

**Protecting Country Against Invasive Species**

**Proposal**

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| **Before applying** | Prior to preparing this form, please contact angie.reid@nailsma.org.auPlease also ensure that you have read the [***Guide for Indigenous Ranger Groups when Completing an EOI or Proposal***](https://nailsma.org.au/resource-library/guide-protecting-country-against-invasive-species#entry:1359:url) ***(the Guide).***You may reformat sections within the form as required to present your Proposal and include attachments. Suggestions on word count are included as a guide only.  |
| **Closing date** | Email the Proposal to angie.reid@nailsma.org.au by COB on 31 May 2024. |

**Contact Officer:** any queries about this Program should be directed to Angie Reid, Senior Project Coordinator, angie.reid@nailsma.org.au.

**Privacy notice**

NAILSMA is committed to protecting the privacy of your personal information. Our [Privacy Policy](https://nailsma.org.au/privacy) explains how NAILSMA manages the personal information we collect, use and disclose, and how to contact us if you have any queries. NAILSMA collects your personal information (as defined by the Privacy Act 1988) in relation to this document for the purposes of assessing the Proposal and related purposes in administering the Protecting Country Against Invasive Species program. NAILSMA may disclose your personal information to Australian government agencies, persons or organisations where necessary for the above purposes, provided the disclosure is consistent with relevant laws, in particular the Privacy Act 1988.

By completing and submitting this document you consent to the collection of all personal information contained in this document.

* 1. **Section A: Lead Organisation**

***Note: Please identify the Lead Organisation that will be entering into the project contract with NAILSMA if this Proposal is successful***

1. **Indigenous Ranger Group**
2. **Lead Organisation (Legal entity name)**
3. **Australian Business Number (ABN)**

*The Eligibility Criteria includes that the Lead Organisation must be an Indigenous Ranger Group engaged by DAFF under the Biosecurity Indigenous Ranger Program*

1. **Contact person who is authorised to represent the Organisation:**

 Name Position

 Phone Email

* 1. **Section A: Other Partners**

***Note: Please list Indigenous Ranger Group partners and any other organisations who will have a role in the delivery of the Proposal if it proceeds. Please repeat this template as required.***

1. **Indigenous Ranger Group name**
2. **Contact person (project lead for the Group)**

Name Position

Phone Email

***Please repeat template as required***

*Above list Indigenous Ranger Group partners (engaged by DAFF under the Biosecurity Indigenous Ranger Program).*

*Below, list other entities, which may include Indigenous Ranger Groups not included in the Biosecurity Indigenous Ranger Program.*

1. **Other organisation name**
2. **Contact person (project lead for the organisation)**

Name Position

Phone Email

* 1. **Section B: Proposal Summary**

**Proposal title:**

**Objective:**

***Insert a concise summary of the Proposals intended result (Word count guide: 50 words)***

**Public description:**

***Please provide a brief description of your Proposal (including who, what, where and when). This brief description may be used by NAILSMA and the Australian Government to promote your Proposal publicly and, as such, you authorise NAILSMA and Department of Agriculture, Fisheries and Forestry to publish this description on its website and in other publicly available material relating to the Program. (Word count guide: up to 200 words)***

*This information will assist in assessing your Proposal but will not itself be assessed.*

**Section C: Proposal Details**

*This information will inform the assessment of your Proposal against criterion:*

***1.a. Proper use and management of public resources and value for money - Effective use***

**Detailed description**

***Please describe your Detailed Proposal including the high-level outcomes that will be achieved and how it meets one or more Project Criteria. (Word count guide: up to 800 words)***

***List the threatened native plants and animals to be protected under this Proposal. Identify if they are included in the Threatened Species Action Plan***

**Problem to be addressed (rationale for your Proposal)**

***Please outline the problem to be addressed, explaining the rationale for your Proposal. (Word count guide: up to 600 words)***

***List the key invasive species impacting on biodiversity and cultural values.***

**Approach to addressing the problem (what are you proposing to do in your Proposal)**

***Please outline the approach you propose to take to address the problem and achieve the high-level outcomes in your Proposal. Include the role of each partner and any dependencies for your Proposal to proceed. Indicate the level of community support to reduce impacts through use of herbicide application and lethal control of pests (where appliable).***

***Outline how Indigenous Ranger Groups will benefit. (Word count guide: up to 1000 words)***

**Work Plan (allocation and scheduling of tasks and activities for your Proposal)**

***Please set out the key activities/milestones for your Proposal. If your Proposal proceeds to contract negotiations, the Work Plan will (subject to those negotiations) form part of any resultant contract. The planned completion dates should be listed in chronological order. All activities must be complete by 14 November 2025.***

***Indicate your readiness to commence delivery.***

| **Activity description** | **Planned Start date** | **Planned End date for completion**  |
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| **2024** |  |
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| **2025** |
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**Impact and measures (what are the targets for your Proposal and how will they be measured)**

***For each high-level outcome you listed under Detailed description (above), describe the target and measures in the table below, including any further information on methods to measure, report and evaluate achievement of the stated high-level outcomes of your Proposal.***

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| **Intended high- level outcome** | **Target for achievements** | **KPIs – How the outcome will be measured** | **Baseline – Where it is now in relation to the target** |
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* 1. **Section D: Budget and proposed Co-contributions**

*This information will inform the assessment of your Proposal against criterion:*

***1.b. Proper use and management of public resources and value for money – Efficient use***

***1.c. Proper use and management of public resources and value for money – Economical***

**Detailed Budget**

***The budget below should outline in detail all the items to be contributed to your Proposal and the expenditure amount for each item (including both financial and in-kind contributions); it should be grouped by financial year and identify the proposed funding source. The budget must be realistic and robust and must demonstrate value for money.***

***Please ensure your budget separately identifies and clearly explains the cost of all items necessary for your Proposal to proceed (expanding the table as needed) and that items are grouped to align with the Work Plan. If your Proposal proceeds to contract negotiations, the budget will (subject to those negotiations) from part of any resultant contract.***

***Indicate if you are registered for GST. Ensure expenditure items are eligible (see Proposal Guide). Individual equipment items in excess of $5,000 (inc GST) must be itemised.***

| **Project Budget** | **Expenditure (ex GST)** | **Source (AG via NAILSMA or other partner)** | **Indicate cash or in-kind for other partner funds** |
| --- | --- | --- | --- |
| **Expenditure 2024**  |  |  |
| *<Insert expenditure items>* |  |  |  |
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| ***Sub Total*** |  |  |  |
| ***Total Expenditure Year 1*** |  |  |  |
| **Expenditure 2025** |  |  |
| *<Insert expenditure items>* |  |  |  |
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| ***Sub Total*** |  |  |  |
| ***Total Expenditure Year 2*** |  |  |  |
| ***Total Proposal Expenditure*** |  |  |  |

**Summary Budget**

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| **Funding source** | **Total Requested Amount (GST excl)** |
| Australian Government funds (via NAILSMA) |  |
| <other partners> |  |
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**Budget justification**

***Please describe how you consider that the Detailed Budget will represent value for the money and why you consider that the Detailed Budget is economical and reasonable to enable you to achieve the stated high-level outcomes and how you will (where possible) minimise costs for the achievement of those outcomes. (Word count guide: up to 500 words)***

***If you will be outsourcing any of your tasks/activities under your Proposal, you should provide copies of any quotes that you have obtained in relation to those tasks/activities to show that the costs are reasonable and benchmarked against ordinary industry rates for those tasks/activities.***

* 1. **Section E: Potential Partner Capability and Risk**

*This information will inform the assessment of your Proposal against criterion:*

***3. Risk profile of the Potential Partner or Proposal***

**Key personnel**

***Provide information on the proposed key personnel to be involved in the delivery of your Proposal and their relevant skills, qualifications, and experience.***

***Note: Please also attach the resumes of all proposed key personnel.***

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| **Name** | **Role**  | **Organisation** | **Experience: <limit to 100 words>** |
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**NAILSMA Draft Contract compliance**

***Please review the Draft Contract and provide details of any proposed non-compliance in the table below, including inserting the relevant clause / item reference, inserting the nature of the non-compliance (i.e. ‘does not comply’ where you would like the clause / item deleted in full or ‘partially complies’ where you would like to propose amendments to the clause / item) and, where you’ve inserted ‘partially complies’, inserting your proposed amendment to that clause / item.***

***These proposed non-compliances will be considered in assessing the risk profile of you as a Potential Partner and, if your Proposal proceeds to contract negotiation, this information will inform the starting point for those negotiations.***

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| **Clause / item reference**  | **Nature of non-compliance** | **Proposed wording of amendment to clause / item** |
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**Risk**

***Identify the key risks associated with delivery of your Proposal and controls that you intend to implement to minimise those risks, including any reasonably foreseeable work health and safety risks involved in the delivery of your Proposal and highlight how your risk mitigation and management approach will address those risks.***

***Note: Please also attach Indigenous Ranger Group WHS Management Plans and other relevant documents in place to mitigate risks and comply with applicable state/territory rules for pest and weed control activities.***

**PRELIMINARY RISK IDENTIFICATION**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **ID** | **Risk Description[[1]](#footnote-2)** | **Impact[[2]](#footnote-3)** | **Risk Owner[[3]](#footnote-4)** | **Existing Controls[[4]](#footnote-5)** | **Likelihood[[5]](#footnote-6)** | **Consequence[[6]](#footnote-7)** | **Risk Rating[[7]](#footnote-8)** |
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* 1. **Section F: Conflicts of Interest and other issues**

*This information will inform the assessment of your Proposal against criterion:*

***1.d. Proper use and management of public resources and value for money – Ethical***

***Provide details of any existing and foreseeable ethical issues and/or conflicts of interest that may arise as a result of you submitting this Proposal or entering into an agreement with NAILSMA in relation to your proposed project (if your Proposal is successful); and any mitigation strategies that you propose to take to address these.***

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| **Issue / conflict of interest** | **Action to manage issue / conflict of interest** |
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**Other issues**

***Please give details of any other relevant matters that may give rise to ethical or probity issues that would arise if NAILSMA were to enter into an agreement with your organisation in relation to this Proposal or proceed with the project outlined in this Proposal.***

* 1. **Section G: Sustaining Benefits**

*This information will inform the assessment of your Proposal against criterion:*

***2. Viability***

**How will your Proposal achieve sustained benefits over time?**

* 1. ***In your response, explain how the intended high-level outcomes of your Proposal will be sustained into the future.***
	2. ***Please outline how activities will be completed by the planned completion date specified in the Work Plan (see Section C), including how any foreseeable barriers or external factors will be overcome. (Word count guide: up to 800 words)***
	3. **Section H: Request to keep Information Confidential**

*This information will inform the assessment of your Proposal against criterion:*

***3. Risk profile of the Potential Partner or Proposal***

**Confidential information in this Proposal**

* 1. ***If this Proposal proceeds to a contract between you and NAILSMA, please identify any information provided as part of this Proposal that you request NAILSMA protect as confidential.***

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| --- | --- | --- |
| **Section of Proposal proposed to be confidential** | **Proposed period of confidentiality** | **Reason why it is necessary to keep that section of Proposal confidential** |
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* 1. **Section I: Intellectual Property**

*This information will inform the assessment of your Proposal against criterion:*

***3. Risk profile of the Potential Partner or Detailed Proposal***

* 1. ***If this Proposal proceeds to a contract between you and NAILSMA, please list any background intellectual property (owned by you) that you propose to use in the delivery of your Proposal.***
	2. ***In terms of the treatment of your (and NAILSMA’s) background intellectual property and intellectual property created under any resultant contract, please see the terms of the NAILSMA contract for details and, where applicable, please ensure that you address any proposed non-compliance with the position taken in that Draft Agreement in Section E above.***

**Section J: Privacy**

I have obtained the consent of any individual named in this Proposal, to provide their personal information to NAILSMA for its assessment of this Proposal and for any other purpose necessary for NAILSMA to administer the Program. The consents have been obtained on the basis that the individuals understand and agree that NAILSMA may disclose their information for any of the reasons listed in the Guide.

[ ]  Please tick to indicate compliance with the above paragraph relating to privacy.

**Section K: Attachments**

Please tick the check boxes below to indicate you have completed the attachment requirements for this Proposal.

[ ]  I have attached resumes for proposed key personnel that would be involved in delivery of this Proposal (see ‘Key personnel’ in Section E).

[ ]  I have attached Indigenous Ranger Group WHS Management Plans and other relevant documents in place to mitigate risks and comply with applicable state/territory rules for pest and weed control activities (see ‘Risk’ in Section E).

[ ]  Please tick this box of you have provided other additional attachments, such as letters of support, with this Proposal.

**Section L: Proposal Declaration**

I declare that I have:

[ ]  read the Guide

[ ]  the Proposal Form and associated attachments have been endorsed by all listed Partners

[ ]  to the best of my knowledge content in this Proposal Form (and attachments) is accurate, complete and not misleading

[ ]  I declare that I am authorised to submit this Proposal on behalf of the Lead Organisation.

Please tick to indicate compliance with the above paragraphs relating to Proposal declaration.

***Details and signature of the person authorised to submit the Proposal on behalf of the Lead organisation***

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Position** |  |
| **Signature** |  |
| **Date** |  |

1. Risk Description – describe the risk. [↑](#footnote-ref-2)
2. Impact – Describe what would happen if the risk were to occur. [↑](#footnote-ref-3)
3. The Risk Owner is the person/org best placed to manage this risk, including responsibility for monitoring any controls and treatments (where necessary). [↑](#footnote-ref-4)
4. Existing Controls – Any activities that reduce the impact of the risk or even the risk occurring in the first place. [↑](#footnote-ref-5)
5. Likelihood - the chance or probability that the risk will occur, consider how existing controls impact likelihood (use table). [↑](#footnote-ref-6)
6. Consequence – the significance of the impact if the risk were to occur, consider how existing controls impact consequence (use table). [↑](#footnote-ref-7)
7. Risk Rating – the level of risk that remains after consideration of existing controls. [↑](#footnote-ref-8)