Dear Judy,

The New England North West Area Consultative Committee received the UNE Maths, Science and ICT Centre Regional Partnerships application via email from Des Harris of DOTARS, on June 21st, 2004. Our records show that there was an understanding that the ACC Board was to provide comments by June 22nd, 2004 so that Des could provide appropriate advice to the Ministers' Office. Our comments were endorsed by the NENWACC Board on June 22nd and forwarded via email to Des Harris by our Executive Officer, Rebel Thomson.

The project and associated funding is not listed on our website. The projects listed on our website are to demonstrate the project capabilities, achievements and successes of the New England North West Area Consultative Committee. The Maths, Science, ICT project was not a project that we were involved in during its development or any of the funding process, except for the comments we were asked to provide as above.

Kevin Humphries
Chairman
New England North West Area Consultative Committee
19-20/429 Peel Street (PO Box 669) Tamworth NSW 2340
Ph: (02) 6766 4866
Fx: (02) 6766 3452
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Equity of Funding – Regional Partnerships programme

Also includes projects funded under the Namoi Valley Structural Adjustment Package
Source: RP Tracker (record of TRAX extracts) 28 January 2005, to Dec 31 2004
Note: Electorate analysis based on electorate at time of application
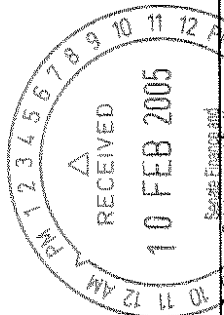
Analysis by Remoteness Class / location

Remoteness Class	Party	Electorates	All applications		Approved		Not-approved		Withdrawn		In Progress		Project approvals (by party and location)	Funding approvals (by party and location)
			projects	$ (bids)	projects	$ (approved)	projects	$ (bids)	projects	$ (bids)	projects	$ (bids)		
Metro	ALP	43	80	10,457,355	35	3,878,131	13	1,542,782	13	3,000,586	19	1,918,156	73%	72%
	Coalition	45	117	20,767,151	61	10,928,479	25	3,555,393	12	2,545,015	19	3,660,540	71%	75%
	Other	0	0	0	0	0	0	0	0	0	0	0	-	-
	Subtotal	88	197	31,224,505	96	14,806,610	38	5,098,174	25	5,545,601	38	5,578,696	72%	74%
Regional/Rural	ALP	14	59	7,821,386	28	3,019,656	5	946,000	11	1,923,452	15	1,932,278	85%	76%
	Coalition	29	506	115,170,828	242	50,127,270	62	12,223,328	88	27,180,962	114	28,361,275	80%	80%
	Other	3	42	34,261,462	18	7,981,445	7	769,651	6	4,890,588	11	10,769,619	-	-
	Subtotal	46	607	157,253,676	288	61,128,371	74	13,938,979	105	33,995,002	140	41,063,172	80%	81%
Remote	ALP	7	66	15,649,436	33	11,214,621	9	1,117,503	13	1,788,213	11	1,023,457	79%	91%
	Coalition	8	177	40,702,064	75	15,801,797	27	5,174,208	23	5,522,816	52	12,373,978	74%	75%
	Other	1	20	8,599,491	10	7,435,700	2	345,235	2	81,400	6	671,956	-	-
	Subtotal	16	263	64,950,991	118	34,452,118	38	6,636,946	38	7,392,429	69	14,069,390	76%	84%
Australia wide	Various	-	2	12,878,000	2	12,878,000	0	0	0	0	0	0	100%	100%
TOTAL		150	1069	266,307,173	504	123,265,099	150	25,674,099	168	46,933,031	247	60,711,258	77%	83%

Analysis by electorate - all locations

Party	Electorates	All applications		Approved		Not-approved		Withdrawn		In Progress		Project approvals (by party)	Funding approvals (by party)
		projects	$ (bids)	projects	$ (approved)	projects	$ (bids)	projects	$ (bids)	projects	$ (bids)		
ALP	64	205	33,928,177	96	18,112,408	27	3,606,285	37	6,712,251	45	4,873,890	78%	83%
Coalition	82	800	176,640,043	378	76,857,546	114	20,952,928	123	35,248,793	185	44,395,793	77%	79%
Other	4	62	42,860,953	28	15,417,145	9	1,114,886	8	4,971,988	17	11,441,575	76%	93%
Various	-	2	12,878,000	2	12,878,000	0	0	0	0	0	0	100%	100%
TOTAL	150	1069	266,307,173	504	123,265,099	150	25,674,099	168	46,933,031	247	60,711,258	77%	83%

*Note "All Applications" includes withdrawn projects

DoTARS

DEPARTMENT OF TRANSPORT AND REGIONAL SERVICES
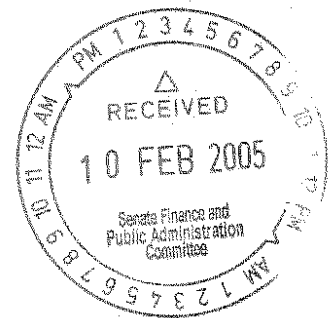
REGIONAL ASSISTANCE PROGRAMME

GUIDE FOR AREA CONSULTATIVE COMMITTEES AND PROJECT PROPONENTS

RECEIVED

1 0 FEB 2005

Senate Finance and
Public Administration
Committee

INTRODUCTION

This Guide has been developed for Area Consultative Committees and Regional Assistance Programme (RAP) project proponents. It provides guidance on the development of proposals for funding under the Regional Assistance Programme.

The Guide has been reviewed and updated in August 2000.

The fundamental purpose of the Programme is to generate employment in metropolitan, regional and remote Australia by encouraging local community action to boost growth in regions and create sustainable jobs.

The Programme provides communities with the opportunity to work collaboratively in developing innovative and dynamic approaches to local issues tailored to local conditions.

The Guide sets out the basis on which project proposals will be considered, assessed and evaluated.

PROGRAMME OBJECTIVE

The fundamental purpose of the community based element of the Regional Assistance Programme (RAP) is to generate employment in metropolitan, regional and remote Australia by encouraging local community action to boost business growth and create sustainable jobs. It provides seed funding for innovative, quality projects of value to the community.

Information on RAP can be accessed at
http://www.dotrs.gov.au/regional/rap/index.htm
Funding for regional assistance in dairy-dependent communities can be sought through the Dairy Regional Assistance Programme, which is also administered by the Department of Transport and Regional Services, (DOTARS).

Information on the Dairy Regional Assistance Programme can be accessed at
http://www.dotrs.gov.au/regional/drap/index.htm

GUIDELINES

Area Consultative Committees (ACCs) are encouraged to initiate community-based project proposals for funding under RAP in the following areas:

- Jobs generation;
- Improving the skills base of a region;
- Tackling disadvantage and encouraging growth in a region; and
- Support Infrastructure.

Project proposals must demonstrate:

- A clear path to job outcomes; and/or
- An ongoing economic or regional benefit.

Proposals could include, for example:

- Small business support and development projects such as supply chain networks and business cluster strategies (note: **business incubator** proposals will be assessed and administered under separate arrangements);
- Projects aimed at diversifying the economic base of a region, through generating new business, industry, investment or tourism activities;
- Projects that support infrastructure development in local communities. (See Support Infrastructure – Page 10);
- Regional skills surveys and industry profiles with clearly stated employment generation outcomes;
- Projects that identify skill gaps and ways to improve links between schools, training providers and industry. (These projects must not duplicate programs funded through the Commonwealth Department of Education, Science and Training or State education bodies); and
- Projects specifically addressing the employment needs of and opportunities for disadvantaged groups.

Proposals should not include:

- Projects aimed at developing submission writing or grant application skills;

- Projects seeking funding to develop an application for further funding;

- Funding for capital assets including computers and other electrical/office equipment or vehicles;

- Projects seeking funding that will result in a competitive advantage to an individual organisation or an association without majority coverage within an industry;

- One-off consultancies for feasibility studies that have little chance of implementation or would exclusively depend on further Commonwealth Government funding; and

- Funding for one-off conferences, seminars, competitions, expos or festivals that do not have a clear path to an employment, economic or regional benefit.

Restrictions on items funded under RAP:

- Overseas travel is excluded;
- Venture capital is excluded; and
- Assets – any asset purchased wholly or partly with RAP funding will remain the property of DOTARS unless the Commonwealth determines otherwise. Contractual conditions will apply in relation to assets purchased with RAP funding.

ADMINISTRATION

The assessment of projects will be undertaken throughout the year, with assessed projects batched for approval rounds. Flexibility is provided to assess urgent projects out of round.

After endorsement by the relevant ACC, project proposals will be assessed by the relevant office in the DOTARS regional network and recommendations for approval made to DOTARS Central Office. Projects will be approved by the departmental delegate in Canberra

Consideration and approval of projects will take into account regional issues, national priorities and other issues including:

- Balance of project funding across regions;
- Spread and mix of projects;
- Available funds and allocations to ACCs within the overall budget; and
- Regional characteristics.

GENERAL PRINCIPLES

The following principles will apply to proposals for RAP funding:

- Project proposals must support the relevant ACC Strategic Regional Plan;
- Proposals must be consistent with current Government policy and, ideally, complement existing programs;

- A preference will be given to project proposals demonstrating a partnership approach involving financial and other support particularly from the private sector but also from State/Territory or local government, the local community or other sources. Industry focussed projects should include partnership contributions from the relevant industry.
  - Proposals of $30,000 or more should have significant contributions from other sources;

- Feasibility studies, like all RAP proposals, must demonstrate clear paths to the next stage of development and, longer term, to sustainable job outcomes in the local community. Ideally this should include a commitment to the proposal from the eventual sponsor. (RAP is not intended to fund one-off consultancies for feasibility studies that have no likely chance of implementation or would exclusively depend on further Commonwealth Government funding);

- **All RAP proposals must include an evaluation process** to ensure that they have met their agreed project outcomes (see Conditions of Assistance 6 – Page 11);

- **While RAP is generally for seed funding for up to 12 months it can be sought for periods of up to 3 years.** However proposals for projects of more than 12 months duration should indicate the length of the project and/or the anticipated number of project stages in the original proposal. Appropriate evaluation arrangements should be built in at the end of each stage of the project and future funding will be dependent on satisfactory evaluation;

- **RAP will not provide on going project funding**, ie funding for same project year after year. Proposals must satisfactorily demonstrate from where future funding will be sourced;

- **Project proposals will not be approved in areas where Commonwealth funding through RAP is, or could be perceived as, substituting or duplicating funding** from the responsible Commonwealth, State/Territory or local government agency. Consultation with other agencies will be undertaken as part of the assessment process;

- **RAP projects must demonstrate value for money;**

- **RAP projects must not advantage** any individual Job Network member or New Apprenticeship Centre or Work for the Dole sponsor; (Projects must provide equal access and/or advantage to all Job Network members and Work for Dole sponsors. Any employment outcomes from projects that are likely to involve Job Network servicing arrangements must clearly identify those arrangements. Proponents are required to acknowledge that no conflict of interest exists);

- **Project proponents will usually be not-for-profit organisations.** In limited circumstances the ACC itself may be the project proponent;

- **RAP funding is not available** to cover enterprise/business costs or to support operational, overheads or administrative costs not directly and specifically related to the project;

- **Projects must not involve job or training assistance to individuals.** General training for individuals cannot be funded under RAP. Work preparation, vocational training and employment assistance are covered under Job Network arrangements. Regional skills surveys, industry profiles and projects that identify skills gaps and ways to improve links between schools, training providers and industry are eligible for funding consideration under RAP;

- **Projects must not involve double funding.** No double funding should occur under RAP. Proponents must declare any grants or payments for similar activities received from any source including Commonwealth, State and local governments;

- **RAP funding is not to substitute for specific purpose funding.** RAP is not a general source of funds. Where a Commonwealth, State or local government program exists to meet a specific need, funding should be accessed through that program;

- **Projects aimed at small business should be considered for funding under RAP, the Small Business Enterprise Culture Programme (SBECP), administered by the - Department of Industry, Tourism and Resources) or the Indigenous Small Business Fund (ISBF), administered by the – Department of Employment and Workplace Relations).**

Small business projects that could be considered for RAP include:

- o Those that support the development of e-commerce capabilities by small business or regions, eg by enhancing export potential, reducing business overheads and by improving e-commerce skills in regional areas;
- o Supply chain networks and business cluster strategies.

Further information on the SBECP can be found at
http://www.dewr.gov.au/sbecp

Further information on the ISBF can be found at
http://www.dewr.gov.au/isbf

- **Projects should not involve direct one to one promotional activity**

  Projects should not establish positions that involve one to one vacancy canvassing (similar to Job Network services) or one to one promotion of government programs to employers that duplicate roles funded under other Commonwealth mechanisms; and

- **Projects will not be funded retrospectively – no funds will be paid until a project has been formally approved and contract signed.**

APPLICATION PROCESS

Projects must be endorsed by the relevant ACC and proposals must be submitted to the relevant office in the DOTARS regional network. Projects may be lodged electronically or in hard copy.

Proponents should note that information contained in applications would be public information.

Proponents must:

- Complete the Application Form addressing all sections and taking account of the programme guidelines and general principles, and addressing all key issues.
- Provide a detailed and comprehensive proposal including a full and complete budget; and
- Attach all supporting documentation to the Application Form.

A Proposal that misses the assessment round cut off date may be considered for approval out of round if it is time critical.

ASSESSMENT CRITERIA

All project proposals will be assessed against the RAP general principles and the following assessment criteria.

General Assessment Criteria

1. **Significance and benefit to the local community**

   Projects must be able to demonstrate how they will make a positive difference to the local community. Preference will be given to projects that demonstrate a capacity to provide on going employment, economic or regional benefits.

2. **Sustainable Outcomes**

   Support is principally available for projects with practical outcomes that generate sustainable jobs and growth in regions.

3. **The project must demonstrate a clear path to job outcomes and/or an ongoing economic or regional benefit**

   Outcomes must be clearly articulated and supported with a statement of evidence as to how this will be achieved, including relevant stages and any links to other initiatives.

4. **Pathways for the ongoing responsibility or carriage of project outcomes beyond RAP funding must be established upfront and articulated as part of the proposal.**

5. **Good Management**

   Applications should provide evidence of:

   - Realistic budgeting for the project;
   - The financial and project management capacity of the proponent;
   - Achievable outcomes;
   - Project completion within a three year (maximum) period, and
   - Where relevant, evidence that arrangements are in place, or there is a reasonable expectation that they will be in place, to ensure the continuation of the project and/or the ongoing viability of the project outcome.

   Note: Financial viability check of proponents may be undertaken.

6. Partnerships in funding

Preference will be given to proposals that contain financial and other support from State/Territory or local government, the private sector, the local community or other sources.

PROJECTS THAT SUPPORT INFRASTRUCTURE DEVELOPMENT IN LOCAL COMMUNITIES

Support infrastructure funding will be available, in limited circumstances, to **support infrastructure development in local communities.** This support will generally only be available for infrastructure projects that can demonstrate a link to regional growth and downstream sustainable employment growth, eg through its potential to increase investment or tourist dollars in the local region. These projects must be community based, ie provide substantial public benefit and not advantage individual organisations.

All projects funded under this stream **must have complementary funding** from other sources, eg State/Territory or local government, the private sector, the local community or other sources. A cost/benefit analysis must form part of the application or, if already completed, be provided with the application.

DOTARS, through RAP funds, will be the provider of *contributory* funding for support infrastructure. Projects should be submitted for primary funding through other programmes with DOTARS being a minor contributor through RAP. RAP funds should clearly be linked to employment outcomes.

CONDITIONS OF ASSISTANCE

1. Successful proponents will be required to enter into a contract with DOTARS. Project activity and funding will not commence until both parties have signed the contract.

2. Funding is not available retrospectively. Proponents should not plan to begin a project dependent on RAP funding before receiving formal notification from the ACC Chair and signed contracts are exchanged.

3. The ACC Chair will receive formal written notification of a project's approval from the relevant Minister, following approval of the project by DOTARS.

4. Successful projects are announced by the relevant Minister(s).

    - Commonwealth Government support must be acknowledged in all promotional material associated with the RAP projects.

5. Funding will be available based on the budget submitted in the application, including any GST applicable.

    Proponents should have an Australian Business Number and be registered with the Australian Tax Office (ATO) for GST.
    If a prospective proponent does not have an ABN, DOTARS will be required to withhold 48.5% of any funding approved, which will be remitted to the ATO.

6. Successful proponents will be required to acquit the project by submitting a completed evaluation form, including audited financial statements, in a form determined by DOTARS, at the conclusion of the project or at the conclusion of each stage of the project.

    - The evaluation form will ask proponents to report against the outcomes for the project, in particular against the general assessment criteria (1) and (2). DOTARS in consultation with the relevant ACC will also evaluate the project in accordance with these criteria; and

    - Evidence that the project was completed in the specified manner must also be provided.

7. DOTARS will advise of the timing and amount of project payments and this information will be included in the project contract.

DOTARS

DEPARTMENT OF TRANSPORT AND REGIONAL SERVICES
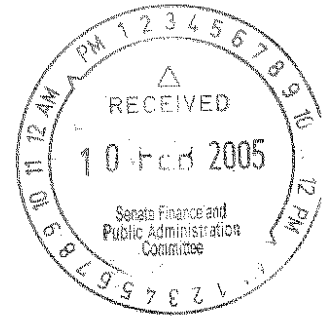
Commonwealth Regional Assistance Programme (RAP)
Information guide to the Application for funding

This Information Guide should be read before completing a Commonwealth RAP Application for funding. This guide provides details of the type of information we are seeking in your responses to the questions. The Glossary of Terms and Key Performance Indicators will assist you in writing your proposal. It is important that you provide as much information as possible. PLEASE BE AWARE THAT THE INFORMATION DETAILED IN THE APPLICATION FORM WILL BE PUBLICLY AVAILABLE.

SECTION 1 - PROJECT INFORMATION

1.1 Title of Project

Choose a simple title of a few words that reflects the activity and outcomes of the project.

1.2 Total RAP Funding Sought

A total figure of funding sought from the Department of Transport and Regional Services (DOTARS) under the RAP. This should include both the GST-free and GST-inclusive amounts as well as the specific amount of GST.

1.3 Preferred project start date

This is the date you would expect the project to begin if funding is approved. If funding is approved this date may be used to form part of your contractual obligations with the Commonwealth. This will affect actual dates of approved projects. Actual dates will be confirmed in any contractual arrangements.

1.4 Preferred project completion date

This is the date you expect to complete the project if funding is approved. If funding is approved this date may be used to form part of your contractual obligations with the Commonwealth.

1.5 Project Summary or Description

The description should tell the reader concisely what the project will do and how it will be undertaken, including project methodology.

1.6 Project Rationale

Explain how the need for the project was identified, including the background to development of the project, background to industry, linkages to other regional activities, the ACC's strategic regional plan and any other background information available.

1.7 Community Consultation

Describe the process of community consultation, how it was organised (face to face discussions, surveys) who it was with (community, organisations, industry, key stakeholders) and the results of the consultation.

1.8 Previous and Related Studies

Are there previous or related studies that have informed the development of this project? Explain the relationship of these other studies to the project. Copies of previous studies may be requested.

1.9 Objectives and expected outcomes of the Project

Give a detailed description of the general objectives of the project, and then detail specifically how they relate to the programme guidelines. These are:

- Establishment of a clear path to job outcomes; and/or

- Ongoing economic or regional benefit.

Expected outcomes of the project should be identified for example:

Jobs generation: Will there be any direct/indirect impact on employment as a result of the project? Consider the number of new jobs created, jobs retained, vacancies made available. Differentiate between actual employment outcomes and projected employment outcomes. Include information as to the methodology used to arrive at numbers of jobs created or retained.

Improving the skills base of the region: How will the project affect skill levels in the region (directly or indirectly)? Consider new skills developed, skills needs, skills upgraded, increased levels of job readiness, and relate these to skill types.

Tackling disadvantage in the region: How will the project directly or indirectly impact on the levels of disadvantage or inequity in the functioning of the regional labour market? How will it lead to regional growth.

Infrastructure Support: What direct or indirect impact will the project have on infrastructure support or development in the region and what regional development benefits will be delivered.

1.10 Future of the Project

Describe the future impact of the project outcomes and who will progress the outcomes of the project. Outline pathways to the next stage of development and describe what will happen after the funding period is complete and how this will be achieved.

1.11 Where will subsequent funding be obtained?

Where applicable, provide all relevant information relating to the proposed project that will assist in sustaining the project financially at the end of the funding period, including where funding will come from.

1.12 What would be the result if Commonwealth funding was not provided for the project ?

Provide examples of benefits that would be lost or the impact on community if Commonwealth funding was not available.

1.13 Project Plan

This should be an expansion of the brief description in "Project Summary or Description". It will demonstrate a clear process through which the project will be implemented.

Develop a plan for implementation of the project (using the table provided) outlining the proposed timeframe (Column 1) and actions to be taken (Column 2). Align actions with performance indicators that will demonstrate the project is progressing (Column 3).

In Column 4 link each action to the outcomes in Section 1.5 by simply indicating the number of the outcome that each action addresses (a number of actions may address the same outcome(s); (a single action may address a number of outcomes).

Progress payments will be negotiated on the basis of project activity and will be included in the Contract funding schedule. Payments will only be made upon the receipt of satisfactory progress reports and the submission of an invoice for payment. The final payment will be in arrears.

Proponents should be aware of the system of progress payments and that the final payment will be in arrears when negotiating payment arrangements with any consultants or subcontractors.

1.14 Project Linkages

Describe future linkages and/or cooperative ventures that will occur through the proposed project with other sectors, such as Commonwealth, State and Local Governments, community organisations and the private sector. All agencies and other organisations involved in the project must be identified. During the project assessment process and consideration for funding approval, consultations on your proposal may be undertaken by DOTARS with other government agencies to assist in determining funding eligibility.

1.15 Project Management

Identify the project manager responsible for the project, their qualifications and/or skills and experience, how they will be engaged (if applicable), including names of persons on selection panel (note that DOTARS reserves the right to be involved in the selection panel) and what their responsibilities are. Any selection of staff will require the provision to DOTARS of full selection documentation to be utilised and the details of persons involved in the selection.

Provide terms of reference for engaging a consultant if required and a brief job description for the project manager (if applicable).

Identify how the project will be managed (for example by a steering committee) and outline the role of the steering committee, its membership and frequency of meeting. The relevant ACC should be given the opportunity to be represented on the steering committee. The relevant ACC will keep in touch with the project steering committee on a regular basis.

Note that, unless otherwise specified in the contract, the intellectual property of the project will remain with the Commonwealth, with the contractors having access at all times to this material.

1.16 Progress Reports

Copies of all reports are to be supplied to both the ACC and DOTARS. Electronic lodgement of progress reports is preferred.

Reports should contain at least the following headings:

1. Project Title
2. Summary of progress to date
3. Achievements measured against performance indicators
4. Evaluation to date
5. Other comments
6. Financial statement
7. Departmental Reference Numbers
8. Internal acquittal of monies of previous project payments and interim report if applicable.

Progress reports will generally be required at least quarterly for projects of 12 months duration, bi-monthly for projects of 5-9 months and monthly for projects of 4 months or less and will be related to project milestones.

A final report is required on completion of the project.

An independent audit is required within one month of completion of the project.

1.17 Monitoring and Evaluation Process

Describe the process for monitoring and evaluation of the project. This is to include monitoring (ie who will monitor the project; reporting avenues; reports generated) and evaluation of the planning, implementation, overall process followed within the project, and outcomes. DOTARS and/or the local ACC will be involved in project monitoring, including monitoring visits by the relevant office in the DOTARS regional network to monitor progress of project.

All RAP proposals must include an evaluation process to ensure they have met agreed project outcomes.

Advise in your proposal who will do the evaluation of the project.

The evaluation report should identify lessons learned throughout the project and recommendations on improved practice that can be shared for future projects both of a similar type and of a more general nature.

The evaluation report should be forwarded to the ACC and DOTARS within one month of project completion. It may be submitted with the final report, but must be a separate statement.

Note: Proposals for projects of more than 12 months' duration must indicate the length of the project and the anticipated number of project stages. Appropriate evaluation processes should be built in at the end of each stage.

Note: DOTARS will undertake an independent evaluation of the project in consultation with the relevant ACC on completion of the project. This may be followed up by evaluation 12 months after completion.

1.18 Business Surveys

Does the project proposal include a survey of 50 or more businesses? All business surveys greater than fifty funded by Government agencies must be cleared through the Australian Bureau of Statistics' Statistical Clearing House. Your DOTARS contact can facilitate this on your behalf.

SECTION 2 - FUNDING AND BUDGET DETAILS

2.1- 2.1.3 Summary of RAP Funding

State the total funding required/sought from the RAP, and other contributions received or expected to provide the total project cost figure. Three figures should be provided – the GST-free amount, the GST-inclusive amount and the specific GST amount.

2.2 Assistance from other sources

Identify resources and/or funding (both direct and indirect) that both your organisation and other organisations are committing to the project. Include confirmation of commitment from other sources. Include cash and in-kind contributions. In the table provide details of the funding bodies and the amounts sought/provided. Indicate whether the funding has been confirmed or when it is likely to be confirmed.

2.3 Other Government Funding

List any Government funding received by your organisation in the past three years including new and recurrent funding from the Commonwealth that relates to this project.

2.4 Proposed Budget

Detail the budget of the project providing a breakdown of income and expenditure by item in the table provided. Include the cost of an independent audit. Detail any additional items not on the list.

RAP proponents should note that as RAP services are a taxable supply that GST will apply to those services supplied after 1 July 2000. Hence proponents should provide a GST inclusive price that includes the GST to be charged on services provided from 1 July 2000.

Note:

- The Commonwealth seeks to ensure value for money in its expenditure of RAP funds and, as such, the principles underlying Commonwealth procurement policy including open competition, value for money, being ethical and fair, should be followed when purchasing services. Applicants should be aware of the Commonwealth Financial Management guidelines. Procurement processes should be open and defensible as well as providing value for money. Consult your ACC or DOTARS contact for more information. The following is a guide to the purchasing policies expected of applicants:

  - < $5000 - minimum of 1 written quotation required

  - $5,000 - $50,000 minimum of 3 written quotations required

  - More than $50,001 calling of a formal open tender is required.

Note: In some cases DOTARS will require a financial viability check of contractors to be undertaken. This will be determined on a case by case basis.

2.5 Equipment and Assets

Project funds should not be used to purchase assets without written approval from the Commonwealth. Identify any equipment that is required for the project, providing details of any proposed purchase of assets, the funding source that will meet the purchase costs, and alternative methods of acquiring the equipment. Hire or lease of equipment are preferred options to purchase under RAP. Achieving value for Commonwealth RAP project money through the hiring or leasing of equipment is encouraged.

Note: any assets purchased with RAP funds will remain the property of the Department of Transport and Regional Services upon completion or termination of the project, unless the Commonwealth determines otherwise.

2.6 Insurance

As a recipient of RAP funds your organisation must maintain:

- workers' compensation insurance (if applicable) for the amount required by the relevant State or Territory legislation;

- public liability insurance for not less than $10 million; and

- professional indemnity insurance for not less than $2 million.

Provide all relevant information relating to these headings in the table provided. If insurance is required specifically for a RAP project, this should be included in the budget costs.

SECTION 3 - PROPONENT ORGANISATION INFORMATION

3.1 Incorporation Details

Identify incorporation details, including ACN or Y number and registered address. Incorporation means that the organisation is established under appropriate State, Territory or Federal legislation. Examples include the Corporations Law or a Cooperatives Act in the relevant State or Territory, or the federal *Aboriginal Councils and Associations Act 1976*. Documentary evidence of incorporation may be requested by DOTARS.

Proponents should provide their Australian Business Number (ABN) and indicate that they are registered with the Australian Taxation Office for GST purposes. From July 2000 all proponents will generally be expected to provide their ABN in the application form.

Please advise if the organisation is not-for-profit.

3.2- 3.7 Organisation Contact Details

- State the registered name of the organisation applying for funding

- Official business name and address for correspondence

- Phone/fax/e-mail

- Contact person and position within the organisation. Nominate a person who can be contacted for further information about the proposal if required.

- Authorising officer name and position within the organisation. This is generally a senior member of the organisation who is authorised to commit to the project and would ultimately sign the contract with the Commonwealth.

3.8 Relevant Background on Organisation

Give details such as establishment date, major achievements, affiliations with other organisations, board membership, financial statements, evidence of capacity and credentials of the organisation to undertake the project, including for example, a copy of the organisation's latest annual report.

3.9 Conflict of Interest

Are you, or is any member or employee of your organisation, a Job Network member, involved with a New Apprenticeship Centre (NAC), or Work for the Dole (WFD), either through direct contract or sub-contract arrangements? If so, you must provide details of the type of service and contracting/subcontracting arrangements that are, or will be in place.

Note that projects must not advantage an individual provider of Job Network services, NACs or WFD. Projects must provide equal access and advantage to all the above service providers. Any employment outcomes from projects that are likely to involve Job Network, NACs or WFD servicing arrangements must clearly identify these arrangements. Proponents are required to acknowledge that no conflict of interest exists.

3.10 Details of other pecuniary interests

List any interests (potential or real) that any member or employee of your organisation involved in the project has that are or may become pecuniary during the course of or within two years of the project's completion.

SECTION 4 - Consultation and Endorsement

4.1 Endorsement

4.1.1 Relevant ACC

The application must be endorsed by the relevant ACC. Where indicated, please identify the ACC that is expected to endorse this project.

4.1.2 ACC Chair Name

The name of the relevant ACC Officer that your organisation has consulted in the preparation of this funding application.

4.1.3 ACC Executive Officer Name

The name of the relevant ACC Executive Officer and the name of the relevant ACC to be filled in this section. This section also includes a conflict of interest declaration for the relevant ACC to complete once a project has been endorsed by them.

4.1.4 / 4.1.5 ACC Chair or Delegate Sign

The relevant ACC Chair or Delegate is to sign this application if in hard copy, however for electronic submission a one page fax confirmation of endorsement is acceptable. Please ensure that all applications are dated.

4.1.6 ACC Comments

Any relevant comments from the ACC that may support your application for funding can be entered here.

4.1.7 Supporting the ACC's Strategic Regional Plan

Identify how the project will further the aims of the ACC's Strategic Regional Plan.

4.1.8 Rating Priority

ACCs identify priorities in their Strategic Regional Plans. The endorsing ACC is to identify the priority number as provided in their Strategic Regional Plan or a rating of high/medium/low.

4.2 Electorate information

Include the primary and secondary electorate(s) in which the project activity will occur.

Department of Transport and Regional Services

PROGRESS REPORT

This page can be used as a guide to the preparation of progress reports. It is not intended to indicate the detail required in the report - this will vary according to the project. Please attach a financial statement to each progress report.

Project Title _____

Summary of progress towards the objectives of the project to date:

_____
_____
_____
_____

Achievements measured against milestones:

Milestone	Achievements
1.	
2.	
3.	
4.	
5.	

Evaluation to date (see Glossary of Terms and Section 7 of Information Guide):

_____
_____
_____
_____
_____
_____

Other comments:

_____
_____
_____

Date _____

Signed _____

Note:
- Copies of all reports are to be supplied to both the ACC and DOTARS. Electronic lodgement is preferred.
- A final report is required on completion of the project.
- An independent audit is required within one month of completion of the project.

Department of Transport and Regional Services

ACQUITTAL of FUNDS

This form must be completed and signed by the proponent and returned to the relevant DOTARS State Office.

Proponent Name _____

Phone Number _____

Project Name _____

Receipts - Last Funding Instalment $ _____ **A**

Expenditure - Funds Used

Item	Commonwealth funds $
Total Expenditure	$

B

Total Unexpended Funds:

Receipts less Expenditure (A-B)	$

Name of Authorised Person _____

Signature _____ Date _____

GLOSSARY of TERMS

ACC

Area Consultative Committee

Acquittal

A financial statement that accounts for a funding grant by listing the items grant money was spent on. Expenditure should be equal to the amount of funds received. An acquittal must be authorised by the organisation's accountant or an executive officer. Usually acquittal of 85% of advanced funds is sufficient to request further funding, however this may vary according to the nature of the project.

Audit

Examination of financial records to determine whether they are true and fair, including a statement of the balance of the account and certification that all funds received were expended for the purpose of the project. An independent audit must be carried out and certified by a person who is not an officer or employee of the proponent organisation and who is either:
a) registered as a company auditor under the relevant State/Territory law; or
b) a member of the Institute of Chartered Accountants in Australia or the Australian Society of Accountants.

DOTARS

Department of Transport and Regional Services.

Evaluation

Determination of the quality of performance, appropriateness, efficiency and effectiveness of a project or project component (including the project plan). Evaluation should be able to be done at any stage of the project. If KPIs (see below) are set correctly, an evaluation is a set of conclusions drawn from the measurement of KPIs. Evaluation can indicate lessons learned from the project, suggestions for improvements and possible extensions of the project concept.

Intellectual Property

Results of intellectual activity in industrial, scientific, artistic or literary fields. This includes survey results, copyright, patents, trademarks (whether registered or not), trade secrets and know how.

Job Network

A national network of over 300 private, community and government organisations contracted by the Federal Government to provide employment services.

KPI

Key Performance Indicator. A KPI shows the extent to which a project is achieving the desired results. It is measurable at any stage of the project. The measurement of KPIs takes performance into account, and should also consider the appropriateness of the project and its effectiveness in achieving results. In these respects it differs from a milestone. Thus the completion of a section of the project on time can be seen as a milestone, but a KPI would measure the appropriateness, effectiveness, efficiency and results of the particular section. KPIs are used to evaluate a project.

Labour Market

Usually referring to a specific geographical area, the makeup of industry, occupations, business types and the labour force (both employed and unemployed people) in that region.

Milestone

An achievement that is measured on a time scale. Examples could be the engaging of a consultant to complete a specific section of the project, or the completion of a business survey. A milestone does not provide any measure of quality of performance.

Outcome

A result of the action of the project. An outcome should be measurable and ideally have a time frame (for example, number of jobs generated by a certain date).

Project Management

The planning and management of tasks and resources to accomplish a set of objectives, usually within a specified time period and within financial constraints. It promotes improved control and accountability in the management of limited resources to achieve desired outcomes. A project consists of a number of phases (needs analysis and definition, planning, implementation & control and completion & evaluation). Resource are managed to achieve outcomes and upon completion, the processes is evaluated as a means to improve future projects.

Under project management practices, it is usual to develop a project framework "upfront" to guide performance. In effect, it establishes a cost effective chain of command.

Proponent

The organisation that puts forward the project proposal to DOTARS. The proponent receives the funding and thus bears ultimate responsibility to DOTARS for carrying out the project according to the terms of the contract, either through its own efforts or those of another party.

RAP

Regional Assistance Programme.

Steering Committee

A committee that oversees the project and receives progress reports. DOTARS and/or the ACC should be represented on the steering committee.

Strategic Regional Plan (SRP)

A public statement of the ACC's three year plan to facilitate employment growth and skills development in its region. The aim of the SRP is to assist the ACC achieve its goals in a structured and planned manner. It is addressed to the regional community and the Minister for Transport and Regional Services.
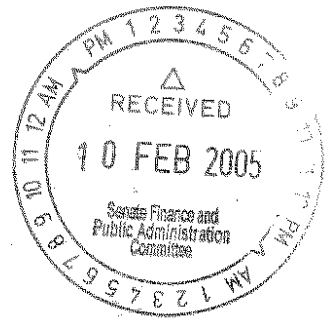
Commonwealth Regional Assistance Programme (RAP) Application for funding

RECEIVED

1 0 FEB 2005

Senate Finance and
Public Administration
Committee

BEFORE YOU BEGIN

Please note that in considering your proposal for funding the information detailed in this application may be shared with relevant Commonwealth, State and/or local government agencies, organisations and individuals, including those you identify in the application, to substantiate any claims or statements that you make, to verify the capacity of the applicant organisation to manage Commonwealth funds and for general comment on the viability of your proposal.

Information of a pecuniary nature will be treated by the Department of Transport and Regional Services (DOTARS) as confidential. Information relating to individuals will be protected under the Privacy Act 1988. Applications for access to such information will be dealt with under the provisions of the Freedom of Information Act 1982.

The department may choose to publish the names of successful applicants and information about their projects.

Please fill out this form as fully as possible. The information requested here is necessary to assess your application. Missing or unclear information may make you ineligible for funding or delay the assessment of your application while we seek clarification.

There is an information guide to this application form – you should read the guide before completing this application for funding and use the guide as a reference tool when completing this form. The guide can be accessed at: http://www.dotars.gov.au/regional/rap/index.htm

Approved projects must support the goals outlined in the Strategic Regional Plan of the Area Consultative Committee (ACC) with responsibility for the region in which the project will operate. You should begin by consulting your local ACC's Strategic Regional Plan. A copy of this plan can be obtained from your local ACC. Guidelines for the Regional Assistance Programme can also be obtained from your local ACC. They are also available at http://www.dotrs.gov.au/regional/rap/index.htm

Applications will only be considered if submitted on this template. Applications not consistent with the guidelines will not be accepted and will be returned to the proponent. Completed applications should be forwarded to your local ACC. Electronic copies are preferred. A list of ACCs is available at www.acc.gov.au/2sub2.htm

DECLARATION by PROPONENT

I, _____, holder of the office of _____ at _____ (organisation)

declare that:

I am duly authorised by the above organisation to sign this declaration
I have read and understood the RAP Application Guide
I or my organisation will inform DOTARS or the ACC promptly of any changes in the circumstance of the project

Signed _____ Date _____

Version 4
Jan 2002

Section 1 - Project Information

1.1 Title of project: (short title)	
1.2 Total RAP funding sought (please provide GST-free and GST-inclusive amounts and specific GST amount) **GST-free amount:** **GST-inclusive:** **GST amount:**	
1.3 Preferred project start date:	
1.4 Preferred project completion date:	
1.5 Project summary or description: (a broad overview of the project is required including objectives, project methodology, process and activities to be undertaken. The description should describe concisely what the project will do and how it will be undertaken)	o
1.6 Project rationale: (how was the need for the project identified, what consultation was undertaken? - include relevant background information on region) Background information could entail the following:- • *Include background on industry* - detail current size/status, industry's growth potential and why, detail any national, regional and/or local perspective • *Linkages to other regional activities* – ie. context of	

project eg within other regional plans or State plans, detail the Stakeholders, who are they, what input have they had in development of project, how will they use the outcomes, detail linkages to ACC SRP):	
1.7 Detail any community consultation that has occurred and the outcomes of the consultation	
1.8 Detail any relevant previous studies or projects that relate to this proposal - detail the Report Name, Author, Date of Report, Funding Organisation, include copy of executive summary	
1.9 What are the project objectives and expected outcomes including : **employment outcomes** (describe how the project will generate jobs, the number and nature of jobs and longer term sustainable job outcomes. Differentiate between actual and projected employment outcomes. Where projected outcomes are cited provide methodology for projection); **and/or** **ongoing economic or regional benefit** (ie what difference will the project make to the local community? For example - improving the skills base of the region, tackling disadvantage in the region, infrastructure support)	
1.10 Future of the project: (Outline clear paths to the next stage of development, the future impact of project outcomes, who will progress these and how)	
1.11 Where will subsequent funding be obtained? (Detail what is required to sustain the project financially at the end of the funding period and where ongoing financial support will come from. Will project be self-sufficient/viable on an ongoing basis?)	

1.12 **What would be the result if Commonwealth funding was not provided for the project?** (eg benefits lost to the region/industry)	

1.13 Project plan (link each action to the objectives of the project. This should be an expansion of the description in the project summary outlining a clear process through which the project will be implemented) Develop a plan for implementation of the project (using the table provided) outlining the proposed timeframe (Column 1) and actions to be taken (Column 2). Align actions with performance indicators that will demonstrate the project is progressing (Column 3).

In Column 4 link each action to the outcomes in Section 1.5 by simply indicating the number of the outcome that that each action addresses (a number of actions may address the same outcome(s): (a single action may address a number of outcomes).

Progress payments will be negotiated on the basis of project activity and will be included in the Contract funding schedule. Payments will only be made upon the receipt of satisfactory progress reports and the submission of an invoice for payment. The final payment will be in arrears.

Proponents should be aware of the system of progress payments and that the final payment will be in arrears when negotiating payments arrangements with any consultants or subcontractors.

Time frame	Action to be taken	Performance Indicators	Objective(s)

1.14 Project Linkages (**Note** that during the process of assessment for RAP funding, consultations on your proposal may be undertaken with other government agencies to assist in determining funding eligibility).

Other Agency Involved	YES	NO	Agency Name & Type of Involvement
Federal Government Agencies			
State Government Agencies			

Local Government			
Community Organisations			
Private Sector			
Other			

1.15 Project Management:
(detail the process, including selection of project manager and role, Steering Committee membership, role and terms of reference)

1.16 Progress reports:
(outline the suggested timing and reporting format – progress reports should reflect milestones). **Note** that an independent audit is required within one month of completion of the project. Copies of all reports are to be supplied to both the ACC and DOTARS. Electronic lodgement of progress reports is preferred.

1.17 Monitoring and Evaluation process:
(detail the monitoring (ie who will monitor the project, who will you report to; what reports will be produced; and where will they be lodged) and evaluation process for the project)
Note: All RAP proposals must include a monitoring and evaluation process to ensure they have met agreed project outcomes

1.18 Does the project involve a survey of 50 or more businesses? ☐ YES ☒ NO

Section 2 - Funding and Budget Details

2.1 Summary of RAP funding

2.1.1 RAP Funding sought	
GST-free amount:	
GST-inclusive amount: (note: both amounts should be included)	
GST amount:	
2.1.2 Other contributions	
2.1.3 Total project costs	

2.2 Assistance from other sources (confirmed and unconfirmed) (Identify all direct and indirect funding including existing or intended applications to other funding sources – detail what resources have been committed to the project from your own or other organisations. List cash allocations and provide $ values for in-kind contributions.)

Organisation	Resource	Cash	$value of In-kind	Confirmed Yes/No (date)
Department of State Development				
Industry				
Totals				

2.3 Identify any Government funding your organisation has received in last 3 years	

2.4 Proposed Budget

Expense	Year One	Year Two	Total
Wages			
On Cost			
Travel & Accommodation			
Postage			
Office Rental			
Computer			
Telephone, Internet access			
Stationary			
Marketing Costs			
Independent Audit			
GST			
Total			

Income	Year One	Year Two	Total
Membership			
DSD			
RAP			
Total			

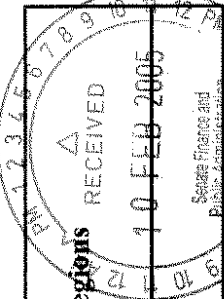# Section 3 - Proponent Organisation Information

3.1 Indicate the category of proponent organisation (to mark a check box, double click on relevant box)

Is the proponent a not-for-profit organisation? ☐ **YES** ☐ **NO**

☐ Incorporated Association ☐ Incorporation Pending ☐ Other Body Corporate

Incorporation Number:
☐ Registered Company ☐ Registration Pending ☐ Other (specify below)

ACN (insert number): ☐ Australian Business Number (insert number) Are you registered with the Australian Taxation Office for GST purposes

☐ **YES** ☐ **NO**

3.2 Registered address:	
3.3 Name of Organisation:	
3.4 Street Address:	
3.5 Postal Address:	
3.6 Contact Officer Name:	

Phone: **Fax:** **Email:**	
3.7 Authorising Officer **Name & Title:** **Phone:** **Fax:** **Email:**	
3.8 Relevant background **information on organisation**	

3.9 Are you: – **a Job Network Member; or** – **involved with a New** **Apprenticeship Centre or** **Work for the Dole** (either through direct contract or sub-contract arrangements)	☐ YES ☒ NO

3.9.1 If yes, give details of the type of service(s) and contracting/subcontracting arrangements?

3.9.2 Do you acknowledge and undertake to ensure that no conflict of interest issues exist or arise in relation to your membership of Job Network, or involvement with a New Apprenticeship Centre or Work for the Dole, and this project?

☐ YES

3.9.3 If a conflict of interest does arise, do you undertake to notify the Commonwealth immediately in writing and to take such steps as the Commonwealth may require to resolve or otherwise deal with the conflict?

☐ YES

3.10 Details of any **pecuniary interests** **relevant to the project** **(potential or real) of** **members/employees**	

Section 4 - ACC Endorsement

4.1 ACC ENDORSEMENT (for completion by the relevant ACC)	
4.1.1 Relevant ACC:	
4.1.2 ACC Chair name:	
4.1.3 ACC Executive Officer:	
THIS PROJECT IS ENDORSED FOR RAP FUNDING BY THE	ACC
and it is certified that there are no conflict of interest issues associated with this project proposal and the Chair, Executive Officer or any member or employee of the ACC.	
4.1.4 Signature of ACC Chair or their Delegate:	
4.1.5 Date:	
4.1.6 Comments:	
4.1.7 Does the project support the ACC Strategic Regional Plan? ☐ YES ☐ NO	
If yes, describe how	
4.1.8 In accordance with the ACC Strategic Regional Plan this project is rated priority (insert no., or high/medium/low as applicable to ACC):	
4.2 Electorate(s) in which project activity is based Primary: Secondary:	

ANAO Administration of Grants: Better Practice Guide May 2002	Recommendations	Regional Partnerships	Sustainable Regions

1. Planning for an Effective Grant Program

1a Establish the need for the program	No recommendations for this ANAO principle.	DOTARS hosted a *Regional Australia Summit* in October 1999 in response to the then "rural crisis" that was associated with the disproportional impacts of structural change on non-metropolitan Australia i.e. the impacts of globalisation, technological change and government policies of deregulation. The Summit explored strategies to address a range of challenges facing non-metropolitan regions including: loss of private and public services, i.e. banks, post office, Medicare etc, higher levels of unemployment, industry closure, declining infrastructure and IT services. Much of which was being highlighted by the political rise of the One Nation Party. Some publications that highlighted the challenges in regional Australia include:

- *Regional Banking Services: Money too Far Away*, House of Reps Standing Committee on Economics, Finance and Public Administration (1999).
- *Impact of Competition Policy Reforms on Rural and Regional Australia* (Productivity Commission 1999)
- *Jobs for the Regions: A report on the inquiry into regional employment and unemployment* Senate Employment, Workplace Relations, Small Business and Education References Committee (1999)
- *Country Australia: influences on population and employment.* (ABARE February 2000)
- *Regional Divide? A Study of Incomes In Regional Australia* (NATSEM 2000)
- *Time running out: Shaping Regional Australia's Future* (House of Representatives Standing Committee on Primary Industries and Regional Services 2000)
- *State of the Regions* – a series of reports from ALGA (1998, 1999 and 2000).

The Governments response:
- *Regional Australia Summit* in October 1999.
- *Rural Transaction Centre programme 1999.*
- Regional Solutions Programme 2000-2001.
- *Stronger Regions Stronger Australia Statement* in August 2001 (whole-of-government approach).
- The Sustainable Regions Programme late 2001 (in response to the needs of eight poorer performing regions).
- In late 2001, DOTARS absorbed the Regional Assistance Programme (RAP), the ACC network and Dairy RAP from DEWR.
- The Regional Partnerships programme announced in July 2003: it combined eight separate regional funding programmes under the one national programme framework.
- RP expanded in the 2004-05 Budget with an additional $77.6 million over the 4 years.
  - The expanded programme will address ongoing structural adjustment issues associated with the national drought and some of the key recommendations of *Regional Business: A Plan for Action* prepared by the expert Regional Business Development Analysis (RBDA) panel in 2003.

ANAO Administration of Grants: Better Practice Guide May 2002	Recommendations	Regional Partnerships	Sustainable Regions
1b Produce program guidelines	"DOTARS provide all staff with a comprehensive set of guidelines and training" (RTCs). (pg 44) *Source: The Auditor General Audit Report No.12 2003-2004 The Administration of Telecommunications Grants (DCITA & DOTARS)* "Make clear, in guidelines to potential applicants, the assessment criteria and their relative importance as a basis for evaluating applications" (pg 40). *Source: The Auditor General Audit Report No.48 2001-2002 Regional Assistance Programme*	Guidance to complete the RP funding application is offered on the DOTARS website and by Regional Office staff and Area Consultative Committees (ACCs). ACCs have a role of facilitating and coaching applicants through the application process. A RP Internal Procedures Manual has been developed to guide DOTARS staff and ACCs through the application and assessment process. Staff are regularly updated on its content and any changes by the Regional Partnerships and Operations Section. Guidelines for applicants, DOTARS staff and ACCs clearly articulate the criteria for what will and will not be funded and the assessment criteria; i.e. outcomes, partnerships and support and project viability (Part 3 of the Application Form). Guidelines were developed in consultation with key stakeholders and tested for useability in the development of RP. RP Guidelines are published on the DOTARS website.	The SR Programme Guidelines (and the SR Public Information Paper it replaced) and operational protocols provide guidance for applicants, DOTARS staff and the eight Sustainable Regions Advisory Committees (SRACs). These were developed in consultation with key stakeholders and tested for useability in the development of SR. Many of the SRACs have developed guidance and explanatory material on their role and objectives. Guidelines for applicants and DOTARS staff clearly articulate the criteria for what will and will not be funded. SRP project assessment is measured against ten criteria (Attachment A, SRP Guidelines). These are divided into 3 mandatory and 7 general requirements. Guidelines were developed in consultation with key stakeholders and tested for useability (i.e. Part 2 of the SR Application Form). SR Guidelines are published on the DOTARS website.

ANAO Administration of Grants: Better Practice Guide May 2002	Recommendations	Regional Partnerships	Sustainable Regions
1c Define operational program objectives	Nil (picked-up later)	The RP programme contributes to DOTARS Outcome 2: greater recognition and development opportunities for local, regional and territory communities (PBS 2004-05 p.62). RP has the following four objectives: • Strengthening growth and opportunities • Improving access to services • Supporting planning • Assisting in structural adjustment These objectives are reflected in the RP *Evaluation Strategy*, the Application Form and programme guidance material and form part of the assessment process (Internal Procedures Manual, page 80). Key performance indicators for each outcome have been identified in the RP *Evaluation Strategy*. These programme outcomes are also identified in the guidance and coaching material for DOTARS Regional Office staff and ACC Executive Officers.	The SRP contributes to DOTARS Outcome 2: greater recognition and development opportunities for local, regional and territory communities (PBS 2004-05, p.62). Sustainable Regions projects must address one or more of the following outcomes: • Improved understanding of the characteristics of the region • Identification of future directions • Creation of employment • Establishment of businesses • Provision of key resourcing for sustainable development • Closer community interaction • Partnerships between the private sector and government for the sustainable development of the region • Develop the leadership and capacity to address regional priority issues and develop local solutions All applications must also address one or more of the regional priorities determined by the SRAC established for the programme in each region. The need to address the local priorities and outcomes is reflected in the SRP application form, guidelines and assessment process. Guidance and coaching material has also been provided to DOTARS staff and SRAC executive officers.

ANAO Administration of Grants: Better Practice Guide May 2002	Recommendations	Regional Partnerships	Sustainable Regions
1d Establish performance measures	"Refine the national performance indicators, to ensure that the information provided reports adequately on the objectives and outcomes established for the programme" *(pg 17)* *Source: The Auditor General Audit Report No.48 2001-2002 Regional Assistance Programme*	Key Performance Indicators have been identified in the *RP Evaluation Strategy*. The *Strategy* identified the following reporting and monitoring framework: a Post Implementation Review (June 2004), 6 monthly internal reports, 18 month consolidated internal reports (ongoing), external evaluation begins June 2006. The RP guidelines require applicants to consider specific outcomes and measures to demonstrate individual project performance and how this will contribute to the objectives of the programme. These are then agreed in a formal Funding Agreement in an outcomes reporting schedule. ACC EOs and Regional office staff play a large role in coaching applicants through this process and capturing outcome information.	Key Performance Indicators have been identified in the *SR Evaluation Strategy* (now incorporated under RP). PIR, June 2004, Stage 11 March 2005 and Stage 111 external evaluation report in late 2005-2006. The guidelines require applicants to consider specific outcomes and measures to demonstrate individual project performance and how this will contribute to the objectives of the programme. These are then agreed in a formal Funding Agreement in an outcomes reporting schedule. SRAC EOs and Regional Office staff play a large role in coaching applicants through this process and capturing outcome information

ANAO Administration of Grants: Better Practice Guide May 2002	Recommendations	Regional Partnerships	Sustainable Regions
1e Design program for accountability	"In order to reduce administrative costs DOTARS review functions and responsibilities of the RTC Secretariat relative to the resources allocated." (pg 44) *Source: The Auditor General Audit Report No 12 2003-2004 The Administration of Telecommunications Grants (DCITA & DOTARS)* "Define the role of ACCs in the implementation of Commonwealth funding programs and undertake a review of the performance of individual ACCs in relation to these responsibilities." (pg 45) *Source: Senate Committee Report, Finance & Public Administration References Committee, A funding matter under the Dairy Regional Assistance Program*	The operation of ACCs is defined in their procedures manual. The procedures manual for RP now incorporates activities associated with the operations of RP including Regional Offices and ACC procedures (June 04). The performance of ACCs and Regional Offices are subject to ongoing review and agreed performance measures. New Key Performance Indicators have also been developed to monitor and measure ACC performance (June 04). Annual Business Plans and triennial Regional Strategic Plans are already in place and being updated. Regional Programmes Group has introduced internal monthly Activity Reports (late 2003) that now detail activity and performance against allocation (including by individual ACC).	National Office maintains an overview of the work of each of the eight committees established for the programme. Regional Offices are increasingly being engaged to work with National office staff on supporting the work of SRACs as their resource levels permit. Introduction of new annual administrative budget plans in April 2004 that bring funding procedures and accounting inline with ACCs thereby increasing a greater sense of accountability, autonomy and self leadership. SRP also reports to Cabinet on the programmes development and performance on a regular basis. Regional Programmes Group has introduced internal monthly performance reporting that details activity and performance against allocation (including by individual SRACs).
1f Design program for value for money	Seek to maximise the benefit of public expenditure on regional program grants by incorporating a 'best value' principle into program guidelines." (pg 65) *Source: Senate Committee Report, Finance & Public Administration References Committee, A funding matter under the Dairy Regional Assistance Program*	The strong partnership funding focus and the issue of benefit to region and value for money is incorporated in RP. Value for money is determined by taking into account the total request for RP funding against outcomes, partnerships and project viability. Value for money criteria is explicitly stated in RP guidelines, Application Form, RP Internal Procedures Manual and training for assessors, Regional Offices, and ACCs.	The strong partnership funding focus and the issue of benefit to region and value for money is incorporated in the SRP Application Form and assessment procedures (see assessment criteria 1 to 7 Attachment A of the SRP Guidelines). These 7 criteria are consistent with RP outcomes, partnerships and project viability value for money criteria.

ANAO Administration of Grants: Better Practice Guide May 2002	Recommendations	Regional Partnerships	Sustainable Regions
1g Risk management	Nil ANAO. *KPMG Review of Regional Partnerships.* *KPMG Review of Sustainable Regions Programme (draft report).* Ensure the consideration of risk associates with Applicants and projects is adequately conveyed in the recommendation to the Minister.	Independent risk management undertaken and recommendations have or are being addressed. See Attachment A. July 04, introduced 'regular file reviews' in Regional Offices as a mechanism to assure due process has been followed and that files are properly maintained (i.e. all relevant information properly documented). Update RP Internal Manual to reflect procedural changes (July 2004).	Comprehensive internal risk management undertaken and issues have been or are being addressed. See Attachment A. July 04, introduced 'regular file reviews' in National Office as a mechanism to assure due process has been followed and that files are properly maintained (i.e. all relevant information properly documented).
1h Consider taxation issues	Nil.	The implications of tax issues have been addressed in relation to GST under the Administration section of the RP guidelines (P.8). GST registration is preferred. All recipients must be registered with the ATO and businesses are required to submit ABN/ACN numbers in the application form. GST to non-registered organisations – grant GST inclusive. Applicants are encouraged to seek their own advice from a qualified tax professional.	The implications of tax issues have been addressed in relation to GST in the SRP application form (p.7). GST registration is preferred. All recipients must be registered with the ATO and entities are required to submit ABN/ACN numbers in the application form Applicants are encouraged to seek their own advice from a qualified tax professional.

ANAO Administration of Grants: Better Practice Guide May 2002	Recommendations	Regional Partnerships	Sustainable Regions
2. Selection of Projects			
2a Grant announcements	"In conjunction with ACCs, develop and document minimum standards for providing feedback on projects that are not approved" (pg 42)

Source: The Auditor General Audit Report No.48 2001-2002 Regional Assistance Programme | Process is explained in the guidelines. RP is a discretionary grants programme and meeting the criteria is not a guarantee of funding.

Unsuccessful applicants are advised by the Department within 2-3 weeks after Ministerial decision and feedback is provided to unsuccessful applicants and ACCs. Regional Offices prepare a standard letter to the applicant which includes specific reason(s) for non-approval.

Under certain circumstances (RP Internal Procedures Manual Chapter 5.5 Review Process) applicants may seek a review of decision.

Announcements are made as soon as practical. | Unsuccessful Expressions of Interest are advised by SRAC. Unsuccessful applications are advised by Department within 2-3 weeks including why application was unsuccessful. SRAC EOs also provide feedback to proponents.

Announcements are made as soon as practical.

There is no formal review of decision process under SRP. |
| | "DOTARS, in conjunction with stakeholders, considers: the efficiencies of moving to more frequent assessment rounds, and/or establishing regular known cut-off dates for the submission of applications" (pg 44)

Source: The Auditor General Audit Report No.48 2001-2002 Regional Assistance Programme. | Continuous assessment and approval in place. No cut off dates for submission of applications as specified in the RP guidelines. | SRACs regularly advertise for Expressions of Interest (EoIs). EoIs broadly assessed and SRACs determines which EoIs are invited to submit full applications. Applications assessed by SRAC against SR criteria and region's priorities, SRAC then makes recommendations to the Minister (on a continuos basis).
Tasmania differs in that the SRAC has an Investment Plan for the region and assesses funding proposals against this plan and the SRP criteria. |

ANAO Administration of Grants; Better Practice Guide May 2002	Recommendations	Regional Partnerships	Sustainable Regions
2b Select funding strategy	"Funding to address regional disadvantage be distributed on the basis of objective funding considerations and that mechanisms be put in place to support intended policy outcomes" (pg 44) *Source: Senate Committee Report, Finance & Public Administration References Committee, A funding matter under the Dairy Regional Assistance Program.*	The approach and purpose of notional allocations for each ACC to support RP applications in their regions is currently under review. RP adopts a flexible funding strategy i.e. payments are made against agreed milestones in the Funding Agreement between the applicant and the Department	SEIFA index used to identify the 8 regions. Each SR has a specific allocation, set in recognition of a range of local circumstances SR adopts a flexible funding strategy taking into account specific project considerations, including type of applicant, other funding contributors and benefits of project for region. Payments are made against agreed milestones in the Funding Agreement between the applicant and the Department.
2c Handling and assessing applications	"DOTARS adopt transparent and systematic assessment procedures for regional program grants, incorporating an improved documentary record of assessment procedures" (pg 64) *Source: Senate Committee Report, Finance & Public Administration References Committee, A funding matter under the Dairy Regional Assistance Program.* "Produce standard documentation pro-formas that can be used across the RO network. NO should ensure RP's Internal Procedures manual is reviewed and communicated to all staff" *Source: Draft KPMG 'Review of Regional Office Delivery' May 2004.*	Systematic assessment procedures are established in the RP Internal Procedures Manual and published through websites and guidelines. The flow: Applicants → ACCs → RO TRAX → Assessors → Q&A NO → Minister. Documentary record of assessment included in TRAX and hard copy files (in addition ROACH). RP Operations section undertook review of project visitation practices and has circulated a new standard proforma to Regional Offices for comment June 2004 (also see under 3 below). Internal RP Procedures Manual reviewed and new version circulated to Regional Offices and ACCs in June 2004. Regular updates to be done each 3 months (or earlier as required).	SRAC assessment processes documented and minuted by EO. Chairs forward recommendations to Minister. SR Programme Guidelines outline the assessment process.

ANAO Administration of Grants: Better Practice Guide May 2002	Regional Partnerships	Sustainable Regions

3. Management of Funding Agreements

	Regional Partnerships	Sustainable Regions
3a Establish monitoring arrangements "Develop a national monitoring and review strategy for individual projects which incorporates a risk based approach (RAP)" (pg 61) *Source: The Auditor General Audit Report No.48 2001-2002 Regional Assistance Programme. Also, KPMG Review of Sustainable Regions Programme (draft report).*	A rigorous monitoring and compliance strategy is already in place and guidance on the approach to project monitoring is included in the RP Internal Procedures Manual. Training for Regional Office staff to improve understanding of the strategy and consistency of implementation is ongoing. Regular RO managers meetings and weekly phone conference reinforce training. The number of project site visits is now being recorded as part of the routine RO monitoring of RP activity.	Reviewing formal policy and procedures for administration and management of projects under SR. The monitoring and compliance strategy for Sustainable Regions is similar to that for Regional Partnerships. The Executive Officer for each of the 8 regions also assists in the monitoring and compliance strategy to differing degrees in each of the regions. Where due diligence is conducted on funded projects recommendations are carried through to the monitoring and compliance activity.
3b Establish funding agreements "Specify the outcomes and outputs expected from projects, linked to milestones and performance indicators in funding agreements" (pg 73) *Source: The Auditor General Audit Report No.12 2003-2004 The Administration of Telecommunications Grants (DCITA & DOTARS)*	Performance information on project outcomes is collected in the RP Application Form and detailed in the reporting schedule of individual funding agreements (of successful applications).	Performance information on project outcomes is collected in the SRP application form and detailed in the reporting schedule of individual funding agreements (of successful applications).
3c Monitor progress and payments *KPMG Review of Sustainable Regions Programme (draft report).* "Require progress reports and financial expenditure reports during the establishment phase of projects" (pg 73). *Source: The Auditor General Audit Report No.12 2003-2004 The Administration of Telecommunications Grants (DCITA & DOTARS)*	The schedule to the contracts clearly sets out milestones and payments linked to outputs. The Evaluation Strategy seeks to collect both outputs (through agreed milestones) and outcome performance information. Progress reports and financial expenditure reports are required for the duration of projects under RP Funding Agreement.	The Evaluation Strategy seeks to collect both outputs (through agreed milestones) and outcome performance information. Milestone/progress reports are required before further funds are released (an enhanced monitoring system is being considered, including developing pro-formas for milestone assessments and systematically documenting field visits).
3d Acquit funds "Make payments, apart from the initial project payment, subject to the approval of progress reports " (pg 73) *Source: The Auditor General Audit Report No.12 2003-2004 The*		

ANAO Administration of Grants: Better Practice Guide May 2002	Recommendations	Regional Partnerships	Sustainable Regions
3. Management of Funding Agreements continued			
	Administration of Telecommunications Grants (DCITA & DOTARS) ROs should take a proactive approach to timely submission of progress reports, if possible the use of an administrative officer and suitable system should be used to facilitate process. ROs should finalise outstanding legacy projects (DRAP, RAP, etc) as soon as possible. *Source: Draft KPMG 'Review of Regional Office Delivery,' May 2004*	The RP Internal Procedures Manual provides guidance to Regional Offices on project monitoring and reporting, including a risk management framework to assist in determining the level and type of monitoring and reporting required. A report template has been drafted and this function will also be incorporated in TRAX. RTC programme has a system established to monitor progress of projects and ensure applicants are meeting milestones identified in funding agreements. Regional Offices have identified the finalisation of legacy programmes as a high priority.	National Office and Regional Office staff are proactively engaged in liaising with project proponents to ensure the timely and smooth implementation of projects and to address problems or delays. The objective is to ensure funded projects deliver the intended benefits to the region in a timely and effective way and that the SR programme expenditure is kept on budget each financial year.
	Ensure that SR staff understand better practice principles of program administration and monitoring. *Source: KPMG Review of Sustainable Regions Programme (draft report).*	Under consideration.	Under consideration.

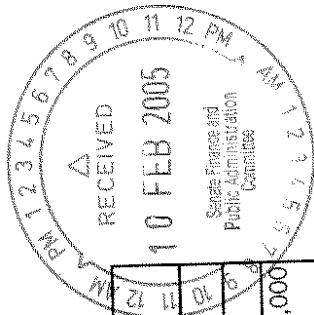| ANAO Administration of Grants; Better Practice Guide May 2002	Recommendations	Regional Partnerships	Sustainable Regions
4. Evaluation of the Grants Programme			
4a Managing the Review **4b** Carrying out the Review **4c** Reporting	"[develop] in conjunction with relevant stakeholders, a strategy for the systematic evaluation of the Regional Assistance Programme." (pg 17) *Source: The Auditor General Audit Report No.48 2001-2002 Regional Assistance Programme.*	A comprehensive evaluation strategy has been developed for both the Regional Partnerships and the Sustainable Regions Programme (see **1d** above). Business rules have been addressed in response to recommendations above.	A comprehensive evaluation strategy has been developed for both the Regional Partnerships and the Sustainable Regions Programme (see **1d** above). Business rules have been addressed in response to recommendations above.

Key Findings and Recommendations from the KPMG Review of Regional Partnerships	Regional Partnerships	Sustainable Regions
Implement a formal monitoring and compliance strategy. Site audits of grantees including a review of operations to determine compliance with guidelines and the funding agreement (pg 3).	(See 1d, 3 a, b, c and d)	(See 1d, 3 a, b, c and d)
Development of TRAX continued and completed in a timely manner.

Specifically:
· Ability to track status of applications and approved grants;
· Various statistical reports on application
· Allocation of resources;
· Allocation of funds; and
· A mechanism to facilitate the processing of payments.
· Suitable testing should be performed to ensure that the 'shadow' (interim measures to overcome TRAX reporting shortfall) spreadsheet data is consistent and accurate.
· Security controls should be put in place for these 'shadow' systems. (RP)
· Continue to monitor workloads at RO and ensure that sufficient resources are allocated between Regional Offices (pg 8).

Source: KPMG Findings and Recommendations on the Review of Regional Partnerships Programme. | The Claims module will be implemented in August 2004. This module will include full financial management of projects.

Further work is being undertaken to enhance the reporting capability of TRAX which will deliver a broad spectrum of management reports including the capacity to monitor the business process flow.
A transition strategy is being developed for implementation of the Claim release which will facilitate orderly data migration and upload form existing systems.
Regional Operations section introduced password controls on all financial reporting spreadsheets, ROACH and project Tracker. Appropriate change control, access, security measures and links will be developed between TRAX and those generated by other spreadsheets.
Resource monitoring and planning is an ongoing process between the National and Regional Offices to ensure that sufficient resources and workloads are allocated between ROs. | See comment (to left) to address the issues raised in relation to TRAX, as this system applies to SR.

SR team introduced new annual budgeting requirements that make it a business rule to put all SR applications on TRAX (April 04). |

References

- The Auditor General Audit Report No.48 2001-2002 Regional Assistance Programme

- Senate Committee Report, Finance & Public Administration References Committee, A funding matter under the Dairy Regional Assistance Program

- Acumen Alliance Audit of Regional Solutions 2001

- Regional Programme Reform Taskforce Analysis and data: Internal Report (DOTARS, 15 May 2002)

- The Auditor General Audit Report No.12 2003-2004 The Administration of Telecommunications Grants (DCITA & DOTARS) (RTCs)

- KPMG Findings and Recommendations on the Review of Regional Partnerships Programme

- DRAP Internal Audit November 2002

- Courage Partners Post Implementation Review of RTC, June 2002 and June 2003

- Deloitte Touche Tomhatsu Evaluation of RAP (2004)

- Deloittes Evaluation of DRAP (2004)

- KPMG Review of Regional Office Delivery (draft May 2004)

- KPMG Review of Sustainable Regions Programmes (draft September 2004)

ELECTION COMMITMENTS 2004 - LIKELY TO USE REGIONAL PARTNERSHIPS PROGRAMME AS MECHANISM

Prepared for Area Consultative Committees as at 7/1/2005

Commitment	Background	Location	State/Terr	Total
Icon Projects				
Mackay Science & Technology Precinct	The Mackay Science and Technology Precinct ($8million over two years). The precinct will be located at the Mackay campus of the Central Queensland University, and will be the region's premier research and development facility. It will provide a study and career path for young people from the region interested in science, mining or nursing.	Mackay	QLD	$8,000,000
Buchanan Rodeo Park	The redevelopment of Buchanan Park in Mount Isa ($5million over two years). Buchanan Park will become the new home of the Mount Isa Rodeo, which attracts well over 20,000 visitors and is one of the largest rodeos in the world	Mt Isa	QLD	$5,000,000
Hinkler Hall of Aviation	The Hinkler Hall of Aviation in Bundaberg ($4 million over two years). Bert Hinkler was one of Australia's greatest aviators. The Hall will be a purpose-build museum dedicated to Hinkler's life and achievements, and will be adjacent to the existing Hinkler House, which will be refurbished. It is expected to attract more than 34,000 visitors a year.	Bundaberg	QLD	$2,500,000
Covered Arena	The upgrade of the Dalby Showgrounds ($2 million in 2004-5), to include a multi-purpose indoor/outdoor arena, which will be used by sporting organisations, business and the community. Dalby has a population of 10,000 people, but it does not currently have an all-weather venue for major events	Dalby	QLD	$2,000,000
RM Williams Australian Bush Centre	The RM Williams Australian Bush Centre in Eidsvold ($4 million over three years). RM Williams was an Australian legend; the centre will preserve his memory with a mix of sustainable hardwood agroforestry and bush tourism. The centre will reinvigorate the Eidsvold community and establish it as a uniquely Australian tourism destination.	Eisvold	QLD	$4,000,000
Tamworth Equine Centre	The Australian Equine and Livestock Centre in Tamworth ($6 million over two years). The centre will be a world-class venue for equine and livestock events and will include an indoor arena, seating for 5,000 spectators and stabling for 500 horses. Tamworth is already a major equine centre; the Centre will give it a worldwide reputation.	Tamworth	NSW	$6,000,000
Total Icon Projects				$27,500,000

Prepared for Area Consultative Committees as at 7/1/2005

Commitment	Background	Location	State/Terr	Total
Tasmanian Package of projects				
Economic Development Initiatives	A re-elected Coalition Government will provide $600,000 to Region North over three years to implement some initiatives suggested by the "Economic Development Plan for Northern Tasmania" report (funded by -Local Government Incentive Program - $95,000). The Plan was completed in 2003.	Launceston and Northern Tasmania	TAS	$600,000
Tamar woodworkers guild building	A re-elected Coalition Government will contribute $50,000 to construct a building on the site owned by the Tamar Woodworkers Guild in the middle of Exeter to provide a workshop, retail outlet and some other basic facilities for this project.	Exeter	TAS	$50,000
Bridport Planning Strategy	The township of is expected to expand over the next five years. The Coalition Government will contribute $150,000 for a Planning Strategy for Bridport to be auspiced by the Dorset Council.	Bridport	TAS	$150,000
New facilities for Bellerive Oval	A re-elected Coalition Government will provide $300,000 to the Tasmanian Cricket Association to help build gymnasium, physiotherapy and rehabilitation facilities for sportsmen and women using the Bellerive Oval.	Bellerive	TAS	$300,000
Bike track	A re-elected Coalition Government will provide $250,000 to the Launceston City Council to develop bike tracks within the Launceston area and to promote healthy lifestyle options for Launceston residents. The grant will help extend the network of bike trails from Rocherlea to the main university campus and the city centre and complete the Elfin Road and Invermay Road sections.	Launceston	TAS	$250,000
Lyell Districts community Hall	The Coalition Government will contribute $100,000 to upgrade the Lyell Districts War Memorial Hall, and help preserve an important part of Queenstown's history. The Hall provides a venue for visiting theatre, concerts, trade fairs and social activities.	Queenstown	TAS	$100,000
Queenstown Skateboard facility	The Coalition Government will contribute $15,000 to build a skate board facility in this remote township.	Queenstown	TAS	$15,000

ELECTION COMMITMENTS 2004 - LIKELY TO USE REGIONAL PARTNERSHIPS PROGRAMME AS MECHANISM

Prepared for Area Consultative Committees as at 7/1/2005

Commitment	Background	Location	State/Terr	Total
White City Athletics Club - Rocherlea Storage Facility	A re-elected Coalition Government will contribute $25,000 for the provision of an adequate storage shed for the White City Athletics Club to reduce the incidences of equipment theft.	Launceston	TAS	$25,000
Emu Valley Rhododendron Gardens-Interpretation/Visitor Centre	A re-elected Coalition will commit $200,000 toward the construction of an interpretation/visitor centre with the Burnie City Council and the Rhododendron Society each contributing $40,000	Burnie	TAS	$200,000
Community Facilities in George Town	A re-elected Coalition Government will provide $250,000 to the George Town Council to renovate and develop the George Town Memorial Hall into a more versatile multi-purpose centre for large sections of the community and $10,000 to assist the members of the George Town Football Club and the Council to fence the football ground.	Georgetown	TAS	$260,000
Axeman's Hall of Fame	A re-elected Coalition Government will provide $150,000 towards the cost of a new display area to accommodate additional exhibits and increased visitor numbers at the Australian Axeman's Hall of Fame, a showcase of timber heritage and the timber industry	Latrobe	TAS	$150,000
"Norfolk Project" — George Town	A re-elected Coalition Government will provide $250,000 to house the Bass and Flinders replica ship "The Norfolk" within the former Gaiety picture theatre, subject to Council approval and long term public access. The whole complex will be developed as a major tourist attraction incorporating an arts centre, viewing platform, café and information centre/shop.	Georgetown Tas	TAS	$250,000
Cradle Mountain Innovative Transport System	A re-elected Coalition Government will contribute $100,000 towards the Kentish Council's feasibility and scoping study for the introduction of an innovative transport system. The transport system would cater for rapidly increasing visitor numbers, enhance the Cradle Valley tourism experience in an environmentally sustainable manner while not impinging on World Heritage values.	Cradle Mountain	TAS	$100,000

Commitment	Background	Location	State/Terr	Total
Devonport Foreshore	A re-elected Coalition Government will provide $250,000 to the Devonport City Council towards the $521,000 budgeted cost of the stage three works from the Mussel Rock Beacon to the Torquay Ferry Terminal to continue to open the city centre back up to face the river. The Coalition Government committed and subsequently provided $100,000 towards stage one of the project which was completed along with stage two in 2003, significantly enhancing the foreshore.	Devonport	TAS	$250,000
Victoria Cross Memorial Rest Stops	A re-elected Coalition Government will contribute $65,000 to establish a series of memorial rest stops in the hometowns of Tasmania's thirteen Victoria Cross recipients.		TAS	$65,000
Tasmanian Projects - Total				**$2,765,000**
Rural Medical Infrastructure Fund				
Rural Medical Infrastructure Fund	Investment of $15 million, over three years, for a new Rural Medical Infrastructure Fund. The Fund will assist rural councils to establish walk-in walk-out community medical facilities to make it easier for the councils to recruit or retain a general practitioner. The Fund to commence in 2005-06.	Regional Australia	All	$15,000,000
Rural Medical Infrastructure Fund - Total				**$15,000,000**
Thuringowa Riverway				
Thuringowa Riverway	The Thuringowa Riverway is an urban development initiative which will provide a unique identity for Thuringowa focusing on river frontages. It will provide for a new inner-city living, working and leisure environment for people of the region, with a particular focus on the arts, entertainment, sport and recreation as important elements of community life. The Thuringowa Riverway initiative will be a world class precinct modelling on sustainable development in a unique ecological setting.	Thuringowa	QLD	$6,000,000
Thuringowa Riverway Development - Total				**$6,000,000**
Bank@Post				

ELECTION COMMITMENTS 2004 - LIKELY TO USE REGIONAL PARTN...RSHIPS PROGRAMME
AS MECHANISM

Prepared for Area Consultative Committees as at 7/1/2005

Commitment	Background	Location	State/Terr	Total
Bank@Post	Investment of $9.7 million over four years to roll-out Bank@Post services to Licensed Post Offices (LPOs) with a minimum of 2,500 transactions a year. This will see Bank@Post services become available at an additional 266 outlets across Regional Australia.	Regional Australia	All	$9,700,000
Bank@Post				**$9,700,000**
Additional Commitment Projects				
Adaminaby Snowy Scheme Collection	Funding will assist with the establishment of a Museum which will showcase the greatest engineering project ever undertaken in Australia, the Snowy Mountains Hydro Electric Scheme.	Adaminaby	NSW	$300,000
Imlay Special Needs - Mobile Toy Library	Ensure the continued operation of the Mobile Toy Library.	Bega Valley	NSW	$80,000
Camden Memorial Walkway	This project gives the community a great opportunity to remember those who have fallen in war to fight for the freedom that we take for granted every day. A number of plaques which will contain names, ranks, date of enlistment dat of death and military honours will be placed along the 8km stretch, which will then link to the main memorial.	Camden	NSW	$200,000
Grafton Hockey Club Boarding facility	A re-elected Coalition Government will provide $200,000 to help the Grafton Hockey Club establish a 100-bed, two-storey boarding facility.	Grafton	NSW	$200,000
Pambula Club House and Community Centre	The new facility will be constructed over two levels and will include change-rooms, public toilets, first-aid facilities, storage areas for rescue gear, patrol and communications rooms, kitchen facilities, and a 220 seat auditorium with observation deck.	Pambula	NSW	$250,000
Tathra Wharf upgrade	This grant will help ensure the wharf can be saved for historical and tourism purposes and for the continued enjoyment of the South Coast Community	Tathra	NSW	$400,000
Toongabbie Scout Hall	Funding will assist with replacement of the Scout Hall Floor.	Toongabbie	NSW	$20,000

Prepared for Area Consultative Committees as at 7/1/2005

Commitment	Background	Location	State/Terr	Total
Wyong Rescue Service	Funding will assist with the purchasing of a replacement lighting vehicle, a new radio communication system, new safety equipment, and renovations and additions to the Rose Street Wyong rescue base.	Wyong	NSW	$125,000
Peninsular Cricket and Redcliffe Rugby	Funding will assist with the Club House extension for Peninsular Cricket Club and Redcliffe Junior Rugby Union Club	Redcliffe	QLD	$130,000
Ridge Hills United Football	Funding will assist with a new Club House for Ridge Hills United Football club.	Ridge Hills	QLD	$150,000
Brisbane to Downs Recycled Water	A re-elected Coalition Government will provide $460,000 to complete feasibility and engineering studies for the Brisbane-to-Darling Downs wastewater pipeline project.	Sth Qld	QLD	$460,000
Golden Grove Football Club Upgrade	The grant will cover the cost of upgrading the facilities to a very high standard.	Golden Grove	SA	$30,000
Ingle Farm Football Club	Upgrade facilities for Ingle Farm Football Club	Ingle Farm	SA	$35,000
Kilburn Community and Sports Club	Development of Kilburn/Blair Athol Community Youth Centre	Kilburn	SA	$250,000
Modbury Junior Football Club	Funding will contribute to the refurbishment of the clubrooms .	Modbury	SA	$60,000
Upgrade to Modbury Soccer Club	Funds to cover cost of upgrading the Modbury sprts club facilities	Modbury	SA	$25,000
Ovingham Sports and Social Club	Upgrade to facilities at the Ovingham Sports and Social Club.	Ovingham	SA	$30,000
Para Hills Knights Soccer Club	Upgrade to sporting facilities		SA	$25,000
Blackburn Scount Hall	The grant will see improvements to the Lake Road Scout Hall in Blackburn.	Blackburn	VIC	$20,000
Boronia Football Club	Lights for Chandler Road oval	Boronia	VIC	$50,000
East Gippsland Rail Trail Bairnsdale to Orbost	Extension to the rail trail from Bairnsdale through to Orbost	East Gippsland	VIC	$600,000
Lakes Entrance Safe Beach	A project to develop a safe swimming beach for toddlers and young families in Cunninghame Arm near the footbridge in Lakes Entrance	Lakes Entrance	VIC	$60,000
Macedon Football Club Upgrade	Macedon Football Club will receive funding twards upgrades to their changing rooms.	Macedon	VIC	$5,000

ELECTION COMMITMENTS 2004 - LIKELY TO USE REGIONAL PARTN...RSHIPS PROGRAMME AS MECHANISM

## Prepared for Area Consultative Committees as at 7/1/2005

Commitment	Background	Location	State/Terr	Total
Ringwood Scouts	The grant will see improvements to the 7th Ringwood Scouts at Hubbards Reserve in Ringwood North through much needed building improvements.	Ringwood	VIC	$15,000
Ringwood Skate Park	Funding will assist with the construction of the Ringwood Skate Park at Staley Gardens.	Ringwood	VIC	$50,000
Romsey Tennis Club upgrade to nets and Junior development	Romsey Tennis Club in the Macedon Ranges will receive funding to upgrade nets and develop junior teams	Romsey	VIC	$15,000
Wallan Multi Purpose Community Centre	Construction of Muli-purpose Community Centre	Wallan	VIC	$1,000,000
Woodend/Heskett Sports facilities Upgrade	Woodend/Heskett netball, football and cricket facilities will be upgraded	Woodend	VIC	$10,000
Mandurah War Memorial	Commitment of $250,000 for the Mandurah War Memorial project	Mandurah	WA	$250,000
Newman Town Centre Revitalisation 2004	Provide $50,000 to revitalise the Newman Town Centre, including providing shaded car park areas and passive recreation areas and improved tourist parking. This work will improve pedestrian and traffic flows in the town and will encourage increased business activity in the town area.	Newman	WA	$50,000
Pooraka Football Club	Funding to further improve facilities at the Pooraka Football Club premises.	Pooraka	SA	$35,000
Castledare Miniature Railway	Funding commitment of $62,000 to build a new train station in Wilson for the Castledare Miniature Railway project.	Wilson	WA	$62,000
	Total for additional commitments			$4,992,000

RP Projects approved by the Parliamentary Secretary to the Minister of Finance as Multi-year grants
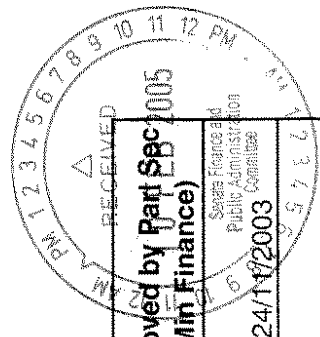
RP No	Applicant	Project Name	Funding Amount (GST Inclusive)	Approved by Part Sec (Min Finance)
1310	SONA - Dept of Health and Ageing	CrocFest	$144,000	24/11/2003
311	Maroochy Shire Council	Vision 2025: The Sunshine Coast Economic Development and Integrated Transport Strategy	$211,778	8/02/2004
106	Shire of Carnarvon	OTC Tourism - Quality Design and Management	$172,645	8/02/2004
316	Lake Jasper Certified Seed Potatoes	Lake Jasper Export Seed Project	$192,500	19/02/2004
441	Gold Coast City Council	Beenleigh - Your Town Your Future	$166,100	28/04/2004
509	Southern Highlands Vignerons' Association Inc	Southern Highlands Food and Wine Co-ordinator	$110,000	28/04/2004
414	The Taste Factory Pty Ltd	Development of a Soft Fruit Supply Chain Centre of Excellence/Export Hub and Value Adding Facility	$697,672	7/06/2004
423	Queanbeyan City Council	Queanbeyan Civic Cultural Centre	$550,000	23/04/2004
557	JLV Industries Pty Ltd	Harvey Conveyor Belt Expansion	$268,400	19/05/2004
259	Diagnostic Imaging Specialists Ltd	Australian Ultrasound Training Centre	$165,000	19/05/2004
582	The Hornery Institute	Docklands Skilling and Employment	$175,208	14/06/2004
622	Shire of Serpentine-Jarrahdale	Jarrahdale Heritage Park	$836,880	14/06/2004
620	Gladstone Engineering Alliance Inc	Competitive Improvement Program	$140,000	9/06/2004
956	Rail Heritage Foundation of Western Australia	Peel Tourist Railway	$929,500	9/06/2004
793	CB Alexander Foundation	Development of Food and Agritourism in the Hunter	$101,259	16/06/2004
564	YMCA of Perth Inc	Multi-Purpose Mobile Youth Service	$189,496	21/06/2004

RP Projects approved by the Parliamentary Secretary to the Minister of Finance as Multi-year grants

RP No	Applicant	Project Name	Funding Amount (GST Inclusive)	Approved by Parl Sec (Min Finance)
542	Bourke & District Multipurpose Child care Centre Co-Op Ltd	Assisting Local Bourke	$29,673	22/06/2004
1101	Beef Australia Inc	Beef Australia 2006	$2,420,000	22/06/2004
631	Murraylands Regional Development Board Incorporated	Exporting the Murraylands	$82,500	24/06/2004
604	Capricorn Coast Tourist Organisation Inc	Marine Museum	$255,200	24/06/2004
281	WorkVenture Ltd	WorkVentures Connect	$96,800	24/06/2004
1055	University of New England	Mathematics, Science and Information Technology for Rural and Regional Education	$4,950,000	23/06/04 (SONA)
958	Central Australian Regional Development Committee (CARDC)	Desert Knowledge Business Centre	$1,375,000	24/06/2004
769	Geraldton Surf Life Saving Club Inc	Redevelopment of Geraldton Surf Life Saving Club	$550,000	28/07/2004
800	Shire of Shark Bay	Travelling Exhibition Area in World Heritage Interpretive Centre	$649,000	2/07/2004
543	South Penrith Youth and Neighbourhood Services (SPYNS)	Penrith Valley Youth Link	$70,568	2/07/2004
842	Fairbridge Western Australia Inc	Fairbridge Village Redevelopment Project	$1,437,700	2/07/2004
968	Mary Valley Heritage Railway Museum Association Inc	MVHR Business Growth Project	$550,000	7/07/2004
1142	Pitjantjatjara Yankunytjatjara (PY) Media	PY Ku network	$2,453,256	19/07/2004
1164	Shire of Ravensthorpe	Hopetoun Community Centre	$2,750,000	15/07/2004
1163	Shire of Ravensthorpe	Hopetoun Collocated Emergency Services Facility	$660,000	15/07/2004
1162	Shire of Ravensthorpe	Ravensthorpe & Districts Entertainment Centre, Meeting & Function Facility	$660,000	15/07/2004

2

RP Projects approved by the Parliamentary Secretary to the Minister of Finance as Multi-year grants

RP No	Applicant	Project Name	Funding Amount (GST Inclusive)	Approved by Parl Sec (Min Finance)
1187	NSW Sugar Milling Cooperative Ltd	NSW Sugar JV Co-generation Project	$11,880,000	28/07/2004
719	Ipswich City Council	Ipswich Regional Recycled Water and Economic Structural Adjustment Strategy	$550,000	9/08/2004
99	Brophy Family and Youth Services Inc	The Community and Youth Complex (C&YC)	$264,000	18/08/2004
873	Wangka Maya Pilbara Aboriginal Language Centre	Wangka Maya Pilbara Aboriginal Language, Culture and History Centre	$495,000	18/08/2004
1144	Palmerston City Council	Palmerston City Centre Precinct Project	$579,700	18/08/2004
598	Illawarra Innovative Industry Network	I3net Business Development	$79,970	24/08/2004
965	Longreach Shire Council	Longreach Saleyards Upgrade	$344,300	24/08/2004
647	Indigo Shire Council	Tangambalanga Community Centre	$550,000	27/08/2004
753	Ngaanyatjarra Media Aboriginal Corporation	Ngaanyatjarra Media & Communications Centre	$550,000	27/08/2004
100	AQ2 Ltd	Production Capacity Upgrade- Katanning Plant	$214,500	20/10/2004
1249	The Illawarra ITeC Ltd	Northern Wollongong Business Development	$167,970	15/11/2004
1120	Live 'N' Learn Foundation	Youth Employment Mentoring	$121,000	23/11/2004
1029	The Artists Foundation of Western Australia	Artists Mob	$198,660	20/12/2004
1019	Mt Isa City Council	Mt Isa Rodeo and Regional Events	$5,500,000	2/11/2004

3

THE HON JOHN COBB MP

Parliamentary Secretary to the Deputy Prime Minister
Minister for Transport and Regional Services
Leader of The Nationals

Reference: RP01029

Senator the Hon Nick Minchin
Minister for Finance and Administration
Deputy Leader of the Government in the Senate
Parliament House
CANBERRA   ACT   2600

Dear Minister

In accordance with guidelines outlined in the Discretionary Grants Central Register User Manual issued by the Department of Finance and Administration in January 2003, I am writing to seek your approval of the public announcement of one multi-year grant to be awarded under the *Regional Partnerships* programme.

The Regional Partnerships programme encourages collaboration between communities, government and the private sector to foster the development of self-reliant communities and regions. The programme focuses on:

- ***strengthening growth and opportunities*** by investing in projects that strengthen and provide greater opportunities for economic and social participation in the community;
- ***improving access to services*** by investing in projects that, in a cost effective and sustainable way, support communities to access services, in particular those communities in regional Australia with a population of less than 5,000;
- ***supporting planning*** by investing in projects that assist communities to identify and explore opportunities and to develop strategies for action; and
- ***assisting structural adjustment for communities*** by investing in projects that assist specifically identified communities and regions to adjust to major economic, social or environmental change.

The Regional Partnerships programme was launched in June last year with up to $308 million being made available over the four years from 2004-5 to 2007-8. Applications can be received at any time, and are assessed through a nationally consistent framework that places strong emphasis on quality control, probity and fairness. The recommendations for assistance are developed through a comprehensive assessment process including the value for money to the Australian Government of the proposed funding and the extent to which the project, if implemented, would meet identified regional priorities. The eligibility and assessment criteria are documented and made available to all applicants through a dedicated website. Additional

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Parliament House, Canberra ACT 2600
Tel: (02) 6277 4080 Fax: (02) 6277 8466
john.cobb.mp@aph.gov.au

Dubbo Electorate Office
3/153 Brisbane Street
DUBBO NSW 2830
Tel: (02) 6882 0999 Fax (02) 6882 9935

advice on the programme and its guidelines is also available to the community through the Government's network of 56 local Area Consultative Committees.

Funding decisions under the Programme are made by me as Parliamentary Secretary to the Minister for Transport and Regional Services following advice from my Department.

All of the grants recommended for funding are consistent with Cabinet's reform agenda and meet all of the criteria for endorsing multi-year discretionary grants as outlined in section 1.2.2 of the Discretionary Grants Central Register User Manual.

One application form for the multi-year, discretionary grant for which I am seeking your approval is attached. I would appreciate your urgent consideration of this matter. I would like to advise the applicant and local member as soon as possible.

Yours sincerely

John Cobb

Appendix B – Application for Multi-Year Grants

The application form for Multi-Year grants is found on the following pages.

APPLICATION FOR APPROVAL OF MULTI-YEAR DISCRETIONARY GRANTS

1. Basic Grant Details:

	Title
Paying agency:	Department of Transport and Regional Services
Relevant Agency Outcome/Output:	Outcome Two
Grant programme:	Regional Partnerships Programme
Recipient organisation/individual:	
Project:	
Paying Agency contact name and details:	

2. What type of organisation is the recipient of the grant?
(Please tick one or more of the boxes below.)

- ❑ International
- ❑ Australian Government-controlled agency
- ❑ Government
- ❑ Regional organisation
- ❑ Indigenous organisation
- ❑ Non Profit organisation
- ❑ Community group
- ❑ Educational institution
- ❑ Church based

- ❑ Social Service organisation
- ❑ Defence
- ❑ Veterans
- ❑ Cultural organisation
- ❑ Profit organisation
- ❑ Women-specific organisation
- ❑ Research institution
- ❑ Sports-related body
- ❑ Industry-related body

(The type of organisation may influence whether a multi-year grant is considered to be the most efficient method of providing the grant.)

3. Is the organisation a peak body or a subsidiary? (please tick one)

PEAK ❑   SUBSIDIARY ❑   NEITHER ❑

4. If it is a subsidiary, are other subsidiaries also applying for funding from this programme?

Yes ❑   No ❑

If *YES*, could the grant be provided to the peak body, rather than multiple subsidiaries?

Yes ❑   No ❑

Comments: _____

Department of Finance and Administration
Discretionary Grants Help Line (02) 6215 3922
discretionarygrants@finance.gov.au

If *YES to Q4*, please provide reasons why the grant is being awarded to a subsidiary.

_____

_____

_____

Note: When assessing the eligibility of a peak bodies and advocacy groups, agencies may wish to set the following minimum requirements: that they operate in several States; that they meet minimum membership levels; and/or that the office bearers are democratically elected.

5. **Describe the activity of the project:**

_____

_____

_____

_____

_____

_____

_____

6. **Why couldn't the programme objectives be met if the funding was provided via an annual grant?**

_____

_____

_____

_____

_____

7. **How much funding will be awarded to this recipient?**

2004-05	2005-06	2006-07	2007-08	2008-09

8. **Is the Grant consistent with government policy and/or program priorities? (please tick one):**

   a. Clearly supports a current major Government Policy Platform ❑
      (eg, services to regional Australia)
   b. Fulfils an election commitment ❑
   c. Has the support of the Prime Minister (in a public arena or in writing) ❑
   d. Is consistent with a Cabinet Decision that identifies the type of grant recipients ❑

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9. What, if anything, are others contributing to the cost of the project?

Source of funding	2004-05	2005-06	2006-07	2007-08	2008-09

10. Has the recipient received any Australian Government funding in the past or currently receiving funding from another government source for other projects? (please tick)

Yes ❑   No ❑

If *YES*, how much is being provided, when and under which programme? *(Please go back 5 years.)*

Year	Amount	Commonwealth programme	Purpose
1999-00			
2000-01			
2001-02			
2002-03			
2003-04			
2004-05			

11. Does the recipient have any further sources of funding? (Please tick)

Yes ❑   No ❑

If *YES*, briefly state what they are.

_____

_____

_____

_____

_____

If *NO*, has the recipient taken any steps to find alternative sources of funding and, if so, what are they?

_____

_____

_____

_____

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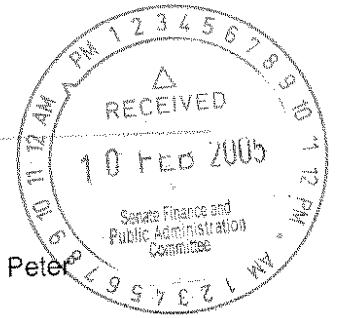## Nightingale Chris

From: Jenkins Judy
Sent: Thursday, 3 February 2005 11:29 AM
To: Riggs Leslie; Nightingale Chris; Dobes Leo; Pantelidis Steve; Harris Des; Yuile Peter
Subject: FW: Reply to your question regarding Tony Windsor

From: Ildu Monticone [mailto:sbao@nenwacc.com.au]
Sent: Thursday, 3 February 2005 11:30 AM
To: Jenkins Judy
Cc: Thomson, Rebel; Humphries, Kevin
Subject: Reply to your question regarding Tony Windsor

Hi Judy

In response to your question today whether Tony Windsor was ever a member of the New England North West Area Consultative Committee, I have checked with the inaugural Chairman of the ACC Mr Peter Botfield as you suggested, and his recollection is that Tony Windsor was never a member of the ACC board.

In case it is relevant to your question, one of Mr Tony Windsor's current staff members - Mr Graham Nuttall - was once an employee of the New England North West ACC.

Regards

Ildu Monticone
Small Business Answers Officer
New England North West ACC
PO Box 669
Tamworth NSW 2340
Ph: 02 - 6766 4754
Fax: 02 - 6766 3452
Mob: 0427 236 072
Email: sbao@nenwacc.com.au

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3/02/2005