

20 February 2023  
D22/3140860

GIPA Act s.14(2) cl 3(a)(b) - Personal  
information - Not to be published

Community Restorative Centre Limited  
PO Box 258  
Canterbury NSW 2193

**BY EMAIL**

**Letter of Variation – Reintegration Housing Support Program**

Dear [REDACTED]

I refer to the Agreement between Community Restorative Centre (**‘the Provider’**) and the Department of Communities and Justice (**‘the Agency’**) which commenced on 1 July 2021 in respect of Reintegration Housing Support Program (**‘the Agreement’**) and PLA ID - 1-11490220499.

In accordance with Clause 24.3 of the Agreement for Funding of Services - Standard Terms the Agency also seeks to vary the Agreement as set out in **Annexure 1** attached to this letter.

The Agreement is for a two (2) year period from 1 July 2021 until 30 June 2023 and the effect of this variation is to extend the Agreement for the Reintegration Housing Support Program for a further one (1) year period from 1 July 2023 to 30 June 2024.

The variation to the Agreement will take effect from the signing of the letter by both Parties. All other terms and conditions of the Agreement remain the same.

Please sign this letter where indicated below and return the scanned signed copy to the Agency to confirm your acceptance of the proposed variation.

If this letter is not signed, the Agreement will otherwise continue under the terms of the initial Agreement.

We would appreciate your response by 24 February 2023.

If you require further information on this matter please contact Jessica Wood, Manager Premier’s Priority to Reduce Homelessness on (02) 8303 6521 or [jessica.wood@dcj.nsw.gov.au](mailto:jessica.wood@dcj.nsw.gov.au).

Yours sincerely,

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**Nefley Hetherington**

A/Director, Social Housing and Homelessness Strategy



## Annexure 1

The Agreement is amended as follows:

Item	Current contract condition	Amended contract condition
<b>Program</b> (cover page)	Program: Reintegration Housing support Program	Program: Other Homelessness Program
<b>Contract ID</b> (cover page)	Contract ID: #TBC	Contract ID: PLA ID - 1-11490220499
<b>Contract name</b> (cover page)	Contract Name: #RHSP Program	Contract Name: Reintegration Housing Support Program
<b>Us (Agency)</b> (page 2)	Position, name and contact details of Agency representative: Jason Kara, Director, Strategy, Policy and Commissioning, Housing, Homelessness and Disability, [REDACTED], Jason.Kara@fac.s.nsw.gov.au	Position, name and contact details of Agency representative: Nefley Hetherington, A/Director, Strategy, Policy and Commissioning, Housing, Homelessness and Disability, [REDACTED], nefle.y.hetherington@fac.s.nsw.gov.au
<b>Us (Agency)</b> (page 2)	2 Cavill Avenue, Ashfield NSW	6 Parramatta Square, 10 Darcy Street, Parramatta NSW
<b>Initial Term</b> (Clauses 1.1 and 3.1)	2 years Start Date: 1 July 2021 / End Date: 30 June 2023	3 years Start Date: 1 July 2021 / End Date: 30 June 2024
<b>Services</b>	<b>TABLE 1</b>	<b>TABLE 1</b> - Insert additional row:

Clauses 1.1 and 5)	<b>Financial Year</b>	<b>Unit price</b>	<b>Line item total</b>	<b>Financial Year</b>	<b>Unit price</b>	<b>Line item total</b>
	2021-2022 and 2022-2023	\$4.5 million (exclusive of GST)	\$4.5 million	2023-2024	\$2.250 million (exclusive of GST)	\$2.250 million
<b>Total amount of Funds:</b> (Clauses 1.1 and 9.1(a))	\$4.5 million (exclusive of GST)			\$4.5 million (exclusive of GST) for the period 1 July 2021 until 30 June 2023 plus \$2.250 million (exclusive of GST) for the period 1 July 2023 until 30 June 2024. Total amount of Funds: \$6,750,000 (exclusive of GST)		
<b>The Funds will be paid to You on the following basis:</b> (Clause 9.1(a))	The amount of Funds to be paid for each Financial Year of the Term \$ a total of \$4,500,000 (exclusive of GST) in a lump sum, upon execution of the agreement.			Add: \$2.250 million (exclusive of GST) will be paid in a lump sum for the financial year 2023-2024, as a one off payment in 2022-2023.		
<b>Milestones</b> (Clause 1.1 and 5.1(a)(iv))	<b>TABLE 4</b>			<b>TABLE 4</b>		
	<b>Number</b>	<b>Milestones</b>	<b>Due date</b>	<b>Number</b>	<b>Milestones</b>	<b>Due date</b>
	1.	KPI 1: <u>Response to DCJ Housing Referrals</u> - Proportion of referrals from DCJ Housing where demonstrated attempts are made to engage a participant within ten (10) business days of the referral from DCJ Housing (Target 80%)	TBA	1.	KPI 1: <u>Response to DCJ Housing Referrals</u> - Proportion of referrals from DCJ Housing where demonstrated attempts are made to engage a participant within ten (10) business days of the referral from DCJ Housing (Target 80%)	30 September 2023

	2.	KPI 2: <u>Participant Engagement</u> - Proportion of the referrals from DCJ Housing that result in a participant agreed wellbeing plan to secure long-term housing (Target 85%)	TBA		2.	KPI 2: <u>Participant Engagement</u> - Proportion of the referrals from DCJ Housing that result in a participant agreed wellbeing plan to secure long-term housing (Target 85%)	30 September 2023										
<b>Reporting Requirements</b>  (Clause 19.4(a)(i))	<b>TABLE 5</b>			<b>TABLE 5</b>													
	<table border="1"> <thead> <tr> <th>Report Name</th> <th>Form and method of delivery report</th> <th>Details of recipient (name and email address)</th> </tr> </thead> <tbody> <tr> <td>TBA</td> <td>TBA</td> <td>           Mathew Sander, Manager, Housing, Homelessness and Disability             Strategy, Policy and Commissioning             [REDACTED]             Matthew.sander@dcj.nsw.gov.au         </td> </tr> </tbody> </table>	Report Name	Form and method of delivery report	Details of recipient (name and email address)	TBA	TBA	Mathew Sander, Manager, Housing, Homelessness and Disability  Strategy, Policy and Commissioning  [REDACTED]  Matthew.sander@dcj.nsw.gov.au			<table border="1"> <thead> <tr> <th>Report Name</th> <th>Form and method of delivery report</th> <th>Details of recipient (name and email address)</th> </tr> </thead> <tbody> <tr> <td>Monthly Data Report</td> <td>CIMS summary email (dashboard under development)</td> <td>           Jessica Wood, A/Manager, Housing, Homelessness and Disability             Strategy, Policy and Commissioning             [REDACTED]             jessica.wood@dcj.nsw.gov.au         </td> </tr> </tbody> </table>	Report Name	Form and method of delivery report	Details of recipient (name and email address)	Monthly Data Report	CIMS summary email (dashboard under development)	Jessica Wood, A/Manager, Housing, Homelessness and Disability  Strategy, Policy and Commissioning  [REDACTED]  jessica.wood@dcj.nsw.gov.au	
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<b>Dispute resolution (nominated representatives)</b>  (Clause 22.1(d))	<b>Our nominated representative:</b> Jason Kara Director, Strategy, Policy and Commissioning Housing, Homelessness and Disability <a href="mailto:Jason.Kara@fac.s.nsw.gov.au">Jason.Kara@fac.s.nsw.gov.au</a> [REDACTED]			<b>Our nominated representative:</b> Nefley Hetherington A/Director, Strategy, Policy and Commissioning Housing, Homelessness and Disability <a href="mailto:nefley.hetherington@fac.s.nsw.gov.au">nefley.hetherington@fac.s.nsw.gov.au</a> [REDACTED]													

<p><b>Dispute resolution (senior representatives)</b> (Clause 22.1(d))</p>	<p><b>Our senior representative:</b> Anne Campbell Executive Director, Strategy, Policy and Commissioning Housing, Homelessness and Disability Anne.Campbell@dcj.nsw.gov.au [REDACTED]</p>	<p><b>Our nominated representative:</b> Zoe Dendle A/Executive Director, Strategy, Policy and Commissioning Housing, Homelessness and Disability <a href="mailto:Zoe.Dendle@fac.s.nsw.gov.au">Zoe.Dendle@fac.s.nsw.gov.au</a> [REDACTED]</p>
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