

s22(1)(a)(ii)

**From:** CDG  
**Sent:** Wednesday, 26 October 2022 10:10 AM  
**To:** s47F@outlook.com  
**Cc:** CDG  
**Subject:** CDG1091 - For your urgent attention: Community Development Grants programme [SEC=OFFICIAL]  
**Attachments:** 20221024 CDG1091 Junee High School Sports Equipment.pdf

OFFICIAL

Please find attached a letter relating to your organisation and the Community Development Grants Programme for your urgent attention.

Kind regards,

**Meghan Hibbert**

**Assistant Secretary** • Regional Programs • Regional Development, Local Government and Regional Recovery  
 GPO Box 594 Canberra, ACT 2601

**Department of Infrastructure, Transport, Regional Development, Communications and the Arts**  
 CONNECTING AUSTRALIANS • ENRICHING COMMUNITIES • EMPOWERING REGIONS

[infrastructure.gov.au](https://infrastructure.gov.au)

*I would like to acknowledge the traditional custodians of this land on which we meet, work and live. I recognise and respect their continuing connection to the land, waters and communities. I pay my respects to Elders past and present and to all Aboriginal and Torres Strait Islanders.*

OFFICIAL

**From:** CDG  
**Sent:** Monday, 24 October 2022 12:38 PM  
**To:** s47F@outlookc.om'  
**Cc:** CDG  
**Subject:** For your urgent attention: Community Development Grants programme [SEC=OFFICIAL]

OFFICIAL

Please find attached a letter relating to your organisation and the Community Development Grants Programme for your urgent attention.

Kind regards,

**Meghan Hibbert**

**Assistant Secretary** • Regional Programs • Regional Development, Local Government and Regional Recovery  
 GPO Box 594 Canberra, ACT 2601

**Department of Infrastructure, Transport, Regional Development, Communications and the Arts**  
 CONNECTING AUSTRALIANS • ENRICHING COMMUNITIES • EMPOWERING REGIONS



**Australian Government**

**Department of Infrastructure, Transport,  
Regional Development, Communications and the Arts**

Ref: CDG1091 Junee High School Sports Equipment

s47F @outlookc.om

Dear s47F,

I am writing to you regarding the Community Development Grants (CDG) program commitments made by the former Australian Government. Your organisation has been identified as having a commitment made under this program which is not yet contracted.

The Australian Government has decided to close the CDG program in line with the broader redesign of regional grant programs announced today. The Government has retained sufficient funds to honour any uncontracted CDG commitments provided that projects are contracted within six months and can be fully delivered by 30 June 2026.

I am pleased to advise that the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (the Department) has been tasked with assessing your project and finalising an executed funding agreement within the next six months.

Please note, if you are unable to execute a funding agreement by 28 April 2023, or if your project cannot be completed by 30 June 2026, this commitment will be withdrawn. If relevant, you will be notified of this withdrawal in writing.

We look forward to working with you to deliver your project for the benefit of your local community. To enable us to progress the assessment of your project, we will be contacting you by telephone and/or email to discuss the next steps in your assessment process, in the coming weeks.

In the meantime, I strongly recommend your organisation does not enter into financial commitments or begin construction work on your project until you execute a funding agreement with the Department, as any expenditure incurred prior to executing an agreement may not be eligible for reimbursement.

Should you need to update any contact details please contact the Department via email

s22(1) @infrastructure.gov.au.

Yours sincerely

s22(1)(a)(ii)

**Meghan Hibbert**  
Assistant Secretary, Regional Programs  
24 October 2022

s22(1)(a)(ii)

**From:** s22(1)(a)(ii)  
**Sent:** Wednesday, 16 November 2022 3:37 PM  
**To:** s22(1)(a)(ii) @det.nsw.edu.au'  
**Cc:** CDG Projects  
**Subject:** FW: CDG1091 Junee High School Sports Equipment [SEC=OFFICIAL]  
**Attachments:** Community Development Grants RFI form.docx; 20221024 CDG1091 Junee High School Sports Equipment.pdf

OFFICIAL

Hi s22(1)(a)(ii)

Thank you for taking the time to speak with me in relation to CDG1091 – Junee High School Sports Equipment which is with organisation Junee High School P & C Association.

As discussed if you could fill out the RFI attached that my colleague s22(1)(a)(ii) has originally sent you , and you will see the letter from our Assistant Secretary for Regional Programs – Meghan Hibbert. If you could also respond in this email about your working relationship with P & C Association and how Junee High School will be managing it. In relation to correspondence, if you could CC in s22(1)(a)(ii) @infrastructure.gov.au when responding, just in case I'm on unexpected leave and one of my fellow workmates can pick up your email.

Looking forward to working with you to get this little project contracted; If you have any further queries, please do not hesitate to reach out to me on the below number.

Kind Regards,

s22(1)(a)(ii)

Project Officer

s22(1)(a)(ii) @infrastructure.gov.au

s22(1)(a)(ii)

GPO Box 594 Canberra, ACT 2601

**Department of Infrastructure, Transport, Regional Development, Communications and the Arts**  
**CONNECTING AUSTRALIANS • ENRICHING COMMUNITIES • EMPOWERING REGIONS**

[infrastructure.gov.au](https://infrastructure.gov.au)



*I would like to acknowledge the traditional custodians of this land on which we meet, work and live. I recognise and respect their continuing connection to the land, waters and communities. I pay my respects to Elders past and present and to all Aboriginal and Torres Strait Islanders.*

OFFICIAL

**From:** s22(1)(a)(ii)  
**Sent:** Wednesday, 16 November 2022 2:40 PM



To: s22(1)(a)(ii) @det.nsw.edu.au' s22(1)(a)(ii) @det.nsw.edu.au>  
Subject: FW: CDG1091 Junee High School Sports Equipment [SEC=OFFICIAL]

OFFICIAL

FYI

s22(1)(a)(ii)

Project Officer

s22(1)(a)(ii)

[@infrastructure.gov.au](mailto:s22(1)(a)(ii)@infrastructure.gov.au)

s22(1)(a)(ii)

GPO Box 594 Canberra, ACT 2601

**Department of Infrastructure, Transport, Regional Development, Communications and the Arts**  
CONNECTING AUSTRALIANS • ENRICHING COMMUNITIES • EMPOWERING REGIONS

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



*I would like to acknowledge the traditional custodians of this land on which we meet, work and live. I recognise and respect their continuing connection to the land, waters and communities. I pay my respects to Elders past and present and to all Aboriginal and Torres Strait Islanders.*

OFFICIAL

From: CDG  
Sent: Monday, 31 October 2022 12:10 PM  
To: s22(1)(a)(ii) @det.nsw.edu.au>  
Cc: s22(1)(a)(ii) @infrastructure.gov.au>  
Subject: RE: CDG1091 Junee High School Sports Equipment [SEC=OFFICIAL]

OFFICIAL

Good afternoon s22(1)(a)(ii)

Thank you for your email.

Sorry I have been unable catch you over the phone.

Please find attached Request for Information (RFI)

Please complete the RFI and submit it along with supporting documents.

Please email the completed RFI and necessary documents to s22(1)(a)(ii) @infrastructure.gov.au

Please contact me if you have any questions.

Regards

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

s22(1)(a)(ii)

Grants Officer • Regional Programs Branch • Regional Development, Local Government and Regional Recovery

s22(1)(a)(ii) @infrastructure.gov.au

s22(1)(a)(ii)

GPO Box 594 Canberra, ACT 2601

Department of Infrastructure, Transport, Regional Development, Communications and the Arts  
 CONNECTING AUSTRALIANS • ENRICHING COMMUNITIES • EMPOWERING REGIONS

infrastructure.gov.au



OFFICIAL

From: s22(1)(a)(ii) @det.nsw.edu.au>  
 Sent: Wednesday, 26 October 2022 10:31 AM  
 To: s22(1)(a)(ii) @infrastructure.gov.au>  
 Subject: Ref: CDG1091 Junee High School Sports Equipment

Good morning

s47F from our P&C has forwarded your recent email regarding the Community Development Grants program. As s47F will not be continuing in her capacity with P&C, could you please change the contact details you have for our school to myself s22(1)(a)(ii) @det.nsw.edu.au. I am the school's Business Manager and I have made the purchase of equipment to be reimbursed.

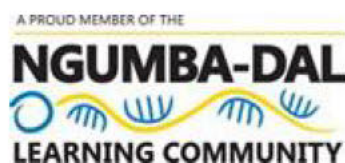
If you could please let me know the next steps, it would be much appreciated.

Thank you and kind regards

s22(1)(a)(ii)

Business Manager | Junee High School

s22(1)(a)(ii) @det.nsw.edu.au

*To Dream. To Create. To Succeed*

*I acknowledge the homelands of all Aboriginal people and pay my respect to Country.*

**Confidentiality:** This email is from the NSW Department of Education. The contents are confidential and may be protected by legal professional privilege. The contents are intended only for the named recipient of this email. If the reader of this email is not the intended recipient you are hereby notified that any use, reproduction, disclosure or distribution of the information contained in the email is prohibited. If you have received this email in error, please reply to us immediately and delete the document.

\*\*\* This message is intended for the addressee named and may contain privileged information or confidential information or both. If you are not the intended recipient please notify the sender and delete the message. \*\*\*



**Australian Government**

**Department of Infrastructure, Transport,  
Regional Development, Communications and the Arts**

# Community Development Grants Programme Request for Information

## Before you begin

The Department is asking for information about your project proposal so that we may commence developing a Funding Agreement should the Australian Government decide to approve funding for the project. Missing or unclear information may delay the funding approval and the development of the Funding Agreement.

Please note that information requested in this document may be provided to relevant Commonwealth, State and/or local government agencies, organisations and individuals, including those you identify in this proposal. The purpose of this process is to substantiate your claims and/or statements, and to verify the capacity of your organisation to manage Australian Government funds and deliver the project. It will also seek comment on the viability of the proposal and, if appropriate, identify if the proposal is eligible for funding through an alternative funding stream.

Information relating to individuals will be protected under the Privacy Act 1988. Requests for access to such information, where rejected by grantees, will be dealt with under the provisions of the Freedom of Information Act 1982.

You will need to complete this Request for Information and submit with required supporting documentation to support your application. All questions are mandatory unless marked.

This information enables the Department to undertake a value with relevant money assessment and provide advice to the Minister prior to an Agreement being negotiated and funding being released. The Department will contact grantees if further information is required.

Should you have any questions on how to answer any part of the Request for Information please submit your query to [infrastructure@infrastructure.gov.au](mailto:infrastructure@infrastructure.gov.au)

## How do I submit my Request for Information?

Complete and submit this form and the necessary support documents via email to:

[infrastructure@infrastructure.gov.au](mailto:infrastructure@infrastructure.gov.au) as soon as possible. If your response includes large documents please email to [infrastructure@infrastructure.gov.au](mailto:infrastructure@infrastructure.gov.au) to make arrangements to transfer these documents electronically.

# Part A

## Organisation Details

### 1. Organisation details

Legal name: ABN:

Trading name: ACN:

GST Status: Registered Not registered

### 2. What is your Business Structure?

Local Government Incorporated Association Sole Trader Partnership

Company Trust\* Other (please specify):

\*Must provide copy of Trust Deed

### 3. Bank Details

Provide details of the bank account where the project funding will be deposited

Bank name: BSB:

Account name: Account Number:

### 4. Physical (registered) address of Organisation

Street Address:

Suburb/Town: State/Territory:

Postcode:

Organisation Email:

Organisation Website:

### 5. Postal address of Organisation

Postal Address:

Suburb/Town: State/Territory:

Postcode:

### 6. Authorised Person Contact Details (e.g. CEO or the person authorised to sign Deed of Agreements)

Title: First Name: Surname Name:

Position: Email address:

Phone (W): Phone (M):

### 7. Project Manager Contact Details (e.g. the person who will lead the implementation of the project)

Title: First Name: Surname Name:

Position: Email address:

Phone (W): Phone (M):

Additional details (relevant to the project; qualifications, experience, and professional memberships; if applicable):

**0. Key Personnel** (within the Organisation who will be involved in the project delivery, other than the authorised person or project manager)

Title:                      First Name:                      Surname Name:

Position:    Email address:

Phone (W):    Phone (M):

Additional details (relevant to the project; qualifications, experience, and professional memberships; if applicable):

**1. Within the last five (5) years, has the Organisation been subject to an event such as a Government investigation, liquidation, litigation or significant change of financial position?**

Yes              No

If yes, please note which of the following events occurred and provide details below.

Government Investigation (Organisation or related entities)

Litigation or liquidation proceedings

Significant (adverse) change of financial position not reflected in Financial Statements provided

Other particulars likely to adversely affect your capacity to undertake this project (provide details below)



# Part B

## Project Details

**2. Project Title** — Use the title from the confirmation of the election commitment. If proposing an alternative project title, provide reason/s why.

**3. Project location** — If a street number is not known, please provide the Lot number. Street Address:

Suburb/Town:

State/Territory:

Postcode:

Latitude:

Longitude:

What is the name of the [Traditional Custodians](#) of the land in which the project address is located:

**12. Detailed Project description** (Note: project benefits are to be included at Q14)

*Example 1: construction of sport precinct including two Rugby League fields, six netball courts and amenities block including change rooms, public facilities, meeting rooms and cafeteria; upgrade of swimming pool to include new grandstand and children's waterpark*

*Example 2: installation of lighting at sports field including purchase and installation of four poles and footings, 16 x 15000W MZ lights and 16 shields and upgrade of existing power supply on site.)*

[Maximum of 150 words]

**13. If the Community Development Grants (CDG) funded project is part of a larger project, provide details below** (i.e. CDG is funding one stage of a multi-stage project)

14. Detail/list the economic and community benefits of the proposal (and the larger project if applicable), and how it contributes to programme outcomes. The intended outcomes of the program are:

- To construct and/or upgrade facilities to provide long term improvements in social and economic viability of local communities.
- To create jobs in the delivery of projects and ongoing use of the infrastructure.
- To improve social amenity, increased health, wellbeing and social cohesion by utilisation of the infrastructure by community groups.

Economic Benefits [Maximum of 100 words]

Community Benefits [Maximum of 100 words]

15. How do you propose to measure the economic and/or social benefit outcomes which will be achieved as a result of the completed project? [Maximum of 100 words]

16. Has your organisation prepared a Business Case/Plan, or undertaken a Feasibility Study, Market Research or Community Consultation process within the last two years in relation to this project?

Yes            No

If Yes, please provide details below. If documents have been developed, please supply as evidence with your proposal.

17. How many full-time equivalent employee construction jobs and how many full-time equivalent employee ongoing jobs will be created by this project?

Please note a full-time equivalent employee (FTE) is based on an average of 1,800 hours over a 48 week period.

Total number FTE during number of jobs:

Total number of FTE long term number of jobs:

Number of jobs that are Indigenous:

Number of these jobs that are Indigenous:

18. Please provide the following project dates :

Estimated Project dates: start finish

Estimated Construction dates: start finish

19. Indicate the current stage of development of your proposal. Provide any supporting documents if available (i.e. concept or preliminary designs, final designs, independent cost estimates, ready to commence tender/procurement process or preferred contractor selected and contracted for the project.)

Document	Stage of Development
----------	----------------------


20. Identify and provide details of who will own the asset on completion. Where land and buildings are owned by a third party, have leasing arrangements been confirmed and secured?

[Written evidence must be provided]

Organisation:

ABN:

ACN:

Street Address:

Suburb/Town:

State/Territory:

Postcode:

Phone (W):

Phone

(M):

Leasing Arrangements:

21. Provide detail of who will manage and maintain the project after completion and who will provide the funding to maintain the project on-going.





22. Provide information on at least three projects your organisation has managed in the past five years which have received funds from either the Commonwealth, state government or local government authority (local government authority funded projects do not apply for applicants who are a local government authority)

Jurisdiction and managing Department name	Project Name	Funding Amount

## Part C

### Financial Details

23. What is the total project cost? (Use GST exclusive amounts) \$
24. What is the amount of funding committed by the Australian Government? (Use GST exclusive amounts) \$
25. Partner funding. Complete the table with details of all confirmed funding to this project, and the status of the funding.

Partner name	ABN	Amount (GST Exclusive)	Cash/In Kind	Received, Confirmed to be confirmed

26. Provide details of the arrangements in place to provide for any cost overruns or funding shortfalls on your proposed project.
27. Have you completed a tender/procurement process and appointed a preferred contractor or do you have a cost estimate which has been independently developed/assessed? Yes No  
If Yes, please provide details below
28. Are there any parts of the project that have already commenced? Yes No  
If Yes, please provide details below

29. Budget Table — This is a summary of either the contracted Budget or quantity surveyor cost estimate, see cost items \* and \*\* below

Cost Item	Description of Cost Item	\$Total Estimated Cost (GST Exclusive)

**Cost Items\***

<i>Planning/Design</i>	<i>Consultants/Contractors</i>	<i>Construction/Fit-out</i>	<i>Project Management</i>
<i>Research and Development</i>	<i>Materials</i>	<i>Plant/Equipment Hire</i>	<i>Training</i>
<i>Plant/Equipment Purchase</i>	<i>Marketing/Promotion</i>	<i>Government Approvals</i>	<i>Legal/Accounting</i>
<i>Operating Costs (e.g. rent, computers, etc.)</i>	<i>Wages, salary and superannuation</i>		<i>Other costs</i>

**Notes\*\***

- Evidence of these costs are to be provided as a required supporting document (e.g. cost estimate, quotes, market comparisons, valuations, contracted cost, etc.).
- Australian Government Funding will not be provided for ongoing operation and maintenance costs or for salaries for existing staff members of the funding grantee organisation.

- Audited financial statements for the last two (2) years (only required for projects with a total project cost over \$80,000);
- Cash flow forecasts for the next five (5) years (only required for projects with a total project cost in excess of \$1.5 million for state or local government authorities or \$1 million for other organisations);
- Business Plan and/or Feasibility Study (if applicable);
- Project Management Plan (if applicable);
- Market research/community consultation (if applicable)
- Asset Operations Management Plan (if applicable);
- Confirmation of partnership funding including evidence of bank borrowings (if applicable);
- Evidence of third-party leasing arrangements (if applicable);
- Designs;
- Cost estimate or contracted cost
- Any other documents that may assist with the assessment of the application may be provided as separate documents and listed here:

# Legal Authorisation

I, <full name of Authorised Officer>  
 as <position/title>  
 of <organisation name>  
<postal address>

Confirm that:

- I am a person authorised to make this declaration on behalf of my organisation and all relevant persons have made a full disclosure of information.
- I have read and understood the Programme Guidelines (available on the Department's website)
- The information provided in this form and all appended documents is complete and correct. I understand that information provided in this Request for Information will form the basis of the funding agreement and that giving false or misleading information is a serious offence.
- The Department of Infrastructure, Transport, Regional Development, Communications and the Arts (the Department) is authorised to undertake the necessary steps to assess the proposal from my organisation by checking the information provided in this proposal, or by obtaining additional information from:
  - Departmental databases and records, including information related to previous funding provided to my organisation;
  - Other Australian Government agencies such as the Australian Taxation Office and the Australian Securities and Investments Commission;
  - State, Territory or Local Government agencies;
  - Law enforcement agencies;
  - Credit reference agencies;
  - Courts or Tribunals; and
  - Any other appropriate organisation, information source or person as reasonably required to perform background checks.
- I agree that the Department may arrange for an Independent Viability Assessment (IVA) of my project by an external adviser or consultant to the Department. Where applicable, the Department may request a yearly breakdown of costs for on-going operational and maintenance of the complete project for a minimum of five (5) years.
- To the best of my knowledge, I have disclosed (Part A Declaration of Conflict of Interest) all actual, apparent or potential conflicts of interest that would prevent my organisation from proceeding with the proposal outlined in this *Request for Information* or from entering into a Funding Agreement with the Australian Government to deliver a project which relates to this *Request for Information*.

**Signature of Authorised Officer**

Date (dd/mm/yyyy):

# Declaration of Conflict of Interest

Please complete either Part I or Part II of the Declaration of Conflict of Interest

## Part I – No Known Conflict

I \_\_\_\_\_ confirm that at the time of signing, to the best of my knowledge I am unaware of any actual, apparent or potential conflicts of interest that would prevent my organisation from proceeding with the proposal outlined in this *Request for Information* or from entering into a Funding Agreement with the Australian Government to deliver a project which relates to this *Request for Information*.

I undertake that if at any time I become aware that I, or any other employees or persons associated with the \_\_\_\_\_ have an actual, apparent or potential conflict of interest, then I will:

- a. Immediately notify the Department of Infrastructure, Transport, Regional Development, Communications and the Arts in writing of that Conflict and of the steps the propose to take to resolve or otherwise deal with the Conflict;
- b. Make full disclosure to the Department of Infrastructure, Transport, Regional Development, Communications and the Arts of all relevant information relating to the Conflict; and
- c. Take such steps as the Department of Infrastructure, Transport, Regional Development, Communications and the Arts may, if they choose to, reasonably require to resolve or otherwise deal with that Conflict.

I understand that if I fail to notify the Department of any actual, apparent or potential conflicts of interest or am unable or unwilling to resolve or deal with the Conflict as required by the terms noted above, the Department of Infrastructure, Transport, Regional Development, Communications and the Arts may seek to terminate any Funding Agreement established in relation to a project which relates to this *Request for Information*.

### Signature

### Signature of Witness

Name (printed):

Name of witness(printed):

Date (dd/mm/yyyy):

Date (dd/mm/yyyy):





# Declaration of Conflict of Interest

## Part II – Disclosure of Interest

I disclose the following interests:

I undertake that if at any time I have an actual, apparent or potential conflict of interest, then I will:

- a. immediately notify the Department of Infrastructure, Transport, Regional Development, Communications and the Arts in writing of that Conflict and of the steps the propose to take to resolve or otherwise deal with the Conflict;
- b. make full disclosure to the Department Infrastructure, Transport, Regional Development, Communications and the Arts of all relevant information relating to the Conflict; and
- c. take such steps as the Department of Infrastructure, Transport, Regional Development, Communications and the Arts may, if they choose to, reasonably require to resolve or otherwise deal with that Conflict.

I understand that if I fail to notify the Department of Infrastructure, Transport, Regional Development, Communications and the Arts of any actual, apparent or potential conflicts of interest or am unable or unwilling to resolve or deal with the Conflict as required by the terms noted above, the Department of Infrastructure, Transport, Regional Development, Communications and the Arts may seek to terminate any Funding Agreement established in relation to a project which relates to this *Request for Information*.

### Signature

### Signature of Witness

Name (printed):

Name of witness(printed):

Date (dd/mm/yyyy):

Date (dd/mm/yyyy):

Any information disclosed in this form will only be used by the Australian Government for the purposes of assessing CDG proposals and will be maintained in accordance with the Privacy Act 1988.

# Statement of Compliance

I make the following statement for the benefit of the Department of Infrastructure, Transport, Regional Development, Communications and the Arts:

Having made diligent inquiries, I have reasonable grounds to believe the organisation itself, and staff working with children on behalf of my organisation in relation to the Department of Infrastructure, Transport, Regional Development, Communications and the Arts grant activity:

- comply with relevant legislation relating to requirements for working with children in the jurisdiction in which they work; and
- have complied with relevant legislation in their jurisdictions relating to mandatory reporting or suspected child abuse and neglect as required or otherwise defined by state or territory legislation.

I undertake to ensure that all staff will continue to comply for the duration of any grant agreement hold with the Department of Infrastructure, Transport, Regional Development, Communications and the Arts.

## Signature

Name (printed):

Date (dd/mm/yyyy):

s22(1)(a)(ii)

**From:** s22(1)(a)(ii)  
**Sent:** Monday, 12 December 2022 10:20 AM  
**To:** s22(1)(a)(ii) @det.nsw.edu.au'  
**Cc:** CDG Projects  
**Subject:** CDG1091 - Junee High School Sports Equipment [SEC=OFFICIAL]

OFFICIAL

Good Morning s22(1)(a)(ii)

Hope this message finds you well and you had a great weekend. I tried calling this morning but s22(1)(a) has told me you are busy with meetings.

Just wanted to touch base to see how you were tracking with the RFI, and if you needed anything from my end.

I look forward to hearing from you and how the RFI is progressing. I'm working right up until Christmas and will be back in the first week of the New Year.

Kind Regards as always,

s22(1)(a)(ii)

Project Officer – Regional Programs Branch – Regional Development and Local Government Division

s22(1)(a)(ii) @infrastructure.gov.au

GPO Box 594 Canberra, ACT 2601

**Department of Infrastructure, Transport, Regional Development, Communications and the Arts**  
**CONNECTING AUSTRALIANS • ENRICHING COMMUNITIES • EMPOWERING REGIONS**

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



*I would like to acknowledge the traditional custodians of this land on which we meet, work and live. I recognise and respect their continuing connection to the land, waters and communities. I pay my respects to Elders past and present and to all Aboriginal and Torres Strait Islanders.*

OFFICIAL

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts



s22(1)(a)(ii)

**From:** s22(1)(a)(ii)@det.nsw.edu.au>  
**Sent:** Tuesday, 13 December 2022 10:16 AM  
**To:** s22(1)(a)(ii)  
**Subject:** FW: Junee High School Community Development Grant application  
**Attachments:** Community Development Grants RFI form - Junee High School.docx; Knight Sport \$4334.00.pdf  
**Categories:** Orange Category

Hello s22(1)(a)(ii)

Please find attached the grant application which was submitted on 25/11. It went to s22(1)(a)@infrastructure.gov.au which was the address on the application form.

Kind regards

s22(1)(a)(ii)

Business Manager | Junee High School

s22(1)(a)(ii)@det.nsw.edu.au

*To Dream. To Create. To Succeed**I acknowledge the homelands of all Aboriginal people and pay my respect to Country.*

Confidentiality: This email is from the NSW Department of Education. The contents are confidential and may be protected by legal professional privilege. The contents are intended only for the named recipient of this email. If the reader of this email is not the intended recipient you are hereby notified that any use, reproduction, disclosure or distribution of the information contained in the email is prohibited. If you have received this email in error, please reply to us immediately and delete the document.

**From:** s22(1)(a)(ii)  
**Sent:** Friday, 25 November 2022 4:19 PM  
**To:** s22(1)(a)(ii)@infrastructure.gov.au  
**Cc:** s22(1)(a)(ii)@det.nsw.edu.au>; s47F@outlook.com>  
**Subject:** Junee High School Community Development Grant application

Good afternoon

Please find attached the updated grant application for Junee High School. This was previously completed and granted to our P&C – and subsequently the equipment was purchased in good faith that the funds would be forthcoming. As this was a one-off purchase of equipment and not an ongoing project, many of the questions on the attached form, were not really applicable to our circumstances.

I have attached a copy of the invoice as evidence of purchase made by the school.

I trust that this meets the requirements of the grant application process. Please be in touch if further clarification is needed.

Thank you and kind regards

s22(1)(a)(ii)

Business Manager | Junee High School

*To Dream. To Create. To Succeed*

A PROUD MEMBER OF THE



*I acknowledge the homelands of all Aboriginal people and pay my respect to Country.*

Confidentiality: This email is from the NSW Department of Education. The contents are confidential and may be protected by legal professional privilege. The contents are intended only for the named recipient of this email. If the reader of this email is not the intended recipient you are hereby notified that any use, reproduction, disclosure or distribution of the information contained in the email is prohibited. If you have received this email in error, please reply to us immediately and delete the document.

\*\*\* This message is intended for the addressee named and may contain privileged information or confidential information or both. If you are not the intended recipient please notify the sender and delete the message. \*\*\*



**Australian Government**

**Department of Infrastructure, Transport,  
Regional Development, Communications and the Arts**

# Community Development Grants Programme Request for Information

## Before you begin

The Department is asking for information about your project proposal so that we may commence developing a Funding Agreement should the Australian Government decide to approve funding for the project. Missing or unclear information may delay the funding approval and the development of the Funding Agreement.

Please note that information requested in this document may be provided to relevant Commonwealth, State and/or local government agencies, organisations and individuals, including those you identify in this proposal. The purpose of this process is to substantiate your claims and/or statements, and to verify the capacity of your organisation to manage Australian Government funds and deliver the project. It will also seek comment on the viability of the proposal and, if appropriate, identify if the proposal is eligible for funding through an alternative funding stream.

Information relating to individuals will be protected under the Privacy Act 1988. Requests for access to such information, where rejected by grantees, will be dealt with under the provisions of the Freedom of Information Act 1982.

You will need to complete this Request for Information and submit with required supporting documentation to support your application. All questions are mandatory unless marked.

This information enables the Department to undertake a value with relevant money assessment and provide advice to the Minister prior to an Agreement being negotiated and funding being released. The Department will contact grantees if further information is required.

Should you have any questions on how to answer any part of the Request for Information please submit your query <sup>s22(1)</sup> [@infrastructure.gov.au](mailto:infrastructure@infrastructure.gov.au)

## How do I submit my Request for Information?

Complete and submit this form and the necessary support documents via email to:

<sup>s22(1)</sup> [infrastructure@infrastructure.gov.au](mailto:infrastructure@infrastructure.gov.au) as soon as possible. If your response includes large documents please email to <sup>(c)</sup> [infrastructure@infrastructure.gov.au](mailto:infrastructure@infrastructure.gov.au) and make arrangements to transfer these documents electronically.

# Part A

## Organisation Details

### 1. Organisation details

Legal name: Junee High School P&C

ABN: 17757729743

Trading name:

ACN:

GST Status: **Registered** Not registered

### 2. What is your Business Structure?

Local Government

Incorporated Association

Sole Trader

Partnership

Company

Trust\*

Other (please specify): NSW Parents and Citizens Association

\*Must provide copy of Trust Deed

### 3. Bank Details

Provide details of the bank account where the project funding will be deposited

Bank name: s47G(1)(a)

Account name: s47G(1)(a)

### 4. Physical (registered) address of Organisation

Street Address: 52 Lydia Street

Suburb/Town: Junee

State/Territory: NSW

Postcode: 2663

Organisation Email: s22(1)(a)(ii) @det.nsw.edu.au

Organisation Website: <https://junee-h.schools.nsw.gov.au/>

### 5. Postal address of Organisation

Postal Address: 52 Lydia Street

Suburb/Town: Junee

State/Territory: NSW

Postcode: 2663

### 6. Authorised Person Contact Details (e.g. CEO or the person authorised to sign Deed of Agreements)

Title: s22(1)(a)(ii) First Name: s22(1)(a)(ii) Surname Name: s22(1)(a)(ii)

Position: Principal Email address: s22(1)(a)(ii) @det.nsw.edu.au

Phone (W): s22(1)(a)(ii) Phone (M):

### 7. Project Manager Contact Details (e.g. the person who will lead the implementation of the project)

Title: s47F First Name: s47F Surname Name: s47F

Position: P&C Committee Member Email address:

Phone (W): s47F Phone (M):

Additional details (relevant to the project; qualifications, experience, and professional memberships; if applicable):

**0. Key Personnel** (within the Organisation who will be involved in the project delivery, other than the authorised person or project manager)

Title: s22(1) First Name: s22(1)(a) Surname Name: s22(1)(a)  
 Position: Business Manager Email address: s22(1)(a)(ii)@det.nsw.edu.au  
 Phone (W): s22(1)(a)(ii) Phone (M): s22(1)(a)(ii)

Additional details (relevant to the project; qualifications, experience, and professional memberships; if applicable):

**1. Within the last five (5) years, has the Organisation been subject to an event such as a Government investigation, liquidation, litigation or significant change of financial position?**

Yes **No**

If yes, please note which of the following events occurred and provide details below.

- Government Investigation (Organisation or related entities)
- Litigation or liquidation proceedings
- Significant (adverse) change of financial position not reflected in Financial Statements provided
- Other particulars likely to adversely affect your capacity to undertake this project (provide details below)



## Part B

### Project Details

2. **Project Title** — Use the title from the confirmation of the election commitment. If proposing an alternative project title, provide reason/s why.

#### Supplementation of sport specific gym equipment

3. **Project location** — If a street number is not known, please provide the Lot number. Street Address: 52 Lydia Street

Suburb/Town: Junee

State/Territory: NSW

Postcode: 2663

Latitude: 34.8693° S

Longitude: 147.5907° E

What is the name of the [Traditional Custodians](#) of the land in which the project address is located:  
**Wiradjuri**

#### 12. Detailed Project description (Note: project benefits are to be included at Q14)

*Example 1: construction of sport precinct including two Rugby League fields, six netball courts and amenities block including change rooms, public facilities, meeting rooms and cafeteria; upgrade of swimming pool to include new grandstand and children's waterpark*

*Example 2: installation of lighting at sports field including purchase and installation of four poles and footings, 16 x 15000W MZ lights and 16 shields and upgrade of existing power supply on site.)*

[Maximum of 150 words]

Purchase of sporting equipment. Gym equipment consisting of a rowing machine and a cross-training machine for use by our sports department, to support the delivery of sport specific and training program content.

13. **If the Community Development Grants (CDG) funded project is part of a larger project, provide details below** (i.e. CDG is funding one stage of a multi-stage project) **NA**

14. Detail/list the economic and community benefits of the proposal (and the larger project if applicable), and how it contributes to programme outcomes. The intended outcomes of the program are:

Economic Benefits [Maximum of 100 words]

- To provide the students of Junee High School, which is in a rural area, access to high quality fitness and gym equipment – at no cost.
- As a low-socioeconomic area, many of our families would not have the funds to provide their children with a gym membership. School is a place where they are able to have exposure and use of this type of equipment and be instructed in its proper use.
- Encouraging students to achieve physical fitness helps to fight obesity other activities which may impact negatively on their health.

Community Benefits [Maximum of 100 words]

- Students who have a focus on health and wellbeing are less likely to engage in anti-social behaviours both at school and in our local community
- Targetted exposure to sport specific training equipment that supports elective sports subject delivery

15. How do you propose to measure the economic and/or social benefit outcomes which will be achieved as a result of the completed project? [Maximum of 100 words]

- Our teachers are required to observe and measure and record the development of students as they progress through school. This provides us with a way in which improvement in the improved fitness and social benefits can be recorded.

- When teachers are planning their teaching curricula in Sport/PDHPE, they will be able to factor in the use of this new equipment as part of their programming.

16. Has your organisation prepared a Business Case/Plan, or undertaken a Feasibility Study, Market Research or Community Consultation process within the last two years in relation to this project?

Yes **No**

If Yes, please provide details below. If documents have been developed, please supply as evidence with your proposal.

17. How many full-time equivalent employee construction jobs and how many full-time equivalent employee ongoing jobs will be created by this project?

Please note a full-time equivalent employee (FTE) is based on an average of 1,800 hours over a 48 week period.

Total number FTE during number of jobs: **Not applicable**

Total number of FTE long term number of jobs: **Not applicable**

Number of jobs that are Indigenous: **Not applicable**

Number of these jobs that are Indigenous: **Not applicable**

18. Please provide the following project dates:

Estimated Project dates: start finish **COMPLETE**

Estimated Construction dates: start finish **Tax invoice attached**

19. Indicate the current stage of development of your proposal. Provide any supporting documents if available (i.e. concept or preliminary designs, final designs, independent cost estimates, ready to commence tender/procurement process or preferred contractor selected and contracted for the project.)

Document	Stage of Development
----------	----------------------

<b>Not applicable</b>	

20. Identify and provide details of who will own the asset on completion. Where land and buildings are owned by a third party, have leasing arrangements been confirmed and secured?

[Written evidence must be provided]

Organisation: Junee High School (NSW Dept of Education)

ABN: 40 300 173 822 (NSW DoE) ACN:

Street Address: 52 Lydia Street

Suburb/Town: Junee State/Territory: NSW

Postcode: 2663 Phone (W): s22(1)(a)(ii) Phone (M):

Leasing Arrangements:

21. Provide detail of who will manage and maintain the project after completion and who will provide the funding to maintain the project on-going. **Not applicable**

22. Provide information on at least three projects your organisation has managed in the past five years which have received funds from either the Commonwealth, state government or local government authority (local government authority funded projects do not apply for applicants who are a local government authority)

Jurisdiction and managing Department name	Project Name	Funding Amount

## Part C

### Financial Details

23. What is the total project cost? (Use GST exclusive amounts) **\$3940.00**
24. What is the amount of funding committed by the Australian Government? (Use GST exclusive amounts) \$
25. Partner funding. Complete the table with details of all confirmed funding to this project, and the status of the funding.

Partner name	ABN	Amount (GST Exclusive)	Cash/In Kind	Received, Confirmed to be confirmed

26. Provide details of the arrangements in place to provide for any cost overruns or funding shortfalls on your proposed project. **Overrun of \$940.00 to be met from school funds**
27. Have you completed a tender/procurement process and appointed a preferred contractor or do you have a cost estimate which has been independently developed/assessed? **Yes** No  
If Yes, please provide details below  
**Purchased through NSW Department of Education – Procurement contracts**
28. Are there any parts of the project that have already commenced? **Yes** No  
If Yes, please provide details below  
**Complete – equipment purchased and in use**



29. Budget Table — This is a summary of either the contracted Budget or quantity surveyor cost estimate, see cost items \* and \*\* below

Cost Item	Description of Cost Item	\$Total Estimated Cost (GST Exclusive)

**Cost Items\***

Planning/Design	Consultants/Contractors	Construction/Fit-out	Project Management
Research and Development	Materials	Plant/Equipment Hire	Training
Plant/Equipment Purchase	Marketing/Promotion	Government Approvals	Legal/Accounting
Operating Costs (e.g. rent, computers, etc.)	Wages, salary and superannuation		Other costs

**Notes\*\***

- Evidence of these costs are to be provided as a required supporting document (e.g. cost estimate, quotes, market comparisons, valuations, contracted cost, etc.).
- Australian Government Funding will not be provided for ongoing operation and maintenance costs or for salaries for existing staff members of the funding grantee organisation.

- Audited financial statements for the last two (2) years (only required for projects with a total project cost over \$80,000);
- Cash flow forecasts for the next five (5) years (only required for projects with a total project cost in excess of \$1.5 million for state or local government authorities or \$1 million for other organisations);
- Business Plan and/or Feasibility Study (if applicable);
- Project Management Plan (if applicable);
- Market research/community consultation (if applicable)
- Asset Operations Management Plan (if applicable);
- Confirmation of partnership funding including evidence of bank borrowings (if applicable);
- Evidence of third-party leasing arrangements (if applicable);
- Designs;
- Cost estimate or contracted cost
- Any other documents that may assist with the assessment of the application may be provided as separate documents and listed here:



# Legal Authorisation

I, **s22(1)(a)(ii)** <full name of Authorised Officer>  
 As **Business Manager** <position/title>  
 Of **Junee High School** <organisation name>

**52 Lydia Street, Junee NSW, 2663** <postal address>

Confirm that:

- I am a person authorised to make this declaration on behalf of my organisation and all relevant persons have made a full disclosure of information.
- I have read and understood the Programme Guidelines (available on the Department's website)
- The information provided in this form and all appended documents is complete and correct. I understand that information provided in this Request for Information will form the basis of the funding agreement and that giving false or misleading information is a serious offence.
- The Department of Infrastructure, Transport, Regional Development, Communications and the Arts (the Department) is authorised to undertake the necessary steps to assess the proposal from my organisation by checking the information provided in this proposal, or by obtaining additional information from:
  - Departmental databases and records, including information related to previous funding provided to my organisation;
  - Other Australian Government agencies such as the Australian Taxation Office and the Australian Securities and Investments Commission;
  - State, Territory or Local Government agencies;
  - Law enforcement agencies;
  - Credit reference agencies;
  - Courts or Tribunals; and
  - Any other appropriate organisation, information source or person as reasonably required to perform background checks.
- I agree that the Department may arrange for an Independent Viability Assessment (IVA) of my project by an external adviser or consultant to the Department. Where applicable, the Department may request a yearly breakdown of costs for on-going operational and maintenance of the complete project for a minimum of five (5) years.
- To the best of my knowledge, I have disclosed (Part A Declaration of Conflict of Interest) all actual, apparent or potential conflicts of interest that would prevent my organisation from proceeding with the proposal outlined in this *Request for Information* or from entering into a Funding Agreement with the Australian Government to deliver a project which relates to this *Request for Information*.

**Signature of Authorised Officer**

Date (dd/mm/yyyy):

# Declaration of Conflict of Interest

Please complete either Part I or Part II of the Declaration of Conflict of Interest

## Part I – No Known Conflict

I \_\_\_\_\_ confirm that at the time of signing, to the best of my knowledge I am unaware of any actual, apparent or potential conflicts of interest that would prevent my organisation from proceeding with the proposal outlined in this *Request for Information* or from entering into a Funding Agreement with the Australian Government to deliver a project which relates to this *Request for Information*.

I undertake that if at any time I become aware that I, or any other employees or persons associated with the \_\_\_\_\_ have an actual, apparent or potential conflict of interest, then I will:

- a. Immediately notify the Department of Infrastructure, Transport, Regional Development, Communications and the Arts in writing of that Conflict and of the steps the propose to take to resolve or otherwise deal with the Conflict;
- b. Make full disclosure to the Department of Infrastructure, Transport, Regional Development, Communications and the Arts of all relevant information relating to the Conflict; and
- c. Take such steps as the Department of Infrastructure, Transport, Regional Development, Communications and the Arts may, if they choose to, reasonably require to resolve or otherwise deal with that Conflict.

I understand that if I fail to notify the Department of any actual, apparent or potential conflicts of interest or am unable or unwilling to resolve or deal with the Conflict as required by the terms noted above, the Department of Infrastructure, Transport, Regional Development, Communications and the Arts may seek to terminate any Funding Agreement established in relation to a project which relates to this *Request for Information*.

### Signature

### Signature of Witness

Name (printed):

Name of witness(printed):

Date (dd/mm/yyyy):

Date (dd/mm/yyyy):

# Declaration of Conflict of Interest

## Part II – Disclosure of Interest

I disclose the following interests:

I undertake that if at any time I have an actual, apparent or potential conflict of interest, then I will:

- a. immediately notify the Department of Infrastructure, Transport, Regional Development, Communications and the Arts in writing of that Conflict and of the steps the propose to take to resolve or otherwise deal with the Conflict;
- b. make full disclosure to the Department Infrastructure, Transport, Regional Development, Communications and the Arts of all relevant information relating to the Conflict; and
- c. take such steps as the Department of Infrastructure, Transport, Regional Development, Communications and the Arts may, if they choose to, reasonably require to resolve or otherwise deal with that Conflict.

I understand that if I fail to notify the Department of Infrastructure, Transport, Regional Development, Communications and the Arts of any actual, apparent or potential conflicts of interest or am unable or unwilling to resolve or deal with the Conflict as required by the terms noted above, the Department of Infrastructure, Transport, Regional Development, Communications and the Arts may seek to terminate any Funding Agreement established in relation to a project which relates to this *Request for Information*.

### Signature

### Signature of Witness

Name (printed):

Name of witness(printed):

Date (dd/mm/yyyy):

Date (dd/mm/yyyy):

Any information disclosed in this form will only be used by the Australian Government for the purposes of assessing CDG proposals and will be maintained in accordance with the Privacy Act 1988.





# Statement of Compliance

I **§22(1)(a)(ii)** **Business Manager, Junee High School,** make the following statement for the benefit of the Department of Infrastructure, Transport, Regional Development, Communications and the Arts:

Having made diligent inquiries, I have reasonable grounds to believe the organisation itself, and staff working with children on behalf of my organisation in relation to the Department of Infrastructure, Transport, Regional Development, Communications and the Arts grant activity:

- comply with relevant legislation relating to requirements for working with children in the jurisdiction in which they work; and
- have complied with relevant legislation in their jurisdictions relating to mandatory reporting or suspected child abuse and neglect as required or otherwise defined by state or territory legislation.

I undertake to ensure that all staff will continue to comply for the duration of any grant agreement hold with the Department of Infrastructure, Transport, Regional Development, Communications and the Arts.

## Signature

Name (printed): **§22(1)(a)(ii)**

Date (25/11/2022)



# G Knight Sportgoods Pty Ltd

Unit 7, 56 Keys Rd,  
 Cheltenham VIC 3192  
 P: 1800 807 465  
 ABN: 17 605 205 490  
 Email: accounts@knightsport.com.au  
 website: www.knightsport.com.au

## Tax Invoice

Invoice No.	INV-33598
Customer Reference	EB00520117
Date	06/09/2022
Due Date	06/10/2022

**Invoice to:**  
 Junee High School  
 NSW Government Schools EDConnect - Accounts Payable  
 GPO Box 4037  
 Sydney NSW 2001  
 Australia

**Deliver to:**  
 Junee High School  
 s22(1)(a)(ii)  
 Waratah St  
 Junee NSW 2663

**Direct Deposit Details:**  
 Bank: s47G(1)(a)  
 BSB:   
 Account:   
 [Redacted]

Code	Product Description	Comments	Qty	Price	Discount	Amount
81788150	Ski Trainer Bodyworx KSX850		1	s47G(1)(a)		[Redacted]
81778110	Bodyworx KRX950 Commercial Rower		1			[Redacted]

Total	
Total Invoice Ex GST	\$3,940.00
GST	\$394.00
<b>Total Invoice Inc GST</b>	<b>\$4,334.00</b>
<i>Paid p/card 29/8/22</i> → Payment	\$4,334.00
<b>Amount Due</b>	<b>\$0.00</b>

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts