



Australian Government

**Department of Health
and Aged Care**

Aged Care Infection Prevention and Control Training Grant Opportunity Guidelines

GOXXXX

Opening date:	TBC
Closing date and time:	2:00pm AEST (Canberra time) on 30 June 2023
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 5:00pm AEST, 5 business days before the close date.
Type of grant opportunity:	Demand Driven (Eligibility-based)

These Grant Opportunity Guidelines are a draft ONLY. No further information is available at this time.

Contents

1. Aged Care Infection Prevention and Control Training grant opportunity processes	4
1.1 Introduction	5
2. About the grant program.....	5
3. Grant amount and grant period	6
3.1 Grants available	6
3.2 Grant period	7
4. Eligibility criteria	7
4.1 Who is eligible to apply for a grant?.....	7
4.2 Additional eligibility requirements	7
4.3 Who is not eligible to apply for a grant?.....	8
4.4 What qualifications, skills or checks are required?	8
5. What the grant money can be used for	9
5.1 Eligible grant activities	9
5.2 Eligible expenditure.....	9
5.3 What the grant money cannot be used for.....	9
6. How to apply	10
6.1 Attachments to the application.....	11
6.2 Timing of grant opportunity processes.....	11
6.3 Questions during the application process.....	12
7. The grant selection process	12
7.1 Who will approve grants?	12
8. Notification of application outcomes.....	13
9. Successful grant applications	13
9.1 The grant agreement	13
9.2 How we pay the grant	14
9.3 Grants Payments and GST.....	14
9.4 Audit Capability	14
10. Announcement of grants	14
11. How we monitor your grant activity	14
11.1 Keeping us informed	14
11.2 Reporting	15
11.3 Financial declaration	15
11.4 Grant agreement variations	15
11.5 Compliance visits	15
11.6 Record keeping.....	15
11.7 Evaluation	16
12. Probity.....	16
12.1 Enquiries and feedback	16

12.2	Conflicts of interest	16
12.3	Privacy	17
12.4	Confidential Information	17
12.5	Freedom of information	18
13.	Glossary.....	19
Appendix A.	Privacy Notice.....	23

DRAFT

1. Aged Care Infection Prevention and Control Training grant opportunity processes

The Aged Care Infection Prevention and Control Training program is designed to achieve Australian Government objectives. This grant opportunity is part of the above grant program which contributes to the Department of Health and Aged Care's Outcome 3. The Department of Health and Aged Care 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 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 Infection Prevention and Control Training program grant opportunity.

You must read these guidelines before filling out an application.

This document sets out:

- the purpose of the grant program;
- 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 Aged Care Infection Prevention and Control Training program was announced in the 2022-23 Budget as part of the Australian Government's response to COVID-19 in aged care.

The purpose of this grant opportunity is to support more nurses in residential aged care to access infection prevention and control (IPC) leadership training and ensure eligible residential aged care services are well prepared to prevent or manage future infectious disease outbreaks including influenza and COVID-19.

It is an ongoing requirement that all Australian Government-funded residential aged care services must appoint a nurse to be the lead person for infection prevention and control. This role is referred to as an IPC Lead and is based on site to provide advice and oversight as part of ongoing, day-to-day operations and on a localised basis according to facility circumstances. Further information on IPC Leads can be found on the [Infection prevention and control leads](https://www.health.gov.au/initiatives-and-programs/infection-prevention-and-control-leads) page on the department's website¹.

The objective of the grant opportunity is:

- to provide support for more nurses in residential aged care to complete Infection Prevention and Control (IPC) leadership training and qualify as an IPC Lead.

The intended outcomes of the grant opportunity are:

- Infection Prevention and Control (IPC) capability of residential aged care services to prevent and respond to infectious diseases is enhanced;
- the financial costs for eligible residential aged care services to enhance IPC leadership capability are reduced; and
- upskilling the aged care workforce in infection prevention and control will improve approaches to protect the health and safety for both residents and staff.

The grant opportunity provides support for up to two training places in each eligible residential aged care service across Australia and builds on the achievements of the existing IPC workforce in managing the ongoing response to the COVID-19 pandemic.

¹ <https://www.health.gov.au/initiatives-and-programs/infection-prevention-and-control-leads>

Providers of eligible residential aged care services including Residential Aged Care Facilities (RACFs), Multi-Purpose Service (MPS) providers, and providers delivering services under the National Aboriginal and Torres Strait Islander Flexible Aged Care Program (an approved NATSIFACP provider) can apply for costs associated with up to two eligible members of nursing staff undertaking advanced training in Infection Prevention and Control (IPC) that will qualify them as an IPC Lead.

Eligible providers seeking to enhance their IPC capability through this grant opportunity are required to identify up to two suitable nurses [Registered Nurse/s (RN) or Enrolled Nurse/s (EN)] who are employed at an eligible residential aged care service to undertake training to qualify as an IPC Lead.

Eligible residential aged care services with an existing IPC Lead may apply for up to two nurses to undertake training to qualify as an additional IPC Lead through this grant opportunity.

Support is available for costs related to training, study leave and the backfilling of staff during periods of study leave. Evidence to confirm paid enrolment in an eligible training course that meets the requirements to become an IPC Lead is required to apply for a grant.

Training must commence between 1 July 2022 and 30 June 2023.

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

The Activity will be measured against the below Performance Indicator/s (PIs).

Table 1: Performance Indicator/s (PIs)

Performance indicator	Measure
Increase the IPC capacity of residential aged care services through support to access appropriate training.	Number of residential aged care services supported for nurses to undertake advanced training to qualify as an Infection Prevention and Control lead during 2022-23. *Note: up to two RNs or ENs per residential aged care service.
Increased the IPC capability of residential aged care services	Number of nurses who completed IPC training and fulfil the requirements of an IPC lead nurse between 1 July 2022 and 31 December 2023.

3. Grant amount and grant period

3.1 Grants available

A total of \$36.938 million for the Aged Care Infection Prevention and Control Training is available (2022-23 and 2023-24) for the grant opportunity.

There is no maximum grant amount to an individual grantee, but grants cannot exceed the amount of available funds.

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

Calculation of grant amount

To calculate the total grant amount, you must use the Costing Calculator for IPC provided with this grant opportunity and available on GrantConnect.

Grants will be calculated based on:

- the course cost (may also be referred to as course fees): the cost to enrol, register or book to participate in an eligible course up to a maximum amount of \$1,820.00 (GST exclusive where applicable);
- study leave will be calculated equal to the participants ordinary time hourly pay rate up to a maximum of 80 hours; and
- workforce to backfill study leave will be calculated equal to the ordinary time hourly pay rate of the training participant up to a maximum of 80 hours study leave.

The department does not mandate the completion of a specific IPC course, but has established minimum requirements for a suitable course as in section 4.2. below.

3.2 Grant period

Application Submission

The grant opportunity will be open from **TBC** through to 30 June 2023. You must submit an application between these dates to be considered for grant funding.

Grant Activity/ies (IPC Training Course)

Grant activity/ies (IPC training courses) must not commence prior to 1 July 2022 and must be completed by the date specified in your grant agreement (no later than 31 December 2023).

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?

To be eligible to apply you must be an Australian Government funded:

- approved Residential Aged Care Provider²;
- Multi-Purpose Service (MPS) provider; or
- providers delivering residential aged care services under the Commonwealth National Aboriginal and Torres Strait Islander Flexible Aged Care Program (an approved NATSIFACP provider).

4.2 Additional eligibility requirements

In addition to the above eligibility criteria, eligible applicants must satisfy the following:

- each eligible residential aged care service may only support up to two ENs or RNs, who are engaged onsite and dedicated to that service, to undertake training;

² See Glossary for definition

- the identified training participant/s must be directly employed by the eligible residential aged care service;
- undertake a specialist IPC training course that qualifies the participant to perform as an IPC Lead for residential aged care. For an IPC training course³ to be deemed suitable, it must:
 - focus on infection prevention and control;
 - be specified as commensurate with/ at the [Australian Qualifications Framework](#) level 8 (AQF8); and
 - have an assessment, or assessments, that facilitate successful completion of the course.
- training must commence between 1 July 2022 and 30 June 2023 and be completed by the date specified in your grant agreement (no later than 31 December 2023).
- RN or EN training participants do not have an existing qualification that meet the criteria of a qualified IPC Lead for residential aged care.

4.3 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- any organisation not included in section 4.1;
- a Commonwealth Home Support Program (CHSP) service provider who is not also a residential aged care provider as per 4.1;
- an approved Home Care provider who is not also a residential aged care provider as per 4.1;
- an individual;
- an overseas resident/organisation;
- you, or the eligible training participant receive funding from another government source for the same IPC training expenses; or
- an organisation, or 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'.

4.4 What qualifications, skills or checks are required?

The aged care workforce eligible to undertake training under this grant opportunity must be:

- currently registered with the [Nursing and Midwifery Board of Australia](#) as a:
 - Registered Nurse (RN); or
 - Enrolled Nurse (EN).
- employed by an entity listed in section 4.1.

³ Examples of training courses that have been identified as meeting the educational requirements of a suitable training course to qualify as an IPC Lead can be found on the department's [website](#).

This grant opportunity does not guarantee a placement in a suitable IPC training course and each eligible RN or EN must ensure they meet the individual course entry requirements prior to the aged care provider applying for this grant.

5. What the grant money can be used for

5.1 Eligible grant activities

Eligible activities must directly relate to the grant opportunity and provide upfront financial support or reimbursement of expenditure associated with undertaking IPC training that meets the requirements of an IPC Lead in residential aged care. Grant funds will be provided to successful applicants for:

- payment of up to two eligible IPC training course fees as per section 3.1 and section 4.2. Course fees may be paid by you or directly by the training participant. Reimbursement to the identified participant for any eligible course fees paid independently must be made in full prior to any application being considered;
- training must commence between 1 July 2022 and 30 June 2023 and be completed by the date specified in your grant agreement (no later than 31 December 2023);
- study leave to undertake IPC training requirements as per section 3.1; and
- maintain quality aged care through backfilling the IPC training participant/s on study leave as per section 3.1.

5.2 Eligible expenditure

You can only spend the grant on eligible expenditure you have incurred for grant activities listed as eligible in section 5.1.

Eligible expenditure items include:

- Course fees for eligible IPC training as per section 3.1 and 5.1;
- Wages, as per section 3.1:
 - nurses taking study leave to undertake eligible training; and
 - workforce to backfill study leave.

Not all expenditure on your grant activity may be eligible for grant funding. The Decision Maker makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

Eligible expenditure on your grant activity may be incurred prior to grant agreement execution and must be approved by the Decision Maker as eligible expenditure. All Activities (IPC training courses and wages expenditure) must commence between 1 July 2022 and 30 June 2023 and be completed by the end date in your grant agreement or before the 31 December 2023.

5.3 What the grant money cannot be used for

You cannot use the grant for any activities not mentioned in Section 5.1.

You cannot use the grant for the following costs:

- purchase of land;
- major capital expenditure, major construction/capital works;

- costs incurred in the preparation of a grant application or related documentation;
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent;
- overseas and domestic travel; and
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

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 addenda⁴ 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 online Application Form on GrantConnect;
- provide all the information requested;
- address all eligibility criteria;
- include all necessary attachments; and
- submit your application by the closing date and time via the Online Application Form link.

It is anticipated that each eligible approved aged care providers will submit one online application form.

You must complete the Costing Calculator for IPC as an attachment to your online Application that separately identifies the details of:

- each residential aged care service where the nurse training participant is employed/ works;
- the Service ID (NAPS Service ID);
- an eligible training course in which the eligible nurse training participant has registered or enrolled within the required period; and,
- the eligible nurse training participant's:
 - Australian Health Practitioner Regulation Agency (AHPRA) registration number;
 - employee classification; and
 - hourly rate of pay.

Your Costing Calculator for IPC will contain personal information of each nurse training participant. This means the department collects personal information about each nurse undertaking training indirectly from your grant application. You must ensure each nurse training participant provides consent to the indirect collection of their personal information

⁴ 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

to ensure the department complies with its obligations under Australia Privacy Principle (APP) 3.6. Further information regarding Privacy is outlined at Section 12.3.

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, you should contact us immediately on grant.atm@health.gov.au or call (02) 6289 5600.

You cannot change your application after the closing date and time.

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 and any supporting documents. You will receive an automatic email acknowledgement when you submit your application via the Online Application Form Link. If you need further guidance around the application process or if you are unable to submit an application via the Online Application Form Link, please contact us at grant.atm@health.gov.au or by calling (02) 6289 5600.

6.1 Attachments to the application

The following documents must be included with your application:

- Costing Calculator for IPC – complete all required fields in the provided template on GrantConnect. If you are successful, these details will be included in the grant agreement;
- evidence of registration / enrolment in an eligible IPC training course as outlined in section 3 and 4;
- evidence of payment of registration / fees for the eligible training course as listed in section 3; and
- where enrolment fees have been paid directly by the eligible nurse training participant, evidence of reimbursement of eligible costs by the applicant to the training participant must also be provided.

If you do not attach the requested documents, your application may not progress further in the process.

You must attach supporting documentation to the Application Form in line with the instructions provided within the form. You should only attach requested documents. We will not consider information in attachments that we do not request.

6.2 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	TBC – 30/06/2023

Activity	Expected Timeframe
Assessment of applications	4 weeks from submission of applications. This is subject to all required documentation being provided at the time of application.
Approval of outcomes	2 weeks
Negotiations and award of grant agreements	1-3 weeks
Notification to unsuccessful applicants	6 weeks from submission of application
Earliest start date of grant activity	01/07/2022
End date of grant activity	As specified in your grant agreement (and no later than 31 December 2023).

6.3 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 aim to respond to emailed questions within five (5) 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, for completeness, and in order of application receipt.

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?

For the purposes of this grant opportunity, the decision maker will be an appropriate delegate of the Secretary of the Department of Health and Aged Care under section 83-1 of the Aged Care Act 1997 (Cth) (Decision Maker). The Decision Maker decides which grants to approve taking into account the recommendations of the assessment committee 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;
- the grant funding amount to be awarded; and
- the terms and conditions of the grant.

There is no appeal mechanism for decisions to approve or not approve a grant.

8. Notification of application outcomes

We will advise you of the outcome of your application in writing. Successful applicants will be offered a Simple Grant Agreement.

If you are unsuccessful, we will give you an opportunity to receive feedback. A request for individual feedback should be made to the department within 21 days of being notified of the outcome by emailing IPCtraining@Health.gov.au. We will respond to your request for feedback in writing within 21 days.

Unsuccessful applicants can submit a new application for the same grant (or a similar grant) while the grant opportunity is open. You should include new or more information to address any weaknesses that may have prevented your previous application from being successful. If a new application is substantially the same as a previous ineligible or unsuccessful application, we may refuse to consider it.

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 in this program and will select the most appropriate depending on the size and complexity of your grant activities.

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

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.

Your grant agreement may have specific conditions determined by the assessment process or other considerations made by the Decision Maker. We will identify these in the agreement.

The Commonwealth may recover grant funds if there is a breach of the grant agreement or if they are additional to the requirements of the agreed grant activity.

We will use a simple 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 required changes to these details to ensure they do not impact the grant as approved by the Decision Maker.

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.

We will pay 100 per cent of the grant on execution of the grant agreement. You will be required to report how you spent the grant funds at the completion of the grant activity.

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

- evidence of the payment of study leave for the eligible nurse/s undertaking IPC training; and
- evidence of the payment of wages of workers employed to backfill nurse training participant/s undertaking study for IPC training under the grant.

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.

You must also inform us of any changes to your:

- 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.

11.2 Reporting

You must submit reports in line with the grant agreement. We will remind you of your reporting obligations before a report is due. At the conclusion of the grant activity, we will expect you to provide:

- a performance report on milestones and outcomes of the activity; and
- a financial declaration regarding the use of grant funds as per section 11.3.

The amount of detail you provide in your reports should be relative to the size, complexity and grant amount.

We may request records to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

Following the successful completion of IPC training, the residential aged care service can upload the details of the appointed IPC Lead to the My Aged Care provider portal. IPC Reporting requirements can be found on the department's [website](#)⁵.

11.3 Financial declaration

You will be required to provide a declaration that the grant money was spent in accordance with the grant agreement and you may be asked to report on any underspends of the grant money.

At the conclusion of the grant you may be asked to repay underspends of grant money that are additional to the requirements of the grant activity unless the Commonwealth agrees in writing otherwise.

11.4 Grant agreement variations

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You can request a variation via email by contacting the Commonwealth Officer listed on the grant agreement.

You should not assume that a variation request will be successful. We will consider your request based on provisions in the grant agreement and the likely impact on achieving outcomes.

11.5 Compliance visits

We may visit you during or at the completion of your grant activity to review your compliance with the grant agreement. We will provide you with reasonable notice of any compliance visit.

11.6 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.

⁵ <https://www.health.gov.au/initiatives-and-programs/infection-prevention-and-control-leads>

11.7 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:

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](#).

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.

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.

The Privacy Notice at Appendix A [Infection Prevention and Control Training – Australian Privacy Principle (APP) 5 Notice] is for applicants to provide to nurses when collecting their personal information for the purpose of the grant application. Applicants must ensure they provide a copy of the Privacy Notice to nurses identified as undertaking training as part of their application and ensure individual nurses provide their consent 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 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; 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 and Aged Care
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 Aged Care Act 1997
Australian Health Practitioner Regulation Agency (AHPRA)	the Australian Health Practitioner Regulation Agency (ahpra) is the national organisation responsible for implementing the National Registration and Accreditation Scheme (the National Scheme) across Australia.
commencement date	the expected start date for the grant activity
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
<i>Commonwealth Grants Rules and Guidelines 2017 (CGRGs)</i>	establish the Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. The CGRGs contain the key legislative and policy requirements and explain the better practice principles of grants administration
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

Term	Definition
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 money⁶ or other Consolidated Revenue Fund (CRF) money⁷ 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
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 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
IPC Lead	A nurse who has completed a specialist IPC course and provides leadership for infection prevention and control to ensure the residential aged care facility is prepared to prevent and respond to infectious diseases. An IPC Lead must be employed by the approved provider, work on site at and be dedicated to a facility.


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
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.
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 level, 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.
<i>Public Governance, Performance and Accountability Act 2013</i> (PGPA Act)	the PGPA Act establishes a system of governance and accountability for public resources with an emphasis on planning, performance and reporting. It applies to all Commonwealth entities and Commonwealth companies.
relevant money	<p>a. money standing to the credit of any bank account of the Commonwealth or a corporate Commonwealth entity; or</p> <p>b. money that is held by the Commonwealth of a corporate Commonwealth entity.</p>
Service ID	<p>residential aged care service ID:</p> <ul style="list-style-type: none"> National Approved Provider System (NAPS ID)

Term	Definition
value for money	<p>value for 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> <ul style="list-style-type: none"> • the quality of the project proposal and activities; • fitness for purpose of the proposal in contributing to government objectives; • that the absence of a grant is likely to prevent the grantee and government’s outcomes being achieved; and • the potential grantee’s relevant experience and performance history.

Appendix A. Privacy Notice

<div><p>Australian Government</p><p>Department of Health and Aged Care</p><p>Infection Prevention and Control Training – APP 5 Notice</p></div>	
Who is collecting your personal information?	Your personal information is being collected from your employer by the Department of Health and Aged Care (the department).
Why does the department collect your personal information?	We are collecting your personal information from your employer for the primary purpose of assessing your employer's eligibility to receive grant funding under the Infection Prevention and Control (IPC) Training Grant Program. If the grant application is successful, your personal information will be used to validate the grant activities specified in the grant agreement and to calculate associated IPC training costs.
What would happen if the department did not collect your personal information?	If you do not provide your personal information, the department will be unable to assess your employer's grant funding application and your employer will be ineligible to receive grant funding under the Infection, Prevention and Control Training Grant Program.
Who will the department disclose your personal information to?	We may disclose your personal information to external auditors engaged by the department for the purpose of auditing your employer's expenditure of grant funds.
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.
Consent	By providing your personal information to us, you consent to the department collecting your personal information from your employer for the purposes indicated above.
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