



An Australian Government Initiative

AusIndustry

Re-tooling for Climate Change Customer Information Guide

May 2009

Website: www.ausindustry.gov.au

AusIndustry Hotline: 13 28 46

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1 Introduction

The *Re-tooling for Climate Change* program is an element of the *Clean Business Australia* initiative, announced by the Government in its 2008-09 budget statement. It supports Australian manufacturers to reduce their environmental footprint, through projects that improve the energy and/or water efficiency of their production processes. This program will provide \$75 million in grant funding over 4 years, commencing in 2008/09.

Re-tooling for Climate Change is a competitive program. Applications must rate highly against the program's merit criteria and against other applications to result in a grant offer. *Re-tooling for Climate Change* provides grants from \$10,000 up to a maximum \$500,000, and will fund up to fifty percent of eligible expenditure on approved projects.

The program is delivered by AusIndustry, which is the Australian Government's business program delivery division within the Department of Innovation, Industry, Science and Research (the Department).

1.1 Purpose of this guide

This guide sets out the funding rules for the *Re-tooling for Climate Change* program.

Applicants should read this guide and any related documents carefully before completing an application. The information in this guide is written on the basis that the organisation completing the application is the applicant.

1.2 Key dates

Applications can be submitted for consideration through one of the *Re-tooling for Climate Change* rounds. The program round schedule can be found at www.ausindustry.gov.au. Applications must be received by AusIndustry in full, on or before the date and time specified. Incomplete or late applications **will not** be accepted.

1.3 Contacts

For information on AusIndustry programs visit www.ausindustry.gov.au. To see an alphabetical listing of all AusIndustry programs go to 'AusIndustry products' in the top left-hand corner.

To discuss any program in detail, including the registration or application process, please phone the AusIndustry Hotline on 13 28 46 or email hotline@ausindustry.gov.au. Hotline staff will put you in touch with an AusIndustry customer service manager. AusIndustry Hotline hours are 8 am to 6 pm, Monday to Friday, public holidays excluded.

2 Eligibility criteria

2.1 The applicant

To be eligible to apply for the *Re-tooling for Climate Change* Program, applicants must:

- be a non-tax exempt manufacturing company incorporated under the *Corporations Act 2001*;
- have an annual turnover of less than A\$100 million in the financial year before the financial year in which the application is lodged;
- be able to demonstrate an ability to fund the cost of the project that is not met by the *Re-tooling for Climate Change* grant.

Ability to fund the applicant's share of project costs

An applicant will need to provide documentary evidence of its ability to fund the costs of the project not met by the *Re-tooling for Climate Change* grant. The applicant must be able to fund its share of the project costs from means other than government grant funding sources.

Evidence to support the applicant's ability to fund the project is required in the form of an accountant's written opinion that the applicant meets this condition – the format this written opinion must take and the minimum professional qualifications for the accountant are set out in the application form.

Equal opportunity for women and compliance with laws

An applicant must comply with its obligations under the *Equal Opportunity for Women in the Workplace Act 1999*. Companies on the current list of non-compliant organisations, available at www.eowa.gov.au are not eligible to apply.

2.2 The Project

Re-tooling for Climate Change provides grants from \$10,000 to \$500,000 to support small and medium-sized companies undertaking manufacturing in Australia to reduce their environmental footprint, by improving the energy and/or water efficiency of their production processes.

For the purposes of the program, manufacturing is defined as the physical or chemical transformation of materials or components into new products or services. In practical terms, this covers any activity listed as manufacturing in the Australian and New Zealand Standard Industrial Classification (ANZSIC) codes – these are included as an appendix to the *Re-tooling for Climate Change* application form.

The production process is defined as the process required to manufacture new products. It includes raw materials storage and finished goods warehousing, but excludes administration of the manufacturing business.

Eligible projects may include:

- investing in small-scale cogeneration plants that capture waste energy and use it to produce electricity on site;
- stormwater capture and improving water recycling for re-use in the production process;
- improving insulation and recovering waste heat to improve production process efficiency; and
- process re-engineering, involving the adoption of energy efficient manufacturing tools, that substantially reduce the energy used in the production process.

2.3 Activities and items not supported

The cost of some activities conducted as part of an agreed project may not be eligible expenditure for the purpose of determining the grant amount. A grantee must ensure it has adequate funds to meet the cost of any ineligible expenditure associated with its project.

For the purpose of determining a *Re-tooling for Climate Change* grant, ineligible activities and items include but are not limited to:

- routine replacement or upgrade of plant and equipment that are part of the plant and equipment's normal effective life cycle, and/or directed solely towards productivity improvements;
- capacity expansion projects that would have been undertaken by the applicant in the normal course of business;
- establishing a new production facility, green-field production site, or facility for a new product;
- projects that improve the energy and/or or water efficiency of the business in general, but without specific focus on the production process;
- preliminary investigation of possible savings to be achieved in energy and/or water use, such as through an energy or water audit;
- preparing the original grant application, preparing any project reports (except the cost of an independent audit report as set out in section 4.6) and preparing any project variation requests;
- obtaining resources used on the project, including interest on loans, job advertising and recruiting, and contract negotiations;
- opportunity costs relating to foregone production and production downtime arising from the allocation of resources to the agreed grant project; and
- routine administration expenses including communications, accommodation, office computing facilities, printing and stationery, postage, legal and accounting fees, and bank charges.

This list is not exhaustive. Other activities or specific expenditure may be ineligible where the Program Delegate decides they do not directly support the achievement of the planned

outcomes of the project or that they are contrary to the spirit and intention of *Re-tooling for Climate Change*.

3 Funding

3.1 Level of funding

The *Re-tooling for Climate Change Program* provides funding of between \$10,000 and \$500,000. Successful applicants will receive funds of up to \$500,000 (or up to *half*) of eligible project costs, whichever is the lesser. Guidance on project costs supported under this program is provided in section 4 of this guide.

3.2 Duration of funding

Applications to the *Re-tooling for Climate Change Program* must be for projects with a maximum project period not exceeding 18 months.

4 Eligible Expenditure

4.1 Introduction

The following section provides guidelines on the eligibility of expenditure. These guidelines may be updated from time to time, so prospective grant applicants should obtain the most recent version from the AusIndustry web site before preparing their application.

Unless otherwise agreed, the guidelines on eligible expenditure that will apply to a project will be those that were current on the date that the Program Delegate accepted an application for assessment.

The Program Delegate will use this guide to determine eligibility of budgeted project costs and grant amount. The Program Delegate has the final decision in determining eligible expenditure and may issue additional guidance on eligible expenditure on a case-by-case basis as required.

Only expenditure incurred by the grantee, directly attributable to the project, and consistent with these guidelines may be treated as eligible expenditure for the purposes of a grant. For absolute clarity, expenditure in relation to activities and items outlined in section 2.3 is not eligible expenditure.

Eligible expenditure must be incurred on or after the project commencement date, which cannot be before the date the Program Delegate accepts the *Re-tooling for Climate Change* application for assessment. With one exception, eligible expenditure must also be incurred on or before the project completion date (the cost of obtaining an independent audit report of project expenditure may be incurred within three months of the project completion date).

The grantee must pay expenditure no later than three months after the end of the project, with one exception being plant or equipment purchased under a hire purchase agreement or finance lease as outlined in section 4.5 below.

4.2 Activities undertaken by related bodies corporate

Grant funding is provided strictly to support the project and its core activities. It is not provided for the benefit or profit of related bodies corporate of the grantee. Related body corporate has the same meaning as in section 50 of the *Corporations Act 2001* (Cth).

Where project activities are conducted through contracting related bodies corporate of the grantee, or other non-arms length persons or entities, these costs (known as 'intra-group payments', or 'non-arms length payments') may qualify as eligible expenditure only if a reliable, measurable cost is incurred by the related body or associated entity, and a verifiable process is used to transfer that cost to the grantee with no profit margin attached, that is, 'at cost'.

The grantee should only claim that proportion of costs which directly relates to activities performed on the funded project. Where there is a mutual benefit arising from project activities, either to another company or for another project, the grantee should reasonably apportion such costs so as to claim only for those activities which directly apply to the funded project.

4.3 Labour expenditure

Eligible labour expenditure covers the direct labour costs incurred by the grantee from employees directly employed on the core elements of the agreed project. An employee is a person who is paid a regular salary or wage out of which regular tax instalment deductions are made.

Costs for technical, but not administrative, project management activities are also eligible labour expenditure. Eligible technical project management labour expenditure is limited to 10 per cent of total eligible labour expenditure.

Labour expenditure for leadership or administrative staff (such as CEOs, CFOs, accountants and lawyers) undertaking project management tasks are not eligible expenditure.

4.3.1 Eligible salary expenditure

Eligible salary expenditure includes any components of an employee's total remuneration package that are itemised on their *Pay As You Go (PAYG) Annual Payment Summary* submitted to the Australian Taxation Office (ATO). Salary-sacrificed superannuation contributions are considered part of an employee's salary package where this amount exceeds that required by the *Superannuation Guarantee*. Employer contributions under the *Superannuation Guarantee* are included in the labour on-costs allowance (see section 4.3.3).

For grant claim purposes, the maximum salary for an employee, including packaged components, is \$150,000 in each full financial year (July-June) of the project period. The

maximum salary claim for an employee who is also a director and/or a shareholder of the grantee is \$120,000 in each full financial year (July-June) of the project period.

The maximum salary claim for an employee in a less-than-complete financial year that is part of the project period is reduced proportionately from the \$150,000 or \$120,000 maximum.

4.3.2 Calculation of eligible salary expenditure

Eligible salary costs are incurred only when an employee works directly on the agreed project. Salary costs must be apportioned using the formula below:

$$\text{Eligible salary in period} = \text{incurred salary in period} \times \frac{\text{actual time spent on project in period}}{\text{actual time employed by grantee in period}}$$

'*Incurred salary in period*' is limited to no more than the equivalent of \$150,000 or \$120,000 per financial year, as set out in section 4.3.1.

'*Actual time employed by grantee in period*' includes:

- periods of leave such as annual and sick leave, and public holidays;
- overtime; and
- time spent on non-project activities.

4.3.3 Labour on-costs

The on-costs associated with employees engaged on the agreed project are recognised as eligible labour expenditure. Labour on-costs include but are not limited to workers compensation insurance (for example, WorkCover), employer contributions to superannuation under the *Superannuation Guarantee*, long service leave accrual, payroll tax, and so on. Eligible labour on-costs may not exceed 30 per cent of an employee's eligible salary costs, as calculated using the formula in section 4.3.2.

4.3.4 Ineligible salary expenditure

Non-cash salary

Labour costs based on an estimation of the employee's worth to the grantee where no cash changes hands and no amount is credited to a loan account or current account in the grantee's accounts are not eligible labour expenditure.

Related parties

Amounts credited by journal entry to the loan accounts or current accounts of principals and/or their relatives are not eligible labour expenditure until the individual income tax returns have been sighted by AusIndustry and the tax payable on the salary has been assessed by the ATO, or similar satisfactory evidence has been provided that income tax has been paid.

4.4 Contract expenditure

Eligible contract expenditure is the cost of any agreed project activities performed for the grantee by

- another organisation, or
- an individual engaged under separate contract.

All contractor project work must be the subject of a prior written contract—for example, a formal agreement, letter or purchase order—which specifies the nature of the work to be performed for the grantee and the applicable fees, charges and other costs payable.

Invoices from contractors must provide a detailed description of the nature of the work, the hours and hourly rates involved, and any specific plant expenses incurred. Invoices must enable the Program Delegate to determine whether the proposed expenditure directly relates to the agreed project, would qualify as eligible expenditure if it was claimed directly by the grantee and is reasonable and commensurate for the activities performed.

In accordance with the grant agreement, the grantee is required to ensure all project contractors keep a record of the costs of their work on the project. AusIndustry may require the grantee to obtain and provide a contractor's records of its costs of doing project work. If such records are not provided AusIndustry may deem the relevant contract expense not to be eligible expenditure.

4.5 Plant and equipment expenditure

Expenditure on the acquisition or construction of plant and equipment, of which the grantee is the financial owner, to a maximum of the value of the plant and equipment capitalised in the grantee's accounts, may be eligible expenditure for the program. Associated freight costs, if capitalised, may be claimed.

Claimed expenditure on the construction of plant and equipment is limited to the sum of the costs of materials, direct construction labour salary costs, freight and establishment and commissioning costs.

Expenditure is normally deemed to be incurred at the time when the plant and equipment has been paid for and commissioned. However, if the plant and equipment has been purchased under a hire purchase agreement or finance lease, expenditure is taken to have been incurred when the first instalment under the agreement or lease has been paid, and the plant and equipment commissioned. A grantee must provide on request appropriate evidence of a valid hire purchase agreement or finance lease.

In the case of constructed plant and equipment, expenditure is taken to be incurred when the plant and equipment is commissioned, or, if commissioning is not required, when the plant and equipment is fully operational.

4.6 Other expenditure

Eligible expenditure includes the cost of preparation of an independent audit certificate.

The Program Delegate has the final decision in determining what expenditure may be included for the purpose of calculating the grant amount.

4.7 Activities paid for by non-cash considerations

Activities paid for by the grantee using non-cash considerations are not eligible expenditure.

For *Re-tooling for Climate Change* purposes, non-cash considerations are contributions to a project that have the following common characteristics:

- no impact on entity cash flow, and
- no record in the entity's statement of financial performance.

Examples include:

- the use of resources—whether internally or externally sourced—for no cost to the project
- issuing shares in payment for services rendered.

These arrangements are sometimes referred to as 'in-kind' contributions.

Non-cash considerations do not include using resources, at a cost, to conduct eligible activities for the agreed project. The latter costs of conducting eligible activities are generally allowed as eligible expenditure.

4.8 Document retention

It is a condition of being paid a grant under the *Re-tooling for Climate Change* program that successful applicants retain all documents and records in relation to the application for a period of seven years after the completion of the project. While such records do not need to be submitted with reports, AusIndustry may require such records to verify any or all eligible expenditure.

Failure to provide such records when required may result in an expenditure item being disallowed, or in certain circumstances, the repayment of grant funding.

5 Applying for funding

5.1 The application process

Applications must be submitted in the required format (refer 5.2 of this guide). The application (including requested attachments) is the sole source of information available to AusIndustry. All details must be current and should contain all relevant information necessary for assessment. No further written or oral explanation, or further documentation, should be required in making an assessment of the application, unless requested by AusIndustry.

Before you submit an application, check to ensure all information is complete and accurate. An application that is incomplete or contains information considered misleading or false will

be excluded from further assessment. False or misleading information may constitute an offence under Commonwealth criminal law (see section 8.3).

5.2 Application form

Applicants must submit their application on the AusIndustry form, a sample of which is provided at www.ausindustry.gov.au. To access the Word fill-able application form, please contact the AusIndustry Hotline on 13 28 46.

Applications must be completed in the correct format. A guide to completing the application form is provided at the back of the form.

5.3 Submitting an application

Applicants must submit only one application for each project. Applications should comply with any rules determined in this customer guide. Applications must reach AusIndustry by the advertised closing date.

An application must contain the fully completed application form and all mandatory attachments specified in the form. An AusIndustry customer service manager may also request additional documents to verify any information contained in the application form.

Applications should preferably be submitted to the Victorian State Office as follows:

Manager, Re-tooling for Climate Change Program
AusIndustry
Department of Innovation, Industry, Science and Research
GPO Box 85
Melbourne Vic 3001

Applications can also be submitted to any other AusIndustry offices listed at Appendix 1.

5.4 Acknowledgement of applications

A customer service manager will send a letter acknowledging receipt of all applications. If an application is incomplete or the applicant ineligible, a customer service manager will discuss this with the contact person responsible for lodging the application.

6 Assessment and decision process

6.1 Assessment process

Generally, AusIndustry evaluates each application in two stages.

At the close of the application round, AusIndustry assesses the eligibility of the application against the criteria outlined in this Customer guide.

Innovation Australia, a Commonwealth statutory body, through its committees, will perform the technical assessment and merit ranking of your application. Applications are assessed against the program merit criteria established by the Minister for Innovation, Industry, Science and Research. Project applications that best satisfy the evaluation criteria are recommended for funding.

Further information about Innovation Australia and its committees is available at www.ausindustry.gov.au.

6.2 Merit criteria

The merit criteria for the *Re-tooling for Climate Change Program* are:

1. **Potential for reduction of the environmental footprint.** The applicant may indicate merit by demonstrating:
 - improved energy efficiency of the production process (reduced energy consumption or reduced energy waste);
 - conversion to a renewable or co-generated energy source for use in the production process;
 - improved water efficiency of the production process (reduced water consumption or reduced water waste);
 - reduced carbon emissions;
 - that there is appropriate evidence to verify the rationale for the proposed project, and projected energy and/or water savings and/or reduced carbon emissions.
2. **Scope and impact of process improvement.** The applicant may indicate merit by demonstrating:
 - the extent to which the project is above what could be seen as routine;
 - the extent to which the project will have a long term, sustainable impact on the ability of the manufacturing operation to respond to climate change;
 - that the positive impact of the project on addressing climate change extends beyond the individual firm, for example through changes to the supply chain;
 - the demonstration potential of the project, and/or extent to which it results in innovative transferable technology.
3. **Organisational capacity/capability to undertake the project.** The applicant may indicate merit by demonstrating:
 - an appropriate level of expertise in project management and business management;
 - the technical capacity to undertake the project, including appropriately skilled technical staff and/or subcontractors;
 - a well articulated project plan, including methodologies and milestones linked to a feasible timeframe.

An applicant must demonstrate a reasonable level of merit on each of the three criteria to be supported.

6.3 Final decision

The Program Delegate makes grant offers taking into account Innovation Australia's merit assessment and the availability of program funds.

If your application is successful, you will receive a written offer of assistance, and will have **30 calendar days** to execute a grant agreement with the Commonwealth from the date the offer is made. Failure to execute a grant agreement in this time may result in AusIndustry withdrawing the offer.

If your application is unsuccessful, AusIndustry will notify you in writing and give you the opportunity to discuss the outcome with a customer service manager, including feedback on the assessment process.

The Program Delegate's decision regarding which applicants will be offered a grant, and the size, terms and conditions of the grant, will be final. There will be no review of decisions.

6.4 Submitting a new application

If an application is unsuccessful, the company may submit a new application for the same or similar project to a subsequent round. This should incorporate new or additional information as required to demonstrate eligibility or strengthen claims against the merit criteria.

The Program Delegate may refuse to accept a new application if it is substantially the same as a previous ineligible or unsuccessful application.

6.5 Announcement

Successful projects may be publicly announced by the Minister following completion of the assessment period. Public announcements may include:

- name of the entity;
- title of the project;
- a description of the project and its intended outcomes, and
- amount of funding awarded.

Both successful and unsuccessful applicants will be notified by AusIndustry in writing.

7 Managing the funding

7.1 Agreement process for successful applicants

Successful applicants are required to enter into a grant agreement with the Department of Innovation, Industry, Science and Research, acting on behalf of the Commonwealth.

The agreement is a legal contract between the grantee and the Commonwealth. It provides details of the rights and obligations of both the grantee and the Commonwealth, including the agreed project, and the grantee's compliance and reporting obligations.

Until there is a valid grant agreement, the Commonwealth is not liable for any expenses incurred. The Commonwealth will not reimburse any project costs incurred before the approved project commencement date. No funding will be given until the agreement is fully executed.

If the applicant is successful in its application for funding, AusIndustry will send a written offer of funding. The applicant will have **30 calendar days** from the date of offer to execute a grant agreement with the Commonwealth. AusIndustry may withdraw the offer if the grant agreement is not executed within this time.

An offer of *Re-tooling for Climate Change* funding may be subject to special conditions and may be withdrawn in certain circumstances.

7.2 Agreement obligations

The grant agreement provides details of the grantee's compliance and reporting obligations. Under the terms of the grant agreement, a grantee must provide various reports relating to the project. These reports will identify technical progress and project expenditure for a given reporting period. Progress reports are required at six monthly intervals and grant payments will be based on these reports.

AusIndustry recognises that unexpected circumstances may impact on a project. A grantee must discuss any changed circumstances with a customer service manager, otherwise it may be at risk of breaching the grant agreement. The customer service manager will advise whether the changes in circumstances require a formal variation to the grant agreement.

7.3 Varying the agreement

AusIndustry recognises that unexpected circumstances can occur within a project lifecycle. If this occurs, an application for variation must comply with the requirements of the grant agreement.

7.4 Progress payments

The funding will be paid in percentage instalments after execution of the grant agreement, then at six monthly intervals, and the final payment following completion and review of the final progress and independent audit report. Payment amounts are as set out in the payment matrix table below.

| | Project Duration | | |
|---------------------------|------------------|-----------------|------------------|
| | ≤6 months | >6 to 12 months | >12 to 18 months |
| Initial payment | 50% | 20% | 20% |
| 6 months progress payment | N/A | 40% | 30% |
| 12 month progress payment | N/A | N/A | 30% |
| Final payment | 50% | 40% | 20% |

8 Other issues

8.1 Tax obligations

An AusIndustry customer receiving Commonwealth funding may incur tax obligations. All customers should seek independent professional advice on any tax implications. AusIndustry **does not** provide advice on tax.

Where an AusIndustry program attracts the GST, AusIndustry will increase the level of payment to compensate appropriately for that tax.

8.2 Privacy and confidentiality

The use and disclosure of information provided by applicants for the *Re-tooling for Climate Change* program is regulated by the relevant provisions and penalties of the *Industry Research and Development Act 1986*, the *Public Service Act 1999*, the *Privacy Act 1988*, the *Freedom of Information Act 1982*, the *Crimes Act 1914* and general laws of the Commonwealth of Australia

AusIndustry regards the information contained in applications as private and confidential and treats it as such. It is subject to the operational need to provide applications to assessors, and any statutory or legal requirements to provide information to Parliament and other organisations, for audit, law enforcement, investigative or other ordered purpose.

As part of the assessment of an application, the Department or Innovation Australia may need to consult with, and provide material from the application to, other government agencies or bodies, other organisations and/or relevant individuals, in order to substantiate any claims or statements made in the application form, or to otherwise assist in the assessment of the application. If this occurs, the Department will endeavour to ensure that the parties who are consulted observe appropriate confidentiality provisions.

Following approval of an application, the broad details of an application (for example, the identity of the successful applicant, the grant amount and a brief description of the project) may be disclosed by the Department for purposes such as promoting the program and reporting on its operation and policy development. This information may also be used in answering questions from the Parliament and its committees.

8.3 Incomplete and misleading information

If an application is incomplete or contains information that is considered misleading or inaccurate, it **may** be excluded from consideration for funding (see section 5).

It is an offence to provide false or misleading information to the Commonwealth.

AusIndustry will refer for investigation, with a view to prosecution under Commonwealth criminal law, any information provided that is considered intentionally misleading or inaccurate.

8.4 Feedback

The *AusIndustry customer service charter* outlines AusIndustry's commitment to improving service delivery. It sets out the service standards that AusIndustry aims to meet and how applicants can help AusIndustry to deliver better services. A copy of the charter is available at www.ausindustry.gov.au.

AusIndustry conducts customer satisfaction surveys through which feedback from applicants and recipients of assistance is used to improve our business operations and our service.

For complaints, the AusIndustry Hotline is the first point of contact. The Hotline directs complaints to the appropriate manager, who will follow up to ensure the matter is resolved.

Contact the AusIndustry Hotline on 13 28 46 or email hotline@ausindustry.gov.au.

If not satisfied with the complaint resolution procedure, contact the

The Executive General Manager

AusIndustry

GPO Box 9839

CANBERRA ACT 2601

Telephone: (02) 6213 7470

Facsimile: (02) 6213 7344

Another option for complaints is to contact the Commonwealth Ombudsman. There is no fee for making a complaint, and the Ombudsman will conduct an independent investigation of concerns. Note that the Ombudsman usually prefers complainants to first work through the relevant internal processes before complaining about a decision. Contact details are:

Commonwealth Ombudsman

Telephone: 1300 362 072

www.ombudsman.gov.au

Appendix 1: How to contact AusIndustry offices

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| <p>New South Wales State Office (Sydney CBD) Level 5, 341 George Street Postal Address GPO Box 9839 SYDNEY NSW 2001 Phone (02) 9226 6000 Fax (02) 9226 6002 or (02) 9226 6001 Email: mailto:ainsw@innovation.gov.au</p> <p>Wagga Wagga – South West NSW 48 Fitzmaurice Street Postal Address PO Box 5761 WAGGA WAGGA NSW 2650 Phone (02) 6921 1828 Fax (02) 6921 6415</p> <p>Wollongong – Illawarra & Central West Region Suite 1 Crown Tower Level T, 200 Crown Street Postal Address PO Box 5427 WOLLONGONG NSW 2520 Phone (02) 4254 5534 Fax (02) 4225 2607</p> <p>Newcastle – Hunter Region IDC – Hunter University Drive CALLAGHAN NSW 2308 Postal Address PO Box 189 HUNTER REGION MC NSW 2310 Phone (02) 4960 3823 Fax (02) 4960 3847</p> <p>Tamworth – Northern & Central NSW Level 1, 307 Peel Street Postal Address PO Box 920 TAMWORTH NSW 2340 Phone (02) 6761 3624 Fax (02) 6761 3571</p> <p>Victoria State Office (Melbourne CBD) 9th Floor, KPMG House 161 Collins Street Postal Address GPO Box 85 MELBOURNE VIC 3001 Phone (03) 9268 7555 Fax (03) 9268 7599 Email: mailto:aivic@innovation.gov.au</p> <p>Ballarat – Western Victoria 48 Sturt Street Postal Address PO Box 511 BALLARAT VIC 3353 Phone (03) 5320 5960 Fax (03) 5331 7973</p> <p>Bendigo – Northern Victoria 46 Edward Street Postal Address PO Box 1332 BENDIGO VIC 3552 Phone (03) 5442 4199 Fax (03) 5441 8941</p> | <p>Traralgon – Gippsland 4/24 Breed Street Postal Address PO Box 1875 TRARALGON VIC 3844 Phone (03) 5174 7604 Fax (03) 5174 6094</p> <p>Queensland State Office (Brisbane CBD) Level 12 100 Creek Street Postal Address GPO Box 9839 BRISBANE QLD 4001 Phone (07) 3227 4700 Fax (07) 3227 4730 Email: mailto:aiql@innovation.gov.au</p> <p>Gold Coast – Southern Queensland and Northern Coastal NSW Level 1, 26 Marine Parade Postal Address PO Box 1448 SOUTHPORT B.C QLD 4215 Phone (07) 5503 1476 Fax (07) 5503 1628</p> <p>Bundaberg – Central Queensland 205 Bourbong Street Bundaberg Postal Address PO Box 1386 BUNDABERG QLD 4670 Phone: (07) 4151 0660 Fax: (07) 4151 0708</p> <p>Townsville – Northern Queensland Level 1, Enterprise House Cnr The Strand & Sir Leslie Thiess Drive Postal Address PO Box 326 TOWNSVILLE QLD 4810 Phone (07) 4721 6649 Fax (07) 4721 0753</p> <p>Western Australia State Office (Perth CBD) Level 25, St Martins Tower 44 St Georges Terrace Postal Address GPO Box 9839 PERTH WA 6848 Phone (08) 9287 3500 Fax (08) 9287 3511 Email: mailto:aiwa@innovation.gov.au</p> <p>Bunbury – South Western Australia Podium Level, Bunbury Tower 61 Victoria Street Postal Address PO Box 2488 BUNBURY WA 6231 Phone (08) 9721 8216 Fax (08) 9721 7584</p> | <p>South Australia & Northern Territory State Office (Adelaide CBD) 11th Floor, Terrace Towers 178 North Terrace Postal address GPO Box 9839 ADELAIDE SA 5001 Phone (08) 8406 4700 Fax (08) 8406 4717 Email: mailto:aisa@innovation.gov.au</p> <p>Port Augusta – Northern South Australia Port Augusta Business Centre 500 Stirling Road Postal Address PO Box 421 PORT AUGUSTA SA 5700 Phone (08) 8641 2563 Fax (08) 8641 1823</p> <p>Mount Gambier – Southern South Australia Old Town Hall, Commercial Street East Postal Address PO Box 1537 MT GAMBIER SA 5290 Phone (08) 8723 1057 Fax (08) 8725 8949</p> <p>Darwin – Northern Territory Ground Floor, Development House, 76 The Esplanade Postal Address PO Box 4816 DARWIN NT 0801 Phone (08) 8941 9250 Fax (08) 8941 5603</p> <p>Australian Capital Territory National & Territory Offices (Canberra City) 6th Floor, Industry House 10 Binara Street Postal Address GPO Box 9839 CANBERRA ACT 2601 Phone 13 28 46 Fax (02) 6213 7644 Email: mailto:aiact@innovation.gov.au</p> <p>Tasmania State Office (Hobart CBD) 4th Floor, AMP Building 86 Collins Street Postal Address GPO Box 9839 HOBART TAS 7001 Phone (03) 6230 9900 Fax (03) 6230 9901 Email: mailto:aitas@innovation.gov.au</p> <p>Launceston – Northern Tasmania Level 1 Cornwell Square 12-16 St John Street Postal Address GPO Box 823 LAUNCESTON TAS 7250 Phone (03) 6331 4183 Fax (03) 6331 3452</p> |
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