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Katungul Aboriginal Corporation  
Community and Medical Services

A.B.N. 35 679 076 545

received 26 SEP 07

# **Special Purpose Financial Report**

## **for the year ended**

### **30 June 2007**



Katungul Aboriginal Corporation  
Community and Medical Services

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2007**

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**CONSOLIDATED PROJECTS  
INCOME STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2007**

Wallaga Lake Village Project	150,000.00	--
s22		



**OATSIH FUNDED PROJECTS  
INCOME STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2007**

s22

s22

s22































# Katungul Aboriginal Corporation Community and Medical Services

## INCOME STATEMENT SUMMARY BY PROJECT

2007  
\$

2006  
\$

### OATSIH

s22



Wallaga Lake Village Project

--

--

s22







Katungul Aboriginal Corporation  
Community and Medical Services

s22

OFFICE FOR ABORIGINAL & TORRES STRAIT ISLANDER HEALTH (OATSIH)  
WALLAGA LAKE VILLAGE PROJECT - ACQUITTAL STATEMENT FOR GRANT  
FOR THE YEAR ENDED 30 JUNE 2007

	Actual \$	Budget \$	Variance \$
<b>RECEIPTS</b>			
Grant – OATSIH	150,000.00	150,000.00	--
	-----	-----	-----
TOTAL RECEIPTS	150,000.00	150,000.00	--
	-----	-----	-----
<b>PAYMENTS</b>			
Scoping Study Expended	5,560.00	150,000.00	(144,440.00)
Scoping Study Committed Expenses	144,440.00	--	144,440.00
	-----	-----	-----
TOTAL EXPENDITURE	150,000.00	150,000.00	--
	-----	-----	-----
<b>NET SURPLUS</b>	--	--	--
	=====	=====	=====



























**Office for Aboriginal and Torres Strait Islander  
2006/07 Funding Agreement - Variation 4**

**RECEIVED**

15 JUN 2007

ABORIGINAL HEALTH

Variation is made on the 15 day of JUNE 2007.

Between

**The Commonwealth of Australia** as represented by the Department Of Health And Ageing (the Commonwealth)

and

Katungul Aboriginal Corporation Community & Medical Services  
ABN 35 679 076 545

Whereas:

- A: The Parties entered into the Agreement dated 16 August 2006 (the "Principal Funding Agreement").
- B: The Principal Funding Agreement has been varied before on 16 March 2007, 16 April 2007 and 30 May 2007.
- C: Clause 1.6 states that no variation will be effective unless in writing and signed by both parties.
- D: The parties now wish to vary the Principal Agreement.

Schedule C to the Principal Funding Agreement is varied as follows:

Add: **Item A – PROJECTS (clauses 1.1 and 3)**

**Purpose:** One off funds of \$165,000 (GST Inclusive) are provided to Katungul Aboriginal Corporation Community & Medical Services as a contribution towards the construction of a multipurpose outreach centre for the delivery of a range of government and non-government services to the Wallaga Lake community.

Funds provided as a contribution toward the construction of a multipurpose outreach centre for the delivery of a range of government and non-government services to the Wallaga Lake community will only be expended by the organisation once:

- a final construction option is decided with the agreement of the Queanbeyan Indigenous Coordination Centre (ICC) and Department of Health and Ageing (DoHA);
- details of the internal configuration of the building are agreed with the ICC and DoHA;
- a memorandum of understanding is signed between Katungul AMS and the auspice engaged to manage the centre, with the agreement of the ICC and DoHA, clearly stating the separate and shared roles and responsibilities of the two organisations;

- the governance structure for the management of the centre is agreed between the ICC, DoHA and all participating organisations;
- a lease is signed between Merriman's Local Aboriginal Land Council and the auspice engaged to manage the outreach centre.

**Project Officer:** s22

**Telephone Number:**

**Add: Item B – PROJECT BUDGET (clauses 1.1 and 3)**

Refer to the attached Auspiced Funding Budget for the 2006/07 Funding Agreement located at Annexure 2.

**Add: Item C – PROJECT PERIOD (clauses 1.1 and 3)**

Refer to Schedule A, Item C.

**Add: Item D – REPORTS & ACQUITTALS (clauses 1.1 and 5)**

Refer to Schedule A, Item D.

The organisation must acquit funds provided in respect to the above funding as part of the reports required in Schedule A of the Principal Agreement.

In particular, additional Aims, Strategies, Measures, Timeframes and Costs must be added to the organisations approved 2006-07 SDRF Action Plan that outline the scope of the project for which these funds will be expended.

**Add Item E: – FUNDS (clauses 1.1, 2 and 4)**

Refer to Schedule A, Item E.

The new total amount of the Funding Agreement is \$1,433,268.10 (GST inclusive), including:

Add the following table to Schedule C, Item E:

<i>Project</i>	<i>Recurrent Funding</i>	<i>One-Off Funding</i>	<i>Total Amount</i>
Contribution toward the construction of a multipurpose outreach centre for the delivery of a range of government and non-government services to the Wallaga Lake community	Nil	\$150,000	\$150,000.00
GST	Nil	\$15,000.00	\$15,000.00
Total	Nil	\$165,000.00	\$165,000.00

Add **Item F: – PROJECT MATERIAL & EXISTING MATERIAL (clauses 1.1 and 11)**

Refer to Schedule A, Item F.

Add **Item G: – LIASON OFFICERS (clauses 1.1, 7, and 25)**

Refer to Schedule A, Item G.

Add **Item H: – INSURANCE (clause 18)**

Refer to Schedule A, Item H.

Add **Item I: – ACTION PLAN (clause 1.1 & 26)**

Refer to Schedule A, Item I.



**Office for Aboriginal and Torres Strait Islander Health  
2006/07 Funding Agreement – Variation 4**

**SIGNED**for and on behalf of the **COMMONWEALTH OF AUSTRALIA**

s22

(Printed Name)

*A/ Director*

(Position)

s22

(Signature)

*15 June 2007*

(Date)

in the presence of

s22

(Printed Name of Witness)

*15-6-07*

(Date)

s22

(Signature)

**SIGNED**for and on behalf of **Katungul Aboriginal Corporation Community & Medical Services**  
**ABN 35 679 076 545** by

s47F

(Printed Name of Board/Committee Member/  
Member/Authorised Staff Member who  
can sign contracts for the Organisation)*12th June 2007*

(Date)

s47F

(Signature)

s47F

(Printed Name of Board/Committee Member/  
Member/Authorised Staff Member who  
can sign contracts for the Organisation)*12th June 07*

(Date)

s47F

(Signature)

s47F

(Printed Name of Board/Committee Member/  
Member/Authorised Staff Member who  
can sign contracts for the Organisation)*12 JUNE 07*

(Date)

s47F

(Signature)

Place Common Seal here if legislation or the rules of the Organisation require.

The Common Seal of

*Katungul Aboriginal Corporation*  
*Community & Medical Services*  
(Organisation's name)

affix common seal in this space



Signed Funding Agreements

Letter of Acceptance

*NT 15/6/07*

Verified Letter of Acceptance

*NT 15/6/07*

Letter of Acknowledgement

*NT 15/6/07*

# 2006/07 OATSIH Funding Agreement Budget

FOI 5026 - Document 2  
**Annexure 2**  
 Variation 4

<b>ORGANISATION NAME:</b> Katungul Aboriginal Corporation Community & Medical Services
<b>PROGRAM TITLE:</b> Auspiced Funding

## 2006/07 OATSIH FUNDING AGREEMENT BUDGET

### Statement of Income, Expenditure and Budget Year Ending 30 June 2007

	2006/07
<b>INCOME</b>	
<b><i>OATSIH Recurrent Funding</i></b>	
Primary Health Care	\$ -
Substance Use	\$ -
Bringing Them Home	\$ -
Capital Works	\$ -
Chronic Disease	\$ -
Eye Health	\$ -
Hearing Services	\$ -
Immunisation	\$ -
Male Health	\$ -
Mental Health	\$ -
Nutrition	\$ -
PHCAP	\$ -
Regional Planning	\$ -
Remote Communities	\$ -
Sexual Health	\$ -
Substance Use	\$ -
Workforce Policy	\$ -
2006/07 Indexation Funds	\$ -
<b>Sub-Total</b>	<b>\$ -</b>
<b>GST Applicable</b>	<b>\$ -</b>
<b><i>OATSIH Additional Recurrent &amp; One off Funding (Variations)</i></b>	
Variation 1	\$ -
Variation 2	\$ -
Variation 3	\$ -
<b>Variation 4 - Wallaga Lake Multipurpose Centre</b>	<b>\$ 150,000.00</b>
<b>Sub-Total</b>	<b>\$ 150,000.00</b>
<b>GST Applicable</b>	<b>\$ 15,000.00</b>

# 2006/07 OATSIH Funding Agreement Budget

FOI 5026 - Document 2  
**Annexure 2**  
 Variation 4

<b>TOTAL OATSIH FUNDING (Recurrent &amp; One-off)</b>	<b>\$ 165,000.00</b>
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## **Other Income & Reimbursements**

Funding from other sources

Interest \$ -

Clinical Fees \$ -

Project generated receipts -Medicare \$ -

Sale of Assets \$ -

Surplus/Deficit/Carry forward \$ -

<b>TOTAL OTHER INCOME &amp; REIMBURSEMENTS</b>	<b>\$ -</b>
--	-------------

<b>TOTAL INCOME</b>	<b>\$ 165,000.00</b>
---------------------	----------------------

## **EXPENDITURE**

### **Staff Salaries & On-costs**

Salaries/Wages \$ -

Other Allowances - uniform \$ -

Staff payments \$ -

District allowance \$ -

Superannuation \$ -

Leave provisions \$ -

Long service \$ -

Sick leave \$ -

Leave loading (if applicable) \$ -

FBT \$ -

Workcover \$ -

Staff Training \$ -

Educational Material \$ -

<b>Sub-Total</b>	<b>\$ -</b>
------------------	-------------

### **Operational**

Clinical Expenses \$ -

Professional Indemnity \$ -

Medical/Dental Supplies \$ -

Travel \$ -

Fares \$ -

Travel Allowance \$ -

Charters \$ -

Overseas travel \$ -

Conferences \$ -

Vehicle Expenses \$ -

Leasing Expenses \$ -



# 2006/07 OATSIH Funding Agreement Budget

FOI 5026 - Document 2  
**Annexure 2**  
 Variation 4

Petrol & Oil	\$	-
Registration & Insurance	\$	-
Repairs & Maintenance	\$	-
Depreciation / Changeover	\$	-
Repair & Maintenance	\$	-
Building	\$	-
Plant & Equipment	\$	-
Minor Equip. Replacements	\$	-
Depreciation	\$	-
Service & Supplies	\$	-
Accounting	\$	-
Administration/IT	\$	-
Advertising	\$	-
Audit	\$	-
Bank & Financial charges	\$	-
Clinical expenses	\$	-
Cleaning	\$	-
Computer support	\$	-
Consultants	\$	-
Staff/Client Amenities	\$	-
Electricity & Gas	\$	-
Insurances	\$	-
Public Liability	\$	-
Laundry	\$	-
Legal Fees	\$	-
Medical/Dental Supplies	\$	-
Program Development	\$	-
Postage & Couriers	\$	-
Membership	\$	-
Printing	\$	-
Rates/Rent	\$	-
Staff Training	\$	-
Stationery & Office Support	\$	-
Subscriptions	\$	-
Security	\$	-
Telephone/Mobiles	\$	-
<b>Sub-Total</b>	<b>\$</b>	<b>-</b>

## OATSIH Additional Recurrent & One Off Funding (Variations)

Variation 1	\$	-
Variation 2	\$	-
Variation 3	\$	-
<b>Variation 4 - Wallaga Lake Mulitpurpose Centre</b>	<b>\$</b>	<b>150,000.00</b>
<b>Sub-Total</b>	<b>\$</b>	<b>150,000.00</b>



## 2006/07 OATSIH Funding Agreement Budget

## Annexure 2

Variation 4

**Capital**

Plant & Equipment	\$	-
Repair/Maintenance	\$	-
Furniture/Office equipment/comp	\$	-
Medical Equipment - supplies	\$	-
Motor Vehicles	\$	-
<b>Sub-Total</b>	<b>\$</b>	<b>-</b>

<b>2006-07 Indexation funds available</b>	<b>\$</b>	<b>-</b>
---	-----------	----------

<b>Sub-Total of Expenditure</b>	<b>\$</b>	<b>150,000.00</b>
---------------------------------	-----------	-------------------

<b>GST Payable</b>	<b>\$</b>	<b>15,000.00</b>
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<b>TOTAL EXPENDITURE</b>	<b>\$</b>	<b>165,000.00</b>
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**Katungul Aboriginal Corporation  
Community and Medical Services**

Supported by the **Department of Health and Ageing** and **NSW Health**

ABN: 35 679 076 545

26 Princes Highway, PO Box 296  
NAROOMA NSW 2546  
Ph: (02) 4476 2155  
Fax: (02) 4476 1638

116 Gipps Street, PO Box 422  
BEGA NSW 2550  
Ph: (02) 6492 0532  
Fax: (02) 6492 0526

FILE DATE H

Mr s22  
Office for Aboriginal & Torres Strait Islander Health  
MDP 114  
GPO Box 9848  
SYDNEY NSW 2001

RECEIVED  
15 JUN 2007  
ABORIGINAL HEALTH

Dear s22

Enclosed are the two signed copies of Variation 4 of the 2006/07 Funding Agreement as previously discussed

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

Regards  
s47F

s47F



**Australian Government**  
**Department of Health and Ageing**

FILE COPY

s22

RECEIVED  
8-6-07

s22

s22

s47F

Chairperson  
Katungul Aboriginal Corporation Community & Medical Services  
PO Box 296  
NAROOMA NSW 2546

Dear s47F

**Variation 4 of the 2006/07 Funding Agreement**

The Department of Health and Ageing is pleased to ask you to review the enclosed Variation for the amount \$165,000.00 (GST inclusive) to Katungul Aboriginal Corporation Community & Medical Services, for the following reasons:

Contribution toward the construction of a multipurpose outreach centre for the delivery of a range of government and non-government services to the Wallaga Lake community

The new total amount for the Funding is \$s22 (GST inclusive) is made of:

Schedule	Funding (\$)	GST (\$)	Amount (\$)
A. s22			
B. s22			
C. Auspiced Funding	\$150,000.00	\$15,000.00	\$165,000.00
<b>Total for Agreement</b>	<b>s22</b>		

An Auspiced Funding budget has been added to Annexure 2 to reflect the Variation amount of \$165,000 (GST Inclusive).

This amount is the Commonwealth's contribution to the approved projects for the period 1 July 2006 to 30 June 2007. Please note that the Funding including the Variation outlined above remains subject to all other terms and conditions as set out in the Funding Agreement dated .

Despite the possibility of a change to the Variation, if your organisation wishes to enter into the Funding Agreement, please review the Variation and arrange for both copies of the Variation to be signed by authorised representatives of your organisation and return both copies in full to:

s22

Office for Aboriginal & Torres Strait Islander Health  
GPO Box 9848  
SYDNEY NSW 2001

It would be appreciated if this Variation could be returned by 15 June 2007. A Variation signed by both parties will be returned to you.

185

Further, where the Agreement provides for multiple payments, e.g., quarterly, receipt of subsequent payments is dependent on your Organisation meeting the requirements relevant to that payment as set out in the Agreement.

Should you have any further queries, please do not hesitate to contact Mr s22, on s22

s22

A/g Director  
New South Wales  
Office for Aboriginal and Torres Strait Islander Health

8 June 2007



s22

## DEPARTMENT OF HEALTH AND AGEING

Application for *VARIATION* to Annual Discretionary Grant

<b>Date Submitted</b> 14/06/2007	<b>Outcome</b> 8	<b>Division</b> OATSIH	<b>BRE Number</b> 187
<b>BRE Name</b> 45 Program Group Level	Aboriginal and Torres Strait Islander Health Services 8.1-'ATSI Health'		

<b>Contact</b> s22	<b>Extn</b>	<b>ReturnTo</b> BFSM	<b>MDP</b> 17
-----------------------	-------------	-------------------------	------------------

## 1. How much funding will be awarded to this

<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>Total (Incl</b>
\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00

Bringing the total funds to \$165,000.00

2. Will this Discretionary Grant create a funding commitment for more than 12 Calendar months? No

3. What is the title of the Grant? (this must be a unique field)

Wallaga Lake services variation

4. Clearly describe the reason for the grant (What is the grant for)?

Contribution towards the construction of a multipurpose outreach centre in Wallaga Lake.

5. What date are you intending to sign the Grant?

19-Jun-07

6. Where is the Grant funding location?

NSW

7. What type of organisation is the recipient of the Grant?

Indigenous organisation

## 8. Grant Recipient Details

<b>Recipient Title</b>	<b>Street Address</b>	<b>Phone, Fax, Email</b>	<b>ABN</b>	<b>Peakbody /Constitutio</b>
Katungul Aboriginal Corporation Community & Medical Services	(PO Box 296) NAROOMA NSW 2546	Phone: (02) 4476 2155 Fax: (02) 4476 1638 Email:	35679076545	

9. Is Regulation 10 Triggered? No

OATSIH Grant ID 1502

1

s22

SW/Health

15/06/2007 02:53 PM

To s22

cc

bcc

Subject Letter of Ack - Katungul Aboriginal Corporation  
(Outreach centre Wallaga Lake)  
[SEC=UNCLASSIFIED]

**UNCLASSIFIED**

Hi All

The variation for Katungul Aboriginal Corporation for the Outreach centre at Wallaga Lake has been completed & Letter of Ack has been generated & saved in Katungul's 06/07 FA folder.

Payment amount of \$165,000 (GST Incl) is scheduled for tonight's payment run.

Thanks

s22

Service Development and Finance

OATSIH NSW

Ph: s22

Fax

**UNCLASSIFIED**

s22



**Australian Government**  
**Department of Health and Ageing**

## Minute

s22

State Manager  
 NSW State Office  
 PN 01202560

Approved / ~~Not Approved~~

29 May 2007

Through

s22

Director  
 NSW OATSIH

s22

Supported/Not Supported

29 May 2007

### WALLAGA LAKE - MULTIPURPOSE OUTREACH CENTRE

#### Purpose

To seek your approval to:

1. provide \$150,000 (GST Inclusive) of one-off 2006-07 uncommitted program funds to Katungul Aboriginal Corporation Community and Medical Services (Katungul AMS) as DoHAs contribution toward the construction of a multipurpose outreach centre for the delivery of a range of government and non government services to the Wallaga Lake community; and
2. waive the requirement for three quotes to be sourced prior to the purchase of such services, on the basis that it is not practical, as allowed for under Clause 13.4 of the Office of Aboriginal and Torres Strait Islander Health (OATSIH) Standard Funding Agreement.

And ask that you note that:

3. DoHAs funding contribution to the construction of the centre will form part of its contribution to an SRA that is being developed by the Queanbeyan Indigenous Coordination Centre (ICC); and that
4. additional funding in 2007-08 for coordinator and receptionist positions at the centre, additional fit-out, and ongoing maintaince costs of the building will be sought by the ICC from participating Australian and State government agencies and those organisations providing services from the centre.

#### Background

The Whole-of-Government work at Wallaga Lake has raised the profile of the health needs of this community within DoHA and has highlighted the lack of an appropriate response by our locally funded health services. In response to this Katungul AMS commenced a monthly GP/Health Worker clinic at Wallaga Lake, however, the clinic is being run out of substandard premises which must either be repaired or alternative accommodation found.

The ICC has been negotiating with the community and a range of government and non-government service providers regarding the establishment of a multipurpose outreach centre. The



expectation is that the centre would enhance service provision to the community across a range of services in the short term and develop skills within the community around accessing services so that the community can transition to using some services (including mainstream services) off Wallaga Lake in the medium term. The draft ICC Wallaga Lake Multipurpose Outreach Centre proposal is provided at Attachment A.

### Options

Two options are currently being considered for the construction of a multipurpose outreach centre:

1. the lease/purchase of a demountable building; or the
2. renovation of an existing building owned by Merriman's Local Aboriginal Land Council and currently being used by Katungul AMS for their monthly clinic.

Option 2 is the preferred option as it utilises an existing building that has previously been used as a health clinic for the community and for the delivery of other government funded services. This option also addresses a perception by State government and the community that a demountable building is a temporary commitment and provides an permanent clinic space.

The final decision on a construction option will be made on the basis of value for money, availability of funding from other sources and community input.

### Auspice

Katungul AMS is the proposed auspice organisation for the construction of the building due to their existing responsibility for health service delivery to this community. However, it should be noted that Katungul was rated as a Service of Concern in OATSIHs most recent risk assessment process in February 2007.

s47F

. These risks have, to a large extent, been addressed by the appointment of an experienced CEO on 14 May 2007 for a period of three years; and the development of an OATSIH risk management plan which has been discussed and agreed with the organisation. These risks and mitigating factors were considered by both OATSIH and ICC in proposing Katungul as the auspice organisation. OATSIH will assess the organisations risk rating again in six months.

### SRA status

It is intended that the funding will form part of the Department's contribution to an SRA currently being developed by the Queanbeyan ICC. The SRA will also incorporate funding for the coordinator and receptionist positions at the centre, additional fit-out, and the ongoing maintaince costs of the building.

### **Budget**

The range of estimated costs for the two options under consideration is \$238,843 to \$427,649. Please refer the comparison table at Attachment B.

OATSIH is limited to providing a maximum of \$150,000 (GST Inclusive) for any one off minor capital works project. As such, the ICC is seeking additional funding for the remainder of the construction costs from other Australian Government and NSW State Government agencies. In addition, Katungul AMS have also committed their estimated 2006-07 underspend of approximately \$93,000 toward the construction costs, pending approval by OATSIH.



To show faith with the local community it is proposed that OATSIH commit \$150,000 (GST Inclusive) from 2006-07 Expansion and Enhancement funds while the ICC continues its negotiations with the community and other agencies to finalise the construction option and secure the additional funds required.

Funding would be transferred to Katungul AMS on the condition that it be held until:

- a final construction option is decided with the agreement of the ICC and DoHA;
- details of the internal configuration of the building are agreed with the ICC and DoHA;
- a memorandum of understanding is signed between Katungul AMS and the auspice engaged to manage the centre, with the agreement of the ICC and DoHA, clearly stating the separate and shared roles and responsibilities of the two organisations;
- the governance structure for the management of the centre is agreed between the ICC, DoHA and all participating organisations;
- a lease is signed between Merriman's Local Aboriginal Land Council and the auspice engaged to manage the outreach centre.

In the event that these conditions cannot be fulfilled Katungul AMS would be required to return the funds to OATSIH.

#### Quotes

Katungul AMS have received an Opinion of Probable Cost (OPC) from K20 Architecture for the lease/purchase of two configurations of a demountable and a quote from Pearce and Percy Constructions for the renovation of the existing building. In addition, the renovation quote has been independently verified by the construction firm Davis Langdon as being a fair and reasonable estimate of the cost for the works.

Clause 13.2 of the OATSIH standard funding agreement states that:

*Where the purchase price of an Asset or service is equal to or greater than \$5,000, including GST, the organisation must either obtain written quotes or publicly invite tenders from at least 3 suitable suppliers. The Organisation may proceed with fewer than 3 quotes in circumstances where it is not possible or practicable to obtain 3 or more quotes, but must inform the Department within 30 days of doing so.*

Katungul AMS has put forward the case that it has not been practicable for them to obtain three quotes for all services associated with the building due to the short timeframes involved, changing scope of the project and limited staffing capacity.

In the event that funding is approved special conditions will be included in the variation requiring: appropriate quotes to be received for each component of the work prior to it being incurred; and any unspent funds to be either returned to the Department or an application made for their redirection towards additional work associated with this project in accordance with Clauses 13 and 16 of the OATSIH standard funding agreement.

#### **Authorisation**

You have the delegation to approve proposals to spend public money of up to \$100m in accordance with Item 108 of Schedule 1 of the Financial Delegations and Authorisations, 1 January 2003; and

Under OATSIH Operational Rule number 2, you can approve new one-off funds or approve a variation to the purpose of one-off funds.

**Funds availability**

Funds to the amount of \$150,000 (GST Inclusive) are available from uncommitted program funds (\$130,000 from the Expansion and Enhancement Program and \$30,000 from the Primary Health Care Access Program) for redistribution. The NSW State Office 2006-07 allocation for Primary Health Care Program is noted in the ORAC printout at Attachment C.

FUNDS AVAILABLE / NOT AVAILABLE

s22

s22

A/Manager Finance  
OATSIH NSW  
29 May 2007

**Recommendation**

It is recommended that you:

1. approve the provision of \$150,000 (GST Inclusive) of one-off 2006-07 uncommitted program funds to Katungul Aboriginal Corporation Community and Medical Services (Katungul AMS) as DoHAs contribution toward the construction of a multipurpose outreach centre for the delivery of a range of government and non government services to the Wallaga Lake community; and
2. waive the requirement for three quotes to be sourced prior to the purchase of such services, on the basis that it is not practical, as allowed for under Clause 13.4 of the Office of Aboriginal and Torres Strait Islander Health (OATSIH) Standard Funding Agreement.

And note that:

3. DoHAs funding contribution to the construction of the centre will form part of its contribution to an SRA that is being developed by the Queanbeyan Indigenous Coordination Centre (ICC); and that
4. additional funding for coordinator and receptionist positions at the centre, additional fit-out, and ongoing maintaince costs of the building will be sought by the ICC from participating Australian and State government agencies and those organisations providing services from the centre.

s22

Assistant Director  
NSW OATSIH  
29 May 2007



A

## Draft proposal for the Wallaga Lake Multi Purpose Outreach Centre

### Purpose of this document:

To outline the proposed Wallaga Lake multi purpose outreach centre, including its aims, proposed auspicing arrangements, premises, staffing, governance and funding required through an SRA.

To seek financial support from NSW and Commonwealth Government agencies for the proposal.

### Background

Wallaga Lake has been identified as a community requiring intensive intervention by the Queanbeyan ICC. It has also been identified as a partnership community by the NSW Department of Aboriginal Affairs (DAA). The ICC has spent 18 months engaging with the Wallaga Lake community on a number of issues including family violence, leadership development and working with Wallaga Lake community organisations. This work has intensified through the recent action undertaken by the NSW Premiers Department who have led whole of government action in response to a number of reports indicating increasing community stress and dysfunction.

### SRA

Wallaga Lake community members have identified a need for better access to services including primary health, employment, family and community services. This has been identified through the Community Working Party (CWP) and the Community Engagement Day held 6 February 2007.

It is appropriate to include the centre in a comprehensive SRA as the concept of a multipurpose centre requires funding support from a number of agencies, and to ensure appropriate "buy in" from community, government and non- government stakeholders.

In addition to negotiating the outreach centre, the ICC Manager is negotiating with Eurobodalla Shire Council and the Merriman's Aboriginal Land Council regarding installing street lighting, developing a sporting oval and improving other municipal type services. This would be Stage 2 of the SRA as a separate schedule to the SRA.

A comprehensive SRA that supports improved service delivery and community infrastructure will deliver on community priorities identified through Whole-of-Government engagement with the Wallaga Lake community.

### Need and support for the Centre

It has come to the attention of the ICC through the Whole-of Government work being undertaken within the community, that having premises for organisations to deliver and broker services would strengthen the capacity of this community to access a range of primary health, employment, family and community services on and off Wallaga Lake. It is envisaged



that strong and consistent engagement is needed with the community to develop trust in the local service providers.

The proposal for a multi purpose outreach centre has received strong support at various community meetings, including a Community Engagement Day that was convened by DAA at Wallaga Lake on 6 February 2007, a number of meetings with the Wallaga Community Working Party (most recently 27 February 2007) and the Merriman's Land Council.

Support for this proposal has been shown from government service providers at officer level, including both the Bega Valley Shire Council and the Eurobodalla Shire Council; local State Government agencies including NSW Health (Greater Southern Area Health Service), DoCS, the Police, Probation and Parole, Juvenile Justice; and other Australian Government agencies including DoHA, FaCSIA, Centrelink, DEWR, and DEST. Many other non-government service providers have also shown support and interest in providing services at the centre.

### **Outreach Centre Model/Scope**

It is proposed that the multi purpose outreach centre would have a life of three years in the first instance with the objective of community members transitioning to accessing mainstream and Indigenous specific services off Wallaga Lake. A strong element of this proposal is a focus on how to improve access to services (eg transport, cultural safety, cost and choice of services).

#### *Staff at the Centre*

A Coordinator/Community Developer and Administration Support Officer positions at the Centre are proposed and are seen as key to the successful functioning of the centre. The Coordinator will have a complex role; to facilitate improved access to primary health, employment, family and community services for the Wallaga Lake community, liaison with the managers/CEOs of the services at the Centre, workers at the centre and the community. They will also be expected to undertake community capacity building activities, coordinate transport options for the community and provide referrals to other services off Wallaga Lake. The Administration Support Officer will support the coordinator, provide reception duties and take bookings for services and course/talks provided by services at the centre. We expect the Administration Support Officer will be recruited from the local community and will play an important linking role to the Wallaga Lake community and families. See Attachment A for draft duty statement of the Coordinator position.

Staff at the centre will be employed by an appropriate auspice, yet to be determined.

#### *Services at the Centre*

Meetings and one-on-one discussions have been recently held with the local health, employment, family and community services to gauge interest in delivering services from a building within the community. There has been considerable interest, 4 health services, 4 employment services, 1 education, 1 legal and 5 family and community service providers have expressed an interest. Services have been asked what their preferred amount of time is at the centre and the type of room they need. Using this information a "mock-up" month of the



services using the building has been drafted to demonstrate the extent to which the facility will be utilised (see Attachment B).

At least 11 of the 15 organisations interested in providing services at the proposed outreach centre are funded by both Australian and NSW Government agencies. Four are almost entirely State Government funded.

## **Management and Governance**

### *Auspice of Building*

The Department of Health and Ageing (DoHA) has been working with the South Coast Medical Service Aboriginal Corporation (SCMSAC) as the potential auspice for outreach centre building funds.

SCMSAC obtained a quote for the renovation of an existing building at Wallaga Lake owned by the Merriman's Land Council. This quote was found to be too high to be feasible at this stage. The option of funding a demountable building at Wallaga Lake is currently being investigated. DoHA is offering to fund the building from 2006-07 funds for a period of 2-3 years (depending on the quote received). The DoHA funding contribution for the building could be wrapped up post-hoc in the SRA as it is negotiated.

The lead time required to have the building functioning on site is approximately 3-4 months and could allow for the negotiation of the SRA.

### *Auspice of Centre Management*

It is proposed that the auspice of the management of the Wallaga Lake multi purpose outreach centre and staff would be undertaken by an independent, un-biased high performing organisation. Given the number of organisations that have an interest in delivering services at the centre it is a challenge to determine a truly independent auspice. The ICC is considering a number of options that would best deliver outcomes for all stakeholders. Options were determined after feedback from meetings held with the community and health, employment and family/community services that are interested in providing services at the centre. Further discussion will be held with the Community Working Party.

### Option 1

Wallaga Lake Koori Village is situated at the southern end of the Eurobodalla Local Government Area and has close ties with Bermagui, which is in the Bega Valley Local Government Area. Both Eurobodalla Shire Council and Bega Valley Shire Council deliver social services to the residents of Wallaga Lake and Bermagui.

A partnership between the two Shire Councils to auspice the management of the Wallaga Lake multi purpose outreach centre is an option being investigated. Bega Valley Shire Council and Eurobodalla Shire Council have both been approached by the ICC and are interested to discuss the project in more detail.

## Option 2

A number of primary health, employment and family and community service providers have expressed interest in delivering services at the centre. A Reference Group, consisting of CEOs and/or Senior Managers of organisations who regularly use the Centre could, in partnership form an auspice for the management of the centre. Clear Terms of Reference for the group will be determined that outline the relationship between the Co-ordinator, Administration Support Officer and Reference Group. The Coordinator would report regularly to the Reference Group. One organisation could act as a funds holder and pay the worker's salaries (for an administration fee).

### *Advisory Group*

The management and governance of the outreach centre will be in part determined by the auspice arrangements. The auspice of the outreach centre will recruit and supervise the two staff positions.

An Advisory Group that focuses on service delivery issues should include representatives of CEOs from organisations using the centre, community/client representatives and staff delivering services at the centre. It will be important throughout the life of the project to determine how appropriately the centre is addressing client and service provider needs. In the first year of the project the Co-ordinator would convene quarterly meetings of the Advisory Group to allow feedback on service delivery. Staff Management would remain the responsibility of the auspice.

The Wallaga Lake Community Working Party (CWP) will be the first point of contact for determining community and client representation for the Advisory Group.

SCMSAC as auspice for the building will have a significant relationship with the auspice for centre management and the Advisory Group.

## **Timeframe for Implementation**

### *Building*

DA Approval/Site Preparation	June 2007 to August 2007
Facility ready for use	August 2007 to September 2007

### *Centre Management*

Auspice Selected	June 2007 to July 2007
Staff Appointed	August 2007 to September 2007

Centre operational September 2007

## **Contact Details**

s47F



s47F





## DRAFT

**Outreach Service Coordinator - Duties**

1. To facilitate improved access to primary health, employment, youth and family services for the Wallaga Lake community.
2. Liaise with a number of sectors (eg State and Australian Government, NGOs) about their service provision into the centre.
3. Liaise with community members to assess health needs in the community. Undertake a community development approach to community consultation.
4. Liaise with the community regarding ongoing arrangements for involving the community (eg advisory group).
5. Negotiate and maintain a timetable of visiting services to the centre.
6. Communicate with the individuals, and families of the Wallaga Lake community about visiting services and upcoming events (eg publicise timetable of visiting services).
7. Provide community feedback to service providers and government.
8. Liaise with auspice of the lease of the building and possibly building owners on maintenance, cleaning issues.
9. Organise reception duties at the Outreach Centre for visiting services.
10. Provide a referral function to other services off Wallaga Lake.
11. Provide a coordination point for transport services.

## Draft Service Provider Calendar for the Proposed Wallaga Lake Outreach Centre

WEEK ONE					
APPOINTMENT ROOM	MONDAY 2	TUESDAY 3	WEDNESDAY 4	THURSDAY 5	FRIDAY 6
Room One (Medical Room)	GSAHS	REGIONAL SUBSTANCE USE SERVICE	SE NSW DIVISIONS OF GP		KATUNGUL AMS
Room Two	BEGA VALLEY SHIRE COUNCIL	SDN CHILDREN'S SERVICES AND EUROBODALLA FAMILY SUPPORT SERVICES	CASSIE'S PLACE		KATUNGUL AMS
Room Three	MISSION AUSTRALIA	CAMPBELL PAGE	SERTEC	AUSWIDE PROJECT	KATUNGUL AMS
Room Four	COORDINATOR WLMOC	COORDINATOR WLMOC	COORDINATOR WLMOC	COORDINATOR WLMOC	COORDINATOR WLMOC

WEEK TWO					
APPOINTMENT ROOM	MONDAY 9	TUESDAY 10	WEDNESDAY 11	THURSDAY 12	FRIDAY 13
Room One (Medical Room)	GSAHS				
Room Two	BEGA VALLEY SHIRE COUNCIL	SDN CHILDREN'S SERVICES AND EUROBODALLA FAMILY SUPPORT SERVICES	CASSIE'S PLACE		PROBATION AND PAROLE SERVICE
Room Three	MISSION AUSTRALIA	CAMPBELL PAGE	SERTEC	AUSWIDE PROJECT	SCHOOL PRINCIPALS AND PARENTS MEETING
Room Four	COORDINATOR WLMOC	COORDINATOR WLMOC	COORDINATOR WLMOC	COORDINATOR WLMOC	COORDINATOR WLMOC

	HEALTH AND AGED CARE PROGRAMS
	EMPLOYMENT SERVICES
	FAMILY & COMMUNITY SERVICES

	COORDINATOR WLMOC
	EDUCATION SERVICES
	LEGAL SERVICES



# *Draft Service Provider Calendar for the Proposed Wallaga Lake Outreach Centre*

JULY					
WEEK THREE					
APPOINTMENT ROOM	MONDAY 16	TUESDAY 17	WEDNESDAY 18	THURSDAY 19	FRIDAY 20
ROOM ONE (MEDICAL ROOM)	GSAHS	REGIONAL SUBSTANCE USE SERVICE	SE NSW DIVISIONS OF GP		KATUNGUL AMS
ROOM TWO	BEGA VALLEY SHIRE COUNCIL	SDN CHILDREN'S SERVICES AND EUROBODALLA FAMILY SUPPORT SERVICES	CASSIE'S PLACE		KATUNGUL AMS
ROOM THREE	MISSION AUSTRALIA	CAMPBELL PAGE	SERTEC	AUSWIDE PROJECT	KATUNGUL AMS
ROOM FOUR	COORDINATOR WLMOC	COORDINATOR WLMOC	COORDINATOR WLMOC	COORDINATOR WLMOC	COORDINATOR WLMOC

JULY					
WEEK FOUR					
APPOINTMENT ROOM	MONDAY 23	TUESDAY 24	WEDNESDAY 25	THURSDAY 26	FRIDAY 26
ROOM ONE (MEDICAL ROOM)	GSAHS				
ROOM TWO	BEGA VALLEY SHIRE COUNCIL	SDN CHILDREN'S SERVICES AND EUROBODALLA FAMILY SUPPORT SERVICES	CASSIE'S PLACE		BATEMANS BAY POLICE
ROOM THREE	MISSION AUSTRALIA	CAMPBELL PAGE	SERTEC	AUSWIDE PROJECT	SHOALCOAST COMMUNITY LEGAL CENTRE
ROOM FOUR	COORDINATOR WLMOC	COORDINATOR WLMOC	COORDINATOR WLMOC	COORDINATOR WLMOC	COORDINATOR WLMOC

	HEALTH AND AGED CARE PROGRAMS
	EMPLOYMENT SERVICES
	FAMILY & COMMUNITY SERVICES

	COORDINATOR WLMOC
	EDUCATION SERVICES
	LEGAL SERVICES

## Attachment B

## Range of Estimated Building Costs

B

Demountable (12m x 6m) Internal size = 72 m <sup>2</sup>		Demountable (12m x 9m) Internal size = 108 m <sup>2</sup>		Renovation (16m x 8m) Internal size = 128 m <sup>2</sup>
<ul style="list-style-type: none"> <li>• 3 room</li> <li>• reception area</li> <li>• 2 x toilet</li> <li>• kitchenette</li> </ul>		<ul style="list-style-type: none"> <li>• 3 room</li> <li>• reception area</li> <li>• 2 x toilet</li> <li>• kitchenette</li> </ul>		<ul style="list-style-type: none"> <li>• 3 room</li> <li>• reception area</li> <li>• 2 x toilet</li> <li>• kitchen</li> </ul>
Lease	Buy	Lease	Buy	
\$234,610 OPC <sup>1</sup>	\$217,130 OPC	\$249,790 OPC	\$253,933 OPC	\$330,249 Building <sup>2</sup>
NB. Electrical and consultant costs included.	NB. Electrical and consultant costs included	NB. Electrical and consultant costs included	NB. Electrical and consultant costs included	\$45,723 Electrical <sup>3</sup>
				\$12,800 Consultants <sup>4</sup>
<u>\$23,461 GST</u>	<u>\$21,713 GST</u>	<u>\$24,979 GST</u>	<u>\$25,393 GST</u>	<u>\$38,877 GST</u>
<b>\$258,071 Total</b>	<b>\$238,843 Total</b>	<b>\$274,769 Total</b>	<b>\$279,326 Total</b>	<b>\$427,649 Total</b>

<sup>1</sup> Opinion of Probable Cost (OPC) by K20 Architecture includes electrical and consultant costs.

<sup>2</sup> Quote by Pearce and Percy Constructions; and independently cost benchmarked against industry standards by Davis Langdon.

<sup>3</sup> Quote by Simmark Electrical.

<sup>4</sup> Estimation of statutory approval and site preparation costs based K20 Architecture OPC for demountable.

## PAYMENT SCHEDULE(S)

1. Organisation                      Katungul Aboriginal Corporation Community & Medical Services
2. Period of Funding              1 July 2006 to 30 June 2007
3. Reason for this Variation(s):
  - One off funds of \$165,000 (GST Inclusive) are provided to Katungul Aboriginal Corporation Community & Medical Services as a contribution towards the construction of a multipurpose outreach centre for the delivery of a range of government and non-government services to the Wallaga Lake community.
4. Summary of Payments

Date	Funding Amount	GST Amount	Total Payment
s22			
15/06/07	150,000.00	15,000.00	165,000.00

5. Payments:

Date	Program	\$ Amount
s22		









**Australian Government**  
**Department of Health and Ageing**

FILE COPY

s47F

Chairperson  
Katungul Aboriginal Corporation and Medical Services  
PO Box 296  
NAROOMA NSW 2456

Dear s47F

**Response to General Issues**

s22



s22

I note that Katungul has had extensive involvement in the development of the outreach centre proposal including holding a \$150,000 (GST Exclusive) contribution towards the construction of the centre on behalf of OATSIH s22

s22



Yours sincerely

s22



Director  
OATSIH NSW  
7 November 2007



OATSIH Funding for Katungul 2004-2008 (GST Exclusive)				
Year	Recurrent Funding	One-Off Funding		Total p/a
s22				
	ICT & IM	\$41,473	Wallaga Lake (contribution toward Mulipurpose centre)	\$150,000
s22				

20

s22



During this period we have also completed a lot of work for establishing a clinic at Wallaga Lake. We were successful in obtaining \$150,000 funding for this purpose. However it was identified that more funding was required and the Indigenous Coordination Centre (ICC) has been successful with coming up with the other funding required. January/February 2008 will see the centre at Wallaga Lake opened pending all goes to plan.

s22





s22



I would also like to take this opportunity to acknowledge OATSIH support specific to Katungul for the following:

1. One-off funding contribution of \$150,000 for a much needed Wallaga Lake centre/facility.

s22





s22



Yours in Unity

s11C



Chief Executive Officer



s11C  
@katungul.org  
.au>  
10/12/2007 05:06 PM

To: s22 health.gov.au>  
cc: s22 @health.gov.au>, s47F  
cc.gov.au>,  
s22 @health.gov.au>  
bcc:

Subject RE: Wallaga Lake Outreach Centre Funding  
[SEC=UNCLASSIFIED]

**UNCLASSIFIED**

Hi s22

As advised to you today, and as per our Audit Report (page 22 of the audit report) the following is remaining (and as previously advised and discussed with yourself and s47F):

1. Original OATSIH allocation \$165,000 (including GST).
2. After GST remaining \$150,000.
3. After project expenses for K20 Architecture for drawings and plans and investigations to deliver options for Wallaga Lake Demountables -\$5,560.
4. Remaining balance is \$144,440.

I hope this clarifies the remaining funding allocated for this one-off project for minor capital Re: Wallaga Lake Facility/Centre. Should you require further information please contact me regards s11C

s11C

Chief Executive Officer  
Katungul Aboriginal Corporation Community and Medical Services

Phone (02) 4476 2155  
Fax (02) 4476 1967

26 Princes Highway  
NAROOMA NSW 2546

PO Box 296  
NAROOMA NSW 2546

From: s22  
Sent: Monday, 10 December 2007 4:57 PM  
To: s11C  
Subject: Wallaga Lake Outreach Centre Funding [SEC=UNCLASSIFIED]

Dear s11C

Further to our discussion this afternoon, can you please confirm the funds Katungul is holding for the Wallaga Lake outreach centre and also provide invoices for any services Katungul has paid for out of these funds. I will then include these amounts in a letter to the Katungul Chairperson confirming the transfer of funding to Eurobodalla SC who will auspice/project manage the centre's construction.

Regards - s22

s22

Department of Health and Ageing

Printed by s22



**Katungul Aboriginal Corporation  
Community and Medical Services**

*Supported by the Department of Health and Ageing and NSW Health*

**ABN: 35 679 076 545**

26 Princes Highway, PO Box 296  
NAROOMA NSW 2546  
Ph: (02) 4476 2155  
Fax: (02) 4476 1478

116 Gipps Street, PO Box 422  
BEGA NSW 2550  
Ph: (02) 6492 0532  
Fax: (02) 6492 0526

**Tuesday 27 November 2007**

s22

**Director OATSIH NSW  
Department of Health and Ageing  
GPO Box 9848  
Sydney NSW 2001**

**RECEIVED**

**30 NOV 2007**

**ABORIGINAL HEALTH**

Dear s22

**Re: Response/clarification to your letter**

s22









## Funding

s22



Further we believe that the \$150,000 should also not be included in your figures as this funding is not directly for Katungul service provision but is for a contribution for a multi-purpose centre for the Wallaga Lake Community (capital funding). That is the reason we agreed to be the "funds holder" on behalf of OATSIH for that purpose.

s22



s22



In five (5) years this represents an increase of s22 however less one-off grants of \$150,000 Wallaga Lake Building, s22

s22

s22

The figures above would also include if there has been any surpluses in prior years and OASTIH has reduced funding. So again this actually would be a reduction in OASTIH funding due to any surpluses.

s22









s22 /NSW/Health  
03/04/2008 12:48 PM

To s11C @katungul.org.au

cc s22

bcc

Subject Re: Fw: 4th Quarter payment [No Protective Marking]  
[SEC=UNCLASSIFIED]

**UNCLASSIFIED**

Hi s11C,

Here you go. The table below column 2 outlines the payments due and payable 5/4/08, refer to notes at bottom regarding the adjustments which have taken place.

Organisations can include the specific programs into 1 budget by Schedule ie (Primary Hlth, Sub Use & Eyes ) in the income section of the budget and then totalled as Schedule A. Expenditure doe's not need to be broken down by program but by Schedule.

Schedule A	4th Quarter payment amount (GST Exc)	08/09 Annual Base Funding	GST	Total Funding
s22				

Note: 4th quarter payment is less than previous quarter releases as a result of the following:

- Recoupment of funds of \$144,000 re 'Wallaga Lake' Org should have these funds.
- s22

s11C, give me a ring if you want to clarify anything above.

Cheers s22

s22  
Executive Officer  
Service Development & Finance  
Department of Health & Ageing  
Sydney NSW  
s22  
NSW/Health

Printed by s22

**Katungul Aboriginal Corporation Community & Medical Services**

**SUMMARY ANALYSIS BY SCHEDULE: 2006/07**

Financial Year 2006/07	Project Funds \$ GST Exclusive	2006/07 Underspend  Or Deficit	Medicare Income  Or Other Income	Unspent Funds (5% or \$25,000)	2006/07 Underspend  Or Deficit
Schedule A Health	s22				
Schedule B BTH					
Schedule C Wallaga Lake	\$150,000	\$144,440			\$144,400 Wallaga Lake one off. Org to retain funds to complete project.





s22



### **Wallaga Lake Community**

s22



In November 2007 the Queanbeyan Indigenous Coordination Centre signed a Shared Responsibility Agreement with the Wallaga Lake Community for the construction of an Outreach Centre at Wallaga Lake. The centre will function as a hub for the delivery of multiple government services (Commonwealth and State) to the community, including health, family justice, employment and education. A Coordinator and Community Engagement Officer will be employed to work with the community in accessing services. The Department has contributed \$150,000 to the construction and \$100,000 to the on-going operations of the centre.

Katungul originally agreed to project manage the construction of the centre. In October 2007 it was agreed with Katungul that another organisation be found to undertake the project management role. Eurobodalla Shire Council has agreed to project manage the construction of the centre and employ and manage staff. The estimated completion date for construction is September 2008.







s22

### **Wallaga Lake Community**

Katungul discontinued their fortnightly clinic at Wallaga Lake in March 2008 due to increasing occupational health and safety concerns about the existing building. As an interim arrangement, the Department has provided specific additional one-off funding to Katungul for the provision of transport to enable Wallaga Lake residents to access the services at the AMS in Narooma pending construction of the Centre

In November 2007 the Queanbeyan Indigenous Coordination Centre signed a Shared Responsibility Agreement (SRA) with the Wallaga Lake Community for the construction of an Outreach Centre at Wallaga Lake. The centre will function as a hub for the delivery of multiple government services (Commonwealth and State) to the community, including health, family



**In-Confidence**  
**Question Time Brief**

4

CW

justice, employment and education. A Coordinator and Community Engagement Officer will be employed to work with the community in accessing services. The Department has contributed \$150,000 to the construction and \$100,000 to the on-going operations of the centre.

s22



**In-Confidence**

**In-Confidence**  
**Question Time Brief**

5

s22



<b>Contact Officer:</b> s22	<b>Phone:</b> s22	<b>Branch/Division:</b> OATSIH NSW	<b>Date Created:</b> 26 May 2008
<b>Clearance Officer for Departmental Input:</b> s22	<b>Phone:</b> s22	<b>Outcome:</b> 8: Indigenous Health	<b>Updated on:</b>
			<b>Last Reviewed:</b>

**In-Confidence**

[This document may have been modified within the Ministerial Office] - HEALTH QTB OATSIH

**KATUNGUL ABORIGINAL CORPORATION  
COMMUNITY AND MEDICAL SERVICES**

**2007 / 08**

**HEALTH SERVICES  
ACTION PLAN**

s22



Endorsed by the Katungul Governing Committee on XX June 2007

Chairperson

Chief Executive Officer

**Organisational staff profile**

Position Title	FTE Status
Chief Executive Officer (s11C)	Full Time
s47F	Full Time
	Full Time
	3 Days Per Week
	4 Days Per Week
	1 Day Per Week
	1 Day Per Week
	4 days Per week
	1 Day Per week
	Full Time
	Part Time
	3 Days Per Week
	4 Days per week
	Full Time
	Full Time
	Full Time
	Full Time
	Full Time
	Full Time
	Full Time

s47F

	Full Time
	Full Time
	Full Time
	4 Days Per Week
	Full Time
	Full Time
	Casual
	Full Time
	Full Time
<b>Total No. Employees = 30</b>	
<b>Total FTE =</b>	

### Board Profile

<b>Name of Board member</b>	<b>Position Held</b>	<b>Date elected to Board</b> <i>(for all Board members)</i>	<b>Date resigned from Board</b> <i>(for Board members who have resigned in the reporting period)</i>
Norman Parsons	Chairperson	13 Nov 2007 (AGM)	
Ron Mason	Secretary	13 Nov 2007 (AGM)	
Lynette Rook	Treasurer	13 Nov 2007 (AGM)	
Lou Davis	Board Director	13 Nov 2007 (AGM)	
Lorraine Naylor	Board Director	13 Nov 2007 (AGM)	
Angela Nye	Board Director	13 Nov 2007 (AGM)	
Peter Kirby	Board Director	20 May 2008	
Stella Bolt	Board Director	20 May 2008	
Vacant (advertised)	Board Director		
Vacant (advertised)	Board Director		



## Key Area – Primary Health Care

*Aim 1: – to provide clinical services to meet the needs of the community*

STRATEGY	TASKS	INDICATORS Number / Percentage / yes or no	Comments
----------	-------	---	----------



s22

Provide Medical and Health Related Services to the Wallaga Lake Community	7. Refurbishment appropriate facility for Wallaga Lake Community Health Clinic	<ul style="list-style-type: none"> <li>• Lease in place between Katungul and Merriman's Land Council</li> <li>• Clinic Re-furbished and Services being provided</li> <li>• Clinic/Facility Roster Developed</li> </ul>	Katungul lobbied OATSIH for funding for a community centre/facility to be built at Wallaga Lake. Subsequently OATSIH provided a one-off grant of \$150,000 to Katungul to go towards this. Quotes were obtained for the project and were market tested as per requirement by OATSIHs National Capital Works Program Manager (Arup) and came back under the market cost. OATSIH made the decision that they would not allocate funding (Subsequently those funds were withdrawn from Katungul) due to the cost of re-developing and re-building the current facility there and following this were not consulted from then on. However the Eurobodalla Shire Council has now been funded \$498,000 for 08-09 for this project. We were informed by a Journalist.

















STRATEGY	TASKS	INDICATOR	Outcomes/Progress
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69.

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*Aim 9: – to always strive to manage resources better*

STRATEGY	TASKS	INDICATOR	Comments
----------	-------	-----------	----------





























































**Katungul Aboriginal Corporation Community and Medical Services /  
OATSIH NSW**

**Teleconference 11 March 2008**

**Outcomes**

In attendance: s47F  
s22

s11C

, s22

**Overview/Introduction**

s22

5. Current status of Katungul's PHC provision to Wallaga Lake community

s22

s22

confirmed that no additional recurrent funding was available in 07.08 and outlined the position regarding reallocation of OATSIH's Wallaga Lake Outreach Centre funding contribution from Katungul to the Eurobodalla Shire Council. These funds were being held by Katungul as quarantined funds for a specific purpose and were not available for general PHC funding. As such their reallocation to another organisation would not have an impact on Katungul's financial position.



**5. Current status of Katungul's PHC provision to Wallaga Lake community**

s11 e-mail of 2 March '08 advised that Katungul has discontinued their fortnightly clinic at Wallaga Lake due to OH&S concerns for their staff and clients. As an interim measure pending the construction of the outreach centre Katungul will facilitate access to PHC services for the Wallaga Lake community by additional transport services as per Variation 1 of the 2007-08 Funding Agreement.









NOTES:

Reduced 3rd/4thQtr payment by 144,440 to account for re-auspice of proj mgt to ESC

NOTES:

Reduced 3rd/4thQtr payment by 144,440 to account for re-auspice of proj mgt to ESC

s22

s11C [redacted]@katungul.org.au>



s11C [redacted]  
[redacted]@katungul.org  
.au>

22/02/2008 06:03 PM

To <s22 [redacted]@health.gov.au>

cc

Subject Katungul [No Protective Marking]

Hi s22

I called your office this morning and left a message for you. However I did miss a call this afternoon while I was attending a meeting with the ANU in Canberra regarding developing an MOU and Partnership so that Katungul will take Medical, RN, Midwifery, and Psych Students plus also looking at a GP Registrar position for Katungul.

Reason for my call is that I wish to take you up on your offer you gave me a few months ago regarding talking directly to you regarding any issues. Well we certainly have a few issues that I wish to take up with you now as we feel that our requests (phone calls, discussions, reports and submissions) over the past 12 months are not being addressed adequately or possibly misunderstood and or misguided. This is the reason why lately I have felt the need to Cc you on some correspondence/issues after having discussions with s22 [redacted]. I do wish to discuss this particular matter with you but would prefer to do that in-person.

My call to you today is regarding this - As you are aware from our recent correspondence/submissions/reports Katungul has had to deal with major and ongoing serious OH&S issues in relation to buildings, and staff (workers compensation, terminations etc etc). This obviously has had a major impact in relation to Katungul having to comply with OH&S legislation and our funding. OATSIH also gave Katungul a man date to deal with a number of operational issues that we completed before OATSIHs man-date (such as all short and long term workers compensation cases). Katungul also instigated an independent fraud and audit and operational review while I came on as acting CEO from SCMSAC. There were also a number of other items we had to comply with regarding OATSIH quality/continuous improvement agenda for accreditation that have had a severe drain on our resources. Additional accounting was also required regarding the financials. Other such issues out of our control were asbestos technical report (I'm not sure if you have been briefed correctly on this but the Asbestos at Katungul Bega was disturbed before the Asbestos Engineering Report and Capital

Printed by s22 [redacted]

Works Scoping Study Report were commenced after electrical wiring and lighting had to be fixed due to power shortages and equipment failures as 2 electrical switchboards there were not earthed as per electrical/building standards). Other additional costs have been additional clinic/GP hours for GPs RNs and Health Workers for Wallaga Lake and also the fact that we now do not receive salary reimbursement for s47F / as he is now a Katungul employee.

I do not believe that we will have enough OATSIH funding to last us until we receive our next quarter funding. Also I request your consideration of approving the request we recently wrote to you about not reducing our next quarter payment due to costs etc involved with OH&S issues as detailed above and as also provided to OATSIH in various reports and submissions. We had no option but to comply with the OH&S issues that we were faced with after the OH&S Reports (Risk Management with possible/potential litigation from staff and or clients). Further FYI OATSIH has already reduced our next quarter payment (funds of \$144,400 to go to Eurobodalla Council for Wallaga Lake facility).

I will also fax you through further supporting documentation regarding this expenditure since 1 July 2007. Could you please give me a time I could discuss this with you. My mobile number would be best to reach me directly on s11C thanks s11C

s11C

**Chief Executive Officer  
Katungul Aboriginal Corporation Community and Medical Services**

**Phone (02) 4476 2155  
Fax (02) 4476 1967**

**26 Princes Highway  
NAROOMA NSW 2546**

**PO Box 296  
NAROOMA NSW 2546**

**UNCLASSIFIED**

OATSIH Funding for Katungul 2004-2008 (GST Exclusive)				
Year	Recurrent Funding		One-Off Funding	Total p/a
s22				
	ICT & IM	\$41,473	Wallaga Lake (contribution toward Mulipurpose centre)	\$150,000 s22
s22				

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**Australian Government**  
**Department of Health and Ageing**

s47F

Chairperson  
Katungul Aboriginal Corporation and Medical Services  
PO Box 296  
NAROOMA NSW 2456

Dear s47F

**Recovery of Wallaga Lake Outreach Centre Funds**

Further to discussions held between Katungul, OATSIH and the Queanbeyan Indigenous Coordination Centre (QICC) at the Katungul Board meeting of 16 October 2007, regarding a potential change of auspice for the Wallaga Lake Outreach Centre funding, OATSIH has recently been advised by the QICC that the Eurobodalla Shire Council has agreed to project manage the construction of the Wallaga Lake Outreach Centre, including auspicing the funds for the project.

As such, OATSIH is now seeking to recover the funds previously provided to Katungul for this purpose (Variation 4 of the 2006/07 Funding Agreement signed on 15 June), so that they can be reallocated to the Eurobodalla Shire Council.

OATSIH proposes that Katungul utilise the funds already held for the project to fund primary health care activity in line with your 2007/08 Primary Health Care budget, with an equivalent amount to be withheld from Katungul's 3<sup>rd</sup> quarter 2007/08 payment.

As confirmed by s11C on 10 December 2007 Katungul is holding \$144,440.00 (GST Exclusive) for the Wallaga Lake Outreach Centre project, as such this amount will be withheld from Katungul's 3<sup>rd</sup> quarter payment on 5<sup>th</sup> January 2008.

I would also like to take this opportunity to thank the Katungul Board for its commitment toward this project, in particular for your responsiveness and flexibility in assisting with the development of the outreach centre proposal.

If you have any queries in relation to this letter please contact s22 on s22

Yours sincerely  
s22

Director  
OATSIH NSW

17 December 2007





Katungul Aboriginal Corporation  
Community and Medical Services

s22

OFFICE FOR ABORIGINAL & TORRES STRAIT ISLANDER HEALTH (OATSIH)  
WALLAGA LAKE VILLAGE PROJECT - ACQUITTAL STATEMENT FOR GRANT  
FOR THE YEAR ENDED 30 JUNE 2007

	Actual \$	Budget \$	Variance \$
<b>RECEIPTS</b>			
Grant – OATSIH	150,000.00	150,000.00	--
<b>TOTAL RECEIPTS</b>	150,000.00	150,000.00	--
<b>PAYMENTS</b>			
Scoping Study Expended	5,560.00	150,000.00	(144,440.00)
Scoping Study Committed Expenses	144,440.00	--	144,440.00
<b>TOTAL EXPENDITURE</b>	150,000.00	150,000.00	--
<b>NET SURPLUS</b>	--	--	--