

Schedule

National Step Together

FEDERATION FUNDING AGREEMENT – AFFORDABLE HOUSING,
COMMUNITY SERVICES AND OTHER

Table 1: Formalities and operation of schedule	
Parties	1. The Commonwealth of Australia (Commonwealth). 2. The State of New South Wales (NSW).
Duration	This Schedule is expected to expire on 30 June 2028.
Purpose	This Schedule will support the delivery of the national Step Together service (Step Together), which commenced on 1 July 2025, outlining the responsibilities of the Department of Home Affairs (the Department) and NSW Department of Communities & Justice (DCJ). As part of Australia's Counter-Terrorism and Violent Extremism Strategy 2025 <i>A Safer Australia</i>, the Australian Government committed to rolling out New South Wales' Step Together service nationally. Step Together will provide a pathway to early intervention for individuals at risk of radicalising to violent extremism in all Australian States and Territories. It will also assist in raising awareness of violent extremism in the broader Australian community. Step Together will provide resources for parents, carers, partners, friends, and other individuals concerned about someone exhibiting signs of radicalising to violent extremism. It will offer this support via a phone line, website and online chat service. This service will be a mechanism for people to receive initial support and advice, without having to contact law enforcement. Step Together's objectives are: • To provide, on a national basis, advice and information to bystanders who are concerned about individuals who may be showing signs of violent extremism, or radicalisation. • To provide enquirers with contact points, resources, and support prior to, and/or as an alternative to, law enforcement engagement. • To connect enquirers to local support services (including those out of scope, such as the National Disability Insurance Scheme and health) and local State or Territory countering violent extremism (CVE) teams where required.

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	• To ensure community members who contact the service with violent extremist concerns are connected to appropriate supports in their local State or Territory. • To raise the national general awareness of: - Violent extremism. - The signs of radicalisation to violent extremism and terrorism. - The availability and services of Step Together. • To provide educational tools on violent extremism, and relevant resources.																				
Estimated financial contributions	The Department will provide an estimated total financial contribution to NSW of up to \$6.8 m in respect of this Schedule. <table><tr><th colspan="5">Table 1</th></tr><tr><th>(\$ million)</th><th>2025-26</th><th>2026-27</th><th>2027-28</th><th>Total</th></tr><tr><td>Estimated total budget</td><td>2.966</td><td>1.921</td><td>1.958</td><td>6.845</td></tr><tr><td>- NSW</td><td>2.966</td><td>1.921</td><td>1.958</td><td>6.845</td></tr></table>	Table 1					(\$ million)	2025-26	2026-27	2027-28	Total	Estimated total budget	2.966	1.921	1.958	6.845	- NSW	2.966	1.921	1.958	6.845
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(\$ million)	2025-26	2026-27	2027-28	Total																	
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Additional terms	1. Roles 1.1. The role of the Department is to: 1.1.1. Administer the financial contribution to DCJ to deliver Step Together. 1.1.2. Provide Commonwealth oversight of Step Together. 1.1.3. Lead strategic-level engagement regarding Step Together with States and Territories. 1.2. The role of DCJ is to deliver Step Together, including by performing the following activities: 1.2.1. Maintain and administer the Step Together website and services: phone line, online chat service and digital resources. 1.2.2. Triage and refer relevant enquiries on to the States and Territories. DCJ will provide all relevant information associated with the enquiry, and once receipt is confirmed, it will be the host State or																				

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	Territory's responsibility to determine next steps and follow up actions for the enquiry. 1.2.3. Coordinate and facilitate inputs and requirements from other States and Territories to administer the Step Together website, services and resources. 1.2.4. Lead engagement with States and Territories on operational matters in relation to day-to-day administration of Step Together. 1.2.5. Provide updates to the Department on the administration of Step Together and insights and evaluation of the program. 1.3. DCJ will deliver the Step Together service in alignment with the Program Logic set out at Attachment A (as developed, updated and / or replaced from time to time in accordance with clause 3 of these Additional Terms). 1.4. The Department and DCJ will collaborate on the delivery of Step Together in accordance with the program terms set out at Attachment B. 2. Financial arrangements 2.1. DCJ and the Department must ensure all costs associated with the activities under this Schedule are managed to ensure compliance with the Commonwealth Procurement Rules and other Government procurement legislation and policies, as applicable to each party, including by utilising relevant money in an effective, efficient, economical and ethical manner. 2.2. The Department agrees to provide a financial contribution to DCJ to support the delivery of Step Together, in the amounts and at the times specified in Table 2: Performance requirements, reporting and payment summary. 2.3. DCJ will not seek/receive funding from other Commonwealth sources for the same activities specified in the FFA Schedule except with the written approval of the Department. 2.4. If during the term of the FFA Schedule, DCJ becomes aware that it will have unspent funds, DCJ must provide
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	written notice to the Department that includes a reasonable calculation or estimate of the unspent funds within 60 business days from the end financial year (FY) and such funds may be rolled over by DCJ into the following FY and applied to support the ongoing delivery of Step Together in accordance with the FFA Schedule. 2.5. DCJ agrees to provide a certified financial statement within 20 business days from the end of the FY. 2.6. On the expiry or earlier termination of this Schedule, any unspent funds may be retained by DCJ for activities supporting Step Together objectives with the approval of the Minister for Home Affairs and the relevant NSW Minister. 2.7. Not less than 12 months prior to the expiry of this Schedule, and provided DCJ has complied with all reporting requirements as at 30 June 2027, the Department will commence discussions with DCJ in good faith regarding the availability of continued funding for Step Together, having regard to, amongst other things, the findings of the mid-point evaluation report (when available). Any decisions on continued funding would be subject to further Commonwealth Government consideration. 3. Program Logic 3.1. Attachment A provides the initial agreed program logic for the Step Together service. The Program Logic may be developed, updated and / or replaced from time to time during the term of this FFA Schedule by written agreement between the Schedule representatives (as those individuals are specified in the program terms at Attachment B).
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Table 2: Performance requirements, reporting and payment summary			
Output	Performance milestones	Due	Payment
Milestone 1 – Year 1 - Service goes live - Adequate staffing and resources are in place to support national service - Enquiry management processes are in place	National service goes live Step Together website, online resources, chat service and phone line goes live Australia-wide on 1 July 2025. Staffing - Additional case workers are hired and trained and ready to commence national service delivery from 1 July 2025. Enquiry management - DCJ has an established process to refer relevant enquiries to host State or Territory, for the service go-live from 1 July 2025.	1 July 2025	nil
Milestone 2 – Year 1 Forward Work Plan	Commonwealth acceptance of the 2025-26 Forward Work Plan. Forward Work Plan (FWP) Department approval of a Forward Work Plan for DCJ detailing proposed activities for the FY that will achieve the outputs and desired outcomes for Step Together. The Forward Work Plan must: - Outline the planned activities are consistent with the outlined Step Together objectives. - Outline the maintenance and delivery of Step Together website, online resources, chat service and phone line. - Outline the development and review process for the Step Together operational guidelines. - Outline the development and execution of the Step Together media and communication strategy, including the distribution of merchandise and relevant communication material to states and territories. - Outline engagement with other States and Territories to receive their inputs for the Step Together website, services and resources. - Outline the establishment of the local State or Territory enquiry acceptance processes. - Outline the development and maintenance of any procedural and/or guidance material required to deliver Step Together.	Within 30 days of execution of this schedule	\$1.483m

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Table 2: Performance requirements, reporting and payment summary			
Output	Performance milestones	Due	Payment
	viii. Outline the quarterly data reporting criteria. ix. Outline the six-month progress report against the FWP, including insights on the status of the program. x. Outline process to capture statistical data for: i. The number of enquiries received through the helpline, chat service and email. ii. The number of enquiries referred to states and territories broken down by State or Territory and referral format (phone, chat service, website). iii. The number of enquiries acknowledged, within the agreed timeline, by states and territories broken down by State or Territory and referral format (phone, chat service, website). iv. Website analytics including number of clicks to the website and to specific webpages v. Media requests vi. FOI requests. xi. Outline the plan for delivering Step Together awareness raising activities in NSW. xii. Outline the development of the Program Logic and evaluation framework to assess Step Together at the mid-point and end of the program. xiii. Address any additional matters reasonably proposed by the Department in response to a draft work plan.		
Milestone 3 – Year 1 • Data report	Quarterly data report DCJ will provide a data report on the statistical data outlined at subsection “x” of the FWP above. Department acknowledgement of quarterly data report.	Quarterly reports are due: • 17 October 2025 • 31 January 2026 • 17 April 2026	Nil
Milestone 4 – Year 1 • Six-month progress report	Six-month progress report DCJ will provide a six-month progress report against the activities outlined in the FWP, this would include insights on the status of the program.	Due on 31 January 2026	\$1.483m

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Table 2: Performance requirements, reporting and payment summary			
Output	Performance milestones	Due	Payment
Milestone 1 – Year 2 - Annual report - Certified financial statement - Forward Work Plan	Department approval of the 2025-26 Annual Report, 2025-26 certified financial statement, and 2026-27 Forward Work Plan. Annual Report and Certified Financial Statement DCJ will provide the Department an Annual Report and Certified Financial Statement each financial year for the duration of this Schedule. The Annual Report must: - Describe DCJ's activities throughout the Term of the Schedule in accordance with the approved Forward Work Plan - Detail the progress of Step Together - Outline the total expenditure for Step Together, and - Include any other similar information reasonably requested by the Department. Forward Work Plan - As above in Milestone 2 – Year 1, except for subsection "xii". - Outline how Step Together would be evaluated at the mid-point of the program, based on the Step Together Evaluation Framework.	2025-26 Annual Report and Certified Financial Statement due 31 July 2026 2026-27 Forward Work Plan due 31 July 2026	\$1.461m
Milestone 2 – Year 2 Data report	Quarterly data report As above in Milestone 3 – Year 1.	Quarterly reports are due: 17 July 2026 16 October 2026 31 January 2027 16 April 2027	Nil
Milestone 3 – Year 2 Six-month progress report	Six-month progress report As above in Milestone 4 – Year 1.	Due on 31 January 2027	\$0.46m
Milestone 4 – Year 2 Mid-point evaluation report	Mid-point evaluation report To be provided to the Department when ready.	When available	Nil

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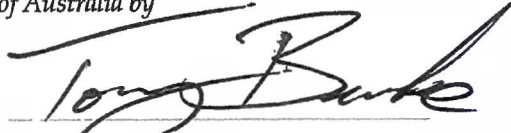
Table 2: Performance requirements, reporting and payment summary			
Output	Performance milestones	Due	Payment
Milestone 1 – Year 3 - Annual report - Certified financial statement - Forward Work Plan	Department approval of the 2026-27 Annual Report, mid-point evaluation, 2026-27 certified financial statement, and 2027-28 Forward Work Plan. Annual Report and Certified Financial Statement As above in Milestone 1 – Year 2. Forward Work Plan - As above in Milestone 2 – Year 1, except for subsection "xii". - Outline how Step Together would be evaluated at the end of the three year funding cycle.	2026-27 Annual Report & Certified Financial Statement due 31 July 2027 2027-28 Forward Work Plan due 31 July 2027	\$1.479m
Milestone 2 – Year 3 Data report	Quarterly data report As above in Milestone 3 – Year 1.	Quarterly reports are due: 16 July 2027 15 October 2027 31 January 2028 14 April 2028 14 July 2028	Nil
Milestone 3 – Year 3 Six-month progress report	Six-month progress report As above in Milestone 4 – Year 1.	Due on 31 January 2028	\$0.479m
Milestone 4 – Year 3 - Annual Report - Certified financial statement - Evaluation report over the past three years	Department approval of the 2027-28 Annual Report and 2027-28 certified financial statement. Annual Report and Certified Financial Statement As above. Evaluation report Evaluate how the service was run over the past three years.	2027-28 Annual Report & Certified Financial Statement due 31 July 2028 Evaluation report due 30 September 2028	Nil

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The Parties have confirmed their commitment to this schedule as follows:

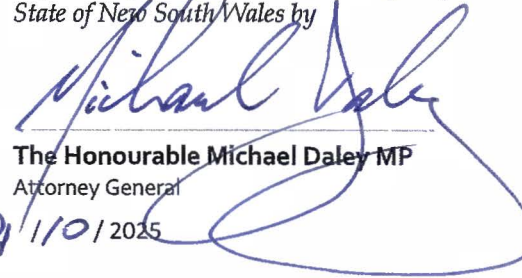
Signed for and on behalf of the Commonwealth
of Australia by

A handwritten signature in blue ink, appearing to read 'Tony Burke', written over a horizontal line.

The Honourable Tony Burke MP
Minister for Home Affairs

4/9/2025

Signed for and on behalf of the
State of New South Wales by

A handwritten signature in blue ink, appearing to read 'Michael Daley', written over a horizontal line. The signature is large and stylized, with a long loop at the end.

The Honourable Michael Daley MP
Attorney General

2/10/2025

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