

Collective Brokerage Participant Agreement

[NOTE: This document should be reviewed and adapted to suit the local needs of each Local Linker Network and the organisations participating in Collective Brokerage. Linker Network core project team staff are available to assist in the establishment of a Collective Brokerage pool).

This agreement sets out the general terms and conditions for the shared use of collective brokerage funds in a given Local Linker Network.

This agreement specifically relates to the named participating organisations listed on Schedule 1.

DEFINITION

Brokerage is an early intervention process that allows frontline staff from organisations in the Linker Network to access resources for an individual or family quickly.

Brokerage is available for interventions that result in a:

1. A 'leap' from immediate danger
2. A 'leap' in the short term that will make longer-term independence, safety, empowerment & family preservation possible

PERIOD

This agreement relates to the Linker Network period:

CONTRIBUTIONS

Organisations will nominate an amount to contribute to the collective brokerage pool. A record of contributions will be maintained and available to all participants. Contributions will be paid to the pool administrator. Alternatively, participants may wish to use a 'pledge' system rather than transferring money to a central administrator. *[Please amend this document to reflect which options will be used in your Local Linker Network].*

CLAIMS

Claims can only be made by participating organisations. Typically claims under **\$300** will be made retrospectively of expenditure. Typically claims over **\$300** will be made in advance of expenditure.

ALLOWABLE AMOUNTS

Claims that meet the eligibility criteria and are under \$300 will be reimbursed to participating organisations out of the collective brokerage pool.

Claims over \$300 will be assessed on an individual basis and will require pre-approval by three participating organisations (via the organisations nominated representative).

ELIGIBILITY

Participating organisations making claims can (if required) provide evidence that:

- The client is/was being supported by an employee within the Linker Network.
- The client's needs are/were sufficiently well understood.
- There is/was no other immediately or obviously accessible avenue of support.
- There is/was confidence on the part of the staff member that the intervention or support provided by brokerage will lead to in a significantly improved outcome for the client.

DELEGATION

Internal approval within participating organisations for access and application to brokerage funds will be determined within individual organisations.

APPLICATION

STEP 1 - Authorised staff in participating organisations will determine (using the LN Brokerage Eligibility Flowchart), if a client fits the criteria for brokerage assistance.

STEP 2 - If eligible staff should then proceed with the intended support or intervention expenditure (using their standard organisation payment options, eg petty cash), with fair and reasonable confidence that the cost of the expenditure will be reimbursed by the Linker Network Collective Brokerage.

STEP 3 - To claim a reimbursement, staff will then send an email to brokerage@linker.org.au In the email they will be required to provide the following information:

- Your Name:
- Your Organisation:
- Your Local Linker Network:
- Amount to be reimbursed:
- I have attached evidence of expenditure (receipts): Yes / No
- Brokerage was used for: A / B
- 'leap' from immediate danger, or B) 'leap' in the short term that will make longer-term independence, safety, empowerment & family preservation possible
- Description of what brokerage was used for:

- Description of intended benefit to client:
- Clients Name (+MOB):
- Date / Location of support:

QUALITY

All instances of brokerage will be checked by the agreed administering body to ensure they meet with agree eligibility and the terms and conditions of this agreement.

All instance of brokerage use will be captured and logged in a commonly accessible spread sheet located online at: [\[Linker Network core project team staff to provide\]](#)

REPORTING

Reporting will be provided via the live updating of the commonly accessible spread sheet.

A summary report will be produced and available to all participating organisations at the end of the learning and testing period which will summarise and analyse extent and patterns of use.

ADMINISTRATION

Each Local Linker Network will need to agree who will act at the central administrator of their collective brokerage. FACS funded services may elect to negotiate with the Department to include administration of a Linker Network Collective Brokerage pool as part of their contracted service delivery.

REPRESENTATION

Each participating organisation will have one nominated representative who will be authorised to make decisions relating to this agreement on behalf of their organisation.

Representatives may call a meeting of the participating organisations at anytime via the administrator.

OTHER CONSIDERATIONS

What if the money runs out? If the pool of available funds is expended before the end of the trail period (April - August 2017) the administrator will facilitate a meeting with all representatives from the participating organisations to determine what action should be taken. Agreements will require unanimous support of all representatives.

What if there is money left over? If there is money left in the pool at the end of the trail period the administrator will facilitate a meeting with all representatives from the participating organisations to determine what action should be taken. Agreements will require unanimous support of all representatives.

Schedule 1

Participant Organisations

Organisation Name	Representative	Opening Contribution
ABC Family Support	Jane Citizen	\$3,000