



DEPARTMENT OF JUSTICE

Community Benefit Fund

Community Organisation Grants

Guidelines

July 2009

Contact Details

To obtain additional information or discuss your application, contact us at:

Community Benefit Fund Secretariat
Department of Justice
3rd Floor, Old Admiralty Towers
68 the Esplanade
DARWIN NT 0800

Phone: 08 8935 7447
Fax: 08 8935 7798
Tollfree: 1300 650 153
Email: cbf.doj@nt.gov.au
Internet: www.justice.nt.gov.au
Postal address: GPO Box 1722
Darwin NT 0801

Interpreter assistance

If you need help explaining the content of this document in your own language, translation and interpreter services available are detailed at page 16 of the Grant Application Guidelines.

Grant Application Guidelines

These Grant Application Guidelines contain all the instructions needed to complete the Grant Application Form.

Copies of Grant Application Package documents are also available on the Internet or by application to the CBF Secretariat.

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Message from the Minister

The Community Benefit Fund was set up by Government to ensure that a proportion of the money received from the operation of electronic gaming machines is made available to directly assist in the development of our Territory communities.

Charitable, volunteer and similar community-based organisations throughout the Northern Territory provide an invaluable contribution to our community environment.

These organisations comprise people from all walks of life who give tirelessly of their own time to assist their communities. This funding program is intended to provide a measure of real help to them in their community endeavours.

Community Benefit Fund Grants can be used for a wide variety of purposes associated with community activities, such as sport, recreation, arts and other support and improvement programs.

I encourage all Territorians involved in community activity to take advantage of this very worthwhile program.

Delia Lawrie

Minister for Racing, Gaming and Licensing

Introduction

The Community Benefit Fund was established to provide funding support for research and amelioration programs concerned with problem gambling, as well as assistance for general community development and improvement purposes.

The CBF receives money from levies imposed on the operation of electronic gaming machines operated by licensed hotels throughout the Northern Territory.

Grants are available from the CBF to approved non-profit Territory-based organisations to help them provide services that benefit the community.

Funds are distributed on a biannual basis and may be applied to approved activities that do not fit within other government funding programs, but have the potential to improve the well being and lifestyle of Territorians.

A Community Benefit Fund Committee, comprising members of key Government Departments and independent community representatives, appointed by the Minister for Racing, Gaming and Licensing, considers all applications for funding and makes recommendations to the Minister. The Committee is supported by a CBF Secretariat located in the Community and Justice Policy Unit of the Department of Justice.

To ensure funds are distributed fairly throughout the Territory, funding requests are approved according to identified needs. In establishing priorities, consideration is given to issues such as local population, level of existing community support and circumstances such as remoteness or high levels of socio-economic disadvantage.

Each application is treated on its merits in each funding round. Allocations will be made in the light of funding capacity available at the time, with preference given to applications for lower amounts, to allow benefits to be distributed as widely as possible throughout the community.

If you are advised that your application meets the approval criteria, but has not been approved in the current funding round, it may be resubmitted for consideration in a subsequent funding round.

Important Instructions

To ensure your application is processed without delay, please note the following:

- Carefully read all instructions in these guidelines before you complete the Grant Application Form.
- If your application is incomplete or does not contain all the information we need, it will be returned to you to be completed. If your completed application is not returned to the CBF Secretariat by the closing date, it will not be considered in the current funding round and will be returned to you. It may be resubmitted for consideration in a subsequent funding round.
- Please do not bind your application or place it in a folder as all applications are removed from folders before they are considered by the Committee.
- Receipt of your application will be acknowledged within four (4) weeks. The outcome of your application will be advised in writing approximately twelve (12) weeks following the closing date of the funding round. Interim advice on the progress of your application will not be available.

About Funding Grants

- Applications will be accepted only from eligible non-profit Territory based organisations.
- Funds will be provided only for non-recurrent expenditures and must be for clearly identified projects that can be completed within 6 months of the grant approval.
- A project may comprise one or more related items.
- Maximum funding available for each approved project is confined to no more than \$5 000, with priority given to applications for lower amounts. Higher amounts may be approved, under certain conditions, which are outlined in these guidelines.
- You must demonstrate clearly how the project will benefit the Territory community.
- A project is not eligible if it is due to start before you receive formal notification of the approved grant. In these cases, your organisation must withdraw the application or refund the grant.
- Your organisation will be legally accountable for the proper application of funds provided and will be required to acquit the grant (i.e. submit proof of expenditure) within seven (7) months of receipt of the grant.
- An organisation that has not acquitted a previous grant will not receive future grants.
- You will be required to comply with all approval conditions which attach to issue of the grant. Funds may not be used for any other purpose without prior approval.

Grant Funding Program

The Grant Funding Program comprises two funding rounds each year, commencing in January and July.

The following timeframe applies for the two annual funding rounds:

	1 July	31 August	November
Round 1	Round 1 Advertising Commences Applications Open	Applications Close	Round 1 Approvals Issued

	1 January	1 March	April/May
Round 2	Round 2 Advertising Commences Applications Open	Applications Close	Round 2 Approvals Issued

Grant Eligibility

Eligible Organisations

Applicants for CBF grants must be non-profit, Territory-based community organisations.

Community organisations eligible for funding will normally comprise local community members engaged in the provision of support, management or development activities for the benefit of either specific community groups or the wider community.

The key test for funding eligibility for an organisation will be that it is non-commercial in nature and provides a worthwhile contribution to community lifestyle and advancement in areas such as sport, recreation, arts, care or public amenity generally.

In most cases, an organisation applying for a grant will be an incorporated body.

If an organisation is not incorporated, the application must be sponsored by an incorporated body which is prepared to accept legal and financial responsibility for the grant. If you are unable to arrange a suitable sponsor, you may seek exemption from incorporation status by applying to the Minister in the application process.

Each organisation or sponsor must be:

- incorporated under the Associations Act;
- incorporated with non-profit objectives under Corporations Act 2001 (Commonwealth);
- incorporated under the Aboriginal Councils and Associations Act 1976 (Commonwealth);
- an organisation with non-profit objectives incorporated by any other Act of the Parliament; or
- an organisation approved by the Minister as exempt from incorporation requirements.

Ineligible Organisations

The following are not eligible to apply for grants from the CBF:

- individuals;
- organisations* licensed to operate electronic gaming machines;
- government or semi-government organisations such as hospitals, libraries and councils* servicing a total population of greater than 3000¹;
- public and provide educational institutions (primary, secondary and tertiary) and affiliate or auxiliary bodies such as school councils;
- research foundations and trusts; and
- Organisations that have failed to acquit a previous CBF grant.

*Certain ineligible organisations may act as a sponsor. Please refer to page 14 of this guide for 'About Sponsor Organisations'.

Eligible Purpose

Funding applications will be considered for projects such as:

- Equipment purchase associated with the activities of the organisation, including:
 - sport and play equipment
 - office equipment and furnishings

¹ Total population, as specified in the latest Northern Territory Grants Commission Annual Report (refer to Schedule of Population).

- Special one-off events and activities, including:
 - community arts and recreation events
 - conferences
 - community education activities
- Community development and organisational development, including:
 - access and equity projects
 - community research projects
 - organisational review and redevelopment
 - volunteer support
- Minor capital works, including part or total contribution to:
 - health, safety and access upgrades of community facilities
 - fitout costs for community facilities
 - motor vehicle and equipment purchases

Applications in excess of \$5 000 may be considered if one or more of these conditions apply:

- the project is a partnership between two or more organisations
- the project covers a wide geographic area
- the project will bring substantial benefit to the wider community

The CBF Secretariat should be contacted to discuss the application and additional information that will be required for applications above \$5000.

Ineligible Purpose

Deficit Funding

Applications for funds to meet the debts of an organisation will not be considered. These include:

- reimbursement for projects already started or completed
- loan repayments
- funds to meet operational costs

Timing of Grant Purpose

A project is not eligible if it is due to start before the organisation receives formal notification of the approved grant.

Goods, services and/or equipment included in the application for funding must not be purchased until the organisation receives formal notification of the approved grant.

In these cases, your organisation must withdraw the application or refund the grant.

Eligibility for other Grant Programs

Applications for funds which are the responsibility of another funding program available from Federal, Territory or Local Government, generally are not considered.

However, if the Committee believes that other funding programs do not have, and are not likely to have, the capacity to provide these funds, the application may be considered.

Recurrent Costs

Recurrent expense funding is not considered. This includes:

- salaries and wages of a regular nature
- administration expenses (stationery, postage, insurance and other general operating expenses)
- rent; and
- short-life equipment that requires regular replacement

Other Ineligible Purposes

These include:

- minor projects of a transient or temporary nature that do not contribute to identifiable community improvement
- projects that are not consistent with the objectives of the fund including improving the wellbeing and lifestyle of the Territory community and the development of the Territory community
- projects which could, of their nature, be deemed inappropriate or offensive to the community
- fundraising activities
- political activities
- religious activities
- projects that have or have the potential for negative impact on existing business or are in competition with other local commercial activities.

Disposal of Assets

If an organisation wishes to dispose of an asset that has a value exceeding \$3000 at that time, and that asset was purchased in whole or in part with the grant or has been acquired from the Territory in some other manner, the grantee must submit a written application to the Territory, requesting consent to the disposal or granting of security. The Territory may withhold consent in its absolute discretion.

Preparing the Grant Application

Applicants for grants up to \$5000 will need only to complete a Grant Application Form.

Completing the Application Form

The following instructions will help you to complete the Grant Application Form.

Section 1: Organisation Details

In this section, write the name and address of your organisation. The contact person should be the person who knows most about the project. Provide a telephone number for this person during working hours so we can discuss the application, if necessary.

If your organisation or service is a branch of a National or Territory-wide organisation, please contact your head office concerning incorporation details.

Please provide your organisation's Australian Business Number (ABN) and indicate your Goods and Services Tax (GST) status.

A copy of the Statement by a Supplier form (available from the Australian Tax Office) must be supplied if your organisation does not have an ABN.

Section 2: Regional Location

Indicate the region in which your organisation will use the grant funding. More than one region may be nominated.

Section 3: Sponsor Details

This section applies only to organisations that are not incorporated and need a sponsor. If your organisation is not incorporated, you must obtain a sponsor, unless you are able to satisfy requirements for exemption status.

An application for incorporation is not sufficient.

A sponsoring organisation must be an incorporated organisation that agrees to accept legal and financial responsibility for the grant.

Government or semi-government organisations cannot be sponsors. Exceptions may be made for local councils in smaller communities and remote areas where an organisation is not able to be sponsored by an incorporated organisation.

The sponsoring organisation must provide its Australian Business Number (ABN) and indicate its Goods and Services Tax (GST) status.

Please refer to page 15 of this guide for "About Sponsor Organisations."

Section 4: Accountable Officer

The Accountable Officer for the grant may be the public officer, president, chairperson or other elected officer of the incorporated body. Therefore, if a sponsor is needed, the accountable officer will be the public officer, president, chairperson or other elected officer of the sponsor organisation.

Section 5: Eligibility Status of Applicant Organisation

The applicant organisation completes this section according to its eligibility.

An application for exemption from incorporation or sponsorship will only be approved where it can be demonstrated that no suitable sponsorship arrangement can be arranged.

You should call the CBF Secretariat who will advise what additional information you may need to provide to support your application for exemption.

The following documents must be attached to each application as required according to your eligibility status:

- a copy of your organisation's latest signed audited financial report²
- a copy of your organisation's or sponsor's Certificate of Incorporation (a copy of the Constitution or rules of the organisation or sponsor is not required)
- a letter from your sponsor confirming that they accept legal and financial responsibility for the project.

Without these documents, we cannot consider your application for funding.

² If your organisation has operated for less than 12 months and has not been audited (or is not incorporated), please attach information regarding your financial position. This information must be authorised by your accountable officer. This can be a balance sheet, income and expenditure statement or your organisation's last two bank statements

Section 6: Activities of the Organisation

Detail the objectives and purpose of your organisation in sufficient detail to allow the Committee to understand exactly the nature of its functions.

Section 7: Purpose of the Grant

Write a description that indicates the primary purpose of the grant and who in the community will benefit from it, to allow the Committee to understand the nature of this application. For clarification on eligibility of grant purpose, please refer to page 6 of this guide.

If your application is for an amount greater than \$5000 you must complete a Funding Submission. For instructions, please refer to 'Preparing the Funding Submission' on page 10 of this guide. Attach the funding submission to the Grant Application Form.

Section 8: Budget Details

List in priority order the details and costs of the major items for which your grant is being sought.

Aim to itemise and cost your budget details specifically, in order to satisfy acquittal requirements. For example, simply nominating 'furniture' or 'office equipment', will not satisfy this criteria.

Section 9: Other Funding

Organisation Funding

If your organisation receives Commonwealth, Territory or Local Government funding, please state the program name and level of funding provided.

Project Funding

If you have applied, or intend to apply, to other grant programs or funding bodies for this project or activity, please give the grant name, the level of funding sought and the date when the outcome of the funding will be known.

Section 10: Target Community Group for Project

This information is used only for statistical reports. It is not used to assess your application. Tick one box only.

Section 11: Agreement and Declaration

Signing and witnessing of the application form should be completed as follows:

For an incorporated organisation – the application form should be signed by the accountable officer as listed in Section 4 and witnessed by another office bearer (for example, secretary or treasurer) from your organisation.

For a sponsor organisation - the application form should be signed by the president or chairperson of the sponsoring organisation and witnessed by an office bearer (for example, secretary or treasurer) of the sponsoring organisation.

Preparing the Funding Submission

Every applicant for a grant in excess of \$5000 must complete a Funding Submission.

The Funding Submission should explain in detail exactly why you require the grant and how the community will benefit from it.

The Committee considers many worthwhile applications in each funding round. Therefore, applications for higher funding amounts must give concise and clear information to enable the Committee to make a decision on the value and priority of your project.

The format and amount of detail is not prescribed, however you must provide sufficient information to readily allow assessment of the proposal. This may include:

- a detailed project plan
- a detailed project budget
- information which shows that your organisation has the ability and skills to carry out the project
- details of wider community benefit which will be generated by the project
- details of other organisations which may be involved in the project
- relevant supporting data such as reports and statistics
- information which shows that appropriate community organisations have been consulted and support the project
- information which shows government departmental support (where the project is linked to government policies or initiatives)
- information about how the outcomes from the project will be evaluated (additional costs may be included in the project budget)
- copies of all relevant permits, assessments and other statutory approvals as may be applicable

Please call the CBF Secretariat for advice on additional documentation you need to provide. This will depend on the nature and complexity of your proposed project.

The completed Funding Submission must be submitted with the Grant Application Form.

Supplementary Documentation

Other documentation that you may submit to support your application can include:

- relevant information or research that supports the proposed project
- letters of support for the project from local community authorities, community groups and the broader community including:
 - community groups who use, or know of, the service or activities of your organisation
 - those who will receive some benefit from the project
 - local, Territory or Federal Members from the community
 - other community members who support the project
- a letter of support from the National or Territory head office where the application is submitted by a local branch

You may submit original or certified copies of all documents.

Australian Business Number (ABN)

Your organisation must have an ABN, or must complete a Statement by a Supplier form available from the Australian Tax Office (ATO).

A copy of the Statement by a Supplier form must be included with the application.

Goods and Services Tax (GST)

If the applicant organisation is GST registered then:

- the actual grant is subject to GST;
- the grant will be 'grossed up' by 10 per cent or the prevailing GST rate at the time;
- the GST component of the grant must be remitted to the ATO by your organisation; and
- the Recipient Created Tax Invoice (RCTI) will be created showing the 'grossed up' amount and forwarded to you following payment of the grant.

You must advise the CBF Secretariat of any changes to your ABN or GST registration status.

Terms and Conditions

The terms and conditions are set out in these guidelines and in Section 10 of the Grant Application Form.

Organisations applying for funding must have their accountable officer sign the terms and conditions in the Grant Application Form.

Multiple Applications

You may submit up to two applications per organisation, per region, in any funding round. Applications must be for an unrelated purpose.

Multiple applications will not be considered if, in the view of the Committee, the purposes are related and would take the combined proposals beyond an acceptable funding limit.

Submitting the Application

Grant applications must be received by the CBF Secretariat by close of business on the published closing date.

Incomplete applications will be returned to you for completion and if your revised application is not returned before the closing date, it will not be considered in the current funding round.

Applications may be posted, faxed or delivered to the CBF Secretariat. Applications cannot be emailed as certified copies of attachments are required.

You should receive written notification that your application has been received by the CBF Secretariat within four (4) weeks. If you do not receive notification that your application has been received by this time, please contact the Secretariat.

Assessing, Paying and Acquitting the Grant

Assessing the Application

The Committee will assess your application according to the following criteria:

- compliance with eligibility requirements for your organisation and the purpose of the grant;
- appropriateness of the project in relation to the activities of your organisation;
- consistency with identifiable community need and current funding priorities;
- level of prior assistance to your organisation and satisfactory completion of previous grants;
- the number of individual applications received from your organisation for the current funding round;
- the amount of funding sought in relation to total project cost;
- the adequacy of your total funding capacity to successfully complete the project;

- the adequacy of information provided in your application;
- the strength of local community support and commitment for your application; and
- the capacity of your organisation to successfully complete the project.

The Committee will assess the relative merits of each application against other competing bids at the time and the amount of total funding available.

The needs of regional and remote areas will be considered when assessing the relative merits and priorities of specific applications.

During the detailed assessment phase, or at the request of the Committee during the review process, you may be invited to provide further information or present the proposal directly to the Committee.

Outcome of the Application

Following the approval or rejection of your application, you will be advised in writing.

This will occur normally within twelve (12) weeks of the funding round closing date.

You may be offered less than the amount requested. This will be determined according to merits of your application and the overall financial commitments upon the CBF.

Rejection of the Application

The reasons for non-approval of your application will be provided. If your application meets eligible organisation and purpose criteria, but is rejected through lack of priority and/or fund capacity within a given funding round, it may be resubmitted for reconsideration in a subsequent funding round.

Funding the Approved Grant

A Grant Approval Package will be provided if your application is successful.

The package contains all documentation and instructions to permit your grant to proceed as well as acquittal documentation for return once the project is complete.

Every organisation approved for funding must comply fully with the conditions set out in these guidelines, the terms and conditions in the Grant Application Form and any additional terms and conditions as may be advised in the funding approval process.

Receiving the Funds

Unless otherwise specified in writing, grants are paid in advance and in full to the body with legal and financial responsibility for the project. Funds will be paid to your organisation directly (if it is incorporated or exempt) or your sponsor organisation (if your organisation is not incorporated).

Acquitting the Grant

Grants must be spent within six (6) months of funding.

Grants must only be used for the purpose stated in the letter of approval. The purpose, amount or time for expenditure of a grant may not be changed without prior written approval.

All grants issued must be accounted for in full by recipient organisations. You will be sent acquittal documents in the Grant Approval Package. The instruction clearly sets out all accountability requirements.

These documents must be returned to the CBF Secretariat within seven (7) months from the approval date, unless specific conditions for extension of the timeframe are approved.

There are two forms of accountability - a receipt for monies expended or an audited statement.

The audited statement must be certified by a qualified accountant who is not an officer, employee or member of the funded organisation and who is:

- registered as a company auditor or a public accountant under laws in force in the Northern Territory; and
- a member of the Institute of Chartered Accountants in Australia or the Australian Society of Certified Practising Accountants.

Your organisation should keep all relevant records of the grant for seven (7) years and they must be available for audit at any time.

Withdrawal of Approval

Government reserves the right to withdraw approval for your grant at any time, if there is a material change in circumstances in the nature or financial viability of the project or your organisation.

Grant Refunds

If your organisation does not meet all requirements as set out in the terms and conditions in the letter of approval and the Grant Applicant Guidelines, at Government's discretion, monies paid may be recovered as a debt due and owing to the Crown.

Any unexpended funds in excess of 10% of the approved grant amount must be refunded by cheque payable to the "Receiver of Territory Monies". Refunds are to be forwarded with final acquittal documents.

If the project is funded but does not proceed, the grant must be returned immediately to Government in full, including the GST 'gross up' component.

Acknowledging the Grant

It is a condition of approval that grants provided are to be publicly acknowledged. Acknowledgment may be effected by display of either the NT Government logo or a statement in writing that the CBF has funded the project. This is to be included in all notices, signs, correspondence or other advertising media of any type, in relation to the project. Acknowledgment guidelines will be forwarded in the Grant Approval Package.

Electronic versions of the NT Government logo are available from the CBF Secretariat.

Publication of Grant Details

It is a condition of approval that details of approved grants, including the name of the recipient organisation, the amount, project details and any special approval conditions may be published or used by Government in any form and at any time.

It is also a condition of application that details of rejected grant applications, including the name of the applicant organisation, the amount, purpose and reason for non-approval may be published.

Apart from publication of details listed in these guidelines, applications for funds and other written information involved in the application process will be treated in confidence.

Information is collected on the Grant Application Form to permit analysis of funding applications and to assist in determining overall funding allocations and priorities.

Some or all of this information is used to assess this application and in doing so, the Committee may be required to contact relevant persons or organisations.

Survey of grant applicants

Organisations that have applied for a CBF Grant may be contacted by Government to gain feedback on the service they received from the CBF Secretariat.

This process is essential to assure clients the Secretariat provides a quality services that meets the needs of the applicants.

Organisations approached for feedback will be asked to comment on the clarity, appropriateness and accuracy of advice and assistance provided by the CBF Secretariat. Participation will be voluntary and will not affect how applications are assessed or monitored.

About Sponsor Organisations

Defining a Sponsor Organisation

A sponsor organisation must:

- be an incorporated organisation;
- meet the Eligible organisations criteria outlined on page 7 of this guide;
- not be categories under the Ineligible organisations criterion outlines on page 7 of this guide;*
- agree to accept legal and financial responsibility for the grant;

*Exceptions to this rule apply to the following organisations, who may act as sponsor:

- organisations licensed to operate electronic gaming machines; and
- local councils in smaller communities and remote areas where the council services a total population of 3000 or less

Role of a Sponsor Organisation

If a grant is approved the payment will be made to the sponsor. It is the sponsor's responsibility to ensure that the grant is expended on the approved project within the specified timeframe.

If the project the unincorporated organisation is undertaking requires insurance of any type, the sponsoring body is responsible for ensuring these arrangements are made.

Depending on the obligations of the insurance contract, the sponsor is not responsible for insurance arrangements following completion of the project and all accountability requirements.

The unincorporated group is responsible for insuring any equipment against incidents such as theft or damage.

Relationship Between the Sponsor Organisation and Unincorporated Body

The relationship between a sponsor and unincorporated body should be determined before applying for a grant. It is good practice for an agreement to be negotiated between the two groups outlining the roles, responsibilities and expectations of each party.

Part of the agreement between the unincorporated body and the sponsor should include how the grant is to be administered. Some sponsors may choose to turn the funds over to the applicant group to complete the project. Others may prefer to hold the funds and reimburse the applicant group upon provision of receipts or invoices.

Sponsor Accountability

The sponsor organisation is fully accountable. At the conclusion of the project, the sponsor must complete acquittal documents in accordance with accountability requirements.

Sponsor's Responsibility Following Completion of the Grant Process

Once the grant has been spent and all accountability requirements have been met, the sponsor has no further legal or financial responsibility for the grant or the items or activities for which the grant was approved.

Responsibility of the Sponsor if the Unincorporated Body Ceases to Exist

If an unincorporated body ceases to exist while the grant is being completed, the sponsoring body should immediately contact the CBF Secretariat. Secretariat staff will discuss the most appropriate action regarding the completion and acquittal of the project.

If the unincorporated body ceases to exist after the grant has been spent and all accountability requirements met, it is the unincorporated group's responsibility to ensure equipment or other community property purchased from a grant is made available to other community organisations. Approval must be sought from the CBF Secretariat to transfer these items, prior to any action being taken.

Interpreter Assistance

If you need help explaining the contents of this document in your own language, there are a number of translation and interpreter services available to you. Contact your preferred organisation and ask for an interpreter who speaks your language. The interpreter will help you contact us and make an inquiry.

Commonwealth Translating and Interpreting Service (TIS)

Telephone: 13 14 50 (cost of a local call).

Website: www.Immi.gov.au/tis

NT Interpreter and Translator Service

Email: ntits@nt.gov.au

Website: www.multicultural.nt.gov.au

Telephone: 08 8999 7566 or

Freecall: 1800 676 254

Location: Ground Floor, Palm Court
8 Cavenagh Street
DARWIN NT 0800

Aboriginal Interpreter Service

Darwin

Telephone: 08 8999 8353

Fax: 08 8999 8855

Office Hours: 8.00am – 4.30pm

After hours: 08 8999 8353

Location: Ground Floor, RCG House
83-85 Smith Street Darwin NT 0800

Postal address: GPO Box 4450, Darwin NT 0801

Alice Springs

Telephone: 08 8951 5576

Fax: 08 8951 5244

After hours: 08 8924 4300

Location: Leichhardt Building
19 - 21 Gregory Terrace
Alice Springs NT 0870

Postal address: PO Box 1596
Alice Springs NT 0871

You may contact any of the above services. Alternatively, we can assist in arranging an interpreter to discuss the information contained in this publication with you.

Please call the CBF Secretariat tollfree on 1300 650 153.