

**ESTIMATES AND FINANCIAL OPERATIONS COMMITTEE**  
**INQUIRY INTO THE GOVERNMENT'S LOCAL PROJECTS LOCAL JOBS**  
**PROGRAM**

*Please provide the Department of Education's response to the Committee on the following.*

- (1) Can you please provide a copy of the original list of the LPLJ project/commitments assigned to your agency to administer.*

The original list of LPLJ projects assigned to the Department of Education (the Department) and funded in the 2017-18 Budget is outlined in Attachment 1. This information was also provided in Parliament in response to Legislative Council Question on Notice 1281 answered on 26 June 2018.

Subsequent amendments to the list occurred during 2017-18 and 2018-19 as a result of further clarification of the project scope and consequently the confirmation of the relevant agency to administer the project.

The Department's current list of projects was provided to the Estimates and Financial Operations Committee (the Committee) by the Department of the Premier and Cabinet on 20 May 2019.

- (2) In relation to each project/commitment, please provide:*

- (a) the current status of each project/commitment (i. e. acquitted, in progress),*  
All of the Department's current LPLJ projects have been acquitted. This advice was provided in evidence at the Committee hearing held on 2 September 2019 as per page 1, of the Transcript of Evidence of the hearing.
- (b) the dollar value of each original project/commitment;*  
Refer to Attachment 1.
- (c) whether the funding allocated to each project/commitment was spent in full;*  
All of the Department's projects have been acquitted, with three projects returning unspent funds to a total of \$33 446.
- (d) whether there was an underspend in relation to any project/commitment; and*  
The three projects and unspent amounts were:  
- MET046 - \$1 900  
- MET076 - \$3 770  
- MET096 - \$27 776
- (e) what happened to any unspent funds in relation to each project/commitment (i. e. retained by grantee, remitted to the agency)*  
The unspent funds were returned to the Department of the Premier and Cabinet.

Initialled by 

(3) *Please provide a copy of the template grant agreement(s) used by your agency to administer the LPLJ projects*

A copy of the grant agreement template is at Attachment 2. Please note it was also provided in response to the Committee's additional questions (Question C1 asked by Hon Jacqui BoydeLL MLC) from the hearing on 2 September 2019.

(4) *Please provide an explanation of your agency's process for managing variations to LPLJ projects?*

As per evidence provided to the Committee on 2 September 2019 - page 10 of the Transcript of Evidence, the Department's current process is as follows. Recipients requesting scope variations contact the central office coordinator and request an amendment to the project scope. If the Department supports the request, the Department will liaise with the office of the Minister for Education and Training.

The Minister's office will then consult with relevant stakeholders, such as the Local Member and the Premier's Office (program coordinator). Following this consultation, the Minister for Education and Training will either approve or not approve the request and advise the Department of the decision. The Department will subsequently advise the recipient of the outcome of the request.

(5) *Please provide an explanation of your agency's acquittal process (please provide any guidelines/policies)*


**Grant Agreements with external bodies:**

The Grant Agreements with external bodies had reporting requirements, which required recipients to acquit the funds by 30 June 2018 or earlier if funds were acquitted prior.

Grant recipients were required to complete a Certification Statement for Grant Recipient form and a Project Completion and Financial Acquittal form. Supporting evidence such as invoices were required to substantiate the Project Completion and Financial Acquittal form. Samples of both forms have been provided at Attachment 3.

For grants over \$35 000, the certification statement had to be signed by a qualified person defined by the *Corporations Act 2001 (Cwth)* as either an independent qualified accountant or registered auditor.

The Department regularly monitored these reporting requirements, issuing reminders to recipients and ensuring complete compliance with the requirements.

Initialed by 

**Public Schools:**

As per evidence provided at the 2 September 2019 Committee Hearing - page 5 of the Transcript of Evidence, public schools received their LPLJ grants as a Targeted Initiative through the student-centred funding model. Schools were required to receipt the grant in a specific revenue account.

Public schools were required to complete the following reports:


- a status report for any unspent funding by 31 December 2017;
- a status report for any unspent funding by 30 June 2018; and
- a Project Completion and Financial Acquittal form upon completion and acquittal of the funds.

For public schools that had not completed their projects by 30 June 2018, a further status report for any unspent funds was required by 31 December 2018. All projects were acquitted by 30 June 2019.

A sample of the Unspent Funds Status Report is at Attachment 4. Supporting evidence such as invoices were required to substantiate the Project Completion and Financial Acquittal form.

Schools received regular reminders about their reporting obligations and the reporting requirements. Reporting templates were also made available to schools on the Department's intranet.

The Department also regularly monitored all outstanding projects and sought quarterly updates from public schools on the progress of the projects and any unspent funds. Following completion and acquittal of their projects, schools were required to return any unacquitted funds to the Department, which were transferred back to the Department of the Premier and Cabinet.

Initialled by 

**ATTACHMENT 1**

<b>Project Number</b>	<b>Recipient of Funds</b>	<b>Original Scope</b>	<b>Grant Amount \$ (GST ex)</b>
MET003	Wattle Grove Primary School	The development of Park'n'Ride verge parking bays on St John Road.	150 000.00
MET009	Anne Hamersley Primary School	A variety of resources for the school, improve in-classroom ICT infrastructure, shade sail for early childhood building playground and purchase library books.	20 000.00
MET011	Arbor Grove Primary School	Purchase additional playground equipment and shade cloth for the existing junior playground.	20 000.00
MET020	Armadale Education Support Centre	Staff room renovations.	10 000.00
MET027	Armadale Primary School	Extending covered walkway to the undercover area.	11 000.00
MET028	Armadale Primary School	Air conditioner for school buildings.	10 000.00
MET029	Armadale Senior High School	Computer (GT73VR GRE Titan SL) and virtual reality glasses.	26 000.00
MET035	Ashfield Primary School	A nature play area for the school, which could also be used by community groups out of school hours.	10 000.00
MET036	Ashfield Primary School	Installation of solar panels.	25 000.00
MET037	Ashfield Primary School	Fully enclose the undercover area and build a new stage for assemblies and productions.	100 000.00
MET046	Aveley Primary School	Purchase and install shade sails in various places around the school.	20 000.00
MET050	Balcatta Primary School	Playground Upgrade.	25 000.00
MET054	Baldivis Primary School	Capital equipment to advance the school's Information and Communications Technology program to provide additional iPads, charging stations, hardware and software.	40 000.00
MET055	Baldivis Secondary College	Information and display billboard.	50 000.00
MET058	Balga Senior High School	Development of an Aboriginal Cultural Garden and contribute to the development of the area to also incorporate a kitchen space in the garden to assist with food preparation.	50 000.00
MET062	Bannister Creek Primary School	To purchase and plant trees on the school grounds.	10 000.00
MET069	Bassendean Primary School	Contribution towards the construction of a nature play installation.	20 000.00
MET076	Beaumaris Primary School	Shade projects at the school including a shade structure over the Yr 4/5/6 Playground.	40 000.00
MET078	Beechboro Primary School	To replace existing out-dated play equipment and to provide a safer play experience for students.	30 000.00
MET079	Beldon Primary School	Smartboards, additional resources in the classroom and towards an equipment upgrade in the canteen.	40 000.00
MET080	Belmay Primary School	Hardcover for the junior play area to provide protection from all weather conditions.	50 000.00
MET082	Belmont City College	Upgrade of the change room facilities in the gym and oval.	80 000.00
MET087	Belmont Primary School	Upgrades to the netball courts.	50 000.00
MET090	Bertram Primary School	Development of the extensive nature play facility.	50 000.00

<b>Project Number</b>	<b>Recipient of Funds</b>	<b>Original Scope</b>	<b>Grant Amount \$ (GST ex)</b>
MET091	Bibra Lake Primary School	A shade structure over the playground.	50 000.00
MET096	Bicton Primary School	Resurface two basketball courts and build shade cover for oval play areas.	110 000.00
MET099	Bullsbrook College	Shade and Shelter project.	20 000.00
MET106	Caralee Community School	Construction of a Nature Play area within the school grounds.	50 000.00
MET107	Carlisle Primary School	Resurfacing netball/basketball court.	50 000.00
MET112	Cecil Andrews College	Establishment of TV Studio.	26 000.00
MET114	Challis Community Primary School	Contributions to mini-basketball courts.	10 000.00
MET120	Chidlow Primary School	Purchase a stage for class assembly/school events, and play equipment including a rope frame and ladders and soft fall ground mat.	20 000.00
MET125	Anzac Terrace Primary School	Build a climbing playground for senior students.	30 000.00
MET126	Cloverdale Primary School	Two nature play areas for the school.	50 000.00
MET137	Connolly Primary School	Smartboards, 3D printers and nature play.	40 000.00
MET139	Coolbellup Community School	A second Basketball court.	60 000.00
MET141	Coolbinia Primary School	To assist with school maintenance and bushland management.	50 000.00
MET145	Currambine Primary School	A memorial for Remembrance Day and ANZAC Day.	50 000.00
MET146	Dale Christian School	Outside seating for students and upgrade of IT server and WIFI access points.	10 000.00
MET156	Dianella Heights Primary School	Toilet upgrade.	60 000.00
MET159	Durham Road School	Purchase a wheelchair accessible merry go round to complement their specialised playground equipment.	10 000.00
MET162	East Beechboro Primary School	To provide additional shade structures and to provide additional seating for students in the lunch area.	30 000.00
MET165	East Hamersley Primary School	Playground Upgrade.	25 000.00
MET166	East Kenwick Primary School	Resurface the basketball courts.	40 000.00
MET167	Eastern Hills Senior High School	Provision of Library furniture.	20 000.00
MET170	Eden Hill Primary School	Shade cover for two play areas.	40 000.00
MET171	Edney Primary School	Air-conditioning for BER Assembly area, Music Equipment and cover for Basketball area.	50 000.00
MET173	Ellen Stirling Primary School	Provide Shade and structures over the play equipment.	25 000.00
MET175	Ellenbrook Primary School	Provide shade to the nature playground and towards the development of an Anzac Day commemorative garden.	20 000.00
MET176	Ellenbrook Secondary College	A Brick wall around playground to enclose.	20 000.00

<b>Project Number</b>	<b>Recipient of Funds</b>	<b>Original Scope</b>	<b>Grant Amount \$ (GST ex)</b>
MET185	East Victoria Park Primary School	Allocation to contribute to the building of Early Childhood Playground.	20 000.00
MET189	Middle Swan Primary School	Fencing for the school oval.	25 000.00
MET193	Cecil Andrews College	To support the Follow the Dream program.	3 000.00
MET210	Gidgegannup Primary School	Update the fundraising catering equipment - BBQ, handle trolley, esky, gazebo, storage container, Urn, Coffee Machine. Establish nature playground.	20 000.00
MET214	Glendale Primary School	Playground Upgrade.	25 000.00
MET215	Good Shepherd Catholic School	Funding for a nature playground for junior students.	10 000.00
MET226	Grovelands Primary School	Contribution to multi-play court resurfacing.	18 000.00
MET229	Gwynne Park Education Support Centre	Contribution to an outdoor classroom.	10 000.00
MET230	Gwynne Park Primary School	Native playground.	11 000.00
MET235	Hampton Park Primary School	To provide a nature play area and provide shade sails and seating for students.	25 000.00
MET237	Hampton Senior High School	Upgrade canteen facilities and the food preparation area.	20 000.00
MET238	Hampton Senior High School	Create a STEM room and set up an ICT Aboriginal Excel Program.	160 000.00
MET239	Harrisdale Primary School	To purchase four new shade sails.	224 300.00
MET241	Heathridge Primary School	Playground upgrades including soft fall and/or nature play.	40 000.00
MET243	Helena College	Purchase and install cricket practice nets with synthetic sports turf.	30 000.00
MET250	Highgate Primary School	Provision of new lawn and reticulation for a play area.	15 000.00
MET254	Hocking Playground	Shade sails, cloth.	30 000.00
MET256	Hudson Park Primary School	Resurface the netball courts.	15 000.00
MET257	Huntingdale Primary School	Nature playground.	40 000.00
MET260	Mount Hawthorn Primary School	Provide final funding for the second stage improvements to the sporting field.	50 000.00
MET265	The Fathering Project	Support for the Fathering project groups by way of seed money to new groups or to go to established groups to run events and activities for children to encourage positive fathering.	10 000.00
MET268	John Wollaston Anglican Community College	Creation of a native playground.	10 000.00
MET274	Kalamunda Senior High School	Resurface the tennis and basketball courts.	250 000.00
MET279	Kardinya Primary School	Upgrade to the school library.	50 000.00
MET284	Kelmscott Primary School	Hall ceiling fans and air-conditioning.	10 000.00
MET285	Kelmscott Senior High School	Resurfacing of the Pries Centre (Outdoor assembly area).	26 000.00
MET287	Kewdale Primary School	Small nature play area.	50 000.00
MET288	Kiara College	Upgrade and fit-out existing science labs at the school.	150 000.00

<b>Project Number</b>	<b>Recipient of Funds</b>	<b>Original Scope</b>	<b>Grant Amount \$ (GST ex)</b>
MET289	Kingsley Primary School	Student toilets upgrade.	10 000.00
MET290	Kinross College	New bus.	70 000.00
MET291	Kinross Primary School	Construction of a nature playground.	50 000.00
MET296	Kyilla Primary School	Construct a new nature playground.	100 000.00
MET310	Lockridge Primary School	Provide shade for the senior playground. Provide security fencing along a school boundary that adjoins a vacant block. Bike track for the early childhood area.	10 000.00
MET311	Lumen Christi College	New cafeteria space.	20 000.00
MET315	Makybe Rise Primary School	Development of a nature play facility.	50 000.00
MET317	Malvern Springs Primary School	Oscillating and exhaust fans for the undercover area and running track around school oval.	20 000.00
MET333	Melville Primary School	Refurbish of classrooms and equipment replacement.	100 000.00
MET337	Dianella Primary College	To upgrade, replace and purchase new ICT resources.	10 000.00
MET338	Dianella Secondary College	Funds to upgrade STEM learning spaces and assist in rebranding to Dianella SC (new signs, upgraded entry etc.)	80 000.00
MET340	Morley Primary School	Upgrade, replace and purchase additional ICT items.	10 000.00
MET341	Morley Primary School	Upgrades to kindy area and Canteen.	8 500.00
MET345	Mount Helena Primary School	Provide a cricket wicket and cricket pitch nets on the primary school oval. Artwork design on school building walls for the school "leader in me" program.	20 000.00
MET347	Mount Lawley Primary School	Assist the school in purchasing specialist equipment to expand the specialist program of teaching robotics in the classroom.	20 000.00
MET355	Ballajura Community College	Nature Playgrounds and Library Resources.	20 000.00
MET355	Ballajura Primary School	Nature Playgrounds and Library Resources.	20 000.00
MET355	Banksia Grove Primary School	Nature Playgrounds and Library Resources.	20 000.00
MET355	Caversham Primary School	Nature Playgrounds and Library Resources.	20 000.00
MET355	Herne Hill Primary School	Nature Playgrounds and Library Resources.	20 000.00
MET355	Ngala Community Services	Nature Playgrounds and Library Resources.	20 000.00
MET355	South Ballajura Education Support Centre	Nature Playgrounds and Library Resources.	20 000.00
MET355	South Ballajura Primary School	Nature Playgrounds and Library Resources.	20 000.00
MET356	Beechboro Christian College	Nature Playgrounds and Library Resources.	20 000.00
MET356	Mary MacKillop Catholic School	Nature Playgrounds and Library Resources.	20 000.00
MET356	Riverlands Montessori School	Nature Playgrounds and Library Resources.	20 000.00

<b>Project Number</b>	<b>Recipient of Funds</b>	<b>Original Scope</b>	<b>Grant Amount \$ (GST ex)</b>
MET356	St John Paul II Catholic School	Nature Playgrounds and Library Resources.	20 000.00
MET356	Swan Christian College	Nature Playgrounds and Library Resources.	20 000.00
MET357	Neerigen Brook Primary School	Native playground.	10 000.00
MET358	Lockridge Primary School	Replacement of junior play area.	30 000.00
MET362	Nollamara Primary School	Nature Playground for the local school.	60 000.00
MET365	Noranda Primary School	Shade sails to cover play equipment in Early Childhood Centre.	20 000.00
MET366	North Parmelia Primary School	Repair and upgrades to existing facilities.	20 000.00
MET368	North Perth Primary School	Extension of the North Perth Primary School Undercover Area.	450 000.00
MET381	Osborne Primary School	Playground Upgrade.	25 000.00
MET386	Palmyra Primary School	Installation of solar panels to become a carbon-neutral school; Installation of outdoor blinds for the garden kitchen to be weather protected; Additional equipment for kitchen garden; and New outdoor tables and seats for lunchtimes.	50 000.00
MET387	Palmyra Primary School	Construction of a Nature Playground.	30 000.00
MET388	Palmyra Primary School	IT equipment into classrooms.	20 000.00
MET394	Pioneer Village School	Reading books and shelving.	5 000.00
MET395	West Beechboro Primary School	Creation of a pit stop playground will help children from diverse backgrounds to learn about road safety in a fun environment.	23 000.00
MET396	Embleton Primary School	New playground equipment and landscaping for the school's oval.	30 000.00
MET401	Poseidon Primary School	Nature Playground and new library books.	40 000.00
MET405	Redcliffe Primary School	Cover for one of the netball courts for weather protection.	50 000.00
MET408	Warwick Senior High School	Re-lining of the swimming pool.	150 000.00
MET412	Rivergums Primary School	Air conditioning to be installed in the undercover assembly area.	40 000.00
MET413	Rivervale Primary School	Upgrade to play equipment including a slide and Table Tennis Table.	50 000.00
MET423	Salvado Primary School	Nature Playground and Shade Sails.	10 000.00
MET424	Samson Primary School	Upgrade to the existing canteen area and other school facilities.	50 000.00
MET434	Servite College	Development of student social areas.	40 000.00
MET435	Settlers Primary School	Resurfacing of the school undercover area.	25 000.00
MET436	Settlers Primary School	Information and display billboard.	25 000.00
MET437	Sir David Brand School	To provide for a learning equipment upgrade.	50 000.00



<b>Project Number</b>	<b>Recipient of Funds</b>	<b>Original Scope</b>	<b>Grant Amount \$ (GST ex)</b>
MET438	Cannington Community College	Install a sound wall and a music room.	70 000.00
MET442	South Lake Primary School	Upgrades to school facilities.	50 000.00
MET450	St Helenas Catholic School	Purchase and install shade sail over the nature playground.	20 000.00
MET451	St Kieran's PS	Playground Upgrade.	25 000.00
MET452	St Lawrence PS	Playground Upgrade.	25 000.00
MET453	St Michael's School P&C	Nature Playground.	10 000.00
MET469	Sutherland Dianella Primary School	To assist with maintenance backlog and as needed minor repairs.	50 000.00
MET472	Swan Valley Anglican Community School	Purchase early childhood play equipment (indoor) and furniture for school use.	20 000.00
MET476	Takari Primary School	Playground Upgrade.	25 000.00
MET477	College Row School	Hydrotherapy Pool.	175 000.00
MET486	Tranby College P&F	Nature play facility.	50 000.00
MET487	Treetops Montessori School	Create an extended play space, consisting of decking area and sandpit and nature play area.	30 000.00
MET490	Tuart Hill Primary School	Playground upgrade.	25 000.00
MET492	Tuart Rise Primary School	Provision of enclosures for two existing bike racks and an enclosure for a new bike rack at the school's Early Learning Centre.	25 000.00
MET498	Kalamunda Senior High School Education Support Centre	Upgrade and improve the usability of a multipurpose school hall.	30 000.00
MET503	Upper Swan Primary School	Electronic signboard at the front of the school.	20 000.00
MET509	Waikiki Primary School	Provide permanent fixed outdoor seating and tables for use by Year Six students. This would also include the cost of planting mature shade trees to provide shade and increase the comfort of those using the facility.	15 000.00
MET510	Walliston Primary School	Court and oval maintenance.	30 000.00
MET514	Wanneroo Secondary College	A 12 seater minibus (A Toyota Automatic Commuter Bus).	70 000.00
MET518	Weld Square Primary School	Install a nature playground for students and to be used as an outdoor classroom.	60 000.00
MET519	West Balcatta Primary School	Playground Upgrade.	25 000.00
MET520	West Morley Primary School	To assist with school maintenance.	50 000.00
MET522	Westfield Park Primary School	Renovate the art room.	10 700.00
MET524	Willandra Primary School	Purchase and establishment of Boy's shed.	10 000.00
MET529	Woorloo Primary School	Playground Shade and upgrade.	20 000.00
MET530	Xavier Catholic School	Patio shade construction, fitness and sporting equipment.	10 000.00

<b>Project Number</b>	<b>Recipient of Funds</b>	<b>Original Scope</b>	<b>Grant Amount \$ (GST ex)</b>
MET537	Comet CARE School	Comet is an independent CaRE school for students - this grant will allow greater resources at the school and increased enrolment for those in need.	50 000.00
MET543	Halidon Primary School	Foyer and administration redevelopment.	150 000.00
MET549	Woodvale Primary School	Supply and installation of nature play musical wall.	2 500.00
MET550	Hawker Park Primary School	Supply and installation of nature play musical wall.	2 500.00
MET555	Woodland Grove Primary School	Shade sails.	10 000.00
MET556	Jarrahdale Primary School	Redevelopment of the school entrance and pre-kindy play space.	10 000.00
MET557	Serpentine Primary School	Purchase of Ipads.	10 000.00
<b>Grand Total</b>			<b>6,577,500</b>



DEPARTMENT OF EDUCATION

LOCAL PROJECTS LOCAL JOBS PROGRAM  
GRANT ACQUITTAL 2017/18

CERTIFICATION STATEMENT FOR GRANT RECIPIENT

SCHOOL CODE: XXXXXX  
SCHOOL: XXXXXX

PROJECT NUMBER: METXXX  
PROJECT NAME: XXXXXX

In accordance with the *Non-Government Schools Funding Order 2017*, as authorised by the *School Education Act 1999 Division 5, Part 4* we hereby certify that:

1. An amount equal to the total grant of \$XXXX (including GST) was received from the State Government of Western Australia between 26 June 2017 and 30 June 2018.
2. These funds were utilised for XXXX as prescribed by Grant Agreement EDXXXXX.
3. Adequate accounting and financial records have been maintained to enable a verification of the expended grant to ensure proper acquittal of monies in accordance with the above.

PRINCIPAL

BUSINESS MANAGER

NAME: \_\_\_\_\_ NAME: \_\_\_\_\_

DATE: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

QUALIFIED PERSON

NAME: \_\_\_\_\_

QUALIFICATION: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**LOCAL PROJECTS LOCAL JOBS**  
**PROJECT COMPLETION REPORT AND FINANCIAL ACQUITTAL FORM**

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<b>LOCAL PROJECTS LOCAL JOBS GRANT DETAILS</b>		
<u>Project No.</u>	<u>Project Description</u>	<u>Funding Amount (incl GST)</u>
<b>Total Grant Funding:</b>		

<b>EXPENDITURE 2017</b>		
Date	Item	Amount (incl GST)
<b>Total Expenditure</b>		-
<b>CLOSING BALANCE</b>		

<b>LOCAL MEMBER INVOLVEMENT &amp; MEDIA ANNOUNCEMENTS</b>	
<p>Has your Local Member taken part in any presentation or media opportunities at your school related to the project?          No <input type="checkbox"/>      Yes <input type="checkbox"/> (please provide details below)</p>	
<p>Media announcements/publications in school newsletter or website?          No <input type="checkbox"/>      Yes <input type="checkbox"/> (please provide copies as attachment or include link below)</p>	

<b>SIGNATURE:</b>	
<b>PRINCIPAL:</b>	
<b>DATE:</b>	

**LOCAL PROJECTS LOCAL JOBS TARGETED INITIATIVE  
STATUS REPORT - UNSPENT FUNDS**

**LOCAL PROJECTS LOCAL JOBS GRANT DETAILS**

<u>Project No.</u>	<u>Project Description</u>	<u>Funding Amount</u>
		<b>Total Grant/s Funding:</b>

**PROJECT DETAILS**

*Note - for multiple projects, please write project number next to related details*

**Building/Construction Project**

**Resources procured direct from supplier**

No  Yes  (please provide details below)      No  Yes   (provide details in expenditure)

**Start date/s:** \_\_\_\_\_

**Anticipated Completion Date/s:** \_\_\_\_\_

**Agencies involved:**

Building Management and Works/Programmed Facility Management

Other  \_\_\_\_\_

**Common Use Arrangements used:**

*eg. Contract ETT2150/2012 Supply and Installation of Playground Equipment*

**EXPENDITURE TO 30/06/2018** *Note - for multiple projects, please write project number next to related details*

Date	Creditor/Item	Invoice No.	Amount (excl GST)
		<b>Total Expenditure 30/06/2018</b>	
		<b>UNSPENT FUNDS June 2018</b>	

**Provide update on the status of the project/s, including indication of when remaining funds will be spent:**

**LOCAL MEMBER INVOLVEMENT & MEDIA ANNOUNCEMENTS**

Has your Local Member taken part in any presentation or media opportunities at your school related to the project/s?

No  Yes  (please provide details below)

Media announcements/publications in school newsletter or website?

No  Yes  (please provide copies as attachment or include link below)

**SIGNATURE:** \_\_\_\_\_

**PRINCIPAL:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Please return with any other comments and/or supporting documentation as attachments to:**

[XXX@education.wa.edu.au](mailto:XXX@education.wa.edu.au)



Government of **Western Australia**  
Department of **Education**

**ATTACHMENT 2**

**DXX/XXXXXX**

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**DELIVERING COMMUNITY SERVICES IN PARTNERSHIP**

**GRANT AGREEMENT**

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**[insert month and year]**

THIS GRANT AGREEMENT is made on ..... **[insert date and year]**

**BETWEEN:**

**DEPARTMENT OF EDUCATION**  
**("Grantor")**

and

**[insert name of grant recipient]      A.B.N. (if applicable)**  
**("Organisation")**

## **RECITALS**

The Organisation has applied to the Grantor for financial assistance to undertake the Approved Purpose and the Grantor has agreed to provide a grant subject to the terms and conditions of this Agreement.

**THE PARTIES AGREE as follows:**

### **1.      DEFINITIONS AND INTERPRETATION**

In this Agreement, unless the context otherwise requires:

**Agreement** means this Grant Agreement, including its recitals and any schedules or annexures (if any).

**Acquittal** occurs when the Grantor has advised the Organisation that the reports and financial information provided by the Organisation in accordance with clause 3.6 are satisfactory.

**Approved Purpose** means the purpose or purposes set out in item 1 of Schedule 1.

**Auditor** means an accountant who is a member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants and who is independent from the Organisation.

**Auditor General** means the Auditor General for the State of Western Australia.

**Business Day** means a day other than a Saturday, Sunday or public holiday in Western Australia.

**Grant Funds** means the amount or amounts specified in item 7 of Schedule 1.

**Party** means each of the Grantor or the Organisation as the context requires and **Parties** means both of them.

**Project** means the initiative or activities to be undertaken with the Grant Fund specified in item 2 of Schedule 1.

## **2. PAYMENT OF GRANT FUNDS**

Subject to the terms and conditions of this Agreement, the Grantor will pay to the Organisation the Grant Funds in accordance with the payment schedule specified in item 8 of Schedule 1.

## **3 OBLIGATIONS OF ORGANISATION**

### **3.1 Use of Grant Payment**

The Organisation will use the Grant Funds solely for the Approved Purpose.

### **3.2 No Changes**

The Organisation will not make any changes to the Approved Purpose without the prior written consent of the Grantor.

### **3.3 No Endorsement**

The Organisation agrees that nothing in this Agreement constitutes an endorsement by the Grantor of any goods or services provided by the Organisation.

### **3.4 Acknowledgement of Grantor**

The Organisation will acknowledge the Grantor in the manner set out in item 6 of Schedule 1.

### **3.5 Request for Information**

(a) The Organisation is to provide the Grantor with any documents or information relating to this Agreement or the Project within ten (10) business days of receiving such a request from the Grantor.

### **3.6 Accounts and Reporting**

(a) The Organisation is to provide the progress reports, evaluation reports and financial statements specified in Schedule 2.

(b) The Organisation is to keep proper financial records in accordance with generally accepted accounting principles and practices.

### **3.7 Special Conditions of Grant**

The Organisation agrees to comply with the special conditions (if any) specified in item 4 of Schedule 1.

### **3.8 General Undertaking of Organisation**

The Organisation must:

(a) at all times duly perform and observe its obligations under this Agreement and will promptly inform the Grantor of any occurrence which might adversely affect its ability to do so in a material way;



- (b) undertake its responsibilities under this Agreement with integrity, good faith and probity in accordance with good corporate governance practices;
- (c) not, nor attempt to, sell, transfer, assign, mortgage, charge or otherwise dispose of or deal with any of its rights, entitlements and powers or obligations under this Agreement;
- (d) comply with all State and Commonwealth laws, rules, regulations and by-laws;
- (e) cooperate fully with the Grantor in the administration of this Agreement; and
- (f) upon reasonable notice, provide the Grantor or its agents, with access at any reasonable time and from time to time to the Organisation's premises, financial records, other documents, equipment and other property for the purpose of audit and inspection by the Grantor in order to verify compliance by the Organisation with this Agreement.

#### **4. REPAYMENT AND RETENTION OF GRANT FUNDS**

The Organisation must repay to the Grantor any funds that the Grantor has paid which are not used in accordance with this Agreement unless there has been written agreement otherwise between the parties.

#### **5. LIMITATION OF LIABILITY**

The Grantor does not accept any responsibility or liability for the success or otherwise of the Approved Purpose and is not liable for any losses which may be suffered by the Organisation in undertaking the Approved Purpose.

#### **6. FREEDOM OF INFORMATION ACT 1992 AND FINANCIAL MANAGEMENT ACT 2006**

- (a) The Organisation acknowledges and agrees that this Agreement and information regarding it is subject to the *Freedom of Information Act 1992* and that the Grantor may publicly disclose information in relation to this Agreement, including its terms and the details of the Organisation.
- (b) The parties acknowledge and agree that, despite any provision of this Agreement to the contrary, the powers and responsibilities of the Auditor General under the *Financial Management Act 2006* are not limited or affected by this Agreement.
- (c) The Organisation must allow the Auditor General, or an authorised representative, to have access to and examine the Organisation's records and information concerning this Agreement.

## **7. NOTICES**

Any notice or other communication that may or must be given under this Agreement:

- (a) must be in writing;
- (b) may be given by an authorised officer of the Party giving notice;
- (c) must be:
  - (i) hand delivered or sent by prepaid post to the address of the Party receiving the notice as set out in item 5 of Schedule 1; or
  - (ii) sent by facsimile to the facsimile number of the Party receiving the notice as set out in item 5 of Schedule 1;
- (d) subject to paragraph (e), is taken to be received:
  - (i) in the case of hand delivery, on the date of delivery;
  - (ii) in the case of post, on the third Business Day after posting; and
  - (iii) in the case of facsimile, on the date of transmission; and
- (e) if received after 5.00 pm or on a day other than a Business Day, is taken to be received on the next Business Day.

## **8. DEFAULT AND TERMINATION**

### **8.1 Event of Default by the Organisation**

An Event of Default occurs if:

- (a) the Organisation breaches any of its obligations under this Agreement which continues without remedy for ten (10) business days after notice in writing has been served on the Organisation by the Grantor;
- (b) the Organisation becomes insolvent or is deemed to be insolvent under the *Corporations Act (Cth)*; or
- (c) if the Grantor has reasonable grounds to believe that the Organisation is unwilling or unable to comply with its obligations under this Agreement.

### **8.2 Effect of Event of Default**

If an Event of Default occurs, the Grantor may either:

- (a) terminate the Agreement by providing a further ten (10) business days notice in writing to the Organisation of the Event of Default; or
- (b) suspend payment of the Grant Funds until the Event of Default is remedied.

### **8.3 Recommencement of Grant Payment**

The Grantor may, in its absolute discretion, recommence payment of the Grant Funds if and when the Organisation has rectified the Event of Default.

#### **8.4 Acquittal**

Unless earlier terminated, this Agreement will terminate at the time of Acquittal.

#### **9. GOODS AND SERVICES TAX (GST)**

- (a) For the purposes of clause 9:
  - (i) "GST" means the goods and services tax applicable to any taxable supplies as determined by the GST Act; and
  - (ii) "GST Act" means *A New Tax System (Goods and Services Tax) Act 1999 (Cth)* and includes all associated legislation and regulations;
  - (iii) the terms "supply", "tax invoice", "taxable supply" and "value" have the same meanings as in the GST Act.
- (b) If the supply of anything under this Agreement is a taxable supply under the GST Act, the Grant Funds shall be inclusive of GST.
- (c) The obligation of the Grantor to pay the GST on any supply by the Organisation under this Agreement is conditional upon the prior issue by the Organisation to the Grantor of a tax invoice, which complies with the GST Act. This provision applies notwithstanding any law to the contrary.
- (d) If the parties agree that the Grantor will issue the Organisation with a Recipient Created Tax Invoice (RCTI), then the parties hereby agree that:
  - (i) the Grantor will issue a RCTI in respect of GST payable on the supply of the Project and the Organisation will not issue a tax invoice in respect of that supply;
  - (ii) the Organisation warrants that it is registered for the purposes of GST and the Organisation will notify the Grantor in writing if it ceases to be registered for the purposes of GST during the term of this Agreement ("the Term");
  - (iii) the Grantor warrants that it is registered for the purposes of GST and the Grantor will notify the Organisation in writing if it ceases to be registered for the purposes of GST, or if it ceases to satisfy the requirements of the *GST Act* during the Term ; and
  - (iv) the Grantor will indemnify and keep indemnified the Organisation for GST and any related penalty that may arise from an understatement of the GST payable on the supply of the Project for which the Grantor issues a RCTI under this Agreement.

#### **10. RELATIONSHIP**

The Parties agree that nothing in this Agreement may be construed to make either of them a partner, agent, employee or joint venturer of the other.

## **11. WAIVER**

- (a) No right under this Agreement shall be deemed to be waived except by notice in writing signed by both Parties.
- (b) A waiver by either Party will not prejudice that Party's rights in relation to any further breach of this Agreement by the other party.
- (c) Any failure to enforce this Agreement, or any forbearance, delay or indulgence granted by one Party to the other Party, will not be construed as a waiver of any rights.

## **12. ENTIRE AGREEMENT**

This Agreement constitutes the entire agreement between the Parties and supersedes all communications, negotiations, arrangements and agreements, whether oral or written, between the Parties with respect to the subject matter of this Agreement.

## **13. VARIATION**

Any modification, amendment or other variation to this Agreement must be made in writing duly executed by both parties.

## **14. DISPUTE RESOLUTION**

Before resorting to external dispute resolution mechanisms, the Parties shall in good faith attempt to settle by negotiation any dispute in relation to this Agreement, and where practical, each Party shall refer the matter to personnel who have authority to intervene and facilitate some form of resolution.

**Executed by the Parties hereto:**

**For and on behalf of the Grantor:**

\_\_\_\_\_  
Signature of Authorised Person

\_\_\_\_\_  
Print full name of Authorised Person

Dated \_\_\_\_\_

\_\_\_\_\_  
Position of Authorised Person

**For and on behalf of the Organisation:**

\_\_\_\_\_  
Signature of Authorised Person

\_\_\_\_\_  
Print full name of Authorised Person

Dated \_\_\_\_\_

\_\_\_\_\_  
Position of Authorised Person

(Organisations should use common seal of a company or incorporated association, where appropriate.)

## SCHEDULE 1

### DEFINITION OF PROJECT OR SERVICE TO BE FUNDED

#### 1. Approved Purpose of Grant

*[Include full description of the Approved Purpose of the Grant.]*

#### 2. Project Definition and/or Anticipated Activities

*[Include full description of the project and/or anticipated activities to be undertaken with the Grant Funds, including any specified stages of development/project requirements, contract management or implementation timeframes.]*

#### 3. Agreement Term

*[Note the effect of clause 8.4 whereby, unless earlier terminated, this Agreement will terminate at the time of Acquittal. In this context, Acquittal means the Grantor has advised the Organisation that the reports and financial information provided by the Organisation in accordance with clause 3.6 are satisfactory.]*

#### 4. Special Conditions of Grant

*[Detail any specific conditions in relation to the unique requirements of this Grant, as appropriate. For example, special conditions that might be applied to a Grant could include issues, such as the maintenance of Quality Standards, management of intellectual property generated by the Grant or requirements for notification of a Serious Incident.]*

#### 5. Notice Addresses

- (a) Grantor  
Registered Mail:  
Facsimile:  
Email:
- (b) Organisation  
Registered Mail  
Facsimile:  
Email:

#### 6. Acknowledgement of Grantor

*[Detail requirements for Organisation to provide acknowledgement of the financial assistance provided in accordance with this Agreement (if any)]*

**PAYMENT SCHEDULE**

**7. Total Amount of Grant Funds**

Grant Amount \$.....

GST \$.....(if not included in Grant Amount)

**8. Method of Payment**

Payment of the Grant Funds (inclusive of GST) will be made in the amounts detailed below and within ten (10) business days of the dates listed below: (If relevant, include details of the milestones to be achieved where achievement of milestones is linked to payments.)

PAYMENT DATES	AMOUNT TO BE PAID (\$)

## SCHEDULE 2

### REPORTING REQUIREMENTS

1. Reports to be provided as at:

*[Insert details of reports and dates. If appropriate, provide a template report populated with key project details for the Organisation to complete.]*

2. Evaluation Arrangements

*[Insert evaluation requirements, such as outcomes and outcomes measures/indicators, and obligations, as applicable.]*

3. Provide a Statement of Income and Expenditure related to this Agreement by *[insert appropriate date]* as specified by the Grantor.

4. Where the Grant Funds are valued at under \$50 000, financial statements are to be certified by the Chairman, CEO or equivalent of the Organisation.

5. Where the Grant Funds are valued at \$50 000 or more, financial statements are to be certified by the Chairman, CEO of the Organisation, or equivalent **AND** certified by a professional auditor *[the cost associated with engaging a professional auditor can be categorised as an expense in the Statement of Income and Expenditure]* who is:

- (a) not an officer or employee of the Organisation;
- (b) registered as a company auditor or equivalent under a law in force in Western Australia; or
- (c) a member or fellow of the Institute of Chartered Accountants, the Australian Society of Certified Practising Accountants or the National Institute of Accountants.



Name  
Principal  
School Address

Dear Name

As you may be aware School Name has been allocated a grant of \$X as part of the McGowan Government's Local Projects, Local Jobs program.

These grants support a range of projects across Western Australia, and are for important, grassroots initiatives and programs that will make a big difference to local communities.

The program is assisting many different local community organisations including sporting groups, local governments, schools, and not-for-profit service providers. The grants are delivering much-needed upgrades to community facilities, road safety improvements and expansions of existing initiatives.

I am pleased to inform you of the details of the grant allocated to your school outlined below:

Project number:	METXXX
Recipient:	School Name
Grant amount:	\$X
Project description:	Description

The funding for non-construction projects or those involving smaller construction works will be transferred to your school through the School Allocation Module in July as a Local Projects, Local Jobs Targeted Initiative.

The funding for projects involving larger scale construction works will be transferred later in the school year, subject to final scoping and scheduling by the Department of Finance's Building Management and Works. If BMW advise that the work will not be completed until 2018, funding will be provided as part of your 2018 school budget.

Support sheets with additional information and contact details are available on the [Finance for Schools](#) website.

If you have any queries about this program please telephone Ms Lauren Atkinson, Principal Consultant, Schools Resourcing and Support on 9264 4636 or email [lauren.atkinson2@education.wa.edu.au](mailto:lauren.atkinson2@education.wa.edu.au), or telephone Ms Kerry Spencer, Director, Schools Resourcing and Support on 9264 4174.

Yours sincerely

SHARYN O'NEILL  
DIRECTOR GENERAL



DEPARTMENT OF EDUCATION

LOCAL PROJECTS LOCAL JOBS PROGRAM  
GRANT ACQUITTAL 2017/18

CERTIFICATION STATEMENT FOR GRANT RECIPIENT

SCHOOL CODE: XXXXXX  
SCHOOL: XXXXXX

PROJECT NUMBER: METXXX  
PROJECT NAME: XXXXXX

In accordance with the *Non-Government Schools Funding Order 2017*, as authorised by the *School Education Act 1999 Division 5, Part 4* we hereby certify that:

1. An amount equal to the total grant of \$XXXX (including GST) was received from the State Government of Western Australia between 26 June 2017 and 30 June 2018.
2. These funds were utilised for XXXX as prescribed by Grant Agreement EDXXXXX.
3. Adequate accounting and financial records have been maintained to enable a verification of the expended grant to ensure proper acquittal of monies in accordance with the above.

PRINCIPAL

BUSINESS MANAGER

NAME: \_\_\_\_\_ NAME: \_\_\_\_\_

DATE: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

QUALIFIED PERSON

NAME: \_\_\_\_\_

QUALIFICATION: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**LOCAL PROJECTS LOCAL JOBS**  
**PROJECT COMPLETION REPORT AND FINANCIAL ACQUITTAL FORM**

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<b>LOCAL PROJECTS LOCAL JOBS GRANT DETAILS</b>		
<u>Project No.</u>	<u>Project Description</u>	<u>Funding Amount (incl GST)</u>
<b>Total Grant Funding:</b>		

<b>EXPENDITURE 2017</b>		
Date	Item	Amount (incl GST)
<b>Total Expenditure</b>		-
<b>CLOSING BALANCE</b>		

<b>LOCAL MEMBER INVOLVEMENT &amp; MEDIA ANNOUNCEMENTS</b>	
<p>Has your Local Member taken part in any presentation or media opportunities at your school related to the project?          No <input type="checkbox"/>      Yes <input type="checkbox"/> (please provide details below)</p>	
<p>Media announcements/publications in school newsletter or website?          No <input type="checkbox"/>      Yes <input type="checkbox"/> (please provide copies as attachment or include link below)</p>	

<b>SIGNATURE:</b>	
<b>PRINCIPAL:</b>	
<b>DATE:</b>	

**LOCAL PROJECTS LOCAL JOBS TARGETED INITIATIVE  
STATUS REPORT - UNSPENT FUNDS**

**LOCAL PROJECTS LOCAL JOBS GRANT DETAILS**

<u>Project No.</u>	<u>Project Description</u>	<u>Funding Amount</u>
		<b>Total Grant/s Funding:</b>

**PROJECT DETAILS**

*Note - for multiple projects, please write project number next to related details*

**Building/Construction Project**

No  Yes  (please provide details below)

**Resources procured direct from supplier**

No  Yes  (provide details in expenditure)

**Start date/s:** \_\_\_\_\_

**Anticipated Completion Date/s:** \_\_\_\_\_

**Agencies involved:**

Building Management and Works/Programmed Facility Management

Other  \_\_\_\_\_

**Common Use Arrangements used:**

*eg. Contract ETT2150/2012 Supply and Installation of Playground Equipment*

**EXPENDITURE TO 30/06/2018** *Note - for multiple projects, please write project number next to related details*

Date	Creditor/Item	Invoice No.	Amount (excl GST)
		<b>Total Expenditure 30/06/2018</b>	
		<b>UNSPENT FUNDS June 2018</b>	

**Provide update on the status of the project/s, including indication of when remaining funds will be spent:**

**LOCAL MEMBER INVOLVEMENT & MEDIA ANNOUNCEMENTS**

Has your Local Member taken part in any presentation or media opportunities at your school related to the project/s?

No  Yes  (please provide details below)

Media announcements/publications in school newsletter or website?

No  Yes  (please provide copies as attachment or include link below)

**SIGNATURE:** \_\_\_\_\_

**PRINCIPAL:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Please return with any other comments and/or supporting documentation as attachments to:**

[XXX@education.wa.edu.au](mailto:XXX@education.wa.edu.au)