**Detailed Proposal Form: Australian Marine Parks Ocean Discovery and Restoration Program**

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| **Before applying** | Prior to preparing this form, please contact the ODR Team ([odr.partnerships@environment.gov.au](mailto:odr.partnerships@environment.gov.au)) to obtain a copy of the template ODR Collaboration Agreement.  Please also ensure that you have read the *Partnership Call: Australian Marine Parks Ocean Discovery and Restoration Program* (the Partnership Call) and *Guide for Potential Partners when Completing a Detailed Proposal* (the Partnering Guide), available at: [parksaustralia.gov.au/marine/ODRpartnerships](https://staging.parksaustralia.gov.au/marine/ORDpartnerships)  You may reformat sections within the form as required to present your Detailed Proposal and include attachments. Suggestions on word count are included as a guide only.  Before submitting your Detailed Proposal, check Section 3 of the Partnering Guide to ensure you comply with the Submission requirements. |

**Contact Officer:** any queries about this Program should be directed to Parks Australia, email[ODR.partnerships@environment.gov.au](mailto:ODR.partnerships@environment.gov.au)

DECEMBER 2021 V1.0

* 1. **Section A: Potential Partner**

***Note to Potential Partners: Please identify the legal entity that will be entering into the partnering agreement with the DNP if this Detailed Proposal is successful***

1. **Potential Partner name (legal entity name)**
2. **Australian Business Number (ABN)**

*The Eligibility Criteria includes that the Potential Partner must have an ABN.*

1. **Type of legal entity of Potential Partner [individual, company, incorporated association, etc.]**

**If a trustee of a trust, please provide a copy of the trust deed and give details of the type of trust and beneficiaries.**

*The Eligibility Criteria includes that the Potential Partner must, at the time of submitting its Detailed Proposal, be a legal entity.*

1. **Sector of Potential Partner [profit/non-profit, educational, small business, government, etc.]**

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

Name Position

Work phone Mobile phone

Email

1. **Business address of Potential Partner**

Street address

Suburb/town/city State/territory Postcode

1. **Website address of Potential Partner (if applicable)**

1. **If your Detailed Proposal is successful, do you wish to contribute the financial component (if any) of your Detailed Proposal through the Parks Trust? Yes / No**

If yes, the Potential Partner will have both a partnering agreement with the DNP and a separate arrangement with the Parks Trust or, if no, the Potential Partner will only have a partnering agreement with the DNP.

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

**Detailed Proposal title:**

**Public description:**

Please provide a brief description of your Detailed Proposal (including who, what, where and when). This brief description may be used by the DNP to promote your Detailed Proposal publicly and, as such, you authorise the DNP 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 the DNP in assessing your Detailed Proposal but will not itself be assessed.*

* 1. **Section C: Detailed Proposal Details**

*This information will inform the DNP’s assessment of your Detailed 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)

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

Please outline the problem to be addressed, explaining the rationale for your Detailed Proposal. (Word count guide: up to 800 words)

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

Please outline the approach you propose to take to address the problem and achieve the high-level outcomes in your Detailed Proposal. Include any dependencies for your Detailed Proposal to proceed and how these will be managed.

If Indigenous organisations have been, and will be involved in the planning, design and/or delivery of your Detailed Proposal, outline their involvement in this section and how Indigenous communities will benefit. (Word count guide: up to 1000 words)

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

Please set out the key deliverables/milestones for your Detailed Proposal, grouped by financial year and responsible entity (Potential Partner or DNP). If your Detailed Proposal proceeds to agreement negotiations, the Work Plan will (subject to those negotiations) form part of any resultant agreement. The planned completion dates should be listed in chronological order.

| **Key Deliverables - Task/Activity to be undertaken** | **Outcome – What will be achieved by this Task/Activity?** | **Planned date for completion of this Task/Activity (Day/Month)** |
| --- | --- | --- |
| **Year 1 <insert FY>** | |  |
| ***<insert Potential Partner name>*** | | |
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| ***Director of National Parks*** | | |
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| **Year 2 <insert FY>** | | |
| ***<insert Potential Partner name>*** | | |
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| ***Director of National Parks*** | | |
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**Impact and measures (what are the targets for your Detailed 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 Detailed 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 DNP’s assessment of your Detailed 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 Detailed Proposal and the expenditure amount for each item (including both financial and in-kind contributions); it should be grouped by financial year and proposed responsible entity (Potential Partner or DNP). 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 Detailed Proposal to proceed (expanding the table as needed) and that items are grouped to align with the Work Plan. If your Detailed Proposal proceeds to agreement negotiations, the budget will (subject to those negotiations) from part of any resultant agreement.

| **Project Budget** | **Expenditure (ex GST)** |
| --- | --- |
| **Expenditure Year 1 <insert FY>** | |
| ***<insert Potential Partner name>*** |  |
| *<Insert expenditure items to be covered by Potential Partners>* |  |
| *<Insert expenditure items to be covered by Potential Partners>* |  |
| *<Insert expenditure items to be covered by Potential Partners>* |  |
| ***Sub Total*** |  |
| ***Director of National Parks*** |  |
| *<Insert expenditure items to be covered by DNP>* |  |
| *<Insert expenditure items to be covered by DNP>* |  |
| *<Insert expenditure items to be covered by DNP>* |  |
| ***Sub Total*** |  |
| ***Total Expenditure Year 1*** |  |
| **Expenditure Year 2*****<insert FY>*** | |
| ***<insert Potential Partner name>*** |  |
| *<Insert expenditure items to be covered by Potential Partners>* |  |
| *<Insert expenditure items to be covered by Potential Partners>* |  |
| *<Insert expenditure items to be covered by Potential Partners>* |  |
| ***Sub Total*** |  |
| ***Director of National Parks*** |  |
| *<Insert expenditure items to be covered by DNP>* |  |
| *<Insert expenditure items to be covered by DNP>* |  |
| *<Insert expenditure items to be covered by DNP>* |  |
| ***Sub Total*** |  |
| ***Total Expenditure Year 2*** |  |
| ***Total Detailed Proposal Expenditure*** |  |

**Budget justification**

Please describe:

* how you consider that the Detailed Budget will represent value for the money for the DNP (including having regard to the Co-contributions proposed to be provided by the Potential Partner and those requested to be provided by the DNP); 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 Detailed Proposal, you should provide copies of any quotes that you have obtained in relation to those tasks/activities to show the DNP that the cost of those Co-contributions are reasonable and benchmarked against ordinary industry rates for those tasks/activities.

**Co-contributions**

*This information will be used to determine if the Eligibility Criteria around ‘Minimum Contribution’ has been met.*

Please specify the total Co-contributions you propose to provide and the total Co-contributions that you are requesting from the DNP (GST inclusive) towards your Detailed Proposal for each year (for example, you may request that the DNP provide a Co-contribution for a single year only or for some or all years, up to 2024-25).

These Co-contributions should include all the Co-contributions (both financial and in-kind) from the Detailed Budget above and should cover the entire life of the proposed project. The total Co-contributions in this section should equal the Total Detailed Proposal Expenditure in the Detailed Budget.

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| **Source** | **Co-investment amount (financial contribution only)** | **Co-contribution amount**  **(in-kind contributions only)** |
| **Co-contributions Year 1*****<insert FY>*** | | |
| *<insert Potential Partner name>* |  |  |
| *Director of National Parks (requested)* |  |  |
| **Total Co-contributions Year 1** |  |  |
| **Co-contributions Year 2*****<insert FY>*** | | |
| *<insert Potential Partner name>* |  |  |
| *Director of National Parks (requested)* |  |  |
| **Total Co-contributions Year 2** |  |  |
| **Total Proposal Co-contributions** |  |  |
| **Total DNP Co-contributions requested** |  |  |

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

*This information will inform the DNP’s assessment of your Detailed Proposal against criterion:*

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

**Key personnel**

Provide information on the proposed key personnel to be involved in the delivery of your Detailed Proposal (including consortium members or subcontractors) 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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**Proposed conditions regarding the DNP’s Co-contributions**

Describe any conditions that you would like the DNP to consider in relation to its Co-contribution towards your Detailed Proposal.

**Proposed contingencies**

Describe any contingencies contained within your Detailed Proposal (for example, whether your proposed Co-contribution is contingent on any specific entity, including you, being invited to participate in any procurement process in relation to a particular project or being the successful tenderer in a procurement process in relation to the Program or otherwise conducted by the DNP). Please note, any such contingencies may have an adverse impact on the consideration of your Detailed Proposal.

**DNP Draft Agreement compliance**

Please review the Draft Agreement 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. Please note, you will be taken to be compliant with any clause / item that you do not specifically list in this section.

These proposed non-compliances will be considered in assessing the risk profile of you as a Potential Partner and, if your Detailed Proposal proceeds to agreement 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**

Briefly identify the key risks associated with delivery of your Detailed 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 Detailed Proposal (including those related to COVID-19) and highlight how your risk mitigation and management approach will address those risks (including in accordance with [Government public health orders and advice](https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert) for risks relating to COVID-19).

*Note: Please also* ***attach*** *a risk register/risk management plan to provide further detail.*

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| **Identified risk**  **<limit to 25 words>** | **Consequence** | **Likelihood** | **Risk mitigation / management approach <limit to 100 words>** |
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* 1. **Section F: Conflicts of Interest and other issues**

*This information will inform the DNP’s assessment of your Detailed 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 Detailed Proposal or entering into an agreement with the DNP in relation to your proposed project (if your Detailed 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 the DNP were to enter into an agreement with your organisation in relation to this Detailed Proposal or proceed with the project outlined in this Detailed Proposal.

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

*This information will inform the DNP’s assessment of your Detailed Proposal against criterion:*

***2. Viability***

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

In your response, explain how the intended high-level outcomes of your Detailed Proposal will be sustained into the future; ensuring that you detail whether the identified problem (see Section C) will be addressed in the long term or, if the problem is likely to reoccur, how likely that re-occurrence is and when that re-occurrence might occur.

Please outline how each of the tasks / 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 1000 words)

* 1. **Section H: Request to keep Information Confidential**

*This information will inform the DNP’s assessment of your Detailed Proposal against criterion:*

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

**Confidential information in this Detailed Proposal**

If this Detailed Proposal proceeds to an agreement between you and the DNP, please identify any information provided as part of this Detailed Proposal that you request the DNP protect as confidential. Please see the Partnership Call for more details about how the DNP will consider requests for confidentiality in Detailed Proposals.

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| **Section of Detailed Proposal proposed to be confidential** | **Proposed period of confidentiality** | **Reason why it is necessary to keep that section of Detailed Proposal confidential** |
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**Confidential information in any resultant agreement**

If this Detailed Proposal proceeds to an agreement between you and the DNP, the DNP will only keep information contained in, or obtained or generated during the performance of, that agreement confidential pursuant to the terms of that agreement. Please provide details of any information that you would like to be treated as confidential (not including information contained in the Detailed Proposal and requested to be confidential in the table above) pursuant to the terms of that agreement (if any).

In considering whether to agree to keep information confidential under any resultant agreement, the Director will have regard to the matters covered by, and criteria noted in the ‘Buying for the Australian Government’ website maintained and updated by the Department of Finance from time to time, (accessible at <http://www.finance.gov.au/procurement/procurement-policy-and-guidance/buying/contract-issues/confidentiality-procurement-cycle/practice.html>).

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| **Information proposed to be confidential under any resultant agreement** | **Proposed period of confidentiality** | **Reason why it is necessary to keep that information confidential** |
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* 1. **Section I: Intellectual Property**

*This information will inform the DNP’s assessment of your Detailed Proposal against criterion:*

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

If this Detailed Proposal proceeds to an agreement between you and the DNP, please list any background intellectual property (owned by you) that you propose to use in the delivery of your Detailed Proposal.

In terms of the treatment of your (and the DNP’s) background intellectual property and intellectual property created under any resultant agreement, please see the terms of the DNP Draft Agreement 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.

* 1. **Section J: Other relevant entities**

***Note to Potential Partners: Please list any other legal entities (including consortium members and sub-contractors) who will have a role in the delivery of your Detailed Proposal if it proceeds. Please repeat this template as required.***

Please provide a letter of support for your Detailed Proposal from each legal entity.

Provide details of any agreement that exists between you and each of the other legal entities proposed to be involved in the delivery of your Detailed Proposal (whether consortium members or subcontractors) and include details of their relevant roles and responsibilities in that delivery. If no such agreement exists, please indicate that fact below. If available, a diagram showing the relationship between the Potential Partner and all other legal entities (whether consortium members or subcontractors) should be included.

1. **Other legal entity name**

**2 Australian Business Number (ABN)**

1. **Type of legal entity [individual, company, incorporated associated, etc.]**

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**If a trustee of a trust, please include a copy of the trust deed and give details of the type of trust and beneficiaries**

1. **Sector of other legal entity [profit/non-profit, education, small business, government, etc.]**

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1. **Contact person who is authorised to represent the other legal entity**

Name Position

Work phone Mobile phone

Email Fax

**6 Business address of other legal entity**

Street address

Suburb/town/city State/territory Postcode

**7 Website address of other legal entity (if applicable)**

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**8 Proposed role of the other legal entity in your Detailed Proposal and the value that they bring**

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*Note: DNP may seek further details of any of the other legal entities proposed in this section.*

**Section K: Privacy**

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

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

* 1. **Section L: Warranty and Declaration**

I [***insert name of person authorised to provide warranties on behalf of the Potential Partner***] declare and warrant, on behalf of [***insert legal name of Potential Partner***], that:

* [***insert legal name of Potential Partner***] consents to the DNP doing all things reasonably necessary to assess this Detailed Proposal in accordance with its ordinary processes, and will provide, or require its proposed consortium members or subcontractors to provide, any further information requested by the DNP to allow it to assess this Detailed Proposal;
* all individuals identified in this Detailed Proposal consent to provide their details and personal information to the DNP for its assessment of this Detailed Proposal and for any other purpose necessary for the DNP to administer the Program;
* [***insert legal name of Potential Partner***] is not currently named as not complying with the *Workplace Gender Equality Act 2012* (Cth) and none of its proposed consortium members or subcontractors are so named;
* [***insert legal name of Potential Partner***] has no judicial decisions against it (excluding decisions under appeal) relating to employee entitlements for which it has not satisfied any resulting order;
* [***insert legal name of Potential Partner***] has taken reasonable steps to identify, assess and address risks of modern slavery practices in the operations and supply chains used in the provision of any goods and services;
* neither [***insert legal name of Potential Partner***] nor any of its personnel, or proposed consortium members or subcontractors, are named on the list of persons and entities designated as terrorists under the *Charter of United Nations (Dealing with Assets) Regulations 2008* (Cth);
* [***insert legal name of Potential Partner***], nor any director, office holder or service provider (who will be used directly in the performance of the project) of [***insert legal name of Potential Partner***], has been convicted of an offence against the EPBC Act or EPBC Regulations within the previous ten years;
* [***insert legal name of Potential Partner***]has taken all necessary steps to confirm that the information submitted as part of this Detailed Proposal is accurate and complete;
* [***insert legal name of Potential Partner***] has declared all existing and foreseeable conflicts of interest that may arise as a result of submitting this Detailed Proposal;
* [***insert legal name of Potential Partner***] is authorised by any proposed consortium members or subcontractors (if any) to submit this Detailed Proposal and make the above warranties and will provide evidence of this authority to the DNP upon request; and
* I am duly authorised to make this warranty and declaration on behalf of [***insert legal name of Potential Partner***].

Please tick to indicate consent to the above dot points relating to warranty and declaration.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section M: Attachments**

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

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

I have attached the risk register/risk management plan associated with the delivery of this Detailed Proposal (see ‘Risk’ in Section E).

I have attached letters of support from each other legal entity proposed to be involved in the delivery of this Detailed Proposal (see Section J).

Please tick this box of you have provided other additional attachments with this Detailed Proposal.