



ACTIVITY WORK PLAN 2020 -2023

Chronic Disease Prevention and Service Improvement Fund

National Family Grants Program

1. PROJECT DETAILS

1.1 Organisation: Multicultural Centre for Women's Health (MCWH)

Multicultural Centre for Women's Health (MCWH) is a national organisation dedicated to improving the health and wellbeing of immigrant and refugee women. MCWH is a national voice for all women from immigrant and refugee backgrounds, including temporary migrants, asylum seekers and women from emerging and established communities.

MCWH promotes the wellbeing of immigrant and refugee women across Australia by conducting research, sharing expertise, providing input into policy and building capacity among service providers and policy makers

1.2 Project Name: Multicultural Women's Health Australia (MWAH)

The Multicultural Women's Health Australia (MWAH) Project will contribute to the Program objectives in the following priority areas: public education, health promotion and information sharing; professional development and continuing education of professionals involved in family planning activities; and consultation, representation and networking.

The MWAH Project aims to improve the capacity of immigrant and refugee women and their families to make informed choices about family planning and reproductive health by:

- providing nationally-focused health education and information sharing via national media and new technologies;
- building capacity of family planning and reproductive health professionals to work in more culturally appropriate ways; and
- providing up-to-date, evidence based policy advice and information to the Australian Government and other stakeholders.

1.3 Activities

The following key activities will be conducted:

1. Develop and diversify communication platforms to enhance MWhA's national reach.
2. Strengthen organisational linkages with national stakeholders, with a particular focus on programs that would benefit from the utilisation of multilingual information resources.
3. Enhance accessibility and usability of the multilingual information catalogue.
4. Maintain the on-line multilingual health information catalogue so that information remains current, relevant and up-to-date.
5. Develop new SRH modules to ensure that emerging and priority topics are covered in training delivery.
6. Promote and deliver the MWhA Training programs to bilingual health educators (BHEs), health professionals and community workers. These include the:
 - a. 'Common Threads' SRH Training modules;
 - b. Engaging Communities in Multicultural Women's Health Education accredited course.
7. Achieve accreditation for new bilingual health educators.
8. Explore potential to offer training that earns Continuing Professional Development (CPD) points.
9. Continue to resource the MWhA National Network.
10. Develop and implement a program of activities with the Network.
11. Continue to publish the monthly e-newsletter - The WRAP.
12. Continue to provide up-to-date and accurate knowledge to key stakeholders, including the Australian Government.
13. Continue relationship building and collaboration with researchers with expertise in immigrant and refugee.
14. Update the Sexual and Reproductive Health Data Report and translate the knowledge into easier-to-understand formats, such as fact sheets and info-graphics.
15. Present Sexual and Reproductive Health Data Report findings in local and national forums.
16. Contribute knowledge and expertise on immigrant and refugee women's health via active participation in inter/national conferences.
17. Hold a national symposium on immigrant and refugee women's sexual and reproductive health and wellbeing.

Please see the attached Activity Work Plan with targets, KPIs, and indicative timelines.

2. ACTIVITY WORK PLAN

2.1 Public education, health promotion and information sharing

Key Objective: Provide nationally focussed FP&RH health information via national media and new technologies

Activities	Target	Duration	KPI
Build stronger national linkages and communications to enhance national reach of multilingual health information	Increase in health information viewed and requested	Ongoing to 30 June 2023	5% each financial year
Maintain on-line multilingual health information catalogue so that information remains current, relevant and up-to-date	Multilingual health catalogue reviewed, enhanced, and updated every 3 months		Feedback and website analytics

2.2 Professional development and continuing education

Key Objective: Develop and deliver professional development and vocational training for health professionals

Activities	Target	Duration	KPI
Promote and deliver the MWAHA Training programs to bilingual health educators (BHEs), health professionals and community workers. <ul style="list-style-type: none"> • 'Common Threads' SRH Training modules; 	Twelve face to face training modules delivered externally. Twelve new BHEs trained and accredited.	Training ongoing to 30 June 2023	Participant feedback and evaluation

<ul style="list-style-type: none"> Engaging Communities in Multicultural Women's Health Education accredited course. 	Explore potential to offer training that earns Continuing Professional Development (CPD) points.		
Develop new sexual and reproductive health training modules on emerging issues.	Two training modules developed on emerging issues.	New training module developed by mid-2020	Participant feedback and evaluation
Improve support for health professionals and community workers nationally to deliver culturally responsive services to immigrant and refugee women and their families.	Three online webinars developed and delivered.	Webinars developed and delivered by 2023	Participant feedback and website analytics

2.3 Consultation, representation and networking

Key Objective: Provide evidence-based policy advice and information to the Australian Government

Activities	Target	Duration	KPI
Continue to resource the MWH National Network, including develop and implement a program of activities with the Network.	Development and implementation of activities conducted with active participation of all MWH Network members	Resourcing and implementation of Network activities ongoing to June 2023	Participant evaluations from network members
Continue to publish the monthly e-newsletter 'The WRAP' (Women's Research, Advocacy, and Policy) in order to share local knowledge and issues, health promotion and advocacy strategies across each state and territory.	Monthly e-newsletter produced (total 48 editions) and distributed to network members and key stakeholders.	E-newsletter published monthly to June 2023	WRAP readership survey and reader feedback

2.3 Consultation, representation and networking

Key Objective: Provide evidence-based policy advice and information to the Australian Government

Activities	Target	Duration	KPI
Continue to provide up-to-date and accurate knowledge on emerging trends, issues, analyses and research, and policy advice to the Australian government and to key stakeholders, including a focus on presenting the findings of the National and Sexual and Reproductive Health Data Report in local and national forums.	Active participation in relevant committees, consultations and forums Update the Sexual and Reproductive Health Data Report Develop a series of SRH fact sheets	Ongoing to June 2023	5% increase each financial year in number of requests for consultations and advice (including membership on advisory committees) from 2018-19 baseline
Continue relationship building and collaboration with researchers with expertise in immigrant and refugee women's health.	Productive working relationships established with researchers	Ongoing to June 2023	Feedback from researchers
Contribute knowledge and expertise on immigrant and refugee women's health via active participation in inter/national conferences and forums.	Active participation in at least 3 conferences and/or forums. Hold a national symposium on priority SRH issues.	Ongoing until June 2023	Presentations delivered at three inter/national conferences and/or forums. Participant feedback and evaluation.

MULTICULTURAL WOMEN'S HEALTH AUSTRALIA

DRAFT BUDGET 2020-2023

	FY1920	FY2021	FY2122	FY2223	Total
Salaries					
Project Management & Supervision	31,257.37	32,192.00	33,154.81	34,079.39	
Project Staff salaries	139,400.80	143,582.90	147,890.34	152,327.05	
Employee On-costs	51,197.43	52,732.45	54,313.53	55,921.93	
Total Salaries	221,855.60	228,507.35	235,358.68	242,328.37	928,050.00
Deliverables					
Maintain multilingual catalogue & enhance reach	3,000.00	2,000.00	2,000.00	2,000.00	
Develop & deliver training	3,000.00	3,000.00	3,000.00	3,000.00	
Accredit BHEs	4,000.00			4,500.00	
Deliver Webinars	1,000.00	1,200.00	1,500.00	1,800.00	
MWHA Network		12,000.00		13,000.00	
WRAP	600.00	800.00	1,000.00	1,200.00	
Stakeholder engagement	5,000.00	2,500.00	2,500.00	3,000.00	
Communication & promotion	9,000.00	2,000.00	2,000.00	2,500.00	
Publication	1,500.00	1,500.00	4,600.00	1,500.00	
Conference presentation	2,000.00	2,000.00	2,000.00	1,000.00	
Symposium				10,000.00	
	29,100.00	27,000.00	18,600.00	43,500.00	118,200.00
Project Admin	16,000.00	17,250.00	18,500.00	20,000.00	71,750.00
Infrastructure	36,000.00	38,000.00	40,000.00	42,000.00	156,000.00
Total	302,955.60	310,757.35	312,458.68	347,828.37	1,274,000.00



Risk Management Plan

04 April 2019

Risk Management Plan

1. Purpose

This document describes the specific risk management standards, strategies and responsibilities for the delivery of the proposed project.

2. Risk Management Procedure

The risk management procedure covers the following activities:

- Identification
- Assessment
- Planning
- Implementation
- Communication

3. Timing & Reporting of Risk Management Activities

Describes any risk management reports that are to be produced, their purpose, timing and recipients.

Activity / Report	Timing	Recipient
Risk assessment audit	Every 6 months until completion of the project	Executive Director

4. Roles and Responsibilities

Defines the roles and responsibilities for risk management activities.

Report	Responsibilities
Board of Management	High level monitoring
Executive Director	6-monthly audit
Project Manager	Quarterly report
Operations Manager	Quarterly report
Project Officer	On-going monitoring

5. Risk categories matrix

The level of risk is determined by the relationship between likelihood and impact in accordance with the following matrix:

	Impact			
Likelihood:	Severe (1)	Major (2)	Medium (3)	Minor (4)
Almost Certain (A)	E	H	H	M
Likely (B)	H	H	M	M
Possible (C)	H	M	M	L
Unlikely (D)	M	M	L	L

Key to the risk rating:

E: Extreme risk – immediate action required, detailed research and planning

H: High risk – action plan required as soon as practicable

M: Moderate risk – action plan required

L: Low risk – managed by routine procedures

6. Risk response

The project will treat the risk according to the following categories:

Risk Response	
Category	Strategy
Avoid	Take action to remove the risk.
Transfer	Transfer the risk to an external party.
Mitigate	Take action to lessen the impact or chance of the risk occurring.
Accept	Accept the risk (if the risk too small and action would not be worthwhile.)

7. Risk Management Register

Step 1: Risk Identification	Step 2: Risk Assessment		Step 3: Risk Management				
The risk – what can happen and how it can happen	Likelihood rating	Impact Rating	Risk Rating	Adequacy of existing controls: What are we already doing about it? What else can be done?	Timescale: When will it be fixed?	Responsibility: Who will fix the problem?	Monitoring & review strategies
Organisational							
Inability to keep proposed project adequately staffed.	D	1	M	<p>MCWH induction, professional development and retention policies.</p> <p>Project plan and program communication strategies are built in project implementation.</p> <p>Recruitment procedures in place</p>	<p>Throughout project</p> <p>Before project Starts</p>	<p>Executive Director</p> <p>Project manager</p>	As detailed at (4) Roles & Responsibilities

Significant grievances or disputes affecting staff morale and organisation reputation and costs	D	2	M	<p>Access to external complaints process</p> <p>Staff and Management training in Complaint Management</p> <p>Engage key stakeholder input and feedback through committee structure, surveys and open door policy</p> <p>Insurance</p>	Throughout project	Executive Director	As detailed at (4) Roles & Responsibilities
Failure to meet reporting deadlines.	D	4	L		Throughout project	Executive Director	As detailed at (4) Roles & Responsibilities
Social							
Low participation of community members, trainees and/or organisational stakeholders	C	2	M	<p>Communication strategy developed and implemented</p> <p>Each member of the proposed project has been well-informed about the project participation requirements.</p>	Before project starts.	Project Manager & Project Officer	As detailed at (4) Roles & Responsibilities

				Community members, trainees and organisational stakeholders are supported to participate in the project.	Throughout project.		
Technological							
Failure of IT/communications systems: loss of data or privacy breach	D	2	M	All computers linked to main server and backed up daily IT system maintenance and upgrades conducted regularly Insurance	Throughout project	Project manager & Operations Manager	As detailed at (4) Roles & Responsibilities
Economic							
The project runs over the allocated budget.	D	2	L	Administration and finance procedures ensure regular monitoring and communication with key project and management staff.	Throughout project	Operations Manager and Project Manager	Executive Director monitors regular finance reports from Operations Manager
Legal							
Legal & Regulatory Compliance: Inadequate or inappropriate insurance	D	2	M	Adequate insurance maintained; regular insurance review	Throughout project	Operations Manager	Executive Director monitors reports from Operations Manager

EMPOWER

Activity Work Plan

1st July 2019 to 30th June 2023

Version: 3

Date: 5/4/19

Activity Sponsor: Ovulation Method Research and Reference Centre of Australia Ltd Board of Directors.

Activity Manager: Lynne Anderson, Executive Director, Ovulation Method Research and Reference Centre of Australia Ltd Board of Directors.

Contact: Lynne Anderson
Executive Director
03 9802 2022

Kerry Bourke, Director, OMR&RCA, Ph. s47F

Document Acceptance and Release Notice

This document is Version # 3 5/4/19 of the EMPOWER Activity Work Plan.

This Activity Work Plan is a managed document. For identification of amendments each page contains a release number and a page number. Changes will only be issued as complete replacement. Recipients should remove superseded versions from circulation.

Version History

Version No.	Date Approved	Approved By	Summary of Changes
3	5/4/19	Lynne Anderson	Budget
		Kerry Bourke	

THIS DOCUMENT HAS BEEN RELEASED UNDER
THE FREEDOM OF INFORMATION ACT 1982 (CTH)
BY THE DEPARTMENT OF HEALTH AND AGED CARE

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1 Activity Scope

1.1 Activity Title

EMPOWER – Educating the Multi-cultural Population On Women's Evidence-based Reproductive health

1.2 Activity Background

The EMPOWER project is a continuing, national education initiative which aim is to make available to the public, particularly women and couples, health professionals and other target groups, the natural, low cost, effective, Billings Ovulation Method® so they can manage their fertility through their life cycle and protect their reproductive health.

1.3 Objective(s)

The objective of the EMPOWER Activity is to ...

The EMPOWER Project will address the family planning and reproductive health needs of the Fund's priorities nationally. This project will aim to:-

1. Conduct Billings Ovulation Method® teaching sessions to women and couples Australia wide.
2. Provide training opportunities to accredited Billings Ovulation Method® teachers and those working towards accreditation to ensure standards of excellence are maintained, including doctors, nurses and allied health professionals through continuing professional education.
3. To provide administrative support for trainees, working towards accreditation and accredited Billings Ovulation Method® teachers assisting women to monitor their reproductive health and to achieve or avoid pregnancy naturally.
4. Maintain, develop and extend Billings LIFE website and social media outreach.
5. Provide Community education and health promotion to all appropriate women, couples and youth on the benefits of monitoring reproductive health and fertility.

1.4 Target Outcomes

The following outcomes have been identified as the Target Outcomes for the EMPOWER Activity:

Table A: Activity Performance Indicators*

Performance Indicator Description	Target	Target Completion Date	Accountability
Increase community awareness and knowledge of issues relevant to natural family planning and reproductive health - surveys undertaken at three stages.	80% positive feedback	30/06/2023	Executive Director OMR&RCA
Improve the quality of service provision in the sector to rural and remote populations through increasing the number of Billings teachers trained in the use of Fertility Pinpoint™ Internet Tutoring Service.	Increase numbers of trained teachers using Fertility Pinpoint by 20%	30/06/2023	Executive Director OMR&RCA
Provide administrative support for all activities of the EMPOWER Project throughout Australia.	Administrative support for teachers; Organising financial management; Compilation of statistics; Report writing; etc.	30/06/2023	Executive Director OMR&RCA
Activity Performance Measures 1. Conduct teaching sessions 2. Accredited teacher training attendees 3. National Area Administrators' Meetings conducted 4. Website: a. Visits b. Page Views c. Posts 5. Community education and health promotion opportunities	1. 3,000 2. 220 3. 2 4. a. 690,000 b. 2,000,000 c. 400 5. 4	30/06/2023	Executive Director OMR&RCA

1.5 Output(s)

The Outputs to be delivered by the EMPOWER Activity are:

1. Provide teaching services throughout Australia covering City / Regional, Rural and Remote areas through:
 - Face to face sessions
 - Internet sessions
 - Telephone sessions

Develop a monitoring and evaluation strategy to ensure KPIs are attained.

2. Provide Teacher training programs offering training at Basic and Extension level for those who wish to gain accreditation as a Billings Ovulation Method® teacher.

Provide Clinical Supervision and mentoring for all those working towards accreditation.

Conduct Regional Up-skilling sessions to Billings Ovulation Method® teachers and trainees to ensure skills are maintained to highest levels.

Offer active learning modules to doctors, nurses and allied health professionals that meet Quality Improvement and Continuing Professional Development Standards.

Maintain a monitoring and evaluation strategy to ensure KPIs are attained.

3. Maintain a network between our national headquarters and Regional Area Administrators to support Australian teachers geographically isolated.

Organise and conduct two face to face Area Administrators' meetings

Maintain a mentoring system for clinical supervision for all those working towards accreditation.

Provide a national Billings Ovulation Method® Teachers Intensive Training Weekend.

Maintain a monitoring and evaluation strategy to ensure KPIs are attained.

4. Ensure that the Billings LIFE website <http://www.billings.life> is updated and maintained and provides easily accessible and relevant information on fertility and infertility.

Provide regular posts on various social media sites.

Continue to qualify for the Health On the Net (HON) code for the Billings LIFE website.

Maintain a monitoring and evaluation strategy to ensure KPIs are attained.

5. Conduct information sessions on natural fertility management and the Billings Ovulation Method® to various community groups as requested.

Design advertising and printed promotional material and literature to reach specific target audiences.

Develop new teaching materials for the use of Billings Ovulation Method® trainees and teachers

Maintain a monitoring and evaluation strategy to ensure KPIs are attained.

1.6 Scope of Work

Table B: Scope of Activity

Part of the Activity (Inside Scope)	Responsibility	Not Part of the Activity (Outside Scope)	Responsibility
<i>Conduct Personal Billings Ovulation Method® tutoring</i>	<i>Clinical Supervisor</i>	<i>N/A</i>	
<i>Provide Basic and Extension Teacher Training Programs</i>	<i>Training and Education Administrator</i>	<i>N/A</i>	
<i>Provide administrative support to all Billings LIFE teachers and trainees</i>	<i>Manager Billings LIFE</i>	<i>N/A</i>	
<i>Maintain and develop and extend Billings LIFE website and social media outreach</i>	<i>Webmaster</i>	<i>N/A</i>	
<i>Offer opportunities for Community Education and health promotion Sessions</i>	<i>Activity Coordinator</i>	<i>N/A</i>	
<i>Maintain Monitoring and Evaluation</i>	<i>Activity Coordinator</i>	<i>N/A</i>	

Activity Schedule

Id	Description	Who	Scheduled Start	Scheduled Finish
1	Accept and sign Schedule	Directors OMR&RCA Ltd	30/06/2023
2	Formal approval to commence Activity obtained	Department of Health	
3	Continue the EMPOWER Project	Activity Team	1/07/2019	30/06/2023
4	First funding payment	Department of Health	
5	Payment	Department of Health
6	Collate status reports from activity team and prepare report	Activity Coordinator	1/07/2020	15/08/2020

7	Performance report and Financial Acquittal for the period from the execution of this schedule to 30 June 2020	Activity Manager	15/7/2020	15/08/2020
8	Payment	Department of Health
9	Payment	Department of Health
10	Payment	Department of Health
11	Payment	Department of Health
12	Collate status reports from activity team and prepare report	Activity Coordinator	1/07/2021	15/07/2021
13	Performance report and Financial Acquittal for the period to 30 June 2021	Activity Manager	15/07/2021	15/08/2021
14	Payment	Department of Health
15	Payment	Department of Health
16	Payment	Department of Health
17	Payment	Department of Health
18	Collate status reports from activity team and prepare report	Activity Coordinator	1/07/2022	15/08/2022
19	Performance report and Financial Acquittal for the period to 30 June 2022	Activity Manager	15/07/2022	15/08/2022
20	Payment	Department of Health
21	Payment	Department of Health
22	Payment	Department of Health
23	Payment	Department of Health
24	Collate status reports from activity team and prepare report	Activity Coordinator	1/07/2023	15/08/2023
25	Performance report and Financial Acquittal for the for the period 30 June 2023	Activity Manager	15/07/2023	15/08/2023

Revised Activity Budget: 5/4/19

Revised Activity Budget				
	2019-20 \$(GST excl)	2020-21 \$(GST excl)	2021-22 \$(GST excl)	2022-23 \$(GST excl)
Staffing Costs				
Salary	165,000	169,000	174,000	178,100
Salary on-costs	15,000	16,700	17,200	17,750
Sub-Total of Staffing Costs	180,000	185,700	191,200	195,850
Administration Costs				
Administration costs (amounts > \$10,000 should be listed as separate line items)* Operating costs incl, telephone/ cleaning Service Delivery incl Couples' Teaching/ Health professional seminars / Website development/Publicity/ Community Information Sessions /Reporting / Evaluations, etc.				
Sub-Total of Administration Costs	20,000	22,500	24,800	26,500
Insurance Costs				
Public liability insurance**	2,000	2,020	2,060	2,110
Professional indemnity insurance**	450	500	560	620
Workers compensation insurance**	2,000	2,020	2,050	2,090
Sub-Total of Insurance Costs**	4,450	4,540	4,670	4,820
Other Costs				
Travel expenses	1,000	1,500	2,400	3,200
Resources (printing)	250	500	1,000	1,200
Accounting / auditing	1,500	1,700	2,000	2,310
Consulting/seminar/training rooms	20,000	22,900	25,500	29,400
Sub-Total of Other Costs	22,750	25,700	30,900	36,110
TOTALS				
Total Project Cost Before Funding	227,200	238,440	251,570	263,280
Total Chronic Disease Prevention and Service Improvement Fund Funding	205,000	205,000	207,000	207,000
Applicant's co-contribution-Revenue	22,200	33,440	44,570	56,280
TOTAL FUNDING FOR PROJECT	227,200	238,440	251,570	263,280
*No individual amount/activity exceeds \$10,000				
**Australia- Wide Cover insurance provided through Victorian Managed Insurance Authority (VMIA)				
Applicant's approximate co-contribution (Including Volunteers in kind) not included in the above.	149,190	156,650	164,480	172,680

1.7 Other Resources

This project is not reliant on any other resources for completion.

1.8 Assumptions and Constraints

Assumptions:

The success of this project will require the cooperation of our volunteer accredited Billings Ovulation Method® teachers.

1.9 Relevant Government Policy, Legislation and Rules

National Police Checks. All accredited Billings Teachers have current National Police Checks.

Privacy. Billings LIFE operates under the Privacy Act of 1988 regarding collection, storing, monitoring and disclosure of personal information, ensuring its integrity and confidentiality.

Discrimination. We teach all who seek our services.

2 Activity Management Plan

2.1 Governance

- *Activity Sponsor: OMR&RCA Board of Directors*
- *Activity Manager. Executive Director*
- *Activity Coordinator: Manager, Billings LIFE*
- *Activity Team:*
 - *Clinical Supervisors*
 - *Training and Education Administrator*
 - *Manager Billings LIFE*
 - *Webmaster*
- *Reference Groups;*
 - *Education Committee*
- *Consultants.*

2.2 Reporting Requirements

Reporting requirements for the EMPOWER Activity are:

Reported by	To whom	Reporting requirements	Frequency	Format
Activity Manager	DOHA	Progress Reports	Annually	Written
Activity Manager	OMR&RCA Board	Status Report	Bi-monthly	Written and verbal
Activity Coordinator	Activity Manager	Status Report	Monthly	Written and verbal
Activity Team	Activity Coordinator	Status Report	Bi-weekly	Written and verbal
Activity Team	Education Committee	Status Report	Bi-monthly	Written and verbal

2.3 Communication Strategy

Report to OMR&RCA Board and Education Committee.

Education Committee meeting, minutes to Area Administrators

Tri-annual Newsletter – Teachers/Trainees/Presenters

Bi-weekly Staff Meeting – Activity Support Team

Website – Community / Health Professionals / Teachers / Trainees

Email communication to all stakeholders as required

2.4 Related Activities

The project will be conducted by the Ovulation Method Research and Reference Centre of Australia Ltd and is not dependent on other agencies or activities for its completion.

3 Risk Management Plan

See Addendum #1.

4 Activity Closure & Outcome Realisation

This Activity continues from 1st July 2019 and will be completed on the 30th June 2023

All Activity Performance Indicators will be the subject of ongoing quality assurance and evaluation. An extensive Final Report will be provided at the end of the Activity on the 15th August 2023.

Billings LIFE Funding Proposal - Risk Management Plan

* Addendum#1

Id	Description of Risk	Impact or consequence	Likelihood/ Seriousness	Grade*	Change*	Mitigation Actions (Preventative or Contingency)	Individual/Group Responsible for Mitigation Action	Timeline for Mitigation Action
1	Financial	Funding/reduction in core activity.	Medium	C		Board		2019-2023
2	Staff/ Critical Roles	Intellectual Property	Low to Medium	C		Continual Training	Manager & Executive Director OMR&RCA Ltd	Continuous
3	Volunteers	Educational/Reduced capability.	Medium	D		Executive Director		Continuous
4	Computer Hardware/software replacement	Financial	Medium	C		Ongoing replacement system/hardware identified & external (private) funding sought		Progressive to 30 June, 2023

Note: No change in risk levels.

Mitigation Actions

1. Billings LIFE is heavily reliant on external funding and Commonwealth funding only partially covers our education activities. In order to maintain/expand our core education activity, further organisational efficiencies and other sources of income are required.

The Board continues to review organisational efficiency and to explore other relevant income sources. Our Grants Officer has continued to work with Billings LIFE, in a voluntary capacity, to search for funding.

3. Billings LIFE relies heavily on volunteers to become accredited and conduct appropriate educational activities. A continuous recruitment/training programme mitigates this risk

PROJECT BUDGET				
Using the following template, provide an indicative budget for the activities listed in Criterion 1. Please provide a separate budget for each activity. The totals of each activity budget should match the total funding requested. All figures should be <u>GST exclusive</u> and should only include Funds requested from the Australian Government in this application unless otherwise specified.				
	2019-20	2020-21	2021-22	2022 - 23
	\$	\$	\$	
Staffing Costs				
Program management, co-ordination, operations, finance and administration	159,096	163,073	167,150	171,329
Salary on-costs (includes super, WorkCover, LSL, payroll tax and professional development)	39,774	40,768	41,788	42,823
Sub-Total of Staffing Costs	198,870	203,841	208,938	214,161
Administration Costs				
Bank Charges	120	120	120	120
Sub-Total of Administration Costs	120	120	120	120
Insurance Costs				
Public liability and professional indemnity insurance is covered by VARTA core funding from the Victorian Government.	-	-	-	
Sub-Total of Insurance Costs	-	-	-	
Other Costs				
<i>Increase community awareness and knowledge about the factors affecting natural conception ART success and health of children</i>				
Communications activities and campaigns including Fertility Week	15,000	15,000	15,000	15,000
Social media strategy, events, webinars, program resources (videos – public and health professionals) and materials (printing)	6500	6500	6500	6500
<i>Your Fertility</i> website review, maintenance, improvement and innovation	5,000	5,000	5,000	5,000
Interactive tools (software, and enhance Healthy Conception and new sub-fertility tools) – monitor use and evaluate behaviours	20,000	20,000	0	0
<i>Build the capacity of health and education professionals to promote fertility optimisation and reproductive life planning for women and men</i>				
Multi-faceted health professional education program - consultations, resources, expert involvement, national promotion, evaluation – GPs, Practice nurses, MCFHNs	20,000	15,000	0	0

Training and education programs for health professionals - develop, host, promote, evaluate	10,000	0	10000	0
Refresh, revise, develop, disseminate and evaluate education materials to health professionals	3,000	3,000	3,000	
Promote and extend national uptake of Fertility and Reproductive Health resources for education professionals	2,500	2,500	2,500	2,500
<i>Engage with the target populations to establish their educational needs and inform program development, and translate and promote evidence related to reproductive health and the causes and prevention of infertility</i>				
Behavioural insights projects – consultation, analysis, co-design implementation, evaluation	40,000	0	10,000	0
Conduct consultations with target populations (surveys, online focus groups) to assess needs, test and monitor materials and activities.	5,000	0	5,000	0
Conference presentations	3,000	3,000	3,000	3,000
<i>Deepen and build partnerships that increase program reach, impact and sustainability</i>				
Resource the Fertility Coalition to plan and work collaboratively on health professionals and public activities (interstate meetings)	2,000	2,000	2,000	2,000
Activities for rural and regional communities	10,000	5,000	0	0
Activities for multicultural communities	10,000	5,000	0	0
Activities for Indigenous communities	10,000	5,000	0	0
<i>Provide information and advice regarding fertility and reproductive health to policy makers, academic institutions, health professionals and the media</i>				
Coordination of professional and consumer consultations, needs analysis, scientific writing, evidence translation across the Fertility Coalition	32,000	32,000	16,000	0
Your Fertility Advisory Panel engagement and program evaluation	3,000	5,000	3,000	5,000
<i>Travel and accommodation</i>	2,000	2,000	2,000	2,000
<i>Accounting, audit and other professional fees</i>	1,100	1,200	1,200	1,200
Sub-Total of Other Costs	200,100	127,200	74,200	52,200

TOTAL COSTS	399,090	331,161	293,258	256,481
In kind contribution – VARTA CEO (0.1 EFT), Senior Research Officer (0.2) and Education Manager (0.3 EFT)	85,298	86,799	88,337	89,914
TOTAL FUNDING FOR PROJECT	484,388	417,960	381,595	346,395

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BY THE DEPARTMENT OF HEALTH AND AGED CARE

Your Fertility Program Plan 2019 – 2023

The *Your Fertility* program operates within a set of aims, objectives, priority populations and settings to reach strategic outcomes.

Your Fertility Program aim	To empower individuals and couples to make informed and timely decisions regarding their reproductive health, based on current evidence, so that every Australian has the best chance of achieving their parenting aspirations.		
Priority populations	Specific populations	Settings	
Women and men of reproductive age: <ul style="list-style-type: none">• Adolescents• Those wanting a family in the future• Those wanting a family soon• People trying to conceive• Individuals and couples using assisted reproductive treatment	Men People from culturally and linguistically diverse communities Aboriginal and Torres Strait Islander peoples Residents of rural and regional locations Primary health professionals Education professionals	Primary health Education (primary, secondary) Media	
Our approach	Partnerships → Evidence base → Consumer engagement → Comprehensive approach		
Strategic outcomes <ul style="list-style-type: none">• Enhanced reproductive outcomes for Australian men and women• Individuals and couples exposed to <i>Your Fertility</i> experience a positive impact on their emotional and physical state• Increased knowledge and capacity of health and education professionals to promote fertility optimisation and reproductive life planning for men and women• Evidence of Fertility Coalition activities embedded into practice, policy and systems reform within Fertility Coalition partners and the sector more broadly• Partnerships in place that deliver efficient, effective and relevant outcomes• Fertility Coalition regarded as a leader in the field by the sector and community			

Your Fertility has delivered a comprehensive program of evidence-based health promotion activities since 2011, in alignment with the objectives of the Public Health and Chronic Disease Program – Family Planning grant program, which are:

- A. increase community awareness and knowledge of issues relevant to family planning and reproductive health
- B. improve the quality of service provision within the sector including to special population groups
- C. promote health and research related to general family planning matters and its use across the sector and policy development.

The *Your Fertility* program objectives align with the Public Health and Chronic Disease Program – Family Planning grant program as indicated in the following table.

Family Planning Grant Program objectives	A.	B.C.	A.B.C.	A.B.C.	A. C.
<i>Your Fertility</i> Program objectives	1. Increase community awareness and knowledge about the factors affecting natural conception and assisted reproductive treatment (ART) success and the health of future children.	2. Build the capacity of health and education professionals to promote fertility optimisation and reproductive life planning to women and men.	3. Engage with the target populations to establish their educational needs and inform program development, and translate and promote research related to reproductive health and the causes and prevention of infertility.	4. Deepen existing and build new partnerships to implement collaborative strategies and embed fertility and pre-conception health-related information into other healthy lifestyle policies and health promotion initiatives to increase program reach, impact and sustainability.	5. Provide information and advice regarding fertility and reproductive health to policy makers, academic institutions, health professionals and the media.

Key activities for *Your Fertility* 2019 – 2023

1. Conduct **Fertility Week**, and annual national public awareness campaign.
2. Maintain, update and enhance the ***Your Fertility* website** as the platform for dissemination of information to the community and to health and education professionals
3. Develop and disseminate **materials and resources** for the community and **health and education professionals**
4. Conduct **education opportunities** for health and education professionals
5. Conduct **reviews of literature and monitor research** within Australia and internationally
6. Undertake **program evaluation** including a program evaluation framework that includes process, impact and outcome measures of success
7. Take a capacity-building approach to build on **collaborative relationships** with key organisations to incorporate *Your Fertility* messages and materials within the work of these organisations
8. **Provide relevant information** regarding needs analysis and findings to Commonwealth government policy-makers and peak bodies providing advice to government
9. Conduct **evidence-based activities** designed to reach and engage with specific target groups and priority settings within the community and health and education professionals. Activities to build further evidence to inform practice and policy will include:
 - a. Conducting a **behavioural insights project** with BehaviourWorks, Monash University to analyse current and inform future *Your Fertility* program messaging to impact behaviour change
 - b. Consultations with general practitioners and other **primary health professionals** to inform a comprehensive primary health education project to provide service providers effective methods to support men's and women's sexual and reproductive health education and planning
 - c. Evaluating pilot education and resources produced by *Your Fertility* for **maternal and child health nurses** and extend reach within the sector
 - d. Engaging with health professionals and the public in **rural, regional and remote locations**
 - e. Expanding reach of *Your Fertility* resources in **languages other than English** in collaboration with culturally diverse media and communities to expand *Your Fertility* activities
 - f. Monitoring outcomes in **Aboriginal and Torres Strait Islander** communities in partnership with the Monash Centre for Health Research and Implementation and extending education activities
 - g. Expanding reach and monitoring use of resources and training module for **education professionals**, in collaboration with family planning organisations
 - h. Evaluating **Fertility Coalition partnership model**.

Key activities by *Your Fertility* objectives 2019 – 2023

Program objectives	1. Increase awareness	2. Build capacity	3. Engage target populations	4. Partnerships	5. Provide information and advice
Your Fertility program Strategies	<ul style="list-style-type: none"> • Raise public awareness of fertility, infertility and preconception health through design, delivery and contributions to targeted public education campaigns, including the annual Fertility Week national campaign, Jean Hailes Women's Health Week, Andrology Australia's Men's Health Week, and Robinson Research Institute's education activities in Adelaide. • Disseminate <i>Your Fertility</i> messages via metropolitan and rural media and communications avenues and partnerships. • Enhance the <i>Your Fertility</i> website with interactive, multi-media options for diverse audiences. • Extend <i>Your Fertility</i> digital strategies to improve reach, engagement and experience (website, social media and other digital technologies). 	<ul style="list-style-type: none"> • Develop and implement comprehensive education campaigns to assist primary health professionals promote fertility and preconception health awareness and healthy pregnancy decision making. • Gain accreditation to present RACGP accredited CPD programs. • Deliver new education initiatives for primary health professionals and promote through primary health networks and publications. • Promote and extend reach and uptake of fertility and reproductive health resources for education professionals. • Refresh, revise, develop and disseminate education materials to professionals via 	<ul style="list-style-type: none"> • Conduct projects to gain insights into behaviours of men and women of reproductive age, to inform <i>Your Fertility</i> public awareness initiatives, and involve consumers in co-design of education initiatives. • Conduct consultations with consumers and professional target populations (surveys, online focus groups) to assess needs, test and evaluate materials and activities. • Monitor and review evidence and share with Fertility Coalition members and program partners. • Engage with organisations providing services and education 	<ul style="list-style-type: none"> • Strengthen the Fertility Coalition to work collaboratively on <i>Your Fertility</i> initiatives. • Build on existing and seek new partnerships to extend the reach of <i>Your Fertility</i> across Australia in rural and regional, multicultural and Indigenous sectors. • Collaborate with organisations working on chronic disease (PCOS, diabetes, endometriosis) to incorporate fertility and pre-conception health. • Monitor and evaluate success of Fertility Coalition partnership model. 	<ul style="list-style-type: none"> • Conduct monitoring of evidence on fertility and infertility to inform Fertility Coalition members and ensure current evidence-base for existing and new <i>Your Fertility</i> activities and materials. • Translate evidence into education materials for public and professional audiences. • Coordinate professional and consumer consultations, needs analysis, scientific writing and evidence translation across the Fertility Coalition. • Prepare publications and present at conferences. • Provide information and advice to Commonwealth government representatives and other policy makers and peak bodies. • Establish and engage the Your Fertility Advisory Panel of experts and draw on Panel members and partners to inform and

	<ul style="list-style-type: none">• Evaluate program activities against agreed indicators to measure impact and outcomes.	regular correspondence, social media and appropriate channels.	related to sexual and reproductive health, healthy lifestyle and relevant chronic conditions to integrate <i>Your Fertility</i> messages. <ul style="list-style-type: none">• Prepare peer-reviewed articles for publication• Represent <i>Your Fertility</i> at industry meetings and conferences.		promote <i>Your Fertility</i> initiatives. <ul style="list-style-type: none">• Complement the work of academic and other organisations• Participate in the Public Health Association of Australia Women's Health Special Interest Group• Maintain alliance with the Fertility Society of Australia (FSA)
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Your Fertility KPIs and targets 2019 – 2023 by program objectives

Program objectives	1. Increase awareness	2. Build capacity	3. Engage target populations	4. Partnerships	5. Provide Information and advice
Your Fertility KPIs & Targets	<p>1. 70 million people reached via traditional media (based on newspaper circulation and radio audiences).</p> <p>2. 3 million people reached via social media</p> <p>3. 300 people engaged/attend online or face-to-face education sessions.</p> <p>4. 5.5 million unique website users</p> <p>5. Users of website tools report an increased awareness and knowledge about factors affecting fertility.</p>	<p>6. 6000 health professionals access <i>Your Fertility</i> training and education resources.</p> <p>7. 500 GPs engage in major education program</p> <p>8. 70% of health and education professionals who engage with the program report an increase in their capacity to discuss fertility optimisation with their patients / students / clients.</p> <p>9. 200 education professionals access <i>Your Fertility</i> training and resources.</p>	<p>10. Insights into behaviours of target audiences inform education strategies</p> <p>11. Current evidence supports all program activities.</p> <p>12. Formative enquiry (focus groups, surveys, consultations) informs activities.</p> <p>13. 3 peer reviewed publications</p> <p>14. 6 articles in professional magazines</p> <p>15. 6 conference presentations</p> <p>16. Evaluation findings inform program design; results translated and disseminated through webinars, website content, materials.</p>	<p>17. At least 10 partners contribute to <i>Your Fertility</i> activity (beyond the Fertility Coalition)</p> <p>18. <i>Your Fertility</i> knowledge, messages and materials are integrated within partner organisations' activities</p> <p>19. Extent of reach into rural, indigenous and culturally diverse communities</p>	<p>20. Extent of information and advice given in a timely manner</p> <p>21. Increased awareness of <i>Your Fertility</i> and the Fertility Coalition among policy makers, academic institutions, health professionals and the media</p> <p>22. Fertility Coalition partners report <i>Your Fertility</i> is a successful model of collaborative health promotion</p>

Your Fertility Program strategy priorities by program objectives for each year 2019 - 2023

Program objectives	1. Increase awareness	2. Build capacity	3. Engage target populations	4. Partnerships	5. Provide Information and advice
Priority strategies 2019/20 Year #1	<ul style="list-style-type: none"> a. Develop 4 year Your Fertility Program Activity Workplan and Evaluation Framework and Year #1 Workplan. b. Develop 4 year Your Fertility Communications Strategy. c. Implement Year #1 Communications Workplan to deliver communications and media activities and strategic social media activities. d. Conduct Fertility Week 2019, contribute to Jean Hailes Women's Health Week, Andrology Australia's Men's Health Week, Robinson Research Institute's public education campaigns, and align with other relevant education campaigns. e. Conduct strategic social media activities including live seminar, and cross promotion of Fertility Coalition activities. f. Incorporate findings from Behavioural Insights project (see column #3). g. Analyse results of 2018-2019 digital project conducted by Robinson Research Institute to 	<ul style="list-style-type: none"> a. Develop and deliver a new comprehensive education project for primary health professionals across the country. Pilot and evaluate stage #1 and develop resources to complement the program. b. Gain accreditation with RACGP to deliver <i>Your Fertility</i> CPD programs. c. Host CPD education program for primary health professionals. d. Extend the Maternal and Child Health nurse activities, informed by evaluation of the 2018-19 education project. e. Extend reach and uptake of Fertility 	<ul style="list-style-type: none"> a. Commence phase #1 of Behavioural insights project with Behaviour Works Australia, Monash University analyse consumer responses to <i>Your Fertility</i> health promotion activities, and modify accordingly. b. Build on the <i>Your Fertility</i> consumer advisory base to enhance engagement across all stages of program activity. c. Conduct consultations with GPs, practice nurses, community nurses, MCHNs and other health professionals to inform development of the new primary health professionals education program. d. Engage with primary health professionals, PHNs and peak bodies 	<ul style="list-style-type: none"> a. Engage regularly with Fertility Coalition partners b. Build and nurture stakeholder relationships and seek new alliances to embed <i>Your Fertility</i> activities, especially with regard to health-compromising lifestyle behaviours and chronic illnesses (PCOS, endometriosis, diabetes) and c. Continue to work with the National Rural Women's Coalition, the National Rural Health Alliance, and develop new opportunities to promote <i>Your Fertility</i> health professionals and public in rural and regional communities. d. Engage with culturally diverse communities across 	<ul style="list-style-type: none"> a. Conduct monitoring of evidence on fertility and infertility to inform Fertility Coalition members and ensure current evidence-base for <i>Your Fertility</i> activities and materials. b. Coordinate professional and consumer consultations, needs analysis, scientific writing and evidence translation across the Fertility Coalition. c. Provide information and advice to Commonwealth government representatives and other policy makers and peak bodies. d. Review and refresh membership of <i>Your Fertility</i> Advisory Panel, conduct

	<p>enhance <i>Your Fertility</i> interactive web tools.</p> <p>h. Monitor and analyse use of sub-fertility interactive web tool developed 2018-19 with Monash University, and build in further enhancements as required.</p> <p>i. Conduct annual <i>Your Fertility</i> website review and content refresh.</p> <p>j. Review, fresh and expand public education materials (videos for health professionals and public, fact sheets and printed materials) where indicated.</p>	<p>and Reproductive Treatment Schools module and teacher training platform developed in Victoria into other states and territories and monitor uptake and use of the resource.</p> <p>f. Continue to promote new and current materials for health professionals via <i>Your Fertility</i> Monthly e-bulletin, and other avenues.</p>	<p>to extend reach of current <i>Your Fertility</i> activities and resources.</p> <p>e. Represent <i>Your Fertility</i> at relevant primary health conferences and meetings across Australia, and in industry publications</p> <p>f. Prepare publications and present at other relevant conferences</p>	<p>Australia to extend the reach of <i>Your Fertility</i> resources produced in various languages in 2018-19.</p> <p>e. Expand on the initial <i>Your Fertility</i> public education activities conducted in Aboriginal and Torres Strait Islander communities in 2018-19 by the Monash Centre for Health Research Implementation.</p>	<p>consultations and communications with members and hold annual face to face meeting.</p>
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	1. Increase awareness	2. Build capacity	3. Engage target populations	4. Partnerships	5. Provide information and advice
Priorities 2020/21 Year #2	<ul style="list-style-type: none"> a. Develop Year #2 <i>Your Fertility Workplan</i> b. Implement Year #2 Communications Workplan to deliver regular communications and media activities and strategic social media activities. c. Review data from use of online interactive tools, refresh / enhance with regard to current digital innovation. d. Conduct Fertility Week 2020, contribute to Jean Hailes Women's Health Week, Andrology Australia's Men's Health Week, Robinson Research Institute's public education campaigns, and align with other relevant education campaigns. e. Conduct strategic social media activities including live seminar, and cross promotion of 	<ul style="list-style-type: none"> a. Implement and evaluate primary health professionals education project. b. Build on activities with maternal and child health nurses, to embed <i>Your Fertility</i> into nurses' practice guidelines. c. Continue to extend reach and uptake of Fertility and Reproductive Treatment Schools module and teacher training platform across states and territories, and evaluate uptake and use of resource. d. Continue to disseminate new and current education materials for health professionals via regular e-bulletin, social media and other current avenues. 	<ul style="list-style-type: none"> a. Continue to work with <i>Your Fertility</i> consumer advisory base to inform the program. b. Engage with primary health professionals and peak bodies to extend reach of <i>Your Fertility</i> activities and resources for health professionals c. Conduct ongoing evidence monitoring and translation into relevant materials (web-based articles, social media posts, web copy, e-bulletins) and share with Coalition members and partners. d. Represent <i>Your Fertility</i> at relevant primary health conferences and meetings across Australia, and in industry publications e. Prepare publications and present at other relevant conferences 	<ul style="list-style-type: none"> a. Continue regular engagement with Fertility Coalition members, organisations focussing on healthy lifestyles and relevant chronic illnesses. b. Continue to work with current partners in rural and remote communities to reach health professionals and public. c. Continue to work with key agencies and media to extend the reach of <i>Your Fertility</i> resources produced in various languages in 2018-19 through engagement with culturally diverse communities in other states and territories. d. Expand on initiatives reaching Aboriginal and Torres Strait Islander communities, based on findings of projects and partnerships delivered over past 2 years. 	<ul style="list-style-type: none"> a. Continue priority activities described in column 5 in Year #1 table.

	1. Increase awareness	2. Build capacity	3. Engage target populations	4. Partnerships	5. Provide information and advice
	<p>Fertility Coalition activities.</p> <p>f. Conduct annual website review and content refresh as required.</p> <p>g. Review, and refresh and expand public education materials (videos for health professionals and public, fact sheets and printed materials) where required</p>				
<p>Priorities 2021/22 Year #3</p>	<p>a. Develop Year #3 <i>Your Fertility</i> Workplan</p> <p>b. Implement Year #3 Communications Workplan to deliver regular communications and media activities and strategic social media activities.</p> <p>c. Conduct Fertility Week 2021, contribute to Jean Hailes Women's Health Week, Andrology Australia's Men's Health Week, Robinson Research</p>	<p>a. Host CPD education program for primary health professionals</p> <p>b. Build on activities with maternal and child health nurses</p> <p>c. Continue to extend reach and uptake of Fertility and Reproductive Treatment Schools module and teacher training platform across states and territories, and evaluate uptake and use of resource.</p>	<p>a. Conduct phase two of behavioural insights project with BehaviourWorks Australia at Monash University evaluate impact of previous years' activities.</p> <p>b. Continue to work with <i>Your Fertility</i> consumer advisory base to inform the program.</p> <p>c. Engage with primary health professionals and peak bodies to extend reach of <i>Your Fertility</i> activities and resources for health professionals</p> <p>d. Represent <i>Your Fertility</i> at relevant primary health conferences and meetings</p>	<p>a. Continue our partnership as the Fertility Coalition, and activities with partners aligned with rural and remote, multicultural and Aboriginal and Torres Strait Islander communities.</p>	<p>a. Continue priority activities described in objective 5 in Year #1 table.</p>

	1. Increase awareness	2. Build capacity	3. Engage target populations	4. Partnerships	5. Provide information and advice
	<p>Institute's public education campaigns, and align with other relevant education campaigns.</p> <p>d. Conduct strategic social media activities including live seminar, and cross promotion of Fertility Coalition activities.</p> <p>e. Conduct annual website review and content refresh as required.</p> <p>f. Review, and fresh and expand public education materials (videos for health professionals and public, fact sheets and printed materials) where possible.</p>	<p>d. Continue to disseminate education materials for health professionals via regular e-bulletin, social media and other current avenues.</p>	<p>across Australia, and in industry publications</p> <p>e. Prepare publications and present at other relevant conferences.</p> <p>f. Conduct ongoing evidence monitoring and translation into relevant materials (web-based articles, social media posts, web copy, e-bulletins) and share with Coalition members and partners.</p>		
Priorities 2022 / 23 Year #4	<p>b. Develop Year #4 <i>Your Fertility Workplan</i></p> <p>c. Implement Year #4 Communications Workplan to deliver regular communications and media activities and</p>	<p>a. Disseminate resources and outcomes of comprehensive primary health professional project.</p> <p>b. Continue to engage with maternal and child health nurses to</p>	<p>a. Conduct ongoing evidence monitoring and translation into relevant materials (articles, social media posts, web copy) and share.</p> <p>b. Represent <i>Your Fertility</i> at relevant primary health conferences and meetings</p>	<p>a. Evaluate Fertility Coalition partnership model.</p> <p>b. Continue our partnership as the Fertility Coalition, and will partners aligned with rural and remote, multicultural and</p>	<p>a. Continue priority activities described in column 5 in Year #1 table.</p> <p>b. Evaluate Your Fertility program 2019 – 23</p>

	1. Increase awareness	2. Build capacity	3. Engage target populations	4. Partnerships	5. Provide information and advice
	<p>strategic social media activities.</p> <p>d. Conduct Fertility Week 2022, Women's Health Week, Men's Health Week and other education campaigns</p> <p>e. Conduct strategic social media activities including live seminar, and cross promotion of Fertility Coalition activities.</p> <p>f. Conduct annual website review and content refresh as required.</p> <p>g. Review, and fresh and expand public education materials (videos for health professionals and public, fact sheets and printed materials) where possible</p>	<p>extend previous initiatives.</p> <p>c. Continue to extend reach and uptake of Fertility and Reproductive Treatment Schools module and teacher training platform across states and territories, and evaluate uptake and use of resource.</p> <p>d. Continue to disseminate new and current education materials for health professionals via regular e-bulletin, social media and other current avenues.</p>	<p>across Australia, and in industry publications</p> <p>c. Prepare publications and present at other relevant conferences.</p> <p>d. Conduct ongoing evidence monitoring and translation into relevant materials (web-based articles, social media posts, web copy, e-bulletins) and share with Coalition members and partners.</p> <p>e. Continue to implement and evaluate activities to embed <i>Your Fertility</i> within rural and regional, multicultural and Aboriginal and Torres Strait Islander sectors.</p>	<p>Aboriginal and Torres Strait Islander communities.</p>	



Risk Management Plan - November 2018

Risk / issue	Impact	Likelihood	Design features to reduce likelihood of occurrence	Contingencies to reduce impact (if it occurs)
Human resources				
Staff changes at VARTA or Coalition organisations.	Moderate	Moderate	All staff involved in the project are well-informed and project is well documented. VARTA offers a range of benefits to staff to maximise staff retention.	Appropriate documentation is in place to enable new or existing staff to be easily informed about the project and its progress.
Program Manager or other key staff becoming ill for an extended period.	Moderate	Low	All staff involved in the program are well informed and project is well documented. Occupational health and safety policies are in place and implemented at VARTA.	Project is well-documented to allow another staff member to manage the project if the Program Manager is ill for an extended period.
Timelines are extended due to unforeseen delays in project implementation.	Low	Moderate	Program and project plans are developed to monitor implementation progress, which can be adjusted as needed. Project plans account for potential delays.	Depth of project activities may be scaled back to ensure that all components of the project are completed and project quality maintained.
Members of Fertility Coalition are not cooperative.	Major	Low	Memorandum of understanding between VARTA and Coalition members where appropriate. Consultative approach to project planning to encourage project ownership.	Program Manager to work with Coalition member concerned to resolve issues and determine best way to work together for remainder of project.



Risk / issue	Impact	Likelihood	Design features to reduce likelihood of occurrence	Contingencies to reduce impact (if it occurs)
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Financial

Sudden withdrawal or reduction in funding.	Major	Low	Funding from the Commonwealth Department of Health to be secured until completion of the project by required deadlines. Project budget approved by CEO and cash flow maintained.	Project resources to be re-allocated and project scope re-assessed.
Significant delays in receiving scheduled funding from Commonwealth Government causing delays in project implementation.	Major	Low	Cash flow reviewed by CFO and CEO on ongoing basis to ensure any potential delays are identified at earliest opportunity.	Project resources to be re-allocated and project scope re-assessed.

Systems, technology and equipment

Damage or destruction to office such as fire, burglary, broken windows	Major	Low	VARTA is covered by the full range of umbrella insurance policies put in place by the DHHS for all its agencies. These policies are extensive, they include contents and public liability and all policies are renewed annually. VARTA also has a Business Continuity Plan as required by the Department of Treasury and Finance.	Implementation of the Business Continuity Plan. Home offices or partner organisation accommodation available for use to ensure project can continue. Resource re-print if required.
Loss of data/computer hardware failure	Major	Low	Back up copies of files kept in multiple locations. Computer system back up on a regular basis. VARTA also has a Business Continuity Plan as required by the Department of Treasury and Finance.	Back up copies ensure that files can be recovered. Implementation of Business Continuity Plan.



Risk / issue	Impact	Likelihood	Design features to reduce likelihood of occurrence	Contingencies to reduce impact (if it occurs)
Loss of working and vital paper files	Moderate	Low	Hard copy documents to be kept in one location. Electronic copies of documents are kept in addition to hard copy. VARTA also has a Business Continuity Plan as required by the Department of Treasury and Finance.	Electronic copies of documents to be recovered using backup systems in place and/or Business Continuity Program.

Evidence base

Evidence coordinator/Scientific writer becomes ill for an extended period.	Major	Low	Evidence base established. An evidence based repository developed which can be accessed and added to in a flexible way using research findings from the Robinson Research Institute and members of the Preconception Special Interest Group of the Fertility Society of Australia.	Work with evidence previously gathered and existing knowledge to inform activities in any interim time period.
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Qualitative consumer input

Low quality needs analysis questions or poor facilitation of focus groups, e-groups or round table consultations with consumers or health professionals.	Moderate	Low	Utilise professional research expertise in conducting research / needs analysis.	Senior Research Officer integrally involved with processes to enable supplementary strategies to be employed if required.
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Consultation with professional stakeholders

Low or no cooperation from stakeholders.	Major	Low	Consultation to be scheduled to provide minimal disruption for stakeholders.	Stakeholders to be contacted to determine why they do not want to cooperate and issues resolved where possible.
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Risk / issue	Impact	Likelihood	Design features to reduce likelihood of occurrence	Contingencies to reduce impact (if it occurs)
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Community Education Program

Low response to social marketing strategies used.	Moderate	Low	Comprehensive communications strategy in place. Qualitative research and co-design approach undertaken to determine needs of primary target audience and best methods of targeting them.	Alternative communications strategies to be employed if preferred strategies are not successful.
Coalition members promote the project or disseminate resources without approval from VARTA to ensure Commonwealth Government acknowledgement of funding is provided.	Major	Moderate	Memorandum of Understanding in place which covers promotion of project and requirements of contract with the Department of Health.	Program Manager to discuss issue with organisation concerned and highlight contract requirements in relation to promotion and resource development to minimise risk of reoccurrence. Relevant material identified and removed from public domain and re-released once issues have been rectified.

Health professional education programs

Low participation by health professionals in education programs	Moderate	Low	Consultation conducted with health professionals to determine need and best methods of engagement. Proven strategies utilised for implementation.	Alternative strategies for marketing and promoting education program to be employed if initial strategies are not successful.
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Risk / issue	Impact	Likelihood	Design features to reduce likelihood of occurrence	Contingencies to reduce impact (if it occurs)
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Website

Website outage	Major	Low	Website data stored on secure and reliable server.	Website material backed up on VARTA server every few hours daily. Web developer alerted to outage as soon as possible after it occurs to minimise time that website is down.
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Legal

VARTA or a member of the Fertility Coalition does not comply with aspects of the contract with the Department of Health.	Major	Low	Memorandum of Understanding in place which covers promotion of project and requirements of contract with the Department of Health and Ageing. Legal advice sought when required.	Program Manager to discuss issue with organisation concerned and highlight contract requirements in relation to promotion and resource development to minimise risk of reoccurrence.
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Organisational/Governance

Insufficient support from the VARTA board for the Your Fertility project.	Major	Low	Strategic discussion related to the Your Fertility scheduled with VARTA board annually. Monthly CEO report to board reports on progress of program. Statutory responsibility for VARTA to promote research into the causes and prevention on infertility. Quarterly report on Your Fertility provided to the board.	Discuss and resolve any issues arising during monthly board meetings and meetings with Chairperson.
Victorian Government is not fully aware of program activities.	Major	Low	Victorian Health Minister and Department of Health and Human Services are briefed regularly on Your Fertility.	Discuss any issues arising from project during regular meetings, incorporate information within VARTA's annual report.

The Victorian Assisted Reproductive Treatment Authority has an organisational risk management plan which can be provided on request. VARTA will review the *Your Fertility* risk management plan annually during the duration of the funding period.



Australian Government
Department of Health

Minute

To: Tiali Goodchild
Assistant Secretary
Preventive Health Policy Branch
Population Health and Sport Division

Through: s22
Preventive Policy Section
Preventive Health Policy Branch

FAMILY PLANNING GRANT OPPORTUNITY (GO 1853) – ASSESSMENT REPORT

PURPOSE

As the decision maker for the Public Health and Chronic Disease Program: Family Planning Grant Opportunity (GO 1853), that you:

1. **NOTE** the applications received from the following organisations – Fertility Education Australia (FEA); Multicultural Centre for Women's Health (MCWH); the Ovulation Method Research and Reference Centre of Australia (BillingsLife) and Victorian Assisted Reproductive Treatment Authority (VARTA) at (Attachment A);
2. **NOTE** the assessment outcomes against the Assessment Criterion in the Assessment Report at (Attachment B); and
3. **ACCEPT** the final recommendation for the application from FEA, as Suitable at (Attachment B).
4. **ACCEPT** the final recommendation for the application from MCWH as Highly Suitable at (Attachment B).
5. **ACCEPT** the final recommendation for the application BillingsLife as Suitable at (Attachment B).
6. **ACCEPT** the final recommendation for the application from VARTA as Highly Suitable at (Attachment B).

BACKGROUND

A targeted non-competitive grant opportunity process invited the four currently funded organisations to apply for extended funding to deliver family planning activities under the Public Health and Chronic Disease Program: Family Planning Grant Opportunity. The four organisations (FEA, MCWH, BillingsLife and VARTA) will conduct Family Planning activities including:

- increase community awareness and knowledge of issues relevant to family planning and reproductive health; including development and dissemination of information resources and engagement with community groups to identify and deliver culturally appropriate and relevant content;
- improve the quality of service provision within the sector including to special population groups; including the development of guidelines to ensure clinical service standards are of a high quality and comparable across organisation; and

- promote health and research related to general family planning matters and its use across the sector and in policy development; including the dissemination of the latest research and trends in family planning.

These organisations were identified as having relevant experience and expertise in delivering these activities. The Department has funded family planning activities since the 1970's.

The Family Planning Grant Opportunity (**Attachment C**) was released on 3 April 2019 and closed on 10 April 2019.

Application Overview

On 5 November 2018, Minister Hunt approved funding of up to **\$4,072,000 (GST exclusive)** over four financial years from 2019-20 to 2020-23 (**Attachment D**).

The applications provide responses to three assessment criteria: Alignment with Program Objectives and Outcomes (activity work plan); Efficient and Effective use of Grant Funds (budget); and Effective Risk Management Strategies.

Assessment Committee Assessment

Assessment of the applications were undertaken by an Assessment Committee (the committee) that comprised three officers from the Preventive Health Policy Section, Preventive Health Policy Branch, Population Health and Sport Division.

As stated in the Assessment Plan, the Committee members undertook individual preliminary assessments of the applications before the face to face Assessment Committee meeting.

On Friday 10 May 2019, the Assessment Committee convened to review the applications. In line with the Assessment Plan the Chair called for any conflicts of interest (actual or perceived) to be declared and requested all members sign the Assessment Plan in agreement to the process. The signed Assessment Plan is at (**Attachment D**). No actual or perceived conflicts of interest were noted.

The Chair led the Assessment Committee in assessing the applications against the assessment criteria using the Descriptive Classification Rating Scale. The Assessment Committee also considered value with relevant money, when agreeing on the overall rankings for each applicant.

The applications were assessed against the following criteria and utilising the Descriptive Classification Rating Scale below:

Criteria 1 – Alignment with Program Objectives and Outcomes

Criteria 2 – Efficient and Effective use of Grant Funds

Criteria 3 – Effective Risk Management Strategies

Descriptive Classification Rating Scale

Rating (for individual criterion)	Rank
High quality – response to this criterion addresses all or most sub-criteria to a higher than average standard. Evidence is available and confirms good performance against this criterion	Highly Suitable
Good quality – response against this criterion meets most sub-criteria to an average and acceptable level. Some evidence is available and provides some support for claims against this criterion.	Suitable
Poor quality – poor claims against this criterion, meets some or none of the sub-criteria. Evidence is unavailable, not relevant or lacking in detail.	Not Suitable

Additional evidence may include attachments to the application, previous departmental experience with this applicant, referee reports or information from other areas of the assessment of the criterion.

To obtain an overall rating for each application based on the Descriptive Classification Rating Scale, the following rules were used:

- Highly Suitable: where 2 out of 3 criteria are rated as Highly Suitable and 1 criterion is rated as Suitable or at least two-thirds (66.67%) of criteria have been rated as Highly Suitable, and one third (33.34%) of criteria as Suitable;
- Suitable: where 2 out of 3 criteria are rated as Suitable and 1 criterion is rated as Highly Suitable or at least two-thirds (66.67%) of criteria have been rated as Suitable, and one third (33.34%) as Highly Suitable;
- Not Suitable: where a single criterion is assessed as Not Suitable, the rating is Not Suitable

Value with Relevant Money Assessment

As part of the Assessment process the applications were assessed on how the proposed activities and budgets will provide value for money in achieving the Program outcomes. The Assessment Committee assessed the indicative budgets provided to ensure they aligned with the activities proposed and the Program outcomes. Value with relevant money, considered how well the activities aligned to:

- the overall objective/s to be achieved in providing the grant
- the relative value of the grant sought
- the extent to which the evidence in the applications demonstrate they will contribute to meeting the objectives/outcomes.

Assessment Committee Deliberations:

There were no issues with the assessment process.

Assessment Committee Assessment Summary

The applications were fully assessed and rated using the descriptive rating scale against the Assessment Criteria. See the Committee assessment report that provides detail of the proposed activities and outcomes of the assessment (**Attachment B**).

Integrity and Probity Issues

As this grant opportunity was agreed by the department of finance to be low risk, probity has been maintained through compliance with the agreed Assessment Plan. There were no queries relating to probity during the assessment process that required internal or external probity advice.

FINAL ASSESSMENT

Fertility Education Australia (FEA)

Overall, the Assessment Committee considered that the application addresses the Australian Government's policy objectives and is underpinned by a strong governance and project management framework. Furthermore, after taking into account information provided in the individual application the Assessment Committee considers FEA to be a low-risk organisation with demonstrated capacity and experience to undertake the activities.

Based on this assessment, it is recommended that the application from FEA be found **Suitable**.

Multicultural Centre for Women's Health (MCWH)

Overall, the Assessment Committee considered that the application is a well-formulated application that addresses the Australian Government's policy objectives and is underpinned by a strong governance and project management framework. Furthermore, after taking into account information provided in the individual application the Assessment Committee considers MCWH to be a low-risk organisation with demonstrated capacity and experience to undertake the activities.

Based on this assessment, it is recommended that the application from MCWH be found **Highly Suitable**.

Ovulation Method Research and Reference Centre of Australia (BillingsLife)

Overall, the Assessment Committee considered that the application addresses the Australian Government's policy objectives with a strong governance and project management framework. Furthermore, after taking into account information provided in the individual application the Assessment Committee considers BillingsLife to be a low-risk organisation with demonstrated capacity and experience to undertake the activities.

Based on this assessment, it is recommended that the application from BillingsLife be found **Suitable**.

Victorian Assisted Reproduction Treatment Authority (VARTA)

Overall, the Assessment Committee considered that the application is a very well-formulated application that addresses the Australian Government's policy objectives and is underpinned by a strong governance and project management framework. Furthermore, after taking into account information provided in the individual application the Assessment Committee considers VARTA to be a low-risk organisation with demonstrated capacity and experience to undertake the activities. The *Your Fertility* project is conducted with support of their Fertility Coalition partners. Letters of support from all partners were provided with the application.

Based on this assessment, it is recommended that the application from VARTA be found **Highly Suitable**.

Negotiation Process

The Assessment Committee identified points for negotiation during the Assessment Committee meeting. The Assessment Committee recommends that these points are discussed with the applicant during the contract negotiation stage to ensure required outcomes are achieved. If negotiations are successful, a grant agreement will then be offered. If negotiations are not successful, your approval will be sought for an alternative recommendation.

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THE FREEDOM OF INFORMATION ACT 1982 (CTH)
BY THE DEPARTMENT OF HEALTH AND AGED CARE

RECOMMENDATION

It is recommended that you:

1. **NOTE** the Targeted non-competitive applications from FEA, MCWH, BillingsLife and VARTA at **(Attachment A)**;
2. **NOTE** the assessment outcome against the Assessment Criteria for the applications for the Family Planning activity at **(Attachment B)**;
3. **ACCEPT** the final recommendation for the application from FEA, as Suitable at **(Attachment B)**.
4. **ACCEPT** the final recommendation for the application from MCWH as Highly Suitable at **(Attachment B)**.
5. **ACCEPT** the final recommendation for the application from BillingsLife as Suitable at **(Attachment B)**.
6. **ACCEPT** the final recommendation for the application from VARTA as Highly Suitable at **(Attachment B)**.

Assessment Committee Chair

s22

A/g Assistant Director
Preventive Policy Section
Preventive Health Policy Branch
Population Health and Sport Division

9 May 2019

R1: Noted / Please discuss

R2: Noted / Please discuss

R3: Accepted/Not Accepted

R4: Accepted/Not Accepted

R5: Accepted/Not Accepted

R6: Accepted/Not Accepted

s22

Tiali Goodchild
Assistant Secretary
Preventive Health Policy Branch
Population Health and Sport Division
17 May 2019

ATTACHMENTS

- A. Applications from FEA, MCWH, BillingsLife and VARTA
- B. Assessment Report
- C. Grant Opportunity guidelines.
- D. Assessment Plan



Australian Government

Department of Health

ASSESSMENT REPORT
FOR THE PUBLIC HEALTH AND CHRONIC DISEASE PROGRAM:
FAMILY PLANNING GRANT OPPORTUNITY (GO1853)

THIS DOCUMENT HAS BEEN RELEASED UNDER
THE FREEDOM OF INFORMATION ACT 1982 (FOIA)
BY THE DEPARTMENT OF HEALTH AND AGED CARE

Applicant: Fertility Education Australia (the Applicant)

Application Type: Targeted non-competitive

Grant Opportunity Purpose: The purpose of the grant opportunity is to address family planning and reproductive health issues to allow individuals and couples to anticipate and attain their desired number of children and the spacing and timing of their births by advice on contraceptive methods and the prevention and treatment of involuntary fertility.

Assessment Criterion 1: Alignment with Program Objectives and Outcomes

You must demonstrate this by providing an Activity Work Plan outlining the key tasks your organisation will undertake to meet the objectives of the Program.

Comments:

The Applicant has conducted family planning projects for the Department for many years. Initially partnering with BillingsLife.

The Applicant will deliver on the objectives of the Program by conducting the 'An Educative Approach' project.

The Applicant has demonstrated its capacity to: provide family planning (fertility education) to school students and to couples across Australia through its national network of agencies; information and education sessions to community groups, health professionals, and community health centres; and provide continuing professional development to staff and allied health professionals.

The Applicant states they will provide an annual report to the Department which will include Performance Indicator Targets. The Applicant has developed a reporting tool to assist with reporting against performance indicator targets. Quarterly data collection will be undertaken.

The Applicant's Performance Report for April 2017-July 2018 indicates the numbers of services provided to couples, school students and to health professionals. The report also indicates that there are currently 38 family planning educators nationally. All educators are trained by the Australian Council of Natural Family Planning in the Sympto-thermal method of natural family planning and/or in the Family Life Education Program to provide sexuality and relationship-based sex education for students. All educators are paid usually under the Social and Community Services Employees (State) Award which, according to the report, results in a more stable workforce.

Score: Suitable

Assessment Criterion 2: Efficient and Effective use of Grant Funds

You must demonstrate this by providing an indicative budget.

Comments:

The Applicant is requesting funding to the amount of \$175,000 (GST exclusive) per year over four years, which is within the funding available.

The Applicant currently receives \$525,000 (GST exclusive) over 3 years from 2016-17 to 2018-19 for Family Planning activities.

The majority of the funding is for funding to network agencies (70% of total requested funding). Funding distributed to network agencies is to be used for direct service delivery by the centres.

Funding is allocated to network agencies based on data submitted in relation to direct service delivery. The allocation of funding is weighted to ensure adequate funding for services being provided in rural, regional and remote centres and to assist with special project delivery.

The budget separately identifies admin expenses, training and professional development expenses.

Score: Suitable

Assessment Criterion 3: Effective Risk Management Strategies

You must demonstrate this by providing a completed risk management plan.

Comments:

The Applicant has provided a simple risk assessment and management plan that acknowledges responsibility for risk management, provides information on the governance structure, board operations, human resources (including policies), client safety, financial management. Key risks including facility and IT are considered.

The Plan identifies risks to the safety of personnel receiving or engaged in delivering services as its top priority. This includes risks to the safety of information, assets, facilities and resources. Ownership of risks rests in the Board, Administrative Officer and all staff at all levels of the organisation. Mitigation strategies are identified for all identified risks.

Score: Suitable

Other supporting documentation assessment

Comments:

The Applicant details the level of insurance that member centres are required to hold: Professional Indemnity cover to the value of \$10,000,000, Public Liability insurance to the value of \$20,000,000 and Voluntary Workers insurance but has not provided copies of certificates of insurance.

The stated insurance cover is deemed appropriate however, certificates of Insurance will be requested at the offer of an agreement.

Negotiation Points: Insurance certificates

Final Recommendation

Assessment Criterion	Highly Suitable, Suitable or Not Suitable
Criterion 1 Alignment with program Objectives and Outcomes	Suitable
Criterion 2 Efficient and Effective use of Grant Funds	Suitable
Criterion 3 Effective Risk Management Strategies	Suitable
Overall Recommendation	Suitable

Final Recommendation

The Assessment Committee assessed the application from Fertility Education Australia (FEA) to be **Suitable** as it met the assessment criteria and value with relevant money considerations. Furthermore, after taking into account information provided in the application, FEA is considered to be a low-risk organisation with demonstrated capacity and experience to undertake the proposed activities.

Based on this assessment, it is recommended that the application from FEA for the Family Planning grant opportunity GO1853 be found **suitable**.

Declaration by the Chair of the Assessment Committee:

I certify that this report accurately reflects the conduct of the assessment process and the conclusions of the application assessment committee members.

s22

Signature

Position: A/g Assistant Director

Date: 9/5/19

Assessment Committee Members Names:

s22

Preventive Policy Section, Population Health and Sport Division
Preventive Policy Section, Population Health and Sport Division
Preventive Policy Section, Population Health and Sport Division

Delegate Approval**Delegate Approval****Approved / Not Approved****Comments:**

.....
.....

In approving this Assessment Report, I confirm that I do not have any conflict of interest to declare.

s22

Name: Tiali Goodchild

Signature (Approving Delegate)

Position: Assistant Secretary, Preventive Health Policy Branch

Date: 17-5-19

Applicant: Multicultural Centre for Women's Health (the Applicant)

Application Type: Targeted non-competitive

Grant Opportunity Purpose: The purpose of the grant opportunity is to address family planning and reproductive health issues to allow individuals and couples to anticipate and attain their desired number of children and the spacing and timing of their births by advice on contraceptive methods and the prevention and treatment of involuntary fertility.

Assessment Criterion 1: Alignment with Program Objectives and Outcomes

You must demonstrate this by providing an Activity Work Plan outlining the key tasks your organisation will undertake to meet the objectives of the Program.

Comments:

The Applicant has conducted family planning projects for the Department for many years and initially funded as Working Women's Health in 2001.

The Applicant will deliver on the objectives of the Program by conducting the Multicultural Women's Health Australia project that aims to improve the capacity of immigrant and refugee women and their families to make informed choices about family planning and reproductive health.

The Applicant has demonstrated its capacity to deliver public education on family planning, health promotion activities, professional development and vocational training for health professionals, and consultation, representation and networking activities.

The Applicant provides a detailed Activity Work Plan that sets out objectives, targets, KPIs and indicative timelines for each activity.

Score: Highly Suitable

Assessment Criterion 2: Efficient and Effective use of Grant Funds

You must demonstrate this by providing an indicative budget.

Comments:

The Applicant is requesting total funding to the amount of \$1,274,000 (GST exclusive) over four years which is within the total funding available.

The requested distribution of funds is not within the funds available per year as set out below:

	2019-20	2020-21	2021-22	2022-23	Total
Funds available	\$318,000	\$320,000	\$318,000	\$318,000	\$1,274,000
Funds requested	\$302,956	\$310,757	\$312,459	\$347,828	\$1,274,000
Difference	\$15,044	\$9,243	\$5,541	(\$29,828)	

The distribution of funds per financial year will need to be negotiated. The Assessment Committee does not deem this negotiation point to be a negative for this Applicant.

The Applicant currently receives \$956,000 (GST exclusive) over 3 years from 2016-17 to 2018-19 for Family Planning activities.

The majority of the funding is to go towards staffing costs (73% of total requested funding). The budget separately identifies salary on-costs, salaries and project management and supervision. The budget also separately identifies the cost of deliverables, project administration and infrastructure costs.

The Grant Opportunity Guidelines state that grant money **cannot** be used for the subsidy of general ongoing administration of an organisation such as electricity, phone and rent. **The Applicant will be asked to clarify what is included in infrastructure costs.**

Score: Suitable

Assessment Criterion 3: Effective Risk Management Strategies

You must demonstrate this by providing a completed risk management plan.

Comments:

The Applicant has provided a detailed risk management plan including economic, social, technological, legal and/or environmental/organisational risks, and mitigation strategies are considered. The plan also identifies the level of risk and ownership of risk.

The risk management plan also includes a risk matrix where the Applicant identifies the risk likelihood and impact. Each identified risk is rated and details how it will be monitored and reviewed.

The Applicant will undertake a review of the plan every six months until project completion.

Score: Highly Suitable

Other supporting documentation assessment

Comments:

The requested distribution of funds is **not** within the funds available per year.

The Grant Opportunity Guidelines state that grant money **cannot** be used for the subsidy of general ongoing administration of an organisation such as electricity, phone and rent.

Insurance certificates were not provided with the application. They will be requested when an agreement is offered

Negotiation Points:

- The distribution of funds per financial year will need to be negotiated.
- The Applicant will be asked to clarify what is included in infrastructure costs.
- Insurance Certificates

Final Recommendation	
Assessment Criterion	Highly Suitable, Suitable or Not Suitable
Criterion 1 Alignment with program Objectives and Outcomes	Highly Suitable
Criterion 2 Efficient and Effective use of Grant Funds	Suitable
Criterion 3 Effective Risk Management Strategies	Highly Suitable
Overall Recommendation	Highly Suitable

Final Recommendation

The Assessment Committee assessed the application from Multicultural Centre for Women's Health (MCWH) to be **highly suitable** as it met the assessment criteria and value with relevant money considerations. Furthermore, after taking into account information provided in the application, MCWH is considered to be a low-risk organisation with demonstrated capacity and experience to undertake the proposed activities.

Based on this assessment, it is recommended that the application from MCWH for the Family Planning grant opportunity GO1853 be found **highly suitable**.

Declaration by the Chair of the Assessment Committee:

I certify that this report accurately reflects the conduct of the assessment process and the conclusions of the application assessment committee members.

s22

Signature

Position: A/g Assistant Director

Date: 9/5/19.

Assessment Committee Members Names:

s22

Preventive Policy Section, Population Health and Sport Division
Preventive Policy Section, Population Health and Sport Division
Preventive Policy Section, Population Health and Sport Division

Delegate Approval**Delegate Approval****Approved / Not Approved***Comments:*

.....
.....

In approving this Assessment Report, I confirm that I do not have any conflict of interest to declare.

s22

Name: Tiali Goodchild

Signature (Approving Delegate)

Position: Assistant Secretary, Preventive Health Policy Branch

Date: 17-5-19.

Applicant: Ovulation Method Research and Reference Centre of Australia (the Applicant)

Application Type: Targeted non-competitive

Grant Opportunity Purpose: The purpose of the grant opportunity is to address family planning and reproductive health issues to allow individuals and couples to anticipate and attain their desired number of children and the spacing and timing of their births by advice on contraceptive methods and the prevention and treatment of involuntary fertility.

Assessment Criterion 1: Alignment with Program Objectives and Outcomes

You must demonstrate this by providing an Activity Work Plan outlining the key tasks your organisation will undertake to meet the objectives of the Program.

Comments:

The Applicant has conducted family planning projects for the Department for many years. Initially they partnered with Fertility Education Australia.

The Applicant will deliver on the objectives of the Program by conducting the EMPOWER (Educating the Multi-cultural Population on Women's Evidence-based Reproductive health) project, a continuing national fertility education initiative on the Billings Ovulation Method. Activities will include health professional education and training; support for trainees, maintenance of the website and social media outreach; and community education and health promotion.

The Applicant provides a detailed work plan that includes key outputs and outcomes, targets, KPIs and indicative timelines. The application also outlines reporting and governance arrangements.

Score: Suitable

Assessment Criterion 2: Efficient and Effective use of Grant Funds

You must demonstrate this by providing an indicative budget.

Comments:

The Applicant is requesting funding to the amount of \$824,000 (GST exclusive) over four years which is within the funding available.

The Applicant currently receives \$617,000 (GST exclusive) over 3 years from 2016-17 to 2018-19 for Family Planning activities.

The majority of funding is to go towards staffing costs (91% of total requested funding). The budget separately identifies salary on-costs, accounting/auditing costs and costs associated with obtaining appropriate insurance.

The applicant's co-contribution is \$156,490 (GST exclusive) over the four year period. The Applicant will also contribute through in-kind contributions to the amount of \$643,000.

The Grant Opportunity Guidelines state that grant money **cannot** be used for the subsidy of general ongoing administration of an organisation such as electricity, phone and rent. **The Applicant will be asked to clarify what is included in administration costs.**

Score: Suitable

Assessment Criterion 3: Effective Risk Management Strategies

You must demonstrate this by providing a completed risk management plan.

Comments:

The Applicant has provided a simple risk management plan that includes financial, staffing, volunteers and IT risks. Mitigation strategies are considered.

The Applicant states they are heavily reliant on external funding and that Commonwealth funding only covers part of their education activities. Further sources of income will be required to further expand activities.

Score: Suitable

Other supporting documentation assessment

Comments:

The Grant Opportunity Guidelines state that grant money **cannot** be used for the subsidy of general ongoing administration of an organisation such as electricity, phone and rent.

Insurance certificates were not provided with the application. They will be requested when an agreement is offered.

Negotiation Points:

- The Applicant will be asked to clarify what is included in administration costs.
- Insurance certificates

Final Recommendation	
Assessment Criterion	Highly Suitable, Suitable or Not Suitable
Criterion 1 Alignment with program Objectives and Outcomes	Suitable
Criterion 2 Efficient and Effective use of Grant Funds	Suitable
Criterion 3 Effective Risk Management Strategies	Suitable
Overall Recommendation	Suitable

Final Recommendation

The Assessment Committee assessed the application from the Ovulation Method Research and Reference Centre of Australia (BillingsLife) to be **suitable** as it met the assessment criteria and value with relevant money considerations. Furthermore, after taking into account information provided in the application, BillingsLife is considered to be a low-risk organisation with demonstrated capacity and experience to undertake the proposed activities.

Based on this assessment, it is recommended that the application from BillingsLife for the Family Planning grant opportunity GO1853 be found **suitable**.

Declaration by the Chair of the Assessment Committee:

I certify that this report accurately reflects the conduct of the assessment process and the conclusions of the application assessment committee members.

s22

Signature

Position: A/g Assistant Director

Date: 9/5/19

Assessment Committee Members Names:

s22

Preventive Policy Section, Population Health and Sport Division
Preventive Policy Section, Population Health and Sport Division
Preventive Policy Section, Population Health and Sport Division

Delegate Approval**Delegate Approval****Approved / Not Approved**

Comments:

In approving this Assessment Report, I confirm that I do not have any conflict of interest to declare.

s22

Signature (Approving Delegate)

Name: Tiali Goodchild

Position: Assistant Secretary, Preventive Health Policy Branch

Date: 17-5-19

Applicant: Victorian Assisted Reproduction Treatment Authority (the Applicant)

Application Type: Targeted non-competitive

Grant Opportunity Purpose: The purpose of the grant opportunity is to address family planning and reproductive health issues to allow individuals and couples to anticipate and attain their desired number of children and the spacing and timing of their births by advice on contraceptive methods and the prevention and treatment of involuntary fertility.

Assessment Criterion 1: Alignment with Program Objectives and Outcomes

You must demonstrate this by providing an Activity Work Plan outlining the key tasks your organisation will undertake to meet the objectives of the Program.

Comments:

The Applicant has conducted family planning projects for the Department since 2010.

The Applicant will deliver on the objectives of the Program by conducting the 'Your Fertility' project. Activities will include a national public awareness campaign; maintenance of the Your Fertility website; health promotion materials for the community and health professionals; education for health and education professionals; research; and collaboration.

The Applicant presents a very detailed Activity Work Plan which identifies priority populations, specific populations, settings and strategic outcomes to be targeted during the funding period. The Plan also identifies key activities for each program objective during each financial year, KPIs and indicative timelines.

Score: Highly Suitable

Assessment Criterion 2: Efficient and Effective use of Grant Funds

You must demonstrate this by providing an indicative budget.

Comments:

The Applicant is requesting funding to the amount of \$1,279,990 (GST exclusive) over four years which is not within the funding available. Funding of \$1,274,000 is allocated for this activity, a difference of \$5,990.

The requested distribution of funds per year is not within the funds available per year as set out below:

	2019-20	2020-21	2021-22	2022-23	Total
Funds available	\$320,000	\$318,000	\$318,000	\$318,000	\$1,274,000
Funds requested	\$399,090	\$331,161	\$293,258	\$256,481	\$1,279,990
Difference	(\$79,090)	(\$13,161)	\$24,742	\$61,519	(\$5,990)

The requested funding and distribution of funds per financial year will need to be negotiated.

The organisation currently receives \$956,000 (GST exclusive) over 3 years from 2016-17 to 2018-19 for Family Planning activities.

The majority of the funding is to go towards staffing costs (65% of total requested funding).

The budget separately identifies salary on-costs, accounting/auditing costs and project costs.

The applicant's co-contribution is \$350,348 (GST exclusive) over the four year period.

***As the Applicant has been funded by the Department for many years and is considered low risk with a demonstrated capacity and experience to undertake the proposed activities, the Assessment Committee recommends this criterion be scored as SUITABLE pending negotiation of the Budget.**

Score: Suitable

Assessment Criterion 3: Effective Risk Management Strategies

You must demonstrate this by providing a completed risk management plan.

Comments:

The Applicant has provided an excellent and detailed risk management plan that includes staffing, financial, technological, environmental and organisational risks. Mitigation strategies are considered.

The Applicant states they can also provide an organisational risk management plan upon request.

They state they will review the risk management plan annually during the funding period.

Score: Highly Suitable

Other supporting documentation assessment

Comments:

The Applicant has included letters of support from their Fertility Coalition partners – Jean Hailes for Women's Health, Robinson Research Institute, Andrology Australia, and Global and Women's Health (Monash University).

Proof of Public Liability, Professional Indemnity and Workers Compensation insurance is included.

The Applicant is requesting funding to the amount of \$1,279,990 (GST exclusive) over four years which is not within the funding available. The requested distribution of funds per year is not within the funds available per year.

Negotiation Points: The requested funding and distribution of funds per financial year will need to be negotiated

Final Recommendation	
Assessment Criterion	Highly Suitable, Suitable or Not Suitable
Criterion 1 Alignment with program Objectives and Outcomes	Highly Suitable
Criterion 2 Efficient and Effective use of Grant Funds	Suitable
Criterion 3 Effective Risk Management Strategies	Highly Suitable
Overall Recommendation	Highly Suitable

Final Recommendation

The Assessment Committee assessed the application from the Victorian Assisted Reproduction Treatment Authority (VARTA) to be **highly suitable** as it met the assessment criteria and value with relevant money considerations. Furthermore, after taking into account information provided in the application, VARTA is considered to be a low-risk organisation with demonstrated capacity and experience to undertake the proposed activities.

Based on this assessment, it is recommended that the application from VARTA for the Family Planning grant opportunity GO1853 be found **highly suitable**.

Declaration by the Chair of the Assessment Committee:

I certify that this report accurately reflects the conduct of the assessment process and the conclusions of the application assessment committee members.

s22

Signature

Position: A/g Assistant Director

Date: 9/5/19

Assessment Committee Members Names:

s22

Preventive Policy Section, Population Health and Sport Division
Preventive Policy Section, Population Health and Sport Division
Preventive Policy Section, Population Health and Sport Division

Delegate Approval

Delegate Approval

☒ Approved / ☐ Not Approved

Comments:

.....
.....

In approving this Assessment Report, I confirm that I do not have any conflict of interest to declare.

s22

Signature (Approving Delegate)

Name: Tiali Goodchild

Position: Assistant Secretary, Preventive Health Policy
Branch

Date: 17-5-19

Organisation Risk Assessment - Activity Details

Organisation name	Fertility Education Australia		
Organisation ID / ABN	85 623 446 013		
Date risk assessment last reviewed		Date of next review	

	Performance Management	Issues Management	Governance	Viability	Financial Management	Overall Risk Rating
Risk Rating	Low	Low	Low	Low	Low	Low

Grants (schedule level)	List all grants that the organisation receives from the department. Type in the blank row below the table to add a new row.
-------------------------	---

Grant name	FOFMS ID	Grant type	Start date	End date	Value (ex. GST)	Program risk rating
Family Planning 2019-20 to 2022-23		Other	1/07/2019	30/06/2023	\$700,000.00	Low

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BY THE DEPARTMENT OF HEALTH AND AGED CARE



Australian Government

Department of Health

**Public Health and Chronic Disease Program
Family Planning
Grant Opportunity Guidelines
GO1853**

Opening date:	Wednesday 3 April 2019
Closing date and time:	2.00pm Canberra local time on Wednesday 10 April 2019
Commonwealth policy entity:	Department of Health
Administering entity:	Department of Social Services: Community Grants Hub
Enquiries:	<p>If you have any questions, contact the department via email at: Grant.ATM@health.gov.au</p> <p>Questions should be sent no later than 5pm Canberra local time on Monday 8 April 2019</p>
Date guidelines released:	3 April 2019
Type of grant opportunity:	Closed non-competitive

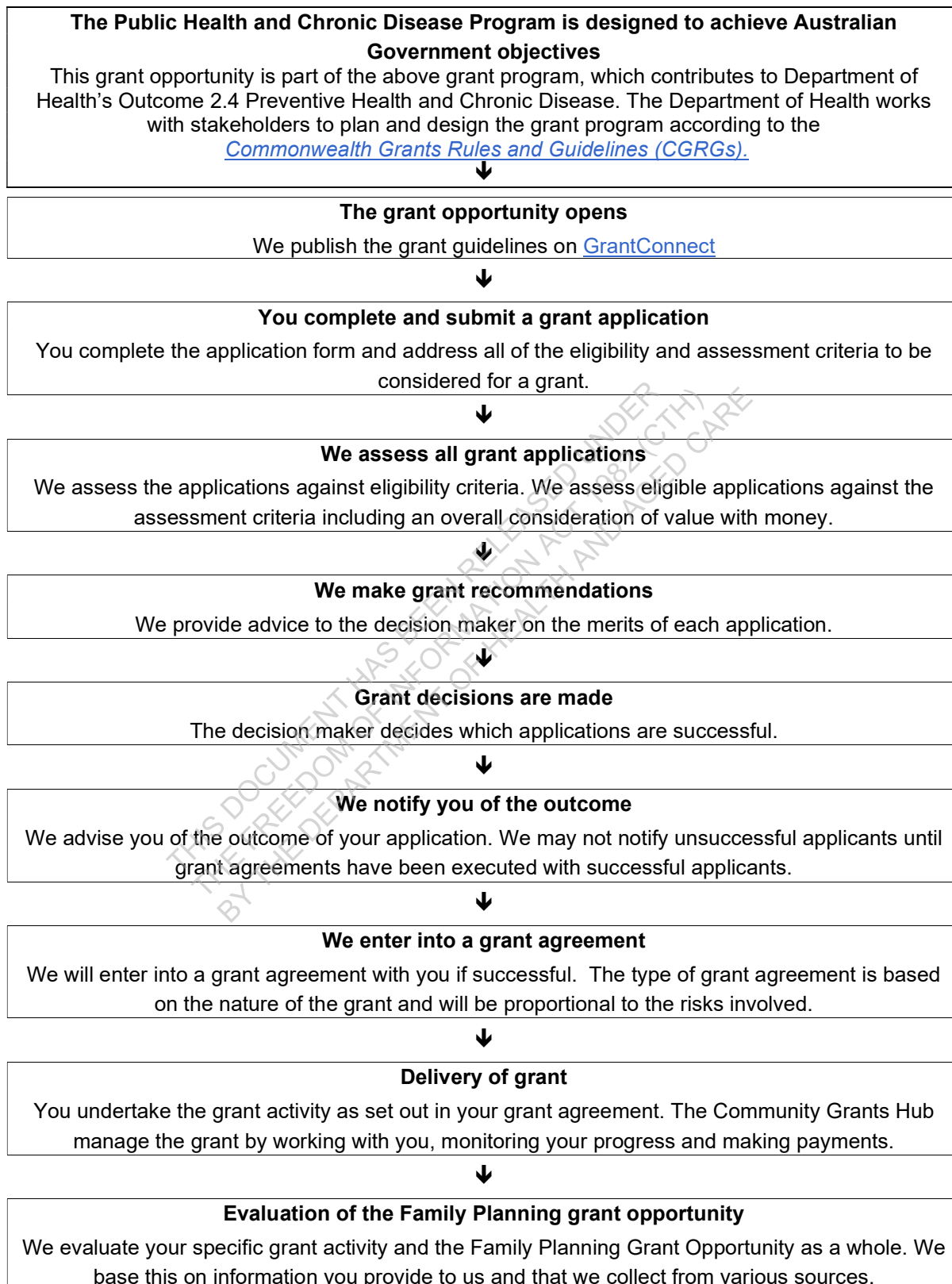
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BY THE DEPARTMENT OF HEALTH AND AGED CARE

1. Public Health and Chronic Disease Program: Family Planning processes



1.1 Introduction

These guidelines contain information for the Family Planning Grant Opportunity Guidelines.

You must read these guidelines before completing an application.

This document sets out:

- the purpose of the grant program/grant opportunity
- the eligibility and assessment criteria
- how grant applications are considered and selected
- how grantees are notified and receive grant payments
- how grantees will be monitored and evaluated
- responsibilities and expectations in relation to the opportunity.

2. About the grant program

The Australian Government continues its commitment to ensure that there is a reduction in the incidence of preventable mortality and morbidity, including through the national public health initiatives, promotion of healthy lifestyles and approaches covering disease prevention, health screening and palliative care.

The Public Health and Chronic Disease Grant Program is under Outcome 2 of the Portfolio Budget Statements. The objectives of the program are:

- Increase the effectiveness and efficiency of the prevention, treatment, control and management of diseases, including through screening and palliative care;
- Develop and enhance effective disease prevention, treatment, control and management measures;
- Improve access to high quality palliative care, end of life and advance care planning;
- Improve quality service provision, increase service capacity and support activities that increase compliance with legislative frameworks;
- Increase the community's knowledge and awareness of the key risk factors for chronic disease and Non-Communicable Diseases (NCDs) and how individuals can lead healthier lives to address these risk factors;
- Improve the health of targeted populations that experience health inequalities or social disadvantage including those based on gender, culture, age and disability;
- Address population group issues such as breastfeeding, family planning and reproductive health, and men's, women's and children's health;
- Develop and implement food and nutrition policy which protects and enhances the health of Australians; and
- Inform health policy and/or improve practice through the establishment and use of disease registers, monitoring and surveillance activities, research and the development of evidence based information.

The intended outcomes of the program are to ensure that there is a reduction in the incidence of preventable mortality and morbidity, including through the national public health initiatives, promotion of healthy lifestyles and approaches covering disease prevention, health screening and palliative care.

We administer the program according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#)¹.

2.1 About the Family Planning grant opportunity

The Family Planning grant opportunity aims to address family planning and reproductive health issues to allow individuals and couples to anticipate and attain their desired number of children and the spacing and timing of their births by advice on contraceptive methods and the prevention and treatment of involuntary fertility.

The objectives of the grant opportunity are:

- Increase community awareness and knowledge of issues relevant to family planning and reproductive health; including development and dissemination of information resources and engagement with community groups to identify and deliver culturally appropriate and relevant content;
- Improve the quality of service provision within the sector including to special population groups; including the development of guidelines to ensure clinical service standards are of a high quality and comparable across organisation; and
- Promote health and research related to general family planning matters and its use across the sector and in policy development; including the dissemination of the latest research and trends in family planning.

The intended outcomes of the grant opportunity are:

- Increase community awareness and knowledge about factors affecting fertility, infertility, natural conception and contraception and assisted reproductive treatment (ART);
- Build the capacity of health and medical professionals to promote fertility optimisation, reproductive life planning and pre-conception health to women and men;
- Provide information and advice regarding fertility and reproductive health to policy makers and health professionals activities including (but not limited to) the prevention of sexually transmitted infections associated with infertility; and
- development of content and delivery of targeted support, education and training programs to specific population groups, including Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, people in rural and regional Australia and people living with a disability.

3. Grant amount and grant period

3.1 Grants available

The Australian Government has committed a total of \$4.072 million (GST exclusive) over four years from 2019-20 to 2022-23 for this grant opportunity.

Funding will be provided to eligible organisations in line with previous years funding, as per the table below:

¹ <https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf>

Organisation	Activity	2019-20 (GST excl)	2020-21 (GST excl)	2021-22 (GST excl)	2022-23 (GST excl)	Total
Fertility Education Australia Inc	1	\$175,000	\$175,000	\$175,000	\$175,000	\$700,000
Multicultural Centre for Women's Health	1	\$318,000	\$320,000	\$318,000	\$318,000	\$1,274,000
The Ovulation Method Research and Reference Centre of Australia	1	\$205,000	\$205,000	\$207,000	\$207,000	\$824,000
Victorian Assisted Reproductive Treatment Authority	2,3	\$320,000	\$318,000	\$318,000	\$318,000	\$1,274,000
Total		\$1,018,000	\$1,018,000	\$1,018,000	\$1,018,000	\$4,072,000

3.2 Grant period

The maximum grant period is four (4) years.

4. Eligibility criteria

To be eligible to receive funding you must be one of the organisations listed at Section 4.1 and have received an invitation to apply from the Department.

Please note an automated notification email from GrantConnect advising you of a new Grant Opportunity is not an invitation to apply for this Grant Opportunity.

4.1 Who is eligible to apply for a grant?

The following organisations are eligible to apply:

- Victorian Assisted Reproductive Treatment Authority (VARTA) - ABN: 94 021 324 852;
- The Ovulation Method Research and Reference Centre of Australia (Billings Life) ABN 57 067 377 959;
- Fertility Education Australia Inc (FEA) - ABN: 85 623 446 013; and
- Multicultural Centre for Women's Health (MCWH) - ABN: 48 188 616 970.

These organisations are invited to apply for this grant opportunity as they have been assessed to have:

- capability to deliver the project activities in the project location
- existing infrastructure and relationships to support the project activities
- knowledge of and capability to deliver the project objectives and outcomes
- specialised knowledge of family planning activities

The invited organisations have already built networks through their operations in the local community that will be leveraged to determine local health needs and have the potential to build and enhance projects delivered in previous funding rounds.

4.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are not one of the listed organisations at Section 4.1.

5. What the grant money can be used for

5.1 Eligible grant activities

The following activities are eligible for funding:

Activity 1: Health Promotion and Community Education

- development and dissemination of community health promotion resources delivered through innovative technology for access nationally;
- provision of advice on general family planning options;
- activities that focus on reproductive health across the life course;
- activities including (but not limited to) the prevention of sexually transmitted Infections associated with infertility; and
- development of content and delivery of targeted support, education and training programs to specific population groups, including Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, people in rural and regional Australia and people living with a disability.

Activity 2: Improved Service Standards

- development and delivery of professional development activities for health professionals involved in family planning, including doctors, nurses, allied health professionals, Aboriginal Health Workers, teachers and other education professionals, and community development professionals via the web or other innovative technology delivery systems; and
- activities such as the development of guidelines aimed at ensuring clinical service standards are of a high quality and are comparable across organisations.

Activity 3: Promote Health Research

- synthesis of current family planning research and data;
- activities that focus on building and consolidating alliances with family planning related research programs; and
- identification of current and emerging reproductive health trends and activities from national data and other sources of information, including clinical and service delivery data, where available, and dissemination of this information to relevant parties.

5.2 Eligible expenditure

You can only spend the grant on eligible expenditure you have incurred on eligible grant activities as defined in your grant agreement.

Eligible expenditure items are costs associated with the delivery of Family Planning activities and include:

- Staff salaries and related costs and administrative support directly related to the delivery of the grant activity;
- Delivery of nationally recognised training and continuing education;
- Promotional activities (including development of resources/ promotional material; advertisements, articles).

Not all expenditure on your grant activity may be eligible for grant funding. The Decision Maker makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

You must incur the expenditure on your grant activities between the start date and end for it to be eligible.

5.3 What the grant money cannot be used for

You cannot use the grant for the following activities:

- staff salaries and related costs and administrative support **not directly** related to the delivery of the grant activity;
- capital works, such as the purchase of any land, the purchase or construction of a completely new premises, the demolition (whether or not followed by the replacement) of the majority of an existing premises or works, including minor capital works
- purchase of land;
- major capital expenditure;
- the covering of retrospective costs;
- costs incurred in the preparation of a grant application or related documentation;
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent
- major construction/capital works;
- the purchase or repair of equipment or motor vehicles;
- delivery of diagnosis and treatment services;
- lobbying and activities which support political parties or campaigns;
- activities which subsidise commercial activities or entity;
- clinical trials;
- duplication of existing activities, including direct provision on an individual basis of support and advice to women and families;
- activities that solely focus on STI prevention;
- activities for family planning options that are not sufficiently evidence based;
- overseas travel; and
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

We cannot provide a grant if you receive funding from another government source for the same purpose.

6. The assessment criteria

The department will assess the eligible organisation's suitability to receive grant funding using the following criteria:

Criterion 1: Alignment with Program Objectives and Outcomes

You must demonstrate this by providing an Activity Work Plan outlining the key tasks your organisation will undertake to meet the objectives of the Program.

Criterion 2: Efficient and Effective use of Grant Funds

You must demonstrate this by providing an indicative budget.

Criterion 3: Effective Risk Management Strategies

You must demonstrate this by providing a completed risk management plan.

7. How to apply

Eligible organisations submitting an Activity Work Plan, an Indicative Budget and a completed Risk Management Plan will be considered as submitting an application for this grant opportunity. Suitability to receive grant funding will be assessed as per Section 6. Eligible organisations must read and understand these guidelines and the grant agreement. These documents may be found at [GrantConnect](#). Any alterations and addenda² will be published on [GrantConnect](#) and by registering on this website you will be automatically notified on any changes. Where there are any inconsistencies, [GrantConnect](#) is the authoritative source.

To apply you must:

- provide all the information requested
- address all eligibility criteria and assessment criteria
- submit your application to GRANT.ATM@health.gov.au by **2:00pm Canberra local time on Wednesday 10 April 2019**.

You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code 1995](#) and we will investigate any false or misleading information and may exclude your application from further consideration.

If you find an error in your application after submitting it, you should contact us immediately on (02) 6289 5600. We do not have to accept any additional information, nor requests from you to correct your application after the closing time.

You cannot change your application after the closing date and time.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, the department may refuse to accept additional information at its discretion and at any time during and post the application period.

² Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, Questions and Answers (Q&A) documents and Frequently Asked Questions (FAQ) documents.

You should keep a copy of your application and any supporting documents.
We will acknowledge that we have received your application within three working days.

If you need further guidance around the application process or if you are unable to submit an application online contact us at GRANT.ATM@health.gov.au or by calling (02) 6289 5600.

7.1 Attachments to the application

We require the following documents with your application:

- insurance cover for Public Liability; Professional Indemnity and Workers Compensation

We will not consider information in attachments that we do not request.

7.2 Joint (consortia) applications

We recognise that some organisations may want to join together as a group to deliver grant activities.

In these circumstances, you must appoint a 'lead organisation'. Only the lead organisation can submit the requested information and enter into a grant agreement with the Commonwealth. The application must identify all other members of the proposed group [and include a letter of support from each of the partners].

Each letter of support should include:

- details of the partner organisation
- an overview of how the partner organisation will work with the lead organisation and any other partner organisations in the group to successfully complete the [grant activity or project/services].
- an outline of the relevant experience and/or expertise the partner organisation will bring to the group
- the roles/responsibilities of the partner organisation and the resources they will contribute (if any)
- details of a nominated management level contact officer.

You must have a formal arrangement in place with all parties prior to execution of the agreement.

7.3 Timing of grant opportunity processes

You must submit an application between the published opening and closing dates. We will not accept late applications, unless it is the direct result of mishandling by the department.

If you are successful, we expect you will be able to commence your grant activity from 1 July 2019.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Open on Grant Connect	1 week
Assessment of applications	4 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	1-3 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of grant activity	July 2019
End date of grant activity or agreement	30 June 2023

7.4 Questions during the application process

If you need further guidance around the process, please contact us at Grant.ATM@health.gov.au or call (02) 6289 5600. The department will respond to emailed questions within three working days.

If you have questions relating to clarification of information of the available grant, technical issues or process during the application period, please contact Grant.ATM@health.gov.au. The department will respond to emailed questions within three working days.

Questions close five full days before the end of the application period. This allows the department to disseminate information to applicants with sufficient time for the applicant to consider the impact of the response on their application.

Requests for clarification may form the basis of a response that will be posted on the GrantConnect website in frequently asked Questions section relating to this grant opportunity. Any questions will be de-identified. Registered applicants will be notified of updates to the documents via email from GrantConnect website.

The department cannot assist you to address assessment criteria/determine eligibility or complete your application.

8. The grant selection process

8.1 Assessment of grant applications

First, we review your application against the eligibility criteria. Only eligible organisations will progress. We consider eligible applications through a closed non-competitive grant opportunity.

We will then assess your application against the assessment criteria (see section 6) and any additional information provided. We consider your application on its merits, based on:

- how well it meets the criteria
- whether it provides value with relevant money.

A Descriptive Classification Scoring Method has been selected as the most appropriate scoring methodology for this grant opportunity.

Table 7: Descriptive Classification Rating Scale

Rating (for individual criterion)	Rank
High quality – response to this criterion addresses all or most criteria to a higher than average standard. Evidence is available and confirms good performance against this criterion	Highly Suitable
Good quality – response against this criterion meets most criteria to an average and acceptable level. Some evidence is available and provides some support for claims against this criterion.	Suitable
Poor quality – poor claims against this criterion, meets some or none of the criteria. Evidence is unavailable, not relevant or lacking in detail.	Not Suitable

When assessing the extent to which the application represents value with relevant money, we will have regard to:

- the overall objective/s to be achieved in providing the grant
- the relative value of the grant sought
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives.
- how the grant activities will target groups or individuals.

8.2 Who will assess applications?

An assessment committee will assess each application on its merit. The assessment committee consist of representatives of the Population Health and Sport Division.

The assessment committee may seek additional information about you or your application. They may do this from within the Commonwealth, even if the sources are not nominated by you as referees. The assessment committee may also consider information about you or your application that is available through the normal course of business.

The assessment committee recommends to the Decision Maker what to approve for a grant.

8.3 Who will approve grants?

The Decision Maker for the purposes of this grant opportunity is the Assistant Secretary, Preventive Health Policy Branch, Population Health and Sport Division. The Decision Maker decides which grants to approve taking into account the recommendations of the assessment committee and the availability of grant funds for the purposes of the grant program.

The Decision Maker's decision is final in all matters, including:

- the approval of the grant
- the grant funding amount to be awarded
- the terms and conditions of the grant.

There is no appeal mechanism for decisions to approve or not approve a grant.

9. Notification of application outcomes

We will advise you of the outcome of your application in writing. If you are successful, we will advise you of any specific conditions attached to the grant.

10. Successful grant applications

10.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We use the standard [grant agreement](#) in this program.

Each agreement has general terms and conditions that cannot be changed. Sample grant agreements are available on Department of Finance [website](#). We will use a schedule to outline the specific grant requirements.

We must execute a grant agreement with you before we can make any payments. We are not responsible for any of your expenditure until a grant agreement is executed. If you choose to start your grant activities before you have an executed grant agreement, you do so at your own risk.

Your grant agreement may have specific conditions determined by the assessment process or other considerations made by the Decision Maker. We will identify these in the grant agreement.

If you enter a grant agreement under Family Planning, you cannot receive other grants for this project from other Commonwealth, state or territory granting programs.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

Standard Grant Agreement

We will use a standard grant agreement.

You will have 30 days from the date of a written offer to execute this grant agreement with the Commonwealth ('execute' means both you and the Commonwealth have signed the agreement). During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application.

You may request changes to the grant agreement. However, we will review any required changes to these details to ensure they do not impact the grant as approved by the Decision Maker.

10.2 How we pay the grant

The grant agreement will state the:

- maximum grant amount to be paid

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

Progress payments

We will make payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the grant activity.

10.3 Grants Payments and GST

Payments will be GST Inclusive. If you are registered for the [Goods and Services Tax \(GST\)](#), where applicable, we will add GST to your grant payment and issue you with a [Recipient Created Tax Invoice](#).

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek

assistance from the [Australian Taxation Office](#).³ We do not provide advice on your particular taxation circumstances.

11. Announcement of grants

If successful, your grant will be listed on the GrantConnect website 21 calendar days after the date of effect as required by Section 5.3 of the [CGRGs](#).

12. How we monitor your grant activity

You must carry out the grant activities in accordance with the grant opportunity guidelines and the grant agreement, which includes the standard terms and conditions, any supplementary conditions, reporting templates and the schedule.

You will be responsible for:

- ensuring the terms and conditions of the grant agreement are met and the Family Planning activities is managed in an efficient and effective manner;
- meeting milestones and other timeframes specified in the grant agreement;
- complying with record keeping, reporting and acquittal requirements in accordance with the grant agreement;
- participating in evaluation as necessary for the period specified in the grant agreement; and
- ensuring that the Family Planning grant opportunity outputs and outcomes are in accordance with the grant agreement.

We will monitor progress by assessing reports you submit and may conduct site visits or request records to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

12.1 Keeping us informed

You should let us know if anything is likely to affect your grant activity or organisation.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your grant, carry on business and pay debts due.

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.

If you become aware of a breach of terms and conditions under the grant agreement, you must contact us immediately.

12.2 Reporting

You must submit reports in line with the grant agreement. We will expect you to report on:

- progress against agreed grant activity milestones and outcomes

³ <https://www.ato.gov.au/>

- expenditure of the grant.

The amount of detail you provide in your reports should be relative to the size, complexity and grant amount.

Progress reports

Progress reports must:

- include evidence of your progress towards completion of agreed activities and outcomes
- show the total eligible expenditure incurred to date
- include evidence of expenditure
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant activities).

We will only make grant payments when we receive satisfactory progress reports.

You must discuss any reporting delays with us as soon as you become aware of them.

Ad-hoc reports

We may ask you for ad-hoc reports on your grant. This may be to provide an update on progress, or any significant delays or difficulties in completing the grant activity.

Final report

When you complete the grant activity, you must submit a final report.

Final reports must:

- identify if and how outcomes have been achieved
- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred
- be submitted by the due date as specified in the grant agreement

12.3 Audited financial acquittal report

We may ask you to provide an independently audited financial acquittal report. A financial acquittal report will verify that you spent the grant in accordance with the grant agreement.

12.4 Grant agreement variations

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You can request a variation in writing to the Assistant Secretary, Preventive Health Policy Branch, Population Health and Sport Division by providing a business case to justify the reasons for a variation to your grant agreement.

You should not assume that a variation request will be successful. We will consider your request based on provisions in the grant agreement and the likely impact on achieving outcomes.

12.5 Compliance visits

We may visit you during or at the completion of your grant activity to review your compliance with the grant agreement. We will provide you with reasonable notice of any compliance visit.

12.6 Record keeping

We may also inspect the records you are required to keep under the grant agreement.

12.7 Evaluation

We will evaluate the grant opportunity to measure how well the outcomes and objectives have been achieved. We may use information from your application and reports for this purpose. We may also interview you, or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

We may contact you up to one year after you finish your grant for more information to assist with this evaluation.

12.8 Acknowledgement

If you make a public statement about a grant activity funded under the program, we require you to acknowledge the grant by using the following:

'This Family Planning grant activity received grant funding from the Australian Government.'

13. Probity

The Australian Government will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

These guidelines may be changed from time-to-time by department. When this happens, the revised guidelines will be published on GrantConnect.

13.1 Enquiries and feedback

The department's [Complaint Handling Process](#) apply to complaints about this grant opportunity. All complaints about a grant process must be lodged in writing.

Any questions you have about grant decisions for this grant opportunity should be sent to GRANT.ATM@health.gov.au

If you do not agree with the way the department has handled your complaint, you may complain to the [Commonwealth Ombudsman](#). The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the department.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072

Email: ombudsman@ombudsman.gov.au

Website: www.ombudsman.gov.au

13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if the department's staff, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer [or member of an external panel]
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

You will be asked to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform the department in writing immediately.

Conflicts of interest for Australian Government staff will be handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#) of the [Public Service Act 1999](#). Committee members and other officials including the decision maker must also declare any conflicts of interest.

The Conflict of Interest policy is available on the [Australian Public Service Commission's website](#).

13.3 Privacy

We treat your personal information according to the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- who we give your personal information to.

Your personal information can only be disclosed to someone else for the primary purpose for which it was collected, unless an exemption applies.

The Australian Government may also use and disclose information about grant applicants and grant recipients under this grant opportunity in any other Australian Government business or function. This includes disclosing grant information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

We may share the information you give us with other Commonwealth entities for purposes including government administration, research or service delivery, according to Australian laws.

As part of your application, you declare your ability to comply with the *Privacy Act 1988* and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by the [relevant Commonwealth entity] would breach an Australian Privacy Principle as defined in the Act.

13.4 Confidential Information

Other than information available in the public domain, you agree not to disclose to any person, other than us, any confidential information relating to the grant application and/or agreement, without our prior written approval. The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time, require you to arrange for you; or your employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form we consider acceptable.

We will keep any information in connection with the grant agreement confidential to the extent that it meets all of the three conditions below:

1. you clearly identify the information as confidential and explain why we should treat it as confidential
2. the information is commercially sensitive
3. revealing the information would cause unreasonable harm to you or someone else.

We will not be in breach of any confidentiality agreement if the information is disclosed to:

- the [committee] and other Commonwealth employees and contractors to help us manage the program effectively
- employees and contractors of our department so we can research, assess, monitor and analyse our programs and activities
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery
- other Commonwealth, State, Territory or local government agencies in program reports and consultations
- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Parliamentary Secretary, and
- a House or a Committee of the Australian Parliament.

The grant agreement may also include any specific requirements about special categories of information collected, created or held under the grant agreement.

13.5 Freedom of information

All documents in the possession of the Australian Government, including those about this grant opportunity, are subject to the [Freedom of Information Act 1982](#) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing.

By mail: Freedom of Information Coordinator
FOI Unit
Department of Health
GPO Box 9848
CANBERRA ACT 2601

By email: foi@health.gov.au

14. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
commencement date	the expected start date for the grant activity
completion date	the expected date that the grant activity must be completed and the grant spent by
co-sponsoring entity	when two or more entities are responsible for the policy and the appropriation for outcomes associated with it
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
decision maker	the person who makes a decision to award a grant
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
Commonwealth entity	a Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act
Commonwealth Grants Rules and Guidelines (CGRGs)	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.

Term	Definition
grant	<p>for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ol style="list-style-type: none"> under which relevant money⁴ or other Consolidated Revenue Fund (CRF) money⁵ is to be paid to a grantee other than the Commonwealth; and which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.
grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant
GrantConnect	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or closed, and will reflect the relevant grant selection process.
grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single [entity] Portfolio Budget Statement Program.
grantee	the individual/organisation which has been selected to receive a grant
PBS Program	described within the entity's Portfolio Budget Statement , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be Grant Programs. A PBS Program may have more than one Grant Program associated with it, and each of these may have one or more grant opportunities.
selection criteria	comprise eligibility criteria and assessment criteria.

⁴ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁵ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
value with money	<p>value with money in this document refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none">• the quality of the project proposal and activities;• fitness for purpose of the proposal in contributing to government objectives;• that the absence of a grant is likely to prevent the grantee and government's outcomes being achieved; and• the potential grantee's relevant experience and performance history.

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THE FREEDOM OF INFORMATION ACT (FOIA)
BY THE DEPARTMENT OF HEALTH AND HUMAN SERVICES

Organisation Risk Assessment - Activity Details

Organisation name	Multicultural Centre for Women's Health		
Organisation ID / ABN	48 188 616 970		
Date risk assessment last reviewed		Date of next review	

	Performance Management	Issues Management	Governance	Viability	Financial Management	Overall Risk Rating
Risk Rating	Low	Low	Low	Low	Low	Low

Grants (schedule level)	List all grants that the organisation receives from the department. Type in the blank row below the table to add a new row.
-------------------------	---

Grant name	FOFMS ID	Grant type	Start date	End date	Value (ex. GST)	Program risk rating
Family Planning 2019-20 to 2022-23		Other	1/07/2019	30/06/2023	\$1,274,000.00	Low

THIS DOCUMENT HAS BEEN RELEASED UNDER
THE FREEDOM OF INFORMATION ACT 1982 (Cth)
BY THE DEPARTMENT OF HEALTH AND AGED CARE

Organisation Risk Assessment - Activity Details

Organisation name	The Ovulation Method Research and Reference Centre of Australia Limited		
Organisation ID / ABN	57 067 377 959		
Date risk assessment last reviewed		Date of next review	

	Performance Management	Issues Management	Governance	Viability	Financial Management	Overall Risk Rating
Risk Rating	Low	Low	Low	Low	Low	Low

Grants (schedule level)	List all grants that the organisation receives from the department. Type in the blank row below the table to add a new row.
-------------------------	---

Grant name	FOFMS ID	Grant type	Start date	End date	Value (ex. GST)	Program risk rating
Family Planning 2019-20 to 2022-23		Other	1/07/2019	30/06/2023	\$824,000.00	Low

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BY THE DEPARTMENT OF HEALTH AND AGED CARE

Organisation Risk Assessment - Activity Details

Organisation name	Victorian Assisted Reproductive Treatment Authority		
Organisation ID / ABN	94 021 324 852		
Date risk assessment last reviewed		Date of next review	

	Performance Management	Issues Management	Governance	Viability	Financial Management	Overall Risk Rating
Risk Rating	Low	Low	Low	Low	Low	Low

Grants (schedule level)	List all grants that the organisation receives from the department. Type in the blank row below the table to add a new row.
-------------------------	---

Grant name	FOFMS ID	Grant type	Start date	End date	Value (ex. GST)	Program risk rating
Family Planning 2019-20 to 2022-23		Other	1/07/2019	30/06/2023	\$1,274,000.00	Low

THIS DOCUMENT HAS BEEN RELEASED UNDER
THE FREEDOM OF INFORMATION ACT 1982 (Cth)
BY THE DEPARTMENT OF HEALTH AND AGED CARE

TO: Tiali Goodchild, Assistant Secretary, Preventive Health Policy Branch

SUBJECT: FOFMS COMMITMENT APPROVAL FOR FAMILY PLANNING ACTIVITIES

Purpose

As the Commitment Approver, under the *Public Governance, Performance and Accountability Act 2013* (PGPA Act) that you:

Approve:

- separately each of the commitment proposals listed in **Attachment A** under s23 (3) of the PGPA Act. These approvals total \$4,479,200 (GST inclusive) over four financial years.

And Note:

- the organisation risk assessments at **Attachment D**.
- the policy approval provided by Minister Hunt at **Attachment E**.
- the Letter of Offer will be signed by the Community Grants Hub delegate upon completion of negotiations on the draft grant agreement schedule and your approval of final schedule.
- the proposed activity(s) is a grant for the purposes of Commonwealth Grants Rules and Guidelines (CGRGs) and in accordance with Department of Finance guidance.
- the legislative authority for the grant is:
 - Section 32B of the *Financial Framework (Supplementary Powers) Act 1997* and the *Financial Framework (Supplementary Powers) Regulation 1997*, Schedule 1AB, under Item number 183, Public Health and Chronic Disease Program.

And Sign:

- this Commitment Approval.

Approval Timing

Current Family Planning funding agreements expire on 30 June 2019.

Background/Context

Division: Population Health & Sport Division

Program area contact & extension: s22 Preventive Health Policy s22

Finance Business Partner & extension: s22 Director, Aged Care Sport and Population Health, s22

Source of Funds / Outcome / Appropriation Bill: Outcome 2: Health Access and Support Services

Program Group: Outcome 2.4 – Preventive Health and Chronic Disease Support

What type of Commitment Approval application is this? New

TRIM File Number: E19-59826

Description

On 5 November 2018, Minister Hunt provided policy approval for the continuation of funding to the four currently funded organisations undertaking the Family Planning activity over four years from 2019-20 to 2020-23 (MS18-002085 at **Attachment D**)

The purpose of the Family Planning activity is to address family planning and reproductive health issues to allow individuals and couples to anticipate and attain their desired number of children and the spacing and timing of their births by advice on contraceptive methods and the prevention and treatment of involuntary fertility.

Grant Opportunity Guidelines Status

This is a new grant activity (including grant programs) and the grant opportunity guidelines must be made publicly available, including on the [GrantConnect website](#). The Family Planning Grant Opportunity Guidelines are at **Attachment B**.

Recommended Applicants

The recommended applicants are listed in the table below:-

Applicant Name	2019-2020 (GST incl)	2020-2021 (GST incl)	2021-2022 (GST incl)	2022-2023 (GST incl)	Total
Fertility Education Australia	\$192,500	\$192,500	\$192,500	\$192,500	\$770,000
Multicultural Centre for Women's Health	\$349,800	\$352,000	\$349,800	\$349,800	\$1,401,400
The Ovulation Method Research and Reference Centre of Australia	\$225,500	\$225,500	\$227,700	\$227,700	\$906,400
Victorian Assisted Reproductive Treatment Authority	\$352,000	\$349,800	\$349,800	\$349,800	\$1,401,400
Total by Financial Year	\$1,119,800	\$1,119,800	\$1,119,800	\$1,119,800	\$4,479,200
Total Commitment Expenditure	\$4,479,200 (GST incl)				

A copy of the Assessment Report is at **Attachment C**. Note that required negotiations detailed in the Assessment Report have been undertaken and were successful in being resolved.

Delegation

Delegation Categories	Amount (incl GST)
Administered	\$4,479,200.00
Special	
Consultancy	
Hospitality	
Capital – IT	
Domestic Travel	
Overseas Travel	
TOTAL	\$4,479,200.00

Proposal Timeframe

The activity will commence on upon execution and will conclude on 30 June 2023.

Grant Agreement

The Commonwealth Standard Grant Agreement will be used.

Funds Availability

Funds are available through Outcome 2, under program number 2.4 – Preventive Health and Chronic Disease and the cost centre is 6002. The relevant Finance Officer has confirmed that funds are available from the nominated outcome number in 2019-20 to 2020-2023.

Assessment of Value with Relevant Money

The applications have been assessed in relation to the risk of the program, meeting the objectives of the program and government policy, innovation and potential performance. The proposal also achieve value with relevant money on the basis that they will deliver outcomes that would not occur without this grant.

The value with relevant money offered by this grant proposal has been assessed as the most effective targeting of funds to meet program/ policy outcomes as outlined in the Grant Opportunity Guidelines.

Risk Assessment

An Organisation Risk Assessment has been undertaken for each of the recommended applicants and they are at **Attachment D**.

Contingent Liabilities**Does the commitment proposal contain any contingent liabilities?**

(i.e. does the commitment proposal potentially create a contingent liability for the Australian Government. Contingent liabilities can come in the form of the Department offering any of the following: Indemnities, Guarantees, Warranties, Letters of Comfort or Liability caps.)

☐ **Yes**

[If yes, a risk assessment should be completed to determine the level of risk to the Commonwealth. It should be attached to this approval request. Please refer to:

- PGPA Act s60; and
- PGPA (Finance Minister to Accountable Authorities of Non-Corporate Commonwealth Entities) Delegation 2014 Part 6.

The risk assessment should include an assessment as to whether the contingent liability is:

- Remote – the likelihood of the event occurring is less than 5%; and
- Non-Significant – the most probable expenditure that would need to be made in accordance with the arrangement, if the even occurred, would be less than \$30 million.]

☒ **No**

Are there any direct or indirect risks arising from this commitment proposal that may not be considered contingent liabilities?

☐ Yes (Please provide details below.)

☒ No

Details:

Are there any other matters that should be considered?

☐ Yes (Please provide details below.)

☒ No

Details:

Grant Agreement Evaluation

At the end of the project period, a financial acquittal will be completed by the Community Grants Hub and recorded in FOFMS. A Grant Agreement Evaluation Report will be prepared once the financial acquittal has been completed.

External Reporting Requirements

The grant agreement will be reported no later than 21 calendar days after the grant agreement takes effect which is in line with the mandatory reporting requirements in the Commonwealth Grants Rules and Guidelines (CGRGs) and will be included in the Department's response to Senate Order 95 (Minchin Motion). The grant agreement will be reported on GrantConnect in accordance with the Senate Order requirements of July 2001 (Murray Motion).

Once executed, the activity will be registered on FOFMS by the Program Manager.

Documentation

All relevant documentation pertaining to the grant agreement has been filed (in accordance with Corporate Business Rule 2: Records Management) on TRIM E19-59826.

Value of Commitment Proposal

Does the total value of the Commitment proposal (maximum amount that may be payable) exceed \$100 million?

☐ Yes (If yes, the Department of Finance Budget Process Operational Rules (BPORs) require a written authorisation from the Finance Minister, unless the commitment has been (or will be) supported by an explicit decision of Cabinet or subject to Finance Minister consideration. This is regardless of the duration of the proposal.)

☒ No

Recommendation

As the Commitment Approver, under the PGPA Act that you:

Approve:

- separately each of the commitment proposals listed in **Attachment A** under s23 (3) of the PGPA Act. These approvals total \$4,479,200 (GST inclusive) over four financial years.

And Note:

- the organisation risk assessments at **Attachment D**
- the policy approval provided by Minister Hunt at **Attachment E**
- the Letter of Offer will be signed by the Community Grants Hub delegate upon completion of negotiations on the draft grant agreement schedule and your approval of final schedule
- the proposed activity(s) is a grant for the purposes of Commonwealth Grants Rules and Guidelines (CGRGs) and in accordance with Department of Finance guidance
- the legislative authority for the grant is:
 - Section 32B of the *Financial Framework (Supplementary Powers) Act 1997* and the *Financial Framework (Supplementary Powers) Regulation 1997*, Schedule 1AB, under Item number 183.

And Sign:

- this Commitment Approval.

Contingent Liability Approval (Divisional Delegate):

Does the commitment proposal contain a contingent liability?

☐ Yes

(If the risk is assessed as:

- Remote and not significant - the contingent liability declaration below will need to be completed by an appropriate Departmental delegate (*Financial Delegation Instruments Schedule 1 Table 3*); or
- Non-remote and/or significant, approval of the Contingent Liability will be required from the Finance Minister, unless the Finance Minister has approved the grant in writing or if the contingent liability has been explicitly agreed in a decision of: Cabinet, the National Security Committee of Cabinet or the Prime Minister.)

☒ No

(If no, continue to the "Commitment Approval" below)

I have considered the commitment/spending proposal and confirm that it does not include a contingent liability and hence does not require s60 approval.

Signature: 

Date: 13 / 6 / 19

Tiali Goodchild

Assistant Secretary

Preventive Health Policy Branch

Population Health and Sport Division

s22 

Commitment Approval (Divisional Delegate):

I APPROVE the commitment/spending proposal of \$4,479,200 (GST inclusive) under s23(3) of the PGPA Act.

I declare that I have made all reasonable enquiries and as a result I am satisfied that:

- **I am an authorised delegate for this commitment proposal and this approval is within the limits of my delegation as specified in the Financial Delegations;**
- **This proposal is consistent with the policies of the Australian Government;**
- **This proposal is an efficient, effective, economical and ethical use of relevant money;**
- **Beyond Forward Estimates approval (where required) has been obtained; and**
- **There is sufficient funding available to meet the commitment proposal.**

s22

Date: 13 / 6 / 19

Tiali Goodchild
Assistant Secretary
Preventive Health Policy Branch
Population Health and Sport Division

s22

Attachments:

Attachment A List of separate commitment proposals that are the subject of this Minute

Attachment B Grant Opportunity Guidelines

Attachment C Assessment Report

Attachment D Organisation Risk Assessments

Attachment E MS18-002085

Contact officer:

s22

Phone:

TRIM ref: -

E19-59826

Attachment A

List of separate commitment proposals

Applicant Name	2019-2020 (GST incl)	2020-2021 (GST incl)	2021-2022 (GST incl)	2022-2023 (GST incl)	Total	Approval under s23 (3) of the PGPA Act
Fertility Education Australia	\$192,500	\$192,500	\$192,500	\$192,500	\$770,000	Approved / Not approved
Multicultural Centre for Women's Health	\$349,800	\$352,000	\$349,800	\$349,800	\$1,401,400	Approved / Not approved
The Ovulation Method Research and Reference Centre of Australia	\$225,500	\$225,500	\$227,700	\$227,700	\$906,400	Approved / Not approved
Victorian Assisted Reproductive Treatment Authority	\$352,000	\$349,800	\$349,800	\$349,800	\$1,401,400	Approved / Not approved
Total by Financial Year	\$1,119,800	\$1,119,800	\$1,119,800	\$1,119,800	\$4,479,200	
Total Commitment Expenditure	\$4,479,200 (GST incl)					



Australian Government
Department of Health

UNCLASSIFIED
Ministerial Submission – Standard
MS18-2085 Version (1)
Date sent to MO:24/10/18

To: Minister Hunt

Subject: APPROVAL TO ALLOCATE FUNDING UNDER PRIORITY 25 FOR FAMILY PLANNING GRANTS ACTIVITIES

Critical date: 8 November 2018 to enable the grants process to commence and be finalised prior to the expiry of current agreements

Recommendation/s:

- | | |
|--|---|
| <p>1. Approve expenditure of up to \$4.072 million (GST Exclusive) over 4 years from 2019-20 to 2022-23 for Family Planning Grants activities.</p> <p>2. Approve the Department undertaking a targeted non-competitive grant opportunity for currently funded organisations (Billings Life, Fertility Education Australia, Victorian Assisted Reproductive Treatment Authority and the Multicultural Centre for Women's Health) for the continuation and/or expansion of family planning activities.</p> | <p>1. Approved/Not approved/Please discuss</p> <p>2. Approved/Not approved/Please discuss</p> |
|--|---|

Signature

Date: 5/11/18

Comments:

Contact Officer:	Lyndall Soper	A/g First Assistant Secretary, Population Health & Sport Division	s22
Clearance Officer:	Dr Lisa Studdert	A/g Deputy Secretary, Population Health, Sport & Aged Care Quality	s22

Issues:

1. Your agreement is being sought to undertake a targeted non-competitive grant opportunity to fund the four organisations currently undertaking family planning activities under Priority 25 for up to \$4.072 million (GST Exclusive) over four years (2019-20 to 2022-23) for evidence-based choices for fertility management for contraception or conception purposes.
2. The four organisations currently being funded are Billings Life, Fertility Education Australia, Victorian Assisted Reproductive Treatment Authority and the Multicultural Centre for Women's Health. The organisations and their current funding are listed in Attachment A.
3. The rationale for a targeted non-competitive grant process for existing organisations is to ensure that funding can be distributed at a reasonable level to allow these organisations to function for the benefit of the public.

UNCLASSIFIED

4. Targeted non-competitive processes are used to invite a single or group of applicants to submit applications, which are assessed individually against the selection criteria.
5. This spending proposal contributes to the objectives of the Family Planning Grants activity by addressing family planning and reproductive health issues via education and monitoring new and emerging evidence and research.
6. With your agreement, the Department is proposing to enter into a four year grant agreement.
7. Legislative Authority for this spending is provided by Schedule 1AB, Item 183 Public Health and Chronic Disease Program under the Financial Framework (Supplementary Powers) Regulations 1997
8. The process being undertaken to develop future funding arrangements for the activity is in accordance with the *Commonwealth Grant Rules and Guidelines*.

Background:

The Department has funded family planning activities since the 1970's. Family planning activities support the reproductive health and fertility management of individuals (men, women and couples) through activities such as public education and professional development, and monitoring of emerging evidence to inform new policy directions and program development.

The objectives of the Family Planning Grants activity are to:

1. Increase community awareness and knowledge of issues relevant to family planning and reproductive health;
2. Improve the quality of service provision within the sector including to special population groups; and
3. Promote health research that is related to general family planning matters and its use across the sector and in policy development.

Grants Administration

Within the available budget allocation, the amount of funding to be distributed across the eligible organisations will be determined by a targeted-non-competitive grant opportunity*. The Department is developing grant opportunity guidelines and will ensure all documentation is in accordance with the Commonwealth Grant Rules and Guidelines. The outcome of this process will be used to determine how the \$4.072 million program budget will be allocated to the successful, eligible organisations from 2019-20.

The grant opportunity will require eligible organisations to submit a proposal outlining how they intend to address these outcomes. The Department will then assess the proposals in accordance with the Commonwealth Grant Rules and Guidelines to determine the best use of Australian Government funding. The grant opportunity will be published on GrantConnect—the Australian Government's grants information system—and eligible organisations will be invited to apply under the opportunity.

*Targeted non-competitive processes are used to invite a single or group of applicants to submit applications, which are assessed individually against the selection criteria.

Attachments

Attachment A: Currently funded organisations

Budget/Financial Implications:

This table has been confirmed by Population Health & Sport Division Business Partner. Funding of \$4.072 (GST Exc) is available in 2019-20 to 2022-23 under program 2.4 – Preventive Health and Chronic Disease (Appropriation Bill 1), Priority 25. A summary of the financial implications appears below.

The current funding agreements for the delivery of the activities cease on 30 June 2019.

Priority 25	2018-19	2019-20	2020-21	2021-22	2022-23	Total
Summary Table	\$(m)	\$(m)	\$(m)	\$(m)	\$(m)	\$(m)
Allocation (as at 2018-19 Budget)	57.628	52.095	54.529	53.294	53.294	270.840
Legal Commitments (as at 30 September 2018)	51.176	36.124	13.294	1.900	0.000	102.494
Pre-Commitments (includes funding for this proposal)	7.768	15.451	38.563	2.582	2.559	66.923
<i>subtotal</i>	58.944	51.575	51.857	4.482	2.559	169.417
Unallocated funding	-1.316	0.520	2.672	48.812	50.735	101.423
Impact of this proposal	0.000	1.018	1.018	1.018	1.018	4.072

Information in this table is correct as at 30 September 2018 and will change subject to funding agreement execution and new commitments. There may be small variances due to rounding. **NOTE:** \$2million will be received into 2018-19 funds for the Channel 7 Telethon leaving \$684,000 remaining.

Sensitivity:

The scope and purpose of the activity is of interest to some stakeholder groups and parliamentarians, consistent with widespread community interest in sexual and reproductive health. The level of interest is expected to continue for this funding period.

There may be some criticism about undertaking a targeted competitive rather than an open competitive approach. However, experience with managing previous Family Planning funding rounds has shown that targeted funding rounds are more successful at attracting organisations with a proven history and a good track record.

The organisations listed in Attachment A have operated successfully and ethically to deliver their programs; have proven their ability to manage the financial aspects of their grants and have established credibility in their respective fields. Continuity of activities via established organisations is a positive for the public.

The argument for funding existing organisations can be summed up as follows:

1. Demonstrated experience and capacity to deliver activities and potential to build and enhance projects delivered in previous funding rounds;
2. Capacity to deliver policy outcomes related to relevant initiatives for Government in an efficient and effective manner whilst achieving value with public money;
3. The specialised subject matter of the Activity;

Consultations:

Health Grants and Network Division was consulted in the preparation of this Submission.
Financial Management Division was consulted in the preparation of this Submission.

Compliance with Commonwealth Grant Rules and Guidelines:

The proposed expenditure is a 'grant' for the purposes of the Commonwealth Grant Rules and Guidelines and is in accordance with the Department of Finances' guidance. The legal authority for the grant arrangement is Section 32B of the *Financial Framework (Supplementary Powers Act) 1997*/ Schedule 1AB, Item 183 Public Health and Chronic Disease Program under the Financial Framework (Supplementary Powers) Regulations 1997.

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THE FREEDOM OF INFORMATION ACT 1982 (CTH)
BY THE DEPARTMENT OF HEALTH AND AGED CARE

Fertility Education Australian Inc. (FEA)

Risk Assessment and Management Plan

Risk Management Philosophy

FEA aspires to operate in a way that protects the health, safety and security of clients, staff members and centres while maintaining the organization's mission and safeguarding assets.

Risk Management Goals

The safety of personnel receiving or engaged in delivering services supported by FEA shall, at all times, be regarded as a top priority and this emphasis shall be communicated throughout the organization in order to ensure its understanding.

General Safety Principles

FEA seeks to involve appropriate personnel, whether board or staff, at all levels of the organization in the identification of risks and creation of practical strategies in order to make certain that the organization's approach to risk management considers diverse perspectives and that personnel understand their responsibility to protect the confidentiality of our clients, the safety and security of our facilities, the integrity our reputation, the preservation and future growth of assets as well as the fulfilment of our mission.

Responsibility for Risk Management

FEA Board

- Sets risk management goals, determines annual operating objectives.
- Determines annual budget with risk management in mind.
- Reviews operational reports to determine compliance and future priorities.
- Ensures compliance with policies and standards imposed by the Department of Health and Aging and the Australian Council of Natural Family Planning.
- Adopts and establishes policies and standards.
- Reviews the organization's insurance program periodically.
- Reviews the organization's risk management plan annually.

Administrative Officer

- Assigns personnel to design and carry out safety and risk management activities.
- Assigns staff to perform annual review of the safety and risk management activities.
- Executes contracts for the organization.
- Keeps the board apprised of emerging threats and opportunities facing the organization.
- Oversees the development, implementation and monitoring of loss prevention programs.

- Oversees the purchase of insurance for the organization.
- Evaluates the insurance program.
- Champions organization-wide effort to protect the vital assets of FEA Inc. and engage key stakeholders in risk management activities.

Governance Structure

Articles of Incorporation

FEA was incorporated in the ACT. The articles of incorporation are reviewed annually. The original articles of incorporation are stored with Catholic Marriage and Fertility Services, 33 Williamstown Road, Doubleview, Western Australia.

Conflict of Interest Policy

Board members are required to declare any known conflicts and agree to comply with the policies and procedures of FEA.

Board Operations

FEA will develop a Board Manual containing the key policies and expectations of the board. The Manual will be reviewed every two years by a Committee of the Board and updates will be made on an as-needed basis.

Board Orientation

To ensure that the members of the Board of FEA are properly trained and prepared for their service, the organization will conduct a board orientation induction for all board members as required. Experienced board members will share their insights and coach the new members in fulfilling their board duties.

Board Development

The Board of FEA is dedicated to improving the skills and knowledge of its members by continually educating the members on the legal, financial, and operational aspects of governing a nonprofit organization. The board will allocate time during the year to increase its governance knowledge.

Board Assessment

To become a more effective board, the board members of FEA will conduct a board self-assessment at least once every three years. The board will use the self-assessment as a tool to improve its performance and energize the organization to achieve its mission.

Board Recruitment and Nomination

FEA strives to have a diverse and qualified board with people who bring the skills, qualities, and expertise needed to lead and govern the organization in accomplishing its mission.

Board Minutes

FEA recognizes the importance of recording accurate and contemporaneous minutes of board meetings and minutes of committees that are authorized to act on the board's behalf, and each board member is aware of his/her responsibility for ensuring the accuracy of the minutes. The minutes are stored with other corporate documents in a safe location to protect them from harm or loss.

Risk Financing Strategy

To safeguard the assets and resources of FEA, the organization will purchase insurance for those insurable risks of major importance to the work of FEA and the financial health of the organization. It is the administrative officer's responsibility to oversee the organization's insurance program and provide an annual insurance report to the board.

Human Resources

Written Employment Policies

FEA believes that written employment policies and up-to-date job descriptions are an essential risk management tool.

Communications Regarding Employment Policies

New policies are communicated verbally and in writing to employees. Staff are also required to confirm their understanding of and willingness to abide by any new policies.

FEA will review and updates its Employee Handbook every two years in order to ensure that policies remain suitable for the organization and in compliance with state and federal employment laws.

FEA uses job descriptions for both paid and volunteer positions in the organization. These documents are developed by supervisory personnel, reviewed by outside legal counsel as appropriate, and updated on an as needed basis.

Employee Orientation

FEA is responsible for designing and conducting an appropriate orientation session for new personnel. The orientation must take place within the first week of employment. A typical orientation includes review of key policies, introduction to software programs and hardware that will be used by the employee, introduction to other staff and key volunteers, and a review of expectations and reporting requirements. Orientation will include ensuring the employees understanding of the mission and objectives of FEA Inc.

Staff Supervision

FEA views effective staff supervision as an essential component of risk management. Supervisory staff are expected to communicate their expectations of direct reports clearly and consistently and hold employees accountable with regard to key tasks and responsibility and compliance with the organization's employment policies. All employees are encouraged to raise concerns or questions about work priorities and assignments with their direct supervisor.

Performance Appraisal Process

FEA requires annual reviews for all personnel.

Client Safety

Client safety is of primary importance to FEA.

Code of Ethics

All personnel of FEA are expected to comply with the standards of the Code of Ethics of the Australian Council of Natural Family Planning.

Interpersonal Relationships

To protect all, we limit contact between our clients and staff (employees and volunteers) to approved activities. Staff should not meet with a client outside the parameters of our organization. Specific limitations are detailed below:

- Staff is prohibited from "baby-sitting" for our clients, the clients' families or other participants within the program.
- Staff cannot meet with a client and/or the client's family other than during scheduled program activities.
- Staff cannot include anyone other than an authorized employee or volunteer in any program activities involving our clients. Clients cannot include members of their families or friends in any program activities unless specifically permitted.
- No money should be given to a client.

Position Descriptions

FEA has developed job descriptions for all positions in the organization.

Applications

FEA uses an application form for paid and volunteer positions. FEA conducts criminal history background checks on all applicants for positions that will have contact with clients.

Emergency Procedures

To ensure the safety of our clients, and staff, FEA funded centres maintain an emergency action plan. The emergency action plan is a way for the agency to prepare and plan for various emergencies. All personnel are expected to know and follow their centres plan.

Training and Supervision

All staff of funded centres are required to meet the training and supervision requirements outlined by the Australian Council of Natural Family Planning.

Financial Management

Financial Responsibilities and Objectives

It is the responsibility of the Board of FEA to formulate financial policies and review the operations and activities of FEA on a periodic basis. The Board delegates this oversight responsibility to the Treasurer. The Treasurer and President of the organization acts as the primary fiscal agents, with responsibility for implementing all financial management policies and procedures on a day to day basis. The board may delegate to qualified staff responsibility for managing various aspects of financial management.

The financial management objectives of FEA are to:

- preserve and protect financial assets needed for fulfilling the objects of FEA;
- exercise appropriate care in the handling of incoming funds and disbursement of outgoing funds;
- strive for transparency and accountability in fiscal operations.

Budgeting Process

The President and Treasurer shall be responsible for developing and presenting to the Board of FEA a proposed budget for the upcoming fiscal year no less than 60 days prior to the beginning of the new fiscal year. The Board shall review and approve the budget prior to the beginning of the new fiscal year. The budget shall contain detailed projections for revenues and expenditures.

Financial Statements

The Treasurer will review financial statements on a monthly basis and the board will review the financial statements quarterly. The financial statements will show a comparison of budget to actual revenue and expenses and also a list of grants or funding that is anticipated but not yet received.

Audit

It is the policy of FEA to engage the services of a reputable, independent CPA firm to conduct an annual audit of the organization's financial statements, as circumstances require. The audit is

required to be completed within six months of the end of each fiscal year. The audit firm is selected by and reports to the Board.

Facility Risks

Facility Needs

FEA seeks to utilize its resources and assets fully in achieving its mission. The prudent use of facilities and resources is required to protect the safety and well-being of all personnel—including staff, volunteers and service recipients—while safeguarding the organization's financial assets.

Facility Design

FEA is committed to providing a safe environment for its clients and personnel through the appropriate use of its premises whether owned, leased or borrowed. All funded centres are expected to construct or modify each property to most efficiently and effectively provide services to our clients while meeting all required codes and regulations.

The Administrative Officer and Board are responsible for overseeing compliance.

Technology and Information Management

FEA's information and office technology systems (networks, software, computers, telephones, printers, copiers, etc.) are tools provided to employees and volunteer to enhance productivity and performance on the job. Limited non-business use is permitted when on personal time (e.g. during lunch hour or after work). Regardless of the type of use, employees must not have any expectation of privacy to data, information or files that are created, stored or used on FEA's systems. The President or his/her designee reserve the right to access the personnel's computer or files at any time. Staff are expected to use good judgment in their use of FEA's information and office technology systems, especially electronic mail. Access to all systems, including electronic mail and the Internet, is a privilege, not a right.

Examples of inappropriate uses of technology include:

- Any violation of law or government regulation.
- Any unauthorized access to computer systems or networks.
- Any use promoting disrespect for an individual, discrimination, or any use constituting a personal attack, including ethnic jokes or slurs.
- Viewing, copying or transmitting material with profane content.
- Transmitting harassing or soliciting messages.
- Transmitting unsolicited advertising.
- Using copyrighted material without permission or legal rights.
- Any use for personal financial gain, or in a manner creating a potential conflict of interest for the employee or FEA.
- Defamatory, inflammatory or derogatory statements about individuals, companies or their products.

- Any use that constitutes a waste of FEA's resources, including network resources.
- Sending or forwarding chain letters.
- Any use of network systems for recreational games or other recreational purposes.
- Any use that involves corruption or destruction of data, including knowingly launching a virus, worm or other malicious software.

The failure to use good judgment or abuse of the organization's policies may result in suspension of privileges or disciplinary action. If any employee discovers he or she has unintentionally violated this policy, that employee should notify his or her supervisor immediately.

Safeguarding Equipment and Systems

To safeguard its office and technology assets, FEA maintains a complete inventory of its electronic equipment and computer and technology systems, including hardware, software, media and data. The inventory process includes documentation of how the networks and systems are configured. Responsibility for maintaining the inventory has been assigned to a regular staff member. The inventory is updated at least quarterly or whenever new equipment, media or software are acquired or discarded. The inventory is stored on-site as well as off-premises.

The administrative officer is responsible for efforts to prevent an interruption to the organization's operations due to damage to technology assets, including data. The individual in this position will coordinate the development of appropriate policies and security measures to protect these vital assets.

FEA maintains numerous files containing personal data, financial information, and other confidential or proprietary information. These files may be in paper or electronic form. The administrative officer will limit access to certain files based upon individuals' responsibilities and job tasks. Confidential documents will be secured in locked filing cabinets. Any employee whose work requires access to confidential documents will ensure that files are returned to their secure location. Persons who knowingly obtain unauthorized access to confidential information will be subject to discipline, up to and including termination. All incoming employees will be required to execute a Privacy Policy concerning access to and use of confidential information prior to being given access to any confidential information.

FEA understands the importance of maintaining computer operations in order to deliver services and programs. A major tool to mitigate damage to computer systems is procedures for creating and storing system backups to enable the organization to quickly restore any lost files or systems.

Disaster Recovery Plan

FEA's clients are dependent upon us and we must be able to meet their needs even if our facilities become inaccessible or suffer damage. To protect both our clients and our operations we shall adopt a disaster recovery plan for the repair, recovery, and restoration of our computer operations. The administrative officer is responsible for the development, maintenance and testing of the electronic disaster recovery plan.

Backup Guidelines

Monthly—The last work day of each month the administrative officer will perform a backup of the entire hard drive/server. The most recent monthly drive will be stored off-site at the administrator's home and the previous months drive will be stored in a locked cabinet. The drives will be rotated on an annual basis and replaced every two years.

Testing—The administrative officer will perform a test of the backups on a quarterly basis.

Audit—The administrative officer will conduct an audit of backup media at least once every six months.

Managing Internet and World Wide Web Risks

FEA is committed to protecting its network and information technology to the greatest extent possible to ensure our ability to provide programs and services to our constituencies. To achieve our objective, the Administrative Officer is responsible for establishing and maintaining security protocols and training all personnel in the proper use of these measures. All personnel are responsible for following the security guidelines to protect their computers from harm. Staff who fail to abide by these security protocols are subject to discipline up to and including termination of employment or volunteer service with the organization.

Insurance

FEA in respect of each Board member and employee (and any other Board member or employee or former Board member or employee of FEA) to the extent permitted by law, purchases and maintains insurance against any liability incurred by that person as a Board Member or employee including, but not limited to, a liability for negligence or for reasonable costs and expenses incurred in defending proceedings, whether civil or criminal and whatever outcome.

Member centres are required to hold insurance cover for Professional Indemnity to the value of \$10,000,000, Public Liability Insurance to the value of \$20,000,000 and Voluntary Workers insurance.



**Fertility
Education
Australia Inc.**

Activity Work Plan and Budget

Introduction

The Activity Work Plan ('The Plan') of Fertility Education Australia ('FEA') outlines the activities that collectively comprise FEA services; services that contribute to the sexual and reproductive health and well-being of the Australian Community and are delivered under the terms and conditions of the funding agreement between the Department of Health and Ageing ('DH&A') and Fertility Education Australia Inc. The activities listed aim to achieve the strategies, outcomes and deliverables identified in the Funding Agreement Schedule.

As specified in the Funding Agreement Schedule, The Project aims to contribute to the Program and Activity outcomes in the following ways:

- Provide a natural alternative in family planning methods, where services in fertility education will enable women to be autonomous in achieving their reproductive goals: avoiding or achieving pregnancy. Fertility education can also assist sub-fertile couples achieve conception.
- Provide relationship-based sex education services where young people learn to contextualise sex within the paradigm of social, cultural and spiritual values and accept responsibility for their decision-making.
- Provide community education in sexual and reproductive health areas.
- Share information with health professionals and allied health organisations on how fertility education can contribute to improved patient care.
- Provide advice to government on these services.

FEA Inc. will provide an annual report on its work for the Department of Health and Aging in relation to the activities being funded as set out in Item B3 of the former Funding Agreement Schedule ensuring to report against Performance Indicator Target numbers. This will be done on an annual basis as required by the Funding Agreement Schedule.

A reporting tool has been developed by Fertility Education Australia for the recording of network agency service delivery to ensure that FEA Inc. can report against the identified performance indicator targets. FEA Inc will undertake quarterly data collection and provide an annual report to the Department against the Performance Indicator Target numbers.

Activity Work Plan of FEA Inc.

Principle Activity	Supporting Activities	Activity Performance Levels means of Assessment	Timing/Reporting	Completion Date
<p>1. To contribute to public education by:</p> <ul style="list-style-type: none"> delivering an educative option in family planning (fertility education) to avoid and/or space pregnancies; delivering educative services in fertility education to assist sub-fertile couples achieve pregnancy delivering relationships based sex education to school students 	<p>1.1 Provide a network of agencies across Australia to offer equity of access to services in fertility education, sub-fertility assistance and relationship based sex education for all Australians: Augmenting face-to-face services with internet options in service delivery.</p>	<p>1.1.1 Monitor and respond to take-up rates and trends of the following:</p> <ul style="list-style-type: none"> client throughputs; location of service; service types; client profiles; sex education sessions and attendees; student profile; <p>1.1.2 Monitor and respond to take-up rates and trends in sub-fertile couples statistics.</p> <p>1.1.3 Monitor the source of referral for clients.</p>	<p>1.1</p> <p>Statistics to be reported by network agencies and reviewed by the FEA Board.</p> <p>Reporting to DoHA annually as per funding schedule against activity performance indicators.</p>	<p>1.1</p> <p>Half Yearly, January and July</p> <p>Annually in July each year</p>

	1.2 Maintain a complement of educators with a high level of professional competencies	1.2.1 Professional development using Australian Council of Natural Family Planning Inc (ACNFP Inc) training and reaccreditation programs which are evidence-based, utilising contemporary scientific studies and clinical trials.	1.2 ACNFP to provide data on training undertaken by network agencies annually.	1.2 By 30 June each year.
	1.3 Adopt a policy of social inclusion for a range of disadvantaged groups (Indigenous, rural, remote communities, people from a Non-English Speaking Background (NESB) and people with disabilities/special needs) through target specific projects.	1.3.1 Existing policy reviewed and updated.	1.3 Existing Policy Updated.	1.3 30.06.20

Principle Activity	Supporting Activities	Activity Performance Levels means of Assessment	Timing/Reporting	Completion Date
2. To promote health education	2.1 National and local promotion strategies to increase professional and public awareness of the health benefits of natural fertility education and its non-invasive contribution in sub-fertility.	2.1.1 Monitor response rates to promotional initiatives.	2.1 Statistics to be reported by network agencies and reviewed by the FEA Board. Reporting to DoHA annually as per funding schedule against activity performance indicators.	2.1 By 30 June each year.
	2.2 Increase awareness within the school community of an alternative approach to sex education that focuses on a healthy lifestyle and educates students on the signs and treatment of sexually transmitted infections.	2.2.1 Monitor take-up rates of school sessions.	2.2 Statistics to be reported by network agencies and reviewed by the FEA Board. Reporting to DoHA annually as per funding schedule against activity performance indicators.	2.2 By 30 June each year.

Principle Activity	Supporting Activities	Activity Performance Levels means of Assessment	Timing/Reporting	Completion Date
3. Information sharing through: <ul style="list-style-type: none"> educating a community to be better informed about SRH issues; increasing and strengthening links with allied health professionals, community health centres and health organisations. 	3.1 Deliver informative sessions to community groups on topic specific basis such as pre-marriage education for couples	3.1.1 Monitor referrals that follow from information sharing.	3.1 & 3.2 Statistics to be reported by network agencies and reviewed by the FEA Board. Reporting to DoHA annually as per funding schedule against activity performance indicators.	3.1 By 30 June each year.
	3.2 Sharing information on fertility education with: <ul style="list-style-type: none"> doctors on the contribution of fertility education as a viable option in patient care; doctors on the contribution of natural fertility education in sub-fertility; and, nurses, midwives, lactation consultants on the benefits of LAM as a method of monitoring fertility whilst breast feeding. 	3.2.1 Monitor referrals to and from other health professionals from information sharing.		3.2 By 30 June each year.

Principle Activity	Supporting Activities	Activity Performance Levels means of Assessment	Timing/Reporting	Completion Date
4. Professional development and continuing education	4.1 Adopt a strategic approach to the ongoing development of staff and allied professionals through the inclusion of fertility education in relevant professional development programs.	4.1.1 Participation in collaborative networks within the fertility awareness sector	4.1 Collaboration occurs and is minuted by the board.	4.1 Ongoing as minuted.
	4.2 Ensure training modules and/or programs address the contemporary application of fertility education.	4.2.1 Assessment of evaluation responses	4.2 ACNFP to provide evaluation data on training undertaken by network agencies annually.	4.2 By 30 June each year.

Principle Activity	Supporting Activities	Activity Performance Levels means of Assessment	Timing/Reporting	Completion Date
5. Consultation, Representation and Networking	5.1 Consult with agencies, health professionals and relevant organisations to promote collaborative approaches to healthcare.	5.1.1 Assess the quantity and quality of collaborative health and educational outputs at meetings of the Board of FEA.	5.1 At each board meeting.	5.1 As reported in board minutes
	5.2 Represent non-interventionist family planning in government and public forums	5.2.1 Effectiveness of representations to be assessed at meetings of the Board of FEA	5.2 At each board meeting as required.	5.2 As reported in minutes
	5.3 Develop networks with health and education personnel and organisations to further the interests of alternative approaches in family planning and sex education.	5.3.1 Opportunities for network development identified and acted upon. 5.3.2 Assess the trend in market share of alternative approaches to family planning and sex education.	5.3 Assessed annually by the Board of FEA.	5.3 By 30 June each year.

Activity Budget

It expected that funding for this project will be allocated annually on the following basis (figures GST exclusive):

Income:

Department of Health and Aging	\$175000
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Expenditure:

Administrative Expenses	\$26250
Training and Professional Development	\$26250
Funding to network agencies for direct service delivery	\$122500
Total:	\$175000

Funding distributed to network agencies is to be used for direct service delivery by the centres. Funding is allocated to network agencies based on data submitted in relation to direct service delivery. The allocation of funding is weighted to ensure adequate funding for services being provided in rural, regional and remote centres and to assist with special project delivery.