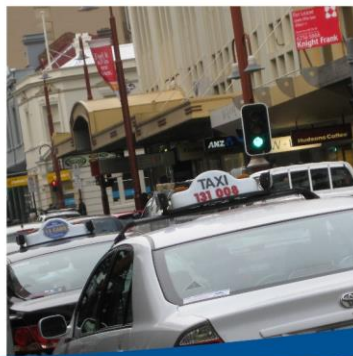


Program Guidelines



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New Taxi Drivers' Program 2023-24

Round 4

The New Taxi Drivers' Program 2023-24 provides grants to taxi networks and taxi operators to engage and support a total of up to 100 eligible people to become authorised as taxi drivers in Tasmania.

The program recognises that the driver shortage continues to be a challenge for industry with more drivers leaving than entering the industry.

The total grant fund is limited to \$60,000. Grants of up to \$600 per new driver are available to ensure that Tasmanians and visitors have access to taxi services.

This is the fourth round of the program. It is focussed on increasing the pool of potential taxi drivers, improving ease of access to the funding, and allowing more time for grant recipients to identify and support new drivers to work towards obtaining their *ancillary certificate (taxi)*.

The round is intended to remain open until 30 June 2024 but may close earlier if the funds have been fully committed. Once the total funding limit has been reached, no further applications will be accepted and those applicants who are unsuccessful at that point will be notified.

Eligible Tasmanian taxi operator and taxi network businesses can apply for grants of \$600 for each new driver, up to a cap of \$6,000 for 10 new drivers. Applicants will need to nominate the number of new drivers they are applying for in their application.

Applicants can make multiple applications during Round 4, up to the cap of 10 drivers across the round.

Each grant will be paid in a single instalment upon provision of the required information from a successful applicant.

The grant is to be used to cover the costs of entry to the industry for new drivers, specifically:

- a National Police Certificate
- registration for Working With Vulnerable People (WWVP)
- a medical assessment undertaken in accordance with the Commercial Medical Assessment of Fitness to Drive Standards, and
- certified completion of the taxi training course.

Applicants should ensure they receive and retain their email notification issued when submitting their application. The email is confirmation that their application has been properly submitted and contains

a unique application ID. If no confirmation is received, please contact the Regulations Team by emailing tania.shilcock@stategrowth.tas.gov.au or phoning 03 6166 3303.

Eligibility criteria

Eligible taxi networks/taxi operators

To be eligible for the grant, applicants must:

1. have an ABN
2. be registered for GST if the business has a GST turnover (gross income from all businesses minus GST) of \$75,000 per year or more
3. be a taxi operator or taxi network business operating in Tasmania
4. if a taxi operator, hold passenger transport service operator accreditation (taxi)
5. nominate the number of new taxi drivers required for their service (up to 10), and
6. have acquitted previous grants from this grant program to the satisfaction of the Department of State Growth.

Applicants will be asked to supply documentation to support their eligibility claims as part of the application process or as part of a subsequent audit process.

If deemed eligible and offered a grant, recipients will be required to agree to:

- A. not charge the new taxi driver any direct or indirect costs or charges in connection with making or lodging the application for the grant
- B. not pass on to the new taxi driver any direct/indirect costs of entry to the industry for new drivers associated with the grant.

New drivers may be surveyed by the department to confirm that these requirements have been met.

These Guidelines and the online application form will constitute the funding agreement for this grant.

For any queries about the eligibility criteria please contact the Regulations Team using the contact details provided above.

Assessment criteria

Applications for this grant will be assessed based on eligibility and an optimum distribution of new taxi drivers between taxi businesses and Tasmanian cities and regions.

Taxi operators and taxi network businesses can apply for a grant amount based on the number of new

drivers they think can reasonably identify and support to become authorised.

A panel of assessors at the Department of State Growth will determine the allocations and the grants that are offered to applicants.

The department reserves the right to allocate further funds to applicants without the need for an additional application.

Timeframes

No applications will be accepted after the closing date.

Description	Date/time
Round 4 opens	4 September 2023 at 2:00pm
Applications assessed and applicants notified	Within ten working days
Information required for payment is due	30 June 2024

During the assessment process the department may, at its discretion, request further information to support or clarify an application. This information must be provided within three working days, unless otherwise advised. Failure to provide further requested information within the timeframe may result in the application being unsuccessful.

All applicants will receive a notification on the progress of their application and, where possible, the outcome of the application within 10 working days of submission.

Application and grant administration process

Applicants are taxi networks and/or taxi operators who seek to be reimbursed for the costs of someone becoming newly authorised as a taxi driver in Tasmania.

Applicants will be asked to nominate the number of new drivers they think reasonable for their service.

The Department of State Growth uses an online grants management system called SmartyGrants. This system is easy to use and accessible via mobile phones, tablets, laptops and desktop computers.

Applicants who are unable to apply online via SmartyGrants should contact the Regulations Team on 03 6166 3303 to discuss alternative methods of applying.

Applicants should read these Guidelines and any frequently asked questions carefully before starting an application. The application form is designed to help structure applicants' responses to the eligibility and assessment criteria.

There will be no opportunity to change an application or provide further information to support it once it has been submitted. Applicants should, therefore, ensure that all supporting documentation provided is accurate and is attached correctly before submitting.

Step 1: Application

Lodge application online via SmartyGrants from the Department of State Growth's website www.stategrowth.tas.gov.au/grants_and_funding_opportunities.

Following the submission of the online application via SmartyGrants, applicants will receive an automatic email receipt of their application. This receipt will include details of the application and a unique application ID.

Step 2: Assessment

Applications will be assessed by a departmental assessment team.

Step 3: Outcome and Agreement

Applicants will be advised of the outcome of their application by email and successful applicants will be advised of the grant amount they are being offered (equivalent to multiples of \$600 per new driver).

These Guidelines and the online application constitute the funding agreement for this grant.

Step 4: Engage a new driver

Identify or have already identified a person who has the attributes to be a taxi driver, who does not already have an *ancillary certificate (taxi)* and is not already working as a taxi driver. This includes new drivers identified in previous rounds who were not able to obtain their ancillary certificate (taxi) before the required dates for those rounds.

Step 5: Support a prospective new driver to work towards obtaining their *ancillary certificate (taxi)* by paying the fees on their behalf or reimbursing the driver (the taxi network or taxi operator will need provide evidence of the payment when requesting payment of the grant).

To be eligible for an *ancillary certificate (taxi)*, the new driver must:

A. have a full Australian driver licence

- B. be aged 20 years or older
- C. satisfy the character requirements
- D. be medically fit
- E. be applying for or have taken steps to:
 - 1) obtain a current Working with Vulnerable People (WWVP) registration, as evidenced by registration number
 - 2) complete the approved taxi training course, as evidenced by certificate of competency and payment receipt
 - 3) obtain a National Police Certificate, as evidenced by a payment receipt, and
 - 4) obtain a Commercial Medical Assessing Fitness to Drive Standards, as evidenced by payment or confirmation of the assessment appointment.

Step 6: Acquittal/ information required for payment of the grant

An acquittal is a statement made by a grant recipient, confirming that the grant funding was used as per the funding agreement.

For the purposes of this grant, all information required to acquit the grant will be submitted through SmartyGrants with the request for payment.

The information required for payment will be evidence that:

- A. confirms the number of new drivers the grant recipient has supported to obtain their *ancillary certificate (taxi)*.
- B. shows that any costs of entry to the industry incurred directly by new drivers have been reimbursed to them by the grant recipient.

The specific information and evidence required for payment of the grant is as follows:

1. Confirmation of the number of new drivers supported to obtain their *ancillary certificate (taxi)*.
2. The name and driver licence of each new driver.
3. Evidence of new drivers being given at least one shift after obtaining their ancillary certificate (taxi).
4. Confirmation of the type of taxi the driver normally drives, such as a wheelchair accessible taxi or standard taxi.
5. Digital copies of valid invoices or receipts for costs of entry such as a National Police Certificate, registration for Working With Vulnerable People, a medical assessment undertaken in accordance with the Commercial Medical Assessment of Fitness to Drive Standards, and certified completion of the taxi training course.
6. Completion of a form to be provided by State Growth that confirms that the new driver has been reimbursed the costs of obtaining their *ancillary certificate (taxi)* (eligible costs are those set out in Step 5). The form will need to be downloaded, co-signed by the grant recipient and new taxi driver, and uploaded via SmartyGrants.

The grant will be paid when the applicant’s evidence has been deemed acceptable by the department. Failure to provide the above evidence and information will result in the grant not being paid.

Failure to provide the required evidence

Failure to provide evidence by the due date will result in no grant being paid.

Appealing a decision

The appeals process is designed to ensure that all applicants have been treated fairly and consistently in applying for Department of State Growth grants. The department will consider appeals relating to administrative process issues in grants management if the applicant can demonstrate a conflict of interest or error in process.

All requests must be in writing and should be addressed to the Director Passenger Transport, Department of State Growth.

Your request must be received within 28 days from the date of the Department of State Growth notifying you of the decision about your application. For further information about the process, contact the Passenger Transport Team by phoning 6166 3303 or emailing tania.shilcock@stategrowth.tas.gov.au.

Grant payments

Applicants will be asked for their bank account details to process grant payments. This bank account must be in the same name as the business that applied for the grant. Applicants may be asked to provide a copy of their bank statement or a letter from their bank to confirm their bank account details.

Providing incorrect bank account details may result in funds being paid to an incorrect account. These funds will need to be returned to us before we attempt another grant payment. This process may result in significant delays in funding being received. Additionally, we cannot guarantee that funds paid to an incorrect bank account will be returned to us.

The recipient will be required to return some or all of the funds to the department if:

- their situation changes
- they do not complete the activities or tasks required under the funding agreement
- they do not use any or all of the funding provided, or
- the information provided to us is found to be false or misleading,

Taxation and financial implications

Grants distributed under the program attract GST. Grant payments to successful applicants, who are registered for GST, are increased to compensate for the amount of GST payable. Where GST applies to the grant funding, a valid tax invoice must be supplied by the successful applicant to the department.

The receipt of funding from this program may be treated as income by the Australian Taxation Office (ATO).

It is strongly recommended that, prior to submitting an application, potential applicants seek independent advice from a tax advisor, financial advisor and/or the ATO, about the possible tax implications for receiving the grant.

Information on invoices can be found on our Business Tasmania website

www.business.tas.gov.au/manage_a_business/invoices

Administration and contact details

The program will be administered by the Department of State Growth on behalf of the Crown in the Right of Tasmania. Contact the Regulations Team by phoning 6166 3303 or emailing tania.shilcock@stategrowth.tas.gov.au

Note

All applicants must take care to provide true and accurate information. Any information that is found to be false or misleading may result in action being taken and grant funds, if already provided, will be required to be repaid to the department.

Publicity of grant assistance

The Department of State Growth disburses public funds and is therefore accountable for the distribution of those funds. As part of the accountability process, the department may publicise the level of financial assistance, the identity of the recipient, the purpose of the financial assistance, and any other details considered by the department to be appropriate.

Right to information

Information provided to the Department of State Growth may be subject to disclosure in accordance with the *Right to Information Act 2009*.

Confidentiality

The Tasmanian Government may use and disclose the information provided by applicants for the purposes of discharging its respective functions under the Program Guidelines and otherwise for the purposes of the program and related uses.

The department may also:

1. Use information received in applications for any other departmental business.
2. Use information received in applications and during the delivery of the project for reporting purposes.

Personal information protection

Personal information will be managed in accordance with the *Personal Information Protection Act 2004*.

This information may be accessed by the individual to whom it related, on request to the Department of State Growth. A fee for this service may be charged.

Disclosure

The following applies to all successful applicants:

- Despite any confidentiality or intellectual property right subsisting in the grant funding agreement or deed, a party may publish all or any part of the grant funding agreement or deed without reference to another party.
- Please note that all obligations under the *Personal Information Protection Act 2004 (Tas)* or the *Privacy Act 1988 (Cwlth)* still apply.

Disclaimer

Although care has been taken in the preparation of this document, no warranty, express or implied, is given by the Crown in Right of Tasmania, as to the accuracy or completeness of the information it contains.

The Crown in Right of Tasmania accepts no responsibility for any loss or damage that may arise from anything contained in or omitted from or that may arise from the use of this document, and any person relying on this document and the information it contains does so at their own risk absolutely.

The Crown in Right of Tasmania does not accept liability or responsibility for any loss incurred by an applicant that are in any way related to the program.



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