Royal Flying Doctor Service Programme
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1. Programme Overview

The Programme Guidelines provide an overview of the arrangements for the administration of the Royal Flying Doctor Service (RFDS) Programme (the Programme).

Note: The Programme Guidelines may be varied from time-to-time by the Australian Government as the needs of the Programme dictate. Amended Programme Guidelines will be published on the Department’s website.

1.1 Programme background

The Commonwealth has funded emergency aeromedical evacuation services in rural and remote Australia since the 1930s. Services are provided nationally and provide access to emergency Primary Aeromedical Evacuations, remote GP and nursing clinics, Remote Consultations and Medical Chests in areas beyond Normal Medical Infrastructure.

1.2 Programme outcomes

The Programme aims to support people living, working and travelling in rural and remote areas of Australia by ensuring access to emergency Primary Aeromedical Evacuations and other essential primary health care services where there are little or no other services.

1.3 Programme objective

The objective of the Programme is to deliver sustainable, flexible, effective and efficient services to people in areas beyond the Normal Medical Infrastructure in locations of market failure through:

- Primary Aeromedical Evacuations
- Primary Health Clinics, including GP, Nursing and Allied Health services
- Remote Consultations
- Medical Chests
- support of the above services through capital and asset purchases.

Further information about the objective of each activity can be found in Annexures A1 to A8 (activities), including the RFDS Programme Business Rules.

1.4 Funding

The Australian Government will provide up to approximately $137.57 million dollars (GST exclusive) for up to a period of two (2) years from 1 July 2015. This quantum of funding includes grant funds made available under each of the Annexures (A1 to A8) under the Programme.

Further information on the costing and funding of activities is available in the RFDS Programme Business Rules and in Annexures A1 to A8. The total level of funding for each Activity will be determined by the Department after assessment of the applicant’s
Service Proposal, Capital Plans and Business Plans. Not all funds under the Programme will be made available to the Grant recipient/s.

Further information is at section 4. – Assessment of Grant Applications.
2. Eligibility

2.1 Who is eligible for grant funding?

*Service Delivery and Capital (Annexures A2–A8)*

The Royal Flying Doctor Service of Australia (ABN: 74 438 059 643) as a company incorporated under the *Corporations Act 2001* (Commonwealth of Australia) is eligible for grant funding under this Programme for the service delivery activities identified in Annexures A2 to A8.

The Royal Flying Doctor Service of Australia is eligible to put forward a single (one only) national response to the Programme’s Funding process.

*Commonwealth Programme Management and Evaluation (Annexure A1)*

The Department will undertake governance activities as required under Annexure A1 of the Programme Guidelines through Commonwealth procurement processes.

The following types of entities may be eligible to apply for funding:

- Incorporated association incorporated under Australian state/territory legislation
- Incorporated cooperative incorporated under Australian state/territory legislation
- Organisation established through specific Commonwealth or state/territory legislation
- Company incorporated under the *Corporations Act 2001* (Commonwealth of Australia)
- Partnership
- Trustee on behalf of a trust
- Individual.

The Royal Flying Doctor Service of Australia including associated legal entities or any other Grant recipient under Annexures A2 to A8, are not eligible for funding under Annexure A1 of the Programme Guidelines.

2.2 What activities are eligible for grant funding?

Activities funded under the Programme must be consistent with the outcomes and objective of the Programme. Information about what a specific grant may be used for is available in section 8 of Annexures A1 to A8.

2.3 What activities are not eligible for grant funding

Information about what a specific grant may not be used for is available in section 9 of Annexures A1 to A8. Activities not eligible for grant funding are those not directly related to the delivery of the Programme objective.
3. Grant Application Process

3.1 Overview of application process

All grant funding allocation will be undertaken in accordance with the Commonwealth Grants Rules and Guidelines and will be consistent with the outcomes and objective of the Programme.

Under the RFDS Programme, the Department will select one of the following:

**Targeted or restricted Funding rounds**

Targeted or restricted Funding rounds based on the specialised requirements of the grant Activity or project under consideration, and assessed against the selection criteria.

Sections 6 of Annexures A1 to A8 identify the types of selection processes that may be used for the activities.

**Procurement**

Funds appropriated for the purpose of the Programme may also be used for the procurement of work directly related to the purpose of the Programme, such as evaluation. Procurement processes will be conducted in accordance with the Commonwealth Procurement Rules and will be independent of any grant processes.

3.2 Timing of Grant funding

The Programme Guidelines will be publically available and will form part of the Approach to Market (ATM) documentation for any funding process.

Specific timeframes for funding processes will be provided in the ATM documentation for that funding process. Table 1 includes the indicative timeframe for an average Funding round.

For further details of the frequency of Funding rounds see Annexure A.

**Table 1:** Indicative timeframe for an average Funding round

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application time</td>
<td>2‒4 weeks (between March–June)</td>
</tr>
<tr>
<td>Assessment of application/s</td>
<td>2‒3 weeks after closing</td>
</tr>
<tr>
<td>Approval of outcomes of assessment/s</td>
<td>1‒2 weeks after assessment</td>
</tr>
<tr>
<td>Negotiation/award of grant agreement/s</td>
<td>2‒3 weeks after approval</td>
</tr>
</tbody>
</table>
3.3 How to apply for Grant funding

For targeted rounds, the Approach to Market (ATM) documentation will be supplied to the applicant. Information will be provided in each of the ATM documents to assist the applicant complete each template. The applicant will be required to submit the proposal by the due date to allow assessment to occur. Please refer to Annexures A2 to A8 and the RFDS Programme Business Rules for further information.

As the basis for continuation of funding in subsequent years, the Grant recipient will be required to submit an annual Service Plan (relevant to Annexures A2 to A6) and Capital Plans (relevant to Annexures A7 and A8) to ensure value with relevant money. Requirements for the submission of annual Service Plans, Capital Plans and Business Cases in subsequent years will be stipulated in the Grant agreement.

In addition to this Programme Guidelines document, the ATM documentation may include the following:

1. Service Proposal

The Service Proposal (Annexures A2 to A6) will collect information on the level of services proposed and the cost of the Activity. The Service Proposal template may include one or more documents and will include information on:

- eligible health service activities, including locations which may be eligible to receive services under the Programme
- definitions and advice on the budget breakdown to be used to complete the template
- tabular format templates to be completed by the applicant providing forecast information about how the applicant proposes to deliver the Activity, including but not limited to:
  - the type and level of services proposed
  - the resources required to deliver the forecast activities
  - other proposed funders of the proposed services
  - forecast budget breakdown
  - justification of how the proposed services meet eligibility for grant funding under the Programme
- details of the process the Department will undertake to assess applications, based on the Activity’s selection criteria including but not limited to:
  - evidence of clear identification of the quantum of services proposed and the costs involved
  - evidence of existing or proposed work linkages with other organisations to maximise the outcomes of service delivery
  - evidence of value for money
  - evidence of the organisation’s governance, management structure and financial management.
2. Capital Plans and Business Cases

There are two steps in the process of applying to receive a funding contribution toward the acquisition cost of an Aircraft or Non-aircraft asset:

- submission of three (3) Capital Plans (detailed in Step one below)
- submission of Business Cases (detailed in Step two below).

STEP ONE – The following three Capital Plans must be provided to the Department as part of the Approach to Market documentation:

- Capital Plan – Aircraft Replacement (20-year)
- Capital Plan – Aircraft Replacement (for the life of the Grant agreement)
- Capital Plan – Non-aircraft (for the life of the Grant agreement).

Updated versions of each Capital Plan are to be provided to the Department annually, or within thirty (30) days of changes to the Grant recipient’s capital forecasts, including timing, type of aircraft and fleet size changes, or changes to Non-aircraft Capital Plans.

Capital Plans will not be treated by the Department as an application for funding; however, provision of all Capital Plans is a prerequisite to applying for a funding contribution toward any Aircraft or Non-aircraft asset through a Business Case.

STEP TWO – Once three (3) complete Capital Plans have been submitted, Business Cases may be submitted to the Department seeking a funding contribution towards an Aircraft or Non-aircraft asset that have been identified in the relevant Capital Plan/s.

Capital Plan – Aircraft Replacement (20-year)

The Capital Plan - Aircraft Replacement (20-year) is a rolling plan that describes which aircraft are planned to be replaced over a 20-year period, with year one (1) of the Plan being the year that it is created/updated annually and the remaining nineteen (19) years being out-years.

The Capital Plan – Aircraft Replacement (20-year) template may include one or more documents and will include information on:

- all eligible aircraft that are planned to be replaced during the term of the Plan
- call sign of existing aircraft
- serial number of existing aircraft
- current location of existing aircraft
- forecast date on which the existing aircraft is planned to be replaced
- the planned model and type of each planned new aircraft.
**Capital Plan – Aircraft Replacement**

The Capital Plan - Aircraft Replacement is a Plan that describes which aircraft are proposed to be replaced over the period of the Grant agreement and contains greater detail than the Capital Plan - Aircraft Replacement (20-year). It will be updated annually.

The Capital Plan – Aircraft Replacement template may include one or more documents and will include information on:

- all eligible aircraft that are planned to be replaced during the term of the Plan
- call sign of existing aircraft
- serial number of existing aircraft
- current location of existing aircraft
- planned rotations to other locations of existing aircraft up to its replacement
- planned model and type of replacement aircraft
- planned cost of replacement aircraft, including a breakdown of component costs
- planned acquisition project milestones and associated payments of replacement aircraft
- planned funding source (s) for each aircraft to be replaced.

**Capital Plan – Non-aircraft**

The Capital Plan – Non-aircraft is a Plan that describes which Non-aircraft assets are proposed to be replaced over the period of the Grant agreement. It will be updated annually.

The Capital Plan – Non-aircraft template may include one or more documents and will include information on:

- all eligible Non-aircraft assets that are planned to be replaced during the term of the Plan
- whether the planned new asset is an additional asset or replacement of an existing asset
- description and purpose of new asset
- planned location of new asset
- estimated cost of new asset
- estimated start date for a project to obtain/construct new asset
- estimated end date for a project to obtain/construct new asset
- planned funding source of new asset.

**Business Case**

A Business Case for a replacement aircraft or a Non-aircraft asset will provide detailed information about the individual asset for which the applicant is seeking a funding contribution under Annexures A7 or A8.

The Business Case template may include one or more documents and will include information (for each Aircraft / Non-aircraft asset):
• description / identifier / serial number
• location
• reason for acquisition
• breakdown of costs
• evidence that the best price has been obtained
• proposed contribution by the Commonwealth towards the total cost
• information and evidence about whether the applicant has secured other funding contributions towards the total cost
• planned acquisition timeline, milestones and milestone payments.

**Application form**
The application form will gather general information about an applicant and include:

- the Service Proposal
- Capital Plans
- Business Cases.

Applicants should complete and return the application form and associated documents to the Department in accordance with the requirements of the Approach to Market documentation.

**Sample Grant agreement**
The sample Grant agreement is comprised of a set of standard terms and conditions and a schedule specific to the individual grant. The preferred applicant will be required to sign a Grant agreement with the Commonwealth, as represented by the Department, before receiving any funding. The specific requirements of any Grant agreement offered may vary from those in the sample, based on a risk assessment of the applicant, and the specific activities to be delivered under the grant. A sample Grant agreement will be provided with the Approach to Market documents.

**3.4 Applicant responsibilities**
The applicant is responsible for ensuring that its application form, Service Proposal, Capital Plans and Business Cases are complete and accurate and submitted to the Department in accordance with the specified requirements. The Service Proposal, Capital Plans and Business Cases are required to be completed in accordance with this Programme Guidelines and the RFDS Programme Business Rules.

The applicant should contact the Department immediately if they discover an error in an application after submission. The Department may, at its discretion, request clarification or additional information from applicants that does not alter the substance of an application in response to an omission or error of form. However, the Department is not bound to accept any additional information or requests to change submissions from applicants after the application closing time.
Unless otherwise specified in the Approach to Market documentation, the applicant may request clarification information from the Department at any time between the open and close date.

3.5 Submitting an application

The application form and associated documentation (Service Proposal, Capital Plans and Business Cases) must be submitted to the Department on the official application form and associated documentation as specified in the Approach to Market (ATM) documentation and by the date specified.

The applicant should complete all of the relevant criteria to be considered for funding. These criteria are outlined in the ATM documentation. It is important to complete each section of the application form, Service Proposal, Capital Plans and Business Cases.
4. Assessment of Grant Applications

4.1 General assessment principles

The Service Proposal, Capital Plans and Business Cases for funding under the RFDS Programme will be assessed against the selection criteria outlined in section 10 of Annexures A2 to A8. Selection criteria will incorporate the following principles:

- Activity – How the proposal aligns with the objectives of the Activity.
- Capacity – The applicant’s capacity to deliver the Activity in an effective and efficient manner demonstrating sound governance arrangements.
- Outcomes and benefits – The expected outcomes of the Activity.
- Value for money – The overall value for money offered by the proposal.

If any of these documentation are not fully completed to an appropriate standard to permit assessment by the Department, the assessment of the Grant applications will be delayed.

4.2 How will applications be assessed?

The Department will establish an Assessment Committee to assess the Service Proposal, Capital Plans and Business Cases against the selection criteria before making a recommendation to the Approver. The Assessment Committee will also consider whether each eligible application represents value with relevant money. Any non-Australian Public Service members or independent advisers invited to provide expert advice to the Assessment Committee will be treated as agency staff as per Part 1, section 2.8 of the Commonwealth Grants, Rules and Guidelines.

Table 2 below explains the rating scale utilised during the assessment process of the Service Proposal and Capital Plans and Business Cases, as applicable.

Table 2: Rating scale descriptors

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highly Suitable</td>
<td>Demonstrates an exceptional understanding of criterion and associated issues. A highly capable response/solution, with demonstrated experience that significantly exceeds that required to perform the work.</td>
</tr>
<tr>
<td>Suitable</td>
<td>Demonstrates a satisfactory understanding of the criterion and associated issues. A mostly capable response/solution, with some experience. May have a minor level of risk associated with the proposal. The Assessment Committee considers the risk to the Government is manageable.</td>
</tr>
<tr>
<td>Unsuitable</td>
<td>Fails to demonstrate an acceptable understanding of the criterion and/or the associated issues. A poor response/solution with minimal to no experience. Significant level of risk associated with the proposal.</td>
</tr>
</tbody>
</table>
**Other considerations relevant to assessment**

In assessing the applicant’s proposal, the Assessment Committee may consider the financial viability and the risk of the funding, and may use material included in response to one criterion in the assessment of other criteria.

The Assessment Committee may seek information about any applicant from any other source, including from within the Commonwealth, whether or not the organisation contacts are nominated as referees.

The Assessment Committee may also consider information about the organisation that is available through the normal course of the Department’s business.

If the assessment process identifies unintentional errors of form, the applicant may be contacted to correct or clarify the errors, but they will not be permitted to make any material alteration or addition.

**4.3 Value with relevant money**

Grant recipients contribute to achieving value with relevant money by:

- considering how best to deliver the goods or services to target groups or individuals. This may involve using existing processes and technologies or professional standards, or it may involve innovation and performance improvement by the Grant recipient or officials
- having in place an effective risk management approach that will minimise potential waste of grant money
- ongoing monitoring and management of the project/task/services funded by the grant, as appropriate. This may involve the effective use of organisational processes, procedures and systems to produce the required reporting information
- contributing to government policy objectives through collaborative delivery of projects/tasks/services funded by the grant
- participating in evaluation processes.

**4.4 Approval of Grant funding**

Following an assessment of the grant application/s by the Assessment Committee, advice will be provided by the Committee Chair to the funding Approver on the merits of Service Proposal and Business Cases.

The Approver will consider whether the Service Proposal and Business Cases will make an efficient, effective, ethical and economical use of Commonwealth resources, as required by Commonwealth Legislation, and whether any specific requirements will need to be imposed as a condition of funding.
The final decision about the approval of funding will be made by the Minister or agency Chief Executive (including a Chief Executive’s delegate). Funding approval is at the discretion of the Approver.

The Approver may vary for each funding round under the Programme, based on the profile and value of the grant:

- Assistant Secretary, Rural Access Branch (for funding over $1 million)
- First Assistant Secretary, Health Workforce Division (for funding over $50 million)
- Deputy Secretary, National Programme Delivery (for funding over $100 million).

### 4.5 Service Proposal outcomes

**Notification of Proposal outcomes**

The Department will advise the Grant recipient of the outcomes of its proposal in writing following a decision by the Approver. This advice will contain details of any specific conditions attached to the funding. Funding approvals will also be listed on the Department’s website.

Capital Plans are provided for reference under Annexures A7 and A8 of the Programme Guidelines and are not assessable for funding purposes. As such, no advice will be provided to the applicant in relation to any forecast requirements related to grant funding under these Annexures.

**Feedback on Proposal**

The Department will provide feedback in writing within one (1) month of receiving a request for feedback.

### 4.6 Award of grants and contracting arrangement

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

The recommended organisation will be required to enter into a Grant agreement with the Commonwealth (represented by the Department). The Department may use the Department of Health Standard Funding Agreement, or the Department of Health Capital Works Standard Funding Agreement to fund grants under the Programme. The standard terms and conditions for the designated agreement will apply. The Department may apply supplementary conditions to a Grant agreement that override standard conditions or add additional conditions, based on the requirements of the specific Activity and a risk assessment of the organisation delivering the Activity.

There may be specific conditions attached to the funding approval required as a result of the assessment process or the risk rating of an organisation or imposed by the Approver. These will be identified in the offer of funding or during funding agreement negotiations. The Department will negotiate with successful applicants with the aim of having Grant agreements signed shortly after a decision by the Approver.
Organisations should not make financial commitments in expectation of receiving funding until a Grant agreement has been executed with the Commonwealth.
5. Delivery of Grant Activities

5.1 Grant recipient responsibilities

A Grant recipient must carry out each Activity in accordance with these Programme Guidelines and the obligations contained in the Grant agreement, which includes the standard terms and conditions, any supplementary conditions including the Programme Business Rules and the schedule. The schedule will outline the requirements specific to the funded Activity.

Grant recipients are responsible for:

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

5.2 Grant payments

The Department will make payments to a Grant recipient in accordance with the executed Grant agreement. The Department’s default invoice process is Recipient Created Tax Invoices (RCTI).

5.3 Reporting requirements

A Grant recipient must provide the Department with the reports for an Activity containing the information required, and at the times and in the manner specified in the Grant agreement. Specific reporting requirements will form part of the Grant recipient’s agreement with the Department.

Default reporting requirements for each Activity are listed in Annexures A1 to A8; however, reporting requirements may vary depending on the Department’s risk assessment of the Grant recipient. Risk assessments may be reviewed by the Department at any time during the life of the Grant agreement.
The Department is responsible for assessing the information provided in progress reports and monitoring the performance of Grant recipients.

5.4 **Risk Management**

The Department is committed to a comprehensive and systematic approach to the effective management of risk, including adverse effects and potential opportunities. Contractual arrangements will be managed in proportion to the level of risk to the Commonwealth. As such, applicants and Grant recipients may be subject to a risk management assessment by the Department, prior to the offer of any contractual arrangement and periodically thereafter.

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

A Grant recipient is responsible for managing risks to their own business activities and priorities. The Department manages risks to Australian Government policy outcomes and relevant money through its management of grants under the Programme.

5.5 **Programme Evaluation**

The Department may conduct an evaluation of each grant under the Programme to determine how the funded Activity contributed to the outcomes and objective of the Programme. Grant agreements may require Grant recipients to provide information to assist in this evaluation for a specified period of time after funding ceases.

5.6 **Branding**

The Programme logo is designed to be used on all publications related to grants under the Programme. Whenever the logo is used the publication should also acknowledge the Commonwealth as follows:

“Royal Flying Doctor Service Programme – an Australian Government initiative”.

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6. Probit and Legislation

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

6.1 Complaints Process

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

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

6.2 Conflict of interest

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

- has a relationship (whether professional, commercial or personal) with a party who is able to influence the application assessment process, such as a departmental officer
- has a relationship with, or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently
- has a relationship with, or interest in, an organisation from which they will receive personal gain as a result of the organisation receiving funding under the Programme.

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

Where a party subsequently identifies that an actual, apparent, or potential conflict of interest exists or might arise in relation to an application for funding, external parties must inform the Department in writing immediately. The Chair of the Assessment Committee will be made aware of any conflicts of interest and will handle them in compliance with departmental policies and procedures.

Conflicts of interest for departmental staff will be handled in compliance with the Australian Public Service Commission policies and procedures.
6.3 **Privacy - confidentiality and protection of personal information**

Each applicant will be required, as part of its application, to declare its ability to comply with the *Privacy Act 1988*, including the 13 Australian Privacy Principles, and impose the same privacy obligations on any subcontractors it engages to assist with the Activity.

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

6.4 **Freedom of information**

All documents in the possession of the Department, including those in relation to the Programme, are subject to the *Freedom of Information Act 1982* (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its agencies. Under the FOI Act, members of the public can seek access to documents held by the Department. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

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

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

**By email:** foi@health.gov.au

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

6.5 **Legal authority and delegation**

The legislative authority for grants under the Programme is section 32B of the *Financial Framework (Supplementary Powers) Act 1997* and *Financial Framework (Supplementary Powers) Regulations 1997*, Schedule 1AA part 4 section 415.024 *Rural Health Services*. Any Australian Public Service staff involved in grants administration is accountable for complying with the [Commonwealth Grants Rules and Guidelines](#) and other policies and legislation that interact with grants administration.
The final decision about the approval of funding will be made by the Minister or agency Chief Executive (including a Chief Executive’s delegate). Further information is in section 4.4 – Approval of Grant funding.
7. Consultation

The Department has consulted broadly with the Royal Flying Doctor Service of Australia as per the usual consultancy process for potential applicants to a Funding round. This consultation provided information about current activities, trends, statistics and possible implementation strategies which were considered in the development of the Programme Guidelines.
8. Glossary of Terms

**Activity** means the specific activity or project that is the subject of a grant.

**Allied Health Professional** means a person who has completed an approved tertiary program of study for that health profession and is registered to practice; or, in the absence of registration is eligible to hold membership of the applicable health professional body; and is approved to deliver services under the Programme; and may include:

(a) a person appropriately qualified to practice as an Indigenous health worker or mental health worker

(b) a person appropriately qualified to practice as a health promotion officer

but does not include:

(c) a person registered to practice as a Medical Practitioner, Registered Nurse, medical specialist or pharmacist.

**Amortisation** means the recognition of capital expenses associated with an intangible asset, spread over time. Where the RFDS has previously used the term to recognise the capital expense associated with tangible assets, the term depreciation should be used.

**Approach to Market** means any formal opportunity to apply for grant funding under the Programme.

**Approver** means the person with the authority to award funding under the Programme.

**Assessment Committee** means the panel of assessment staff formed to assess applications for funding.

**Assessment criteria** means the set of questions against which applicants’ suitability to deliver a grant Activity will be assessed by the Department.

**Business Case** means the document detailing a request for funding by an applicant for an individual Aircraft or Non-aircraft asset.

**Capitalised Cost** means the total expenditure which is eligible to be recognised as part of the base cost of an asset, before being expensed over time through Depreciation.

**Capital Plan – Aircraft Replacement (20-year)** means the document detailing the aircraft that are planned to be replaced over a rolling 20-year period by the
applicant or Grant recipient. This includes all information detailed in section 3.3 of Part 1 of the Programme Guidelines.

**Capital Plan – Aircraft Replacement** means the document detailing the aircraft that are planned to be replaced over the life of the Grant agreement by the applicant or Grant recipient. This includes all information detailed in section 3.3 of Part 1 of the Programme Guidelines.

**Capital Plan – Non-aircraft** means the document detailing the Non-aircraft assets that are planned to be replaced over the life of the Grant agreement by the applicant or Grant recipient. This includes all information detailed in section 3.3 of Part 1 of the Programme Guidelines.

**Commonwealth** means the legal entity of the Commonwealth of Australia.

**Department** means the Australian Government Department of Health, unless otherwise stated.

**Depreciation** means the allocation of the capital cost of a tangible asset over its useful life.

**Eligibility criteria** means the minimum mandatory requirements which applicants must meet in order to qualify for a grant under a Funding round.

**Facilitated Primary Health Clinic** means a Primary Health Care Clinic funded under the Programme which also receives other contributions through Joint funding or In-kind arrangements.

**Fair Value** means the price that would be received to sell an asset or capital item in an orderly transaction between market participants at the measurement date.

**Ferrying Flight** means flights where the primary purpose is to reposition the aircraft or crew.

**Financial year** means a 12-month period beginning on 1 July of one year and ending on 30 June the following year.

**Funding round** means any formal opportunity to apply for grant funding under the Programme.

**Grant agreement** means a contractual arrangement between a Grant recipient and the Commonwealth, as represented by the Department, including the terms and conditions of the Department’s Standard Funding Agreement, any supplementary conditions and the schedule for a specific Activity.
Grant recipient means an organisation funded by the Commonwealth to deliver a grant Activity.

Hospital means a facility identified by the Independent Hospital Pricing Authority as a hospital for funding purposes in the relevant year.

In–kind contribution means the supplementation of resources by another party to the delivery of a service including, for example, health staff, aircraft but not provision of financial support.

Joint funding means a financial contribution to the delivery of an Activity by another party; including for example, a contribution from other Commonwealth Programmes, state/territory governments, commercial, or not-for-profit organisations, including the Grant recipient.

Maintenance/Engineering Flight means a tasked flight where the primary purpose is to undertake engineering checks and maintenance of the aircraft.

Medical Chests means a secure package of pharmaceutical products and medical supplies located at remote locations beyond the Normal Medical Infrastructure and in areas of market failure; and, administered in accordance with the Medical Chest guidelines developed and approved by the Grant recipient and provided to the Department.

Medical Practitioner means a person registered or licensed as a Medical Practitioner under a law of a state or territory that provides for the registration or licensing of Medical Practitioners but does not include a person so registered or licenced:

(a) whose registration, or license to practice, as a Medical Practitioner in Australia has been suspended, or cancelled, following an inquiry relating to his or her conduct; and

(b) who has not, after that suspension or cancellation, again been authorised to register or practise as a Medical Practitioner in Australia.

Normal Medical Infrastructure means a service provided by a Medical Practitioner or a Hospital that provides continuing medical services.

Opportunistic Repatriation means the repatriation of a patient to their home community on a scheduled flight which was already scheduled for a reason other than the transport of that patient.

Primary Aeromedical Evacuation means the provision of emergency medical services to victims of illness or accident who are in a serious or potentially life
threatening condition who are beyond the Normal Medical Infrastructure and who require transport and/or medical and nursing care during transport to the nearest suitable Hospital (including all fixed wing air transport services directly related to these emergency medical services) but excluding transfers from one Hospital to another as directed by the Department and as referred to in the Funding agreement.

**Primary Health Clinics** means the provision of face to face health clinical services to rural and remote areas beyond the Normal Medical Infrastructure and in areas of market failure; and, wherever possible within a multi-disciplinary context involving the provision of medical, nursing and allied health services at regular intervals.

**the Programme** means the Royal Flying Doctor Service Programme.

**Promotional and other flights** means flights of general transport or personnel or equipment not elsewhere defined.

**RFDS Programme Business Rules** means the advice provided in the Department’s document, titled RFDS Programme Business Rules which forms part of the Programme Guidelines.

**RFDS Programme Guidelines** means this document, inclusive of all parts and annexures.

**Registered Nurse** means a person who is registered with the Nursing and Midwifery Board of Australia as a Registered Nurse under the registration type of general registration and without conditions on that registration relating to unsatisfactory professional performance or unprofessional conduct; and, for the purposes of the Programme, may include a person whose registration has been endorsed as a nurse practitioner under section 95 of the *Health Practitioner Regulation National Law Act*; and does not include a person registered under the division of enrolled nurse and not Registered Nurse.

**Relevant money** means money standing to the credit of any bank account of the Commonwealth or a corporate Commonwealth entity or money that is held by the Commonwealth or a corporate Commonwealth entity.

**Remote Consultations** means medical consultation by Medical Practitioners and Registered Nurses; and also including the provision of other health related consultations by Allied Health Professionals via telephone,
video-conferencing, two-way radio, or other mechanism as appropriate with people in remote locations.

**Retention period** means the period of time an asset must be retained and used for its original purpose.

**Selection criteria** means the eligibility criteria and assessment criteria and any other criteria used to select applicants for a funding round.

**Selection process** means the type of funding round used to select Grant recipients.

**Service Plan** means the document detailing the services planned to be delivered by an applicant in a subsequent year of a Grant agreement. It includes the projected number of services and the unit cost of delivery of those services.

**Service Proposal** means the document detailing the services planned to be delivered by an applicant in the first year and provided as part of a submission for funding under the Programme. It includes the projected number of services and the unit cost of delivery of those services.

**Support infrastructure** means services and supplies required to sustain and/or maintain an asset at operational level.

**Training Flight** means flights where the primary purpose is to undertake crew training.

**Useful life** means the period during which an asset or capital item is expected to be usable for the purpose it was acquired.
APPENDIX 1: APPLICATION CHECKLIST

Before submitting a proposal, complete the following checklist to ensure that the proposal is complete.

Before you begin

- Read all RFDS documents (including the Frequently Asked Questions in Appendix 2 and the Programme Guidelines).

Completing the proposal/s

- Use the provided templates and complete every section.
- Complete the proposal form in English.

Submitting your application

- Check that each section of the template is complete.

Attach the following documents to your application:

- Indicative Budget table; and
- Completed Proposal/s.
APPENDIX 2: FREQUENTLY ASKED QUESTIONS

Can my organisation apply for more than one grant under this funding round?

Yes.

Will late Applications be accepted?

In the interest of fairness, the Department reserves the right not to accept late applications. In considering whether it would be fair to accept a late application, the Department will take into account the degree of lateness, whether the cause of the lateness was beyond the applicant's control and such other facts as it considers relevant. The Department may also ask the applicant to provide evidence to support its claims regarding the reasons for late submittal.

When will my organisation find out if my Application has been successful?

The selection process may take some time to complete, but it is anticipated that you will be notified of the outcome within four weeks of submitting your proposal.

Are there any GST or income tax-related issues involved in receiving funding?

Yes. The grant agreement will outline the taxes (including GST), duties and government charges for which successful funding applicants will be responsible.

You are responsible for ensuring compliance with appropriate taxation legislative requirements.

For general guidance on the taxation treatment of grants and funding from the Commonwealth, applicants may wish to refer to the Australian Taxation Office website. However, applicants are advised to seek independent advice from a taxation professional on how funding provided under this programme would be treated for tax purposes.

When will my organisation receive the funding?

All payments of funding will be based on milestones (e.g. performance reports) as set out in the schedule to the grant agreement.

Who should I contact if I need more information?

If you have any other questions or you need more information, direct all queries in writing by email to the Grant.ATM@health.gov.au inbox.
APPENDIX 3: INDICATIVE BUDGET

Budget – income and expenditure

Summary of all activities 2015–16

<table>
<thead>
<tr>
<th>Budgeted operational revenue (other than Australian Government RFDS programme funding)</th>
<th>Western</th>
<th>Central</th>
<th>South Eastern</th>
<th>Queensland</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>State/territory grants - operating</td>
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<tr>
<td>Fee for service recoveries</td>
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<tr>
<td>Interest income</td>
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<tr>
<td>Fundraising income</td>
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<tr>
<td>Share dividends</td>
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<tr>
<td>Insurance recoveries</td>
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<tr>
<td>Commercial fee income</td>
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<tr>
<td>Non-Government grants</td>
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<tr>
<td>Sundry income</td>
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<tr>
<td>Profit/loss on sale of assets</td>
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</table>

TOTAL budgeted PHC clinic revenue

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<thead>
<tr>
<th>Budgeted expenditure</th>
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<tbody>
<tr>
<td>Salaries and wages</td>
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<tr>
<td>Superannuation</td>
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<tr>
<td>Workers compensation</td>
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<tr>
<td>Contractors/agency costs</td>
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<tr>
<td>Redundancies</td>
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<td>Staff training</td>
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<td>Recruitment costs</td>
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<td>Long service leave</td>
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<td>Other employee costs</td>
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<th>Budgeted expenditure</th>
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<th>Queensland</th>
<th>Total</th>
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<td>Administration</td>
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<td>Costs of goods sold</td>
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<td>Insurance</td>
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<td>Accounting and legal fees</td>
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<td>Telephone and communications</td>
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<td>Property</td>
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<tr>
<td>Repairs and maintenance</td>
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<td>Marketing and communication</td>
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<td>Travel and accommodation</td>
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<td>Funding expenses</td>
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<tr>
<td>Facility and medical</td>
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<td>Other costs</td>
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<td>National office costs</td>
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<tr>
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Finance expenses
### Depreciation

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<td>Depreciation – PP&amp;E</td>
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<td>Depreciation - Aircraft</td>
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<td>Depreciation – Land and buildings</td>
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### TOTAL fixed expenses

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<td>Variable costs</td>
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<td>Aviation charges net of en-route rebate</td>
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<tr>
<td>Fee aviation fuel</td>
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<td>Aviation maintenance</td>
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<tr>
<td>Amortisation of overhauls</td>
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<td>Charter</td>
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<td>Australian Council</td>
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### TOTAL variable expenses

<table>
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<tr>
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<th>Total</th>
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<tbody>
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<td>Gross cost of services</td>
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<tr>
<td>Net cost of services</td>
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Annexure A1 – Commonwealth Programme Management and Evaluation (Procurement Activity)

1. Activity summary

The Programme’s Commonwealth Programme Management and Evaluation activity (the Activity) aims to ensure the delivery of flexible, effective and efficient services to improve the health of people living, working and travelling in rural and remote areas of Australia by providing independent assessment and/or advice to the Department about the Programme.

The Activity is funded to deliver the following services:

- Programme evaluation activities;
- independent expert advice related to the delivery of the Programme; and
- cost modelling and associated activities.

2. Activity outcomes

The Activity will support people in rural and remote areas beyond the Normal Medical Infrastructure by assisting the Department in its governance of the Programme.

3. Activity objective

The objective of the Activity is for the Commonwealth to procure services related to the management and evaluation of the Programme including:

- advice on whether an application for funding aligns with the objective and outcomes of the Activity including whether it represents value with relevant money
- advice on whether the Grant recipient is delivering an Activity or activities in an efficient and effective manner
- evaluation of the Programme or part thereof
- expert independent advice on the activities to be delivered under the Programme, how and where they are to be delivered and reported, and the attribution of the costs associated with their delivery.

4. Funding available

The funding allocated to this Activity in each year will form a component of the total funds available under the Programme of approximately $137.57 million dollars (GST exclusive) for up to a two (2) year period from 1 July 2016.

The funding period for services procured under this Activity will be in accordance with the approved procurement process for each service and will be conducted as required by the Department during the grant period.
5. Timing
The timing of this Activity will be undertaken in accordance with the Department’s requirements under the Programme and in line with the Commonwealth Procurement Rules. Approaches to Market will occur throughout the life of the Programme.

6. Type of selection process
The funding for the Activity will be made available in accordance with the selection processes available under the Commonwealth Procurement Rules available on the Department of Finance website.

7. Who is eligible for grant funding?
The following types of entities may be eligible to apply for funding:

- Incorporated association incorporated under Australian state/territory legislation
- Incorporated cooperative incorporated under Australian state/territory legislation
- Organisation established through specific Commonwealth or state/territory legislation
- Company incorporated under the Corporations Act 2001 (Commonwealth of Australia)
- Partnership
- Trustee on behalf of a trust
- Individual.

Entities approved as Grant recipients under Annexures A2 to A8 of the Programme Guidelines are not eligible for funding under the Activity.

8. What activities are eligible for grant funding?
The following activities are eligible to receive funding in the delivery of this Activity:

- services procured by the Department, including:
  - programme evaluation
  - independent expert advice
  - cost modelling and associated activities.

9. What activities are not eligible for grant funding?
The following activities are not eligible for funding under the Activity:

- any Activity approved to be undertaken by a Grant recipient under Annexures A2 to A8 of the Programme Guidelines
- retrospective items/activities
- activities undertaken by political organisations
- clinical trials.
10. **Selection criteria**

Selection criteria for the Activity will align with the relevant approved procurement process. In general, these will include the following themes:

- **Activity** – How the proposal aligns with the objectives of the Activity.
- **Capacity** – The applicant’s capacity to deliver the Activity in an effective and efficient manner demonstrating sound governance arrangements.
- **Outcomes and benefits** – The expected outcomes of the Activity.
- **Value for money** – The overall value for money offered by the proposal.

11. **Contractual arrangements**

Following assessment and approval of the Proposal, the selected applicant will be formally offered a Contract for Services with the Department of Health.

12. **Reporting requirements**

Specific reporting requirements will form part of each selected applicant’s official order for the procurement of the required services by the Department.

Reporting requirements may vary depending on the Department’s risk assessment of each procured service.
Annexure A2 – Primary Health Clinics

1. Activity summary
The Programme’s Primary Health Clinics (the Activity) aim to improve the health of people living, working and travelling in rural and remote areas of Australia by providing access to a range of Primary Health Clinics and activities.

The Activity is funded to deliver the following services:

- General Practice (GP) Services (GP Clinics);
- Nursing Services (Nursing Clinics); and
- Allied Health Services.

2. Activity outcomes
The Activity will support people in rural and remote areas beyond the Normal Medical Infrastructure by ensuring access to essential primary health, nursing and allied health clinics and related services.

3. Activity objective
The objective of the Activity is to provide services as follows:

- deliver GP Clinics, Nursing Clinics and Allied Health Services in areas beyond the Normal Medical Infrastructure in areas of market failure and in most need
- deliver GP Clinics and Nursing Clinics on a regular basis where there are no other regular similar services, including MBS billable services, and within a multidisciplinary context wherever possible
- deliver flexibly planned and conducted services based on need and the Programme’s priorities in collaboration with relevant stakeholders and other service providers, including the communities receiving the service.

4. Funding available
The funding allocated to this Activity in each year will form a component of the total funds available under the Programme of approximately $137.57 million dollars (GST exclusive) for a two (2) year period from 1 July 2015.

5. Timing
Specific timeframes for any funding process will be provided in the Approach to Market documentation for that process.
Table 1: Indicative timeframe for an average funding round

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>Application period</td>
<td>2–4 weeks</td>
</tr>
<tr>
<td>Assessment of application/s</td>
<td>2–3 weeks after closing</td>
</tr>
<tr>
<td>Approval of outcomes of assessment</td>
<td>1–2 weeks after assessment</td>
</tr>
<tr>
<td>Negotiation/award of grant agreements</td>
<td>2–3 weeks after approval</td>
</tr>
</tbody>
</table>

6. Type of selection process

The bulk of grant funding for the Activity will be made available through targeted or restricted funding rounds. The Department may address any gaps in the Activity by using one or more of these selection processes in additional funding rounds.

Definitions of each type of selection process can be found in section 3.1 of the Programme Guidelines (Part 1).

7. Who is eligible for grant funding?

The Royal Flying Doctor Service of Australia (ABN: 74 438 059 643) as a company incorporated under the Corporations Act 2001 (Commonwealth of Australia) is eligible for grant funding under this Programme for the service delivery activities identified in Annexures A2 to A8.

The Royal Flying Doctor Service of Australia is eligible to put forward a single (one only) national response to the Programme’s Approach to Market under a Funding round.

8. What activities are eligible for grant funding?

The Service Proposal and Capital Plans should be consistent with the outcomes and objectives of the Programme and the relevant Activity. The following activities are eligible to receive funding in the delivery of Primary Health Clinics:

- primary health services delivered through the following service delivery models: appointment based clinics, opportunistic (drop in) clinics, home or community visiting, health promotion or therapeutic group work model and health promotion field days
- facilitated Primary Health Clinics which meet all eligibility requirements of this Activity and are delivered through Joint funding or In-kind arrangements with another agency or funder
- clinical services including:
diagnosis and treatment of acute illness, emergency care, crisis intervention, management of chronic conditions and sexual health

referral and advice, counselling, prescription and other health goods services, as applicable and appropriate as generally accepted in the professional practice of each eligible health profession, as being necessary for the appropriate treatment and services provided to the specific patients presenting at a Primary Health Clinic

- community and population health activities including child and adult immunisation, child and maternal health services and programmes where these community health services are not otherwise provided
- health promotion programmes and activities where these are not otherwise provided
- referral to secondary and tertiary health services and community services.

The following support activities are eligible for funding:

- salaries and related costs of health professionals and administrative support staff to deliver the Activity
- health professional’s transport, accommodation and meal costs associated with the delivery of the Activity
- administration and management functions integral to the support and overall achievement of the Activity’s aims and outcome
- governance projects including those directed under the terms of the Grant agreement aimed at improving effectiveness and efficiency of service delivery and health outcomes of patients
- development, monitoring and maintenance of organisational and clinical accreditation
- depreciation of capital items or assets, only where this is consistent with the amount that can be attributed to the cost of the Activity under the Business Rules
- expenditure or commitments incurred in relation to an asset required for the delivery of this Activity with a total planned capitalised cost of less than $100,000.

9. What activities are not eligible for grant funding?

The following activities are not eligible for funding under the Activity:

- any item which is eligible for funding under any Annexures of the Programme Guidelines other than this Activity
- primary health services and related support activities delivered, as part of or in conjunction with:
  - hospital accident and emergency services
  - MBS billable services at the same location or community; (approved exemptions to this may be considered by the Department to cater for locations or communities where there are very minimal other services by that health profession)
- primary health services which provide specialised services and which do not provide full general clinical services as per the expected role of that health profession, for example, chronic disease clinics, or diabetic nursing services
• primary health services which compete with or duplicate other similar services, for example, Aboriginal Medical Services (AMS) or other private GP practices
• primary health services that are conducted under a contract, a Memorandum of Understanding or payment arrangement with another provider, for example, AMS
• staff salaries and related costs and administrative support not directly related to the delivery of the Activity
• patient health related equipment, such as, independent living and mobility aids
• surgical procedures (not including minor GP surgical procedures)
• hospital-based emergency care and/or aeromedical evacuations
• the purchase, lease or refurbishment/repair of equipment over $100,000
• motor vehicles
• capital works such as land purchases, the purchase, construction or refurbishment of premises, the demolition (whether or not followed by the replacement) of the majority of an existing premises or works including minor capital works
• retrospective items/activities
• activities undertaken by political organisations
• activities and support services that subsidise state funded services, commercial activities or services for which the RFDS receives other funding
• clinical trials.

10. Selection criteria

Selection criteria for the Activity will address the following themes:

• Activity – How the proposal aligns with the objectives of the Activity.
• Capacity – The applicant’s capacity to deliver the Activity in an effective and efficient manner demonstrating sound governance arrangements.
• Outcomes and benefits – The expected outcomes of the Activity.
• Value for money – The overall value for money offered by the proposal.

The application for funding for the Activity will be assessed on the applicant’s response to the selection criteria including but not limited to:

• evidence of clear identification of the proposed quantum of services to be delivered and the budget to provide that level of service
• evidence that the proposed services occur in areas beyond Normal Medical Infrastructure in locations of market failure
• evidence of value for money and efficient delivery of services
• evidence of the applicant’s governance capacity to ensure that the services are delivered in accordance with the approved Service Plan and budget, and within Programme requirements.
11. Reporting requirements

Specific reporting requirements will form part of the Grant recipient’s Grant agreement with the Department. The default reporting requirements for the Activity include:

- Annual Service Plans and Capital Plan/s
- Key Performance Indicator Reporting
- Quarterly, including cumulative progress reporting
- Annual expenditure reports
- Final report.

Reporting requirements may vary depending on the Department’s risk assessment of the Grant recipient.
Annexure A3 – Primary Aeromedical Evacuations

1. Activity summary

The Programme’s Primary Aeromedical Evacuations (the Activity) aim to improve the health of people living, working and travelling in rural and remote areas of Australia by providing access to emergency Primary Aeromedical Evacuations and activities.

The Activity is funded to deliver fixed wing Primary Aeromedical Evacuations (PE).

2. Activity outcomes

The Activity will support people in rural and remote areas beyond the Normal Medical Infrastructure by ensuring access to essential emergency Primary Aeromedical Evacuations from the site of injury or illness to the nearest suitable Hospital.

3. Activity objective

The objective of the Activity is to provide services as follows:

- provide Primary Aeromedical Evacuations to victims of illness or accident who are in a serious or potentially life threatening condition who are beyond the Normal Medical Infrastructure
- provide access to Primary Aeromedical Evacuation services on a 24-hour, seven day a week basis
- provide Primary Aeromedical Evacuations with access to either a Medical Practitioner and/or a Registered Nurse as required
- stabilise and transport people with an urgent medical need who are beyond the Normal Medical Infrastructure to the nearest suitable Hospital.

4. Funding available

The funding allocated to this Activity in each year will form a component of the total funds available under the Programme of approximately $137.57 million dollars (GST exclusive) for a two (2) year period from 1 July 2015.

5. Timing

Specific timeframes for any funding process will be provided in the Approach to Market documentation for that process.
Table 1: Indicative timeframe for an average funding round

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<tbody>
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<tr>
<td>Negotiation/award of grant agreements</td>
<td>2–3 weeks after approval</td>
</tr>
</tbody>
</table>

6. **Type of selection process**

The bulk of grant funding for the Activity will be made available through targeted or restricted funding rounds. The Department may address any gaps in the Activity by using one or more of these selection processes in additional funding rounds.

Definitions of each type of selection process can be found in section 3.1 of the Programme Guidelines (Part 1).

7. **Who is eligible for grant funding?**

The Royal Flying Doctor Service of Australia (ABN: 74 438 059 643) as a company incorporated under the *Corporations Act 2001* (Commonwealth of Australia) is eligible for grant funding under this Programme for the service delivery activities identified in Annexures A2 to A8.

The Royal Flying Doctor Service of Australia is eligible to put forward a single (one only) national response to the Programme’s Approach to Market under a grant funding round.

8. **What activities are eligible for grant funding?**

The Service Proposal and Capital Plans should be consistent with the outcomes and objectives of the Programme and the relevant Activity. The following activities are eligible to receive funding in the delivery of Primary Aeromedical Evacuations:

- Primary Aeromedical Evacuations (PE) from site of incident or injury to the nearest suitable Hospital
- services used to gain access to, stabilise, retrieve and/or transfer a victim or patient from site of incident to the PE pick-up point where these are not paid for by other means
- PE from remote clinics or isolated small medical facilities not identified as a Hospital as per the defined term in the Glossary of the Programme Guidelines and listed in the Service Proposal
- PE undertaken using flight legs shared with non-Commonwealth funded services, for example, state government funded inter-hospital transfers
abandoned call outs for anticipated PE, Opportunistic Repatriations to remote or isolated communities.

The following support activities are eligible for funding:

- salaries and related costs of health professionals, aircraft maintenance and administrative support staff to deliver the Activity
- health professional’s transport, accommodation and meal costs associated with the delivery of the Activity
- administration and management functions integral to the support and overall achievement of the Activity’s aims and outcomes
- governance projects including those directed under the terms of the Grant agreement aimed at improving effectiveness and efficiency of service delivery and health outcomes of patients
- development, monitoring and maintenance of clinical accreditation
- depreciation of capital items or assets, only where this is consistent with the amount that can be attributed to the cost of the Activity under the Business Rules
- expenditure or commitments incurred in relation to an asset required for the delivery of this Activity with a total planned capitalised cost of less than $100,000.

9. What activities are not eligible for grant funding?

The following activities are not eligible for funding under the Activity:

- any item which is eligible for funding under any Annexures of the Programme Guidelines other than this Activity
- aeromedical evacuations transferring patients from one Hospital to another, that is inter-hospital transfers (IHT)
- aeromedical evacuations undertaken by rotary wing aircraft as the sole aeromedical carrier
- staff salaries and related costs and administrative support not directly related to the delivery of the Activity
- patient health related equipment, such as, independent living and mobility aids
- surgical procedures (not including minor GP surgical procedures)
- hospital-based emergency care
- the purchase, lease or refurbishment/repair of equipment over $100,000
- motor vehicles
- capital works, such as, land purchases, the purchase, construction or refurbishment of premises, the demolition (whether or not followed by the replacement) of the majority of an existing premises or works including minor capital works
- retrospective items/activities
- activities undertaken by political organisations
- activities and support services that subsidise state funded services, commercial activities or services for which the RFDS receives other funding
- clinical trials.
10. Selection criteria

Selection criteria for the Activity will address the following themes:

1. Activity – How the proposal aligns with the objectives of the Activity.
2. Capacity – The applicant’s capacity to deliver the Activity in an effective and efficient manner demonstrating sound governance arrangements.
3. Outcomes and benefits – The expected outcomes of the Activity.
4. Value for money – The overall value for money offered by the proposal.

The application for funding for the Activity will be assessed on the applicant’s response to the selection criteria including but not limited to:

- evidence of clear identification of the proposed quantum of services to be delivered and the budget to provide that level of service
- evidence that the proposed services occur in areas beyond Normal Medical Infrastructure in locations of market failure
- evidence of value for money and efficient delivery of services
- evidence of the applicant’s governance capacity to ensure that the services are delivered in accordance with the approved Service Plan and budget, and within Programme requirements.

11. Reporting requirements

Specific reporting requirements will form part of the Grant recipient’s Grant agreement with the Department. The default reporting requirements for the Activity include:

- Annual Service Proposal and Capital Plan/s
- Key Performance Indicator Reporting
- Quarterly, including cumulative progress reporting
- Annual expenditure reports
- Final report.

Reporting requirements may vary depending on the Department’s risk assessment of the Grant recipient.
Annexure A4 – Additional Primary Health Care Services to the Bass Strait Islands

1. Activity summary

The Programme’s Additional Primary Health Care Services to the Bass Strait Islands (the Activity) aim to improve access to primary health care services for people living, working and visiting the remote Bass Strait Islands.

The Programme is funded to deliver a range of primary health care services under the Activity including GP, nursing and allied health services.

2. Activity outcomes

The Activity will support people on the remote Bass Strait Islands (islands) by providing additional primary health care services to the islands.

3. Activity objective

The objective of the Activity is to be met in consultation and agreement with the Tasmanian Department of Health and Human Services (DHHS) and other local service providers.

The objective of the Activity is to provide services as follows:

A. deliver a range of primary health care services (GP, community nursing, specialist and allied health professional) on the remote Bass Strait Islands, including providing additional access to eligible services already delivered on the remote Bass Strait Islands
B. support the coordination of aeromedical evacuations within Tasmania, including from the remote Bass Strait Islands, delivered and funded under separate arrangements by the DHHS
C. provide a range of support services to health professionals working on the remote Bass Strait Islands, including training, up-skilling and credentialing.

4. Funding available

The funding allocated to this Activity will be a total of $1.050 million per annum for a two (2) year period from 1 July 2015, and is a component of the total Programme funding of $137.57 million (GST exclusive).

5. Timing

Specific timeframes for any funding process will be provided in the Approach to Market documentation for that process.
Table 1: Indicative timeframe for an average funding round

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<td>2‒3 weeks after approval</td>
</tr>
</tbody>
</table>

6. Type of selection process

The bulk of grant funding for the Activity will be made available through targeted or restricted funding rounds. The Department may address any gaps in the Activity by using one or more of these selection processes in additional funding rounds.

Definitions of each type of selection process can be found in section 3.1 of the Programme Guidelines (Part 1).

7. Who is eligible for grant funding?

The Royal Flying Doctor Service of Australia (ABN: 74 438 059 643) as a company incorporated under the Corporations Act 2001 (Commonwealth of Australia) is eligible for grant funding under this Programme for the service delivery activities identified in Annexures A2 to A8.

The Royal Flying Doctor Service of Australia is eligible to put forward a single (one only) national response to the Programme’s Approach to Market under a grant funding round.

8. What activities are eligible for grant funding?

The Service Proposal should be consistent with the outcomes and objectives of the Programme and the relevant Activity. The following activities are eligible to receive funding in the delivery of Additional Primary Health Care Services to the Bass Strait Islands:

- clinical, health education and health promotion services; delivered by GPs, medical specialists, allied health professionals, community nurses, diabetic educators, sexual health and mental health practitioners
- remote consultation services supporting the provision of primary health services by health professionals, and inhabitants or visitors living or working on the Bass Strait Islands
- a proportion of not more than $780,879 (GST exclusive) of the total funds available per annum under the Activity towards the coordination of Critical Care Management, Advice and Training Services undertaken by DHHS and which provide
advice and co-ordination support for aeromedical evacuation services to the Bass Strait Islands.

The following support activities are eligible for funding in respect to the delivery of Primary Health Care Services on the remote Bass Strait Islands:

A: Delivery of primary health care services

- salaries and related costs of health professionals to deliver the Activity
- administrative support staff situated on the remote Bass Strait Islands or in Tasmania directly supporting the delivery of the Activity
- health professional’s transport, accommodation and meal costs associated with the delivery of the Activity
- administration and management functions integral to the support and overall achievement of the Activity’s aims and outcome
- governance projects including those directed under the terms of the Grant agreement aimed at improving effectiveness and efficiency of service delivery and health outcomes of patients
- development, monitoring and maintenance of clinical accreditation related to provision of clinical services
- depreciation of pre-existing capital items or assets owned by the RFDS, only where this is consistent with the amount that can be attributed to the cost of the Activity under the Business Rules.

B: Coordination of aeromedical evacuations (Critical Care Management, Advice and Training Services)

- salaries and related costs of health professionals and administrative support staff to deliver the Activity
- administration and management functions integral to the support and overall achievement of the Activity’s aims and outcome.

C: Support services for health professionals working on the remote Bass Strait Islands

- development, monitoring and maintenance of clinical accreditation related to provision of clinical services.

9. What activities are not eligible for grant funding?

The following activities are not eligible for funding under the Activity:

- administrative costs associated with staff situated in a location other than the remote Bass Strait Islands unless identified above
- any item which is eligible for funding under any Annexures of the Programme Guidelines other than this Activity
- GP services where there are existing GP services
- aeromedical evacuations
- patient transport
- delivery of primary health services or other medical service in Tasmania or on the Australian mainland
- Remote Consultations related to inter-hospital transfers or other non-Commonwealth funded services
- costs associated with the delivery of MBS billable services
- aircraft and non-aircraft capital purchases and related operational costs or replacement costs
- capital items or assets
- staff salaries and related costs and administrative support not directly related to the delivery of the Activity
- patient health related equipment, such as, independent living and mobility aids
- surgical procedures (not including minor GP surgical procedures)
- hospital-based emergency care and other services
- the purchase, lease or refurbishment/repair of equipment over $100,000
- motor vehicles
- capital works, such as land purchases, the purchase, construction or refurbishment of premises, the demolition (whether or not followed by the replacement) of the majority of an existing premises or works including minor capital works
- retrospective items/activities
- activities undertaken by political organisations
- activities and support services that subsidise state funded services, commercial activities or services for which the RFDS receives other funding
- clinical trials.

10. Selection criteria

Selection criteria for the Activity will address the following themes:

- Activity – How the proposal aligns with the objectives of the Activity.
- Capacity – The applicant’s capacity to deliver the Activity in an effective and efficient manner demonstrating sound governance arrangements.
- Outcomes and benefits – The expected outcomes of the Activity.
- Value for money – The overall value for money offered by the proposal.

The application for funding for the Activity will be assessed on the applicant’s response to the selection criteria including but not limited to:

- evidence of clear identification of the proposed quantum of services to be delivered and the budget to provide that level of service
- evidence that the proposed services occur in areas beyond Normal Medical Infrastructure in locations of market failure
- evidence of value for money and efficient delivery of services
• evidence of the applicant’s governance capacity to ensure that the services are delivered in accordance with the approved Service Plan and budget, and within Programme requirements.

11. Reporting requirements

Specific reporting requirements will form part of the Grant recipient’s Grant agreement with the Department. The default reporting requirements for the Activity include:

• Annual Service Plan
• Key Performance Indicator Reporting
• Quarterly, including cumulative progress reporting
• Annual expenditure reports
• Final report.

Reporting requirements may vary depending on the Department’s risk assessment of the Grant recipient.
Annexure A5 – Medical Chests

1. Activity summary
The Programme’s Medical Chests (the Activity) aim to improve the health of people living, working and travelling in rural and remote areas of Australia by providing emergency access to secured pharmaceutical and medical supplies located in remote locations.

The Activity is funded to deliver secured Medical Chests.

2. Activity outcomes
The Activity will support people in rural and remote areas beyond the Normal Medical Infrastructure by providing access to secured Medical Chests containing pharmaceutical and medical supplies located in remote locations.

3. Activity objective
The objective of the Activity is to provide services as follows:

- an emergency resource and access to pharmaceutical products and associated medical supplies in isolated areas beyond the Normal Medical Infrastructure
- access to life saving pharmaceutical products and associated medical supplies under the direction of a Medical Practitioner whilst waiting for primary aeromedical or other medical or evacuation services.

4. Funding available
The funding allocated to this Activity in each year will form a component of the total funds available under the Programme of approximately $137.57 million dollars (GST exclusive) for a two (2) year period from 1 July 2016.

5. Timing
Specific timeframes for any funding process will be provided in the Approach to Market documentation for that process.

Table 1: Indicative timeframe for an average funding round

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</tr>
</tbody>
</table>
6. Type of selection process

The bulk of grant funding for the Activity will be made available through targeted or restricted funding rounds. The Department may address any gaps in the Activity by using one or more of these selection processes in additional funding rounds.

Definitions of each type of selection process can be found in section 3.1 of the Programme Guidelines (Part 1).

7. Who is eligible for grant funding?

The Royal Flying Doctor Service of Australia (ABN: 74 438 059 643) as a company incorporated under the Corporations Act 2001 (Commonwealth of Australia) is eligible for grant funding under this Programme for the service delivery activities identified in Annexures A2 to A8.

The Royal Flying Doctor Service of Australia is eligible to put forward a single (one only) national response to the Programme’s Approach to Market under a grant funding round.

8. What activities are eligible for grant funding?

The Service Proposal and Capital Plan/s should be consistent with the outcomes and objectives of the Programme and the relevant Activity. The following activities are eligible to receive funding in the delivery and provision of Medical Chests:

- purchase, maintenance and replacement of the secure medical chests
- purchase, maintenance and replacement after use of pharmaceutical or medical supplies in the Medical Chests
- delivery and transport costs to locate, maintain and withdraw the Medical Chests.

The following support activities are eligible for funding:

- salaries and related costs of health professionals and administrative support staff to deliver the Activity
- related costs of administering the Medical Chests, including training and administration related to the holders of the Medical Chests
- administration and management functions integral to the support and overall achievement of the Activity’s aims and outcomes
- governance projects including those directed under the terms of the Grant agreement aimed at improving effectiveness and efficiency of service delivery and health outcomes of patients
- development, monitoring and maintenance of clinical accreditation associated with the Activity
- depreciation of capital items or assets, only where this is consistent with the amount that can be attributed to the cost of the Activity under the Business Rules
- expenditure or commitments incurred in relation to an asset required for the delivery of this Activity with a total planned capitalised cost of less than $100,000.
9. **What activities are not eligible for grant funding?**

The following activities are **not eligible** for funding under the Activity:

- any item which is eligible for funding under any Annexures of the Programme Guidelines other than this Activity
- Medical Chests which do not comply with Commonwealth and state/Northern Territory legislation, including the Therapeutic Goods Administration’s requirements
- medical and pharmaceutical items not for distribution and use in Medical Chests funded under this Activity
- PBS billable pharmaceutical medicines and supplies
- Medical Chests, their content and administrative support services which subsidise commercial activities or for which the Grant recipient receives other payment
- staff salaries and related costs and administrative support not directly related to the delivery of the Activity
- patient health related equipment, such as, independent living and mobility aids
- surgical procedures (not including minor GP surgical procedures)
- hospital-based emergency care and/or aeromedical evacuations
- the purchase, lease or refurbishment/repair of equipment over $100,000
- motor vehicles
- capital works such as land purchases, the purchase, construction or refurbishment of premises, the demolition (whether or not followed by the replacement) of the majority of an existing premises or works including minor capital works
- retrospective items/activities
- activities undertaken by political organisations
- activities and support services which subsidise state funded services, commercial activities or services for which the RFDS receives other funding clinical trials.

10. **Selection criteria**

Selection criteria for the Activity will address the following themes:

- **Activity** – How the proposal aligns with the objectives of the Activity.
- **Capacity** – The applicant’s capacity to deliver the Activity in an effective and efficient manner demonstrating sound governance arrangements.
- **Outcomes and benefits** – The expected outcomes of the Activity.
- **Value for money** – The overall value for money offered by the proposal.

The application for funding for the Activity will be assessed on the applicant’s response to the selection criteria including but not limited to:

- evidence of clear identification of the proposed quantum of services to be delivered and the budget to provide that level of service
- evidence that the proposed services occur in areas beyond Normal Medical Infrastructure in locations of market failure
• evidence of value for money and efficient delivery of services
• evidence of the applicant’s governance capacity to ensure that the services are delivered in accordance with the approved Service Plan and budget, and within Programme requirements.

11. Reporting requirements

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

• Annual Service Plan and Capital Plan/s
• Key Performance Indicator Reporting
• Quarterly, including cumulative progress reporting
• Annual expenditure reports
• Final report.

Reporting requirements may vary depending on the Department’s risk assessment of the Grant recipient.
Annexure A6 – Remote Consultations

1. Activity summary
The Programme’s Remote Consultations (the Activity) aim to improve the health of people living, working and travelling in rural and remote areas of Australia by providing access to a remote medical consultation service in rural and remote communities which are beyond the Normal Medical Infrastructure.

The Activity is funded to deliver remote medical consultations conducted by Medical Practitioners and Nurses.

2. Activity outcomes
The Activity will support the health of people in rural and remote areas beyond the Normal Medical Infrastructure by providing 24-hour access to remote medical consultations.

3. Activity objective
The objective of the Activity is to provide services as follows:

- access to emergency and other remote medical consultations services for individuals, including health workforce, in rural and remote communities beyond the Normal Medical Infrastructure
- 24-hour access to remote medical or nursing advice via telephone, videoconferencing, or other telecommunication mechanism as appropriate.

4. Funding available
The funding allocated to this Activity in each year will form a component of the total funds available under the Programme of approximately $137.57 million dollars (GST exclusive) for a two (2) year period from 1 July 2015.

5. Timing
Specific timeframes for any funding process will be provided in the Approach to Market documentation for that process.
Table 1: Indicative time frame for an average funding round

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</tr>
</tbody>
</table>

6. **Type of selection process**

The bulk of grant funding for the Activity will be made available through targeted or restricted funding rounds. The Department may address any gaps in the Activity by using one or more of these selection processes in additional funding rounds.

Definitions of each type of selection process can be found in section 3.1 of the Programme Guidelines (Part 1).

7. **Who is eligible for grant funding?**

The Royal Flying Doctor Service of Australia (ABN: 74 438 059 643) as a company incorporated under the *Corporations Act 2001* (Commonwealth of Australia) is eligible for grant funding under this Programme for the service delivery activities identified in Annexures A2 to A8.

The Royal Flying Doctor Service of Australia is eligible to put forward a single (one only) national response to the Programme’s Approach to Market under a grant funding round.

8. **What activities are eligible for grant funding?**

The Service Proposal and Capital Plan/s should be consistent with the outcomes and objectives of the Programme and the relevant Activity. The following activities are eligible to receive funding in the delivery of Remote Consultations:

- remote consultations related to emergency and other primary health services funded under the Programme.

The following support activities are eligible for funding:

- salaries and related costs of health professionals and administrative support staff to deliver the Activity
- health professional’s transport, accommodation and meal costs associated with the delivery of the Activity
- administration and management functions integral to the support and overall achievement of the Activity’s aims and outcomes
• governance projects including those directed under the terms of the Grant agreement aimed at improving effectiveness and efficiency of service delivery and health outcomes of patients
• development, monitoring and maintenance of clinical accreditation related to the provision of clinical services
• depreciation of capital items or assets, only where this is consistent with the amount that can be attributed to the cost of the Activity under the Business Rules
• expenditure or commitments incurred in relation to an asset required for the delivery of this Activity with a total planned capitalised cost of less than $100,000.

9. **What activities are not eligible for grant funding?**
The following activities are **not eligible** for funding under the Activity:

• any item which is eligible for funding under any Annexures of the Programme Guidelines other than this Activity
• remote consultations related to inter-hospital transfers or other non-Commonwealth funded services
• MBS billable services
• specialist telehealth or video-conferencing services
• activities and support services that subsidise state funded services, commercial activities or services for which the RFDS receives other funding
• patient health related equipment, such as, independent living and mobility aids
• staff salaries and related costs and administrative support not directly related to the delivery of the Activity
• surgical procedures (not including minor GP surgical procedures)
• hospital-based emergency care and/or aeromedical evacuations
• the purchase, lease or refurbishment/repair of equipment over $100,000
• motor vehicles
• capital works such as land purchases, the purchase, construction or refurbishment of premises, the demolition (whether or not followed by the replacement) of the majority of an existing premises or works including minor capital works
• retrospective items/activities
• activities undertaken by political organisations
• activities and support services that subsidise state funded services, commercial activities or services for which the RFDS receives other funding
• clinical trials.
10. Selection criteria

Selection criteria for the Activity will address the following themes:

- Activity – How the proposal aligns with the objectives of the Activity.
- Capacity – The applicant’s capacity to deliver the Activity in an effective and efficient manner demonstrating sound governance arrangements.
- Outcomes and benefits – The expected outcomes of the Activity.
- Value for money – The overall value for money offered by the proposal.

The application for funding for the Activity will be assessed on the applicant’s response to the selection criteria including but not limited to:

- evidence of clear identification of the proposed quantum of services to be delivered and the budget to provide that level of service
- evidence that the proposed services occur in areas beyond Normal Medical Infrastructure in locations of market failure
- evidence of value for money and efficient delivery of services
- evidence of the applicant’s governance capacity to ensure that the services are delivered in accordance with the approved Service Plan and budget, and within Programme requirements.

11. Reporting requirements

Specific reporting requirements will form part of the Grant recipient’s Grant agreement with the Department. The default reporting requirements for the Activity include:

- Annual Service Plan and Capital Plan/s
- Key Performance Indicator Reporting
- Quarterly, including cumulative progress reporting
- Annual expenditure reports
- Final report.

Reporting requirements may vary depending on the Department’s risk assessment of the Grant recipient.
Annexure A7 – Capital – Aircraft

1. Activity summary

The Programme’s Capital – Aircraft (the Activity) aims to improve the health of people living, working and travelling in rural and remote areas of Australia by providing support of up to 25 percent of the cost of individual eligible aircraft and aircraft-related assets that are directly required to deliver the other activities under the Programme including:

- Primary Aeromedical Evacuation;
- Primary Health Clinics, including GP, Nursing and Allied Health services;
- Medical Chests; and
- Remote Consultations.

2. Activity outcomes

The Activity will support the health of people in rural and remote areas beyond the Normal Medical Infrastructure by contributing to the cost of purchasing aircraft that are required to deliver the programme activities as described in the Activity summary.

3. Activity objective

The objective of the Activity is to provide:

- support to the RFDS in the acquisition of aircraft that are required to efficiently, effectively and safely deliver the activities described under the Activity summary.

4. Funding available

The funding allocated to this Activity will be approximately $2 million per annum for up to a two (2) year period from 1 July 2015 across both Capital – Aircraft and Capital – Non-aircraft activity (Annexure 8), and is a component of the total Programme funding of $137.57 million.

5. Timing

Specific timeframes for any funding process will be provided in the Approach to Market documentation for that process.
Table 1: Indicative timeframe for an average funding round

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</tbody>
</table>

6. Type of selection process

The bulk of grant funding for the Activity will be made available through targeted or restricted funding rounds. The Department may address any gaps in the Activity by using one or more of these selection processes in additional funding rounds.

Definitions of each type of selection process can be found in section 3.1 of the Programme Guidelines (Part 1).

7. Who is eligible for grant funding?

The Royal Flying Doctor Service of Australia (ABN: 74 438 059 643) as a company incorporated under the Corporations Act 2001 (Commonwealth of Australia) is eligible for grant funding under this Programme for the service delivery activities identified in Annexures A2 to A8.

The Royal Flying Doctor Service of Australia is eligible to put forward a single (one only) national response to the Programme’s Approach to Market under a grant funding round.

8. What activities are eligible for grant funding?

To be eligible to receive funding, expenditure and/or commitments must be:

- incurred in relation to an aircraft that:
  - is identified in the updated and submitted version of the:
    - Capital Plan – Aircraft Replacement (20-year); and
    - Capital Plan – Aircraft Replacement
  - is required for the delivery of activities under Annexures A2 to A6 of the Programme
  - is new and purchased directly from a manufacturer
o replaces an existing aircraft without contributing to an increase in overall fleet size
o meets the Civil Aviation Safety Authority’s requirements for certification and operation in Australia for its appropriate flight category

AND

• is directly attributable to the acquisition, transportation, installation, construction and/or commissioning of an eligible aircraft, including:
o airframes
o avionics
o propellers
o engines
o modifications or fit-outs to make an eligible aircraft fit for purpose
o embedded maintenance programmes offered by aircraft manufacturers where they are purchased and capitalised up-front
o spare parts packages where they are purchased and capitalised up-front
o engine overhaul costs when purchased and capitalised up-front with new aircraft
o Civil Aviation Safety Authority (CASA) approved aircraft life of type extension programmes offered by aircraft manufacturers for eligible aircraft, or to extend the life of existing aircraft
o modifications or upgrades which have been directed by CASA or the manufacturer to be applied to an aircraft for the purpose of addressing a safety issue

OR

• incurred in relation to governance projects including those directed under the terms of the Grant agreement aimed at improving efficiency and effectiveness with which the Activity is delivered

AND MUST BE

• incurred after the date that the Department notifies the applicant in writing that its Business Case has been approved. Any organisation which commences a project to acquire a capital item or asset prior to entering into a Grant agreement with the Department for that item does so at their own risk (as no funding will be provided until such a Grant agreement is in place)

AND

• incurred on or before the project completion expiry date set out in the Grant agreement.
9. **What activities are not eligible for grant funding?**

The following activities are **not eligible** for funding under the Activity:

- any item which is eligible for funding under any Annexures of the Programme Guidelines other than this Activity
- expenditure or commitments relating to non-flying infrastructure, unless described specifically as being eligible
- maintenance costs, unless purchased up-front from the aircraft manufacturers and capitalised
- routine operational costs
- financial or borrowing costs
- foreign exchange losses
- depreciation costs
- staff salary or on-costs
- retrospective items/activities
- activities undertaken by political organisations
- activities and support services that subsidise state funded services, commercial activities or services for which the RFDS receives other funding
- clinical trials.

10. **Selection criteria**

Selection criteria for the Activity will address the following themes:

- **Activity** – How the proposal aligns with the objectives of the Activity.
- **Capacity** – The applicant’s capacity to deliver the Activity in an effective and efficient manner demonstrating sound governance arrangements.
- **Outcomes and benefits** – The expected outcomes of the Activity.
- **Value for money** – The overall value for money offered by the proposal.

The application for funding for the Activity will be assessed on the applicant’s response to the selection criteria including but not limited to:

- evidence that the proposed aircraft and/or associated assets align with the requirements of the activities under the Programme and with the Business Rules
- clear identification of the quantum of new aircraft and/or associated assets proposed and the costs involved
- evidence of value for money and efficient delivery of services
- evidence of the applicant’s governance capacity to ensure that the aircraft and/or assets are delivered in accordance with the approved Service Plan and budget, and within Programme requirements.
11. Reporting requirements

Specific reporting requirements will form part of the Grant recipient’s Grant agreement with the Department. The default reporting requirements for the Activity include:

- Capital Plan/s
- Key Performance Indicator Reporting
- Quarterly, including cumulative progress reporting
- Annual expenditure reports
- Final report.

Reporting requirements may vary depending on the Department’s risk assessment of the Grant recipient.
Annexure A8 – Capital – Non-aircraft

1. Activity summary
The Programme’s Capital – Non-aircraft activity (the Activity) aims to improve the health of people living, working and travelling in rural and remote areas of Australia by providing support of up to 25 percent of the cost of individual Non-aircraft related assets that are directly required to deliver the following activities under the Programme:

- Primary Aeromedical Evacuation;
- Primary Health Clinics, including GP, Nursing and Allied Health services;
- Medical Chests; and
- Remote Consultations.

2. Activity outcomes
The Activity will support the health of people in rural and remote areas beyond the Normal Medical Infrastructure by contributing to the cost of purchasing Non-aircraft assets that are required to deliver the programme activities as described in the Activity summary.

3. Activity objective
The objective of the Activity is to:

- provide support for the RFDS in the acquisition of Non-aircraft assets that are required to efficiently, effectively and safely deliver the programme activities as described in the Activity summary.

4. Funding available
The funding allocated to this Activity will be approximately $2 million per annum for up to a two (2) year period from 1 July 2015 across both Capital – Aircraft (Annexure 7) and Capital – Non-aircraft activity, and is a component of the total Programme funding of $137.57 million.

5. Timing
Specific timeframes for any funding process will be provided in the Approach to Market documentation for that process.
Table 1: Indicative timeframe for an average funding round

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application period</td>
<td>2–4 weeks</td>
</tr>
<tr>
<td>Assessment of application/s</td>
<td>2–3 weeks after closing</td>
</tr>
<tr>
<td>Approval of outcomes of assessment</td>
<td>1–2 weeks after assessment</td>
</tr>
<tr>
<td>Negotiation/award of grant agreements</td>
<td>2–3 weeks after approval</td>
</tr>
</tbody>
</table>

6. Type of selection process

The bulk of grant funding for the Activity will be made available through targeted or restricted funding rounds. The Department may address any gaps in the Activity by using one or more of these selection processes in additional funding rounds.

Definitions of each type of selection process can be found in section 3.1 of the Programme Guidelines (Part 1).

7. Who is eligible for grant funding?

The Royal Flying Doctor Service of Australia (ABN: 74 438 059 643) as a company incorporated under the Corporations Act 2001 (Commonwealth of Australia) is eligible for grant funding under this Programme for the service delivery activities identified in Annexures A2 to A8.

The Royal Flying Doctor Service of Australia is eligible to put forward a single (one only) national response to the Programme’s Approach to Market under a grant funding round.

8. What activities are eligible for grant funding?

To be eligible to receive funding, expenditure and/or commitments must be:

- incurred in relation to an asset which:
  - is identified in the updated and submitted version of the:
    - Capital Plan – Non-aircraft
  - is required for the delivery of activities under Annexures A2 to A6 of the Programme
  - has a total planned capitalised cost of $100,000 or more

AND IS RELATED TO EITHER
• the acquisition, transportation, installation, construction and/or commissioning of:
  o land
  o new premises, fit-out, alterations, demolitions or extension to existing premises on new or existing land, over which the applicant has clear tenure for the Retention period
  o Information and Communication Technology systems and equipment
  o furniture, fittings and equipment pertaining to new building constructions or refurbishments
  o specialist medical equipment which is not part of an aircraft fit-out

OR

• other Non-aircraft items that the Department has approved in writing

OR

• governance projects including those directed under the terms of the Grant agreement aimed at improving efficiency and effectiveness with which the Activity is delivered

AND MUST BE

• incurred after the date that the Department notifies the applicant in writing that their Business Case has been approved. Any organisation which commences a project to acquire a capital item or asset prior to entering into a Grant agreement with the Department for that item does so at their own risk (as no funding will be provided until such a Grant agreement is in place)

AND

• incurred on or before the project completion expiry date set out in the Grant agreement.

9. What activities are not eligible for grant funding?

The following activities are not eligible for funding under the Activity:

• any item which is eligible for funding under any Annexures of the Programme Guidelines other than this Activity
• motor vehicles and maintenance costs including spare parts or overhauls
• routine operational costs
• financing or borrowing costs
• foreign exchange losses
• depreciation costs
• staff salary or on-costs
• retrospective items/activities
• activities undertaken by political organisations
• activities and support services that subsidise state funded services, commercial activities or services for which the RFDS receives other funding
• clinical trials.

10. Selection criteria

Selection criteria for the Activity will address the following themes:

• Activity – How the proposal aligns with the objectives of the Activity.
• Capacity – The applicant’s capacity to deliver the Activity in an effective and efficient manner demonstrating sound governance arrangements.
• Outcomes and benefits – The expected outcomes of the Activity.
• Value for money – The overall value for money offered by the proposal.

The application for funding for the Activity will be assessed on the applicant’s response to the selection criteria including but not limited to:

• evidence that the proposed Non-aircraft related assets align with the requirements of the activities under the Programme and with the Business Rules
• clear identification of the quantum of Non-aircraft related assets proposed and the costs involved
• evidence of value for money and efficient delivery of services
• evidence of the applicant’s governance capacity to ensure that the assets are delivered in accordance with the approved Service Plan and budget, and within Programme requirements.

11. Reporting requirements

Specific reporting requirements will form part of each funded Grant recipient’s Grant agreement with the Department. The default reporting requirements for the Activity include:

• Capital Plan/s
• Key Performance Indicator Reporting
• Quarterly, including cumulative progress reporting
• Annual expenditure reports
• Final report.

Reporting requirements may vary depending on the Department’s risk assessment of the Grant recipient.