



Australian Government

**Commonwealth
Standard Grant Agreement**

between

the Commonwealth represented by

Department of Social Services

and

CatholicCare Victoria Tasmania

Grant Agreement

Once completed, this document, together with each set of Grant Details and the Commonwealth Standard Grant Conditions (Schedule 1), forms an Agreement between the Commonwealth of Australia (the Commonwealth) and the Grantee.

Parties to this Agreement

The Grantee

Full legal name of Grantee	CatholicCare Victoria Tasmania
Legal entity type (e.g. individual, incorporated association, company, partnership etc)	Company
Trading or business name	CatholicCare Victoria Tasmania
Any relevant licence, registration or provider number	
Australian Company Number (ACN) or other entity identifiers	
Australian Business Number (ABN)	32 150 113 947
Registered for Goods and Services Tax (GST)	Y
Date from which GST registration was effective	
Registered office (physical/postal)	383 Albert Street, EAST MELBOURNE VIC 3002
Relevant business place (if different)	
Telephone	03 9287 5555
Fax	03 9287 5599
Email	catholiccare@ccam.org.au

The Commonwealth

The Commonwealth of Australia represented by Department of Social Services
 71 Athllon Drive GREENWAY ACT 2900
 ABN 36 342 015 855

Background

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

The Grantee agrees to use each Grant and undertake each Activity in accordance with this Agreement and the relevant Grant Details.

Scope of this Agreement

This Agreement comprises:

- (a) this document;
- (b) the Supplementary Terms from the Clause Bank (if any);
- (c) the Standard Grant Conditions (Schedule 1);
- (d) the Grant Details;
- (e) any other document referenced or incorporated in the Grant Details.

Each set of Grant Details, including Supplementary Terms (if any), only applies to the particular Grant and Activity covered by that set of Grant Details and a reference to the 'Agreement' in the Grant Details 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 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.

Grant Details

Organisation ID:	1-METLHF
Agreement ID:	4-G0M8PM7
Program Schedule ID:	4-G0P0HX8

A. Purpose of the Grant

The purpose of the Grant is to:

Strengthen relationships, support families, improve children's wellbeing and increase the participation in community life to strengthen family and community functioning, and reduce the costs of family breakdown. The Program will provide a range of services, focussed on strengthening relationships and building parenting and financial management skills, providing support for better community connections as well as services to help newly arrived migrants to in their transition to life in Australia.

This Grant is being provided under, and these Grant Details form part of, the Agreement between the Commonwealth and the Grantee.

The Grant is being provided as part of the Families and Children program.

FaRS - 4-G1N1T08

B. Activity

Family and Relationship Services

The Families and Children Activity under the Families and Communities Program provides support to families to improve the wellbeing of children and young people to enhance family and community functioning, as well as increasing the participation of vulnerable people in community life.

Family and Relationship Services (FaRS) is a sub-activity under the Families and Children Activity. In line with the Families and Communities Program and Families and Children Activity objectives, the purpose of the Grant is to strengthen family relationships, prevent breakdown and ensure the wellbeing and safety of children through the provision of broad-based counselling and education to families of different forms and sizes.

FaRS provide primarily early intervention and prevention and are targeted to critical family transition points including formation, extension, and separation.

In undertaking this Grant, you are actively encouraged to pursue innovative ideas to enhance service delivery outcomes. You may utilise up to 10 per cent of grant funding for the development of innovative concepts in consultation and agreement with us.

You are encouraged to actively plan and develop strategies to ensure long-term sustainability. You are encouraged to explore opportunities to reduce reliance on Government support through increased inter-organisational collaboration, and by identifying supplementary sources of funding through partnership with business and philanthropy.

You are expected to monitor changes in your communities and, by mutual agreement with us, you may adjust the services you deliver within this Grant to meet the changing needs of families and children. You may also be able to vary your service area(s) to meet changing demands, in consultation and agreement with the Department of Social Services (the department). You are required to deliver services to clients from outside the service area when they present to your services.

Improvements to the Families and Children Activity

The department is focused on driving better outcomes for families and children in Australia. The department is more clearly defining outcomes that grantees should work towards when delivering their grant activities. To measure progress towards these outcomes, the department has mandated participation in the Data Exchange (DEX) Partnership Approach, requiring all grantees to report outcomes data. To facilitate more effective service design and delivery, the department requires grantees to develop program logics and theories of change that demonstrate how and why, based on evidence, their program activities will contribute to the intended outcomes.

Governance

You must deliver FaRS services in accordance with:

- the Supplementary terms and conditions outlined in this agreement;
- the Commonwealth standard terms and conditions at Schedule 1;
- *the Families and Children Program Guidelines*; and
- *the Family and Relationship Services Operational Guidelines*.

Principles

FaRS services should:

- take an outcomes-focused approach - being clear about the outcomes being sought, designing services to achieve outcomes, and measuring outcomes.
- develop services that meet the needs of those who need it most, including improving accessibility for families experiencing vulnerability and multiple and complex needs;
- engage, collaborate and coordinate with other services which support families and children to identify community needs, develop strong referral pathways and coordinate holistic supports to drive improved outcomes for families and children;
- monitor service delivery and strive for continuous improvement by delivering evidence informed

- programs which demonstrate measurable outcomes for vulnerable families and children; and
- showcase innovative practice which enhances service delivery, organisational capability and improves client outcomes measurement and reporting.

Eligible service types include the following:

- intake/assessment
- information/advice/referral
- education and skills training
- child/youth focussed groups
- counselling
- advocacy/support
- community capacity building
- family capacity building
- dispute resolution
- outreach

Important requirements

You must comply with:

- DSS Departmental Policies*;
- the relevant Guidelines*;
- the Data Exchange Protocols*;
- display and use the trade mark/s for Family Relationship Centres in the manner and format specified in the Trade Mark Protocol for Family Relationship Centres; and
- any other service compliance requirements applicable to 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 versions can be found on the department's website www.dss.gov.au.

If you are funded and approved or designated to deliver family counselling under the Family Law Act 1975, you must authorise individual counsellors to provide family counselling and ensure that the counsellors comply with their obligations under the Family Law Act 1975.

For dispute resolution, you must ensure that family dispute resolution practitioners comply with the requirements of the Family Law Act 1975 and its Regulations.

If you are funded and approved or designated to deliver marriage education, you must ensure you comply with your obligations under the Marriage Act 1961.

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.

Review point

From 1 September 2023, the department will undertake a review of the Grantee's performance of this Activity and compliance with this Agreement (Review Point). This is in addition to ongoing Activity measures outlined under Performance Indicators at 'Section B. Activity'. All data, reporting and other information relevant to the Grantee's performance of this Activity and compliance with this Agreement will be considered as part of this review.

Specifically, this Review Point will include a review of all reporting requirements at 'Section E. Reporting' of this Agreement with additional detail specified in the Family and Relationship Services Operational Guidelines. This will include data reported through the Data Exchange under this Activity and will include reviewing SCORE outcomes data as well as the numbers and demographics of clients that have been serviced under this Activity.

The department will then discuss the results of this Review Point with the Grantee. Pending the outcome of the Review Point and further discussions with the Grantee in relation to the results, the department reserves the right to undertake any remedial action in accordance with clauses 2, 13 or 19 of the

Commonwealth Standard Grant Conditions.

The *Family and Relationship Services Operational Guidelines* may be amended to specify further detailed information on the Review Point, prior to the Activity start date.

Data Exchange Reporting

You are required to provide client level data and service delivery information from all recipients of this Activity in accordance with the Data Exchange Protocols (<https://dex.dss.gov.au/data-exchange-protocols/>).

You must provide the data required within the Data Exchange through an approved mechanism as outlined in the Data Exchange Protocols.

You are required to finalise the submission of data within the Data Exchange for each reporting period within 30 days of the reporting period ceasing, as set out in the reporting schedule below.

For this Activity, participation in the “partnership approach” is a requirement of funding. By participating, you agree to provide some additional information in exchange for the receipt of regular and relevant reports. The main focus of the partnership approach is collecting information about the outcomes achieved by clients as a result of service delivery. The partnership approach also includes some extended data items that provide additional information about client demographics, needs and circumstances.

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. You are required to report against any performance measures set out in the Activity Work Plan within 30 days of the reporting period ceasing.

Service Types

Where you are funded for more than one service type under this Activity, and you have met the requirements within one of these service areas, you may shift all or part of any remaining funds to another service type you support under this Activity. You must advise us of resource attributions annually through the Activity Work Plan Report as detailed in Item E.

Outlet Locations

You must advise us of the outlet locations for this Activity within 3 months of the execution of this Agreement. Thereafter, you must advise us of any changes to outlet locations annually through the Activity Work Plan Report as detailed in Item E.

Service Areas

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

Where you are funded for more than one service area, and you have met the requirements within one of these service areas, you may shift all or part of any remaining funds to another service area you support under this Activity. You must advise us of resource attributions annually through the Activity Work Plan Report as detailed in Item E.

Service Promotion

Providers that deliver face-to-face services should list on free online community service directories to ensure community awareness of their service. Further guidance, including suggested websites, will be available in operational guidelines.

You are responsible for maintaining up-to-date information about your services on Family Relationships Online at www.familyrelationships.gov.au.

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.

Performance Indicators

The Activity will be measured against the following Performance Indicator/s:

Performance Indicator Description	Measure
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.
Number of clients assisted	Measured using benchmarking, comparing your achievement against similar service providers delivering comparable services, using characteristics defined in the Data Exchange Protocols.
Number of events / service instances delivered	Measured using benchmarking, comparing your achievement against similar service providers delivering comparable services, using characteristics defined in the Data Exchange Protocols.
Percentage of participants from priority target groups	Measured using benchmarking, comparing your achievement against similar service providers delivering comparable services, using characteristics defined in the Data Exchange Protocols.
Percentage of clients achieving individual goals related to independence, participation and well-being	Measured using benchmarking, comparing your achievement against similar service providers delivering comparable services, using characteristics defined in the Data Exchange Protocols.
Percentage of clients achieving improved independence, participation and well-being	Measured using benchmarking, comparing your achievement against similar service providers delivering comparable services, using characteristics defined in the Data Exchange Protocols.

Location Information

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

	Location Type	Name	Address
1	Direct Funded	CatholicCare Victoria Tasmania	383 Albert Street EAST MELBOURNE VIC 3002

Service Area Information

The Activity will service the following service area/s:

	Type	Service Area
1	s 22	
2		
3		

	Type	Service Area
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30	State/Territory	VIC

C. Duration of the Grant

The Activity starts on 1 July 2021 and ends on 30 June 2026, which is the **Activity Completion Date**.

The Agreement ends on 30 November 2026 or when the Commonwealth accepts all of the reports provided by the Grantee and the Grantee has repaid any Grant amount as required under this Agreement, which is the **Agreement End Date**.

D. Payment of the Grant

The total amount of the Grant is \$19,472,713.85 excluding GST (if applicable).

A break down by Financial Year is below:

Financial Year	Amount (excl. GST if applicable)
2021-2022	\$3,894,542.77
2022-2023	\$3,894,542.77
2023-2024	\$3,894,542.77
2024-2025	\$3,894,542.77
2025-2026	\$3,894,542.77

The Grantee must ensure that the Grant is held in an account in the Grantee's name and which the Grantee controls, with an authorised deposit-taking institution authorised under the Banking Act 1959 (Cth) to carry on banking business in Australia.

The Grantee's nominated bank account into which the Grant is to be paid is:

BSB Number	s 22
Financial Institution	Richmond 110 Church Street NAB
Account Number	s 22
Account Name	CatholicCare Victoria Tasmania

The Grant will be paid in instalments by the Commonwealth in accordance with the agreed Milestones, and compliance by the Grantee with its obligations under this Agreement.

Milestone	Anticipated date	Amount (excl. GST)	GST (if applicable)	Total (incl. GST if applicable)
Half yearly payment of 2021-22 funds	13 July 2021	\$1,947,271.39	\$194,727.14	\$2,141,998.53
Half yearly payment of 2021-22 funds	1 December 2021	\$1,947,271.38	\$194,727.14	\$2,141,998.52
Half yearly payment of 2022-23 funds	12 July 2022	\$1,947,271.39	\$194,727.14	\$2,141,998.53
Half yearly payment of 2022-23 funds	1 December 2022	\$1,947,271.38	\$194,727.14	\$2,141,998.52
Half yearly payment of 2023-24 funds	11 July 2023	\$1,947,271.39	\$194,727.14	\$2,141,998.53
Half yearly payment of 2023-24 funds	1 December 2023	\$1,947,271.38	\$194,727.14	\$2,141,998.52
Half yearly payment of 2024-25 funds	9 July 2024	\$1,947,271.39	\$194,727.14	\$2,141,998.53
Half yearly payment of 2024-25 funds	2 December 2024	\$1,947,271.38	\$194,727.14	\$2,141,998.52

Half yearly payment of 2025-26 funds	8 July 2025	\$1,947,271.39	\$194,727.14	\$2,141,998.53
Half yearly payment of 2025-26 funds	1 December 2025	\$1,947,271.38	\$194,727.14	\$2,141,998.52
Total Amount		\$19,472,713.85	\$1,947,271.40	\$21,419,985.25

Invoicing

The Grantee agrees to allow the Commonwealth to issue it with a Recipient Created Tax Invoice (RCTI) for any taxable supplies it makes in relation to the Activity.

E. Reporting

The Grantee agrees to create the following reports in the form specified and to provide the reports to the Commonwealth representative in accordance with the following.

Milestone	Information to be included	Due Date
Activity Work Plan	Output-level detail for the funded Activity negotiated with the Department and captured in an Activity Work Plan as per Item E.2	15 August 2021
Performance Report	Finalisation of Data Exchange period 1 data (1 July to 31 December), as set out in the Data Exchange Protocols, as per Item E.1	30 January 2022
Other Report	Statement of Compliance Report as per Item E.4 relating to the National Principles for Child Safe Organisations and other action for the safety of Children	31 March 2022
Other Report	Draft Program Logic and Theory of Change as per Item E.4	31 March 2022
Performance Report	Finalisation of Data Exchange period 2 data (1 January to 30 June), as set out in the Data Exchange Protocols, as per Item E.1	30 July 2022
Activity Work Plan Report	A report with progress against Activity Work Plan, compliance or other reporting as set out in Item E.4	15 August 2022
Financial Acquittal Report	Financial Acquittal from 1 July 2021 to 30 June 2022 as per Item E.3	31 October 2022
Performance Report	Finalisation of Data Exchange period 1 data (1 July to 31 December), as set out in the Data Exchange Protocols, as per Item E.1	30 January 2023
Other Report	Statement of Compliance Report as per Item E.4 relating to the National Principles for Child Safe Organisations and other action for the safety of Children	31 March 2023
Other Report	Final Program Logic and Theory of Change as per Item E.4	30 June 2023
Performance Report	Finalisation of Data Exchange period 2 data (1 January to 30 June), as set out in the Data Exchange Protocols, as per Item E.1	30 July 2023
Activity Work Plan Report	A report with progress against Activity Work Plan, compliance or other reporting as set out in Item E.4	15 August 2023
Financial Acquittal Report	Financial Acquittal from 1 July 2022 to 30 June 2023 as per Item E.3	31 October 2023

Performance Report	Finalisation of Data Exchange period 1 data (1 July to 31 December), as set out in the Data Exchange Protocols, as per Item E.1	30 January 2024
Other Report	Statement of Compliance Report as per Item E.4 relating to the National Principles for Child Safe Organisations and other action for the safety of Children	31 March 2024
Performance Report	Finalisation of Data Exchange period 2 data (1 January to 30 June), as set out in the Data Exchange Protocols, as per Item E.1	30 July 2024
Activity Work Plan	Output-level detail for the funded Activity negotiated with the Department and captured in an Activity Work Plan as per Item E.2	15 August 2024
Financial Acquittal Report	Financial Acquittal from 1 July 2023 to 30 June 2024 as per Item E.	31 October 2024
Performance Report	Finalisation of Data Exchange period 1 data (1 July to 31 December), as set out in the Data Exchange Protocols, as per Item E.1	30 January 2025
Other Report	Statement of Compliance Report as per Item E.4 relating to the National Principles for Child Safe Organisations and other action for the safety of Children	31 March 2025
Performance Report	Finalisation of Data Exchange period 2 data (1 January to 30 June), as set out in the Data Exchange Protocols, as per Item E.1	30 July 2025
Activity Work Plan Report	A report with progress against Activity Work Plan, compliance or other reporting as set out in Item E.4	15 August 2025
Financial Acquittal Report	Financial Acquittal from 1 July 2024 to 30 June 2025 as per Item E.3	31 October 2025
Performance Report	Finalisation of Data Exchange period 1 data (1 July to 31 December), as set out in the Data Exchange Protocols, as per Item E.1	30 January 2026
Other Report	Statement of Compliance Report as per Item E.4 relating to the National Principles for Child Safe Organisations and other action for the safety of Children	31 March 2026
Performance Report	Finalisation of Data Exchange period 2 data (1 January to 30 June), as set out in the Data Exchange Protocols, as per Item E.1	30 July 2026
Activity Work Plan Report	A report with progress against Activity Work Plan, compliance or other reporting as set out in Item E.4	15 August 2026
Financial Acquittal Report	Financial Acquittal from 1 July 2025 to 30 June 2026 as per Item E.3	31 October 2026

E.1 Performance Reports

Data Exchange Reports

You must provide client and service delivery information to the Community Grants Hub via the Data Exchange in accordance with the Data Exchange Protocols, within 30 days of the completion of a reporting period, as outlined in Item E.

For this Activity, you are required to participate in the Partnership Approach.

The Data Exchange Protocols can be found at <https://dex.dss.gov.au/data-exchange-protocols/>.

E.2 Activity Work Plan

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 Financial Acquittal Reports

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 Other Reports

Activity Work Plan Report

For the purposes of this Agreement, Activity Work Plan Report means a document to be completed by you, on a template or system provided by us. The preferable way to submit the Report would be through the Grant Recipients Services Portal when it becomes available.

The Activity Work Plan Report template asks for progress on requirements in the Activity Work Plan for the reporting period including any compliance requirements.

Program Logic and Theory of Change

You must develop and submit a program logic and theory of change for your Activity on a template provided by the department. You must submit a first draft to the department for review. The department may accept your first draft as final or ask you to respond to feedback and refine the draft into a final document.

Statement of Compliance Report

An annual Statement of Compliance Report consistent with the requirements under Clause Bank Supplementary Term CB9.3 (f) *National Principles for Child Safe Organisations and other action for the safety of Children* must be submitted. A Statement of Compliance Report ensures compliance with relevant State, Territory and Commonwealth legislation, including Working With Children Checks, and with the National Principles for Child Safe Organisations. The report must reflect the Grantee has met the conditions as outlined in the Supplementary Terms CB9.2 and CB9.3 of this Agreement.

F. Party representatives and address for notices

Grantee's representative and address

Grantee's representative name	§ 22
Position	Chief Executive Officer
Business hours telephone	03 9287 5555
E-mail	§ 22 @ccam.org.au

Commonwealth representative and email address

Business hours telephone	not applicable
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E-mail	VICperformanceDSS@communitygrants.gov.au
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The Parties' representatives will be responsible for liaison and the day-to-day management of the Grant, as well as accepting and issuing any written notices in relation to the Grant.

Organisation ID:	1-METLHF
Agreement ID:	4-G0M8PM7
Program Schedule ID:	4-G0P0HX8

Signatures

*Note: See explanatory notes on the signature block over page

Executed as an Agreement

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

<p>§ 22 _____ (Name of Departmental Representative)</p> <p>A/g Team Leader _____ (Position of Departmental Representative)</p> <p>§ 22 _____ (Name of Witness in full)</p>	<p>§ 22 _____ (Signature of Departmental Representative)</p> <p>§ 22 _____ (Signature of Witness)</p>
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02/06/2021

Signed for and on behalf of CatholicCare Victoria Tasmania, ABN 32 150 113 947 in accordance with its rules, and who warrants they are authorised to sign this Agreement

<p>§ 22 _____, DIRECTOR (Name and position held by Signatory)</p> <p>§ 22 _____, COMPANY SECRETARY (Name and position held by second Signatory/Name of Witness)</p>	<p>§ 22 _____ (Signature)</p> <p>§ 22 _____ (Signature of second Signatory/Witness)</p>
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27/5/21
 27/5/21

Explanatory notes on the signature block

- If you are an **incorporated association**, you must refer to the legislation incorporating the association as it will specify how documents must be executed. This process may differ between each State and Territory. If an authorised person is executing a document on behalf of the incorporated association, you should be prepared to provide evidence of this authorisation upon request.
- 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 (the witness date must be the same as the signatory date). Affix your **Company Seal**, if required by your Constitution.
- If you are a **partnership**, the signatory must be a partner with the authority to sign on behalf of all partners receiving the grant. A witness to the signature is required (the witness date must be the same as the signatory date).
- If you are an **individual**, you must sign in the presence of a witness (the witness date must be the same as the signatory date).
- 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 (the witness date must be the same as the signatory date).
- If you are a **trustee of a Trust**, the signatory must be a trustee (NOT the Trust) – as the trustee is the legal entity entering into the Agreement. The words ‘as trustee of the XXX Trust’ could be included at the end of the name.

Commonwealth Standard Grant Agreement

Supplementary Provisions (Clause Bank)

Organisation ID:	1-METLHF
Agreement ID:	4-G0M8PM7
Schedule ID:	4-G0P0HX8

1. Other contributions

Not Applicable

2. Activity budget

Not Applicable

3. Intellectual property in Activity Material

Not Applicable

3A. Intellectual property - research

Not Applicable

3B. Creative Commons licence

Not Applicable

4. Access/Monitoring/Inspection

CB4.1 The Grantee agrees to give the Commonwealth, or any persons authorised in writing by the Commonwealth:

(a) access to premises where the Activity is being performed and/or where Material relating to the Activity is kept within the time period specified in a Commonwealth notice; and

(b) permission to inspect and take copies of any Material relevant to the Activity.

CB4.2 The Auditor-General and any Information Officer under the *Australian Information Commissioner Act 2010* (Cth) (including their delegates) are

persons authorised for the purposes of clause CB4.1.

CB4.3 This clause CB4 does not detract from the statutory powers of the Auditor-General or an Information Officer (including their delegates).

5. Equipment and assets

CB5.1 In this Agreement:

Asset means any item of property purchased, leased, created or otherwise brought into existence wholly, or in part, with the use of the Grant [, excluding Activity Material [and/,] Intellectual Property Rights [and real property]].

CB5.2 The Grantee agrees to obtain the Commonwealth's prior written approval to use the Grant to purchase any item of equipment or Asset for \$10,000 (including GST) or more.

CB5.3 Unless otherwise agreed in writing by the Commonwealth, the Grantee must ensure that it owns any equipment or Asset acquired with the Grant.

CB5.4 Unless to the extent the Commonwealth agrees otherwise in writing, the Grantee agrees to use the Asset for the purpose of the Activity. The Commonwealth may give its agreement subject to conditions and the Grantee must comply with any such conditions.

CB5.5 The Grantee agrees to maintain a register of all Assets with a value of \$10,000 (including GST) or more at the time of the Asset's purchase, lease, creation or bringing into existence in the form specified below and to provide the register to the Commonwealth upon request.

Item Number	Description	Date of acquisition	Grant Contributions	Other Contributions - Grantee	Other Contributions – Third Parties	Total Cost
[insert reference]	[insert description of the equipment or asset]	[insert date]	[insert amount of Grant contributed to this item]	[insert amount of Grantees own funds contributed to this item]	[insert amount of other sources of funding contributed to this item]	[insert total amount cost of the item]

CB5.6 On expiration or termination of the Agreement, the Grantee agrees to transfer any Asset to the Commonwealth or a third party nominated by

the Commonwealth or otherwise deal with the Asset as directed by the Commonwealth.

6. Specified personnel

Not Applicable

7. Relevant qualifications, licences, permits, approvals or skills

CB7.1 The Grantee agrees to ensure that personnel performing work in relation to the Activity:

- (a) are appropriately qualified to perform the tasks indicated;
- (b) have obtained the required qualifications, licences, permits, approvals or skills before performing any part of the Activity; and
- (c) continue to maintain all relevant qualifications, licences, permits, approvals or skills for the duration of their involvement with the Activity.

8. Vulnerable Persons

CB8.1 In this Agreement:

Criminal or Court Record means any record of any **Other Offence**;

Other Offence means, in relation to a person, a conviction, finding of guilt, on-the-spot fine for, or court order relating to:

- (a) an apprehended violence or protection order made against the person;
- (b) the consumption, dealing in, possession or handling of alcohol, a prohibited drug, narcotic or other prohibited substance;
- (c) violence against another person or the injury, but excluding the death, of another person; or
- (d) an attempt to commit a crime or offence, or to engage in any conduct or activity, described in paragraphs (a) to (c);

Police Check means a formal inquiry made to the relevant police authority in each State or Territory and designed to obtain details of an individual's criminal conviction or a finding of guilt in all places (within and outside Australia) that the Grantee know the person has resided in;

Serious Offence means:

- (a) a crime or offence involving the death of a person;
- (b) a sex-related offence or a crime, including sexual assault (whether against an adult or child); child pornography, or an indecent act involving a child;

(c) fraud, money laundering, insider dealing or any other financial offence or crime, including those under legislation relating to companies, banking, insurance or other financial services; or

(d) an attempt to commit a crime or offence described in (a) to (c);

Serious Record means a conviction or any finding of guilt regarding a Serious Offence; and

Vulnerable Person means an individual aged 18 years and above who is or may be unable to take care of themselves, or is unable to protect themselves against harm or exploitation for any reason, including age, physical or mental illness, trauma or disability, pregnancy, the influence, or past or existing use, of alcohol, drugs or substances or any other reason.

CB8.2 Before any person commences performing work on any part of the Activity that involves working or contact with a Vulnerable Person, the Grantee must:

(a) obtain a Police Check for that person;

(b) confirm that the person is not prohibited by any law from being engaged in a capacity where they may have contact with a Vulnerable Person;

(c) comply with all State, Territory or Commonwealth laws relating the employment or engagement of persons in any capacity where they may have contact with a Vulnerable Person; and

(d) ensure that the person holds all licences or permits for the capacity in which they are to be engaged, including any specified in the Grant Details, and the Grantee must ensure that Police Checks and any licences or permits obtained in accordance with this clause CB8.2 remain current for the duration of their involvement in the Activity.

CB8.3 The Grantee must ensure that a person does not perform work on any part of the Activity that involves working or contact with a Vulnerable Person if a Police Check indicates that the person at any time has:

(a) a Serious Record; or

(b) a Criminal or Court Record and the Grantee has not conducted a risk assessment and determined that any risk is acceptable.

CB8.4 In undertaking a risk assessment under clause CB8.3, the Grantee must have regard to:

(a) the nature and circumstances of the offence(s) on the person's Criminal or Court Record and whether the charge or conviction involved Vulnerable Persons;

(b) whether the person's Criminal or Court Record is directly relevant to, or reasonably likely to impair the person's ability to perform, the role that the person will, or is likely to, perform in relation to the Activity;

- (c) the length of time that has passed since the person's charge or conviction and his or her record since that time;
- (d) the circumstances in which the person will, or is likely to, have contact with a Vulnerable Person as part of the Activity;
- (e) any other relevant matter,

and must ensure it fully documents the conduct and outcome of the risk assessment.

CB8.5 The Grantee agrees to notify the Commonwealth of any risk assessment it conducts under this clause and agrees to provide the Commonwealth with copies of any relevant documentation on request.

CB8.6 If during the term a person involved in performing work on any part of the Activity that involves working or contact with a Vulnerable Person is:

- (a) charged with a Serious Offence or Other Offence, the Grantee must immediately notify the Commonwealth; or
- (b) convicted of a Serious Offence, the Grantee must immediately notify the Commonwealth and ensure that that person does not, from the date of the conviction, perform any work or role relating to the Activity.

9. Child safety

Definitions

CB9.1 In this Agreement:

Child means an individual(s) under the age of 18 years and **Children** has a similar meaning;

Child-Related Personnel means officers, employees, contractors (including subcontractors), agents and volunteers of the Grantee involved with the Activity who as part of that involvement may interact with Children;

Legislation means a provision of a statute or subordinate legislation of the Commonwealth, or of a State, Territory or local authority;

National Principles for Child Safe Organisations means the National Principles for Child Safe Organisations, which have been endorsed in draft form by the Commonwealth Government (available at: <https://www.humanrights.gov.au/national-principles-child-safe-organisations>) and subsequently, from the time of their endorsement by the Council of Australian Governments, the final National Principles for Child Safe Organisations as published by the Australian Government;

Relevant Legislation means Legislation in force in any jurisdiction where any part of the Activity may be carried out;

Working With Children Check or WWCC means the process in place pursuant to **Relevant Legislation** to screen an individual for fitness to work with **Children**.

Relevant checks and authority

CB9.2 The Grantee must:

- (a) comply with all Relevant Legislation relating to the employment or engagement of Child-Related Personnel in relation to the Activity, including all necessary Working With Children Checks however described; and
- (b) ensure that Working With Children Checks obtained in accordance with this clause 9.2 remain current and that all Child-Related Personnel continue to comply with all Relevant Legislation for the duration of their involvement in the Activity.

National Principles for Child Safe Organisations and other action for the safety of Children

CB9.3 The Grantee agrees in relation to the Activity to:

- (a) implement the National Principles for Child Safe Organisations;
- (b) ensure that all Child-Related Personnel implement the National Principles for Child Safe Organisations;
- (c) complete and update, at least annually, a risk assessment to identify the level of responsibility for Children and the level of risk of harm or abuse to Children;
- (d) put into place and update, at least annually, an appropriate risk management strategy to manage risks identified through the risk assessment required by this clause CB9.3;
- (e) provide training and establish a compliance regime to ensure that all Child-Related Personnel are aware of, and comply with:
 - (i) the National Principles for Child Safe Organisations;
 - (ii) the Grantee's risk management strategy required by this clause CB9.3;
 - (iii) Relevant Legislation relating to requirements for working with Children, including Working With Children Checks;
 - (iv) Relevant Legislation relating to mandatory reporting of suspected child abuse or neglect, however described; and
- (f) provide the Commonwealth with an annual statement of compliance with clauses CB9.2 and CB9.3, in such form as may be specified by the Commonwealth.

CB9.4 With reasonable notice to the Grantee, the Commonwealth may conduct a review of the Grantee's compliance with this clause CB9.

CB9.5 The Grantee agrees to:

- (a) notify the Commonwealth of any failure to comply with this clause CB9;
- (b) co-operate with the Commonwealth in any review conducted by the Commonwealth of the Grantee's implementation of the National Principles for Child Safe Organisations or compliance with this clause CB9; and
- (c) promptly, and at the Grantee's cost, take such action as is necessary to rectify, to the Commonwealth's satisfaction, any failure to implement the National Principles for Child Safe Organisations or any other failure to comply with this clause CB9.

10. Commonwealth Material, facilities and assistance

Not Applicable

11. Jurisdiction

CB11.1 This Agreement is governed by the law of the Australian Capital Territory.

12. Grantee trustee of trust

CB12.1 In this Agreement, **Trust** means the trust specified in the Parties to the Agreement section of this Agreement.

CB12.2 The Grantee warrants that:

- (a) it is the sole trustee of the Trust; and
- (b) it has full and valid power and authority to enter into this Agreement and perform the obligations under it on behalf of the Trust; and
- (c) it has entered into this Agreement for the proper administration of the Trust; and
- (d) all necessary resolutions, consents, approvals and procedures have been obtained or duly satisfied to enter into this Agreement and perform the obligations under it; and
- (e) it has the right to be indemnified out of the assets of the Trust for all liabilities incurred by it under this Agreement.

13. Fraud

CB13.1 In this Agreement, **Fraud** means dishonestly obtaining a benefit, or causing a loss, by deception or other means, and includes alleged, attempted, suspected or detected fraud.

CB13.2 The Grantee must ensure its personnel and subcontractors do not engage in any Fraud in relation to the Activity.

CB13.3 If the Grantee becomes aware of:

- (a) any Fraud in relation to the performance of the Activity; or
- (b) any other Fraud that has had or may have an effect on the performance of the Activity;

then it must within 5 business days report the matter to the Commonwealth and all appropriate law enforcement and regulatory agencies.

CB13.4 The Grantee must, at its own cost, investigate any Fraud referred to in clause CB13.3 in accordance with the Australian Government Investigations Standards available at www.ag.gov.au.

CB13.5 The Commonwealth may, at its discretion, investigate any Fraud in relation to the Activity. The Grantee agrees to co-operate and provide all reasonable assistance at its own cost with any such investigation.

CB13.6 This clause survives the termination or expiry of the Agreement.

14. Prohibited dealings

Not Applicable

15. Anti-corruption

CB15.1 In this Agreement:

Illegal or Corrupt Practice means directly or indirectly:

- (a) making or causing to be made, any offer, gift, payment, consideration or benefit of any kind to any party, or
- (b) receiving or seeking to receive, any offer, gift, payment, consideration or benefit of any kind from any party, as an inducement or reward in relation to the performance of the Activity, which would or could be construed as an illegal or corrupt practice.

CB15.2 The Grantee warrants that the Grantee, its officers, employees, contractors, agents and any other individual or entity involved in carrying out the Activity have not, engaged in an Illegal or Corrupt Practice.

CB15.3 The Grantee agrees not to, and to take all reasonable steps to ensure that its officers, employees, contractors, agents and any other individual or entity involved in carrying out the Activity do not:

- (a) engage in an Illegal or Corrupt Practice; or
- (b) engage in any practice that could constitute the offence of bribing a foreign public official contained in section 70.2 of the *Criminal Code Act 1995* (Cth).

CB15.4 The Grantee agrees to inform the Commonwealth within five business days if the Grantee becomes aware of any activity as described in 15.3 in relation to the performance of the Activity.

16. Step-in rights

CB16.1 If:

- (a) the Commonwealth issues a notice under clause 2.2;
- (b) an event in clause 19.3.1.c of the Agreement occurs; or
- (c) the Grantee requests that the Commonwealth exercise its rights under this clause

the Commonwealth may, at its discretion, give a notice to the Grantee that the Commonwealth intends to exercise its rights under this clause CB16 and the date from which this notice will take effect (Step In Notice).

CB16.2 From the date specified in the Step-in Notice:

- (a) other than as directed by the Commonwealth, the Grantee will cease being responsible for the performance of the Activity;
- (b) the Commonwealth may, acting on its own behalf or through a nominee, take any step to manage the Activity that is reasonably necessary as determined by the Commonwealth and having regard to the trigger event(s) giving rise to the relevant Step-in Notice;
- (c) the Commonwealth's obligation to pay the Grant is suspended; and
- (d) the Grantee agrees to provide all reasonable assistance and comply with any direction of the Commonwealth to enable the Commonwealth to exercise its rights under this clause and manage the Activity.

CB16.3 The Commonwealth may withdraw the Step-in Notice if in the Commonwealth's reasonable opinion:

- (a) the circumstances giving rise to the trigger event have ceased or are able to be appropriately managed by the Grantee; and
- (b) the Grantee will otherwise be able to comply with its obligations under this Agreement.

CB16.4 The Commonwealth will by written notice advise the Grantee of:

- (a) the date when the Step-in Notice will be withdrawn and the Grantee will resume responsibility for the Activity; and
- (b) the amount by which the Grant will be reduced, which will be proportionate to the costs incurred by the Commonwealth in exercising its rights under this clause.

17. Grant Administrator

Not Applicable

18. Management Adviser

Not Applicable

19. Indemnities

CB19.1 The Grantee indemnifies the Commonwealth, its officers, employees and contractors against any claim, loss or damage arising in connection with the Activity.

CB19.2 The Grantee's obligation to indemnify the Commonwealth will reduce proportionally to the extent any act or omission involving fault on the part of the Commonwealth contributed to the claim, loss or damage.

20. Compliance with Legislation and policies

CB20.1 In this Agreement:

Legislation means a provision of a statute or subordinate legislation of the Commonwealth, or of a State, Territory or local authority.

CB20.2 The Grantee agrees to comply with all Legislation applicable to its performance of this Agreement.

CB20.3 The Grantee agrees, in carrying out its obligations under this Agreement, to comply with any of the Commonwealth's policies as notified, referred or made available by the Commonwealth to the Grantee (including by reference to an internet site).

CB20.4 In carrying out the Activity, the Grantee must comply with the following applicable policies/laws:

- as specified in the [Families and Children Program Guidelines](#).

21. Work health and safety

CB21.1 The Grantee agrees to ensure that it complies at all times with all applicable work health and safety legislative and regulatory requirements and any additional work health and safety requirements set out in the Grant Details.

CB21.2 If requested by the Commonwealth, the Grantee agrees to provide copies of its work health and safety management plans and processes and such other details of the arrangements it has in place to meet the requirements referred to in clause CB21.1.

CB21.3 When using the Commonwealth's premises or facilities, the Grantee agrees to comply with all reasonable directions and procedures relating to work health and safety and security in effect at those premises or facilities, as notified by the Commonwealth or as might reasonably be inferred from the use to which the premises or facilities are being put.

22. Transition

CB22.1 If the Agreement is reduced in its scope or terminated under clause 19, the Grantee must at its own expense cooperate and give assistance as directed by the Commonwealth to enable the transition of some or all of the Activity to the Commonwealth or a third party nominated by the Commonwealth (**Successor**).

CB22.2 The assistance to be provided under clause CB22.1 may include, among other things:

- (a) making available to the Commonwealth or any Successor information relevant to the performance of the Activity;
- (b) allowing representatives of the Commonwealth or any Successor to observe the performance of the Activity;
- (c) providing a briefing to the Commonwealth or any Successor personnel on the Activity;
- (d) transferring to the Commonwealth or any Successor:
 - (i) Activity Material specified in the Grant Details;
 - (ii) Assets purchased with the Grant; and
 - (iii) Records maintained under clause 12.1
- (e) facilitating the novation or transfer to the Commonwealth or any Successor subcontracts and facilitating discussions with any subcontractors associated with the Activity;
- (f) assigning or licensing Intellectual Property Rights in Reporting Material, and any Activity Material specified in the Grant Details, to the Commonwealth or any Successor on terms acceptable to the Commonwealth;
- (g) preparing and executing any agreement or other documentation reasonably necessary or appropriate to facilitate any of the matters referred to

above; and

(h) any other matter specified in the Grant Details.

CB22.3 This clause does not apply where the Agreement is cancelled or reduced in scope for convenience under clause 20.

23. Corporate governance

CB23.1 In this Agreement:

Constitution means (depending on the context):

- (a) a company's, body corporate's or incorporated association's constitution, or equivalent documents, which (where relevant) includes rules and any amendments that are part of the constitution;
- (b) in relation to any other kind of body:
 - (i) the body's charter or memorandum; or
 - (ii) any instrument or law constituting or defining the constitution of the body or governing the activities of the body or its members.

CB23.2 The Grantee warrants that nothing in its Constitution conflicts with its obligations under this Agreement.

CB23.3 The Grantee agrees to provide a copy of its Constitution to the Commonwealth upon request and inform the Commonwealth whenever there is a change in the Grantee's Constitution, structure or management.

23A. Incorporation requirement

CB23A.1 If the total value of the Grantee's funding from the Commonwealth (excluding funding for capital works projects) in a financial year equals \$500,000 or more (excluding GST), and the Grantee:

- (a) is not a statutory body, or a State or Local Government; and
- (b) has not received an exemption from the incorporation requirements from the Commonwealth's Minister (or the Minister's delegate),
then
- (c) the Grantee must be, or become, incorporated in accordance with CB23A.2; and
- (d) the incorporation must occur within 6 months of the execution date of the agreement (or contract variation) that resulted in the total value of all of the Grantee's funding from the Commonwealth (excluding funding for capital works projects) in a financial year equalling \$500,000 or more (excluding GST).

CB23A.2 Where clause CB23A.1 applies, the Grantee must be, or become, incorporated:

- (a) if the Grantee is an Indigenous Organisation – under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cth); or

(b) if the Grantee is not an Indigenous Organisation – under the *Corporations Act 2001* (Cth).

CB23A.3 The Grantee is an Indigenous Organisation if it meets the Indigeneity requirement specified in subsection 29-5 of the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cth).

CB23A.4 Once the Grantee is, or becomes, incorporated in accordance with this clause CB23A, it must remain so incorporated until it ceases to receive any grant funding from the Commonwealth and the Agreement expires.

24. Counterparts

Not Applicable

25. Employees Subject to SACS Decision

Not Applicable

26. Program interoperability with National Disability Insurance Scheme

Not Applicable

27. Rollover of Surplus and Uncommitted Funds

CB27.1 In this Agreement:

Surplus and Uncommitted Funds means surplus and uncommitted funds provided by the Commonwealth through previous grant agreements relating to activities which are the same as or similar to the Activity and which are confirmed by final financial statements provided under the previous grant agreements.

CB27.2 The Parties acknowledge that the Grantee may hold Surplus and Uncommitted Funds.

CB27.3 The Commonwealth may give the Grantee written approval to retain all or part of any Surplus and Uncommitted Funds and treat those funds as part of the Grant provided under, and subject to, this Agreement. The Commonwealth may give such approval subject to conditions.

CB27.4 The Grantee agrees to acquit in the Reporting Material any Surplus and Uncommitted Funds that are retained and used to deliver the Activity under this Agreement.

CB27.5 This clause does not affect the Commonwealth's right to require the repayment of the balance of Surplus and Uncommitted Funds.

CB27.6 This clause survives the termination or expiry of the Agreement.

28. Secret and Sacred Indigenous Material

Not Applicable



Australian Government

Department of Social Services

Organisation ID:	1-METLHF
Agreement ID:	4-G0M8PM7
Program Schedule ID:	4-G0P0HX8

Notice of Change

s 22

CatholicCare Victoria Tasmania
PO Box 196
EAST MELBOURNE VIC 8002
catholiccare@ccam.org.au

Dear s 22

Notice of Change in relation to the Families and Children Program

We have a grant agreement in place with you to carry out a grant activity under the Families and Children between CatholicCare Victoria Tasmania and the Commonwealth of Australia, represented by the Department of Social Services.

This Notice of Change is to advise you of the following:

Activity ID: 4-G1N1T08

Activity Title: FaRS

1. **Replace** all payment milestones for the 2021-22 financial year, including the addition of a 2021-22 indexation payment, with the following:

Milestone	Anticipated Date	Amount (excl. GST)	GST (if applicable)	Total (incl. GST if applicable)
Half yearly payment of 2021-22 funds	13 July 2021	\$1,947,271.39	\$194,727.14	\$2,141,998.53
Half yearly payment of 2021-22 funds	1 December 2021	\$1,947,271.38	\$194,727.14	\$2,141,998.52
2021-22 Indexation Payment	28 January 2022	\$42,839.97	\$4,284.00	\$47,123.97
Total Amount				2021-22 Total \$4,331,121.02

2. **Replace** the future years payment milestones from 1 July 2022, noting indexation has been applied to all future payment amounts, with the following:

Milestone	Anticipated Date	Amount (excl. GST)	GST (if applicable)	Total (incl. GST if applicable)
Half yearly payment of 2022-23 funds	12 July 2022	\$1,968,691.37	\$196,869.14	\$2,165,560.51

Milestone	Anticipated Date	Amount (excl. GST)	GST (if applicable)	Total (incl. GST if applicable)
Half yearly payment of 2022-23 funds	1 December 2022	\$1,968,691.37	\$196,869.14	\$2,165,560.51
Total Amount	2022-23 Total \$4,331,121.02			

Milestone	Anticipated Date	Amount (excl. GST)	GST (if applicable)	Total (incl. GST if applicable)
Half yearly payment of 2023-24 funds	11 July 2023	\$1,968,691.37	\$196,869.14	\$2,165,560.51
Half yearly payment of 2023-24 funds	1 December 2023	\$1,968,691.37	\$196,869.14	\$2,165,560.51
Total Amount	2023-24 Total \$4,331,121.02			

Milestone	Anticipated Date	Amount (excl. GST)	GST (if applicable)	Total (incl. GST if applicable)
Half yearly payment of 2024-25 funds	9 July 2024	\$1,968,691.37	\$196,869.14	\$2,165,560.51
Half yearly payment of 2024-25 funds	2 December 2024	\$1,968,691.37	\$196,869.14	\$2,165,560.51
Total Amount	2024-25 Total \$4,331,121.02			

Milestone	Anticipated Date	Amount (excl. GST)	GST (if applicable)	Total (incl. GST if applicable)
Half yearly payment of 2025-26 funds	8 July 2025	\$1,968,691.37	\$196,869.14	\$2,165,560.51
Half yearly payment of 2025-26 funds	1 December 2025	\$1,968,691.37	\$196,869.14	\$2,165,560.51
Total Amount	2025-26 Total \$4,331,121.02			

We wish to advise you that this is a legally binding change that does not vary your existing obligations under the Grant Agreement, and does not require a formally executed variation to be carried out.

The parties agree that:

- (a) the only change/s effected by this Notice of Change are those specified within.

If you have any questions regarding this Notice of Change, please contact
VICperformanceDSS@communitygrants.gov.au.

Yours sincerely

Community Grants Hub

11 January 2022

s 22

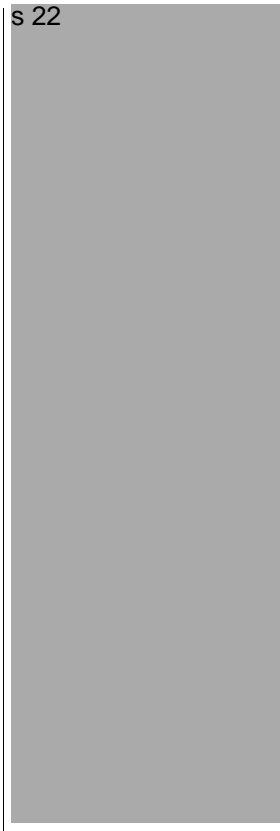
From: s 22
 Sent: Tuesday, 26 September 2023 4:16 PM
 To: s 22 <[redacted]@catholiccarevic.org.au>; s 22 <[redacted]@catholiccarevic.org.au>; s 22 <[redacted]@catholiccarevic.org.au>
 Cc: s 22 <[redacted]@dss.gov.au>; s 22 <[redacted]@dss.gov.au>
 Subject: CatholicCare Victoria Tasmania - FaRS - Activity ID: 4-G1N1T08 and FMHSS Activity ID: 4-G086HG9 - Outcome of Data Exchange (DEX) Assessment for reporting period 1 January to 30 June 2023 [SEC=OFFICIAL]

Dear Narelle, Deanna, and Domenic,

Thank you for submitting your DEX data covering the reporting period 1 January to 30 June 2023. A review of the activities below identified the following improvements.

Activity ID	Activity Name	Data Quality	Service Delivery	Partnership Approach
4-G1N1T08	Family and Relationship Services	<p>Summary of assessment:</p> <p>s 22</p>	<p>Summary of assessment:</p> <p>s 22</p> <p>The majority of sessions were delivered at the following outlets:</p> <p>Victoria:</p> <p>s 22</p> <p>- CCV Geelong reported 393 sessions;</p> <p>s 22</p> <p>s 22</p> <p>The following outlets had the highest number of individual clients:</p> <p>Victoria:</p> <p>s 22</p> <p>- CCV Geelong – 111 individual clients;</p> <p>s 22</p> <p>s 22</p> <p>s 22</p>	<p>Summary of assessment:</p> <p>s 22</p>

s 22



s 22



The Department is aware of the extenuating circumstances that some organisations have faced due to recent natural disasters and the COVID-19 pandemic.

I will contact you in monthly catch up meeting on 5 October, to discuss these improvements, and to see how your organisation is tracking for the current reporting period, 1 July to 31 December 2023.

If you require any further information or assistance, please do not hesitate to contact me.

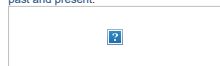
Kind regards,

s 22

s 22
Funding Arrangement Manager
Community Grants Hub
Delivery – Network Operations – Victoria State Office
Department of Social Services
P: s 22 E: s 22 @dss.gov.au

communitygrants.gov.au

The Department of Social Services acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, water and community. We pay our respects to them and their cultures, and to Elders both past and present.





Australian Government

**Community
Grants Hub**
Improving your grant experience



Activity Work Plan Report for Family and Relationship Services (FaRS)

Period 1 July 2021 to 30 June 2022 – Activity Work Plan due 15th August 2022

Complete the Activity Work Plan (AWP) by filling in cells that are not shaded. The department expects providers to use the guidance document available on [the Department's website](#) to complete this AWP.

1. Activity details

Organisation name	CatholicCare Victoria Tasmania
Grant Activity name	FaRS – Family and Relationship Services
Grant Activity ID	4-G1N1T08
Funding Allocation (2021-2022)	\$3,937,382.75
Service description	s 22

2. Activity deliverables

You may duplicate the table/rows below if needed (e.g., for multiple activities, locations, client groups, etc.).

This first table is to provide an overview of Family and Relationship Service (FaRS) across the 4 participating agencies of CCVT.

Service name(s)	Family and Relationship Counselling
Data Exchange service type(s)	Intake & Assessment; Counselling, Education & Skills Training; Family Capacity Building; Information/Advice; Advocacy/support; Outreach; Preparation/planning/Report writing; Referral
Service location(s)	As detailed in each table below
Outlet location(s)	As detailed in each table below
Needs statement	s 22

Output(s)	As detailed in each table below
Outcome(s)	As detailed in each table below
Timeframes	As detailed in each table below
Measure(s) of success	As detailed in each table below
Progress report	Each activity detailed below. See total data set across all FaRS Activity for CCVT in Appendix 1 and Appendix 2

s 22

s 22



2.9 Activity Deliverable

Service name(s)	Family and Relationship - Children's Counselling
Data Exchange service type(s)	Intake/Assessment, Counselling, Education and Skills Training.
Service location(s)	s 22
Outlet location(s)	s 22

	<p>s 22</p> <p>CatholicCare Victoria Geelong Office – 7-9 Ryan Place, Geelong 3220.</p> <p>s 22</p>
<p>Needs statement</p>	<p>Based on extensive practice knowledge and delivery, children and young people accessing the counselling services need support with a wide range of complexities and experiences including:</p> <ul style="list-style-type: none"> - family changes including family separation and divorce - family violence - parents experiencing high conflict through separation and divorce - trauma, including victims of crime - anxiety, depression, grief and loss - cognitive, developmental and physical disabilities - clients of DFFH (child protection) - living in out of home care or with extended family members - living in families experiencing multiple, complex issues (e.g., DFFH Child Protection involvement, parental drug/alcohol use, incarceration, unemployment) <p>In local areas such as the s 22 Geelong/s 22 the SEIFA Index of Relative Disadvantage demonstrates children and young people are living in families who are experiencing greater rates of vulnerability and disadvantage. Support and advocacy are key components of meeting the needs of all children in the counselling program.</p> <p>The impact of COVID and lockdowns determined how programs were delivered and what communities required as a priority.</p>
<p>Output(s)</p>	<p>Our data indicates that most children attend 1-6 sessions with a smaller percentage seen for more than 10 sessions where there are multiple, complex needs within the family and where challenges are ongoing.</p> <p>Adjustments to counselling outputs in context of COVID environment include shorter more frequent sessions with increase in risk screening questions. Sessions are conducted via phone or a secure video conferencing platform.</p>
<p>Outcome(s)</p>	<ul style="list-style-type: none"> • Strong engagement with parents/caregivers to provide counselling in context of family system • Children and young people to have contact with a safe supportive adult • Children and young people to learn skills e.g., understand and manage anxiety/trauma responses to improve their emotional regulation, strengthened coping skills with daily tasks such as interacting with family members and peers in a calm manner, strengthened capacity to participate effectively in school • Learn strategies to manage their feelings and to decrease stress and anxiety • Increase in resilience

Timeframes	Reported increase in resilience and development of coping strategies. Improvement of circumstances assessed after 6 sessions in most instances, however timeframes difficult to assess in cases with high levels of complexity and multiple presenting issues.
Measure(s) of success	Feedback from children and young people and strong engagement with the counselling service. Children and parents report improvement in family functioning and well-being. Score outcome measurement. SCORE collected either by practitioner assessment, client self-assessment, or joint assessment
Progress report	s 22

2.10 Activity Deliverable

Service name(s)	Family and Relationship Counselling
Data Exchange service type(s)	Intake/Assessment, Counselling, Education and Skills Training.
Service location(s)	s 22
Outlet location(s)	<p>s 22</p> <p>CatholicCare Victoria Geelong Office – 7-9 Ryan Place, Geelong 3220.</p> <p>s 22</p>
Needs statement	<p>There are a wide range of issues that counsellors respond to, and the clients are from a wide range of cultural backgrounds. s 22</p> <p>s 22</p> <p>For individual couples and families there are a range of complex issues reported across all locations including anxiety and depression, couple/family issues, family conflict, post separation issues, sexual abuse, disability, issues with substance misuse and family violence.</p> <p>In Geelong there is a partnership with the Victims Assistance Program based on a need to provide counselling to individuals impacted by crime, including family violence.</p> <p>In several locations, including Geelong and s 22 there are referrals from child protection for complex trauma and family issues, and a need that will be highlighted even further with the gradual return to face to face learning for school children and adolescents is school refusal.</p> <p>The significant impact of COVID and restrictions particularly in Melbourne, have intensified complexity of issues and identified a range of needs relating to increase social isolation, loneliness, anxiety and family breakdown.</p>

	The impact of COVID and ongoing restrictions will determine how programs are delivered (remote, video conference, phone, face to face) and what communities require as a priority.
Output(s)	<p>Intake and Assessment 1½ hours conducted for all referrals. Counsellors deliver 4 x 1- 1½ counselling appointments daily.</p> <p>Adjustments to counselling outputs in context of COVID environment include shorter more frequent sessions with increase in risk screening questions. Sessions are able to be conducted remotely via telephone or a secure video conferencing platform (Zoom for business).</p> <p>Provide advocacy and outbound referrals out as appropriate to meet client needs e.g., family services support, emergency relief, housing services, legal services, and specialist family violence services.</p>
Outcome(s)	<ul style="list-style-type: none"> Identify and address risk issues in a complex client group i.e., family violence, child protection concerns, drug and alcohol, and mental health issues and refer as appropriate in collaboration with the client/family. Increased awareness for client of own emotional and mental health and wellbeing, and plan for self-care strategies implemented. Reduced stress and relationship/family conflict and strengthened family functioning. Individual, couples and families resolve relationship issues and develop better communication, conflict and problem-solving skills. Parents feel supported and are provided with skills to encourage and strengthen child parent relationships, and to provide a safe environment for their children. Individuals are assisted to process past trauma experiences and the impact this has had in their lives.
Timeframes	Cases are reviewed after 6 sessions, client self-report and practitioner assessment.
Measure(s) of success	<p>Client feedback, engagement with the counselling service. Clients report improvement in family functioning and well-being. Score outcome measurement.</p> <p>SCORE collected either by practitioner assessment, client self-assessment, or joint assessment</p>
Progress report	s 22

	<p>s 22</p> <p>Highlights</p> <p>Many Geelong and s 22 clients are continuing with telehealth services (zoom videoconferencing and telephone consultations). Telehealth services make life easier for parents, including working parents, parents of younger children, adults with health issues, clients with disabilities or aged clients who are concerned about leaving home to access support. However, telehealth doesn't work for clients with hearing impairments or clients who might be extremely frail/aged or have disabilities that restrict their ability to hold the phone for lengthy periods of time.</p> <p>Online technology platforms can offer an increased sense of equality, security and safety, for example when offering a parent education session for separated parents where an IVO is in place. Previously we would not have been able to provide this work to the parents together, whereas now we are able to consider this option. s 22</p> <p>s 22</p> <p>Online Service delivery has also meant some clients can have their appointment throughout their workday, without having to travel. When appropriate and safe, sessions can take place with people sitting in their cars or their home offices.</p>
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2.11 Activity Deliverable

Service name(s)	Targeted outreach/place based
Data Exchange service type(s)	Intake/Assessment, Counselling, Education and Skills Training.
Service location(s)	s 22
Outlet location(s)	CatholicCare Victoria Geelong Office – 7-9 Ryan Place, Geelong 3220. s 22
Needs statement	G21 data from the SEIFA Index of Disadvantage demonstrates communities in the s 22 Geelong s 22 area experience a very high rate of disengaged youth, a high rate of low-income households, a very high proportion of housing stress including family conflict, a higher-than-average unemployment rate and a higher-than-average youth unemployment rate. It is also known that individuals and families from this

	area have more significant barriers to accessing services including those located in the Geelong CBD. Locating our counselling service within a local council child and family hub ensures accessibility for families in this area. The impact of COVID and restrictions will determine how programs are delivered and what communities require as a priority.
Output(s)	<p>Describe what you will deliver to achieve outcomes. Include as applicable, client numbers, session frequency, duration etc.</p> <p>Two counsellors at three days and two days respectively seeing four clients per day. Intake and Assessment 1 ½ hours and counselling appointments at one hour.</p> <p>Provide advocacy and referrals out as appropriate to meet client needs e.g., Integrated family support, emergency relief, housing services, legal services.</p>
Outcome(s)	<p>Describe the intended result(s) of the output. What is the change you are trying to achieve for the client? For example, improved parenting skills.</p> <ul style="list-style-type: none"> • Identify and address risk issues in a complex client group i.e., family violence, child protection concerns, drug and alcohol and mental health issues and refer as appropriate in collaboration with the client/family. • Increased awareness for client of own emotional and mental health and wellbeing and plan for self-care strategies implemented. • Reduced stress and relationship/family conflict and strengthened family functioning. Individual, couples, and families resolve relationship issues and develop strengthened communication, conflict and problem-solving skills. • Parents feel supported and are provided with skills to encourage and strengthen child parent relationships and to provide a safe environment for their children. • Individuals are assisted to process past trauma experiences and the impact this has had in their lives.
Timeframes	<p>When do you anticipate your outcomes would be identifiable/achieved? For example, parenting skills to improve after 6 sessions.</p> <p>Cases are reviewed after 6 sessions, client self-report and practitioner assessment.</p>
Measure(s) of success	<p>Identify and quantify indicators for whether outcomes have been achieved. How will you measure whether outcomes have been achieved? Will you use a validated tool?</p> <p>Client feedback, engagement with the counselling service. Clients report improvement in family functioning and well-being. Score outcome measurement.</p> <p>SCORE collected either by practitioner assessment, client self-assessment, or joint assessment</p>
Progress report	s 22

s 22




s 22

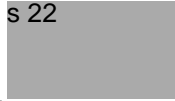


This Activity Work Plan is to be finalised by the Activity Work Plan due date as specified in the grant agreement.


Service Provider/Organisation: CatholicCare Victoria Tasmania

Agency: Community Grants Hub on behalf of the Department of Social Services

Service Provider Signature:  s 22

Funding Arrangement Manager (FAM) Signature:  s 22

Name and position:  s 22 CCVT Contract Manager

FAM Name and position:  s 22 Funding Arrangement Manager

Date: 16/08/2022

Date: 30 / 09 / 2022

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Activity Work Plan for Family and Relationship Services (FaRS)

Period: 1 July 2022 to 30 June 2023 – Activity Work Plan due 15 August 2023

Complete the Activity Work Plan (AWP) by filling in cells that are not shaded. The department expects providers to use the guidance document available on [the Department's website](#) to complete this AWP.

1. Activity details

Organisation name	CatholicCare Victoria Tasmania
Grant Activity name	FaRS – Family and Relationship Services
Grant Activity ID	4-G1N1T08
Funding Allocation (2022-2023)	\$4,211,384 (including indexation)
Service description	s 22

Please note: CatholicCare Victoria Tasmania (CCVT) is comprised of two member organisations, CatholicCare Victoria (CCV) and CatholicCare Tasmania (CCT). Where service activity is applicable across Victoria and Tasmania, the activity is reported as CCVT. Where activity is only relevant to one of the member agencies, then it will be reported as CCV or CCT as appropriate.

2. Activity deliverables

This first table is to provide an overview of Family and Relationship Service (FaRS) across the 2 participating agencies of CCVT.

Service name(s)	Family and Relationship Services (FaRS) Counselling
Data Exchange service type(s)	Intake & Assessment; Counselling, Education & Skills Training; Family Capacity Building; Information/Advice; Advocacy/support; Outreach; Preparation/planning/Report writing; Referral
Service location(s)	As detailed in each table below
Outlet location(s)	As detailed in each table below
Needs statement	s 22

Output(s)	As detailed in each table below
Outcome(s)	As detailed in each table below
Timeframes	As detailed in each table below
Measure(s) of success	As detailed in each table below
Progress report	Each activity detailed below.

s 22

2.9 Activity Deliverable

Service name(s)	FaRS - Children's Counselling
Data Exchange service type(s)	Intake/Assessment, Counselling, Education and Skills Training.
Service location(s)	s 22
Outlet location(s)	<p>s 22</p> <p>CatholicCare Victoria Geelong Office – 7-9 Ryan Place, Geelong 3220.</p> <p>s 22</p>
Needs statement	<p>Based on extensive practice knowledge and delivery, children and young people accessing the counselling services need support with a wide range of complexities and experiences including:</p> <ul style="list-style-type: none"> - family changes including family separation and divorce - family violence - parents experiencing high conflict through separation and divorce - trauma, including victims of crime - anxiety, depression, grief and loss - cognitive, developmental and physical disabilities - clients of DFFH (child protection) - living in out of home care or with extended family members - living in families experiencing multiple, complex issues (e.g., DFFH Child Protection involvement, parental drug/alcohol use, incarceration, unemployment) <p>In local areas such as the s 22 Geelong/s 22 the SEIFA Index of Relative Disadvantage demonstrates children and young people are living in families who are experiencing greater rates of vulnerability and disadvantage. Support and advocacy are key components of meeting the needs of all children in the counselling program.</p>

Output(s)	<p>Our data indicates that most children attend 1-6 sessions with a smaller percentage seen for more than 10 sessions where there are multiple, complex needs within the family and where challenges are ongoing.</p> <p>Adjustments to counselling outputs in context of COVID environment include shorter more frequent sessions with increase in risk screening questions. Sessions are conducted via phone or a secure video conferencing platform.</p>
Outcome(s)	<ul style="list-style-type: none"> • Strong engagement with parents/caregivers to provide counselling in context of family system • Children and young people to have contact with a safe supportive adult • Children and young people to learn skills e.g., understand and manage anxiety/trauma responses to improve their emotional regulation, strengthened coping skills with daily tasks such as interacting with family members and peers in a calm manner, strengthened capacity to participate effectively in school • Learn strategies to manage their feelings and to decrease stress and anxiety • Increase in resilience
Timeframes	<p>Reported increase in resilience and development of coping strategies. Improvement of circumstances assessed after 6 sessions in most instances, however timeframes difficult to assess in cases with high levels of complexity and multiple presenting issues.</p>
Measure(s) of success	<p>Feedback from children and young people and strong engagement with the counselling service. Children and parents report improvement in family functioning and well-being. Score outcome measurement.</p> <p>SCORE collected either by practitioner assessment, client self-assessment, or joint assessment</p>
Progress report	<p>s 22</p>

	s 22
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2.10 Activity Deliverable

Service name(s)	FaRS
Data Exchange service type(s)	Intake/Assessment, Counselling, Education and Skills Training.
Service location(s)	s 22
Outlet location(s)	<p>s 22</p> <p>CatholicCare Victoria Geelong Office – 7-9 Ryan Place, Geelong 3220.</p> <p>s 22</p>
Needs statement	<p>There are a wide range of issues that counsellors respond to, and the clients are from a wide range of cultural backgrounds. s 22</p> <p>s 22</p> <p>For individual couples and families there are a range of complex issues reported across all locations including anxiety and depression, couple/family issues, family conflict, post separation issues, sexual abuse, disability, issues with substance misuse and family violence.</p>

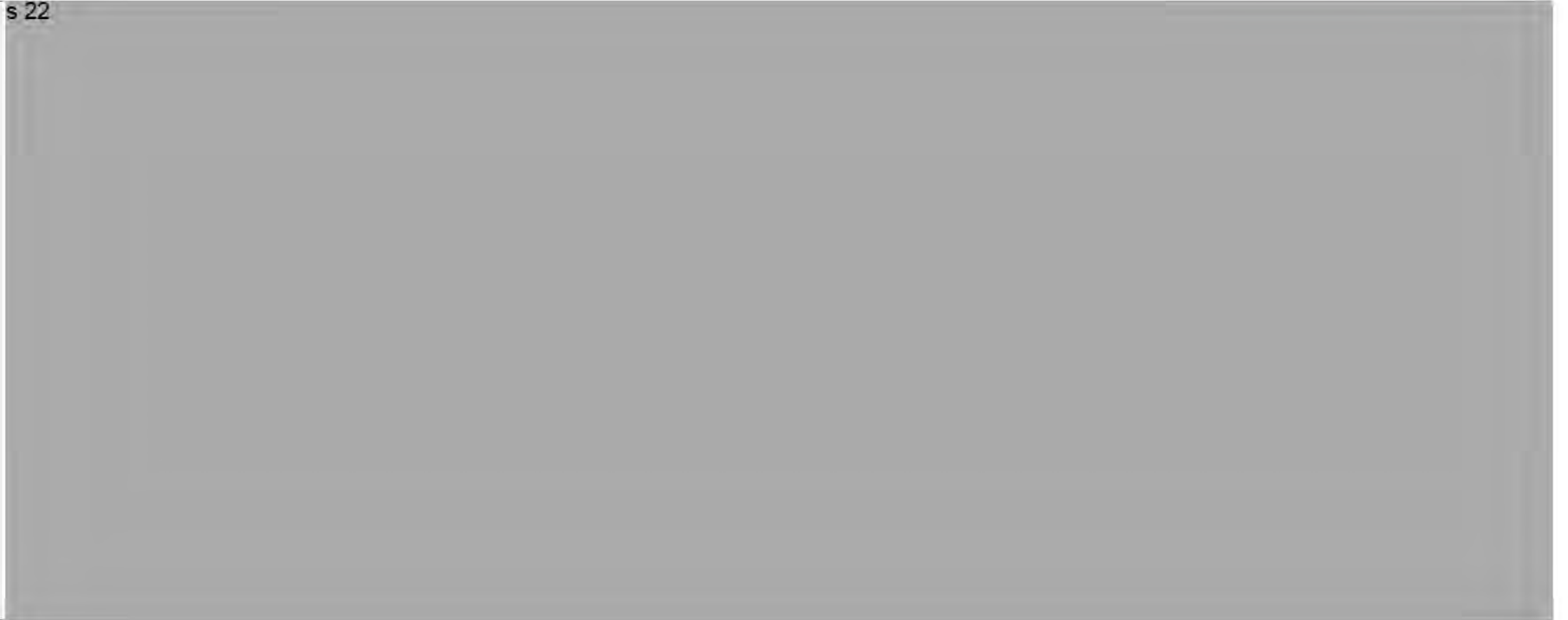
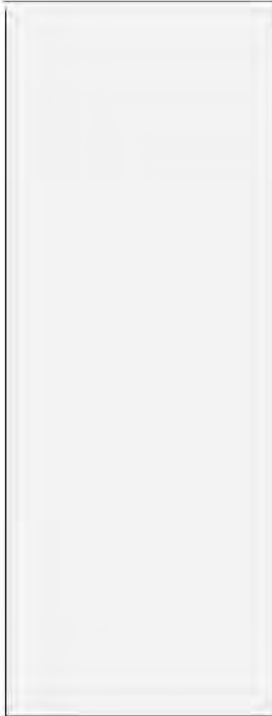
	<p>In Geelong there is a partnership with the Victims Assistance Program based on a need to provide counselling to individuals impacted by crime, including family violence.</p> <p>In several locations, including Geelong and s 22 there are referrals from child protection for complex trauma and family issues, and a need that will be highlighted even further with the gradual return to face to face learning for school children and adolescents is school refusal.</p> <p>The significant impact of COVID and restrictions particularly in Melbourne, have intensified complexity of issues and identified a range of needs relating to increase social isolation, loneliness, anxiety and family breakdown.</p>
Output(s)	<p>Intake and Assessment 1½ hours conducted for all referrals. Counsellors deliver 4 x 1- 1½ counselling appointments daily.</p> <p>Adjustments to counselling outputs in context of COVID environment include shorter more frequent sessions with increase in risk screening questions. Sessions are able to be conducted remotely via telephone or a secure video conferencing platform (Zoom for business).</p> <p>Provide advocacy and outbound referrals out as appropriate to meet client needs e.g., family services support, emergency relief, housing services, legal services, and specialist family violence services.</p>
Outcome(s)	<ul style="list-style-type: none"> • Identify and address risk issues in a complex client group i.e., family violence, child protection concerns, drug and alcohol, and mental health issues and refer as appropriate in collaboration with the client/family. • Increased awareness for client of own emotional and mental health and wellbeing, and plan for self-care strategies implemented. • Reduced stress and relationship/family conflict and strengthened family functioning. Individual, couples and families resolve relationship issues and develop better communication, conflict and problem-solving skills. • Parents feel supported and are provided with skills to encourage and strengthen child parent relationships, and to provide a safe environment for their children. • Individuals are assisted to process past trauma experiences and the impact this has had in their lives.
Timeframes	Cases are reviewed after 6 sessions, client self-report and practitioner assessment.
Measure(s) of success	<p>Client feedback, engagement with the counselling service. Clients report improvement in family functioning and well-being. Score outcome measurement.</p> <p>SCORE collected either by practitioner assessment, client self-assessment, or joint assessment</p>
Progress report	s 22

	<p>s 22</p> <p>Highlights</p> <p>Many of s 22 clients are returning to in person sessions on sites, while greater Geelong has an even spread of in person and Telehealth services.</p> <p>Telehealth services seem to be of most interest to working parents, parents of younger children, adults with health issues, clients with disabilities.</p> <p>Online technology platforms can offer an increased sense of equality, security and safety, for example when offering a parent education session for separated parents where an IVO is in place. Previously we would not have been able to provide this work to the parents together, whereas now we are able to consider this option. s 47F</p> <p>s 47F</p>
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2.11 Activity Deliverable

Service name(s)	FaRS - Targeted outreach/place based
Data Exchange service type(s)	Intake/Assessment, Counselling, Education and Skills Training.
Service location(s)	s 22
Outlet location(s)	CatholicCare Victoria Geelong Office – 7-9 Ryan Place, Geelong 3220. s 22

Needs statement	G21 data from the SEIFA Index of Disadvantage demonstrates communities in the s 22 Geelong/s 22 area experience a very high rate of disengaged youth, a high rate of low-income households, a very high proportion of housing stress including family conflict, a higher-than-average unemployment rate and a higher-than-average youth unemployment rate. It is also known that individuals and families from this area have more significant barriers to accessing services including those located in the Geelong CBD. Locating our counselling service within a local council child and family hub ensures accessibility for families in this area.
Output(s)	Describe what you will deliver to achieve outcomes. Include as applicable, client numbers, session frequency, duration etc. Two counsellors at three days and two days respectively seeing four clients per day. Intake and Assessment 1 ½ hours and counselling appointments at one hour. Provide advocacy and referrals out as appropriate to meet client needs e.g., Integrated family support, emergency relief, housing services, legal services.
Outcome(s)	Describe the intended result(s) of the output. What is the change you are trying to achieve for the client? For example, improved parenting skills. <ul style="list-style-type: none"> • Identify and address risk issues in a complex client group i.e., family violence, child protection concerns, drug and alcohol and mental health issues and refer as appropriate in collaboration with the client/family. • Increased awareness for client of own emotional and mental health and wellbeing and plan for self-care strategies implemented. • Reduced stress and relationship/family conflict and strengthened family functioning. Individual, couples, and families resolve relationship issues and develop strengthened communication, conflict and problem-solving skills. • Parents feel supported and are provided with skills to encourage and strengthen child parent relationships and to provide a safe environment for their children. • Individuals are assisted to process past trauma experiences and the impact this has had in their lives.
Timeframes	When do you anticipate your outcomes would be identifiable/achieved? For example, parenting skills to improve after 6 sessions. Cases are reviewed after 6 sessions, client self-report and practitioner assessment.
Measure(s) of success	Identify and quantify indicators for whether outcomes have been achieved. How will you measure whether outcomes have been achieved? Will you use a validated tool? Client feedback, engagement with the counselling service. Clients report improvement in family functioning and well-being. Score outcome measurement. SCORE collected either by practitioner assessment, client self-assessment, or joint assessment
Progress report	s 22



s 22

s 22



This Activity Work Plan is to be finalised by the Activity Work Plan due date as specified in the grant agreement.

Service Provider/Organisation:	CatholicCare Victoria Tasmania	Agency:	<u>Community Grants Hub on behalf of the Department of Social Services</u>
Service Provider Signature:	<u>s 22</u>	Funding Arrangement Manager (FAM) Signature:	<u>s 22</u> (on behalf of <u>s 22</u>)
Name and position:	<u>s 22</u> <u>CCVT Contract Manager</u>	FAM Name and position:	<u>s 22</u> Funding Arrangement Manager, Community Grants Hub
Date:	15 / 08 / 2023	Date:	14 / 11 / 23



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Activity Work Plan for Family and Relationship Services (FaRS)

Period: 1 July 2023 to 30 June 2024 – Activity Work Plan due 15 August 2024

Complete the Activity Work Plan (AWP) by filling in cells that are not shaded. The department expects providers to use the guidance document available on [the Department's website](#) to complete this AWP.

1. Activity details

Organisation name	CatholicCare Victoria Tasmania
Grant Activity name	FaRS – Family and Relationship Services
Grant Activity ID	4-G1N1T08
Funding Allocation (2023-2024)	\$4,491,433 (including indexation)
Service description	s 22

Please note: CatholicCare Victoria Tasmania (CCVT) is comprised of two member organisations, CatholicCare Victoria (CCV) and CatholicCare Tasmania (CCT). Where service activity is applicable across Victoria and Tasmania, the activity is reported as CCVT. Where activity is only relevant to one of the member agencies, then it will be reported as CCV or CCT as appropriate.

2. Activity deliverables

This first table is to provide an overview of Family and Relationship Service (FaRS) across the 2 participating agencies of CCVT.

Service name(s)	Family and Relationship Services (FaRS) Counselling
Data Exchange service type(s)	Intake & Assessment; Counselling, Education & Skills Training; Family Capacity Building; Information/Advice; Advocacy/support; Outreach; Preparation/planning/Report writing; Referral
Service location(s)	As detailed in each table below
Outlet location(s)	As detailed in each table below
Needs statement	s 22

Output(s)	As detailed in each table below
Outcome(s)	As detailed in each table below
Timeframes	As detailed in each table below
Measure(s) of success	As detailed in each table below
Progress report	Each activity detailed below.

s 22

s 22

2.9 Activity Deliverable

Service name(s)	FaRS - Children's Counselling
Data Exchange service type(s)	Intake/Assessment, Counselling, Education and Skills Training.
Service location(s)	s 22
Outlet location(s)	<p>s 22</p> <p>CatholicCare Victoria Geelong Office – 7-9 Ryan Place, Geelong 3220.</p> <p>s 22</p>

Needs statement	<p>Based on extensive practice knowledge and delivery, children and young people accessing the counselling services need support with a wide range of complexities and experiences including:</p> <ul style="list-style-type: none"> - family changes including family separation and divorce - family violence - parents experiencing high conflict through separation and divorce - trauma, including victims of crime - anxiety, depression, grief and loss - cognitive, developmental and physical disabilities - clients of DFFH (child protection) - living in out of home care or with extended family members - living in families experiencing multiple, complex issues (e.g., DFFH Child Protection involvement, parental drug/alcohol use, incarceration, unemployment) <p>In local areas such as the s 22 [redacted] Geelong s 22 [redacted] the SEIFA Index of Relative Disadvantage demonstrates children and young people are living in families who are experiencing greater rates of vulnerability and disadvantage. Support and advocacy are key components of meeting the needs of all children in the counselling program.</p>
Output(s)	<p>Our data indicates that most children attend 1-6 sessions with a smaller percentage seen for more than 10 sessions where there are multiple, complex needs within the family and where challenges are ongoing.</p> <p>Adjustments to counselling outputs in context of COVID environment include shorter more frequent sessions with increase in risk screening questions. Sessions are conducted via phone or a secure video conferencing platform.</p>
Outcome(s)	<ul style="list-style-type: none"> • Strong engagement with parents/caregivers to provide counselling in context of family system • Children and young people to have contact with a safe supportive adult • Children and young people to learn skills e.g., understand and manage anxiety/trauma responses to improve their emotional regulation, strengthened coping skills with daily tasks such as interacting with family members and peers in a calm manner, strengthened capacity to participate effectively in school • Learn strategies to manage their feelings and to decrease stress and anxiety • Increase in resilience
Timeframes	<p>Reported increase in resilience and development of coping strategies. Improvement of circumstances assessed after 6 sessions in most instances, however timeframes difficult to assess in cases with high levels of complexity and multiple presenting issues.</p>
Measure(s) of success	<p>Feedback from children and young people and strong engagement with the counselling service. Children and parents report improvement in family functioning and well-being. Score outcome measurement.</p>

	SCORE collected either by practitioner assessment, client self-assessment, or joint assessment
<p>Progress report</p>	<p>s 22</p> <p>Highlights</p> <p>s 22</p> <p>The Geelong office was working from a temporary location in McKillop Street whilst the permanent office space at 100 Brougham Street was being permanently fitted out. The lease on McKillop Street expired on October 1, 2024. Staff were required to work from home for approximately 4 weeks due to delays with the fit-out.</p> <p>s 22</p> <p>Geelong staff moved into the new office space in early November 2024. The children's therapy room is a wonderful space with panoramic views across the bay.</p> <p>Geelong FaRS is growing a client base referred through third party funders that includes Lifeboat Geelong and the Salvation Army.</p>

2.10 Activity Deliverable

Service name(s)	FaRS
Data Exchange service type(s)	Intake/Assessment, Counselling, Education and Skills Training.
Service location(s)	s 22
Outlet location(s)	<p>s 22</p> <p>CatholicCare Victoria Geelong Office – 7-9 Ryan Place, Geelong 3220.</p> <p>s 22</p>
Needs statement	<p>There are a wide range of issues that counsellors respond to, and the clients are from a wide range of cultural backgrounds. s 22</p> <p>s 22</p> <p>For individual couples and families there are a range of complex issues reported across all locations including anxiety and depression, couple/family issues, family conflict, post separation issues, sexual abuse, disability, issues with substance misuse and family violence.</p> <p>In Geelong there is a partnership with the Victims Assistance Program based on a need to provide counselling to individuals impacted by crime, including family violence.</p> <p>In several locations, including Geelong s 22 there are referrals from child protection for complex trauma and family issues, and a need that will be highlighted even further with the gradual return to face to face learning for school children and adolescents is school refusal.</p> <p>The significant impact of COVID and restrictions particularly in Melbourne, have intensified complexity of issues and identified a range of needs relating to increase social isolation, loneliness, anxiety and family breakdown.</p>

Output(s)	<p>Intake and Assessment 1½ hours conducted for all referrals. Counsellors deliver 4 x 1- 1½ counselling appointments daily.</p> <p>Adjustments to counselling outputs in context of COVID environment include shorter more frequent sessions with increase in risk screening questions. Sessions are able to be conducted remotely via telephone or a secure video conferencing platform (Zoom for business).</p> <p>Provide advocacy and outbound referrals out as appropriate to meet client needs e.g., family services support, emergency relief, housing services, legal services, and specialist family violence services.</p>
Outcome(s)	<ul style="list-style-type: none"> • Identify and address risk issues in a complex client group i.e., family violence, child protection concerns, drug and alcohol, and mental health issues and refer as appropriate in collaboration with the client/family. • Increased awareness for client of own emotional and mental health and wellbeing, and plan for self-care strategies implemented. • Reduced stress and relationship/family conflict and strengthened family functioning. Individual, couples and families resolve relationship issues and develop better communication, conflict and problem-solving skills. • Parents feel supported and are provided with skills to encourage and strengthen child parent relationships, and to provide a safe environment for their children. • Individuals are assisted to process past trauma experiences and the impact this has had in their lives.
Timeframes	Cases are reviewed after 6 sessions, client self-report and practitioner assessment.
Measure(s) of success	<p>Client feedback, engagement with the counselling service. Clients report improvement in family functioning and well-being. Score outcome measurement.</p> <p>SCORE collected either by practitioner assessment, client self-assessment, or joint assessment</p>
Progress report	s 22

Family and relationships issues are the predominant presenting issue at the Brougham Street office location in Geelong at 60% (72). The secondary presenting issue is family breakdown at 23.33% (28). The remaining key presenting issues are: Trauma - 15.83% (19); Coping - 14.17% (17); Grief/loss 10.83% (13); Relationships, Stress - 10% (12 per issue); Anxiety - 9.17% (11); Anxiety related, Grief/loss - 8.33 (10 per issue); Mental health diagnosed - 7.5% (9); Parenting - 6.67% (8).

Challenges

Geelong saw a trend post-covid of self-referred clients for couples counselling. These clients have experienced significant life-stressors that include financial and relationship difficulties. Coercive control has also been a significant factor pertaining to these referrals. The Brougham Street office has had two days of closure and instruction to WFH due to protests relating to the Israel/Gaza conflict during the 2023/2024 financial year. Deputy Prime Minister and Defense Minister, Richard Marle's office, is located in the foyer of the building and the target of these protests.

The service is accessible to a range of clients including health care card holders at 44%; sole parents with dependents at 18% and couples with dependents at 27%. 6% of clients are from a CALD background and 18% have a disability. 8% of clients are from Aboriginal and Torres Strait Islander backgrounds or are not stated.

Our client base is predominantly from a low socio-economic background with the largest cohort receiving an income between 20-30K (25).


The aim is to increase accessibility of our service to a greater diversity of clients in the Geelong region. This includes clients from a CALD background, clients from Aboriginal and Torres Strait Islander backgrounds and clients within the LGBTIQ+ communities.

The Geelong Team Leader is registered with the Community Agents, Organisations and Services Network (CAOS) which has 650 members in the Geelong region. The aim is to network and promote the service to a range of external service providers thereby ensuring further inclusivity of our service to a range of communities.

Staff have regular opportunities to attend a range of live and recorded webinar sessions through the Australian Institute of Family Studies in partnership with Emerging Minds.

This reporting year we have had an influx of demand for pre-marriage support. We deliver this program very successfully as a prevention program. *Please refer to Appendix 6 for statistics on FOCCUS (couples' sessions) and Partnerships (group work).*




Service name(s)	FaRS - Targeted outreach/place based
Data Exchange service type(s)	Intake/Assessment, Counselling, Education and Skills Training.
Service location(s)	s 22
Outlet location(s)	CatholicCare Victoria Geelong Office – 7-9 Ryan Place, Geelong 3220. s 22
Needs statement	G21 data from the SEIFA Index of Disadvantage demonstrates communities in the s 22 Geelong/s 22 area experience a very high rate of disengaged youth, a high rate of low-income households, a very high proportion of housing stress including family conflict, a higher-than-average unemployment rate and a higher-than-average youth unemployment rate. It is also known that individuals and families from this area have more significant barriers to accessing services including those located in the Geelong CBD. Locating our counselling service within a local council child and family hub ensures accessibility for families in this area.
Output(s)	Describe what you will deliver to achieve outcomes. Include as applicable, client numbers, session frequency, duration etc. Two counsellors at three days and two days respectively seeing four clients per day. Intake and Assessment 1 ½ hours and counselling appointments at one hour. Provide advocacy and referrals out as appropriate to meet client needs e.g., Integrated family support, emergency relief, housing services, legal services.
Outcome(s)	Describe the intended result(s) of the output. What is the change you are trying to achieve for the client? For example, improved parenting skills. <ul style="list-style-type: none"> Identify and address risk issues in a complex client group i.e., family violence, child protection concerns, drug and alcohol and mental health issues and refer as appropriate in collaboration with the client/family. Increased awareness for client of own emotional and mental health and wellbeing and plan for self-care strategies implemented. Reduced stress and relationship/family conflict and strengthened family functioning. Individual, couples, and families resolve relationship issues and develop strengthened communication, conflict and problem-solving skills. Parents feel supported and are provided with skills to encourage and strengthen child parent relationships and to provide a safe environment for their children. Individuals are assisted to process past trauma experiences and the impact this has had in their lives.
Timeframes	When do you anticipate your outcomes would be identifiable/achieved? For example, parenting skills to improve after 6 sessions. Cases are reviewed after 6 sessions, client self-report and practitioner assessment.

Measure(s) of success	<p>Identify and quantify indicators for whether outcomes have been achieved. How will you measure whether outcomes have been achieved? Will you use a validated tool?</p> <p>Client feedback, engagement with the counselling service. Clients report improvement in family functioning and well-being. Score outcome measurement.</p> <p>SCORE collected either by practitioner assessment, client self-assessment, or joint assessment</p>
Progress report	<p>The Geelong office was working from a temporary location in McKillop Street whilst the permanent office space at 100 Brougham Street was being permanently fitted out. The lease on McKillop Street expired on October 1, 2024. Staff were required to work from home for approximately 4 weeks due to delays with the fit-out.</p> <p>s 22</p> 

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This Activity Work Plan is to be finalised by the Activity Work Plan due date as specified in the grant agreement.

Service Provider/Organisation:	CatholicCare Victoria Tasmania	Agency:	<u>Community Grants Hub on behalf of the Department of Social Services</u>
Service Provider Signature:	 _____	Funding Arrangement Manager (FAM) Signature:	_____
Name and position:	 <u>CCVT Contract Manager</u>	FAM Name and position:	 Funding Arrangement Manager, Community Grants Hub
Date:	15 / 08 / 2024	Date:	___ / ___ / ___



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Activity Work Plan for Family and Relationship Services (FaRS)

Period: 1 July 2024 to 30 June 2025 – Activity Work Plan due 15 August 2025

Complete the Activity Work Plan (AWP) by filling in cells that are not shaded. The department expects providers to use the guidance document available on [the Department's website](#) to complete this AWP.

1. Activity details

Organisation name	CatholicCare Victoria Tasmania
Grant Activity name	FaRS – Family and Relationship Services
Grant Activity ID	4-G1N1T08
Funding Allocation (2024-2025)	CCT \$1,568,890 CCV \$3,143,449 Total: \$4,712,339 (including indexation) Underspend 2023-24 (CCT) \$105,221
Service description	s 22

Please note: CatholicCare Victoria Tasmania (CCVT) is comprised of two member organisations, CatholicCare Victoria (CCV) and CatholicCare Tasmania (CCT). Where service activity is applicable across Victoria and Tasmania, the activity is reported as CCVT. Where activity is only relevant to one of the member agencies, then it will be reported as CCV or CCT as appropriate.

2. Activity deliverables

This first table is to provide an overview of Family and Relationship Service (FaRS) across the 2 participating agencies of CCVT.

Service name(s)	Family and Relationship Services (FaRS) Counselling
Data Exchange service type(s)	Intake & Assessment; Counselling, Education & Skills Training; Family Capacity Building; Information/Advice; Advocacy/support; Outreach; Preparation/planning/Report writing; Referral
Service location(s)	As detailed in each table below
Outlet location(s)	As detailed in each table below
Needs statement	s 22

Output(s)	As detailed in each table below
Outcome(s)	As detailed in each table below
Timeframes	As detailed in each table below
Measure(s) of success	As detailed in each table below
Progress report	Each activity detailed below.

s 22

s 22

2.9 Activity Deliverable

Service name(s)	FaRS - Children's Counselling
Data Exchange service type(s)	Intake/Assessment, Counselling, Education and Skills Training.
Service location(s)	s 22
Outlet location(s)	<p>s 22</p> <p>CatholicCare Victoria Geelong Office – 7-9 Ryan Place, Geelong 3220.</p> <p>s 22</p>
Needs statement	<p>Based on extensive practice knowledge and delivery, children and young people accessing the counselling services need support with a wide range of complexities and experiences including:</p> <ul style="list-style-type: none"> - family changes including family separation and divorce - family violence - parents experiencing high conflict through separation and divorce - trauma, including victims of crime - anxiety, depression, grief and loss

	<ul style="list-style-type: none"> - cognitive, developmental and physical disabilities - clients of DFFH (child protection) - living in out of home care or with extended family members - living in families experiencing multiple, complex issues (e.g., DFFH Child Protection involvement, parental drug/alcohol use, incarceration, unemployment) <p>In local areas such as the Corio/Norlane/Geelong/North Shore and the Dandenong LGA, the SEIFA Index of Relative Disadvantage demonstrates children and young people are living in families who are experiencing greater rates of vulnerability and disadvantage. Support and advocacy are key components of meeting the needs of all children in the counselling program.</p>
Output(s)	<p>Our data indicates that most children attend 1-6 sessions with a smaller percentage seen for more than 10 sessions where there are multiple, complex needs within the family and where challenges are ongoing.</p> <p>Adjustments to counselling outputs in context of COVID environment include shorter more frequent sessions with increase in risk screening questions. Sessions are conducted via phone or a secure video conferencing platform.</p>
Outcome(s)	<ul style="list-style-type: none"> • Strong engagement with parents/caregivers to provide counselling in context of family system • Children and young people to have contact with a safe supportive adult • Children and young people to learn skills e.g., understand and manage anxiety/trauma responses to improve their emotional regulation, strengthened coping skills with daily tasks such as interacting with family members and peers in a calm manner, strengthened capacity to participate effectively in school • Learn strategies to manage their feelings and to decrease stress and anxiety • Increase in resilience
Timeframes	<p>Reported increase in resilience and development of coping strategies. Improvement of circumstances assessed after 6 sessions in most instances, however timeframes difficult to assess in cases with high levels of complexity and multiple presenting issues.</p>
Measure(s) of success	<p>Feedback from children and young people and strong engagement with the counselling service. Children and parents report improvement in family functioning and well-being. Score outcome measurement.</p> <p>SCORE collected either by practitioner assessment, client self-assessment, or joint assessment</p>
Progress report	s 22

- Emotional regulation
- Family separation

Primary referral sources:

- Self
- Family member
- Another party
- Medical practitioner

Highlights

s 22

The Geelong office children's therapy room is a wonderful space with panoramic views across the bay.

GEELONG

Demographic data

- 43% holders of a health care card
- 36.4% male clients and 63.6 female clients
- the predominant age range was between 35 and 44 years old
- 20 clients were serviced
- 0% from the CALD community
- 7% had a disability

Primary presenting issue

- Relationship issues: 54.17%

	<ul style="list-style-type: none"> - Conflict: 33.33% - Communication: 31.25% - Family Violence: 18.75% <p>Service events</p> <ul style="list-style-type: none"> - 288 sessions of service (Geelong)
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2.10 Activity Deliverable

Service name(s)	FaRS
Data Exchange service type(s)	Intake/Assessment, Counselling, Education and Skills Training.
Service location(s)	s 22
Outlet location(s)	<p>s 22</p> <p>CatholicCare Victoria Geelong Office – 7-9 Ryan Place, Geelong 3220.</p> <p>s 22</p>
Needs statement	s 22

	<p>s 22</p> <p>For individual couples and families there are a range of complex issues reported across all locations including anxiety and depression, couple/family issues, family conflict, post separation issues, sexual abuse, disability, issues with substance misuse and family violence.</p> <p>In Geelong there is a partnership with the Victims Assistance Program based on a need to provide counselling to individuals impacted by crime, including family violence.</p> <p>In several locations, including Geelong and s 22 there are referrals from child protection for complex trauma and family issues, and a need that will be highlighted even further with the gradual return to face to face learning for school children and adolescents is school refusal.</p> <p>The significant impact of COVID and restrictions particularly in Melbourne, have intensified complexity of issues and identified a range of needs relating to increase social isolation, loneliness, anxiety and family breakdown.</p>
Output(s)	<p>Intake and Assessment 1½ hours conducted for all referrals. Counsellors deliver 4 x 1- 1½ counselling appointments daily.</p> <p>Adjustments to counselling outputs in context of COVID environment include shorter more frequent sessions with increase in risk screening questions. Sessions are able to be conducted remotely via telephone or a secure video conferencing platform (Zoom for business).</p> <p>Provide advocacy and outbound referrals out as appropriate to meet client needs e.g., family services support, emergency relief, housing services, legal services, and specialist family violence services.</p>
Outcome(s)	<ul style="list-style-type: none"> Identify and address risk issues in a complex client group i.e., family violence, child protection concerns, drug and alcohol, and mental health issues and refer as appropriate in collaboration with the client/family. Increased awareness for client of own emotional and mental health and wellbeing, and plan for self-care strategies implemented. Reduced stress and relationship/family conflict and strengthened family functioning. Individual, couples and families resolve relationship issues and develop better communication, conflict and problem-solving skills. Parents feel supported and are provided with skills to encourage and strengthen child parent relationships, and to provide a safe environment for their children. Individuals are assisted to process past trauma experiences and the impact this has had in their lives.
Timeframes	Cases are reviewed after 6 sessions, client self-report and practitioner assessment.
Measure(s) of success	<p>Client feedback, engagement with the counselling service. Clients report improvement in family functioning and well-being. Score outcome measurement.</p> <p>SCORE collected either by practitioner assessment, client self-assessment, or joint assessment</p>
Progress report	s 22

	s 22
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2.11 Activity Deliverable

Service name(s)	FaRS - Targeted outreach/place based
Data Exchange service type(s)	Intake/Assessment, Counselling, Education and Skills Training.
Service location(s)	s 22
Outlet location(s)	CatholicCare Victoria Geelong Office – 7-9 Ryan Place, Geelong 3220. s 22

Needs statement	G21 data from the SEIFA Index of Disadvantage demonstrates communities in the s 22 Geelong s 22 area experience a very high rate of disengaged youth, a high rate of low-income households, a very high proportion of housing stress including family conflict, a higher-than-average unemployment rate and a higher-than-average youth unemployment rate. It is also known that individuals and families from this area have more significant barriers to accessing services including those located in the Geelong CBD. Locating our counselling service within a local council child and family hub ensures accessibility for families in this area.
Output(s)	<p>Describe what you will deliver to achieve outcomes. Include as applicable, client numbers, session frequency, duration etc.</p> <p>Two counsellors at three days and two days respectively seeing four clients per day. Intake and Assessment 1 ½ hours and counselling appointments at one hour.</p> <p>Provide advocacy and referrals out as appropriate to meet client needs e.g., Integrated family support, emergency relief, housing services, legal services.</p>
Outcome(s)	<p>Describe the intended result(s) of the output. What is the change you are trying to achieve for the client? For example, improved parenting skills.</p> <ul style="list-style-type: none"> • Identify and address risk issues in a complex client group i.e., family violence, child protection concerns, drug and alcohol and mental health issues and refer as appropriate in collaboration with the client/family. • Increased awareness for client of own emotional and mental health and wellbeing and plan for self-care strategies implemented. • Reduced stress and relationship/family conflict and strengthened family functioning. Individual, couples, and families resolve relationship issues and develop strengthened communication, conflict and problem-solving skills. • Parents feel supported and are provided with skills to encourage and strengthen child parent relationships and to provide a safe environment for their children. • Individuals are assisted to process past trauma experiences and the impact this has had in their lives.
Timeframes	<p>When do you anticipate your outcomes would be identifiable/achieved? For example, parenting skills to improve after 6 sessions.</p> <p>Cases are reviewed after 6 sessions, client self-report and practitioner assessment.</p>
Measure(s) of success	<p>Identify and quantify indicators for whether outcomes have been achieved. How will you measure whether outcomes have been achieved? Will you use a validated tool?</p> <p>Client feedback, engagement with the counselling service. Clients report improvement in family functioning and well-being. Score outcome measurement.</p> <p>SCORE collected either by practitioner assessment, client self-assessment, or joint assessment</p>
Progress report	s 22

This Activity Work Plan is to be finalised by the Activity Work Plan due date as specified in the grant agreement.

Service Provider/Organisation:	CatholicCare Victoria Tasmania	Agency:	<u>Community Grants Hub on behalf of the Department of Social Services</u>
Service Provider Signature:	<u>s 22</u>	Funding Arrangement Manager (FAM) Signature:	<u>s 22</u>
Name and position:	<u>s 22</u> <u>CCVT Contract Manager</u>	FAM Name and position:	<u>s 22</u> Funding Arrangement Manager, Community Grants Hub
Date:	15/08/2025	Date:	<u>s 22</u> - Funding Arrangement Manager <u>27 / 10 / 2025</u>



Australian Government

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CatholicCare Victoria Tasmania

Dear Service Provider

Acquittal of Family and Relationship Services funding for the 2021-2022 financial year

Thank you for submitting your Family and Relationship Services financial declaration for the 2021-2022 financial year.

A reconciliation of your documentation has been completed, and it has been determined that your organisation has unexpended funds approved for roll-over for the above activity. Please see **Tables 1 and 2** for further details.

You are approved to use these funds for the purpose of delivering the activity until the end of the 2022-2023 financial year, or the end of the Activity period, whichever is earlier.

Although funds have been acquitted as outlined in the tables below, the Department reserves the right to seek the return of those funds or pursue other remedies if future investigation reveals that the funds were not used in accordance with your grant agreement.

If you do not agree with this outcome, please contact dssacquittals@communitygrants.gov.au within 30 days of receipt of this letter.

Yours sincerely

Financial Assurance Centre of Expertise
Community Grants Hub

15 November 2022



Please note that all amounts in following tables are **GST Exclusive**:

Table 1 – Base Funding

Program Schedule ID	Activity ID	Activity Program Name	(A)	(B)	(C)	(D)
			2021-2022 Funding to be acquitted	Approved roll-over from 2020-2021	Total Amount reported as expended in 2021-2022	Unexpended Funding approved for roll-over
4-G0P0HX8	4-G1N1T08	FaRS	\$3,937,382.74	\$0.00	\$3,894,097.74	\$43,285.00

Table 2 – Social and Community Services (SACS) Funding - *if applicable*

Program Schedule ID	Activity ID	Activity Program Name	(A)	(B)	(C)	(D)
			2021-2022 Funding to be acquitted	Approved roll-over from 2020-2021	Total Amount reported as expended in 2021-2022	Unexpended funding
4-G0P0HX8	4-G1N1T08	FaRS	\$0.00	\$0.00	\$0.00	\$0.00



CatholicCare Victoria Tasmania

Dear Grant Recipient

Acquittal of Family and Relationship Services funding for the period 2022-2023 financial year.

Thank you for sending your Family and Relationship Services Financial Declaration for the 2022-2023 financial year.

We have reviewed your documents and determined that you have fully acquitted grant funding for the above activity. Please see **Table 1** for details.

Please note that the Department reserves the right to seek the return of any funds or pursue other remedies if an investigation reveals funds were not used in accordance with your grant agreement.

If you have any questions, please email the Agency's acquittal inbox listed on the [Community Grants Hub website](#).

Yours sincerely

Financial Assurance Centre of Expertise
Community Grants Hub

30 October 2023



Please note that all amounts in following tables are ***GST Exclusive***:

Table 1 – Base Funding

Program Schedule ID	Activity ID	Activity Program Name	(A)	(B)	(C)	(D)
			2022-2023 Funding to be acquitted	Approved roll over from 2021-2022	Total amount reported as expended in 2022-2023	Unexpended funding
4-G0P0HX8	4-G1N1T08	FaRS	\$4,309,209.48	\$43,285.00	\$4,352,494.48	\$0.00



Australian Government

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CatholicCare Victoria Tasmania

Dear Grant Recipient,

Acquittal of Family and Relationship Services funding for the 2023-2024 financial year

Thank you for sending your Family and Relationship Services acquittal documentation for the 2023-2024 financial year.

We have reviewed your documents and determined there are unspent funds to be rolled over. Rolled over funds are to be used to deliver the activity in the next financial year, or by the end of the Activity period, whichever is earlier. Please see **Table 1** below for details.

If you disagree with the outcome, email dssacquittals@communitygrants.gov.au within 30 days of this email.

Please note that the Department reserves the right to seek the return of any funds or pursue other remedies if an investigation reveals funds were not used in accordance with your grant agreement.

Yours sincerely

Financial Assurance Centre of Expertise
Community Grants Hub

16 January 2025



Please note that all amounts in the following tables are **GST Exclusive**:

Table 1 – Base Funding

Program Schedule ID	Activity ID	Activity Program Name	(A)	(B)	(C)	(D)
			2023-2024 Funding to be acquitted	Approved roll over from 2022-2023	Total amount reported as expended in 2023-2024	Unexpended funding approved for roll over to 2024-2025
4-G0P0HX8	4-G1N1T08	FaRS	\$4,491,433.42	\$0.00	\$4,386,211.94	\$105,221.48



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CatholicCare Victoria Tasmania

Dear s 22,

Acquittal of Family and Relationship Services funding for the 2024-2025 financial year

Thank you for sending your Family and Relationship Services acquittal documentation for the 2024-2025 financial year.

We have reviewed your documents and determined there are unspent funds to be rolled over. Rolled over funds are to be used to deliver the activity in the next financial year, or by the end of the Activity period, whichever is earlier. Please see **Table 1** below for details.

If you disagree with the outcome, email dssacquittals@communitygrants.gov.au within 30 days of this email.

Please note that the Department reserves the right to seek the return of any funds or pursue other remedies if an investigation reveals funds were not used in accordance with your grant agreement.

Yours sincerely

Acquittals
Community Grants Hub

28 October 2025



Please note that all amounts in the following table are ***GST Exclusive***:

Table 1 – Base Funding

Program Schedule ID	Activity ID	Activity Program Name	(A)	(B)	(C)	(D)
			2024-2025 Funding to be acquitted	Approved roll over from 2023-2024	Total amount reported as expended in 2024-2025	Unexpended funding approved for roll over to 2025-26
4-G0P0HX8	4-G1N1T08	FaRS	\$4,712,339.78	\$105,221.48	\$4,526,725.43	\$290,835.83



Australian Government

Department of Social Services

Organisation ID:	1-METLHF
Agreement ID:	4-G0M8PM7
Program Schedule ID:	4-G0P0HX8

Deed of Variation in relation to Families and Children

1. Date

This Deed is made on *23 December 2025*

2. Parties

This Deed is made between:

1. The Commonwealth of Australia, as represented by the Department of Social Services, ABN 36 342 015 855 (the 'Commonwealth'); and
2. CatholicCare Victoria Tasmania, ABN 32 150 113 947 (the 'Grantee').

3. Context

- A. The Parties have a current agreement under which the Commonwealth gave a Grant to the Grantee for Families and Children (the 'Agreement').
- B. The Parties have agreed to amend the Agreement on the Terms and Conditions contained in this Deed.

4. Amendments

With effect from the date of execution of this Deed, the Agreement is amended:

For Activity ID: 4-G1N1T08

Activity Title: FaRS

1. **Replace** the dates at **Item C – Duration of the Grant** with the following:
 - the Activity Completion Date with 31 January 2027; and
 - the Agreement End Date with 30 June 2027.
2. **Replace** the total amount of the Grant with \$24,903,143.11 excluding GST (if applicable) at **Item D – Payment of the Grant**.
3. **Add** the following 2026-2027 Financial Year to the table at **Item D – Payment of the Grant**:

Financial Year	Amount (excl. GST if applicable)
2026-2027	\$2,575,901.90

4. **Add** the following milestones at **Item D – Payment of the Grant**:

Milestone	Anticipated date	Amount (excl. GST)	GST (if applicable)	Total (incl. GST if applicable)
Half yearly payment of 2026-27 funds	14 July 2026	\$1,803,131.33	\$180,313.13	\$1,983,444.46
Half yearly payment of 2026-27 funds	1 December 2026	\$772,770.57	\$77,277.06	\$850,047.63

5. **Replace** the milestones from 1 April 2026 at **Item E – Reporting** with the following:

Milestone	Information to be included	Due Date
Activity Work Plan	Output-level detail for the funded Activity negotiated with the Department and captured in an Activity Work Plan as per Item E.2	4 May 2026
Performance Report	Finalisation of Data Exchange period 2 data (1 January to 30 June), as set out in the Data Exchange Protocols, as per Item E.1	30 July 2026
Activity Work Plan Report	A report with progress against Activity Work Plan, compliance or other reporting as set out in Item E.4	15 August 2026
Financial Acquittal Report	Financial Acquittal from 1 July 2025 to 30 June 2026 as per Item E.3	31 October 2026
Performance Report	Finalisation of Data Exchange period 1 data (1 July to 31 December), as set out in the Data Exchange Protocols, as per Item E.1	30 January 2027
Performance Report	Finalisation of Data Exchange period 2 data (1 January to 31 January), as set out in the Data Exchange Protocols, as per Item E.1	28 February 2027
Financial Acquittal Report	Financial Acquittal from 1 July 2026 to 31 January 2027 as per Item E.3	31 March 2027

5. **Entire agreement and interpretation**

5.1 The parties confirm all the other provisions of the Agreement and, subject only to the amendments contained in this Deed, the Agreement remains in full force and effect.

5.2 This Deed and the Agreement, when read together, contain the entire agreement of the parties with respect to the parties' rights and obligations under the Agreement.

5.3 Unless otherwise specified or the context otherwise requires, terms that are defined in the Agreement have the same meaning in this Deed.

If you are deaf or have a hearing or speech impairment, you can use the National Relay Service to access any of the department's listed phone numbers. You can visit the [National Relay Service](#) website or call [1300 555 727](tel:1300555727).

Disclaimer and explanatory notes

Disclaimer

By executing this agreement you agree that you have read and accept this disclaimer, including the explanatory notes on how to duly execute this agreement. You warrant that your identity has been verified, you have legal capacity and authority to enter into this agreement, and you are signing in accordance with all legal instruments that apply to you and/or the legal entity which you represent.

Explanatory notes

- If you are an **individual**, you must download, print and sign the agreement in wet-ink in the presence of a witness (the witness date must be the same as the signatory date).
- If you are a **partnership**, the signatory must be all partners, or one partner with the authority to sign on behalf of all partners receiving the grant. You should be prepared to provide evidence of this authorisation upon request.
- If you are a **proprietary company incorporated under the Corporations Act 2001 (Cth)**, the signatory must be the sole director and company secretary, as required under section 127 of the Corporations Act 2001 (Cth). If required by your Constitution, please affix your **company seal** in the presence of the sole director and company secretary acting as a witness (the witness date must be the same as the date the company seal is affixed). For execution by company seal, you must download, print and sign the agreement in wet-ink.
- If you are a **company incorporated under the Corporations Act 2001 (Cth)**, the signatories must be two directors, or one director and one company secretary, as required under section 127 of the Corporations Act 2001 (Cth). If required by your Constitution, please affix your **company seal** in the presence of two directors, or one director and one company secretary acting as a witness, or if your company has only one director – that director and a suitable witness, (the witness date must be the same as the date the company seal is affixed). For execution by company seal, you must download, print and sign the agreement in wet-ink.
- If you are a **company incorporated under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (Cth) (CATSI Act)**, the signatories must be two directors, one director and one company secretary, or if your company has only one director – that director, as required under section 99-5 of the CATSI Act. If required by your Constitution, please affix your **company seal** in the presence of two directors, or one director and one company secretary, or if your company has only one director – that director. For execution by company seal, you must download, print and sign the agreement in wet-ink.
- If you are an **individual trustee of a trust**, you must download, print and sign the agreement in wet-ink in the presence of a witness (the witness date must be the same as the signatory date). You must sign in your capacity as a trustee and not the trust. The trustee is the legal entity entering into the agreement. The words 'as trustee for [name of trust]' should be included in the signature block.
- If you are a **corporate trustee of a trust**, the signatory must be the sole director and company secretary in the proprietary company, or two directors in the company, or one director and one company secretary in the company, as required under section 127 of the Corporations Act 2001 (Cth). If required by your Constitution, please affix your **company seal** in the presence of the sole director and company secretary in the proprietary company, or two directors in the company, or one director and one company secretary in the company, acting as witness (the witness date must be the same as the date the company seal is affixed). For execution by company seal, you must download, print and sign the agreement in wet-ink. The company must sign in its capacity as a trustee and not the trust. The trustee is the legal entity entering into the agreement. The words 'as trustee for [name of trust]' should be included in the signature block.
- If you are an **incorporated association**, you must refer to the legislation incorporating the association as it will specify how documents must be executed. This process may differ between each State and Territory. If an authorised person is executing a document on behalf of the incorporated association, you should be prepared to provide evidence of this authorisation upon request.
- 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 (the witness date must be the same as the signatory date).

Organisation ID:	1-METLHF
Agreement ID:	4-G0M8PM7
Program Schedule ID:	4-G0P0HX8

Signatures

Executed as a Deed

Signed for and on behalf of the Commonwealth of Australia represented by and acting through the Department of Social Services, ABN 36 342 015 855, by an authorised representative in the presence of:

s 22

 (Name of authorised representative - print)

s 22

 (Signature of authorised representative)

A/g Team Leader

 (Position of authorised representative)

s 22

 (Name of Witness in full - print)

s 22

 (Signature of witness)

Date 23/11/2025

Signed for and on behalf of CatholicCare Victoria Tasmania, ABN 32 150 113 947 in accordance with its rules, by its representative(s) who warrant(s) that they are authorised to sign this Deed:

s 22

 (Name of the representative - print)

s 22

 (Signature of representative)

Director

 (Position held by the representative - print)

Date 18./12./2025

s 22

 (Name of the second representative/witness - print)

s 22

 (Signature of second representative/witness)

Company Secretary

 (Position held by second representative/witness - print)

Date 18./12./2025



Australian Government

Department of Social Services

Organisation ID:	1-METLHF
Agreement ID:	4-G0M8PM7
Program Schedule ID:	4-G0P0HX8

Deed of Variation in relation to Families and Children program

1. Date

This Deed is made on *4th September 2024*

2. Parties

This Deed is made between:

1. The Commonwealth of Australia, as represented by the Department of Social Services, ABN 36 342 015 855 (the 'Commonwealth'); and
2. CatholicCare Victoria Tasmania, ABN 32 150 113 947 (the 'Grantee').

3. Context

- A. The Parties have a current agreement under which the Commonwealth gave a Grant to the Grantee for the Families and Children program (the 'Agreement').
- B. The Parties have agreed to amend the Agreement on the Terms and Conditions contained in this Deed.

4. Amendments

With effect from the date of execution of this Deed, the Agreement is amended:

For Activity ID: 4-G1N1T08

Activity Title: FaRS

As from the date of execution of this Deed of Variation, this Agreement will become a Commonwealth Individualised Grant Agreement and the following new terms and conditions will apply.

1. **Replace** the **Activity Work Plan** milestone due **15 August 2024** at **Item E – Reporting** with the following:

Milestone	Information to be included	Due Date
Activity Work Plan Report	A report with progress against Activity Work Plan, compliance or other reporting as set out in Item E.4	15 August 2024

2. **Replace** the Statement of Compliance Report milestones at **Item E – Reporting** with the following:

Milestone	Information to be included	Due Date
Compliance - Child Safe - CB9	Child Safe Statement of Compliance as per Item E.4 and specified in supplementary clause CB9	31 March 2025
Compliance - Child Safe - CB9	Child Safe Statement of Compliance as per Item E.4 and specified in supplementary clause CB9	31 March 2026

3. **Replace** the **Statement of Compliance Report** at **Item E.4 – Other Reports** with the following:

Child Safe Statement of Compliance (Clause CB9)

The Child Safe Statement of Compliance is an annual Statement made by the Grantee's organisation. The Grantee's statement confirms that the Grantee has delivered the Activity consistent with the Child Safe Supplementary Term at clause CB9 of the Grantee's Agreement. The period of compliance is for 1 January to 31 December each year.

4. **Replace Clause CB9 – Child safety** in the **Supplementary Provisions** with the following:

Definitions

CB9.1 In this Agreement:

Child means an individual(s) under the age of 18 years and **Children** has a similar meaning;

Child-Related Personnel means officers, employees, contractors (including subcontractors), agents and volunteers of the Grantee involved with the Activity who as part of that involvement may interact with Children;

Legislation means a provision of a statute or subordinate legislation of the Commonwealth, or of a State, Territory or local authority;

National Principles for Child Safe Organisations means the National Principles for Child Safe Organisations, as published by the Australian Government (available at: <https://childsafety.pmc.gov.au/what-we-do/national-principles-child-safe-organisations/>);

Relevant Legislation means Legislation in force in any jurisdiction where any part of the Activity may be carried out;

Working With Children Check or WWCC means the process in place pursuant to Relevant Legislation to screen an individual for fitness to work with Children.

Relevant checks and authority

CB9.2 The Grantee must:

(a) comply with all Relevant Legislation relating to the employment or engagement of Child-Related Personnel in relation to the Activity, including all necessary Working With Children Checks however described;

(b) ensure that Working With Children Checks obtained in accordance with this clause CB9.2 remain current and that all Child-Related Personnel continue to comply with all Relevant Legislation for the duration of their involvement in the Activity; and

(c) ensure that any subcontract entered into by the Grantee for the purposes of this Agreement imposes the same obligations in clauses CB9.2(a) and (b) on the subcontractor and also requires the subcontractor to include those obligations in any secondary subcontracts.

National Principles for Child Safe Organisations and other action for the safety of Children

CB9.3 The Grantee agrees in relation to the Activity to:

- (a) implement the National Principles for Child Safe Organisations;
- (b) ensure that all Child-Related Personnel implement the National Principles for Child Safe Organisations;
- (c) complete and update, at least annually, a risk assessment to identify the level of responsibility for Children and the level of risk of harm or abuse to Children;
- (d) put into place and update, at least annually, an appropriate risk management strategy to manage risks identified through the risk assessment required by this clause CB9.3;
- (e) provide training and establish a compliance regime to ensure that all Child-Related Personnel are aware of, and comply with:
 - (i) the National Principles for Child Safe Organisations;
 - (ii) the Grantee's risk management strategy required by this clause CB9.3;
 - (iii) Relevant Legislation relating to requirements for working with Children, including Working With Children Checks;
- (iv) Relevant Legislation relating to mandatory reporting of suspected child abuse or neglect, however described; and
- (f) provide the Commonwealth with an annual statement of compliance with clauses CB9.2 and CB9.3, in such form as may be specified by the Commonwealth; and
- (g) ensure that any subcontract entered into by the Grantee for the purposes of this Agreement imposes the same obligations in clauses CB9.3(a) and (f) on the subcontractor and also requires the subcontractor to include those obligations in any secondary subcontracts.

CB9.4 With reasonable notice to the Grantee, the Commonwealth may conduct a review of the Grantee's compliance with this clause CB9.

CB9.5 The Grantee agrees to:

- (a) notify the Commonwealth of any failure to comply with this clause CB9;
- (b) co-operate with the Commonwealth in any review conducted by the Commonwealth of the Grantee's implementation of the National Principles for Child Safe Organisations or compliance with this clause CB9; and
- (c) promptly, and at the Grantee's cost, take such action as is necessary to rectify, to the Commonwealth's satisfaction, any failure to implement the National Principles for Child Safe Organisations or any other failure to comply with this clause CB9.

5. Entire agreement and interpretation

- 5.1 The parties confirm all the other provisions of the Agreement and, subject only to the amendments contained in this Deed, the Agreement remains in full force and effect.
- 5.2 This Deed and the Agreement, when read together, contain the entire agreement of the parties with respect to the parties' rights and obligations under the Agreement.
- 5.3 Unless otherwise specified or the context otherwise requires, terms that are defined in the Agreement have the same meaning in this Deed.

Disclaimer and explanatory notes

Disclaimer

By executing this agreement you agree that you have read and accept this disclaimer, including the explanatory notes on how to duly execute this agreement. You warrant that your identity has been verified, you have legal capacity and authority to enter into this agreement, and you are signing in accordance with all legal instruments that apply to you and/or the legal entity which you represent.

Explanatory notes

- If you are an **individual**, you must download, print and sign the agreement in wet-ink in the presence of a witness (the witness date must be the same as the signatory date).
- If you are a **partnership**, the signatory must be all partners, or one partner with the authority to sign on behalf of all partners receiving the grant. You should be prepared to provide evidence of this authorisation upon request.
- If you are a **proprietary company incorporated under the Corporations Act 2001 (Cth)**, the signatory must be the sole director and company secretary, as required under section 127 of the Corporations Act 2001 (Cth). If required by your Constitution, please affix your **company seal** in the presence of the sole director and company secretary acting as a witness (the witness date must be the same as the date the company seal is affixed). For execution by company seal, you must download, print and sign the agreement in wet-ink.
- If you are a **company incorporated under the Corporations Act 2001 (Cth)**, the signatories must be two directors, or one director and one company secretary, as required under section 127 of the Corporations Act 2001 (Cth). If required by your Constitution, please affix your **company seal** in the presence of two directors, or one director and one company secretary acting as a witness, or if your company has only one director – that director and a suitable witness. (the witness date must be the same as the date the company seal is affixed). For execution by company seal, you must download, print and sign the agreement in wet-ink.
- If you are a **company incorporated under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (Cth) (CATSI Act)**, the signatories must be two directors, one director and one company secretary, or if your company has only one director – that director, as required under section 99-5 of the CATSI Act. If required by your Constitution, please affix your **company seal** in the presence of two directors, or one director and one company secretary, or if your company has only one director – that director. For execution by company seal, you must download, print and sign the agreement in wet-ink.
- If you are an **individual trustee of a trust**, you must download, print and sign the agreement in wet-ink in the presence of a witness (the witness date must be the same as the signatory date). You must sign in your capacity as a trustee and not the trust. The trustee is the legal entity entering into the agreement. The words 'as trustee for [name of trust]' should be included in the signature block.
- If you are a **corporate trustee of a trust**, the signatory must be the sole director and company secretary in the proprietary company, or two directors in the company, or one director and one company secretary in the company, as required under section 127 of the Corporations Act 2001 (Cth). If required by your Constitution, please affix your **company seal** in the presence of the sole director and company secretary in the proprietary company, or two directors in the company, or one director and one company secretary in the company, acting as witness (the witness date must be the same as the date the company seal is affixed). For execution by company seal, you must download, print and sign the agreement in wet-ink. The company must sign in its capacity as a trustee and not the trust. The trustee is the legal entity entering into the agreement. The words 'as trustee for [name of trust]' should be included in the signature block.
- If you are an **incorporated association**, you must refer to the legislation incorporating the association as it will specify how documents must be executed. This process may differ between each State and Territory. If an authorised person is executing a document on behalf of the incorporated association, you should be prepared to provide evidence of this authorisation upon request.
- 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 (the witness date must be the same as the signatory date).

Organisation ID:	1-METLHF
Agreement ID:	4-G0M8PM7
Program Schedule ID:	4-G0P0HX8

Signatures

Executed as a Deed

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:

<p>s 22</p> <p>_____</p> <p>(Name of Departmental Representative)</p> <p><i>A/g Team Leader</i></p> <p>_____</p> <p>(Position of Departmental Representative)</p>	<p>s 22</p> <p>_____</p> <p>(Signature of Departmental Representative)</p> <p style="text-align: right;"><i>4.19.2024</i></p>
<p>s 22</p> <p>_____</p> <p>(Name of Witness in full)</p>	<p>s 22</p> <p>_____</p> <p>(Signature of Witness)</p> <p style="text-align: right;"><i>01.10.2024</i></p>

Signed for and on behalf of CatholicCare Victoria Tasmania, ABN 32 150 113 947 in accordance with its rules, and who warrants they are authorised to sign this Agreement:

<p>s 22 Director</p> <p>_____</p> <p>(Name and position held by Signatory)</p>	<p>s 22</p> <p>_____</p> <p>(Signature)</p>
<p>s 22 - Company Secretary</p> <p>_____</p> <p>(Name and position held by second Signatory/Name of Witness)</p>	<p>s 22</p> <p>_____</p> <p>(Signature of second Signatory/Witness)</p> <p style="text-align: right;"><i>28, 8, 24</i></p> <p style="text-align: right;"><i>28, 8, 24</i></p>



Australian Government

Department of Social Services

Organisation ID:	1-METLHF
Agreement ID:	4-G0M8PM7
Program Schedule ID:	4-G0P0HX8

Notice of Change

s 22

CatholicCare Victoria Tasmania
PO Box 196
EAST MELBOURNE VIC 8002

s 22 @ccam.org.au

Dear s 22

Notice of Change in relation to the Families and Children Program

We have a Grant Agreement in place with you to carry out a grant activity under the Families and Children Program dated 02 June 2021 between CatholicCare Victoria Tasmania and the Commonwealth of Australia, represented by the Department of Social Services.

This Notice of Change is to advise you of the following:

For Activity ID: 4-G1N1T08

Activity Title: FaRS

1. **Replace** the text at **Item B – Activity** under **Review Point** with the following:

Review point

From 1 September 2023, the department will undertake a review of the Grantee's performance of this Activity and compliance with this Agreement (Review Point). This is in addition to ongoing Activity measures outlined under Performance Indicators at 'Section B. Activity'. All data, reporting and other information relevant to the Grantee's performance of this Activity and compliance with this Agreement will be considered as part of this review.

Specifically, this Review Point will include a review of some reporting requirements at 'Section E. Reporting' of this Agreement with additional detail specified in the *Family and Relationship Services Operational Guidelines*. This will include data reported through the Data Exchange under this Activity and will include reviewing SCORE outcomes data as well as the numbers and demographics of clients that have been serviced under this Activity.

Pending the outcome of the Review Point and further discussions with the Grantee in relation to the results, the department reserves the right to undertake any remedial action in accordance with clauses 2, 13 or 19 of the Commonwealth Standard Grant Conditions.

The *Family and Relationship Services Operational Guidelines* may be amended to specify further detailed information on the Review Point, prior to the Activity start date.

We wish to advise you that this is a legally binding change that does not vary your existing obligations under the Grant Agreement, and does not require a formally executed variation to be carried out.

The parties agree that:

(a) the only change/s effected by this Notice of Change are those specified within.

If you have any questions regarding this Notice of Change, please contact VICperformanceDSS@communitygrants.gov.au.

Yours sincerely

s 22



Director
Community Grants Hub

20 September 2024



Australian Government

Department of Social Services

Organisation ID:	1-METLHF
Agreement ID:	4-G0M8PM7
Program Schedule ID:	4-G0P0HX8

Notice of Change

s 22

CatholicCare Victoria Tasmania
 PO Box 196
 EAST MELBOURNE VIC 8002
 s 22 @ccam.org.au

Dear s 22

Notice of Change in relation to the Families and Children Program

We have a grant agreement in place with you to carry out a grant activity under the Families and Children between CatholicCare Victoria Tasmania and the Commonwealth of Australia, represented by the Department of Social Services.

The 2022-23 October Budget measure Support for Community Sector Organisations provides additional funding to assist Community Sector Organisations (CSOs) from 2022/23 to 2025/26 who may be facing additional cost pressures due to staff wages and higher inflation outcomes.

As a result, an annual Supplementation payment amount has been combined with the annual Indexation payment amount and applied to the below payment milestones for the 2022/23 financial year, with Indexation (only) applied to all future payment milestones.

This Notice of Change is to advise you of the following:

Activity ID: 4-G1N1T08

Activity Title: FaRS

1. **Replace** all payment milestones for the 2022-23 financial year, including the addition of a 2022-23 Indexation/Supplementation payment, with the following:

Milestone	Anticipated Date	Amount (excl. GST)	GST (if applicable)	Total (incl. GST if applicable)
Half yearly payment of 2022-23 funds	12 July 2022	\$1,968,691.37	\$196,869.14	\$2,165,560.51
Half yearly payment of 2022-23 funds	1 December 2022	\$1,968,691.37	\$196,869.14	\$2,165,560.51
2022-23 Indexation and Supplementation Payment	16 February 2023	\$371,826.74	\$37,182.67	\$409,009.41
Total Amount				2022-23 Total \$4,740,130.43

2. **Replace** the future years payment milestones from 1 July 2023, noting Indexation has been applied to all future payment amounts with the following:

Milestone	Anticipated Date	Amount (excl. GST)	GST (if applicable)	Total (incl. GST if applicable)
Half yearly payment of 2023-24 funds	11 July 2023	\$2,006,096.51	\$200,609.65	\$2,206,706.16
Half yearly payment of 2023-24 funds	1 December 2023	\$1,968,691.37	\$196,869.14	\$2,165,560.51
Total Amount	2023-24 Total \$4,372,266.67			

Milestone	Anticipated Date	Amount (excl. GST)	GST (if applicable)	Total (incl. GST if applicable)
Half yearly payment of 2024-25 funds	9 July 2024	\$2,006,096.51	\$200,609.65	\$2,206,706.16
Half yearly payment of 2024-25 funds	2 December 2024	\$1,968,691.37	\$196,869.14	\$2,165,560.51
Total Amount	2024-25 Total \$4,372,266.67			

Milestone	Anticipated Date	Amount (excl. GST)	GST (if applicable)	Total (incl. GST if applicable)
Half yearly payment of 2025-26 funds	8 July 2025	\$2,006,096.51	\$200,609.65	\$2,206,706.16
Half yearly payment of 2025-26 funds	1 December 2025	\$1,968,691.37	\$196,869.14	\$2,165,560.51
Total Amount	2025-26 Total \$4,372,266.67			

We wish to advise you that this is a legally binding change that does not vary your existing obligations under the Grant Agreement, and does not require a formally executed variation to be carried out.

The parties agree that:

- (a) the only change/s affected by this Notice of Change are those specified within.

If you have any questions regarding this Notice of Change, please contact VICperformanceDSS@communitygrants.gov.au.

Yours sincerely

s 22

A/g Director

Community Grants Hub

7 March 2026

Attachment is a duplicate of Document 5

CatholicCare Victoria and Tasmania - FaRS - Activity ID: 4-G1N1T08 - Outcome of AWP Progress Report Assessment for reporting period 1 July 2021 to 30 June 2022. [SEC=OFFICIAL]

S 22
 To: **S 22**
 From: **S 22**
 Cc: **S 22**, **S 22**

Reply Reply All Forward ...
 01/30/09/2022 2:37 PM

 CatholicCare - FaRS - Activity ID - 4-G1N1T08 - Activity Workplan Report 2022 - 2023.pdf
 pdf file

Dear **S 22**

Thank you for submitting your AWP Progress report covering the reporting period 1 July 2021 to 30 June 2022. A review of the activity below identified no issues.

Activity ID	Activity Name	Service Delivery
4-G1N1T08	Family and Relationship Services	Reporting for this program activity has been well described and outlined. I note some of your activities were not delivered due to the COVID pandemic restrictions.

I will arrange to meet with you in October to see how your organisation is tracking for the current period (July 2022 to June 2023) and for a monthly check in.

Kind regards,

S 22

S 22
 Funding Arrangement Manager
 Community Grants Hub
 Delivery – Network Operations – Victoria State Office
 Department of Social Services
 P: **S 22** E: **S 22** @dss.gov.au

communitygrants.gov.au

The Department of Social Services acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, water and community. We pay our respects to them and their cultures, and to Elders both past and present.



From: s 22
To: s 22 <s22@catholiccarevic.org.au>
Cc: s 22
Subject: Catholic Care - AWPR assessment - 22-23 - FaRS [SEC=OFFICIAL]
Date: Tuesday, 14 November 2023 10:05:24 AM

Hi s 22

I hope this email finds you well!

I have undertaken this AWPR assessment on behalf of s 22 to alleviate some of the workload in our team at the moment. Please see below for an overview ☺

- Report was detailed, however very easy to read and follow
- Every section of the report was reported against and provided an update on the progress made towards achieving goals
- Catholic Care have reached determined targets for individual clients, however have failed to reach set targets for Indigenous clients, clients with a disability, and clients that identify as CALD
- Report provides information against the most recent DEX outcomes, which is great to see

Activity ID	Activity Name	Service Delivery
4-G1N1T08	Family and Relationship Services (FaRS)	<p><u>Activity Work Progress Report 2022-2023</u></p> <ul style="list-style-type: none"> • Report details progress made by the clients accessing counselling services in the program, specifically regarding the SCORE outcomes in the recent DEX reporting period • Report details progress of their ongoing support groups and attendance numbers, whilst also including examples of feedback received by children attending the services • Provider reports referral numbers for some programs • Provider reports against DEX outcomes • Provider reports well against service delivery targets • Provider reports against all outlined potential risks • Budget is outlined and reported against • Organisation notes other stakeholders who support them in delivering services • Report details feedback/testimonies received from clients accessing services • Catholic Care have reached determined targets for individual clients, however have failed to reach set targets for Indigenous clients, clients with a disability, and clients that identify as CALD • Solid progress made against the AWP for the year and organisation appears to be tracking well against outlined goals

Please don't hesitate to reach out to s 22 if you have any queries.

Kind regards

s 22

s 22 (she/her)

Funding Arrangement Manager - Family Law & Safety

Community Grants Hub

Delivery – Network Operations, Victoria State Office

Department of Social Services

P: s 22 **E:** s 22 <s22@dss.gov.au>

The Department of Social Services acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, water and community. We pay our respects to them and their cultures, and

to Elders both past and present.

From: s 22
 To: s 22
 Cc: s 22
 Subject: Outcome of Activity Work Plan Report Assessment for reporting period 1 July 2023 to 30 June 2024, [SEC-OFFICIAL]
 Date: Wednesday, 18 September 2024 2:32:15 PM
 Attachments: s 22
[ChildCare Victoria Tasmania - Family and Relationship Services - 4-G1N1T08 - AWR 2023-2024.pdf](#)
[s 22.doc](#)
[s 22.docx](#)

Dear s 22

Thank you for submitting your Activity Work Plan Report covering the reporting period 1 July 2023 to 30 June 2024. A review of the activities below identified no issues.

Although, can you please update the PDF's attached with my details as your Funding Arrangement Manager on page 49. (snipping below)



Please find the link here to the template if needed. - [FaRS and s 22 - AWP template | Department of Social Services, Australian Government \(dss.gov.au\)](#)

I will contact you shortly to see how your organisation is tracking towards meeting your deliverables for the current period (July 2022 to June 2023).

Thanks,
 s 22

Activity ID	Activity Name	Service Delivery
4-G1N1T08	FaRS - Family and Relationship Services	The AWP demonstrates that the activity has completed key deliverables and reported on key achievements including: FaRS - Children's Counselling • s 22 • The Geelong office was working from a temporary location in McKillop Street whilst the permanent office space at 100 Brougham Street was being permanently fitted out. The lease on McKillop Street expired on October 1, 2024. Staff were required to work from home for approximately 4 weeks due to delays with the fit-out. Geelong staff moved into the new office space in early November 2024. • s 22 • s 22

s 22



s 22
Funding Arrangement Manager
Community Grants Hub
Victoria
Department of Social Services
E: s 22 [@dss.gov.au](mailto:s 22@dss.gov.au)

The Department of Social Services acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, water and community. We pay our respects to them and their cultures, and to Elders both past and present.

Attachment is a duplicate of Document 8

From: [VICperformanceDSS](#)
To: s 22 @catholiccarevic.org.au
Cc: s 22
Subject: CatholicCare (Victoria Tasmania) Ltd - Family and Relationship Services- Activity ID: 4-G1N1T08 - Outcome of Activity Work Plan Report Assessment for reporting period 1 July 2024 to 30 June 2025 [SEC=OFFICIAL]
Date: Monday, 27 October 2025 8:44:59 AM
Attachments: [image001.png](#)
[CatholicCare Victoria Tasmania - Family and Relationship Services - 4-G1N1T08 - AWPR 2024-25.pdf](#)

Dear s 22,

Thank you for submitting your Activity Work Plan Report covering the reporting period 1 July 2024 to 30 June 2025. A review of the activity/activities below identified no issues.

Activity ID	Activity Name	Service Delivery
4-G1N1T08	FaRS – Family and Relationship Services	<p>The Activity Work Plan Progress Report indicates that CatholicCare Victoria Tasmania is on track to meet FaRS activity deliverables by 30 June 2026.</p> <p>The report reflects the organisation’s commitment to responsive, evidence-based service delivery, highlighting both strengths and areas requiring continued attention to effectively meet community needs.</p> <p>Key Highlights: s 22</p> <p>- Staffing Impacts: s 22 s 22</p> <p>s 22 Deliverable 2.10 also noted challenges in recruiting staff with the required skill sets for specific catchments.</p> <p>s 22</p>

- Community Partnerships: Deliverable 2.9 saw strong engagement through partnerships with schools and community hubs. This was also seen across multiple other deliverables.

s 22

A review has found that cross cutting themes in the FaRS Activity Work Plan Progress Report include:

- Challenges: Staffing shortages, recruitment difficulties, COVID-related disruptions, and high demand and complexity of client needs.
- Strengths: High client satisfaction, strong therapeutic outcomes, inclusive representation, flexible delivery models, and robust community partnerships.

Kind regards,

s 22

**Funding Arrangement Manager
Community Grants Hub
Victoria State Office**

E: VICperformanceDSS@communitygrants.gov.au

P: s 22

communitygrants.gov.au

The Department of Social Services acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, water and community. We pay our respects to them and their cultures, and to Elders both past and present.





Australian Government
Department of Social Services

s 22

CatholicCare Victoria Tasmania
4-G1N1T08

s 22 @catholiccarevic.org.au

Dear s 22

This letter is to notify you of your organisation's outcome against the outcome-related criteria of the Review Point.

The Review Point commenced on 1 September 2023, and is an opportunity for the department and service providers to:

- check if grant activities are on track;
- identify areas for improvement; and
- work together to achieve improved outcomes.

This review assessed various milestones during the period of 1 July 2021 to 30 August 2023, as per the criteria detailed in the Family and Relationship Services Operational Guidelines. The department acknowledges this is a point-in-time assessment, which may not reflect how your organisation is performing now.

The department recognises the efforts made by providers to be diligent in their reporting. The data you gather is crucial in tracking the outcomes of the valuable work done by your organisation.

The department is committed to working with providers on any capability development as required. If you would like to discuss these results, please contact your Funding Arrangement Manager or email families@dss.gov.au.

Thank you for the work you do in supporting families and children in Australia.

Kind regards

Veronica Westacott
Branch Manager – Family Policy Branch
Department of Social Services

Review Point Outcome Assessment

Organisation Name: CatholicCare Victoria Tasmania	Activity ID: 4-G1N1T08
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Requirement	Organisation Outcome		Met or Not Met	Additional Comments
Meet the minimum requirements for the Data Exchange Partnership Approach ¹ in the second financial year (1 July 2022 to 30 June 2023): <ul style="list-style-type: none"> 50% of clients assessed for Circumstances. 50% of clients assessed for Goals. 10% of clients assessed for Satisfaction. 	Circumstance	74%	Met	
	Goal	71%		
	Satisfaction	58%		
65% or more of identified clients with a complete SCORE assessment for one or more Circumstances domains achieve a <i>positive or neutral change</i> in Circumstances.	92%		Met	
65% or more of identified clients with a complete SCORE assessment for one or more Circumstances domains achieve a <i>positive or neutral change</i> in Goals.	93%		Met	
75% or more of identified clients who have been assessed for Satisfaction report <i>positive</i> Satisfaction.	99%		Met	
75% or more of the annual targets for assisting demographic groups of identified clients as agreed in the Activity Work Plan: <ul style="list-style-type: none"> First Nations Clients with a disability Culturally and Linguistically Diverse (CALD) 	First Nations	77%	Not Met	The department acknowledges there is written evidence of a commitment to improvement in this area.
	Disability	82%		
	CALD	44%		

¹ This means 50 per cent of clients in a reporting period must have follow-up SCOREs for at least one outcome domain. Please note these clients do not have to have initial SCOREs in the same reporting period as their follow-up SCOREs.



Australian Government

Department of Social Services

**Commonwealth
Simple Grant Agreement**
between
the Commonwealth represented by
Department of Social Services
and
CatholicCare Victoria Tasmania

Grant Agreement 4-BJIKOG5

Once completed, this document, together with each set of Grant Details and the Commonwealth General Grant Conditions (Schedule 1), forms an Agreement between the Commonwealth and the Grantee.

Parties to this Agreement

The Grantee

Full legal name of Grantee	CatholicCare Victoria Tasmania
Legal entity type (e.g. individual, incorporated association, company, partnership etc)	Company
Trading or business name	CatholicCare Victoria Tasmania
Any relevant licence, registration or provider number	
Australian Company Number (ACN) or other entity identifiers	
Australian Business Number (ABN)	32 150 113 947
Registered for Goods and Services Tax (GST)	Y
Date from which GST registration was effective	
Registered office (physical/postal)	383 Albert Street, EAST MELBOURNE VIC 3002
Relevant business place (if different)	
Telephone	03 9287 5555
Fax	03 9287 5599
Email	s 22 @ccam.org.au

The Commonwealth

The Commonwealth of Australia represented by Department of Social Services
71 Athllon Drive, GREENWAY ACT 2900
ABN 36 342 015 855

Background

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

The Grantee agrees to use each Grant and undertake each Activity in accordance with this Agreement and the relevant Grant Details.

Scope of this Agreement

This Agreement comprises:

- (a) this document;
- (b) the Supplementary Terms (if any);
- (c) the General Grant Conditions (Schedule 1);
- (d) the Grant Details;
- (e) any other document referenced or incorporated in the Grant Details.

Each set of Grant Details, including Supplementary Terms (if any), only applies to the particular Grant and Activity covered by that set of Grant Details and a reference to the 'Agreement' in the Grant Details 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 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.

Grant Details

Organisation ID:	1-METLHF
Agreement ID:	4-BJIKOG5
Schedule ID:	4-BJIKOGZ

A. Purpose of the Grant

The purpose of the Grant is to:

Provide alternatives to formal legal processes for families who are separated, separating or in dispute to improve their relationships and make arrangements in the best interests of their children. Family Law Services have a particular role to help families with complex needs, including those with family violence issues.

This Grant is being provided under, and these Grant Details form part of, the Agreement between the Commonwealth and the Grantee.

The Grant is being provided as part of the Attorney Generals Department - Family Relationships Services Programme delivered by the Department of Social Services - Families and Children program.

Family Relationship Centres - 4-BJR7VW4

B. Activity

Family Relationship Centres are a gateway to the broader family law and family support service system. The objectives of Family Relationship Centres are to:

- give intact families help with their family relationships and parenting through appropriate information and referral
- give separating families help to achieve workable parenting arrangements (outside the court system) through information and referral, support and family dispute resolution services, and
- deliver high quality, safe and ethical services.

You are responsible for ensuring that personnel working on the Activity are appropriately qualified and skilled to perform the tasks required of the position and have the relevant mandatory qualifications as required within the relevant professional field. You must ensure that:

- staff working on the Activity maintain the currency of their Working with Vulnerable People registration, and
- staff delivering family dispute resolution services are accredited Family Dispute Resolution Practitioners.

Further information about these requirements is detailed in the Operational Framework for Family Relationship Centres.

Important requirements

You must comply with:

- Department of Social Services Departmental Policies*;
- the relevant Guidelines*;
- the Data Exchange Protocols*;
- Operational Framework for Family Relationship Centres which includes the:
 - Referral Guidelines for Family Relationship Centres
 - Service Charter and Complaints
 - Guidelines for Referrals to Legal Advice by staff in Family Relationship Centres
- Trade Mark Protocols and Branding Guidelines for Family Relationship Centres; 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 Department of Social Services website <https://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.

Child Safety

In this Agreement:

Child means an individual(s) under the age of 18 years and Children has a similar meaning;

Child-Related Personnel means officers, employees, contractors (including subcontractors), agents and volunteers of the Grantee involved with the Activity who as part of that involvement may interact with Children;

Legislation means a provision of a statute or subordinate legislation of the Commonwealth, or of a State, Territory or local authority;

National Principles for Child Safe Organisations means the National Principles for Child Safe Organisations, which have been endorsed in draft form by the Commonwealth Government (available at: <https://www.humanrights.gov.au/national-principles-child-safe-organisations>) and subsequently, from the time of their endorsement by the Council of Australian Governments, the final National Principles for Child Safe Organisations as published by the Australian Government;

Relevant Legislation means Legislation in force in any jurisdiction where any part of the Activity may be carried out;

Working With Children Check or WWCC means the process in place pursuant to Relevant Legislation to screen an individual for fitness to work with Children.

Relevant checks and authority

You must:

- (a) comply with all Relevant Legislation relating to the employment or engagement of Child-Related Personnel in relation to the Activity, including all necessary Working With Children Checks however described; and
- (b) ensure that Working With Children Checks obtained in accordance with this Item remain current and that all Child-Related Personnel continue to comply with all Relevant Legislation for the duration of their involvement in the Activity.

National Principles for Child Safe Organisations and other action for the safety of Children

In relation to the Activity, you agree to:

- (a) implement the National Principles for Child Safe Organisations;
- (b) ensure that all Child-Related Personnel implement the National Principles for Child Safe Organisations;
- (c) complete and update, at least annually, a risk assessment to identify the level of responsibility for Children and the level of risk of harm or abuse to Children;
- (d) put into place and update, at least annually, an appropriate risk management strategy to manage risks identified through the risk assessment required by this item
- (e) provide training and establish a compliance regime to ensure that all Child-Related Personnel are aware of, and comply with:
 - 1. the National Principles for Child Safe Organisations;
 - 2. the Grantee's risk management strategy required by this item
 - 3. Relevant Legislation relating to requirements for working with Children, including Working With Children Checks;
 - 4. Relevant Legislation relating to mandatory reporting of suspected child abuse or neglect, however described; and
- (f) provide the Commonwealth with an annual statement of compliance with this item, in such form as may be specified by the Commonwealth.

With reasonable notice to the Grantee, the Commonwealth may conduct a review of the Grantee's compliance with this item.

You agree to:

- (a) notify the Commonwealth of any failure to comply with this item
- (b) co-operate with the Commonwealth in any review conducted by the Commonwealth of the Grantee's implementation of the National Principles for Child Safe Organisations or compliance with this item; and
- (c) promptly, and at the Grantee's cost, take such action as is necessary to rectify, to the Commonwealth's satisfaction, any failure to implement the National Principles for Child Safe Organisations or any other failure to comply with this item.

Data Exchange Reporting

You are required to provide client level data and service delivery information from all recipients of this Activity in accordance with the Data Exchange Protocols (<https://dex.dss.gov.au/data-exchange-protocols/>). You must provide the data required within the Data Exchange through an approved mechanism as outlined in the Data Exchange Protocols.

You are required to finalise the submission of data within the Data Exchange for each reporting period within 30 days of the reporting period ceasing, as set out in the reporting schedule below.

For this Activity, participation in the "partnership approach" is a requirement of funding. By participating, you agree to provide some additional information in exchange for the receipt of regular and relevant reports. The main focus of the partnership approach is collecting information about the outcomes achieved by clients as a result of service delivery. The partnership approach also includes some extended data items that provide additional information about client demographics, needs and circumstances.

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. You are required to report against any performance measures set out in the Activity Work Plan within 30 days of the reporting period ceasing.

Outlet Locations

Any changes to the outlet locations listed below must be advised to us in writing within thirty (30) Business Days of any change commencing and will be subject to our written approval.

Service Areas

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

Where you are funded to deliver the Activity for more than one service area, and you have met the requirements within one of these service areas, you may shift all or part of any remaining funds to another service area you support under this Activity. You must seek our written approval and advise us of resource attributions annually.

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.

Performance Indicators

The Activity will be measured against the following Performance Indicator/s:

Performance Indicator Description	Measure
Number of clients assisted	Measured using benchmarking, comparing your achievement against similar service providers delivering comparable services, using characteristics defined in the Data Exchange Protocols.
Number of events / service instances delivered	Measured using benchmarking, comparing your achievement against similar service providers delivering comparable services, using characteristics defined in the Data Exchange Protocols.
Percentage of participants from priority target groups	Measured using benchmarking, comparing your achievement against similar service providers delivering comparable services, using characteristics defined in the Data Exchange Protocols.
Percentage of clients achieving individual goals related to independence, participation and well-being	Measured using benchmarking, comparing your achievement against similar service providers delivering comparable services, using characteristics defined in the Data Exchange Protocols.
Percentage of clients achieving improved independence, participation and well-being	Measured using benchmarking, comparing your achievement against similar service providers delivering comparable services, using characteristics defined in the Data Exchange Protocols.
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	CatholicCare Victoria Tasmania	383 Albert Street EAST MELBOURNE VIC 3002

Service Area Information

The Activity will service the following service area/s:

	Type	Service Area
1	Statistical Area Level 4 (2016)	Geelong

	Type	Service Area
2	s 22	

C. Duration of the Grant

The Activity starts on 1 July 2019.

The Activity (other than the provision of any final reports) ends on 30 June 2024, which is the Activity's Completion Date.

The Agreement ends on 30 November 2024 or when the Grantee has provided all of the reports and repaid any Grant amount as required under this Agreement.

D. Payment of the Grant

The total amount of the Grant is \$6,471,247.63* (GST exclusive).

A break down by Financial Year is below:

Financial Year	Amount * (excl. GST)
2019-2020	\$1,391,506.12
2020-2021	\$1,413,831.51
2021-2022	\$1,221,970.00
2022-2023	\$1,221,970.00
2023-2024	\$1,221,970.00

*This amount may include Social, Community, Home Care and Disability Services Industry Award 2010 Supplementation (SACS).

The Grantee must ensure that the Grant is held in an account in the Grantee's name and which the Grantee controls, with an authorised deposit-taking institution authorised under the Banking Act 1959 (Cth) to carry on banking business in Australia.

The Grantee's nominated bank account into which the grant is to be paid is:

BSB Number	s 22
Financial Institution	Richmond 110 Church Street NAB
Account Number	s 22
Account Name	CatholicCare Victoria Tasmania

The Grant will be paid in instalments by the Commonwealth in accordance with the agreed Milestones, and compliance by the Grantee with its obligations under this Agreement.

Milestone	Anticipated date	Amount (excl. GST)	GST	Total (incl. GST)
Half-yearly payment of 2019-20 funds	9 July 2019	\$610,985.00	\$61,098.50	\$672,083.50
SACS Supplementation	9 July 2019	\$84,768.06	\$8,476.81	\$93,244.87
Half-yearly payment of 2019-20 funds	2 December 2019	\$610,985.00	\$61,098.50	\$672,083.50
SACS Supplementation	2 December 2019	\$84,768.06	\$8,476.81	\$93,244.87

Half-yearly payment of 2020-21 funds	14 July 2020	\$610,985.00	\$61,098.50	\$672,083.50
SACS Supplementation	14 July 2020	\$95,930.76	\$9,593.08	\$105,523.84
Half-yearly payment of 2020-21 funds	1 December 2020	\$610,985.00	\$61,098.50	\$672,083.50
SACS Supplementation	1 December 2020	\$95,930.75	\$9,593.08	\$105,523.83
Half-yearly payment of 2021-22 funds	13 July 2021	\$610,985.00	\$61,098.50	\$672,083.50
Half-yearly payment of 2021-22 funds	1 December 2021	\$610,985.00	\$61,098.50	\$672,083.50
Half-yearly payment of 2022-23 funds	12 July 2022	\$610,985.00	\$61,098.50	\$672,083.50
Half-yearly payment of 2022-23 funds	1 December 2022	\$610,985.00	\$61,098.50	\$672,083.50
Half-yearly payment of 2023-24 funds	11 July 2023	\$610,985.00	\$61,098.50	\$672,083.50
Half-yearly payment of 2023-24 funds	1 December 2023	\$610,985.00	\$61,098.50	\$672,083.50
Total Amount		\$6,471,247.63	\$647,124.78	\$7,118,372.41

Invoicing

None Specified

Taxes, duties and government charges

GST Provisions – 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
- (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.

OR

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 make 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.

E. Reporting

The Grantee agrees to create the following reports in the form specified and to provide the reports to the Commonwealth representative in accordance with the following.

Milestone	Information to be included	Due Date
Activity Work Plan	Output-level detail for the funded Activity negotiated with DSS and captured in an Activity Work Plan as per Item E.2	12 August 2019
Performance Report	Finalisation of Data Exchange period 1 data (1 July to 31 December), as set out in the Data Exchange Protocols, as per Item E.1	30 January 2020
Performance Report	Finalisation of Data Exchange period 2 data (1 January to 30 June), as set out in the Data Exchange Protocols, as per Item E.1	30 July 2020
Activity Work Plan Report	A report with progress against Activity Work Plan, compliance or other reporting as set out in Item E.5	15 August 2020
Financial Acquittal Report	Financial Acquittal from 1 July 2019 to 30 June 2020 as per Item E.4	31 October 2020
Performance Report	Finalisation of Data Exchange period 1 data (1 July to 31 December), as set out in the Data Exchange Protocols, as per Item E.1	30 January 2021
Performance Report	Finalisation of Data Exchange period 2 data (1 January to 30 June), as set out in the Data Exchange Protocols, as per Item E.1	30 July 2021
Activity Work Plan Report	A report with progress against Activity Work Plan, compliance or other reporting as set out in Item E.5	15 August 2021
Financial Acquittal Report	Financial Acquittal from 1 July 2020 to 30 June 2021 as per Item E.4	31 October 2021
Performance Report	Finalisation of Data Exchange period 1 data (1 July to 31 December), as set out in the Data Exchange Protocols, as per Item E.1	30 January 2022
Performance Report	Finalisation of Data Exchange period 2 data (1 January to 30 June), as set out in the Data Exchange Protocols, as per Item E.1	30 July 2022
Activity Work Plan Report	A report with progress against Activity Work Plan, compliance or other reporting as set out in Item E.5	15 August 2022
Financial Acquittal Report	Financial Acquittal from 1 July 2021 to 30 June 2022 as per Item E.4	31 October 2022
Performance Report	Finalisation of Data Exchange period 1 data (1 July to 31 December), as set out in the Data Exchange Protocols, as per Item E.1	30 January 2023
Performance Report	Finalisation of Data Exchange period 2 data (1 January to 30 June), as set out in the Data Exchange Protocols, as per Item E.1	30 July 2023

Activity Work Plan Report	A report with progress against Activity Work Plan, compliance or other reporting as set out in Item E.5	15 August 2023
Financial Acquittal Report	Financial Acquittal from 1 July 2022 to 30 June 2023 as per Item E.4	31 October 2023
Performance Report	Finalisation of Data Exchange period 1 data (1 July to 31 December), as set out in the Data Exchange Protocols, as per Item E.1	30 January 2024
Performance Report	Finalisation of Data Exchange period 2 data (1 January to 30 June), as set out in the Data Exchange Protocols, as per Item E.1	30 July 2024
Activity Work Plan Report	A report with progress against Activity Work Plan, compliance or other reporting as set out in Item E.5	15 August 2024
Financial Acquittal Report	Financial Acquittal from 1 July 2023 to 30 June 2024 as per Item E.4	31 October 2024

E.1 Performance Reports

Data Exchange Reports

You must provide client and service delivery information to the Community Grants Hub via the Data Exchange in accordance with the Data Exchange Protocols, within 30 days of the completion of a reporting period, as outlined in Item E.

For this Activity, you are required to participate in the Partnership Approach.

The Data Exchange Protocols can be found at <https://dex.dss.gov.au/data-exchange-protocols/>.

E.2 Activity Work Plan

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

None Specified

E.4 Accounting for the Grant

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 unspent and uncommitted.

E.5 Other Reports

Activity Work Plan Report

For the purposes of this Agreement, Activity Work Plan Report means a document to be completed by you, on a template or system provided by us. The preferable way to submit the Report would be through the Grant Recipients Services Portal when it becomes available.

The Activity Work Plan Report template asks for progress on requirements in the Activity Work Plan for the reporting period including any compliance requirements.

F. Party representatives and address for notices

Grantee's representative and address

Grantee's representative name	s 22
Position	General Manager
Postal/physical address(es)	PO Box 196, EAST MELBOURNE VIC 8002
Business hours telephone	s 22
Mobile	
Fax	
E-mail	s 22 @ccam.org.au

Commonwealth representative and address

Name of representative	s 22
Position	CGH – Delivery Contract Manager
Postal/physical address(es)	PO Box 9820, MELBOURNE VIC 3001
Business hours telephone	s 22
Mobile	Not specified
Fax	Not specified
E-mail	s 22 @dss.gov.au

The Parties' representatives will be responsible for liaison and the day-to-day management of the Grant, as well as accepting and issuing any written notices in relation to the Grant.

Organisation ID:	1-METLHF
Agreement ID:	4-BJIKOG5

Signatures

Executed as an agreement

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

s 22

 (Name of Departmental Representative)

TEAM LEADER - TRANSITIONS COE

 (Position of Departmental Representative)

s 22

 (Name of Witness in full)

s 22

 (Signature of Departmental Representative)

27.6.2019

s 22

 (Signature of Witness)

27.6.19

Signed for and on behalf of CatholicCare Victoria Tasmania, ABN 32 150 113 947 in accordance with its rules, and who warrants that he/she is authorised to sign this Agreement:

s 22 *Director*

 (Name and position held by Signatory)

s 22 *Company Secretary*

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

s 22

 (Signature)

s 22

 (Signature of second Signatory/Witness)

27.6.19.

27.6.19.

Notes about the signature block

- If you are an **incorporated association**, you must refer to the legislation incorporating the association as it will specify how documents must be executed. This process may differ between each State and Territory. If an authorised person is executing a document on behalf of the incorporated association, you should be prepared to provide evidence of this authorisation upon request.
- 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**, the signatory must be a partner with the authority to sign on behalf of all partners receiving the grant. A witness to the signature is required.
- 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.

Commonwealth General Grant Conditions

Schedule 1

1. Undertaking the Activity

The Grantee agrees to undertake the Activity in accordance with this Agreement.

2. Acknowledgements

The Grantee agrees to acknowledge the Commonwealth's support in Material published in connection with this Agreement and agrees to use any form of acknowledgment the Commonwealth reasonably specifies.

3. Notices

3.1 The Parties agree to notify the other Party of anything reasonably likely to affect the performance of the Activity or otherwise required under this Agreement.

3.2 A notice under this Agreement must be in writing, signed by the Party giving notice and addressed to the other Party's representative.

4. Relationship between the Parties

A Party is not by virtue of this Agreement the employee, agent or partner of the other Party and is not authorised to bind or represent the other Party.

5. Subcontracting

5.1 The Grantee remains responsible for compliance with this Agreement, including in relation to any tasks undertaken by subcontractors.

5.2 The Grantee agrees to make available to the Commonwealth the details of any of its subcontractors engaged to perform any tasks in relation to this Agreement upon request.

6. Conflict of interest

The Grantee agrees to notify the Commonwealth promptly of any actual, perceived or potential conflicts of interest which could affect its performance of this Agreement and agrees to take action to resolve the conflict.

7. Variation

This Agreement may be varied in writing only, signed by both Parties.

8. Payment of the Grant

8.1 The Commonwealth agrees to pay the Grant to the Grantee in accordance with the Grant Details.

8.2 The Commonwealth may by notice withhold payment of any amount of the Grant where it reasonably believes the Grantee has not complied with this Agreement or is unable to undertake the Activity.

8.3 A notice under clause 8.2 will contain the reasons for any payment being withheld and the steps the Grantee can take to address those reasons.

8.4 The Commonwealth will pay the withheld amount once the Grantee has satisfactorily addressed the reasons contained in a notice under clause 8.2.

9. Spending the Grant

9.1 The Grantee agrees to spend the Grant for the purpose of undertaking the Activity only.

9.2 The Grantee agrees to provide a statement signed by the Grantee verifying the Grant was spent in accordance with the Grant Details.

10. Repayment

10.1 If any of the Grant has been spent other than in accordance with this Agreement or any amount of the Grant is additional to the requirements of the Activity, the Grantee agrees to repay that amount to the Commonwealth unless agreed otherwise.

10.2 The amount to be repaid under clause 10.1 may be deducted by the Commonwealth from subsequent payments of the Grant.

11. Record keeping

The Grantee agrees to maintain records of the expenditure of the Grant.

12. Intellectual Property

12.1 The Grantee owns the Intellectual Property Rights in Material created undertaking the Activity.

12.2 The Grantee gives the Commonwealth a non-exclusive, irrevocable, royalty-free licence to use, reproduce, publish and adapt Reporting Material for Commonwealth Purposes.

12.3 The licence in clause 12.2 does not apply to Activity Material.

12.4 This Agreement does not affect the ownership of Intellectual Property Rights in Existing Material.

13. Privacy

When dealing with Personal Information in carrying out the Activity, the Grantee agrees not to do anything which, if done by the Commonwealth, would be a breach of an Australian Privacy Principle.

14. Confidentiality

The Parties agree not to disclose each other's confidential information without prior written consent unless required or authorised by law or Parliament.

15. Insurance

The Grantee agrees to maintain adequate insurance for the duration of this Agreement and provide the Commonwealth with proof when requested.

16. Indemnities

16.1 The Grantee indemnifies the Commonwealth, its officers, employees and contractors against any claim, loss or damage arising in connection with the Activity.

16.2 The Grantee's obligation to indemnify the Commonwealth will reduce proportionally to the extent any act or omission involving fault on the part of the Commonwealth contributed to the claim, loss or damage.

17. Dispute resolution

17.1 The Parties agree not to initiate legal proceedings in relation to a dispute unless they have tried and failed to resolve the dispute by negotiation.

17.2 The Parties agree to continue to perform their respective obligations under this Agreement where a dispute exists.

17.3 The procedure for dispute resolution does not apply to action relating to termination or urgent litigation.

18. Termination for default

The Commonwealth may terminate this Agreement by notice where it reasonably believes the Grantee:

- (a) has breached this Agreement; or
- (b) has provided false or misleading statements in their application for the Grant; or
- (c) has become bankrupt or insolvent, entered into a scheme of arrangement with creditors, or come under any form of external administration.

19. Cancellation for convenience

19.1 The Commonwealth may cancel this Agreement by notice, due to:

- (a) a change in government policy; or
- (b) a Change in the Control of the Grantee, which the Commonwealth believes will negatively affect the Grantee's ability to comply with this Agreement.

19.2 The Grantee agrees on receipt of a notice of cancellation under clause 19.1 to:

- (a) stop the performance of the Grantee's obligations as specified in the notice; and
- (b) take all available steps to minimise loss resulting from that cancellation.

19.3 In the event of cancellation under clause 19.1, the Commonwealth will be liable only to:

- (a) pay any part of the Grant due and owing to the Grantee under this Agreement at the date of the notice; and

(b) reimburse any reasonable expenses the Grantee unavoidably incurs that relate directly to the cancellation and are not covered by 19.3(a).

19.4 The Commonwealth's liability to pay any amount under this clause is subject to:

- (a) the Grantee's compliance with this Agreement; and
- (b) the total amount of the Grant.

19.5 The Grantee will not be entitled to compensation for loss of prospective profits or benefits that would have been conferred on the Grantee.

20. Survival

Clauses 10, 12, 13, 14, 16, 20 and 21 survive termination, cancellation or expiry of this Agreement.

21. Definitions

In this Agreement, unless the contrary appears:

- **Activity** means the activities described in the Grant Details.
- **Activity Material** means any Material, other than Reporting Material, created or developed by the Grantee as a result of the Activity.
- **Agreement** means the Grant Details, Supplementary Terms (if any), the Commonwealth General Grant Conditions and any other document referenced or incorporated in the Grant Details.
- **Australian Privacy Principle** has the same meaning as in the *Privacy Act 1988*.
- **Change in the Control** means any change in any person(s) who directly exercise effective control over the Grantee.
- **Commonwealth** means the Commonwealth of Australia as represented by the Commonwealth entity specified in the Agreement and includes, where relevant, its officers, employees, contractors and agents.
- **Commonwealth General Grant Conditions** means this document.
- **Commonwealth Purposes** does not include commercialisation or the provision of the Material to a third party for its commercial use.
- **Completion Date** means the date or event specified in the Grant Details.
- **Existing Material** means Material developed independently of this Agreement that is incorporated in or supplied as part of Reporting Material.
- **Grant** means the money, or any part of it, payable by the Commonwealth to the Grantee as specified in the Grant Details.
- **Grantee** means the legal entity specified in the Agreement and includes, where relevant, its officers, employees, contractors and agents.

- **Grant Details** means the document titled Grant Details that forms part of this Agreement.
- **Intellectual Property Rights** means all copyright, patents, registered and unregistered trademarks (including service marks), registered designs, and other rights resulting from intellectual activity (other than moral rights under the *Copyright Act 1968*).
- **Material** includes documents, equipment, software (including source code and object code versions), goods, information and data stored by any means including all copies and extracts of them.
- **Party** means the Grantee or the Commonwealth.
- **Personal Information** has the same meaning as in the *Privacy Act 1988*.
- **Reporting Material** means all Material which the Grantee is required to provide to the Commonwealth for reporting purposes as specified in the Grant Details.



Australian Government

Attorney-General's Department

Organisation ID:	1-METLHF
Agreement ID:	4-BJIKOG5
Program Schedule ID:	4-BJIKOGZ

Deed of Variation in relation to Family Law Services program

1. Date

This Deed is made on

4 April 2024

2. Parties

This Deed is made between:

1. The Commonwealth of Australia, as represented by the Attorney-General's Department, ABN 92 661 124 436 (the 'Commonwealth'); and
2. CatholicCare Victoria Tasmania, ABN 32 150 113 947 (the 'Grantee').

3. Context

- A. The Parties have a current agreement under which the Commonwealth gave a Grant to the Grantee for the Family Law Services Program (the 'Agreement').
- B. The Parties have agreed to amend the Agreement on the Terms and Conditions contained in this Deed.

4. Amendments

With effect from the date of execution of this Deed, the Agreement is amended:

1. **Replace** the text at **Item A – Purpose of the Grant** as per the attached Schedule.
2. **Replace** the **Supplementary Terms** as per attached **Grant Agreement Supplementary Provisions** document.

For the following Activities:

Activity ID	Activity Title
s 22	
4-BJR7VW4	Family Relationship Centres
s 22	

3. **Replace** the text at **Item B – Activity** as per the attached Schedule.
4. **Replace** the dates at **Item C – Duration of the Grant** as per the attached Schedule.

5. **Replace** the total amounts at **Item D – Payment of the Grant** as per the attached Schedule.
6. **Replace** the financial year table at **Item D – Payment of the Grant** as per the attached Schedule.
7. **Replace** the milestones table at **Item D – Payment of the Grant** as per the attached Schedule.
8. **Replace** the milestones table at **Item E – Reporting** as per the attached Schedule.
9. **Replace** the text at **Item E.1 – Performance Reports** as per the attached Schedule.
10. **Replace** the text at **Item E.2 – Activity Work Plan** as per the attached Schedule.
11. **Replace** the text at **Item E.5 – Other Reports** as per the attached Schedule.

Revised payment amounts, reporting milestones and other detailed amendments resulting from this Deed are described in the Program Schedule, including any attachments, enclosed.

5. Entire agreement and interpretation

- 5.1 The parties confirm all the other provisions of the Agreement and, subject only to the amendments contained in this Deed, the Agreement remains in full force and effect.
- 5.2 This Deed and the Agreement, when read together, contain the entire agreement of the parties with respect to the parties' rights and obligations under the Agreement.
- 5.3 Unless otherwise specified or the context otherwise requires, terms that are defined in the Agreement have the same meaning in this Deed.

Disclaimer and explanatory notes

Disclaimer

By executing this agreement you agree that you have read and accept this disclaimer, including the explanatory notes on how to duly execute this agreement. You warrant that your identity has been verified, you have legal capacity and authority to enter into this agreement, and you are signing in accordance with all legal instruments that apply to you and/or the legal entity which you represent.

Explanatory notes

- If you are an **individual**, you must download, print and sign the agreement in wet-ink in the presence of a witness (the witness date must be the same as the signatory date).
- If you are a **partnership**, the signatory must be all partners, or one partner with the authority to sign on behalf of all partners receiving the grant. You should be prepared to provide evidence of this authorisation upon request.
- If you are a **proprietary company incorporated under the Corporations Act 2001 (Cth)**, the signatory must be the sole director and company secretary, as required under section 127 of the Corporations Act 2001 (Cth). If required by your Constitution, please affix your **company seal** in the presence of the sole director and company secretary acting as a witness (the witness date must be the same as the date the company seal is affixed). For execution by company seal, you must download, print and sign the agreement in wet-ink.
- If you are a **company incorporated under the Corporations Act 2001 (Cth)**, the signatories must be two directors, or one director and one company secretary, as required under section 127 of the Corporations Act 2001 (Cth). If required by your Constitution, please affix your **company seal** in the presence of two directors, or one director and one company secretary acting as a witness, or if your company has only one director – that director and a suitable witness, (the witness date must be the same as the date the company seal is affixed). For execution by company seal, you must download, print and sign the agreement in wet-ink.
- If you are a **company incorporated under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (Cth) (CATSI Act)**, the signatories must be two directors, one director and one company secretary, or if your company has only one director – that director, as required under section 99-5 of the CATSI Act. If required by your Constitution, please affix your **company seal** in the presence of two directors, or one director and one company secretary, or if your company has only one director – that director. For execution by company seal, you must download, print and sign the agreement in wet-ink.
- If you are an **individual trustee of a trust**, you must download, print and sign the agreement in wet-ink in the presence of a witness (the witness date must be the same as the signatory date). You must sign in your capacity as a trustee and not the trust. The trustee is the legal entity entering into the agreement. The words 'as trustee for [name of trust]' should be included in the signature block.
- If you are a **corporate trustee of a trust**, the signatory must be the sole director and company secretary in the proprietary company, or two directors in the company, or one director and one company secretary in the company, as required under section 127 of the Corporations Act 2001 (Cth). If required by your Constitution, please affix your **company seal** in the presence of the sole director and company secretary in the proprietary company, or two directors in the company, or one director and one company secretary in the company, acting as witness (the witness date must be the same as the date the company seal is affixed). For execution by company seal, you must download, print and sign the agreement in wet-ink. The company must sign in its capacity as a trustee and not the trust. The trustee is the legal entity entering into the agreement. The words 'as trustee for [name of trust]' should be included in the signature block.
- If you are an **incorporated association**, you must refer to the legislation incorporating the association as it will specify how documents must be executed. This process may differ between each State and Territory. If an authorised person is executing a document on behalf of the incorporated association, you should be prepared to provide evidence of this authorisation upon request.
- 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 (the witness date must be the same as the signatory date).

Organisation ID:	1-METLHF
Agreement ID:	4-BJIKOG5
Program Schedule ID:	4-BJIKOGZ

Signatures

Executed as a Deed

Signed for and on behalf of the Commonwealth of Australia by the relevant Delegate, represented by and acting through the Attorney-General's Department, ABN 92 661 124 436 in the presence of:

s 22

 (Name of Departmental Representative)

ASSISTANT DIRECTOR

 (Position of Departmental Representative)

s 22

 (Name of Witness in full)

s 22

 (Signature of Departmental Representative)

s 22

 (Signature of Witness)

4.14.2024

04.14.2024

Signed for and on behalf of CatholicCare Victoria Tasmania, ABN 32 150 113 947 in accordance with its rules, and who warrants they are authorised to sign this Agreement:

s 22 _____ - Director

 (Name and position held by Signatory)

s 22 _____ - Company Secretary

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

s 22 _____

 (Signature)

s 22 _____

 (Signature of second Signatory/Witness)

27/03/2024

27/03/2024



Australian Government
Department of Social Services

s 22

General Manager
 CatholicCare Victoria Tasmania
 PO Box 196
 EAST MELBOURNE VIC 8002

Address: GPO Box 9820
 BRISBANE QLD 4001
Telephone: 1300 653 227
TTY: 133 677
Email: transitions@communitygrants.gov.au
Website: www.dss.gov.au

Dear s 22

NOTICE OF CHANGE – ACTIVITY ID: 4-BJR7VW4

We have a Grant Agreement with you for the delivery of services under the Families and Children - Family Law Services Program, Agreement ID: 4-BJIKOG5 – Schedule ID: 4-BJIKOGZ, dated 1/7/2019 (“**the Agreement**”) between CatholicCare Victoria Tasmania and the Commonwealth of Australia, represented by the Department of Social Services (“**the parties**”).

This Notice of Change is to advise you of the application of indexation, as well as the Social and Community Services (SACS) Award adjustment payment (if applicable). Your current 2019-20 year funding (excluding GST and SACS) forms the basis to which indexation is applied. The same approach applies for any SACS supplementation payments (if applicable).

The change to your funding will be included as a new milestone payment as part of your current Agreement, and will be applied to the 2019-2020 financial year.

Financial Year	Payment Date	Indexation Amount (excl. GST)	SACs (excl. GST)	GST (if applicable)	Total Indexation (incl. GST)
2019-20	8 June 2020	\$11,241.67	\$1,559.67	\$1,280.14	\$14,081.48

For each successive financial year where indexation is applicable, you will receive a Notice of Change. In the case of multi-year agreements, your revised funding amount will form the basis for the calculation of indexation in the following year.

We wish to advise you that this change to your agreement with us does not require a formally executed variation to be carried out.

The parties agree that:

(a) the only change/s are those set out in this Notice of Change. In all other respects, our agreement remains unamended.

If you have any questions about this Notice of Change, please contact s 22 on s 22 or email s 22 @dss.gov.au.

Yours sincerely,

s 22

s 22

A/g Director
 Community Grants Hub
 Transitions Centre of Expertise
 Delivery – Network Operations

9 June 2020



Australian Government

Attorney-General's Department

Organisation ID:	1-METLHF
Agreement ID:	4-BJIKOG5
Program Schedule ID:	4-BJIKOGZ

s 22

CatholicCare Victoria Tasmania
 PO Box 196
 EAST MELBOURNE VIC 8002
 s 22 @ccam.org.au

Dear s 22

Notice of Change in relation to the Families and Children – Family Law Services Program

We have a grant agreement in place with you to carry out a grant activity under the Families and Children - Family Law Services Program between CatholicCare Victoria Tasmania and the Commonwealth of Australia, represented by the Attorney-General's Department ("**the parties**").

This Notice of Change is to advise you of the application of indexation, as well as the Social and Community Services (SACS) Award adjustment payment (if applicable). Your current 2020-21 year funding (excluding GST and SACS) forms the basis to which indexation is applied. The same approach applies for any SACS supplementation payments (if applicable).

For Activity ID: 4-BJR7VW4 Activity Title: Family Relationship Centres

The change to your funding will be included as a new milestone payment as part of your current Agreement, and will be applied to the 2020-2021 financial year.

Milestone	Anticipated date	Amount (excl. GST)	GST (if applicable)	Total (incl. GST if applicable)
2020-21 Indexation Payment	19 May 2021	\$26,040.21	\$2,604.02	\$28,644.23
SACS Supplementation	19 May 2021	\$4,088.57	\$408.86	\$4,497.43

Indexation amounts listed above will be included in future payment milestones from next financial year. A complete summary of your updated payment milestones in future years, including base funding, re-based SACS amounts and indexation is provided below: