



## Questions and Answers from Webinar session held on 11 April 2014

### **Is there a limit to the scope or scale of tenders? Can they be limited to regions or local government areas?**

Tenderers are referred to section 4.1.1 of the RFT. For the purposes of this RFT, offers should be made at the state/territory level. Tenderers must tender to deliver the Services across all of any state or territory in which they are awarded business and outline how they will deliver such services in each part of that state or territory.

Tenderers should not tender to provide Services solely at a regional level.

### **Under Criterion 1.1 (P41), please define: "environment frameworks relevant to state".**

Any national, state or local environment framework relevant to the state such as the National Biodiversity Conservation Strategy, any regional natural resource management plans or other relevant environment and/or heritage plans.

### **Can the Team Supervisor be employed under the relevant Award of the Service Provider?**

Tenderers are referred to section 2.7.1 of the Request for Tender for detail in regards to Team Supervisors which notes that Service Provider(s) will be responsible for employing the Team Supervisors directly, and therefore managing the employment relationship including wages and that Team Supervisors will be paid under a relevant award, such as Gardening and Landscaping Services Award.

### **How many hours per day are Participants to work?**

Tenderers are referred to section 9.2.3 of the Programme Guidelines. Participants will be engaged to attend a maximum of 30 hours each week, or 6 hours each day over 5 days.

Included in the 30 hours of attendance is all training as agreed in individual training plans as well as travel to or from training venues, morning and afternoon breaks of 15 minutes and travel between multiple Project sites.

Not included in the 30 hours is a lunch break of a minimum of 30 minutes each day and travel by Participants to and from the Project site or other meeting point as specified by the Service Provider.

**Will service providers get any support for document development? For example, templates for the operations manual or reporting requirements?**

Templates will be provided for all reports. Please see section 14 of the Programme Guidelines for additional information on reporting requirements.

Some templates and/or guidance will be provided by the Department of the Environment to Service Provider(s) for documents that form the Operations Manual.

**Is the Participant Allowance subject to payroll tax?**

Tenderers are referred to section 2.5.8 of the Request for Tender and section 9.3.3 of the Programme Guidelines for details of the Participant Allowance.

In relation to the Allowance, the Service Provider must collect and remit PAYG tax instalments where required under the *Taxation Administration Act 1953* (Cth).

The Department is not able to provide legal or tax advice to tenderers.

**How many people registered for the Green Army webinars?**

A total of 74 organisations registered to attend the Green Army webinars.

**I note that \$192,500 is paid per Project. Does that equate to the "Project" being 20-26 weeks?**

Yes, as detailed in section 2.3.1 of the RFT and section 6.1 of the Programme Guidelines, each project must be between 20-26 weeks in duration.

**I did not fully hear the criteria in regards to the Registered Training Organisation. Was something stated in regards to a RTO being in operation for 12-months? If so, what is the reason behind this?**

Tenderers are referred to section 2.8.2 of the Request for Tender: A key element of the Programme is the provision of opportunities for vocationally oriented accredited training qualifications or nationally endorsed skill sets to be delivered under the Australian Qualifications Framework by a Registered Training Organisation that has been registered for a minimum period of 12 months.

The minimum period of 12 months is required to ensure that Participants receive training from experienced providers.

**It may come up later in this session, but is a Service Provider required to be a Not for Profit company?**

No. Information on submitting a tender to become a Service Provider, including eligibility, requirements is available in the RFT. See in particular sections 3.5 and 3.6 and Chapter 2: Statement of Requirements of the RFT. The RFT is available for download from [www.austender.gov.au](http://www.austender.gov.au).

**Is workers compensation and superannuation as well as casual loading applicable to Participants?**

Tenderers are referred to section 2.5.8 of the Request for Tender and section 9.3 of the Programme Guidelines for details of the Participant Allowance.

Participants are not employees of the Commonwealth or employees of the relevant service provider merely as a result of their participation in the Programme.

Neither the Service Provider(s) nor the Commonwealth is required to provide superannuation payments on behalf of Participants under the provisions of the *Superannuation Guarantee (Administration) Act 1992* (Cth). Casual loading is not applicable.

Tenderers are referred to section 2.11 of the Request for Tender for details of insurances, including workers compensation.

**Hi there - just wondering if the current presenter will be able to speak up a little? Many thanks.**

A recording of the presentation and copies of all slides have now been published on the Green Army website at [www.environment.gov.au/greenarmy](http://www.environment.gov.au/greenarmy).

**Are Team Supervisors entitled to casual loading?**

Tenderers are referred to section 2.7.1 of the Request for Tender for detail in regards to Team Supervisors which notes that Service Provider(s) will be responsible for employing the Team Supervisors directly, and therefore managing the employment relationship including wages and other employment conditions.

**Is the service provider to manage projects in their own state or is it Australia wide?**

Tenderers are referred to section 4.1.1 of the Request for Tender. For the purposes of this RFT, offers should be made at the state/territory level. Tenderers must tender to deliver the Services across all of any state or territory in which they are awarded business and outline how they will deliver such services in each part of that state or territory.

**Can a service provide select certain areas to manage?**

Tenderers are referred to section 4.1.1 of the RFT: For the purposes of this RFT, offers should be made at the state/territory level. Tenderers must tender to deliver the Services across all of any state or territory in which they are awarded business and outline how they will deliver such services in each part of that state or territory.

Tenderers should not tender to provide Services solely at a regional or area level.

**Can you please email all links to answers and contacts mentioned at the beginning of the webinar?**

Information on the Green Army Programme, including FAQs, webinar recording and presentation slides and contact details, is available at: [www.environment.gov.au/greenarmy](http://www.environment.gov.au/greenarmy).

**Is there an indication of the number of projects in each state/territory?**

It is expected that a national total of 1500 Projects will be available in the Programme over the period of the Deed of Standing Offer (2014 – 2017). The number of Projects in each state is not yet known.

The Department of the Environment aims to have a wide geographic spread of Projects. Service Provider(s) may be responsible for managing Teams in Projects located in regional and remote areas and/or near culturally significant sites.

**Is the administration fee intended for the service provider to pay program coordinators and on-costs?**

Tenderers are referred to section 2.13.2 of the RFT for details of service fees. Service Providers will be paid a Project Fee of \$192,500 (inclusive of GST). There are no other service fees.