

# **Construction Industry Safety Initiative - Incolink Foundation Grant Guidance**

## **Overview**

The Department of Economic Development, Jobs, Transport and Resources (the Department) seeks to engage Incolink Foundation Ltd (Foundation) to administer and oversee the provision of grants to employee and employer organisations to support occupational health and safety projects in the commercial building and civil construction industry (Grant program).

Funding will be used to develop and deliver training courses, resources and services to inform Victorian employers and workers of their occupational health and safety obligations under both State and Federal legislation and regulations.

Total funding for the Grant program is \$16 million (excluding GST) over four years, with the Victorian Government and Redundancy Payment Central Fund Ltd (Incolink) each contributing \$8 million through the Foundation.

Funding allocated in the 2018-19 State Budget for this initiative is available from 1 July 2018 to 30 June 2022.

This document set out guidelines for the administration of the Grant program by the Foundation.

## **Context**

The Victorian budget 2018-19 allocates \$8 million over four years to Incolink, a joint enterprise of employer associations and industry unions in the commercial building and civil construction industry in Victoria.

Incolink administers redundancy, portable sick leave and income protection insurance schemes in the commercial construction sector on behalf of worker members. In addition, Incolink provides a range of training services to the commercial building and civil construction industry.

Incolink's capacity to provide industry focus training (OH&S or otherwise) via grant funding to registered training organisations or approved employer associations and industry unions has declined due to a deterioration in its investments return outlook and the impact of pending commonwealth legislation that would prohibit the funding of such training through Incolink.

Funding allocated in the state budget to the Construction Industry Safety Initiative is intended to address this shortfall in the short-medium term.

Funding will be provided to the Foundation, a wholly owned subsidiary of Incolink. The Foundation's objective is to provide health and wellbeing services to Incolink members and generally to workers in the commercial construction sector. Funding for the Grant Program will be administered by the Foundation in accordance with the Principles outlined below.

## Principles

The Foundation will administer the funding for the Grant Program in accordance with the following Principles:

1. The Health, Wellbeing and Safety of workers in the Building and Construction industry in Victoria is of paramount importance and a priority for both the Victorian Government and Incolink (through the Foundation).
2. The Victorian Government and Incolink (through the Foundation) are committed to the Building and Construction industry and will support initiatives that underpin the future of the industry, particularly those that advance Principle 1.
3. The Victorian Government and Incolink (through the Foundation) will provide joint funding for cost effective, quality and measurable industry investment in health, wellbeing and safety initiatives.
4. The Victorian Government and Incolink (through the Foundation) are committed to industry-wide awareness of Work Health and Safety obligations under both State and Federal legislation and regulations.
5. The Victorian Government and Incolink (through the Foundation) will provide investment in the form of grant funding for projects that achieve Principles 1 and 4 above.
6. Allocation of funding is subject to:
  - a) Ensuring that each grant achieves value with public and members' money.<sup>1</sup> This is done by considering (both from the perspective of the Victorian Government and Incolink as well as prospective grantees' perspective) and promoting proper<sup>2</sup> use and management of public and members' funds including: active risk identification and management to minimize potential adverse impacts and waste of public and members' funds while maximizing benefits; ongoing monitoring, engagement and management of grants<sup>3</sup>.
  - b) Solid governance structures and clear accountability for all parties involved.<sup>4</sup>
  - c) Probity<sup>5</sup> and transparency<sup>6</sup> standards.

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<sup>1</sup> A fundamental appraisal criterion is that a grant should add value by achieving something tangible and demonstrable improvements to the industry that would not occur without the grant.

<sup>2</sup> Proper means efficient, effective, economical and ethical

<sup>3</sup> Includes appropriate reporting and evaluation of grants so that Members' funds are appropriately applied by grantees

<sup>4</sup> Parties must demonstrate that they have a robust governance framework, which clearly defines the roles and responsibilities of the responsible individuals within the organization. This will facilitate accountability, which requires individuals and organisations (such as Incolink and grantees) to be answerable for their plans, decisions, actions and results.

<sup>5</sup> Probity relates to ethical behaviour. This involves applying and complying with values and duties such as honesty, integrity, impartiality and accountability.

<sup>6</sup> Transparency refers to the preparedness of those involved to be open to scrutiny about grants, which includes: for example, proper reporting by grantees of the projects and proper reporting by the Foundation of the grant administration processes.

## Criteria

The Foundation will apply the following criteria to all funding for the Grant Program:

1. Funding is only available to participants of the Victorian commercial building and civil construction industry (Industry).
2. Applicants must have members who are active members of Redundancy Payment Central Fund Limited (Incolink).
3. Applicants must demonstrate the need for the positions for which funding is applied that cannot be met by the applicant or with the assistance of other bodies, such as the Commonwealth Government.
4. Applicants must demonstrate that similar full or partial funding is not available elsewhere and that the costs of the position(s) is reasonable given the benefits to be delivered.
5. Applicants must demonstrate the ability to achieve measurable benefit/impact to the Industry achieved by the position(s). The following are mandatory requirements:
  - a) Persons holding responsible positions for the Grant Program should be at Cert 3 or Cert 4 levels and above and working within the Industry
  - b) Demonstrable best practice initiatives that will improve safety in the Industry
  - c) Programs that build awareness across the Industry
  - d) Evidence based research to assist policy development in relation to the health, wellbeing and safety of workers in the Industry
  - e) Developing OH&S systems and procedures across the Industry
  - f) Industry tailored education programs
  - g) Improving skills of OH&S practitioners in the Industry, and
  - h) Have access to international best practice.
6. Position(s) funded should focus on OH&S activities that are covered by the *Occupational Health and Safety Act 2004* (Vic) and the Occupational Health and Safety Regulations 2007 (Vic).
7. Applicants must demonstrate capacity to manage the proposed position(s).
8. Applicants must always comply with relevant commonwealth, state and territory legislation and regulations.
9. Applicants must demonstrate best efforts in achieving viable and economically sustainable funded positions without requiring ongoing funding from the Victorian Government and the Foundation.
10. Applicants must specify the number of positions funded and how these positions will contribute to the course development, resource development and/or service delivery components of the project.

11. Industry recipients must acknowledge the Victorian Government and the Foundation in their publications.
12. Industry recipients must participate in surveys, studies, reviews and publications initiated by the Foundation and/or Incolink.

### **Assessment and Selection of OH&S projects**

Industry Recipients will be selected annually. Funding will be approved for a maximum period of 12 months. Applicants may apply for funding in successive grant rounds. The Foundation will seek expressions of interest, review the applications and select Industry Recipients to receive grant funding.

The Foundation will impartially and properly assess each individual application on its own merit due solely to the uniqueness of each project and the specific industry participants that the project is designed to assist, but subject always to the applicant being able to address and meet the Principles and Criteria. The Foundation will identify key deliverables at the application stage, where possible.

Assessment and selection of OH&S projects must be conducted within the Foundation's own governance framework, with final approval provided by the board of the Foundation. The Foundation will provide the Department with a board-approved assessment matrix in relation to the successful Industry Recipients and if requested by the Department, further detailed information regarding their assessment.

Assessment and selection of Industry Recipients for each grant round is to be completed by no later than 30 July.

Grant round	Duration	Selection completed by:
1	1 July 2018-30 June 2019	30 July 2018
2	1 July 2019-30 June 2020	30 July 2019
3	1 July 2020-30 June 2021	30 July 2020
4	1 July 2021-30 June 2022	30 July 2021

### **Funding Agreements with Industry Recipients**

The Foundation will enter grant funding agreements with each of the Industry Recipients.

Due to the limited time available it is recognised that there will be a delay in finalising funding agreements for round 1. Once in receipt of the funding for the 2018-19 financial year, the Foundation must not release any funding from the Department to Industry Recipients until it has entered into a funding agreement with each of the Industry Recipients. The Department will be kept informed of the progress of these funding agreements.

In later grant rounds, the Department will only release funding to the Foundation once the Foundation has entered into funding agreements with each Industry Recipient, as outlined in the Activity Deliverables and Payments Table.

Industry Recipients will use funding for the approved project and for no other purpose.

## Deliverables

The Foundation will ensure the Grant program meets the performance targets set out in the Budget Papers for the Construction Industry Safety Initiative.

Consistent with Principles 2, 4 and 5 measurable/quantifiable outcomes are required for each project that receives funding under the Grant program. Deliverable outcomes and assessment criteria will be agreed between the Foundation and the Department, in consultation with the successful grantees.

The metrics in table 1 (below) will be used to measure the performance of the Grant program against key objectives. Industry Recipients must provide quarterly data regarding these objectives to the Foundation.

<b>Table 1: Objectives</b>	<b>Units</b>
Number of hours spent by the OH&S representative/coordinator on continuous improvements/upskilling	
Number of workers informed on OH&S obligations under both State & Federal legislation & regulations	
Number of employers informed on OH&S obligations under both State & Federal legislation & regulations	
Number of site visits to inspect and educate/inform on OH&S standards and obligations	
Specific to the worksite/industry group: - Number of employers/worksites identified as having shortfalls in or no proper OH&S systems	
Specific to the worksite/industry group: - Of those identified, number of hours spent on sourcing material and developing appropriate OH&S awareness/training/new improved mechanisms to address the deficiencies and ensure compliance	
Specific to the worksite/industry group: - Of those identified, number of employers/worksites that have benefitted either via greater awareness or have implemented new improved OH&S systems as a result	
Number of information sessions/workshops held regionally to promote OH&S standards and obligations	
Number of information sessions/workshops held in the metropolitan areas to promote OH&S standards and obligations	
Number of Managers, frontline managers and workers who were OH&S upskilled through the delivery of quality and industry specific information sessions/workshops	



Number of hours spent working with regulators on industry specific OH&S standards or future (compliance) policy position	
Number of Incolink Members (Employer and/or Worker) involved/benefitted	

## **Reporting and Grant management requirements**

The Foundation will provide written reports to the Department in accordance with the timelines and requirements set out in Item 3 (Activity Deliverables and payments) of the Schedule. Reports will include:

- the number and nature of funded positions;
- expenditure incurred by Industry Recipients including salaries, administration, infrastructure and other costs;
- details of courses completed, services delivered and resources developed;
- performance data relating to the objectives set out in Table 1 (above);
- progress of the Industry Recipients in delivering the Activity including the extent to which planned activities and agreed deliverables specific to each project have been achieved;
- the outcomes of audit processes carried out by the Foundation to review projects;
- evidence that Incolink is funding the approved OH&S projects and will be able to contribute \$2 million in each financial year;
- any matter that may require a revision of grant funding.

Representatives from the Department and the Foundation will meet at least once every six months to monitor the progress of the Activity and ensure the appropriate administration of Funding. The Department may require Industry Recipients to attend meetings.

The Department reserves the ability to make reasonable requests for additional information or evidence as required eg for budget reporting or at the request of senior executives or the Minister. The Organisation must provide the information within fourteen (14) Business Days.

The Foundation will manage any non-performance issues of Industry Recipients.

Industry recipients are required to notify the Foundation at the earliest opportunity of any matter which may prevent the Industry recipient from meeting the agreed deliverables or complying with a requirement of the grant and the Foundation is to notify the Department.

Where the Foundation reasonably believes that an Industry recipient has not complied with the grant agreement, payment of an amount of the grant may be withheld from the Industry recipient, or repayment sought.

The Foundation must provide access to all relevant records and must use its best endeavors to obtain all relevant records from Industry recipients in order for the Department to complete and independent evaluation at the conclusion of the project.