

Keepa Keepa Elders

Funding Submission

2006/07

Organisation Details

Name: Keepa Keepa Elders

Trading Name:

Postal Address: 11 Shelley St
TORONTO NSW 2283

Street Address: 11 Shelley St
TORONTO NSW 2283

What classification best describes the main function of your organisation?

Aboriginal Organisation

Please provide contact details of your organisation.

E-mail: keepakeepa@artshunter.com.au

Telephone: 02 4959 8165

Facsimile: 02 4961 1606

Mobile: 0423 235 239

Is your organisation an incorporated body?

Yes

Organisation Status:

Ongoing Organisation

What legislation is your organisation incorporated under?

Associations Incorporation Act

What is your incorporation number?

9881238

Incorporation date:

01-Feb-2005

Date of last AGM:

01-Feb-2005

Does your organisation have a Common seal?

Yes

What is your Australian Business Number (ABN)?

56589966919

ABN Branch Number:

Are you registered for the GST?

Yes

Effective date:

15-Oct-2003

Do you have Concessionary Tax status?

No

Effective date:

Organisation Details

Please nominate the bank or other financial institution account(s) you wish to use for the management of the activities in this submission

Bank Accounts:	BSB	Account number	Account name
	062-225	10114407	State Forest of NSW
	650-000	1	Keepa Keepa Elders

Insurance Policies:

Please provide details of current or proposed Insurance Policies. (e.g. Public Liability, Workers Compensation, Assets or Building)

Insurer Name: TBC
Policy Type: Public Liability
Amount Covered: \$ 10,000,000
Range of Cover: Proposed to cover all public liability requirements for the organisation
Policy End Date: 30-Jun-2006

Insurer Name: TBC
Policy Type: Public Indemnity
Amount Covered: \$ 10,000,000
Range of Cover: Coverage for training and consultancy services
Policy End Date: 30-Jun-2006

Insurer Name: TBC
Policy Type: Workers Compensation
Amount Covered: \$ 10,000
Range of Cover: Insurance to cover requirements based upon salaries and wages to be paid each year
Policy End Date: 30-Jun-2006

Personnel Profile

Robert Sampson

Telephone: 02 4959 8165

Roles: Chairperson

Facsimile:

Mobile: 0423 235 239

E-mail:

Date joined 01-Feb-2005

Organisation:

Has this person been a Director of or occupied key positions in, organisations that have been liquidated or failed to comply with previous funding agreements?

No

Is this person funded or part funded by CDEP Wages?

No

Duties: Chair meetings

Qualifications: Aboriginal Elder from the West Lake Macquarie area.

Robert (jnr) Sampson

Telephone: 02 4959 8165

Roles: Coordinator

Facsimile:

Mobile:

E-mail:

Date joined 21-Feb-2006

Organisation:

Has this person been a Director of or occupied key positions in, organisations that have been liquidated or failed to comply with previous funding agreements?

No

Is this person funded or part funded by CDEP Wages?

No

Duties: Work with Writer and Keepa Keepa Elders to setup the performance group. Ongoing coordination of the group and recruitment of participants.

Qualifications: Extensive experience in Aboriginal cultural practices. Aboriginal dancer / educator

Personnel Profile

Andy MacDonald

Telephone: 02 4961 1606

Roles: Contact

Facsimile: 02 4961 1606

Mobile: 0408 863 876

E-mail: keepakeepa@artshunter.com.au

Date joined 01-Feb-2006

Organisation:

Has this person been a Director of or occupied key positions in, organisations that have been liquidated or failed to comply with previous funding agreements?

No

Is this person funded or part funded by CDEP Wages?

No

Duties: Consultant / Organisation Development
Grant Funding Applications

Qualifications:

Organisation Administration

Provide copies of all current strategic, operational or business plans developed for your organisation including any related plans of other groups or organisations. (If a copy of the plan is already held in the ICC please advise when it was provided and who it was provided to)

Keepa - Keepa

Plan of Management

Introduction:

This plan describes a co-operative management arrangement between the Keepa - Keepa Elders Group and State Forests of NSW, Hunter Region for an area of Heaton State Forest that has been classified as Forest Management Zone 2 containing a large population of Black Boys, *Xanthorrhoea australis*

Keepa – Keepa is the Awabakal name for "Place of many Black Boys" and has been adopted by the Aboriginal Elders Group to signify the importance of the area to them.

State Forests of NSW manages the land however the Aboriginal community is the custodian of the Aboriginal cultural heritage values that are present. The area contains a number of Aboriginal resources ranging from physical evidence of Aboriginal occupation, the presence of plants and animals which were known to be used by Aboriginal people and has a spiritual significance known to the Aboriginal elders. Establishment of this area will be a small step in repairing the despair and deprivation experienced by Aboriginal people upon losing access to their land and people.

The Keepa – Keepa Elders Group is comprised of Aboriginal Elders that have been living for years within the Awabakal traditional boundaries and are recognised in the Aboriginal community as Aboriginal cultural heritage knowledge holders. As a group they respect the land in which they live and the culture practised by their forebears in living in harmony with that land. They wish to pass on their traditional skills and knowledge to young Aboriginal people at an appropriate time in their life and in an appropriate learning environment.

The elders group will, by traditional consensus, decide the direction and programs to be followed at Keepa Keepa and State Forests will assist, where possible, by facilitating contact with other authorities.

Provide an overview of the structure/operations/purpose of your organisation and its links to the communities/clients and activities for which funding is requested

Project Objective:

To facilitate cultural heritage education enhancing both respect for Aboriginal elders as knowledge holders within the community, and respect for traditional lands.

Project Strategies:

Keepa Keepa Elders provide a place to enable Aboriginal people to reconnect with their land and traditional ways. The land is located in close proximity to the urban environment so that it can be accessed by the local community. Programs and projects will be based on the site and aim to develop the facility and the skills of Aboriginal people.

Keepa keepa

A place and project designed to connect people with traditional Aboriginal Culture in the Hunter

As part of the appraisal process it will be necessary to assess your current financial position. Provide copies of your latest financial statements including your last audit and management letter and details of how the financial affairs of your organisation are managed. (If this information is already held in the ICC please advise when it was provided and who it was provided to)

Organisation Administration

Currently State Forests of NSW auspices the groups funding - as the auspicing body they will be financial managers of the project and provide regular financial reports as well clear direction and monitoring from the Elders Committee.

Funding received to date includes:

NSW Premiers \$25,000

ATSI \$12,000

Dept of Aboriginal Affairs \$5,000

The organisation has recently become incorporated and is developing management and operations structures

The organisation has setup a bank account and will be appointing an audit for the following financial year.

Current financial statements will be provided when prepared.

The organisation plans to submit other funding applications as grant funding becomes available. The organisation and its members have a wide range of skills and they believe if they have access to the right facility, they can put the funding and sponsorships received to good work.

Development of business incomes will be a key outcome of each program developed ensuring sustainability of the programs and the future of the organisation.

It is proposed that with the support of this program the site can be established and the opportunity to develop incomes and revenue for the organisation can then start to occur.

The organisation Financial Policy and Procedure and Accountability Policy and Procedure recently accessed will inform and assure the financial management of the project.

Where government funding is to provide services, funded organisations are required to have systems in place to manage client complaints. How does your organisation manage, or how will it manage, complaints received from the recipients of the services provided? What processes will your organisation use to monitor the quality of services and to ensure that services meet the needs of your clients?

The organisation is currently preparing policy and procedure which will be used to govern operations.

This includes policy and procedures for complaints management, accountability, financial management, etc. A full list of current policy and procedure modules are:

GENERAL MANAGEMENT

OHS MANAGEMENT

STAFF MANAGEMENT

VOLUNTEER MANAGEMENT

EMPLOYMENT MANAGEMENT

PRIVACY MANAGEMENT

OFFICE MANAGEMENT

RISK MANAGEMENT

FINANCIAL MANAGEMENT

STANDARD FORMS

COMMUNITY MANAGEMENT

ACCOUNTABILITY MANAGEMENT

PLANNING MANAGEMENT

COMMUNICATIONS MANAGEMENT

COMPUTER INFORMATION TECHNOLOGY MANAGEMENT

EVENT TEAM MANAGEMENT

Total Budget

EXPENDITURE	2006/07	2007/08	2008/09	Total
Capital	\$34,010.00	\$0.00	\$0.00	\$34,010.00
Operational	\$128,300.00	\$0.00	\$0.00	\$128,300.00
CDEP Wages	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$162,310.00	\$0.00	\$0.00	\$162,310.00
INCOME				
Agency	\$116,310.00	\$0.00	\$0.00	\$116,310.00
Activity Generated Income	\$46,000.00	\$0.00	\$0.00	\$46,000.00
Total	\$162,310.00	\$0.00	\$0.00	\$162,310.00