



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

Ms Judy Slatyer  
Chief Executive Officer  
Australian Red Cross Society  
GPO Box 9949  
MELBOURNE VIC 3001

**Address:** GPO Box 9820  
BRISBANE QLD 4001  
**Telephone:** 1300 653 227  
**TTY:** 133 677  
**Email:** [transitions@communitygrants.gov.au](mailto:transitions@communitygrants.gov.au)  
**Website:** [www.dss.gov.au](http://www.dss.gov.au)

Dear Ms Slatyer,

**Variation of Grant Agreement – National Initiatives Program**

The Commonwealth of Australia, represented by the Department of Social Services and Australian Red Cross Society (the **Parties**) have a current Comprehensive Grant Agreement 4-1QBAZ4K (the **Agreement**).

Following discussion with you concerning:

Extension of the current Agreement, and amendment to Milestone reporting requirements for the **Support for Trafficked People Program** and **Support for Trafficked People Program Trial for Forced Marriage Victims** Activities under the **National Initiatives** Program, we have agreed to vary the Agreement.

The Parties seek to vary the Agreement, as follows and do so with this **Letter of Variation**.

You are provided with the Letter of Variation for you to sign. You are required to return two signed copies to us at the above address within twenty (20) Business Days of the date of this letter otherwise this offer will lapse.

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

The Parties agree to the following variations:

Under Schedule Id: 4-1QBAZ4N

1. **Replace** the Schedule Completion Date with 28 February 2020.

for Activity Id: 4-1QBAZAC

1. **Replace** the table from 13 January 2019 at **Item F – Milestones/Reporting Requirements/Payment Schedule** with the following:

<b>Milestones and Reports</b>	<b>Activity (if Applicable)</b>	<b>Information to be included</b>	<b>Due Date</b>	<b>Payment Amount (GST excl.)</b>	<b>GST</b>
Performance Report	Support for Trafficked People Program 4-1QBAZAC	Quarterly progress against Activity Performance Indicators as per Item E.1 (1 October 2018 to 31 December 2018)	31 January 2019	\$0.00	\$0.00
Payment	Support for Trafficked People Program 4-1QBAZAC	Fourth quarterly payment of 2018-19 funds	6 March 2019	\$188,750.00	\$18,875.00
Payment	Support for Trafficked People Program 4-1QBAZAC	Fourth quarterly payment of 2018-19 SACS Supplementation	6 March 2019	\$22,725.50	\$2,272.55
Performance Report	Support for Trafficked People Program 4-1QBAZAC	Quarterly progress against Activity Performance Indicators as per Item E.1 (1 January 2019 to 31 March 2019)	30 April 2019	\$0.00	\$0.00
Performance Report	Support for Trafficked People Program 4-1QBAZAC	Quarterly progress against Activity Performance Indicators as per Item E.1 (1 April 2019 to 30 June 2019)	31 July 2019	\$0.00	\$0.00
Audited Financial Acquittal Report	Support for Trafficked People Program 4-1QBAZAC	Final Independently audited Financial Report for 2015-2016 to 2018-19 as per Item E.4	31 October 2019	\$0.00	\$0.00

for Activity Id: 4-8B9RBEE

1. **Replace** the Activity End Date at **Item B** with 30 August 2019.
2. **Replace** the table from 13 January 2019 at **Item F – Milestones/Reporting Requirements/Payment Schedule** with the following:

<b>Milestones and Reports</b>	<b>Activity (if Applicable)</b>	<b>Information to be included</b>	<b>Due Date</b>	<b>Payment Amount (GST excl.)</b>	<b>GST</b>
Performance Report	Support for Trafficked People Trial for Forced Marriage Victims - 4-8B9RBEE	Quarterly progress against Activity Performance Indicators as per Item E.1 (1 October 2018 to 31 December 2018)	31 January 2019	\$0.00	\$0.00
Performance Report	Support for Trafficked People Trial for Forced Marriage Victims - 4-8B9RBEE	Quarterly progress against Activity Performance Indicators as per Item E.1 (1 January 2019 to 31 March 2019)	30 April 2019	\$0.00	\$0.00
Performance Report	Support for Trafficked People Trial for Forced Marriage Victims - 4-8B9RBEE	Quarterly progress against Activity Performance Indicators as per Item E.1 (1 April 2019 to 30 June 2019)	31 July 2019	\$0.00	\$0.00
Final Evaluation Report	Support for Trafficked People Trial for Forced Marriage Victims - 4-8B9RBEE	Evaluation report as agreed in the final evaluation plan as per Item E.5	30 August 2019	\$0.00	\$0.00
Financial Acquittal Report	Support for Trafficked People Trial for Forced Marriage Victims - 4-8B9RBEE	Non-Audited Financial Acquittal from 1 July 2018 to 30 June 2019 as per Item E.4	31 October 2019	\$0.00	\$0.00
Financial Acquittal Report	Support for Trafficked People Trial for Forced Marriage Victims - 4-8B9RBEE	Non-Audited Financial Acquittal from 1 July 2019 to 30 June 2020 as per Item E.4	31 January 2020	\$0.00	\$0.00

The Parties agree that:

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

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

If you have any questions about this Letter of Variation, please contact for Activity Id:

- 4-8B9RBEE <sup>s22</sup> [redacted]
- 4-1QBAZAC <sup>s22</sup> [redacted]

Yours sincerely,

<sup>s22</sup> [redacted signature]

<sup>s22</sup> [redacted name]

Director  
QLD Centre of Expertise – Transitions  
Community Grants Hub

**(insert date here)**

# Signatories to this Letter of Variation

**Parties**                    **Commonwealth of Australia**, as represented by and acting through **The Department of Social Services ABN 36 342 015 855**,  
 71 Athllon Drive, GREENWAY ACT 2900 ("**us**", "**we**" or "**our**")

**Australian Red Cross Society ABN 50 169 561 394** of 23-47 Villiers St  
 NORTH MELBOURNE VIC 3051 ("**you**" or "**your**")

**Executed by the Parties on the day the last Party signs, which is**

.....Day of .....Year .....

**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:

_____	_____
(Signature of Departmental Representative) ...../...../.....	(Signature of Witness)     ..../.../....

_____	_____
(Name of Departmental Representative)	(Name of Witness in full)

\_\_\_\_\_  
(Position of Departmental Representative)

**Signed** for and on behalf of **Australian Red Cross Society, ABN 50 169 561 394** in accordance with its rules, and who warrants that he/she is authorised to sign this Agreement:

_____	_____
(Name and position held by Signatory)	(Signature)  ...../.../....

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

**Organisation Id: 1-39YZI8**  
**Agreement Id: 4-1QBAZ4K**  
**Schedule Id: 4-1QBAZ4N**

## **SCHEDULE: National Initiatives Program**

**Schedule commencement date:** the date on which this Agreement was signed by the last party to do so, or such later date as is specified in the first occurring Activity in any Schedule to the Agreement which is 1 July 2015.

**Schedule completion date:** 30 November 2019

<b>Item A</b>	<b>OUR PROGRAM INFORMATION</b>	
<b>A.1</b>	<b>Program Name</b>	National Initiatives
<b>A.2</b>	<p><b>Program Objectives</b> The National Initiatives aim to achieve positive outcomes for families, women and their children by working across sectors to improve the safety and wellbeing of children, advancing gender equality and reducing violence against women and their children.</p> <p><b>Sub-Activity</b> Support for Trafficked People Program recognises that trafficked people have specific and individual support needs and may be at risk from traffickers, have few safe networks in Australia and few friends outside the exploitative conditions they were found in. For this reason, the Sub-Activity provides individualised case management and access to a tailored range of support services to suit each client's particular circumstances.</p>	

<b>Item B</b>	<b>YOUR ACTIVITY INFORMATION</b> (see also Clause 2 of the Terms and Conditions)	
<b>B.1</b>	<b>Name of Organisation</b>	Australian Red Cross Society
<b>B.2</b>	<b>ABN</b>	50 169 561 394
<b>B.3</b>	<b>Activity Name</b>	Support for Trafficked People Program Trial for Forced Marriage Victims – 4-8B9RBEE
	<b>Activity Start Date</b> <b>Activity End Date</b>	1 April 2018 30 June 2019
	<p><b>Activity Details</b> This Schedule must be read and interpreted in conjunction with the <i>Terms and Conditions - Comprehensive Grant Agreement, for Grant Agreements entered into from 13 May 2014 ('the Terms and Conditions')</i>. The Schedule and the Terms and Conditions should not be read separately from each other. In undertaking this Activity, you warrant that you have the power to enter into this Agreement to deliver the funded Activity.</p> <p>Additionally, this Schedule must be read and interpreted in conjunction with the Support for Trafficked People Program Operational Requirements 2015 (<b>Operational Requirements</b>); the Support for Trafficked People Program Communications Manual (<b>Communications Manual</b>); and the Operational Protocol for the Forced Marriage Stream Trial (<b>Operational Protocol</b>) (forthcoming).</p> <p><b>Purpose</b> The Support for Trafficked People Program (Support Program) provides support to all suspected victims of human trafficking, slavery and slavery-like practices who meet the eligibility criteria. The Support Program provides individualised case management and access to a tailored range of support services, commensurate to the needs of each person on the Support</p>	

Program as well as their mental and physical health and risk of self-harm, that aim to assist clients in meeting their basic needs and to develop options for life after they leave the Support Program. The Support Program is one of the key components of the Australian Government's National Action Plan to Combat Human Trafficking and Slavery 2015-19 (National Action Plan).

You must deliver the Forced Marriage Stream Trial for forced marriage victims in accordance with requirements of this Agreement and the Operational Requirements and Operational Protocol, which will be agreed to by you and us and which, from time to time, may be amended by us in consultation with you.

The purpose of this Activity is to deliver Forced Marriage Stream Trial services to forced marriage clients who do not participate in a criminal justice process whilst on the Support Program. This activity creates a new stream of support (Forced Marriage Support Stream) to allow forced marriage clients additional time on the Support Program because the trial allows them to receive support without having to participate in a criminal justice process.

You will also be required to undertake an evaluation of the trial as part of the funding for this Activity.

The services received by clients of this Activity are the same as they would receive if they were clients on the existing Support Program Activity (Activity Id: 4-1QBAZAC). Forced marriage clients of the Support Program will continue to receive services under the existing activity for the Assessment and Intensive Support Stream, Extended Intensive Support Stream and Justice Support Stream (if applicable), as well as be eligible for the Transition Period.

The Operational Protocols will be the agreed practices for clients accessing this new stream of support during the Forced Marriage Stream Trial, however the following are some key areas of difference between the existing Activity and the Forced Marriage Stream Trial:

- Involvement of the Australian Federal Police may be limited to the referral process only if this is what a client chooses;
- The transition of clients to exit the Support Program will be managed by you and us rather than the Australian Federal Police;
- Management of any safety concerns that arise whilst a client is on the Forced Marriage Support Stream may require liaison with state and federal law enforcement authorities rather than the Australian Federal Police; and
- If the client is a minor, you may need to consult with relevant authorities and law enforcement bodies directly as required, rather than through the Australian Federal Police.

#### **Client costs**

Funding (excluding the evaluation component) provided for this Activity is for the additional costs incurred while providing support to forced marriage clients on the new Forced Marriage Support Stream because these clients will remain on the program for an additional length of time without having to participate in a criminal justice process.

You must provide targeted assistance for each client by way of client costs that represent a variety of support services available under the Forced Marriage Stream Trial, as outlined in the Operational Requirements and Operational Protocol. You must make every effort to ensure that client costs represent value for money for the support services provided.

Detailed information on client costs and the allowances available to clients on the Forced Marriage Stream can be found in the Operational Requirements and Operational Protocol. Client costs must be delivered according to the processes agreed to by you and us in the Operational Requirements and Operational Protocol. We may also approve client costs not specified in the Operational Requirements and Operational Protocol on a case-by-case basis.

You must deliver the Forced Marriage Stream Trial in a manner that provides flexibility for you and accountability for us while ensuring that the needs of individual clients are addressed, within

the funding allocation.

The number of clients accessing the Forced Marriage Support Stream should be counted as clients accessing the Support Program, and not considered separately given the intersection between the existing Activity and this new Activity. The reporting requirements for this Activity will be integrated into existing reporting mechanisms (Refer to Item E).

You must expend funding for this activity on operating costs and client costs at a ratio of 80:20, excluding the funding allocated for the evaluation.

### **Evaluation**

The evaluation will be ongoing throughout the Support for Trafficked People Program Trial for Forced Marriage Victims to ensure emerging issues can be quickly addressed, and that no adverse impacts or unintended consequences arise for clients.

You will undertake an evaluation following agreement of an evaluation plan between you and us, with input sought from Operational Working Group (OWG) members. A final evaluation report will be provided at the conclusion of the trial as per the agreed evaluation plan. Findings from the evaluation will be shared with all OWG members.

Outcomes for the evaluation of the Forced Marriage Stream Trial will be finalised in the evaluation plan, however may include:

- The number of forced marriage clients who access the Forced Marriage Stream Trial because the criminal justice requirement is removed;
- The number of people at risk of forced marriage who do not seek support because they still need to contact the AFP;
- The cost of providing longer term intensive support to forced marriage clients;
- Analysis of outcomes for clients (and families) and how well these respond to client needs and expectations;
- Improved understanding of the complex needs of forced marriage victims;
- Understand the rationale and reasons why those who do participate choose this path even though AFP engagement still initially required;
- Impact on number of criminal justice processes undertaken;
- Impact on role of AFP (particularly safety planning);
- Analysis of any impact on the Visa Framework or Visa status for clients; and
- Changes to the level of risk of forced marriage following exit from the Forced Marriage Stream Trial (due to intervention).

No more than 15 per cent of this Activity funding may be spent for the purposes of undertaking the evaluation.

### **Media and publicity**

You must notify us as soon as practicable prior to any planned public reference to the Support for Trafficked People Program Forced Marriage Stream Trial, including, but not limited to:

- Seminars and conference papers;
- Publically available reports;
- Announcements;
- Media interviews;
- Major community meetings and all other occasions;
- Any launches or openings or the release of any publicity relating to the Forced Marriage Stream Trial; and
- Where there are matters currently before the court or under investigation.

### **Acknowledgement of funding**

In all publications, promotional materials, signage and activities relating to the Forced Marriage Stream Trial and this Agreement, you must acknowledge the financial and other support you have received from us, with the following text, with or without a DSS logo:

“The Australian Red Cross is funded by the Department of Social Services under the



National Initiatives Program to provide the Support for Trafficked People Program. For more information please visit [www.dss.gov.au](http://www.dss.gov.au)  
You must seek our approval of the content and logo prior to production.

<b>Activity Performance Indicators</b>			
	<b>Performance Indicator Description</b>	<b>Measure</b>	<b>Collected by</b>
<b>1 Did you make a difference?</b>	1.a) Percentage of forced marriage clients on the Forced Marriage Stream Trial who exit the Forced Marriage Stream Trial with one or more positive outcomes from the services accessed including referrals to long term support or returning safely to their home country.	80 per cent or higher	You
	1.b) Percentage of OWG members satisfied with your performance in delivering the Forced Marriage Stream Trial case management service.	90 per cent or higher*	Us <i>* The 90% figure will allow for rounding to take into account the number of OWG member agencies</i>
	1.c) Percentage of people on the Forced Marriage Stream Trial who exit the Support Program within the standard timeframe for the Transition Period Stream.	70 percent or higher	You
<b>2 How well did you do it?</b>	2.a) Percentage of official complaints about your delivery of the Forced Marriage Stream Trial by people on the Forced Marriage Support Stream.	Less than 5 per cent of total clients in the reporting period	You
	2.b) Percentage of clients on the Forced Marriage Stream Trial who experience a risk to their safety, security or welfare, that were identified by you or law enforcement agencies as significant and avoidable.	Zero clients in the reporting Period	You
<b>3 How much did you do?</b>	3.a) Total number of forced marriage clients participating in the Forced Marriage Support Stream supported in the reporting period.	Target does not apply	You
	3.b) Number of face to face meetings held between Forced Marriage Support Stream clients and Support Program case worker each year (except where there is mutual agreement between you and the client that the meetings are no longer necessary).	At least one per month per client, recognising that this may not always be possible due to the client's physical location for example if the client is temporarily overseas.	You

<p>The information listed below on location, service area and the attributed DSS grant amounts will be used by us to provide reports, by region, on DSS's funding. The information may be published on a Commonwealth web site. Any changes to the location or service area information must be advised to us in writing within thirty (30) Business Days of any change commencing and will be subject to our written approval.</p> <p><b>Location information</b> The Activity will be delivered from the following site location/s</p>			
	<b>Location Type</b>	<b>Name</b>	<b>Address</b>
1	National Office	Australian Red Cross Society	155 Pelham Street, CARLTON VIC 3053
2	State Office	Australian Red Cross Society	23-47 Villiers Street, NORTH MELBOURNE VIC 3051
3	State Office	Australian Red Cross Society	St Andrew's House, 464 Kent Street, SYDNEY NSW 2000
4	State Office	Australian Red Cross Society	Humanity Place, 49 Park Road, MILTON QLD 4064
5	State Office	Australian Red Cross Society	212 Pirie Street, ADELAIDE SA 5000
6	State Office	Australian Red Cross Society	Red Cross House, 3 Dann Close, GARRAN ACT 2605
7	State Office	Australian Red Cross Society	110 Goderich Street, EAST PERTH WA 6004
8	State Office	Australian Red Cross Society	CASCOM Centre, Stage 3 Level 1, 13 Scaturchio Street, CASUARINA NT 0810
9	State Office	Australian Red Cross Society	40 Melville Street, HOBART TAS 7000
<p><b>Service area information</b> The Activity will service the following service areas</p>			
	<b>Type</b>	<b>Service Area</b>	
1	State	Australia	

<b>Item C</b>	<b>GRANT AND PAYMENT</b> (see also Clause 6 of the Terms and Conditions)			
<b>C.1</b>	<b>Activity Name: Support for Trafficked People Program Trial for Forced Marriage Victims – 4-8B9RBEE</b>			
	<b>Financial Year</b>	<b>Grant Amount (excl. GST)</b>	<b>SACS (excl. GST)</b>	<b>GST (if applicable)</b>
	2017-18	\$500,000.00	\$51,065.00	\$55,106.50
	<b>Total (incl. GST)</b>			
	\$606,171.50			
<b>Bank account information</b> You must notify us in writing of any changes to these account details:				
	<b>BSB number</b>	s47G		
	<b>Financial institution</b>	Melbourne 367 Collins Street CBA		
	<b>Account number</b>	s47G		
	<b>Account name</b>	Australian Red Cross Society		

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

<b>Item D</b>	<b>BUDGET</b> (see also Clause 9 of the Terms and Conditions)
	Not Specified

<b>Item E</b>	<b>REPORTS</b> (see also Clause 5 of the Terms and Conditions)
<b>All reports must be provided within the timelines set out at Item F</b>	
<b>E.1</b>	<p><b>Performance Reports (against Performance Indicators listed in Item B)</b></p> <p><b>Support for Trafficked People Program Trial for Forced Marriage Victims – 4-8B9RBEE</b></p> <p>You must provide information about clients on the Forced Marriage Support Stream in the quarterly reports provided to us including:</p> <ul style="list-style-type: none"> <li>• Progress against Activity Performance Indicators 1.a); 1.c); 2.a); 2.b); 3.a); 3.b)</li> <li>• Summary of client statistics</li> <li>• Summary of service provider issues</li> <li>• Overview of expenditure</li> </ul> <p>The reporting template/s will be agreed by you and us.</p>
<b>E.2</b>	<p><b>Activity Work Plan</b></p> <p><b>Support for Trafficked People Program Trial for Forced Marriage Victims – 4-8B9RBEE</b></p> <p>Not Specified</p>
<b>E.3</b>	<p><b>Annual Report</b></p> <p><b>Support for Trafficked People Program Trial for Forced Marriage Victims – 4-8B9RBEE</b></p> <p>Not Specified</p>
<b>E.4</b>	<p><b>Accounting for the Grant</b></p> <p><b>Support for Trafficked People Program Trial for Forced Marriage Victims – 4-8B9RBEE</b></p> <p><b>Non-Audited Financial Acquittal Reports</b></p> <p>You are required to provide a Non-Audited Financial Acquittal Report for each financial year funded under this Grant Agreement covering the Activity/ies in this Schedule (in accordance with Clause 10 of the Terms and Conditions of this Grant Agreement).</p> <p>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,</p> <p>(a) you used the SACS Supplementation specified in Item C of the 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</p> <p>(b) specifies the amount, if any, of the SACS Supplementation provided for the Activity that remains unspent and uncommitted.</p>
<b>E.5</b>	<p><b>Other Non – Financial Reports</b></p> <p><b>Support for Trafficked People Program Trial for Forced Marriage Victims – 4-8B9RBEE</b></p> <p><b>Monthly Statistical Reports</b></p> <p>You must provide data about clients on the Forced Marriage Support Stream in the monthly reports provided to us. This data is to be agreed by you and us, however may include a summary of key client features including gender; age; and source country to help us comply with our reporting obligations to Government and to other government agencies, national and international bodies.</p> <p>The reporting template/s and reporting timetable will be agreed to by you and us.</p>

<b>Item E</b>	<b>REPORTS</b> (see also Clause 5 of the Terms and Conditions)
	<p><b>Evaluation Report</b> For the purposes of this Agreement, an Evaluation Report means a document to be completed by you as per the agreed evaluation plan between you and us. The Evaluation Report will be developed as per Item B.3 – Activity Details.</p> <p><b>Ad Hoc client reports</b> You must provide specific information to us about an individual client when:</p> <ul style="list-style-type: none"><li>• our approval is required for a client cost item;</li><li>• a reportable event occurs as described in the Operational Requirement; or</li><li>• a minor is referred onto the Forced Marriage Stream Trial.</li></ul> <p>The reporting template and reporting timetable will be agreed to by you and us.</p> <p><b>Ad hoc requests</b> From time to time, you may be required to provide information to us such as;</p> <ul style="list-style-type: none"><li>• individual client details on a need to know basis to address reporting obligations to other government agencies; and</li><li>• other data required for policy and program development.</li></ul> <p>The template/s for this information will be agreed to by you and us.</p>

Item F		MILESTONES / REPORTING REQUIREMENTS / PAYMENT SCHEDULE				
The following table combines all of your reporting requirements. If you comply with the terms of this Agreement, we will make payments to you on the first available Business Day on or after the due date as set out below or, where no date is specified, then by mutual agreement as and when required.						
Milestones and Reports		Activity (if Applicable)	Information to be included	Due Date	Payment Amount (GST excl.)	GST
F.1	Payment	Support for Trafficked People Program Trial for Forced Marriage Victims – 4-8B9RBEE	Full payment of 2017-18 funds	On Execution	\$500,000.00	\$50,000.00
F.2	Payment	Support for Trafficked People Program Trial for Forced Marriage Victims – 4-8B9RBEE	Full payment of 2017-18 SACS Supplementation	On Execution	\$51,065.00	\$5,106.50
F.3	Performance Report	Support for Trafficked People Program Trial for Forced Marriage Victims – 4-8B9RBEE	Quarterly progress against Activity Performance Indicators as per Item E.1 (1 April 2018 to 30 June 2018)	13 July 2018	\$0.00	\$0.00
F.4	Financial Acquittal Report	Support for Trafficked People Program Trial for Forced Marriage Victims – 4-8B9RBEE	Non-Audited Financial Acquittal from 1 July 2017 to 30 June 2018 as per Item E.4	13 July 2018	\$0.00	\$0.00
F.5	Performance Report	Support for Trafficked People Program Trial for Forced Marriage Victims – 4-8B9RBEE	Quarterly progress against Activity Performance Indicators as per Item E.1 (1 July 2018 to 30 September 2018)	13 October 2018	\$0.00	\$0.00
F.6	Performance Report	Support for Trafficked People Program Trial for Forced Marriage Victims – 4-8B9RBEE	Quarterly progress against Activity Performance Indicators as per Item E.1 (1 October 2018 to 31 December 2018)	14 January 2019	\$0.00	\$0.00

Item F		MILESTONES / REPORTING REQUIREMENTS / PAYMENT SCHEDULE				
The following table combines all of your reporting requirements. If you comply with the terms of this Agreement, we will make payments to you on the first available Business Day on or after the due date as set out below or, where no date is specified, then by mutual agreement as and when required.						
Milestones and Reports		Activity (if Applicable)	Information to be included	Due Date	Payment Amount (GST excl.)	GST
F.7	Performance Report	Support for Trafficked People Program Trial for Forced Marriage Victims – 4-8B9RBEE	Quarterly progress against Activity Performance Indicators as per Item E.1 (1 January 2019 to 31 March 2019)	13 April 2019	\$0.00	\$0.00
F.8	Final Evaluation Report	Support for Trafficked People Program Trial for Forced Marriage Victims – 4-8B9RBEE	Evaluation report as agreed in the final evaluation plan as per Item E.5	30 June 2019	\$0.00	\$0.00
F.9	Performance Report	Support for Trafficked People Program Trial for Forced Marriage Victims – 4-8B9RBEE	Quarterly progress against Activity Performance Indicators as per Item E.1 (1 April 2019 to 30 June 2019)	13 July 2019	\$0.00	\$0.00
F.10	Financial Acquittal Report	Support for Trafficked People Program Trial for Forced Marriage Victims – 4-8B9RBEE	Non-Audited Financial Acquittal from 1 July 2018 to 30 June 2019 as per Item E.4	31 October 2019	\$0.00	\$0.00

<b>Item G</b>	<b>INSURANCE REQUIREMENTS</b> (see also Clause 21 of the Terms & Conditions)
	You must have the following additional Activity specific insurance/s: <b>Support for Trafficked People Program Trial for Forced Marriage Victims – 4-8B9RBEE</b> Not Specified

<b>Item H</b>	<b>ASSETS</b> (see also Clause 13 of the Terms & Conditions)
	List of Assets that may be acquired with the funding: <b>Support for Trafficked People Program Trial for Forced Marriage Victims – 4-8B9RBEE</b> No Assets to be acquired with this Funding

<b>Item I</b>	<b>SUBCONTRACTORS</b> (see also Clause 28 of the Terms & Conditions)
	The following Subcontractors are required to undertake the Activity/ies as indicated: <b>Support for Trafficked People Program Trial for Forced Marriage Victims – 4-8B9RBEE</b> None Specified

<b>Item J</b>	<b>SPECIFIED PERSONNEL</b> (see also Clause 29 of the Terms & Conditions)
	The following Specified Personnel are required to undertake the Activity/ies as indicated: <b>Support for Trafficked People Program Trial for Forced Marriage Victims – 4-8B9RBEE</b> None Specified

<b>Item K</b>	<b>CONFIDENTIAL INFORMATION</b> (see also Clause 17.1 of the Terms & Conditions)
	<b>Support for Trafficked People Program Trial for Forced Marriage Victims – 4-8B9RBEE</b> <b>Our confidential information is:</b> Client Information as specified in Item E <b>Your confidential information is:</b> None Specified

<b>Item L</b>	<b>NOTICES (see also Clause 38 of the Terms &amp; Conditions)</b>
<b>Our contact details and address for notices</b>	
<b>Name or Position</b>	s22 [REDACTED]
<b>Phone</b>	s22 [REDACTED]
<b>Email</b>	s22 [REDACTED]
<b>Postal Address</b>	PO Box 9820 CANBERRA ACT 2601
<b>Your contact details and address for notices</b>	
<b>Name or Position</b>	Ms Judy Slatyer Chief Executive Officer
<b>Phone</b>	s47G [REDACTED]
<b>Email</b>	s47G [REDACTED]
<b>Postal Address</b>	PO Box 196 CARLTON VIC 3053



## **ANNEXURE A - Supplementary Conditions**

**Support for Trafficked People Program Trial for Forced Marriage Victims – 4-8B9RBEE**

None Specified



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

Ms Judy Slatyer  
 Chief Executive Officer  
 Australian Red Cross Society  
 PO Box 196  
 CARLTON VIC 3053

**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 Ms Slatyer,

**Variation of Grant Agreement – National Initiatives Program**

The Commonwealth of Australia, represented by the Department of Social Services and Australian Red Cross Society (the **Parties**) have a current Comprehensive Grant Agreement 4-1QBAZ4K (the **Agreement**).

Following discussion with you concerning:

Extension of the current Agreement and additional funding of \$755,000.00 (GST exclusive) for the 2018-19 financial year for the **Support for Trafficked People Program** Activity and the addition of a new Activity **Support for Trafficked People Program Trial for Forced Marriage Victims** with funding of \$500,000.00 (GST exclusive) under the **National Initiatives** Program, we have agreed to vary the Agreement.

The Parties seek to vary the Agreement, as follows and do so with this **Letter of Variation**.

You are provided with the Letter of Variation for you to sign. You are required to return two signed copies to us at the above address within thirty (30) Business Days of the date of this letter otherwise this offer will lapse.

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

The Parties agree to the following variations:

Under Schedule Id: 4-1QBAZ4N

for Activity Id: 4-1QBAZAC

1. **Replace** the Schedule Completion Date with 30 November 2019.
2. **Replace** the Activity End Date at Item B – Your Activity Information with 30 June 2019.
3. **Add** the following at Item C – Payment of the Grant:

Financial Year	Grant Amount (excl. GST)	SACS (excl. GST)	GST (if applicable)	Total (incl. GST)
2018-19	\$755,000.00	\$90,902.00	\$84,590.20	\$930,492.20

4. **Replace** the table from 14 April 2018 at **Item F – Milestones/Reporting Requirements/Payment Schedule** with the following:

Milestone and Reports	Activity (if applicable)	Information to be included	Due Date	Payment Amount (GST excl.)	GST
Payment	Support for Trafficked People Program 4-1QBAZAC	First quarterly payment of 2018-19 funds	10 July 2018	\$188,750.00	\$18,875.00
Payment	Support for Trafficked People Program 4-1QBAZAC	First quarterly payment of 2018-19 SACS Supplementation	10 July 2018	\$22,725.50	\$2,272.55
Performance Report	Support for Trafficked People Program 4-1QBAZAC and 4-51C6D16	Quarterly progress against Activity Performance Indicators as per Item E.1 (1 April 2018 to 30 June 2018)	13 July 2018	\$0.00	\$0.00
Financial Acquittal Report	Support for Trafficked People Program 4-1QBAZAC and 4-51C6D16	Non-Audited Financial Acquittal from 1 July 2017 to 30 June 2018 as per Item E.4	13 July 2018	\$0.00	\$0.00
Payment	Support for Trafficked People Program 4-1QBAZAC	Second quarterly payment of 2018-19 funds	5 September 2018	\$188,750.00	\$18,875.00
Payment	Support for Trafficked People Program 4-1QBAZAC	Second quarterly payment of 2018-19 SACS Supplementation	5 September 2018	\$22,725.50	\$2,272.55
Performance Report	Support for Trafficked People Program 4-1QBAZAC	Quarterly progress against Activity Performance Indicators as per Item E.1 (1 July 2018 to 30 September 2018)	13 October 2018	\$0.00	\$0.00
Audited Financial Acquittal Report	Support for Trafficked People Program 4-51C6D16	Final Independently audited Financial Report for 2015-16 to 2017-18 as per Item E.4	31 October 2018	\$0.00	\$0.00
Payment	Support for Trafficked People Program 4-1QBAZAC	Third quarterly payment of 2018-19 funds	3 December 2018	\$188,750.00	\$18,875.00
Payment	Support for Trafficked People Program 4-1QBAZAC	Third quarterly payment of 2018-19 SACS Supplementation	3 December 2018	\$22,725.50	\$2,272.55

Performance Report	Support for Trafficked People Program 4-1QBAZAC	Quarterly progress against Activity Performance Indicators as per Item E.1 (1 October 2018 to 31 December 2018)	14 January 2019	\$0.00	\$0.00
Payment	Support for Trafficked People Program 4-1QBAZAC	Fourth quarterly payment of 2018-19 funds	6 March 2019	\$188,750.00	\$18,875.00
Payment	Support for Trafficked People Program 4-1QBAZAC	Fourth quarterly payment of 2018-19 SACS Supplementation	6 March 2019	\$22,725.50	\$2,272.55
Performance Report	Support for Trafficked People Program 4-1QBAZAC	Quarterly progress against Activity Performance Indicators as per Item E.1 (1 January 2019 to 31 March 2019)	13 April 2019	\$0.00	\$0.00
Performance Report	Support for Trafficked People Program 4-1QBAZAC	Quarterly progress against Activity Performance Indicators as per Item E.1 (1 April 2019 to 30 June 2019)	13 July 2019	\$0.00	\$0.00
Financial Acquittal Report	Support for Trafficked People Program 4-1QBAZAC	Non-Audited Financial Acquittal from 1 July 2018 to 30 June 2019 as per Item E.4	13 July 2019	\$0.00	\$0.00
Audited Financial Acquittal Report	Support for Trafficked People Program 4-1QBAZAC	Final Independently audited Financial Report for 2017-2018 to 2018-19 as per Item E.4	31 October 2019	\$0.00	\$0.00

We are pleased to offer you additional grant funding (the Grant) for the new Activity described in the table below. The new Activity, when this Letter of Variation is executed, will form part of the Agreement.

Program	Activity Name	Grant Amount (excl. GST)	SACS* (excl. GST)	GST (if applicable)	Total (incl. GST)
National Initiatives	Support for Trafficked People Trial for Forced Marriage Victims - 4-8B9RBEE	\$500,000.00	\$51,065.00	\$55,106.50	\$606,171.50
<b>TOTAL</b>		<b>\$500,000.00</b>	<b>\$51,065.00</b>	<b>\$55,106.50</b>	<b>\$606,171.50</b>

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

We have enclosed a separate Schedule for this Program. Note that each Schedule may contain one or more Activities. Additional Schedules may be added to the Grant Agreement by means of variation.

The Support for Trafficked People Trial for Forced Marriage Victims Activity is deemed to commenced/have effect from 1 April 2018.

The Parties agree that:

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

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

If you have any questions, please contact s22 [redacted] or email s22 [redacted]

Yours sincerely,

s22 [redacted]

s22 [redacted]

Director  
QLD Centre of Expertise – Transitions  
Community Grants Hub

06 June 2018

# Signatories to this Letter of Variation

**Parties**

**Commonwealth of Australia**, as represented by and acting through **The Department of Social Services ABN 36 342 015 855**,  
71 Athllon Drive, GREENWAY ACT 2900 ("us", "we" or "our")

**Australian Red Cross Society ABN 50 169 561 394** of  
155 Pelham Street, CARLTON VIC 3053 ("you" or "your")

Executed by the Parties on the day the last Party signs, which is

*19<sup>th</sup>* Day of *June* ..... Year *2018* .....

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:

s22  
[Redacted Signature]

(Signature of Departmental Representative)

*19.6.18*

s22  
[Redacted Signature]

(Signature of Witness)

*19.6.18*

s22  
[Redacted Name]

(Name of Departmental Representative)

*Alg Team Lead - Transitions CoE*

(Position of Departmental Representative)

s22  
[Redacted Name]

(Name of Witness in full)

Signed for and on behalf of **Australian Red Cross Society, ABN 50 169 561 394** in accordance with its rules, and who warrants that he/she is authorised to sign this Agreement: s47F

**Judy Slatyer - Chief Executive Officer**

(Name and position held by Signatory)

(Signature) [Redacted Signature]

s47F [Redacted Name] - Director

*19/6/2018*

**Migration, Emergencies & Movement Services**

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

s47F [Redacted Signature]  
(Signature of second Signatory/Witness)

*19.6.18*

## SCHEDULE – COMPREHENSIVE GRANT AGREEMENT

<b>Agreement Id:</b>	<b>1-DELNFO</b>
<b>Schedule Id:</b>	<b>1-X8Q1HL</b>

### SCHEDULE: Families and Communities Programme

**Schedule commencement date:** the date on which this Agreement was signed by the last party to do so, or such later date as is specified in the first occurring Activity in any Schedule to the Agreement which is **1 July 2015**

**Schedule completion date:** **30 November 2018**

Item A	OUR PROGRAMME INFORMATION	
A.1	<b>Programme Name</b>	Families and Communities
A.2	<p><b>Programme Objectives</b></p> <p>The Programme aims 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 Programme 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 in their transition to life in Australia.</p> <p>These services will be provided to families, children, young people, volunteers, multicultural communities, humanitarian entrants, migrants and other individuals with special circumstances.</p> <p><b>Program component objectives – National Initiatives</b></p> <p>The National Initiatives aim to achieve positive outcomes for families, women and their children by working across sectors to improve the safety and wellbeing of children, advancing gender equality and reducing violence against women and their children.</p> <p><b>Sub-Activity</b></p> <p>Support for Trafficked People Program recognises that trafficked people have specific and individual support needs and may be at risk from traffickers, have few safe networks in Australia and few friends outside the exploitative conditions they were found in. For this reason, the Sub-Activity provides individualised case management and access to a tailored range of support services to suit each client's particular circumstances.</p>	

Item B	YOUR ACTIVITY INFORMATION (see also Clause 2 of the Terms & Conditions)	
B.1	<b>Name of Organisation</b>	Australian Red Cross Society
B.2	<b>ABN</b>	50 169 561 394
B.3	<b>Activity Name</b>	Support for Trafficked People Program
	<b>Activity Start Date</b>	1 July 2015
	<b>Activity End Date</b>	30 June 2018
<p><b>Activity Details</b></p> <p>This Schedule must be read and interpreted in conjunction with the <i>Terms and Conditions - Comprehensive Grant Agreement, for Grant Agreements entered into from 13 May 2014 (the Terms and Conditions)</i>. The Schedule and the Terms and Conditions should not be read separately from each other.</p> <p>Additionally, this Schedule must be read and interpreted in conjunction with the <i>Support for Trafficked People Program Operational Requirements 2015 (Operational Requirements</i></p>		

Words or phrases defined in the Terms and Conditions carry the same meaning in this Schedule

## SCHEDULE – COMPREHENSIVE GRANT AGREEMENT

(forthcoming)); *Support for Trafficked People Program Communications Manual (Communications Manual)*; and the *Protocol for the Treatment of Minors Suspected as Victims of Human Trafficking, Slavery or Slavery-like Practices (Minors Protocol (forthcoming))*.

### Purpose

The Support for Trafficked People Program (Support Program) provides support to all suspected victims of human trafficking, slavery and slavery-like practices who meet the eligibility criteria. The Support Program provides individualised case management and access to a tailored range of support services, commensurate to the needs of each person on the Support Program as well as their mental and physical health and risk of self-harm, that aim to assist clients in meeting their basic needs and to develop options for life after they leave the Support Program. The Support Program is one of the key components of the Australian Government's *National Action Plan to Combat Human Trafficking and Slavery 2015–19* (National Action Plan).

You must deliver the Support Program in accordance with requirements of this Agreement and the Operational Requirements, which will be agreed to by you and us and which, from time to time, may be amended by us in consultation with you.

#### 1. Safety and security of clients is paramount.

You must:

- meet the safety and security needs of people on the Support Program, noting that people on the Support Program may have been victims of, or be at risk of, serious and traumatic crimes or self-harm;
- consider and protect the safety and security of people on the Support Program at all times, particularly during a criminal investigation or judicial process, as people on the Support Program may be vulnerable witnesses in criminal proceedings;
- undertake risk assessments and prepare safety plans accordingly for each person on the Support Program; and
- work collaboratively with the Australian Federal Police (AFP) to identify specific safety needs or risks associated with people on the Support Program.

#### 2. A focus on appropriately meeting client welfare and support needs is critical.

You must:

- deliver a high quality case management and support service, including provision of food, accommodation, financial assistance, referral to legal and migration advice, and referral for mental and physical health support and continued well-being;
- provide the level and type of service based on an assessment of the individual needs and risks of each client, and based on each client's individual Support Program Stream;
- ensure clients receive appropriate compassionate and practical supports, including referral to independent medical and/or psychological assessment if required, and professional, independent medical and psychological support services nationwide;
- provide additional support and face-to-face contact, where the AFP or a medical professional expresses concern for a client's welfare;
- not provide migration or legal advice to clients, instead referring them to suitable services; and
- conduct a face-to-face meeting with each client on the Support Program at least once per month, or more frequently in cases where the client is particularly vulnerable or they transition to a different Stream, recognising that this may not always be possible due to the client's physical location for example if the client is temporarily overseas. These meetings must take place until there is mutual agreement between you and the client that these meetings are no longer required. These meetings can take place in your offices or elsewhere having regard to the safety of your case workers and Support Program clients.

Words or phrases defined in the Terms and Conditions carry the same meaning in this Schedule



## SCHEDULE – COMPREHENSIVE GRANT AGREEMENT

3. Be responsive to both clients and Commonwealth agencies.

You must:

- ensure that a Support Program response is available in all states and territories, 24 hours a day, seven days a week, including public holidays;
- accept all AFP referrals to the Support Program and commence providing targeted support within 24 hours, or less if specified by the AFP (if the client is a minor see principle 4 below);
- have provisions to respond to urgent referrals from the AFP where there is an agreed identified high-level of risk or vulnerability;
- make second contact with all clients within 24 hours after the initial commencement of targeted support;
- notify us within 24 hours of where the referral is for forced marriage or the person is a minor or a particularly vulnerable person;
- co-operate with requests for information from us or member agencies of the Australian Government's Interdepartmental Committee on Human Trafficking and Slavery Operational Working Group (OWG). We will, as far as possible, act as the liaison point between you and the OWG; and
- co-operate in any evaluation of the Support Program that may be conducted by the Australian Government.

4. You must address emerging priorities through the Support Program, including referral of minors and particularly vulnerable clients and forced marriage referrals.

You must:

- accept all AFP referrals to the Support Program for forced marriage and commence providing targeted support within 24 hours, or less if specified by the AFP;
- accept all AFP referrals to the Support Program for minors or people who are particularly vulnerable, and commence providing targeted support within 2 hours, including face-to-face contact, or within the response time set by the AFP;
- commence assessment of individual needs and risks of each minor on the Support Program immediately;
- build and actively manage effective links with all relevant state and territory child protection services and have working knowledge of their practices and procedures;
- ensure vulnerable people, unaccompanied minors or minors who are unable to live with family or friends will be provided with appropriate care and accommodation; and
- build and actively manage effective links with relevant government and non-government children and youth services across Australia, to ensure minors are provided with targeted and appropriate support. There may also be situations where you need to offer more intensive support to minors.

5. The Support Program is designed to provide shorter-term assistance to clients. In progressing clients to safely and competently exit the Support Program, you must:

- prepare clients for life after the Support Program throughout their time on the Support Program;
- refer clients to long-term support services where appropriate throughout their time on the Support Program and approaching exit, with the aim of meeting exit timeframes as set out in the Communications Manual; and
- manage client expectations about staying in Australia or returning to their country of origin.

For the purpose of this Agreement, the definition of a particularly 'vulnerable person' is as set out in clause 19.10(h) of the Terms and Conditions, which is:

- a Child; or
- 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 by reason of age, illness, trauma or disability, or any other reason.

Words or phrases defined in the Terms and Conditions carry the same meaning in this Schedule

## SCHEDULE – COMPREHENSIVE GRANT AGREEMENT

For the purpose of this Agreement, the definition of 'minor' is the same as for a 'child' as set out in clause 19.10(a) of the Terms and Conditions, which is:

- an individual under the age of 18;

### **Client costs**

You must provide targeted assistance for each Support Program client by way of client costs that represent a variety of support services available under the Support Program, as outlined in the Operational Requirements. You must make every effort to ensure that client costs represent value for money for the support services provided.

Detailed information on client costs and the allowances available to clients on each Support Program Stream can be found in the Operational Requirements. Client costs must be delivered according to the processes agreed to by you and us in the Operational Requirements. We may also approve client costs not specified in the Operational Requirements on a case by case basis.

You must deliver the Support Program in a manner that provides flexibility for you and accountability for us while ensuring that the needs of individual clients are addressed, within the annual funding allocation.

The number and location of clients on the Support Program and the complexity of the services required to meet their needs may fluctuate over time. If you are providing, or expect to provide, services to 75 clients or more at any one time, then (within two weeks of you becoming aware of this) you must provide us with the following written information:

- details of the increased client numbers and costs;
- reasons for the increase; and
- options for dealing with the increased client numbers and costs.

Within four weeks after receiving this information, we agree to meet to discuss the options you provided to us and reach agreement on addressing the increased client numbers and costs.

You must expend your funding on operating costs and client costs at a ratio of 80:20. You must monitor and assess your expenditure of this funding ratio on a monthly basis, and provide updates to us as requested. If this ratio deviates for more than one quarter, we agree to meet to discuss any shortfall in funding due to increased client costs, which, if agreed, will be paid by us in the next quarterly milestone payment.

Any meetings must be conducted at a time and location agreed to by you and us, including by teleconference.

### **Media and publicity**

You must notify us as soon as practicable prior to any planned public reference to the Support Program, including, but not limited to:

- seminars and conference papers;
- publically available reports;
- announcements;
- media interviews;
- major community meetings and all other public occasions;
- any launches or openings or the release of any publicity relating to the Support Program; and
- where there are matters currently before the court or under investigation.

Words or phrases defined in the Terms and Conditions carry the same meaning in this Schedule

## SCHEDULE – COMPREHENSIVE GRANT AGREEMENT

<p><b>Acknowledgement of funding</b></p> <p>In all publications, promotional materials, signage and activities relating to the Support Program and this Agreement, you must acknowledge the financial and other support you have received from us, with the following text, with or without a DSS logo:</p> <p style="text-align: center;">“The Australian Red Cross is funded by the Department of Social Services under the Families and Communities Program to provide the Support for Trafficked People Program. For more information please visit <a href="http://www.dss.gov.au">www.dss.gov.au</a>.”</p> <p>You must seek our approval of the content and logo prior to production.</p>			
<p><b>Activity Performance Indicators</b></p>			
	<p><b>Performance Indicator Description</b></p>	<p><b>Measure</b></p>	<p><b>Collected by</b></p>
<p><b>1</b> <b>Did you make a difference</b></p>	<p>1.a) Percentage of people on the Support Program who exit the Support Program with one or more positive outcomes from the services accessed, including referrals to long term support or returning safely to their home country.</p>	<p>80 per cent or higher</p>	<p>You</p>
	<p>1.b) Percentage of OWG members satisfied with your performance in delivering the Support Program case management service.</p>	<p>90 per cent or higher*</p>	<p>Us <i>*The 90% figure will allow for rounding to take into account the number of OWG member agencies.</i></p>
	<p>1.c) Percentage of people on the Support Program who exit the Support Program within the standard timeframe for the Transition Period Stream.</p>	<p>70 per cent or higher</p>	<p>You</p>
<p><b>2</b> <b>How well did you do it?</b></p>	<p>2.a) Percentage of people referred onto the Support Program for which you commenced providing targeted support within 24 hours (or 2 hours if they were a minor or vulnerable person), or within the response time set by the AFP.</p>	<p>100 per cent</p>	<p>You</p>
	<p>2.b) Percentage of official complaints about your delivery of the Support Program by people on the Support Program.</p>	<p>Less than 5 per cent of total clients in the reporting period</p>	<p>You</p>
	<p>2.c) Percentage of clients who experience a risk to their safety, security or welfare, that the AFP identified as significant and avoidable.</p>	<p>Zero clients in the reporting period</p>	<p>You</p>
	<p>2.d) Percentage of clients you recontact within 24 hours of first contact.</p>	<p>100 per cent</p>	<p>You</p>

Words or phrases defined in the Terms and Conditions carry the same meaning in this Schedule

## SCHEDULE – COMPREHENSIVE GRANT AGREEMENT

<b>3</b> <b>How much did you do?</b>	3.a) Total number of clients supported in the reporting period.	Target does not apply	You
	3.b) Number of face to face meetings held between client and Support Program case worker each year (except where there is mutual agreement between you and the client that the meetings are no longer necessary).	At least one per month per client, recognising that this may not always be possible due to the client's physical location for example if the client is temporarily overseas.	You
<p>The information listed below on location, service area and the attributed DSS grant amounts will be used by us to provide reports, by region, on DSS's funding.</p> <p>The information may be published on a Commonwealth web site.</p> <p>Any changes to the location or service area information must be advised to us in writing within thirty (30) Business Days of any change commencing and will be subject to our written approval.</p>			
<p><b>Location information</b></p> <p>The Activity will be delivered from the following site location/s</p>			
	<b>Location Type</b>	<b>Name</b>	<b>Address</b>
1	National Office	Australian Red Cross	155 Pelham Street Carlton VIC 3053
2	State Office	Australian Red Cross	23-47 Villiers Street North Melbourne VIC 3051
3	State Office	Australian Red Cross	St Andrew's House 464 Kent Street Sydney NSW 2000
4	State Office	Australian Red Cross	Humanity Place 49 Park Road Milton QLD 4064
5	State Office	Australian Red Cross	Red Cross House 207-217 Wakefield Street Adelaide SA 5000
6	State Office	Australian Red Cross	Corner Hindmarsh Drive and Palmer Street Garran ACT 2605
7	State Office	Australian Red Cross	110 Goderich Street East Perth WA 6004
8	State Office	Australian Red Cross	Corner Lambell Terrace and Schultze Street Larrakeyah NT 0820
9	State Office	Australian Red Cross	40 Melville Street Hobart TAS 7000
<p><b>Service area information:</b></p> <p>The Activity will service the following service areas</p>			
	<b>Type</b>	<b>Service Area</b>	
1	Case management services to people referred to the Support Program.	Australia-wide	

Words or phrases defined in the Terms and Conditions carry the same meaning in this Schedule

## SCHEDULE – COMPREHENSIVE GRANT AGREEMENT

<b>Item C</b>	<b>GRANT AND PAYMENT</b> (see also Clause 6 of the Terms and Conditions)				
C.1	Activity Name:				
	Financial Year	Grant Amount (excl. GST)	SACS (excl. GST)	GST (if applicable)	Total (incl. GST)
	2015-16	\$1,055,000.00	\$69,123.60	\$112,412.36	\$1,236,535.96
	2016-17	\$1,055,000.00	\$88,472.30	\$114,347.23	\$1,257,819.53
	2017-18	\$1,055,000.00	107,747.15	\$116,274.72	\$1,279,021.87
	<b>Bank account information</b> You must notify us in writing of any changes to these account details:				
	BSB number	s47G			
	Financial institution	Commonwealth Bank of Australia 367 Collins Street, Melbourne VIC 3000			
	Account number	s47G			
	Account name	Australian Red Cross Society			

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

<b>Item D</b>	<b>Budget</b> (see also Clause 9 of the Terms and Conditions)
	Not Specified

<b>Item E</b>	<b>REPORTS</b> (see also Clause 5 of the Terms and Conditions)
<b>All reports must be provided within the timelines set out at Item F</b>	
E.1	<b>Performance Reports (Against Performance Indicators listed in Item B)</b>  You must provide us with the following quarterly reports including: <ul style="list-style-type: none"> <li>• Progress against Activity Performance Indicators 1.a); 1.c); 2.a); 2.b); 2.c); 2.d); 3.a); 3.b)</li> <li>• Summary of client statistics</li> <li>• Summary of service provider issues</li> <li>• Overview of expenditure</li> </ul> The reporting template/s will be agreed by you and us.
E.2	<b>Activity Work Plan</b> Not Specified
E.3	<b>Annual Report</b> Not Specified

Words or phrases defined in the Terms and Conditions carry the same meaning in this Schedule

## SCHEDULE – COMPREHENSIVE GRANT AGREEMENT

<b>Item E</b>	<p><b>REPORTS</b> (see also Clause 5 of the Terms and Conditions)</p>
<b>E.4</b>	<p><b>Accounting for the Grant</b></p> <p><b>Non-Audited Financial Acquittal Reports</b> You are required to provide a Non-Audited Financial Acquittal Report for each financial year funded under this Grant Agreement covering the Activity/ies in this Schedule (in accordance with Clause 10 of the Terms and Conditions of this Grant Agreement). If SACS Supplementation has been paid, confirmation must be provided that the funding was spent in accordance with Clause 7 of the Terms and Conditions.</p> <p><b>Audited Financial Acquittal Report</b> You are required to provide an Audited Financial Acquittal Report for the total funding period under this Grant Agreement 2015-16 to 2017-18 covering the Activity in this Schedule (in accordance with Clause 10 of the Terms and Conditions of this Grant Agreement). If SACS Supplementation has been paid, confirmation must be provided that the funding was spent in accordance with Clause 7 of the Terms and Conditions.</p>
<b>E.5</b>	<p><b>Other Non- Financial Reports as requested by us</b></p> <p><b>Monthly Statistical Reports</b> You must provide data, to be agreed by you and us that summarises key client features including gender; source country, industry trafficked into, and purpose of trafficking to help us comply with our reporting obligations to Government and to other government agencies, national and international bodies. The reporting template/s and reporting timetable will be agreed to by you and us.</p> <p><b>Ad hoc client reports</b> You must provide specific information to us about an individual client when:</p> <ul style="list-style-type: none"> <li>• our approval is required for a client cost item;</li> <li>• a reportable event occurs as described in the Operational Requirement; or</li> <li>• a minor is referred onto the Support Program.</li> </ul> <p>The reporting template/s will be agreed to by you and us.</p> <p>You will be required from time to time to provide a report that enables Operational Working Group member agencies to reconcile data as necessary. The reporting template and reporting timetable will be agreed to by you and us.</p> <p><b>Ad hoc requests</b> From time to time, you may be required to provide information to us such as:</p> <ul style="list-style-type: none"> <li>• individual client details on a need to know basis to address reporting obligations to other government agencies;</li> <li>• other data required for policy and program development.</li> </ul> <p>The template/s for this information will be agreed to by you and us.</p>

Words or phrases defined in the Terms and Conditions carry the same meaning in this Schedule

## SCHEDULE – COMPREHENSIVE GRANT AGREEMENT

Item F		MILESTONES / REPORTING REQUIREMENTS / PAYMENT SCHEDULE				
The following table combines all of your reporting requirements. If you comply with the terms of this Agreement, we will make payments to you on the first available Business Day on or after the due date as set out below or, where no date is specified, then by mutual agreement as and when required.						
Milestones and Reports		Activity (if Applicable)	Information to be included	Due Date	Payment Amount (GST excl.)	GST
F.1	Funding Agreement Executed			1 July 2015 or upon execution of this Agreement		
F.2	Payment for First Quarter 2015-16 (1 July 2015 to 30 September 2015)			10 July 2015	\$263,750.00	\$26,375.00
F.3	Payment of SACS for 2015-16			31 July 2015	\$69,123.60	\$6,912.36
F.4	Quarterly Reports for First Quarter 2015-16 (1 July 2015 to 30 September 2015)		Progress against Activity Performance Indicators as per Item E.1	16 October 2015		
F.5	Payment for Second Quarter 2015-16 (1 October 2015 to 31 December 2015)			16 October 2015	\$263,750.00	\$26,375.00
F.6	Quarterly Reports for Second Quarter 2015-16 (1 October 2015 to 31 December 2015)		Progress against Activity Performance Indicators as per Item E.1:	15 January 2016		
F.7	Payment for Third Quarter 2015-16 (1 January 2016 to 31 March 2016)			15 January 2016	\$263,750.00	\$26,375.00

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## SCHEDULE – COMPREHENSIVE GRANT AGREEMENT

Item F		MILESTONES / REPORTING REQUIREMENTS / PAYMENT SCHEDULE				
The following table combines all of your reporting requirements. If you comply with the terms of this Agreement, we will make payments to you on the first available Business Day on or after the due date as set out below or, where no date is specified, then by mutual agreement as and when required.						
Milestones and Reports		Activity (if Applicable)	Information to be included	Due Date	Payment Amount (GST excl.)	GST
F.8	Quarterly Report for Third Quarter 2015-16 (1 January 2016 to 31 March 2016)		Progress against Activity Performance Indicators as per Item E.1	15 April 2016		
F.9	Payment for Fourth Quarter 2015-16 (1 April 2016 to 30 June 2016)			15 April 2016	\$263,750.00	\$26,375.00
F.10	Quarterly Report for Fourth Quarter 2015-16 (1 April 2016 to 30 June 2016)		Progress against Activity Performance Indicators as per Item E.1	15 July 2016		
F.11	Annual Financial Report for 2015-16		As per Item E.4: <ul style="list-style-type: none"> <li>Non-Audited Financial Acquittal Report</li> </ul>	15 July 2016		
F.12	Payment for First Quarter 2016-17 (1 July 2016 to 30 September 2016)			15 July 2016	\$263,750.00	\$26,375.00
F.13	Payment of SACS for 2016-17			31 July 2016	\$88,472.30	\$8,847.23
F.14	Quarterly Report for First Quarter 2016-17 (1 July 2016 to 30 September 2016)		Progress against Activity Performance Indicators as per Item E.1	14 October 2016		

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## SCHEDULE – COMPREHENSIVE GRANT AGREEMENT

Item F		MILESTONES / REPORTING REQUIREMENTS / PAYMENT SCHEDULE				
The following table combines all of your reporting requirements. If you comply with the terms of this Agreement, we will make payments to you on the first available Business Day on or after the due date as set out below or, where no date is specified, then by mutual agreement as and when required.						
Milestones and Reports		Activity (if Applicable)	Information to be included	Due Date	Payment Amount (GST excl.)	GST
F.15	Payment for Second Quarter 2016-17 (1 October 2016 to 31 December 2016)			14 October 2016	\$263,750.00	\$26,375.00
F.16	Quarterly Report for Second Quarter 2016-17 (1 October 2016 to 31 December 2016)		Progress against Activity Performance Indicators as per Item E.1	13 January 2017		
F.17	Payment for Third Quarter 2016-17 (1 January 2017 to 31 March 2017)			13 January 2017	\$263,750.00	\$26,375.00
F.18	Quarterly Report for Third Quarter 2016-17 (1 January 2017 to 31 March 2017)		Progress against Activity Performance Indicators as per Item E.1	14 April 2017		
F.19	Payment for Fourth Quarter 2016-17 (1 April 2017 to 30 June 2017)			14 April 2017	\$263,750.00	\$26,375.00
F.20	Quarterly Report for Fourth Quarter 2016-17 (1 April 2017 to 30 June 2017)		Progress against Activity Performance Indicators as per Item E.1	14 July 2017		

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## SCHEDULE – COMPREHENSIVE GRANT AGREEMENT

Item F		MILESTONES / REPORTING REQUIREMENTS / PAYMENT SCHEDULE				
The following table combines all of your reporting requirements. If you comply with the terms of this Agreement, we will make payments to you on the first available Business Day on or after the due date as set out below or, where no date is specified, then by mutual agreement as and when required.						
Milestones and Reports		Activity (if Applicable)	Information to be included	Due Date	Payment Amount (GST excl.)	GST
F.21	Annual Financial Report for 2016-17		As per Item E.4: <ul style="list-style-type: none"> <li>• Non-Audited Financial Acquittal Report</li> </ul>	14 July 2017		
F.22	Payment for First Quarter 2017-18 (1 July 2017 to 30 September 2017)			14 July 2017	\$263,750.00	\$26,375.00
F.23	Payment of SACS for 2017-18			31 July 2017	\$107,747.15	\$10,774.72
F.24	Quarterly Report for First Quarter 2017-18 (1 July 2017 to 30 September 2017)		Progress against Activity Performance Indicators as per Item E.1	13 October 2017		
F.25	Payment for Second Quarter 2017-18 (1 October 2017 to 31 December 2017)			13 October 2017	\$263,750.00	\$26,375.00
F.26	Quarterly Report for Second Quarter 2017-18 (1 October 2017 to 31 December 2017)		Progress against Activity Performance Indicators as per Item E.1	12 January 2018		
F.27	Payment for Third Quarter 2017-18 (1 January 2018 to 31 March 2018)			12 January 2018	\$263,750.00	\$26,375.00

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## SCHEDULE – COMPREHENSIVE GRANT AGREEMENT

Item F		MILESTONES / REPORTING REQUIREMENTS / PAYMENT SCHEDULE				
The following table combines all of your reporting requirements. If you comply with the terms of this Agreement, we will make payments to you on the first available Business Day on or after the due date as set out below or, where no date is specified, then by mutual agreement as and when required.						
Milestones and Reports		Activity (if Applicable)	Information to be included	Due Date	Payment Amount (GST excl.)	GST
F.28	Quarterly Report for Third Quarter 2017-18 (1 January 2018 to 31 March 2018)		Progress against Activity Performance Indicators as per Item E.1	13 April 2018		
F.29	Payment for Fourth Quarter 2017-18 (1 April 2018 to 30 June 2018)			13 April 2018	\$263,750.00	\$26,375.00
F.30	Quarterly Report for Fourth Quarter 2017-18 (1 April 2018 to 30 June 2018)		Progress against Activity Performance Indicators as per Item E.1	13 July 2018		
F.31	Annual Financial Report for 2017-18		As per Item E.4: <ul style="list-style-type: none"> <li>Non-Audited Financial Acquittal Report</li> </ul>	13 July 2018		
F.32	Final independently audited Financial Report for 2015-16 to 2017-18		As per Item E.4: <ul style="list-style-type: none"> <li>Audited Financial Acquittal Report</li> </ul>	31 October 2018		

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<b>Item G</b>	<b>INSURANCE REQUIREMENTS</b> (see also Clause 21 of the Terms & Conditions)
	Not Specified

<b>Item H</b>	<b>ASSETS</b> (see also Clause 13 of the Terms & Conditions)
	<b>List of Assets that may be acquired with the funding:</b> No Assets to be acquired with this funding

<b>Item I</b>	<b>SUBCONTRACTORS</b> (see also Clause 28 of the Terms & Conditions)
	<b>The following subcontractors are required to undertake the Activity as indicated:</b> None Specified

<b>Item J</b>	<b>SPECIFIED PERSONNEL</b> (see also Clause 29 of the Terms & Conditions)
	<b>The following Specified Personnel are required to undertake the Activity as indicated:</b> None Specified

<b>Item K</b>	<b>CONFIDENTIAL INFORMATION</b> (see also Clause 17.1 of the Terms & Conditions)
	<b>Our confidential information is:</b> Client information as specified in Item E <b>Your confidential information is:</b> None Specified

<b>Item L</b>	<b>NOTICES (see also Clause 38 of the Terms &amp; Conditions)</b>
<b>Our contact details and address for notices</b>	
<b>Name or Position</b>	s22 Director CALD and Indigenous Women's Safety Team Family Safety Taskforce Department of Social Services
<b>Phone</b>	s22
<b>Email</b>	s22
<b>Postal Address</b>	Department of Social Services PO Box 7576 Canberra Business Centre ACT 2610

Words or phrases defined in the Terms and Conditions carry the same meaning in this Schedule

Your contact details and address for notices	
<b>Name or Position</b>	s47G National Manager Migration Support Programs Australian Red Cross
<b>Phone</b>	s47G
<b>Email</b>	s47G
<b>Postal Address</b>	PO Box 196 Carlton South VIC 3053
<b>Facsimile</b>	(03) 9348 2513

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## ANNEXURE A - Supplementary Conditions

None

# Signatories to this Agreement

**Organisation Id:** 1-39YZI8

**Agreement Id:** 1-DELNFO

**Parties** **Commonwealth of Australia**, as represented by and acting through **The Department of Social Services ABN 36 342 015 855**, Tuggeranong Office Park, Soward Way (Cnr Athllon Drive), Greenway ACT 2900 ("us", "we" or "our")  
and  
**Australian Red Cross Society ABN 50 169 561 394** of 155 Pelham Street, Carlton VIC 3053 ("you" or "your")

This Agreement is deemed to commence/have effect from 30 / 6 / 2015

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

s22  
[Redacted]  
\_\_\_\_\_  
(Name of Departmental Representative)

s22  
[Redacted]  
\_\_\_\_\_  
(Signature of Departmental Representative)

MANAGING DIRECTOR  
\_\_\_\_\_  
(Position of Departmental Representative)

...../...../2015

s22  
[Redacted]  
\_\_\_\_\_  
(Name of Witness in full)

s22  
[Redacted]  
\_\_\_\_\_  
(Signature of Witness)

30 / 06 / 2015

Signed for and on behalf of Australian Red Cross Society, ABN 50 169 561 394 in accordance with its rules:

Robert Tickner, CEO  
\_\_\_\_\_  
(Name and position held by Signatory)

s47F  
[Redacted]  
\_\_\_\_\_  
(Signature)

30 / 06 / 2015

s47F  
[Redacted] EA to CEO  
\_\_\_\_\_  
(Name and position held by second Signatory/Name of Witness)

s47F  
[Redacted]  
\_\_\_\_\_  
(Signature of second Signatory/Witness)

30 / 06 / 2015

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#### 4-8B9RBEE – STPP - Forced Marriage Trial

- Activity end date to be extended to 30/8/19 to allow for 2019-20 payment for the evaluation report. This is linked to the time frame in which the final evaluation report is expected and final evaluation payments made.
- Program Schedule end date to be extended to 28 February 2020 to allow for the standard five months after the activity end date for the acquittal and then a month contingency.
- Summary of milestones changes:

Milestone and Reports		Information to be included	New Due Date	Additional Information
F.5	Performance Report	Quarterly progress report against Activity Performance Indicators as per item E.1 (1 July 2019 to 30 September 2018)	31 October 2018	Due date moved from 13/10/18 to 31/10/18 to align with agreed extension to the due date.
F.6	Performance Report	Quarterly progress report against Activity Performance Indicators as per item E.1 (1 October 2019 to 31 December 2018)	31 January 2018	Due date moved from 14/1/19 to 31/1/19 to align with agreed extension to the due date.
F.7	Performance Report	Quarterly progress report against Activity Performance Indicators as per item E.1 (1 January 2019 to 31 March 2019)	30 April 2019	Due date moved from 13/4/19 to 30/4/19 to align with agreed extension to the due date.
F.8	Performance Report	Quarterly progress report against Activity Performance Indicators as per item E.1 (1 April 2019 to 30 June 2019)	31 July 2019	Due date moved from 13/7/19 to 30/7/19 to align with agreed extension to the due date.
F.9	Final Evaluation Report	Evaluation report as agreed in the final evaluation plan as per item E.5.	30 August 2019	Due date moved from 30/6/19 to 30/8/19 to allow activity data up until 30/6/19 to be included in the evaluation.



Milestone and Reports		Information to be included	New Due Date	Additional Information
F.10	Financial Acquittal Report	Non-audited Financial Acquittal from 1 July 2018 to 30 June 2019.	31 October 2019	New milestone to account for 2018-19 income and expenditure.
F.11	Financial Acquittal Report	Non-audited Financial Acquittal from 1 July 2019 to 31 December 2019.	31 January 2020	Final acquittal, due five months after the new activity end date.

#### 4-1QBAZAC – Support for Trafficked People Program

- Summary of milestone changes (quarterly report due date change and acquittal due date change)

Milestone and Reports		Information to be included	New Due Date	Additional Information
	Performance Report	Quarterly progress report against Activity Performance Indicators as per item E.1 (1 July 2019 to 30 September 2018)	31 October 2018	Due date moved from 13/10/18 to 31/10/18 to align with agreed extension to the due date.
	Payment	Third Quarterly Payment of 2018-19 funds	3 December 2018	No Change
	Payment	Third Quarterly Payment of 2018-19 SACS Supplementation	3 December 2018	No Change
	Payment	Fourth Quarterly Payment of 2018-19 funds	6 March 2019	No Change
	Payment	Fourth Quarterly Payment of 2018-19 SACS Supplementation	6 March 2019	No Change
	Performance Report	Quarterly progress report against Activity Performance Indicators as per item E.1 (1 October 2018 to 31 December 2018)	31 January 2019	Due date moved from 14/1/19 to 31/1/19 to align with agreed extension to the due date.
	Performance Report	Quarterly progress report against Activity Performance Indicators as per item E.1 (1 January 2019 to 31 March 2019)	30 April 2019	Due date moved from 13/4/19 to 30/4/19 to align with agreed extension to the due date.
	Performance Report	Quarterly progress report against Activity Performance Indicators as per item E.1 (1 April 2019 to 30 June 2019)	31 July 2019	Due date moved from 13/7/19 to 31/7/2019 to align with agreed extension to the due date.

Milestone and Reports		Information to be included	New Due Date	Additional Information
	Financial acquittal report	<del>Non audited financial acquittal from 1 July 2018 to 30 June 2019 as per item E.4</del>	<del>31 October 2019</del>	Remove this milestone, requirement to acquit 2018-19 funding is included in the final acquittal milestone below.
	Audited financial acquittal report	Final independently audited financial report for 2015-16 to 2018-19 as per Item E.4.	31 October 2019	Changed to include all financial years of the activity (previous variation only showed 2017-18 to 2018-19) and date moved from 13 July 2019 to 31 October 2019.