



Australian Government

Department of Health and Aged Care

Aged Care Quality Aged Care Registered Nurses' Payment to reward clinical skills and leadership Round 2 Grant Opportunity Guidelines FO4626

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Closing date and time:	TBA
Commonwealth policy entity:	Department of Health and Aged Care (department)
Administering entity:	Community Grants Hub
Enquiries:	If you have any questions, contact the department via email: grant.atm@health.gov.au . Questions should be sent no later than TBA.
Type of grant opportunity:	Demand Driven

Contents

1. Aged Care Quality: Aged Care Registered Nurses' Payment to reward clinical skills and leadership Round 2 grant opportunity processes	4
1.1 Introduction	5
2. About the grant program.....	5
2.1 About the grant opportunity	5
2.2 Payments available.....	6
2.2.1 Core payment.....	6
Table 1: Payment Tiers.....	6
2.2.2 Additional Payment	6
Table 2: Additional Payment Tiers	6
2.2.3 Grants available	7
3. Eligibility criteria	7
3.1 Who is eligible to apply for a grant?.....	7
3.1.1 Registered nurse core payment eligibility	7
3.2 Who is not eligible to apply for a grant?.....	8
3.2.1 Eligibility for the Additional Payment.....	8
4. What the grant money can be used for	9
4.1 Eligible grant activities	9
4.2 Eligible expenditure.....	9
4.3 What the grant money cannot be used for.....	9
5. How to apply.....	9
5.1 Attachments to the application.....	10
5.2 Timing of grant opportunity processes.....	10
Table 3: Expected timing for this grant opportunity	10
5.2.1 Late applications	11
5.3 Questions during the application process.....	11
6. The grant selection process	11
6.1 Who will approve grants?	12
7. Notification of application outcomes.....	12
8. Successful grant applications	12
8.1 The grant agreement	12
8.2 Specific legislation, policies and industry standards.....	13
8.2.1 The Multicultural Access and Equity Policy	13
8.2.2 National Redress Scheme	13
8.3 How we pay the grant	13
8.4 Grants Payments and GST.....	13
8.5 Audit Capability	14
9. Announcement of grants	14

10. How we monitor your grant activity	14
10.1 Keeping us informed	14
10.2 Grant agreement variations	15
10.3 Record keeping	15
10.4 Evaluation	15
10.5 Acknowledgement.....	15
11. Probity	16
11.1 Enquiries and feedback	16
11.2 Conflicts of interest	16
11.3 Privacy	17
11.4 Confidential Information	17
11.5 Freedom of information.....	18
12. Glossary.....	19
Appendix A. Privacy Notice.....	23

1. Aged Care Quality: Aged Care Registered Nurses' Payment to reward clinical skills and leadership Round 2 grant opportunity processes.



1.1 Introduction

These guidelines contain information for Round 2 of the *Aged Care Registered Nurses' Payment to reward clinical skills and leadership* grant opportunity.

You must read these guidelines before submitting an application and entering into the Simple Grant Agreement.

This document sets out:

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

2. About the grant program

The Australian Government approved \$148.7 million through the 2021-22 Budget and 2021-22 Mid-Year Economic and Fiscal Outlook (MYEFO) to support Registered Nurses working for an eligible aged care provider over a 6-month or 12-month period over two financial years. The program budget was increased to \$257.4 million through MYEFO 2023-24. This measure recognises the integral role of Registered Nurses in delivering high quality aged care to senior Australians.

The objectives of the program are to improve the attraction and retention of Registered Nurses working in aged care and ensure Australians are able to access high quality aged care services where and when required.

The intended outcomes of the program are to:

- increase the number of Registered Nurses working in the aged care sector;
- encourage Registered Nurses to work in rural and remote towns and communities; and
- support improved aged care service delivery by encouraging Registered Nurses to:
 - complete formal post-graduate qualifications; and
 - take on additional training responsibilities.

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

2.1 About the grant opportunity

In Round 2, payments up to \$6,000 (GST not applicable) will be available per eligible Registered Nurse working in aged care.

This round will accept applications for Registered Nurses who were employed by the same eligible employer (see section 3 for eligibility details) during the entire eligibility period of 1 November 2022 to 31 October 2023 or 1 May 2023 to 31 October 2023. Applications for this grant opportunity must be submitted by the employer. Employers should discuss this grant opportunity with their employees prior to the submission of the application.

2.2 Payments available

2.2.1 Core payment

Core payments of up to **\$3,700** (GST not applicable) are available to eligible Registered Nurses **working in aged care**.

Available payments are based on hours worked providing eligible services to aged care clients. Eligible full time Registered Nurses may be eligible for the full payment. Part-time and casual Registered Nurses may be eligible to receive a reduced payment, based on the number of hours worked in aged care per week.

Eligible employers applying on behalf of eligible Registered Nurses will need to use the tiers below to calculate the average hours per week that each eligible Registered Nurse has provided services to aged care clients during the eligibility period.

- **NOTE:** For Registered Nurses who deliver both eligible (aged care) and ineligible (e.g. disability, veterans care and healthcare) services, the payments will be calculated based only on the hours worked in aged care.

Table 1: Payment Tiers

Hours worked per week	Employed for 12 months between 1 November 2022 and 31 October 2023	Employed for 6 months between 1 May 2023 and 31 October 2023
Less than 8 hours per week	\$350	\$175
8 hours but less than 15 hours per week	\$1,000	\$500
15 hours but less than 25 hours per week	\$2000	\$1000
25 hours but less than 30 hours per week	\$2,700	\$1,350
30 hours but less than 35 hours per week	\$3,300	\$1,650
35 hours or more per week	\$3,700	\$1,850

2.2.2 Additional Payment

As well as the core payment, eligible Registered Nurses may receive an additional payment of up to **\$2,300**. See Section 3.2.1 Eligibility for Additional Payment for more information.

To receive an additional payment, a Registered Nurse must be eligible to receive a core payment and meet at least ONE of the additional eligibility criteria outlined in Section 3.3.1 below. The available payments, depending on hours worked in aged care for each eligibility period, are outlined in the table below. Table 2: Additional Payment Tiers.

Hours worked per week	Employed for 12 months between 1 November 2022 and 31 October 2023	Employed for 6 months between 1 May 2023 and 31 October 2023
Less than 8 hours per week	\$200	\$100
8 hours but less than 15 hours per week	\$600	\$300

15 hours but less than 25 hours per week	\$1,000	\$500
25 hours but less than 30 hours per week	\$1,600	\$800
30 hours but less than 35 hours per week	\$2,000	\$1,000
35 hours or more per week	\$2,300	\$1,150

2.2.3 Grants available

Up to \$121.1 million is available in 2023-24 for this grant opportunity.

3. Eligibility criteria

To be eligible to receive a payment under this grant opportunity, Registered Nurses must hold registration with the Nursing and Midwifery Board of Australia ([Nursing and Midwifery Board of Australia – Nursing \(nursingmidwiferyboard.gov.au\)](https://nursingmidwiferyboard.gov.au)) as a Registered Nurse (Division 1).

Registered Nurses must have been employed by the same eligible employer for the full period of 1 November 2022 and 31 October 2023 to receive the 12-month payment, or have been employed by the same eligible employer for the full eligibility period of 1 May 2023 and 31 October 2023 to receive a 6-month payment.

Applications for 12-month or 6-month periods can be lodged at the same time.

Successful applicants must make full payment of grant funds to eligible Registered Nurses within 8 weeks after receiving the grant funds.

3.1 Who is eligible to apply for a grant?

Eligible employers applying on behalf of eligible Registered Nurses are the only eligible applicants. Applicants must be:

- Australian Government funded;
 - Approved Residential Aged Care Providers;
 - Home Care Package Providers, including Commonwealth Home Support Program and Transitional Care.
- Multipurpose Service Providers in respect to aged care services only.
- Providers that offer aged care services under the Commonwealth National Aboriginal and Torres Strait Islander Flexible Aged Care Program.
- Self-employed Nurse Practitioners who work in one or more of the above organisation types. Self-employed Nurse Practitioners will be required to identify the aged care providers to which they are contracted to provide aged care services.

Eligible aged care providers may only apply in respect of eligible Registered Nurses who they directly employ. Registered Nurses working for Agencies/Brokers **are not** eligible for payments under this grant.

3.1.1 Registered nurse core payment eligibility

Eligibility requirements

A Registered Nurse will be eligible to receive a core payment if they meet all of the following requirements:

- Holds registration with the Nursing and Midwifery Board of Australia as a Registered Nurse (Division 1). For the entire eligibility period. This includes Nurse Practitioners.
- Employed by an eligible employer listed in section 3.1
- Working in aged care, including management, training or administration roles. Where an eligible Registered Nurse provides both eligible (aged care) and ineligible (e.g., disability, veterans care and healthcare) services, payments will be calculated based on **only** the time delivering aged care.
- Employed by the same employer during the entire eligibility period.
 - Registered Nurses on extended periods of paid or unpaid leave (i.e. parental leave and long service leave) are entitled to receive the payment based on average hours worked per week for the three months prior to, or after returning from, leave.

3.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- any organisation not included in section 3.1;
- if your staff do not meet the eligibility requirements outlined in Section 3.2
- a Registered Nurse working for Agencies/Broker
- Other aged care workers (including personal care workers, Enrolled Nurses (Division 2), Midwives, allied health professionals, cooks, and cleaners)
- an organisation, or if your project partner is an organisation, included on the National Redress Scheme's website on the list of 'Institutions that have not joined or signified their intent to join the Scheme' (www.nationalredress.gov.au).

3.2.1 Eligibility for the Additional Payment

A Registered Nurse who is eligible for the Core Payment, may be eligible for an additional payment if they meet at least **ONE** of the following criteria. A Registered Nurse will only receive one additional payment irrespective of the number of criteria met:

- Providing aged care services in a rural town or community or in a remote or very remote community ([Modified Monash Model](#) Areas 3-7); **or**
- Hold relevant postgraduate qualification (Graduate Certificate or higher) in:
 - nursing or gerontology
 - business, leadership or management
 - other health discipline; **or**
- Take on the following training responsibilities within their role:
 - infection prevention and control (IPC) lead
 - workplace/clinical supervision of undergraduate nurses and/or personal care workers
 - clinical supervision/mentoring/educating or facilitating in an Aged Care Transition to Practice Program (see Section 12 for further information)
 - an Aboriginal and/or Torres Strait Islander person who takes the lead on cultural safety training in their organisation.

The Health Workforce Locator can be used to identify the MMM level for your facility.
[Health Workforce Locator | Australian Government Department of Health and Aged Care](#)

4. What the grant money can be used for

4.1 Eligible grant activities

Grant funds will be provided to successful applicants to:

- Pay eligible Registered Nurses. The payment is subject to personal income tax (see 4.2 below).
- Pay eligible Nurse Practitioners who have an ABN and contract services to the eligible aged care provider. Nurse Practitioners are required to submit an invoice for the payment to each aged care provider for the grant eligibility period. Normal tax implications for contracted services apply.

4.2 Eligible expenditure

Payment must be made in full to all eligible Registered Nurses within 8 weeks of receiving the grant funds.

Payment must be made in full to all eligible Registered Nurses who were employed for the duration of an eligibility period but are now on long-term leave (paid or unpaid) or who are no longer employed by the entity. An employer's taxation obligations must be met according to law, including in respect of the PAYG taxation system nominations in place for each Registered Nurse.

4.3 What the grant money cannot be used for

Successful applicants must not use the grant for any activities not included in Section 4.2.

5. How to apply

The eligible applicant must read and understand the Grant Opportunity Guidelines and Frequently Asked Questions available on [GrantConnect prior to submitting their application](#).

Any alterations and addenda¹ will be published on GrantConnect and by registering on this website, you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information, however the department takes no responsibility if a registered user fails to become aware of any addendum notices or of other published material. Registered users are encouraged to regularly check GrantConnect for updates.

To apply you must:

- read all available documentation about the grant opportunity provided on GrantConnect
- complete and submit the online Application Form (link available on GrantConnect) by the nominated closing date and time
- provide all the information requested and

¹ 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.

- attach your correct and complete Staffing Profile Spreadsheet.

The Staffing Profile Spreadsheet attached to your application will provide an indication of the total grant funding each eligible worker is entitled to receive.

Applicants 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.

The data provided in the application is to assess the number of eligible Registered Nurses and the total payment amount to be paid to a successful applicant. Applications may be subject to audits (see Section 8.5) at the discretion of the department. Data will not be used for any compliance activity outside of the grant assessment or audit.

Late applications will be considered in line with the information in Section 5.2.1.

Each applicant will automatically be notified via email (application submission receipt) a copy of your application form. This, along with your completed Staffing Profile Spreadsheet, and any supporting evidence should be kept for your records in the event of future auditing.

If you need further guidance around the application process first review the Frequently Asked Questions available on GrantConnect. If your question is still not answered, contact us at grant.atm@health.gov.au.

If you find an error in your application after submitting it, you should contact grant.atm@health.gov.au immediately.

The department may contact you if your application is incomplete or if information you provide requires clarification.

5.1 Attachments to the application

You must complete and submit with your application:

- Your Staffing Profile Spreadsheet.

If you do not provide a correctly completed Staffing Profile Spreadsheet, assessment of your application may be delayed or determined ineligible.

You must provide the Staffing Profile Spreadsheet as an Excel spreadsheet. If you change the format, layout or any other aspect of the Staffing Profile Spreadsheet, your application will not progress.

5.2 Timing of grant opportunity processes

You must submit an application between the published opening and closing dates.

Table 3: Expected timing for this grant opportunity

Activity	Expected Timeframe
Open on GrantConnect	7 weeks
Processing of applications	8 weeks from closing of grant.
Issuing of Grant Agreement	March – May 2024
Earliest payment of grant funding	March 2024

Activity	Expected Timeframe
End date of grant activity	30 June 2024

NB – timelines are indicative only. Timeframes may be subject to delays, due to demand, the impact of public holidays or the provision of incomplete or incorrect applications.

5.2.1 Late applications

The Department may consider late applications if an applicant has experienced exceptional circumstances that prevent the submission of the application characterised by one or more of the following events:

- reasonably unforeseeable
- beyond the applicant's control
- unable to be managed or resolved within the application period
- mishandling that results in eligible staff not receiving payment.

Applicants seeking to submit a late application will be required to submit a request to acrnpayment@health.gov.au. The request should include a detailed explanation of the exceptional circumstances that prevented the application being submitted prior to the closing time. Submissions for late applications will close 1 March 2024.

5.3 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 five working days.

Questions close at 5.00pm (Canberra time) five business days before the application period closes. This allows a reasonable period for the department to respond with information that applicants can consider for their application. The department will continue to assist with technical related enquiries regarding the submission of applications beyond the question close deadline.

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 but will provide advice related to qualifications or additional responsibilities and feedback on completing the Staffing Profile Spreadsheet if required. Queries related to these matters should be directed to grant.atm@health.gov.au

6. The grant selection process

This grant opportunity is demand driven with applications being assessed and processed as they are received. To ensure all eligible Registered Nurses receive a payment as soon as possible, it is in the interests of applicants that clear, accurate and complete applications are lodged as early as possible.

Distribution according to electorate or State/Territory jurisdiction plays no part in this process. An assessment team will review the application and your Staffing Profile Spreadsheet for completeness and to confirm eligibility against the criteria in Section 3.

The assessment team will recommend to the Decision Maker to approve or not approve a grant.

6.1 Who will approve grants?

The First Assistant Secretary (the Decision Maker) or their delegate decides which grant(s) to approve taking into account advice of the assessment team and the availability of grant funds.

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

- the approval of the grant;
- the grant funding amount; and
- the terms and conditions of the grant.

The Decision Maker will not approve funding if there is insufficient program funding available across relevant financial years for the program.

There is no specific appeal mechanism established for decisions to approve or not approve this grant. See Section 11.1 in respect of complaint handling procedures.

7. Notification of application outcomes

We will advise you of the outcome of your application in writing. For successful applicants, this will include your Simple Grant Agreement. If you are unsuccessful, we will give you an opportunity to receive feedback. A written request for individual feedback should be made to the department within 21 days of being notified of the outcome by emailing ACRNpayment@health.gov.au

We will respond to your request for feedback in writing within 21 days.

8. Successful grant applications

8.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We will offer successful applicants a Commonwealth Simple Grant Agreement for this grant opportunity.

Each agreement has general terms and conditions that cannot be changed. We use the whole of government [grant agreement](#) templates in this program.

We must execute a grant agreement with you before we can make any payments. We are not responsible for any of your expenditure until a grant agreement is executed. If you choose to start your grant activities before you have an executed grant agreement, you do so at your own risk.

The Grant Agreement is made between the Commonwealth and the applicant. It is the applicants' responsibility to inform the department honestly and accurately about the Registered Nurse's eligibility.

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

You will have 20 days from the date of a written offer to execute this grant agreement with the Commonwealth ('execute' means both you and the Commonwealth have signed the agreement). During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application.

You may request changes to the grant agreement. However, we will review any changes to make sure they do not affect the grant as approved by the decision maker.

8.2 Specific legislation, policies and industry standards

Whilst you are required to be compliant with all relevant laws and regulations, you may be requested to demonstrate compliance with the following legislation/policies/industry standards:

- The Multicultural Access and Equity Policy
- The National Redress Scheme for Institutional Child Sexual Abuse

To be eligible for a grant, you must declare in your application that you comply with these requirements.

8.2.1 The Multicultural Access and Equity Policy

The Australian Government's [Multicultural Access and Equity Policy](#) obliges Australian Government agencies to ensure their policies, programs and services - including those provided by contractors and service delivery partners – are accessible to, and deliver equitable outcomes for, people from culturally and linguistically diverse (CALD) backgrounds.

Grant applicants should consider how they will ensure their services will be accessible to people from CALD backgrounds. For example, service delivery partners may require cultural competency skills. In addition, services, projects, activities or events may require the use of professional translating or interpreting services in order to communicate with clients who have limited English proficiency.

8.2.2 National Redress Scheme

The [National Redress Scheme](#) for Institutional Child Sexual Abuse Grant Connected Policy makes non-government institutions named in applications to the Scheme, or in the Royal Commission into Institutional Responses to Child Sexual Abuse that do not join the Scheme, ineligible for future Australian Government grant funding. The National Redress Scheme Grant Connected Policy came into effect on 1 January 2021.

8.3 How we pay the grant

The Simple Grant Agreement will state the amount of funding to be provided in relation to the application. Payment will be for the full amount of the successful application.

8.4 Grants Payments and GST

If you are registered for the [Goods and Services Tax \(GST\)](#), or are required to be registered for Goods and Services Tax, we will add GST to your grant payment, if applicable, and issue you with a [Recipient Created Tax Invoice](#). The payments to the Registered Nurses (except for Nurse Practitioners with an ABN who contract services to aged care providers) will not attract GST and will be GST Exclusive.

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.

The payment is considered income and is subject to income tax when paid to eligible Registered Nurses. Income tax should be at the eligible Registered Nurses allocated tax rate.

8.5 Audit Capability

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

The data provided in the application is to assess the number of eligible Registered Nurses and the total payment amount to be paid to a successful applicant. Applications may be subject to audits at the discretion of the department. Data will not be used for any compliance activity outside of the grant assessment or audit.

For the avoidance of doubt, this may include the provision of documents or access relating to the following:

- Employment records and supporting evidence concerning the employment and work hours for eligible Registered Nurses
- Evidence of payment of the Aged Care Registered Nurse Payment to eligible Registered Nurses
- Evidence of calculations regarding average working hours for eligible Registered Nurses
- Evidence that Registered Nurses are eligible for the Additional Payment, such as evidence of post-graduate qualifications, evidence of location of employment etc.

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.

If a provider is affected directly by COVID-19, they may contact the department and seek a deferral.

Among other things, audits may be conducted taking into account risk assessments and/or irregularities which are found. For example, in the data supplied or in complaints from Registered Nurses of incorrect payment.

9. 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](#).

10. How we monitor your grant activity

10.1 Keeping us informed

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

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your grant, carry on business and pay debts due.

You must also inform us of any changes to your:

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

If you become aware of a breach of terms and conditions under the grant agreement, you must contact us immediately via grant.atm@health.gov.au.

You must submit financial reports in line with the grant agreement.

We will ask you to report on the expenditure of the grant using a financial declaration.

10.2 Grant agreement variations

We recognise that unexpected events may affect your progress. For example; eligible Registered Nurses or Nurse Practitioners missed off the staffing profile template or additional qualification not included. In these circumstances, you can request a variation to your grant agreement. You can request a variation by emailing grant.atm@health.gov.au

You should not assume that a variation request will be successful.

10.3 Record keeping

You must keep records relating to the application and 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 inspect the records you are required to keep as part of the program.

10.4 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.

10.5 Acknowledgement

If you make a public statement about the Aged Care Registered Nurses' Payment, we require you to acknowledge the grant by using the following:

'The Aged Care Registered Nurses' Payment received grant funding from the Australian Government.'

11. 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.

11.1 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 to grant.atm@health.gov.au

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](#)

11.2 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:

1. has a professional, commercial or personal relationship with a party who is able to influence the application process, such as an Australian Government;
2. has a 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. has a 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](#).

11.3 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.

Employee 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 Registered Nurse for whom they are claiming on behalf of
2. keep a register of those Registered Nurses who have consented to their personal information being handled in accordance with that privacy notice.

11.4 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 three 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
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.

11.5 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

12. 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
Aged Care Transition to Practice Program	<p>The Aged Care Transition to Practice Program supports new aged care nurses with training and professional development.</p> <p>Nurses who take part in the program will receive:</p> <ul style="list-style-type: none"> • specialist training in aged care and gerontological nursing • mentorship from senior aged care nurses.
agencies	A body that employs and provides aged care personnel to one or more Approved Residential Aged Care Provider and/or Approved Home Care Providers. The agency must have a contractual agreement with a relevant provider for the supply of aged care personnel to work in the provider's facilities.
approved residential aged care provider	An entity that is approved to provide residential aged care services under the Aged Care Act 1997. Aged Care Act 1997 (legislation.gov.au)
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.
Commonwealth Child Safe Framework	In response to the Royal Commission into Institutional Responses to Child Sex Abuse, the Australian Government has introduced the Commonwealth Child Safe Framework , a whole-of-government policy that sets minimum standards for creating and embedding a child safe culture and practice in Commonwealth entities.
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

Term	Definition
<u>Commonwealth Grants Rules and Guidelines (CGRGs)</u>	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.
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 grant agreement is signed 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
eligibility criteria	Refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
grant	<p>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:</p> <ul style="list-style-type: none"> ○ under which relevant money² or other <u>Consolidated Revenue Fund</u> (CRF) money³ is to be paid to a grantee other than the Commonwealth; and ○ 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
grant agreement	Sets out the relationship between the parties to the agreement, and specifies the details of the grant

² Relevant money is defined in the PGPA Act. See section 8, Dictionary.

³ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
GrantConnect	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 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 Portfolio Budget Statement Program.
grantee	The individual/organisation which receives a grant
home care provider	An entity that provides Commonwealth funded Home Care Packages, Commonwealth Home Support Program, National Aboriginal and Torres Strait Islander Flexible Aged Care Program and transition services.
PBS Program	Described within the entity's Portfolio Budget Statement , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower levels, more publicly recognised programs, some of which will be Grant Programs. A PBS Program may have more than one Grant Program associated with it, and each of these may have one or more grant opportunities.

Term	Definition
Registered nurse	<p>A Registered Nurse (RN) is a regulated health professional responsible and accountable to the Nursing and Midwifery Board of Australia (NMBA). <i>Registered Nurses (RNs) may also be referred to as a Division 1 Nurse.</i></p> <p>RNs complete a 3-year Bachelor of Nursing through a university to meet the RN standards for practice. They have more responsibilities than an Enrolled Nurse (EN), and their scope of practice can include:</p> <ul style="list-style-type: none"> • assessing patients • developing a nursing care plan • administering medicine • providing specialised nursing care • working in multidisciplinary teams • supervising ENs and junior RNs • undertaking regular professional development • performing leadership roles such as nursing unit manager or team leader.
Simple Grant Agreement	<p>Simple Grant Agreement means the letter of agreement which will be issued 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; - your application; - these Grant Opportunity Guidelines; and - any other attachments to those documents or documents incorporated by reference.
value with money	<p>Value with money in this document refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ol style="list-style-type: none"> 1.1 the quality of the project proposal and activities; 2.1 fitness for purpose of the proposal in contributing to government objectives; 3.1 that the absence of a grant is likely to prevent the grantee and government's outcomes being achieved; and 4.1 the potential grantee's relevant experience and performance history.

Appendix A. Privacy Notice



Australian Government

Department of Health and Aged Care

Short-form Collection Notice

Privacy and your personal information

Your personal information is protected by law, including the *Privacy Act 1988* and the Australian Privacy Principles, and is being collected by the Australian Government Department of Health (the department), through your employer, for the primary purpose of verifying you are eligible for a payment under the Aged Care Registered Nurses' Payment Grant Program. The personal information that will be collected is your name and your Australian Health Practitioner Regulation Agency (AHPRA) registration number. This personal information will be used during the Aged Care Registered Nurses' Payment Grant assessment period to check if you are registered as a Registered Nurse on AHPRA's public 'Register of practitioners'.

Your information may be collected to be used by external auditors for the purpose of confirming your eligibility for the payment and that your employer has passed on your payment. In undertaking these audits, the department will only seek the minimum amount of personal information required such as length of employment, hours of work, location of work (e.g., Metropolitan, rural or remote area), evidence of formal post-graduate qualifications, evidence of additional training responsibilities and evidence of payment being made to you.

Under clause 13.2 of the Grant Opportunity Guidelines, the provider (your employer) is required to declare any conflicts of interest (for the provider or any of the provider's personnel) at the time of submitting their application for the Grant and any conflicts that might arise after they receive the Grant. This may involve providers disclosing personal information about potential conflicts of interest in respect of an eligible Registered Nurses. As such, the department may also collect personal information about eligible Registered Nurses included in any conflict of interest declarations required to be submitted.

If you do not allow for the department to use your information collected from your employer through the Grant application, Grant assessors may not be able to confirm your registration status as a Registered Nurse which may lead to a delay in confirming your eligibility, and you receiving the payment.

You can get more information about the way in which the Department of Health will manage your personal information, including our privacy policy, at [Privacy policy | Australian Government Department of Health](#)



Registered Nurses Payment - APP 5 Notice

Who is collecting your personal information?	<p>Your personal information is being collected by your employer for use by the department to assess payment eligibility. Where the department collects personal information about an individual, Australian Privacy Principle (APP) 5.1 in Schedule 1 of the <i>Privacy Act 1988</i> 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.</p>
Why does the department collect your personal information?	<p>We collect personal information provided by your employer for the purpose of assessing your eligibility to receive payments under the Aged Care Registered Nurses' Payment Grant.</p> <p>Your personal information may also be used by external auditors for the purpose of confirming your employer's application was in line with eligibility requirements and that your employer has passed on your payment.</p>
What would happen if the department did not collect your personal information?	<p>If you do not allow for the department to use your information collected from your employer through the Grant application, Grant assessors may not be able to confirm your registration status as a Registered Nurse which may lead to a delay in confirming your eligibility, and you receiving the payment.</p>
Who will the department disclose your personal information to?	<p>The department may disclose your personal information to external auditors contracted by the Department for the reasons stated above.</p> <p>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.</p> <p>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.</p>

Access to and correction of your personal information	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.
Privacy complaints	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.
Overseas disclosure of your personal information	We will not disclose your personal information to any overseas recipients.
Further information	You can read the department's privacy policy here . You can obtain a copy of the APP privacy policy by contacting the department using the contact details set out at the end of this notice.
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> <ul style="list-style-type: none"> • Post Privacy Officer Department of Health 23 Furzer Street WODEN ACT 2606 • Email privacy@health.gov.au • Telephone 02 6289 1555