

PROJECT AGREEMENT FOR THE NATIONAL INFECTION CONTROL TRAINING FUND

An agreement between:

- the Commonwealth of Australia; and
- the States and Territories of
 - ◆ New South Wales,
 - ◆ Victoria,
 - ◆ Queensland,
 - ◆ Western Australia,
 - ◆ South Australia,
 - ◆ Tasmania,
 - ◆ the Australian Capital Territory, and
 - ◆ the Northern Territory.

The output of this project will be accelerated take up of infection prevention and control training in customer-facing businesses to keep safe from COVID-19 and support Australia's economic recovery.

Project Agreement for the National Infection Control Training Fund

OVERVIEW

1. This Project Agreement (the Agreement) is created subject to the provisions of the Intergovernmental Agreement on Federal Financial Relations (IGA FFR) and should be read in conjunction with that Agreement and its Schedules, which provide information in relation to performance reporting and payment arrangements under the IGA FFR.

Purpose

2. Through the delivery of fee-free (or very low fee) infection prevention and control training, this Agreement will support the accelerated uptake of the new nationally accredited Infection Prevention and Control Training skills sets or equivalent nationally accredited training for customer-facing employees (including business owners and supervisors) in any industry, with funding prioritised by States for workers in retail, tourism, transport and logistics, hospitality, cleaning and security services industries, and to increase infection control skill levels in sectors such as aged and disability care.

The training is intended to support Australian businesses to re-open safely following the COVID-19 health and economic crisis, reducing the risk of transmission of COVID-19 and supporting consumer confidence that it is safe to re-engage with businesses. For this reason, the Parties intend that this training be made available as quickly as possible to support the Australian economy re-opening safely.

Reporting Arrangements

3. The States will report against the output during the operation of this Agreement, as set out in Part 4 – Project Milestones, Reporting and Payments.

Financial Arrangements

4. The Commonwealth will provide an estimated total financial contribution to the States of \$40 million, exclusive of GST, in respect of this Agreement, as set out in Part 5 – Financial Arrangements, which is to be used exclusively for the purpose of delivering the infection control training to support employers to make their workplaces COVID-19 safe.

PART 1 – FORMALITIES

5. This Agreement constitutes the entire agreement for this project.

Parties to this Agreement

6. This Agreement is between the Commonwealth of Australia (the Commonwealth) and the States and Territories (the States).

Term of the Agreement

7. This Agreement will commence as soon as the Commonwealth and one other Party sign it and will expire on 30 June 2021 or on completion of the project, including final performance reporting and processing of final payments against milestones, unless terminated earlier or extended as agreed in writing by the Parties.

PART 2 – PROJECT OUTPUT

Output

8. The output of this Agreement will be:
 - (a) at least 80,000 fee-free (or very low cost) nationally accredited infection prevention and control training places (or equivalent, including accredited skillsets for priority workers that include infection control as a core component). The training will be delivered online and/or in a workplace setting by a mix of public and private Registered Training Organisations (RTOs) to customer-facing workers from the commencement of this agreement to 30 June 2021. Training will be prioritised by States for workers in retail, tourism, transport and logistics, hospitality, cleaning and security service industries and to increase infection control skill levels in sectors such as aged and disability care.

PART 3 – ROLES AND RESPONSIBILITIES OF EACH PARTY

Role of the Commonwealth

9. The Commonwealth will be responsible for:
 - (a) monitoring and assessing achievement against milestones in the delivery of the national Infection Control Training Fund under this Agreement to ensure that outputs are delivered within the agreed timeframe;
 - (b) providing an upfront financial contribution to the States to support the implementation of this Agreement;
 - (c) supporting States in their management of RTOs involved in the training, as it relates to the Commonwealth's role in the vocational education and training system and in respect to the Agreement; and
 - (d) assist with awareness and promotion of the National Infection Control Training Fund to ensure quick uptake of the training.

Role of the States and Territories

10. The States will be responsible for:
 - (a) providing a financial contribution to support the implementation of this Agreement, in the event that Commonwealth funding is fully expended;
 - (b) all aspects of delivering on the project outputs set out in this Agreement, including:

1. allocating the subsidised training places to a mix of public and private RTOs, noting that RTOs should have the infection control skillset on their scope of registration or have a track record of delivering high quality training in a similar field, with preference given to RTOs that have an existing training contract in place with the relevant state or territory government;
 2. ensuring that the training is made available as soon as possible after execution of this agreement, with the first training places to be made available no later than 1 July 2020;
 3. lead awareness and promotion of the subsidised training available to ensure quick uptake of the training;
 4. monitoring RTOs involved in training in respect to this Agreement to ensure quality and efficiency of delivery to the extent of current processes for nationally accredited and non-accredited training, and providing updates on this as part of the reporting process; and
- (c) reporting on the delivery of outputs as set out in Part 4 – Project Milestones, Reporting and Payments.

Shared roles

11. The Parties will meet the requirements of Schedule E, Clause 26 of the IGA FFR, by ensuring that prior agreement is reached on the nature and content of any events, announcements, promotional material or publicity relating to activities under this Agreement, and that the roles of both Parties will be acknowledged and recognised appropriately.

PART 4 – PROJECT MILESTONES, REPORTING AND PAYMENTS

12. The Commonwealth will make payments to the States when each State signs the Agreement (as per Part 4 – Project Milestones, reporting and payments, Table 1).

Table 1: Performance requirements, reporting and payment summary

Output(s)	Performance milestone(s) or benchmark(s)	Report due	Payment
Commencement of Agreement	Provide executed Agreement to the Commonwealth	16/06/2020	The State's share of \$40.0m (Table 2)
Information on uptake and expenditure of Commonwealth and state funding	Performance report and implementation updates	14/08/2020 14/09/2020 14/10/2020 16/11/2020 15/02/2021 14/05/2021 16/08/2021	nil

Reporting arrangements

13. The States will provide:

- a. a report on state funded infection prevention and control training in response to COVID-19 preceding the period of the agreement on 14 August 2020 (for those states seeking to claim state funding for the matched funding contribution);
- b. monthly implementation update reports on 14 August 2020; 14 September 2020 and 14 October 2020 (based on available data) outlining the subsidised training places allocated to or made available to RTOs and the qualifications completed for the preceding month; and
- c. quarterly performance reports on 16 November 2020; 15 February 2021, 14 May 2021 and 16 August 2021 outlining the subsidised training places allocated to or made available to RTOs, the associated Commonwealth and State funding, and the training (including the qualification, skills set or other form of training) completed for the preceding quarter (as the data becomes available).

PART 5 – FINANCIAL ARRANGEMENTS

14. The Commonwealth will provide an estimated total financial contribution to the States of \$40 million in respect of this Agreement. All payments are GST exclusive.

15. Each State will deliver their per capita share of the output, with consideration to demand from employers and employees, the estimated total budget (as per Part 5 – Financial Arrangements, Table 2) and an estimated maximum per place cost of \$1000.
16. The States will fully allocate or make available the Commonwealth's contribution to RTOs for delivery of the accredited training by 31 October 2020. If the training places funded through the Commonwealth's contribution are not fully allocated or made available to RTOs for delivery by this date, the States will return the unallocated funds to the Commonwealth. Allocations can be rolled over or reallocated between RTOs as required to match supply with demand with respect to training under this Agreement.
17. Once the States have fully allocated or made available the Commonwealth's contribution, they are responsible for matching the Commonwealth's financial contribution in their jurisdiction to the extent that it is required (as set out in Table 2), by making an equivalent number of accredited infection control training places available to meet demand for the subsidised training. States must take steps to increase the accessibility or awareness of the training during the term of the Agreement. The Commonwealth will also undertake communications activities to support these State efforts.
18. States may choose to allocate a small proportion of the state contribution for complementary, non-accredited training to enable businesses that have had key workers trained in the accredited training, to have other front-line workers trained in complementary, non-accredited training.
19. The Commonwealth's funding contribution will not be reduced where the States secure funding from other activity partners, such as businesses in customer-focused industries.
20. The Commonwealth's and the States' estimated financial contributions to the operation of this Agreement, including through National Partnership payments to the States paid in accordance with *Schedule D — Payment Arrangements* of the IGA FFR, are shown in Table 2.

Table 2: Estimated financial contributions

(\$ million)	2019-20	2020-21	Total
National Partnership Payments	8.4	31.6	40.0
New South Wales		12.75	12.75
Victoria		10.42	10.42
Queensland		8.04	8.04
Western Australia	4.13		4.13
South Australia	2.76		2.76
Tasmania	0.84		0.84
Australian Capital Territory	0.67		0.67
Northern Territory		0.39	0.39
State contributions (as required, to meet demand in excess of the Commonwealth contribution)		40.0	40.0
New South Wales		12.75	12.75
Victoria		10.42	10.42
Queensland		8.04	8.04
Western Australia		4.13	4.13
South Australia		2.76	2.76
Tasmania		0.84	0.84
Australian Capital Territory		0.67	0.67
Northern Territory		0.39	0.39
Total			80.0

(a) Note: The Commonwealth National Partnership Payments and State contributions may be expended by the States in 2019-20 and 2020-21.

21. Having regard to the agreed estimated costs of projects specified in this Agreement, a State or Territory will not be required to pay a refund to the Commonwealth if the actual cost of the project is less than the agreed estimated cost of the project. Similarly, the States bear all risk should the costs of a project exceed the agreed estimated costs. The Parties acknowledge that this arrangement provides the maximum incentive for the States to deliver projects cost effectively and efficiently.

PART 6 – GOVERNANCE ARRANGEMENTS

Enforceability of the Agreement

22. The Parties do not intend any of the provisions of this Agreement to be legally enforceable. However, that does not lessen the Parties' commitment to this Agreement.

Variation of the Agreement

23. The Agreement may be amended at any time by agreement in writing by all the Parties.

Delegations

24. The Commonwealth Minister may delegate the assessment of performance against milestones and the authorisation of related project payments to senior Commonwealth officials, having regard to the financial and policy risks associated with those payments.

Dispute resolution

25. Any Party may give notice to other Parties of a dispute under this Agreement.
26. Officials of relevant Parties will attempt to resolve any dispute in the first instance.
27. If a dispute cannot be resolved by officials, it may be escalated to the relevant Ministers.

The Parties have confirmed their commitment to this agreement as follows:

*Signed for and on behalf of the Commonwealth
of Australia by*



Senator the Honourable Michaelia Cash
Minister for Employment, Skills, Small and Family
Business

[Day] [Month] 2020

25 May

*Signed for and on behalf of the
State of New South Wales by*

*Signed for and on behalf of the
State of Victoria by*

The Honourable Dr Geoff Lee MP
Minister for Skills and Tertiary Education

[Day] [Month] [Year]

The Honourable Gayle Tierney MP
Minister for Training and Skills

[Day] [Month] [Year]

*Signed for and on behalf of the
State of Queensland by*

*Signed for and on behalf of the
State of Western Australia by*

The Honourable Shannon Fentiman MP
Minister for Training and Skills Development

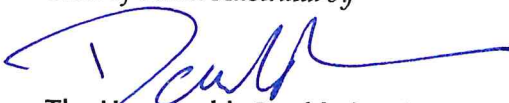
[Day] [Month] [Year]

The Honourable Sue Ellery MP
Minister for Education and Training

[Day] [Month] [Year]

*Signed for and on behalf of the
State of South Australia by*

*Signed for and on behalf of the
State of Tasmania by*



The Honourable David Pisoni MP
Minister for Innovation and Skills

[Day] [Month] [Year]

26 May 2020

*Signed for and on behalf of the Australian
Capital Territory by*

The Honourable Jeremy Rockliff MP
Minister for Education and Training

[Day] [Month] [Year]

*Signed for and on behalf of the Northern
Territory by*

Mr Chris Steel MLA
Minister for Tertiary Education

[Day] [Month] [Year]

The Honourable Paul Kirby
Acting Minister for Workforce Training

[Day] [Month] [Year]

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The Honourable Gayle Tierney MP
Minister for Training and Skills

[Day] [Month] [Year]

*Signed for and on behalf of the
State of Queensland by*

*Signed for and on behalf of the
State of Western Australia by*

The Honourable Shannon Fentiman MP
Minister for Training and Skills Development

[Day] [Month] [Year]

The Honourable Sue Ellery MP
Minister for Education and Training

[Day] [Month] [Year]

*Signed for and on behalf of the
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*Signed for and on behalf of the
State of Tasmania by*

The Honourable David Pisoni MP
Minister for Innovation and Skills

[Day] [Month] [Year]

The Honourable Jeremy Rockliff MP
Minister for Education and Training

[Day] [Month] [Year]

*Signed for and on behalf of the Australian
Capital Territory by*

Mr Chris Steel MLA
Minister for Tertiary Education

[Day] [Month] [Year]

26 May 2020

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The Honourable Paul Kirby
Acting Minister for Workforce Training

[Day] [Month] [Year]

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Senator the Honourable Michaelia Cash
Minister for Employment, Skills, Small and Family Business

[Day] [Month] 2020

25 May

Signed for and on behalf of the State of New South Wales by

Signed for and on behalf of the State of Victoria by

The Honourable Dr Geoff Lee MP
Minister for Skills and Tertiary Education

[Day] [Month] [Year]

The Honourable Gayle Tierney MP
Minister for Training and Skills

[Day] [Month] [Year]

Signed for and on behalf of the State of Queensland by

Signed for and on behalf of the State of Western Australia by

The Honourable Shannon Fentiman MP
Minister for Training and Skills Development

[Day] [Month] [Year]


The Honourable Sue Ellery MP
Minister for Education and Training

[Day] [Month] [Year]

2/6/20

Signed for and on behalf of the State of South Australia by

Signed for and on behalf of the State of Tasmania by

The Honourable David Pisoni MP
Minister for Innovation and Skills

[Day] [Month] [Year]

The Honourable Jeremy Rockliff MP
Minister for Education and Training

[Day] [Month] [Year]

Signed for and on behalf of the Australian Capital Territory by

Signed for and on behalf of the Northern Territory by

Mr Chris Steel MLA
Minister for Tertiary Education

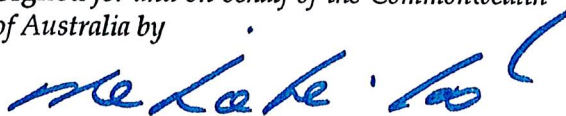
[Day] [Month] [Year]

The Honourable Paul Kirby
Acting Minister for Workforce Training

[Day] [Month] [Year]

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Minister for Employment, Skills, Small and Family
Business

[Day] [Month] 2020

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*Signed for and on behalf of the
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[Day] [Month] [Year]

The Honourable Gayle Tierney MP
Minister for Training and Skills

[Day] [Month] [Year]

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*Signed for and on behalf of the
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Minister for Training and Skills Development

[Day] [Month] [Year]

The Honourable Sue Ellery MP
Minister for Education and Training

[Day] [Month] [Year]

*Signed for and on behalf of the
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*Signed for and on behalf of the
State of Tasmania by*

The Honourable David Pisoni MP
Minister for Innovation and Skills

[Day] [Month] [Year]

The Honourable Jeremy Rockliff MP
Minister for Education and Training

[Day] [Month] [Year]

*Signed for and on behalf of the Australian
Capital Territory by*

*Signed for and on behalf of the Northern
Territory by*



Mr Chris Steel MLA
Minister for Tertiary Education

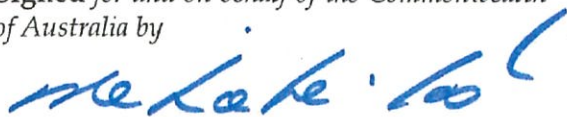
[Day] [Month] [Year]

The Honourable Paul Kirby
Acting Minister for Workforce Training

[Day] [Month] [Year] - 4 JUN 2020

The Parties have confirmed their commitment to this agreement as follows:

Signed for and on behalf of the Commonwealth of Australia by



Senator the Honourable Michaelia Cash
Minister for Employment, Skills, Small and Family Business

[Day] [Month] 2020

25 May

Signed for and on behalf of the State of New South Wales by



The Honourable Dr Geoff Lee MP
Minister for Skills and Tertiary Education

[Day] [Month] [Year]

4 June 2020

Signed for and on behalf of the State of Queensland by

The Honourable Shannon Fentiman MP
Minister for Training and Skills Development

[Day] [Month] [Year]

Signed for and on behalf of the State of South Australia by

The Honourable David Pisoni MP
Minister for Innovation and Skills

[Day] [Month] [Year]

Signed for and on behalf of the Australian Capital Territory by

Mr Chris Steel MLA
Minister for Tertiary Education

[Day] [Month] [Year]

Signed for and on behalf of the State of Victoria by

The Honourable Gayle Tierney MP
Minister for Training and Skills

[Day] [Month] [Year]

Signed for and on behalf of the State of Western Australia by

The Honourable Sue Ellery MP
Minister for Education and Training

[Day] [Month] [Year]

Signed for and on behalf of the State of Tasmania by

The Honourable Jeremy Rockliff MP
Minister for Education and Training

[Day] [Month] [Year]

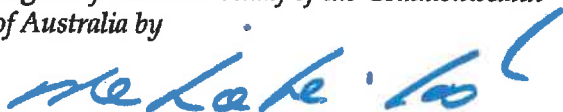
Signed for and on behalf of the Northern Territory by

The Honourable Paul Kirby
Acting Minister for Workforce Training

[Day] [Month] [Year]

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Senator the Honourable Michaelia Cash
Minister for Employment, Skills, Small and Family
Business

[Day] [Month] 2020

25 May

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State of New South Wales by*

*Signed for and on behalf of the
State of Victoria by*

The Honourable Dr Geoff Lee MP
Minister for Skills and Tertiary Education

[Day] [Month] [Year]

The Honourable Gayle Tierney MP
Minister for Training and Skills

[Day] [Month] [Year]

*Signed for and on behalf of the
State of Queensland by*

*Signed for and on behalf of the
State of Western Australia by*

The Honourable Shannon Fentiman MP
Minister for Training and Skills Development

[Day] [Month] [Year]

The Honourable Sue Ellery MP
Minister for Education and Training

[Day] [Month] [Year]

*Signed for and on behalf of the
State of South Australia by*

*Signed for and on behalf of the
State of Tasmania by*

The Honourable David Pisoni MP
Minister for Innovation and Skills

[Day] [Month] [Year]

The Honourable Jeremy Rockliff MP
Minister for Education and Training

[Day] [Month] [Year]

15 June 2020

*Signed for and on behalf of the Australian
Capital Territory by*

*Signed for and on behalf of the Northern
Territory by*

Mr Chris Steel MLA
Minister for Tertiary Education

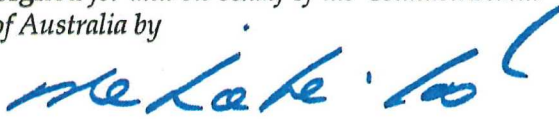
[Day] [Month] [Year]

The Honourable Paul Kirby
Acting Minister for Workforce Training

[Day] [Month] [Year]

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of Australia by*



Senator the Honourable Michaelia Cash
Minister for Employment, Skills, Small and Family
Business

[Day] [Month] 2020

25 May

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State of New South Wales by*

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State of Victoria by*

The Honourable Dr Geoff Lee MP
Minister for Skills and Tertiary Education

[Day] [Month] [Year]

The Honourable Gayle Tierney MP
Minister for Training and Skills

[Day] [Month] [Year]

*Signed for and on behalf of the
State of Queensland by*



The Honourable Shannon Fentiman MP
Minister for Training and Skills Development

[Day] [Month] [Year]

16 June 2020

*Signed for and on behalf of the
State of South Australia by*

*Signed for and on behalf of the
State of Western Australia by*

The Honourable Sue Ellery MP
Minister for Education and Training

[Day] [Month] [Year]

*Signed for and on behalf of the
State of Tasmania by*

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[Day] [Month] [Year]

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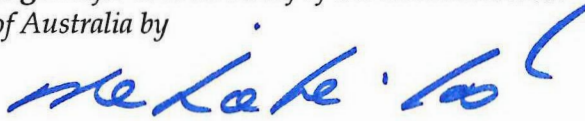
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Minister for Training and Skills Development

[Day] [Month] [Year]

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[Day] [Month] [Year]

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Minister for Tertiary Education

[Day] [Month] [Year]

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[Day] [Month] [Year]

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[Day] [Month] [Year]

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Acting Minister for Workforce Training

[Day] [Month] [Year]