



Australian Government

Department of Health and Aged Care

Aged Care Worker COVID-19 Leave Payment Grant Opportunity Guidelines GOXXXX

Opening date:	3 July 2023
Closing date and time:	2:00pm (AEDT) on 3 April 2024
Commonwealth policy entity:	Department of Health and Aged Care (Department)
Administering entity:	Community Grants Hub
Enquiries:	<p>If you have any questions, contact the Department via email: Grant.ATM@health.gov.au</p> <p>Questions should be sent no later than 5:00pm AEDT on 27 March 2024.</p>
Type of grant opportunity:	Demand Driven

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1 Aged Care Worker COVID-19 Leave Payment grant opportunity processes

The Aged Care Worker COVID-19 Leave Payment is designed to achieve Australian Government objectives

This grant opportunity contributes to the Department of Health's Outcome 3.3 *Aged Care Quality*. The Department of Health works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs).



The grant opportunity opens

We publish the grant opportunity guidelines on [GrantConnect](#).



You complete and submit a grant application

You complete the Application Form and address all of the eligibility criteria to be considered for a grant.



We assess all grant applications

We assess the applications against eligibility criteria.



Grant decisions are made

The decision maker makes a decision about the grant(s).



We notify you of the outcome

We advise you of the outcome of your application.



We enter into a grant agreement

If you are successful, we will enter into a grant agreement with you. The type of grant agreement is based on the nature of the grant and will be proportional to the risks involved.



Delivery of grant

You undertake the grant activity as set out in your grant agreement. The Community Grants Hub manage the grant by working with you, monitoring your progress and making payments.



Evaluation of the grant opportunity

We evaluate your specific grant activity and the grant opportunity as a whole. We base this on information you provide to us and that we collect from various sources.

1.1 Introduction

These guidelines contain information for the Aged Care Worker COVID-19 Leave Payment grant opportunity.

You must read these guidelines before filling out an application.

This document sets out:

- the purpose of the grant program/grant opportunity
- the eligibility criteria
- how grant applications are considered and selected
- how grantees are notified and receive grant payments
- how grantees will be monitored and evaluated
- responsibilities and expectations in relation to the opportunity.

2 About the grant program

On 30 March 2023, as part of the Australian Government's commitment to the ongoing COVID-19 response, the Government announced it will provide additional funding to support the aged care workforce who are unable to continue their care for older Australians due to COVID-19 related absences. The measure recognises the ongoing vulnerability of older people and the inherent risks in providing care in residential aged care and home care settings.

The objectives of the program are to:

- Reduce the possible exposure to, and likely impacts of, COVID-19 on older people in residential aged care and home care settings
- Encourage aged care workers to act in line with accepted public health practices by avoiding work if infected by COVID-19
- Ensure workers are supported in making this decision by encouraging employers to continue to support employees taking sick leave in relation to absences because of COVID-19, even where paid sick leave would not normally be available.

The intended outcomes of the program are to

- Retain an experienced and secure aged care workforce for residential and home care by supporting aged-care workers in government funded residential aged care facilities and home care package services, and
- ensure casual staff, or directly employed permanent staff who have insufficient sick leave, and risk losing income from not being able to attend work and not being able to conduct their work from home, will be able to remain in the industry and support some of Australia's most vulnerable citizens during COVID-19 outbreaks.

Under this grant opportunity, Australian Government funded aged care providers, both residential and home care providers, will be able to apply for reimbursement of the payment of sick leave. For home care providers, reimbursement will be limited to sick leave payments made to those workers providing close personal care.

Providers are encouraged to continue to pay permanent and casual staff sick leave where they are unable to attend work due to COVID-19 infection. If the employee has completed

an eligibility declaration and provided this to the employer, the Department will reimburse these expenses up to a defined limit per worker every 3 months depending on how many workers are impacted during the relevant payment period.

We administer the program according to the Commonwealth Grants Rules and Guidelines (CGRGs).

2.1 About the grant opportunity

Older people remain a high risk cohort for severe illness and death from COVID-19. In a residential aged care setting, the risk of transmission is higher given the use of communal living spaces, shared rooms and facilities, and the movement of staff between resident rooms. Given this, it is strongly recommended that staff, after testing positive for COVID-19, do not attend work for a period of 7 days, or until symptoms resolve.

Not attending work is a core infection prevention and control measure and it is important these public health measures continue in the aged care sector even where they have been lifted in the community more broadly.

The Grant opportunity will be available after 1 April 2023 and will reimburse sick leave expenses incurred up to 31 December 2023. Eligible providers will have until 3 April 2024 to submit a claim for payments.

The Grant will be paid to Australian Government funded aged care providers, not individual workers, with the expectation being that providers have already paid the staff their sick leave and then use this as an opportunity to seek reimbursement.

3 Grant amount and grant period

3.1 Grants available

For this grant opportunity a total of \$6.1 million (**GST exclusive**) is available for the 2023-2024 financial year.

Grants will be paid to aged care providers who are able to demonstrate they paid sick leave to their directly employed permanent and casual staff who have insufficient access to paid sick leave, rather than payments direct to individuals. Evidence of the payment of sick leave and of annual sick leave balances for the period of time being claimed and employment status will be required.

There is no maximum grant amount to an individual employer, but grants cannot exceed the amount of available funds. The amount of Aged Care Worker COVID-19 Leave Payment that is payable is determined by the number of hours each eligible person would have worked per week during their period of workplace exclusion.

Decisions on successful applications and the grant amounts payable are at the discretion of the Commonwealth.

3.2 Aged Care Worker COVID-19 Leave Payment grants payment periods

The grant application period will be open from 3 July 2023 and close at 2pm, 3 April 2024.

Aged care providers will be able to submit one claim per 3 months for any sick leave paid out in the prior period, as below:

Payment period	Period dates	Submission Date
One	1 Apr 2023 to 30 Jun 2023	On or after 1 Jul 2023 and before 3 Apr 2024
Two	1 Jul 2023 to 30 Sep 2023	On or after 1 Oct 2023 and before 3 Apr 2024.
Three	1 Oct 2023 to 31 Dec 2023	On or after 1 Jan 2024 and before 3 Apr 2024

NOTE: While applications for reimbursement will close on 3 April 2024 this will only be for the period up to and including 31 December 2023, as outlined in the table above. No applications for periods in 2024 will be accepted in this grant round.

3.3 Calculation of the Aged Care Worker COVID-19 leave payment

Reimbursement will only be available in respect of payments made when there is insufficient sick leave available to cover sick leave due to COVID-19 and the Aged Care Worker COVID-19 Leave Payment Eligibility Declaration has been completed and returned to the employer.

Reimbursement amounts	Leave Hour Bracket
\$450 per worker	Where the worker has lost at least 8 hours but less than 20 hours of work
\$750 per worker	Where the worker has lost more than 20 hours of work.

- The grant is only payable in respect of a single COVID-19 episode that falls within the above Leave Hour Brackets, even if the Leave Hour Bracket happens to coincide with two different payroll periods. It is not a weekly payment.
- The grant will not cover payments for individual workers where they may have been paid the Aged Care Worker COVID-19 Leave Payment, in respect of either of the above Leave Hour Brackets, that fall:
 - twice within 28 days, or additionally
 - more than 3 times in total in a 6-month period.

The reimbursement amount claimed per worker must be equal to, or less than, the total costs incurred by the employer for the payment of sick leave to the individual worker in respect of the relevant Leave Hour Bracket.

Applicants will be asked to validate this in their application.

3.4 Late applications

Eligible applicants can seek to make a late application by contacting acwc.leave@health.gov.au

Applicants should note that this grant opportunity is demand driven program. It is in the interests of applicants, and their aged care workers, that clear, accurate and complete applications are lodged as early as possible.

We will not accept late applications unless an applicant has demonstrated exceptional circumstances that prevent the submission of the application. Broadly, exceptional circumstances are events characterised by one or more of the following:

- reasonably unforeseeable events preventing submission of an application before the grant closes,
- beyond the applicant's or grant recipient's control,
- unable to be managed or resolved within the application period.

Exceptional circumstances will be considered on their merits and in accordance with probity principles.

The request should include a detailed explanation of the circumstances that prevented the application being submitted prior to the closing time. Where appropriate, supporting evidence can be provided to verify the claim of exceptional circumstances.

The Decision Maker or their appointed representative will determine whether a late application will be accepted. Once the outcome is determined, the Department will advise the applicant if their request is accepted or declined.

4 Eligibility criteria

We cannot consider your application if you do not satisfy all the eligibility criteria.

4.1 Who is eligible to apply for a grant?

- Australian Government funded:
 - approved residential aged care providers.¹
 - approved home care package providers.²
 - Multipurpose service providers.
 - providers delivering aged care services under the Commonwealth National Aboriginal and Torres Strait Islander Flexible Aged Care Program.

4.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- an individual
- an overseas resident/organisation
- any organisation not included in section 4.1
- agencies or brokers employing staff who are contracted to provide services for the above organisations³; or
- a Commonwealth Home Support Program (CHSP) service provider⁴.

¹ see glossary for definition

² see glossary for definition

³ aged care providers will apply on behalf of eligible employees.

⁴ if you also provide home care packages or residential care packages, you can apply for this grant for those workers for the hours worked in those programs.

4.3 Which aged care workers are eligible for reimbursement?

The following workers employed by the organisations listed in section 4.1, are eligible for the Aged Care Worker COVID-19 Leave Payment:

- residential aged care workers:
 - Clinical and personal care workers, allied health workers, food services and cleaning services.
- home care workers delivering home care under an approved home care package:
 - Clinical support and personal care (showering, dressing etc)
 - Where a worker's duties encompass areas other than clinical support and personal care, they will continue to be eligible for the Aged Care Worker COVID-19 Leave Payment if the provision of clinical support and personal care represents their primary responsibility.
- the Aged Care Worker COVID-19 Leave Payment grant is paid to full-time, part-time and casual workers providing the above-mentioned services who:
 - otherwise would not have access to sick leave and for staff who do not have access to sufficient remaining sick leave to cover their due to being COVID-19 positive,
 - have not attended work due to being COVID-19 positive (and are unable to work from home), and
 - have been able to demonstrate they have lost hours of work as a result.
- Where a worker is employed by more than one approved aged care provider, they will need to elect their primary provider/employer to seek leave from, who will then be able to seek reimbursement through this grant.
- The employee must have completed, signed and returned to the applicant/employer the 'Aged Care Worker COVID-19 Leave Payment Eligibility Declaration' form prior to the application being submitted for reimbursement.

An individual workers can qualify for the Aged Care Worker COVID-19 leave payment grant if the:

- a) person is an Australian citizen, Australian permanent resident or holder of a temporary visa who has the right to work in Australia (and is in Australia at the time of the claim);
- b) person is at least 17 years old;
- c) person resides or resided in Australia during the entire period that the person is unable to attend work, due to being COVID-19 positive,
- d) person is likely to have worked during the period of workplace exclusion;
- e) period in which the person tests positive with COVID-19 and is unable to attend work falls within the period the Grant Opportunity is open;
- f) person must not be receiving income support payments, workers compensation payments or certain other Commonwealth payments (as described below) on any day of the claim period;

- g) person must not have received or applied to receive an equivalent state worker support payment or workers compensation on any day of the period being claimed; and
- h) person must not have met the claims cap in Section 3.3.

A person cannot qualify for the Aged Care Worker COVID-19 Leave Payment Grant if they are receiving one of the following income support payments (which are not being used as a defined term for the purposes of the *Social Security Act 1991*) or certain other Commonwealth payments:

- a) an age pension;
- b) a disability support pension;
- c) a carer payment;
- d) a parenting payment;
- e) a youth allowance;
- f) an austudy payment;
- g) a jobseeker payment;
- h) parental leave pay;
- i) dad and partner pay;
- j) service pension or veteran payment;
- k) income support supplement;
- l) special benefit;
- m) ABSTUDY living allowance;
- n) bereavement allowance;
- o) widow allowance, or
- p) farm household allowance.

Claimants will be required to attest they have:

- determined each worker included in their claim has confirmed they met these eligibility criteria when claiming the Aged Care Worker COVID-19 Leave Payment grant; and
- recorded and retained the appropriate evidence to support the claim for each individual worker.

5 What the grant money can be used for

5.1 Eligible grant activities

Grant funds will be provided to successful applicants to reimburse payments to directly employed permanent or casual staff who have insufficient sick leave available and not able to work as a result of COVID-19 related absence.

5.2 Eligible expenditure

Payment will relate only to sick leave already paid by the provider to eligible staff.

Providers will calculate the expected reimbursement amount payable in accordance with section 3.3 above. Reimbursements will be capped at the rates of payment in section 3.3.

No administration or handling fees are payable to employers.

Employer taxation obligations must be met according to law, including in respect of the PAYG taxation system nominations in place for each employee. Employer obligations in relation to superannuation contributions must also continue to be met.

It is the employer's responsibility to inform the Department:

- honestly and accurately about the number of eligible aged care workers
- their weekly hours and the amount of leave hours for which reimbursement is being sought
- any changes about eligibility and hours worked.

5.3 What the grant money cannot be used for

Grant funds cannot be retained by a successful applicant for any other purpose other than that stated in section 5.1.

6 How to apply

Before applying, you must read and understand these guidelines and the application form. These documents are found on [GrantConnect](#). Any alterations and addenda⁵ will be published on GrantConnect and by registering on this website, you will be automatically notified on any changes. GrantConnect is the authoritative source for grants information.

To apply you must:

- complete the Application Form on [GrantConnect](#)
- provide all the information requested, including all necessary attachments and supporting information
- address all eligibility criteria.

Prior to applying for reimbursement of an Aged Care COVID-19 Leave Payment employers will be required to ensure that the eligible employee has completed an 'Aged Care COVID-19 Leave Payment Eligibility Declaration Form' and has attached the required supporting documents. A copy of this form can also be found on [GrantConnect](#).

The Eligibility Declaration form requests a range of information related to the employee, the period of sick leave and the COVID-19 diagnosis, this includes:

1. Employee's personal details, including Employee ID No. confirmation of Citizenship and contact details.
2. Confirmation employer has agreed to provide employee with sick leave for the leave impact period.
3. Confirmation that no other Commonwealth, State support or workers compensation payments have been, or are being, claimed for the same period.

⁵ Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, Questions and Answers (Q&A) documents and Frequently Asked Questions (FAQ) documents

4. Details of diagnosis, including Leave Impact Start and End Dates and supporting evidence. Proof of diagnosis can include:
 - A medical certificate confirming a positive COVID-19 test at the start of the COVID-19 impact period.
 - A date stamped email from the employee to the employer with an image of the positive rapid antigen self-test (RAT) or a polymerase chain reaction (PCR) result.
 - A completed official statutory declaration.
5. Employment Details including:
 - Confirmation of name, contact details and ABN No. of primary employer.
 - Type of role with employer, i.e one of the eligible roles listed in Section 4.3 within residential aged care or home care.
6. Employment conditions and leave status – confirming employment as either a casual, part-time or full-time worker with insufficient sick leave supported by:
 - A date stamped document or screenshot of sick leave status from a payroll system at the start of the COVID-19 impact period, to be verified by the employer; or
 - A statutory declaration from employer confirming insufficient sick leave is available for the period claimed.
7. Proof of hours of sick leave claimed, such as
 - For full-time and part-time employees, copies of payslips where at least 4 weeks out of the previous 8 week period prior to the COVID-19 impact period fall within the leave bracket being claimed, or
 - For casual workers, a statutory declaration from employer confirming hours claimed.

Copies of the relevant evidence must be attached to the form and provided to the employer. The employer will be required to retain this for at least two years after the claim is submitted for application review or audit purposes.

Where hours need to be consolidated in the form, for individuals with multiple employers, the requirements listed above in relation to proof of hours claimed will need to be included for all the employers listed in the individuals' eligibility form.

If there are difficulties in providing any of the proof listed in the form due to exceptional circumstances this should be raised with the Department prior to submission of the form or application. Requests for consideration of exceptional circumstances can be sent to acwcl.enquiries@health.gov.au with details of circumstances to be considered. Please see Section 3.4 Late Applications.

Providers can apply on a quarterly basis up to 3 times during the period the grant opportunity is open. Please see Section 3.2 Aged Care Worker COVID-19 Leave Payment grants payment periods.

You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code 1995](#) and we will investigate any false or misleading information and may exclude your application from further consideration.

If you find an error in your application after submitting it, or need to add additional details, you should contact us immediately on grant.atm@health.gov.au. The Department will provide a variation template to allow you to identify any changes you may wish to make to your original claim.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

You should keep a copy of your application, any variation template and supporting documents. We will acknowledge that we have received your application within two working days. If you need further guidance around the application process or if you are unable to submit an application via email, please contact us at grant.atm@health.gov.au

6.1 Timing of grant opportunity processes

You must submit an application between the submission dates outlined in the payment period table in Section 3.2 . If you need to submit a late application, contact the Department at acwcleave@health.gov.au.

Table 4: Expected timing for each payment period under this grant opportunity

Activity	Expected Timeframe
Open on GrantConnect	9 months
Approval of outcomes	4 weeks
Negotiations and award of grant agreements	1-3 weeks
Notification to unsuccessful applicants	4 weeks

6.2 Questions during the application process

If you have questions relating to clarification of information of the available grant, technical issues or process during the application period, please contact grant.atm@health.gov.au.

The Department will respond to emailed questions within 3 working days.

Requests for clarification may form the basis of a response that will be posted on the [GrantConnect](#) website in Frequently Asked Questions document relating to this grant opportunity. Any questions will be de-identified.

Registered applicants will be notified of updates to the documents via email from the [GrantConnect](#) website.

The Department cannot assist you to determine eligibility or complete your application.

7 The grant selection process

Your application will be considered through a demand driven grant process.

We will check your application to ensure it meets the eligibility criteria.

Your application will be assessed for eligibility within 4 weeks of being received, on the assumption that all necessary information and evidence is provided when submitted.

If the selection process identifies unintentional errors in your application, you may be contacted to correct or explain the information.

Eligible applications will be considered to be successful provided sufficient grant funding is available.

7.1 Who will approve grants?

The Assistant Secretary or a Director of the Aged Care COVID-19 Grants Branch (the Decision Maker), or equivalent level officer familiar with the grant, decides which grants to approve taking into account the recommendations of the assessor and the availability of grant funds for the purposes of the grant opportunity.

The Decision Maker's decision is final in all matters, including the:

- approval of the grant
- grant funding amount to be awarded and
- terms and conditions of the grant.

8 Notification of application outcomes

We will advise you of the outcome of your application in writing. If successful the Australian Government Community Grants Hub at the Department of Social Services, will issue you with a letter of agreement and facilitate the reimbursement. Once this agreement has been completed and signed, the approved funding will be paid in full.

9 Successful grant applications

9.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We use the whole of government [grant agreement](#) templates for this grant opportunity.

Each agreement has general terms and conditions that cannot be changed. Sample grant agreements are available on the Department of Finance's [website](#).

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

This grant agreement comprises of the Letter of Agreement that the Australian Government Community Grants Hub will send you advising that the Australian Government is entering into an arrangement with you.

9.2 How we pay the grant

The grant agreement will state the maximum grant amount to be paid.

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

9.3 Grants Payments and GST

Payments will be GST Exclusive. If you are registered for the [Goods and Services Tax \(GST\)](#), where applicable, we will add GST to your grant payment and issue you with a [Recipient Created Tax Invoice](#).

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide advice on your particular taxation circumstances.

9.4 Audit Capability

The Department will undertake a combination of random and targeted audits throughout the grant process.

You must give the Commonwealth, or any persons authorised in writing by the Commonwealth, material relating to the activity and access to premises where the activity is being performed and/or where material relating to the activity is kept within the time period specified by the Commonwealth.

This may include the provision of documents or access relating to the following evidence of:

- Employment records and supporting evidence concerning the employment and work hours for eligible aged care workers.
- The amount of leave payments made to each eligible aged care worker/s, including payments which may not at the time be eligible for reimbursement under this grant opportunity.
- Calculations regarding expected working hours for eligible aged care workers as it relates to the amount of leave paid and claimed for reimbursement.
- The eligible aged care workers positive COVID-19 status, confirming the need to isolate from work on the dates for which leave reimbursement is being claimed, and unable to work from home.
- The leave paid to the eligible aged care worker was a result of that worker not having any access to leave or any available leave balance having already been exhausted.
- The completed and signed Employee Aged Care Worker COVID-19 Leave Payment Eligibility Declaration form.

This evidence should be documented and recorded in relation to all aged workers for which a reimbursement is claimed. The record should be retained for 2 years after the closing date of the grant opportunity.

The Department will provide a template for the provision of relevant information with each claim, which will be available with the Grant Opportunity Guidelines on the [GrantConnect](#) website.

As a general rule, requests will be made in writing to the grant applicant with evidence required to be provided within 28 days of request.

Audits may be conducted taking into account risk assessments and/or irregularities are found. For example: the data supplied or in complaints from employees of incorrect payment.

10 Announcement of grants

If successful, your grant will be listed on the GrantConnect website 21 calendar days after the date of effect as required by Section 5.3 of the [CGRGs](#).

11 How we monitor your grant activity

11.1 Keeping us informed

You should let us know if anything is likely to affect your grant activity or organisation.

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.

If you become aware of a breach of terms and conditions under the grant agreement, you must contact us immediately.

11.2 Grant agreement variations

In the circumstances you need to vary your agreed grant amount you can request a variation to your grant agreement. You can request a variation by emailing updated staffing details and declaration to acwcleave@health.gov.au to allow the Department to assess your request.

11.3 Record keeping

You must keep records relating to the expenditure of the grant and the conduct and management of the activity and provide copies of the records to the Commonwealth upon request.

We may also inspect the records you are required to keep under the grant agreement.

11.4 Evaluation

We will evaluate the grant opportunity to measure how well the outcomes and objectives have been achieved. We may use information from your application and reports for this purpose. We may also interview you or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

We may contact you after you finish your grant for more information to assist with this evaluation.

12 Probity

The Australian Government will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct, and is consistent with the CGRGs.

These guidelines may be amended periodically by the Department. When this happens, the revised guidelines will be published on GrantConnect.

12.1 Enquiries and feedback

The Department's [Complaint Handling Process](#) applies to complaints about this grant opportunity. All complaints about a grant process must be provided in writing.

Any questions you have about grant decisions for this grant opportunity should be sent to grant.atm@health.gov.au.

If you do not agree with the way the Department has handled your complaint, you may complain to the [Commonwealth Ombudsman](#). The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the relevant Commonwealth entity.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072
Email: ombudsman@ombudsman.gov.au
Website: [Commonwealth Ombudsman](#)

12.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if the Department's staff, any member of a committee, an advisor, and/or you or any of your personnel has a:

1. professional, commercial or personal relationship with a party who is able to influence the application process, such as an Australian Government.
2. relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
3. relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

You will be asked to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform the Department in writing immediately.

Conflicts of interest for Australian Government staff will be handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#) of the [Public Service Act 1999](#). Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our conflict-of-interest policy on the [Australian Public Service Commission's website](#).

12.3 Privacy

We treat your personal information according to the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes letting you know:

1. what personal information we collect
2. why we collect your personal information and
3. who we give your personal information to.

Your personal information can only be disclosed to someone else for the primary purpose for which it was collected unless an exemption applies (specific details related to the collection of employee data is outlined in Appendix A).

The Australian Government may also use and disclose information about grant applicants and grant recipients under this grant opportunity in any other Australian Government business or function. This includes disclosing grant information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

We may share the information you give us with other Commonwealth entities for purposes including government administration, research or service delivery, according to Australian laws.

As part of your application, you declare your ability to comply with the *Privacy Act 1988* and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by the Department would breach an Australian Privacy Principle as defined in the Act.

Where the Department collects personal information about an individual, Australian Privacy Principle (**APP**) 5.1 in Schedule 1 of the *Privacy Act 1988* requires the Department to take reasonable steps to either notify an individual of the matters set out in APP 5.2 or to otherwise ensure that an individual is aware of such matters. The individual must be notified at or before the time or, if that's not practicable, as soon as practicable after the Department collects the personal information.

As such, providers will be required to confirm in the application form for the Grant that they will:

1. provide a copy of the privacy notice at Appendix A to each eligible employee for whom they are claiming on behalf of as part of the Employee Aged Care Worker COVID-19 Leave Payment Eligibility Declaration form;
2. keep a register of those employees who have consented to their personal information being handled in accordance with that privacy notice.

12.4 Confidential Information

Other than information available in the public domain, you agree not to disclose to any person, other than us, any confidential information relating to the grant application and/or agreement, without our prior written approval. The obligation will not be breached where you are required by law, Parliament, or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time require you to arrange for you, your employees, agents, or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form we consider acceptable.

We will keep any information in connection with the grant agreement confidential to the extent that it meets all of the 3 conditions below:

1. you clearly identify the information as confidential and explain why we should treat it as confidential
2. the information is commercially sensitive and
3. revealing the information would cause unreasonable harm to you or someone else.

We will not be in breach of any confidentiality agreement if the information is disclosed to:

1. the committee and other Commonwealth employees and contractors to help us manage the program effectively.
2. employees and contractors of our Department so we can research, assess, monitor and analyse our programs and activities.
3. employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery.

4. other Commonwealth, State, Territory or local government agencies in program reports and consultations.
5. the Auditor-General, Ombudsman or Privacy Commissioner.
6. the responsible Minister or Parliamentary Secretary; and
7. a House or a Committee of the Australian Parliament.

The grant agreement may also include any specific requirements about special categories of information collected, created or held under the grant agreement.

12.5 Freedom of information

All documents in the possession of the Australian Government, including those about this grant opportunity, are subject to the [Freedom of Information Act 1982](#) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to documents held by Australian Government entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government.

Access may be refused if a document contains “exempt” material, such as commercially valuable information or the personal or business information of a third party.

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing.

By mail: Freedom of Information Coordinator

FOI Unit

Department of Health

GPO Box 9848

CANBERRA ACT 2601

By email: foi@health.gov.au

13 Glossary

Term	Definition
accountable authority	See subsection 12(2) of the Public Governance, Performance and Accountability Act 2013
administering entity	When an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
Approved Residential Aged Care Provider	An entity that is approved to provide residential aged care services under the <i>Aged Care Act 1997</i>
Approved Home Care Provider	An entity that is approved to provide home care services under the <i>Aged Care Act 1997</i>
Assessment criteria	Are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
Claims cap	Reimbursement payments for each eligible worker will capped at the rates of payment in Section 3.3, taking into account the limitations on the number of claims for leave that can be made in each quarter.
Commencement date	The expected start date for the grant activity
Completion date	The expected date that the grant activity must be completed and the grant spent by
Co-sponsoring entity	When two or more entities are responsible for the policy and the appropriation for outcomes associated with it
Date of effect	Can be the date on which a Letter of Agreement is issued or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
Decision maker	The person who makes a decision to award a grant
Commonwealth entity	A Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act
Commonwealth Grants Rules and Guidelines (CGRGs)	Establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
Eligible aged care worker	An employee of the applicant who meets the eligibility criteria set out in these Guidelines.

Term	Definition
Employee Aged Care Worker COVID-19 Leave Payment Eligibility Declaration	The form that will be required for applicant/employers to have the employee complete and sign prior to submitting an application. This form must be retained by the applicant/employers for application verification and audit purposes.
Grant	For the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: <ul style="list-style-type: none"> a. under which relevant money⁶ or other Consolidated Revenue Fund (CRF) money⁷ is to be paid to a grantee other than the Commonwealth; and b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.
Grant activity/activities	Refers to the project/tasks/services that the grantee is required to undertake
GrantConnect	Is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
Grant opportunity	Refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted and will reflect the relevant grant selection process.
Grant program	A 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single [entity] Portfolio Budget Statement Program.
Grantee	The individual/organisation which has been selected to receive a grant

⁶ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁷ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
Letter of Agreement	<p>Means the letter of agreement which will be issued by the Australian Government Community Grants Hub to successful applicants, which sets out the relationship between the parties and which includes:</p> <ul style="list-style-type: none"> - the cover letter. - the Grant Details attached to the cover letter. - the Commonwealth Letter of Agreement Conditions attached to the cover letter; and - any other attachments to those documents or documents incorporated by reference.
Residential clinical and personal care workers	<p>Residential aged care workers including registered nurses, enrolled nurses and personal care workers that are directly in contact with the resident to assist with dressing, showering, wound management, medication, movement, feeding, hygiene and grooming or similar direct care activities.</p>

Appendix A. Privacy Notice

Short-form Collection Notice

Under section 4.3 of the Grant Opportunity Guidelines, the provider (the employer) is required to collect a signed Employee Aged Care Worker COVID-19 Leave Payment Eligibility Declaration form to confirm eligibility and be reimbursed.

If the employee is individually eligible and has completed the 'Employee Aged Care COVID-19 Leave Payment Eligibility Declaration' (the form) and provided this completed declaration to the employer, the department will reimburse these expenses up to a defined limit per worker every 3 months.

If the form is not completed in its entirety and returned to the employer, the grant amount cannot be claimed. Payments can be recovered if the information is found to be incomplete or ineligible. You can get more information about the way in which the Department of Health and Aged Care will manage your personal information, including our privacy policy, at [Privacy policy | Australian Government Department of Health and Aged Care](#)

Aged Care Worker COVID-19 Leave Payment APP 5 Notice - Privacy and your personal information	
Who is collecting your personal information?	Your personal information is being collected by your employer for the purpose of providing evidence to the Department of Health and Aged Care (the Department) of your eligibility to receive the COVID-19 Leave Payment.
Why does the Department collect your personal information?	We collect your personal information through your employer for the purpose of assessing your eligibility to receive payments under the Aged Care Worker COVID-19 Leave Payment Grant. Your personal information may also be used by external auditors, contracted by the department, for the purpose of confirming that your employer's application was in line with eligibility requirements and that your employer has passed on your payment.
What would happen if the Department did not collect your personal information?	If you do not or are unable to provide your personal information, the Department may be unable to confirm your eligibility, which may prevent your employer from receiving the payment. You can only be provided payment for leave as part of the Aged Care COVID-19 Leave Payment grant if you agree to the

	<p>use of the information you provide in this form for the purposes outlined in this notice.</p>
<p>Who will the Department disclose your personal information to?</p>	<p>The department may disclose your personal information to external auditors contracted by the Department to confirm that your employer's application was in line with eligibility requirements and that your employer has passed on your payment.</p> <p>The department may also disclose your personal information to other Australian Government departments and agencies for compliance checking, government administration, research or service delivery purposes, according to Australian laws. For example, the department may disclose your personal information to the Australian Tax Office for audit purposes or the Department of Finance for Grant Reporting purposes.</p> <p>We will otherwise only disclose your personal information to a third party where required or authorised by or under law.</p>
<p>Access to and correction of your personal information</p>	<p>The Department's Privacy Policy contains information about how you may access and seek correction of personal information about you that is held by the Department.</p>
<p>Privacy complaints</p>	<p>The Department's privacy policy contains information about how you may complain about a breach of the Australian Privacy Principles or the <i>Australian Government Agencies Privacy Code</i> and how the Department will deal with complaints.</p>
<p>Overseas disclosure of your personal information</p>	<p>We will not disclose your personal information to any overseas recipients.</p>
<p>Further information</p>	<p>You can read the Department's Privacy Policy here. You can obtain a copy of the Privacy Policy by contacting the Department using the contact details set out at the end of this notice.</p>
<p>Consent</p>	<p>By providing your sensitive information to us, you consent to the Department</p>

	<p>collecting your health information, including your COVID-19 diagnosis, for the purposes indicated above.</p> <p>By providing your personal information to your employer, you also consent to the Department collecting this personal information about you from your employer.</p>
Contact details	<p>If you wish to contact the Department about a privacy-related matter, including questions about this notice, please contact the Department's Privacy Officer by one of the following methods:</p> <p>Post</p> <p>Privacy Officer Department of Health and Aged Care 23 Furzer Street WODEN ACT 2606</p> <p>Email</p> <p>privacy@health.gov.au</p> <p>Telephone</p> <p>02 6289 1555</p>