

Infrastructure Funds Protocol

January 2009

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1. OVERVIEW

1.1 PURPOSE OF THIS PROTOCOL DOCUMENT

The purpose of this Protocol document is to detail the approval and administration process for projects funded from the Government's various Infrastructure Funds.

In particular, this Protocol document applies to the:

- Economic and Social Infrastructure Fund (ESIF);
- Infrastructure Tasmania Fund (ITF);
- Housing Fund (HF);
- Hospitals Capital Fund (HCF);
- Urban Renewal and Heritage Fund (URHF); and
- other funds of a similar nature that may be created by the Treasurer in the future.

The Protocol document was approved by the Treasurer, and endorsed by the Budget Committee on 7 October 2008.

This Protocol replaces the Economic and Social Infrastructure Fund Protocol document that was prepared and released by Treasury in 2005.

Additional guidelines for the Urban Renewal and Heritage Fund have been developed by the Department of Premier and Cabinet, and were endorsed by Cabinet on 24 November 2008 (Decision ABD 1245). The URHF guidelines should be read in conjunction with this Protocol document.

Refer to attachment 1 for the *Additional Guidelines for the Urban Renewal and Heritage Fund*.

Any future amendments to this Protocol document will require the approval of the Treasurer.

1.2 BACKGROUND TO THE INFRASTRUCTURE FUNDS

Economic and Social Infrastructure Fund

In 2002-03, the ESIF was established to provide funding for projects assisting economic development and social infrastructure. Funding from ESIF will allow for investment in areas of education, health, road and bridge maintenance, parks, heritage and tourism related projects.

Infrastructure Tasmania Fund

In 2007-08, the ITF was established with proceeds from the divestment of Government businesses for the purpose of funding major capital projects.

The ITF will allow the Government to provide significant investment in Tasmania's major infrastructure including roads, health infrastructure and information technology.

Housing Fund

The Housing Fund will be used to increase the supply of public housing in Tasmania. The funding will assist in development of affordable housing and develop new strategies to address homelessness in Tasmania.

Hospitals Capital Fund

The Hospitals Capital Fund will provide capacity for the Government to invest in the State's major hospital facilities at Hobart, Launceston and Burnie.

Urban Renewal and Heritage Fund

The URHF was established by the Government for the conservation and restoration of heritage assets and the renewal of urban areas in communities throughout Tasmania.

1.3 URBAN RENEWAL AND HERITAGE FUND GUIDELINES

The additional guidelines for the URHF provide:

- definition around the two related streams of the fund: 'urban renewal' and 'heritage';
- funding parameters which will help drive consideration of economic, social and environmental sustainability, meet the needs of local communities, and maximise opportunities for multiple uses and users, and innovation;
- where large scale (over \$1 million) and/or complex projects are proposed, agencies will consult with the State Architect and their proposals will be accompanied by a report/statement of support by the State Architect; and
- additional assessment criteria to supplement the project evaluation criteria specified in this Protocol document.

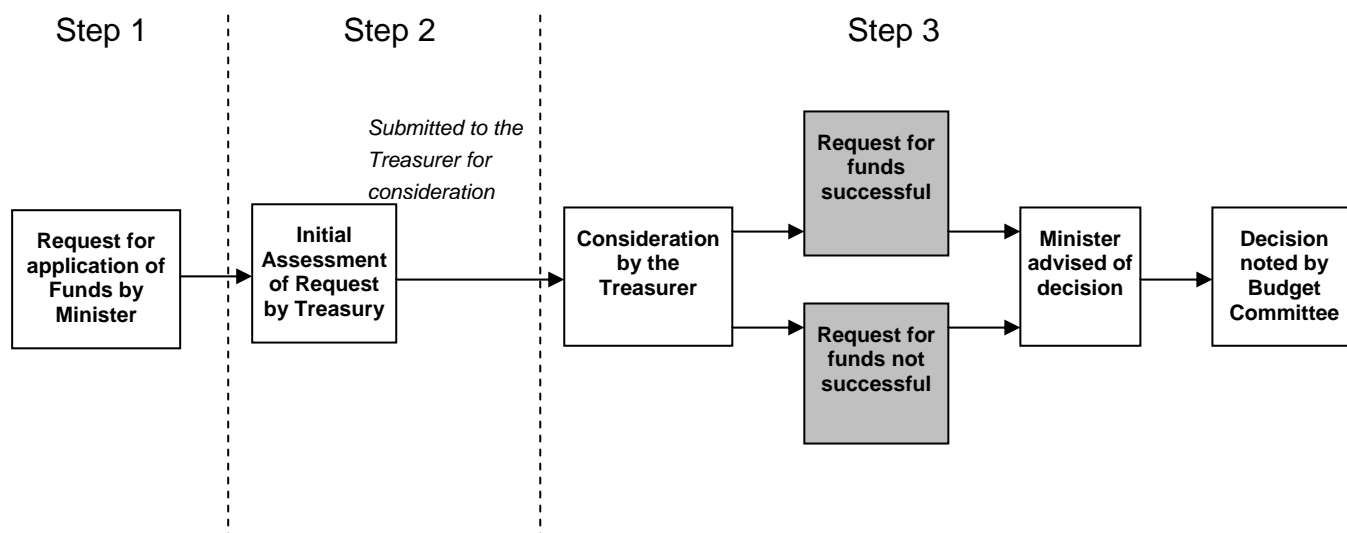
1.4 APPLICATION OF FUNDS FROM THE INFRASTRUCTURE FUNDS

Funding from the Infrastructure Funds can only be applied:

- to projects or project related costs that meet the requirements of the Project Approval Process (Section 2) detailed in this Protocol document; and
- following written approval by the Treasurer after consideration of a request from the relevant Minister.

2. PROJECT APPROVAL PROCESS

The approval process for the allocation of funds from the Infrastructure Funds involves three steps. These are outlined below:



2.1 REQUEST FOR FUNDS

2.1.1 Who can apply

Requests for funding from the Infrastructure Funds can only be made by Government departments. The request must be submitted in writing to the Treasurer by the relevant Minister on behalf of the Government department. No requests will be accepted from other entities unless the relevant Government department makes a request on their behalf.

Requests for funding must be in the form of a Project Proposal (refer to 2.1.5).

2.1.2 What can be funded

Eligible projects from the Infrastructure Funds are those that:

- result in an economic and or social benefit to the State;
- support the implementation and achievement of Government policies and priorities;
- require funding for a limited period; and
- do not create ongoing costs to the State Budget.

Examples of eligible projects from the ESIF and ITF include:

- roads and bridges;

- health infrastructure;
- parks, heritage and tourism related works;
- telecommunications and information technology;

Examples of eligible projects from the URHF include:

- conservation and restoration of heritage assets; and
- renewal of urban areas and the development of community assets.
- Additional guidance on funding parameters for the URHF is at Attachment 1.

Examples of eligible projects from the HF include:

- increasing supply of public housing;
- development of affordable housing; and
- development of strategies to address homelessness in Tasmania.

Examples of eligible projects from the HCF include:

- advancing the design and construction of the New Royal (Hobart Hospital Project); and
- support further investments in State Hospitals.

In general, projects that include requests for retrospective funding or require ongoing funding from the State Government once completed will not be viewed favourably.

2.1.3 What cannot be funded

Non-eligible projects are those that are not consistent with the objectives of the funds.

Where an agency receives funding for capital works or other fixed assets, ongoing maintenance and capital replacement will be the responsibility of the agency from existing Budget and Forward Estimate allocations.

2.1.4 Project Evaluation Criteria

Project Proposals will be assessed in accordance with the following evaluation criteria:

- the project must result in positive outcomes (eg additional access to: improved health and education services, improved physical infrastructure, improved public tourism facilities, improved economic development, improved supply of public housing) to the Tasmanian community;
- the project must be consistent with and assist in the achievement of Government policies including *Tasmania Together*, the Fiscal Strategy and State policies relating to infrastructure, housing and health;
- project applicants must demonstrate that they have thoroughly investigated alternative sources of funding for the proposed project and that reasonable effort

has been taken to access funds from alternative sources, including the Commonwealth and Local Governments;

- project costs must be fully assessed and identified by project applicants;
- the project must not expose the Government to excessive financial or legal risk;
- the project applicants must demonstrate that the project will not result in unfair competition and/or business advantage;
- the project must be able to meet relevant planning and environmental approvals independently of Government sponsorship/involvement; and
- the project must have the support of key stakeholders and demonstrate where applicable an appropriate level of consultation with the local community, local government, business groups, industry associations and other relevant parties.

In addition to the Project Evaluation Criteria in this Protocol, proposals for the URHF will also be assessed against the additional criteria listed in Attachment 1 *Additional Guidelines for the Urban Renewal and Heritage Fund*.

2.1.5 Completing the Project Proposal (Refer Attachment 1)

Project Proposals must address the Project Evaluation Criteria and include sufficient information to allow Treasury to fully assess the costs and benefits of the project. The Project Proposal must include such items as a project description, analysis of potential risks, links to government policies, financial information and contact details.

Attachment 2 provides guidance on completing a formal Project Proposal.

Additional information requested under the *Additional Guidelines for the Urban Renewal and Heritage Fund* for the URHF should be incorporated into the Functional Brief.

Electronic copies of the Project Proposal template are available from Budget Management Branch at Treasury.

Once completed, the Project Proposal is to be submitted to the Treasurer by the relevant Minister.

2.2 ASSESSMENT OF REQUEST BY TREASURY

All Project Proposals received by the Treasurer will be forwarded to the Department of Treasury and Finance for assessment.

2.2.1 Initial Eligibility Assessment

Treasury will initially review the project to determine whether or not the project is consistent with the objectives of the Fund. Treasury will then review the proposal against the Project Evaluation Criteria (detailed at 2.1.4) and provide an initial assessment of the proposal to the Treasurer.

2.3 CONSIDERATION BY THE TREASURER

The Treasurer will be provided with:

- the Project Proposal submitted in support of the funding request; and
- Treasury's initial assessment of the proposal.

The Treasurer will consider this documentation and determine if funding will be provided for the proposed project.

2.3.1 Notification of Decision

The Treasurer will advise the relevant Minister of his/her decision in regard to the request for funding of the proposed project. The Treasurer's decision will be noted by Budget Committee.

3. PROJECT ADMINISTRATION

3.1 ROLES AND RESPONSIBILITIES

3.1.1 Responsible Agencies

Following project approval by the Treasurer, an agency will be selected to administer the project. The responsibilities of agencies in administering Infrastructure Fund projects include the following:

- ensuring appropriate governance and accountability mechanisms are in place to deliver projects effectively;
- ensuring appropriate legal agreements are entered into with relevant parties;
- the payment of project expenditures;
- seeking reimbursement of project expenditures from Treasury;
- correctly recording expenditures and receipts in finance systems;
- maintaining project budgets on a monthly basis (refer to 3.5.1) and advising Treasury of budget issues;
- monitoring the progress of each project and submitting quarterly Milestone Reports for each project to Treasury (refer to 3.5.1);
- provide relevant information to Treasury as requested on the progress of each fund in accordance with the objectives of the funds and Budget Allocations; and
- ensure compliance with the external reporting requirements (refer to 3.5.2).

3.1.2 Department of Treasury and Finance

The Department of Treasury and Finance is primarily involved in the following administration functions for the Infrastructure Funds projects:

- monitoring project budgets;
- assisting and advising agencies on budget issues;

- coordinating the payment of reimbursements to agencies;
- advising and reporting on Infrastructure Fund projects to the Government through internal reporting, the Budget Papers and the Mid Year Financial Report; and
- seeking the Auditor-General to conduct audits on the management of the Funds to ensure administration of the funds are in accordance with this Protocol.

3.2 FUNDING ARRANGEMENTS

Treasury administers the following Infrastructure Fund accounts within the Special Deposits and Trust Fund (SDTF):

- ESIF (T710)
- ITF (T709)
- Housing Fund (T708)
- Hospitals Capital Fund (T714)
- URHF (T713)

Under current arrangements agencies must seek reimbursement from Treasury for project expenditure incurred.

3.2.1 Reimbursement of project expenditure

The responsible agency will manage the expenditure incurred for projects from the funds. Expenditure must be consistent with the objectives of the funds.

To receive a reimbursement for expenditure incurred, an agency must:

1. correctly record the Infrastructure Fund project(s) expenditure in finance systems;
2. create a Tax Invoice for the Infrastructure Fund project(s) expenditure using the agency's finance systems;
3. attach a supporting document to the Tax Invoice detailing amounts being claimed per project and any reconciliation amounts; and
4. submit the Tax Invoice to the Budget Management Branch within Treasury who will authorise the Government Finance and Accounting Branch to make the payment from the relevant Infrastructure Fund account.

In exceptional circumstances, where an agency has cashflow issues, funds maybe paid in advance with the approval of the Secretary of the Department of Treasury and Finance. In this circumstance, an Advance Payment form must be completed and attached with the tax invoice.

Full details of agency instructions for claiming reimbursement of Infrastructure expenditures and requesting funds in advance are at Attachment 3.

3.3 GST TREATMENT

3.3.1 Reimbursement to Agencies

According to the Goods and Services Tax Ruling (GSTR) 2006/11, a payment made between Government related entities is exempt from GST if specifically covered¹ by an Appropriation under Australian law.

Reimbursements to agencies not specifically covered by an Appropriation will be outside the scope of paragraph 9-15(3)(C) of the GST Act, and will be subject to the general principals of the GST Act.

3.3.2 Payments to Other Organisations

In accordance with GSTR 2006/11 and paragraph 9-15(3)(c) of *A New Tax System (Goods and Services Tax) Act 1999*, once funds are transferred to the ultimate Government related entity, all further payments will be subject to GST as they are no longer specifically covered by the Appropriation under Australian Law. Agencies who are required to make further payments will be responsible for the payment of GST and all GST related matters.

3.4 LEGAL AGREEMENTS

A legal agreement will be required in the event that an agency makes an on-payment to an organisation, which is not the Crown. It is the responsibility of the relevant agency to establish legal agreements for Infrastructure Fund projects in consultation with the Crown Solicitor and Treasury.

It will be the responsibility of the agency to develop the agreement between its Minister and the relevant organisation. The type of agreement to be used will depend on the circumstances and the advice of the Crown Solicitor as to which arrangement is appropriate. Where an agreement has been prepared, a draft should be provided to Treasury for comment before it is finalised. A copy of the signed agreement must also be provided to Treasury.

¹ For a payment to be specifically covered by an Appropriation the following must be specified:

- The purpose of the payment;
- The amount of the payment; and
- The relevant Government related entitie(s).

3.5 MONITORING AND REPORTING

3.5.1 Internal monitoring and reporting

The following monitoring and reporting functions will be carried out during the course of each financial year:

- agencies will update project cashflows and budgets by entering variations into the Budget Management System (BMS) by the third working day PRIOR to the end of each month;
- variations to budgeted expenditure for Infrastructure Fund projects will flow into the monthly Budget Monitoring Report, which is prepared by Treasury and reviewed by the Treasurer.
- Treasury will monitor project cashflows against budget on a monthly basis. The Public Account Reporting System (PARS) and the BMS will be used in this process;
- Treasury will use PARS and BMS to confirm project expenditure is within budget before paying agency invoices for the reimbursement of project expenditure;
- agencies will submit a quarterly Milestone Report for each project to Treasury (refer Attachment 3); and
- Treasury will prepare a quarterly report for the Treasurer detailing project budgets, expenditures and state of completion.

3.5.2 External reporting

The following publications will report on the Infrastructure Funds on an annual basis:

- The State Government Budget Papers; and
- The Treasurer's Financial Statements

In addition, the agency receiving funding is required to disclose in their Annual Financial Report:

- the funds received from the Infrastructure Funds; and
- how the money has been expended.

ATTACHMENT 1: URBAN RENEWAL AND HERITAGE FUND GUIDELINES

URBAN RENEWAL AND HERITAGE FUND GUIDELINES

November 2008

Purpose of this document

This document provides additional information in relation to the purpose of and assessment criteria for the Urban Renewal Heritage Fund (URHF). It should be read in conjunction with the existing Infrastructure Funds Protocol, which details the approach and administration process for projects funded from the Government various infrastructure funds.

Purpose and aims of the Urban Renewal and Heritage Fund

The URHF aims to facilitate urban/community renewal and heritage conservation works that strengthen and enhance the socio-economic and environmental fabric of Tasmanian cities and towns by integrating Tasmania's unique heritage with the opportunities and demands of development.

The fund will support construction works to conserve and enhance the State's significant historical, cultural and architectural heritage assets through:

- redevelopment;
- rehabilitation; and
- preservation

Specifically, the URHF will be used to:

1. Undertake urban/community renewal projects:
 - to revitalise places and spaces in cities and towns to promote economic, social and cultural opportunities and make them better places to live, visit and invest in; or
 - to improve the visual appeal of streets, places or precincts in towns and cities which will lead to new business opportunities and employment growth associated with increased visitor trade, as well as promote a sense of local pride and identity; and
 - that retain the local colour of the community and its significant historical, cultural and architectural characteristics.
2. Preserve and restore buildings, sites and structures of historical, cultural and architectural significance to the State of Tasmania and/or its regions to:
 - prevent deterioration and maintain and restore historical and architectural value and to sustain local characteristics; or
 - rehabilitate dilapidated buildings.

Additional funding parameters

In addition to the parameters detailed in the Infrastructure Funds Protocol, the URHF will provide funding:

- Primarily for capital works – but for relatively large and complex projects, may include strategic (eg conservation management plans) and project development components.
- For urban renewal, projects:
 - must account for the current and projected needs of communities, eg ageing population, families, young people, disability access etc;
 - should seek to maximise multi-uses and multi-users of spaces and facilities; and
 - should consider innovative approaches to achieving the specified outcomes.
- For built heritage, projects must demonstrate that urgent conservation works are required.

All projects should consider solutions that integrate environmental sustainability with conservation/development outcomes.

Preference will be given to projects that focus on structures, places or precincts that demonstrate significant redevelopment/rehabilitation potential. That is, they are in a state of relative disrepair, neglect or underuse due to their current condition.

Proposals for larger scale (exceeding \$1 million) and/or potentially controversial projects should be developed in consultation with the State Architect.

Additional assessment criteria

In addition to the project evaluation criteria in the Infrastructure Funds Protocol, proposals for the URHF will be assessed against the additional criteria listed below:

- Project category: 'Urban Renewal' or 'Built Heritage'
- Objectives of project
- Project outcomes and deliverables
- Significance of project (eg iconic; state; or regional)
- Heritage significance (where applicable)
- Sustainability
 - Urban design quality, where projects have an urban renewal component (eg improved safety and amenity, linkages between precincts and activities, attracting more visitors, creating a more lively and robust public urban environment)
 - Economic, social and/or environmental benefits to the community, and how these benefits will be delivered
- Stakeholder support and partnerships (particularly important for urban renewal projects)

- Community support (eg anticipated level of support of the general community, potential key issues and the sort of consultation proposed for this group)
- Stakeholder support (eg anticipated level of support of key stakeholders, potential key issues and the sort of consultation proposed to for this group)
- Partnerships (eg identify potential partners, describe and provide evidence that nominated partner agencies are engaged in the project through MoU; exchange of letters; in principle support and/or commitment to funding, including the level of investment and level of commitment made)

Information addressing these criteria should be incorporated into the 'Functional Brief' section of the Project Proposal template provided in the Protocol document.

Role of the State Architect in assessment

It is expected that for relatively large and/or potentially controversial projects, agencies will consult with the State Architect. Depending on the nature of the proposal, proposals should include a report or statement of support provided by the State Architect.

ATTACHMENT 2: PROJECT PROPOSAL

<PROJECT TITLE> PROJECT PROPOSAL

Date:

Submitted by:

PART A: Functional Brief:

Project Title:

Objective: *What is the aim of this project?*

Infrastructure Fund:

Project Description: *Provide a brief explanation of the purpose of the project*

Anticipated Start Date: *DD/MM/YYYY*

Anticipated
Completion Date: *DD/MM/YYYY*

Location: *What communities will benefit?*

Justification for need: *Outline why this project is required to be undertaken, why funding is required from the Infrastructure Fund and why the project is not currently being funded from existing appropriation.*

Ongoing maintenance
of Assets *In situations where Infrastructure funds are to be expended on capital expenditure, outline how the asset acquired will be maintained beyond the four years and what the resulting recurrent costs will be.*

Impact if project is not
undertaken: *What will be the impact if the project is not undertaken or if funding is not provided*

Major Risks: *What are the barriers to achieving project success and how will they be managed?*

Links to Government
Policy: *What are the links to Government policies including Tasmania Together, the Fiscal Strategy and State policies relating to infrastructure, housing and health;*

Benefits: *What will the benefits be to the community and economy?*

Governance: *What are the administrative arrangements to govern the initiative, monitor progress etc?*

Stakeholders: *Who are the major stakeholders?*

Key Milestones:

Key Milestone	<u>Target Date</u>
---------------	--------------------

PART B Financial Analysis

Part B requires financial information for the proposed projects. This includes presenting the total annual project costs over the Budget and Forward Estimates period. The information should include funding sources, operating expenses, and capital expenditure.

Project Summary

	Total Cost	200X-0X	200X-XX	20XX-XX	20XX-XX
	\$'000	\$'000	\$'000	\$'000	\$'000
FUNDING REQUIREMENT (ESIF/ITF/HF/HCF/URHF)					
Project Title					
TOTAL FUNDING REQUIREMENT					

OPERATING STATEMENT

	Total Cost	200X-0X	200X-XX	20XX-XX	20XX-XX
	\$'000	\$'000	\$'000	\$'000	\$'000
FUNDING SOURCES					
ESIF/ITF/HF/HCF/URHF					
Other (Internal/External)					
TOTAL					
EXPENSES					
Employee Entitlements					
Salaries and Wages					
Other Employee Related Expenses					
Supplies and Consumables					
Consultants					
Maintenance					
Other Supplies and Consumables					
Other Expenses					
TOTAL (A)					
CAPITAL EXPENDITURE					
Works and Services					
TOTAL (B)					
TOTAL PROJECT COST (A+B)					

General Comments:

PART C Other Information

1. Business Case

If available and where relevant a detailed business case should be submitted with this application.

2. Contact Details

Responsible Department:

Contact Officers Name:

Contact Officers Address:

Contact Officers Phone:

ATTACHMENT 3: MILESTONE REPORT

<Insert name of Infrastructure Fund here>

Milestone Report

Project Title:

Project Code: 3.5.2.1.1 *As per the Budget Management System*

Department:

Date:

Contact Officer:

Activity:	Original Date:	Revised Date:	Comments:
1			
2			
3			
4			
5			
6			
7			
8			

General Comments:

AGENCY GUIDELINES FOR INVOICING INFRASTRUCTURE FUND EXPENDITURE

1. A SEPARATE INVOICE is required to claim reimbursement from each of the Infrastructure Funds. (ie: If reimbursements are required from ESIF, ITF, HF,HCF and URHF then three separate invoices will need to be created). Separate invoices are required for the clearance and payment system used by Treasury.
2. Every invoice needs to have attached to it a SUPPORTING DOCUMENT detailing the amount being claimed for each project in the invoice period and any adjustments for past periods where there may have been under or over payments of reimbursements. Please use the Excel spreadsheet provided by Treasury for this purpose (refer to the worksheet tabs- 'ESIF claim', 'ITF claim' etc).
3. Invoices are to be prepared on a MONTHLY BASIS in arrears or as required by the agency.
4. Invoices must claim for expenditure on a monthly basis only. Claims cannot be made for part month periods such as 1/8/08-20/8/08 or 14/8/08-14/9/08, but can cover two or three full months such as 1/7/08-31/8/08.
5. All Infrastructure Fund expenditures claimed must have been included in MONTHLY CASH FILES given to Treasury for processing.
6. In exceptional circumstances, where an agency has cashflow issues, funds may be required in advance of the Infrastructure Fund Expenditure. In this situation please contact your Budget Analyst at Treasury. Agencies will again draw a separate invoice for the advance, but instead of completing a supporting document to the invoice, a clearance sheet is used (refer to the *Funds in Advance Request* worksheet and examples given). To have advance funding approved you will first need to complete the clearance sheet and send it to your Budget Analyst. Once approved an invoice can be sent to Treasury for payment of the advance amount. The amounts that are advanced will later be included in the 'Prior Period adjustments' section of the next standard invoice submitted to Treasury for Infrastructure Fund Reimbursement.
7. Any questions regarding these Guidelines should be directed to Budget Management Branch at Treasury.

Completing the SUPPORTING DOCUMENT:

Invoice item	Instructions
<i>Details of Invoice No.</i>	Match this number to the Invoice created by your Agency's finance system.
<i>Project Code</i>	This is the 5 digit code used to identify an Infrastructure Project. The first two digits relate to the Output Group and identify the fund to which the Project belongs (ie: 96- ESIF). The remaining three digits identify the output code of the project.
<i>Project Name</i>	Write the full and correct name of the Project for which the claim is being made.
<i>For Period</i>	This is the period to which the claim relates and should be for whole months only. (ie: 1/9/08-30/9/08 or 1/9/08-31/12/08).
<i>Net amount claimed (exclusive GST)</i>	This is the amount being claimed per project.
<i>Total [fund] claim as per Invoice (EXCLUSIVE GST)</i>	Check that this amount equals the amount on the invoice created by your Agency's finance system.



DEPARTMENT OF EXAMPLE ABC.....

[Po Box]
[etc]
[etc]

Tax Invoice

To: Department of Treasury and Finance
Finance-General
C/- Budget Management Branch
21 Murray Street
HOBART TAS 7000

Tax Invoice No: **J34297**
Debtor No: XX
Issue date: XX
Due date: XX
Enquiries Ph: XX
Fax No: XX

Description	Exclusive GST	GST	Amount
Infrastructre Fund projects reimbursements to 31 August 2008 (for details see attached)	\$ 747,132.42	\$ -	\$ 747,132.42
Total amount Due:	\$ 747,132.42	\$ -	\$ 747,132.42

Example only

Please detach and return with you remittance to :

[etc etc]

SUPPORTING DOCUMENT FOR INFRASTRUCTURE FUND REIMBURSEMENT

*** Please attach to all Invoices for Infrastructure reimbursements to support claim***

ECONOMIC AND SOCIAL INFRASTRUCTURE FUND

Details of Invoice No: J34297

<i>Project Code</i>	<i>Project Name</i>	<i>For Period</i>	<i>Expenditure (excludes GST)</i>	<i>Prior periods adjustments (excludes GST)</i>	<i>Net amount claimed (exclusive GST)</i>
96011	ABC Project	1/7/08-31/8/08			15,000.00
96012	DEF Project	1/7/08-31/8/08			75,000.00
96017	GHI Project	1/7/08/31/8/08			657,132.42
Example only					-
					-
					-
					-
					-

ESIF claim as per Invoice (exclusive GST) \$ 747,132.42

SUPPORTING DOCUMENT FOR INFRASTRUCTURE FUND REIMBURSEMENT

*** Please attach to all Invoices for Infrastructure reimbursements to support claim ***

INFRASTRUCTURE TASMANIA FUND

Details of Invoice No: _____

<i>Project Code</i>	<i>Project Name</i>	<i>For Period</i>	<i>Expenditure (excludes GST)</i>	<i>Prior periods adjustments (excludes GST)</i>	<i>Net amount claimed (exclusive GST)</i>
95 007	Health Information Technology				-
	Burnie Island Community Health Centre Upgrade	1/07/08 to 31/7/08	-	-	100,000.00
	Tasmanian Ambulance Service Station Upgrade	1/07/08 to 31/7/08	-	-	50,000.00
					-
95 006	Health Infrastructure				-
	Enterprise Storage Solution	1/07/08 to 31/7/08	-	-	100,000.00
	LAN and Infrastructure Upgrade	1/07/08 to 31/7/08	-	-	50,000.00
					-
Total ITF claim as per Invoice (exclusive GST) \$					300,000.00



DEPARTMENT OF EXAMPLE ABC.....

[Po Box]
[etc]
[etc]

Tax Invoice

To: Department of Treasury and Finance
Finance-General
C/- Budget Management Branch
21 Murray Street
HOBART TAS 7000

Tax Invoice No: J34301
Debtor No: XX
Issue date: XX
Due date: XX
Enquiries Ph: XX
Fax No: XX

Description	Exclusive GST	GST	Amount
Advance Funding for Infrastrucutre Fund projects as per clearance sheet sent to Treasury	\$ 1,200,000.00	\$ -	\$ 1,200,000.00
Total amount Due:	\$ 1,200,000.00	\$ -	\$ 1,200,000.00

Example only

Please detach and return with you remittance to :

[etc etc]

CLEARANCE SHEET- EXAMPLE

ADVANCE PAYMENT OF INFRASTRUCTURE FUND EXPENDITURE

*****Treasury note: when approved attach this form to the agency invoice requesting the advance*****

DETAILS OF AGENCY REQUEST:

Project(s) <i>(if more than one project list amount required per project)</i>	<i>Project</i>	<i>Amount</i>
	Project ABC	\$ 800,000.000
	Project DEF	\$ 400,000.000
	Total Amount Requested: \$ 1,200,000.000	
Details of request <i>(the reason why advance payment of funding is required)</i>	Insufficient funds in Trust accounts to pay for ABC and DEF project expenditures due next month.	

TREASURY COMMENTS:

Budget comments <i>(will each project be within budget after the advance payment?)</i>	
Other comments	

REVIEW COMMENTS:

Example only

Approved/ Not Approved

Secretary
Department of Treasury and Finance

