



Activity Work Plan (AWP) and Performance Report Template

1. Grant Activity Summary [Instruction: Grantee to complete]			
Organisation Name:	Edith Cowan University	Grant Activity ID:	4-J0PEDVV
05/12/202	Core Operational funding		
Grant Activity Start Date:	05/12/2023	Grant Activity Completion Date:	30/06/2026
Total Grant Agreement Funding:	\$4,062,000.00	AWP Milestone Due Date:	01/09/2025
This Activity Work Plan covers the following period:	01/07/2025 to 30/06/2026	Performance Report Milestone Due Date:	01/08/2026 <i>Covering the period 01/07/2025 to 30/6/2026 as per the requirements at Item E.1.</i>
AWP Version	Version #1	AWP date last approved (when updated/revised version required)	<dd/mm/yy>



2. Activity Requirement [Instruction: Grantee to complete]

Provide a brief description of the grant activity that the organisation will deliver e.g. refer to application and Item B – Activity in Grant Agreement

The HealthInfoNet is Australia's leading online source of knowledge and information about Aboriginal and Torres Strait Islander health (<https://healthinfonet.ecu.edu.au>); it has been acknowledged as an essential element of the infrastructure contributing to Australia's efforts to substantially improve the health of Aboriginal and Torres Strait Islander peoples. We will continue to work within a successful model of Aboriginal and Torres Strait Islander knowledge exchange that has been refined over the past 28 years of the HealthInfoNet. The HealthInfoNet also supports information sharing among practitioners, policymakers and others working to improve Aboriginal and Torres Strait Islander health in the service of helping to 'close the gap' in Aboriginal and Torres Strait Islander health outcomes.

3. Performance Indicators

Description <i>[Include PIs from Item B. Activity Details of grant agreement]</i>	Measure <i>[Include PIs from Item B. Activity Details of grant agreement]</i>	Performance Report - <i>[01/07/2025-30/06/2026]</i> <i>In no more than 300 words Grantee to briefly describe how they have performed against the Performance Indicator during the performance reporting period. If you wish to provide a more detailed response, please provide this as an attachment to this report.</i>
Maintain, develop and improve Australian Indigenous HealthInfoNet content.	<ul style="list-style-type: none"> • Australian Indigenous HealthInfoNet is to be publicly available during for the life of this agreement • Ensure the highest coverage of key priority topics 	



Publish the annual update of the Overview of Australian First Nations Health Status and Summary of First Nations health.	<ul style="list-style-type: none">• One annual publication, online and hard copy.	
Usage statistics for the website.	<ul style="list-style-type: none">• Three percent increase per year for page views. New reporting of time spent on pages.	
Number of articles, health promotion resources and knowledge exchanges resources added to web site.	<ul style="list-style-type: none">• Inclusion of relevant articles and resources within three months of publication.	



4. Activity Deliverables [Instruction: Grantee to complete]					
Objective	Deliverables	Timeframe	Measures of Success	Outlet location(s) Information	Performance Report - [01/07/2025-30/06/2026]
Briefly describe the intended outcomes in meeting need(s), target cohorts and why your service can assist	Briefly describe key tasks/output s required to achieve the Activity Include reference to any reporting (e.g. technical data report) where specified in Item B	Specify the timeframe for delivery	Briefly describe the intended result for the deliverable, including quality expectations	Specify the location where activity will be delivered i.e. Town and State, include outreach locations as well	<p>Grantee to briefly report (no more than 300 words) on progress of activity during reporting period.</p> <p>If status is 'On Track'</p> <ul style="list-style-type: none"> A few short, sharp dot points are sufficient along with a sentence or two to demonstrate that you have successfully delivered including any good news stories, outputs/targets achieved within timeframe <p>If status is 'Some issues/challenges'</p> <ul style="list-style-type: none"> A few dot points as to what the issues/challenge



4. Activity Deliverables [Instruction: Grantee to complete]						
					<p>s are and a paragraph or two about what strategies you intend to implement to get the project back 'on track' and when this is likely to happen</p> <ul style="list-style-type: none"> If you wish to provide a more detailed response, please provide this as an attachment to this report 	
<p>Provide comprehensive Aboriginal and Torres Strait Islander health information on the Australian Indigenous HealthInfoNet website with enhanced coverage for the following key health conditions:</p> <ul style="list-style-type: none"> Cardiovascular health 	<p>Provision of a technologically advanced, best-practice web resource for delivery of comprehensive Aboriginal and Torres Strait Islander health information.</p>	<p>01 July 2025-30 June 2026</p>	<p>A state-of-the-art web resource to be publicly available for a minimum of 95% of the time.</p> <p>Three percent increase in page views reported in performance reports.</p>	<p>National. www.healthinfonet.edu.au</p>	<p>Choose an item.</p>	<p>Performance Report comment</p>



4. Activity Deliverables [Instruction: Grantee to complete]						
<ul style="list-style-type: none"> • Diabetes • Kidney health • Cancer • Respiratory health • Sexual health • Social and emotional wellbeing <p>The HealthInfoNet is extremely well positioned to offer this service given our 28-year history of running the website with extremely positive user feedback.</p>	<p>New entries of publications and resources added in the HealthInfoNet's online bibliography and other information added about programs, organisations and workforce information (events, courses, funding and jobs).</p>	<p>01 July 2025-30 June 2026</p>	<p>New information added in AIH's online bibliography and other information added about programs, organisations and workforce information (events, courses, funding and jobs).</p>			
	<p>Regular collation and updating of the information on the HealthInfoNet website.</p>	<p>01 July 2025-30 June 2026</p>	<p>Content areas for the key health topics audited and reported in the annual performance report.</p>			



4. Activity Deliverables [Instruction: Grantee to complete]						
Facilitate online access to latest information of relevance to Aboriginal and Torres Strait Islander health. The AIH is extremely well positioned to offer strong registration numbers and engagement with key health topic newsletters and the <i>HealthBulletin</i> .	Regular updates of recent and emerging key information on key health topics shared to users and other subscribers to the HealthInfoNet topic newsletters and the <i>HealthBulletin</i>	01 July 2025-30 June 2026	The number of newsletters produced throughout the year for the key health conditions with a minimum of six newsletter per key health condition in the reporting period.	National. https://healthinonet.ecu.edu.au/key-resources/newsletters/	Choose an item.	<i>Performance Report comment</i>
	The Australian Indigenous <i>HealthBulletin</i> to be collated and made available online.	01 July 2025-30 June 2026	Regular collation and updating of the information on the Australian Indigenous <i>HealthBulletin</i> with updates containing new content sent to subscribers weekly.	National. https://healthbulletin.org.au/		



4. Activity Deliverables [Instruction: Grantee to complete]						
Strong user engagement via usage statistics for the website. HealthInfoNet is able to provide accurate reports of website usage via use of Google Analytics.	Conduct 3-monthly reviews of pageviews, session and engagement rate for the main HealthInfoNet website and for key health topic pages.	01 July 2025-30 June 2026	Report on per cent change since last funding period on pageviews, sessions and engagement rate for the HealthInfoNet website and for key health topic pages in the annual performance report.	National.		
A comprehensive annual summary, synthesis, analysis and interpretation of data, statistics and other information on the health status of Aboriginal and Torres Islander people and communities which will be compiled into the Overview. HealthInfoNet is well placed to produce this review given our long history of producing successful Overviews. The Overview consistently ranks	Undertake a comprehensive review of data, statistics and other information, from authoritative sources of Aboriginal and Torres Strait Islander health information and data, for inclusion in the Overview of Aboriginal	The Overview will be live on HealthInfoNet by March 31, 2026. The Overview will be printed by 31 st May 2026.	The 2025 Overview will be published and available online, and in hardcopy formats.	National. https://healthinfo.net.ecu.edu.au/learn/health-facts/overview-aboriginal-torres-strait-islander-health-status/		



4. Activity Deliverables [Instruction: Grantee to complete]						
as one of the most popular items on the website.	and Torres Strait Islander health status 2025 (Overview).					
A timely, accessible and relevant summary of the information provided in the Overview complied into a Summary. HealthInfoNet is well placed to produce this review given our long history of producing successful summaries and Powerpoints for the Overview.	Undertake a summary of the latest information about Aboriginal and Torres Strait Islander health status, selected from the Overview.	30 th April 2026.	The 2025 Summary will be published and available online. A PowerPoint presentation, based on the Overview, will also be produced.	National. https://healthinfo.net.ecu.edu.au/learn/health-facts/overview-aboriginal-torres-strait-islander-health-status/		
Strong, reciprocal, collaborative relationships, and/or partnerships, with key organisations in the Aboriginal and Torres Strait Islander health sector.	Maintain strong relationships with the HealthInfoNet's honorary Consultants including renewal and succession in	01 July 2025-30 June 2026	There will be 3-4 meetings in person or online nationally in the year with key stakeholder groups.	National.		



4. Activity Deliverables [Instruction: Grantee to complete]						
The HealthInfoNet has strong and positive reputation and is extremely well known across the Aboriginal and Torres Strait Islander health sector. Members of the AIH Advisory Group represent several Aboriginal and Torres Strait Islander peak health bodies.	the list of honorary Consultants. Seek expertise, as needed, for peer review functions.	01 July 2025-30 June 2026	At least four electronic communications with Consultants throughout the year.			
	Strategic advice from key stakeholders in the Aboriginal and Torres Strait Islander health sector. Strong support, and guidance from the HealthInfoNet's Advisory Board.	01 July 2025-30 June 2026	Two state/territory-based HealthInfoNet Roundtables. At least one online or in person meeting with the Advisory Board in the reporting period. 2-day strategic planning workshop with			



4. Activity Deliverables [Instruction: Grantee to complete]						
	Engagement with the workforce and other stakeholders, at targeted conferences, or via presentations of the HealthInfoNet website to key stakeholder groups. Regular posting of key health topic information on HealthInfoNet digital Yarning Spaces (Facebook,	01 July 2025-30 June 2026	Advisory Board members. Present the HealthInfoNet at five conference exhibitions, presentations and/or inserts. Reporting engagement and click throughs for LinkedIn, Facebook and Instagram in the annual performance report.	https://www.facebook.com/AustralianIndigenousHealthInfoNet/ https://www.instagram.com/healthinfonet_official/ https://au.linkedin.com/company/australianindigenousealthinfonet		



4. Activity Deliverables [Instruction: Grantee to complete]						
	Linkedin, Instagram)					
	Information compiled for high level briefing, by the HealthInfoNet Director, to provide updates on current and future development s at the HealthInfoNet .	01 July 2025-30 June 2026	Production of three Director's Communiques across the reporting period.	https://healthinfonet.ecu.edu.au/about/promotion/communique/		



5. Risk Management [Instruction: Grantee to complete]			
Risk item <i>Briefly describe the identified or foreseeable risk/s that may impact upon the delivery of the Activity.</i>	Managing the Risk <i>Briefly describe how the risks will be managed including controls to treat/mitigate the risk.</i>	Risk Rating <i>Select a risk rating with controls in place</i>	Performance Report - [01/07/2025-30/06/2026] <i>In no more than 300 words Grantee to briefly describe how you have managed the risk and whether the risk rating has changed/remained the same during the performance reporting period. If you wish to provide a more detailed response, please provide this as an attachment to this report</i>
<ul style="list-style-type: none"> cultural appropriateness 	<p>For over 26 years the HealthInfoNet has been guided by an Advisory Board that includes the CEOs of many peak Aboriginal and Torres Strait Islander peak health bodies including NAATSIHWP, IAHA, CATSINaM and NAACHO. The Advisory Board provide oversight on HealthInfoNet content and format. Advisory Board Members will engage in a 2-day workshop during the funding period where they will be invited to discuss a plan of developing a strong and sustainable cultural governance mechanism for the HealthInfoNet.</p> <p>The HealthInfoNet also fosters strong relationships and partnerships with key stakeholders & peak bodies in the sector which ensures the HealthInfoNet remains well regarded</p>	Low	Performance Report comment



	<p>and utilised. Regular contact with these partners ensures that <i>HealthInfoNet</i> is responsive to any feedback that could enhance the cultural appropriateness of the website. Recent user survey data shows that there are very high levels of trust and satisfaction from users. Aboriginal and Torres Strait Islander respondents to the survey overwhelming rated the <i>HealthInfoNet</i> as culturally appropriate and safe.</p> <p>The <i>HealthInfoNet</i> has appointed the first Aboriginal Director who provides an additional level of oversight and guidance on its cultural appropriateness.</p>		
<ul style="list-style-type: none"> quality control 	<p>All information and materials specially prepared for inclusion on the web resource are subject to documented quality control mechanisms. Maintaining the quality of the information on the web resource is dealt with in two ways:</p> <p>(1) The <i>HealthInfoNet</i>'s original publication, the <i>Overview</i>, is subject to post publication peer review. All substantial documents including those that do not require external peer review, and those of a sensitive</p>	Low	



	<p>nature, are checked by the Director. Any internal substantial documents such as Evidence reviews are subject to a strict peer review process.</p> <p>(2) for less substantial documents and information, quality control is performed internally. The HealthInfoNet has inclusion criteria for information added to the website which are strictly observed. It also has developed standard formats for the various types of information to be added to the web resource, and all new additions are subjected to a 'second setting' process that means that all additions developed by a staff member are checked by at least one other person.</p>		
<ul style="list-style-type: none">financial	<p>The HealthInfoNet operates within ECU's comprehensive governance framework and works closely in its financial operations with ECU's Finance Services Centre. In particular, the HealthInfoNet's Director works closely with ECU's Finance team in budgeting and monitoring income and expenditure. The HealthInfoNet's financial statements are authorised by ECU's Finance Manager.</p>	Low	



<ul style="list-style-type: none">• staffing	<p>Because of the specialised nature of the HealthInfoNet's operations, there are staffing-related risks. The specialised nature of its works means that there is quite a long orientation/training period before new HealthInfoNet staff, particularly those working in the research and IT areas, are fully aware of the complexities and procedures of the operations. These complexities are documented in a formal procedure manual. This has greatly assisted the orientation/training process, meaning that researchers become productive more quickly. Even then, the HealthInfoNet still has some risk with staff turnover, particularly with research and IT staff. Any greater-than-normal turnover would have an impact on the HealthInfoNet's productivity.</p> <p>HealthInfoNet strives to attract Aboriginal and Torres Strait Islander staff members. We are actively engaged in ECUs Aboriginal and Torres Strait Islander Supporting Plan which includes targets for increased Aboriginal and Torres Strait Islander employment. We access the ECU Aboriginal and Torres Strait Islander Talent Pool when recruiting for new positions. In 2025 we also developed an identified (50d) position (Programs</p>	Low	
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	Managers) and we have advertised current vaccant positions under section 51. We will continue to work with ECU to attract Aboriginal and Torres Strait Islander staff to the Health/InfoNet.		
<ul style="list-style-type: none"> information technology 	<p>With the Health/InfoNet's products being almost exclusively disseminated via the Internet, there is always a risk with the computer and network systems feeding into the Internet. As is the case with finances, the Health/InfoNet is protected to a large degree against these risks by operating within the ECU environment. The Health/InfoNet websites are run on an externally hosted virtual server which was procured by ECU IT. Daily backups are run by Health/InfoNet, in addition to the regular backups run by the hosting provider. The Health/InfoNet backups are stored externally on the Amazon S3 storage system. ECU IT regularly scan the websites for vulnerabilities and provides a report to Health/InfoNet with any areas of concern highlighted. Within the scope of capability, these vulnerabilities are addressed. The Health/InfoNet's IT staff are responsible for the specially</p>	Low	



	developed database and related structures but can call on ECU IT staff, or the services of the hosting company, for assistance and/or advice if needed.		
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6. Stakeholder Engagement [Instruction: Grantee to complete]			
Stakeholder Details <i>Name the stakeholders who the grantee will need to engage with in delivery of the Activity. This should include referral pathways with other organisations</i>	Interest or Impact <i>Briefly describe why the grantee needs to engage with the stakeholder, i.e. what interest does the stakeholder have in the Activity / how will the Activity affect the stakeholder?</i>	Engagement Strategy <i>Briefly describe how the grantee will engage with the stakeholder to mitigate potential risks relating to the stakeholder's interest in, or the impact of the Activity</i>	Performance Report - [01/07/2025-30/06/2026] <i>In no more than 300 words Grantee to briefly describe your progress of engagement with the stakeholder during the performance reporting period. If you wish to provide a more detailed response, please provide this as an attachment to this report</i>
The HealthInfoNet engages actively with many stakeholder groups nationally: <ul style="list-style-type: none">Aboriginal and Torres Strait Islander community-controlled health services and their representative bodiesgovernment departments of health and Indigenous affairs	All stakeholders are users of the website, collaborators or partners. They are the organisations who work in the Aboriginal and Torres Strait Islander sector and who we support so that they have the best possible evidence to do their work and inform their decisions.	Regular face to face and online contact in the form of the meetings, Roundtables, at conferences, through email blasts advising them of new portals and resources that can assist them in their work, in exploring collaborations and facilitating the sector in helping to close the gap in health.	<i>Performance Report comment</i>



<ul style="list-style-type: none">• non-government organisations• professional associations• health service workforce (including Aboriginal and Torres Strait Islander Health Workers, doctors, nurses and other health workers)• research organisations• academic institutions including tertiary and technical• training organisations• our partners, funders, Advisory Board and Consultants	We are now embedded within the health sector as a trusted go to freely accessible resource.		
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7. Governance [Instruction: Grantee to complete]

Governance Details	Performance Report - [01/07/2025-30/06/2026]
<i>Describe the governance arrangements the grantee has in place to oversee the delivery of the Activity. Describe the relevant expertise, skills, qualifications and experience including broad structure of the organisation, as well as operational and business management supported by details of financial management systems, internal policies, procedures and quality improvement mechanisms. Include current accreditations where applicable. Any actual, perceived or potential conflicts of interest between board members/key staff members should also be reported in accordance with the conditions of the grant agreement.</i>	<i>In no more than 300 words Grantee to briefly describe governance arrangements within the reporting period .e.g. any changes to key organisational staff and positions. If you wish to provide a more detailed response, please provide this as an attachment to this report</i>



The HealthInfoNet operates within ECU's comprehensive governance framework. This assists the HealthInfoNet's operations in terms of human resources, finance, contracts and risk management. The HealthInfoNet grants are administered through the ECU Research Services team who provide research-related support.

The HealthInfoNet had begun a process of establishing a strong cultural governance mechanism. We are currently completing the Australian Indigenous Governance Toolkit self-assessment to identify potential models of cultural governance for the HealthInfoNet. This process will help identify potential Aboriginal and Torres Strait Islander controlled organisations who could provide governance of the HealthInfoNet. ECU Executive Leadership are strongly engaged in this process with HealthInfoNet. ECU Executive Leadership are also actively engaged in a process of developing an Aboriginal and Torres Strait Islander governance mechanism for the university.

Performance Report comment



8. Budget [Instruction: Grantee to complete]

Commented [BU1]: TBC with ECU Finance

Where specified under Item E.2 of grant agreement, this template is designed to assist the Grantee to develop a budget either for inclusion under the supplementary terms and conditions of the Standard Grant Agreement (CB2. Activity Budget) or as a milestone deliverable (Item E. Reporting) depending on what has been negotiated with the Department of Health and Aged Care. The template has been designed to comply with the standard definitions, categories and structure used in the [National Standard Chart of Accounts \(NSCOA\)](#). The standardised NSCOA structure has been recommended because it is used by many organisations that receive departmental funding. This template specifies the minimum amount of detail required to develop a budget, however in consultation with the Commonwealth it may be expanded to meet Activity requirements. Also refer to the Grant Opportunity Guidelines and Item B. Activity details of grant agreement for any specified budget inclusions and exclusions.

		Budget Amount \$ (GST exclusive) 01/07/2025 – 30/06/2026	Actuals Amount \$ (GST exclusive) [insert FY period] <dd/mm/yyyy> to <dd/mm/yyyy>	Performance Report – [insert period <dd/mm/yyyy> to <dd/mm/yyyy>] Grantee to include explanation of variance between budget and actual line item amounts
Income	Grant Activity Funds (includes indexation)	\$1,386,496.00		
	Approved Activity Unspent Funds (Brought Forward) *	\$16,842.00		
	Interest on Activity Funds (see ^ below)	\$0.00		
	Proceeds on Sale of Activity Funded Assets	\$0.00		
	Government Contributions (inc Medicare Benefits)	\$0.00		
	Other Contributions - Grantee	\$0.00		
	Other Contributions – Third party	\$0.00		
	Total Income (A)	\$1,403,338.00	\$0.00	



8. Budget [Instruction: Grantee to complete]				
Expenses	Salaries & Wages	\$1,070,924.00		
	Accounting / Audit fees	\$0.00		
	Advertising & Promotion	\$27,000.00		
	Board / Governance (Travel, Accommodation & Training)	\$8,110.00		
	Client Support Services/Consumables	\$0.00		
	Communications & IT	\$8,005.00		
	Consultants & Contractors	\$4,000.00		
	Insurance (excl Motor Vehicle)	\$0.00		
	Motor Vehicle Expenses (incl Insurance and Repairs & Maintenance)	\$0.00		
	Rent	\$0.00		
	Repairs & Maintenance (excl Motor Vehicles)	\$0.00		
	Travel & Accommodation (excl Board / Governance)	\$8,000.00		
	Training & Development (excl Board / Governance)	\$0.00		
	Utilities	\$0.00		
	Asset Purchases (see # below)	\$0.00		
	Other Expenses (Research Support Cost)	\$277,299.00		
	Total Operational Expenses (B)	\$1,403,338.00	\$0.00	

Commented [BU1]: TBC with ECU Finance



Capital Expenditure	Asset Purchases (see # below)	\$0.00		
	Total Capital Expenditure (C)	\$0.00	\$0.00	
Balance	Balance = A - (B+C)	\$0.00	\$0.00	
* only include if rollover of surplus and uncommitted funds has been identified under CB27 of the supplementary terms and conditions ^ only include if required under the standard grant conditions definition of a Grant # only include if CB5 of the supplementary terms and conditions has been invoked				



9. AWP Approval

Once approved by the Commonwealth, the AWP [and budget] will form part of the Grant Agreement. Frequency of performance reporting against the AWP is specified under Item E of the Grant Agreement. If the Grantee or the Commonwealth identifies a need to update or revise the approved AWP [and budget], any proposed changes must be accepted and approved by the Commonwealth.

Declaration:

- The grantee certifies that the AWP is not misleading by reason of any material misstatements or omissions.
- The grantee acknowledges that a change to the Activity without prior approval of the Commonwealth will be regarded as a breach of the Agreement, and the grant may consequently be reduced or revoked.
- The grantee must ensure its personnel and subcontractors do not engage in any fraud or corruption in relation to the Activity.
- The Grantee acknowledges their obligation to report suspected and actual criminal offences such as fraud or corruption to the Commonwealth and to their law enforcement agency and relevant regulatory agencies within 5 business days, as well as to provide assistance to investigating authorities if requested/required.
- The grantee acknowledges that under section 137.1 of the schedule to the Criminal Code Act 1995 it is an offence to provide false or misleading information to the Commonwealth.
- The report has been signed by the Board, the Chief Executive Officer or an Authorised Officer of the Grantee.

<Legal Organisation Name>	<Commonwealth Representative>
Signed for and on behalf of:	Signed for and on behalf of Commonwealth of Australia, <u>represented by and acting through Department of Health and Aged Care, ABN 83 605 426 759:</u>
Name:	Name:
Position:	Position:
Date: ____ / ____ / ____	Date: ____ / ____ / ____
Additional signatory (where applicable)	
Signed for and on behalf of:	
Position:	
Date: ____ / ____ / ____	