



Gelganyem Group

Women's Law and Culture Fund Policy and Procedure

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Gelganyem Group (GG)

Women's Law and Culture Fund Policy and Procedure

Context

Gelganyem Limited (**GL**) as trustee for the Gelganyem Trust (**GT**) is responsible for managing the Law and Culture Fund (**LCF**).

The GT deed sets out the following requirements for the distribution of the LCF:

- GL cannot distribute the capital of the LCF;
- GL can only distribute the income of the LCF each financial year;
- **the income of the LCF may only be distributed by GL for the purposes of the conduct and promotion of Aboriginal men's and women's law and culture.**

Separate to the requirements of the GT deed, female cultural leaders from the barramundi dreaming Traditional Owner (**TO**) groups have been consulted in order to hear their views on how best to distribute the women's funds in a way that is culturally appropriate and best meets the cultural needs of the community.

Purpose

This policy and procedure provide guidelines for GG staff members on the use of the LCF, within the requirements of the GT deed and the recommendations of TO cultural leaders.

Policy

The following policy has been agreed with respect to the distribution of the LCF:

1. Funds may only be used for a TO ceremony or cultural event.
2. The event must be held in or around Kununurra or Warmun.
3. No cash will be provided. Payments for dancers, didgeridoo players, singers, and doctors etc., will only be paid into those people's bank accounts.
4. Cultural funds cannot be accessed for funerals.
5. Up to \$1,000 will be allowed for food and \$1000 for fuel but only by purchase order.
6. Funds per event cannot exceed \$5,000.
7. Funds work on a first-come-first-served basis, unless applicants strategically plan for events in the future and work with GG to set aside funds specifically for that purpose.

Process

For every TO ceremony or cultural event, those seeking to apply for the funds must follow the process below:

General

Those seeking funds must:

- appoint one person to be their representative in dealing with GG;
- have consulted and have acceptance from relevant family where appropriate
- understand the LCF requirements (both corporate and cultural) as set out above;
- be able to demonstrate to the TO cultural leaders and GG that any funds accessed will only be used for the purposes of conducting and promoting Aboriginal law and culture; and
- have looked for other funding opportunities prior to applying;
- understand that GG staff need time to organise the cultural meeting and, subsequently, the payments.

STEP 1: Pre-Meeting

The applicant must:

- determine whether there are LCF amounts available;
- provide contact details to GG staff and be available to make arrangements;
- speak to GG staff and provide support/assistance to arrange for a meeting with five female TO cultural leaders to consider the request;

- give GG staff as much notice as possible that a cultural event is planned for the future and no less than 5 working days' notice that a meeting needs to be arranged; and
- work with the group taking part in the cultural ceremony or event to complete a draft budget using the template at **Attachment 1**.

Note:

For the purposes of this policy, cultural leaders with authority to approve the use of LCF funds have been identified as follows:

Dawang	Leader
Balaburr	Brenda Ningamarra
Bilbidging	Mildred Ward and Myrtle Ward
Tiltuwam	Helen Pinday
Mandangala	Jodie Hall and Bernadette Simon
Upper Jimbila	Colleen Morgan
Neminuwarlin	Jodie Simons and Linda Timms
Yunurr	Caroline McGinty

STEP 2: Meeting

- GG will make a meeting room and conferencing facilities available.
- Each LCF meeting must be attended by:
 - the applicant, to provide a completed budget in the form set out at **Attachment 1**, provide further details of the request if required, and be able to explain the outcomes of the meeting to the group seeking the funds;
 - one female GL director, to act as advisor;
 - one female GG staff member, to complete the approval form at **Attachment 2** and record actions and approvals; and
 - no less than five female TO cultural leaders, to approve the use of funds and approve the budget and sign the forms in Attachments 1 and 2 accordingly.
- Applicants must understand that GG staff will need a minimum of 2 working days to arrange for the funds to be made available.

Note:

- Meetings may be attended by telephone or video conference.
- The approval form at **Attachment 2** must be signed during the meeting. Signatures by the TO cultural leaders obtained outside of a meeting will not be valid.
- Sitting fees of \$150 per meeting will be paid to the TO cultural leaders from the LCF itself.
- The GL director will ensure that the cultural funds are being spent in accordance with the TO cultural leaders' direction.
- GG staff do not have authority to determine whether funds are being spent appropriately. This is a matter for the GL director and the TO cultural leaders.
- Where the applicant is a GL director or TO cultural leader, she is not eligible to approve the application.

STEP 3: Post-Meeting

- Where necessary, the applicant is responsible for providing GG staff with bank account details for those people who are to be paid as a result of their involvement in the cultural ceremony or event;
- The applicant must complete the payment summary form at **Attachment 3** which covers the names and account details of people attending the ceremony or event that will need to be paid.

Note:

- No payments will be made to dancers, singers, doctors, or didgeridoo players until after the ceremony or cultural event.
- The applicant must confirm that the people who agreed to attend do so before any payments will be made.
- A completed Attachment 3 must be handed to GG staff so that people can be paid.
- Payments will only be made into bank accounts by electronic funds transfer.

- GG does not accept any responsibility where incorrect account details are provided.

ATTACHMENT 1 - LCF BUDGET FORM

To be completed by the applicant **before** the LCF meeting.

The maximum amount payable for any cultural ceremony or event is \$5,000. Please fill in how much money you are applying for in the funds request column. Please note the maximum amounts allowed under this policy.

Applicant's name:

Mobile number:

Email address:

Date:

Description	Method	Amount	Comments	Funds request
Food	Purchase order	\$1,000	Maximum amount	
Fuel	Purchase order	\$1,000	Maximum amount	
Dancers	Bank transfer	\$1,600	This is the maximum amount payable and is to be divided between the dancers that attend.	
Singers	Bank transfer	\$700	This is the maximum amount payable and is to be divided between the singers that attend.	
Didgeridoo player	Bank transfer	\$300	Maximum amount	
Doctor	Bank transfer	\$400	Maximum amount	
Cultural Leader	Bank Transfer	\$1000	Daily rate of \$300 up to a maximum of \$1000	
Other		\$1000	Maximum	

Other comments by the applicant:

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ATTACHMENT 2 – LCF APPROVAL FORM

To be completed by the GG staff member **during** the LCF meeting.

This form is only valid if signed by the people referred to below at a validly held LCF meeting.
There must be at least five (5) TO cultural leaders in attendance to approve this request, plus one (1) GL director to act as an advisor and one GG staff member to record actions, outcomes and approvals.

At the LCF meeting held on _____ [date], the TO cultural leaders approved to allocate the amount of \$_____ [to a maximum of \$5,000] from the female LCF for a cultural ceremony or activity taking place on _____ [insert date] at _____ [insert location] or for _____ [insert requirement].
_____ [insert name of applicant] accepts responsibility for any purchase orders or payments and, if relevant, agrees to advise GG of the names of the singers, dancers, didgeridoo, doctor, or other appropriate people that attended the event and can be paid.

Signed by the applicant in attendance at the LCF meeting:

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Name Signature

Approved by the following FIVE TO cultural leaders present at the LCF meeting:

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Name Signature

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Name Signature

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Name Signature

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Name Signature

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Name Signature

Endorsed by the following GL director present at the LCF meeting:

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Name Signature

Signed by the GG staff member in attendance at the LCF meeting:

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Name Signature

ATTACHMENT 3 – ATTENDEES’ BANK DETAILS

To be completed by the applicant **after** the LCF meeting.

Dancers’, singers, doctors, and didgeridoo players’ names and bank details

Account details of persons attending the ceremony or cultural event. Please note these amounts will not be paid until **after the ceremony or cultural event.**

GG takes no responsibility for incorrect account details. Please ensure all details are filled in clearly and accurately.

Name	Account name	BSB	Account number	Description (e.g. singer, dancer etc.)

