



Australian Government

Department of Infrastructure and Regional Development

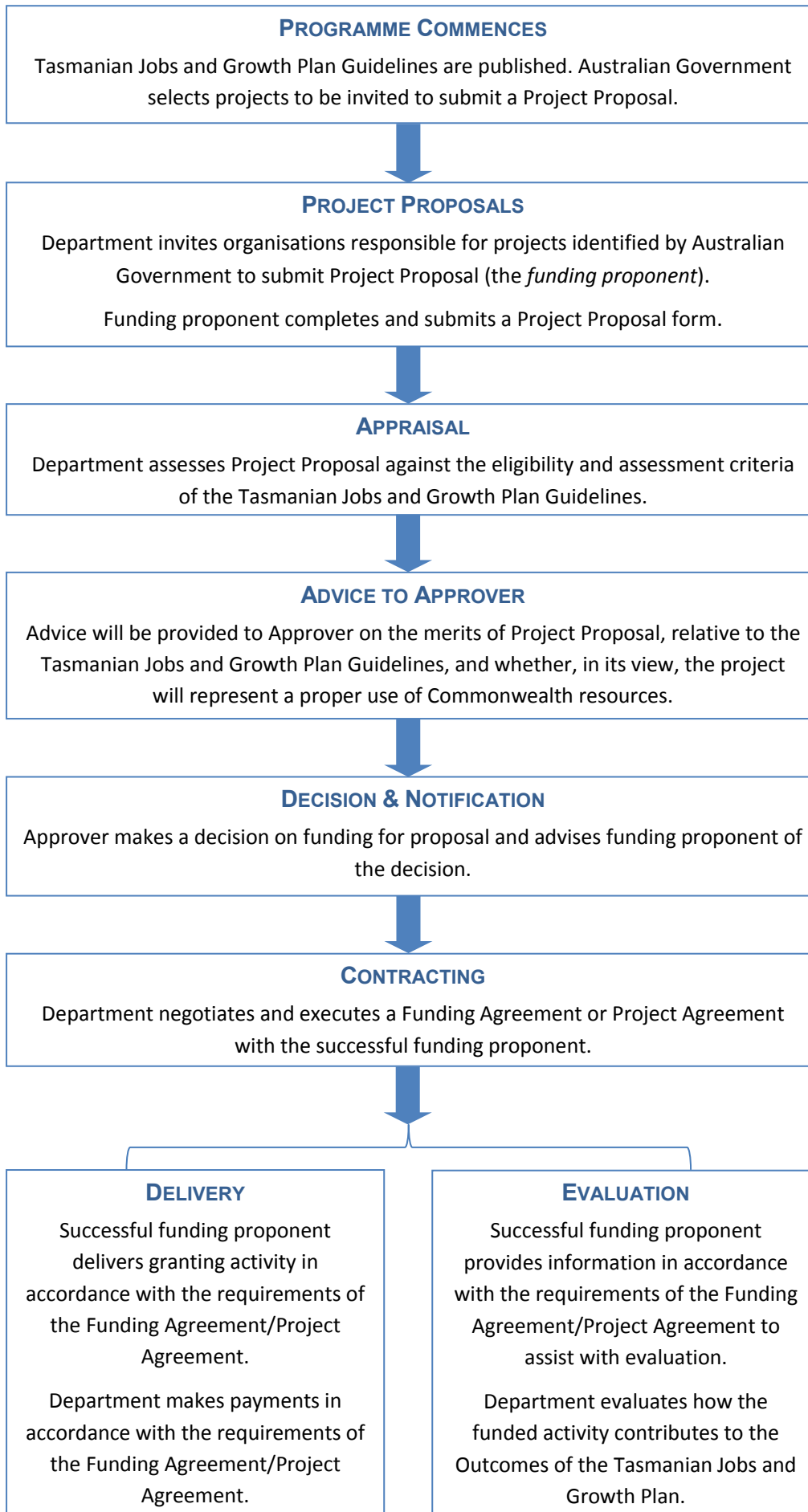
Grant Programme Guidelines

Tasmanian Jobs and Growth Plan

Contents

Process Flowchart.....	3
1. Introduction.....	4
1.1. Programme Background	4
1.2. Programme Outcomes	4
1.3. Roles and Responsibilities.....	4
2. Anticipated key dates	5
3. Eligibility	5
3.1. Who is eligible for funding?	5
3.2. What is/is not eligible for funding?	5
4. Probity	6
4.1. Conflict of interest	6
4.2. Confidential information	6
5. Submitting a proposal	7
5.1. Project Proposal requirements	7
5.2. Obtaining a Project Proposal form.....	7
5.3. When and how to submit a Project Proposal form	7
6. Appraisal	8
6.1. Appraisal process	8
6.2. Appraisal criteria	8
6.2.1. Outcomes	9
6.2.2. Project viability and sustainability.....	9
6.2.3. Funding proponent viability.....	9
7. Decisions.....	10
7.1. Approval of funding	10
7.2. Advice to the Applicant.....	10
8. Conditions of Funding	10
8.1. Contractual arrangements.....	10
8.1.1. Funding Agreements.....	10
8.1.2. Project Agreements	11
8.2. Compliance with the Building Code 2013 and Australian Government Building and Construction OHS Accreditation Scheme	11
8.3. Specific conditions	11
8.4. Reporting and acquittal	11
8.5. Monitoring.....	12
8.6. Branding and Recognition	12
8.7. Evaluation	12
9. Payment of Funding.....	12
9.1. Payment arrangements.....	12
9.2. GST and Tax implications.....	12
10. Enquiries.....	13

Process Flowchart



1. Introduction

The Australian Government is committed to building a strong and prosperous Tasmania. The Government's *Economic Growth Plan for Tasmania* is a package of measures aimed at enhancing Tasmania's competitiveness and investment prospects to boost employment, real wage growth and opportunities for individuals, families and businesses.

The Tasmanian Jobs and Growth Plan is an initiative that complements the Government's *Economic Growth Plan for Tasmania*.

A total of \$106 million is available under the Tasmanian Jobs and Growth Plan for single year or multiple year projects. Projects range in value from \$25 000 to \$13 million. Funding will commence in the 2013-14 financial year and will cease on 30 June 2017. Multi-year projects must be scheduled for completion and final payments made on or before 30 June 2017.

These Guidelines apply to all projects considered for funding under the Tasmanian Jobs and Growth Plan.

1.1. Programme Background

Following consultation with the Tasmanian Government and other key stakeholders, the Australian Government announced its intention to consider funding identified projects which support economic growth and jobs in Tasmania.

In line with Australian Government requirements, a funding programme, the Tasmanian Jobs and Growth Plan, was identified as the mechanism to provide this assistance.

The Tasmanian Jobs and Growth Plan is administered by the Department of Infrastructure and Regional Development (the Department).

1.2. Programme Outcomes

The Outcomes of the Tasmanian Jobs and Growth Plan are to:

- secure more jobs;
- increase investment in industry and business to boost productivity;
- expand infrastructure to support increased production capacity; and
- upgrade facilities to improve the liveability and sustainability of local communities.

1.3. Roles and Responsibilities

The *Process Flowchart* at page three of these Guidelines outlines the roles and responsibilities of each party.

The Approver for the Tasmanian Jobs and Growth Plan is the Assistant Minister for Infrastructure and Regional Development.

For the purposes of these Guidelines, the *funding proponent* means the organisation that will submit the Project Proposal form and/or will have responsibility for delivery of the project, if funded.

2. Anticipated key dates

The following table outlines the anticipated timeline for the programme:

Key Dates	
Programme Announced	23 October 2013
Programme Guidelines published	December 2013
Department writes to funding proponent identified by Australian Government outlining process to progress to funding consideration	December 2013
Programme open for project proposals	December 2013
Appraisal and decision process commences	December 2013
Funding ceases	30 June 2017

3. Eligibility

3.1. Who is eligible for funding?

The Tasmanian Jobs and Growth Plan is not a competitive grants programme. Only projects which have been identified by the Australian Government will be considered for funding under the Tasmanian Jobs and Growth Plan.

General applications by organisations for projects not identified by the Australian Government will not be accepted by the Department.

Funding proponents must be a legal entity and have an Australian Business Number (ABN) or an Australian Company Number (ACN) to receive funding under the programme.

Project proposals must be consistent with the intent of the project announced in the media release issued by Mr Warren Truss, Deputy Prime Minister and Minister for Infrastructure and Regional Development, on 23 October 2013. A copy of the media release is at:

http://www.minister.infrastructure.gov.au/wt/releases/2013/October/wt011_2013.aspx.

3.2. What is/is not eligible for funding?

Funding will not be provided for ongoing operational and maintenance costs or for existing staff member salaries of the funding proponent organisation.

4. Probity

The Australian Government is committed to ensuring that the process for providing funding under the Tasmanian Jobs and Growth Plan is transparent and in accordance with these Guidelines.

Note: These Guidelines may be varied from time-to-time by the Australian Government as the needs of the programme dictate. Amended Guidelines will be published on the Department's website.

4.1. Conflict of interest

A conflict of interest may exist, for example, if a funding proponent or any of its personnel:

- has a relationship (whether professional, commercial or personal) with a party who is able to influence the appraisal process, such as a Department staff member;
- has a relationship with, or interest in, an organisation, which is likely to interfere with or restrict a successful funding proponent from carrying out the proposed activities fairly and independently; or
- has a relationship with, or interest in, an organisation from which they will receive personal gain as a result of the granting of funding under the Tasmanian Jobs and Growth Plan.

Funding proponents will be required to declare as part of their proposal, existing conflicts of interest or that to the best of their knowledge there is no conflict of interest, including in relation to the examples above, that would impact on or prevent them from proceeding with the project or any agreement they may enter into with the Commonwealth of Australia, represented by the Department, if funding were approved under the Tasmanian Jobs and Growth Plan.

Where a funding proponent subsequently identifies that an actual, apparent, or potential conflict of interest exists or might arise in relation to their proposal for funding, they must inform the Department in writing immediately.

Further information on Conflict of Interest is provided in the Project Proposal form and the Funding Agreement.

4.2. Confidential information

Information submitted by the funding proponent may be provided to other organisations for the purposes of eligibility and project proposal appraisal.

Funding proponents should identify any information submitted which they wish to be considered as confidential, supported by reasons for the request. The Australian Government reserves the right to accept or refuse a request to treat information as confidential.

The *Privacy Act 1988* applies to the handling of personal information about individuals obtained in the course of the delivery of the Tasmanian Jobs and Growth Plan.

Successful funding proponents must not act or engage in any practice which, if done or engaged in by the Commonwealth, would be a breach of an Information Privacy Principle contained at Section 14 of the *Privacy Act 1988*.

5. Submitting a proposal

5.1. Project Proposal requirements

Proposals must be completed on the official Project Proposal form and must address all of the requirements of this form.

- To assist with the appraisal of a proposal, further information may be requested by the Department. Funding proponents will be notified by email or post where this is required.

Projects are expected to be 'tender ready' at the time the Project Proposal form is submitted.

- 'Tender ready' means a project has been scoped, costed and planned sufficiently, that the Australian Government is confident the supplier market can be formally approached and the project will not be unnecessarily delayed by known or expected factors.

5.2. Obtaining a Project Proposal form

The Department will write to funding proponents of identified projects outlining the process for progressing a request for funding. This correspondence will include:

- a copy of the Tasmanian Jobs and Growth Plan Guidelines;
- a copy of the Project Proposal form; and
- a request for supporting information to assist with the completion of the Project Proposal form.

The Tasmanian Jobs and Growth Plan Guidelines and Project Proposal form will also be available at the Department's website: www.infrastructure.gov.au.

5.3. When and how to submit a Project Proposal form

Funding proponents will be requested to submit their Project Proposal form to the Department within six months of official notification in writing by the Department that a project has been identified for funding consideration.

Requests for additional funding from the Australian Government will not be considered.

Requests to change the scope of the project or to partnership arrangements that do not involve the provision of additional funding by the Australian Government may be considered.

- Requests for extension to the determined submittal date, or a change of scope, must be provided to the Department in writing, clearly stating the reasons for delay and revised timeframes for project delivery, prior to the submission close date.
- The Department will make a recommendation to the Minister for Infrastructure and Regional Development as to whether a change of scope should be considered, further time should be allowed for the funding proponent to submit project information or that the funding commitment should be withdrawn.

Project Proposal forms should be submitted to the Department by email to TJGP@infrastructure.gov.au.

6. Appraisal

6.1. Appraisal process

Based on the information provided in the Project Proposal form, the Department will assess proposals against the appraisal criteria outlined below. The assessment will be undertaken by the Regional Programmes Branch in the Department.

Where the Department believes that it requires independent professional assistance to appropriately assess viability or sustainability, an Independent Viability Assessment may be undertaken.

- The Independent Viability Assessment will be undertaken by an appropriately qualified external consultant engaged by the Department and the findings of the Independent Viability Assessment will be included in the project assessment.
- All information provided in the project proposal may be subject to an Independent Viability Assessment.
- Funding proponents will be notified by the Department if it intends to undertake an Independent Viability Assessment on their project proposal.

6.2. Appraisal criteria

Applications will be assessed against the following criteria:

- Outcomes;
- Project viability and sustainability; and
- Funding proponent viability.

The Project Proposal form requires funding proponents to provide key information to support claims against these criteria.

Funding proponents should refer to the Department's website www.infrastructure.gov.au for a full description of key information required and instructions for completing the Project Proposal form.

6.2.1. Outcomes

An assessment against this appraisal criterion is intended to determine whether a project will contribute to the Outcomes of the Plan.

Key considerations will include, but may not be limited to:

- Does the project align with the Outcomes of the Plan;
- What information is required to measure whether a project has contributed to the Outcomes of the Plan and is the funding proponent able to collect this information.

6.2.2. Project viability and sustainability

An assessment against this appraisal criterion is intended to identify and consider the complexity of the project, risks associated with its delivery and ongoing management and the capability of the funding proponent to deliver and maintain the project.

Key considerations will include, but may not be limited to:

- how rigorously the project has been scoped and costed by the funding proponent;
- how the funding proponent plans to secure partnership funding (both in-kind and cash) for the project, where required;
- how rigorously the funding proponent has assessed delivery risks and treatments for these risks; and
- how the funding proponent aims to maintain the project in the future.

6.2.3. Funding proponent viability

An assessment against this appraisal criterion is intended to establish the financial stability of the funding proponent and their capacity to meet costs associated with the delivery of the project.

A financially viable funding proponent is considered to have the ability to generate sufficient income to meet operating payments, debt commitments and, where applicable, to allow growth.

Key considerations may include:

- what is the funding proponent's level of liquidity (its ability to pay its debts when they fall due) and solvency (does it have enough assets to cover liabilities);
- what is the quality of the funding proponent's financial governance (policies and procedures to ensure that financial information is complete and accurate and this information is being used for decision-making); and
- what is the funding proponent's ability to secure partner funding to meet the cost of the project, where required.

7. Decisions

7.1. Approval of funding

Following an appraisal of the funding proposal, a recommendation on funding will be provided to the Approver.

The Approver will consider whether the proposal will make proper use of Commonwealth resources, as required by Commonwealth legislation, and whether any specific requirements will be imposed as a condition of funding, should funding be approved.

Funding approval is at the discretion of the Approver.

7.2. Advice to the Applicant

Funding proponents will be advised in writing of the funding decision.

Timelines for approval and notification will be dependent upon funding proponents providing sufficient project information for an assessment to be completed.

Letters to successful funding proponents will contain details of any specific conditions attached to the funding. Funding approvals will also be listed on the Department's website.

8. Conditions of Funding

8.1. Contractual arrangements

Successful funding proponents will be required to enter into a formal agreement with the Commonwealth of Australia, represented by the Department, which establishes the obligation of both parties.

The agreement will be as follows.

- Funding provided by the Australian Government to a State or Territory government will be managed under a Project Agreement.
- Funding provided by the Australian Government to all other organisations will be managed under a Funding Agreement.

It is recommended that funding proponents familiarise themselves with the conditions of the agreement relevant to them, or consider seeking independent advice on the implications of agreement conditions and their capacity to meet these conditions if funding is approved.

8.1.1. Funding Agreements

A Funding Agreement is a legally enforceable document and action may be taken under the law where an obligation is not met.

A template of the standard Funding Agreement is available on the Department's website at www.infrastructure.gov.au.

The Department will work with successful funding proponents with the aim of having Funding Agreements signed within four weeks of funding approval.

Funding proponents should not make financial commitments based on approval of funding until the Funding Agreement has been executed.

Financial commitments dependent on the Australian Government funding which are entered into before a Funding Agreement has been finalised with the Department, are done so at the risk of the funding proponent.

8.1.2. Project Agreements

On 29 November 2008, the Council of Australian Governments (COAG) established a new framework for the Commonwealth's financial relations with the States and Territories, the *Intergovernmental Agreement on Federal Financial Relations*.

This framework aims to improve the quality and effectiveness of government services by reducing Commonwealth prescription, aligning payments with the achievement of outcomes and/or outputs and giving States and Territories the flexibility to determine how to achieve those outcomes efficiently and effectively.

Under this framework, Project Agreements are simple, standalone, outputs-focussed documents used as a substitute for a funding agreement to implement low-value and/or low-risk projects for which the Commonwealth is providing funding assistance to a State or Territory.

8.2. Compliance with the Building Code 2013 and Australian Government Building and Construction OHS Accreditation Scheme

Project funding specifically relating to building and construction activity, as defined in the Building Code 2013 and subject to any threshold requirements, must comply with the Building Code 2013¹. Construction activity must be undertaken by an accredited builder as specified under the Australian Government Building and Construction OHS Accreditation Scheme².

8.3. Specific conditions

There may be specific conditions attached to the funding approval as a result of the appraisal process or further considerations by the Approver. These will be identified in the offer of funding or during agreement negotiations.

8.4. Reporting and acquittal

Successful funding proponents will be required to report on the progress of the project and acquit the expenditure of the Tasmanian Jobs and Growth Plan funding at the times and in the manner stipulated in the Funding Agreement and Project Agreement.

¹ The Building Code 2013 can be found at <http://www.fwbc.gov.au/building-code>.

² The Australian Government Building and Construction OHS Accreditation Scheme can be found at <http://www.fsc.gov.au/sites/fsc/needaccredited/accreditationscheme/pages/theaccreditationscheme>.

8.5. Monitoring

Successful funding proponents will be required to actively manage the delivery of the project. The Department will monitor progress against the Funding Agreement and Project Agreement through progress reports submitted by the funding proponent and site visits conducted by the Department or representatives of the Department.

8.6. Branding and Recognition

Successful funding proponents will be required to comply with a range of branding and recognition requirements. These requirements are clearly identified in the Funding Agreement and Project Agreement.

8.7. Evaluation

Evaluations by the Department will determine the extent to which the granting activity is contributing to the Outcomes of the Plan. Funding proponents will be required to provide information to assist with evaluations for a period of time.

The Department will work with successful funding proponents to determine the information required to undertake an evaluation. The nature of information required will be determined with consideration to the complexity and purpose of the project to be funded. Details will be included in the Funding Agreement and Project Agreement.

9. Payment of Funding

9.1. Payment arrangements

Payments will be made on achievement of agreement milestones.

Before any payment can be made, funding proponents will be required to provide:

- a tax invoice for the amount of the payment;
- evidence of meeting the requirements for payment, as stipulated in the Funding or Project Agreement; and
- a satisfactory progress report and supporting documentation.

9.2. GST and Tax implications

It is recommended that funding proponents consider seeking guidance about the implications for receiving the Tasmanian Jobs and Growth Plan funding from a tax advisor or the Australian Taxation Office www.ato.gov.au prior to submitting a project proposal form.

- In accordance with the terms of Australian Taxation Office ruling GSTR 2012/2, payments made by a government related entity to another government related entity do not attract GST.

10. Enquiries

Any enquires relating to aspects of the Tasmanian Jobs and Growth Plan programme, including processes for its delivery, complaints and feedback on funding decisions, should be directed to:

Director
Tasmanian Jobs and Growth Plan
Department of Infrastructure and Regional Development
GPO Box 594
CANBERRA ACT 2601

Or can be emailed to TJGP@infrastructure.gov.au.

The Department will endeavour to ensure enquiries are resolved promptly, fairly and confidentially.