

**PARLIAMENTARY INQUIRY QUESTION ON NOTICE**

**Australian Sport Commission**

**Select Committee on Administration of Sports Grants**

**Inquiry into the administration and award of funding under the Community Sports Infrastructure Grant Program**

**27 August 2020**

**PDR Number: IQ20-000597**

**Development and implementation of the program guidelines**

**Spoken**

**Hansard Page number: 19**

**Senator: Anthony Chisholm**

**Question:**

CHAIR: I'm particularly interested in the minister's role regarding the decision-making process and the development and implementation of the program guidelines.

Mr McCann: I'll preface this answer by saying I don't have the details of all conversations and all meetings with respect to the development of the guidelines, but I do have some key dates. On 11 May, subsequent to some initial discussions around the development of the guidelines, we received a draft version of the guidelines from the Department of Health that were largely based on a template from the Department of Finance. There was further conversation and drafting internally. We then provided a version of that to the Department of Health later in May, on the 24th. It came back again on 31 May. There were further discussions between 31 May and 6 June. It also went through to 4 July, where program guidelines were reaffirmed again. I'm just reading a timeline here. They don't step out every conversation and meeting, but it's certainly a process between 11 May through to July.

CHAIR: Are you able to provide a copy of emails or notes of what was discussed during that process?

Mr McCann: We'd have to take that on notice, specifically around the toing and froing during that period.

**Answer:**

A search of emails in ASC email accounts to or from specific Department of Health and former Minister's Office staff between the dates of 1/5/2018 to 31/7/2018 was conducted and found the attached records relating to the development of the guidelines.

**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** Draft Community Sport Infrastructure Grants guidelines [SEC=UNCLASSIFIED]  
**Date:** Friday, 11 May 2018 2:55:24 PM  
**Attachments:** [image001.png](#)  
[Progra Guidelines - DRAFT - Community Sport Infrastructure Grants - 110518.docx](#)  
[grant-guidelines-better-practice-checklist.doc](#)

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Hi [REDACTED]

As promised, here is a first crack at the guidelines, using the Department of Finance grant opportunity template, because I feel that is as good a place as any to start. You will see I have more questions than answers at this point. I have also attached, because I personally find it really useful, a copy of Finance's Better practice checklist.

Talk soon

Cheers

[REDACTED]

[REDACTED]  
Office for Sport | Department of Health  
Ph: [REDACTED] | M: [REDACTED]  
E: [REDACTED] [@health.gov.au](mailto:[REDACTED]@health.gov.au)  
MDP 705, GPO Box 9848, Canberra ACT 2601

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**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** ASC grant guidelines  
**Date:** Friday, 11 May 2018 4:09:00 PM  
**Attachments:** [ASC grant-management-framework-2017.pdf](#)  
[image003.jpg](#)

---

Hi [REDACTED]

I'm hoping this document might be of assistance to you. The ASC's Funding/Grants team have recently updated our Grant Management Framework. The framework is based on the Commonwealth Grant Guidelines and the Australian National Audit Office Better Practice Guide and provides a bridge between the department and the ASC relating to grant management.

There are a few people here who I'm sure can provide some assistance regarding the document and other grant processes if required.

Apologies if you are already aware of it, but if not, hopefully it might assist with regard to our earlier conversation.

Thanks

[REDACTED]

[REDACTED]  
Sport Business and Strategic Partnerships - Participation  
**Australian Sports Commission**  
**Tel:** [REDACTED]  
**Mob:** [REDACTED]  
[\[REDACTED\]@ausport.gov.au](mailto:[REDACTED]@ausport.gov.au)  
[ausport.gov.au](http://ausport.gov.au)



**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** FW: Grants [SEC=UNCLASSIFIED]  
**Date:** Friday, 18 May 2018 2:46:40 PM  
**Attachments:** [image001.png](#)  
[2017-951 Smart Farms Small Grants - draft GOG vs 14.docx](#)

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Hi [REDACTED]

I am feeling a little more alive today, and have logged in to work. Please see attached guidelines for another small grants program that [REDACTED] likes – I have had a quick look, and they are not dissimilar to what we have started with, so I am sure they will also be helpful.

[REDACTED] will also be joining me at the workshop via Skype on Monday morning, I have forwarded her the invitation. I am hoping to make it in to the office on Monday.

Cheers

[REDACTED]

[REDACTED]  
Office for Sport | Department of Health  
Ph: [REDACTED] | M: [REDACTED]  
E: [REDACTED]@health.gov.au  
MDP 705, GPO Box 9848, Canberra ACT 2601

---

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**From:** SMITH, Narelle  
**Sent:** Friday, 18 May 2018 2:15 PM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** FW: Grants [SEC=UNCLASSIFIED]

FYI – correct address this time.

---

**From:** SMITH, Narelle  
**Sent:** Friday, 18 May 2018 12:43 PM  
**To:** [REDACTED]  
**Subject:** FW: Grants [SEC=UNCLASSIFIED]

[REDACTED] has sent through these - which [REDACTED] likes.

---

**From:** [REDACTED]  
**Sent:** Friday, 18 May 2018 12:38 PM  
**To:** SMITH, Narelle  
**Subject:** FW: Grants [SEC=UNCLASSIFIED]

Hi Narelle,

As discussed.

Cheers,

[REDACTED]

[REDACTED]  
Office of Senator the Hon. Bridget McKenzie  
Deputy Leader of the Nationals  
Minister for Rural Health, Sport and Regional Communications  
P: [REDACTED] M: [REDACTED] E: [REDACTED] [@health.gov.au](mailto:[REDACTED]@health.gov.au)

---

**From:** [REDACTED]  
**Sent:** Thursday, 10 May 2018 9:07 PM  
**To:** [REDACTED]  
**Subject:** Grants [SEC=UNCLASSIFIED]

Not sure if this is the final version

regards

[REDACTED]  
[REDACTED]  
Office of Senator, The Hon Bridget McKenzie  
Minister for Rural Health  
Minister for Sport  
Minister for Regional Communications  
Suite M1 48 Parliament House Canberra ACT 2600  
Phone [REDACTED] | Mobile [REDACTED]

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**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** FW: DRAFT CSI Program Guidelines  
**Date:** Friday, 25 May 2018 12:28:14 PM  
**Attachments:** [Program Guidelines - ASC DRAFT - Community Sport Infrastructure Grants V1.docx](#)

---

FYI

**From:** [REDACTED]  
**Sent:** Thursday, 24 May 2018 4:50 PM  
**To:** [REDACTED]@health.gov.au; [REDACTED]  
[REDACTED]@health.gov.au>  
**Cc:** [REDACTED]@ausport.gov.au; [REDACTED]  
[REDACTED]@ausport.gov.au>  
**Subject:** DRAFT CSI Program Guidelines

Hi [REDACTED] and [REDACTED]

As per our brief chat with [REDACTED] this arvo, please see attached for the draft program guidelines. Note that we still have some work to go however we value your input at this stage. Feel free to add as many comments as you see relevant.

We will be in touch about meeting up tomorrow afternoon to discuss further.

Cheers

[REDACTED]  
Participation & Sustainable Sport  
Community Connections  
Australian Sports Commission  
**Mob:** [REDACTED]  
**Tel:** [REDACTED]  
1 Susan Street, Hindmarsh SA 5007  
[REDACTED]@ausport.gov.au  
[ausport.gov.au](#)



**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED] [SMITH Narelle](#)  
**Subject:** RE: DRAFT CSI Program Guidelines [SEC=UNCLASSIFIED]  
**Date:** Friday, 25 May 2018 5:08:46 PM  
**Attachments:** [image001.png](#)

Hi [REDACTED] (and co!)

Thanks so much for the next draft of the guidelines – they are looking good. [REDACTED] and I spent a couple of hours going through them today (including some tracked comments) – which we have now lost because my computer had a meltdown (argghhhhhh). I have no word access at the moment, and the edited document is nowhere to be found. Hopefully it will turn up and we can get it to you asap next week.

Speaking of next week, we have a public holiday on Monday so won't be back in the office until Tuesday.

The few key comments that I can remember include:

- 24 month completion time – unfortunately all of the money must be expended in 2018-19;

- Approval Delegate – I think you will find that the Minister intends to approve these grants;

- NSOs being eligible – I was under the impression that NSOs would be ineligible to apply.

I will have another look at the NPP and submission that sits behind the Budget decision early next week, and will let you know if there are any other key considerations.

Have a great weekend and Monday, and I will talk to you on Tuesday. If you happen to need anything on Monday, I can be contacted by mobile (below), and by email. If you let me know something is there, I can log in.

Cheers

[REDACTED]

[REDACTED]  
Office for Sport | Department of Health

Ph: [REDACTED] | M: [REDACTED]

E: [@health.gov.au](mailto:[REDACTED]@health.gov.au)

MDP 705, GPO Box 9848, Canberra ACT 2601

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [SMITH Narelle](#)  
**Subject:** RE: DRAFT CSI Program Guidelines [SEC=UNCLASSIFIED]  
**Date:** Wednesday, 30 May 2018 11:18:42 AM  
**Attachments:** [image001.png](#)  
[GI - recovered version 25 May.docx](#)

Hi All,

Please see attached our tracked comments for consideration to the draft guidelines.

The draft guidelines were provided to us on Thursday 24 July, as [REDACTED] discussed below this version got lost but has now been recovered.

Kind regards,

[REDACTED]

Office for Sport | Department of Health

Ph: [REDACTED] | E: [@health.gov.au](mailto:[REDACTED]@health.gov.au)

MDP 705, GPO Box 9848, Canberra ACT 2601

---



**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: DRAFT CSI Program Guidelines [SEC=UNCLASSIFIED]  
**Date:** Thursday, 31 May 2018 5:41:00 PM  
**Attachments:** [image001.jpg](#)  
[image002.png](#)  
[Program Guidelines – Active Places and Spaces Grant Program.DOCX](#)

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Hi [REDACTED]

As discussed, here are the Program Guidelines in there draft form. My understanding is that based on the Ministers feedback around some critical pieces of information, we will then be able to seek your further input before Board approval next week.

Apologies if there was any confusion about the process from our meeting earlier in the week. I'm out of the office tomorrow but [REDACTED] can provide you any further information if required.

Best regards,  
[REDACTED]

Ps the suggested grant name is for consideration only and by no means final!

**From:** [REDACTED]@health.gov.au]  
**Sent:** Thursday, 31 May 2018 2:51 PM  
**To:** [REDACTED]@ausport.gov.au>  
**Cc:** [REDACTED]@health.gov.au>  
**Subject:** RE: DRAFT CSI Program Guidelines [SEC=UNCLASSIFIED]

Hi [REDACTED]

Just checking if you require any assistance and how the GL's are going?

When do you guys envisage we might get the latest copy to review?

Kind regards,

[REDACTED]  
Policy and International Team  
Office for Sport | Department of Health  
Ph: [REDACTED] | E: [REDACTED]@health.gov.au  
MDP 705, GPO Box 9848, Canberra ACT 2601

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**From:** [REDACTED]@ausport.gov.au]  
**Sent:** Wednesday, 30 May 2018 5:11 PM  
**To:** [REDACTED]  
**Cc:** [REDACTED] SMITH, Narelle;  
**Subject:** RE: DRAFT CSI Program Guidelines [SEC=UNCLASSIFIED]

Hi [REDACTED]

As discussed earlier today, thanks again for your valuable comments into the guidelines. As you can imagine we have been very busy today incorporating this input into the latest draft version of the guidelines that we will share with you shortly. Our team is looking forward to discussing them in more detail when you have had a chance to review.

In the meantime, please don't hesitate to contact me if you have any questions or require any information.

Regards,

[Redacted]

[Redacted]

[Redacted]

Sport Business & Strategic Partnerships

Sector Strategy & Partnerships

**Australian Sports Commission**

Phone: [Redacted]

Mobile: [Redacted]

1 Susan Street Hindmarsh SA 5007

[Redacted] [@ausport.gov.au](mailto:[Redacted]@ausport.gov.au)

[www.ausport.gov.au](http://www.ausport.gov.au)

cid:image004.jpg@01D0D909.03018A30



**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** FW: Program Guidelines Active Places and Spaces Grant Program OFS markup [SEC=UNCLASSIFIED]  
**Date:** Monday, 4 June 2018 4:20:00 PM  
**Attachments:** [Program Guidelines Active Places and Spaces Grant Program OFS markup 040618.docx](#)  
[image003.jpg](#)

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Please see guidelines with OFS markups for discussion tomorrow....

[REDACTED]  
Sport Business and Strategic Partnerships - Participation  
**Australian Sports Commission**  
**Tel:** [REDACTED]  
**Mob:** [REDACTED]  
[\[REDACTED\]@ausport.gov.au](mailto:[REDACTED]@ausport.gov.au)  
[ausport.gov.au](http://ausport.gov.au)



**From:** [REDACTED]@health.gov.au]  
**Sent:** Monday, 4 June 2018 3:55 PM  
**To:** [REDACTED]@ausport.gov.au>  
**Cc:** [REDACTED]@health.gov.au>  
**Subject:** Program Guidelines Active Places and Spaces Grant Program OFS markup [SEC=UNCLASSIFIED]

Hi [REDACTED]

Please see our mark-up's on the most recent Guidelines prior to tomorrow's planning session. Suggest perhaps we consider making some of these changes before Narelle and Robin meet with the Minister Wednesday.

Happy to discuss further tomorrow.

Kind regards,

[REDACTED]  
Policy and International Team  
Office for Sport | Department of Health  
Ph: [REDACTED] | E: [REDACTED]@health.gov.au  
MDP 705, GPO Box 9848, Canberra ACT 2601

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**From:** [REDACTED]  
**To:** [REDACTED]; [narelle.smith@health.gov.au](mailto:narelle.smith@health.gov.au); [REDACTED]  
**Cc:** [Robin O'Neill](#)  
**Subject:** Community Sport Infrastructure Grant Program information package  
**Date:** Wednesday, 6 June 2018 12:38:00 PM  
**Attachments:** [Minister MR community infrastructure.DOCX](#)  
[Communication Action Plan - CSI V2.DOCX](#)  
[Program Guidelines – Active Places and Spaces Grant Program.DOCX](#)  
[Board Paper - CSI Program Approval.DOCX](#)  
[One Paper Activities, Ministerial Opportunities, Dates and Timeline Considerations.DOCX](#)  
[ASC Infrastructure Media Plan.DOCX](#)  
[ASC Infrastructure Media Plan.tr5](#)  
[image001.jpg](#)  
**Importance:** High

---

Hi [REDACTED] Narelle and [REDACTED]

As requested, please find attached an information package that provides detailed information regarding the Community Sport Infrastructure grant program.

Please note that the attached Guidelines have not yet been updated from our meeting yesterday. I will get you the updated version as soon as possible.

Thanks so much for coming along and being involved in the meeting yesterday. I appreciate that short notice was provided to everyone who attended so your effort to make it was great.

It's also great to work so collaboratively with you. The work is better for it.

Thanks

[REDACTED]

[REDACTED]  
Sport Business and Strategic Partnerships - Participation  
Australian Sports Commission

Tel: [REDACTED]

Mob: [REDACTED]

[REDACTED] [@ausport.gov.au](mailto:[REDACTED]@ausport.gov.au)  
[ausport.gov.au](http://ausport.gov.au)



**From:**  
**To:** [Robin O'Neill](#); [narelle.smith@health.gov.au](mailto:narelle.smith@health.gov.au); [REDACTED]  
**Subject:** Program Guidelines Active Places and Spaces Grant Program  
**Date:** Wednesday, 6 June 2018 3:13:00 PM  
**Attachments:** [Program Guidelines Active Places and Spaces Grant Program ALL STAFF comments 2018-06-05.docx](#)  
**Importance:** High

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Hi All

Please find attached an updated version of the Infrastructure Grant program guidelines.

This version of the guidelines incorporates changes based on our discussion yesterday – please note that there are a number of comments included in this version where items were discussed that still require follow up and action.

We will continue to pursue those and welcome further changes.

Thanks



**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Words from Small Farms Small grants program [SEC=UNCLASSIFIED]  
**Date:** Thursday, 7 June 2018 12:18:10 PM  
**Attachments:** [image001.png](#)

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Hi [REDACTED]

As discussed, please see below the relevant paragraph from the program guidelines [REDACTED] was talking about yesterday. The link to the full guidelines is below the paragraph (notwithstanding I have forwarded them on to you previously, these are the official 'published' version).

## **9.2 Who will approve grants?**

Projects recommended for funding by the Expert Panel will then be submitted to the Department of Agriculture and Water Resources for recommendation to the appropriate minister in the agriculture and water resources portfolio. This minister will consider applications and make the final decisions on which applications are successful to be offered funding.

While delivery of funding will be primarily on a competitive basis, if after running each application process, emerging issues have been identified and/or there are priorities that have not been met, the minister may consider other projects to address these emerging issues or other forms of financial arrangements with partners and/or applicants, to otherwise further the objectives of the program. It is expected that, in these cases, the assessment criteria outlined in these guidelines will remain applicable.

All decisions made by the Minister about successful project applications are final. There is no appeal mechanism for decisions to approve or not approve a grant. The Minister must not approve funding if they reasonably consider the program funding available across financial years will not accommodate the funding offer, and/or the application does not represent value-for-money.

[https://www.communitygrants.gov.au/sites/default/files/documents/10\\_2017/grant\\_opportunity\\_guidelines\\_-\\_smart\\_farms\\_small\\_grants.docx.pdf](https://www.communitygrants.gov.au/sites/default/files/documents/10_2017/grant_opportunity_guidelines_-_smart_farms_small_grants.docx.pdf)

Cheers

[REDACTED]

[REDACTED]

Office for Sport | Department of Health

Ph: [REDACTED] | M: [REDACTED]

E: [REDACTED] [@health.gov.au](mailto:[REDACTED]@health.gov.au)

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**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Program Guidelines Active Places and Spaces Grant Program Minister's Office Comments comments 2018-06-06.docx [SEC=UNCLASSIFIED]  
**Date:** Thursday, 14 June 2018 9:44:02 AM  
**Attachments:** [image001.png](#)  
[Program Guidelines Active Places and Spaces Grant Program Minister's Office Comments comments 2018-06-06.docx](#)

---

Hi [REDACTED]

As promised, please see attached a few comments following last week's meeting with [REDACTED] at the MO. Nothing that we haven't already discussed.

How are things going otherwise? [REDACTED] and I were thinking a phone catch-up with the team would be good today or tomorrow to see where things are at – and/or if there is anything further you'd like our assistance with/views on.

Cheers

[REDACTED]

[REDACTED]

Office for Sport | Department of Health

Ph: [REDACTED] | M: [REDACTED]

E: [REDACTED] [@health.gov.au](mailto:[REDACTED]@health.gov.au)

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**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** Draft Guidelines  
**Date:** Monday, 18 June 2018 12:12:00 PM  
**Attachments:** [Draft Program Guidelines – Active Places and Spaces Grant Program\\_June18.docx](#)  
[image003.jpg](#)

---

Hi [REDACTED]

As discussed, please find attached a copy of the current draft guidelines.

Happy to chat through anything, otherwise will speak to you on Wednesday.

Thanks

[REDACTED]

[REDACTED]

Sport Business – Strategy and Partnerships

Australian Sports Commission

Tel: [REDACTED]

Mob: [REDACTED]

[REDACTED] [@ausport.gov.au](mailto:[REDACTED]@ausport.gov.au)  
[ausport.gov.au](http://ausport.gov.au)



**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED] [SMITH, Narelle](#)  
**Subject:** Draft Program Guidelines Active Places and Spaces Grant Program\_4July2018.Ministers Comments\_.docx  
[SEC=UNCLASSIFIED]  
**Date:** Wednesday, 4 July 2018 4:57:58 PM  
**Attachments:** [Draft Program Guidelines Active Places and Spaces Grant Program\\_4July2018.Ministers Comments\\_.docx](#)  
**Importance:** High

---

Hi [REDACTED]

Please see attached Minister McKenzie's questions and comments for consideration/advise from your team on the Community Infrastructure Grant Guidelines.

Could you please provide this as soon as possible, so the information can be filtered back up to the Minister.

Kind regards,

[REDACTED]  
Policy and International Team  
Office for Sport | Department of Health  
Ph: [REDACTED] | E [REDACTED] [@health.gov.au](mailto:[REDACTED]@health.gov.au)  
MDP 705, GPO Box 9848, Canberra ACT 2601

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From: [Robin O'Neill](#)  
To: [REDACTED]  
Cc: [REDACTED] [@health.gov.au](#); [Narelle Smith](#); [Andrew Larratt](#)  
Subject: Fwd: CSI and BA Grant Program - INFO PACKAGE  
Date: Friday, 6 July 2018 2:16:50 PM  
Attachments: [image001.jpg](#)  
[ATT00001.htm](#)  
[Ministers briefing - Foreword for new grant guidelines - Submission.DOCX](#)  
[ATT00002.htm](#)  
[Program Guidelines Community Sport Infrastructure Grant Program.DOCX](#)  
[ATT00003.htm](#)  
[Program Guidelines Better Ageing Grant Program.docx](#)  
[ATT00004.htm](#)

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Hello team,

Please find attached DRAFT grant guidelines and Ministerial forward.

We'll look forward to your feedback in preparation for launch.

[REDACTED] on your availability with [REDACTED] it would be great to meet on the media approach.

Please call me at any time with queries on [REDACTED]

Kind regards

Robin

Begin forwarded message:

From: [REDACTED] [@ausport.gov.au](#)>  
Date: 6 July 2018 at 12:53:01 pm AEST  
To: Robin O'Neill <[Robin.O'Neill@ausport.gov.au](#)>  
Cc: [REDACTED] [@ausport.gov.au](#)>, [REDACTED] [@ausport.gov.au](#)>  
Subject: CSI and BA Grant Program - INFO PACKAGE

Hi Robin,

As discussed, please find the following documents attached regarding the two Grant Programs:

- <!--[if !supportLists]-->1. <!--[endif]-->Minister's Briefing Minute – including Minister's foreword for both programs
- <!--[if !supportLists]-->2. <!--[endif]-->Community Sport Infrastructure Grant Program Guidelines – DRAFT ONLY – Includes responses to feedback from MO
- <!--[if !supportLists]-->3. <!--[endif]-->Better Ageing Grant Program Guidelines – DRAFT ONLY

Notes:

<!--[if !supportLists]-->1. <!--[endif]-->Program name options for Better Ageing. Alternative suggestions include: **Move, Play, Live** (a take on “Eat Pray Love”) or **Be Strong, Live Long**. Or we can remain with **Better Ageing** as per NPP.

<!--[if !supportLists]-->2. <!--[endif]-->The following disclaimers have been added to the guidelines: Please note these guidelines are in draft form and may be subject to change based on feedback and further research. The draft Guidelines are being developed in close consultation with Federal and State Governments and key stakeholders within the sector. Extensive consultations have been undertaken to review and compare similar Government programs to determine best practice.

The draft Guidelines are based on the ASC’s Grant Management Framework and policies and have been contextualised for potential grant applicants.

Consultation with external stakeholders is continuing and focused on:

<!--[if !supportLists]-->• <!--[endif]-->Defining ‘physical activity’

<!--[if !supportLists]-->• <!--[endif]-->Defining ‘inactivity’ and/or ‘least active’

<!--[if !supportLists]-->• <!--[endif]-->Confirmation and validation of the Merit Criteria

<!--[if !supportLists]-->3. <!--[endif]-->[REDACTED] has advised that once you clear these documents they will need to go to Government relations/Andrew Larratt for clearance.

Please don’t hesitate to contact me if you require anything further.

Regards,

[REDACTED]  
[REDACTED]  
Marketing, Customer Insights and Analytics  
**Australian Sports Commission**  
Ph: [REDACTED]  
Mob: [REDACTED]  
[REDACTED]@ausport.gov.au  
[ausport.gov.au](mailto:[REDACTED]@ausport.gov.au)

**Subject:** FW: guidelines feedback. yay...

**From:** Robin O'Neill

**Sent:** Tuesday, 17 July 2018 12:29 PM

**To:** [REDACTED] <[\[REDACTED\]@ausport.gov.au](mailto:[REDACTED]@ausport.gov.au)>

**Subject:** guidelines feedback. yay...

Hi – feedback from [REDACTED]

Process of approval

(not to be included but the process will start with the ASC management preparing a long list of projects that)

- Didn't meet criteria
- Achieved criteria
- Then...
- Recommended for approval as best value for money and sits within budget
- Achieved criteria and high value for money but outside budget allocation (guide for Ministers review)
- Achieved criteria but lower value for money against criteria

Include in grant guidelines...

1. Start with industry panel: member from Commonwealth Department of Health, Member from ASC Executive, member from industry, member from ASC Board
2. Next level: ASC Board to ratify (insert role of Board)
3. Final level: Minister as final Approver and program delegate

Have this process tested by [REDACTED] first and expect to be audited by AONO (first time infrastructure grant for ASC)

5.3. Cop-contribution

Reframe the statement along the lines of...; whilst not mandatory, co-contribution will be considered favourably and scored higher where co-contribution exists for projects

Once these two amendments are complete please send direct to [REDACTED] for review then return to be sent to [REDACTED] by ASC.

Final approval to be completed by Wednesday next week at a meeting between [REDACTED] and Minister.

**Robin O'Neill**  
**Executive Director | Sport Partnerships**  
**Australian Sports Commission**  
Mob: [REDACTED]  
[robin.oneill@ausport.gov.au](mailto:robin.oneill@ausport.gov.au)

[ausport.gov.au](http://ausport.gov.au)



**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: Program Guidelines – Community Sport Infrastructure Grant Program [SEC=UNCLASSIFIED]  
**Date:** Wednesday, 18 July 2018 6:07:07 PM  
**Attachments:** [image001.png](#)  
[Program Guidelines Community Sport Infrastructure Grant Program OFS edits 180718.docx](#)

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Hi [REDACTED]

Apologies for the late message. We have made some edits to the attached – I hope they are helpful.

I have also marked up your red text below in the same colour blue as I am typing in now.

We would also suggest that the easiest way for the ASC to provide a helpful document to the Assessment review Panel would be to rank all eligible applicants in order of merit assessment and value for money – a running total on the side, and you draw a line where the money runs out.

And, could the list of projects be:

Would fund and can

Would fund but can't (no \$)

Wouldn't fund (not recommended)

Happy to discuss further, I will give you a call now.

Cheers

[REDACTED]

[REDACTED]

Office for Sport | Department of Health

Ph: [REDACTED] | M: [REDACTED]

E: [REDACTED] [@health.gov.au](mailto:[REDACTED]@health.gov.au)

MDP 705, GPO Box 9848, Canberra ACT 2601

---

**From:** [REDACTED]@ausport.gov.au]  
**Sent:** Wednesday, 18 July 2018 6:44 AM  
**To:** [REDACTED]  
**Subject:** Program Guidelines – Community Sport Infrastructure Grant Program [SEC=No Protective Marking]  
**Importance:** High

Hi [REDACTED]

As discussed yesterday, please find attached the most up to date version of the Community Sport Infrastructure guidelines.



Specifically, can I please draw your attention to the sections that have been updated as per feedback from the Minister's office (specifics outlined below). Robin O'Neill has asked that you please consider these sections (and the internal process also outlined below) and advise on suitability with the expectation that the program will be audited by AONO (first time infrastructure grant for ASC).

The ASC needs to send the final, updated Guidelines to the Minister for final approval. This is scheduled to be completed by Wednesday next week at a meeting between [REDACTED] and Minister.

Is it at all possible for you to review the attached Guidelines with reference to the dot points below and send back to me by CoB today? For the sake of version control, could you please make any changes or comments directly into the version attached and then send it back to me to update into our main copy.

Please give me a call to let me know if this timeline won't be possible or to talk through any suggestions/thoughts.

- First stage approval (internal to the ASC and not for inclusion in the Guidelines)  
ASC to prepare a list of projects that
  - Didn't meet eligibility criteria
  - Achieved criteriaThen...
  - Recommended for approval as best value for money (and sits within budget)
  - Achieved criteria and high value for money but outside budget allocation (guide for Ministers review)
  - Achieved criteria but lower value for money against criteria
- Process of approval included Guidelines (Section 8 and 8.1)
  - Start with assessment review panel: member from Commonwealth Department of Health, Member from ASC Executive, member from industry, member from ASC Board
  - Next step: ASC Board to ratify (insert role of Board)
  - Final step: Minister as final Approver and program delegate
- Co-contribution (Under Section 5.3 – Co-contributions and further referred to under Selection Criteria 6.2)  
Reframe the statement along the lines of...; whilst not mandatory, co-contribution will be considered favourably. ~~and scored higher where co-contribution exists for projects.~~ (suggest delete – reflected in GLs)

Thanks very much,

[REDACTED]



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**From:** [Robin O'Neill](#)  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: grant guidelines [SEC=UNCLASSIFIED]  
**Date:** Friday, 20 July 2018 2:29:00 PM  
**Attachments:** [2018\\_031541\\_D Program Guidelines – Community Sport Infrastructure Grant....DOCX](#)  
[image001.jpg](#)

---

Hello [REDACTED]

Please find updated Community Sport Infrastructure Grant guidelines attached.

The primary suggestion ([highlighted in yellow](#) in the attachment) on advice from the Office of Sport is to include a 'Probity Officer' within the assessment panel.

Our cross functional project team will now await these guidelines being approved.

[REDACTED] and maintaining version control at the ASC.

It will be great for you to meet personally soon. [REDACTED] has been terrific in leading the team and industry in preparation for the grant.

On your approval, we will finalise the media, promotions and website activity.

Separately, is there a time that suits you next week I can sit down with you and [REDACTED] to go through our financial application of NPP's?

Just a few important points for clarity required.

[REDACTED], also included in this note, is [REDACTED]  
[REDACTED] at the ASC. We'll look forward to meeting you on the application of the NPP's as soon as possible.

Have a great weekend [REDACTED] please call at any time with any queries.

Kind regards,

Robin

---

**Robin O'Neill**  
**Executive Director | Sport Partnerships**  
**Australian Sports Commission**  
Mob: [REDACTED]  
[robin.oneill@ausport.gov.au](mailto:robin.oneill@ausport.gov.au)

[ausport.gov.au](http://ausport.gov.au)

cid:image001.jpg@01D3F0DC.C515FBEO



**From:** [REDACTED]@health.gov.au>

**Sent:** Friday, 20 July 2018 10:51 AM

**To:** Robin O'Neill <Robin.ONeill@ausport.gov.au>

**Subject:** grant guidelines [SEC=UNCLASSIFIED]

Hi Robin,

Wondering if you had the updated guidelines for the infrastructure grants that you could send through to me following our discussion earlier this week.

Thanks,

[REDACTED]

[REDACTED]

Office of Senator the Hon. Bridget McKenzie

Deputy Leader of the Nationals

Minister for Rural Health, Sport and Regional Communications

P: [REDACTED] M: [REDACTED] E: [REDACTED][@health.gov.au](mailto:[REDACTED]@health.gov.au)

---

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**From:** [REDACTED]  
**To:** [Robin O'Neill](#)  
**Cc:** [REDACTED]  
**Subject:** RE: grant guidelines [SEC=UNCLASSIFIED]  
**Date:** Thursday, 26 July 2018 7:05:00 PM  
**Attachments:** [image002.jpg](#)  
[2018 031541 D Program Guidelines Community Sport Infrastructure Grant \(3\).docx](#)

Hi Robin,

Please find attached the grant guidelines with the amendments the Minister made.

It would be good to have one more quick look at them before we proceed with the final version for 2 August.

As discussed would appreciate your advice on the program themes and how applications are expected to reflect these? Specifically how the application are marked against these two themes given this is not clear in the selection criteria.

Thanks,

[REDACTED]

[REDACTED]

Office of Senator the Hon. Bridget McKenzie

Deputy Leader of the Nationals

Minister for Rural Health, Sport and Regional Communications

P: [REDACTED] M: [REDACTED] E: [@health.gov.au](mailto:[REDACTED]@health.gov.au)

---

**From:** [REDACTED]  
**To:** [REDACTED] [Robin O'Neill](#)  
**Cc:** [REDACTED]  
**Subject:** RE: grant guidelines [SEC=UNCLASSIFIED]  
**Date:** Monday, 30 July 2018 12:44:49 PM  
**Attachments:** [image001.jpg](#)  
[Program Guidelines Community Sport Infrastructure Grant Program 270718 \(2\).docx](#)

---

Hi [REDACTED]

Just a couple of minor amendments.

Will give Robin a call now to discuss.

Thanks,

[REDACTED]  
Office of Senator the Hon. Bridget McKenzie  
Deputy Leader of the Nationals  
Minister for Rural Health, Sport and Regional Communications  
P: [REDACTED] M: [REDACTED] E: [REDACTED] [@health.gov.au](mailto:[REDACTED]@health.gov.au)

---

**From:** [REDACTED] [@ausport.gov.au](mailto:[REDACTED]@ausport.gov.au)  
**Sent:** Friday, 27 July 2018 3:53 PM  
**To:** [REDACTED] Robin O'Neill  
**Cc:** [REDACTED] [@ausport.gov.au](mailto:[REDACTED]@ausport.gov.au); [REDACTED]  
**Subject:** RE: grant guidelines [SEC=UNCLASSIFIED]  
**Importance:** High

Hi [REDACTED]

Thanks very much for sending through the grant guidelines with your revisions attached.

I've made all of the requested changes and included further detail regarding the guiding themes of Community Sporting Hubs and Inclusion. I've also included project examples under each theme to give applicants a tangible idea of what we are looking for. The Selection Criteria has also been reviewed to show a clearer connection to how applications will be assessed.

I'm happy to discuss any changes or area of the guidelines where you'd like further clarification by phone or email. It's been great to work so closely with the Minister's office on finalising the guidelines and I look forward to your response so we can lock them down asap ready for 2<sup>nd</sup> August.

Thanks again and look forward to hearing from you soon.

[REDACTED]  
[REDACTED]  
Sport Partnerships  
Australian Sports Commission

Tel: [REDACTED]  
Mob: [REDACTED]  
[REDACTED]@ausport.gov.au  
[ausport.gov.au](mailto:ausport.gov.au)

**From:** [REDACTED]  
**To:** [REDACTED]; [Robin O'Neill](#)  
**Cc:** [REDACTED]  
**Subject:** RE: grant guidelines [SEC=UNCLASSIFIED]  
**Date:** Monday, 30 July 2018 12:51:14 PM  
**Attachments:** [image001.jpg](#)

Under final approval bit

Can we use the following as the final sentence

It is expected that, in these cases, the assessment criteria outlined in these guidelines will remain applicable.

[REDACTED]  
[REDACTED]  
Office of Senator, The Hon Bridget McKenzie  
Minister for Rural Health  
Minister for Sport  
Minister for Regional Communications  
Suite M1 48 Parliament House Canberra ACT 2600  
Phone [REDACTED] | Mobile [REDACTED]

**From:** [REDACTED]  
**Sent:** Monday, 30 July 2018 12:45 PM  
**To:** Robin O'Neill  
**Cc:** @ausport.gov.au; [REDACTED]  
**Subj** : grant guidelines [SEC=UNCLASSIFIED]

Hi [REDACTED]

Just a couple of minor amendments.

Will give Robin a call now to discuss.

Thanks,

[REDACTED]  
Office of Senator the Hon. Bridget McKenzie  
Deputy Leader of the Nationals  
Minister for Rural Health, Sport and Regional Communications  
P: [REDACTED] M: [REDACTED] E: [@health.gov.au](#)

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