

Barada Barna Group

Socio Policy
29 November 2022



Document Name	Socio Policy
Applicability	Policy applies to – 1. Barada Barna Limited ACN 142 559 135 as trustee for Barada Barna Charitable Trust ("the Trust")
Authorisation	Board of Directors of Barada Barna Limited ACN 142 559 135
Policy date	29 th November 2022
Policy owner	Barada Barna Limited ACN 142 559 135

BARADA BARNA SOCIO POLICY**29 November 2022****1. Introduction**

The Board of Directors of Barada Barna Ltd (on behalf of the Barada Barna Charitable Trust) (“Board”) is committed to ensuring that its charitable objects of the trust are delivered in an ethical manner and in accordance with principles of good governance, equity and fairness together with any current corporate plan.

2. Purpose

The purpose of this Socio Policy (“Policy”) is to establish the guidelines within Barada Barna Charitable Trust for the provision of financial and other socio support to Eligible Applicants (See definition below).

This Policy covers the following areas:

1. Educational Purposes (Appendix A);
2. Sporting Endeavours (Appendix B);
3. Funeral Expenses (Appendix C);
4. Annual Elder Support (Appendix D);
5. Medical Assistance (Appendix E);
6. Senior Elder Special Support (Appendix F);
7. General Applications (Appendix G);
8. General Distribution Guidelines (Appendix H); and
9. Job Readiness (Appendix I).

3. Applicants Eligibility

- a) A person is eligible (“Eligible Applicant”) to apply for distributions (“Socio Payment”) from the Barada Barna Charitable Trust (“Trust”) if they are bloodline descendants of the following Apical Ancestors: -

Apical Ancestors (“Apical/s”)

- Bob Lotus;
 - Lizzy Payne;
 - Daisy (wife of Booya McDonald);
 - Maggie (wife of Toby Barker and Peter Darwin and Michael Angus);
 - ‘Polly’ Mary (wife of Robert Noble and Bert Fox);
 - Lizzie (wife of Paddy Flynn);
 - Polly (wife of Thomas Mitchell);
 - Lucy Ross;
 - Laura (wife of Duke/George Barker, Neddy/Teddy Sauney and Adam Bowen); and
 - Charles Budby (father of George ‘Salt Bush’ Budby).
- b) Membership of any Barada Barna companies or the registered native title body corporate is not necessary to become an Eligible Applicant.

- c) All applications for Socio Payments (“Applications”) must include a statement as to the identity of the Apical. The Board has a discretion to disallow an Application if they believe that there is insufficient evidence of a connection to an Apical.
- d) Children adopted by an Eligible Applicant are not eligible for Socio Payments.
- e) Children born from a relationship between an Eligible Applicant parent and a Non-Eligible Applicant parent and who are no longer in a relationship are entitled to make a claim for financial assistance from the Trust but must produce evidence from the Eligible Applicant Parent to state that he or she recognises the child/children as their own. Subject to other Socio rules set out below, an Eligible Applicant is not disqualified from receiving Socio Payments just because they are also eligible to receive socio payments from another indigenous group.
- f) Subject to paragraph g) below, Eligible Applicants who are also members of one (1) or more other indigenous groups are entitled to Apply for assistance under this Policy regardless of whether they are also obtaining assistance from another indigenous group.
- g) Where an Eligible Applicant has applied for or intends to apply for a scholarship (or similar) from another indigenous group or any other entity such as a mining company, they will not be eligible for assistance from Barada Barna under section 2 (c) of the Educational Purpose Guidelines (Appendix A) for University or TAFE support.
- h) For the purpose of this Policy, an Elder shall be any Eligible Applicant over 50 years of age and a Senior Elder shall be any Eligible Applicant over 58 years of age.

4. Process for Authorisation by Directors

- a) The Board is delegated with responsibility to approve Applications for Socio Payments.
- b) Individual Directors do not have authority to approve Socio Payments or other financial benefits. All Socio Payments or other financial benefits must be approved by the Board following a properly made application by a member.
- c) Due to the fact that assistance provided under this Policy is an administrative task rather than a formal executive function of the Board, there must be a streamlined process for the review of Applications, rather than a need for the Directors to convene a formal board meeting for each Application. For this reason, the following process is applied for the consideration of Applications:
 - i) Applications should be made by completion of the Application Form found in **Schedule 3**.
 - ii) All Applications are to be sent to either the Barada Barna Administration Officer (admin@baradabarna.com.au), via text message to a Director, via personal delivery to a Director, or by any other means approved by the Board from time to time.
 - iii) Due to the importance of keeping a centralised process and filing system, Directors who receive Applications must forward all Applications to the Barada Barna Administration Officer as soon as possible after receipt.

- iv) As soon as possible after an Application is received, the Barada Barna Administration Officer (or Chairperson) must:
1. email a copy of the Application to all Directors with a copy to the Barada Barna Group's accountant; and
 2. send a text to all Directors notifying them that an Application has been sent by email ("Application Alert").

An Application is only treated as having been notified to a Director after the Director has received both the details of the Application by email and an Application Alert by text. ("Notified Application")

- v) A Notified Application sent to a Director after 6pm on any day is treated as having been received by the Director at 9 am on the next business day.
- vi) For the purposes of this policy, Saturdays, Sundays and public holidays in Townsville, Moranbah and Brisbane are not business days.
- vii) For a normal Application, a Director must respond to the Application by email by 5pm on the next business day after the date the Director was sent the Notified Application ("Standard Consideration Period"). The following are examples of when the Director's will need to respond to a normal Application in certain circumstances:
1. Example 1: if a Notified Application is sent to a Director for voting at 2pm on a Wednesday, and there are no public holidays in Townsville, Moranbah or Brisbane on the Thursday, the Director must respond to the Application by 5pm on Thursday of the same week.
 2. Example 2: if a Notified Application is sent to a Director at 2pm on a Friday, and the following Monday is a public holiday in either Townsville, Moranbah or Brisbane, the Director must respond to the Application by 5pm on Tuesday of the next week.
 3. Example 3: if a Notified Application is sent to a Director at 7 pm on a Tuesday, and Wednesday is not a public holiday Townsville, Moranbah or Brisbane, the Director must respond to the Application by 5pm on the Thursday as the Director is only taken to have received the Application at 9 am on the Wednesday.
- viii) Failure to vote on an Application (or on a second vote after objection as set out below) within the Standard Consideration Period will mean that the Director is treated as having abstained from voting on the Application.
- ix) If a Director has a concern with or objection to an Application, the Director must within the Standard Consideration Period, provide the other Directors with a detailed emailed statement setting out the basis of their concern or objection ("Objection with Cause").

- x) Where a Director has notified an Objection with Cause within the Standard Consideration Period, the Barada Barna Administration Officer and/or the Barada Barna Group's accountant:
1. is not to process the Application until the further vote is complete; and
 2. must as soon as reasonably practicable, advise the Eligible Applicant that there is a 24 hour delay due to an objection to the Application.
- xi) Where a Director has lodged an Objection with Cause relating to a particular Application within the Standard Consideration Period, the Directors are required to cast their votes again within 24 hours of receiving the Objection with Cause. The original votes of all Directors will no longer be of effect after a Director sends an email notifying the Objection with Cause.
- xii) If after the expiry of the Standard Consideration Period, a majority of Directors comprising at least four (4) Directors have approved the Application, and no Director has notified an Objection with Cause within the Standard Consideration Period, then the Application is considered to have been approved by flying minute (i.e. resolution by email).
- xiii) Payments must be approved by a minimum of four (4) Directors in all cases. The Chairperson will have a casting vote if the votes are tied. In the event that the Chairperson has a conflict of interest, the casting vote will go, in the following order, to the next most senior member of the board that does not have a conflict; firstly, to the Vice-Chairperson, then to the Secretary, and then to the Treasurer.
- xiv) There must always be a minimum of four (4) Directors voting on each item of funding approval. For example, if only two (2) Directors vote in favour and one (1) against, the Application is declined. If after expiry of the Standard Consultation Period, only 3 Directors vote and all are in favour of the Application, the Application is approved.
- xv) Emergency Applications

An expedited process for authorisation applies in the case of emergency Applications:

1. Where an Application involves some type of emergency that requires urgent funding (e.g. medical emergencies, funerals or other issues of an unusually time sensitive nature), the Chairperson of the Board may, acting reasonably, declare by email and text that an Application is an Emergency Application.
2. The Chairperson (or Administration Officer under instructions from the Chairperson) must notify all Directors by both email and text of the emergency ("Emergency Notice") and may set a time for a final vote which must not be less than 16 hours after the details of the Emergency Application have been distributed to all Directors ("Emergency Consideration Period").

3. The Emergency Consideration Period is not extended or delayed by public holidays or weekends.
 4. The Chairperson may declare in the Emergency Notice that the usual Application Form is not required for the particular Emergency, but reasonable details of the Emergency Application should be provided to the Directors.
 5. Emergency Applications will be passed when approved by a majority of Directors, regardless of whether any Director raises an Objection with Cause to the Application.
- xvi) Directors must comply with article 16 of the Constitution which requires Directors to declare any conflict of interest and exclude themselves from any part of a meeting when the Board is discussing or voting on matters where they have a direct personal interest.
- xvii) Directors are prohibited from paying Socio Payments from their credit cards.
- xviii) If an Emergency Application is not approved, then the Application automatically reverts to the normal Application process with no time lost and the Standard Consultation Period running from the when Directors first received the Emergency Application which is then deemed to be a Notified Application.

5. Application Requirements

- a) When applying for financial assistance, Eligible Applicants should complete and submit an Application Form approved by the Board from time to time. Applications must include –
 - i) full personal details and address and phone number;
 - ii) nominate the details of their Bank and provide their BSB No and Account No;
 - iii) reference the apical ancestor they are connected to;
 - iv) any additional material required in the relevant Appendix under which the assistance is sought; and
 - v) the signature of Eligible Applicant.
- b) The approved Application Form can be found in **Schedule 3**.
- c) The Board may require an Eligible Applicant to provide photo and signature ID to protect against fraudulent Applications.
- d) Applications can be submitted by either:
 - i) personal delivery to a Director;
 - ii) email to the Barada Barna Administration Officer (admin@baradabarna.com.au);
 - iii) sending a photograph of the completed Application Form by text message to a Director; or
 - iv) by any other means approved by the Board from time to time.

- e) The Barada Barna Group's accountants will safely store these details in their data base subject to the Barada Barna Privacy Policy.
- f) Unless authorised by a clause in this Policy, advance payments will not usually be permitted under any circumstances.

N.B. it is the responsibility of the Eligible Applicant to provide the accountants with any changes to their nominated Bank and Account Numbers.

6. Responsibility/Review

- a) The Board is responsible for the implementation and review of this Policy.
- b) All Board members are responsible for adhering to this Policy.

7. Fraudulent or Misleading or Duplicated Applications

- a) Any fraudulent Applications from Eligible Applicants proven to the reasonable satisfaction of the Board will be subject to a ban from socio payments for a period of up to five (5) years.
- b) Any misleading or deceptive Applications from Eligible Applicants proven to the reasonable satisfaction of the Board will be subject to a ban from socio payments for a period of up to two (2) years.
- c) Where an Eligible Applicant has recently been awarded a substantial scholarship, bursary or other financial grant from any other entity (including another indigenous group, mining company or Government) for tertiary education or training purposes ("Educational Grant") over and above standard Government educational funding for indigenous persons, the Eligible Applicant will not be entitled to "double dip" and receive similar support under this Policy from the Trust. There is a positive duty on all Eligible Applicants to disclose any other pending applications or existing scholarships, bursaries, or other financial grants, at the time of making an Application. Any Eligible Applicant found to be in breach of the mandatory disclosure under this Policy may be subject to a ban from socio payments for a period of up to two (2) years.
- d) Eligible Applicants who receive financial assistance for funeral expenses under Appendix C must apply those funds to those specified expenses. Any Eligible Applicants found to be in breach of this sub-clause may be liable to a ban from socio payments for a period of up to two (2) years at the Board's discretion.
- e) The Board must give any Eligible Applicant accused under paragraphs a) or b) above the right to be heard and otherwise afforded natural justice with respect to any such alleged behaviour.

8. Threatening or Illegal Behaviour

- a) The Board maintains a zero-tolerance policy to any harassment, bullying, threats, or acts of violence for any reason from its Eligible Applicants to any members of the Board or Barada Barna people.

- b) Any Eligible Applicant who in the opinion of the Board, harasses or bullies another Eligible Applicant or a member of the Board, may receive a suspension of socio payments ranging anywhere from three (3) months up to 12 months, depending on the seriousness of the harassment or bullying and the circumstances of the case.
- c) Any Eligible Applicant who in the opinion of the Board, severely harasses or threatens another Eligible Applicant or a member of the Board, or commits acts of violence against an Eligible Applicant or a member of the Board when conducting business or activities associated with the Barada Barna Group of Companies, may be referred to the police for investigation, and any persons convicted in relation to the above may receive a suspension of socio payments ranging anywhere from 12 month up to a life ban depending on the serious of the conviction and circumstances of the case.
- d) Any Eligible Applicant who in the opinion of the Board, interferes with negotiations by any Barada Barna Group company with third parties in a way that may have the effect of undermining negotiations to the detriment of the Barada Barna Group company, may receive a suspension of socio payments ranging anywhere from three (3) months up to 12 months, depending on the seriousness of the interference and the circumstances of the case.
- e) The Board must give any Eligible Applicant, accused under sub-paragraphs b), c) or d) of this clause, the right to be heard and otherwise afforded natural justice with respect to any such alleged behaviour.

Approved by resolution of the Board of Barada Barna Aboriginal Corporation RNTBC ICN 8343.

29th day of November 2022.

Chairperson

Signature of chairperson

Director

Signature of director

APPENDIX A

EDUCATIONAL PURPOSE GUIDELINES

1. INTERPRETATION

The aim is to provide support (financial or otherwise) for families of Eligible Applicants who are unable to find support from family and other areas (incl. Government) to help relieve poverty and distress.

2. MAKING APPLICATIONS**2.1 Who Can Apply?**

An Eligible Applicant or guardian of an Eligible Applicant may make an Application.

2.2 What Types of Matters May Be Funded?

- a) Student Support – \$400.00 (incl. GST) per student annually (fulltime in prep, junior, middle and senior school):
 - i) Applications close on 31 March each year.
 - ii) Funding will be provided at a time suitably decided by the Board sometime after 1 January each year.
- b) Computers/iPads – Eligible Applicants can apply for either one (1) computer or one (1) iPad as follows:
 - i) a computer or an iPad (“Device”), with 1 Device provided to students in year 7 and another Device provided in year 10;
 - ii) it is intended that, except in exceptional circumstances, Eligible Applicants will only receive up to two (2) Devices in total throughout the course of their school years;
 - iii) the level of funding committed for each year will be reviewed by Directors and set in advance.
- c) Secondary Boarding School Scholarships (“SBS Scholarships”) – a scholarship to a maximum amount of \$5,000 per annum per Eligible Applicant based on the following rules/criteria and such other additional criteria that the Board considers relevant:
 - i) to ensure fairness amongst all families, and to minimise the high cost of boarding school support, only one (1) descendant of an Apical may hold a SBS Scholarship at any one time unless at least 75 percent of the Board members vote that an additional Eligible Applicant descended from the same Apical who is particularly talented and deserving of a scholarship be also approved for a SBS Scholarship;
 - ii) Eligible Applicants must show high achievement in scholastic, sporting or leadership fields and maintain that high level of achievement throughout their time at the school;
 - iii) the SBS Scholarship may be withdrawn (or not renewed) if reasonable levels of scholastic achievement and general behaviour are not maintained;
 - iv) Eligible Applicants and parents of Eligible Applicants must sign an acknowledgment form (“Acknowledgement Form”) in conjunction with their

Application acknowledging that the SBS Scholarship may be withdrawn at any time at the discretion of the Board if reasonable levels of scholastic achievement and general behaviour are not maintained (the Acknowledgement Form can be found in Schedule 2);

- v) Eligible Applicants should preferably have at least a 25 percent partial boarding and tuition scholarship from the relevant school;
 - vi) SBS Scholarships are for Queensland Boarding schools only;
 - vii) the Eligible Applicants family should be able to demonstrate to the satisfaction of the Board that any shortfall in boarding and school fees and associated expenses can be covered by the family or from other sources such as ABSTUDY
 - viii) Eligible Applicants can apply for entry at any year level from grade 7 to grade 12;
 - ix) until the Board decides otherwise, the maximum number of scholarships running at any time shall be 6 at a total cost of \$30,000.00 per annum; and
 - x) the SBS Scholarship fees must be paid by BBAC directly to the school.
- d) Tertiary Education Scholarships (on Application):
- i) University Courses:
 - 1. Full-time – Up to two (2) new scholarships per annum for full-time University students, to a maximum amount of \$5,000.00 (incl. GST) per annum paid in two (2) equal amounts within 14 days after the start of each semester.
 - 2. Part-time – Up to two (2) new scholarships per annum for part-time University students, to a maximum amount of \$2,500.00 (incl. GST) per annum paid in two (2) equal amounts within 14 days after the start of each semester.
 - 3. Special Bursary – at the discretion of the board, one-off special bursary payments to tertiary students in enrolled in Masters and Doctoral Degrees, to a maximum amount of \$10,000 (incl. GST) per Eligible Applicant.
 - ii) TAFE/similar courses:
 - 1. For diploma and career-based certificate courses (and not self-interest courses), a scholarship of up to \$1,000.00 (incl. GST) per annum.
- e) Externally Funded Bursaries:
- i) Proponents and mining companies (“External Funder”) may provide bursaries/scholarships or similar (“Bursary”) for the benefit of Barada Barna people.
 - ii) Where the External Funder delegates responsibility for selecting the recipients of the Bursary, the Board shall decide on the allocation of the Bursary.
 - iii) The Board shall take into account such criteria as it deems relevant including but not limited to:
 - 1. Previous academic achievement;
 - 2. Likely future prospects if granted the Bursary;

3. Potential leadership prospects;
 4. The fair allocation of Bursaries across apical/family lines;
 5. Previous or likely future Involvement in Barada Barna or family supportive activities.
- iv) Recipients of externally funded Bursaries will have reduced Barada Barna educational support taking into account the size and extent of the externally funded bursary.

2.3 What Types of Matters Will Not Be Funded?

- a) For Student Support:
- i) Applications received after 31 March each year.
 - ii) Advance payments will not usually be permitted under any circumstances.
- b) For Secondary Boarding School Education Scholarships:
- i) Applications for boarding schools outside of the State of Queensland.
 - ii) where the sum of the tuition and boarding fees have already been provided for by other means such as another scholarship, bursary or other financial grant from any other entity (including another indigenous group, mining company or Government).
 - iii) to remain eligible for this ongoing assistance, Eligible Applicant's receiving the Secondary Education Scholarship must demonstrate that they are achieving adequate grades to progress through each school term/year and are maintaining a high standard of behaviour. The following behaviour may result in an Eligible Applicants scholarship being terminated:
 1. failing to achieve adequate academic results to proceed to the next school term/semester/year; or
 2. suspension/expulsion from the school; or
 3. any other requirements that the Directors may reasonably require.

Termination shall be at the absolute discretion of the Board.
- c) For Tertiary Education Scholarships:
- i) the Board will not provide Higher Educational Scholarships to any Eligible Applicant where the Eligible Applicant has recently been awarded a substantial scholarship, bursary or other financial grant from any other entity (including another indigenous group, mining company or Government) for education or training purposes over and above standard Government educational funding for indigenous persons. It is the intention of the Board that Eligible Applicants will not be entitled to "double dip" and receive similar support from other sources.
 - i) where the Eligible Applicant does not achieve at least a pass grade, including a conceded pass grade, for the course content for the previous semester. Notwithstanding this, if an Eligible Applicant fails to achieve at least a pass grade, including a conceded pass grade, assistance may be provided at the

absolute discretion of the Board, provided the Eligible Applicant can demonstrate that they are applying their best efforts to their studies.

- d) For TAFE/similar courses:
 - i) where the course is a self-interest based course and not career-based;
 - ii) where the Eligible Applicant has received a scholarship for a TAFE/similar course under this policy and the Eligible Applicant cannot provide evidence of having achieved at least a pass grade, including a conceded pass grade, on that diploma/course, further assistance, for either that course or a new course, will not generally be granted (subject to the Board's discretion) to that Eligible Applicant until two years has passed from the end of the last year of study that was funded.

2.4 What Mandatory Criteria Must Be Met

The Directors must not approve funding unless the following criteria are satisfied;

- a) they are an Eligible Applicant;
- b) it must deliver positive and real support outcomes to the Eligible Applicant, the Eligible Applicant's family or the Barada Barna Group; and
- c) for Educational Scholarships, the Eligible Applicant has not already received funding for similar support through other sources.

2.5 What Optional Criteria May Be Met

Eligible Applicants must also address, as much as possible, the following optional criteria:

- a) if there is Government or other funding available, that the Eligible Applicant has sought this funding.
- b) whether the recipients and/or family are also contributing financial or in-kind support themselves;
- c) any other information that may be found to be useful.

2.6 What is included in the Application?

Applications for funding must:

- a) be in writing (and should be in the Approved Form as per **Schedule 3**)
- b) where applicable, nominate the amount of funding assistance required;
- c) be submitted by either:
 - i) email to the Barada Barna Administration Officer (admin@baradabarna.com.au);
 - ii) text message to a Director; or
 - iii) personal delivery to a direct;
- d) address the mandatory and applicable optional criteria listed above;
- e) provide where applicable the necessary supporting material:

- i) for Student Support, confirmation of enrolment which must include name, grade and date of birth. For first time Eligible Applicants, a copy of birth certificate and confirmation of ancestral lineage is required.
- ii) for Computers/iPads, confirmation of enrolment which must include name, grade, date of birth, and requirement for the student to have a computer/iPad.
- iii) for Applications for SBS Scholarships:
 - 1. a copy of the Eligible Applicant's letter of offer from the desired boarding school;
 - 2. a copy of any documents evidencing any scholarships that the Eligible Applicant will be receiving;
 - 3. a copy documentation from ABSTUDY showing the outcome of the Eligible Applicant's application for assistance;
 - 4. a copy of any letters from other organisations such as Yalari that the Eligible Applicant has applied to for assistance;
 - 5. the Acknowledgement Form (as per Schedule 2) signed by the Applicant and the Applicants Barada Barna parent/s; and
 - 6. evidence from the student's family confirming that they have the financial capacity to meet the remaining expenses of the boarding school.
- iv) for Applications for Tertiary Educational Scholarships:
 - 1. a copy of the Eligible Applicant's academic transcript for the previous semester. If this is not available, another form of evidence by the educational institution which confirms the Eligible Applicant's results; and
 - 2. a signed declaration that the Eligible Applicant has not received or applied for similar funding for the same matter; and
- v) for Applications for TAFE/similar courses:
 - 1. where the Eligible Applicant has in the last two years received a scholarship for a TAFE/similar course, the Eligible Applicant must submit with their application evidence of having passed that previous course/diploma; and
 - 2. confirmation of enrolment; and
- f) be submitted by the closing date, no late Applications will be considered unless prior notification to the Board of circumstances that may affect the student enrolment

3. CONSIDERATION OF APPLICATIONS

- a) The Directors will consider all Applications in line with the process set out in clause 4 of this Policy.
- b) It is the Director's intention to distribute the funding in accordance with the following:
 - i) For Student Support and Computers/iPads, payment of \$300.00 (incl. GST) will be deposited directly to the parent's or guardian's bank account, as soon as possible after the Application is received. It is the responsibility of the parent or guardian to notify of any changes to their bank details.

- ii) For SBS Scholarships:
 - 1. funds are to be paid directly to the educational institution; and
 - 2. maximum of six scholarships only at any given time.

- iii) For Tertiary Education Scholarships:
 - 1. For full-time students, \$2,500.00 (incl. GST) within one (1) month after the start of each semester (\$5,000.00 maximum per year), for the life of the course, with a maximum of four (4) years, to be paid direct to the Eligible Applicant. Further assistance will be provided at the absolute discretion of the Board.
 - 2. For part-time students, \$1,250.00 (incl. GST) within one (1) month after the start of each semester (\$2,500.00 maximum per year), for the life of the course, with a maximum of four (4) years, to be paid direct to the Eligible Applicant. Further assistance will be provided at the absolute discretion of the Board.
 - 3. For special bursaries, a one-off payment up to \$10,000 (incl. GST) within one (1) month after the application is submitted, to be paid direct to the Eligible Applicant. assistance will be provided at the absolute discretion of the Board.

- iv) For TAFE Courses:
 - 1. where a diploma-based study (expected that the Government Higher Education Loan Program (HELP) scheme is paying for fees), scholarship of up to \$1,000.00 per annum (incl. GST) is paid direct to the e Eligible Applicant.
 - 2. Where a certificate type course then up to maximum of \$1,000.00 per annum (incl. GST) to be paid direct to the Eligible Applicant.
 - 3. The annual payments under sub-paragraphs 1. and 2. above are payable only for the usual life of the course, assuming successful progression and completion. Further payments may be provided at the absolute discretion of the Board.

- c) If the Directors approve any funding in accordance with this schedule, they may apply conditions to the funding support.

4. REVIEW OF GUIDELINES

It is intended that these guidelines will be reviewed by the Directors on a regular basis.

APPENDIX B

SPORTING ENDEAVOURS GUIDELINES

1. INTERPRETATION

The aim is to provide support (financial or otherwise) for Eligible Applicants who are unable to find support from family and other areas (incl. Government) to help relieve poverty and distress.

2. MAKING APPLICATIONS**2.1 Who Can Apply?**

An Eligible Applicant or guardian of an Eligible Applicant may make an Application.

2.2 What Types of Matters May Be Funded?

a) Individual Support – individuals will be able to claim for the following amounts to participate in sporting activities at the following levels (tiers):

i) Regional Representative Selection – \$300.00 (incl. GST) per annum/per Eligible Applicant. Funding for Regional Representative Selection is based upon a person being selected on merit from a lower-level competition (i.e. club or school level sport) to represent a region, competing against other regions/representative teams. This does not include privately organised teams not selected on merit. The funding is usually paid either direct to the representative body (or third party) or reimbursed to the Eligible Applicant upon production of receipts.

1. Eligible sports will include:

- i) for school teams – Regional school sporting teams recognised on the Queensland Government, Queensland School Sport website; and
- ii) other regional representative teams/events.

This funding support does not apply to club teams versing other club teams, or interschool sporting teams, regardless of whether the event involves that team versing teams from other regions.

ii) State Representation – \$700.00 (incl. GST) per annum/per Eligible Applicant selected to represent a State. This is either paid direct to the representative body (or third party) or reimbursed to the Eligible Applicant upon production of receipts.

iii) National representation – \$1,000.00 (incl. GST) per annum/per Eligible Applicant selected to represent a nation. This is either paid direct to the representative body (or third party) or reimbursed to the Eligible Applicant upon production of receipts.

- iv) Sporting Scholarship – Eligible Applicants between 13 and 21 years of age who are exceptionally gifted sports persons and who are looking to make a career of the sport can claim up to \$2,000.00 (incl. GST) per annum for up to two (2) years.
- b) Team Support – Sporting teams can apply for up to \$1,000.00 (incl. GST) per team per year, where:
 - i) the team incorporates the Barada Barna Group Logo on the team jersey/uniform, and provides one of the team jerseys to the Board; and
 - ii) at least 75 percent of players are Eligible Applicants.

2.3 What Types of Matters Will Not Be Funded?

- a) For Team Support, the Board will not provide team funding or give general sponsorship to any sporting teams:
 - i) unless the team is a Barada Barna specific team whose members are at least 75 percent Barada Barna people and either:
 1. named a Barada Barna team; or
 2. the team has been assembled for the purpose of a Barada Barna organised sporting activity; or
 3. the team is a memorial team named after a deceased Barada Barna person, or spouse of a Barada Barna person;
 - ii) where funding has already been provided to the team for an event and the event was cancelled, further funding to that team for their next event will not be provided as it is expected that the team will apply the funding for the cancelled event to the next event.

2.4 What Mandatory Criteria Must Be Met

The Directors must not approve funding unless the following criteria are satisfied:

- a) the Application is lodged by an Eligible Applicant;
- b) it must deliver positive and real support outcomes to the Eligible Applicant, the Eligible Applicant's family or the Barada Barna Group; and
- c) the funding is not likely to create division within the Barada Barna Group.

2.5 What Optional Criteria May Be Met

Eligible Applicants should also address, as much as possible, the following optional criteria:

- a) if there is a Government or other funding available, that the Eligible Applicant has sought this funding;
- b) whether there is a specific community need not being met that the funding will meet; and
- c) any other information that may be found to be useful.

2.6 What is included in the Application?

Applications for funding must:

- a) be in writing (and should be in the Approved Form as per **Schedule 3**);
- b) nominate the amount of funding assistance sought;
- c) be submitted by either;
 - i) email to the Barada Barna Administration Officer (admin@baradabarna.com.au);
 - ii) text message to a Director; or
 - iii) personal delivery to a Director; and
- d) address the mandatory and applicable optional criteria listed above; and
- e) provide the necessary supporting material such as evidence of expenses, quotes and invoices.

3. CONSIDERATION OF APPLICATIONS

- a) The Directors will consider all Applications in line with the process set out in clause 4 of this Policy.
- b) It is the Director's intention where individuals are concerned to distribute the funding in accordance with the following:
 - i) At the Regional Level and above payments will be made directly to the representative body, the third-party organiser or reimbursement upon provision of receipts.
 - ii) A limit per annum of \$300.00 for Regional Level, \$700.00 (incl. GST) for State Representation, and \$1,000.00 (incl. GST) for National Representation. For clarification, someone who gets selected at all 3 levels in the one (1) year is eligible for personal funding support up to \$2,000.00 (incl. GST).
 - iii) For Barada Barna sporting teams, up to \$1,000.00 (incl. GST) per team per year. The Board should not approve more than \$5,000.00 for all supported teams in any one (1) year. Further assistance may be provided at the absolute discretion of the Board.
- c) The Board is willing to consider all Applications from those exceptionally gifted in sports. Particular consideration for approval will be given where national representation is possible or where the person is looking at and is likely to be able to make a career of the sport.
- d) If the Directors approve any funding in accordance with this schedule, they may apply conditions to the funding support.

4. REVIEW OF GUIDELINES

It is intended that these guidelines will be reviewed by the Directors on a regular basis.

APPENDIX C

FUNERAL EXPENSES GUIDELINES

1. INTERPRETATION

The aim is to provide support (financial or otherwise) for relatives of a deceased Eligible Applicant who are unable to find support from family and other areas (incl. Government) to help fund funeral expenses.

2. MAKING APPLICATIONS**2.1 Who Can Apply?**

- a) 2 persons must jointly apply unless the Board decides to waive this requirement.
- b) The applicants will preferably be able to each demonstrate that they are responsible persons who undertake to use the funeral funding for the proper purposes. The Board has complete discretion to choose to provide the funding to a more distant relative/s or friend, if it so chooses.
- c) Applicants do not need to be an Eligible Applicant - only the deceased must be an Eligible Applicant.

2.2 What Types of Matters May Be Funded?

- a) Funeral Director services and coffin.
- b) Catering, transport and associated related costs of the funeral to be incurred by the family – to be spent at the discretion of the family.

Limited to a total of \$5,000.00 (incl. GST) per funeral for items a) and b).

2.3 What Types of Matters Will Not Be Funded?

Separate applications for airfares, bus, taxi fares, hire cars, accommodation, meals, will not be paid to persons for them to attend. Catering (except for the actual wake) will not be funded.

After payment of the coffin/funeral the remaining monies can be utilised by the family as outlined above).

2.4 What Criteria Should Be Met

The Directors should not approve funding unless the following criteria are satisfied:

- a) There should be two (2) responsible applicants making the Application;
- b) That the two (2) applicants demonstrate that they are two most appropriate applicants, preferably by being very close relatives of the deceased or so closely connected, that they are the preferred applicants.
- c) The two (2) applicants must sign a declaration (see **Schedule 3**) acknowledging that:
 - (i) they are joint applicants for the money,

- (ii) they agree to supervise and consult with each other over the expenditure;
- (iii) the funds will be applied to the specified funeral expenses in accordance with this policy; and
- (iv) if required, will provide receipts to the Trust evidencing that the funds were appropriately utilised.

Any applicants found to be in breach of the above may result in either or both of them being liable to a ban from socio payments for a period of up to two (2) years if they are Eligible Applicants.

2.5 What Optional Criteria May Be Met

Applicants must also address, as much as possible, the following criteria:

- a) whether the deceased's estate has apparent significant capacity to fund the funeral in its own right;
- b) any other information that may be found to be useful.

2.6 What is included in the Application?

Applications for funding must:

- a) be in writing (and should be in the Approved Form as per **Schedule 3**);
- b) nominate the amount of funding assistance required;
- c) be submitted by either;
 - i) email to the Barada Barna Administration Officer (admin@baradabarna.com.au);
 - ii) text message to a Director; or
 - iii) personal delivery to a Director;
- d) 2 people must have put in an Application and signed (countersigned) the declaration in the Application Form, acknowledging that they are receiving the funds for the specified funeral expenses, and that the funds will be applied to that purpose.

3. CONSIDERATION OF APPLICATIONS

- a) The Directors will consider all Applications in line with the process set out in clause 4 of this Policy.
- b) It is the Directors' intention to distribute the funding in accordance with the following:
 - i) maximum \$5,000.00 (incl. GST) on any one Application paid directly to the next of kin of the deceased or other person as reasonably decided by the Directors (although the Board may require some or all of the funds to be paid directly to the funeral home).
- c) If the Directors approve any funding in accordance with this schedule, they may apply conditions to the funding support.

4. REVIEW OF GUIDELINES

It is intended that these guidelines will be reviewed by the Directors on a regular basis.

APPENDIX D

ANNUAL ELDER SUPPORT GUIDELINES

1. INTERPRETATION

- a) The aim is to provide support (financial or otherwise) to Elders of the Barada Barna Group who are Eligible Applicants.
- b) To qualify as an Elder for the Annual Elder Support the Eligible Applicant must:
 - i) have turned or be turning 50 years of age on or before 31 December for the relevant year; or
 - ii) have turned or be turning 45 years of age on or before 31 December for the relevant year and be endorsed as an elder and leader of a family line by a Senior Elder (“Endorsed Elder”).
- c) Approval under sub-clause b) ii) above is subject to Board approval and will be limited to two additional persons per family line appointed under sub clause b) ii) above.
- d) It is the responsibility of the individual to submit their Application/notification of being eligible for the Annual Elder Support before 15 November. Applications can be lodged at any time prior to the 15th of November in the year the person turns 50.
- e) Applications made after 15 November may be rejected or paid later at the Board’s absolute discretion.
- f) The Board shall not approve payments for past years where the Eligible Applicant hasn’t applied before 15 November in the year a payment is due.
- g) Annual Elder Support will only be paid once per calendar year and no advance payments are permitted.

2. MAKING APPLICATIONS**2.1 Who Can Apply?**

An Eligible Applicant or guardian of an Eligible Applicant may make an Application.

2.2 What Types of Matters May Be Funded?

- a) Annual Elder Support payment is \$2,000.00 per calendar year (incl. GST).
- b) Subject to annual confirmation by the Board, Annual Elder Support will be made in recognition of the financial duress that is imposed upon recognised family Elders.

2.3 What Types of Matters Will Not Be Funded?

- a) Applications for payment of the Annual Elder Support in the same calendar year which the Eligible Applicant last received that support.

- b) Advance payments for future calendar years will not be permitted under any circumstances.
- c) Applications for vehicles, housing for families, electricity, rates, airfares, hire cars, taxi fares, and any non-Elder related expenses of the Eligible Applicant.
- d) For Endorsed Elders, where:
 - i) the Eligible Applicant fails to provide a statement signed by the Senior Elder of the family line endorsing the Eligible Applicant; or
 - ii) the Board does not approve the endorsement of the Eligible Applicant; and/or
 - iii) two Eligible Applicants are currently recognised as Endorsed Elders for that family line.

2.4 What Mandatory Criteria Must Be Met

The Directors or delegate must not approve funding unless the following criteria are satisfied:

- a) they are an Eligible Applicant;
- b) it must deliver positive and real support outcomes to the Eligible Applicant, the Eligible Applicant's family or the Barada Barna Group; and
- c) the funding is not likely to create division within the Barada Barna Group.

2.6 What is included in the Application?

Applications for funding must:

- a) be in writing (and should be in the Approved Form as per **Schedule 3**);
- b) be submitted by either;
 - i) email to the Barada Barna Administration Officer (admin@baradabarna.com.au);
 - ii) text message to a Director; or
 - personal delivery to a Director; and
- c) address the mandatory and applicable optional criteria listed above; and
- d) for Endorsed Elders, the first application (and when otherwise required by the Board) must be accompanied by a statement signed by the Senior Elder of the relevant family line stating that the Senior Elder endorses the Eligible Applicant as their mouthpiece and the spokesperson for their family line, and be witnessed by another Barada Barna member other than the applicant who certifies that the Senior Elder appears to be of sound mind.

3. CONSIDERATION OF APPLICATIONS

- a) The Directors will consider all Applications in line with the process set out in clause 4 of this Policy.
- b) Annual Elder Support will be \$2,000.00 (incl. GST) for each year with any increase thereafter to be reviewed by the Board.

- c) If the Directors approve any funding in accordance with this schedule, they may apply conditions to the funding support.

4. REVIEW OF GUIDELINES

It is intended that these guidelines will be reviewed by the Directors on a regular basis.

APPENDIX E

MEDICAL ASSISTANCE GUIDELINES

1. INTERPRETATION

The aim is to provide support (financial or otherwise) for families of Eligible Applicants who are unable to find support from family and other areas (incl. Government) to help relieve poverty and distress.

2. MAKING APPLICATIONS**2.1 Who Can Apply?**

An Eligible Applicant or Guardian of an Eligible Applicant may make an Application.

2.2 What Types of Matters May Be Funded?

- a) Counselling – Eligible Applicants can claim financial assistance for up to five counselling sessions to a total of \$1,500.00, to assist with the Eligible Applicant's mental health and wellbeing.

Upon Application, the Board may within its discretion provide further financial assistance for additional counselling sessions.

- b) Tier 1 – Eligible Applicants who suffer from chronic diseases and other serious medical conditions that require regular treatment or medication, but are still active and able to go about their day-to-day lives (i.e. can continue working), can claim up to \$800.00 (incl. GST) per year to assist with payments for medication etc. This will be paid in quarterly amounts throughout the year (or on Application for treatment(s)), to be reviewed at the start of each year.

Illnesses eligible for assistance under this tier are serious and life threatening chronic illnesses that require heavy medication but do not prevent the Eligible Applicant from going about their day-to-day lives and it does not permanently prevent the Eligible Applicant from earning an income (**see Schedule 1**).

Applications for Tier 1 medical assistance will be assessed on a case-by-case basis.

- c) Tier 2 – Eligible Applicants who suffer from serious chronic diseases or other significant impairments that require regular treatment etc., and which prevents the Eligible Applicant from going about their lives and earning an income, can claim up to \$2,000.00 (incl. GST) per year to assist with payments required for that on-going medical support. This will be paid in quarterly amounts throughout the year (or on Application for treatment(s)). To be reviewed at the start of each year.

Applications for Tier 2 medical assistance will be assessed on a case-by-case basis at the discretion of the Board.

- d) Senior Elders who are receiving either Tier 1 or Tier 2 medical assistance are eligible for up to an additional \$2,500.00 (incl. GST) per annum for medical services,

treatments or aids per year that they are receiving the assistance. Medical equipment/aids must not be passed onto others unless proper Application and approval have been done by the Board.

Applications for additional Senior Elder medical assistance will be assessed on a case-by-case basis.

2.3 What Types of Matters Will Not Be Funded?

- a) Applications for things such as televisions, fixed air conditioners (split/box) etc. or other items not designed to directly assist in treating or assisting in overcoming the medical condition.
- b) Eligible Applicants are not able to receive both Tier 1 and Tier 2 medical assistance at any given time. For example, an Eligible Applicant who is receiving Tier 2 medical assistance will not be eligible to receive assistance under Tier 1 at the same time.
- c) Advance payments will not be permitted under any circumstances.

2.4 What Mandatory Criteria Must Be Met

The Directors must not approve funding unless the following criteria are satisfied:

- a) they are an Eligible Applicant;
- b) it must deliver positive and real support outcomes to the Eligible Applicant, the Eligible Applicant's family or the Barada Barna Group;
- c) Applications for Tier 1 and Tier 2 medical assistance must include a medical certificate from a doctor or other medical practitioner detailing the nature of the Eligible Applicants condition;
- d) to remain eligible for continued Tier 1 and Tier 2 medical support, Eligible Applicants must by the end of November each year submit to the Administration Officer a new medical certificate from a doctor or other medical practitioner detailing the Applicants continued medical condition. If an Eligible Applicant believes their medical condition is such that they will not recover, and therefore that they should not be required to submit a medical certificate annually, that Eligible Applicant must notify the Board. The Board may then within its absolute discretion decide whether or not the Eligible Applicant is not required to submit a new medical certificate each year; and
- e) payments will be provided quarterly starting from Thursday the 2nd week of January each year; Thursday 2nd week April; Thursday 2nd week July; Thursday 2nd week Oct.

2.5 What Optional Criteria May Be Met

Eligible Applicants must also address, as much as possible, the following optional criteria:

- a) any other information that the Board may deem useful from time to time.

2.6 What is included in the Application?

Applications for funding must:

- a) be in writing only (and should be in the Approved Form as per **Schedule 3**);
- b) nominate the amount of funding assistance required;
- f) be submitted by either;
 - iv) email to the Barada Barna Administration Officer (admin@baradabarna.com.au);
 - v) text message to a Director; or
 - vi) personal delivery to a Director;
- c) address the mandatory and applicable optional criteria listed above;
- d) provide the necessary supporting material such as evidence of expenses, quotes and invoices; and
- e) Applications can be made anytime throughout the year.

3. CONSIDERATION OF APPLICATIONS

- a) The Directors will consider all Applications in line with the process set out in clause 4 of this Policy.
- b) It is the Directors' intention to distribute the funding in accordance with the following:
 - i) Maximum \$800.00 (incl GST) for Tier 1 Eligible Applicants per annum;
 - ii) Maximum \$2,000.00 (incl GST) for Tier 2 Eligible Applicants per annum;
 - iii) Maximum \$2,500.00 (incl GST) for Senior Elders per annum (in addition to any entitlement to assistance under sub-paragraphs i) or ii) above);
 - iv) Claims will be limited to the following:
 - 1. Eligible Applicants and Senior Elders after the first year must make claims for additional years assistance which will be reviewed annually on a case-by-case basis.
- c) Any future claims for medical aids that could be classified as assets (e.g. gophers or hospital beds) will remain the property of Barada Barna Group and be used by an individual for a specified period of time. At the end of the period the individual will be required to return the asset for future claimants. The individual will be expected to cover on-going costs (within reasonable wear and tear) for the period of the specified term of use and sign an acknowledgement of the terms.
- d) If the Directors approve any funding in accordance with this schedule, they may apply conditions to the funding support.

4. REVIEW OF GUIDELINES

It is intended that these guidelines will be reviewed by the Directors on a regular basis.

APPENDIX F

SENIOR ELDER SPECIAL SUPPORT GUIDELINES

2. INTERPRETATION

The aim is to provide support (financial or otherwise) for Eligible Applicants who are Senior Elders and who are unable to find support from family or from other sources (incl. Government) to help relieve poverty and distress.

3. MAKING APPLICATIONS**2.1 Who Can Apply?**

An Eligible Applicant, who is a Senior Elder, may make an Application.

2.2 What Types of Matters May Be Funded?

- a) Senior Elder Payment – The provision of up to \$1,440.00 (incl GST) per annum paid in monthly instalments of \$120.00 (incl GST) to assist with basic living necessities; and
- b) Applications by Senior Elders for whitegoods.

2.3 What Types of Matters Will Not Be Funded?

- a) The Senior Elder Payment is to apply from August 2012 and will only be paid from the date of the Application (no back dating).
- b) Advance payment of monthly instalments will not be permitted under any circumstances.
- c) Applications for whitegoods by persons other than Senior Elders.

2.4 What Mandatory Criteria Must Be Met

The Directors must not approve any funding unless the following criteria are satisfied:

- a) they are a Senior Elder who is an Eligible Applicant;
- b) it must deliver positive and real support outcomes to the Eligible Applicant, the Eligible Applicant's family or the Barada Barna Group;
- c) for the provision of whitegoods, the whitegoods must be going to the place of residence of the Senior Elder; and
- d) except in exceptional circumstances, applications for the same sort of whitegoods should not be made within 5 years of the last application for the same type of whitegoods.

2.5 What is included in the Application?

Applications for funding must:

- a) be in writing (and should be in the Approved Form as per **Schedule 3**);
- b) nominate the amount of funding assistance required;
- c) be submitted by either;

- i) email to the Barada Barna Administration Officer (admin@baradabarna.com.au);
 - ii) text message to a Director; or
 - iii) personal delivery to a Director and;
- d) address the mandatory and applicable optional criteria listed above; and
- e) provide the necessary supporting material such as evidence of expenses, quotes and invoices. For Application for whitegoods, the Eligible Applicant must attached proof of residence.

4. CONSIDERATION OF APPLICATIONS

- a) The Directors will consider all Applications in line with the process set out in clause 4 of this Policy.
- b) Individuals will be required to supply documentation proving evidence of age.
- c) It is the Directors' intention to distribute the funding in accordance with the following:
 - i) For the Senior Elder Payment, monthly instalments of \$120.00 (incl GST) with a maximum of \$1,440.00 (incl GST) per annum, to be paid direct to the Eligible Applicant.
 - ii) For Applications for whitegoods, a maximum of \$1,500.00 (incl GST) per annum.
- d) If the Directors approve any funding in accordance with this schedule, they may apply conditions to the funding support.

5. REVIEW OF GUIDELINES

It is intended that these guidelines will be reviewed by the Directors on a regular basis.

APPENDIX G

GENERAL APPLICATION GUIDELINES

1. INTERPRETATION

The aim is to provide support (financial or otherwise) for Elders or those in special circumstances who are Eligible Applicants and are unable to find support from family and other areas (incl. Government) to help relieve poverty and distress.

2. MAKING APPLICATIONS**2.1 Who Can Apply?**

An Eligible Applicant may make an Application

2.2 What Types of Matters May Be Funded?

- a) Special and unusual one-off necessitous circumstances – e.g. fire burns down house, robbery, floods, medical aids.

2.3 What Types of Matters Will Not Be Funded?

- a) Applications for vehicles, housing for families, loan repayments, rent arrears, electricity bills etc.
- b) Applications for whitegoods by persons other than Senior Elders.

2.4 What Mandatory Criteria Must Be Met

The Directors must not approve funding unless the following criteria are satisfied:

- a) they are an Eligible Applicant; and
- b) it must deliver positive and real support outcomes to the Eligible Applicant, the Eligible Applicant's family or the Barada Barna Group.

2.5 What Optional Criteria May Be Met

Eligible Applicants must also address, as much as possible, the following optional criteria:

- a) if there is Government or other funding available, that the Eligible Applicant has sought this funding;
- b) there is a real financial hardship on the part of the Eligible Applicant to meet the proposed funding;
- c) any other information that may be found to be useful;

2.6 What is included in the Application?

Applications for funding must:

- f) be in writing (and should be in the Approved Form as per **Schedule 3**);
- g) nominate the amount of funding assistance required;
- h) be submitted by either;

- iv) email to the Barada Barna Administration Officer (admin@baradabarna.com.au);
 - v) text message to a Director; or
 - vi) personal delivery to a Director; and
- i) address the mandatory and applicable optional criteria listed above; and
 - j) provide the necessary supporting material such as evidence of expenses, quotes and invoices.

3. CONSIDERATION OF APPLICATIONS

- a) The Directors will consider all Applications in line with the process set out in clause 4 of this Policy.
- b) It is the Directors' intention to distribute the funding in accordance with the following:
 - i) Maximum \$1,500.00 on any individual Application to a maximum of \$4,000.00 (incl. GST) per family per annum comprising parents and children.
 - ii) Maximum total support per family per annum is \$4,000.00 (incl. GST).
 - iii) By direct debit to the Eligible Applicant.
- c) If the Directors approve any funding in accordance with this schedule, they may apply conditions to the funding support.

APPENDIX H

GENERAL DISTRIBUTION GUIDELINES

1. INTERPRETATION

- a) Barada Barna may from time to time receive large compensation payments from proponents or parties to Indigenous Land Use Agreements.
- b) Whilst it is intended that a significant proportion of such payments will be invested in long term investments for the benefit of future generations, to alleviate long standing social inequities faced by the Barada Barna people and traditional owners generally, the Board may decide to approve a one off socio payment to all Eligible Applicants on such conditions as the Board decides with the overall aim of achieving an equitable distribution amongst all Eligible Applicants taking into account their family circumstances.

2. MAKING APPLICATIONS**2.1 Who Can Apply?**

An Eligible Applicant may make an Application.

2.3 What Types of Matters May Be Funded?

Not applicable - general distribution.

2.3 What Types of Matters Will Not Be Funded?

Not applicable - general distribution.

2.4 What Mandatory Criteria Must Be Met

Not applicable- general distribution.

2.5 What Optional Criteria May Be Met

Not applicable- general distribution.

2.6 What is included in the Application?

Not applicable- general distribution.

3. CONSIDERATION OF APPLICATIONS

Not applicable - general distribution.

4. REVIEW OF GUIDELINES

It is intended that these guidelines will be reviewed by the Directors on a regular basis.

APPENDIX I

JOB READINESS GUIDELINES

1. INTERPRETATION

- a) The aim is to provide support (financial or otherwise) for youth or career seekers who are Eligible Applicants and are unable to find support from family and other areas (incl. Government) to gain the minimum requirements to support them in establishing a career.
- b) Barada Barna Group is committed to support Barada Barna youth and those seeking employment to obtain the necessary skills and build a strong foundation to pursue jobs which in the long term will allow them to be financially independent and support their family.

2. MAKING APPLICATIONS**2.1 Who Can Apply?**

An Eligible Applicant may make an Application for funding.

2.2 What Types of Matters May Be Funded?

- a) Driver Licence – Eligible Applicants may from 1 March 2021 apply for financial assistance with the following:
 - i) fees for written or online test for the Eligible Applicant to obtain their Learner Licence, for up to three attempts;
 - ii) initial Learner Licence fee;
 - iii) up to five learner's driving lessons with an accredited driving trainer (check the Yellow Pages to find an accredited driver trainer in your area); and
 - iv) fees for the Eligible Applicants P1 Provisional Licence test, for up to three attempts.
- b) Where required to secure an upcoming employment opportunity, Eligible Applicants can apply for financial assistance in obtaining the following:
 - i) Entry Level Training – Including qualifications such as the Standard 11 Mining Induction (Generic OHS Induction) Coal Board Medicals, General Construction Induction Cards (White Card), Working at Heights courses, Confined Space Training, and Gas Test Atmosphere Training etc. and
 - ii) Work uniforms and Personal Protective Equipment where these items are not supplied by the employer.
- c) Eligible Applicants who have secured employment (including apprenticeships and traineeships) on a mine site and require financial assistance to travel to that site for their first rostered period, before they receive their first paycheque, can apply for the following assistance:
 - i) where the Eligible Applicant is flying:

1. up to \$500.00 for one (1) return flight to a town near the mine site. Eligible Applicants must apply at least one (1) week prior to the required travel date and the Board will book a suitable flight for the Eligible Applicant; and
 2. transport to and from the mine site where no transport is provided by the mining company, and this is clearly outlined by the employer; or
- ii) where the Eligible Applicant is driving – Up to \$200.00 for mileage/petrol costs each way and, where required, up to \$150.00 for accommodation each way. The requirement for accommodation will be determined on a case-by-case basis.

With such assistance to be provided at the absolute discretion of the Board and on such terms and conditions as the Board determines.

- d) Eligible Applicants who have a job prospect (including apprenticeships and traineeships) on a mine site and require financial assistance to travel to site for an interview, assistance with travel for up to three interviews per Eligible Applicant per year:
- i) where the Eligible Applicant is flying:
1. up to \$500.00 for one (1) return flight to a town near the mine site. Eligible Applicants must apply at least one (1) week prior to the required travel date and, in consultation with the Eligible Applicant, the Board will book a suitable flight;
 2. transport to and from the mine site where no transport is provided by the mining company, and this is clearly outlined by potential employer; and
 3. where required, up to \$150.00 for one (1) nights' accommodation where the Eligible Applicant must spend a night near site; or
- ii) where the Eligible Applicant is driving – Up to \$200.00 for mileage/petrol costs each way and, where required, up to \$150.00 for accommodation each way. The requirement for accommodation will be determined on a case-by-case basis.

With such assistance to be provided at the absolute discretion of the Board and on such terms and conditions as the Board determines.

2.3 What Types of Matters Will Not Be Funded?

- a) Mileage/petrol costs for driving lessons in private vehicles that are not undertaken with an accredited driving trainer.
- b) Qualifications such as Certificates 1, 2, or 3, or higher studies in any field. Assistance with attaining qualifications of this kind can be sought through Appendix A contained herein.
- c) Where an Eligible Applicant is receiving assistance with flights to and from site, the costs incurred by that Eligible Applicant in travelling from their place of residence to

the airport and back. In other words, the Eligible Applicant is responsible for finding their own transport from their residence to the airport and vice versa.

2.4 What Mandatory Criteria Must Be Met?

The Directors must not approve funding unless the following criteria are satisfied:

- a) they are an Eligible Applicant;
- b) assistance under clause 2.2(b)-(d), must be linked to new employment;
- c) it must deliver positive and real support outcomes to the Eligible Applicant, the Eligible Applicant's family or the Barada Barna Group;
- d) the funding is not likely to create division within the Barada Barna Group; and

2.5 What Optional Criteria May Be Met?

Eligible Applicants must also address, as much as possible, the following optional criteria:

- a) if there is Government or other funding available, that the Eligible Applicant has sought this funding;
- b) there is a real financial hardship on the part of the Eligible Applicant to meet the proposed funding;
- c) the nature and extent of benefit to the Barada Barna Group;
- d) whether the recipients and/or family are also contributing financial or in-kind support themselves;
- e) whether there is a specific community need not being met that the funding will meet; and
- f) any other information that may be found to be useful;

2.6 What is included in the Application?

Applications for funding must:

- a) be in writing (and should be in the Approved Form as per **Schedule 3**);
- b) nominate the amount of funding assistance required;
- c) be submitted by either;
 - i) email to the Barada Barna Administration Officer (admin@baradabarna.com.au);
 - ii) text message to a Director; or
 - iii) personal delivery to a Director.;
- d) address the mandatory and applicable optional criteria listed above;
- e) if applying for reimbursement provide the necessary supporting material such as evidence of expenses, quotes and invoices; and
- f) for assistance under clause 2.2(b)-(d), the Application must include evidence of the Eligible Applicants employment e.g. letter from employer confirming the role and start date.

3. CONSIDERATION OF APPLICATIONS

- a) The Directors will consider all Applications in line with the process set out in clause 4 of this Policy.

- b) It is the Directors' intention to distribute the funding in accordance with the following:
- i) Licence fees and licence tests – Eligible Applicants must submit proof of payment of the fees. If considered eligible, the Board will reimburse the Eligible Applicant for those costs.
 - ii) Driving lessons – if Eligible Applicants are able, they should book and pay for these costs on their own and apply for reimbursement. Eligible Applicants who are not able to pay upfront for the tests should include in their application the details of the driving school/instructor that they wish to use for the lessons and the Board will arrange for payment directly to that instructor.
- c) If the Directors approve any funding in accordance with this schedule, they may apply conditions to the funding support.

4. REVIEW OF GUIDELINES

It is intended that these guidelines will be reviewed by the Directors on a regular basis.

SCHEDULE 1

LIST OF CHRONIC ILLNESSES FOR MEDICAL ASSISTANCE

1. CHRONIC ILLNESSES

The below is a non-exhaustive list of recognised chronic illnesses which may be eligible for assistance:

- a) Musculoskeletal diseases including arthritis and osteoporosis;
- b) Respiratory diseases including asthma and chronic obstructive pulmonary disease;
- c) Cardiovascular diseases including heart disease and stroke;
- d) Chronic kidney disease;
- e) Mental health conditions;
- f) Cancer;
- g) Oral disease;
- h) Type 1 and 2 diabetes; and
- i) Disabling neurological disabilities, including epilepsy.

SCHEDULE 2

ACKNOWLEDGEMENT FORM – SECONDARY BOARDING SCHOOL SCHOLARSHIP

(To be signed by both parents and/or guardians)

We, the parents of the parents of the Secondary Boarding School Scholarship (“SBS Scholarship”) Applicant acknowledge and agree to the strict terms and conditions set out below in relation to the Barada Barna Charitable Trust (“Trust”) granting an SBS Scholarship to our Eligible Applicant child:

1. That the SBS Scholarship is strictly limited to \$5,000.00 per annum per Eligible Applicant. No additional funds above \$5,000.00 per annum will be payable as that is a strict limit under the current Socio Policy. Applications for additional SBS Scholarship assistance above \$5,000.00 per annum will not be considered by the Board of Directors of the Trust (“Board”).
2. The parents/guardians of the Eligible Applicant warrant and declare that they have disclosed to the Trust, the full extent of other funding support from the school, ABSTUDY, and from other sources prior to or in conjunction with the Application.
3. That the parents/guardians of the Eligible Applicant represent to the Board and to the Trust, that to the best of their knowledge and belief, they will have sufficient funds from either their own earnings or from other sources to cover the balance of the tuition, boarding, and other school fees for the duration of the Eligible Applicant’s schooling.
4. The parents/guardians acknowledge that the SBS Scholarship may be withdrawn or not renewed if reasonable levels of scholastic achievement and general behaviour are not maintained.
5. The parents/ guardians undertake to the Trust that they will make it clear to the Eligible Applicant that should the Eligible Applicant not maintain reasonable levels of scholastic achievement and general behaviour during their period of receiving the SBS Scholarship, that the Board may, in its absolute discretion, discontinue future SBS Scholarship payments.
6. That the SBS Scholarship will only be paid upon provision of a school fee invoice showing the amount of fees payable and confirmation that fees from the previous year have been paid. The parents or guardians acknowledge that the Trust will only pay fees directly to the school.

 Signature of parent/guardian

 Signature of parent/guardian

 Name of parent/guardian

 Name of parent/guardian

 Date

 Date

SCHEDULE 3

BARADA BARNA GROUP SOCIO POLICY APPLICATION FORM

APPLICANT INFORMATION (PARENT / CARER): Please print clearly		
Date of Birth:	First and Second Name:	Surname:
Street Address:		
City:	State:	Post Code:
Mobile:	E-mail (An email will be sent to notify you of the outcome):	
Postal address (If same as street address write "As Above"):		
If support is required for a child under 16, please complete below:		
Names and ages of child / children:	Parents Names:	
Banking Details:		
Bank:	BSB:	Account:

Please ensure banking details are on any quotes or paperwork with a reference number.

Please indicate Apical Ancestor:

<input type="checkbox"/> Bob Lotus	<input type="checkbox"/> Lizzie Payne	<input type="checkbox"/> Daisy (wife of Booyah McDonald)	<input type="checkbox"/> Maggie (wife of Toby Barker, Peter Darwin and Bert Fox)	<input type="checkbox"/> 'Polly' Mary (wife of Robert Noble and Bert Fox)
<input type="checkbox"/> Lizzie (wife of Paddy Flynn)	<input type="checkbox"/> Polly (wife of Tommy Mitchell)	<input type="checkbox"/> Lucy Ross	<input type="checkbox"/> Laura (wife of Duke/George Barker, Neddy/Teddy Sauney and Adam Bowen)	<input type="checkbox"/> Charles Budby (father of George 'Salt Bush' Budby)

Details (Please tick the applicable box):

- | | |
|------------------------------------------------------------|-----------------------------------------------------------------------|
| <input type="checkbox"/> Educational Purposes (Appendix A) | <input type="checkbox"/> Senior Elder Special Support (Appendix F) |
| <input type="checkbox"/> Sporting Endeavours (Appendix B) | <input type="checkbox"/> General Applications (Appendix G) |
| <input type="checkbox"/> Funeral Expenses (Appendix C) | <input type="checkbox"/> General Distribution Guidelines (Appendix H) |
| <input type="checkbox"/> Annual Elder Support (Appendix D) | <input type="checkbox"/> Job Readiness (Appendix I) |
| <input type="checkbox"/> Medical Assistance (Appendix E) | |

NOTE: You must attach all supporting documents, including receipts, invoices and quotes to the Application Form.

Please note: Applications will not be reviewed without all information attached.

Details:

Amount: \$ _____

Accepted

Rejected

Notes: _____

Declaration:

- I/We understand that this application will be considered in accordance with the processes set out in the Barada Barna Group Socio Policy ("Policy").
- I/We understand and accept that the Directors' decision to approve or not approve this application is final.
- I/We understand that I/we may be requested to provide additional information.
- I/We understand that if I/we provide false or misleading information, I/we may be precluded from obtaining future assistance under the Policy.
- I declare that in applying for an Educational Scholarship under section 2.2 (c) of the Educational Purpose Guidelines (Appendix A to the Policy), I have not received or applied for or been awarded any financial or other assistance from any other entity including mining companies, other indigenous groups, Government etc.
- For applications for funeral assistance, we understand that if the Directors approve this application, the funds must be applied to the funeral expenses. We further understand that if the funds are misused, we may be precluded from obtaining future assistance under the Policy.

Name of Applicant:

Signature of Applicant:

Date:

For Applications for Funeral Assistance (for completion by Second Applicant):

Name of Second Applicant:

Signature of Second Applicant:

Date:

Mobile:

Address:

Email:

For Directors' use only:

Application Number:	
Documents Attached:	
Remarks:	