



Australian Government

Department of Health

Health Peak and Advisory Bodies (HPAB) Program Grant Opportunity Guidelines GO4487

Opening date:	27 April 2021
Closing date and time:	2:00pm (Canberra time) on 21 May 2021
Commonwealth policy entity:	Department of Health (department)
Administering entity:	Community Grants Hub
Enquiries:	If you have any questions, contact the department via email: grant.atm@health.gov.au . Questions should be sent no later than 5:00pm (Canberra time) on 14 May 2021 .
Type of grant opportunity:	Open Competitive

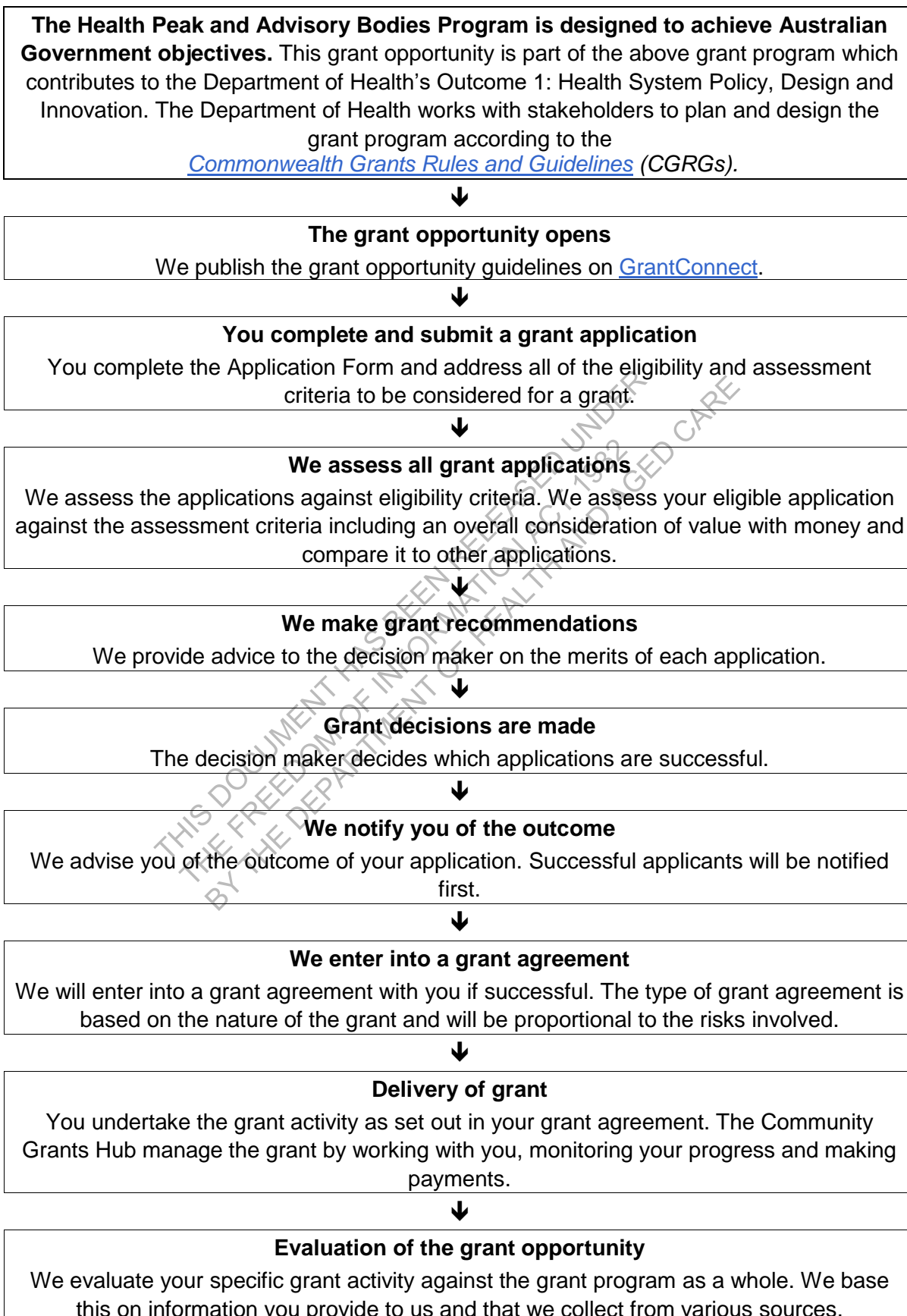
Contents

1. Health Peak and Advisory Bodies (HPAB) Program: grant opportunity processes	4
1.1 Introduction	5
2. About the grant program	5
2.1 About the grant opportunity	6
2.2 COVID-19	6
3. Grant amount and grant period	7
3.1 Grants available	7
3.2 Grant period	8
4. Eligibility criteria	8
4.1 Who is eligible to apply for a grant?	8
4.2 Additional Eligibility Requirements	9
4.3 Who is not eligible to apply for a grant?	9
5. What the grant money can be used for	9
5.1 Eligible grant activities	9
5.2 Eligible locations	10
5.3 Eligible expenditure	10
5.4 What the grant money cannot be used for	10
6. The assessment criteria	11
7. How to apply	12
7.1 Attachments to the application	13
7.2 Timing of grant opportunity processes	13
7.3 Questions during the application process	14
8. The grant selection process	14
8.1 Assessment of grant applications	14
8.2 Who will assess applications?	15
8.3 Who will approve grants?	16
9. Notification of application outcomes	16
10. Successful grant applications	16
10.1 The grant agreement	16
10.2 Specific legislation, policies and industry standards	17
10.3 The Multicultural Access and Equity Policy	17
10.4 Commonwealth Child Safe Framework	17
10.5 How we pay the grant	18
10.6 Grants Payments and GST	18
11. Announcement of grants	18

12. How we monitor your grant activity.....	18
12.1 Consultation	18
12.2 Keeping us informed.....	18
12.3 Reporting.....	19
12.4 Audited financial acquittal report.....	20
12.5 Grant agreement variations	20
12.6 Compliance visits.....	20
12.7 Record keeping	20
12.8 Evaluation.....	21
12.9 Acknowledgement	21
13. Probity	21
13.1 Enquiries and feedback	21
13.2 Conflicts of interest	21
13.3 Privacy	22
13.4 Confidential Information.....	22
13.5 Freedom of information.....	23
14. Glossary	24

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BY THE DEPARTMENT OF HEALTH AND AGED CARE

1. Health Peak and Advisory Bodies (HPAB) Program: grant opportunity processes



1.1 Introduction

These guidelines contain information for the Health Peak and Advisory Bodies (HPAB) grant opportunity.

You must read these guidelines before filling out an application.

This document sets out:

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

2. About the grant program

The Australian Government continues its support for health peak and advisory bodies¹ across the health sector, and recognises the important role they play in informing and supporting the achievement of positive health outcomes. The aim of the HPAB program (the program) is to enable health peak and advisory bodies to contribute to the national agenda by providing expert, evidence-based and impartial advice to inform current health policy and program development whilst supporting communication and consultation activities. The [National Preventive Health Strategy](#) outlines key priority areas within the health agenda and peak bodies able to support these will be viewed favourably.

The program builds capacity in the health sector by improving linkages, networks and cooperation with their members, the health sector, the wider community and the Australian Government. The Australian Government values the role that peak bodies play in informing health policy by actively consulting with their members to ensure that the views of their sector are equally and fully represented to the Commonwealth.

The program aims to provide the Australian Government with access to high quality health sector information to improve the capacity, quality and safety of Australia's health care system.

The program guidelines define a "peak body" as a "non-government entity which is recognised as representing the interests of a specific part of the health sector at the national level, has a broad membership base comprised of non-government entities with common or related interests, and has effective processes in place to communicate with, and represent the views of, their members".

We administer the program according to the [Commonwealth Grants Rules and Guidelines 2017](#) (CGRGs).

¹ For definition see glossary

2.1 About the grant opportunity

The purpose of this grant opportunity is to provide support to health peak advisory bodies across the health sector. Only one organisation per health sector will be funded. For further detail see Section 4.

The objective of the grant opportunity is to enable health peak and advisory bodies to:

- effectively consult and share information with their members, the wider health sector, the community and the Australian Government;
- function as a repository and source of sector knowledge and expertise;
- provide well-informed and impartial advice to the Commonwealth within their area of expertise; and
- provide education and training to health practitioners working in the relevant part of the health sector (including general practitioners, nurses and allied health professionals) to improve the quality of health services.

The intended outcome of the grant opportunity is to provide the Australian Government with access to high quality health sector information that will inform health policy, improve decision-making capacity and the quality and safety of Australia's health care system.

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

Table 1: Performance Indicator/s (PIs)

Action	PI & Measure
All of the requirements in the Grant Agreement have been met.	Information is provided to an acceptable standard in the performance reports, Activity Work Plans and budgets.
Provision to the Australian Government of high quality health sector information to improve decision-making capacity, quality and safety of Australia's health care system.	Evidence that the peak organisation has been a conduit for informing the health sector of Australian Government health priorities and provision of feedback on current initiatives relative to priorities and policies. This would include but not be limited to a minimum of three years of public reports, involvement in roundtables, secretariat meetings and their reported outcomes, provision of newsletters, webinars, disseminated materials/publications.

Grant recipients will be required to report against a combination of quantitative and qualitative performance indicators, based on the activities that are reported against in the grantee's annual performance reports.

2.2 COVID-19

As a result of COVID-19, organisations may need to identify alternative methods of service delivery and engagement with their members. The department will support flexibility in the delivery of planned services to enable contracted organisations to adapt to

the changing environment. The department will be considered in its approach to reporting over this time and be flexible in reporting requirements under the terms of the Schedule.

3. Grant amount and grant period

The Australian Government has announced a total of \$23.7m (GST exclusive) over three years to undertake an open competitive grant funding process for the Program for the period 1 July 2022 to 30 June 2025.

3.1 Grants available

Funding will be approved and awarded to successful applicants with funding levels of up to a maximum amount of \$1,000,000 per annum. The assessment of the grant amounts will take into consideration size and scope of the organisation, its members, geographical coverage and capacity to support those members and priority health issues. There will be no indexation applied to the per annum funding level.

Table 2: Funding Levels

Funding Levels	Per Annum	Over 3 Year Grant Funding Cycle* <i>*Funding is fixed for 3 years</i>
National – High This applies to national coverage, peak, ‘umbrella’ organisations with large membership and/or many affiliate sub-organisations who can demonstrate the capacity to provide significant support to their members and engagement on priority health policy issues.	Up to \$1 million (GST exclusive)	Up to \$3 million (GST exclusive)
National – Medium This applies to peak organisations where coverage and membership are close to national coverage, and/or some affiliate sub-organisations who can demonstrate capacity to provide support to their members and engagement on priority health policy issues.	Up to \$0.5 million (GST exclusive)	Up to \$1.5 million (GST exclusive)
National – Small This applies to smaller, peak, ‘umbrella’ organisations, where	Up to \$0.25 million (GST exclusive)	Up to \$0.750 million (GST exclusive)

national coverage may be limited, membership numbers are smaller and/or there are few or no affiliate sub-organisations who can demonstrate capacity to provide support to their members and some engagement on priority health policy issues.		
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3.2 Grant period

The maximum grant period is three years, commencing 1 July 2022 to 30 June 2025.

You must complete your grant by 30 June 2025.

4. Eligibility criteria

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

We are seeking applicants who will:

- contribute to the national agenda through provision of expert, evidence-based and impartial advice on health priorities with an emphasis on support for the priorities outlined in the National Preventive Health Strategy; and
- be a conduit for informing the health sector of Australian Government health priorities and provide feedback on current initiatives.

Funding will only be provided to one organisation per health sector. Organisations currently in receipt of funding by the Department of Health for similar activities are not eligible to apply for a grant.

We are seeking organisations that are national in scope, with a broad based membership and a capacity to advise on a wide range of health policy issues.

Applicants will be assessed against their average revenue for the last three financial years (as provided in the Australian Charities and Not-for-Profit Commission website at www.acnc.gov.au). Consideration will be given to the level of funding as a percentage of the organisations total revenue, enabling support of sustainable peak advisory bodies and grants targeted to health priorities, and particularly preventive health priorities.

4.1 Who is eligible to apply for a grant?

To be eligible you must:

- have an Australian Business Number (ABN);
- be registered for the purposes of GST;
- be a permanent resident of Australia;
- have an account with an Australian financial institution;

and be one of the following entity types:

- a company incorporated in Australia;
- a company incorporated by guarantee;

- an incorporated trustee on behalf of a trust (where you apply as a trustee on behalf of a trust, please apply using the trustee name, not the name of the trust);
- an incorporated association;
- a partnership;
- a registered charity or not-for-profit organisation;
- a publicly funded research organisation (as defined in the Glossary); and/or
- an Aboriginal and/or Torres Strait Islander Corporation registered under the [*Corporations \(Aboriginal and /or Torres Strait Islander\) Act 2006*](#).

4.2 Additional Eligibility Requirements

In addition to the above eligibility criteria, eligible applicants must be a health and peak advisory body that is constituted for public purposes and represent national memberships.

4.3 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- any organisation currently in receipt of funding by the Department of Health for similar activities;
- a Commonwealth, state, territory or local government agency or body (including government business enterprises);
- an individual;
- an unincorporated association;
- an overseas resident/organisation;
- any organisation not included in section 4.1; and/or
- an organisation, or your project partner is an organisation, included on the National Redress Scheme's website on the list of 'Institutions that have not joined or signified their intent to join the Scheme' (www.nationalredress.gov.au).

5. What the grant money can be used for

5.1 Eligible grant activities

The following activities are eligible for funding:

- consultation with members on health sector policy and/or program matters for the purposes of providing relevant, well-informed information and advice to the Commonwealth (Australian Government Department of Health);
- activities that support the sharing of information about particular health matters, including Australian Government health policy and program information, the prevention, treatment and control of diseases, the availability of health services and other matters affecting public health. These activities may include:
 - maintaining telephone and internet-based services for the purposes of disseminating accurate information;
 - preparation of relevant content and materials for dissemination; and
 - promoting and supporting best practice.
- inquiries, investigations, and provision of impartial, well-informed information and advice to the Australian Government on matters affecting public health;

- national secretariat activities, which may include:
 - participation in relevant Australian Government advisory/consultation forums;
 - co-ordination of responses to Australian Government requests for information on health matters, such as discussion and position papers and consultations; and
 - promoting networks, partnerships and co-operation within the health sector.
- Providing information for the education and training of health practitioners working in the relevant part of the health sector (including doctors, nurses and allied health professionals), where such education and training is directed at:
 - improving the quality of medical services that are funded by the Commonwealth; and
 - improving the quality of health services that are provided to persons in the event of sickness.

5.2 Eligible locations

Your grant can include activities at different locations, as long as they are all in Australia.

5.3 Eligible expenditure

You can only spend the grant on eligible expenditure you have incurred for eligible grant activities as defined in the Simple Grant Agreement, subsequent Activity Work Plan and Budget.

Eligible expenditure items include:

- expenditure associated with consultation undertaken with members (i.e. domestic travel and accommodation);
- maintaining and updating website and telephone services;
- targeted member events, such as secretariat meetings, roundtables and associated costs;
- production of publication costs;
- provision of information for the purposes of education and training of health practitioners where this will result in improvements of quality of services; and
- salaries associated with the project.

The Program Delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

You must incur the expenditure on your grant activities between the start date and end or completion date for your grant activity for it to be eligible.

If your application is successful, we may ask you to verify project costs that you provided in your application. You may need to provide evidence such as quotes.

Not all expenditure on your grant activity may be eligible for grant funding.

5.4 What the grant money cannot be used for

You cannot use the grant for the following costs:

- purchase of land;
- major constructions/capital expenditure;

- the covering of retrospective costs;
- activities which subsidise commercial activities;
- clinical trials;
- costs incurred in the preparation of a grant application or related documentation;
- subsidy of general ongoing administration of an organisation such as electricity, and rent;
- the purchase or repair of equipment or motor vehicles, excluding routine maintenance of office equipment, without the written consent of the department;
- overseas travel; and
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

6. The assessment criteria

You must address all of the following assessment criteria in the application. We will assess your application based on your responses to each criterion. All criteria have equal weighting.

The amount of detail and supporting evidence you provide in your application should be relative to the size, complexity and grant amount requested.

We will only award funding to applications that meet assessment criteria at a good and above level (see Table 4 Assessment criteria scoring matrix).

Criterion 1

Alignment with Grant Opportunity Objectives and Outcomes - Describe how your organisation's objectives align with the objectives of the grant opportunity and the Australian Government's health agenda, in particular the preventive health priorities, for the part of the health sector you represent. You must demonstrate this through identifying (Character limit: 3500, approximate word limit – up to 500 words):

- how the activities proposed in your organisation's application align with the Grant Opportunity Guideline's objectives and outcomes noted in Section 2.1;
- how your organisation will identify, engage and collaborate with relevant stakeholders to ensure the effective delivery of the grant objectives and outcomes; and
- how your activities will align with the outcomes described in the HPAB Program Grant Opportunity Guidelines:
 1. to support national peak bodies to achieve their health missions and to contribute the Australian Government's national health agenda in accordance with the priorities of the national preventive health strategy.

Criterion 2

Capacity - Taking note of Section 2.1 about the Grant Opportunity outline your capacity to contribute to the objectives of the Grant Opportunity, including (Character limit: 3500, approximate word limit – up to 500 words):

You must demonstrate this through identifying:

- the size and geographic distribution of your membership and your membership numbers;
- how you engage with and keep your members informed of Australian Government health matters;
- the scope and accuracy of advice that you can provide to the Australian Government on policy and program issues;
- the skills, knowledge and experience that make you suitable to provide advice to the Australian Government; and
- the mechanisms for discussion and distribution of information and opinion.

Criterion 3

Efficient, Effective, Economical and Ethical Use of Relevant Money and evidence of risk management planning – Describe how you will ensure the efficient and economical use of grant funds when delivering your grant activities. (Character limit: 3500, approximate word limit – up to 500 words)

A strong response will identify how the grant activity will achieve high quality outcomes in a cost effective way while demonstrating risk management processes and procedures are in place. In addition, you must complete:

- the indicative activity budget (see GrantConnect for a copy of the budget. This will not be included in word limit).
- the Risk Management Plan (see GrantConnect for a copy of the Risk Management Plan template. The plan is not included in the word limit). At a minimum, your risk management plan must detail:
 - any key risks to your organisation and its ability to deliver activities under the Program;
 - mitigations and management strategies for each risk; and
 - succession planning for staff in critical roles.

7. How to apply

Before applying, you must read and understand these guidelines and the Application Form.

These documents are found at [GrantConnect](#). Any alterations and addenda² will be published on GrantConnect and by registering on this website, you will be automatically notified on any changes. GrantConnect is the authoritative source for grants information.

To apply you must:

- complete the online Application Form on GrantConnect;
- provide all the information requested;
- address all eligibility criteria and assessment criteria;
- include all necessary attachments; and

² Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, Questions and Answers (Q&A) documents and Frequently Asked Questions (FAQ) documents

- submit your application and all necessary information by the closing date and time as specified on GrantConnect.

Only one (1) application can be made per applicant organisation.

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

If you find an error in your application after submitting it, you should contact us immediately on grant.atm@health.gov.au or call (02) 6289 5600. We do not have to accept any additional information, nor requests from you to correct your application after the closing time.

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

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

You should keep a copy of your application and any supporting documents. The online application form will acknowledge submission via email within one (1) day. If you need further guidance around the application process or if you are unable to submit an application via email, please contact us at grant.atm@health.gov.au or by calling (02) 6289 5600.

7.1 Attachments to the application

We require the following documents with your application:

- provision of the average of your organisations revenue for the last three financial years (as provided in the Australian Charities and Not-for-Profit Commission website at www.acnc.gov.au);
- an indicative budget (on the template provided on GrantConnect); and
- a risk management plan (on the template provided on GrantConnect).

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

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

7.2 Timing of grant opportunity processes

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

If you are successful, we expect you will be able to commence your grant activity from 1 July 2022.

Table 3: Expected timing for this grant opportunity

Activity	Expected Timeframe
Open on GrantConnect	3.5 weeks

Activity	Expected Timeframe
Assessment of applications	4 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	3 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of grant activity	1 July 2022
End date of grant activity or agreement	30 June 2025

7.3 Questions during the application process

If you have questions relating to clarification of information of the available grant, technical issues or process during the application period, please contact grant.atm@health.gov.au. The department will respond to emailed questions within three working days.

Questions close five full days before the end of the application period. This allows the department to disseminate information to applicants with sufficient time for the applicant to consider the impact of the response on their application.

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

The department cannot assist you to address assessment criteria/determine eligibility or complete your application.

8. The grant selection process

8.1 Assessment of grant applications

We first review your application against the eligibility criteria in Section 4.

Only eligible applications and applications that meet other specified requirements, including compliance, will move to the next stage. We consider eligible applications through an open competitive grant process.

As part of the grants' assessment process, the Department will review all funds provided to organisations applying for the grant, to ensure no duplication of funding occurs. Funds provided for the same purpose, that is existing health peak body funding activities as described in this document, received by organisations from the Department will result in ineligibility for this program.

We will then assess your application against the assessment criteria (see Section 6). We consider your application on its merits and against other applications, based on:

- the objective/s to be achieved in providing the grant;
- the extent to which the evidence in the application, including attachments, demonstrates that it will contribute to meeting the grant opportunity outcomes/objectives;
- the relative value of the grant sought.

We will rate your application using the Assessment Criteria Scoring Matrix.

Table 4: Assessment Criteria Scoring Matrix

Rating (for individual criterion)	Score
Excellent – response to this criterion, including all sub-criteria, exceeds expectations.	5
Good – response to this criterion addresses all or most sub-criteria to a higher than average standard.	4
Average – response against this criterion meets most sub-criteria to an average but acceptable level.	3
Poor – poor claims against this criterion, but may meet some sub-criteria.	2
Does not meet criterion at all – response to this criterion does not meet expectations or insufficient or no information to assess this criterion.	1

A score out of 5 will be applied to each of the three assessment criteria. Fifteen (15) is the highest score any application can receive.

Only applications that score Good or above against each of the three assessment criteria, (based on the rating scale above) will be considered for funding, in the first instance.

When assessing the extent to which the application represents value with relevant money, we will look at:

- the relative value of the grant being sought;
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives; and
- how the grant activities will target groups or individuals.

8.2 Who will assess applications?

The department will establish assessment team(s) to assess eligible and compliant applications.

The assessment team may comprise of staff from across the department and could include contractors/consultants who will undertake training to ensure consistency in assessment.

After applications are assessed, they will be quality assured and referred to an assessment committee for further consideration, including value for money. The assessment committee will be made up of staff within the department and may include representatives from outside the department, as appropriate.

We may ask external experts/advisors to inform the assessment process. Any expert/advisor, who is not a Commonwealth Official, will be required/expected to perform their duties in accordance with the CGRGs.

The assessment committee may seek additional information about you or your application. They may do this from within the Commonwealth, even if the sources are not

nominated by you, as referees. The assessment committee may also consider information about you that is available through the normal course of business.

The assessment committee recommends to the Decision Maker which applications to approve for a grant.

8.3 Who will approve grants?

The Minister for Health (the Decision Maker) decides which grant(s) to approve taking into account the recommendations of the assessment committee and the availability of grant funds for the purposes of the grant opportunity.

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

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

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

9. Notification of application outcomes

We will advise you of the outcome of your application in writing. If you are successful, we will advise you of any specific conditions attached to the grant.

The Department will provide generic feedback on the department's website. The feedback will provide general information on what constituted a good answer for each criteria. You will be able to compare your own submission with this information to determine which areas you can strengthen for future grant rounds. No other feedback will be provided.

10. Successful grant applications

10.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We use the simple [grant agreement](#) in this program.

Each agreement has general terms and conditions that cannot be changed. Sample grant agreements are available on the Department of Finance's [website](#). We will use a schedule to outline the specific grant requirements.

We must execute a grant agreement with you before we can make any payments. We are not responsible for any of your expenditure until a grant agreement is executed. You must not start any HPAB Program activities until a grant agreement is executed.

The Commonwealth may recover grant funds if there is a breach of the grant agreement, or if grant funds are not fully expended during the three year grant period.

You will have 20 days from the date of a written offer to execute this grant agreement with the Commonwealth ('execute' means both you and the Commonwealth have signed the agreement). The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application.

10.2 Specific legislation, policies and industry standards

Whilst you are required to be compliant with all relevant laws and regulations, you will be requested to be aware of and comply with the following legislation/policies/industry standards:

- 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 grantee with respect to special categories of information collected, created, or held under the grant agreement (the grantee is required to seek the department's consent in writing before disclosing confidential information to other parties);
- all documents in possession of the department, including those in relation to the Health Peak and Advisory Bodies Program, are subject to the *Freedom of Information Act 1982* (FOI Act); and
- 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. The 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.

To be eligible for a grant, you must declare in your application that you comply with these requirements. You will need to declare you can meet these requirements in your grant agreement with the Commonwealth.

10.3 The Multicultural Access and Equity Policy

The Multicultural Access and Equity Policy obliges Australian Government agencies to ensure that cultural and linguistic diversity is not a barrier for people engaging with government and accessing services to which they are entitled. For example, providing access to language services where appropriate.

10.4 Commonwealth Child Safe Framework

The Royal Commission into Institutional Responses to Child Sexual Abuse highlighted the need for organisations to adopt child safe practices including appropriate screening of staff, mandatory reporting and adoption of the National Principles for Child Safe Organisations. The Australian Government committed to a Commonwealth-wide framework to protect children and young people it is responsible for – the Commonwealth Child Safe Framework (CCSF).

A child safety clause is to be included in a grant agreement where the Commonwealth considers the grant is for:

- services directly to children; or
- activities that involve contact with children that is a usual part of, and more than incidental to, the grant activity.

A child safety clause may also be included in the grant agreement if the Commonwealth considers the grant activity involves children more broadly.

The successful applicant will be required to comply with all child safety obligations included in the grant agreement published with this grant opportunity or notified to the successful applicant prior to execution of the grant agreement.

Irrespective of the child safety obligations in the grant agreement, you must always comply with your state and territory legislative requirements for working with children and mandatory reporting.

The Australian Government has commissioned the Australian Human Rights Commission to develop a series of tools and resources to assist organisations to implement the [National Principles](#).

10.5 How we pay the grant

The grant agreement will state the:

- maximum grant amount to be paid;
- any other terms and conditions, if required.

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

We will make payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the grant activity. Payments will be made into the nominated bank account identified in the application form.

10.6 Grants Payments and GST

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

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

11. Announcement of grants

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

12. How we monitor your grant activity

12.1 Consultation

Funded organisations must consult with their membership base in the process of delivering their peak body responsibilities under the Health Peak and Advisory Bodies Program.

12.2 Keeping us informed

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

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

You must also inform us of any changes to your:

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

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

You must notify us of events relating to your grant and provide an opportunity for the Minister or their representative to attend.

12.3 Reporting

You must submit reports in line with the grant agreement. We will expect you to report on:

- progress against agreed grant activity milestones and outcomes;
- contributions of participants directly related to the grant activity;
- expenditure of the grant; and
- adherence to the agreed activity work plan.

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

We will monitor progress by assessing reports you submit and may conduct site visits or request records to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

Work plan

Each year, a work plan for the year will be required and it is expected that activities are undertaken in line with this plan.

Progress reports

Progress reports are required twice each calendar year and must:

- include evidence of your progress towards completion of agreed activities and outcomes;
- show the total eligible expenditure incurred to date;
- include evidence of expenditure; and
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant activities).

We will only make grant payments when we receive satisfactory progress reports.

You must discuss any reporting delays with us as soon as you become aware of them and advise the Department of these delays with sufficient reasons as to their occurrence.

Annual report

Your organisation's Annual report and Financial Reporting for each financial year will be required.

Ad-hoc reports

We may ask you for ad-hoc reports on your grant. This may be to provide an update on progress, or any significant delays or difficulties in completing the grant activity.

Final report

When you complete the grant activity, you must submit a final report.

Final reports must:

- identify if and how outcomes have been achieved;
- include the agreed evidence as specified in the grant agreement;
- identify the total eligible expenditure incurred; and
- be submitted within 60 days of completion in the format provided in the grant agreement.

12.4 Audited financial acquittal report

We may ask you to provide an independently audited financial acquittal report. A financial acquittal report will verify that you spent the grant in accordance with the grant agreement. The financial acquittal report template is attached to the sample grant agreement.

12.5 Grant agreement variations

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You can request a variation to your grant agreement, including:

- changing milestones;
- extending the timeframe for completing the grant but within the maximum time period allowed in the grant opportunity guidelines; and
- changing activities.

The Program does not allow for an increase of grant funds.

If you want to propose changes to the grant agreement, you must put them in writing to the Department before the grant agreement end date.

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

12.6 Compliance visits

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

12.7 Record keeping

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

12.8 Evaluation

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

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

12.9 Acknowledgement

The program logo should be used on all materials related to grants under the program. Whenever the logo is used, the publication must also acknowledge the Commonwealth as follows:

‘Health Peak and Advisory Bodies Program – an Australian Government initiative’.

13. Probity

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

These guidelines may be changed from time-to-time by the department. When this happens, the revised guidelines will be published on GrantConnect.

13.1 Enquiries and feedback

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

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

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

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072

Email: ombudsman@ombudsman.gov.au Website: [Commonwealth Ombudsman](#)

13.2 Conflicts of interest

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

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government 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 because the organisation receives a grant under the grant program/ grant opportunity.

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

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

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

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

13.3 Privacy

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

- what personal information we collect;
- why we collect your personal information; and
- who we give your personal information to.

Your personal information can only be disclosed to someone else for the primary purpose for which it was collected, unless an exemption applies.

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

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

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

13.4 Confidential Information

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

information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

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

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

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

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

- the committee and other Commonwealth employees and contractors to help us manage the program effectively;
- employees and contractors of our department so we can research, assess, monitor and analyse our programs and activities;
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery;
- other Commonwealth, State, Territory or local government agencies in program reports and consultations;
- the Auditor-General, Ombudsman or Privacy Commissioner;
- the responsible Minister or Parliamentary Secretary; and
- a House or a Committee of the Australian Parliament.

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

13.5 Freedom of information

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

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. 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 Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing.

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

By email: foi@health.gov.au

14. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
commencement date	the expected start date for the grant activity
completion date	the expected date that the grant activity must be completed and the grant spent by
co-sponsoring entity	when two or more entities are responsible for the policy and the appropriation for outcomes associated with it
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
decision maker	the person who makes a decision to award a grant
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
Commonwealth entity	a Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act
Commonwealth Grants Rules and Guidelines (CGRGs)	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.

Term	Definition
grant	<p>for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ol style="list-style-type: none"> under which relevant money³ or other Consolidated Revenue Fund (CRF) money⁴ is to be paid to a grantee other than the Commonwealth; and which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.
grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant
GrantConnect	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single Portfolio Budget Statement Program.
grantee	the individual/organisation which has been selected to receive a grant

³ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁴ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
PBS Program	described within the entity's Portfolio Budget Statement , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be Grant Programs. A PBS Program may have more than one Grant Program associated with it, and each of these may have one or more grant opportunities.
Peak Body	defined as a “non-government entity which is recognised as representing the interests of a specific part of the health sector at the national level, has a broad membership base comprised of non-government entities with common or related interests, and has effective processes in place to communicate with, and represent the views of, their members”.
Publicly funded research company	Publicly funded research organisations that are subject to either the <i>Financial Management and Accountability Act 1997</i> or the Commonwealth Authorities and Companies Act 1997.
selection criteria	comprise eligibility criteria and assessment criteria.
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
value with money	<p>value with money in this document refers to ‘value with relevant money’ which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> • the quality of the project proposal and activities; • fitness for purpose of the proposal in contributing to government objectives; • that the absence of a grant is likely to prevent the grantee and government’s outcomes being achieved; and • the potential grantee’s relevant experience and performance history.

THIS DOCUMENT HAS BEEN RELEASED UNDER
THE FREEDOM OF INFORMATION ACT 1982
BY THE DEPARTMENT OF HEALTH AND AGED CARE

s47F

Remove this top section if desired before framing



Certificate of Registration of a Company

This is to certify that

OBESITY AUSTRALIA LTD.

Australian Company Number 150 799 929

is a registered company under the Corporations Act 2001 and
is taken to be registered in Victoria.

The company is **limited by guarantee**.

The company is a **public company**.

The day of commencement of registration is
the ninth day of May 2011.

Issued by the
Australian Securities and Investments Commission
on this ninth day of May, 2011.

s47F

Anthony Michael D'Aloisio
Chairman



CERTIFICATE

Year	Revenue	ACNC link
2020	\$158,260	Financial report
2019	\$176,799	Financial report
2018	\$160,243	Financial report
Average	\$165,101	

THIS DOCUMENT HAS BEEN RELEASED UNDER
THE FREEDOM OF INFORMATION ACT 1982
BY THE DEPARTMENT OF HEALTH AND AGED CARE

Risk Reference	Risk Identification <i>What event(s) can happen and how it can happen</i>	Risk Impact <i>What are the effects if it does happen</i>	Risk Controls <i>What controls are currently in place</i>	Likelihood	Consequence	Current risk rating	Acceptable/unacceptable?	Proposed Treatments
1	Operational risk, unforeseen circumstances or activities taking longer than expected	Project delays and/or lower productivity	Project manager develops high level project roll out plans and regularly reports progress, risks and challenges to leadership. This risk matrix is presented to the OA Board and broader leadership with updates at regular scheduled meetings	MODERATE	MODERATE	MEDIUM	ACCEPTABLE	Create project scheduling /troubleshooting workshops for high and moderate consequences, with the most relevant experts to help plan and minimise impacts of delays. High risks with high impact to include the OA Board, moderate impact to the broader leadership group
2	Delays in receiving funding	Delays in reporting or engagement/contracting could lead to delays in receiving grant funding	Potential delays are identified early and shared with the Collective leadership through the risk management process where mitigation strategies are agreed.	UNLIKELY	MODERATE	LOW	ACCEPTABLE	
3	COVID outbreak	disruptions to plans such as events and stakeholder engagement	All major engagement plans and events are developed with COVID back up options (virtual). COVID risks are assessed before committing to major event/travel costs. Our member organisations have developed robust COVID response plans and we have demonstrated the capacity to move all our operational, communications and reporting activities to online as needed	LIKELY	MINOR	MEDIUM	ACCEPTABLE	
4	Cost risks	Project costs higher than anticipated which could lead to budget challenges	Project scale/scope is based on available budget and our prior and ongoing experience with delivery of the outcomes identified in the grant	UNLIKELY	MODERATE	MEDIUM	ACCEPTABLE	

Risk Reference	Risk Identification <i>What event(s) can happen and how it can happen</i>	Risk Impact <i>What are the effects if it does happen</i>	Risk Controls <i>What controls are currently in place</i>	Likelihood	Consequence	Current risk rating	Acceptable/unacceptable?	Proposed Treatments
			proposal criterion. Budget and project updates are regularly presented to the board and leadership, with risks flagged early. Major budget items are agreed by leadership beforehand. Very limited unknown/unpredictable costs to manage.					
5	Talent/staff	Risk of losing momentum or organisational knowledge from critical roles leaving the Collective	All major documents/strategic IP are stored on protected shared drives. There is a central e-mail address for the Collective. Handover materials have been prepared and shared centrally should they be needed. Succession planning conversations have been initiated	POSSIBLE	MODERATE	MEDIUM	ACCEPTABLE	Leadership support is provided and help to identify short term capacity from leader organisations for any unforeseen staff disruptions.
6	Scope creep risks	Team and resources are focused on activities that may not be in the agreed scope of work or lead to agreed the high priority outcomes	Collective strategic priorities, plans and KPIs are established. There are regular updates with leadership and yearly strategy planning sessions. We have capacity to be adaptive as contexts change.	UNLIKELY	MODERATE	MEDIUM	ACCEPTABLE	Hold leadership workshop to confirm scope and activities and reporting to ensure alignment. Results will be documented in a project initiation document
7	Conflict of interest risk	A leader or the core team are engaged with work or an organisation that is in conflict with the goals of the Obesity Collective which could lead to disruptions and negative publicity/reputation risks	There is a policy and process in place for board members to identify and report potential conflicts and a funding/engagement risk framework to manage funding and collaboration opportunities. New major engagements are discussed and agreed with the leadership group	POSSIBLE	MODERATE	MEDIUM	ACCEPTABLE	



Australian Government

Department of Health

Health Peak and Advisory Bodies (HPAB) Program

Application Information

The Australian Government has announced a total of \$23.7 million (GST exclusive) over three years (1 July 2022 to 30 June 2025) to undertake an open, competitive grant funding process for the HPAB program. The assessment of the grant amounts will take into consideration size and scope of the organisation, its members, and geographical coverage and capacity to support those members and priority health policy issues. Funding will be approved and awarded to successful applicants with funding levels of up to a maximum amount of \$1,000,000 per annum.

Grants are available in three funding levels:

- national - small (up to \$250,000);
- national - medium (up to \$500,000); and
- national - high (up to \$1,000,000).

A national - small funding level would apply to smaller, peak 'umbrella organisations' where national coverage may be limited, membership numbers are smaller and/or there are few or no affiliate sub organisations who can demonstrate capacity to provide support to their members and some engagement on priority health policy issues. A national - medium funding level would apply to peak organisations where coverage and membership are close to national coverage, and/or some affiliate sub-organisations who can demonstrate capacity to provide support to their members and engagement on priority health policy issues. A national - high funding level would apply to national coverage, peak, 'umbrella organisations' with large membership and/or many affiliate sub groups who can demonstrate the capacity to provide significant support to their members and engagement on priority health policy issues.

Grant Round Administration

This grant round is being administered by the Department of Health.

Closing Date/Time

Applications must be submitted by **2:00pm Australian Eastern Standard Time (AEST) Friday 21 May 2021**.

Making Sure Your Application is Saved

Upon exiting the form please ensure that you use the 'Save and Exit' button. The 'Continue' button should only be used as you intend to progress through the form. For your Application to be saved when exiting, you will need to click on:

- 'Save and Exit', and
- 'Confirm'.

You will know that your application is saved when you are taken from the current form process to the 'Form Saved' page.

Note that the 'Save and Exit' button will ask that you 'Confirm' that you wish to save the Application, which you must do to complete the save process. If this is not done, your Application will not be saved.

You can return to your Application with the data saved using the link on the 'Form Saved' page that says 'Click here to return to your form' and confirming your submission reference ID details.

Grant Opportunity Documents

Read all information in the Grant Opportunity Documents before completing this Application Form. The Grant Opportunity Documents are available on the <https://www.grants.gov.au/> (<https://www.grants.gov.au/>) website. Applications will be assessed using the process outlined in the Guidelines.

Application Help

Information about the Application process is available on the <https://www.grants.gov.au/> (<https://www.grants.gov.au/>) website.

Applicants must submit any questions relating to the Program or this Application process in writing to Grant.ATM@health.gov.au (<mailto:Grant.ATM@health.gov.au>). Applicants may submit these questions up until five business days prior to the Closing Time and Date. A response will be provided within five business days.

Applicants may direct any general enquiries, requests for technical help or support in using and/or submitting the Application Form by:

- Phone **0262895600**
- Email to Grant.ATM@health.gov.au (<mailto:Grant.ATM@health.gov.au>)

Attachment Limits

This Application Form allows users to attach files to support their application, where directed to do so. The maximum size for individual attachments is no larger than 2MB and the form will not accept individual attachments above this size. Please plan to modify your attachment files accordingly if necessary.

Accepted file types:

.bmp, .doc, .docx, .gif, .jpeg, .Jpg, .msg, .pdf, .png, .pps, .ppt, .pptx, .txt, .xls, .xlsb, .xlsx.

Note: Compressed files, such as .zip, .rar, are not accepted and foreign characters should not be used in file names.

Sharing this Form

More than one person should not access this form at the same time. If this is done there is a risk that information entered in the form may be lost and not transferred upon submission. If you wish to share this form and access details, please ensure that only one user edits the form at any given time.

To avoid any issues with your submission, ensure each contributor has completed their updates, saved their changes and exited the form prior to another person accessing the same form.

Submission Reference ID

Each Application Form is allocated a unique Submission Reference ID. Each time this Application is accessed you will be required to use this Submission Reference ID.

Submitting Application Form

Once you have completed this Application Form, you must submit it electronically by using the submission section at the end of this form.

Please note: there may be short, scheduled outages to systems as part of regular information technology maintenance that may affect submission of this form. Notification of these outages will be on the website.

Following electronic submission, a message with your Submission Reference ID will appear on your screen. An email will be sent to the main email contact provided in the Application Form. A function is also available on the submission page to allow you to send a receipt email to the address of your choosing. Please save this email receipt for future reference and use it in all correspondence about this Application.

Note: Applications will be assessed using the process outlined in the Grant Opportunity Documents. Applicants will be notified of the grant funding outcome on completion of the assessment process.

National Relay Service (NRS)

The Department of Health uses the NRS to ensure our contact numbers are accessible to people who are deaf or have a hearing or speech impairment. Please phone 1800555677 to access the NRS.

Australian Tax Office Reporting

The Department of Health will need to report details of payments made to the Australian Taxation Office (ATO) as part of the taxable reporting obligations for government entities.

In general terms, the types of payments to be reported to the ATO are:

- Payments made for grants to entities with an Australian Business Number (ABN);
- Payments made for services.

If you receive a payment from the Department that meets the ATO criteria, it will be reported to the ATO as part of the *Taxable payments annual report*.

Further information is available on the [Australian Taxation Office \(http://www.ato.gov.au/\)](http://www.ato.gov.au/) website.

Privacy

The Department of Health, supported by the Community Grants Hub, uses an integrated Smartform service assisted by the Department of Industry, Science, Energy and Resources on www.business.gov.au (<http://www.business.gov.au>).

If you are providing information to access a non-Department of Industry, Science, Energy and Resources program, that information will not be accessed by Department of Industry, Science, Energy and Resources employees. The only exception to this is where Senior Analysts within the Department of Industry, Science, Energy and Resources require access to your information for the sole purpose of troubleshooting technical errors. Where this occurs Senior Analysts will only access the data with permission and at the request of client agencies.

The Department of Health, supported by the Community Grants Hub, will be able to access the Application as part of the form support services.

By submitting the Application you acknowledge that the information provided in the Application may be shared with other Commonwealth and law enforcement agencies for the prevention and detection of fraud.

For more information about how the Department of Industry, Science, Energy and Resources protects your privacy and personal information, please see the Department of Industry, Science, Energy and Resources' [Privacy Policy](https://www.business.gov.au/legal-notices/privacy) (<https://www.business.gov.au/legal-notices/privacy>). The Community Grants Hub [Privacy Policy](https://www.communitygrants.gov.au/privacy) (<https://www.communitygrants.gov.au/privacy>) and [WCaG Accessibility](https://www.communitygrants.gov.au/accessibility) (<https://www.communitygrants.gov.au/accessibility>) Information and the Department of Health [Privacy Policy](https://www.health.gov.au/using-our-websites/privacy) (<https://www.health.gov.au/using-our-websites/privacy>) should also be read and understood.

Use of Information

Your Submission Reference is:

s47G(1)(a)

Please send yourself a link to this saved form by entering your email address below. This email will detail your Submission Reference, the date and time this application process will close, and a link to access your saved form.

If you have any questions relating to this Application phone 0262895600 or email Grant.ATM@health.gov.au (<mailto:Grant.ATM@health.gov.au>).

Your email address*

s47F

Confirm your email address*

s47F

Use of Information

The Department of Health may use the information, other than personal information, provided in this Application Form to assist it to:

- comply with the Australian Government requirement to publish the details of all grant recipients on the GrantConnect website,
- inform staff negotiating and establishing Grant Agreements of risks and issues that need to be addressed in the Grant Agreement for that program, and/or
- inform future assessments for Applications.

All information including personal information provided in this Application may be shared with other Commonwealth and law enforcement agencies for the purpose of preventing and detecting fraud. This includes personal information of any third party provided in this Application.

You can only apply if you agree to the use of the information you provide in this form for the purposes listed above.

Check this box if you agree to the use of the information you provide in this Application Form.

I agree*

Existing Grant Recipient

Is the Applicant an existing Grant Recipient? *

You must respond to this question.

Select 'No' if the Applicant is not an existing recipient of a grant through the Department of Health or Community Grants Hub.

Select 'Yes' if the Applicant is an existing recipient of a grant through the Department of Health or Community Grants Hub. If yes is selected you then must enter your organisation ID number in the next field. The Applicant's organisation ID number should be entered as it appears on the Grant Agreement. After entering the organisation ID, click on the 'Search' button to validate the ID to bring back key organisation details for this Application. Should there be any issues with validation, a message will be returned to give a choice on actions to progress. If you require assistance, please call 0262895600.

Yes

No

Applicant Details

Are you applying as a Trustee on behalf of a Trust? *

Note: The Trustee will enter into a Grant Agreement with the Department of Health (should the applicant be successful).

Yes

No

Does the Organisation have an Australian Business Number (ABN)? *

You must respond to this question. For further details refer to <http://www.abr.business.gov.au/> (<http://www.abr.business.gov.au/>).

Yes

No

Enter your ABN into the Australian Business Number (ABN) field and click the Validate ABN button to retrieve your registration details.

Australian Business Number (ABN)*

75150799929

Enter the ABN Branch Number relevant to the Applicant's ABN, if applicable. This is limited to 3 digits.

ABN Branch Number

Note: If the details displayed are out of date or incorrect, please update them now via the Australian Business Register website(<https://www.abr.gov.au/>) then re-enter and validate the ABN.

Australian Company Number (ACN) / Australian Registered Body Number (ARBN)

150799929

Legal/registered entity name*

OBESITY AUSTRALIA LTD.

If you have Business Names registered, you can select the relevant Business Name. If you have not registered your Business Name, you can either select "Same as Legal Entity" or "Other" in the "registered business name" field. If "Other" is selected, you will be asked to provide the Applicant's registered business name in another field that will become available.

Business name of the Applicant*

The Obesity Collective

Date of registration of ABN

09 May 2011

Australian Business Register (ABR) provided Entity Type

Australian Public Company

State

SA

Postcode

5035

GST Registered - Checkbox is ticked if the Applicant is GST Registered.

Registered as Charity - Checkbox is ticked if the Applicant is registered as a charity with the Australian Charities and Not-for-profit Commission (ACNC).

What is the registered business address and main contact details of the Applicant?

The business address must be completed in full and not be a PO Box. For example: Level 1 Main Building 220 Business Street Canberra City ACT 2601

Note: the address fields accept the characters of A to Z, 0 to 9, () . , ' & - / \ @, all other characters including carriage returns are not accepted.

Please note that if an Applicant selects 'Unable to validate' following an initial failed validation attempt, the Department of Health will use this non-validated address for correspondence.

Floor / Building; Unit; Apartment

Street number, name and type*

Suburb/Town*

State*

Postcode*

Address NOT Validated



Unable to validate

Main Telephone*

Main email address*

Web address

What is the postal address of the Applicant?

The postal address must be completed in full. For example: Level 1 Main Building 220 Business Street Canberra City ACT 2601 Note: the address fields accept the characters of A to Z, 0 to 9, () . , ' & - / \ @, all other characters including carriage returns are not accepted.

Same as business address above

What is the Applicant's financial email address for the receipt of Department of Health payment advice should the Application be successful?

You must respond to this question. 350 character limit.

The email address must be entered in a valid format without spaces (eg. example@business.com.au).

Payment advice includes Recipient Created tax invoices (RCTIs).

Financial email address*

info@obesityaustralia.org

Does the Applicant operate as not-for-profit? *

For eligibility requirements, refer to the Guidelines.

For further details about not-for-profit organisations refer to the [Australian Tax Office website \(https://www.ato.gov.au/Non-profit/Getting-started/\)](https://www.ato.gov.au/Non-profit/Getting-started/).

You must respond to this question.

Select 'No' if the Applicant operates for profit.

Select 'Yes' if the Applicant operates as not-for-profit.

Yes

No

Eligibility Requirements

What is the Applicant's entity type? *

For a list of eligible entity types, refer to the Guidelines.

If you are unsure about the Applicant's entity type, please seek professional advice (e.g. from your lawyer or accountant) or refer to the Australian Business Register website for further information.

You must respond to this question. Choose the entity type that is relevant to the Applicant from the list.

NOTE: Use the field's scroll-bar or the keyboard's down-arrow to view all available options.

Company

Is the Applicant able to provide documentation to support the entity type? *

You must respond to this question. At least one attachment must be provided if the response to "Is the Applicant able to provide documentation to support the entity type?" was 'Yes'.

Select 'No' if the Applicant is not able to provide documentation to support the entity type.

Select 'Yes' if the Applicant is able to provide documentation to support the entity type. If 'Yes' is selected, click the 'Click to Upload' button to add the file in each attachment section and then click the 'Add Attachment' button to add sections for subsequent attachments. Note: the maximum size permitted per attachment file is 2mb and the overall form has the capacity to take 15MB of attachments in total. Once a file has been uploaded or an attachment section has been added, select the appropriate 'X' symbol button to delete.

NOTE: There is a maximum of 2 attachments for this question if the response is Yes.

Yes

No

List of attachments (Note: Attach any relevant documentation. Mandatory to provide at least one document where it has been indicated that the Applicant is able to provide documentation to support their entity type.)

Attachment 1 *

File: OA Company registration.pdf

Confirmation of being a Health Peak and Advisory Body *

Are you a health peak and advisory body constituted for public purposes and representing national membership?

Check your organisations purpose and coverage to ensure it has membership coverage.

You must respond to this question.

Please select the most appropriate option.

Yes

No

Governance

Relevant Persons *

Has any senior official or person to be involved in delivering the Activity been involved in any of the following events in the last 5 years?

You must tick at least one of the boxes below.

You may be contacted to provide more information and documentation in relation to these events.

Governance Investigation of relevant person(s)

Any business failure of relevant person(s) including business failure of entities in which they hold, or held at the time of the event, a management or board position. Examples of a business failure include a Court Ordered or a Creditors Voluntary Administration Liquidation, External Administration, or Receivership

Bankruptcies of relevant person(s)

Bankruptcy proceedings, including part IX Debt Agreement or Part X Insolvency Agreements, against relevant person(s)

Litigation against relevant person(s) including judgement debts

or

None of the above apply and there is no adverse information on any relevant person associated with this entity.

Reportable Events *

Select the appropriate box(es) that relate to any events to which your entity may have been subjected in the last 5 years.

You must tick at least one of the boxes below.

You may be contacted to provide more information and documentation in relation to these events.

Governance Investigation of your organisation or related entities

Litigation or liquidation proceedings

A contract with your entity terminated by the other party

Contingent liabilities of a material amount

Overdue tax liabilities

Factors which might impact on your entity. For example, pending significant litigation, business commitments, collections by debt collection agencies on behalf of creditors, or potential liquidation proceedings.

Any significant change in your entity's financial position not reflected in the financial statements provided.

Any other particulars which are likely to adversely affect your capacity to undertake this project

or

None of the above events apply and there is no adverse information on my entity.

Does the Applicant have the following documents? *

A 'Yes' or 'No' response to all sub questions on whether the Applicant is able to provide the following documents is Mandatory.

- Documented organisational and financial policies and procedures.
- Business plan and/or strategic plan.
- Risk management plan.

Note: You may be required to provide copies of the above documentation within 7 days upon request.

1. Documented organisational and financial policies and procedures. *

2. Business plan and/or strategic plan. *

3. Risk management plan. *

Project/Activity Details

Provide a short title of your Application for this Project/Activity. *

You must respond to this question. 250 character limit.

NOTE: This field accepts the characters of A to Z, 0 to 9, () . , ' & - / \ @, all other characters including carriage returns are not accepted.

Growing the Obesity Collective, a national peak body with a broad membership and strong consumer presence to contribute expert, evidence-based and impartial advice on national health policies and programs for obesity and chronic disease prevention.

(Limit: 250 characters)

Provide a brief description of your project or the services to be delivered and how it will contribute to the objectives outlined in the Grant Opportunity Guidelines. *

You must respond to this question. 1000 character limit (approximately 150 words). The character count includes letters, numbers, spaces, paragraph marks, bullet points etc.

NOTE: In this field, please only enter the characters of A to Z, 0 to 9, () . , ' & - / \ @. Other characters should not be entered as there is a risk of data corruption.

Question Instructions:

- The response should be easy to understand and written in plain English. Try not to use technical terms, acronyms, or lingo.
- Your response should be a stand-alone summary of your project, or explain how you will implement the services detailed in the Grant Opportunity Guidelines.
- The description may be used as part of our application review, and may be copied or published for reporting or grant agreement purposes.

Example: Our organisation intends to provide a free weekly language group for newly arrived migrants to assist them in building their English language skills and connect with other migrants in a similar situation. By improving the language skills of newly arrived migrants the hope is that these migrants will be better equipped to access job opportunities, find accommodation, navigate their local area, access community services and engage with the community.

The Obesity Collective is a national umbrella coalition with a vision to reduce the impact of obesity in Australia through a strong, cooperative network and evidence-based decisions. For this we strive to:

- recruit, consult and engage a broad and representative membership
- provide information and education through presentations, events, media and social media for members, the wider community, policy makers and the health sector
- develop evidence based and balanced reports, statements, and resources for the health sector, governments, and other key decision makers
- connect our members and share insights
- lead core projects to help all stakeholders to better understand the evidence and opportunities to work together to improve policies, plans and actions

This builds capacity to address obesity by improving collaboration and cross-sectoral linkages and helps ensure the Government has access to high quality, cohesive and collated information about obesity from across sectors.

(Limit: approx 150 words, 1,000 characters)

In which service area/s is the Applicant proposing to deliver the Project/Activity? ***Instructions:**

- The Service Area Type field below indicates the areas used in this Application form.
- If applicable, select a State to refine the available service area values.
- A list of values will appear in the Available service area/s for selection. Choose the appropriate value/s and click Add to insert the highlighted value/s into the Chosen service area/s. Repeat the process as required.

IMPORTANT NOTE:

The form only allow 40 service areas available for selection. If you wish to apply for more services areas, a separate form/s will need to be completed.

Tips:

- To choose multiple values to add at one time, use Shift+Left-Click to select a group of values, or use
- Ctrl+Left-Click to select a range of alternating values, and then click the Plus symbol.
- To delete from the 'chosen service area/s', highlight the value in the box on the right and click the Minus symbol.

**Service
Area/s**

Coverage Field
New South Wales

Coverage Field
Northern Territory

Coverage Field
Queensland

Coverage Field
South Australia

Coverage Field
Tasmania

Coverage Field
Victoria

Coverage Field
Western Australia

Coverage Field
Australian Capital Territory

Financials

Provide a breakdown of the proposed grant funding by the chosen service area/s. *

You must complete a separate row for each chosen service area.

Please note that you must complete the "In which service area/s is the Applicant proposing to deliver the Activity?" question before you can commence this question.

Amount (\$ exc GST)	Amount (\$ exc GST)	Amount (\$ exc GST)	Total funding	Approx.% of Total
Financial year				
2022-2023				
2023-2024				
2024-2025				

New South Wales

Amount(\$ exc GST)*	\$130,000.00
Amount(\$ exc GST)*	\$130,000.00
Amount(\$ exc GST)*	\$130,000.00
	\$390,000.00
	52

Northern Territory

Amount(\$ exc GST)*	\$5,000.00
Amount(\$ exc GST)*	\$5,000.00
Amount(\$ exc GST)*	\$5,000.00
	\$15,000.00
	2

Queensland

Amount(\$ exc GST)*	\$10,000.00
Amount(\$ exc GST)*	\$10,000.00
Amount(\$ exc GST)*	\$10,000.00
	\$30,000.00
	4

South Australia

Amount(\$ exc GST)*	\$5,000.00
Amount(\$ exc GST)*	\$5,000.00
Amount(\$ exc GST)*	\$5,000.00
	\$15,000.00

2

Tasmania

Amount(\$ exc GST)*

\$5,000.00

Amount(\$ exc GST)*

\$5,000.00

Amount(\$ exc GST)*

\$5,000.00

\$15,000.00

2

Victoria

Amount(\$ exc GST)*

\$80,000.00

Amount(\$ exc GST)*

\$80,000.00

Amount(\$ exc GST)*

\$80,000.00

\$240,000.00

32

Western Australia

Amount(\$ exc GST)*

\$10,000.00

Amount(\$ exc GST)*

\$10,000.00

Amount(\$ exc GST)*

\$10,000.00

\$30,000.00

4

Australian Capital Territory

Amount(\$ exc GST)*

\$5,000.00

Amount(\$ exc GST)*

\$5,000.00

Amount(\$ exc GST)*

\$5,000.00

\$15,000.00

2

Total funding **\$250,000.00** **\$250,000.00** **\$250,000.00** **\$750,000.00**

Provide bank account details for receipt of grant payments should the Application be successful. *

You must respond to this question.

Bank account details for the receipt of payments:

- BSB Number: Enter the BSB number for the Applicant's nominated bank account. Must be 6 digits only. Do not enter spaces or other characters.
- Account Number: Enter the account number for the Applicant's nominated bank account. Must be 2 to 9 digits only. Do not enter spaces or other characters.
- Account Name: Enter the account name for the Applicant's nominated bank account. The account name should be as it appears on the bank statement. 60 character limit. The character count includes letters, numbers, spaces, paragraph marks, bullet points etc. NOTE: This field accepts the characters of A to Z, 0 to 9, () . , ' & - / \ @ , all other characters including carriage returns are not accepted.

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Assessment Criteria

Criterion 1: Alignment with Grant Opportunity Objectives and Outcomes *

Describe how your organisation's objectives align with the objectives of the Grant Opportunity and the Australian Government's health agenda, in particular the preventive health priorities, for the part of the health sector you represent.

You must demonstrate this through identifying:

- How the activities proposed in your organisation's application align with the grant opportunity guideline objectives and outcomes noted in Section 2.1 of the Grant Opportunity Guidelines (available on GrantConnect);
 - How your organisation will identify, engage and collaborate with relevant stakeholders to ensure the effective delivery of the grant objectives and outcomes; and
 - How your activities will align with the outcomes described in the Health Peak and Advisory Bodies Program Grant Opportunity Guidelines (available on GrantConnect):
1. to support national peak bodies to achieve their health missions and to contribute the Australian Government's national health agenda in accordance with the priorities of the national preventive health strategy.

You must respond to this question.

Note: This field accepts the characters of A to Z, 0 to 9, (), ., ' & - / \ @, all other characters, formatting are not accepted.

Our work contributes uniquely to the national health agenda with the goal of reducing the burden of obesity and improving the health of Australians, in line with the National Preventive Health Strategy, through prevention, early intervention and better information with the principles of multisector collaboration, equity, community engagement, enabling the workforce and empowering and supporting Australians. We will continue to effectively engage with members, the health sector, community and the Government through codesign, consultation, information sharing, events, and communications. The Collective originated through engagement and codesign with community leaders across government, private sector, not-for-profit, research, other peak bodies and lived experience. Government employees joined the codesign and a number are members of the Collective. In this way, the Government has helped drive the Collective's formation and direction.

The Collective functions as an inclusive network, repository and source of sector knowledge and expertise for all stakeholders. Our governance and leadership include 50 prevention, treatment and community experts from a range of backgrounds, across the country. Our members include The Australian and New Zealand Obesity Society, Australian & New Zealand Metabolic and Obesity Surgery Society, and the Obesity Policy Coalition. We have strong knowledge exchange relationships with international experts and organisations. Our work programs developed to support the Collective's vision and impact include developing the first national Evidence Hub for obesity, a public resource that synthesises the current evidence on obesity; creating an interactive mapping of all current activity in obesity prevention, early intervention and treatment, currently including >2000 activities across Australia; supporting the establishment of the Weight Issues Network (WIN), the lived experience voice; and developing communication insights to reduce the burden of stigma. Information and updates are shared with our members and the broader community through newsletters, social media, presentations, media, statements, webinars, briefings and strategy sessions.

The Collective provides well-informed and impartial advice to the Government. For the Preventive Health Strategy, the Obesity Strategy, and the Parliamentary Inquiry, we were in the unique position to share engagement opportunities with members, participate in meetings, briefings, summits/round tables and draft, collect feedback and disseminate public statements for these important initiatives. We also released statements on COVID and obesity risks and the need for new clinical guidelines (supported by 15 other peak bodies), only possible due to our rapid and trusted communications pathways with member organisations. Our communications and statements are evidence-based, impartial and founded on our core principles.

The Collective provides further education and training to all relevant health practitioners. Regular presentations, webinars and resources are provided for free to members and health practitioners. Recently 400 people registered for our education webinar with 16 experts nationally. We've developed evidence-based brochures for health services to better understand obesity and to discuss with consumers. We support WIN to help raise awareness around the needs of people with obesity, for person centred care and to reduce harmful stigma in society and in the health sector.

(Limit: approx 525 words, 3500 characters)

Criterion 2: Capacity *

Taking note of Section 2.1 (of the Grant Opportunity Guidelines available on GrantConnect) 'About the Grant Opportunity', outline your capacity to contribute to the objectives of the Grant Opportunity, including:

You must demonstrate this through identifying:

- the size and geographic distribution of your membership and your membership numbers;
- how you engage with and keep your members informed of Australian Government health matters;
- the scope and accuracy of advice that you can provide to the Australian Government on policy and program issues;
- the skills, knowledge and experience that make you suitable to provide advice to the Australian Government; and
- the mechanisms for discussion and distribution of information and opinion.

You must respond to this question.

Note: This field accepts the characters of A to Z, 0 to 9, (), ., ' & - / \ @, all other characters, formatting are not accepted.

The Obesity Collective has over 500 members from across the country and in each state and territory. We have members from over 150 different organisations, with examples including professional colleges like RACGP and RACP, community and consumer groups, indigenous organisations, the Australian and State Health Departments, treatment companies, large corporates, academic institutions, preventive health and clinical experts, other social services and committed individuals. Hundreds more are signed up to our newsletters and social media channels. Member organisations share our updates and engagement opportunities with their members, reaching thousands of people in the health sector and beyond. Each month we engage with new members, experts and key decision makers in our work.

We have developed communication and dissemination pathways through codesign events, meetings/events, slack, newsletters, social media posts, webinars, collation of ideas for specific subgroups and a regular members' survey. The Collective Leaders meet monthly to discuss our projects, current affairs, risks and issues and important matters such as opportunities to provide insight and community engagement for specific Australian Government health matters. For input on strategies or policy statements (such as the Preventive Health Strategy), we share opportunities for input with members and updates on developments. We've participated in a range of meetings and prepared briefings for the Australian Government for the National Obesity Strategy. We are in a unique position to liaise directly with major member organisations on points of view and considerations for relevant national health agendas, representing an efficient consultation pathway for Government.

The advice that we provide to the Australian Government is accurate and based on current evidence, current affairs, and an aligned and balanced point of view from a broad range of experts across prevention, treatment and consumer and community perspectives. We rely on our Core Principles, which include being: Inclusive, Anti-stigma, Mindful of health inequalities, Informed by the evidence, and Focused on the whole picture. Our scope is to provide expert, evidence-informed advice on issues including the personal and economic costs of obesity, social and biological drivers of obesity, associated health issues (e.g. chronic disease and mental health), current action, the state of evidence, opportunities for policies and action, and translation/implementation considerations. The Collective is recognised by the Department of Health as a key obesity organisation – see <https://www.health.gov.au/health-topics/obesity-and-overweight>

The range and depth of skills, knowledge and experience in the Collective and the calibre of leaders and members makes us nationally pre-eminent in our capacity to provide advice to the Australian Government. The Obesity Collective's membership base and leadership comprises a full range of expertise areas, including primary care, medicine, nursing, midwifery, nutrition and dietetics, psychology, exercise science, surgery, obstetrics, paediatrics, biomedical research, private business, policy, economics, community engagement, prevention, public health, campaigns and lived experience. Our members are top national and international experts in their fields. For example, our Leaders holds key international leadership roles, including (past and incoming) President of the World Obesity Federation.

(Limit: approx 525 words, 3500 characters)

Criterion 3: Efficient, Effective Economical and Ethical Use Of Relevant Money and Risk Management *

Describe how you will ensure the efficient and economical use of grant funds when delivering your grant activities. A strong response will identify how the grant activity will achieve high quality outcomes in a cost effective way while demonstrating risk management processes and procedures are in place. In addition, you must complete:

- the indicative activity budget (see GrantConnect for a copy of the budget. This will not be included in the word limit).
- the risk management plan (see GrantConnect for a copy of the risk management plan template. This plan is not included in the word limit).

At a minimum, your risk management plan must detail:

- any key risks to your organisation and its ability to deliver activities under the Program;
- mitigations and management strategies for each risk; and
- succession planning for staff in critical roles.

You must respond to this question.

Note: This field accepts the characters of A to Z, 0 to 9, (), , ' & - / \ @ , all other characters, formatting are not accepted.

The Collective will achieve high quality outcomes in a cost-effective way, providing value for money for the Australian Government and community. Our engagement activities and projects are aimed at supporting all stakeholders in Australia working towards obesity prevention, management and communication, to work together to reduce health risks and chronic disease. Reducing the burden of obesity in Australia is an important investment aligned with National Health Priority Areas and the Draft National Preventive Health Strategy. Obesity is regarded by the Department of Health as one of the leading causes of morbidity and premature death in Australia.

This grant will allow the maturation of the Collective as a sustained key conduit for enabling a sector wide effort to address obesity and we offer to be a further conduit for engagement with this broad sector. If successful, this grant will allow us to increase our engagement and consultation activities with key stakeholders including support of and collaboration with the lived experience voice organisation, the Weight Issues Network.

Since launching in July 2018, The Collective has forged a reputation as a respected and established group with policies, KPIs, processes, and controls in place (including formal risk management through the Board of Obesity Australia), with a growing membership (over 500 in just two years). High-quality governance is provided by the legal entity, Obesity Australia, for which the Collective is the major strategic initiative. The members of OA Board have included senior retired state and federal Liberal and Labor politicians, academics, and business leaders. The Collective leaders and volunteers support our work by contributing their time on a pro-bono basis. The Collective secretariat is managed through a small core team which brings together the value of the network and expertise for the benefit of all member and stakeholders. The power and potential of the Collective lies in its membership and leadership, but it requires a committed and high-quality engine room team to liberate that potential. We have already demonstrated how a modest investment in the Collective can lead to a considerable return because of this lean and efficient model.

Succession planning and turnover for the OA Board and Leadership is an ongoing process and functions well. Planning for succession in the role of Manager is underway and includes bringing new generations into the work of the Collective through our Volunteer program. Given the range and reach of membership and leadership, we have access to a high-quality, committed workforce, with a rich source of potential new leaders and managers.

Potential benefits from the Collective and network actions and collaboration

- Disease burden: Slowing the growth of or reducing obesity in Australia will mean a better quality of life for Australians and lower health costs to the system
- Stigma: Changing the narrative around obesity could help reduce shame and help people feel more empowered to address things that are within their control including seeking evidence-based support
- Equity: Obesity affects more people in lower socioeconomic and at-risk communities, reducing obesity burden will help with inequity
- Efficiency: Sharing of knowledge and successes across Australia would support more efficient use of resources
- Innovation: Increased collaboration and working with new players will bring new ideas and ways to take on the challenge

(Limit: approx 525 words, 3500 characters)

Attachments

Risk management plan *

A risk management template is provided for your use in the Grant Opportunity documents.

You must respond to this question.

Note: 2mb limit per attachment. Multiple documents should be scanned into a single document. Compressed or zip files are not accepted. File names must be unique and not include foreign characters.

File: Risk Management Plan TOC.docx

Indicative activity budget *

An activity budget template is provided for your use in the Grant Opportunity documents.

You must respond to this question.

Note: 2mb limit per attachment. Multiple documents should be scanned into a single document. Compressed or zip files are not accepted. File names must be unique and not include foreign characters.

File: TOC grant budget.docx

Average of last three financial years revenue *

Provision of your organisations average of your organisations revenue for the last three financial years (as provided in the Australian Charities and Not-for-Profit Commission website at www.acnc.gov.au)

You must respond to this question.

Note: 2mb limit per attachment. Multiple documents should be scanned into a single document. Compressed or zip files are not accepted. File names must be unique and not include foreign characters.

File: Obesity Australia avg revenue.docx

Applicant Contacts

Who is the Applicant's preferred authorised contact person for this Application? *

The person must have authority to act on behalf of the Applicant in relation to this Application.

s47F

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Provide an alternate authorised contact for this Application. *

This person must also have authority to act on behalf of the Applicant in relation to this Application.

s47F

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S47F

Declaration

Do you have any actual, potential or perceived conflicts of interest related to or arising from submitting this application? *

NOTE: You must also notify the Department of Health as soon as possible of any conflicts of interest that arise after submission of this application.

Yes

No

Please read and complete the following declaration.

This Declaration must be signed by an authorised representative of the Applicant (or, if this Application is a joint/consortium Application, an authorised representative of the lead organisation). The authorised representative should be a person who is legally empowered to enter into contracts and commitments on behalf of the Applicant.

I declare that:

- The information contained in this form is true and correct.
- I have read, understood and agree to abide by the Guidelines.
- I have read, understood and agree to the Grant Terms and Conditions, should this Application be successful.
- I agree to receiving a Recipient Created Tax Invoice (RCTI) for this funding, if applicable, should this Application be successful.
- I have read, understood and agree to information provided in this Application as detailed in the Use of Information.
- If and where any personal details of a third party are included, the third party has been made aware of, and given their permission for those details to appear in this Application and for their personal information to be shared as detailed in the Use of Information.
- I give consent to the Department of Health to make public the details of the Applicant and the funding received, should this Application be successful.

I understand and agree to the declaration above. *

I acknowledge that giving false or misleading information to the Department of Health is a serious offence under Section 137.1 of the Criminal Code Act 1995 (Cth).

s47F

Date

Please provide an estimate of the time taken to complete this Application Form, including:

- actual time spent reading the guidelines, instructions and questions;
- time spent by all employees in collecting and providing the information and;
- time spent completing all questions in the Application Form.

Hours

Minutes

A copy of receipt will be sent to: **the-collective.info@sydney.edu.au**

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Indicative Budget Template (GST exclusive) sought for this application

Complete the below table including a detailed budget **per Activity** by providing clear costings (include the source/basis of the estimates) for essential budget items outlined below.

Activity Item	Notes/Basis of estimate	1 July 2022 – 30 June 2023 \$ (excl GST)	1 July 2023 – 30 June 2024 \$ (excl GST)	1 July 2024 – 30 June 2025 \$ (excl GST)	Total \$ (excl GST)
National secretariat and engagement manager	Build the network and relationships, community engagement/consultation, participation in Australian Gov. advisory/consultation forums and requests for information. Development of public statements. Includes travel costs and events for each state and territory, website updates and secretariat salaries.	\$145,000	\$145,000	\$145,000	\$435,000
Weight Issues Network – lived experience engagement	Particular focus on engagement, consultation and information sharing with the lived experience stakeholders. Work to inform policies, health agendas and health services from this perspective. Create education for healthcare professionals. Includes secretariat costs, member events, travel and salaries	\$75,000	\$75,000	\$75,000	\$225,000
Collating evidence and developing education and training for health practitioners	Collating and synthesizing the most recent and relevant evidence for members and the health sector. Use this to develop and execute high quality training for healthcare professionals. Costs include provision of information, website updates, publication.	\$30,000	\$30,000	\$30,000	\$90,000
				Total Budget amount applied for	\$750,000



Australian Government

Department of Health

**Commonwealth
Standard Grant Agreement**

between
the Commonwealth represented by
Department of Health
and
Obesity Australia Ltd.

Grant Agreement s47E(d)

Once completed, this document, together with each set of Grant Details and the Commonwealth Standard Grant Conditions (Schedule 1), forms an Agreement between the Commonwealth and the Grantee.

Parties to this Agreement

The Grantee

Full legal name of Grantee	Obesity Australia Ltd.
Legal entity type (e.g. individual, incorporated association, company, partnership etc)	Company
Trading or business name	The Obesity Collective
Any relevant licence, registration or provider number	
Australian Company Number (ACN) or other entity identifiers	
Australian Business Number (ABN)	75 150 799 929
Registered for Goods and Services Tax (GST)	Y
Date from which GST registration was effective	
Registered office (physical)	s47G(1)(a)
Relevant business place (if different)	
Telephone	s47G(1)(a)
Fax	
Email	the-collective.info@sydney.edu.au

The Commonwealth

The Commonwealth of Australia represented by Department of Health
 23 Furzer Street PHILLIP ACT 2606
 ABN 83 605 426 759

Background

The Commonwealth has agreed to enter into this Agreement under which the Commonwealth will provide the Grantee with one or more Grants for the purpose of assisting the Grantee to undertake the associated Activity.

The Grantee agrees to use each Grant and undertake each Activity in accordance with this Agreement and the relevant Grant Details.

Scope of this Agreement

This Agreement comprises:

- (a) this document;
- (b) the Supplementary Terms from the Clause Bank (if any);
- (c) the Standard Grant Conditions (Schedule 1);
- (d) the Grant Details;
- (e) any other document referenced or incorporated in the Grant Details.

Each set of Grant Details, including Supplementary Terms (if any), only applies to the particular Grant and Activity covered by that set of Grant Details and a reference to the 'Agreement' in the Grant Details or the Supplementary Terms is a reference to the Agreement in relation to that particular Grant and Activity. If there is any ambiguity or inconsistency between the documents comprising this Agreement in relation to a Grant, the document appearing higher in the list will have precedence to the extent of the ambiguity or inconsistency.

This Agreement represents the Parties' entire Agreement in relation to each Grant provided under it and the relevant Activity and supersedes all prior representations, communications, Agreements, statements and understandings, whether oral or in writing.

Certain information contained in or provided under this Agreement may be used for public reporting purposes.

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Grant Details

s47E(d)	
Organisation ID:	
Agreement ID:	
Schedule ID:	

A. Purpose of the Grant

The purpose of the Grant is to:

Enable health peak and advisory bodies to contribute to the national agenda by providing expert, evidence-based and impartial advice to inform current health policy and program development whilst supporting communication and consultation activities.

This Grant is being provided under, and these Grant Details form part of, the Agreement between the Commonwealth and the Grantee.

The Grant is being provided as part of the Health Peak and Advisory Bodies program.

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HPAB Round 3 - s47E(d)

B. Grant Activity

The Grantee will use the funding to undertake peak and advisory body activities as described in its application (which will be reflected in the Activity Work Plan) which includes, but not limited to:

- * effectively consult and share information with its members, the wider health sector, the community and the Australian Government
- * function as a repository and source of sector knowledge and expertise
- * provide well-informed and impartial advice to the Commonwealth within its area of expertise
- * provide education and training to health practitioners working in the relevant part of the health sector (including general practitioners, nurses and allied health professionals) to improve the quality of health services.

These activities will be aligned with the National Preventive Health Strategy, as well as other relevant Health strategies, frameworks, and policies.

The Activity Work Plan (Item E.2) will set out the key work activities and deliverables of the Grant, and demonstrate how the Grantee will achieve these objectives.

Performance Indicators

The Activity will be measured against the following Performance Indicator/s:

Performance Indicator Description	Measure
All of the requirements in the Grant Agreement, including the Activity Work Plan and monitoring and evaluation requirements, have been met.	Information is provided to an acceptable standard in the reports, Activity Work Plans and budgets.
Provision to the Australian Government of high quality health sector information to improve decision-making capacity, quality and safety of Australia's health care system.	Evidence that the Grantee has been a conduit for informing the health sector. This would include reports and submissions, involvement in roundtables, provision of newsletters, webinars, disseminated materials and publications, etc.

Location Information

The Activity will be delivered from the following site location/s:

Location Type	Name	Address
---------------	------	---------

Service Area Information

The Activity will service the following service area/s:

Type	Service Area
1 Australia	Australia

C. Duration of the Grant

The Activity starts on 1 July 2022.

The Activity (other than the provision of any final reports) ends on 30 June 2025, which is the Activity's Completion Date.

The Agreement ends on 31 December 2025 or when the Grantee has provided all of the reports and repaid any Grant amount as required under this Agreement.

D. Payment of the Grant

The total amount of the Grant is \$740,000.00* (GST exclusive).

A break down by Financial Year is below:

Financial Year	Amount * (excl. GST)
2022-2023	\$250,000.00
2023-2024	\$250,000.00
2024-2025	\$240,000.00

*This amount may include Social, Community, Home Care and Disability Services Industry Award 2010 Supplementation (SACS).

The Grantee must ensure that the Grant is held in an account in the Grantee's name and which the Grantee controls, with an authorised deposit-taking institution authorised under the Banking Act 1959 (Cth) to carry on banking business in Australia.

The Grantee's nominated bank is:

BSB Number	
Financial Institution	
Account Number	
Account Name	

The Grant will be paid in instalments by the Commonwealth in accordance with the agreed Milestones, and compliance by the Grantee with its obligations under this Agreement.

Milestone	Anticipated date	Amount (excl. GST)	GST	Total (incl. GST)
Payment 1	1 July 2022	\$62,500.00	\$6,250.00	\$68,750.00
Payment 2	1 October 2022	\$62,500.00	\$6,250.00	\$68,750.00
Payment 3	1 January 2023	\$62,500.00	\$6,250.00	\$68,750.00
Payment 4	1 April 2023	\$62,500.00	\$6,250.00	\$68,750.00
Payment 1	1 July 2023	\$62,500.00	\$6,250.00	\$68,750.00
Payment 2	1 October 2023	\$62,500.00	\$6,250.00	\$68,750.00
Payment 3	1 January 2024	\$62,500.00	\$6,250.00	\$68,750.00
Payment 4	1 April 2024	\$62,500.00	\$6,250.00	\$68,750.00
Payment 1	1 July 2024	\$60,000.00	\$6,000.00	\$66,000.00

Payment 2	1 October 2024	\$60,000.00	\$6,000.00	\$66,000.00
Payment 3	1 January 2025	\$60,000.00	\$6,000.00	\$66,000.00
Payment 4	1 April 2025	\$60,000.00	\$6,000.00	\$66,000.00
Total Amount		\$740,000.00	\$74,000.00	\$814,000.00

Invoicing

The Grantee agrees to allow the Commonwealth to issue it with a Recipient Created Tax Invoice (RCTI) for any taxable supplies it makes in relation to the Activity.

Taxes, duties and government charges

Refer to Clause 9. Taxes, duties and government charges.

E. Reporting

The Grantee agrees to create the following reports in the form specified and to provide the reports to the Commonwealth representative in accordance with the following.

Milestone	Information to be included	Due Date
Activity Work Plan	Activity Work Plan and Budget as per the requirements at Item E.2.	30 September 2022
Performance Report	Performance Report including an Income and Expenditure Statement for the period 01/07/2022 to 31/12/2022 as per the requirements at Item E.1.	31 January 2023
Performance Report	Performance Report including an Income and Expenditure Statement for the period 01/01/2023 to 30/06/2023 as per the requirements at Item E.1.	31 July 2023
Annual Report	Annual Report as per the requirements at Item E.3	30 September 2023
Financial Acquittal Report	Financial Declaration and Audited Income and Expenditure Statement as per the requirements at Item E.4.	30 September 2023
Activity Work Plan	Activity Work Plan and Budget as per the requirements at Item E.2.	30 September 2023
Performance Report	Performance Report including an Income and Expenditure Statement for the period 01/07/2023 to 31/12/2023 as per the requirements at Item E.1.	31 January 2024
Performance Report	Performance Report including an Income and Expenditure Statement for the period 01/01/2024 to 30/06/2024 as per the requirements at Item E.1.	31 July 2024

Activity Work Plan	Activity Work Plan and Budget as per the requirements at Item E.2.	30 September 2024
Financial Acquittal Report	Financial Declaration and Audited Income and Expenditure Statement as per the requirements at Item E.4.	30 September 2024
Annual Report	Annual Report as per the requirements at Item E.3	30 September 2024
Performance Report	Performance Report including an Income and Expenditure Statement for the period 01/07/2024 to 31/12/2024 as per the requirements at Item E.1.	31 January 2025
Performance Report	Performance Report including an Income and Expenditure Statement for the period 01/01/2025 to 30/06/2025 as per the requirements at Item E.1.	31 July 2025
Annual Report	Annual Report as per the requirements at Item E.3	30 September 2025
Financial Acquittal Report	Financial Declaration and Audited Income and Expenditure Statement as per the requirements at Item E.4.	30 September 2025
Final Report	Final Report for the period of the Activity as per the requirements at Item E.5.	30 September 2025

E.1 Performance Reports

Performance Report including Income and Expenditure Statement

The Grantee is required to submit to the Commonwealth, a Performance Report including an Income and Expenditure Statement on a template provided, every six months during the term of the Activity in accordance with the due dates specified in Item E.

Each Performance Report for the Activity is to contain information on the performance of the Activity during the reporting period, including:

- the extent to which the objectives of the Activity described in Item B of the Schedule have been met to date;
- a description of the specific Activity Milestones or other outcomes completed during the reporting period; and
- an explanation as to how the Grantee is addressing any issues, problems or delays previously identified with the Activity and an explanation of any further issues, problems or delays encountered in relation to the Activity to date and how the Grantee intends to address them; and
- an income and expenditure statement against the Activity Budget.

E.2 Activity Work Plan

The Grantee is required to submit to the Commonwealth, an Activity Work Plan and Budget on a template provided, every 12 months during the term of the Activity in accordance with the due dates specified at Item E.

The Activity Work Plan must set out the key work activities and deliverables of the Grant, and demonstrate how the Grantee will achieve the Activity objectives specified at Item B. It must include an annual budget and may include other administrative controls intended to help manage Activity risks.

Once agreed by the Commonwealth, the Activity Work Plan will form part of the Agreement.

E.3 Annual Report

Annual Report to be provided

The Grantee is required to submit to the Commonwealth, a copy of the Grantee's Annual Report or provide details of its location on the Grantee's website.

E.4 Accounting for the Grant

Financial Declaration and Audited Income and Expenditure Statement

The Grantee is required to submit to the Commonwealth, a Financial Declaration, on a template provided, and an Audited Income and Expenditure Statement every 12 months during the term of the Activity in accordance with the due dates specified at Item E.

The Financial Declaration and Audited Income and Expenditure Statement must be signed by the Grantee and certify that the Grantee has spent grant funding to perform the activity as set out in the Agreement. Where applicable, the Grantee must include in the certification the details of any unspent funds.

The Audited Income and Expenditure Statement must be prepared by:

- a. a Registered Company Auditor under the Corporations Act 2001 (Cth.); or
- b. a member of CPA Australia; or
- c. a member of the Institute of Public Accountants in Australia; or
- d. a member of the Institute of Chartered Accountants in Australia.

The Audited Income and Expenditure Statement is to be accompanied by the audit opinion.

The Audited Income and Expenditure Statement must:

- be prepared in accordance with the applicable Australian Accounting Standards;
- be based on proper accounts and records for the grant recipient;
- verify that grant funding was spent to perform the activity as set out in the Agreement; and
- Include any other matters as specified in the Agreement.

E.5 Other Reports

Final Report

The Grantee is required to submit to the Commonwealth, a Final Report on a template provided by the date specified in Item E.

The Final Report for the Activity is to contain information on the performance of the Activity for the entirety of the Activity period, including:

- the extent to which the objectives of the Activity described in Item B of the Schedule have been met;
- a description of the specific Activity Milestones or other outcomes completed during the Activity period; and
- An explanation as to how the Grantee addressed any issues, problems or delays identified with the Activity.

F. Party representatives and address for notices

Grantee's representative and address

Grantee's representative name	S47F	
Position		

Postal/physical address(es)	
Business hours telephone	
Mobile	
Fax	
E-mail	s47F

Commonwealth representative and address

Name of representative	S47F
Position	
Postal/physical address(es)	
Business hours telephone	
Mobile	
Fax	
E-mail	

The Parties' representatives will be responsible for liaison and the day-to-day management of the Grant, as well as accepting and issuing any written notices in relation to the Grant.

G. Activity Material

Activity Material means any material, other than Reporting Material, created or developed by the Grantee as a result of the Activity and includes any Existing Material that is incorporated in or supplied with the Activity Material.

THIS DOCUMENT HAS BEEN RELEASED UNDER
THE FREEDOM OF INFORMATION ACT 1982
BY THE DEPARTMENT OF HEALTH AND AGEING CARE

Signatories

Executed as an Agreement

Signed for and on behalf of the Commonwealth of Australia by the relevant Delegate, represented by and acting through Department of Health ABN 83 605 426 759 in the presence of:

Organisation ID:

Agreement ID:

s47E(d)

s47F

10.05.2022

(Position of Departmental Representative)

s47F

s47F

(Name of Witness in full)

10.05.2022

Signed for and on behalf of Obesity Australia Ltd., ABN 75 150 799 929 in accordance with its rules, and who warrants that he/she is authorised to sign this Agreement:

s47F

(Name and position held by Signatory)

(Signature)

s47F

s47F

12./4./2022

s47F

(Name and position held by second Signatory/Name of Witness)

(Signature of second Signatory/Witness)

13./4./2022...

Notes about the signature block

- If you are an **incorporated association**, you must refer to the legislation incorporating the association as it will specify how documents must be executed. This process may differ between each State and Territory. If an authorised person is executing a document on behalf of the incorporated association, you should be prepared to provide evidence of this authorisation upon request.
- If you are a **company**, generally two signatories are required – the signatories can be two Directors or a Director and the Company Secretary. Affix your **Company Seal**, if required by your Constitution.
- If you are a **company with a sole Director/Secretary**, the Director/Secretary is required to be the signatory in the presence of a witness. Affix your **Company Seal**, if required by your Constitution.
- If you are a **partnership**, the signatory must be a partner with the authority to sign on behalf of all partners receiving the grant. A witness to the signature is required.
- If you are an **individual**, you must sign in the presence of a witness.
- If you are a **university**, the signatory can be an officer authorised by the legislation creating the university to enter into legally binding documents. A witness to the signature is required.

THIS DOCUMENT HAS BEEN RELEASED UNDER
THE FREEDOM OF INFORMATION ACT 1982
BY THE DEPARTMENT OF HEALTH AND AGED CARE

Schedule 1: Commonwealth Standard Grant Conditions

s47E(d)

Organisation ID:**Agreement ID:****Schedule ID:****1. Undertaking the Activity**

1.1 The Grantee agrees to undertake the Activity for the purpose of the Grant in accordance with this Agreement.

1.2 The Grantee is fully responsible for the Activity and for ensuring the performance of all its obligations under this Agreement in accordance with all relevant laws. The Grantee will not be relieved of that responsibility because of:

(a) the grant or withholding of any approval or the exercise or non-exercise of any right by the Commonwealth; or

(b) any payment to, or withholding of any payment from, the Grantee under this Agreement.

2. Payment of the Grant

2.1 The Commonwealth agrees to pay the Grant to the Grantee in accordance with the Grant Details.

2.2 Notwithstanding any other provision of this Agreement, the Commonwealth may by notice withhold payment of any amount of the Grant and/or take any other action specified in the Supplementary Terms if it reasonably believes that:

(a) the Grantee has not complied with this Agreement;

(b) the Grantee is unlikely to be able to perform the Activity or manage the Grant in accordance with this Agreement; or

(c) there is a serious concern relating to the Grantee or this Agreement that requires investigation.

2.3 A notice under clause 2.2 will contain the reasons for any action taken under clause 2.2 and, where relevant, the steps the Grantee can take to address those reasons.

2.4 The Commonwealth will only be obliged to pay a withheld amount once the Grantee has addressed the reasons contained in a notice under clause 2.2 to the Commonwealth's reasonable satisfaction.

2.5 The Grantee agrees to hold the Grant in an account in the Grantee's name and which the Grantee controls, with an authorised deposit-taking institution authorised by the *Banking Act 1959* (Cth) to carry on banking business in Australia.

3. Acknowledgements

3.1 The Grantee agrees not to make any public announcement, including by social media, in connection with the awarding of the Grant without the Commonwealth's prior written approval.

3.2 The Grantee agrees to acknowledge the Commonwealth's support in all Material, publications and promotional and advertising materials published in connection with this Agreement. The Commonwealth may notify the Grantee of the form of acknowledgement that the Grantee is to use.

3.3 The Grantee agrees not to use the Commonwealth Coat of Arms in connection with the Grant or the Activity without the Commonwealth's prior written approval.

4. Notices

4.1 Each Party agrees to promptly notify the other Party of anything reasonably likely to adversely affect the undertaking of the Activity, management of the Grant or its performance of any of its other requirements under this Agreement.

4.2 A notice given by a Party under this Agreement must be in writing and addressed to the other Party's representative as set out in the Grant Details or as most recently updated by notice given in accordance with this clause.

4.3 A notice is deemed to be effected:

- (a) if delivered by hand - upon delivery to the relevant address;
- (b) if sent by post - upon delivery to the relevant address; or
- (c) if transmitted electronically - upon actual receipt by the addressee.

4.4 A notice received after 5.00 pm, or on a day that is a Saturday, Sunday or public holiday, in the place of receipt, is deemed to be effected on the next day that is not a Saturday, Sunday or public holiday in that place.

4.5 The Commonwealth may, by notice, advise the Grantee of changes to the Agreement that are minor or of an administrative nature, provided that any such changes do not increase the Grantee's obligations under this Agreement. Such changes, while legally binding, are not variations for the purpose of clause 8.

5. Relationship between the Parties

5.1 A Party is not by virtue of this Agreement the employee, agent or partner of the other Party and is not authorised to bind or represent the other Party.

6. Subcontracting

6.1 The Grantee is responsible for the performance of its obligations under this Agreement, including in relation to any tasks undertaken by subcontractors.

6.2 The Grantee agrees to make available to the Commonwealth the details of any of its subcontractors engaged to perform any tasks in relation to this Agreement upon request.

6.3 The Grantee agrees not to subcontract any part of the performance of the Activity without the Commonwealth's prior written consent. The Commonwealth may impose any conditions it considers reasonable and appropriate when giving its consent.

6.4 The Grantee agrees to remove a subcontractor from the Activity at the reasonable request of the Commonwealth and at no additional cost to the Commonwealth.

7. Conflict of interest

7.1 Other than those which have already been disclosed to the Commonwealth, the Grantee warrants that, to the best of its knowledge, at the date of this Agreement neither it nor its officers have any actual, perceived or potential conflicts of interest in relation to the Activity.

7.2 If during the term of the Agreement, any actual, perceived or potential conflict arises or there is any material change to a previously disclosed conflict of interest, the Grantee agrees to:

- (a) notify the Commonwealth promptly and make full disclosure of all relevant information relating to the conflict; and
- (b) take any steps the Commonwealth reasonably requires to resolve or otherwise deal with that conflict.

8. Variation, assignment and waiver

8.1 This Agreement may be varied in writing only, signed by both Parties.

8.2 The Grantee cannot assign its obligations, and agrees not to assign its rights, under this Agreement without the Commonwealth's prior approval.

8.3 The Grantee agrees not to enter into negotiations with any other person for the purposes of entering into an arrangement that will require novation of, or involve any assignment of rights under, this Agreement without first consulting the Commonwealth.

8.4 A waiver by a Party of any of its rights under this Agreement is only effective if it is in a signed written notice to the other Party and then only to the extent specified in that notice.

9. Taxes, duties and government charges

9.1 The Grantee agrees to pay all taxes, duties and government charges imposed or levied in Australia or overseas in connection with the performance of this Agreement, except as provided by this Agreement.

9.2 If Goods and Services Tax (GST) is payable by a supplier on any supply made under this Agreement, the recipient of the supply will pay to the supplier an amount equal to the GST payable on the supply, in addition to and at the same time that the consideration for the supply is to be provided under this Agreement.

9.3 If at the commencement of the Agreement the Grantee is not registered for GST and during the term of the Agreement the Grantee becomes, or is required to become, registered for GST, the Grantee agrees to notify the Commonwealth in writing within 7 days of becoming registered for GST.

10. Spending the Grant

10.1 The Grantee agrees to spend the Grant for the purpose of performing the Activity and otherwise in accordance with this Agreement.

10.2 Within the timeframe specified by the Commonwealth (and if no timeframe is specified, three months) after the Activity's Completion Date, and each 12 month anniversary of the Activity's start date during the term of the Activity, the Grantee agrees to provide the Commonwealth with an independently audited financial acquittal report verifying that the Grant has been spent in accordance with this Agreement.

10.3 The reports under clause 10.2 must be audited by:

- (a) a Registered Company Auditor under the *Corporations Act 2001*; or
- (b) a certified Practising Accountant; or
- (c) a member of the National Institute of Accountants; or
- (d) a member of the Institute of Chartered Accountants;

who is not a principal member, shareholder, officer or employee of the Grantee or a related body corporate.

11. Repayment

11.1 If any amount of the Grant:

- (a) has been spent other than in accordance with this Agreement; or
- (b) is additional to the requirements of the Activity; then the Commonwealth may by written notice:
- (c) require the Grantee to repay that amount to the Commonwealth;
- (d) require the Grantee to deal with that amount as directed by the Commonwealth; or
- (e) deduct the amount from subsequent payments of the Grant or amounts payable under another agreement between the Grantee and the Commonwealth.

11.2 If the Commonwealth issues a notice under this Agreement requiring the Grantee to repay a Grant amount:

- (a) the Grantee must do so within the time period specified in the notice;
- (b) the Grantee must pay interest on any part of the amount that is outstanding at the end of the time period specified in the notice until the outstanding amount is repaid in full; and

(c) the Commonwealth may recover the amount and any interest under this Agreement as a debt due to the Commonwealth without further proof of the debt being required.

12. Record keeping

12.1 The Grantee agrees to keep financial accounts and other records that:

- (a) detail and document the conduct and management of the Activity;
- (b) identify the receipt and expenditure of the Grant [and any Other Contributions] separately within the Grantee's accounts and records so that at all times the Grant is identifiable; and
- (c) enable all receipts and payments related to the Activity to be identified and reported.

12.2 The Grantee agrees to keep the records for five years after the Completion Date or such other time specified in the Grant Details and provide copies of the records to the Commonwealth upon request.

13. Reporting

13.1 The Grantee agrees to provide the Reporting Material specified in the Grant Details to the Commonwealth.

13.2 In addition to the obligations in clause 13.1, the Grantee agrees to:

- (a) liaise with and provide assistance and information to the Commonwealth as reasonably required by the Commonwealth; and
- (b) comply with the Commonwealth's reasonable requests, directions and monitoring requirements, in relation to the Activity and any Commonwealth review or evaluation of it.

13.3 If the Commonwealth acting reasonably has concerns regarding the performance of the Activity or the management of the Grant, the Commonwealth may by written notice require the Grantee to provide one or more additional reports, containing the information and by the date(s), specified in the notice.

13.4 If, at any time, a Party reasonably believes that the Activity is unlikely to fully meet the purpose of the Grant, or there are Activity risks that need to be addressed, that Party may provide written notice to the other Party setting out its reasons for that belief and proposing steps that could be taken to better achieve that purpose or address those risks. The Parties agree to work co-operatively to:

- (a) consider, and negotiate in good faith, any change proposed under this clause 13.4; and
- (b) implement any such change that is agreed by the Parties by executing a variation to this Agreement under clause 8.1.

13.5 Except to the extent the Parties agree a variation under clause 8.1, clause 13.4 does not limit any of a Party's other rights under this Agreement.

13.6 The Grantee acknowledges that the giving of false or misleading information to the Commonwealth is a serious offence under the *Criminal Code Act 1995* (Cth).

14. Privacy

14.1 When dealing with Personal Information in carrying out the Activity, the Grantee agrees:

- (a) to comply with the requirements of the *Privacy Act 1988* (Cth);
- (b) not to do anything which, if done by the Commonwealth, would be a breach of an Australian Privacy Principle;
- (c) to ensure that any of the Grantee's subcontractors or personnel who deal with Personal Information for the purposes of this Agreement are aware of the requirements of the *Privacy Act*

1988 (Cth) and the Grantee's obligations under this clause; and

(d) to immediately notify the Commonwealth if the Grantee becomes aware of an actual or possible breach of this clause by the Grantee or any of the Grantee's subcontractors or personnel.

15. Confidentiality

15.1 The Parties agree not to disclose each other's confidential information without the other Party's prior written consent unless required or authorised by law or Parliament to disclose.

15.2 The Commonwealth may disclose the Grantee's confidential information where;

(a) the Commonwealth is providing information about the Activity or Grant in accordance with Commonwealth accountability and reporting requirements;

(b) the Commonwealth is disclosing the information to a Minister of the Australian Government, a House or Committee of the Commonwealth Parliament; or

(c) the Commonwealth is disclosing the information to its personnel or another Commonwealth agency where this serves the Commonwealth's legitimate interests.

16. Insurance

16.1 The Grantee agrees to effect and maintain for as long as any obligations remain in connection with this Agreement:

(a) workers compensation insurance as required by law;

(b) adequate and appropriate public liability insurance;

(c) insurance against any loss or damage to an asset for its full replacement cost including where relevant the costs of demolition and removal of debris and the cost of architects, engineers and other consultants; and

(d) any other additional insurance specified in the Grant Details.

16.2 The Grantee agrees to provide proof of insurance to the Commonwealth upon request and within the time specified in the request.

17. Intellectual property

17.1 Subject to clause 17.2, the Grantee owns the Intellectual Property Rights in Activity Material and Reporting Material.

17.2 This Agreement does not affect the ownership of Intellectual Property Rights in Existing Material.

17.3 The Grantee provides the Commonwealth a permanent, non-exclusive, irrevocable, royalty-free licence to use, modify, communicate, reproduce, publish, adapt and sub-license the Reporting Material for Commonwealth Purposes.

17.4 The licence in clause 17.3 does not apply to Activity Material.

18. Dispute resolution

18.1 The Parties agree not to initiate legal proceedings in relation to a dispute arising under this Agreement unless they have first tried and failed to resolve the dispute by negotiation.

18.2 Unless clause 18.3 applies, the Parties agree to continue to perform their respective obligations under this Agreement when a dispute exists.

18.3 The Parties may agree to suspend performance of the Agreement pending resolution of the dispute.

18.4 Failing settlement by negotiation in accordance with clause 18.1, the Parties may agree to refer the dispute to an independent third person with power to intervene and direct some form of resolution, in which case the Parties will be bound by that resolution. If the Parties do not agree to refer the dispute to an independent third person, either Party may initiate legal proceedings.

18.5 Each Party will bear their own costs in complying with this clause 18, and the Parties will share equally the cost of any third person engaged under clause 18.4.

18.6 The procedure for dispute resolution under this clause does not apply to any action relating to termination, cancellation or urgent interlocutory relief.

19. Reduction, Suspension and Termination

19.1 Reduction in scope of agreement for fault

19.1.1 If the Grantee does not comply with an obligation under this Agreement and the Commonwealth believes that the non-compliance is incapable of remedy, or if the Grantee has failed to comply with a notice to remedy, the Commonwealth may by written notice reduce the scope of the Agreement.

19.1.2 The Grantee agrees, on receipt of the notice of reduction, to:

- (a) stop or reduce the performance of the Grantee's obligations as specified in the notice;
- (b) take all available steps to minimise loss resulting from the reduction;
- (c) continue performing any part of the Activity or the Agreement not affected by the notice if requested to do so by the Commonwealth; and
- (d) report on, and return any part of, the Grant to the Commonwealth, or otherwise deal with the Grant, as directed by the Commonwealth.

19.1.3 In the event of reduction under clause 19.1.1, the amount of the Grant will be reduced in proportion to the reduction in the scope of the Agreement.

19.2 Suspension

19.2.1 If:

- (a) the Grantee does not comply with an obligation under this Agreement and the Commonwealth believes that the non-compliance is capable of remedy;
- (b) the Commonwealth reasonably believes that the Grantee is unlikely to be able to perform the Activity or manage the Grant in accordance with this Agreement; or
- (c) the Commonwealth reasonably believes that there is a serious concern relating to the Grantee or this Agreement that requires investigation;

the Commonwealth may by written notice:

- (d) immediately suspend the Grantee from further performance of the Activity (including expenditure of the Grant); and/or
- (e) require that the non-compliance or inability be remedied, or the investigation be completed, within the time specified in the notice.

19.2.2 If the Grantee:

- (a) remedies the non-compliance or inability specified in the notice to the Commonwealth's

reasonable satisfaction, or the Commonwealth reasonably concludes that the concern is unsubstantiated, the Commonwealth may direct the Grantee to recommence performing the Activity; or

(b) fails to remedy the non-compliance or inability within the time specified, or the Commonwealth reasonably concludes that the concern is likely to be substantiated, the Commonwealth may reduce the scope of the Agreement in accordance with clause 19.1 or terminate the Agreement immediately by giving a second notice in accordance with clause 19.3.

19.3 Termination for fault

19.3.1 The Commonwealth may terminate this Agreement by notice where the Grantee has:

- (a) failed to comply with an obligation under this Agreement and the Commonwealth believes that the non-compliance is incapable of remedy or where clause 19.2.2.b applies; or
- (b) provided false or misleading statements in relation to the Grant; or
- (c) become bankrupt or insolvent, entered into a scheme of arrangement with creditors, or come under any form of external administration.

19.3.2 The Grantee agrees, on receipt of the notice of termination, to:

- (a) stop the performance of the Grantee's obligations;
- (b) take all available steps to minimise loss resulting from the termination; and
- (c) report on, and return any part of, the Grant to the Commonwealth, or otherwise deal with the Grant, as directed by the Commonwealth.

20. Cancellation or reduction for convenience

20.1 The Commonwealth may cancel or reduce the scope of this Agreement by notice, due to:

- (a) a change in government policy; or
- (b) a Change in the Control of the Grantee which the Commonwealth reasonably believes will negatively affect the Grantee's ability to comply with this Agreement.

20.2 On receipt of a notice of reduction or cancellation under this clause, the Grantee agrees to:

- (a) stop or reduce the performance of the Grantee's obligations as specified in the notice;
- (b) take all available steps to minimise loss resulting from that reduction or cancellation;
- (c) continue performing any part of the Activity or the Agreement not affected by the notice if requested to do so by the Commonwealth; and
- (d) report on, and return any part of, the Grant to the Commonwealth, or otherwise deal with the Grant, as directed by the Commonwealth.

20.3 In the event of reduction or cancellation under this clause, the Commonwealth will be liable only to:

- (a) pay any part of the Grant due and owing to the Grantee under this Agreement at the date of the notice; and
- (b) reimburse any reasonable and substantiated expenses the Grantee unavoidably incurs that relate directly and entirely to the reduction in scope or cancellation of the Agreement.

20.4 In the event of reduction, the amount of the Grant will be reduced in proportion to the reduction in the scope of the Agreement.

20.5 The Commonwealth's liability to pay any amount under this clause is:

- (a) subject to the Grantee's compliance with this Agreement; and
- (b) limited to an amount that when added to all other amounts already paid under the Agreement will not exceed the total amount of the Grant.

20.6 The Grantee will not be entitled to compensation for loss of prospective profits or benefits that would have been conferred on the Grantee but for the cancellation or reduction in scope of the Agreement under clause 20.1.

20.7 The Commonwealth will act reasonably in exercising its rights under this clause.

21. Survival

The following clauses survive termination, cancellation or expiry of this Agreement:

- clause 10 (Spending the Grant)
- clause 11 (Repayment);
- clause 12 (Record keeping)
- clause 13 (Reporting)
- clause 14 (Privacy);
- clause 15 (Confidentiality);
- clause 16 (Insurance)
- clause 17 (Intellectual property);
- clause 19 (Reduction, Suspension and Termination);
- clause 21 (Survival);
- clause 22 Definitions;
- Any applicable provisions included from the clause bank; and
- Any other clause which expressly or by implication from its nature is meant to survive.

22. Definitions

In this Agreement, unless the contrary appears:

- **Activity** means the activity described in the Grant Details and includes the provisions of the Reporting Material.
- **Activity Completion Date** means the date or event specified in the Grant Details.
- **Activity Material** means any Material, other than Reporting Material, created or developed by the Grantee as a result of the Activity and includes any Existing Material that is incorporated in or supplied with the Activity Material.
- **Agreement** means the Grant Details, Supplementary Terms (if any), the Commonwealth Standard Grant Conditions and any other document referenced or incorporated in the Grant Details.
- **Agreement End Date** means the date or event specified in the Grant Details.
- **Australian Privacy Principle** has the same meaning as in the *Privacy Act 1988*.
- **Change in the Control** means any change in any person(s) who directly exercise effective control over the Grantee.

- **Commonwealth** means the Commonwealth of Australia as represented by the Commonwealth entity specified in the Agreement and includes, where relevant, its officers, employees, contractors and agents.
- **Commonwealth Purposes** includes the following:
 - a. the Commonwealth verifying and assessing grant proposals, including a grant application;
 - b. the Commonwealth administering, monitoring, reporting on, auditing, publicising and evaluating a grant program or exercising its rights under this Agreement;
 - c. the Commonwealth preparing, managing, reporting on, auditing and evaluating agreements, including this Agreement; and
 - d. the Commonwealth developing and publishing policies, programs, guidelines and reports, including Commonwealth annual reports;

but in all cases:

 - e. excludes the commercialisation (being for-profit use) of the Material by the Commonwealth.
- **Commonwealth Standard Grant Conditions** means this document.
- **Existing Material** means Material developed independently of this Agreement that is incorporated in or supplied as part of Reporting Material or Activity Material.
- **Grant** means the money, or any part of it, payable by the Commonwealth to the Grantee for the Activity as specified in the Grant Details [and includes any interest earned by the Grantee on that money once the Grant has been paid to the Grantee].
- **Grantee** means the legal entity other than the Commonwealth specified in the Agreement and includes, where relevant, its officers, employees, contractors and agents.
- **Grant Details** means the document titled Grant Details that forms part of this Agreement.
- **Intellectual Property Rights** means all copyright, patents, registered and unregistered trademarks (including service marks), registered designs, and other rights resulting from intellectual activity (other than moral rights under the *Copyright Act 1968*).
- **Material** includes documents, equipment, software (including source code and object code versions), goods, information and data stored by any means including all copies and extracts of them.
- **Party** means the Grantee or the Commonwealth.
- **Personal Information** has the same meaning as in the *Privacy Act 1988*.
- **Records** includes documents, information and data stored by any means and all copies and extracts of the same.
- **Reporting Material** means all Material which the Grantee is required to provide to the Commonwealth for reporting purposes as specified in the Grant Details and includes any Existing Material that is incorporated in or supplied with the Reporting Material.



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Activity Work Plan: **Obesity Australia (The Obesity Collective)**

Round 3 Health Peak and Advisory Bodies (HPAB) Program 2023-24

The Australian Government continues its support for health peak and advisory bodies across the wider health sector and recognises the important role they play in informing and supporting the achievement of positive health outcomes. The aim of the Health Peak and Advisory Bodies (HPAB) Program is to enable health peak and advisory bodies to contribute to the national agenda by providing expert, evidence-based and impartial advice to inform current health policy and program development, while supporting communication and consultation activities. Round 3 HPAB Program has a specific focus on the National Preventive Health Strategy 2021–2030 (NPHS) and its priority areas. National peak organisations funded via Round 3 HPAB Program will align their grant activity/project to the priorities of the NPHS.

Project Overview – Growing the Obesity Collective, a national peak body with broad membership and strong consumer presence to contribute expert, evidence-based and impartial advice on national health policies/programs for obesity and chronic disease prevention

As noted in the HPAB Program application, Obesity Australia (OA), operating as The Obesity Collective, is a national umbrella coalition with a vision to reduce the impact of obesity in Australia through a strong, cooperative network and evidence-based decisions. OA has indicated it will undertake the following activities:

- Recruit, consult and engage a broad and representative membership.
- Provide information and education through presentations, events, media and social media for OA members, the wider community, policy makers and the health sector.
- Develop evidence-based and balanced reports, statements, and resources for the health sector, Australian Government, other governments, and key decision makers.
- Connect OA members and share insights.
- Lead core projects to help all stakeholders to better understand the evidence and opportunities to work together to improve policies, plans and actions.

These activities will build capacity to address obesity by improving collaboration and cross-sectoral linkages and help ensure the Australian Government has access to high quality, cohesive and collated information about obesity from across sectors.

Project Requirements

In undertaking and completing the Project, OA will adhere to the criterion statements in the original application, the reporting requirements as outlined in the Grant Agreement, and take into consideration the following Australian Government strategies:

- [National Preventive Health Strategy 2021–2030](#)
- [National Obesity Prevention Strategy](#)
- [National Action Plan for Children and Young People 2020–2030](#)
- [National Women's Health Strategy 2020–2030](#)
- [National Men's Health Strategy 2020–2030](#)
- [National Aboriginal and Torres Strait Islander Health Plan 2021–2031](#)



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In addition to the reporting requirements outlined in the Grant Agreement, the Department may require OA to provide supplementary data for program evaluation purposes.

As advised by the Department, OA will contribute and provide input to activities which:

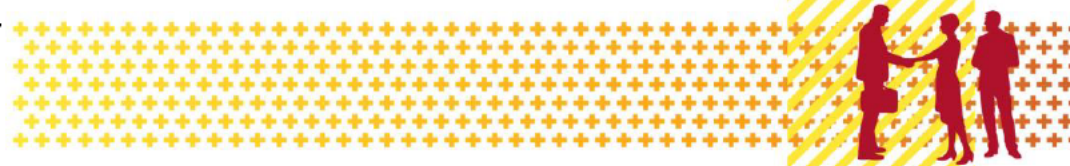
- Halt the rise, and reverse the trend in the prevalence of obesity in adults by 2030 (NPHS, WHO); and
- Reduce overweight and obesity in children and adolescents aged 2-17 years by at least 5% by 2030 (NPHS); and promote associated aims and physical activity and health eating objectives.

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Instructions to complete Activity Work Plan

Please provide a detailed work plan outlining the activities you will deliver to meet the objectives of the grant. The information contained in the work plan should reflect your original grant application. Please note that you must use and adhere to the format of this template and answer all questions included. Please contact the DSS Community Grants Hub on (07) 3037 4570 or QLDHSN.Grant.Programs@dss.gov.au if you have any further questions regarding how to complete this Activity Work Plan template.

Round 3 Health Peak and Advisory Bodies (HPAB) Program 2023-24

HPAB Program Objective 1: Effectively consult and share information with your members, the wider health sector, the community, and the Australian Government.

Task (What are you going to do?)	Objective (What are you hoping to achieve?)	Deliverables/Outputs (What products/services will be created or performed to meet the objective(s)?)	Performance Indicators (How will you <u>measure</u> whether you are achieving the objective(s)?)	Timeframe (When will this be delivered?)
Membership engagement and recruitment	<ul style="list-style-type: none"> Create and send newsletters to provide updates to members on activities, evidence, and current affairs 	<ul style="list-style-type: none"> Digital newsletters for the Obesity Collective and WIN members per e-mail and posted on social media 	<ul style="list-style-type: none"> Number of newsletters released + recipients (aim of 4 newsletters for TOC and 2 for WIN) 	<ul style="list-style-type: none"> Quarterly newsletters for the Obesity Collective
	<ul style="list-style-type: none"> Recruit and build the memberships of WIN and the Obesity Collective 	<ul style="list-style-type: none"> Various engagement approaches are used to recruit new members including social media, presentations, events and contacting key stakeholders directly 	<ul style="list-style-type: none"> Number of new members (aim at least 10% increase) Number of total members (aim at least 10% increase) 	<ul style="list-style-type: none"> All year
	<ul style="list-style-type: none"> Surveys to better understand member and community views, questions, and interests around obesity 	<ul style="list-style-type: none"> Digital member survey (one each for the Obesity Collective and WIN)) 	<ul style="list-style-type: none"> Survey responses and insights 	<ul style="list-style-type: none"> Survey and results before May 2023



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Social media communications and campaigns	<ul style="list-style-type: none"> Share facts, evidence, and current affairs through social media accounts for WIN and the Obesity Collective (including the Evidence Hub facts) 	<ul style="list-style-type: none"> Weekly curated social media posts 	<ul style="list-style-type: none"> Number of social media followers for both organisations (aim at least 10% increase) 	<ul style="list-style-type: none"> Weekly
WIN engagement	<ul style="list-style-type: none"> WIN hosts a community meetup where people living with obesity can learn and share thoughts, ideas and experiences and an expert in obesity (or a related field) is invited online to be interviewed by a WIN member about the most current science of obesity WIN host a Lived Experience Leadership Group to help respond to research, input, media and policy requests 	<ul style="list-style-type: none"> Virtual events/meetings 	<ul style="list-style-type: none"> Number of events 	<ul style="list-style-type: none"> 8-10 per year for each category
Websites	<ul style="list-style-type: none"> Use the charity websites to help share information and updates on our work, evidence and current affairs 	<ul style="list-style-type: none"> Website updates 	<ul style="list-style-type: none"> Website visits 	<ul style="list-style-type: none"> ongoing



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HPAB Program Objective 2: Function as a repository and source of sector knowledge and expertise.

Task (What are you going to do?)	Objective (What are you hoping to achieve?)	Deliverables/Outputs (What products/services will be created or performed to meet the objective(s)?)	Performance Indicators (How will you <u>measure</u> whether you are achieving the objective(s)?)	Timeframe (When will this be delivered?)
Facilitate the Obesity Collective Leaders strategy meetings	<ul style="list-style-type: none"> Regular virtual meetings with the Collective leaders to share updates and collect insights from top prevention, treatment and lived experience experts (WIN leaders participate) 	<ul style="list-style-type: none"> Strategic agendas for discussion 	<ul style="list-style-type: none"> Number of meetings 	Monthly
Evidence Hub updates	<ul style="list-style-type: none"> The Obesity Evidence Hub's objective is to identify, analyse and synthesise the evidence on obesity. The hub is a constantly evolving platform, to be refreshed as new data becomes available and trends emerge over time. 	<ul style="list-style-type: none"> Updates to the Obesity Evidence Hub website content Social media and newsletter communications around content/facts 	<ul style="list-style-type: none"> Number of updated pages each year Number of social media/newsletter communications per year Obesity Evidence Hub visits per year 	Ongoing
Participate in research	<ul style="list-style-type: none"> The Obesity Collective collaborates with researchers to help ensure the systems level thinking is included WIN collaborates with researchers to help ensure that the lived experience perspective is part of research development 	<ul style="list-style-type: none"> Collaborations/projects with researchers 	<ul style="list-style-type: none"> Number of research collaborations and publications 	Ongoing as opportunities are available and strategic



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<p>Point of view statements/ Thought leadership</p>	<ul style="list-style-type: none"> • Expert statements and commentaries prepared on topical issues, posted on our websites and circulated through comms channels and media. • Share the lived experience voice for obesity 	<ul style="list-style-type: none"> - Share the insights/expertise of collective leaders and point of view for the community - Continue to share the WIN advocacy report and lived experience stories 	<ul style="list-style-type: none"> - Number of statements 	Ongoing
<p>Media requests</p>	<ul style="list-style-type: none"> • Respond to mass media request for comment to help change the narrative around obesity • Engage with media around reducing stigmatising reporting 	<ul style="list-style-type: none"> - Media footprint 	<ul style="list-style-type: none"> - Register of media engagements 	Ongoing

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HPAB Objective 3: Provide well-informed and impartial advice to the Commonwealth within their area of expertise.

Task <i>(What are you going to do?)</i>	Objective <i>(What are you hoping to achieve?)</i>	Deliverables/Outputs <i>(What products/services will be created or performed to meet the objective(s)?)</i>	Performance Indicators <i>(How will you <u>measure</u> whether you are achieving the objective(s)?)</i>	Timeframe <i>(When will this be delivered?)</i>
Participate in public consultations	<ul style="list-style-type: none"> Share the collective and WIN lived experience perspective on strategies, initiatives, PBAC consultations, and actions 	Input statements	<ul style="list-style-type: none"> Statements completed 	Ongoing as opportunities are available
Promote opportunities for evidence-based action and policy	<ul style="list-style-type: none"> Share the collective and lived experience perspective on actions/policies that will be valuable for positive change to reduce the impact of obesity 	<ul style="list-style-type: none"> Obesity Evidence Hub updates WIN to share advocacy report and statements The Obesity Collective statements and Actions Hub 	<ul style="list-style-type: none"> Number of statements shared 	Ongoing as opportunities are available
Budget submission for top policy asks to implement the NOS	<ul style="list-style-type: none"> Work with the Collective and WIN leaders to collaboratively identify top actions for the Government, host a workshop to refine the asks and develop a budget submission for consideration 	<ul style="list-style-type: none"> Workshop and summary report Budget submission 	<ul style="list-style-type: none"> Actions implemented by the Commonwealth next year 	Submit by the end of 2023



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HPAB Program Objective 4: Provide education and training to health practitioners working in the relevant part of the health sector (including general practitioners, nurses, and allied health professionals) to improve the quality of health services.

Task <i>(What are you going to do?)</i>	Objective <i>(What are you hoping to achieve?)</i>	Deliverables/Outputs <i>(What products/services will be created or performed to meet the objective(s)?)</i>	Performance Indicators <i>(How will you <u>measure</u> whether you are achieving the objective(s)?)</i>	Timeframe <i>(When will this be delivered?)</i>
Webinars/training	<ul style="list-style-type: none"> Host virtual events for members and healthcare professionals to educate about obesity perceptions and care. Create/participate in training/podcasts for healthcare professionals to raise awareness of the science, stigma and considerations for management of obesity 	<ul style="list-style-type: none"> Word Obesity Day webinars Stigma training module dissemination 	<ul style="list-style-type: none"> Number of engagements Uptake/participation #s Participant feedback where appropriate 	<i>ongoing</i>
Health conferences and event presentations	<ul style="list-style-type: none"> Share the Obesity Collective and WIN lived experience perspective with healthcare professionals and decision makers 	<ul style="list-style-type: none"> ANZOS Conference in October Presentations to organisations and other peak bodies 	<ul style="list-style-type: none"> Number of engagements 	Ongoing as opportunities are available
Social media communications and campaigns	<ul style="list-style-type: none"> Share facts, evidence, and current affairs through social media accounts for WIN and the Obesity Collective (including the Evidence Hub facts) 	Weekly curated social media posts	<ul style="list-style-type: none"> Number of social media followers 	Weekly
WIN workshop with HCPs	<ul style="list-style-type: none"> Scope a workshop for health practitioners based on involving people with lived experience 	Workshop	<ul style="list-style-type: none"> Participation and lessons learned 	By the June 2024



Comments				

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