



Australian Government

Department of Social Services

**Commonwealth
Standard Grant Agreement**

between

the Commonwealth represented by

Department of Social Services

and

Casey North Community Information and
Support Service Inc.

Grant Agreement 4-A48K6RA

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 and the Grantee.

Parties to this Agreement

The Grantee

Full legal name of Grantee	Casey North Community Information and Support Service Inc.
Legal entity type (e.g. individual, incorporated association, company, partnership etc)	Incorporated Association
Trading or business name	
Any relevant licence, registration or provider number	
Australian Company Number (ACN) or other entity identifiers	
Australian Business Number (ABN)	
Registered for Goods and Services Tax (GST)	Y
Date from which GST registration was effective	
Registered office (physical)	Suite 1, 90-92 Victor Crescent, NARRE WARREN VIC 3805
Relevant business place (if different)	
Telephone	
Fax	
Email	

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:	██████████
Agreement ID:	4-A48K6RA
Schedule ID:	4-A48K6S2

A. Purpose of the Grant

The purpose of the Grant is to:

Support eligible people to navigate financial crises and build financial well being, financial capability and resilience.

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 Financial Wellbeing and Capability program.

Financial Crisis and Material Aid - Emergency Relief - 4-A48K6SV

Grant Activity

The parties acknowledge that the Grantee commenced work in relation to this Agreement, including the performance of the Activity, on 1 January 2019.

The parties agree the terms and conditions of this Agreement apply on and from that date, and unless terminated earlier, expire on the Activity Completion Date.

Activity Objective:

To assist people to deal with their immediate crisis situation by providing financial or material aid such as food parcels, clothes or vouchers (for example for supermarkets, utilities or petrol).

Activity Details:

Emergency Relief aims and objectives include:

- Assisting people to deal with their immediate crisis situation;
- Delivering services in a way that maintains the dignity of the individual and families;
- Referring people to relevant services, to help them pay bills or reduce the risk of being unable to pay their bills; and
- Encouraging greater self-reliance.

Client eligibility to receive services provided by the Grantee, funded under the Emergency Relief grant opportunity, will be restricted solely to people unable to pay their bills or at imminent risk of not being able to do so.

Important requirements

You must comply with:

- DSS Departmental Policies*;
- the relevant Guidelines*;
- the Data Exchange Protocols*; and
- any other service compliance requirements applicable for the Activities you are funded to deliver.

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

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.

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.

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.

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.

Service Areas

You must provide services across the service area as outlined in the Service Area Information table below. You must deliver Emergency Relief across all service coverage areas unless agreed with DSS.

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.

Location Information

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

	Location Type	Name	Address
1	Direct Funded	Casey North Community Information and Support Service Inc.	Suite 1 90-92 Victor Crescent NARRE WARREN VIC 3805

Service Area Information

The Activity will service the following service area/s:

	Type	Service Area
1	Statistical Area Level 4 (2016)	Melbourne - South East

ation of the Grant

Activity starts on 1 January 2019.

Activity (other than the provision of any final reports) ends on 30 June 2023, which is the Activity's completion Date.

The Agreement ends on 30 November 2023 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 \$2,419,326.00* (GST exclusive).

A break down by Financial Year is below:

Financial Year	Amount * (excl. GST)
2018-2019	\$273,416.00
2019-2020	\$550,919.20
2020-2021	\$554,990.80
2021-2022	\$520,000.00
2022-2023	\$520,000.00

*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	██████████
Financial Institution	Fountain Gate Shop 1066 Fountain Gate Shpg Ctr ANZ
Account Number	██████████
Account Name	Casey North Community Information & Support Service Inc

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)
Full payment of 2018-19 funds	1 January 2019	\$260,000.00	\$26,000.00	\$286,000.00
SACS Supplementation	1 January 2019	\$13,416.00	\$1,341.60	\$14,757.60
Half-yearly payment of 2019-20 funds	9 July 2019	\$260,000.00	\$26,000.00	\$286,000.00
SACS Supplementation	9 July 2019	\$15,459.60	\$1,545.96	\$17,005.56
Half-yearly payment of 2019-20 funds	2 December 2019	\$260,000.00	\$26,000.00	\$286,000.00
SACS Supplementation	2 December 2019	\$15,459.60	\$1,545.96	\$17,005.56
Half-yearly payment of 2020-21 funds	14 July 2020	\$260,000.00	\$26,000.00	\$286,000.00

SACS Supplementation	14 July 2020	\$17,495.40	\$1,749.54	\$19,244.94
Half-yearly payment of 2020-21 funds	1 December 2020	\$260,000.00	\$26,000.00	\$286,000.00
SACS Supplementation	1 December 2020	\$17,495.40	\$1,749.54	\$19,244.94
Half-yearly payment of 2021-22 funds	13 July 2021	\$260,000.00	\$26,000.00	\$286,000.00
Half-yearly payment of 2021-22 funds	1 December 2021	\$260,000.00	\$26,000.00	\$286,000.00
Half-yearly payment of 2022-23 funds	12 July 2022	\$260,000.00	\$26,000.00	\$286,000.00
Half-yearly payment of 2022-23 funds	1 December 2022	\$260,000.00	\$26,000.00	\$286,000.00
Total Amount		\$2,419,326.00	\$241,932.60	\$2,661,258.60

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
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 2019
Financial Acquittal Report	Financial Acquittal from 1 July 2018 to 30 June 2019 as per Item E.4	31 October 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
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
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
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
Financial Acquittal Report	Financial Acquittal from 1 July 2022 to 30 June 2023 as per Item E.4	31 October 2023

E.1 Performance Reports

Data Exchange Reports

You must provide client and service delivery information to the Department of Social Services (DSS) 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.

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

E.2 Activity Work Plan

None Specified

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

None Specified

F. Party representatives and address for notices

Grantee's representative and address

Grantee's representative name	[REDACTED]
Position	Executive Officer
Postal/physical address(es)	90 Victor Crescent, NARRE WARREN VIC 3805
Business hours telephone	[REDACTED]

Mobile	
Fax	
E-mail	[REDACTED]

Commonwealth representative and address

Name of representative	[REDACTED]
Position	[REDACTED]
Postal/physical address(es)	PO Box 9820, MELBOURNE VIC 3001
Business hours telephone	[REDACTED]
Fax	Not specified
Mobile	Not specified
E-mail	[REDACTED]

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.

G. Activity Material

Activity Material means any material, other than Reporting Material, created or developed by the Grantee as a result of the Activity and includes any Existing Material that is incorporated in or supplied with the Activity Material.

None Specified

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.



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Casey North Community Information and
Support Service Inc.

Grant Agreement 4-9ZYC8GZ

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 and the Grantee.

Parties to this Agreement

The Grantee

Full legal name of Grantee	Casey North Community Information and Support Service Inc.
Legal entity type (e.g. Individual, Incorporated association, company, partnership etc)	Incorporated Association
Trading or business name	
Any relevant licence, registration or provider number	
Australian Company Number (ACN) or other entity Identifiers	
Australian Business Number (ABN)	
Registered for Goods and Services Tax (GST)	Y
Date from which GST registration was effective	
Registered office (physical)	Suite 1, 90-92 Victor Crescent, NARRE WARREN VIC 3805
Relevant business place (if different)	
Telephone	
Fax	
Email	

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:	██████████
Agreement ID:	4-9ZYC8GZ
Schedule ID:	4-9ZYC8PB

A. Purpose of the Grant

The purpose of the Grant is to:

Support eligible people to navigate financial crises and build financial wellbeing, financial capability and resilience.

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 Financial Wellbeing and Capability program.

Commonwealth Financial Counselling and Financial Capability - 4-9ZYEX2D

B. Grant Activity

The parties acknowledge that the Grantee commenced work in relation to this Agreement, including the performance of the Activity, on 1 January 2019.

The parties agree the terms and conditions of this Agreement apply on and from that date, and unless terminated earlier, expire on the Activity Completion Date.

Activity Objective:

To help eligible people to address their financial problems, make informed choices and build longer-term capability to budget and manage their money.

Activity Details:

Commonwealth Financial Counselling and Financial Capability services consists of two sub-components:

1. Commonwealth Financial Counselling

Commonwealth Financial Counselling helps eligible people address their financial problems through the provision of information, advocacy and/or negotiation on behalf of the client.

Commonwealth Financial Counselling services support eligible people with employment readiness through improving financial knowledge, skills and capabilities to assist them to achieve employment.

Client eligibility to receive Commonwealth Financial Counselling services provided by the Grantee will be restricted to people unable to pay their bills or at imminent risk of not being able to do so.

Financial counsellors provide intensive support through an in-depth assessment of a person's financial situation to understand the extent of the person's financial difficulties and to identify options to address these. They encourage the person to participate in the planning and decision-making process. Financial counsellors may also refer clients to other sources of support and assistance, such as addiction support services, as necessary.

2. Financial Capability

Financial Capability services help eligible people to build longer-term capability to budget and manage their money better and make informed financial decisions. These services provide:

- financial literacy education;
- one-on-one budgeting support to individuals; and/or
- non-accredited financial literacy community education workshops to eligible people.

Financial Capability services support eligible people with employment readiness through improving financial knowledge, skills and capabilities to assist them to achieve employment.

Client eligibility to receive Financial Capability services provided by the Grantee will be restricted to:

- those in receipt of a Commonwealth social security benefit, allowance or payment; or
- newly arrived migrants/non-citizens (priority to be given to newly arrived refugees); or
- women experiencing family violence for the purpose of assisting these women to become financially independent.

Qualifications

Commonwealth Financial Counselling

In delivering financial counselling, the Grantee must take account of relevant legal and regulatory requirements (including as specified by the Australian Securities and Investments Commission Class Order (CO.03/1063), Licensing Relief for financial counselling agencies, and other appropriate legislation).

All financial counsellors employed by the Grantee with Commonwealth Financial Counselling funding must:

- ensure that no fees or charges are applied to the services provided;

- have undertaken appropriate training, in order to have adequate skills and knowledge to satisfactorily provide financial counselling services; and
- be a member of, or be eligible for membership of, a relevant financial counselling association.
 - The conditions for full/accredited membership of most State and Territory financial counselling associations includes the attainment of the Diploma of Community Services (Financial Counselling) or an equivalent qualification.

The Grantee is expected to provide ongoing workforce development to ensure that Financial Counsellors have long-term capability to continue to support clients. Examples of relevant workforce development include study units relating to financial counselling to support people with problem gambling and sector specific conferences.

Financial Capability

All workers employed by the Grantee to deliver financial capability must have completed an equivalent or higher qualification of a Certificate III in Community Services Work. In addition, the following financial literacy education units (or equivalent) must be completed:

- CHCFLE301A – work with clients needing a financial literacy education;
- CHCFLE302A – educate clients in fundamental financial literacy skills; and
- CHCFLE303A – educate clients to understand debt and consumer credit.

Workers who have formal qualifications in a Diploma or above relevant to the Community Services Sector will only need to complete the financial literacy education units detailed above.

The Grantee is expected to provide ongoing workforce development to ensure that financial capability workers have long-term capability to continue to support clients. Examples of relevant workforce development include the Australian Securities and Investments Commission's MoneySmart Teaching package and sector specific conferences.

Important requirements

You must comply with:

- DSS Departmental Policies*;
- the relevant Guidelines*;
- the Data Exchange Protocols*; and
- any other service compliance requirements applicable for the Activities you are funded to deliver.

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

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.

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.

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.

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.

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.

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.

Location Information

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

	Location Type	Name	Address
1	Direct Funded	Casey North Community Information and Support Service Inc.	Suite 1 90-92 Victor Crescent NARRE WARREN VIC 3805

Service Area Information

The Activity will service the following service area/s:

	Type	Service Area
1	Statistical Area Level 4 (2016)	Melbourne - South East
2	Statistical Area Level 4 (2016)	Mornington Peninsula

C. Duration of the Grant

The Activity starts on 1 January 2019.

The Activity (other than the provision of any final reports) ends on 30 June 2023, which is the Activity's Completion Date.

The Agreement ends on 30 November 2023 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 \$1,399,522.40* (GST exclusive).

A break down by Financial Year is below:

Financial Year	Amount * (excl. GST)
2018-2019	\$162,233.70
2019-2020	\$330,445.64
2020-2021	\$336,401.06
2021-2022	\$285,221.00
2022-2023	\$285,221.00

*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	██████████
Financial Institution	Fountain Gate Shop 1066 Fountain Gate Shpg Ctr ANZ
Account Number	██████████
Account Name	Casey North Community Information & Support Service Inc

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)
Full payment of 2018-19 funds	1 January 2019	\$142,610.50	\$14,261.05	\$156,871.55
SACS Supplementation	1 January 2019	\$19,623.20	\$1,962.32	\$21,585.52

Half-yearly payment of 2019-20 funds	9 July 2019	\$142,610.50	\$14,261.05	\$156,871.55
SACS Supplementation	9 July 2019	\$22,612.32	\$2,261.23	\$24,873.55
Half-yearly payment of 2019-20 funds	2 December 2019	\$142,610.50	\$14,261.05	\$156,871.55
SACS Supplementation	2 December 2019	\$22,612.32	\$2,261.23	\$24,873.55
Half-yearly payment of 2020-21 funds	14 July 2020	\$142,610.50	\$14,261.05	\$156,871.55
SACS Supplementation	14 July 2020	\$25,590.03	\$2,559.00	\$28,149.03
Half-yearly payment of 2020-21 funds	1 December 2020	\$142,610.50	\$14,261.05	\$156,871.55
SACS Supplementation	1 December 2020	\$25,590.03	\$2,559.00	\$28,149.03
Half-yearly payment of 2021-22 funds	13 July 2021	\$142,610.50	\$14,261.05	\$156,871.55
Half-yearly payment of 2021-22 funds	1 December 2021	\$142,610.50	\$14,261.05	\$156,871.55
Half-yearly payment of 2022-23 funds	12 July 2022	\$142,610.50	\$14,261.05	\$156,871.55
Half-yearly payment of 2022-23 funds	1 December 2022	\$142,610.50	\$14,261.05	\$156,871.55
Total Amount		\$1,399,522.40	\$139,952.23	\$1,539,474.63

Invoicing

None Specified

overall 20/21 = 51 lun out of

overall 21/22 =

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
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 2019
Financial Acquittal Report	Financial Acquittal from 1 July 2018 to 30 June 2019 as per Item E.4	31 October 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
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
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
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
Financial Acquittal Report	Financial Acquittal from 1 July 2022 to 30 June 2023 as per Item E.4	31 October 2023

E.1 Performance Reports

Data Exchange Reports

You must provide client and service delivery information to the Department of Social Services (DSS) 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

None Specified

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

None Specified

F. Party representatives and address for notices

Grantee's representative and address

Grantee's representative name	[REDACTED]
Position	
Postal/physical address(es)	90 Victor Crescent, NARRE WARREN VIC 3805
Business hours telephone	03 9705 6699
Mobile	
Fax	
E-mail	[REDACTED]

Commonwealth representative and address

Name of representative	[REDACTED]
Position	CGH – Delivery Contract Manager
Postal/physical address(es)	PO Box 9820, MELBOURNE VIC 3001
Business hours telephone	03 9623 8094
Fax	Not specified
Mobile	Not specified
E-mail	[REDACTED]

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.

G. Activity Material

Activity Material means any material, other than Reporting Material, created or developed by the Grantee as a result of the Activity and includes any Existing Material that is incorporated in or supplied with the Activity Material.

None Specified

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.

45YEX 21 (2018) NofALU (15)