



Supporting the Yinhawangka, Banyjima and Nyiyaparli people

Community Programs Handbook **2023-2024**

Valid 1 July 2023 to June 2024





Our Vision

“Building resilience and capacity for the present and strong foundations for the future.”

Our Purpose

“Supporting the Yinhawangka, Banyjima and Nyiyaparli people.”

IBN Corporation

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Thanharu! Welcome to IBN

IBN Corporation is Trustee of the IBN Charitable Assistance Foundation set up in 2003 for the benefit of the Yinhawangka, Banyjima and Nyiyaparli people of the Pilbara.

How we help the IBN Community

IBN supports member, their families and communities to build better lives for themselves and their families through:

1. Community Programs as listed in this Handbook.

2. Services and Delivery teams

Based in three Pilbara offices (South Hedland, Karratha and Tom Price), our Field Officers manage projects and provide IBN Members with personal support and practical help to connect with services, such as:

- Education
- Employment and training
- Health
- Housing
- Support for Elders and members with special needs, including the IBN Mirli Maya independent living facility for Members aged 55 and over
- Elders Retirement Village in South Hedland
- Funerals
- Legal and financial support

3. IBN Services and projects

To build sustainable futures for IBN Members through employment, enterprise and culture.

Our Businesses include:

- IMMS – Indigenous Marine and Mining Services is a labour hire business in Port Hedland that can assist IBN Members to find jobs.

Membership Information

To become an IBN Member, you must be 16 years or older and a recognised member of the Yinhawangka, Banyjima and Nyiyaparli language groups. You will need to complete and application form and a Deed of Undertaking and attach a copy of your birth certificate. Talk to an IBN officer for help.

Dependant Children who receive help from IBN must be registered on the database.

A ‘Dependent Child Advice Form’ can be found on the IBN website or an IBN office.

There are three types of Dependent child:

- The biological child of an IBN Member in the legal care of their parent.
- A non-IBN child (18 and under) in the legal care of an IBN Member.
- An IBN child in the legal care of a person who is not an IBN Member.

Non-IBN carers of IBN children may apply on behalf of the child for Education and Health benefits. An IBN child in this category may access other benefits only when they turn 16 and are accepted as an IBN member.

Code of Conduct

IBN’s Code of Conduct requires IBN directors, employees and members to respect the law and other people at all times.

IBN Members are expected to behave with respect and courtesy to IBN officers and to our suppliers.

Unacceptable behavior includes abuse, physical assault and threats, harassment (such as ‘trolling’ on social media), or illegal conduct (such as dishonesty, fraud, property damage or theft).

IBN members who breach this Code of Conduct will be approached to explain their conduct to an IBN manager or the CEO. After investigation, if proven to be true, a breach may lead to mediation, a warning, suspension of benefits, or legal intervention. Serious acts will be reported to the police.

Privacy Statement

Members’ personal information is confidential to IBN. It is used solely by IBN to Provide benefits and services to members and to monitor programs. Personal information about a member or a dependent child will be shared only with the permission of the member or the child’s parents or approved carer.



Community Programs – an overview

The following Community Programs are funded by the IBN Charitable Foundation and are reviewed and updated every year by the IBN Board. This handbook gives a summary of what is and what is not available in each program. There may be special conditions or exclusions in the IBN policy that cannot be printed in full in this Handbook, however our IBN office teams are available to explain the details and help members to apply.

As well as Community Programs, IBN has Service Delivery teams in our three Pilbara offices (South Hedland, Tom Price and Karratha). Our Field Officers provide practical support and can help members to access programs and services offered by IBN, government agencies, other Trusts and charities.

2023–2024 Community Programs

Except where stated, benefit limits are for the financial year 1 July 2023 to 30 June 2024.

1. Household Essentials		
1.1	Household Essentials – flexible	\$5,000
2. Education		
2.1	Pre-school to Year 12	\$500 per child for pre-school
		\$2,500 per child for primary school
		\$3,500 per child for high school
2.2	Private High School Scholarship (for 2023 school year)	\$16,500
2.3	Public High School Boarding & Travel	\$5,500
2.4	Post-Secondary Education – TAFE/VET	\$11,000
2.5	Post-Secondary Education – University	\$11,000
3. Health		
3.1	General Medical	\$12,000
3.2	Dental Health	\$10,000
3.3	Medical and Dental Travel	\$5,500
3.4	Home Renovations – Elders and/or Disabled	\$15,000
4. Cultural Support		
4.1	Pilbara Lore Practice	\$3,000 for each boy going through Lore
		\$2,500 per Pilbara Lore Ground
4.2	Cultural Activity	\$800
4.3	Funeral Travel	\$2,000
4.4	Funeral Arrangements (IBN funerals)	\$7,500
5. Members Advocacy & Advice		
5.1	Financial and Legal Advice Fees	
	Financial Planning	Free 2-hour consultation
	Tax Advice	Free 2-hour consultation
	Initial Legal Advice	Free 2-hour consultation
5.2	Further Legal Costs	\$11,000
6. Employment & Enterprise		
6.1	Employment and Skills Training	\$1,200
6.2	Pilbara Business Support	
	Business Advice – Many Rivers	Referral – no cost
	Business Planning	\$2,500
	Business Development	\$22,000
7.	Community and Environmental	\$11,000 second application
		\$1,000 per member

General Exclusions

Under the Charitable Trusts Rules, IBN **cannot** assist with the following expenses:

- Fines, taxes or debts
- Payments for religious purposes
- Contributions to a political party
- Donations to charities that award grants
- Rental bonds and hotel bonds
- Mortgage payments
- Reimbursements
- The transfer or 'gifting' of benefits from an IBN member to another person is not permitted

If a member inadvertently exceeds an annual benefit limit or makes a false claim, the excess amount will be deducted from the benefit limit for the following year. Members are responsible for any misuse or damage to IBN property or to hotels.



How to Apply

Step 1

Choose the Community Program you need from the Handbook or the IBN website.

Step 2

Download and complete the application form.

Make sure you fill in everything and attach the supplier's invoice (if required) or quote and other supporting documents listed on the application form.

The name and address on the application form must match your details on the IBN database. If you have moved address or changed your name, please complete the Update Personal Details form.

If your application relates to a dependent child, make sure the child is registered with us, using the IBN Dependent Child Advice Form.

Step 3

Send your completed application form and attached documents to IBN.

Fax: (08) 9140 0996

Email: applications@ibngroup.com.au

In person, visit one of our offices in South Hedland, Tom Price or Karratha.

Step 4

IBN Member Services team will process your application.

Except where otherwise stated, most Community Programs applications will take up to 5 working days once all the documents are received. Funeral support and any hardship applications will be a priority one and processed immediately.

IBN will contact you to let you know the outcome and will pay the supplier. We cannot provide reimbursements.

Step 5

Not happy with the outcome? You can appeal a decision. See page 10 of this handbook.

How to Appeal a Decision



Step 1

Members who wish to dispute a Community Program decision can appeal in writing by completing the Appeal form. Your appeal will be logged and tracked on the IBN CRM system to ensure a speedy turnaround. The appeal will first be considered by the CAMS Assistant Manager.

Post, email, fax or visit one of our offices to submit your appeal. IBN will contact you with a decision.

Step 2

If your appeal is not resolved at Step 1, it may be referred to the Community and Members Services (CAMS) Manager.

Step 3

If required, the appeal may be referred to the CEO. The member will be advised in writing of the appeal outcome.

Step 4

If, after the conclusion of the above process, the member believes the decision did not follow correct procedure, they can make a 'General Complaint' to the IBN Board by emailing directors@ibngroup.com.au

The Board's decision is final.

Note: A review of the appeals process is underway with two goals (1) To improve information of why a declined and (2) assist members throughout a new appeals process.



Program 1:

Household Essentials

Members can opt to have these funds loaded onto an IBN Purchase Card in full or partially or may continue to access these funds by applying if they have not registered for a Purchase Card.

1.1 Household Essentials

Benefits Up to \$5,000 per financial year.

Eligibility

- All IBN members (subject to conditions and exclusions below).
- Members who are sharing a household may pool their individual benefits.

AVAILABLE items Costs related to running a household or for personal living expenses.

Items NOT available

- Fines, bankruptcy expenses, taxes or debts
- Rental bonds and hotel bonds
- Mortgage payments and home deposits
- Donations
- Gaming Equipment (eg. Playstation, Xbox)
- Cigarettes, alcohol and gambling (e.g. Lotto)
- Weapons
- Hire Cars
- Recreational vehicles (e.g. quad bikes, boats, jet skis)
- Wealth creation investments such as home deposits, shares, bonds, superannuation, or other financial products

Conditions

- Members who are sharing a household may pool benefits but may not assign their benefits to a different household.
- The address for the delivery of purchased items or household bills must be the registered residential address of the IBN Member applicant (except food and fuel)
- Food and Fuel are only available at participating outlets.
- IBN does not pay hotel bonds or damages. Members are responsible for these items and must deal directly with the hotel using their own cash or card.

Supporting Documents

- Program application form
- Original supplier quotes or invoices must be in applicants name
- Lease agreement for rent payments

Application Processing Time

Up to 5 working days once all the documents have been received by IBN.

Program 2:

Education

This program aims to support IBN families and legal carers of IBN children with the costs associated with schooling their children. Approved expenses are paid directly to the suppliers, or the schools themselves.

2.1 Pre-school to Year 12 Expenses

Benefits

- \$500 per child for pre-kindy, kindy and pre-primary students
- \$2,500 per child for primary school students (Year 1 to Year 6)
- \$3,500 per child for high school students (Year 7 to Year 12)

Eligibility

- A dependent child listed on the IBN child register.
- Children who reach the age of 16 may apply for membership of IBN and receive education benefits in their own name.
- Benefits apply per financial year. Students transferring to a higher level during the financial year are eligible for the higher amount from 1 January 2024. For example, students on the \$500 benefit level in 2023 and who enrol in Year 1 for the 2024 school year, may then access an extra \$2,000 before 30 June for a **total benefit of \$2,500** for the 2023-24 financial year.

AVAILABLE Items

- School fees – enrolment and tuition
- One computer per student per year
- Computing supplies – Computer bags, software, warranties and repairs, ink cartridges
- Bicycles and scooters
- Uniforms, sports uniform and shoes
- School activities – such as excursions, school camps, sports competitions, Country Week, School Balls
- School bus Multiriders (top-ups only)
- Equipment – sporting item, musical instruments
- Textbooks, school bag and general supplies
- School photographs
- School canteen lunch accounts
- Extracurricular activities – such as fees for before or after school activities, holiday

Items NOT Available

- Computing devices and printers are not available for pre-kindy, kindy and pre-primary students.
- Fuel

Conditions

- Applicants are required to allow IBN to obtain school progress reports.

Supporting Documents

- Program application form 2.1
- Proof of enrolment
- Original supplier invoices or quotes must be in applicants name

Application Processing Time

Up to 5 working days once all the documents have been received by IBN.

2.2 Private High School Scholarships – 2024

Benefits

- Up to \$16,500 per student/per school year to attend an Australian private school.
- Up to 60 scholarships will be awarded for the 2024 school year.

Eligibility

- A dependent child listed on the IBN child register.
- An IBN member of high school age.
- Students must be accepted for enrolment into an Australian private school.

AVAILABLE Items

- | | |
|---|--|
| • Enrollment and tuition fees | • School bus Multiriders (top-ups only). |
| • Boarding fees for a school-based residence or hostel (if these expenses are not covered by the school). | • School activities – such as excursions, camps, sports competitions, Country Week, School Balls. |
| • Travel assistance (conditions apply). | • School photographs. |
| • Study expenses: | • Bicycles, scooters. |
| • One computer per student per year | • Equipment – sporting items, musical instruments. |
| • Computing supplies – computer bags, software, warranties and repairs, ink cartridges | • Extracurricular activities – such as fees for before and after school programs, extra tutoring, sports clubs and competitions, music and swimming lessons. |
| • Textbooks, school bag and general supplies. | • School canteen lunch accounts. |
| • Uniforms, sports uniform and shoes. | • Manchester/linen |

Items NOT Available

- Private Rental.

Conditions

- | | |
|---|---|
| • Students who are accessing this program can not access 2.1 and 2.3 programs. | • Applicants are required to allow IBN to obtain school progress reports. |
| • Applications requesting vouchers must be reasonable and the requested amount must match the description/items on the application. | • IBN must be notified of any change in the student's situation. |
| • Continued scholarships funding may be subject to satisfactory attendance and academic progress. | |

Supporting Documents

- | | |
|---|--|
| • Program application form 2.2 | • Proof of enrolment |
| • Supplier invoices or quotes in applicant's name | • Student travel subsidy (DoT) or ABSTUDY fares allowance form |
| • Evidence of ABSTUDY entitlement (if eligible) | • Latest school report (for continuing benefits beyond one year) |
| • Details of other scholarships (if applicable) | |

Application Processing Time

Scholarship applications may take several weeks to process.

2.3 Public High School Boarding and Travel

Benefits

Up to \$5,500 per financial year.

Eligibility

- A dependent child listed on the IBN child register.
- An IBN member of high school age.
- Students who are boarding at residential public high schools.
- IBN must be notified of any change in the student's situation.

AVAILABLE Items

- Boarding fees.
- Travel assistance (conditions apply).
- Public boarding students may access Pre-school to Year 12 programs benefits as well.

Items NOT Available

- Food
- Private Rental

Conditions

- IBN must be notified of any changes in students situation.

Supporting Documents

- Program application form 2.3
- Proof of enrolment
- Supplier invoices or quotes in applicant's name

Application Processing Time

Up to 5 working days once all the documents have been received by IBN.

2.4 Post-Secondary Education – TAFE/VET

Benefits

Up to \$11,000 per financial year.

Eligibility

Students must be:

- A dependent child or an IBN member.
- Enrolled in an accredited vocational education course at a Recognised Australian TAFE or private RTO (Registered Training Organisation) See training.gov.au
- Studying at levels from certificate 1 to Advanced Diploma. This includes apprenticeships, traineeships and VET in Schools.

AVAILABLE Items

- Up to 100% of study fees including VET fees.
- One computer per student per year
- Tools and equipment if not covered by the employer or other sources.
- For full-time courses of over 6 months in duration:
 - Accommodation allowance up to \$5,500 per financial year (conditions apply).
 - Travel support (conditions apply).

Items NOT Available

- Fees for non-accredited short courses, professional/trade registration and licences. These expenses are available under Program 6.1 Employment and Skills Training.
- Historical course fee debts.
- Daily food and fuel expenses.
- Rental bonds.

Conditions

- Accommodation will only be paid if student is required to travel away from their residential address.
- Multi-year funding may be subject to satisfactory attendance and academic progress.
- Student withdrawal – IBN may seek a refund of fees already paid to the RTO.
- Private Rent is not included

Supporting Documents

- Program application form 2.4
- Supplier invoices or quotes in applicant's name
- Accommodation – Invoice from the student residential boarding or rental agent
- Proof of enrolment
- Academic progress report (for multi-year requests).
- Proof of requirement to travel for study.

Application Processing Time

Up to 5 working days once all the documents have been received by IBN.

2.5 Post-Secondary Education – University (degree and above)

Benefits

Up to \$11,000 per financial year.

Eligibility

A dependent child or IBN member who is enrolled in an accredited qualification at undergraduate degree level or above and delivered by an Australian University or College within Australia.

AVAILABLE Items

- HECS/course fees per unit of study, up to 50% paid upfront on enrolment and the balance paid on unit completion (within the annual cap)
- One computer per year per student
- Tools and equipment.
- For full-time courses of over 6 months in duration:
 - Accommodation allowance of up to \$5,500 per financial year (conditions apply).
 - Travel support (conditions apply).

Items NOT Available

- Fees for non-accredited short courses, professional registration and trade licences. These expenses are available under Program 6.1 Employment and Skills Training.
- Historical course fee debts.
- Daily food and fuel expenses.
- Rental bonds.

Conditions

- Accommodation support – for full-time courses of more than 6 months duration. Only available for student residential boarding and private rent through an agent.
- Student withdrawal – IBN will seek a refund of HECS/course fees already paid to the University.
- Multi-year funding may be subject to satisfactory attendance and academic progress.

Supporting Documents

- Program application form
- Supplier invoices or quotes in applicant's name
- Student Travel subsidy (DoT) or ABSTUDY Fares Allowance form
- Proof of Enrolment
- Accommodation – Invoice from the student residential boarding facility or rental agent
- Academic progress report (for multi-year requests).

Application Processing Time

Up to 5 working days once all the documents have been received by IBN.

Program 3:

Health

This program aims to assist IBN families and legal carers of IBN children with their family medical and dental costs.

3.1 General Medical

Benefits

Up to \$12,000 per financial year.

Eligibility

- IBN members and their dependent children, non-IBN legal carers of dependent children
- Medical costs for dependent children are included in the annual limit.

AVAILABLE Items

- Medical costs (with a doctor’s referral or prescription)
- Specialist fees (with a doctor’s referral)
- Allied health services: No doctor’s referral required.
- Pharmacy items (prescriptions only)
- Ambulance and private health insurance (including family cover).
- Ambulance transport.
- Mobility Aids

Items NOT Available

- Cosmetic treatment and items (unless prescribed as medical treatment by a physician).
- Travel costs – see 3.3 Medical and Dental Travel.
- Non-prescription glasses and nonprescription pharmacy items.

Supporting Documents

- Program application form 3.1
- Medicare card
- Supplier invoices or quotes showing payment details.
- If applicable:
 - Private Health insurance documents
 - Doctor’s prescription or referral
 - Copy of Ambulance Cover
 - Copy of travel or other insurance policy

Application Processing Time

Up to 5 working days once all the documents have been received by IBN.

3.2 Dental Health

Benefits

Up to \$10,000 per financial year.

Eligibility

- IBN members and their dependent children listed on the IBN child register.
- Legal carers of IBN dependent children on the IBN child register.
- Dental costs for dependent children are included in the annual limit.

AVAILABLE Items

- Dental expenses.

Items NOT Available

- Cosmetic treatment and items unless prescribed by a dentist for health reasons.
- Travel costs – see 3.3 Medical and Dental Travel.

Conditions

- Application forms must be lodged at least 5 days prior to the appointment date.
- A course of dental treatment will need a dental plan and itemised quote approved by IBN in advance.
- Children must access school dental checks where available.
- Dental plans that are not completed in a financial year cannot be rolled over.

Supporting Documents

- Program application form 3.2
- Medicare Card
- Supplier invoices or quotes in applicant’s name
- If applicable:
 - Doctor’s prescription or referral

Application Processing Time

Up to 5 working days once all the documents have been received by IBN.

3.3 Medical and Dental Travel

Benefits

Up to \$5,500 per financial year.

Eligibility

- An IBN Member patient or dependent child travelling away from their registered residential address for prescribed medical or dental care.
- An IBN Member acting as travel escort or as patient supporter for an ill or injured child or family member (including kinship relations).
- Members with a chronic illness and other special cases may be referred to Service Delivery for further assistance.
- A travel escort or patient supporter for an ill or injured IBN Member. A family group may include children within the annual limit.

AVAILABLE Items

- Domestic airfares.
- Bus fares.
- Car travel (fuel and food voucher/card).
- Uber E-Cards
- Taxi vouchers (cab-charge)
- Accommodation, meals and incidentals for up to 7 days. Extensions available with a medical certificate.

Items NOT Available

- International travel.
- Weight loss programs.
- Hotel bonds and any damage caused by the member. Members are responsible for these items and must deal directly with the hotel using their own cash or card.

Conditions

- Members are required to provide their Medicare Number.
- All travel and accommodation claims, including for travel escorts and patients supporters, require referral by a registered doctor or dentist or other evidence.
- Extensions beyond 7 nights will require confirmation from an appropriate health professional.
- Members are encouraged to apply for PATS and other support (Medicare, private health or other insurance etc.) and show evidence if they are not eligible. IBN will pay the gap. Assistance from IBN Staff can be requested with the application process.
- If there is the requirement for an extension please notify IBN up to 3 days prior to the check out date.

Supporting Documents

- Program application form 3.3
- PATS documents
- Private insurance documents
- Medical or dental referral and appointment
- Supplier invoices or quotes showing payment details.

Application Processing Time

Except in emergencies, 5 working days once all the documents have been received by IBN.

3.4 Home Renovations for Elders and/or Disabled

Benefits

Up to \$15,000 per eligible member for home renovations and accessibility modifications.

Eligibility

- IBN members with a physical disability who need home accessibility modifications.
- IBN Elders (aged 55 and/or over).
- Available to home-owners only.

AVAILABLE Items

- Home repairs, maintenance, renovations, improvements and accessibility modifications. Includes granny flats.

Items NOT Available

- Repairs or improvements to caravans and mobile homes.

Conditions

- NDIS or Aged Care benefits are not a condition, but eligible members are encouraged to apply for these programs. IBN will supplement available government funding.

Supporting Documents

- Program application form 3.4
- Supplier invoices or quotes showing payment details.
- Proof of home ownership
- If applicable:
 - NDIS documents
 - Commonwealth Aged Care documents

Application Processing Time

Up to 5 working days once all the documents have been received by IBN.

Program 4:

Cultural Support

IBN knows that keeping culture strong is vital and we support the IBN community to attend and participate in Lore practice and other cultural activities.

4.1 Pilbara Lore Practice

Benefits

- (a) Up to \$3,000 for each IBN boy going through Lore in the Pilbara.
- (b) Up to \$2,500 per year for each Pilbara Lore Ground.

Eligibility

- (a) IBN boys who are members or dependent children on the IBN child register and going through Lore in the Pilbara. For dependent children, applications should come from the responsible parent or legal carer.
- (b) Elders responsible for each Pilbara Lore Ground.

AVAILABLE Items

- (a) IBN Boys:
 - Food
 - Fuel
 - Camping equipment
- (b) IBN Lore Ground Elders: Fuel only

Items NOT Available

- Loss of earnings or attendance fees.
- Vehicle repairs and tyres – these are available in Program 1. Household Essentials
- Recording equipment or cultural recording fees.

Conditions

- Applications for IBN boys under 16 must be made by the responsible parent or legal carer
- Lore Ground applications must be made by the responsible IBN Elder.
- Applications must be approved by the Cultural Support Officer.

Supporting Documents

- Program application form 4.1
- Supplier invoices or quotes in applicant's name

Application Processing Time

Up to 5 working days once all the documents have been received by IBN.

4.2 Cultural Activity

This program provides assistance to IBN members to participate in cultural activities of their choice.

Benefits Up to \$800

Eligibility All IBN Members

AVAILABLE items

- All costs related to cultural activities, including:
- Food and fuel
- Travel – airfares, bus, train fares
- Accommodation
- Camping equipment and supplies

Items NOT Available

- See exclusions list in Program 1. Household Essentials

Supporting Documents

- Program application form
- Supplier invoices or quotes in applicant's name

4.3 Funeral Travel

IBN recognises the cultural importance of funerals to the IBN community and provides support for IBN members to attend funerals.

Benefits Up to \$2,000 per financial year

Eligibility IBN Members and family.

AVAILABLE items

- Airfares or bus fares.
- Car travel – fuel and food vouchers or cards.
- Accommodation

Items NOT Available

- Clothing.
- Taxis.
- Tyres, vehicle repairs and maintenance
- Car registration and driver's licence.
- Hotel bonds or damages. Members are responsible for these items and must deal directly with the hotel using their own cash or card.

Conditions

- The members making the application must sign the form.
- Members to apply three days prior to the funeral date of of the intended travel date.

Supporting Documents

- Program application form 4.3
- Supplier invoices or quotes showing payment details.
- Funeral notice

Application Processing Time

Up to 5 working days once all the documents have been received by IBN.

4.4 Funeral Arrangements

IBN recognises the cultural importance of funerals to the IBN community and contributes towards the cost of arranging funerals for deceased IBN Community Members and their children.

Benefits

- Up to \$7,000 per funeral for direct funeral costs.
- Up to \$500 for catering and incidentals for the wake of the same funeral.

Eligibility

- Funerals of deceased IBN members or their dependent children

AVAILABLE Items

- Funeral costs – paid to the funeral director.
- Wake costs (catering and incidentals) paid in the form of vouchers or direct to suppliers.

Items NOT Available

- Vehicle costs, such as tyres, vehicle repairs and maintenance, registration and driver's licence.
- Travel costs.

Conditions

- For direct funeral costs, IBN will liaise only with the funeral director approved by the family.
- Benefits will be paid from the deceased IBN member's account, or the IBN parent's account for a child's funeral.

Supporting Documents

- Program application form 4.4
- Funeral director invoice or quote in applicant's name
- For wake costs, supplier quotes or invoices

Application Processing Time

Up to 5 working days once all the documents have been received by IBN.

Program 5:

Member Advocacy and Advice

5.1 Financial and legal advice fees

5.2 Further approved legal costs

Benefits See below

Eligibility IBN Members

AVAILABLE Items

5.1 Financial and legal advice fees

- Financial planning – one free two-hour consultation per year.
- Tax advice – one free two-hour consultation per year.
- Initial legal advice, including wills and estate planning – one free two-hour consultation per year.

5.2 Further approved legal costs

- Up to \$11,000 per case according to the IBN Policy on Funding for Legal Fees and Disbursements.

Items NOT Available

- Fines, bankruptcy expenses, taxes and debts.
- IBN can not assist in Criminal Proceedings.

Conditions

- IBN may refer members to the Pilbara Community Legal Service, Aboriginal Legal Services or other agency.
- Benefits for further approved legal costs are governed by IBN's Policy on Funding for Legal Fees and Disbursements (2017 revised) – special conditions and exclusions apply. Contact IBN for details.

Supporting Documents

- Program application form 5.1 or 5.2
- Supplier invoices or quotes in applicant's name.
- For further Legal Costs – the application form 5.2 must be completed by your lawyer.
- Court Proceedings and or the Legal Briefing from the nominated Law Firm or Legal Representative.

Application Processing Time

- 5.1 Up to 10 working days once all the documents have been received by IBN.
- 5.2 Processing time for Further approved legal costs may take longer.

Program 6:

Employment and Enterprise

6.1 Employment and Skills Training

Benefits

Up to \$1,200 per financial year for expenses that will improve work skills or job prospects.

Eligibility

Employed and unemployed IBN Members, including dependent children under 18 years of age.

AVAILABLE Items

- PPE – Personal Protective Equipment (where not supplied by the employer).
- Short courses and work tickets – such as First Aid, Safety, Working at Heights, Working in Confined Spaces, Responsible Service of Alcohol (RSA).
- Vehicle driver training and testing.
- Professional registration and trade licence fees (including renewals).
- Child care fees and taxi fares to allow members to attend approved training.

Items NOT Available

- Accredited course fees are available under the Education Program.

Conditions

- Services must be from an Australian approved training provider.

Supporting Documents

- Program application form 6.1
- Supplier invoices or quotes in applicant's name.
- Training enrolment form.

Application Processing Time

Up to 5 working days once all the documents have been received by IBN.

6.2 Pilbara Business Support

This program provides for business advice and planning as well as business development support for Pilbara-based enterprises.

Benefits

Business Advice – Free advice from Many Rivers. This is NOT compulsory.

Business Planning – Up to \$2,500 per financial year for business planning services.

Business Development – For Pilbara-based businesses:

- First application: Up to \$22,000 one-off grant to start up a new business, purchase an existing business, or develop an established business.
- Second application **from the same member OR from the same business**: Up to \$11,000 one-off grant to start up a new business, purchase an existing business, or develop an established business.

Eligibility

- Business Development support – IBN Members who wish to establish, acquire, develop or expand a Pilbara-based business (conditions apply)
- Businesses must be ABN-registered.
- No pooling of member benefits
- To comply with fiduciary duties requirements, current IBN Board Directors are NOT eligible for Business Planning or Business Development support.

Items NOT Available

- General business operation costs, such as rent, utility bills and wages.

Conditions

- No pooling of member benefits
- Extra conditions apply for Business Development applicants

Supporting Documents

- Program application form 6.2
- Supplier invoices or quotes showing payment details

Business Development applications:

- Business Plan prepared by a qualified business consultant.
- Customer contracts or letters of support
- Business bank account statements
- Proof of ABN/ACN registration
- Evidence of bookkeeping or accounting arrangements

Application Processing Time

- Business planning applications – up to 0 working days once all documents have been received by IBN.
- Business development applications may take several weeks.

Program 7: Community and Environmental

Benefits

Up to \$1,000 per financial year.

Eligibility

IBN members.

AVAILABLE Items

- Skip Bins (Skip Bins can also be accessed under the Household Essentials program).
- Veterinary expenses including Pet sterilisation, registrations, microchipping and other pet health related expenses.
- Bottled Water or Water Purified Systems

Conditions

- No Pooling of funds between Members unless Members reside at the same registered residential address.
- Funds are not rolled over.

Supporting Documents

- Program application form 7.0
- Members should attach quotes and invoices from suppliers with their applications.

Application Processing Time

Up to 5 working days once all the documents have been received by IBN.



COMMUNITY PROGRAM 1:
HOUSEHOLD ESSENTIALS
1.1 HOUSEHOLD ESSENTIALS

IBN Member's Full Name: Membership Number:

Date of Birth:

Registered Home Address:

Phone: Email Address:

Language Group: ☐ Yinhawangka ☐ Banyjima ☐ Nyiyaparli

Programs

Please select only one program per application form. If you require access to two different programs, please complete a second application form. Please attach all supporting documents/invoice.

<input type="checkbox"/> Home Basics	<input type="checkbox"/> Personal Items
<input type="checkbox"/> Computer	<input type="checkbox"/> Vehicle Cost
<input type="checkbox"/> Household Bills / Rates	<input type="checkbox"/> Home Improvements / Security
<input type="checkbox"/> Pet Cost	<input type="checkbox"/> Travel / Food and Fuel
<input type="checkbox"/>	<input type="checkbox"/> White Goods

Description of Item:	Name of Supplier:	Amount:
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Total		\$ <input type="text"/>

Comments:

I declare that the information I have provided in this form is true and correct, and the benefits requested are for my own use.

I agree that IBN may share my information with other organisations for application assessment purposes.

Signature: Date:

Need Help Contact IBN:

South Hedland Office: 3 Brand Street South Hedland 6722
Karratha Office: Unit 3 / 4 Welcome Road Karratha 6714
Tom Price Office: Shop 1, 973 Central Road Tom Price 6751

Email: applications@ibngroup.com.au
Phone: 08 9140 0900
Phone: 08 9185 1499
Phone: 08 9189 3706



COMMUNITY PROGRAM 2:
EDUCATION PROGRAM

- ☐ 2.1 PRE-SCHOOL TO YEAR 12
☐ 2.2 PRIVATE HIGH SCHOOL SCHOLARSHIPS 2023
☐ 2.3 PUBLIC HIGH SCHOOL BOARDING & TRAVEL

IBN Member's Full Name: Membership Number:

Date of Birth:

Registered Home Address:

Phone: Email Address:

Language Group: ☐ Yinhawangka ☐ Banyjima ☐ Nyiyaparli

Student's Full Name: Date of Birth:

What year is the child enrolled in? Name of School:

Is the student eligible for ABSTUDY / Youth Allowance? ☐ Yes ☐ No

Description of Item:	Name of Supplier:	Amount:
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Total		\$ <input type="text"/>

Comments:

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COMMUNITY PROGRAM 2:
EDUCATION PROGRAM

- ☐ 2.4 TAFE AND VET
- ☐ 2.5 UNIVERSITY

IBN Member's Full Name:

Membership Number:

Date of Birth:

Registered Home Address:

Phone:

Email Address:

Language Group:

☐ Yinhawangka

☐ Banyjima

☐ Niyiparli

Student's Full Name:

Date of Birth:

Name of Qualification:

Year of Study (for multi-year qualifications):

Name of College / University:

Mode of Study:

☐ Online

☐ On-Campus

Length of Course

Expected Completion Date

Is the student eligible for ABSTUDY?

☐ Yes

☐ No

Description of Item:	Name of Supplier:	Amount:
		\$
		\$
		\$
		\$
	Total	\$

Comments:

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Signature:

Date:

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Phone: 08 9189 3706

COMMUNITY PROGRAM 3:
HEALTH

- ☐ 3.1 GENERAL MEDICAL
- ☐ 3.2 DENTAL HEALTH
- ☐ 3.3 MEDICAL AND DENTAL TRAVEL
- ☐ 3.4 HOME RENOVATIONS FOR ELDERLY & DISABLED

IBN Member's Full Name:

Membership Number:

Date of Birth:

Registered Home Address:

Phone:

Email Address:

Language Group:

☐ Yinhawangka

☐ Banyjima

☐ Niyiparli

Patient's Full Name:

Date of Birth:

Relationship:

Patient's Medicare Number:

What is the reason applying?

Have you applied to PATS or other sources for assistance?

☐ Yes

☐ No

Description of Item:	Name of Supplier:	Amount:
		\$
		\$
		\$
		\$
	Total	\$

Comments:

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Signature:

Date:

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Phone: 08 9189 3706

COMMUNITY PROGRAM 4:
CULTURAL SUPPORT

- ☐ 4.1 PILBARA LORE PRACTICE
- ☐ 4.2 CULTURAL ACTIVITY
- ☐ 4.3 FUNERAL TRAVEL

IBN Member's Full Name:

Membership Number:

Date of Birth:

Registered Home Address:

Phone:

Email Address:

Language Group:

☐Yinhawangka☐Banyjima☐Niyaparli

Name of IBN Member participating in Pilbara Lore Practice:

Dates of Travel:

Location:

Description of Item:	Name of Supplier:	Amount:
		\$
		\$
		\$
		\$
	Total	\$

Comments:

I declare that the information I have provided in this form is true and correct, and the benefits requested are for my own use.

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Signature:

Date:

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COMMUNITY PROGRAM 4:
CULTURAL SUPPORT
4.4 FUNERAL ARRANGEMENTS

Full Name of Deceased IBN Member:

Date of Birth:

IBN Member Applying:

Membership Number:

Registered Home Address:

Phone:

Email Address:

Language Group:

☐Yinhawangka☐Banyjima☐Niyaparli

Funeral Dates:

Location:

Description of Item:	Name of Supplier:	Amount:
		\$
		\$
		\$
		\$
	Total	\$

Comments:

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Signature:

Date:

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IBN CHILD UNDER NON-MEMBER

- ☐ Education \$500 Kindy & Pre-Primary, \$2,500 Year 1-6, \$3,500 High School
- ☐ Scholarships \$16,500
- ☐ General Health \$12,000
- ☐ Dental health \$10,000
- ☐ Medical Travel \$5,500

IBN Member's Full Name:

Registered Home Address:

Phone: Email Address:

Student's Full Name: Date of Birth:

Name and Language Group of IBN Perant:

Language Group: ☐ Yinhawangka ☐ Banyjima ☐ Nyiyaparli

Reason for Applying:

What year is the child enrolled in? Name of School:

Is the student eligible for ABSTUDY / Youth Allowance? ☐ Yes ☐ No

Description of Item:	Name of Supplier:	Amount:
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Total		\$ <input type="text"/>

Comments:

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COMMUNITY PROGRAM 1:

MEMBER ADVOCAY AND ADVICE

- ☐ 5.1 FINANCIAL AND LEGAL ADVICE FEES
- ☐ 5.2 FURTHER LEGAL COSTS

IBN Member's Full Name: Membership Number:

Date of Birth:

Registered Home Address:

Phone: Email Address:

Language Group: ☐ Yinhawangka ☐ Banyjima ☐ Nyiyaparli

Name of Lawyer:
Name of Legal Firm:
Phone Number:
Address:
Email:

Description of Item:	Name of Supplier:	Amount:
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Total		\$ <input type="text"/>

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COMMUNITY PROGRAM 6:

EMPLOMENT & ENTERPRISE

6.1 EMPLOYMENT & SKILLS TRAINING

IBN Member's Full Name:

Membership Number:

Date of Birth:

Registered Home Address:

Phone:

Email Address:

Language Group:

☐Yinhawangka

☐Banyjima

☐Niyaparli

Child's Full Name:

Date of Birth:

Description of Item:	Name of Supplier:	Amount:
		\$
		\$
		\$
		\$
	Total	\$

Comments:

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Signature:

Date:

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COMMUNITY PROGRAM 6:

EMPLOMENT & ENTERPRISE

6.2 PILBARA BUSINESS SUPPORT

☐ Business Planning Support – up to \$2,500 per financial year

☐ Business Development Support (Pilbara-based business) – First application Business Development

☐ Support (Pilbara-based Business) – Second application

IBN Member's Full Name:

Membership Number:

Date of Birth:

Registered Home Address:

Phone:

Email Address:

Language Group:

☐Yinhawangka

☐Banyjima

☐Niyaparli

What is the nature of your business?

Do you have a Business Plan?

☐ Yes

☐ No

Why are you applying for IBN Business Development Support?

Description of Item:	Name of Supplier:	Amount:
		\$
		\$
		\$
		\$
	Total	\$

Comments:

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COMMUNITY PROGRAM 7: COMMUNITY AND ENVIRONMENTAL

- ☐ 7.1 SKIP BIN
- ☐ 7.2 VET EXPENSES
- ☐ 7.3 WATER BOTTLE/FILTER

IBN Member's Full Name: <div style="border: 1px solid black; height: 25px; width: 95%; margin-top: 5px;"></div>	Membership Number: <div style="border: 1px solid black; height: 25px; width: 95%; margin-top: 5px;"></div>
Date of Birth: <div style="border: 1px solid black; height: 25px; width: 150px; margin-top: 5px;"></div>	
Registered Home Address: <div style="border: 1px solid black; height: 30px; width: 100%; margin-top: 5px;"></div>	
Phone: <div style="border: 1px solid black; height: 25px; width: 180px; margin-top: 5px;"></div>	Email Address: <div style="border: 1px solid black; height: 25px; width: 550px; margin-top: 5px;"></div>
Language Group: <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="border: 1px solid black; width: 50px; height: 30px; display: flex; align-items: center; justify-content: center;"> <input type="checkbox"/> </div> Yinhawangka <div style="border: 1px solid black; width: 50px; height: 30px; display: flex; align-items: center; justify-content: center;"> <input type="checkbox"/> </div> Banyjima <div style="border: 1px solid black; width: 50px; height: 30px; display: flex; align-items: center; justify-content: center;"> <input type="checkbox"/> </div> Niyiyaparli </div>	
Description of Item: <div style="border: 1px solid black; height: 40px; width: 280px; margin-top: 5px;"></div>	Name of Supplier: <div style="border: 1px solid black; height: 40px; width: 380px; margin-top: 5px;"></div>
<div style="border: 1px solid black; height: 25px; width: 280px; margin-top: 5px;"></div>	<div style="border: 1px solid black; height: 25px; width: 380px; margin-top: 5px;"></div>
<div style="border: 1px solid black; height: 25px; width: 280px; margin-top: 5px;"></div>	<div style="border: 1px solid black; height: 25px; width: 380px; margin-top: 5px;"></div>
<div style="border: 1px solid black; height: 25px; width: 280px; margin-top: 5px;"></div>	<div style="border: 1px solid black; height: 25px; width: 380px; margin-top: 5px;"></div>
Total	
Comments: <div style="border: 1px solid black; height: 100px; width: 100%; margin-top: 5px;"></div>	

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Signature: _____ Date: _____

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Phone: 08 9185 1499

Phone: 08 9189 3706

NOTES

[illegible]



Supporting the **Yinhawangka, Banyjima** and **Nyiyaparli** people

CONTACT US

IBN SOUTH HEDLAND HEAD OFFICE

Open Monday to Friday, 8:30am – 4:30pm

FREE CALL 1800 014 401

Call 08 9140 0900

Fax 08 9140 0996

After hours emergencies 0418 954 806

Email: admin@ibngroup.com.au

Community Programs applications email: applications@ibngroup.com.au

Membership enquiries email: membership@ibngroup.com.au

3 Brand Street, South Hedland, Western Australia, 6722

Postal Address: PO Box 2390, South Hedland, Western Australia, 6722

IBN TOM PRICE OFFICE

Open Monday to Friday, 8:30am – 4:30pm, Closed 12:30 – 1pm

Call 08 9189 3706

Fax 08 9189 3717

Email: admintp@ibngroup.com.au

Shop 1, 973 Central Road, Tom Price, Western Australia, 6751

Postal Address: PO Box 592, Tom Price, Western Australia, 6751

IBN KARRATHA

Open Monday to Friday, 8:30am – 4:30pm, closed 12:30 – 1pm

Call 08 9185 1499

Fax 08 9144 2521

Email: karreception@ibngroup.com.au

Unit3/4 Welcome Road, Karratha, Western Australia, 6714

Postal address: PO Box 1840, Karratha, Western Australia, 6714

IBN NURSE – TOM PRICE

Call 08 9188 0500 or 0497 709 366

Email: womenshealth@nintirri.org.au

Nintirri Centre, Central Road, Tom Price