Welcome!

Welcome to the April edition of the Funding and Contracting Services (FaCS) Bulletin! This edition includes information regarding financial reporting for service agreements, an article on some of the new requirements in the Associations Incorporation Act 2015 and an overview of an exciting initiative from the Youth Affairs Council of Western Australia which provides guidance on engaging with young people. Important information regarding the current Capacity Building Grants application process is included and an update is provided on the Small to Medium Not-for-profit (NFP) Workshops.

In addition, FaCS has created a new resource for Not-for-profit organisations, the Community Services Frequently Used Terms. This is a useful tool when needing to understand common procurement language used by government.

If you have any comments or would like to suggest future topics for the Bulletin, please contact fundingandcontracting@finance.wa.gov.au. All suggestions are welcome!

INSIDE THIS ISSUE:

Engaging with Young People
New Associations Act — How It Affects You
Financial Reporting for Service Agreements
Small to Medium Not-for-profit Workshops

Engaging with Young People – Capacity Building Grant Outcomes

Have you ever wanted to engage with young people but didn’t know where to start? With the assistance of a $60,000 capacity building grant from FaCS, the Youth Affairs Council of Western Australia (YACWA) explored what support the NFP sector needed to better engage young people in the design and delivery of community services.

To determine the types of support needed, YACWA engaged with the NFP sector via surveys, interviews and face-to-face workshop participation. Young people were involved in the project through co-design of the survey and workshop, analysis of the survey and co-facilitation with YACWA of the workshop. Overall there was 106 instances of engagement during the project.

YACWA produced some valuable resources including a ‘toolkit’ for the workshop that explained the benefits of youth engagement and participation in the design and delivery of community services, types of engagement, tools and tips for successful engagement, models of youth engagement and a checklist. YACWA has established a ‘one stop shop’ for youth participation resources on its website. You can find these resources at Youth in Community Services.
New Associations Act — How It Affects You

The Associations Incorporation Act 2015 (the Act) commenced on 1 July 2016 replacing the Associations Incorporation Act 1987. As the Act governs the regulation of incorporated associations within Western Australia it is important to understand what the new Act means for your organisation.

Key features of the Act include:

- Financial reporting;
- Governance;
- Privacy;
- The rules;
- Becoming incorporated; and
- Membership of incorporated associations.

There are two main steps that your association will need to take to ensure it complies with the Act. These steps are enrolling and updating your association’s information and reviewing and updating your association’s rules.

Enrol and update information

Associations will need to log onto the Associations Online portal to check and update the association’s information if necessary. Every association will need to complete this enrolment process even if the association had access to the previous system.

Review and update rules

As a number of sections within the Act have been updated it is important that all associations update their rules (or constitution). All associations have until 1 July 2019 to update their rules however it is recommended that the review process commences as soon as possible.

The Department of Commerce has a number of resources on its website to assist associations with the changes including the Associations Transition Pack 3 which details how to review and update an association’s rules to ensure they meet the new requirements.

Further information regarding the Act can be found at New law for associations.

Financial Reporting for Service Agreements

One of the aims of the Delivering Community Services in Partnership (DCSP) Policy is reducing the administrative burden for service providers, including minimising financial reporting requirements such as financial acquittals. Service agreement templates do not include an ongoing requirement for the service provider to submit financial reports for this reason.

Financial acquittals are not necessary for service agreements due to the extensive evaluation process that is undertaken before recommending a provider.

During the evaluation process agencies assess the organisational capacity of each provider and this assessment often includes financial due diligence. An agency should therefore be confident that providers have the organisational capacity to meet service delivery requirements and deliver outcomes for the duration of the term prior to awarding a service agreement.

If an agency wishes to ensure that a provider’s capacity to deliver the services is maintained during the service agreement, alternatives to requesting financial acquittals from the provider include:

- regular service agreement management meetings;
- reviewing a provider’s annual report;
- reviewing financial information published on the Australian Charities and Not-for-profits Commission register; and
- obtaining a report from a financial organisation.

Agencies should ensure that the method of obtaining financial information is appropriate for the scale and risk of the service agreement.
Small to Medium NFP Workshops

You may remember hearing about the pilot workshop focusing on support and advice for small to medium NFP organisations which FaCS ran in December 2016.

The pilot workshop was an informal session which included roundtable discussions regarding how agencies evaluate Offers; identifying cost drivers and employment award costs when pricing services and the importance of demonstrating local community networks and knowledge in responding to Request documents.

Due to the positive outcomes of the pilot workshop the FaCS team is keen to provide these workshops to more small to medium NFP organisations. To make this happen we need to determine how many small and medium NFP organisations would be interested in attending one of these workshops. If you are interested please register your details by emailing FaCS and we will be in touch with information regarding future workshops.

Capacity Building Grants Closing Soon

During April FaCS advertised the 2017 Capacity Building Grants program on Tenders WA.

The Capacity Building Grants program is open to NFP peak bodies to provide capacity building support to their members and other NFP organisations. The total amount of funding available for Capacity Building Grants is $550,000 (GST inclusive), with a maximum amount of up to $100,000 (GST inclusive) for each successful application.

Focus areas for the 2017 program include:

1. Collaborative co-design of community services;
2. Collaborative development and/or measurement of outcomes in community services procurement; and
3. Enabling integrated services.

Applications for the Capacity Building Grants program close on 8 May 2017.

Education and Training Update

Below are the upcoming FaCS workshops for 2017. Places fill up quickly, so make sure you register now to secure your spot!

- **Conducting Tender Evaluations** ................................................... Tuesday 9 May 2017
- **Introduction to Service Agreement Management** .......................... Wednesday 24 May 2017
- **Costing and Pricing** ................................................................. Thursday 8 June 2017
- **Risk and Insurance in Community Services Contracting** ...... Tuesday 20 June 2017

While all workshops are open to both Government and the NFP sector, please check the website for more specific information.

To book a place at one of our workshops, click on the workshop name or visit our Workshops & Events website.

If you have any questions about FaCS Education and Training, email proceducation@finance.wa.gov.au or phone (08) 6551 1363.
From the Stable Door -
An Update from SAS Director, Kate Ingham

The FaCS team has been busy planning for election commitments. The Partnership Forum is currently under review and the Funding and Contracting Working Group is taking a break until further direction is provided. In the meantime FaCS is progressing work on the integrated services actions, including a community services mapping exercise aimed at identifying future opportunities for integration, as well as developing guidelines for using procurement as a tool for integrating services. The Aboriginal Youth Services Investment Reforms are also undergoing review based on the learnings from the Mirrabooka and Geraldton demonstration sites.

The 2017 FaCS Capacity Buildings Grants were advertised in April and are due to close on 8 May. FaCS is excited to see the innovative ideas proposed by community services peak bodies in the areas of co-design, outcomes measurement and integrated services.

FaCS will be commencing a pilot program of a stakeholder engagement qualification in May to help develop procurement officers’ awareness and skills in this area. If the program is successful it will be run again in the future.

The FaCS team is also undergoing a fair share of changes at the moment. FaCS officer Sophie Parnell has left to enjoy some well-deserved rest before starting maternity leave. FaCS is also looking forward to welcoming new team members in the next month or so.

I hope everyone had a safe and relaxing Easter break during this busy time.