



Australian Government

Department of Health

**HEALTH
PROTECTION
PROGRAM**

Guidelines

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1. Program Overview

These guidelines provide an overview of the arrangement for the administration of the Health Protection Program (the Program).

Note: These guidelines may be varied from time-to-time by the Australian Government as the needs of the Program dictate. Amended guidelines will be published on the department's website.

1.1 Program background

The Department of Health (the department) works in collaboration with other Australian Government agencies and states and territories to plan, prepare for, and provide a coordinated, comprehensive and effective response to public health events of national significance. Expert advisors on communicable disease and emergency management provide advice and assistance in health emergencies through established committees and networks.

The Program consolidates a number of health protection activities previously funded under the Health Protection Fund, the Health Surveillance Fund and the Communicable Disease Prevention and Service Improvement Grants Fund.

The Program will fund a small number of grants to organisations that due to their national role, World Health Organisation (WHO) accreditation, or expertise may be required to provide on-going surveillance and assistance in health protection. The activities funded under the Program are an important part of Health's public health protection framework that supports an innovative and efficient health sector that contributes to improved health and safety outcomes for the Australian public.

The activities and funding may be varied over time with changing or emerging health protection risks and challenges.

1.2 Program outcomes

The Program aims to protect the health of all Australians from threats posed by communicable diseases outbreaks, natural disasters, environmental hazards, acts of terrorism and other incidents that may lead to mass casualties.

1.3 Program objectives

The objectives of the Program are to fund activities that help strengthen the nation's capacity and capability in relation to health emergencies and communicable diseases including:

- Prevention – to prevent, eliminate or reduce the occurrence or severity of communicable disease outbreaks, environmental and chemical threats, and acts of terrorism; and/or minimise the health impacts on the Australian community. This includes;

- communicable disease surveillance data collection, analysis and reporting to inform public health response and to support evidence-based preventive health policy development;
- supporting activities that promote awareness and prevention, and also appropriate management of communicable diseases, in particular blood borne viruses and sexually transmissible infections;
- Preparedness – to build and strengthen Australia’s preparedness to prevent and minimise the impact from events such as communicable disease outbreaks, natural disasters, environmental and chemical threats and acts of terrorism; and
- Response – to develop and maintain response systems to ensure an effective, coordinated and timely response to health emergencies.

The scope of activities under the objectives will be adjusted from time to time to take into account evidence about the effectiveness, efficiency and appropriateness of activities, as well as emerging health protection issues and priorities. Therefore activities may be on-going, one-off or demand driven.

1.4 Funding

The Australian Government has committed up to a total of \$211.161 million (GST exclusive) over four years for the Program commencing in 2016-17.

A total of \$101.122 million over four years commencing in 2016-17 is for grants. Most grants will be offered in three year cycles to provide a stable and responsive platform of emergency preparedness and to provide potential recipients with greater financial certainty. Funding allocations for individual granting activities are identified in the Annexures.

A total of \$110.039 million over four years commencing in 2016-17 is for the procurement of work directly related to the purpose of the Program. Information about the services that may be procured is located in the Annexures.

Funds appropriated for the purpose of the Program may also be used for the procurement of work directly related to the purpose of the Program, such as evaluation.

Funds may be set aside for emerging priorities and issues as determined by the Commonwealth.

Funds will be allocated by the Minister for Health for the Program priorities and activities, which may include, but are not limited to those listed within these Program Guidelines and then deployed as set out in these guidelines at Section 3: Assessment of Grant Applications.

The funding committed to particular activities may be varied over time to take into account:

- availability of funding;
- evidence, including from evaluation activities, of the effectiveness, efficiency and appropriateness of the Program activities; and

- emerging priorities, issues and health challenges.

Funding amounts specified in forward years are indicative only and may be subject to change.

2. Eligibility

2.1 Who is eligible for grant funding?

The following types of entities may be eligible for funding under the Program;

- Incorporated association incorporated under Australian state/territory legislation;
- Incorporated cooperative incorporated under Australian state/territory legislation;
- Aboriginal corporation registered under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006*;
- Organisation established through specific Commonwealth or state/territory legislation;
- Company incorporated under the *Corporations Act 2001 (Commonwealth of Australia)*;
- Partnership;
- Trustee on behalf of a trust;
- Individual;
- Australian local government body; and
- Australian state/territory government.

The department recognises that, where appropriate, some organisations could form consortia to deliver activities. In such cases, a nominated lead entity must meet the above Eligibility Criteria and submit an application on behalf of the consortium that clearly identifies all other consortium members and includes letters of support from each of them. Only the lead entity will enter into and be responsible for any subsequent contractual arrangements.

Most grants are only available to selected applicants as dictated by changing policy needs and the subject expertise required. Where the department restricts a funding round to selected applicants, subsidiaries of those applicants may also apply, unless otherwise specified in the relevant funding round summary. In such circumstances, subsidiaries will be required to provide proof of their relationship to the entity that was invited to apply for grant funding.

2.2 What activities are eligible for grant funding?

Activities funded under the Program must be consistent with the outcomes and objectives in Section 1 of these guidelines.

Information about what specific grants may be used for is available in the Annexures for each activity.

2.3 What activities are not eligible for grant funding?

The following types of activities will **not** be funded under the Program:

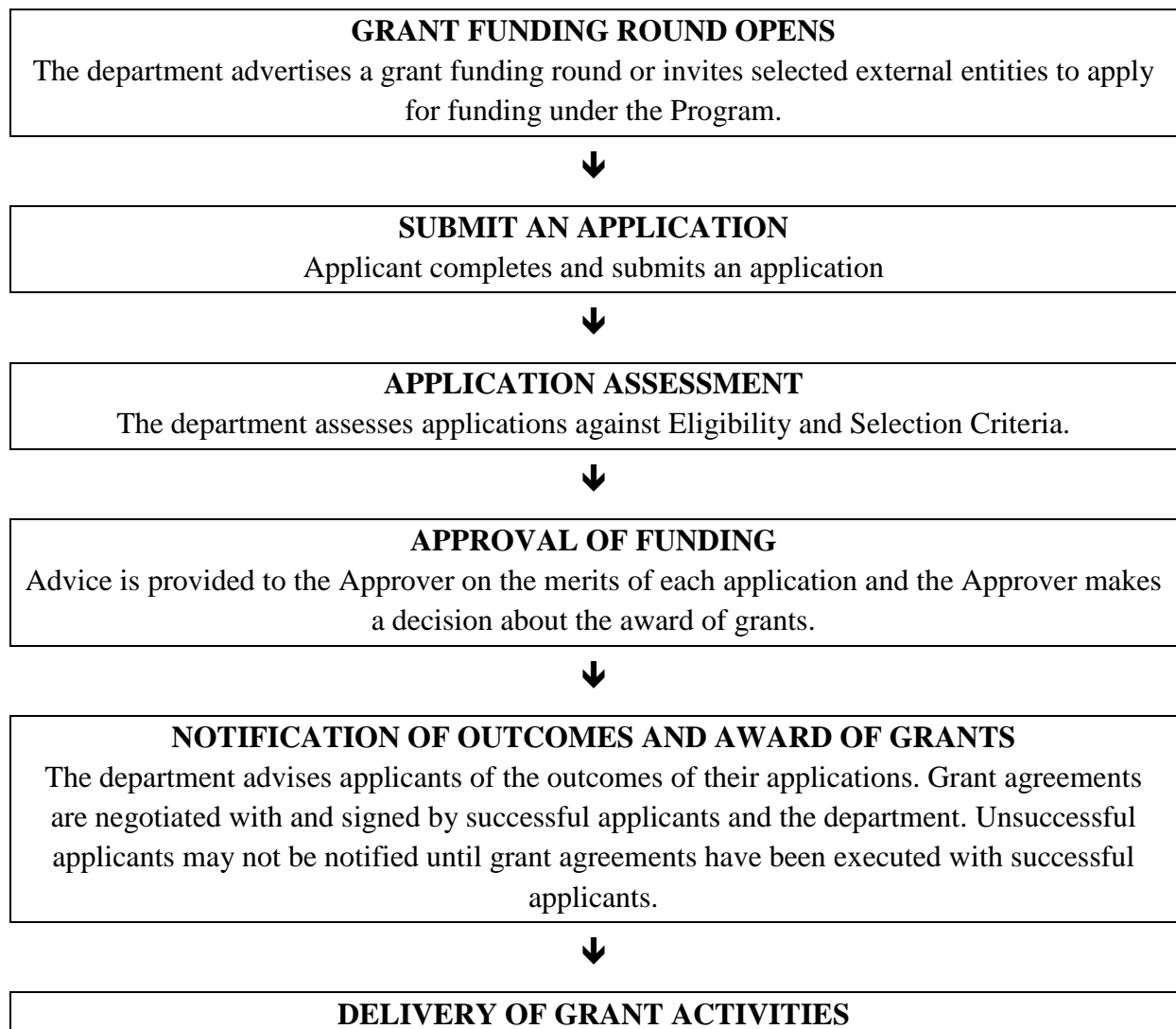
- capital works, such as the purchase of any land, the purchase or construction of a completely new premises, the demolition (whether or not followed by the replacement) of the majority of an existing premises or works including minor capital works;
- the purchase or repair of motor vehicles;
- retrospective items/activities;
- lobbying and activities undertaken by political organisations;
- activities which subsidise commercial activities;
- clinical trials; and
- activities that are funded through other departmental programs.

3. Grant Application Process

3.1 Overview of application process

All grants funding rounds will be undertaken in accordance with the [Commonwealth Grants Rules and Guidelines](#) (CGRGs) and will be consistent with the outcomes and objectives of the Program.

3.2 Grant Program Process Flowchart



Grant recipient undertakes the activity in accordance with the grant agreement and completes milestones and reporting requirements. The department makes payments, monitors progress and collates reports.



EVALUATION

The department evaluates the outcomes of the Program. The grant recipient provides information to assist this evaluation.

3.3 Types of selection process

There are a number of types of selection process that the department may undertake in order to award grants under the Program. In selecting the appropriate type of selection process, the department will consider the market for the specific activities to be funded as well as applying proportionality based on the complexity, value and urgency of available grants.

The department may use any of the following types of selection process to award grants under the Program. The Annexures will identify the types of selection process that may be used for particular activities.

Open competitive funding rounds

Open competitive funding rounds which will open and close to applications on nominated dates, with eligible applications being assessed against the selection criteria and then prioritised against other eligible applications for the available funding.

Targeted or restricted competitive funding rounds

Targeted or restricted competitive funding rounds which will open to a small number of potential grant recipients based on the specialised requirements of the granting activity or project under consideration.

Non-competitive open processes

Non-competitive, open processes under which applications may be submitted at any time over the life of the granting activity and are assessed individually against the selection criteria, with funding decisions in relation to each application being determined without reference to the comparative merits of other applications.

Demand driven processes

Demand-driven processes where applications that satisfy stated eligibility criteria receive funding, up to the limit of available appropriations and subject to revision, suspension or abolition of the granting activity.

Closed non-competitive processes

Closed non-competitive processes where applicants are invited to submit applications for a particular grant and the applications or proposals are not assessed against other applicants' submissions, but assessed individually against other criteria.

One-off grants

Provision will be made under the Program for one-off grants and emergency payments, provided that they meet the outcomes and objectives of the Program.

One-off grants to be determined on an ad-hoc basis, usually by Ministerial decision.

Procurement

Procurement processes will be conducted in accordance with the Commonwealth Procurement Rules and will be independent of any grant processes.

3.4 Timing of Grant funding rounds

Specific timeframes for funding rounds will be provided in the approach to market documentation for that funding round. For further details of the frequency of Health Protection Program funding rounds see the Annexures.

The majority of funding rounds will be open for six weeks from the advertising date; however application periods may vary depending on the complexity and urgency of grants as well as the type of selection process. Dates and application periods will be confirmed in the funding round summary for each funding round.

Table 1 outlines the expected timing of an average funding round.

Table 1: Timing of an average funding round

Activity	Timeframe*
Application period	6 weeks
Assessment of applications	3 – 6 weeks after closing
Approval of outcomes of assessment	1-2 week after assessment
Award and negotiations of grant agreements	1-3 weeks after approval
Notification to unsuccessful applicants	After execution of grant agreements with successful applicants

* Timeframes are indicative only.

3.5 How to apply for Grant funding

For open rounds, applicants may obtain an application pack from the department's [Tenders and Grants webpage](#). For targeted and closed rounds the application pack will be supplied to the applicant.

In addition to this Program Guidelines document, the application pack may include the following:

Funding round summary and application form explanatory notes

The funding round summary provides details of each grant being offered, including but not limited to:

- objectives and requirements of the grant;
- activities that are eligible and ineligible for funding;
- additional eligibility requirements;
- opening and closing dates for applications;
- a guide to the amount of funding available for each grant; and
- instructions on how to submit an application for funding.

Application form

The application form gathers information about the applicant's proposed activities and contains the selection criteria upon which applications will be assessed. Applicants should complete and return the application form to the department in accordance with the requirements of the funding round summary. Submitting an application does not guarantee funding.

Information in Program Guidelines overrides any inconsistencies in the Application Form.

Sample grant agreement

The sample grant agreement is comprised of a set of standard terms and conditions, supplementary conditions for each activity as required and a schedule specific to the individual grant. Preferred applicants will be required to sign a grant agreement with the Commonwealth, as represented by the department, before receiving any grant funding. The specific requirements of any grant agreement offered to applicants who are recommended for funding may vary from those in the sample, based on a risk assessment of the applicant and the specific activities to be delivered under the grant.

3.6 Applicant responsibilities

Applicants are responsible for ensuring that their applications are complete and accurate and submitted to the department in accordance with the requirements of the funding round summary.

Applicants should contact the department immediately if they discover an error in an application after submission. The department may, at its discretion, request clarification or additional information from applicants that does not alter the substance of an application in response to an omission or error of form. However, the department is not bound to accept any additional information, or requests to change submissions, from applicants after the application closing time.

Unless otherwise specified in the funding round summary, applicants may request clarification information from the department at any time between the funding round open date and last date for questions, as advertised in the funding round summary.

3.7 Submitting an application

Applications should be submitted to the department by the date and time specified in the approach to market documentation and should meet all the requirements outlined below.

Applications should address all of the relevant criteria to be considered for funding. These criteria are outlined in the approach to market documentation. It is important to complete each section of the application form and use the checklist to make sure each requirement has been considered.

Applications must be submitted in English on the official application form as specified in the Approach to Market documentation.

4. Assessment of Grant Applications

4.1 General assessment principles

Applications for funding under the Program will be assessed against the selection criteria outlined in the Annexures. Selection criteria will incorporate the following principles:

- Activity – how the application aligns with the objectives of the Activity;
- Capacity – the applicant’s capacity to deliver the activity/ies in an effective and efficient manner;
- Outcomes and benefits – the expected outcomes of the activity/ies; and
- Value with relevant money – the overall value for money offered by the application.

4.2 How will applications be assessed?

Regardless of which type of selection process is used, the department will establish an Assessment Committee to assess the applications and make a recommendation to the Approver on which applications to fund. The Assessment Committee will be comprised of representatives of the program policy division, specialist grant application assessors and grant managers. Depending on the volume and complexity of the grant applications received, the Assessment Committee may also seek input from external advisors to inform the assessment process. Any non-APS personnel involved in the assessment will be treated as agency staff in accordance with Part 1, section 2.8 of the Commonwealth Grant Rules and Guidelines.

The selection process is undertaken in two stages.

Stage 1 – Eligibility Criteria

Each applicant must satisfy all Eligibility Criteria and any application compliance requirements, specified in the relevant funding round summary, in order to be considered for further assessment. The chairperson of the Assessment Committee will make the final decision on eligibility and compliance.

At the discretion of the Approver, eligibility criteria may be waived where the department receives an insufficient number of suitable applications for grant funding under a funding

round or to fill gaps in service provision. The department may also contact applicants to clarify their eligibility, at the discretion of the chair of the Assessment Committee responsible for assessing an application for grant funding.

Stage 2 – Selection Criteria

Only applications that satisfy all Eligibility Criteria (if any) will proceed to Stage 2 and be assessed against the Selection Criteria. Applications will then be assessed to ensure value with relevant money is achieved in line with the outcomes and objectives of the program.

Specific assessment details will be explained further in each funding round summary.

For competitive funding rounds the selection criteria will be assessed against the rating scale in Table 2.

The assessment against the Selection Criteria will be used to identify those applicants with the capability to best meet the policy priorities of the Program, and may include a ranking of applicants.

When ranking applicants, the department intends to recommend applicants on the principle of giving preference to higher ranked applicants, but the department reserves the right to recommend a lower ranked applicant over a higher ranked applicant where this better reflects the policy priorities of the Programme , and provides better value with relevant money.

Applicants should also note that, where the assessment process does not identify a preferred applicant, the department reserves the right to approach and/or broker an arrangement between one or more funding applicants and/or other interested parties.

Table 2: Competitive assessment rating scale

Rating (for individual criterion)	Score
Excellent – response to this criterion, including all sub-criteria, exceeds expectations. Additional evidence* is available and confirms consistent superior performance against this criterion.	9-10
Good – response to this criterion addresses all or most sub-criteria to a higher than average standard. Some additional evidence* is available and confirms good performance against this criterion.	7-8
Average – response against this criterion meets most sub-criteria to an average but acceptable level. Some additional evidence* is available and provides some support for claims against this criterion.	5-6
Poor – poor claims against this criterion, but may meet some sub-criteria. Additional information available may be lacking detail and/or not directly relevant to the criterion.	2-4

Rating (for individual criterion)	Score
Does not meet criterion at all – response to this criterion does not meet expectations or insufficient or no information to assess this criterion. Little or no additional evidence* available.	0-1

*Additional evidence may include attachments to the application, previous departmental experience with this applicant, referee reports or information from other responses in the application.

For closed non-competitive processes and one-off grants, the Selection Criteria will be rated against the scale in Table 3.

Table 3: Non-competitive assessment rating scale

Rating	Description
Highly Suitable	Demonstrates an exceptional understanding of criterion and associated issues. A highly capable response/solution, with demonstrated experience that significantly exceeds that required to perform the work.
Suitable	Demonstrates a satisfactory understanding of the criterion and associated issues. A mostly capable response/solution, with some experience. May have a minor level of risk associated with the proposal. Panel considers the risk to the Government is manageable.
Unsuitable	Fails to demonstrate an acceptable understanding of the criterion and/or the associated issues. A poor response/solution with minimal to no experience. Significant level of risk associated with the proposal.

Specific assessment details will be explained further in each funding round summary.

Where the number of suitable applications is greater than the available funding applications will be ranked in order of policy priority.

4.3 Value with relevant money

All funds provided under the Program for grants and procurement activities are considered relevant money. The Australian Government is required to make proper use of public resources, including achieving value with relevant money. The department considers the following factors in assessing whether a grant will achieve value with relevant money:

- how well the application aligns with the outcomes and objectives of the Program;
- whether the requested grant will achieve something worthwhile that would not occur without the grant;
- the applicant's relevant skills and prior experience delivering similar activities;
- the applicant's past performance in delivering grant activities funded by the Commonwealth;
- referee reports;

- the systems and procedures that the applicant has in place for effectively managing grant funds and achieving objectives;
- the applicant’s approach to risk management; and
- the quantum of funds requested to deliver the grant activities.

4.4 Approval of grant funding

Following an assessment of the applications by the assessment committee, advice will be provided by the committee chair to the funding Approver on the merits of the application/s.

The Approver will consider whether the proposal will make an efficient, effective, ethical and economical use of Commonwealth resources, as required by Commonwealth legislation, and whether any specific requirements will need to be imposed as a condition of funding.

Funding approval is at the discretion of the Approver.

The Approver may vary for each funding round under the Program, based on the profile and value of grants, and will be identified in the funding round summary.

4.5 Application outcomes

Notification of application outcomes

The department will advise all applicants of the outcomes of their applications in writing following a decision by the Approver. Unsuccessful applicants may not be notified until grant agreements have been entered into with the successful applicant/s. Advice to applicants who are recommended for funding will contain details of any specific conditions attached to the funding offer. [Funding approvals](#) will also be listed on the department’s website.

Feedback on applications

Unsuccessful applicants may request feedback on their applications from the department within a period of two months of being advised of the outcome. The department will provide feedback in writing within one month of receiving a request for feedback.

4.6 Award of grants and contracting arrangement

Award of grants is at the sole discretion of the Approver.

Applicants who are recommended for funding will be required to enter into a grant agreement with the Commonwealth (represented by the department) before receiving any grant funding. The department may use the [Department of Health Standard Funding Agreement](#) or the [Commonwealth Low Risk Grant Agreement](#) to fund grants under the program. The standard terms and conditions for the designated agreement will apply and cannot be changed. The department may apply supplementary conditions to a grant agreement that override standard conditions or add additional conditions, based on the requirements of the specific activity and a risk assessment of the organisation delivering the activity.

There may be specific conditions attached to the funding approval required as a result of the assessment process or the risk rating of an organisation or imposed by the Approver. These will be identified in the offer of funding or during funding agreement negotiations. The department will negotiate with applicants who are recommended for funding with the aim of having grant agreements signed shortly after a decision by the Approver.

Applicants will not be considered successful and should not make financial commitments in expectation of receiving funding until a grant agreement has been executed with the Commonwealth.

5. Delivery of Grant Activities

5.1 Grant recipient responsibilities

Grant recipients must carry out each activity in accordance with these Program guidelines and the obligations contained in the grant agreement, which includes the standard terms and conditions, any supplementary conditions and the schedule. The schedule will outline the requirements specific to the funded activity.

Grant recipients are responsible for:

- ensuring that the terms and conditions of the grant agreement are met and that the activity is managed in efficient and effective manner;
- ensuring the effective and efficient use of grant funds;
- employing and managing staff required to deliver the activity;
- maintaining contact with the department and advising of any emerging issues that may impact on the success of the activity;
- identifying, documenting and managing risks and putting in place appropriate mitigation strategies;
- meeting milestones and other timeframes specified in the grant agreement;
- complying with record keeping, reporting and acquittal requirements in accordance with grant agreement;
- participating in activity evaluation as necessary for the period specified in the grant agreement; and
- ensuring that activity outputs and outcomes are in accordance with the grant agreement.

5.2 Grant payments

The department will make payments to grant recipients in accordance with the executed grant agreement. The department's default invoice process is Recipient Created Tax Invoices (RCTI).

5.3 Reporting requirements

Applicants should note that if successful, some details of their Activity/ies (including an activity outline, the applicant's name and the amount of funding awarded) will be made

public and posted on the department's website as part of department's legislative reporting obligations under the *Commonwealth Grants Rules and Guidelines*.

Grant recipients must provide the department with the reports for an activity containing the information, and at the times and in the manner specified in the grant agreement. Specific reporting requirements will form part of the grant recipient's agreement with the department.

Default reporting requirements for each grant activity are listed in the Annexures. However, reporting requirements vary depending on the department's risk assessment. Risk assessments may be reviewed by the department at any time during the life of the grant agreement and reporting requirements may be adjusted accordingly.

The department is responsible for assessing the information provided in progress reports and monitoring the performance of grant recipients.

5.4 Performance indicators

Grant recipients will be required to report against a combination of performance indicators, based on the activities they are delivering. Performance indicators for each grant activity are listed in the Annexures.

5.5 Risk Management

The department is committed to a comprehensive and systematic approach to the effective management of risk. Grant administration arrangements will be managed in proportion to the level of risk to the Commonwealth. As such, applicants and grant recipients will be subject to a risk management assessment, by the department, prior to the offer of any funding arrangement and periodically thereafter.

Grant agreements may require supplementary conditions and increased reporting frequency as a result of the department's risk assessment of a grant recipient for the delivery of a specific activity. The department may at any time review this risk assessment and vary the grant agreement to introduce or remove additional requirements. Grant recipients may receive different risk ratings for the delivery of different activities and the requirements of each grant agreement will reflect the risk associated with the delivery of that activity.

Grant recipients are responsible for managing risks to their own business activities and priorities. The department manages risks to Australian Government policy outcomes and relevant money through its management of grants under the Program.

5.6 Program Evaluation

An Evaluation Report may be required as part of the final report to assess the effectiveness of the Activity in delivering the required outputs and deliverables against the performance measures, and how the Activity has contributed to Program objectives and outcomes. If required, the Evaluation Report should identify the learnings and provide recommendations to improve future delivery of similar activities.

5.7 Branding

Any publication related to grants under the Program may acknowledge the Commonwealth as follows:

“This [name of activity] is supported by funding from the Australian Government Department of Health.”

6. Probity and Legislation

The Australian Government is committed to ensuring that the process for providing funding under the Program is transparent and in accordance with these guidelines.

6.1 Complaints Process

The department’s [Grant and Procurement Complaints Procedures](#) apply to complaints that arise in relation to grant and procurement processes. It covers events that occur between the time the funding round documentation is released to potential applicants and the date of contract execution, regardless of when the actual complaint is made. The department requires that all complaints relating to a grant or procurement process must be lodged in writing.

Any enquiries relating to funding decisions for the Program should be directed to Grant.ATM@health.gov.au.

6.2 Conflict of interest

A [conflict of interest](#) may exist if departmental staff, any member of an advisory panel or expert committee, and/or the applicant or any of its personnel:

- has a relationship (whether professional, commercial or personal) with a party who is able to influence the application assessment process, such as a departmental officer;
- 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
- has a relationship with, or interest in, an organisation from which they will receive personal gain as a result of the organisation receiving funding under the Program.

Each applicant will be required to declare as part of their application, existing conflicts of interest or that to the best of their knowledge there is no conflict of interest, including in relation to the examples above, that would impact on or prevent the applicant from proceeding with the activity or any grant agreement it may enter into with the Australian Government.

Where a party subsequently identifies that an actual, apparent, or potential conflict of interest exists or might arise in relation to an application for funding, external parties must inform the department in writing immediately. The chair of the assessment committee will be made

aware of any conflicts of interest and will handle them in compliance with departmental policies and procedures.

Conflicts of interest for departmental staff will be handled in compliance with the [Australian Public Service Commission policies and procedures](#).

6.3 Privacy - confidentiality and protection of personal information

Each applicant will be required, as part of their application, to declare their ability to comply with the [Privacy Act 1988](#), including the 13 Australian Privacy Principles, and impose the same privacy obligations on any subcontractors they engage to assist with the activity.

The grant agreement will impose obligations on the grant recipient with respect to special categories of information collected, created or held under the grant agreement. The grant recipient is required to seek the department's consent in writing before disclosing confidential information.

6.4 Freedom of information

All documents in the possession of the department, including those in relation to the Program, 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 information held by the Australian Government and its agencies. Under the FOI Act, members of the public can seek access to documents held by the department. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

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

By mail: Freedom of Information Coordinator
 FOI Unit
 Department of Health
 GPO Box 9848
 CANBERRA ACT 2601

By email: foi@health.gov.au

For more information about making a freedom of information request for access to documents in the possession of the department, please visit the department's [Freedom of Information webpage](#).

6.5 Legislation and delegation

Australian Public Service staff involved in grants administration are accountable for complying with the [Commonwealth Grants Rules and Guidelines](#) (CGRGs) and other policies and legislation that interact with grants administration.

The Approver for a grant under the Health Protection Program is the Minister for Health or a Departmental delegate, if specified in the relevant funding round summary.

In approving the award of a grant, the Approver must consider whether the grant activity will make an efficient, effective, ethical and economical use of Australian Government resources, as required by Commonwealth legislation. The Approver may require that specific conditions be imposed upon any offer of funding.

7. Consultation

Grant Recipients will be consulted about any major changes to these Guidelines.

8. Taxation implications

Applicants are responsible for ensuring compliance with appropriate taxation legislative requirements, including the GST and income tax implications of receiving a grant (where applicable). Applicants are advised to seek independent professional advice about their taxation obligations before applying for a grant under the Programme.

For general guidance on the taxation treatment of grants and funding from the Commonwealth, applicants may wish to refer to the [Australian Taxation Office website](#).

9. Glossary of Terms

the Activity	means the specific activity or project that is the subject of a grant.
approach to market	means any formal opportunity to apply for grant funding under the Program.
the Approver	means the person with the authority to award funding under the Program.
Assessment Committee	means the panels of assessment staff formed to assess applications for funding.
compliance requirements	means any mandatory requirements around the completion and submission of applications for grants under the Program.
the department	means the Australian Government Department of Health, unless otherwise stated.
Eligibility Criteria	means the minimum mandatory requirements which applicants must meet in order to qualify for a grant under a funding round.
financial year	means a 12 month period beginning on 1 July of one year and ending on 30 June the following year.
funding round	means any formal opportunity to apply for grant funding under the Program.
grant agreement	means a contractual arrangement between a grant recipient and the Commonwealth, as represented by the department, including the terms and conditions of the department's Standard Funding Agreement, any supplementary conditions and the schedule for a specific activity.
grant recipient	means an organisation funded by the Commonwealth to deliver a grant activity.
the Program	means the Health Protection Program.
relevant money	means money standing to the credit of any bank account of the Commonwealth or a corporate Commonwealth entity or money that is held by the Commonwealth or a corporate Commonwealth entity.
selection criteria	means the set of questions against which applicants' suitability to deliver a grant activity will be assessed by the department.

selection process

means the method from the list in Section 3.3 of the Guidelines used to select grant recipients.

Annexure A1 – Human Biosecurity Services

1. Activity summary

The Human Biosecurity Services Activity (the Activity) forms part of the Health Protection Program.

The Activity contributes to the Program's objectives by:

- providing for the delivery of human biosecurity services on behalf of the Commonwealth under the *Biosecurity Act 2015* and in accordance with Australia's *International Health Regulations (2005)* obligations to monitor health arrangements within facilities at international points of entry (including communicable disease control, Yellow Fever vaccination provider accreditation, emerging disease management and vector control).

2. Activity outcomes

The Activity aims to provide funding for staff within state and territory health authorities who will deliver human biosecurity services at the border, including border surveillance and response activities, as identified in the *Biosecurity Act 2015*. The activity will also authorise and require the service provider to accredit Yellow Fever vaccination providers. Successful management of communicable disease at Australia's international borders reduces public health threats posed by significant and emerging global communicable disease risks.

3. Activity objectives

The objectives of the Activity are to prevent listed human diseases under the *Biosecurity Act 2015* from entering, or emerging, establishing or spreading in Australia or part of Australian territory and to manage and mitigate global communicable disease threats entering Australia.

3.1 Funding available

Up to \$2.00 million (GST exclusive) over four years, commencing in 2016-17, has been allocated to this grant Activity from the Program. The duration and value of available grants will be advised in the relevant funding round summary.

The funding allocation is based on funding provided for similar services under the Quarantine Act 1908 in previous years, determined by population based statistics indicating areas of highest volume of international travellers.

3.2 Timing

Unless otherwise specified in the relevant funding round summary, the timeframe in the table at Part 3.4 of the Guidelines will apply.

3.3 Type of selection process

Eligible organisations are able to apply for funding through closed non-competitive funding rounds.

Definitions of each type of selection process can be found in Section 3.3 of the Guidelines. The funding round summary for each approach to market provides detailed information on the eligible organisation/s.

3.4 Who is eligible for grant funding?

Only state and territory health authorities are eligible to apply for funding. Under the *Biosecurity Act 2015*, only state and territory health departments are legally able to provide the services funded by this activity.

3.5 What activities and items are eligible for grant funding?

Applications for funding should be consistent with the outcomes and objectives of the Activity. The following activities and items are eligible to receive funding.

The Activity provides funding to contribute to hiring staff to provide human biosecurity services at Australia's international points of entry. Human biosecurity services to be undertaken by these funded staff include the following:

- provide medical advice to officers assessing ill travellers at Australian international points of entry;
- arrange integration into state/territory public health systems of travellers identified at the border as requiring treatment for a listed human disease (under the *Biosecurity Act 2015* and associated subordinate legislation);
- the application of human biosecurity control orders to individuals identified as presenting a risk of a facilitating a listed human disease in entering, emerging, establishing itself or spreading in Australian territory or part of Australian territory;
- provide advice to the Commonwealth Biosecurity Officers concerning measures to be taken to treat a vessel or other biosecurity measures to be performed if a vessel is suspected to have a communicable disease on board;
- provide input into the development of new human biosecurity arrangements;
- assist with undertaking activities to prevent a listed human disease from entering, emerging, establishing itself or spreading in Australian territory or part of Australian territory, including preventative biosecurity measures and enhanced screening measures;
- act as a conduit between the Commonwealth and state authorities on human biosecurity matters; and
- participate in activities, including regular meetings and training opportunities, designed to improve or exercise human biosecurity related capabilities.

Funding will also be provided for the accreditation of Yellow Fever vaccination providers that meet the National Yellow Fever Guidelines available at

<http://www.health.gov.au/internet/main/publishing.nsf/Content/ohp-yellow-fever-certificate-factsheet.htm#1>.

3.6 What activities and items are not eligible for grant funding?

Funding will **not** be provided for the types of activities and items listed in Section 2.3 of the Guidelines. The department may also choose not to fund other activities and items at the discretion of the Approver.

3.7 Selection criteria

Applications for funding under the Activity will be assessed against the selection criteria outlined in the funding round summary and application form. Selection criteria for the Activity will address the following themes:

- Activity – how the application aligns with the objectives to prevent a listed human disease from entering, or emerging, establishing itself or spreading in Australian territory or part of Australian territory;
- Capacity – the applicant’s capacity to fund staff for the delivery of human biosecurity services in an effective and efficient manner;
- Outcomes and benefits – the funding of appropriate staff to deliver human biosecurity services at the border, including screening and management of ill travellers, and provision of medical services; and the accreditation of appropriately qualified Yellow Fever vaccination centres; and
- Value with relevant money – the overall value for money offered by the application.

3.8 Contractual arrangements

Successful applicants will be required to enter into a grant agreement with the Commonwealth (represented by the department). The terms and conditions of the Standard Funding Agreement will apply to grants funded under this Activity.

The Biosecurity Act 2015 is expected to fully replace the Quarantine Act 1908, commencing 16 June 2016. The existing human quarantine services funding agreements are established under the Quarantine Act 1908 and expire at the end of the 2015-16 financial year. The overarching powers and responsibilities are similar in each piece of legislation, however specific references and powers do differ slightly, and this will be taken into account during the drafting of any new funding agreement.

3.9 Reporting requirements

Specific reporting requirements will form part of each funded organisation’s agreement with the department. The reporting requirements for the Activity may include:

- an activity work plan;
- six-monthly performance reporting;

- annual income and expenditure statements; and
- a final report.

Reporting requirements may vary depending on the department's risk assessment of each grant agreement. Risk assessments may be reviewed by the department at any time during the life of the grant agreement and reporting requirements may be adjusted accordingly.

The department is responsible for assessing the information provided in progress reports and monitoring the performance of grant recipients.

3.10 Performance indicators

To assist the department to assess whether the Activity outcomes have been achieved, grant recipients will be required to report against the following performance indicators in their performance reports for the Activity:

Quantitative

- 100% of staff funded under the Activity completed training requirements.
- 100% of accredited vaccination centres meet the National Yellow Fever Guidelines.

Qualitative

- Performance is in accordance with the standards and timeframes required in the *Biosecurity Act 2015*.

Annexure A2 –Safety and Security of the Blood Supply

1. Activity summary

The Safety and Security of the Blood Supply Activity (the Activity) forms part of the Health Protection Program.

The Activity provides reference testing for human immunodeficiency virus (HIV) and provides quality assurance programs and statistics on laboratory testing for HIV, hepatitis C (HCV) and hepatitis B (HBV), and services to ensure the safety of Australia's blood supply.

2. Activity outcomes

The outcomes of the Activity are:

- the maintenance of a safe and secure blood supply in Australia and the protection of the Australian public from the spread of blood borne viruses (BBV) and Sexually Transmissible Infections (STI) through safe blood and plasma supplies.

3. Activity objectives

The Activity aims to provide:

- appropriate quality assurance programs for laboratories using in-vitro diagnostic devices for infections including, but not limited to, HIV and viral hepatitis, so that the Australian public can have confidence in testing services provided in Australia and that any deficiencies are rapidly identified and remedial action taken; and
- support for services that ensure the accuracy and reliability of tests on all blood and plasma donations prior to release by the Australian Red Cross Blood Service, to ensure that the Australian blood supply is free from BBV.

3.1 Funding available

Up to \$16.920 million has been allocated to this grant activity from the Program for 1 July 2016 to 30 June 2017. The duration and value of any future grants will be advised in the relevant funding round summary.

3.2 Timing

Unless otherwise specified in the relevant funding round summary, the timeframe in the table at Part 3.4 of the Guidelines will apply.

3.3 Type of selection process

Eligible organisations are able to apply for funding through targeted-competitive or closed non-competitive funding rounds. Some services may also be funded through procurement

processes. Procurement of services will be undertaken in line with the requirements of the Commonwealth Procurement Rules.

Definitions of each type of selection process can be found in Section 3.3 of the Guidelines. The funding round summary for each approach to market provides detailed information on the applicable type of selection process.

3.4 Who is eligible for grant funding?

Unless otherwise specified in the funding round summary for a grant, Section 2.1 of the Guidelines identifies the entity types which are eligible for funding.

Eligibility criteria will not be waived in any circumstances.

3.5 What activities and items are eligible for grant funding?

Applications for funding should be consistent with the outcomes and objectives of the Activity. The following activities and items are eligible to receive funding:

Services that ensure the accuracy and reliability of tests on all blood and plasma donations prior to release by the Australian Red Cross Blood Service, including, but not limited to:

- a Quality Control and Quality Assurance program and associated services to support the Blood Service's Nucleic Acid Testing (NAT) testing of fresh blood donations;
- provision of validated HIV, HCV and HB Quality Control (QC) plasma, and national Quality Assurance (QA) Program confirmatory testing services to the Blood Service;
- monitoring and analysis of the results of the QC program in a timely manner to the Blood Service; and
- provision of plasma to the Blood Service for training and proficiency testing of staff.

Some funding rounds may target a subset of these activities. In such cases the funding round summary will identify which activities are eligible for funding.

3.6 What activities and items are not eligible for grant funding?

Funding will **not** be provided for the types of activities and items listed in Section 2.3 of the Guidelines.

3.7 Selection criteria

Applicant will be assessed against the selection criteria outlined in the funding round summary and application form. Selection criteria for the Activity address the following:

- Activity – how the application aligns with the objectives of the Activity;
- Capacity – the applicant's capacity to deliver the Activity in an effective and efficient manner;
- Outcomes and benefits – the expected outcomes of the Activity; and
- Value with relevant money – the overall value for money offered by the application.

3.8 Contractual arrangements

Successful applicants will be required to enter into a grant agreement with the Commonwealth (represented by the department). The terms and conditions of the [Standard Funding Agreement](#) will apply to grants funded under this Activity. Successful applicants will be expected to enter into a service level agreement with the Blood Service to measure the delivery of the specified services.

3.9 Reporting requirements

Specific reporting requirements will form part of each funded organisation's agreement with the department. The reporting requirements for the Activity may include:

- an Activity work plan;
- six monthly performance reporting;
- annual income and expenditure reports; and
- a final report.

Reporting requirements may vary depending on the department's risk assessment of each grant. Risk assessments may be reviewed by the department at any time during the life of the agreement and reporting requirements may be adjusted accordingly.

The department is responsible for assessing the information provided in progress reports and monitoring the performance of grant recipients. Performance reports may contain the following:

- milestones or other outcomes completed during the reporting period;
- a summary of the data stipulated in the grant agreement;
- a summary of any issues, problems or delays with the Activity and how the grant recipient is addressing them; and
- the extent to which the Aims and Objectives have been met.

3.10 Performance indicators

To assist the department to assess whether the Activity outcomes have been achieved, grant recipients will be required to report against the following performance indicators in their performance reports for the Activity.

Quantitative

- Adequate supply of Quality Containment material provided to the Blood Service to ensure no gaps in provision;
- the Blood Service is sufficiently informed of the results of the Quality Assurance program; and
- provision of testing provided in accordance with relevant quality systems, accreditation and standards (see Qualitative Indicators).

Qualitative

Maintenance of a quality system, accreditation and standards adherent to the relevant:

- National Pathology Accreditation Advisory Council (NPAAC) standards;
- Therapeutic Goods Act 1989 and Therapeutic Goods Regulations 1990;
- ISO Standards for quality and competence;
- NATA requirements for Proficiency Testing Providers; and
- Australian Code of Good Manufacturing Practice – Human Blood and Tissues.

Annexure A3 – Enhancing Australia’s National Public Health Laboratory Capacity and Capability

1. Activity summary

The funding of specialised public health laboratories or laboratory related capacity and capability building activities form part of the Health Protection Program.

Currently funding supports the operation of the National High Security Quarantine and Smallpox Laboratory (NHSQL), World Health Organization Collaborating Centre for Reference and Research on Influenza and the RCPA Proficiency Testing Program for Biological Agents of Security Concern.

2. Activity outcomes

The Activity Outcome is that Australia has ready access to specialised laboratory capacity and capability for the secure detection, identification and analysis of biological agents of security concern or that pose a serious communicable disease risk such as pandemic influenza.

3. Activity objectives

The Activity aims to ensure that specialised public health laboratory capacity and capability to detect, identify and analyse biological agents of security concern or which pose a serious communicable disease risk, is maintained and available within Australia.

This capability to rapidly detect and identify such agents ensures that Australia will be able to implement appropriate response measures to minimise the impact on affected communities and the health system.

4. Funding available

\$24.869 million (GST exclusive) over four years, commencing 2016-17 has been allocated to this grant Activity from the program. The duration and value of future grants will be advised in the relevant funding round summary.

5. Timing

Unless otherwise specified in the relevant funding round summary, the timeframe in the table at Part 3.4 of the Guidelines will apply.

6. Type of selection process

Eligible organisations are able to apply for funding through closed non-competitive or targeted/restricted competitive funding rounds.

Definitions of each type of selection process can be found in Section 3.3 of the Guidelines. The funding round summary for each approach to market provides detailed information on the applicable type of selection process.

7. Who is eligible for grant funding?

Unless otherwise specified in the funding round summary for a grant, Section 2.1 of the Guidelines identifies the entity types which are eligible for funding.

8. What activities and items are eligible for grant funding?

The types of activities and items eligible to receive funding are those that contribute to building national public health laboratory capacity and capability, contributing to Australia's state of preparedness to meet a health emergency arising from a communicable disease outbreak or bioterrorist attack. Activities may include but are not limited to the following:

- laboratories developing and maintaining unique, specialist capacity/capability and high level physical containment that mitigate a particular risk to the health and safety of Australians;
- laboratories or laboratory related organisations that develop activities to further develop and enhance the skills and expertise of Australian public health laboratories so they are able to better detect, identify and analyse novel or re-emerging communicable diseases or biological agents of security concern;
- purchase of minor items of laboratory testing equipment and/or test kits and reagents to ensure Australia's public health laboratories have the necessary capability to detect, identify and analyse communicable disease threats and biological agents deemed to be threats to Australia;
- support and promotion of a particular testing technology or methodology that will gain Australia the most rapid, sensitive and specific test results, in the detection of novel disease agents or emerging disease threats;
- discrete and highly specialised laboratory surveillance and research activities that may aid in enhancing Australia's health emergency response and preparedness;
- support/contribute to Australian expert attendance at relevant and specialist international fora, where the training or international engagement will boost Australia's preparedness (where no other funding source is available); and
- support/contribute to the establishment/running of dedicated (non-routine) fora of Australian experts to share information to build capacity and contribute towards nationally consistent policy on laboratory test development and use.

The funding round summary will identify which activities are eligible for funding. Applications for funding should be consistent with the outcomes and objectives of the Program.

9. What activities and items are not eligible for grant funding?

Funding will **not** be provided for the types of activities and items listed in Section 2.3 of the Guidelines. The department may also choose not to fund other activities and items at the discretion of the Approver.

10. Selection criteria

Applications for funding under the Activity will be assessed against the selection criteria outlined in the funding round summary and application form. Selection criteria for the Activity will address the following:

- Activity – the relevance and effectiveness of the application to meet the objectives, priorities and scope of the Health Protection Program priority of building and enhancing laboratory capacity and capability to detect, analyse, identify and report on communicable disease threats to Australia including biological agents of security concern;
- Budget – provision of an overarching and activity specific budget for the project;
- Capacity – the applicant’s capacity to govern and deliver the activity/ies in an effective and efficient manner within the proposed timeframe; and
- Outcomes and benefits – the expected outcomes of the activity/ies.

11. Contractual arrangements

Successful applicants will be required to enter into a grant agreement with the Commonwealth (represented by the department). The terms and conditions of the Standard Funding Agreement will apply to grants funded under this Activity.

12. Reporting requirements

Specific reporting requirements will form part of each funded organisation’s agreement with the department. The reporting requirements for the Activity may include:

- six monthly performance reporting;
- annual income and expenditure reports; and
- a final report.

Reporting requirements may vary depending on the department’s risk assessment of each grant agreement. Risk assessments may be reviewed by the department at any time during the life of the grant agreement and reporting requirements may be adjusted accordingly.

The department is responsible for assessing the information provided in progress reports and monitoring the performance of grant recipients.

13. Performance indicators

To assist the department to assess whether the Activity outcomes have been achieved, Grant recipients will be required to report against performance indicators for the Activity that may include:

Quantitative

- Achieve the target of 100% against performance indicators set out in the relevant funding agreement, for example:
 - maintain a constant state of readiness and specialised capacity and capability to detect, identify and analyse/characterise relevant biological agents and communicable disease presenting a threat to Australia;
 - maintain relevant levels of physical containment appropriate to the biological agents or communicable diseases being handled;
 - maintain relevant regulatory accreditation and/or World Health Organization Collaborating Centre status (where applicable) for public health laboratory tests and facilities;
 - review operational and diagnostic test protocols annually;
 - participate in research and public health surveillance activities, as appropriate;
 - the number of laboratories participating in the proficiency testing program is maintained or increased including recruitment of international participants;
 - provide advice to the department, the Public Health Laboratory Network (PHLN) and participate, as appropriate in the national response to threats posed by biological agents and communicable diseases; and
 - undertake all specified activities and operate within the specified budget.

Qualitative

- Performance report review (where applicable) of whether:
 - the recipient is recognised by national and international public health laboratory peers as specialist/reference laboratories;
 - the department and other public health laboratory stakeholders such as PHLN are satisfied with the advice provided and the level of participation in national responses to threats posed by biological agents and communicable diseases;
 - the recipient has undertaken all activities within the defined period;
 - state of the art capability has been maintained through development and adoption of new technology or test methodology; and
 - the recipient works effectively with the department to apply mitigation strategies and solutions to all identified issues.

Annexure A4 – Human Papillomavirus Surveillance

1. Activity summary

The Human Papillomavirus (HPV) Surveillance Activity (the Activity) forms part of the Health Protection Program.

The Activity includes two components:

1. **HPV genotype surveillance:** ongoing national surveillance of HPV genotypes to indicate which types of HPV are circulating in the population; and
2. **Genital warts surveillance:** ongoing national surveillance of genital warts as an early indicator of HPV infection.

This Activity supports the monitoring and evaluation of the department's National HPV Vaccination Program.

The National HPV Vaccination Program, provided through the National Immunisation Program, commenced in 2007 and has evolved over recent years to include both females and males and vaccination through schools for 12 to 13 year olds. Australia is the first country to implement a comprehensive, fully funded, population-based HPV immunisation program. The objective of HPV immunisation is to protect young women and men against HPV infections that can lead to cancer and disease later in life.

Further information about the National HPV Vaccination Program is available on the department's website at www.immunise.health.gov.au

2. Activity outcomes

The Activity outcome is to provide effective and high quality surveillance systems that monitor HPV genotypes and genital warts to assist the department with evaluating the impact of HPV vaccination and HPV infection and inform future vaccine policy in Australia.

3. Activity objectives

This Activity supports the surveillance objectives of the National HPV Surveillance Plan (the Plan) that was endorsed by the Communicable Diseases Network Australia (CDNA) in late 2013. The Plan outlines key HPV surveillance objectives and in so doing provides guidance that assists in monitoring the implementation of the National HPV Vaccination Program and in evaluating its impact on circulating HPV types and HPV related disease.

From the Plan, the two surveillance areas and three relevant objectives for this Activity are:

1. **Infection monitoring:**

- monitor the prevalence of HPV genotypes in the general female population; and
- monitor the prevalence of HPV genotypes in the general male population.

2. **Non-cancer disease endpoints:**

- monitor the incidence of genital warts.

4. Funding available

Up to \$2.232 million (GST exclusive) over four years commencing in 2016-17 is available for this Activity, consisting of:

- \$1.74 million for HPV genotype surveillance; and
- \$0.49 million for genital warts surveillance.

The duration and value of available grants will be advised in the relevant funding round summary.

5. Timing

Unless otherwise specified in the relevant funding round summary, the timeframe in the table at Part 3.4 of the Guidelines will apply.

6. Type of selection process

Eligible organisations are able to apply for funding through **closed non-competitive** funding rounds.

Definitions of each type of selection process can be found in Section 3.3 of the Guidelines. The funding round summary for each approach to market provides detailed information on the applicable type of selection process.

7. Who is eligible for grant funding?

Unless otherwise specified in the funding round summary for a grant, Section 2.1 of the Guidelines identifies the entity types which are eligible for funding.

Eligibility criteria will not be waived in any circumstances.

8. What activities and items are eligible for grant funding?

Overall funding will be provided to maintain and expand (as required) established HPV genotype and genital warts surveillance systems; and provide high quality data and advice to the department.

HPV genotype surveillance

There are many HPV genotypes circulating in the Australian population. The current vaccine used for the National HPV Vaccination Program targets four of the most common genotypes (genotypes 6, 11, 16 and 18). Monitoring the prevalence of HPV genotypes assists with assessing:

- the impact of the National HPV Vaccination Program on vaccine-targeted genotypes;
- vaccine outcomes including:
 - herd immunity (i.e. unvaccinated individuals are protected through the vaccination of others);
 - cross-protection (i.e. vaccinated individuals are protected from similar, non-vaccine genotypes); and
- type replacement (i.e. an increase in the prevalence of non-vaccine genotypes).

Subject to the particular round, the following activities and items are eligible to receive funding:

- recruitment of participants through clinic networks (general practice, family planning, sexual health clinics and Aboriginal Medical Services) and social media;
- collection of participant information, including demographical and behavioural data;
- collection of participant samples taken from appropriate anatomical sites (e.g. anogenital region);
- typing of samples (for the HPV genotype/s); and
- provision (to the department) of summary data and epidemiological analysis of HPV genotypes circulating in the Australian population.

Genital warts surveillance

Genital warts are an early indicator of HPV infection and are caused by HPV genotypes 6 and 11, which are targeted by the current HPV vaccine. By monitoring the prevalence of genital warts in the Australian community, it can assist in assessing the impact of the National HPV Vaccination Program.

Subject to the particular round, the following activities and items are eligible to receive funding:

- maintenance (and where necessary recruitment) of participating sexual health clinics;
- installation and maintenance of data extraction patches for the patient management systems of participating sexual health clinics to collect participant genital wart data;
- collection, cleaning and collation of line data from sexual health clinics; and
- provision (to the department) of summary data and epidemiological analysis of genital warts in the Australian population as a preliminary marker of HPV infection.

9. What activities and items are not eligible for grant funding?

Funding will **not** be provided for the types of activities and items listed in Section 2.3 of the Guidelines.

10. Selection criteria

Applications for funding under the Activity will be assessed against the selection criteria outlined in the funding round summary and application form. Selection criteria for the Activity will address the following themes:

- Activity – how the application aligns with the objectives of the Activity;
- Capacity – the applicant’s capacity to deliver the Activity in an effective and efficient manner;
- Outcomes and benefits – the expected outcomes of the Activity; and
- Value with relevant money – the overall value for money offered by the application.

11. Contractual arrangements

Successful applicants will be required to enter into a grant agreement with the Commonwealth (represented by the department). The terms and conditions of the Standard Funding Agreement will apply to grants funded under this Activity.

12. Reporting requirements

Specific reporting requirements will form part of each funded organisation’s agreement with the department. The reporting requirements for the Activity may include:

- an Activity work plan;
- six monthly performance reporting including summary data and epidemiological analysis in relation to the Activity outcomes;
- annual income and expenditure reports; and
- a final report.

Reporting requirements may vary depending on the department’s risk assessment of each grant agreement. Risk assessments may be reviewed by the department at any time during the life of the grant agreement and reporting requirements may be adjusted accordingly.

The department is responsible for assessing the information provided in performance reports and monitoring the performance of grant recipients. Performance reports are to contain the following:

- performance against the Activity Performance indicators (as stipulated in the grant agreement);
- milestones or other outcomes completed during the reporting period;
- a summary of data (as stipulated in the grant agreement);

- a summary of any issues, problems or delays with the Activity and how the grant recipient is addressing them; and
- the extent to which the Project Aims and Objectives have been met.

13. Performance indicators

To assist the department to assess whether the Activity outcome has been achieved, a grant recipient will be required to report against the following performance indicators in the performance reports.

HPV genotype surveillance

Quantitative

- A representative number of clinics participate in the HPV genotype surveillance, with additional clinics recruited as needed (proposed expansion for 2016–2018 is for an additional three general practices, one sexual health clinic and five Aboriginal Medical Services). A representative number of clinics will ensure adequate data is collected for each of the priority groups;
- ethics approvals have been obtained for all participating sites and are updated as needed (there are currently 2 family planning clinics, 2 general practices, 5 sexual health clinics and 4 Aboriginal Medical Services participating);
- all Activity data have been analysed (data for 1,159 samples were collected to 28 May 2015); and
- all samples are typed for each collection cycle and data entry has been completed for the following priority groups:
 - women aged 18–35 years including from culturally and linguistically diverse (CALD) communities (recruited from family planning clinics, general practice and sexual health clinics);
 - heterosexual men aged 18–35 years including from CALD communities (recruited from general practice, family planning, sexual health clinics and a social networking site);
 - men who have sex with men aged 18–35 years (recruited from sexual health clinics and a social networking site); and
 - Aboriginal and/or Torres Strait Islander people aged 18–35 years (recruited from Aboriginal Medical Services).

Qualitative

- Data collection documents are reviewed and amended (as appropriate);
- staff are recruited with the necessary epidemiological, laboratory or project management skills (depending on the position) and trained as needed;
- tablets are purchased and programed for participant information collection; and
- recruitment activities are prepared and monitored for each recruitment drive.

Genital warts surveillance

Quantitative

- A representative number of sexual health clinics participate in the genital warts surveillance, with additional clinics recruited as needed. A representative number of clinics will be demonstrated by adequate data for each of the priority groups;
- data extraction patches are installed and maintained for all participating clinics' patient management systems; and
- ongoing genital warts surveillance data is reported in a timely manner (in accordance with the timelines stipulated in the grant agreement).

Qualitative

- All line data from sexual health clinics is cleaned and collated, with the aim for all missing / erroneous information to be obtained / corrected. Data is analysed by:
 - Gender;
 - Aboriginal and/or Torres Strait Islander status;
 - Age group (aged <21 years, 21-30 years and >30 years); and
 - Sexuality (heterosexual, bisexual or homosexual).
- Data collection and reporting is timely, consistent and complete, with data that are:
 - representative of the population;
 - collected in accordance with ethics approval requirements for each site; and
 - comparable with data previously collected through the genital warts surveillance network.

Annexure A5 – Blood Borne Viruses and Sexually Transmissible Infections Surveillance

1. Activity summary

The Funding for this Activity is provided for the systematic and ongoing collection, collation, analysis and reporting of epidemiological, behavioural, social and trend data on Blood Borne Viruses (BBV) and Sexually Transmissible Infections (STI), in particular hepatitis B, hepatitis C, human immunodeficiency virus (HIV), syphilis chlamydia, gonorrhoea, and trichomonas.

2. Activity outcomes

The Activity will provide information that will measure progress against the BBV and STI Surveillance and Monitoring Plan 2014-2017 and the targets and objectives of the five National BBV and STI Strategies, 2014-2017

<http://www.health.gov.au/internet/main/publishing.nsf/Content/ohp-national-strategies>

3. Activity objectives

The Activity aims to improve the detection, prevention, treatment and awareness of BBV and STI, and provide information and analysis to assess the effectiveness of prevention and harm reduction activities and BBV and STI education for health professionals and priority populations. The target priority populations are Aboriginal and Torres Strait Islander people, young people aged 30 years and under, gay men, culturally and linguistically diverse people, people who inject drugs, and sex workers.

4. Funding available

Up to \$15.920 million (GST exclusive) over four years commencing in 2016-17, has been allocated to this grant Activity from the program. The duration and value of available grants will be advised in the relevant funding round summary.

5. Timing

Unless otherwise specified in the relevant funding round summary, the timeframe in the table at Part 3.4 of the Guidelines will apply.

6. Type of selection process

Eligible organisations are able to apply for funding through closed non-competitive funding rounds, as well as open competitive grant rounds.

Definitions of each type of selection process can be found in Section 3.3 of the Guidelines. The funding round summary for each approach to market provides detailed information on the applicable type of selection process.

7. Who is eligible for grant funding?

Unless otherwise specified in the funding round summary for a grant, Section 2.1 of the Guidelines identifies the entity types which are eligible for funding.

Eligibility criteria will not be waived in any circumstances, however the department may contact applicants to clarify their eligibility at the discretion of the chair of the Assessment Committee responsible for assessing an application for grant funding.

8. What activities and items are eligible for grant funding?

Applications for funding should be consistent with the outcomes and objectives of the Activity. The following activities and items are eligible to receive funding:

- epidemiological and trend analysis, and behavioural and social research into BBV and STI in priority populations to measure progress against the goals, outcomes and targets in the five National BBV and STI Strategies 2014-2017;
- surveys to inform policy and interventions to reduce prevalence and the risks of exposure and transmission of BBV and STI;
- enhanced surveillance of communicable diseases including hepatitis B, hepatitis C, HIV, syphilis chlamydia, gonorrhoea, and trichomonas to inform public health response and support evidence-based preventive health policy development; and
- data collation, monitoring, analysis and reporting of cases of BBV and STI and examining the quality and robustness of clinical service options, and patient education and awareness vehicles, that are utilised by patients and health care professionals in the treatment and management of patients affected by BBV and STI to provide information for assessing the efficacy of BBV and STI programs.

Some funding rounds may target a subset of these activities. In such cases the funding round summary will identify which activities are eligible for funding.

9. What activities and items are not eligible for grant funding?

Funding will **not** be provided for the types of activities and items listed in Section 2.3 of the Guidelines.

10. Selection criteria

Applications for funding under the Activity will be assessed against the selection criteria outlined in the funding round summary and application form. Selection criteria for the Activity will address the following themes;

- Activity – how the application aligns with the objectives of the Activity;
- Capacity – the applicant’s capacity to deliver the Activity in an effective and efficient manner;
- Outcomes and benefits – the expected outcomes of the Activity; and
- Value with relevant money – the overall value for money offered by the application.

11. Oversubscription / undersubscription

Where the number of suitable applications is greater than the available funding, suitable applications will be shortlisted against the value with relevant money considerations in Section 4.3 of the Guidelines. In the event that negotiations are unsuccessful with any applicant who is recommended for funding, or additional funds become available, the department may offer a grant agreement to other applicants who have been shortlisted, at the sole discretion of the Approver.

Where there are insufficient suitable applications received under a funding round, the department may seek to fill any gaps in policy objectives through targeted approaches to selected applicants.

12. Contractual arrangements

Successful applicants will be required to enter into a grant agreement with the Commonwealth (represented by the department). The terms and conditions of the Standard Funding Agreement will apply to grants funded under this Activity.

13. Reporting requirements

Specific reporting requirements will form part of each funded organisation's agreement with the department. The reporting requirements for the Activity may include:

- an Activity work plan;
- six monthly performance reporting;
- annual income and expenditure reports; and
- a final report.

Reporting requirements may vary depending on the department's risk assessment of each grant agreement. Risk assessments may be reviewed by the department at any time during the life of the grant agreement and reporting requirements may be adjusted accordingly.

The department is responsible for assessing the information provided in progress reports and monitoring the performance of grant recipients.

14. Performance indicators

To assist the department to assess whether the Activity outcomes have been achieved, Grant recipients will be required to report against the following performance indicators in their performance reports for the Activity:

Quantitative

- Surveillance data and information are in accordance with the indicators in the National BBV and STI Surveillance and Monitoring Plan.

Qualitative

- Surveillance data are sourced from and provided to State and Territory and Commonwealth systems where required; and
- collection, analysis and dissemination of surveillance data demonstrate and support the meaningful involvement of priority populations.

Annexure A6 – Blood Borne Viruses and Sexually Transmissible Infections Prevention and Education

1. Activity summary

The Blood Borne Viruses (BBV) and Sexually Transmissible Infections (STI) Prevention and Education Activity (the Activity) consists of various grants to:

- deliver training and education to support the increasing role of primary health care in the diagnosis, treatment and management of BBV and STI;
- support primary health care to increase testing and treatment of BBV and STI in health services and utilisation of Commonwealth medical services and pharmaceutical benefits;
- deliver training and education of healthcare professionals and health workers to ensure delivery of best practice testing, treatment and on-going care of people diagnosed with or receiving treatment for BBV and STI;
- increase community education and knowledge of BBV and STI to reduce the prevalence of BBV and STI;
- support Point-of-Care testing to increase the uptake of testing and treatment for BBV and STI, particularly in Aboriginal health services located in remote and very remote areas;
- support delivery of coordinated health services for Aboriginal and Torres Strait Islander people to increase opportunistic and community testing for BBV and STI, increase the uptake of treatment, and increase community education to encourage safer sexual health and drug injecting practices; and
- support health workers and the community to address stigma and discrimination within the healthcare system to enable priority populations to access testing and treatment, and encourage people diagnosed with and living with BBV to stay on treatment.

The Activity/ies will be guided by the National BBV and STI Strategies Implementation Plan that targets hepatitis B, hepatitis C, HIV/AIDS, chlamydia, gonorrhoea, syphilis and trichomonas in the following priority populations:

- Aboriginal and Torres Strait Islander people;
- young people aged 30 years and under;
- gay men;
- culturally and linguistically diverse people;
- people who inject drugs; and
- sex workers.

2. Activity outcomes

The Activity will support the implementation of the five National BBV and STI Strategies 2014-17 to reduce the prevalence and transmission risks of BBV and STI and reduce the burden of disease on the Australian communities and affected populations.

The Activity contributes to Program outcomes of health protection and communicable disease prevention by improving the prevention, detection and treatment of BBV and STI, and increasing appropriate utilisation of Commonwealth medical services and pharmaceutical benefits.

3. Activity objectives

The Activity seeks to achieve the following objectives:

- tangible reductions in the prevalence and incidence rates of BBV and STI;
- increased testing and treatment of BBV and STI in priority populations;
- increased community education on BBV and STI to encourage safer sexual health and drug injecting practices;
- ensuring best practice testing, treatment and management of BBV and STI in primary health care to improve the health outcomes of people at risk of or affected by BBV and STI;
- increased number of people diagnosed with BBV and STI accessing health services and staying on treatment; and
- coordinated delivery of BBV and STI health education, testing (at health service and community level), and treatment services for Aboriginal and Torres Strait Islander people in Aboriginal health services.

4. Funding available

Up to \$37.631million (GST exclusive) over two years, commencing in 2016-17, has been allocated to this grant Activity from the program. The duration and value of future grants will be advised in the relevant funding round summary.

5. Timing

Unless otherwise specified in the relevant funding round summary, the timeframe in the table at Part 3.4 of the Guidelines will apply.

6. Type of selection process

Eligible organisations are able to apply for funding through an open-competitive, targeted-competitive, or closed non-competitive funding rounds.

Definitions of each type of selection process can be found in Section 3.3 of the Guidelines. The funding round summary for each approach to market provides detailed information on the applicable type of selection process.

7. Who is eligible for grant funding?

Unless otherwise specified in the funding round summary for a grant, Section 2.1 of the Guidelines identifies the entity types which are eligible for funding.

Eligibility criteria will not be waived in any circumstances, however the department may contact applicants to clarify their eligibility at the discretion of the chair of the Assessment Committee responsible for assessing an application for grant funding.

8. What activities and items are eligible for grant funding?

Applications for funding should be consistent with the outcomes and objectives of the Activity. The following activities and items are eligible to receive funding:

- Development of resources and delivery of training to ensure nationally consistent best practice primary health care standards, protocols and guidelines for BBV and STI testing, treatment, care and referrals. This includes activities that increase the use and effectiveness of shared care models between general practitioners, specialists and other health service providers within the primary health care setting;
- development of resources and delivery of education to primary health care services including Aboriginal health services to increase opportunistic and targeted community testing for BBV and STI to increase the number of patients diagnosed and on treatment, thus increasing utilisation of Commonwealth medical services and pharmaceutical benefits;
- delivery of community education to increase awareness of BBV and STI and encourage priority populations to undertake early and regular testing for BBV and STI, access early treatment, and encourage safer sexual health and drug-injecting practices;
- delivery of activities to reduce barriers within the health system to encourage at risk or affected individuals to access BBV and STI testing and treatment services;
- support the implementation of the BBV & STI Prevention Program to:
 - support community based organisations and health services to deliver STI reduction programs in Aboriginal and Torres Strait Islander populations which aim to increase STI testing and treatment, and raise awareness about STI prevention measures;
 - develop models for determining whether Point-of-Care Testing (PoCT) can improve overall testing rates of HIV, which will inform future consideration of whether PoCT should be listed for subsidising under the Medical Benefits Scheme;
 - increase access to Needle and Syringe exchange Program (NSP) to reduce the transmission of BBV, and address gaps and barriers to access to NSP in regional and rural locations; and
 - support delivery of education to priority populations, such as Aboriginal and Torres Strait Islander and culturally and linguistically diverse (CALD) people, to raise awareness of hepatitis B and encourage testing, treatment and appropriate advice.

Some funding rounds may target a subset of these activities. In such cases the funding round summary will identify which activities are eligible for funding.

9. What activities and items are not eligible for grant funding?

Funding will **not** be provided for the types of activities and items listed in Section 2.3 of the Guidelines.

10. Selection criteria

Applications for funding under the Activity will be assessed against the selection criteria outlined in the funding round summary and application form. Selection criteria for the Activity will address the following themes:

- Activity – how the application aligns with the objectives of the Activity;
- Capacity – the applicant’s capacity to deliver the Activity in an effective and efficient manner;
- Outcomes and benefits – the expected outcomes of the Activity; and
- Value with relevant money – the overall value for money offered by the application.

11. Oversubscription / undersubscription

Where the number of suitable applications is greater than the available funding, suitable applications will be shortlisted against the value with relevant money considerations in Section 4.3 of the Guidelines. In the event that negotiations are unsuccessful with any applicant who is recommended for funding, or additional funds become available, the department may offer a grant agreement to other applicants who have been shortlisted, at the sole discretion of the Approver.

Where there are insufficient suitable applications received under a funding round, the department may seek to fill any gaps in policy objectives through targeted approaches to selected applicants.

12. Contractual arrangements

Successful applicants will be required to enter into a grant agreement with the Commonwealth (represented by the department). The terms and conditions of the Standard Funding Agreement will apply to grants funded under this Activity.

13. Reporting requirements

Specific reporting requirements will form part of each funded organisation’s agreement with the department. The reporting requirements for the Activity may include:

- an Activity work plan;
- a proposed budget;
- six monthly performance reporting;
- annual income and expenditure reports;
- a final report; and
- an Activity evaluation.

Reporting requirements may vary depending on the department's risk assessment of each grant agreement. Risk assessments may be reviewed by the department at any time during the life of the grant agreement and reporting requirements may be adjusted accordingly.

The department is responsible for assessing the information provided in progress reports and monitoring the performance of grant recipients.

14. Performance indicators

To assist the department to assess whether the Activity outcomes have been achieved, Grant recipients will be required to report against the following performance indicators in their performance reports for the Activity:

Quantitative

- increased testing and treatment rates per year for BBV and STI (% increase as specified in the Grant Agreement) by Aboriginal health services providing health services on behalf of the Australian Government;
- increased reports by the priority population(s) of safer sexual health (% increase to be specified in the Grant Agreement);
- increased reports by the priority population(s) of safer drug injecting practices (% increase to be specified in the Grant Agreement);
- increased uptake of health resources of target audience (% increase to be specified in the Grant Agreement);
- access to BBV and STI testing and treatment by people at risk of or diagnosed with BBV and STI has increased as a result of initiatives to reduce stigma and discrimination within the health system (% increase to be specified in the Grant Agreement);
- reduced occurrences of stigmatising behaviour (observed or perceived) within the health system reported by priority populations (% reduction to be specified in the Grant Agreement);
- target audience of online resources report increased knowledge and understanding of the subject matter (% increase to be specified in the Grant Agreement);
- 70% or more of individuals participating in online or face-to-face education activities report achieving the learning objectives;
- 100% of BBV and STI education and health awareness activities are delivered as specified in the Activity work plan or funding agreement;
- 100% of online and/or printed resources are developed and distributed as specified in the Activity work plan or funding agreement; and
- 100% of reports including audited financial report or expenditure acquittal report are submitted addressing the requirements specified in the funding agreements.

Qualitative

- BBV and STI education materials and resources are evidence-based, reviewed by appropriate expert(s) (eg expert reference groups/individuals) prior to publication to

ensure accuracy and appropriateness of content, address the needs of the target population or audience (eg focus tested), and are culturally appropriate; and

- issues identified in progress reports are dealt with effectively and promptly to minimise any impact on project outputs and outcomes.

Annexure A7 – Australian National Creutzfeldt-Jakob Disease Registry

1. Activity summary

The Activity is to maintain the Australian National Creutzfeldt-Jakob Disease Registry (ANCJDR) and to provide on behalf of the Commonwealth, national surveillance under the *Health Security Act 2007* of the listed diseases, Creutzfeldt-Jakob Disease (CJD) and variant CJD (vCJD).

The Activity includes the detection, through specialised laboratory diagnosis and genetic analysis, of human transmissible spongiform encephalopathy (prion) disease and potential highly transmissible zoonotic vCJD in Australia, and to ensure that expert advice on infections control management is available to governments, families, clinicians, and allied health workers.

2. Activity outcomes

The aim of this Activity is to protect the health of Australians by preventing the transmission of zoonotic vCJD, through detection, response and on-going surveillance of all forms of human prion disease.

3. Activity objectives

The objective of this activity is to strengthen the nation's capacity and capability to manage the prevention, preparedness and response to transmissions of communicable diseases, including zoonotic vCJD and all forms of human transmissible spongiform encephalopathy in Australia.

4. Funding available

Up to \$1.401 million (GST exclusive) over four years, commencing in 2016-17, has been allocated to this grant Activity from the program. The duration and value of available grants will be advised in the relevant funding round summary.

5. Timing

Unless otherwise specified in the relevant funding round summary, the timeframe in the table at Part 3.4 of the Guidelines will apply.

6. Type of selection process

Eligible organisations are able to apply for funding through closed non-competitive funding rounds.

Definitions of each type of selection process can be found in Section 3.3 of the Guidelines. The funding round summary for each approach to market provides detailed information on the applicable type of selection process.

7. Who is eligible for grant funding?

Unless otherwise specified in the funding round summary for a grant, Section 2.1 of the Guidelines identifies the entity types which are eligible for funding.

Eligibility criteria will not be waived in any circumstances, however the department may contact applicants to clarify their eligibility at the discretion of the chair of the Assessment Committee responsible for assessing an application for grant funding.

8. What activities and items are eligible for grant funding?

Applications for funding should be consistent with the outcomes and objectives of the Activity. The following items involved in maintaining the ANCJDR are eligible to receive funding:

- Continued comprehensive surveillance of all forms of human prion disease occurring within Australia, including ascertaining human cases of prion disease, all sporadic CJD, genetic forms, and cases thought to have developed CJD through the provision of medical care such as from treatment with human derived pituitary hormones (iatrogenic CJD). In addition, the ANCJDR will be alert to the possible occurrence of the zoonotic vCJD related to bovine spongiform encephalopathy (“mad cow” disease);
- perform detailed epidemiological analyses of the Australian surveillance data to allow delineation of trends such as changing disease incidence, geographical clustering, and recognition of potential under-ascertainment in certain regions of Australia. In addition, undertake comparative epidemiological studies from data generated by national surveillance units in other countries;
- provide a specialised national, pre-mortem, diagnostic service through analysis of cerebrospinal fluid to detect 14-3-3 proteins, as well as provide ancillary diagnostic techniques such as western immunoblots and immunohistochemistry of the brain and/or tonsil (when vCJD is suspected) to facilitate and confirm a diagnosis of human prion disease. In addition, the ANCJDR provides genetic analysis of the prion protein gene (PRNP) to confirm or refute a genetic basis to human prion disease;
- undertake original research, including through international collaborative studies, to improve the department’s understanding of human prion disease, particularly in relation to developing, defining and validating the diagnostic investigations for human prion disease;
- promote and maintain collaborations with similar national surveillance registries for human prion diseases in Europe, Canada, and the United States, to ensure optimal awareness of international developments in relation to human prion disease;
- provide expert advice in relation to human prion disease to governments, agencies and committees and participate in the development of national infection control guidelines.

Also provide information and advice to families, clinicians and allied health workers on a range of issues, including infection control and management of potential contamination events that arise during the provision of healthcare;

- provide the secretariat for, and participate in, the National CJD Incidents Panel, which is invoked by invitation on an ad hoc basis to offer formal advice in relation to potential contamination events during the provision of health care;
- work with various Australian state and the territory health units, assisting case classification and accurate diagnosis to facilitate formal Notification of suspect human prion disease within the respective jurisdiction;
- maintain a comprehensive and up-to-date bibliography of published literature in relation to prion disease;
- undertake research, monitor new cases of CJD and other Transmissible Spongiform Encephalopathies (TSEs) in Australia and overseas in humans;
- examine risk factors such as blood transfusions;
- produce annual reports for the journal Communicable Disease Intelligence and the department;
- provide advice to the department and other health authorities on request; and
- provide expertise to various committees and working groups on TSEs and infection control.

9. What activities and items are not eligible for grant funding?

Funding will **not** be provided for the types of activities and items listed in Section 2.3 of the Guidelines.

10. Selection criteria

Applications for funding under the Activity will be assessed against the selection criteria outlined in the funding round summary and application form. Selection criteria for the Activity will address the following themes:

- Activity – how the application aligns with the objectives of the Activity;
- Capacity – the applicant’s capacity to deliver the activity/ies in an effective and efficient manner;
- Outcomes and benefits – the expected outcomes of the activity/ies; and
- Value with relevant money – the overall value for money offered by the application.

11. Contractual arrangements

Successful applicants will be required to enter into a grant agreement with the Commonwealth (represented by the department). The terms and conditions of the Standard Funding Agreement will apply to grants funded under this Activity.

12. Reporting requirements

Specific reporting requirements will form part of each funded organisation's agreement with the department. The reporting requirements for the Activity may include:

- an Activity work plan;
- six monthly performance reporting;
- annual income and expenditure reports; and
- a final report.

Reporting requirements may vary depending on the department's risk assessment of each grant agreement. Risk assessments may be reviewed by the department at any time during the life of the grant agreement and reporting requirements may be adjusted accordingly.

The department is responsible for assessing the information provided in progress reports and monitoring the performance of grant recipients.

13. Performance indicators

To assist the department to assess whether the outcomes have been achieved, Grant recipients will be required to report against the following performance indicators:

Quantitative

- achieve the objectives of the Activity including, but not limited to:
- maintain and operate the CJD Registry;
- undertake surveillance to ascertain all human cases of transmissible spongiform encephalopathy (prion disease) occurring within Australia;
- perform detailed epidemiological analyses of the Australian surveillance data to allow delineation of trends such as changing disease incidence, geographical clustering, and recognition of potential under-ascertainment in certain regions of Australia;
- work with various states and the territories, assisting case classification and accurate diagnosis to facilitate formal Notification of suspect human prion disease within the respective jurisdiction;
- maintain a comprehensive and up-to-date bibliography of published literature in relation to prion disease: and
- continue comprehensive surveillance of all forms of human prion disease within Australia, including detection of possible vCJD.

Qualitative

- Performance report review of whether the recipient has provided the following information:
 - undertaken all activities within the defined period;
 - the number of new cases of human TSEs which have been analysed by the Applicant since the previous reporting period;

- the incidence of CJD in Australia and relevant foreign countries (including New Zealand, the United Kingdom, Europe and North America) in human pituitary hormone recipients and in the general population;
- analysis and commentary on the epidemiological trends within the populations (identified above);
- an analysis of scientific and medical developments relating to CJD and related subjects;
- the activities relating to CJD surveillance and reporting undertaken since the last annual reporting period;
- the activities undertaken to support the CJD Incident Panel; and
- what progress or achievements have been made in the performance of the Project to the date of the Report.

Annexure A8 –HealthInfoNet Yarning Place

1. Activity summary

HealthInfoNet Yarning Place (the Activity) supports information sharing among Indigenous Environmental Health Practitioners (EHPs) through a grant to maintain the on-line Yarning Place portal on the HealthInfoNet website.

2. Activity outcomes

The Activity aims to assist Indigenous EHPs to protect Australians, particular those located in Indigenous communities, from environmental hazards that have the potential to adversely affect their health.

3. Activity objectives

The objective of this Activity is to:

- assist Indigenous EHPs to quickly and easily obtain and share the best available environmental health information, including on safe water supply, waste management, housing, food safety, workforce issues, translational research and other research products.

4. Funding available

Up to \$0.150 million (GST exclusive) over four years, commencing in 2016-17 has been allocated to this grant Activity from the Program. The duration and value of available grants will be advised in the relevant funding round summary.

5. Timing

Unless otherwise specified in the relevant funding round summary, the timeframe in the table at Part 3.4 of the Guidelines will apply.

6. Type of selection process

Eligible organisations are able to apply for funding through closed non-competitive funding rounds.

Edith Cowan University (ECU) is the only eligible applicant. ECU is the only established provider of this platform, with which Aboriginal and Torres Strait Islander Environmental Health Officers (EHOs) are familiar and use. It is a trusted site for Indigenous EHPs, and provides the only specific, on-line platform through which Indigenous EHPs managing/responding to specific environmental health issues in remote and regional communities can access the latest information specific to those communities, and through which Indigenous EHPs can network and exchange information.

Definitions of each type of selection process can be found in Section 3.3 of the Guidelines. The funding round summary for each approach to market provides detailed information on the applicable type of selection process.

7. Who is eligible for grant funding?

Unless otherwise specified in the funding round summary for a grant, Section 2.1 of the Guidelines identifies the entity types which are eligible for funding.

Eligibility criteria will not be waived in any circumstance, however the department may contact applicants to clarify their eligibility at the discretion of the chair of the Assessment Committee responsible for assessing an application for grant funding.

8. What activities and items are eligible for grant funding?

Applications for funding should be consistent with the outcomes and objectives of the Activity. The following activities and items are eligible to receive funding:

- maintenance of the Indigenous Environmental Health Practitioner (IEHP) portal on the HealthInfoNet website;
- coordination of the IEHP yarning place and Twitter accounts; and
- promotion of the portal and yarning place to existing and prospective users.

9. What activities and items are not eligible for grant funding?

Funding will **not** be provided for the types of activities and items listed in Section 2.3 of the Guidelines.

10. Selection criteria

Applications for funding under the Activity will be assessed against the selection criteria outlined in the funding round summary and application form. Selection criteria for the Activity will address the following themes:

- Activity – how the application aligns with the objectives of the Activity;
- Capacity – the applicant’s capacity to deliver the activity/ies in an effective and efficient manner;
- Outcomes and benefits – the expected outcomes of the activity/ies; and
- Value with relevant money – the overall value for money offered by the application.

11. Contractual arrangements

The eligible entity will be required to enter into a grant agreement with the Commonwealth (represented by the department). The terms and conditions of the Standard Funding Agreement will apply to grants funded under this Activity.

12. Reporting requirements

Specific reporting requirements will form part of each funded organisation's agreement with the department. The reporting requirements for the Activity may include:

- an annual Activity work plan;
- an annual performance and expenditure report; and
- a final report.

Reporting requirements may vary depending on the department's risk assessment of each grant agreement. Risk assessments may be reviewed by the department at any time during the life of the grant agreement and reporting requirements may be adjusted accordingly.

The department is responsible for assessing the information provided in progress reports and monitoring the performance of grant recipients.

13. Performance indicators

To assist the department to assess whether the Activity outcomes have been achieved, Grant recipients will be required to report against the following performance indicators in their performance reports for the Activity:

Quantitative

Statistical information at the commencement of the grant and at least annually thereafter, of:

- how many indigenous environmental health practitioners use the portal and twitter accounts;
- the geographic regions covered by those practitioners;
- a general description of the most frequently requested information, and issue or hazard; and
- what new resources were added to the portal.

Qualitative

- Education materials and resources are accurate and culturally appropriate; and
- resources meet the needs of the target audience and priority populations.

Annexure A9 – Procurements for Services

1. Activity summary

The Health Protection Procurement Activity (the Activity) forms part of the Program.

The Activity contributes to the Program's objectives by procuring projects that contribute to the reduction in the incidence of preventable mortality and morbidity including:

- Prevention – to prevent, eliminate or reduce the occurrence or severity of communicable disease outbreaks, environmental and chemical threats, and acts of terrorism, and/or reduce the severity of unavoidable natural disasters and other emergencies by minimising the health impacts on the Australian community. This includes communicable disease surveillance data collection, analysis and reporting to inform public health response and to support evidence-based preventive health policy development, and the promotion, awareness, prevention, appropriate treatments, education and management of communicable disease;
- Preparedness – to continue to build and strengthen Australia's preparedness to prevent and minimise the impact from events such as communicable disease outbreaks, natural disasters, environmental and chemical threats and acts of terrorism; and
- Response – to develop and maintain response systems to ensure an effective, coordinated and timely response to health emergencies.

2. Activity outcomes

The Activity aims to support the Program outcome to address the occurrence and impact of public health emergencies in Australia.

3. Activity objectives

The objectives of the Activity are to:

- inform health protection policy and improve practice through the development, collation, application and dissemination of data and evidence based information;
- ensure ongoing capability relevant to emergency response requirements including but not limited to the maintenance of assets and availability of key emergency pharmaceuticals;
- support stakeholder engagement, communication and secretariat activities for projects that aim to achieve the program objectives including the development and review of policies, public communication materials, future arrangements, guidelines, issues management and other emergency requirements; and
- support the Evaluation of the Program and Activities.

4. Timing

Procurement of services will occur throughout the year to support activities as needed.

5. Type of selection process

Procurement of services will be undertaken in line with the requirements of Commonwealth Procurement Rules.

6. What activities and items will be procured?

Examples of activities and items which may be procured under the Program include:

Inform evidence based health protection policy development and improve practices through:

- communicable disease surveillance services providing information about changes in epidemiology and virology, particularly in relation to poliovirus, rotavirus, measles and rubella, meningococcal and gonococcal, and childhood communicable diseases and rare complications;
- surveillance and changes in patterns of antimicrobial resistance;
- maintenance of registers, including the Security Sensitive Biological Agents Register and the National Poisons Register;
- collation, analysis and reporting of health protection and emergency related research and data to inform policy development;
- assessment of risks and threats to Australia and their potential impact;
- collection, analysis and interpretation of data to inform policy including economic modelling, mathematical modelling, and market surveillance;
- implementation of health protection policies including but not limited to the Communicable Disease Framework, Australian Health Management Plan for Pandemic Influenza and the Chemical, Biological, Radiological and Nuclear Incidents of National Consequence Plan;
- development, dissemination, promotion and application of evidence based communication materials for health emergencies and communicable diseases for example, communication materials at the border;
- assessment of available and recommended interventions to mitigate the impact of health emergencies; and
- targeted policy development and implementation for at risk groups.

Ensure ongoing capability relevant to emergency response requirements including but not limited to the maintenance of assets and availability of key emergency pharmaceuticals through:

- maintenance of health protection surge capacity equipment and infrastructure;
- storage, management and quality assurance of essential health emergency infrastructure;
- maintenance of capability to manufacture and/or general availability of at risk health emergency related pharmaceuticals including vaccines, antivenoms and rare emergency related pharmaceuticals;

- maintenance of capability to deliver on laboratory capability requirements including but not limited to capability assessments;
- assessment of available and recommended interventions to mitigate the impact of health emergencies; and
- reimbursement of stakeholder expenses for the delivery of ongoing health protection and emergency requirements as part of shared obligations including but not limited to border control arrangements.

Support stakeholder engagement, communication and secretariat activities including the development and review of policies, public communication materials, future arrangements, guidelines, issues management and other emergency requirements through:

- stakeholder engagement and linkages across programs;
- stakeholder consultation and collaboration activities across various networks;
- the development, coordination and review of strategies, guidelines, frameworks and plans;
- development of environmental health service delivery and policy;
- drafting of subordinate legislation to support the *Biosecurity Act 2015*;
- drafting of new disease guidelines, changes to the *National Notifiable Disease List* and *Health Security Act 2007*;
- secretariat activities including emergency related governance requirements and strategy/future planning; and
- participation on global and domestic policy development activities (excluding travel), including but not limited to those related to the International Health Regulations.

Support to undertake Evaluation of the Program and Activities

- Support to undertake evaluation of the Program or Activities.