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| Cultural Plan Brokerage Funding Guidelines |
| For use to implement Cultural Plans |
| OFFICIAL |

Contents

[Purpose 1](#_Toc162531371)

[Roles and responsibilities 1](#_Toc162531372)

[Eligibility 2](#_Toc162531373)

[Considerations for allocation of cultural plan brokerage funding 2](#_Toc162531374)

[Brokerage Acquittal and Expenditure 2](#_Toc162531375)

[Schedule of reporting 3](#_Toc162531376)

[Alternative Funding Sources 3](#_Toc162531377)

# Purpose

This guide details the required process for departmental staff and funded organisations to utilise cultural plan brokerage funding under the Service Agreement.

*The Children Youth and Families Act 2005* establishes cultural support as essential for Aboriginal children in Out-Of-home care (OoHC) to maintain and strengthen their Aboriginal identity and encourage their connection to their Aboriginal culture and community.

Cultural plan brokerage funding is one way in which connection to culture can be met. It is provided to Aboriginal Community Controlled Organisations (ACCOs) to enable flexible, creative responses, which promote and maintain cultural connection of Aboriginal children.

This guide is written in recognition of each young person’s individual needs and circumstances, allowing for regional discretion to be exercised within these.

# Roles and responsibilities

ACCOs funded by the Department of Families, Fairness and Housing (the department) for the provision of cultural planning are responsible for supporting care teams to develop, review and approval cultural plans for accuracy and appropriateness from a cultural perspective. This support is provided through the ACCO Senior Advisor – Aboriginal Cultural Planning role, which will actively manage barriers to complete the development of the cultural plan and provide the agreed final plan to the ACCO Chief Executive Officer (CEO) for endorsement. The CEO may set the annual review date for the Cultural Plan earlier than 12 months where important information is yet to be obtained or based on the circumstances of the child.

# Eligibility

Cultural plan brokerage funding is restricted to Aboriginal children in OoHC and is to be utilised to promote or maintain an Aboriginal child’s connection to their culture.

To maximise the impact of the cultural plan brokerage funding, it is essential that its utilisation strictly focus on expenditure that explicitly supports the young person’s cultural plan goals. It is acknowledged that this may at times require a subjective assessment to be made, however cultural plan brokerage funding should not be used for Aboriginal children in OoHC to purchase items that should otherwise have been provided to the young person by a ‘good parent,’ for example adequate clothing or footwear, toiletries or dental treatment (e.g. orthodontic treatment). These items should be paid for whilst the young person is in care, utilising existing funding sources, such as client expenses.

## Considerations for allocation of cultural plan brokerage funding

Decisions regarding the allocation of brokerage for the purpose of implementing the plan’s goal(s) is the responsibility of ACCOs. However, care team members and the department may make recommendations to ACCOs regarding activities, resources or experiences that may support the implementation of the child’s cultural plan.

The ACCO Senior Advisor - Aboriginal Cultural Planning will ensure that resources are available to support the cultural connection opportunities identified through the provision of brokerage funds to support the implementation of the Cultural Plan including for:

* Books, toys, flags, educational resources, subscriptions to newspapers or magazines, Aboriginal themed clothing;
* Activities including visits to Bunjilaka (Melbourne Museum) or the Koorie Heritage Trust, art, music, dance or visits to sites of significance; and
* Return to Country.

Cultural Plan Brokerage can also be used to fund local initiatives that bring Aboriginal children in OoHC together, such as cultural camps or community events.

## Brokerage Acquittal and Expenditure

Regular review of expenditure of brokerage funds is required to ensure sufficient program funding and support future budget bids and program development.

The reporting schedule is provided further below. Areas are advised to forward completed brokerage expenditure acquittals to s the relevant central area.:

Cultural plan brokerage funds for Aboriginal children must be recorded on CRIS as a case note and then on CRISSP. This is a reporting requirement under the Service Agreement as this information will inform potential future requests for funding.

ACCOs are required to record:

* CRIS Number
* Amount expended
* SAMS2 Activity Number

## Schedule of reporting

ACCOs are required to provide the Cultural Plan Client Brokerage Acquittal form to their area Agency Performance and System Support (APSS) staff contact by the 20th day of the month following each quarter. APSS to provide an update to Aboriginal Initiatives (Central).

## Alternative Funding Sources

It is important that care teams and Senior Advisors - Cultural Planning build a body of knowledge of resources and funding sources that Aboriginal children can access to ensure that brokerage funding are used to maximum effect to meet Cultural Planning goals.

Cultural planning brokerage funding is to be used to ensure successful cultural plan goal completion and progress in establishing and/or maintaining an Aboriginal child's connection to culture in OoHC.

#### Further information

[Cultural plans](http://www.cpmanual.vic.gov.au/advice-and-protocols/advice/aboriginal-children/cultural-support-plans) [Advice & Protocols | Child Protection Manual | CP Manual Victoria](https://www.cpmanual.vic.gov.au/policies-and-procedures/aboriginal-children/cultural-plans)

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