



Australian Government

THE TASMANIAN COMMUNITY FOREST AGREEMENT

FOREST CONSERVATION FUND



Request for site assessment advice

Rights and obligations

The Department of the Environment and Water Resources is part of the Commonwealth and any rights and obligations of the Department under the provisions of this Request for Site Assessment (RFSa) are to be read and construed as rights and obligations of the Commonwealth.

Reservations

The following reservations are noted:

- The Department reserves the right to reject any RFSa that does not fully comply with the terms of the RFSa, or contains any provision not required, or allowed by the RFSa.
- The Department reserves the right to cease to proceed with, or suspend the process outlined in this RFSa.
- During the evaluation process, the Applicant may be required to provide additional information or clarification. Should the Applicant fail to submit any information so required by the date and time stipulated by the Department, the RFSa may not be considered further.
- The Department does not warrant the accuracy of the content of the RFSa and the Department is not liable for any omission from the RFSa.

Confidentiality and Intellectual Property

The following is noted in respect to confidentiality and intellectual property:

- The Applicant must keep confidential all information, received as a result of, or in connection with, the submission of an RFSa.
- Intellectual property in the information contained in an RFSa shall remain vested in the Applicant.
- Subject to assessment and evaluation requirements the RFSa will be held in confidence so far as law permits.

Privacy Notice

Any personal information obtained from the Applicant is being collected for the purposes of assessing eligibility under the Tasmanian Forest Conservation Fund, and may be disclosed to persons or entities involved in the assessment process, including Department of the Environment and Water Resources, Department of Primary Industries and Water and the FCF Service Provider (KPMG, SEMF, Corporate Communications and Curtis NRA).

Request for Site Assessment

The following advice is provided in respect to the proposed RFSa assessment process:

- SEMF Pty Ltd will conduct a desktop assessment of each RFSa received;

- Assessment will be made on the Evaluation Criteria outlined below, based on the information supplied by the Applicant;
- Further information may be sought from Applicants to assist evaluation of the RFSa;
- Following completion of the RFSa desktop assessment process, Applicants will be advised of an outcome in writing; and
- Accepted Applicants will be invited to apply for funding.

Evaluation Criteria

The desktop assessment will evaluate RFSa's according to the following criteria:

- Forest communities of interest are included;
- The area of forest offered exceeds 10ha;
- The person making the RFSa has authority to enter into negotiations about a Conservation Agreement;
- There is reasonable assurance that the person is genuinely interested in considering making an application to the Forest Conservation Fund (FCF);
- There is reasonable expectation that minimum safety requirements for site assessors will be met; and
- Conditions of RFSa are met.

RFSAs will not be approved if:

- Mandatory information is not supplied;
- The person making the RFSa does not have authority to enter into negotiation under the FCF; or
- Desktop assessment reveals that entry requirements relating to area and forest type have not been met.

Debriefing applicants when the RFSa is unsuccessful

Unsuccessful Applicants will be advised in writing, and provided the opportunity for a one-on-one debriefing.

Complaints

Applicants may lodge a complaint if they have any issues regarding the application process. A Commonwealth appointed Probity Advisor is providing probity advice and oversight of this tender process and any complaints should be lodged with The Complaints Officer:

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