



**Labour Relations and Industry Development Division**

**WESTERN AUSTRALIAN  
INNOVATION DEVELOPMENT SCHEMES**

**INDUSTRY FACILITATION & SUPPORT PROGRAM (IFSP)**

**Australian Steel Institute (ASI), Steelwork Compliance Australia Certification,  
National Structural Steelwork Compliance Scheme (NSSCS) Round**

**Please read the 'Important Information for Applicants' section of this form before you  
start completing this application.**

**Note**

Please note that the form's response box sizes are fixed, and that the form does not accept formatting such as bold, underline, bullets, tables, diagrams, etc.

Please do not add web addresses (URLs) to the form.

## Important Information for Applicants

### OBJECTIVE

**This round of the Industry Facilitation & Support Program (IFSP) is aimed at supporting statewide Western Australian steel fabricators, galvanisers and finishers for certification to Steelwork Fabrication and Erection Standard for Australia, AS/NZS 5131.**

AS/NZS 5131 forms part of the Australian Steel Institute's (ASI's) Structural Steelwork Fabrication and Erection Code of Practice which sets out minimum requirements for the fabrication, preparation of steel surfaces, erection and modification of structural steelwork.

### LEVEL OF FUNDING AND ELIGIBLE ACTIVITY

The level of funding support under this specific round of the IFSP is 75% of eligible costs up to a maximum of \$10,000 per successful applicant.

Funding assistance will be available to:

- Meet the costs of Stage 1 of the certification process including:
  - a. desktop audit carried out by SCA; and
  - b. addressing shortcomings identified under the desktop audit.
- Meet the costs of Stage 2 of the certification process including:
  - a. site audit carried out by SCA; and
  - b. addressing shortcomings identified by the site audit in order to achieve certification.

The certification process is detailed in the table below. If you do not progress to Stage 2 of the process, reimbursement will be limited to a pro-rata payment in accordance with expenditure already incurred.

Before progressing with your application, please complete the eligibility criteria/self-assessment checklist provided in this application form to determine your eligibility for IFSP funding assistance.

In-kind contributions are not considered as part of the applicant's commitment to activity costs.

The process of SCA certification for structural steelwork fabricators varies according to the Construction Category applied for and has been structured to be responsive to ongoing assessment and the evolving competency of the fabricator. Certification gives the fabricator the right to utilise the SCA Certification Mark on documentation. The certification process is as follows:

Step	Requirements
<b>Initiate:</b>	
1	Fabricator assesses desired Construction Category
2	Contact ASI or SCA to discuss selection (if required)
3	Contact the SCA and receive the link to the Application Form and make the initial payment (via direct transfer)
<b>Stage 1 (Desktop audit):</b>	
4	On receipt of application, the SCA Manager will make contact to discuss any shortfalls, and all being in order, arrange the Stage 1 (desktop) audit
5	Fabricator undertakes Stage 1 audit (about 2 hours to complete) and uploads required documentation
6	SCA manager audits Stage 1 documentation and identifies any shortcomings
7	Fabricator addresses shortcomings (if any) to satisfaction of SCA Manager
8	At this point fabricators can be certified to CC1. Refer Point 17
9	For certification to CC2 or CC3: Continue to Stage 2 (site audit)
<b>Stage 2 (Site audit): (Prerequisite: must have completed up to and including Step 8)</b>	
10	Fabricator to formally indicate to SCA manager readiness to commence Stage 2
11	SCA Manager discusses audit readiness with fabricator
12	SCA Manager schedules time to visit fabricator shop for site audit. Site audit typically involves a full day and will require access to a number of the fabricator's key operational personnel.
	(Note that the audit and certification is site specific and multiple sites will require separate audits)
13	SCA Manager assesses Stage 2 audit results and identifies any shortcomings. An Audit Report will be provided
14	Fabricator addresses major non-conformances (if any) to satisfaction of SCA Manager
15	SCA Manager discusses minor non-conformances (if any) with fabricator and agrees action plan with fabricator to address these prior to first annual surveillance audit
16	SCA Manager approves certification to Stage 2 for either CC2 or CC3, as appropriate
17	Fabricator executes Certification Agreement (including action plan for minor non-conformances) SCA includes fabricator on SCA website 'Register of Certificate Holders' as CC1, CC2 or CC3, as appropriate

## Eligibility Criteria/Self-Assessment Checklist

Applicants must meet all of the following eligibility criteria (please complete the self-assessment checklist below).

**You are not eligible for funding under this fund if you answer NO to any of the questions.**

### **The applicant's business**

Does the applicant possess an Australian Company Number (ACN) or an Australian Business Number (ABN)? Yes ☐ No ☐

Is the applicant's business solvent? Yes ☐ No ☐

Is the applicant aware that only one application is eligible per operating facility? Yes ☐ No ☐

Are the applicant's operating facilities based in Western Australia? Yes ☐ No ☐

Will the applicant's relevant business operating facilities continue to be based in Western Australia during the next 12 months? Yes ☐ No ☐

Has the applicant's business been operating for at least 3 years? Yes ☐ No ☐

Does the applicant's business employ up to 200 people? Yes ☐ No ☐

Is the applicant's turnover between \$250,000 and \$100 million? Yes ☐ No ☐

### **The applicant's activity**

Will the activity comprise of the following activity:

The engagement of temporary expert/consultancy services to gain certification to the new National Structural Steelwork Compliance Scheme (NSSCS) AS/NZS 5131 Standard, administered by Steel Compliance Australia (SCA)? Yes ☐ No ☐

Do the consultants have the appropriate expertise to deliver the service, are third parties and are at arm's length from the applicant? Yes ☐ No ☐ N/A ☐

Can the applicant confirm that the activity is not a retrospective activity and that the activity and expenditure will not be undertaken prior to submitting this application? Yes ☐ No ☐

### **Activity funding**

Is the applicant willing, and does it have the financial capacity, to cover all planned activity expenditure if necessary? Yes ☐ No ☐

Can the applicant confirm that it has not received, nor is it likely to receive, other Government funding for the same activity? Yes ☐ No ☐

Government funding includes Australian Government initiatives such as the Australian Government's Entrepreneurs' Programme which features the elements: Accelerating Commercialisation and Business Management.

Completed application forms and attachments (quotation(s), financial statements, business plan) should be submitted to: [industry.participation@commerce.wa.gov.au](mailto:industry.participation@commerce.wa.gov.au)

Any questions? please contact Andrew Griggs - Phone: 08 6552 9323

One draft submission may be submitted for verbal feedback prior to final version submission.

Your application will be assessed by an independent panel and scored against the criteria listed in Part C of this application.

The applicant will be notified on the outcome of it's application via the email address provided in the application form.

Approval of funding is subject to the applicant entering into an Industry Facilitation and Support Program Financial Assistance Agreement (FAA) with the department.

The FAA requires the applicant to provide **a report within six months** of receiving payment (a reporting template will be provided).

The FAA also stipulates that at any time within two **(2)** years of payment, the department may contact the applicant for an outcome/report update.

#### PAYMENT TERMS

A lump sum payment will be made as a single reimbursement of approved activity expenditure. This payment will be made on submission of a Tax Invoice to the department and must be accompanied by receipts as proof that the activity has been paid for in line with the application and financial assistance agreement.

The Department of Commerce is registered for GST and has been issued with Australian Business Number 91 329 800 417. The department regards grants under this scheme as payment for a supply. GST registered grant recipients will therefore be liable for GST in connection with the grant.

For GST registered grant recipients, the department will increase the grant by the amount of GST payable. GST registered grant recipients must provide the department with a tax invoice for the GST inclusive value of the grant unless the department and the recipient have agreed in writing to the issue of a recipient created tax invoice.

Payment will not be made until the department receives a tax invoice or an agreement to issue a recipient created tax invoice.

The recipients acknowledge that the grant provided is consideration for a supply to the department and that the GST component will be included in the recipient's next Business Activity Statement lodged with the Australian Taxation Office.

For recipients not registered for GST the department will not include GST, nor will it reimburse an unregistered recipient for GST paid or payable to a third party. Unregistered grant recipients must provide the department with an invoice for the amount of the grant.

## Part A Applicant details

### Name and business registrations

Legal/company name:

Business/Trading name:

(Registered business name under which the applicant carries on business or trade)

Australian Company Number (ACN)

Australian Business Number (ABN)

Is the applicant registered for GST?

Yes ☐

No ☐

Are you an Aboriginal Business?

Yes ☐

No ☐

(at least 50% Aboriginal owned)

What year was the applicant's business established?

### Headquarters address

Address line 1:

Address line 2:

Address line 3:

Suburb/town:

Postcode:

Website address (where applicable):

**Business postal address** (leave blank if the same as Headquarters address).

Address line 1:

Address line 2:

Address line 3:

Suburb/town:

Postcode:

**Primary application contact** (must be an employee or owner – i.e. not an external agent).

Name:	
Position:	
Office telephone number:	
Mobile telephone number:	
Office fax number:	
Email address:	

**Additional contact**

(If this application form is completed by a person who is not an employee of the applicant. Leave blank if not applicable).

Name:	
Position:	
Company name:	
Office telephone number:	
Mobile telephone number:	
Office fax number:	
Email address:	

**Applicant's business profile and operations**

- i) Provide an overview of the applicant's current business operations, including core business, products, current growth strategies, business risks, future plans, staffing levels and management structure.

- ii) Number of FTE employees



iii) Describe the market place you operate in (major markets, competitors, competitive advantage).

**Market –** Provide a list of the applicant's ten major clients and the market share they contribute to the applicant's turnover?

**Applicant's financials** – please record three (3) Financial Years as indicated (use \$A)

Financial Year (2015/16)	Turnover	<input type="text"/>	Net Profit Before Tax	<input type="text"/>	Equity	<input type="text"/>
Financial Year (2014/15)	Turnover	<input type="text"/>	Net Profit Before Tax	<input type="text"/>	Equity	<input type="text"/>
Financial Year (2013/14)	Turnover	<input type="text"/>	Net Profit Before Tax	<input type="text"/>	Equity	<input type="text"/>

Note: Please provide a copy of the most recent financial statements, including Income Statement and Statement of Financial Position.

## Part B Activity details

This round of the IFSP is for the purpose of gaining accreditation under the Steelwork Fabrication and Erection Standard for Australia AS/NZS5131, to be delivered by the independent certification body, Steel Compliance Australia (SCA).

Please provide a quote from SCA in addition to quotes from companies or consultants (as appropriate) that will provide their services for the purpose of gaining accreditation.

### Activity costs

Activity	Total cost of activity (excluding GST)	IFSP funding assistance request (excluding GST)
Engagement of temporary expert/consultancy services (Stage 1)	\$	\$
Engagement of temporary expert/consultancy services (Stage 2)	\$	\$
<b>Total excluding GST</b>	\$	\$

You must attach all quotes and proposals from consultants for the activity costs.

### Activity duration

Planned completion date:

(The approximate date that all costs will be expended for the above.)

### Consultants

Confirm that companies or consultants which are to provide their services are not a part of the current operating business.

Yes ☐ No ☐

(Applications will not be funded where works are carried out by third parties that are perceived by Commerce not to be at arm's length from the applicant.)

## Part C Evaluation criteria

### Need and Impact

Please identify the barriers and issues currently faced by your business and how you see certification under AS/NZS 5131 will positively impact on your business.

## Capability and Capacity

Describe your capability (knowledge, qualifications, experience etc.) and capacity (availability of resources) to work with the SCA consultant throughout the certification process and to maintain compliance under AS/NZS 5131 once achieved.

## Financial Viability and Risk

It is important the applicant is able to demonstrate financial viability.

In addition to the financial statements provided under Part A above, please explain how the assistance being sought will impact upon the businesses viability and over what time period you estimate this will occur.

<b>For the purposes of managing the Department's risk, please respond to each of the following questions by placing a tick (✓) in the appropriate box.</b>		
Will the applicant be taking out finance to meet the costs of this activity? If so how much and from whom?  Lender _____ Amount \$_____ Term _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the applicant or any of its senior office bearers (directors, partners, presidents, executive directors, project managers) been involved with a business failure (liquidation, voluntary administration or receivership)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the applicant or any of its senior office bearers been declared bankrupt?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the applicant or any of its senior office bearers been the subject of a legal investigation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has any previous contract with the applicant been terminated for cause?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has there been any past, current, pending or finalised litigation against the applicant or any of its senior office bearers during the last three years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has there been any collections by debt collection agency on behalf of creditors of the applicant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**If you answered YES to any of the above questions, additional information may be requested from the applicant.**

## **Part D Privacy and confidentiality statement**

The Department of Commerce collects the information sought in this application so that it can check the applicant's suitability for funding under the Industry Facilitation and Support Program and for the purpose of verifying the applicant's ability to meet its contractual obligations. The department will treat all information as confidential.

However, the department operates within a public accountability framework and applicants are informed that the department is subject to the *Freedom of Information Act 1992* which provides a general right of access to records held by Western Australian State and Local Government agencies.

Applicants should be aware that information pertaining to the receipt of State Government financial support may be tabled in the Western Australian Parliament. This information could include names of recipients, the amounts of financial support, the name of the initiative/activity and, possibly, a brief description thereof. This could result in requests for more detail to be released publicly.

## Part E Declaration

I declare that I am authorised to complete, sign and submit this application on behalf of the applicant and declare that I have read and understood the terms and conditions of the Industry Facilitation and Support Program.

I understand that I may be requested to provide further clarification or documentation to verify the information supplied in this application and that the Department of Commerce may, during the application process, consult with other agencies about the applicant's claims and may also enlist external technical or financial advisers to advise on information provided in the application.

I also understand that the Department of Commerce may obtain a credit report on the applicant through a credit information bureau.

I confirm that, where the services of consultants will be used for the delivery of the activity, the consultant(s) will be independent and are not in a business relationship or association with the applicant. Also, the applicant understands that any contract for services by a consultant as part of this program constitutes a private contractual arrangement between the applicant and the consultant. The Department of Commerce shall not be deemed to be a party to any such contract.

I understand that if the application is approved, the applicant must enter into an agreement with the State Government before financial assistance is provided and acknowledge that no legal obligations will arise between the parties until such time as an agreement is formally executed.

I understand that payment of the State Government's contribution under the Industry Facilitation and Support Program will only be made to the applicant following the submission to the Department of Commerce of written evidence that the activity has been completed and paid for.

I declare that the applicant has not received funding for the activities specified in this application under any other State or Australian Government program.

I declare that the information contained in this application together with any information attached is, to the best of my knowledge and belief, true, accurate and complete in all material particulars.

I also understand that the provision of false or misleading information or the making of a false or misleading statement in this application is a disqualification of this application.

I understand that the applicant has and will, while undertaking the activities specified in this application, maintain records that substantiate the applicant's undertaking of the activities.

First name(s):	Last name:
Position (e.g. Director):	
Signature:	Date:

## Part F Completion checklist

Before submitting your application, please check that you have:

- ☐ completed the self-assessment checklist (page 3) that will determine your eligibility for funding;
- ☐ answered all questions;
- ☐ attached a copy of the most recent financial statements;
- ☐ signed the application form in Part E; and
- ☐ attached a copy of the quote(s) from the consultant related to this funding application.