Representative)

s 22

(Name of Witness in full)

s 22

(Signature of Witness)

19/2/15

**Signed for and on behalf of Ruah Community Services, 98065827787** in accordance with its rules:

s 22

(Name and position held by Signatory)

Chief Executive

s 22

(Signature)

18/2/15

s 22

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

PERSONAL ASSISTANT

s 22

(Signature of second Signatory/Witness)

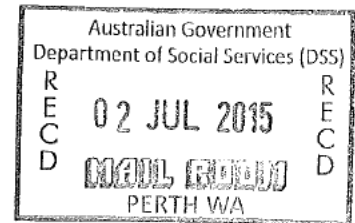
18/2/15

**Notes about the signature block:**

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



**Australian Government**  
**Department of Social Services**



Mr s 22  
 Ruah Community Services  
 GPO Box 2828  
 West Perth WA 6872

Address: GPO Box 9820  
 Perth WA 6848  
 Telephone: 1300 653 227 (local cost)  
 Facsimile: (02) 62044930  
 TTY: 133 677  
 Website: [www.dss.gov.au](http://www.dss.gov.au)

Dear Mr s 22

### Variation of Grant Agreement

The Commonwealth of Australia, represented by the Department of Social Services and Ruah Community Services (the **Parties**) have a current Grant Agreement 1-8RYMFA (the **Agreement**). The **Agreement** contains Activities under the National Disability Insurance Scheme Programme 1-D749RW.

The following Activities within this Agreement are due to expire on 30 June 2015.

- PHaMs - Armadale
- PHaMs - Balga/Central North Metropolitan District
- PHaMs - Fremantle Metropolitan District
- PHaMs - Perth/Inner City Metropolitan District
- PHaMs - Mt Lawley/Inner City Metropolitan District
- PHaMs - Osborne Park/Central North Metropolitan District
- PHaMs - Expanded Service - Fremantle

Therefore we wish to offer you an extension of funding for these Activities to 30 June 2016. To take effect the Parties must vary the Agreement as follows and agree to do so with this Letter of Variation.

Two original copies of this Letter of Variation are enclosed for you to sign. Once you have signed both copies, you need to return both copies to us at the above address within twenty (20) Business Days of the date of this letter otherwise this offer will lapse.

We will sign both copies and return one copy to you for your records. The variation takes effect from the date on which we sign this Letter of Variation.

The Parties agree that the extension and variation to the Agreement will take effect upon execution of the Letter of Variation by both parties.

The parties agree to vary the Agreement as follows:

1. All references to Programme Name within the schedule are deleted and replaced with National Disability Insurance Scheme
2. The Department of Social Services (the Department) continues to work with the National Disability Insurance Agency (NDIA) to transition funding for services to the National Disability Insurance Scheme (NDIS). We require you to work with the Department to assist in facilitating the transition to the NDIS.

For all of your PHaMs Activities, you agree to:

- a) If you have not already done so, apply to register with the National Disability Insurance Agency (NDIA) if you have a service outlet located in an area that is a prescribed area for the purposes of a person meeting the residency requirements under section 23 of the *National Disability Insurance Scheme Act 2013* (an NDIS prescribed area). You must provide the Department with written confirmation that your application has been lodged; within 30 days of the date from when the area becomes an NDIS prescribed area, or within 30 days of signing this Agreement if you have already applied to register, unless we agree to an extension in writing. The registration form and other important information is available at [www.ndis.gov.au](http://www.ndis.gov.au)
- b) If you have not already done so, apply to be a part of the Western Australian Disability Services Commission (DSC) Panel Contract for Individually Funded Services via the open tender process on the Tenders WA website if you have a service outlet located in an area that is a prescribed area under regulations 11 and 12 of the *Disability Services Regulations 2004* (WA) (a WA NDIS My Way prescribed area). You must provide us with written confirmation that your application has been lodged, within 30 days of the date from when the area becomes a WA NDIS My Way prescribed area, or within 30 days of signing this Agreement if you have already applied to register, unless we agree to an extension in writing. Information about WA NDIS MyWay is available at [www.disability.wa.gov.au](http://www.disability.wa.gov.au).
- c) Notify us on approval of registration as a provider of NDIS supports with the NDIA or acceptance onto the Panel Contract for Individually Funded Services to provide supports for My Way participants.
- d) Work with us to ensure continuity of services for clients being supported under this Activity, and also ensure reasonable assistance and priority are given to all people who are participating in the NDIS who may choose to receive support from your organisation.
- e) Work with us to identify the number of your clients who have, or are expected to, become NDIS participants.
- f) Once registered as a provider of NDIS supports, meet all of your reporting obligations as a registered provider of NDIS supports, including operating under the in-kind system if the Department provides you written notice to do so. The in-kind system is detailed in the PHaMs Operational Guidelines.
- g) If you provide supports to an NDIS participant that can be claimed as fee for service under the NDIS, you must do so, and must not use your block funding for the same supports provided to that participant or count the participant as part of your caseload, as detailed in the PHaMs Operational Guidelines.

3. **Schedule** completion date is now 30/11/2016.

4. Items B.3, C, E.1, E.5 and F are amended for the following Activities:

- PHaMs - Armadale
- PHaMs - Balga/Central North Metropolitan District
- PHaMs - Fremantle Metropolitan District

- PHaMs - Perth/Inner City Metropolitan District
- PHaMs - Mt Lawley/Inner City Metropolitan District
- PHaMs - Osborne Park/Central North Metropolitan District
- PHaMs - Expanded Service - Fremantle

Specific deletions and replacements are provided below for each Activity.

**5. Item B.3 – Activity Information - Add in the following:**

The Activity End Date at Item B.3 is now 30/06/2016

**6. Item B.3 – Performance Indicators – Add in the following:**

	Performance Indicator Description	Measure
1.	Number of clients assisted	Measured using benchmarking, comparing your achievement against similar service providers delivering comparable services, using characteristics defined in the DSS Data Exchange Protocols
2.	Number of events / service instances delivered	Measured using benchmarking, comparing your achievement against similar service providers delivering comparable services, using characteristics defined in the DSS Data Exchange Protocols
3.	Percentage of clients with improved knowledge, skills, behaviours and engagement with services	Measured using benchmarking, comparing your achievement against similar service providers delivering comparable services, using characteristics defined in the DSS Data Exchange Protocols
4.	Percentage of clients from priority target groups/communities	Measured using benchmarking, comparing your achievement against similar service providers delivering comparable services, using characteristics defined in the DSS Data Exchange Protocols

**7. Item C.1 – Grant Payment**

The following information is added to Item C:

**PHaMs - Armadale**

Financial Year	Amount (excl. GST)	SACS (excl. GST)	GST (if applicable)	Total (incl. GST)
2015-2016	\$590,147.55	\$79,992.73	\$67,014.03	\$737,154.31



**Balga/Central North Metropolitan District**

Financial Year	Amount (excl. GST)	SACS (excl. GST )	GST (if applicable)	Total (incl. GST)
2015-2016	\$453,959.66	\$61,532.87	\$51,549.25	\$567,041.78

**WA Fremantle Metropolitan District**

Financial Year	Amount (excl. GST)	SACS (excl. GST )	GST (if applicable)	Total (incl. GST)
2015-2016	\$453,959.66	\$61,532.87	\$51,549.25	\$567,041.78

**WA Perth/Inner City Metropolitan District**

Financial Year	Amount (excl. GST)	SACS (excl. GST )	GST (if applicable)	Total (incl. GST)
2015-2016	\$453,959.66	\$61,532.87	\$51,549.25	\$567,041.78

**Mt Lawley/Inner City Metropolitan District**

Financial Year	Amount (excl. GST)	SACS (excl. GST )	GST (if applicable)	Total (incl. GST)
2015-2016	\$453,959.66	\$61,532.87	\$51,549.25	\$567,041.78

**Osborne Park/Central North Metropolitan District**

Financial Year	Amount (excl. GST)	SACS (excl. GST )	GST (if applicable)	Total (incl. GST)
2015-2016	\$453,959.66	\$61,532.87	\$51,549.25	\$567,041.78

**Expanded Service – Fremantle**

Financial Year	Amount (excl. GST)	SACS (excl. GST )	GST (if applicable)	Total (incl. GST)
2015-2016	\$181,583.86	\$24,613.15	\$20,619.70	\$226,816.71

**8. Item E.1 – Reports - Add the following reporting requirements****DSS Data Exchange Reports**

You must provide client and service delivery information to DSS via the DSS Data Exchange or an approved alternative method in accordance with the DSS Data Exchange Protocols, within 30 days of the completion of a reporting period as outlined in Item E.

The DSS Data Exchange Protocols can be found at  
<http://www.dss.gov.au/grants/programme-reporting/dss-data-exchange-web-based-portal/the-dss-data-exchange-protocols>.

**9. Item E.5 - Other Reports - Add the following reporting requirements.****Service Stocktake**

For the purposes of this Agreement, Service Stocktake means a document to be completed by you, on a template or system provided by us.

The template will include compliance reporting requirements and may include the option for a financial declaration under this Activity. It will also include any progress reporting requirements against any agreed Activity Work Plan for the period.

**Quarterly Report**

For any of your Personal Helpers and Mentors Activities for which you have registered as a provider of NDIS or WA NDIS My Way supports, you must submit information quarterly on your clients who have made an access request to the NDIS (where you are aware of this), and qualitative information, such as de-identified case studies, about clients accessing the NDIS. Reporting templates (in the form of a Microsoft Excel Spreadsheet and Microsoft Word Document) for the collection of this information will be sent to your organisation on a quarterly basis. You agree to complete these templates and return them to the Department as requested.



# 10. Item F - Milestones / Reporting Requirements / Payment Schedule

The following information is added to Item F:

Item F	MILESTONES / REPORTING REQUIREMENTS / PAYMENT SCHEDULE				
The following table lists additional reporting requirements as a direct result of the extension. 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	Activity	Information to be included	Due Date	Payment Amount (GST excl.)	GST (if applicable)
Payment 2015-16	PHAMS - Armadale	Half yearly payment of 2015-16 funds	14 July 2015	\$295,073.77	\$29,507.38
Payment 2015-16	PHAMS - Balga/Central North Metropolitan District	Half yearly payment of 2015-16 funds	14 July 2015	\$226,979.83	\$22,697.98
Payment 2015-16	PHAMS Fremantle Metropolitan District	Half yearly payment of 2015-16 funds	14 July 2015	\$226,979.83	\$22,697.98
Payment 2015-16	PHAMS Perth/Inner City Metropolitan District	Half yearly payment of 2015-16 funds	14 July 2015	\$226,979.83	\$22,697.98
Payment 2015-16	PHAMS Mt Lawley/ Inner City Metropolitan District	Half yearly payment of 2015-16 funds	14 July 2015	\$226,979.83	\$22,697.98
Payment 2015-16	PHAMS Osborne Park/Central North Metropolitan District	Half yearly payment of 2015-16 funds	14 July 2015	\$226,979.83	\$22,697.98

Payment 2015-16	PHaMs Expanded Service - Fremantle	Half yearly payment of 2015-16 funds	14 July 2015	\$90,791.93	\$9,079.19
SACS Payment 2015-16	PHAMS - Armadale	Full payment of 2015-16 SACS supplementation	31 July 2015	\$79,992.73	\$7,999.27
SACS Payment 2015-16	PHAMS - Balga/Central North Metropolitan District	Full payment of 2015-16 SACS supplementation	31 July 2015	\$61,532.87	\$6,153.29
SACS Payment 2015-16	PHAMS Fremantle Metropolitan District	Full payment of 2015-16 SACS supplementation	31 July 2015	\$61,532.87	\$6,153.29
SACS Payment 2015-16	PHAMS Perth/Inner City Metropolitan District	Full payment of 2015-16 SACS supplementation	31 July 2015	\$61,532.87	\$6,153.29
SACS Payment 2015-16	PHAMS Mt Lawley/Inner City Metropolitan District	Full payment of 2015-16 SACS supplementation	31 July 2015	\$61,532.87	\$6,153.29
SACS Payment 2015-16	PHAMS Osborne Park/Central North Metropolitan District	Full payment of 2015-16 SACS supplementation	31 July 2015	\$61,532.87	\$6,153.29
SACS Payment 2015-16	PHaMs Expanded Service - Fremantle	Full payment of 2015-16 SACS supplementation	31 July 2015	\$24,613.15	\$2,461.31
Report	PHAMS - Armadale	Quarterly report on participants accessing the NDIS (1 July to 30 September 2015) as per E.5	30 October 2015	N/A	N/A

Report	PHAMS - Balga/Central North Metropolitan District	Quarterly report on participants accessing the NDIS (1 July to 30 September 2015) as per E.5	30 October 2015	N/A	N/A
Report	PHAMS Fremantle Metropolitan District	Quarterly report on participants accessing the NDIS (1 July to 30 September 2015) as per E.5	30 October 2015	N/A	N/A
Report	PHAMS Perth/Inner City Metropolitan District	Quarterly report on participants accessing the NDIS (1 July to 30 September 2015) as per E.5	30 October 2015	N/A	N/A
Report	PHAMS Mt Lawley/ Inner City Metropolitan District	Quarterly report on participants accessing the NDIS (1 July to 30 September 2015) as per E.5	30 October 2015	N/A	N/A
Report	PHAMS Osborne Park/Central North Metropolitan District	Quarterly report on participants accessing the NDIS (1 July to 30 September 2015) as per E.5	30 October 2015	N/A	N/A
Report	PHaMs Expanded Service - Fremantle	Quarterly report on participants accessing the NDIS (1 July to 30 September 2015) as per E.5	30 October 2015	N/A	N/A
Payment 2015-16	PHAMS - Armadale	Half yearly payment of 2015-16 funds	1 December 2015	\$295,073.77	\$29,507.38
Payment 2015-16	PHAMS - Balga/Central North Metropolitan District	Half yearly payment of 2015-16 funds	1 December 2015	\$226,979.83	\$22,697.98
Payment 2015-16	PHAMS Fremantle Metropolitan District	Half yearly payment of 2015-16 funds	1 December 2015	\$226,979.83	\$22,697.98

Payment 2015-16	PHAMS Perth/Inner City Metropolitan District	Half yearly payment of 2015-16 funds	1 December 2015	\$226,979.83	\$22,697.98
Payment 2015-16	PHAMS Mt Lawley/ Inner City Metropolitan District	Half yearly payment of 2015-16 funds	1 December 2015	\$226,979.83	\$22,697.98
Payment 2015-16	PHAMS Osborne Park/Central North Metropolitan District	Half yearly payment of 2015-16 funds	1 December 2015	\$226,979.83	\$22,697.98
Payment 2015-16	PHaMs Expanded Service - Fremantle	Half yearly payment of 2015-16 funds	1 December 2015	\$90,791.93	\$9,079.19
Report	PHAMS - Armadale	Finalisation of period data within the DSS Data Exchange, as per the DSS Data Exchange Protocols for period data (1 July to 31 December 2015) as per item E.1	30 January 2016	N/A	N/A
Report	PHAMS - Balgā/Central North Metropolitan District	Finalisation of period data within the DSS Data Exchange, as per the DSS Data Exchange Protocols for period data (1 July to 31 December 2015) as per item E.1	30 January 2016	N/A	N/A
Report	PHAMS Fremantle Metropolitan District	Finalisation of period data within the DSS Data Exchange, as per the DSS Data Exchange Protocols for period data (1 July to 31 December 2015) as per item E.1	30 January 2016	N/A	N/A
Report	PHAMS Perth/Inner City Metropolitan District	Finalisation of period data within the DSS Data Exchange, as per the DSS Data Exchange Protocols for period data (1 July to 31 December 2015) as per item E.1	30 January 2016	N/A	N/A

Report	PHAMS Mt Lawley/ Inner City Metropolitan District	Finalisation of period data within the DSS Data Exchange, as per the DSS Data Exchange Protocols for period data (1 July to 31 December 2015) as per item E.1	30 January 2016	N/A	N/A
Report	PHAMS Osborne Park/Central North Metropolitan District	Finalisation of period data within the DSS Data Exchange, as per the DSS Data Exchange Protocols for period data (1 July to 31 December 2015) as per item E.1	30 January 2016	N/A	N/A
Report	PHaMs Expanded Service - Fremantle	Finalisation of period data within the DSS Data Exchange, as per the DSS Data Exchange Protocols for period data (1 July to 31 December 2015) as per item E.1	30 January 2016	N/A	N/A
Report	PHAMS - Armadale	Quarterly report on participants accessing the NDIS (1 October to 31 December 2015) as per E.5	30 January 2016	N/A	N/A
Report	PHAMS - Balga/Central North Metropolitan District	Quarterly report on participants accessing the NDIS (1 October to 31 December 2015) as per E.5	30 January 2016	N/A	N/A
Report	PHAMS Fremantle Metropolitan District	Quarterly report on participants accessing the NDIS (1 October to 31 December 2015) as per E.5	30 January 2016	N/A	N/A
Report	PHAMS Perth/Inner City Metropolitan District	Quarterly report on participants accessing the NDIS (1 October to 31 December 2015) as per E.5	30 January 2016	N/A	N/A
Report	PHAMS Mt Lawley/ Inner City Metropolitan District	Quarterly report on participants accessing the NDIS (1 October to 31 December 2015) as per E.5	30 January 2016	N/A	N/A

<b>Report</b>	<b>PHAMS Osborne Park/Central North Metropolitan District</b>	Quarterly report on participants accessing the NDIS (1 October to 31 December 2015) as per E.5	<b>30 January 2016</b>	<b>N/A</b>	<b>N/A</b>
<b>Report</b>	<b>PHaMs Expanded Service - Fremantle</b>	Quarterly report on participants accessing the NDIS (1 October to 31 December 2015) as per E.5	<b>30 January 2016</b>	<b>N/A</b>	<b>N/A</b>
<b>Report</b>	<b>PHAMS - Armadale</b>	Quarterly report on participants accessing the NDIS (1 January to 31 March 2016) as per E.5	<b>30 April 2016</b>	<b>N/A</b>	<b>N/A</b>
<b>Report</b>	<b>PHAMS - Balga/Central North Metropolitan District</b>	Quarterly report on participants accessing the NDIS (1 January to 31 March 2016) as per E.5	<b>30 April 2016</b>	<b>N/A</b>	<b>N/A</b>
<b>Report</b>	<b>PHAMS Fremantle Metropolitan District</b>	Quarterly report on participants accessing the NDIS (1 January to 31 March 2016) as per E.5	<b>30 April 2016</b>	<b>N/A</b>	<b>N/A</b>
<b>Report</b>	<b>PHAMS Perth/Inner City Metropolitan District</b>	Quarterly report on participants accessing the NDIS (1 January to 31 March 2016) as per E.5	<b>30 April 2016</b>	<b>N/A</b>	<b>N/A</b>
<b>Report</b>	<b>PHAMS Mt Lawley/ Inner City Metropolitan District</b>	Quarterly report on participants accessing the NDIS (1 January to 31 March 2016) as per E.5	<b>30 April 2016</b>	<b>N/A</b>	<b>N/A</b>
<b>Report</b>	<b>PHAMS Osborne Park/Central North Metropolitan District</b>	Quarterly report on participants accessing the NDIS (1 January to 31 March 2016) as per E.5	<b>30 April 2016</b>	<b>N/A</b>	<b>N/A</b>

<b>Report</b>	<b>PHaMs Expanded Service - Fremantle</b>	Quarterly report on participants accessing the NDIS (1 January to 31 March 2016) as per E.5	<b>30 April 2016</b>	<b>N/A</b>	<b>N/A</b>
<b>Report</b>	<b>PHAMS - Armadale</b>	Finalisation of period data within the DSS Data Exchange, as per the DSS Data Exchange Protocols for period data (1 Jan to 30 June 2016) as per item E.1	<b>30 July 2016</b>	<b>N/A</b>	<b>N/A</b>
<b>Report</b>	<b>PHAMS - Balga/Central North Metropolitan District</b>	Finalisation of period data within the DSS Data Exchange, as per the DSS Data Exchange Protocols for period data (1 Jan to 30 June 2016) as per item E.1	<b>30 July 2016</b>	<b>N/A</b>	<b>N/A</b>
<b>Report</b>	<b>PHAMS Fremantle Metropolitan District</b>	Finalisation of period data within the DSS Data Exchange, as per the DSS Data Exchange Protocols for period data (1 Jan to 30 June 2016) as per item E.1	<b>30 July 2016</b>	<b>N/A</b>	<b>N/A</b>
<b>Report</b>	<b>PHAMS Perth/Inner City Metropolitan District</b>	Finalisation of period data within the DSS Data Exchange, as per the DSS Data Exchange Protocols for period data (1 Jan to 30 June 2016) as per item E.1	<b>30 July 2016</b>	<b>N/A</b>	<b>N/A</b>
<b>Report</b>	<b>PHAMS Mt Lawley/ Inner City Metropolitan District</b>	Finalisation of period data within the DSS Data Exchange, as per the DSS Data Exchange Protocols for period data (1 Jan to 30 June 2016) as per item E.1	<b>30 July 2016</b>	<b>N/A</b>	<b>N/A</b>
<b>Report</b>	<b>PHAMS Osborne Park/Central North Metropolitan District</b>	Finalisation of period data within the DSS Data Exchange, as per the DSS Data Exchange Protocols for period data (1 Jan to 30 June 2016) as per item E.1	<b>30 July 2016</b>	<b>N/A</b>	<b>N/A</b>
<b>Report</b>	<b>PHaMs Expanded Service - Fremantle</b>	Finalisation of period data within the DSS Data Exchange, as per the DSS Data Exchange Protocols for period data (1 Jan to 30 June 2016) as per item E.1	<b>30 July 2016</b>	<b>N/A</b>	<b>N/A</b>



<b>Report</b>	<b>PHAMS - Armadale</b>	Quarterly report on participants accessing the NDIS (1 April to 30 June 2016) as per E.5	<b>30 July 2016</b>	<b>N/A</b>	<b>N/A</b>
<b>Report</b>	<b>PHAMS - Balga/Central North Metropolitan District</b>	Quarterly report on participants accessing the NDIS (1 April to 30 June 2016) as per E.5	<b>30 July 2016</b>	<b>N/A</b>	<b>N/A</b>
<b>Report</b>	<b>PHAMS Fremantle Metropolitan District</b>	Quarterly report on participants accessing the NDIS (1 April to 30 June 2016) as per E.5	<b>30 July 2016</b>	<b>N/A</b>	<b>N/A</b>
<b>Report</b>	<b>PHAMS Perth/Inner City Metropolitan District</b>	Quarterly report on participants accessing the NDIS (1 April to 30 June 2016) as per E.5	<b>30 July 2016</b>	<b>N/A</b>	<b>N/A</b>
<b>Report</b>	<b>PHAMS Mt Lawley/ Inner City Metropolitan District</b>	Quarterly report on participants accessing the NDIS (1 April to 30 June 2016) as per E.5	<b>30 July 2016</b>	<b>N/A</b>	<b>N/A</b>
<b>Report</b>	<b>PHAMS Osborne Park/Central North Metropolitan District</b>	Quarterly report on participants accessing the NDIS (1 April to 30 June 2016) as per E.5	<b>30 July 2016</b>	<b>N/A</b>	<b>N/A</b>
<b>Report</b>	<b>PHaMs Expanded Service - Fremantle</b>	Quarterly report on participants accessing the NDIS (1 April to 30 June 2016) as per E.5	<b>30 July 2016</b>	<b>N/A</b>	<b>N/A</b>
<b>Service Stocktake</b>	<b>PHAMS - Armadale</b>	A report with progress against activity work plan, compliance or other reporting as set out in item E	<b>15 August 2016</b>	<b>N/A</b>	<b>N/A</b>



<b>Service Stocktake</b>	<b>PHAMS - Balga/Central North Metropolitan District</b>	A report with progress against activity work plan, compliance or other reporting as set out in item E	<b>15 August 2016</b>	<b>N/A</b>	<b>N/A</b>
<b>Service Stocktake</b>	<b>PHAMS Fremantle Metropolitan District</b>	A report with progress against activity work plan, compliance or other reporting as set out in item E	<b>15 August 2016</b>	<b>N/A</b>	<b>N/A</b>
<b>Service Stocktake</b>	<b>PHAMS Perth/Inner City Metropolitan District</b>	A report with progress against activity work plan, compliance or other reporting as set out in item E	<b>15 August 2016</b>	<b>N/A</b>	<b>N/A</b>
<b>Service Stocktake</b>	<b>PHAMS Mt Lawley/ Inner City Metropolitan District</b>	A report with progress against activity work plan, compliance or other reporting as set out in item E	<b>15 August 2016</b>	<b>N/A</b>	<b>N/A</b>
<b>Service Stocktake</b>	<b>PHAMS Osborne Park/Central North Metropolitan District</b>	A report with progress against activity work plan, compliance or other reporting as set out in item E	<b>15 August 2016</b>	<b>N/A</b>	<b>N/A</b>
<b>Service Stocktake</b>	<b>PHaMs Expanded Service - Fremantle</b>	A report with progress against activity work plan, compliance or other reporting as set out in item E	<b>31 August 2016</b>	<b>N/A</b>	<b>N/A</b>
<b>Financial Report</b>	<b>PHAMS - Armadale</b>	A financial declaration or financial report for the period [2015-16 financial year] as set out in Item E.4	<b>31 October 2016</b>	<b>N/A</b>	<b>N/A</b>
<b>Financial Report</b>	<b>PHAMS - Balga/Central North Metropolitan District</b>	A financial declaration or financial report for the period [2015-16 financial year] as set out in Item E.4	<b>31 October 2016</b>	<b>N/A</b>	<b>N/A</b>

<b>Financial Report</b>	<b>PHAMS Fremantle Metropolitan District</b>	A financial declaration or financial report for the period [2015-16 financial year] as set out in Item E.4	<b>31 October 2016</b>	<b>N/A</b>	<b>N/A</b>
<b>Financial Report</b>	<b>PHAMS Perth/Inner City Metropolitan District</b>	A financial declaration or financial report for the period [2015-16 financial year] as set out in Item E.4	<b>31 October 2016</b>	<b>N/A</b>	<b>N/A</b>
<b>Financial Report</b>	<b>PHAMS Mt Lawley/ Inner City Metropolitan District</b>	A financial declaration or financial report for the period [2015-16 financial year] as set out in Item E.4	<b>31 October 2016</b>	<b>N/A</b>	<b>N/A</b>
<b>Financial Report</b>	<b>PHAMS Osborne Park/Central North Metropolitan District</b>	A financial declaration or financial report for the period [2015-16 financial year] as set out in Item E.4	<b>31 October 2016</b>	<b>N/A</b>	<b>N/A</b>
<b>Financial Report</b>	<b>PHaMs Expanded Service - Fremantle</b>	A financial declaration or financial report for the period [2015-16 financial year] as set out in Item E.4	<b>31 October 2016</b>	<b>N/A</b>	<b>N/A</b>

The Parties agree that:

(a) terms in this Letter of Variation with initial capital letter(s) have the same meaning as they have in the Agreement; and

(b) the only variations are those set out in this Letter of Variation. In all other respects, the Agreement remains unamended.

If you have any questions, please contact s 22 on s 22 or email s 22 @dss.gov.au.

Yours sincerely

s 22

s 22

Director  
Social & Economic Participation  
WA State Office

30 June 2015

## Signatories to this Letter of Variation

### Parties

**Commonwealth of Australia**, as represented by and acting through **The Department of Social Services ABN 36 342 015 855**, Tuggeranong Office Park, Soward Way (Cnr Athllon Drive), Greenway ACT 2900 ("us", "we" or "our")

**Ruah Community Services ABN 98065827787** of 27 Cleaver Street, WEST PERTH, WA, 6005 ("you" or "your")

**This Agreement is deemed to commence/have effect from 1 July 2015**

**Signed** for and on behalf of the  
**Commonwealth of Australia** by the relevant  
Delegate, represented by and acting through  
**The Department of Social Services**  
**ABN 36 342 015 855** in the presence of:

s 22

(Name of Departmental Representative)

s 22

(Signature of Departmental Representative)

ASSISTANT DIRECTOR

(Position of Departmental Representative)

2.17.2015

s 22

(Name of Witness in full)

s 22

(Signature of Witness)

2.17.2015

**Signed** for and on behalf of **Ruah Community Services ABN 98065827787** in accordance with its rules:

s 22

(Name and position held by Signatory)

s 22

(Signature)

Chief Executive

30.6.15

s 22

PA to C.E.  
(Name and position held by second Signatory/Name of Witness)

(Signature of Signatory/Witness)

30.6.15

**Notes about the signature block:**

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

Dr s 22  
 Ruah Community Services  
 GPO Box 2828  
 WEST PERTH WA 6872

**Address:** GPO Box 9820  
 Perth WA 6848  
**Telephone:** 1300 653 227  
**TTY:** 133 677  
**Website:** [www.dss.gov.au](http://www.dss.gov.au)

Dear Dr s 22

I am pleased to offer the following Grant/s to your organisation to undertake the following Activity/ies under the following Programme/s.

Programme	Activity Name	Grant Amount (excl. GST)	SACS* (excl. GST)	GST (if applicable)	Total (incl. GST)
Strengthenin g Communities	Positive Futures - 4- Y7DRIG	\$164,836.00	\$21,456.04	\$18,629.20	\$204,921.24
Strengthenin g Communities	Celebrating Culture, Connecting Communities - 4-Y7BB3E	\$100,000.00	\$9,828.75	\$10,982.88	\$120,811.63
<b>TOTAL</b>		<b>\$264,836.00</b>	<b>\$31,284.79</b>	<b>\$29,612.08</b>	<b>\$325,732.87</b>

\***SACS** means the Social, Community, Home Care and Disability Services Industry Award 2010 supplementation.

The enclosed document titled *DSS Streamlined Grant Agreement, General Grant Conditions, Supplementary Terms* and any documents incorporated by reference into this document form the Agreement. The Agreement can only be varied by written agreement between you and us.

A separate Grant Schedule, including any Supplementary Terms (if any) is provided for each Programme, each Grant Schedule may contain one or more Activities. Additional Grant Schedules may be added to this Agreement by means of variation.

Provision of this Grant is subject to the Agreement being signed by both you and us. The Grant will be paid to you as set out in the Grant Schedule dependent upon your ongoing compliance with the Agreement.

This offer of a Grant does not imply any commitment to further funding.

You are provided with two originals of the Agreement, both of which must be signed by you. The signature block is at the end of the Agreement. By signing the Agreement you have agreed to enter into the Agreement.

Once you have signed both copies of the Agreement, you must return them to us at the above address within thirty (30) Business Days of the date of this letter or, unless otherwise agreed, this offer will lapse.

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

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

The Grant Agreement Manager/Contact Officer for you to contact regarding any query or issue relating to this Agreement is s 22 on s 22 or on email s 22@dss.gov.au.

Yours sincerely

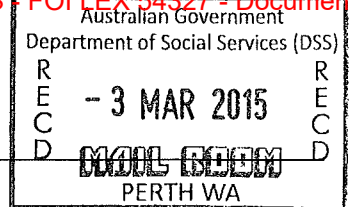
s 22



Ms s 22

WA State Manager

19 January 2015

**DSS Streamlined Grant Agreement**

# DSS Streamlined Grant Agreement

**Grant Agreement**

Once completed, this document, together with each Grant Schedule and the General Grant Conditions forms an Agreement between us and you.

**Parties to this Agreement****The Grantee (you)**

Full legal name of Grantee	Ruah Community Services
Legal entity type (e.g. individual, incorporated association, company, partnership etc.)	Australian Public Company
Trading or business name	Ruah Inreach
Australian Business Number (ABN)	98 065 827 787
Registered office (physical)	67, 102 Railway Parade, WEST PERTH, WA, 6005

**The Commonwealth (us)**

The Commonwealth of Australia represented by the Department of Social Services  
Tuggeranong Office Park, Soward Way (Cnr Athllon Drive), Greenway ACT 2900  
ABN 36 342 015 855

**Background**

The Commonwealth has agreed to enter this Agreement under which we will provide you with one or more Grants for the purpose of assisting you to undertake the associated Activity.

You agree to use each Grant and undertake each Activity in accordance with this Agreement and the relevant Grant Schedule.



## **DSS Streamlined Grant Agreement**

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### **Scope of this Agreement**

This Agreement comprises:

- (a) this document;
- (b) the Supplementary Terms (if any);
- (c) the General Grant Conditions
- (d) the Grant Schedule;
- (e) any other document referenced or incorporated in the Grant Schedule.

Each Grant Schedule, including Supplementary Terms (if any), only applies to the particular Grant and Activity covered by that Grant Schedule. Any reference to the 'Agreement' in the Grant Schedule or the Supplementary Terms is a reference to the Agreement in relation to that particular Grant and Activity. If there is any ambiguity or inconsistency between the documents comprising this Agreement in relation to a Grant, the document appearing higher in the preceding list will have precedence to the extent of the ambiguity or inconsistency.

This Agreement represents the Parties' entire agreement in relation to each Grant provided under it and the relevant Activity and supersedes all prior representations, communications, agreements, statements and understandings, whether oral or in writing.

Certain information contained in or provided under this Agreement may be used for public reporting purposes.

The Grant Schedule forms part of the Agreement between the Commonwealth and the Grantee.

## DSS Streamlined Grant Agreement

<b>Organisation Id:</b>	<b>1-UX-439</b>
<b>Agreement Id:</b>	<b>4-Y78G4C</b>
<b>Schedule Id:</b>	<b>4-Y78G4E</b>

## Grant Schedule

### A. Purpose of the Grant

The Grant is being provided as part of the Strengthening Communities programme.

The purpose of the Grant is to:

Strengthen communities and promote inclusion and participation in community life. The activity provides funding to organisations to develop solutions and deliver responsive and integrated services to meet local community needs.

### B. Activity

#### B.1

**Activity Name:** Positive Futures - 4-Y7DRIG

**Activity Objective:** Support the delivery of time limited services or one-off projects, activities or events that respond quickly to particular local community needs and make a positive contribution to community life.

#### Activity Details:

In carrying out the Activity you must:

- (a) comply with any codes of ethics, regulations or other industry standards relevant to the Activity;
- (b) comply with all relevant laws and in particular, take all reasonable actions to ensure no fraud occurs; and
- (c) comply with any Commonwealth or departmental policy notified to you in writing; including any new or altered Commonwealth or departmental policy.

In undertaking this Activity you must ensure that the project or service responds to local community needs and makes a positive contribution to community life by:

- increasing community participation in community activities;
- increasing the participation of vulnerable people in community life;
- improving the responsiveness and integration of local community services;
- facilitating access to services and service networks to improve capacity and sustainability;
- increasing the participation of people who are disadvantaged or marginalised in community life, including approaches to improve engagement with disadvantaged people;
- building skills and opportunities to make communities more self-reliant and sustainable, including the development of partnerships with the corporate/business sector or the development of social enterprises;
- supporting local service networks to improve capacity and sustainability;
- carrying out community advocacy for service system improvements (systemic);
- using place-based approaches to service integration;
- using early intervention or prevention approaches to servicing; and/or

## DSS Streamlined Grant Agreement

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- increasing the capacity and ability of seniors Australians to connect with their families, friends and communities by participating online; and support the effective operation of organisations which provide training to seniors in using digital technology.

### Important requirements

You must comply with:

- DSS Departmental Policies\*;
- the Strengthening Communities Programme Guidelines Overview\*; and
- any other service compliance requirements applicable for the Activities you are funded to deliver.

\*Any or all of these may be amended by us from time to time. If we amend these we will notify you in writing at least one month prior to the changes coming into effect. The latest version can be found on the DSS website [www.dss.gov.au](http://www.dss.gov.au).

You must ensure that cultural and linguistic diversity is not a barrier for people targeted by this Activity, by providing access to language services where appropriate.

### Activity Work Plan

The detailed deliverables and activities you will undertake to fulfil this activity must be provided as part of your Activity Work Plan, to be developed in consultation with, and provided to the Department as specified in Item E. Once mutually agreed the Activity Work Plan will form part of the Agreement.

### Service Types

Not Applicable

### Outlet Locations

You must advise us of the locations for this activity within 3 months of the execution of this Agreement. Thereafter, you must advise us of any changes to locations annually through the Service Stocktake as detailed in Item E.

### Service Areas

You must provide services across the service area as outlined in the table below.

### Use of Location, Service Information and Attributed Funding Information

The information listed below on location, service area and any attributed DSS funding amounts will be used by us to provide reports, by region, on DSS's funding.

The information may be published on a Commonwealth website.

## DSS Streamlined Grant Agreement

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### Activity Performance Indicators:

	Performance Indicator Description	Measure
1	Total number of individuals assisted through Community Development and Participation activities	Measured using targets as agreed in the Activity Work Plan
2	Total number of organisations assisted through Community Development and Participation activities	Measured using targets as agreed in the Activity Work Plan
3	Percentage and number of individuals assisted from Indigenous and culturally and linguistically diverse backgrounds through Community Development and Participation activities	Measured using targets as agreed in the Activity Work Plan
4	Percentage and number of individuals satisfied with service provision through Community Development and Participation activities	Measured using targets as agreed in the Activity Work Plan
5	Activities are completed according to scope, quality, timeframes and budget defined in the Activity Work Plan	The Department and you agree that the Activity Work Plan has been completed as specified or, in case of divergence, to a satisfactory standard

## DSS Streamlined Grant Agreement

### Location Information:

The Activity will be delivered from the following site location/s

	Location Type	Name	Address
1	Direct Funded	Ruah Community Services	67, 102 Railway Parade, WEST PERTH, WA, 6005

### Service Area Information:

The Activity will service the following service areas

	Type	Service Area	Percentage of Funding
1	Statistical Area Level 2 (2011)	Bibra Lake	9.09
2	Statistical Area Level 2 (2011)	Bicton - Palmyra	9.09
3	Statistical Area Level 2 (2011)	Coolbellup	9.09
4	Statistical Area Level 2 (2011)	East Fremantle	9.09
5	Statistical Area Level 2 (2011)	Fremantle - South	9.09
6	Statistical Area Level 2 (2011)	Fremantle	9.10
7	Statistical Area Level 2 (2011)	South Lake - Cockburn Central	9.09
8	Statistical Area Level 2 (2011)	Spearwood	9.09
9	Statistical Area Level 2 (2011)	Success - Hammond Park	9.09
10	Statistical Area Level 3 (2011)	Armadale	9.09
11	Statistical Area Level 3 (2011)	Kwinana	9.09

## B.2

**Activity Name:** Celebrating Culture, Connecting Communities - 4-Y7BB3E

**Activity Objective:** Support the delivery of time limited services or one-off projects, activities or events that respond quickly to particular local community needs and make a positive contribution to community life.

### Activity Details:

In carrying out the Activity you must:

- (a) comply with any codes of ethics, regulations or other industry standards relevant to the Activity;
- (b) comply with all relevant laws and in particular, take all reasonable actions to ensure no fraud occurs; and
- (c) comply with any Commonwealth or departmental policy notified to you in writing; including any new or altered Commonwealth or departmental policy.

In undertaking this Activity you must ensure that the project or service responds to local community needs and makes a positive contribution to community life by:

- increasing community participation in community activities;
- increasing the participation of vulnerable people in community life;
- improving the responsiveness and integration of local community services;
- facilitating access to services and service networks to improve capacity and sustainability;

## DSS Streamlined Grant Agreement

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- increasing the participation of people who are disadvantaged or marginalised in community life, including approaches to improve engagement with disadvantaged people;
- building skills and opportunities to make communities more self-reliant and sustainable, including the development of partnerships with the corporate/business sector or the development of social enterprises;
- supporting local service networks to improve capacity and sustainability;
- carrying out community advocacy for service system improvements (systemic);
- using place-based approaches to service integration;
- using early intervention or prevention approaches to servicing; and/or
- increasing the capacity and ability of seniors Australians to connect with their families, friends and communities by participating online; and support the effective operation of organisations which provide training to seniors in using digital technology.

### Important requirements

You must comply with:

- DSS Departmental Policies\*;
- the Strengthening Communities Programme Guidelines Overview\*;
- any other service compliance requirements applicable for the Activities you are funded to deliver.

\*Any or all of these may be amended by us from time to time. If we amend these we will notify you in writing at least one month prior to the changes coming into effect. The latest version can be found on the DSS website [www.dss.gov.au](http://www.dss.gov.au).

You must ensure that cultural and linguistic diversity is not a barrier for people targeted by this Activity, by providing access to language services where appropriate.

### Activity Work Plan

The detailed deliverables and activities you will undertake to fulfil this activity must be provided as part of your Activity Work Plan, to be developed in consultation with, and provided to the Department as specified in Item E. Once mutually agreed the Activity Work Plan will form part of the Agreement.

### Service Types

Not Applicable

### Outlet Locations

You must advise us of the locations for this activity within 3 months of the execution of this Agreement. Thereafter, you must advise us of any changes to locations annually through the Service Stocktake as detailed in Item E.

### Service Areas

You must provide services across the service area as outlined in the table below.

### Use of Location, Service Information and Attributed Funding Information

The information listed below on location, service area and any attributed DSS funding amounts will be used by us to provide reports, by region, on DSS's funding.

The information may be published on a Commonwealth website.

## DSS Streamlined Grant Agreement

### Activity Performance Indicators:

	Performance Indicator Description	Measure
1	Total number of individuals assisted through Community Development and Participation activities	Measured using targets as agreed in the Activity Work Plan
2	Total number of organisations assisted through Community Development and Participation activities	Measured using targets as agreed in the Activity Work Plan
3	Percentage and number of individuals assisted from Indigenous and culturally and linguistically diverse backgrounds through Community Development and Participation activities	Measured using targets as agreed in the Activity Work Plan
4	Percentage and number of individuals satisfied with service provision through Community Development and Participation activities	Measured using targets as agreed in the Activity Work Plan
5	Activities are completed according to scope, quality, timeframes and budget defined in the Activity Work Plan	The Department and you agree that the Activity Work Plan has been completed as specified or, in case of divergence, to a satisfactory standard

### Location Information:

The Activity will be delivered from the following site location/s

	Location Type	Name	Address
1	Direct Funded	Ruah Community Services	67, 102 Railway Parade, WEST PERTH, WA, 6005

### Service Area Information:

The Activity will service the following service areas

	Type	Service Area	Percentage of Funding
1	Statistical Area Level 3 (2011)	Armadale	33.3
2	Statistical Area Level 3 (2011)	Canning	33.3
3	Statistical Area Level 3 (2011)	Gosnells	33.4

## C. Duration of the Grant Schedule and Activity/ies

The Grant Schedule starts on 01/03/2015 and ends on 30/11/2017, the Grant Schedule Completion Date.

**C.1** The Positive Futures - 4-Y7DRIG Activity starts on 01/07/2015 and ends on 30/06/2017, the Activity Completion Date.

## DSS Streamlined Grant Agreement

**C.2** The Celebrating Culture, Connecting Communities - 4-Y7BB3E Activity starts on 01/03/2015 and ends on 30/06/2016, the Activity Completion Date.

### D. Payment of the Grant

Funding provided for Positive Futures - 4-Y7DRIG is detailed below.

Milestone	Anticipated date	Amount (excl. GST)	SACS	GST	Total (incl. GST)
Half yearly payment of 2015-16 funds	14/07/2015	\$41,200.00	\$0.00	\$4,120.00	\$45,320.00
Full payment of 2015-16 SACS supplementation	31/07/2015	\$0.00	\$9,412.14	\$941.21	\$10,353.35
Half Yearly Payment of 2015-16 funds	01/12/2015	\$41,200.00	\$0.00	\$4,120.00	\$45,320.00
Half yearly payment of 2016-17 funds	12/07/2016	\$41,218.00	\$0.00	\$4,121.80	\$45,339.80
Full payment of 2016-17 SACS supplementation	31/07/2016	\$0.00	\$12,043.90	\$1,204.39	\$13,248.29
Half Yearly Payment of 2016-17 funds	01/12/2016	\$41,218.00	\$0.00	\$4,121.80	\$45,339.80
<b>Total Amount</b>		<b>\$164,836.00</b>	<b>\$21,456.04</b>	<b>\$18,629.20</b>	<b>\$204,921.24</b>

Your funding may be adjusted by indexation. You will be notified in writing if this occurs.

You must ensure that the Grant is held in an account in your name and which you control, with an authorised deposit-taking institution authorised under the *Banking Act 1959* (Cth) to carry on banking business in Australia.



## DSS Streamlined Grant Agreement

Your nominated bank account into which the Grant is to be paid is;

BSB Number:	s 22
Financial Institution:	
Account Number:	
Account Name:	

Funding provided for Celebrating Culture, Connecting Communities - 4-Y7BB3E is detailed below.

Milestone	Anticipated date	Amount (excl. GST)	SACS	GST	Total (incl. GST)
Payment 2014-15 funds on Execution of Agreement	09/03/2015	\$50,000.00	\$0.00	\$5,000.00	\$55,000.00
Full payment of 2014-15 SACS supplementation	14/05/2015	\$0.00	\$4,117.50	\$411.75	\$4,529.25
Half yearly payment of 2015-16 funds	14/07/2015	\$25,000.00	\$0.00	\$2,500.00	\$27,500.00
Full payment of 2015-16 SACS supplementation	31/07/2015	\$0.00	\$5,711.25	\$571.13	\$6,282.38
Half Yearly Payment of 2015-16 funds	01/12/2015	\$25,000.00	\$0.00	\$2,500.00	\$27,500.00
<b>Total Amount</b>		<b>\$100,000.00</b>	<b>\$9,828.75</b>	<b>\$10,982.88</b>	<b>\$120,811.63</b>

Your funding may be adjusted by indexation. You will be notified in writing if this occurs.

You must ensure that the Grant is held in an account in your name and which you control, with an authorised deposit-taking institution authorised under the *Banking Act 1959* (Cth) to carry on banking business in Australia.

## DSS Streamlined Grant Agreement

Your nominated bank account into which the Grant is to be paid is;

BSB Number:	s 22
Financial Institution:	
Account Number:	
Account Name:	

Taxes, duties and government charges

GST Provisions – You are registered or required to be registered for GST

D.1. In this clause:

- (a) the term 'GST Act' means the A New Tax System (Goods and Services Tax) Act 1999 (Cth);
- (b) the terms 'supply', 'supplier', 'taxable supply', 'tax invoice', 'GST', 'input tax credit', 'decreasing adjustment' and 'adjustment note' have the same meaning as given in the GST Act; and
- (c) the term 'RCTI' means a 'recipient created tax invoice' as defined in the GST Act. For the purpose of this Agreement, an RCTI is a tax invoice belonging to a class of tax invoices that the Australian Commissioner of Taxation has determined in writing may be issued by the receiver of the supply; and
- (d) 'receiver of the supply' has the same meaning as the term 'recipient' has in the GST Act.

D.2 You must pay all taxes, duties and government charges imposed or levied in Australia or overseas in connection with the performance of this Agreement, except as provided by this clause.

D.3 If one party ('supplier') makes a taxable supply to the other party ('receiver of the supply') under this Agreement the receiver of the supply will pay without set-off, on provision of a tax invoice or RCTI, an additional amount to the supplier equal to the GST imposed on the supply in question.

D.4 If an amount on account of GST has been included in the consideration for a supply under this Agreement, the amount of GST is as specified in this Item D.

D.5 If an amount on account of GST has been included in the consideration for a supply under this Agreement and the supply is not a taxable supply for any reason, the supplier must, on demand, refund the amount paid on account of GST to the receiver of the supply.

D.6 No party may claim or retain from the other party any amount in relation to a supply made under this Agreement for which the first party can obtain an input tax credit or decreasing adjustment.

D.7 The parties acknowledge and agree that each party:

- (a) is registered for GST purposes;
- (b) has quoted its Australian Business Number to the other; and
- (c) must tell the other of any changes to the matters covered by this clause.

D.8 We (as the receiver of the supply) will issue RCTI(s) and any adjustment notes for any taxable supplies you makes to us under this Agreement within 28 days of us determining the value of the taxable supplies in question.

D.9 You must not issue tax invoices or adjustment notes for taxable supplies you make to us under this Agreement.

D.10 Both parties must comply with the determination scheduled to GST Ruling 2000/10.

D.11 We will not issue RCTI(s) or adjustment notes for taxable supplies you make to us under this Agreement at any time that either Party fails to comply with any of the requirements in clauses D.7 to D.11.

Taxes, duties and government charges

GST Provisions - where you are a Government Related Entity

D.1 In this clause:

- (a) the term 'GST Act' means the A New Tax System (Goods and Services Tax) Act 1999 (Cth);
- (b) the terms 'supply', 'supplier', 'taxable supply', 'tax invoice', 'GST', 'input tax credit' and 'decreasing adjustment' have the same meaning as given in the GST Act; and

## DSS Streamlined Grant Agreement

(c) 'receiver of the supply' has the same meaning as the term 'recipient' has in the GST Act.

D.2 The parties have entered into this Agreement on the understanding that:

(a) the parties are both 'government related entities' as defined in the GST Act;

and either:

(b) the payment of the Grant:

(i) is covered by an appropriation under an Australian law; and

(ii) is calculated on the basis that the sum of the Grant and anything else that you receive from us in connection with, or in response to, or for the inducement of that supply under this Agreement, or a related supply does not exceed your anticipated or actual costs of making those supplies; or

(c) the payment of the Grant is a kind of payment specified in regulations made for the purposes of s 9-17 of the GST Act.

D.3 On the basis of the matter described in clause D.2, the parties rely on s.9-17 of the GST Act for no GST being imposed in connection with a supply made under this Agreement.

D.4 You must pay all taxes, duties and government charges imposed or levied in Australia or overseas in connection with the performance of this Agreement, except as provided by this clause.

D.5 If, despite clauses D.2 and D.3, one party ('supplier') makes a taxable supply to the other party ('receiver of the supply') under this Agreement the receiver of the supply will pay without set-off, on provision of a tax invoice, an additional amount to the supplier equal to the GST imposed on the supply in question.

D.6 No party may claim or retain from the other party any amount in relation to a supply made under this Agreement for which the first party can obtain an input tax credit or decreasing adjustment.

D.7 The parties acknowledge and agree that each Party:

(a) has quoted its Australian Business Number to the other; and

(b) must tell the other of any changes to the matters covered by this clause.

D.8 This clause survives the expiry or termination of this Agreement or any aspect of it.

## E. Reporting

You agree to create the following reports in the form specified and to provide the reports to our contact officer in accordance with the following:

Milestone	Activity If Applicable	Information to be included	Due Date
Activity Work Plan	Celebrating Culture, Connecting Communities	Output-level detail for the funded activity negotiated with DSS and captured in an activity work plan	01/05/2015
Service Stocktake	Celebrating Culture, Connecting Communities	A report with progress against activity work plan, compliance or other reporting for period data (2014-15 financial year) as per Item E.5	15/08/2015
Activity Work Plan	Positive Futures	Output-level detail for the funded activity negotiated with DSS and captured in an activity work plan	01/09/2015
Financial Acquittal Report	Celebrating Culture, Connecting Communities	Financial Acquittal from 1 March 2015 to 30 June 2015 as per Item E.4	31/10/2015

**DSS Streamlined Grant Agreement**

<b>Milestone</b>	<b>Activity If Applicable</b>	<b>Information to be included</b>	<b>Due Date</b>
Service Stocktake	Positive Futures	A report with progress against activity work plan, compliance or other reporting as set out in Item E.5	30/01/2016
Service Stocktake	Celebrating Culture, Connecting Communities	A report with progress against activity work plan, compliance or other reporting as set out in Item E.5	30/01/2016
Service Stocktake	Celebrating Culture, Connecting Communities	A report with progress against activity work plan, compliance or other reporting for period data (2015-16 financial year) as per Item E.5	15/08/2016
Service Stocktake	Positive Futures	A report with progress against activity work plan, compliance or other reporting for period data (2015-16 financial year) as per Item E.5	15/08/2016
Financial Acquittal Report	Celebrating Culture, Connecting Communities	Financial Acquittal from 1 July 2015 to 30 June 2016 as per Item E.4	31/10/2016
Financial Acquittal Report	Positive Futures	Financial Acquittal from 1 July 2015 to 30 June 2016 as per Item E.4	31/10/2016
Service Stocktake	Positive Futures	A report with progress against activity work plan, compliance or other reporting as set out in Item E.5	30/01/2017
Service Stocktake	Positive Futures	A report with progress against activity work plan, compliance or other reporting for period data (2016-17 financial year) as per Item E.5	15/08/2017
Financial Acquittal Report	Positive Futures	Financial Acquittal from 1 July 2016 to 30 June 2017 as per Item E.4	31/10/2017

**E.1 Performance Reports****Positive Futures - 4-Y7DRIG**

None Specified

**Celebrating Culture, Connecting Communities - 4-Y7BB3E**

None Specified

## **DSS Streamlined Grant Agreement**

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### **E.2 Activity Work Plan**

#### **Positive Futures - 4-Y7DRIG**

The Activity Work Plan will be negotiated between you and us from time to time as agreed by both parties during the life of the agreement. Using our Activity Work Plan template it will specify the Activity Details, deliverables, timeframes for delivery and measures of achievement. It may include a budget or other administrative controls intended to help manage activity risks. Once the Activity Work Plan has been agreed by both parties it will form part of the agreement.

#### **Celebrating Culture, Connecting Communities - 4-Y7BB3E**

The Activity Work Plan will be negotiated between you and us from time to time as agreed by both parties during the life of the agreement. Using our Activity Work Plan template it will specify the Activity Details, deliverables, timeframes for delivery and measures of achievement. It may include a budget or other administrative controls intended to help manage activity risks. Once the Activity Work Plan has been agreed by both parties it will form part of the agreement.

### **E.3 Annual Report**

Not Specified

### **E.4 Accounting for the Grant**

#### **Positive Futures - 4-Y7DRIG**

A financial declaration must be submitted for each financial year funded under this Grant Agreement. A financial declaration is a certification from the Grantee stating that funds were spent for the purpose provided as outlined in the Grant Agreement and in-which the Grantee is required to declare unspent funds. The financial declaration must be certified by your board, the chief executive officer or one of your officers, with authority to do so verifying that you have spent the funding on the Activity in accordance with the Grant Agreement.

#### **Celebrating Culture, Connecting Communities - 4-Y7BB3E**

A financial declaration must be submitted for each financial year funded under this Grant Agreement. A financial declaration is a certification from the Grantee stating that funds were spent for the purpose provided as outlined in the Grant Agreement and in-which the Grantee is required to declare unspent funds. The financial declaration must be certified by your board, the chief executive officer or one of your officers, with authority to do so verifying that you have spent the funding on the Activity in accordance with the Grant Agreement.

E.4.1 If you have received SACS Supplementation for any of these Activities, you must provide us with a declaration for each activity that,

- (a) you used the SACS Supplementation specified in Item D of the Grant Schedule for the Activity only to meet the increase in wages for your employees carrying out the Activity that resulted from the SACS Decision; and
- (b) specifies the amount, if any, of the SACS Supplementation provided for the Activity that remains

## DSS Streamlined Grant Agreement

unspent and uncommitted.

### **E.5 Other Reports**

#### **Positive Futures - 4-Y7DRIG**

##### **Service Stocktake**

For the purposes of this Agreement, Service Stocktake means a document to be completed by you, on a template or system provided by us.

The template will include compliance reporting requirements and may include the option for a financial declaration under this Activity. It will also include any progress reporting requirements against any agreed Activity Work Plan for the period.

#### **Celebrating Culture, Connecting Communities - 4-Y7BB3E**

##### **Service Stocktake**

For the purposes of this Agreement, Service Stocktake means a document to be completed by you, on a template or system provided by us.

The template will include compliance reporting requirements and may include the option for a financial declaration under this Activity. It will also include any progress reporting requirements against any agreed Activity Work Plan for the period.

### **F. Party representatives and address for notices**

<b>Our contact details and address for notices</b>	
Name or Position	s 22
Phone	s 22
E-mail	s 22 @dss.gov.au
Postal Address	GPO Box 9820;Perth;WA 6848
<b>Your contact details and address for notices</b>	
Name or Position	Dr s 22
Phone	s 22
E-mail	s 22 @ruah.com.au
Postal Address	GPO Box 2828; West Perth; WA 6872



## **DSS Streamlined Grant Agreement**

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### **G. Supplementary Terms**

#### **G.1 Other Contributions**

##### **Positive Futures - 4-Y7DRIG**

Applies - See attached

##### **Celebrating Culture, Connecting Communities - 4-Y7BB3E**

Applies - See attached

#### **G.2 Activity budget**

##### **Positive Futures - 4-Y7DRIG**

None Specified

##### **Celebrating Culture, Connecting Communities - 4-Y7BB3E**

None Specified

#### **G.3 Record keeping**

##### **Positive Futures - 4-Y7DRIG**

Applies - See attached

##### **Celebrating Culture, Connecting Communities - 4-Y7BB3E**

Applies - See attached

#### **G.4 Audit**

##### **Positive Futures - 4-Y7DRIG**

None Specified

##### **Celebrating Culture, Connecting Communities - 4-Y7BB3E**

None Specified

#### **G.5 Activity Material**

##### **Positive Futures - 4-Y7DRIG**

Applies - See attached

##### **Celebrating Culture, Connecting Communities - 4-Y7BB3E**

Applies - See attached

#### **G.6 Access**

##### **Positive Futures - 4-Y7DRIG**

Applies - See attached

##### **Celebrating Culture, Connecting Communities - 4-Y7BB3E**

Applies - See attached

#### **G.7 Equipment and assets**

##### **Positive Futures - 4-Y7DRIG**

## **DSS Streamlined Grant Agreement**

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None Specified

**Celebrating Culture, Connecting Communities - 4-Y7BB3E**

None Specified

### **G.8 Relevant qualifications or skills**

**Positive Futures - 4-Y7DRIG**

None Specified

**Celebrating Culture, Connecting Communities - 4-Y7BB3E**

None Specified

### **G.9 Activity specific legislation, policies and industry standards**

**Positive Futures - 4-Y7DRIG**

Applies - See attached

**Celebrating Culture, Connecting Communities - 4-Y7BB3E**

Applies - See attached

### **G.10 Commonwealth Material, facilities and assistance**

**Positive Futures - 4-Y7DRIG**

None Specified

**Celebrating Culture, Connecting Communities - 4-Y7BB3E**

None Specified

### **G.11 Jurisdiction**

**Positive Futures - 4-Y7DRIG**

Applies - See attached

**Celebrating Culture, Connecting Communities - 4-Y7BB3E**

Applies - See attached

### **G.12 Grantee trustee of a Trust**

**Positive Futures - 4-Y7DRIG**

None Specified

**Celebrating Culture, Connecting Communities - 4-Y7BB3E**

None Specified



## DSS Streamlined Grant Agreement

**Signatories**

Organisation Id: 1-UX-439

Agreement Id: 4-Y78G4C

**Parties**

**Commonwealth of Australia**, as represented by and acting through **The Department of Social Services ABN 36 342 015 855**, Tuggeranong Office Park, Soward Way (Cnr Athllon Drive), Greenway ACT 2900 ("us", "we" or "our")

**Ruah Community Services ABN 98 065 827 787** of 67, 102 Railway Parade, WEST PERTH, WA, 6005 ("you" or "your")

This Agreement is deemed to commence/have effect from 3/3/15

Signed for and on behalf of the  
**Commonwealth of Australia** by the relevant  
Delegate, represented by and acting through  
**The Department of Social Services**  
**ABN 36 342 015 855** in the presence of:

s 22

(Name of Departmental Representative)

s 22

(Signature of Departmental Representative)

*ASSISTANT DIRECTOR*

(Position of Departmental Representative)

3/3/15

s 22

(Name of Witness in full)

s 22

(Signature of Witness)

3/3/15

Signed for and on behalf of Ruah Community Services, 98065827787 in accordance with its rules;

s 22

(Name and position held by Signatory)

*Chief Executive*

s 22

(Signature)

s 22

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

*PROJECT MANAGER*

s 22

(Signature of second Signatory/witness)

26/2/15

## **DSS Streamlined Grant Agreement**

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### **Notes about the signature block:**

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